Xerox® PrimeLink™ C9065/C9070 Printer
User Guide

xerox™

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Product Symbols for Xerox® PrimeLink™ C9065/C9070

Refer to the following information for the product symbols and their definitions.
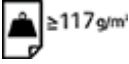
Symbol	Description
⚠	Warning: Indicates a hazard that can cause serious injury or death if not avoided.
⚠	Hot Warning: Hot surface on or in the printer. Use caution to avoid personal injury.
⚠	Pinch Hazard: This warning symbol alerts users to areas where there is the possibility of personal injury.
!	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.

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

Symbol	Description
	Indicates the direction to feed paper.
	Envelope print side up, flap down and closed.
≥117g/m²	Heavy weight paper is equal to or greater than 117 g/m².
	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.

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Safety

This chapter contains:

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your Xerox® printer.

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.

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.

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.

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. In other markets, please contact your local Xerox representative or go to 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. To find the weight for your printer configuration, refer to Physical Specifications.
- 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.

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:**

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.

Safety

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

For product safety information in the United States and Canada, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

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Getting Started

This chapter contains:

Parts of the Printer

Front View
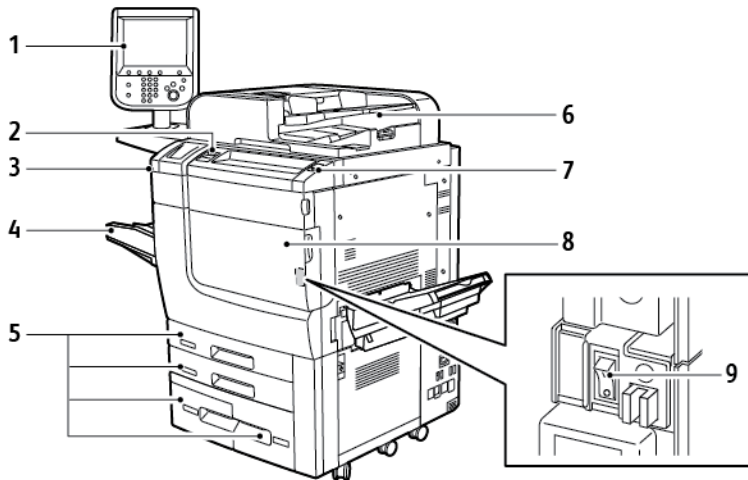
1.	Control Panel	6.	Duplex Automatic Document Feeder
2.	USB Port	7.	Power On/Off Button
3.	Stylus	8.	Front Cover
4.	Tray 5 (Bypass)	9.	Main Power Switch, located behind the front cover
5.	Paper Trays 1–4		

Document Feeder
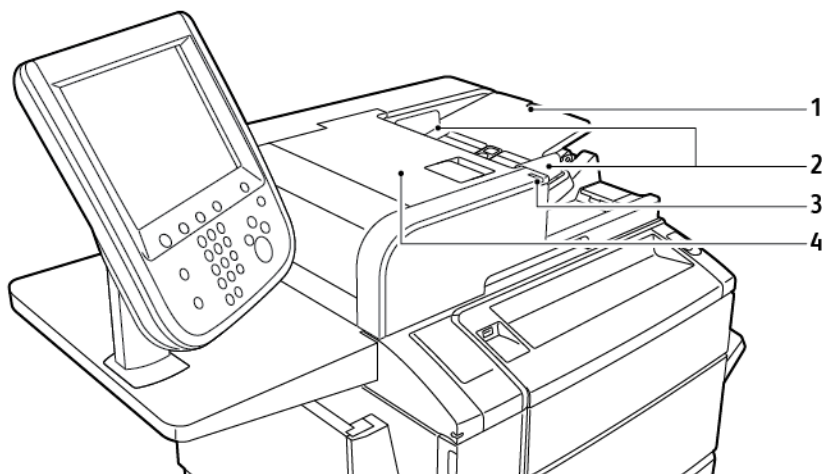
1. Document Feeder Tray	3. Confirmation Indicator
2. Document Guides	4. Top Cover

🖉 **Note:** The document glass is located under the automatic document feeder and is used for scanning, faxing, and copying. Use the document glass for single pages or paper that cannot be fed using the automatic document feeder.

Paper Trays

For more feeding options, refer to Feeding Accessories
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Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 75 g/m² paper. The trays accommodate paper weights 64–300 g/m² (18 lb. Bond to 80 lb. Cover) and are fully adjustable for all stock sizes in the range 182 x 140 mm (7.2 x 5.5 in.) to 330 x 488 mm (13 x 19.2 in.). All stock types, including pre-formatted paper and letterhead, can be used, except envelopes. Stock can be loaded either long- or short-edge feed, in portrait or landscape orientation.

Paper Trays 3 and 4

Tray 3 holds up to 870 sheets of A4 or Letter paper.
Tray 4 holds up to 1140 sheets of A4 or Letter paper.

Bypass Tray (Tray 5)

The bypass tray is a paper tray on the left side of your machine. The tray can be folded away when not in use. The bypass tray accommodates all types of stock in the range 182 x 140 mm (7.2 x 5.5 in.) to 330 x 488 mm (13 x 19.2 in.). The tray has a capacity of approximately 250 sheets of 90 g/m² Bond paper.

Offset Catch Tray

The Offset Catch Tray (OCT) is an output tray that can hold up to 500 sheets of paper and allows each set or stack to be offset from the previous to enable easy separation.

Internal Components
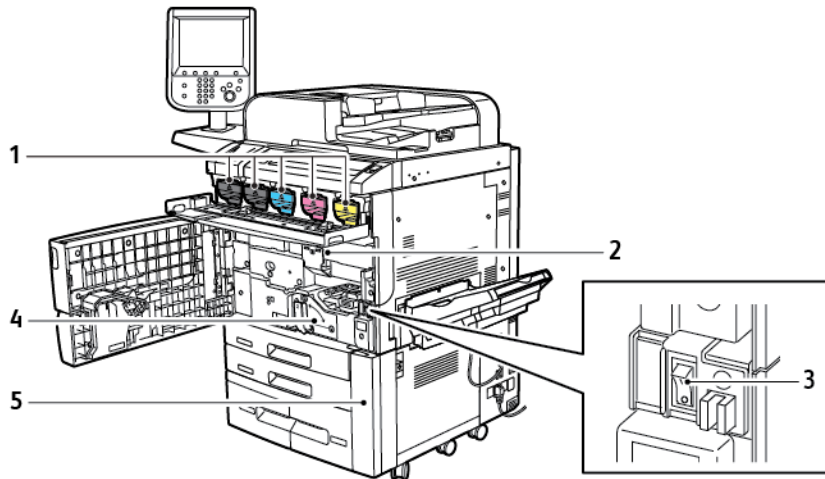
1.	Toner Cartridges	4.	Fuser
2.	Drum Cartridges	5.	Waste Toner Container, located behind the cover
3.	Main Power Switch		

The main power switch is one of three power switches or buttons to power on the device. For information on properly starting up the printer, refer to Powering On the Printer.

Right-Side View
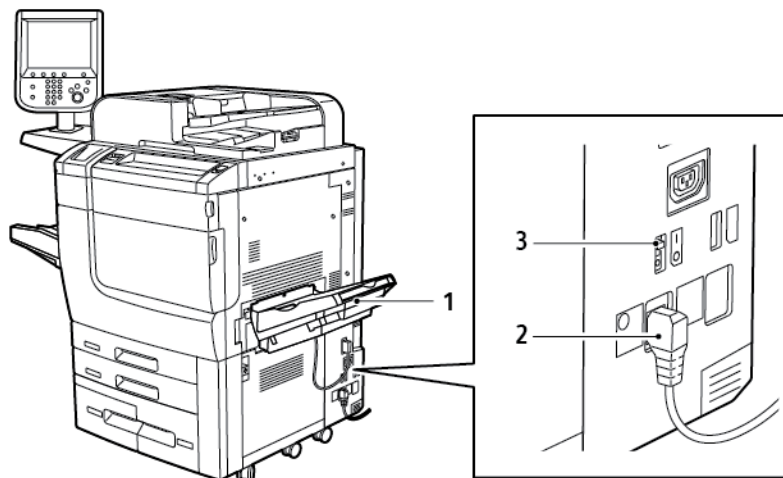
1.	Output Tray	3.	Ground Fault Interrupt Switch
2.	Power Cord		

Control Panel
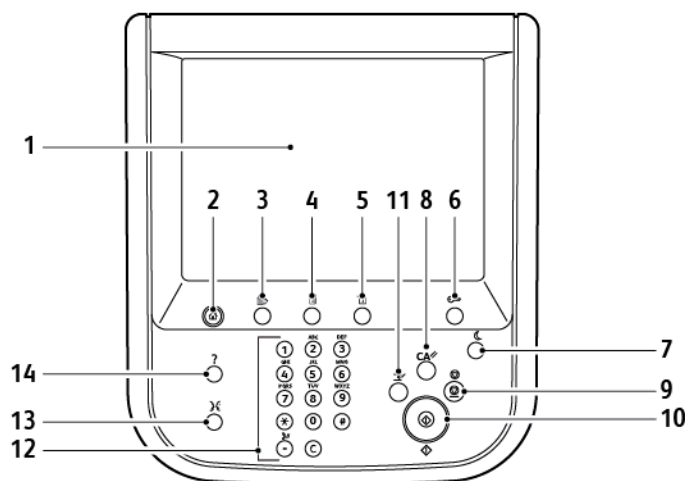
Item	Name	Description
1	Touch Screen	The touch screen allows you to select all the available programming features. The screen displays fault clearance procedures and general machine information.
2	Services Home	Allows access to the All Services screen where all installed features can be viewed and programmed.
3	Services	The Services button takes you to the last Service screen accessed.
4	Job Status	Displays job progress information on the touch screen.
5	Machine Status	Displays the status of the machine on the touch screen.
6	Log In/Out	Provides password-protected access to the System Administration menu used to adjust the defaults of the machine.
7	Power Saver Button	If the Power Saver option is selected, the machine immediately enters an energy-saving mode. If there are any jobs in the queue, a second screen appears.
8	Clear All	If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to machinedefault settings.
9	Stop	Temporarily stops the current job. To cancel or resume your job, follow the onscreen instructions.
10	Start	Starts the job.
11	Interrupt	Temporarily stops the current job to allow a priority job to run.
12	Keypad buttons	Type letters and numbers when entering values or a password.
13	Language	Press to change the touch screen language and keyboard settings.
14	Help	Access the Online Help system.

Telephone and Fax Connection Options
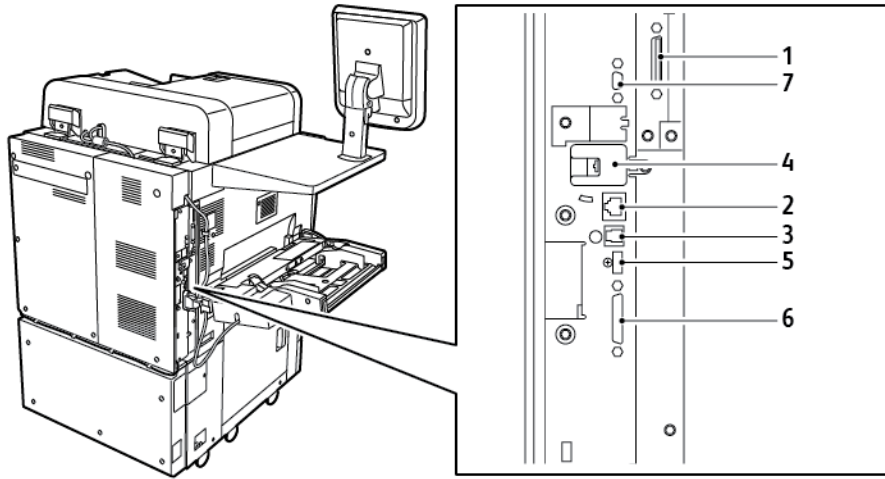
1. Digital Front End Video Select Switching Circuit (DFE VSEL)

2. Ethernet Connection

3. A to D Connection

4. Fax Connection; port is covered unless fax option is purchased

5. Control Panel Connection

6. DADF (Duplex Automatic Document Feeder) Connection

7. Foreign Device Interface Connection

Accessories

Feeding Accessories

The following optional feeding accessories are compatible with your printer.

One-Tray High-Capacity Feeder (Tray 6)

The one-tray, High-Capacity Feeder (HCF) provides a 2000–sheet, A4 or Letter-size input feeding source (Tray 6).

Oversized High-Capacity Feeder

The one-tray or two-tray Oversized High-Capacity Feeder (OHCF) is an alternative to the High-Capacity Feeder. The OHCF feeds oversized stock up to 330 x 488 mm (13 x 19 in.) paper. Each drawer holds 2000 sheets of standard-weight paper. The OHCF can be a 1-drawer or a 2-drawer feeder.
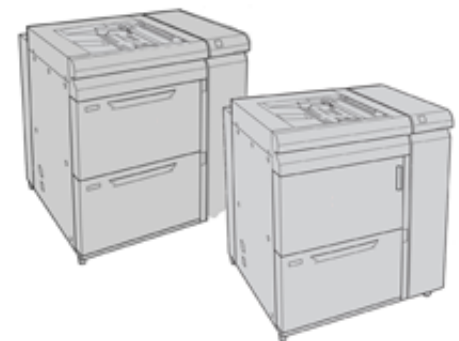
Finishing Accessories

The following optional finishing accessories are compatible with your printer.

Business Ready Finisher

The Business Ready Finisher supports hole punching and stapling.

The right top tray is used for stacked output, and can receive up to 500 sheets of paper. The stacker tray is used for offset or stapled output, and can hold up to 3000 sheets.

Business Ready Finisher with Booklet Maker

The Business Ready Finisher with booklet maker supports hole punching, stapling, and booklet making.

The right top tray is used for stacked output, and can receive up to 500 sheets of paper. The right center tray is used for offset or stapled output and can hold up to 1500 sheets. Both trays can be used for hole-punched output (optional). The bottom finisher tray is used for receiving saddle-stapled booklets.

Inserter Module

Use the Inserter device to load media, such as blank, pre-printed, or special stock that is inserted into the finished output.
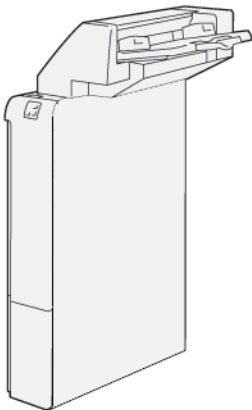
GBC® AdvancedPunch™ Pro

The GBC® AdvancedPunch™ Pro finishing module provides another level of finishing to your output. You can punch holes in A4 or 8.5 x 11-in. documents to support various binding styles.

- For A4 media, the punch supports from 21 holes to a maximum of 47 holes.

- For 8.5 x 11 in. media, the punch supports from 19 holes to a maximum of 32 holes.
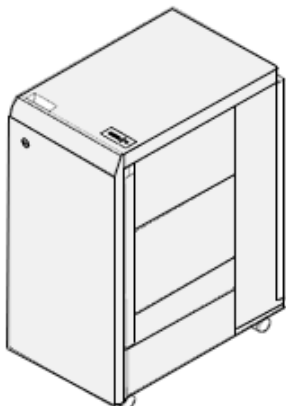
The device requires an Interface Module and a follow-on finisher. The Interface Module uncurls paper and provides a communication hub to the print engine and controller. A follow-on finisher, such as the Production Ready Finisher, is necessary to gather hole-punched output.

For more information, go to www.xerox.com/support, then select the *GBC® AdvancedPunch® Pro User Documentation.*

Crease and Two-Sided Trimmer Module

The Crease and Two-Sided Trimmer Module provides crease capabilities and trimming on two sides of the output.
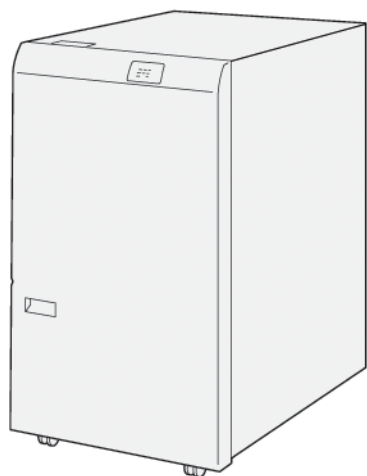
C/Z Folder

The C/Z Folder is an optional finishing device that provides C-fold and Z-fold output for A4 or Letter-sized output, and A3 or 11 x 17 in. media.
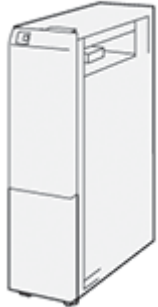
The C/Z Folder is available only with the Production Ready (PR) Finisher and the Production Ready Booklet Maker Finisher.

Production Ready Finishers

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

* The Production Ready (PR) Finisher consists of two output trays, a stapler, and an optional basic punch.
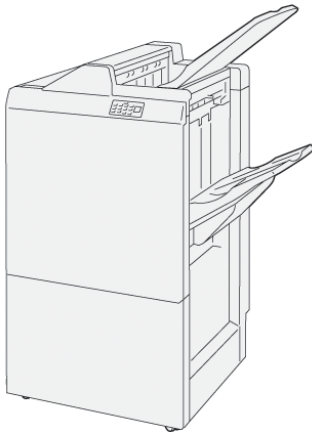
* The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher. The Production Ready Booklet Maker Finisher creates saddle-stitched booklets automatically, of up to 25 sheets, and bi-folding, also called single-folding.
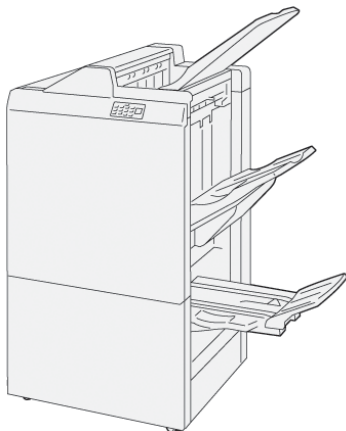
- The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher. In addition, the PR Finisher Plus serves as an interface to transfer paper between the press and any third-party finishing device attached to the press.
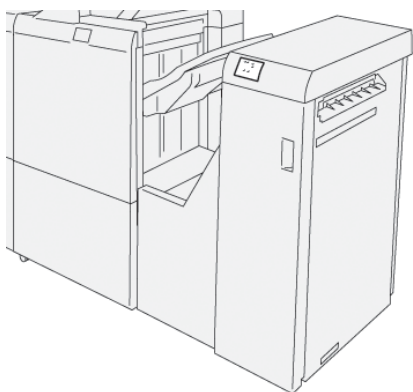
SquareFold® Trimmer Module

The SquareFold® Trimmer module flattens the spine of a booklet and performs face trim of the booklet.
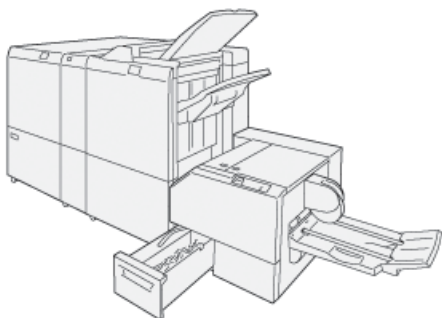
The SquareFold® Trimmer module is available only with the Production Ready Booklet Maker Finisher.

Plockmatic Pro50/35 Booklet Maker

The standard configuration includes the booklet maker and output tray to provide set compiling, stapling, folding, and output tray stacking.
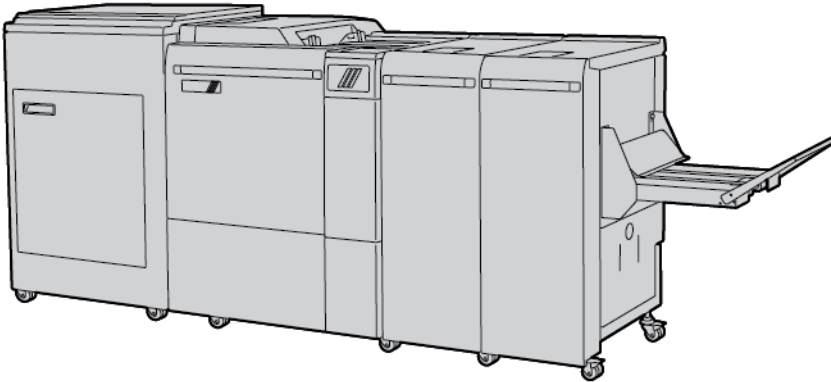
The following options are available for the Plockmatic Pro50/35 Booklet Maker:

- Rotate Crease and Bleed Trimmer: Rotates, creases, and bleed-trims booklets for a professional look.

- Cover Feeder: Use to add pre-printed covers to any configuration.

- Face Trimmer: Provides a clean document edge and removes the shingled effect on the face of the folded document.

- Square Folder: Gives the appearance of a perfect-bound book with a printable spine.

- High Capacity Belt Stacker: Allows long unattended runs and stacks up to 1000 four-page A4 or letter-sized booklets.

- Trim Waste Conveyor: Allows long unattended runs while using the Rotate Crease and Bleed Trimmer, reducing the need for operator intervention to remove waste.

The Plockmatic Pro50/35 Booklet Maker connects to the Production Ready Finisher Plus.

Required Finishing Accessories

Depending on the type of finishing accessory you use, one of the following accessories is also required.

Interface Decurler Module

The Interface Decurler Module provides inline paper cooling, and ensures flat sheets for reliability and speed.

The Interface Decurler Module is required with most inline finishing accessories installed with the printer. The module is not required with the Offset Catch Tray.
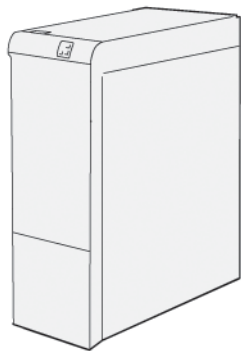
The following finishing accessories require the Interface Decurler Module:

- Inserter Module
- GBC® AdvancedPunch® Pro
- High-Capacity Stacker
- Crease and Two-Sided Trimmer Module
- C/Z Folder
- Production Ready Finisher
- Production Ready Booklet Maker Finisher
- Production Ready Finisher Plus
- SquareFold® Trimmer Module

Vertical Transport Module

The vertical transport module acts as a communication device and provides a vertical transport path between the printer output location and the input to the finishing device.

The Business Ready Finisher and the Business Ready Finisher with Booklet Maker require the vertical transport module.

Printer Information

Your printer provides status information from the touch screen on the control panel and in printed reports. Usage and billing information are available from the touch screen. For details, refer to Billing and Usage Information.

Installation and Setup

Before Using the Printer

Xerox® Welcome Center

If you need assistance during or after printer installation, visit the Xerox website for online solutions and support: www.xerox.com/office/worldcontacts.

If you require further assistance, contact our experts at the Xerox Welcome Center:

- Xerox US Welcome Center: 1-800-821-2797
- Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

🖉 **Note:** A local representative telephone number may have been provided when the product was installed. For convenience and future reference, record the telephone number.

When contacting Xerox, the Welcome Center needs the following information:

- The nature of the problem
- The serial number of the printer
- The fault code, if any
- The name and location of your company

If you need any additional help using your printer:

- Refer to this User Guide.
- Contact the Key Operator.
- Visit our customer website at www.xerox.com/office/PLC9065_PLC9070docs. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation. For extra help, contact the Xerox Welcome Center.

To learn the serial number of the printer, refer to Locating the Serial Number.

Installation and Setup Overview

🖉 **Note:** Instructions for installing the print drivers, utilities, and setting up the network are provided in the System Administrator Guide. Locate the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

Before you can use the printer:

1. Ensure that the printer is connected correctly and powered on.
2. Install software print drivers and utilities.
3. Configure the software.

Physical Connection

You can connect to the printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with the printer and must be purchased separately.

To physically connect the printer:

1. Connect the power cable to the printer, and plug it into an electrical outlet.

2. Connect one end of a Category 5 (or better) Ethernet cable to the Ethernet port on the left side of the printer. Connect the other end of the cable to your network drop.

3. If the fax option is installed, connect to a functioning telephone line using a standard RJ11 cable.

Power Options

Powering On the Printer

The printer has three power switches:

*   The ground fault interrupt switch is on the right side of the printer, near the power cord. At installation and setup, ensure that the switch is in the On position.
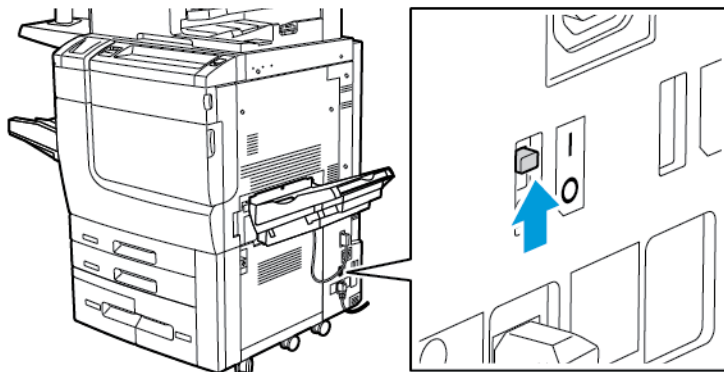
*   The main power switch is behind the front cover door. Verify that the main power switch is in the On Position. For general use, do not use the main power switch to power on and power off the printer.
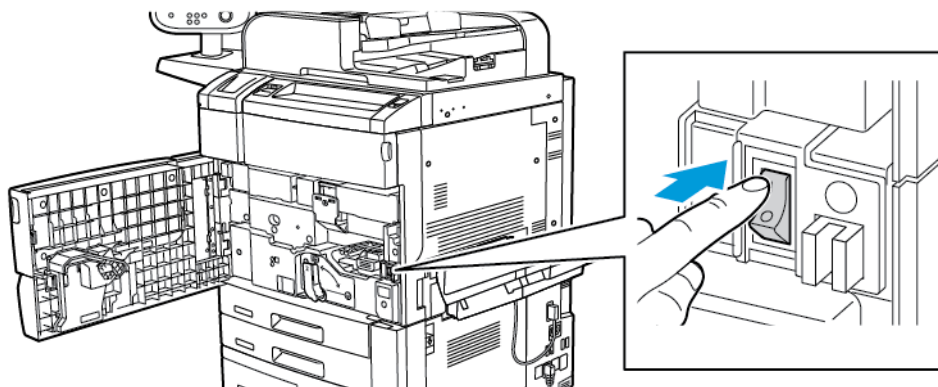
- The power On/Off button is on the right side of the top front panel. To power on and power off the printer, as workflow requires, press the power On/Off button.
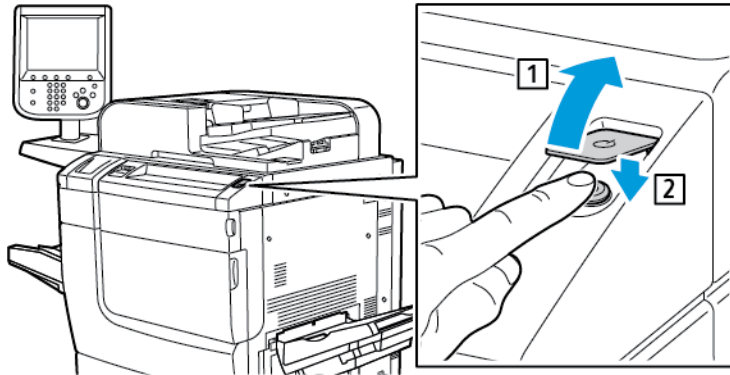
Pressing On the Main Power

The main power switch controls the main power into the printer. For typical printer operation, leave the main power on. Place the main power switch in the Off position when you connect a cable, clean the printer, restart the printer, or completely power off the printer.

⚠ **Caution:** To avoid damage to the printer hard drive and to prevent a printer malfunction:

- Press the main power switch before powering on the printer.
- Do not power on the main printer power then immediately power off the main printer power. Wait a few seconds before pressing the main power switch to power off the printer.

To power on the main printer power:

1. Open the front cover.
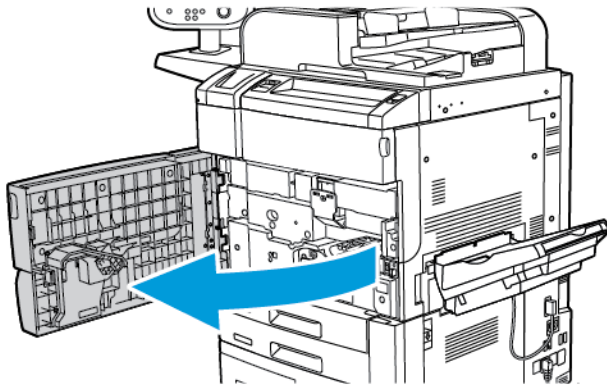
2. Press the main power switch to the On position.
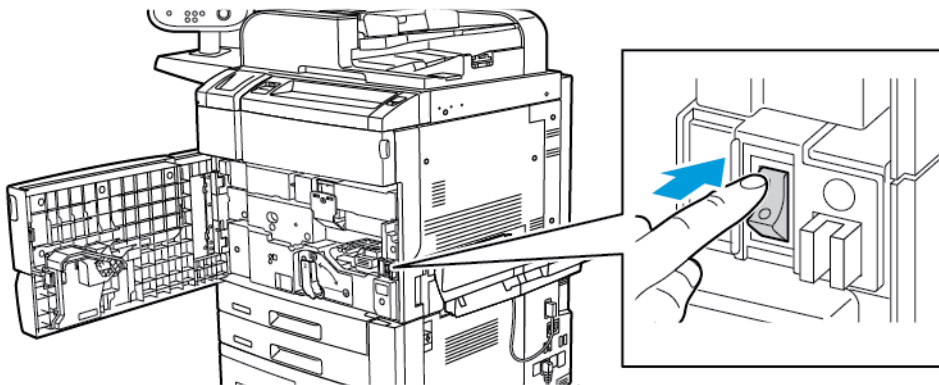
3. Close the front cover.

General Power On

To power on the printer:

1. Ensure that the main power switch inside the front cover is in the On position.
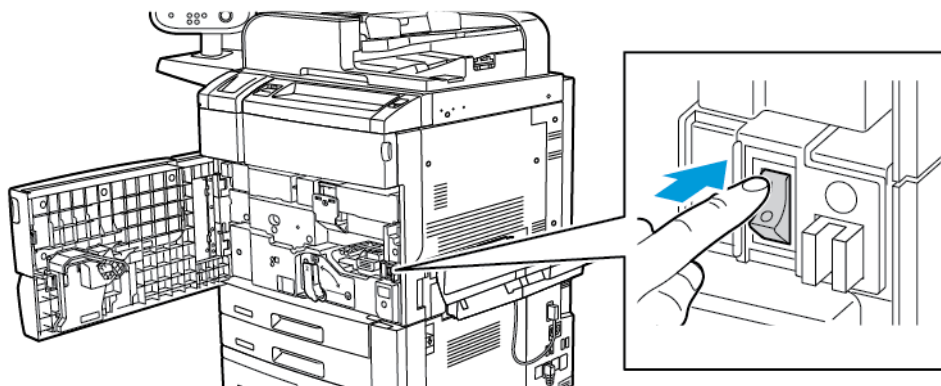
2. Press the power On/Off button.
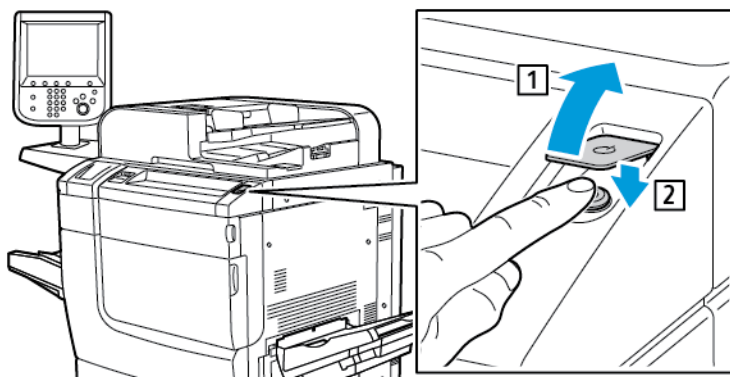
    🖉   **Note:** The entire powering-up process, from power-on through a completed a self test, takes approximately 3 minutes. Certain functions of the machine, such as copying, are available before other functions, such as printing.

Switching Off the Printer

Pressing Off the Main Power

The main power switch controls the main power into the printer. For normal printer operation, leave the main power on. Before connecting a cable, cleaning the printer, or when a restart is required, press the main power switch to the Off position.

⚠ **Caution:**

- Before unplugging the power cord, press the main power switch to the Off position. Failure to do so can damage the printer or cause a printer malfunction.

- After you power on the printer, wait a few seconds before you power off the main power. Failure to do so can damage the printer hard drive or cause a printer malfunction.

- After you press the printer On/Off power button, wait a few seconds before you press the main power switch to the Off position. Failure to do so can damage the printer hard drive or cause a printer malfunction. After you power off the printer, wait until the control panel touch screen goes dark. Wait 10 seconds, then press the main power switch to the Off position.

- While a job is processing, or while the Energy Saver button is blinking, do not press the main power switch. Doing so can damage the printer hard drive or cause a printer malfunction.

To power off the main power switch:

1. Open the front cover, then press the main power switch to the Off position.
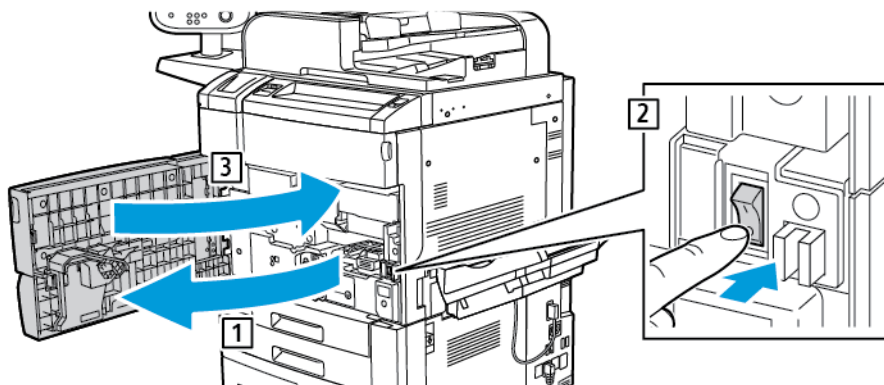
2. Close the front cover.

General Power Off

✎ **Note:** Before powering off the printer, wait 5 seconds after any active job completes.

To power off the device, press the power On/Off button. For general use, to power on and power off the printer, press the power On/Off button. Do not use the main power switch to power on and power off the printer unless required.
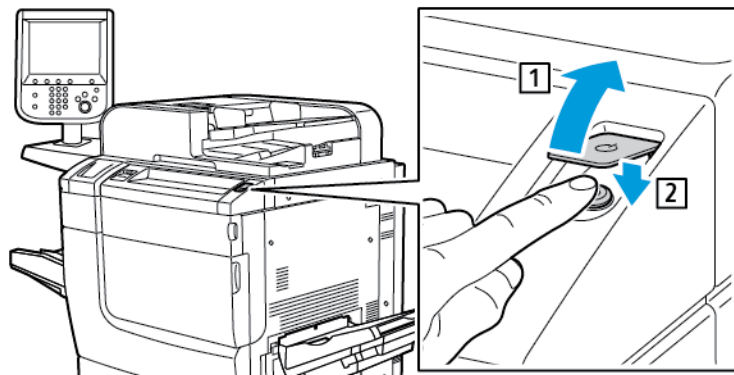
If you select the Energy Saver option, the printer enters an energy-saver mode immediately. If there are jobs in the print queue, a job status message appears.

Note: To reactivate the printer when it is in Energy Saver mode, press the **Energy Saver** button.

Power Saver

Power Saver mode reduces power consumption when the printer is inactive for a preset time.

The printer enters power-saving mode after a preset time has elapsed. If no jobs are sent to the printer for an extra preset time, the printer enters Sleep Mode. The touch screen is dark and the Power Saver button is lighted in both modes.

To return the printer to normal operation, press the **Power Saver** button. Receipt of a job or accessing the printer using the Embedded Web Server cancels Power Saver mode.

Assigning a Network Address

If the network uses a DHCP server, the printer automatically acquires a network address. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings. Refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

Using the Embedded Web Server

The Embedded Web Server enables you to manage, configure, and monitor the printer using a Web browser on a network computer.

- Access printer status, configuration, and security settings.
- Check supplies status from your computer.
- Access job accounting records to allocate printing costs and plan supplies purchases.
- Retrieve scanned document files stored in the printer.

Note: Some printer capabilities must be enabled using the Embedded Web Server. Unless your system administrator has unlocked the printer, to access the settings, log in as an administrator.

The Embedded Web Server requires:

- A Web browser and a TCP/IP connection between the printer and the network in Windows, Macintosh, or UNIX environments.

- JavaScript enabled in the Web browser. If JavaScript is disabled, a warning message appears and the Embedded Web Server may not function properly.

- TCP/IP and HTTP enabled in the printer.

For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

Finding the Printer IP Address

The printer IP address is required to use the Embedded Web Server. If you do not know the IP Address, print the Configuration Report. The printer IP address appears in the Communication Settings section.

To print the Configuration Report:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Device Information** tab, then touch **Print Reports**.

3. Touch **Printer Reports**, touch **Configuration Report**, then press the green **Start** button.

4. After the report prints, touch **Close**.

Accessing the Embedded Web Server

1. Ensure that the printer is connected correctly and switched on.

2. At your computer, open a Web browser.

3. Type the IP address of the printer in the Web browser address field.

   The Embedded Web Server Welcome page appears.

Getting Additional Information

For more information about your printer, refer to Web Resources.

4

Printing

This chapter contains:

This chapter contains an overview of printing from different operating systems and a brief description of many of the key printing features supported by the printer.

For detailed feature descriptions and instructions on how to use the print drivers, access the print driver help by clicking the **Help** button (**?**) located at the bottom left side of the print driver dialog.

Printing Overview

1. Select the appropriate media. Ensure that the media that you want to use is loaded in the tray.

    If the media is not loaded, load it in the tray, then select an option on the control panel touch screen:

2. Press the **Machine Status** button.

3. To view the current paper settings, touch **Tools→Group→Setup→Paper Tray Attributes**.

    a. To specify the paper attributes, from the list, touch **Paper tray**, or if available, touch **Paper Catalog**.

    b. Touch **Change Settings**, then select your settings for the paper type, size, and color.

    c. Touch **Save**.

4. In your software application, click **File**, then click **Print**.

5. Select your printer from the list.

6. To access the print driver settings, select **Properties** (Windows) or **Xerox Features** (Macintosh). The title of the button varies depending on your application.

7. Modify the print driver settings as necessary, then click **OK**.

8. To send the job to the printer, click **Print**.

Saving a Set of Commonly Used Printing Options in Windows

You can define and save a set of printing options, so that you can apply them quickly to future print jobs.

To save a set of printing options:

1. With the document open, in your application, click **File**, then click **Print**.

2. Select the printer, then click **Properties**.

3. In the **Properties** window, click the tabs, then click the required settings.

4. At the bottom of the **Properties** window, click **Saved Settings**, then click **Save As**.

5. Type a name for the set of printing options that you chose, then click **OK**.

   The set of options is saved and the name that you specified appears in the list.

6. To print using these options, select the name from the list.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can apply them quickly to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. Select your printer from the Printer list.
3. From the **Print** menu, select the required printing options.
4. Click the **Presets** menu, then click **Save As**.
5. Type a name for the printing options, then click **OK**.

   The set of options is saved and appears in the Presets list.
6. To print using these options, select the name from the list.

Printing Features

Media Types for Automatic 2-Sided Printing

The printer can print automatically a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported. Paper weights in the range of 60 g/m² to 256 g/m² can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser-printed or copied)
- Envelopes
- Labels
- Any die-cut special paper, such as business cards

Printing a 2-Sided Document

Options for automatic 2-Sided Printing are specified in the print driver. Application settings for portrait or landscape orientation are used.

You can specify the page layout for 2-Sided Printing, which determines how the printed pages turn. These settings override the application page orientation settings.

For **Portrait**:

2-Sided Print or 2-Sided, Flip on Short Edge

For **Landscape**:

2-Sided Print or 2-Sided Print, Flip on Short Edge

Selecting the Paper to Use

When you send your print job to the printer, you can choose from the following options to select the paper:

- Allow the printer to select which paper to use automatically based on the document size, paper type, and paper color that you select.

- Select a specific tray loaded with the needed paper.

- If available, select a specific paper stock from the Paper Catalog.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.

Color Correction

The Color Correction options provide simulations of different color devices. Automatic is the recommended correction for general image processing. Different color reference models are supported and can vary, based on your operating system and print driver type.

Booklets

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper, two on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

🖉 **Note:** You can create a booklet using A4, Letter, A3, or Tabloid-sized paper.

Some print drivers enable you to specify the gutter and creep.

- **Gutter**: Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).

- **Creep**: Specifies how much the page images are shifted outward in 10ths of a point. This feature compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.
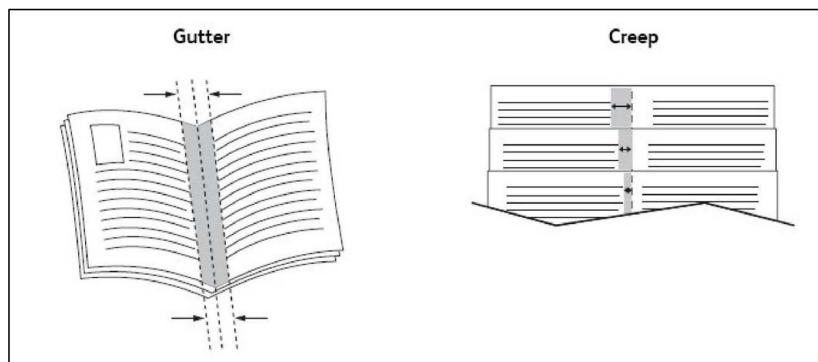
If your printer includes a finisher with a booklet maker, you can use the features of that device for more robust booklet-making capabilities.

Cover Pages

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For example, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document. If you specify a different size in the printer driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers**: Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only**: Prints the first page on paper from the specified tray.
- **Back Only**: Prints the back page on paper from the specified tray.
- **Front and Back: Same:** Front and back cover pages print from the same tray using blank or pre-printed paper.
- **Front and Back: Different**: Front and back cover pages print from different trays. The front cover can be pre-printed, but the back cover must use blank or pre-printed paper. If you require printing on the back page, use an exception page.

Insert Pages

An insert is a separator or slip sheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Select the tray containing the needed insert paper.

Select an option:

- **Insert Options**: To insert a separator sheet after a job, select **After Page(s)**. To insert a separator sheet before a job, select **Before Page(s)**.
- **Insert Quantity**: This option specifies the number of pages to insert at each location.
- **Page(s)**: This option specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: `1, 6, 9-11`.

- **Paper**: This option displays the Use Job Settings default size, color, and type of paper to use for the insert pages.

- **Job Settings**: This option displays the paper attributes for most of the document.

Exception Pages

You can specify the characteristics of pages in the print job that differ from the settings used for most of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the Add Exceptions window, set the characteristics of the two exception pages, then select the alternate paper size to use.

- **Page(s)**: Specify the location to place the inserts. For a location, you can enter a page or range of pages. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: `1, 6, 9-11`.

- **Paper**: The Paper field displays the Use Job Settings default size, color, and type of paper to use for the exception pages.

- **2-Sided Printing**: Choose the needed 2-sided printing option.

- **Job Settings**: Displays the attributes of the paper for most of the document.

Scaling

To reduce or enlarge your printed page images, select a scaling value between 1 and 999 percent. The default value is 100 percent.
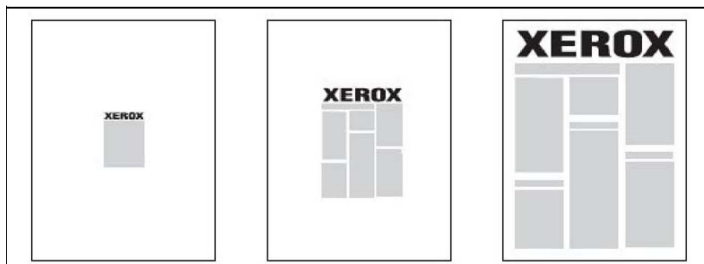
Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like *Draft* and *Confidential*, which you might stamp on a page before distribution, can be inserted as a watermark.

You can:

- Create a watermark.

- Edit an existing watermark text, color, density, location, and angle.

- Place a watermark on either the first page or every page in a document.

- Print a watermark in the foreground or background or blend with the print job.

- Use a picture for the watermark.

- Use a time stamp for the watermark.

📝 **Note:** Not all applications support watermark printing.

Creating and Saving Custom Sizes

You can print custom-size paper from Trays 1, 2, 3, 4 and 5 (Bypass Tray). Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

Job Completion Notification

You can choose to be notified when your job is done printing. A message appears in the lower right corner of your computer screen with the name of the job and the name of the printer where it was printed.

📝 **Note:** This feature is only available when your printer is connected to your computer over a network. It is not supported in all operating systems.

Secure Print Jobs

The Secure Print job type allows you to print a job after you select your user identification and enter your passcode at the printer control panel.

Sample Sets

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

Delayed Printing

A print job can be delayed for up to 24 hours from the original job submission time. Enter the when you want the job to print. Use either a 12-hour format or a 24-hour format.

Saving Print Jobs to the Printer

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not deleted automatically after printing. You can delete the file manually at the printer control panel.

Folding

If your printer is equipped with a finisher, you can make prints using the folding option. The option folds your prints in half (single or bi-fold) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

These fold types are available:

- Single Fold (Bi-Fold)
- C-Fold
- Z-Fold

- Z-Fold Half Sheet

The Single Fold (Bi-Fold) option is available only with a Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

> **Note:** To use the folding option, a short-edge feed (SEF) document orientation is required. Select a paper tray that contains SEF stock.

Printing from a USB Flash Drive

PDF, JPG, TIFF, and XPS files can be printed directly from a USB Flash Drive using the **Media Print - Text** feature.

> **Note:** The print from USB option must be enabled by a System Administrator.

> **Note:** The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the printer control panel.

Printing from a Media Card Reader

JPEG, TIFF, DCF 1.0 JPEG and TIFF files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

> **Note:** Ensure that a USB Flash Drive is not present in the USB port located on the left side of the top front panel.

5

Copying

This chapter contains:

Basic Copying

To make copies:

1. To remove previous copy settings, at the control panel, press the yellow **Clear All** button.

2. Load the original document.
   - Use the document glass for single copies or paper that cannot be fed using the document feeder.
   - Use the document feeder for multiple or single pages.

3. Touch **Copy**.

4. Use the alphanumeric keypad to enter the number of copies.
   The number of copies appears on the touch screen.
   - To correct the number of copies entered, on the alphanumeric keypad, press the **C** button, then reenter the number.
   - To stop a copy job, press the red **Stop** button. To continue the job, touch **Resume**. To cancel the job, touch **Cancel**.

5. If needed, change the copy settings.
   For details, refer to Basic Settings.

6. To start your copy job, press the green **Start** button.

Document Glass
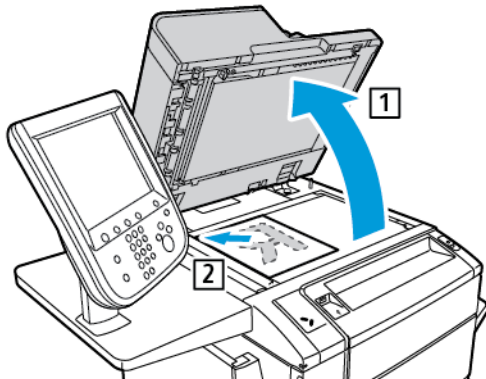
1. Lift the document feeder cover and place the original face down, toward the back-left corner of the document glass.

2. Align the original to the appropriate paper size that is printed on the edge of the glass.

🖉 **Note:**

- The document glass accepts paper sizes from 15 x 15 mm (0.59 x 0.59 in.) to A3/297 x 432 mm (11.6 x 17 in.).

- The document glass automatically detects standard paper sizes.

⚠ **Caution:** When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so can damage the document feeder cover.

Duplex Automatic Document Feeder
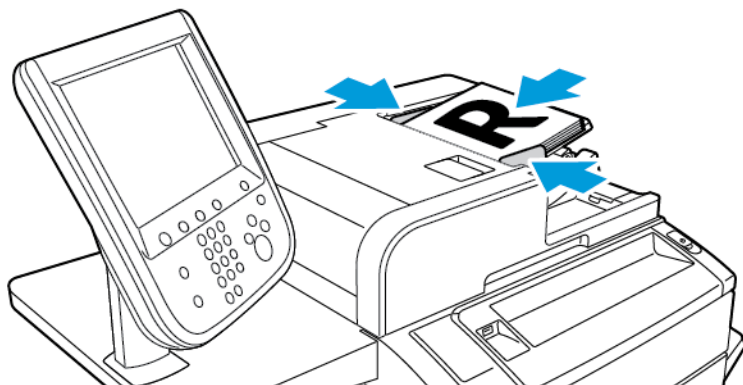
1. Insert originals face up, with page 1 on top. The duplex automatic document feeder scans both sides of 2-sided documents at the same time.

    The confirmation indicator illuminates when the originals are loaded correctly.

2. Adjust the paper guides so that they fit against the originals.

🖉 **Note:**

- The document feeder automatically detects standard paper sizes.
- The automatic document feeder accommodates the following original paper weights: 38–128 g/m^2.
- The automatic document feeder accommodates the following originals: 85 x 125 mm (3.3 x 4.9 in) to 297 x 432 mm (11.7 x 17 in).
- The automatic document feeder accommodates approximately the following quantity of paper by weight: 130 sheets of 80 g/m^2.

Basic Settings

The **Copy** tab appears when the touch screen **Copy** button is touched. Use the **Copy** tab to change the following basic settings:

- Selecting Color or Black and White Copies
- Reducing or Enlarging the Image
- Selecting the Tray to Use for Copies
- Specifying 2-Sided Originals or Copies
- Collated Copies
- Uncollated Copies
- Stapling Copies
- Hole Punching Copies

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, in single color (monochrome), in dual color, or in black and white.

To select the output color:

1. At the control panel, touch **Copy**.

2. Touch the required output color:
   - **Auto Detect**: This option detects the color content in the original document. If the original document is a color document, the output is in full color. If the original document is a black and white document, the output is in black only.
   - **Color**: This option uses all four printing colors: cyan, magenta, yellow, and black, to produce full-color copies.
   - **Black and White**: This option copies in black and white only. Colors in the original document are converted to shades of gray.
   - **Dual Color**: This option allows you to separate the colors of the original document into two groups of colors for copying. The Source Color is extracted from the original document, then replaced by the Target Area Color. This option replaces the rest of the colors with the Non-Target Area Color that you select.
   - **Single Color**: This option allows you to copy in one of six preset or custom colors.
   - **More**: This option allows you to change preset or custom colors.

Reducing or Enlarging the Image

To reduce or enlarge the image:

1. At the control panel, touch **Copy**.

2. To reduce or enlarge the image proportionally, do one of the following:
   - Touch the plus (**+**) and minus (**-**) icons.
   - Touch **More**, then touch the plus (**+**) and minus (**-**) icons.

3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
   - Touch **More**.
   - Touch **Proportional %**, then touch one of the **Preset %** buttons.
   - To center the image on the page, touch **Auto Center**. Touch **Save**.
   - To perform a minor adjustment, select **Slight Reduction Improved Fit**.

4. To reduce or enlarge the width and length of the image by different percentages:
   - Touch **More**, then touch **Independent X-Y%**.
   - To scale the width or X axis of the image, for Width percentage touch the plus (**+**) and minus (**-**) icons.
   - To scale the length or Y axis of the image, for Length percentage touch the plus (**+**) and minus (**-**) icons.
   - To center the image on the page, touch **Auto Center**.

5. Touch **Save**.

Selecting the Tray to Use for Copies

The printer automatically selects the paper tray to use for copying based on system administrator settings. To use a different paper type for copying on letterhead, colored paper, or different paper sizes, select the paper tray that is loaded with the required paper.

To select the tray to use:

1. At the control panel, touch **Copy**.

2. For **Paper Supply**, touch the required tray.

3. To use another tray:
   - Touch **More**.
   - Touch the required tray in the list.
   - Touch **Save**.

Specifying 2-Sided Originals or Copies

Use the document feeder or the document glass to copy one or both sides of a 2-sided original.

Other options are available in 2-Sided Copying:

- **1→1**: Scans only one side of the original documents, and produces 1-sided copies.

- **1→2**: Scans only one side of the original documents, and produces 2-sided copies.

- **2→1**: Scans both sides of the original documents, and produces 1-sided copies.

- **Rotate Side 2**: Rotates the image on side two of a 2-sided copy by 180 degrees.

To copy both sides of a 2-sided original:

1. At the control panel, touch **Copy**.

2. Touch **2 Sided Copying**.

3. For 2-Sided Copying, touch **2–Sided**.

4. Press the green **Start** button.

   🖉 **Note:** When using the document glass for 2–sided copying, when it is time to place the next document on the glass, a message appears.

   The document feeder automatically copies both sides of a 2-sided original document.

Collated Copies

You can collate multi-page copy jobs automatically. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

To choose collated copies:

1. At the control panel, touch **Copy**.

2. Touch **Copy Output**.

3. Touch **Collated**.

4. Touch **Save**.

Uncollated Copies

Uncollated copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

1. To choose uncollated copies:

    a. At the control panel, touch **Copy**.

    b. Touch **Copy Output**.

    c. Touch **Uncollated**.

    d. Touch **Save**.

2. To choose uncollated copies with separators:

    a. On the Copy Output screen, touch **Uncollated with Separators**.

    b. To choose the tray loaded with separator sheets, touch **Separator Tray**, select a tray, then touch **Save**.

Offset Stacking

To choose Offset Stacking:

1. On the touch screen, touch **Copy**.

2. Touch **Copy Output**.

3. Touch **Offset Stacking**, then select the type of offset that you want to use.

4. If **Paper Supply** appears, select the required paper supply tray.

5. Touch **Save** until you return to the Copy tab.

Stapling Copies

If the printer has a finisher installed, copies can be stapled automatically.

To select stapling:

1. At the control panel, touch **Copy**.

2. Touch **Copy Output**.

3. On the Staple screen, touch **1 Staple**, **2 Staples**, or **4 Staples** for your selected page orientation. For each orientation, the screen shows the location where staples are placed on the page.

    Note: The stapling options vary, depending on the paper feed orientation, short edge, or long edge. If the required stapling option is unavailable, touch **Paper Supply**, then choose the appropriate tray.

Hole Punching Copies

If the printer has an appropriate finisher installed, copies can be hole-punched automatically.

> 🖊 **Note:** Hole punch options depend on paper size and feed orientation. The paper can be fed from a tray with the paper loaded for short-edge feed or long-edge feed. If the required hole punch option is unavailable, touch **Paper Supply**, then choose the tray containing the paper with the correct orientation.

1. Touch **Copy** on the control panel.

2. Touch **Copy Output**.

3. For**Hole Punch**, select the required hole punch type and location from the list.

   > 🖊 **Note:** Hole punch settings vary by printer configuration.

4. Touch **Save**.

Image Quality Adjustments

Use the **Image Quality** tab to change the following image quality settings:

- Specifying the Original Type
- Adjusting the Darkness, Sharpness, and Saturation
- Automatically Suppressing Background Variations
- Adjusting the Contrast
- Selecting Color Effect
- Adjusting the Color Balance
- Adjusting the Color Shift
- Adjusting the Gloss Level

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.

2. Touch **Original Type**.

3. In the **Original Type** window:

   a. From the first column, select the content type of the original document.

   b. If known, select how the original was produced.

   c. Touch **Save**.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust these image options:

1. At the control panel, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Image Options**.

3. In the Image Options window:
   - To lighten or darken the image, touch the **Lighten/Darken** pointer, then move it toward **Lighten** or **Darken**.
   - To sharpen or soften the image, touch the **Sharpness** pointer, then move it toward **Sharpen** or **Soften**.
   - To make the image colors more or less vivid, touch the **Saturation** pointer, then move it toward **Vivid** or **Pastel**.

4. Touch **Save**.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. Use **Auto Suppression** to minimize the visibility of background colors in your copies.

> ✎ **Note:** The printer may not reproduce low densities when Auto Suppression is selected. Turn Auto Suppression off to achieve better output in these cases.

To change this setting:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.

2. Touch **Image Enhancement**.

3. Under **Suppress Background**, touch **Auto Suppression**.

4. Touch **Save**.

Adjusting the Contrast

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. At the control panel, touch **Copy**, then touch the **Image Quality** tab.

2. Touch **Image Enhancement**.

3. Do one of the following:
   - To adjust the contrast automatically, touch **Auto Contrast**.
   - Touch **Manual Contrast**, touch the **Contrast** pointer, then move it toward **More** or **Less**.

4. Touch **Save**.

Selecting Color Effects

To adjust the color results for color originals, use **Color Effects** presets. For example, you can adjust the copy colors to be warmer or cooler.

To select a color preset:

1. At the control panel, touch **Copy**, then touch the **Image Quality** tab.
2. Touch the **Color Effects** button.
3. Touch the required color preset. The sample images show how the colors are adjusted.
4. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before you copy the document.

To adjust the color balance:

1. At the control panel, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Color Balance**.
3. To adjust the density levels of all four colors:
   a. In the Color Balance screen, select **Basic Color**.
   b. To adjust the level for each color, touch the pointer, then move it toward the plus (**+**) or minus (**-**) icons.
4. To adjust the highlight, mid-tone, and shadow density levels by color:
   a. Touch **Advanced Color**.
   b. Touch the required color.
   c. To adjust the levels for highlights, mid-tones, and shadows, touch the pointer, then move it toward + or - icons.
5. Touch **Save**.

Adjusting the Color Shift

If you have a color original, you can adjust the hue of the copy colors.

🖉 **Note:** This feature is only available when the output color is set to **Auto Detect** or **Color**.

1. At the control panel, touch **Copy**, then touch the **Image Quality** tab.
2. Touch **Color Shift**.
   The **Original Color** bar represents the colors of the original document.

   The **Copy Color** bar represents the copy colors.
3. To select the desired color shift, for the required hue, touch the plus (**+**) and minus (**-**) icons.
4. Touch **Save**.

Adjusting the Gloss Level

Gloss level enables you to specify the paper gloss level as normal or enhanced.

✎ **Note:** This feature does not apply to all paper types.

To adjust the gloss level:

1. Touch **Copy**.

2. Touch **Image Quality**.

3. Touch **Gloss Level**.

4. Touch **Normal** or **Enhanced**, then touch **Save**.

Layout Adjustments

Use the Layout Adjustment tab to change the following settings:

- Book Copying

- 2-Sided Book Copying

- Specifying the Original Size

- Erasing the Edges of a Copy

- Shifting the Image

- Rotating the Image

- Inverting the Image

- Specifying the Orientation of the Original

Book Copying

You can copy the left or right page, or both pages, of a bound document onto a single sheet of paper.

Use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

✎ **Note:**

- This feature and 2-Sided Book Copying cannot be activated simultaneously.

- Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

✎ **Note:** Place the facing pages of a bound document on the document glass in a horizontal orientation, as shown on the touch screen.

1. At the control panel, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **Book Copying**, then touch **On**.

3. To copy both pages of an open book in page order, touch **Both Pages**.
   To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

4. To copy only the left page of an open book, touch **Left Page Only**.
To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

5. To copy only the right page of an open book, touch **Right Page Only**.
To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus (**+**) and minus (**-**) icons.

6. Touch **Save**.

2-Sided Book Copying

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

> 🖉 **Note:**
>
> - This feature and Book Copying cannot be activated simultaneously.
> - Use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.
> - Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

1. At the control panel, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **2-Sided Book Copying**. On the next screen, touch **On**.

3. To specify the copy start page and copy end page, touch **Starting and 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 (**+**) and minus (**-**) icons.

5. Touch **Save**.

Specifying the Original Size

To specify the original size so that the correct area is copied:

1. On the touch screen, touch **Copy**, then touch the **Layout Adjustment** tab.

2. Touch **Original Size**.

3. To pre-scan the first page of the originals to determine the area to copy, touch **Auto Detect**.
   - If the area to be copied matches a particular paper size, touch **Manual Size Input** and then touch the desired paper size.
   - To view the entire list, touch the scroll arrows.

4. If the original contains pages of different sizes, touch **Mixed Size Originals**.

5. Touch **Save**.

Erasing the Edges of a Copy

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

To erase edges on copies:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.

2. Touch **Edge Erase**.

3. To erase all the edges by the same amount, touch **All Edges**, and touch the **plus** or **minus** buttons.

4. To specify different amounts for the edges, touch **Individual Edges**.
   For each edge, touch the **plus** or **minus** buttons.

5. If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the **plus** or **minus** buttons, or touch **Mirror Side 1**.

6. To cancel edge erase, touch **Print to Edge**.

7. To specify the original's orientation as you place it in the document feeder or on the document glass:

   a. Touch **Original Orientation**.

   b. Touch either **Upright Image** or **Sideways Image** (top to left).

   c. Touch **Save**.

8. Touch **Save**.

   > **Note:** If preset values such as Hole Punch Erase or Header/Footer Erase were previously saved, you can touch the preset in the lower-left corner of the window.

Shifting the Image

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

Originals must be positioned correctly for image shift to work correctly. For details, refer to Basic Copying.

- Document feeder: position originals faceup, left (long) edge entering the feeder first.

- Document glass: position originals facedown, in the back-left corner of the document glass, long edge to the left.

To change image placement:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.

2. Touch **Image Shift**.

3. To center the image on the page, touch **Auto Center**.

4. To shift the image to one of the edges or corners of the paper, touch **Corner Shift**.

5. To specify the position of the image, touch **Margin Shift**.

6. To specify the amount of Up/Down and Left/Right shift for Side 1, touch the **plus** or **minus** buttons.

7. If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the **plus** or **minus** buttons, or touch **Mirror Side 1**.

8. To specify the original's orientation as you place it in the document feeder or on the document glass:

    a. Touch **Original Orientation**.

    b. Touch either **Upright Image** or **Sideways Image** (top to left).

    c. Touch **Save**.

9. Touch **Save**.

    > 🖉 **Note:** If preset values were previously saved, select the preset in the lower-left corner of the window.

Rotating the Image

If the orientation of the paper that is loaded in the selected tray differs from the orientation of your original document, the printer automatically rotates the image to fit on the paper.

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.

2. Touch **Image Rotation**, then select from the following:
    *   To have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **Always On**.
    *   If Auto Paper Select or Auto % is selected, to have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **On during Auto**.
    *   To cancel rotation, touch **Off**.

3. Touch **Save**.

Inverting the Image

Originals can be printed as mirror images; this reflects each image left to right on the page. Originals can be printed as negative images; the positive image is printed as a negative.

To invert images:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.

2. To mirror images, touch **Invert Image**, then touch **Mirror Image**.
    The default is **Normal Image**, which does not mirror the images.

3. To create negative images, touch **Negative Image**.
    The default is **Positive Image**, which does not print the image as a negative.

4. Touch **Save**.

Output Format Adjustments

Use the Output Format tab to make the following changes:

*   Creating Booklets

*   Including Covers

*   Page Layout

- Creating Posters
- Folding
- Adding Annotations
- Adding Watermarks
- ID Card Copy
- Tab Margin Shift

Creating Booklets

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

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

To create a booklet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Booklet Creation**, then under **Booklet Options**, touch **On**.
3. Touch **Original Input**, then touch **1-Sided Originals**, **2-Sided Originals**, or **2-Sided Rotate Side 2**.
4. Folding: If a finisher with booklet making capabilities is installed, touch **Off**, **Fold Only**, or **Fold and Staple**.
5. You can add margins in the center binding area to compensate for the thickness of the booklet:
   a. Touch **Binding Shift**, then touch the plus or minus (+/-) buttons to set the shift.
   b. Touch **Save**.
6. To add covers, touch **Covers**, then touch **Blank Cover**, **Print on Both** or **1-Sided Covers Print Outside**.
   a. Touch the tray loaded with cover paper and the tray loaded with main body paper.
   b. Touch **Save**.
   c. To print the copy of the last original page on the back cover for **Blank Cover** and **Print on Both**, touch **Last Page on Back Cover**, then touch **Save**.
7. To sub-divide a large booklet into subsets, touch **Divide Output**, then touch **On**.
8. To enter the number of sheets for each subset, touch the **plus** or **minus** (+/-) buttons, then touch **Save**.

9. To enable Offset Stacking:

   ✎ **Note:** Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation.

   a. Touch **Output/Offset**.

   b. Touch **Center Tray Upper** or **Center Tray Lower**. For automatic fold, touch **Right Middle Tray**.

      ✎ **Note:** Specific selections may vary based on the finisher installed.

   c. Touch **Offset Stacking**, then touch **System Default, No Offset, Offset Per Set** or **Offset Per Job**, then touch **Save**.

10. If desired, select **Auto Image Positioning** and choose **Off** or **On**.

11. Touch **Save**.

Including Covers

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

✎ **Note:** The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.

2. Touch **Covers**.

3. Touch the appropriate option for your front cover and back cover.

4. To include both a front and back cover that use the same tray and printing options:

   a. Touch a printing option for each cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both**.

   b. Touch the tray to use for the covers, then touch the tray to use for the main body.

5. To include only a front cover or only a back cover:

   a. Touch a printing option for each cover: **Blank Cover**, **Print on Side 1**, **Print on Side 2**, or **Print on Both**.

   b. Touch the tray to use for the covers, then touch the tray to use for the main body of the document.

6. Touch **Save**.

Page Layout

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

To copy multiple pages on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.

2. Touch **Page Layout**.

3. Touch **Pages per Side**.

4. To select the number of original pages for each sheet of paper, touch **2 Pages**, **4 Pages**, or **8 Pages**.
   For 4 Pages Up or 8 Pages Up, touch the desired **Reading Order**.

5. To change the orientation of the copies:

   a. Touch **Original Orientation**.

   b. Touch **Upright Images**, or **Sideways Images**.

   c. Touch **Save**.

6. To repeat the same image on a page, touch **Repeat Image**.

7. Touch **2 Times**, **4 Times**, or **8 Times**.

8. To calculate automatically the number of times to repeat vertically or horizontally, touch **Auto Repeat**.
   The automatic calculation of the number of times an image is repeated vertically or horizontally is based on document size, paper size, and the enlarge/reduction ratio.

9. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the **plus** or **minus** buttons.
   You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
   - To arrange the images evenly on the page, touch **Evenly Spaced**.
   - To arrange the images with no space between them, touch **Side by Side**.

10. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**, then touch **Save**.

Creating Posters

You can create a large size copy of an original, fitting it to more than one sheet of paper. You then reassemble the pages into a poster and tape them together.

To create a poster:

1. Touch **Copy→Copy Output→Uncollated** on the touch screen.

2. Touch **Poster**.

3. Touch **Output Size**, then touch the desired size of the poster.

4. To select the width and length enlargement percentages independently, touch **Enlargement %**, then touch the plus or minus buttons. To set the width and length proportionally, touch **Lock X-Y %**.

5. To select the paper tray, touch **Paper Supply**, touch the desired tray, then touch **Save**.

Folding

If your machine is equipped with a Booklet Maker Finisher or the optional C/Z Folder, you can make copies using the folding option. This option folds your prints in half (Single or Bi-folding) or in thirds (C-fold or Z-fold types). You can select folding options on the **Output Format** tab.

> 🖉 **Note:** To use the folding option, ensure that the orientation of documents is short-edge feed (SEF). Be sure to select a paper tray that contains SEF stock.

Fold Types

These fold types are available:

- Single Fold (Bi-Fold)

- C-Fold

- Z-Fold

- Z-Fold Half Sheet

🖉 **Note:** The Single Fold (Bi-Fold) option is available only with a Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

Depending on your overall printer configuration, you can specify stapling, covers, and collation options on the Folding page.

🖉 **Note:** To create booklets with booklet formatting, use the Booklet Creation feature. Folding does not apply the same characteristics to the page.

Adding Annotations

Annotations, such as page numbers and the date, can be added automatically to copies.

To add annotations:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.

2. Touch **Annotations**.

Inserting a Comment

To insert a comment:

1. Touch **Comment**, then touch **On**.

2. On the next window, touch the desired comment in the list of stored comments.

3. To create a comment, touch an **Available** comment, then touch **Edit**.

4. Using the touch-screen keyboard, enter the new comment, then touch **Save**.

5. Touch **Apply To**.

   a. Touch **First Page Only**, **All Pages**, or **All Pages Except First**.

   b. Touch **Save**.

6. To select the location of the comment on the page, touch **Position**, then touch the desired location.

7. Touch **Save** twice.

Inserting the Current Date

To insert the current date:

1. Touch **Date**, then touch **On**.

2. Touch the format to use for the date.

3. To select which pages the date appears on:

   a. Touch **Apply To**.

   b. Touch **First Page Only**, **All Pages**, or **All Pages Except First**.

   c. Touch **Save**.

4. To select the position of the date stamp on the page, touch **Position**, then select the desired position.

5. Touch **Save** twice.

Inserting Page Numbers

To insert page numbers:

1. Touch **Page Numbers**, then touch **On**.

2. To enter the starting page number, touch the plus or minus (+/-) buttons.

3. To select which pages the page number appears on:

   a. Touch **Apply To**.

   b. Touch **All Pages** or **All Pages Except First**.

   c. Touch **Save**.

4. To select the position of the page numbers on the page, touch **Position**, then select the desired position.

5. Touch **Save** twice.

Inserting a Bates Stamp

To insert a Bates Stamp:

1. Touch **Bates Stamp**, then touch **On**.

2. Touch an existing stored prefix to use for the Bates Stamp.

   a. To create a prefix, touch an **Available** prefix, then touch **Edit**.

   b. Using the touch-screen keyboard, enter the new prefix, then touch **Save**.

3. To enter the starting page number, touch the plus or minus (+/-) buttons.

4. To select which pages the Bates Stamp appears on:

   a. Touch **Apply To**.

   b. touch **All Pages** or **All Pages Except First**, then touch **Save**.

   c.

5. To select the position of the Bates Stamp on the page, touch **Position**, then touch the desired position, then touch **Save**.

6. To specify the number of digits, touch **Number of Digits**.

a. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **Save**.

b. To select a specific number of digits, touch **Manual Assign**, then touch the plus or minus (+/-) buttons to insert up to 9 leading zeros. Touch **Save**.

7. Touch **Save**.

Specifying the Original Orientation

Specify the original orientation as you place it in the document feeder or on the document glass:

Under **Original Orientation**, touch either **Upright Images** or **Sideways Images**.

Changing the Annotation Format

To change the format used for annotations:

1. Touch **Format and Style**.

2. To select the font point size, touch the plus or minus (+/-) buttons.

3. Touch the desired font color.

4. 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**.

5. Touch **Save**.

Adding Watermarks

You can add a watermark beneath the original image on your copies. Information such as predetermined text, date and time, and the printer serial number can be added.

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.

2. Touch **Watermark**.

3. To add a control number, touch **Control Number**, touch **Add**.
    To select the starting number, touch the plus or minus buttons.

4. Touch **Save**.

5. To add a stored watermark, touch **Stored Watermarks**, then touch **On**.
    Touch a stored watermark in the list, then touch **Save**.

6. To print the current date and time on the copies, touch **Date & Time**, touch **Add**, then touch **Save**.

7. To print the printer's serial number on the copies, touch **Serial Number**, touch **Add**, then touch **Save**.

8. To make the watermark visible on copies used as originals, touch **Watermark Effect**, then touch **Embossed** or **Outline**, then touch **Save**.

9. Touch **Save**.

ID Card Copy

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

1. Open the document feeder and place the card in the upper left hand corner of the document glass.

2. Close the document feeder, touch **Copy** on the touch screen, then touch the **Output Format** tab.

   Note: Place the card slightly away from the top left corner of the document glass to capture the whole image of the card.

3. Touch **ID Card Copy**, touch **On**, then touch **Save**.

4. To scan side one, press the green **Start** button.

5. To scan side two, turn the card over without changing its location on the document glass, then touch **Start** on the touch screen.

   Both sides of the card will then print onto the same side of a sheet of paper.

Tab Margin Shift

Note: You can only use the Tab Margin Shift option with Tray 5 (Bypass). Load the paper into Tray 5 with the copy side face up and the tabbed edge trailing.

1. At the control panel, touch **Copy**, then touch the **Output Format** tab.

2. Touch **Tab Margin Shift**.

3. Choose from the following options:

   a. To change the amount of shift required, use the **Shift Value** arrow buttons on the touch screen.
   The **Shift to Tab** option prints the edge of the original document image onto the tab of the tabbed stock.

   b. To change the amount of shift required, use the **Shift Value** arrow buttons on the touch screen.
   The **Shift All** options print the entire original document image onto the tabbed stock.

   c. To specify options for both shift options, press the **Tab Stock** button.

   d. From the menu, specify the **Tab Quantity**, **Tab Stock Size**, **Tab Stock Type**, and the **Tab Stock Paper Tray**.

4. Touch **Save**.

Advanced Copying

Use the Job Assembly tab to change the following settings:

- Building a Job
- Printing a Sample Copy
- Combining Original Sets
- Delete Outside/Delete Inside
- Storing a Program

Building a Job

Use this feature to produce complex copy jobs that include different 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. The complete copy job prints.

To build a copy job with multiple segments:

1. At the control panel, touch **Copy**.

2. Program and scan the first segment:

   a. For the first segment, place the original documents in the document feeder or on the document glass.

   b. Touch the required copy settings for the first segment.

   c. Touch the **Job Assembly** tab.

   d. Touch the **Build Job** button, touch **On**, then touch **Save**.

   e. To scan the first set of original documents, press the green **Start** button.

   The Copy screen appears on the touch screen.

3. Program and scan more segments:

   a. For the next segment, place the original documents in the 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 choose from the following:

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

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

   - **Pages per Side-New Page**: If the first segment has an odd number of pages, the second segment starts on side 1. If the first segment has an even number of pages, the second segment starts on side 2.

   c. Touch **Save**.

   d. Touch **Change Settings**.

   e. Select the required segment settings, then touch **Save**.

   f. To scan the next set of originals, press the green **Start** button.

4. For each segment that you want to copy, repeat step 3.

5. When all segments have been scanned, on the Copy screen, touch **Last Original**.

   The entire copy job prints.

   > 🖉 **Note:** Because all the segments print as one job, options such as covers or booklet creation apply to the entire job.

Building Job Options

To select Build Job options:

1. At the control panel, touch **Copy**, then touch the **Job Assembly** tab.

2. Touch **Build Job**, then touch **On**.

   Choose from:

   - **Copy Output**: Select **Paper Supply**, **Stapling**, **Collation**, and **Offset Stacking** options, then touch **Save**.

   - **Booklet Creation**: Select the required settings, then touch **Save**. For details, refer to Creating Booklets.

   - **Covers**: Select the required settings, then touch **Save**. For details, refer to Including Covers.

   - **Annotations**: Select the required settings, then touch **Save**. For details, refer to Adding Annotations.

   - **Segment Separators**: Refer to step 3.

   - **Watermarks**: Select the settings, then touch **Save**. For details, refer to Adding Watermarks.

   - **Face Up/Down Output**: Touch the **Output Format** tab, select the required orientation, then touch **Save**.

3. To insert separator pages between segments, touch **Segment Separators**, then choose from the following:

   - **No Separators**: Separators are not inserted. Touch **Save**.

   - **Blank Separators**: Blank separators are inserted. To specify the quantity of separators, touch the plus (**+**) and minus (**-**) icons, then touch **Save**.

   - **1-Sided Separators Side 1 Only**: The first page of the loaded documents is copied on the front side of a separator. Touch **Save**.

   - **1-Sided Separators Side 2 Only**: The first page of the loaded documents is copied on the back side of a separator. Touch **Save**.

   - **2-Sided Separators**: The first two pages of the loaded documents are copied onto each side of a separator. Touch **Save**.

4. Touch **Save**.

Printing a Sample Copy

For complex copy jobs, before printing multiple copies, you can print a test copy. The sample copy feature prints a single copy and holds the remaining copies. After inspection of the sample, you can use the same settings to print the remaining copies, or you can cancel the remaining copies.

✎ **Note:** The sample copy is counted as part of the total quantity selected. For example, when copying a book, if you enter 3 copies, the first printed copy of the book is the sample copy. The remaining two copies are held until you delete or release them for printing.

To print the sample copy:

1. At the control panel, touch **Copy**, then touch 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.

Printing Remaining Copies or Deleting the Job

To print the remaining copies or delete the job:

1. To print the remaining copies of the job, touch **Start**, or press the green **Start** button.

2. If the sample copy is unsatisfactory, touch **Delete**.

Combining Original Sets

If the number of originals exceeds the capacity of the document feeder, you can combine the sets into one job.

To combine original sets:

1. At the control panel, touch **Copy**.

2. Touch the required copy settings, then enter the number of copies using the alphanumeric keypad on the control panel.

3. Touch the **Job Assembly** tab, then touch **Combine Original Sets**.

4. Touch **On**, then touch **Save**.

5. Place the first set of originals in the document feeder.

6. Press the green **Start** button on the control panel.

   Copying begins and the Copy screen appears.

7. Scan additional sets:

   - Place the originals for the next set in the document feeder.

   - On the Copy screen, touch **Next Original**.

   - Touch **Start** on the touch screen, or press the green **Start** button.

     Copying continues.

8. For each additional set, repeat step 6.

9. After the final set finishes, on the Combine Original Sets screen, touch **Last Original**.

   The final copies print.

10. To cancel the job, touch **Delete**.

Delete Outside/Delete Inside

This feature allows you to delete everything inside or outside a specified rectangular area. Up to three areas can be defined for deletion.

To select the areas to delete:

1. At the control panel, touch **Copy**, then touch the **Job Assembly** tab.

2. Touch **Delete Outside/Delete Inside**.

3. To delete everything outside the specified area when copying:

   a. Touch **Delete Outside**.

   b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the alphanumeric keypad on the control panel to enter the coordinate values for X1, X2, Y1, and Y2. When all values are entered, touch **Save**.

   c. To apply the deleted area to 2-sided copying, for Originals, touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.

   d. Touch **Save**.

   e. To define more areas, select **Area 2** or **Area 3**.

4. To delete everything inside the specified area when copying:

   a. Touch **Delete Inside**.

   b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the alphanumeric keypad on the control panel to enter the coordinate values for X1, X2, Y1, and Y2. When all values are entered, touch **Save**.

   c. To apply the deleted area to 2-sided copying, for Originals, touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.

   d. Touch **Save**.

   e. To define more areas, select **Area 2** or **Area 3**.

Stored Programming

You can save frequently used features and job settings as Stored Programming, and access the settings using a shortcut button.

Stored Programming not only remembers feature settings, but it 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.

- Build Job cannot be used with Stored Programming.

- There are situations where a stored program becomes invalid:

  – When default values or paper tray settings are changed in the system setting.

  – When buttons are added or removed from the touch screen, because stored programming 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.

  – Changing the values of the Watermark feature when it is used in a stored program.

  – Changing the password to the folder used in the stored program after the program is stored.

- System Settings, Job Flow Sheets, Network Scanning, Address Book, and the Browse feature for the Scan to PC option cannot be used with the Stored Programming feature.

Storing a Program

Note:

- The following actions terminate the storing process:

  – Pressing the **Interrupt** button on the control panel.

  – The Auto Reset feature causes a timeout.

  – An error message such as a paper jam appears.

- To ensure that the printer functions properly, do not perform the following procedures while storing a program:

  – Remove or insert a paper tray.

  – Load or reload paper in Tray 5 (Bypass).

- You cannot edit a stored program. To save different settings, create a new stored program.

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

2. Touch the **Tools** tab, then touch **Stored Programming**.

3. Touch **Store**.

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*.

   - To ensure that the program is called successfully, when storing a program for Tray 5, store both the paper size and the paper type.

5. Select the feature type for the program to be stored. Features that are not available for use with Stored Programming are grayed out. For example, Network Scanning and Job Flow Sheets.

Copying

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 or the **Clear All** button.

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

6

Scanning

This chapter contains:

Scanning Overview

✎ **Note:** Scanning must be enabled before use. For details, refer to the *System Administrator Guide*.

Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure used with the printer differs from that of desktop scanners. Because the printer is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

The scanning feature allows you to scan a document and store the image to any of the following destinations:

- Folder on the printer's hard drive
- Document repository on a network server
- Email address
- Windows computer
- Home directory
- USB Flash Drive
- Computer using the Network Scan Utility
- Application using TWAIN or WIA

✎ **Note:** Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

✎ **Note:** The printer must be connected to a network to retrieve a scan file.

Loading Original Documents

All scanning tasks begin with loading the original document in the printer. Use the document glass for single-page jobs, or originals that will not feed through the document feeder. Use the document feeder for multiple- or single-page jobs.

Document Glass

Lift the document feeder cover, then place the original document face down, toward the back-left corner of the document glass.

⚠ **Caution:** When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so may damage the document feeder cover.

Duplex Automatic Document Feeder

1. Insert original documents face up, with page 1 on top.

2. The confirmation indicator illuminates when the original documents are loaded correctly.

3. Adjust the paper guides so that they fit against the original documents.
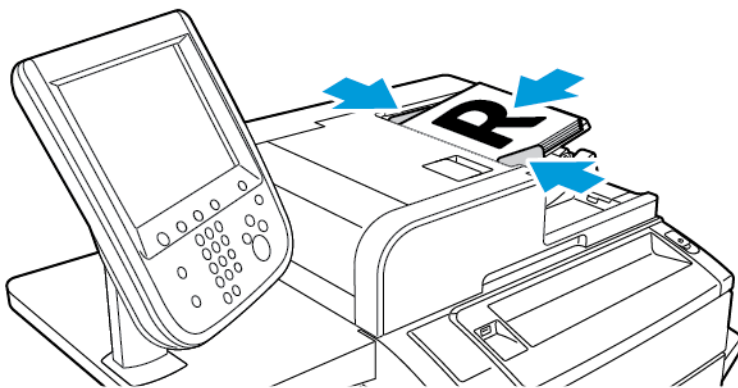
Storing a Scan to a Folder

Storing a scanned file to a folder is the simplest scanning method. To use this feature, scan a file into a folder on the printer hard drive. When stored, you can print, or copy the file to your computer using a Web browser and the Embedded Web Server.

Unless protected with a password, the printer folders are accessible to all users. For details, refer to Creating a Folder.

🖉 **Note:** To enable this feature, contact your system administrator.

Scanning to a Folder

To store a scanned file to a folder:

1. Load the original documents on the document glass or in the document feeder.

2. Press the **Services Home** button.

3. On the control panel touch screen, touch **Store to Folder**.

4. Touch the required folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm**.

5. To change any of the scan settings, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, or **Scan Presets**. For details, refer to Setting Scan Options.

6. Press the green **Start** button. The Store to Folder progress screen appears on the touch screen.

When the scan is complete, the touch screen redisplays the Store to Folder tab. The file is stored to the folder on the printer hard drive. You can print the file or retrieve it to your computer using the Embedded Web Server.

Printing Stored Files at the Printer

To print a file stored to a folder at the printer:

1. Press the **Services Home** button.

2. On the touch screen, touch **Send from Folder**.

3. Touch the needed folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm**.

4. In the file list, touch the needed file. To print multiple files, touch the files in succession.

5. Touch **Print**.

6. As needed, select from the following options: **Paper Supply**, **2-Sided Printing**, or **Output**.

7. To set the number of copies, touch **Print Quantity**, then enter the required quantity using the alphanumeric keypad.

   🖉 **Note:** When a stored file is printed, it is deleted automatically from the printer hard drive. To save the stored file, use the Embedded Web Server to retrieve and save the file to your computer.

8. To change the default settings in order to save printed files:

a. Create a folder.

b. For **Delete Files After Retrieval**, select **No**. For details, see Creating a Folder.

9. Touch **Print**.

✐ **Note:** To view a thumbnail preview of the file, from the List section, select **Thumbnail**.

Additional Send from Folder Options

To view an enlarged file preview:

1. In the Send from Folder view, in the file list, touch the needed file.

2. Touch **File Details**. To enlarge the view, use the icons at the top of the page. To examine the enlarged preview, touch the scroll buttons.

3. To rotate the preview, touch the **Rotate View** button until you reach the required orientation.

✐ **Note:** Rotating the preview does not rotate the printed output.

4. When finished, touch **Close**.

To view a summary of file information:

1. In the Send from Folder view, in the file list, touch the needed file.

2. Touch **Review.**

3. When finished, touch **Close**.

To delete a file:

1. In the Send from Folder view, touch the file that you want to delete.

2. Touch **Delete** twice.

To change a filename:

1. In the Send from Folder view, in the file list, touch the needed file.

2. Touch **File Details**.

3. Touch **Change File Name**.

4. Using the touch screen keyboard, enter the new filename.

5. Touch **Save**, then touch **Close**.

To access Job Flow Settings:

1. If Job Flow Sheets are created, touch **Job Flow Settings**. The Job Flow Sheet currently linked to the folder is displayed.

2. To change the Job Flow Settings, touch **Create/Change Link** or **Select Job Flow Sheet**.

✐ **Note:** If Send from Folder is not enabled, contact your system administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

Using Job Flow Sheets

Job Flow Sheets allow you to execute a series of registered actions, such as Send as Fax or Print, for a file stored in a folder. Job Flow Sheets are created by the System Administrator and are stored in the printer where they can be linked by the user to a stored file. For details, refer to the System Administrator Guide.

Printing Stored Files Using the Embedded Web Server

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server for your printer, press **Enter**.

   ✎ **Note:** If you do not know the printer IP address, refer to Finding the Printer IP Address.

3. Click the **Scan** tab.
4. In the Scan navigation pane at the left of the page, click **Folder**.
5. In the Folder list, click the required folder. If necessary, enter the folder password, then click **Apply**. The Folder: List of Files page appears.
6. Select the required file.
7. Scroll to the **Print File** section.
8. As needed, make selections from the following printing options: **Paper Supply**, **Output Destination**, **Quantity**, **2-Sided Printing**, **Staple**, **Hole Punch**, or **Batch Print**.
9. Click **Print File**.

Retrieving Scanned Files to Your Computer Using the Embedded Web Server

Stored files are retrieved by copying the files from the printer folder to your computer hard drive.

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server page for your printer, press **Enter**.

   ✎ **Note:** If you do not know the printer IP address, refer to Finding the Printer IP Address.

3. Click the **Scan** tab.
4. In the Scan navigation pane at the left of the page, click **Folder**.
5. In the Folder list, click the needed folder. If necessary, enter the folder password, then click **Apply**. The Folder: List of Files page appears.

   ✎ **Note:** If necessary, scroll down to see all files.

6. Select the needed file.
7. Scroll down to **Retrieving Format**. From the Retrieving Format menu, click the required file format. As needed, select options for the file format using the check boxes and menus. 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:

1. To retrieve a single page of a multiple-page document, for Retrieve Page, select the **Enabled** check box. Type the page number in the Page Number field.

2. To add a thumbnail view when using XPS format, for Add Thumbnail, select the **Enabled** check box.

3. To apply MRC High Compression to PDF and XPS format files, for MRC High Compression, select the **Enabled** check box. From the Quality menu, select the required quality setting.

4. To create a searchable-text PDF or XPS file:

   a. For Searchable Text, select the **Enabled** check box.

   b. From the Language of the Original menu, select the language.

   c. 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.

Creating a Folder

To create a folder using the printer touch screen:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Tools** tab. Touch **Setup & Calibration→Setup→Create Folder**.

3. Touch an Available folder.

4. To assign a password to the folder:

   a. For Check Folder Passcode, touch **On**.

   b. Using the alphanumeric keypad, enter the password.

   c. Touch **Save**.

   🖉 **Note:** Only your system administrator can enable the option to assign passcodes to folders.

5. To assign folder attributes:

   a. Touch **Folder Name**.

   b. Using the touch screen keyboard, enter the name, then touch **Save**.

   c. Touch **Delete Files After Retrieval**. Touch **Yes** or **No**, then touch **Save**.

   d. Touch **Delete Expired Files**. Touch **Yes** or **No**, then touch **Save**.

   e. Touch **Link Job Flow Sheets to folder**, then touch **Cut Link** or **Create Change Link**.

f. To link an existing Job Flow Sheet, touch **Search by Name** or **Keyword**, then touch **Save**.

g. If you want the job to start automatically, select **Auto Start**.

6. To return to the Tools tab, touch **Close** three times.

To create a folder using the Embedded Web Server:

1. At your computer, launch a Web browser.

2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server for your printer, press **Enter**.

   📝 **Note:** If you do not know the printer IP address, refer to Finding the Printer IP Address.

3. Click the **Scan** tab.

4. In the Scan navigation pane at the left of the page, click **Folder**.

5. In the Folder list, for an Available folder, click **Create**.

   📝 **Note:** If necessary, scroll the page to see available folders.

6. Assign folder attributes:

   - **Folder Name**: Type the name.

   - **Delete Files After Print or Retrieve**: Set or clear.

   - **Delete Expired Files**: Set or clear.

7. To assign a password to the folder:

   - In the Folder Passcode field, type the password.

   - In the Retype Passcode field, retype the password.

   - In the Check Folder Passcode menu, select **Always**, **Save**, or **Print/Delete**.

Your folder is now available for use. The folder contents are stored on the printer hard drive. The folder appears on the printer touch screen, and in the folder list in the Embedded Web Server.

Deleting a Folder

⚠️ **Caution:** Files in the folder will be deleted.

To delete a folder using the printer touch screen:

1. At the control panel, press the **Machine Status** button.

2. Touch the **Tools** tab. For **Setup & Calibration**, select **Setup**→**Features**→**Create Folder**.

3. Touch the required folder. If a password is required, enter the password using the alphanumeric keypad, then touch **Confirm**.

4. Touch **Delete Folder**, then touch **Delete**.

To delete a folder using the Embedded Web Server:

1. At your computer, launch a Web browser.

2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server page for your printer, press **Enter**.

   Note: If you do not know the printer IP address, refer to Finding the Printer IP Address.

3. Click the **Scan** tab.

4. In the Scan navigation pane at the left of the page, click **Folder**. If necessary, scroll the page to see the available folders.

   Note: Before deleting the folder, delete all files in the folder.

5. In the Folder list, select a folder, then click **Delete**.

6. To confirm that you want to delete the selected folder, click **OK**. If necessary, enter the folder password, then click **Apply**.

Scanning to a Network File Repository

Scanning to a network file repository is a feature of Network Scanning. Documents you scan are sent to a document repository on a network server configured by your system administrator. A template, also created by the system administrator, defines the scan settings and the destination of the scanned image.

🖉 **Note:** To scan to a network file repository, configuration is required. Contact your system administrator.

🖉 **Note:** Create templates using the Embedded Web Server. For details, refer to the *System Administrator Guide*.

To use the scan to a network file repository feature:

1. Load the original documents on the document glass or in the document feeder.

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

3. Touch **Network Scanning**.

4. Touch the needed template.

5. To override the template scan settings:

    - For scanning options, use the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

    - For additional scanning options, use the three tabs at the top of the touch screen. For details, refer to Additional Scanning Options.

6. Press the green **Start** button.

Scanning to an Email Address

Scanning to an email address sends scanned documents as attachments to email.

✎ **Note:** This feature must be enabled by your System Administrator.

To send a scanned image to an email address:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **Email**.
4. Specify the recipient using one of these methods:
   - Touch **New Recipient**: using the touch screen keyboard, enter the complete email address, touch **Add**, then touch **Close**.
   - Touch **Address Book**: touch the desired recipient, then touch **To**.
5. Repeat Step 4 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
6. A default subject is provided for the email. To change the subject, touch **Subject**. Using the touch screen keyboard, enter the new subject, then touch **Save**.
7. To change any of the scan settings, touch the four menus at the bottom of the control panel: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.
8. Press the green **Start** button.

Setting Email Options

You can override the template settings created by your System Administrator, and change the following email settings:

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

To change the File Name or Reply to Email options:

1. On the printer control panel, press the **Services Home** button.
2. Touch **Email**, then touch the **Email Options** tab.
3. Touch **File Name** or **Reply to**. Using the touch screen keyboard, delete or modify the text.
4. Touch **Save**.

To change the file format:

1. On the printer control panel, press the **Services Home** button.
2. Touch **Email**, then touch the **Email Options** tab.

3. Touch **File Format**, then select the desired file type. Each file format is described when selected.

4. To accept the file format, touch **Save**.

To request a read receipt:

🖊   **Note:** This feature must be enabled by your System Administrator.

1. On the printer control panel, press the **Services Home** button.

2. Touch **Email**, then touch the **Email Options** tab.

3. Touch **Read Receipts**, then touch **On**.

4. Touch **Save**.

Scanning to a Computer

The Scan to PC feature allows you to scan a document to your computer.

✎ **Note:** To enable this feature, contact your system administrator.

To use the Scan to PC feature:

1. Load the original document on the document glass or in the document feeder.
2. At the printer control panel, press the **Services Home** button.
3. Touch **Scan to PC**.
4. Touch **Transfer Protocol**. Touch **FTP**, **SMB**, or **SMB (UNC Format)**, then touch **Save**.
5. For each of the displayed settings, touch the setting, then use the touch screen keyboard to enter the data. When finished, touch **Save**.

   ✎ **Note:**

   If the server name was previously stored, touch **Address Book**, touch the required server, touch **Add**, then touch **Close**.

   - **Server**
   - **Shared Name**
   - **Save in**
   - **User Name**
   - **Password**

6. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.
7. Press the green **Start** button.
8. At your computer, access the scanned image.

Scanning to a Home Directory

The Scan to Home feature allows you to scan a document to your home directory. The network location of your home directory is defined by the System Administrator.

✎ **Note:** This feature must be configured by the System Administrator.

To use the Scan to Home feature:

1. Load the original on the document glass or in the document feeder.
2. On the printer control panel, press the **Services Home** button.
3. Touch **Network Scanning**.
4. Touch the template created by your System Administrator.
5. The template defines the scan settings and the destination of the image. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning**, **2-Sided Scanning**, **Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.
6. Press the green **Start** button.

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

Storing to a USB Flash Drive

The Store to USB feature allows you to scan a document to a USB Flash Drive using the USB port on the left side of the front printer panel.

Note: To enable this feature, contact your system administrator.

Note: This feature cannot be used when the Media Card Reader option is connected.

To use the Store to USB feature:

1. Load the original document on the document glass or in the document feeder.

2. Insert a USB Flash Drive in the USB port on the left side of the front printer panel. The USB Device Detected window appears.

3. Touch **Confirm**.

4. Touch **Save in**.

5. Touch the required folder. To move down one directory level, touch **Next**. To move up one directory level, touch **Previous**.

6. To select the storage location, touch **Save**.

7. To change any of the scan settings, touch the four menus at the bottom of the touch screen: **Color Scanning, 2-Sided Scanning, Original Type**, and **Scan Presets**. For details, refer to Setting Scan Options.

8. To change any of the additional scanning options, use the three tabs at the top of the touch screen. For details, refer to Additional Scanning Options.

9. To scan the original documents and store the file, press the green **Start** button.

10. Touch the **Services Home** button, then remove the USB Flash Drive.

11. To print files stored on a USB Flash Drive, refer to Printing from a USB Flash Drive.

Caution: Do not remove the USB Flash Drive while a file is being stored. Damage to stored files can occur. Before powering off the printer, remove the USB Flash Drive.

Setting Scan Options

Scan Settings

Scanning can be adjusted using optional settings. After selecting the required scanning method, use the four menus at the bottom of the control panel touch screen to change the following scan settings:

- **Color Scanning**: Overrides automatic detection. Choose from **Auto Detect**, **Color**, **Black & White**, or **Grayscale**

- **2-Sided Scanning**: Choose from **1 sided**, **2 sided**, or **2 sided with rotate side 2**

- **Original Type**: Choose from **Photo and Text**, **Text**, or **Photo**

- **Scan Presets**: Choose from **Sharing and Printing**, **Archival Record**, **OCR**, **High-Quality Printing**, or **Simple Scan**

To change the scan settings:

1. At the printer control panel, press the **Services Home** button.
2. Touch the required scan method.
3. Touch the required settings in the four menus at the bottom of the touch screen.

Additional Scanning Options

Additional scanning options allow precise control of the scanning process. Many of these optional settings override the automatic settings. Instructions on the touch screen describe the use of these options.

After selecting the desired scanning method, use the tabs along the top of the touch screen to change the following scanning options:

- Advanced Settings
- Layout Adjustment
- Filing Options

Advanced Settings

Advanced settings allow you to control Image Options, Image Enhancements, Scan Resolution, File Size, Photographs, and Shadow Suppression.

To use Advanced Settings:

1. At the printer control panel, press **Services Home**.
2. Touch the required scan method.
3. Touch the **Advanced Settings** tab.
4. Touch the required setting.

Setting	Use
Image Options	Choose from **Lighten/Darken** or **Sharpen/Soften**.
Image Enhancement	Choose **Auto Suppression** to hide background color or contrast.
Resolution	Choose from 200–600 dpi.
Quality/File Size	Choose from good image quality with a small file size, higher image quality with a larger file size, to the highest image quality with the largest file size. ✎ **Note:** This setting is available only when scanning in color.
Photographs	Enhances the appearance of scans of photographic originals. To use this feature, ensure that color scanning is set to Color.
Shadow Suppression	To hide background color and image bleed for color scanning, choose **Auto Suppression**.

Layout Adjustment

Layout adjustment provides extra settings for original orientation, original size, edge erase, Book Scanning, and Reduce/Enlarge.

1. At the printer control panel, press **Services Home**.
2. Touch the required scan method.
3. Touch the **Layout Adjustment** tab.
4. Touch the required setting.

Setting	Use
Original Orientation	Choose from **Upright Images** or **Sideways Images**
Original Size	Choose from **Auto Detect**, **Manual Size Input**, or **Mixed Size Originals**
Edge Erase	Choose from **All Edges**, **Print to Edge**, **Individual Edges**, or from a previously created **Preset**. To enter the value, touch the plus (**+**) and minus (**-**) icons.
Book Scanning	Choose from **Left Page then Right**, **Right Page then Left**, or **Top Page then Bottom**. To enter the Binding Edge Erase value, touch the plus (**+**) and minus (**-**) icons.
Reduce/Enlarge	Choose from **Proportional %**, a **Preset %**, or **Enter Output Size**. To enter the value, touch the plus (**+**) and minus (**-**) icons.

Email Options

Email Options provide extra settings for naming images, choosing image formats, and file compression. If there is an existing filename, behavior settings are available.

To use Email Options:

Scanning

1. At the printer control panel, press **Services Home**.
2. Touch the required scan method.
3. Touch the **Email Options** tab.
4. Touch the required setting.

Setting	Use
File Name	Enter a filename prefix.
File Format	Touch **File Format**, then select a format. • **TIFF/JPEG Auto Select – ON/OFF** • **PDF (Image Only or Searchable)** • **PDF/A (Image Only or Searchable)** • **TIFF, Multi-page, or Single file per page** • **JPEG (1 file per page)** • **XPS (Image Only or Searchable)**
Compression Method	Touch **File FormatCompression Method**, then select a file compression method. For black and white documents, touch **Auto Compression** or **Manual Select**. For Manual Select, choose an option: • **MH** • **MMR** • **JBIG2 (Arithmetic encoded)** • **JBIG2 (Huffman encoded)** For photos, touch **MMR** or **MH** For Grayscale or Color documents, touch **JPEG**, **JPEG with Flate**, or **MRC High Compression – ON/OFF**.
Meta Data	Assign descriptive information that links to a scanned image. Available for network scanning.
File Name Conflict	Choose from: **Do Not Save**, **Rename New File**, **Overwrite Existing File**, **Add to Existing Folder**, or **AddDateStamp to File Name**. Available for network scanning.
Login Name	As required, enter a login name. Available for network scanning.
Password	As required, enter a password. Available for network scanning.

7

Faxing

This chapter contains:

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.

- **Server Fax**: A document is scanned at the multi-function printer and sent over an Ethernet network to a fax server. The fax server then sends the fax 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 Original Documents

With the exception of Faxing from Your Computer, all fax transmissions begin with loading the original document at the multi-function printer.

- Use the document glass for single page jobs or for originals that will not feed through the document feeder.

- Use the document feeder for multiple or single page jobs.

Document Glass

Lift the document feeder cover, then place the original document face down, toward the back-left corner of the document glass.

⚠ **Caution:** When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so may damage the document feeder cover.

Duplex Automatic Document Feeder

1. Insert original documents face up, with page 1 on top.

2. The confirmation indicator illuminates when the original documents are loaded correctly.

3. Adjust the paper guides so that they fit against the original documents.
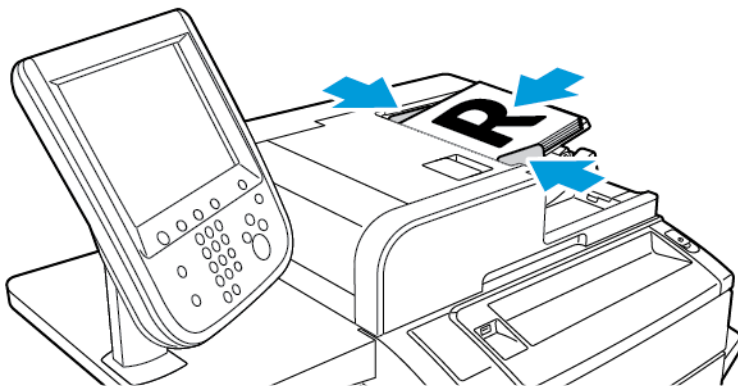
Sending a Fax

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.

Server Fax

When using the Server Fax, a document is scanned and sent to a fax server on the network. The fax server then sends the fax over a telephone line to a fax machine.

Note: The Server Fax service must be enabled before use, and a fax server must be configured.

Note: Server Fax cannot be used together with the Embedded Fax feature. When Server Fax is in use, the touch screen Fax button activates Server Fax.

Note: Server Fax cannot be used together with the Internet Fax feature. When Server Fax is in use, the touch screen Internet Fax button does not appear.

Sending a Server Fax

1. Load the original on the document glass or in the document feeder.

2. On the control panel, touch **Services Home**.

3. Touch **Fax**.

4. Enter the number using the alphanumeric keypad, then touch **Add**.

5. Touch **New Recipients**, enter the number using the touch screen keyboard, touch **Add**, then touch **Close**.

6. To use a number previously stored in the Address Book:

   a. Touch **Address Book**.

   b. Touch the arrows to scroll through the list.

   c. Touch the desired address.

   d. Touch **Add**, then touch **Close**.

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 fax document when all pages have been scanned.

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 details, refer to the *System Administrator Guide* at www.xerox.com/support. In the **Search** field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the required documentation.

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, Server Fax, and Internet Fax. For system configuration, contact your system administrator. For more information, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

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**.

Faxing

- **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 *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`, then select the needed documentation.

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.

Faxing

8

Paper and Media

This chapter contains:

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams. For best results, use Xerox printing media specified for your printer.

Supported Media

Recommended Media

A complete list of recommended media types is available at:

- www.xerox.com/rmlna. Select **Digital Color Presses**, then select the appropriate device.

- www.xerox.com/rmleu. Select **Color Presses**, then select the appropriate device.

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/Copying on Labels

Labels can be printed from Trays 1, 2, 3, 4, and 5 (Bypass Tray).

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/Copying on Glossy Paper

Glossy paper can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray).

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.

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

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.

Paper Types and Weights Accepted in Trays

When loading media in a paper tray, 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, depending on the media that you want to use.

Note: The Oversize High Capacity Feeder (OHCF) provides the best feeding performance, especially for coated media.

Paper Type weight range can be selected in one of 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 *System Administrator Guide*, in the *Paper Tray Settings* section.

Paper Trays	Accepted Types and Weights
All Trays	Other Media Selection
	Plain (64–79 g/m²)*
	Plain Reloaded (64–79 g/m²) *
	Recycled (64–79 g/m²) *
	Hole Punched (64–79 g/m²) *
	Pre-Printed
	Letterhead
	Other Type
	Heavyweight 1 (106–128 g/m²) *
	HW 1 Reloaded (106–128 g/m²) *
	Heavyweight 2 (177–220 g/m²)
	HW 2 Reloaded (177–220 g/m²)
	Heavyweight 3 (221–256 g/m²)
	HW 3 Reloaded (221–256 g/m²)
	Hole Punched HW 1 (106–128 g/m²) *
	Hole Punched HW 2 (177–220 g/m²)
	Hole Punched HW 3 (221–256 g/m²)
	Coated 1 (106–128 g/m²) *
	Coated 1 Reloaded (106–128 g/m²) *

Paper Trays	Accepted Types and Weights
	Coated 2 (151–176 g/m²) *
	Coated 2 Reloaded (151–176 g/m²) *
	Labels (106–128 g/m²) *
	Heavyweight Labels (177–220 g/m²)
	Tab Stock (106–128 g/m²) *
	HW Tab Stock (177–220 g/m²)
	X-HW Tab Stock (221–256 g/m²)
	Custom Type 1 (64–79 g/m²)
	Custom Type 2 (64–79 g/m²)
	Custom Type 3 (64–79 g/m²)
	Custom Type 4 (64–79 g/m²)
	Custom Type 5 (64–79 g/m²)
Trays 5, 6, 7, OHCF	Heavyweight 4 (257–300 g/m²)
	HW 4 Reloaded (257–300 g/m²)
	Hole Punched HW 4 (257–300 g/m²)
	Coated 3 (221–256 g/m²) *
	Coated 3 Reloaded (221-–256 g/m²) *
	X-HW Labels (221–256 g/m²) *
Tray 5	Transparency
	Transfer (129–150 g/m²) *
	X-HW Tab Stock (257–300 g/m²)

🖉 **Note:** *Media weight for the Paper Type displayed on the user interface is limited. To optimize image quality, change the weight range. Refer to the *System Administrator Guide*, in the *Paper Tray Settings* section.

Tray Capabilities

- Trays 1 and 2 can each hold up to 500 sheets of 90 g/m² paper.

- Trays 1, 2, 3, and 4 can accept all paper from 60–220 g/m².

- Tray 1 can accommodate paper sizes from 139.7 x 215.9 mm or Statement (5.5 x 8.5 in.), to SRA3 (320 x 450 mm), or 12 x 18 in.

- Tray 2 can accommodate paper sizes from 139.7 x 215.9 mm or Statement (5.5 x 8.5 in.), to A3 (297 x 420 mm), or Tabloid (11 x 17 in.)

- Tray 3 can hold up to 870 sheets of 90 g/m² paper.

- Tray 3 can accommodate paper sizes including A4 (210 x 297 mm), B5 (176 x 250 mm), Letter (8.5 x 11 in.), and Executive (7.25 x 10.5 in.)

- Tray 4 can hold up to 1140 sheets of 90 g/m² paper.

- Tray 4 can accommodate paper sizes including A4 (210 x 297 mm), B5 (176 x 250 mm), Letter (8.5 x 11 in.), and Executive (7.25 x 10.5 in.)

Loading Media

Loading Paper in Trays 1–4

To load paper:

> Note: Do not open all trays at once. The printer can topple forward, possibly causing injury.

> Note: Do not load paper above the maximum fill line. Doing so can cause paper jams.

1. Pull the paper tray out until it stops.

2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This action reduces the possibility of paper jams.

3. If necessary, move the paper tray guides further out to load the paper. To adjust the side and front guides, pinch the guide lever on each guide, and slide the guides to the new position. To secure the guides in position, release the levers.
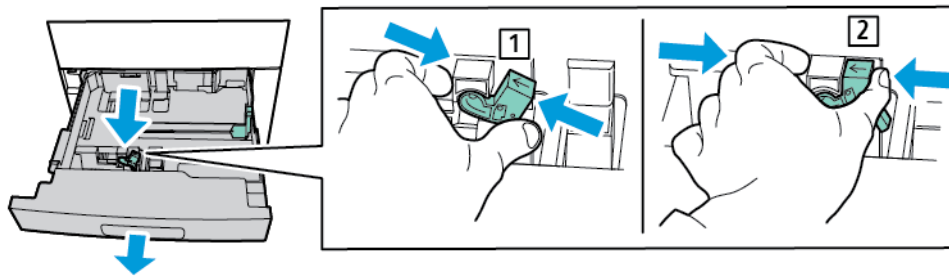
4. Load the paper against the left side of the tray.
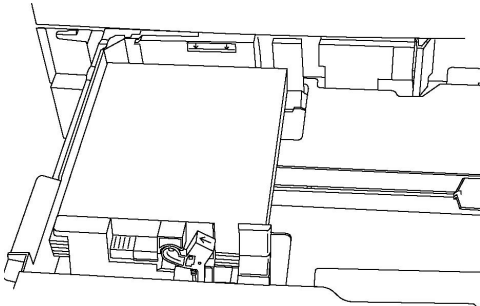
5. Adjust the guides until they touch the edges of the stack.
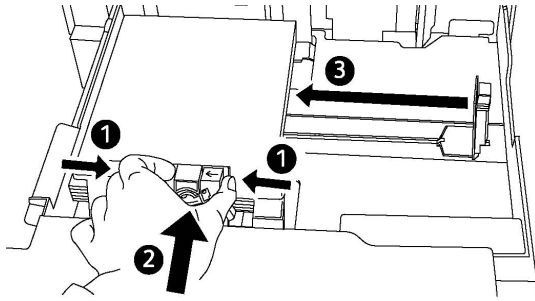
6. Push the tray completely into the printer.

7. If you have changed the paper type, select an option on the control panel touch screen:
    *   To choose paper size, type, or color, touch **Paper Supply**.
    *   To choose a specific paper type, touch **Paper Catalog**, then select the paper.

8. Touch **Save**, then touch **Confirm**.

9. If you have not changed the paper type, to retain the previous settings, touch **Cancel**.

Loading Paper in Tray 5 (Bypass Tray)

Use the bypass tray for a variety of media types and custom sizes. The bypass tray is intended primarily for small-quantity jobs using special media. The bypass tray is on the left side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, ensure that the tray settings on the touch screen match the paper size and type loaded.

Tray Capabilities

*   Tray 5 can hold up to 250 sheets of 90 g/m² paper.

*   Tray 5 can accept paper from 64–300 g/m².

*   Tray 5 can accommodate paper sizes from postcard (4 x 6 in.) to SRA3 (320 x 450 mm), or 13.2 x 19.2 in.

To load paper in Tray 5 (Bypass Tray):

> Note: Do not load paper above the maximum fill line.

1. Open tray 5 and pull out the extension tray for larger sizes. If the tray is loaded with paper already, remove paper that is a different size or type.

2. Move the width guides to the edges of the tray.

3. Insert the paper either long-edge or short-edge first, face up. Larger paper sizes can be fed only short-edge first. Load hole-punched paper with the holes to the right. Load labels and transparencies face up with the top edge toward the front of the tray.
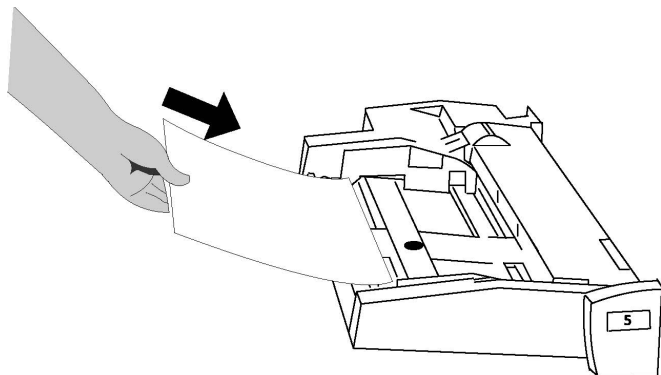
4. Adjust the width guides until they touch the edges of the stack.
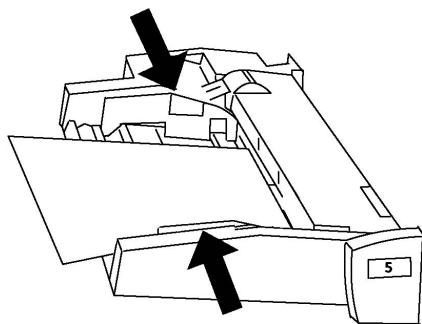
5. If necessary, select an option on the control panel touch screen:

   - To choose paper size, type, or color, touch **Paper Supply**.

   - To choose a specific stock, touch **Paper Catalog**, then select the paper.

6. Touch **Save**, then touch **Confirm**.

7. If you have not changed the paper type, touch **Cancel** to retain the previous settings.

Loading Envelopes in Tray 5 (Bypass Tray)

Tray 5 accepts Monarch and Commercial no. 10 envelopes with paper weights from 75 g/m² to 90 g/m².

To load envelopes in Tray 5 (Bypass Tray):

1. Insert envelopes in Tray 5 (Bypass Tray) long-edge feed (LEF), with flaps open and at the trailing edge.

2. Adjust the guides until they touch the edges of the stack.

3. At the printer control panel, choose the envelope size, then touch **Confirm**.

   If the envelope size does not appear, touch **Change Settings**. For Media Type, select **HeavyWeight 2** and **Custom Size**.

   To enter the envelope size, touch the plus (**+**) and minus (**-**) icons. Touch **Save**.

> ✏ **Note:** To prevent jams, do not load more than 30–50 envelopes in the bypass tray.

> ✏ **Note:** Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

- Successful envelope printing depends on the quality and construction of the envelopes. If the needed results are not achieved, try another brand of envelope.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in the original packaging to avoid the excess moisture or dryness that can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Do not use padded envelopes.
- Some wrinkling or embossing can occur when printing on envelopes.

Loading Paper in the High-Capacity Feeder

The optional High-Capacity Feeder (HCF) is intended primarily for use as a large-quantity feeder. It accommodates A4 or Letter-sized, Long-Edge Feed (LEF) stock. The High-Capacity Feeder can hold paper of weights from 64 g/m² Bond to 220 g/m² Cover, and can hold a maximum of 2000 sheets of 75 g/m² paper.

> ✏ **Note:** Stock can only be loaded long-edge feed (LEF).

> ✏ **Note:** Do not load paper above the maximum fill line.

1. Slowly, pull out the tray until it stops.
2. Fan the sheets before loading them into the tray.
3. Load and align the stack of paper or media against the right side of the tray.
4. Move the paper guide until it touches the edges of the paper.
5. After paper is loaded into the High-Capacity Feeder, a message appears asking you to change or confirm the type and size of the paper. To enable the tray, change or confirm the size and type of paper.
6. If you change the paper type, select an option on the control panel touch screen:
   - To choose paper size, type, or color, touch **Paper Supply**.
   - To choose a specific paper, touch **Paper Catalog**, then select the paper.
7. Touch **Save**, then touch **Confirm**.
8. If you did not change the paper type, touch **Confirm**.

Loading Paper in the Oversized High-Capacity Feeder

The optional Oversized High-Capacity Feeder (OHCF) provides an alternative to the High-Capacity Feeder. The OHCF feeds oversized paper up to 330 x 488 mm (13 x 19 in.) paper, 64 g/m² Bond to 300 g/m² cover stock. Each drawer holds 2000 sheets of standard-weight paper. The OHCF can be a 1-drawer or a 2-drawer Feeder.

🖉 **Note:** Do not load paper above the maximum fill line.

🖉 **Note:** The paper weight switches work in conjunction with the blowers in the trays. The blowers help control environmental conditions in the paper trays and ensure optimum feed capability.

1. Slowly, pull out the tray until it stops.

2. After opening the tray, align the stack of paper or media against the front right side of the paper tray. Move both paper weight switches to the appropriate positions.
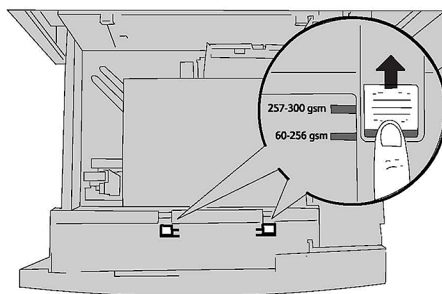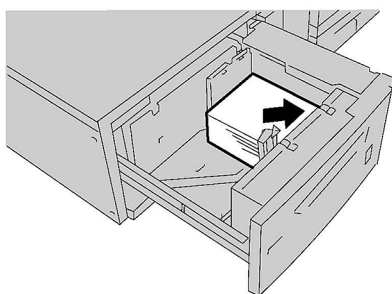
3. If the paper weight is between 60 g/m² and 256 g/m², position the air-adjustment levers (switches) toward the front of the tray. If the paper weight is between 257 g/m² and 300 g/m², position the air-adjustment levers (switches) toward the rear of the tray.

   🖉 **Note:** For paper heavier than 256 g/m², slide both paper weight switches to the heavier-weight position 257–300 g/m². Failure to do so can result in paper jams.

4. Push in the tray gently and completely. When the loaded tray is closed, the tray position is adjusted automatically in the front or back direction, based on the paper size. A control panel message appears asking you to confirm the type and size of the media.

5. If you changed the paper type, select an option on the control panel touch screen:
   • To choose paper size, type, or color, touch **Paper Supply**.
   • To choose a specific paper type, touch **Paper Catalog**, then select the paper.

6. Touch **Save**, then touch **Confirm**.

7. If you did not change the paper type, touch **Cancel** to retain the previous settings.

Loading Paper in the Post-Process Inserter

The Post-Process Inserter is a standard component of the Standard Finisher and Standard Finisher with Booklet Maker. The Post-Process Inserter is used to load blank or pre-printed paper that is used for separators and covers. The Inserter holds a maximum of 200 sheets.

1. Remove any paper that remains loaded in the Inserter.

2. Hold the center of the paper guides and slide them to the needed paper size.

3. Load the paper, aligning it to the front of the tray.

4. If the paper is pre-printed, load the paper with the printed side facing up, and the tab side positioned to enter the printer first.

5. After stock is loaded into the Post-Process Inserter, a screen can appear asking you to change or confirm the type and size of the stock. To continue, confirm that the displayed paper size and stock are correct.

6. If you changed the paper type, select an option on the control panel touch screen:

   - To choose paper size, type, or color, touch **Paper Supply**.

   - To choose a specific paper type, touch **Paper Catalog**, then select the paper.

7. Touch **Save**, then touch **Confirm**.

8. If you did not change the paper type, touch **Cancel** to retain the previous settings.

9

Maintenance

This chapter contains:

General Precautions

⚠️ **WARNING:**

> When cleaning your printer, do **not** use organic or strong chemical solvents or aerosol cleaners. Do **not** pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

⚠️ **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

⚠️ **WARNING:** Do **not** use pressurized air spray-cleaning aids on or in the printer. Some pressurized air spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

⚠️ **WARNING:** Do **not** remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do **not** attempt any maintenance procedure that is **not** specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lighted places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so can damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Billing and Usage Information

The Billing Information screen displays billing and printer usage information.

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

2. Touch the **Billing Information** tab.

   The total impressions counters appear on the left of the screen.

3. For more detail, touch **Usage Counters**, then touch the down arrow to choose the counter. To view the entire list, touch the scroll arrows.

4. Touch **Close**.

Cleaning the Printer

Cleaning the Document Glass and Document Cover

To ensure optimum print quality, regularly clean the glass areas of the printer. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass area while scanning documents.

Use a lint-free cloth lightly dampened with Xerox Anti-Static cleaner or another suitable non-abrasive glass cleaner to clean the document glass and the CVT glass.
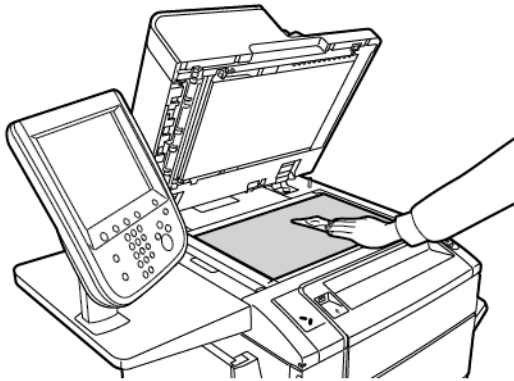
Use a lint-free cloth, Xerox Cleaning Fluid, or Xerox Film Remover to clean the under side of the document cover and the document feeder.
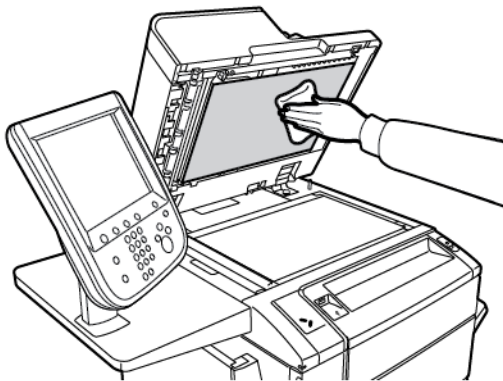
Cleaning the Exterior

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.

Use a cloth to clean the document feeder, output trays, paper trays, and outside areas of the printer.

Ordering and Replacing Supplies

This section includes:

- Supplies
- When to Order Supplies
- Replacing the Toner Cartridges

Certain supplies and routine maintenance items must be ordered occasionally. Each supply item includes installation instructions.

Supplies

Several supplies are included in your printer. Printer control panel messages inform you when to order a new module and when to install it.

Toner Cartridges

You can install and replace toner cartridges while the printer is running. A waste toner container is supplied with a toner cartridge.

Use genuine Xerox® Toner Cartridges in Cyan, Magenta, Yellow, and Black.

🖉 **Note:** Each toner cartridge includes installation instructions.

⚠ **Caution:** Use of toner other than Genuine Xerox® Toner can affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

When to Order Supplies

The printer control panel displays a warning when a supply nears replacement time. Verify that you have replacements on hand. It is important to order supplies when the messages first appear to avoid interruptions in printing. The touch screen displays an error message when the supply must be replaced.

Order supplies from your local reseller or from the Xerox Supplies website at: www.xerox.com/office/PLC9065_PLC9070supplies.

⚠ **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, 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 may vary outside these areas; please contact your local representative for details.

Replacing the Toner Cartridges

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. When it is time to install a new toner cartridge, a message appears on the control panel. You can print approximately 1200 pages for cyan, magenta, and yellow cartridges, and 1800 pages for the black cartridge. If the control panel message about toner replacement appears, but you continue copying or printing, the printer stops.

When you receive the new cartridge, follow the disposal instructions for the used cartridge.

⚠️   **WARNING:** Before you begin the procedure, ensure that the printer is cool. Failure to do so can result in burns if certain parts of the printer are touched.

1. While the printer is powered on, replace the toner cartridge. Open the toner cover, located just above the front cover.
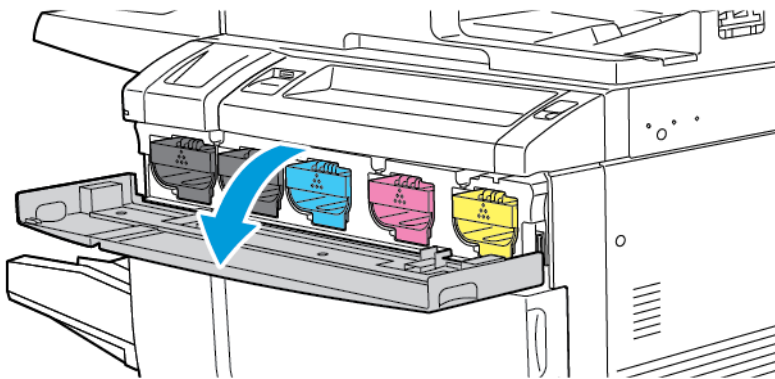
2. Before removing the cartridge, to protect the work area, lay paper on the floor. For the color toner indicated on the control panel, grasp the toner cartridge handle on the end of the cartridge. Pull the cartridge partially out of the printer until the handle on top is available. To remove the toner cartridge fully, hold it by the front and top handles while gently sliding out the cartridge. Ensure that you keep the cartridge level while you slide it out of the printer.
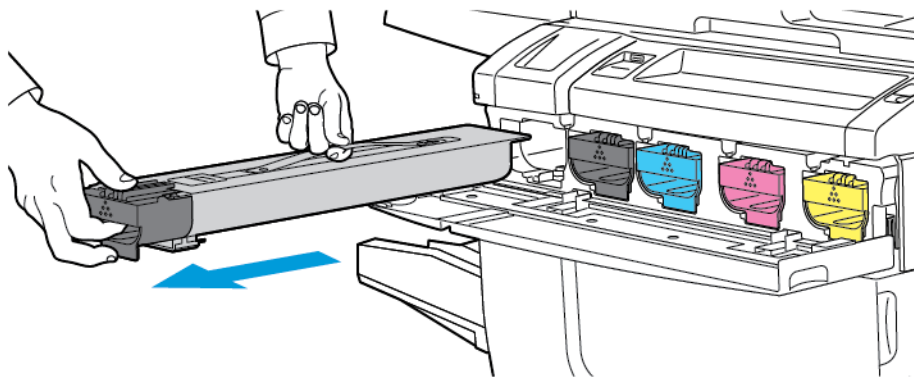
3. Dispose of the toner cartridge as normal office waste, or recycle the cartridge.

    📝   **Note:** Be careful not to get toner on clothing.

4. Remove the new toner cartridge from the packaging.

5. To redistribute the toner, gently tilt the new cartridge up and down, then left and right.

6. To install the new toner cartridge, align the arrows on the cartridge with the printer. Push in the cartridge until it clicks.
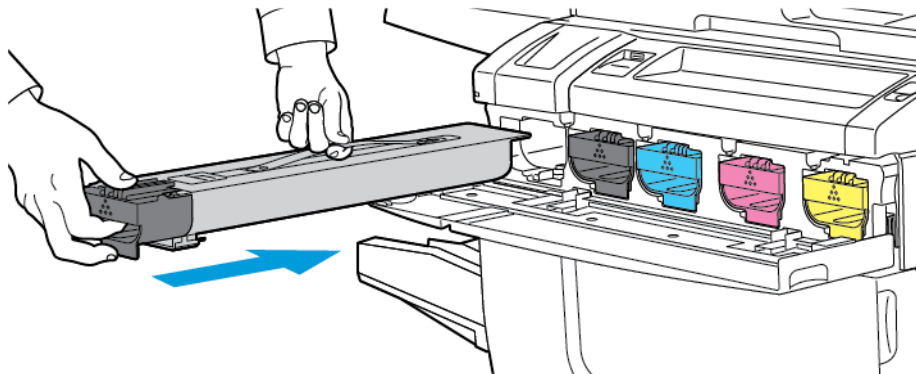
7. Close the toner cover. If the door does not close completely, ensure that the cartridge is in the lock position, and the toner cartridge is installed into the appropriate toner location.

> ⚠️ **WARNING:** Never use a vacuum cleaner when you clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and contacts sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements are parts or kits. Routine maintenance items are typically customer replaceable.

The following items are routine maintenance items:

- Drum Cartridge
- Waste Toner Container
- Fuser Assembly
- Charge Corotrons

Drum Cartridges

To install a new drum cartridge, follow the instructions on the control panel, in the user guide, or shipped with the new drum cartridge.

Replacing the Drum Cartridges

This procedure shows you how to remove a used drum cartridge and replace it with a new drum cartridge. When it is time to replace the drum cartridge, a message appears on the control panel. For replacement and recycle information, follow the instructions shipped with the new drum cartridge.

> **Note:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 2 minutes. Image quality can deteriorate when the drum cartridges are exposed to light.

1. Leave the machine power on, then proceed to the next step.
2. Ensure that the machine has stopped running, then open the front door.
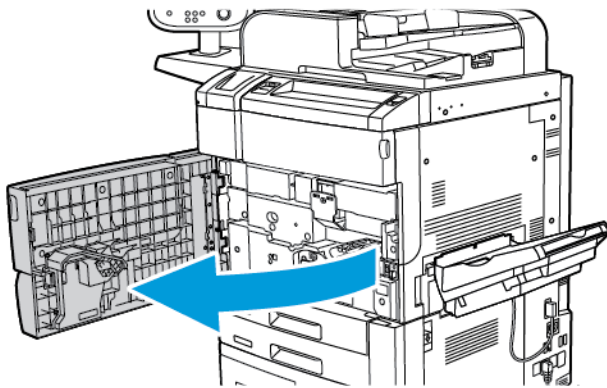
3. Pull down the R1-R4 handle.
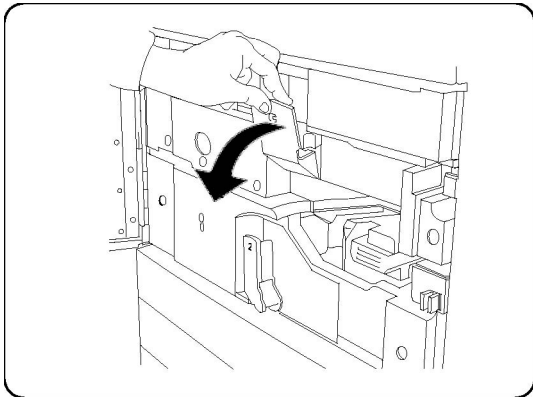
4. Raise the release handle.
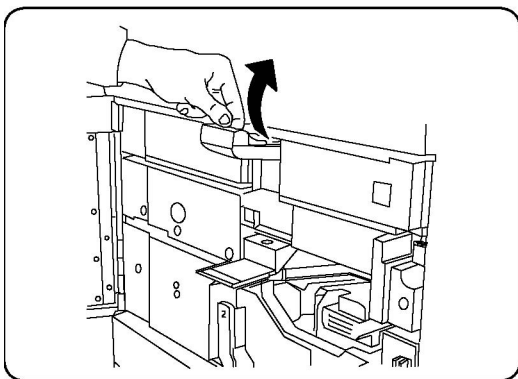
5. Open the packaging on the new drum cartridge. Place the new drum cartridge near the machine.

    ⚠ **Caution:** To prevent damage to the drum cartridge, do not touch or scratch the imaging drum surface when you remove the cartridge from the packaging.

    🖉 **Note:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 2 minutes. Image quality can deteriorate when the drum cartridges are exposed to light.

6. Unwrap the sheet covering the new drum cartridge, then place the sheet under the cartridge. If a protective film is present, remove it from the drum cartridge.
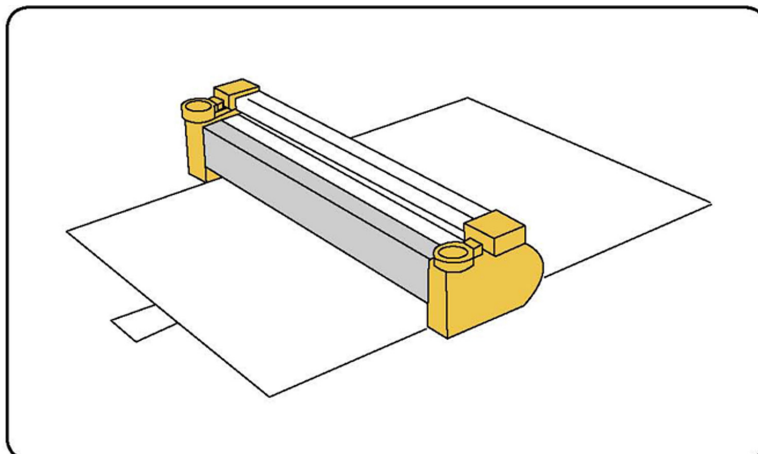
7. Open the drum drawer.
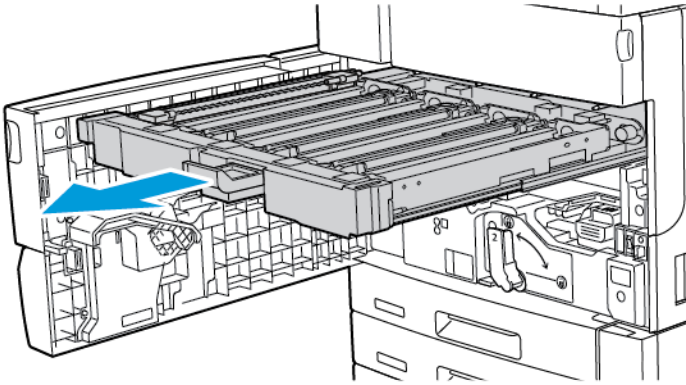
8. Remove the used drum cartridge, hold the finger rings provided at both ends of the cartridge, then lift gently.
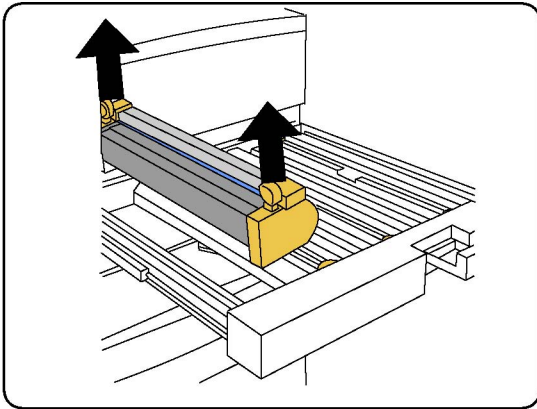
9. Ensure that the area marked front faces the front of the machine, then insert the new drum cartridge in the machine.
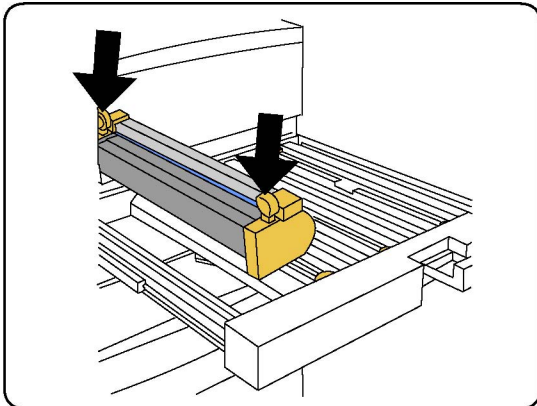
10. Press down on both ends of the drum cartridge until it stops. When fully seated, both ends are aligned horizontally.
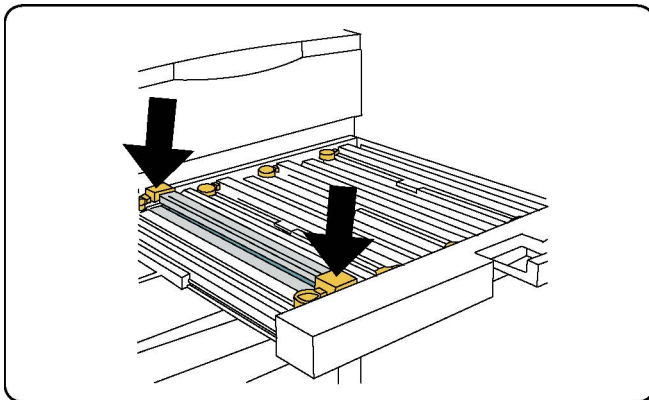
11. Immediately, close the drum drawer to protect the other drum cartridges from light.

12. Return the release handle to the original position.

13. Return the R1-R4 handle to the original position, then close the front door.

14. Insert the used drum cartridge into an empty container for recycling.

Waste Toner Container

The waste toner container needs replacing after approximately 30,000 prints or copies at 6 % area coverage.

Replacing the Waste Toner Container

This procedure shows you how to remove the used waste toner container and replace it with a new waste toner container. When it is time to order or install a new container, a message appears on the control panel.

1. Ensure that the printer has stopped running, then open the front door.

2. Open the waste toner container cover, located to the right of tray 1.
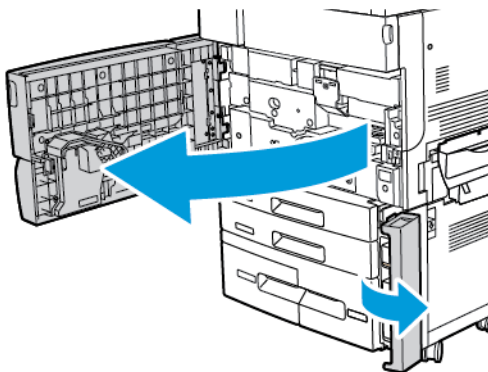
3. Grasp the center section on top of the container, then pull it half-way out of the printer.
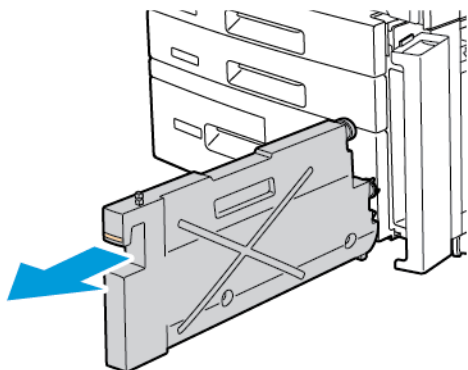
> ⚠️ **WARNING:** Never use a vacuum cleaner when you clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and contacts sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.

4. Hold the used waste toner container firmly with both hands to pull it out of the printer. Place the container into the provided plastic bag.

5. Hold the center part on the top of a new container, then push it in until it stops.
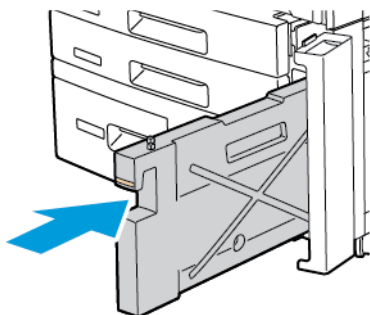
6. Close the waste toner container cover.

7. Close the front door of the printer.

Fuser

The fuser provides approximately 200,000 prints or copies.

Replacing the Fuser

This procedure shows you how to remove a used fuser and replace it with a new fuser. When it is time to replace the fuser, a message appears on the control panel. For replacement and recycle information, follow the instructions shipped with the new fuser.

1. Ensure that the printer has stopped running, then open the front door.
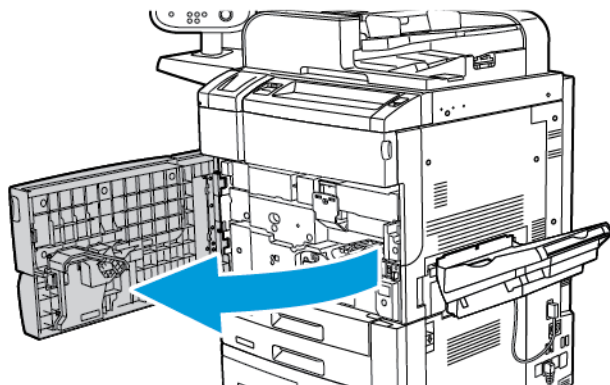
2. Grasp handle 2, then turn it to the unlock position.

   📝 **Note:** To avoid burns, power off the printer, then wait at least 5–10 minutes to allow the fuser to cool. Observe warning labels inside the printer.
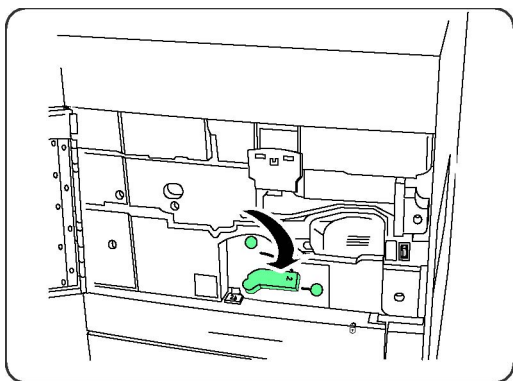
3. Carefully, pull out the transfer module.
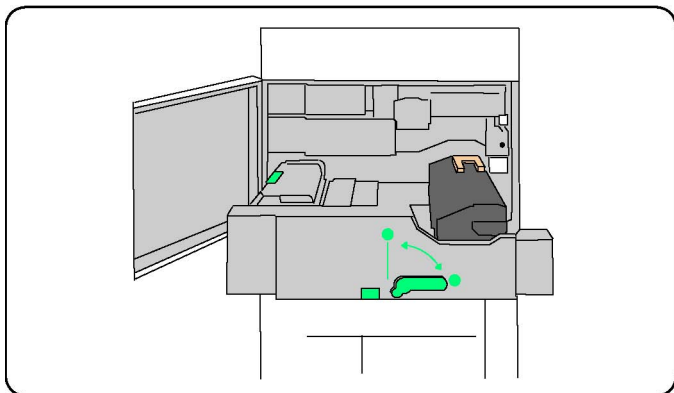
4. Grab and lift the amber-gold handle only, then pull the fuser up and out of the transfer module.
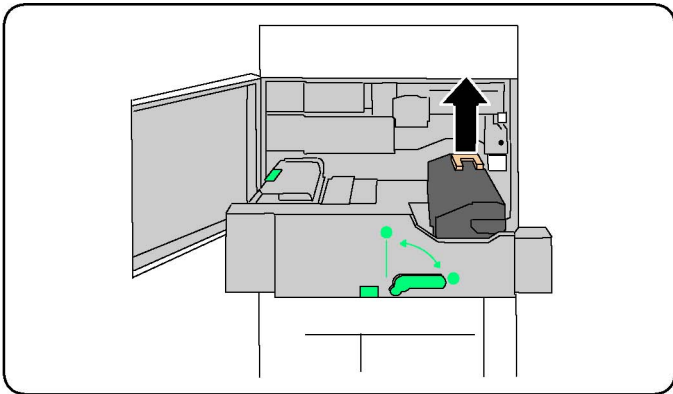
5. Dispose of the fuser as normal office waste, or recycle the fuser.

6. Remove the new fuser from the packaging.

7. Grasp the amber-gold handle on the new fuser, then insert the fuser into the transfer module.
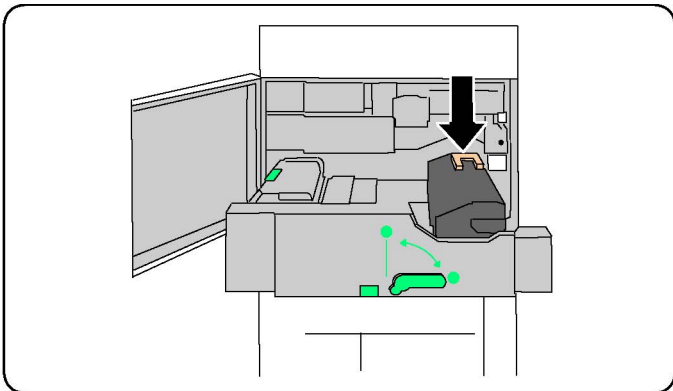
8. Close the transfer module.

9. Turn handle 2 to the lock position.

10. Close the front door of the printer.

Charge Corotron

To install a new charge corotron, follow the instructions on the control panel or in the user guide.

Replacing the Charge Corotron

1. Ensure that the printer has stopped printing, then open the front cover.

2. Pull down the R1-R4 handle.

3. Raise the release handle.

4. Open the packaging for the new charge corotron, then gently place the new charge corotron on a flat surface near the printer.

   🖉 **Note:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 2 minutes. Image quality can deteriorate when the drum cartridges are exposed to light.

5. Slide open the drum drawer.

6. To locate the charge corotron, look on top of the R1 drum cartridge.

7. Grasp both of the amber-gold casings on the used charge corotron, then push the corotron toward the rear of the printer until you hear a click. The click indicates that the charge corotron is released.
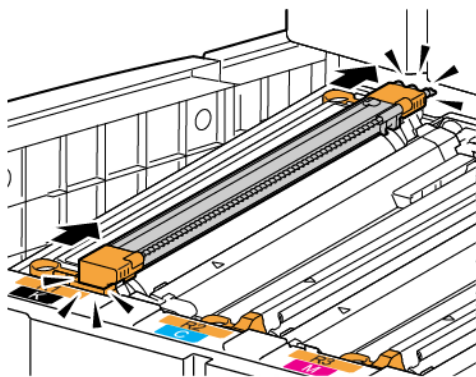
8. Lift the used charge corotron out of the printer.
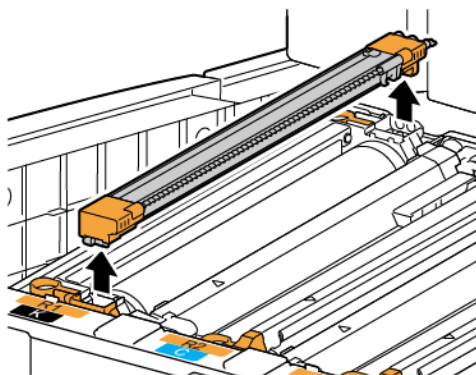
9. Gently lower the new charge corotron into the printer. Keep the charge corotron level, not angled.
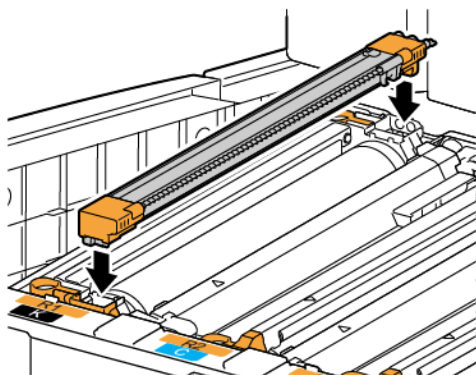
10. Grasp the amber-gold casings on the new charge corotron, then pull the corotron toward the front of the printer until you hear a click. The click indicates that the charge corotron is in place.
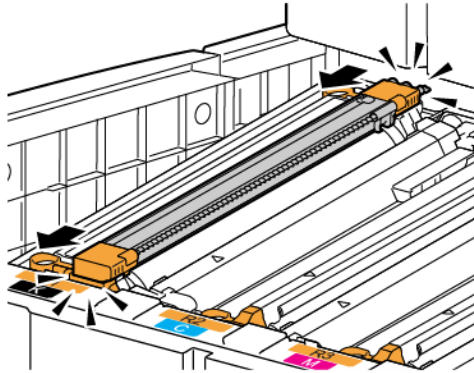
11. Push in the drum drawer completely. Return the release handle to the original position.

12. Return the R1-R4 handle to the original position, then close the front door.

13. Insert the used charge corotron into an empty container for recycling.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa. Some routine maintenance items are shipped with a prepaid return label. Use the prepaid return label to return used components in their original boxes for recycling.

10

Troubleshooting

This chapter contains:

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.

If the problem is not resolved by restarting the printer, refer to the table in this chapter that best describes the problem.

Printer Does Not Power On

Probable Causes	Solutions
The power switch is not correctly turned on.	Power off the printer using the power switch visible on the control panel. Wait 2 minutes, then power on the printer. Ensure that the main power switch behind the front cover of the printer is in the On position.
The power cord is not plugged into the outlet correctly.	Power off the printer, then plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet, then determine if the appliance operates properly. Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications.

⚠️ **Caution:** Plug the three-wire power cord with grounding prong, directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower mode, for example, heavyweight stock.	It takes more time to print on special media. Ensure that the media type is set properly in the print driver and at the printer control panel.
The printer is in power-saving mode.	It takes time for printing to start in power-saving mode.
The job is complex.	Wait. No action needed.

Printer Resets or Powers Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Power off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then power on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For details, refer to Getting Help.

2-Sided Printing Problems

Probable Causes	Solutions
Media or settings are not correct.	Ensure that you are using correct media. For details, refer to Supported Media. Envelopes, labels, and 1–sided, coated-stock cannot be used for 2-sided printing. In the print driver, choose **2-Sided Printing**.

Scanner Error

Probable Causes	Solutions
Scanner is not communicating.	Power off the printer using the power button visible on the right side of the printer top panel. Wait 2 minutes, then power on the printer. Ensure that the main power switch behind the front cover of the printer is in the On position.

Paper Jams

The printer is designed to function with minimal paper jams using Xerox-accepted media types only. Other media types may cause more frequent paper jams. If accepted media is jamming frequently in one area, that area may need to be cleaned or repaired.

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox-supported paper. Other paper types can cause jams.

Adhere to the following:

- If supported paper is jamming frequently in one area, clean that area of the paper path.
- To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction in which it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam.
- Do not reload paper that has jammed.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, for the US and North America, refer to the Recommended Media list at: www.xerox.com/rmlna or for Europe, www.xerox.com/rmleu.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.

The Printer Pulls Multiple Sheets Together

Probable Cause	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper above the maximum fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, then reload the media.
The media is moist from humidity.	Remove the media from the tray, then replace it with new, dry media.
Too much static electricity is present.	Try a new ream of paper.

Probable Cause	Solutions
Unsupported media.	Use only Xerox-approved media. Refer to Supported Media.
Humidity is too high for coated paper.	Feed the paper one sheet at a time.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper.

Media Misfeeds

This table lists solutions to paper jams in the duplex unit, document feeder, and paper trays.

Probable Causes	Solutions
Unaccepted media of the wrong size, thickness, or type is in use.	Do not use unaccepted media. Use only Xerox-approved media. For details, see Accepted Media. Recheck the paper path inside the module, then remove all jammed paper. Ensure that you do not have mixed media types in the tray. Do not print envelopes, labels, extra heavyweight, or gloss paper 2-sided.
Warped or wrinkled media is loaded in the tray. The media is moist from humidity.	Remove the media, smooth it out, then reload it. If the media still misfeeds, do not use that media. Remove the moist media, then replace it with new, dry media.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are adjusted improperly.	Ensure that the media guides fit snugly against the media loaded in the document feeder.
The media is not positioned correctly in the tray.	Remove the misfed media, then reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum capacity allowed.	Remove some of the paper. Do not load paper above the maximum fill line.
The media guides are not adjusted correctly to the media size.	Adjust the media guides in the tray to match the size of the media.
The label sheet is facing the wrong way in the tray.	Load the label sheets according to the manufacturer instructions.
Envelopes are facing the wrong way in Tray 5 (Bypass Tray).	Load the envelopes face down in Tray 5 (Bypass Tray), with the flaps closed, on the leading edge.

Clearing Paper Jams

When a jam occurs, the control panel touch screen displays an animated graphic showing the location of the jam.

To avoid damage, always remove misfed media gently, without tearing it. Try to remove the paper in the direction that the paper would feed normally. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

> 🖉 **Note:** The printed side of jammed pages may smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Make sure not to spill any toner inside the printer.

> ⚠️ **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Clearing Paper Jams from Tray 1, Tray 2, Tray 3, or Tray 4

1. Pull out the tray until it stops.

2. Remove the paper from the tray.
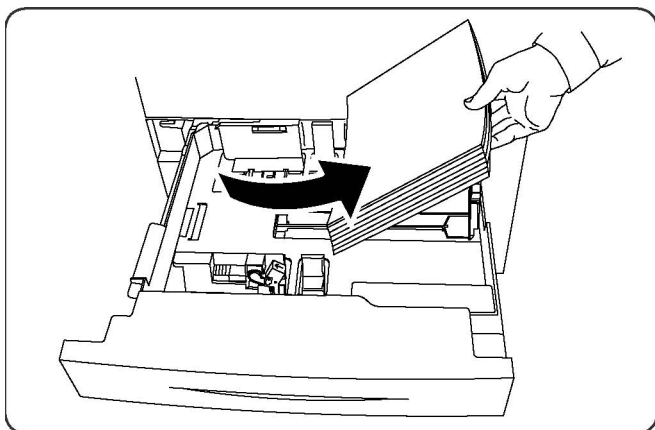
3. If the paper is torn, remove the tray completely, then check inside the printer for torn pieces of paper.

4. Reload the tray with undamaged paper, then push the tray in until it stops.

5. On the printer touch screen, touch **Confirm**.

Clearing Paper Jams from Tray 5 (Bypass Tray)

1. Remove the jammed paper from the tray. Ensure that there are no sheets of paper in the paper feed entrance area where the tray connects to the printer.

2. If the paper is torn, check inside the printer for torn pieces of paper.

3. Reload the tray with undamaged paper. The leading edge of the paper should lightly touch the paper feed entrance.

4. On the printer touch screen, touch **Confirm**.

Clearing Paper Jams in Document Feeder

1. Open the document feeder top cover until it stops.
2. Open the left cover until it stops.
3. If the document is not caught in the document feeder, pull out the document.
4. Close the top cover until it clicks into place.
5. Close the left cover until it clicks into place.
6. If you cannot find the document, raise the document feeder slowly.
7. Gently return the document feeder tray to its original position.

Clearing Paper Jams in the High-Capacity Feeder

1. Open tray 6, then remove any jammed paper.
2. If paper is torn, check for any torn pieces of paper inside the machine.
3. Gently close tray 6.
4. Gently move tray 6 to the left until it stops.
5. Open the tray 6 top cover, then remove any jammed paper.
6. Close the tray 6 top cover, then gently move tray 6 to its original position.

Clearing Paper Jams in the Oversized High-Capacity Feeder

1. Open the tray where the paper jam occurred.
2. Remove the visible jammed paper.
3. If paper is torn, check for any torn pieces of paper inside the machine.
4. Gently close the tray.

Clearing Paper Jams in the Fuser

1. Open the bottom right cover, then tear off the leading edge from any jammed sheet. Clear any jammed sheets from the Bypass (Tray 5) feeder. Open the front cover.
2. Turn handle 2 to the right until it is in the horizontal position, then pull out the transfer module.

   Note: Never touch a labeled area, found on the fuser or nearby, indicating High Temperature and Caution. You may get burned.

3. Remove the visible jammed paper.
4. If paper is torn, check for any torn pieces of paper inside the machine.
5. Move handle 2a to the right, then remove any jammed paper.
6. Pull down handle 2b, then remove the jammed paper.
7. Return handle 2a and handle 2b to the original positions.
8. Push in the transfer module completely, then turn handle 2 to the left.
9. Close the front cover.

Print-Quality Problems

⚠️ **Caution:** The Xerox Warranty, Service Agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

✏️ **Note:** To ensure print quality, toner and print cartridges for many models of equipment are designed to cease functioning at a predetermined point.

✏️ **Note:** Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Copy and Scan Problems

When the copy or scan quality is poor, to correct the problem, select the closest symptom from the following table.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solution
Lines or streaks are present only in copies made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris, creating lines or streaks. Clean all glass surfaces with a lint-free cloth.
Spots present in copies made from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint-free cloth.
The reverse side of the original document appears on the copy or scan.	Copy: Ensure that Background Suppression is enabled. Scan: Ensure that Background Suppression is enabled.
Image is too light or dark.	Copy: Use the Image Quality settings to lighten, darken, or adjust contrast. Scan: Use the Advanced Settings tab to lighten, darken, or adjust contrast.
Colors are off.	Copy: Use the Image Quality settings to adjust color balance. Scan: Confirm that the correct Original Type is set.

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.

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.

Getting Help

The control panel touch screen provides information and troubleshooting help. When an error or warning condition occurs, the touch screen displays a message. The touch screen may display an animated graphic showing the location of the problem, such as the location of a paper jam.

Problems that prevent the full operation of the printer have associated fault codes. Fault codes help pinpoint the specific subsystem with the problem. Current faults and fault history can be retrieved at any time.

To see a list of the fault messages that have been displayed on the printer:

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

2. On the touch screen, touch the **Faults** tab.

3. Touch **Current Faults**, **Current Messages**, or **Fault History**.

4. Touch **Close**.

Locating the Serial Number

When ordering supplies or contacting Xerox for assistance, you are asked to provide a serial number.

To view the printer serial number from the touch screen:

1. Press the **Machine Status** button. The Device Information tab appears.

2. Notice the serial number at the left of the Device Information screen.

The serial number is also on the frame, inside the lower left cover of the printer, or inside the front door.

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality. The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel touch screen displays a message informing you of the problem. In many cases, the touch screen displays an animated graphic showing the location of the problem, such as the location of a paper jam.

Alerts

Alerts provide messages and instructions to help solve problems. Alerts can be viewed on:

- The Status page in the Embedded Web Server.

- All tabs in the print driver Properties window. For detailed status information, click **More Status**.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for problems with print quality, copy quality, media jams, software installation, and more. To access the Online Support Assistant, go to www.xerox.com/office/PLC9065_PLC9070support.

Web Resources

Xerox provides several websites that offer additional help.

Resource	Link
Technical support information for the printer includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, and more.	To access the Online Support Assistant, go to www.xerox.com/office/PLC9065_PLC9070support. In the Search field, enter `Xerox PrimeLink C9065/C9070 Printer`.
Supplies for the printer	www.xerox.com/office/PLC9065_PLC9070supplies
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials.	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/gwa (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling the printer	www.xerox.com/gwa (U.S. and Canada) www.xerox.com/environment_europe (European Union)

A

Specifications

This appendix contains:

Printer Configurations

Printer Model	Description
The Xerox® PrimeLink™ C9065	This printer model prints at speeds of up to 65 ppm for both color, and for black and white.
The Xerox® PrimeLink™ C9070	This printer model prints at speeds of up to 70 ppm for color, and up to 75 ppm for black and white.

Standard Features

- Copy, print, mobile print
- Standard fax, Internet fax
- Scan to PC, USB, or email
- Network Accounting
- Single-pass, duplex automatic document feeder
- 2400 x 2400-dpi resolution
- Automatic 2-sided printing
- Integrated scanner
- Standard paper capacity (4 Trays and Bypass): 3260 sheets
- Color touch screen on integrated Control Panel
- Xerox Extensible Interface Platform® to connect to third-party software from the touch screen
- Foreign Device Interface
- PDL Support for PCL 5 and PCL 6
- Support for Ethernet 10/100BaseTX connection
- Support for coated and uncoated stock, up to 300 g/m² (110 lb. Cover)
- Paper Catalog, if available, for stock type selection

Physical Specifications

Rather than covering each specific configuration, this section contains sample specifications of representative input and output configurations available for the printer and finishers.

Base Unit

Measurement/Description	Unit	Unit
Width, no trays installed	24.41 in.	620 mm
Width, with Tray 5 and offset catch tray	61.96 in.	1574 mm
Depth	32 in.	807 mm
Height to top of Document Feeder	45.43 in.	1153.9 mm
Height to top of Control Panel	54.72 in.	1390 mm
Weight	544 lb.	247 kg

Base Unit, High-Capacity Feeder, Interface Module, and Standard Finisher

Measurement/Description	Unit	Unit
Width	97.7 in.	2481 mm
Depth	32 in.	807 mm
Weight	969.3 lb.	440.6 kg

Base Unit and Business Ready Finisher/Booklet Maker with a 2-Drawer Oversized High-Capacity Feeder

Measurement/Description	Unit	Unit
Width of all components	105 in.	2567 mm
Depth	32 in.	807 mm
Weight	1133 lb.	515.1 kg

Environmental Specifications

Temperature and Relative Humidity

- **Operating Temperature**: 10˚–28˚C (50–83˚F)

- When the humidity is 85 %, the temperature must be 28˚C (83˚F) or below

- **Operating Relative Humidity**: 15 %–85 %

- When the temperature is 32˚C (90˚F), humidity must be 62.5 % or below.

Electrical Specifications

For North America:

- 110–127 VAC +10/-6 %
- Power Consumption 1.936 kVA or less
- Frequency 50/60 (Hz) +/- 3 %
- Receptacle NEMA Number 5-20R
- Cycles 60 Hz

For Europe:

- 220–240 VAC +/- 10 %
- Power Consumption 2.2 KVA or less
- Frequency 50/60 (Hz) +/- 3 %
- Cycles 50 Hz

Performance Specifications

Print Resolution

Maximum Print Resolution: 600x600 dpi

Print Speed

Maximum print speeds vary by printer model and if you are printing color pages or black and white pages.

Xerox PrimeLink C9065 Printer:

- Color: 65 ppm
- Black and White: 65 ppm

Xerox PrimeLink C9070 Printer:

- Color: 70 ppm
- Black and White: 75 ppm

B

Regulatory Information

This appendix contains:

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™ C9065 and PrimeLink™ C9070

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: 790 Phillips Road, Webster, NY 14580

Internet Contact Information: www.xerox.com

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™ C9065/C9070 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity can found at the following internet address: 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

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/m²), 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.

Power Consumption and Energy 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 Energy Saver mode. In Energy 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 Energy Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Energy Saver mode and is typical of most imaging products on the market.

Before you turn off Energy 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.

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.

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 yönetmeliðine 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

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

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, Treasure, 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

- 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.

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 andCompatible 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
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

C

Recycling and Disposal

This appendix contains:

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.

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, 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

Business Ready Finisher and Booklet Maker

This appendix contains:

Overview of a Business Ready Finisher and a Booklet Maker

The Business Ready Finisher adds several professional-level finishing options to your printer and requires minimal extra space. The finisher is available with or without an optional booklet maker. The finishers and booklet makers have front and back caster locks, located above the casters. Refer to Identifying the Components.

Business Ready Finisher

Business Ready Finisher with Booklet Maker

Identifying the Components
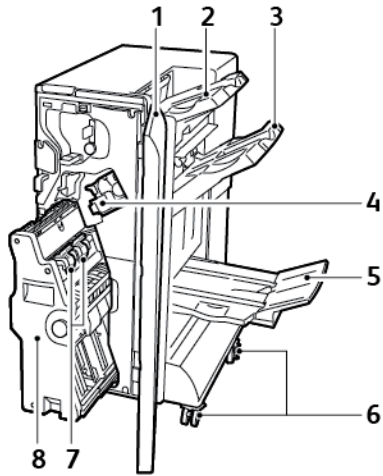
1. Finisher Front Cover
2. Right Top Tray
3. Right Middle Tray
4. Staple Cartridge

5. Booklet Maker Tray
6. Caster Locks
7. Booklet Staple Unit
8. Booklet Maker Unit

Maintenance

Replacing Staples in the Main Stapler Unit

To replace staples in the main stapler unit:

1. Open the front door of the business ready finisher.

2. On the stapler assembly, push the orange lever **R1** to the right.
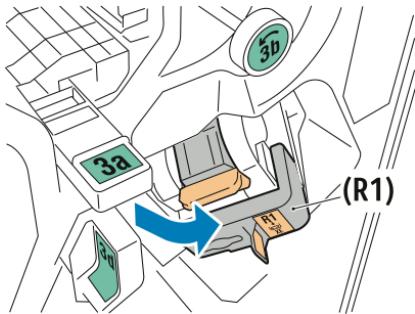
3. To remove the staple cartridge, grip the orange handle on the cartridge, then pull the cartridge toward you.
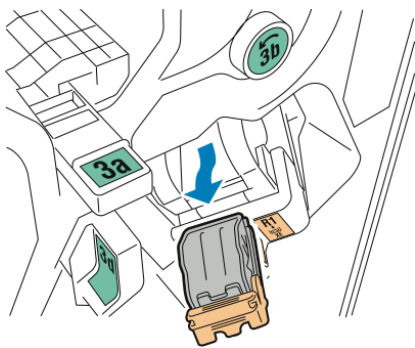
4. Pinch both sides of the staple refill container and remove the refill container from the cartridge.
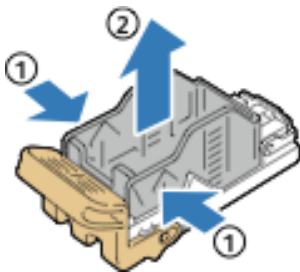
5. Insert the front side of the new staple refill container into the staple cartridge, then push the rear side of the staple refill container into the cartridge.
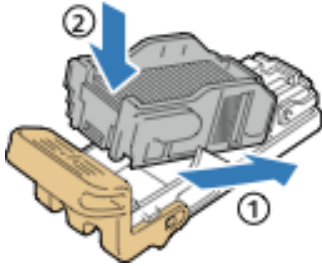
Replacing Staples in the Booklet Maker Component

To replace staples in the booklet maker component:

1. Open the front door of the business ready finisher.

2. Grasp the booklet maker handle, then pull the booklet maker toward you until the staple cartridges appear on the top edge of the module.
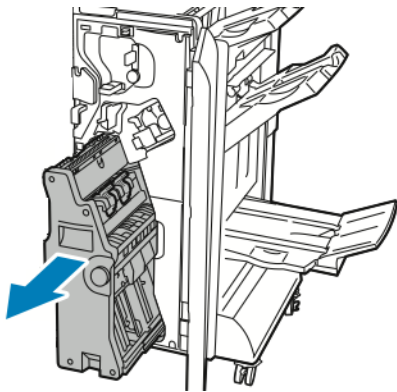
3. To remove the staple cartridge from the booklet maker, push down on the staple cartridge handle as shown. Pull the staple cartridge out and up.
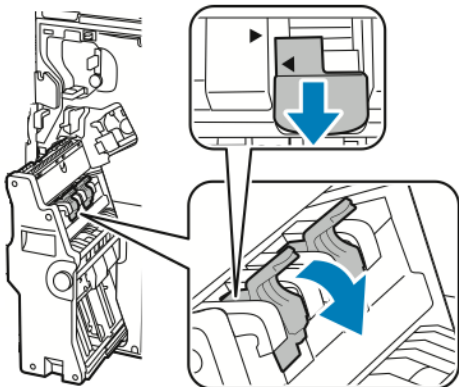
4. Turn over the staple cartridge.

5. To permit the staple cartridge handle to open out and away from the staple refill container, press in the green tabs, then pull back the handle.
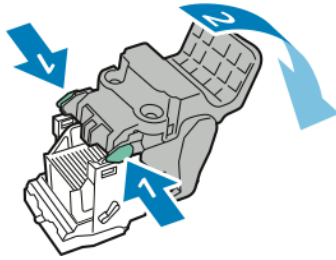
6. To remove the staple refill container, press the rear of the refill container as shown.
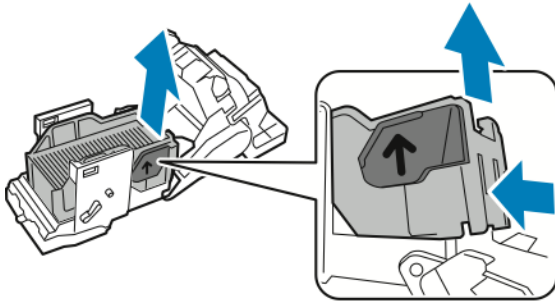
7. Replace the staple refill container, then return the staple cartridge to the booklet maker.

Emptying the Hole-Punch Waste Container

When the hole-punch waste container is full, a message appears on the control panel.

> Note: Do not perform this procedure while the printer is copying or printing.

To empty the hole-punch waste container:

1. Open the front door of the business ready finisher.

2. From the slot near the top left of the finisher, remove the hole-punch waste container **R4**.
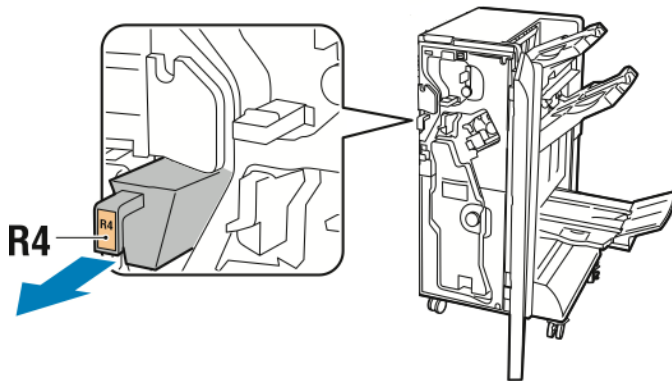
3. Empty the hole-punch waste container **R4**.
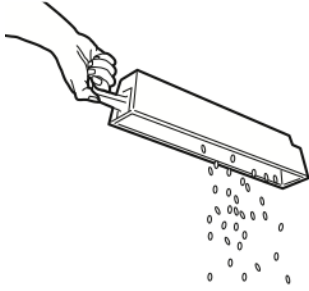
4. Wait 10 seconds before reinserting the hole-punch waste container into the printer.
    The hole-punch counter needs 10 seconds to reset.

    🖉 **Note:** If you remove the waste container before the module control panel indicates, do not
    reinsert the waste container into the finisher without emptying the hole-punch waste.

5. Insert the container **R4** into the finisher until the container stops.
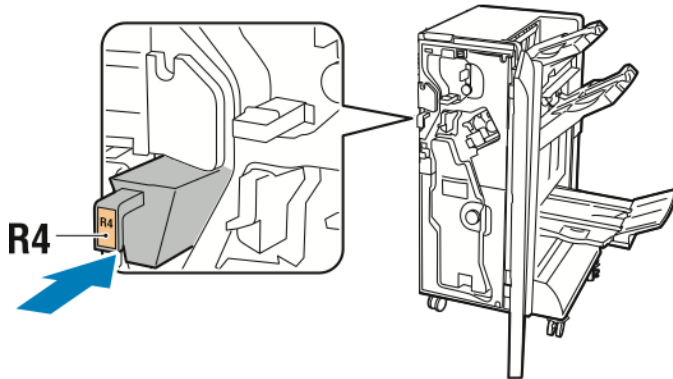
6. Close the front door of the business ready finisher.

Troubleshooting

Clearing Jams in the Finisher at Position 3a

To clear jams at position **3a**, do the following:

1. If you can see the paper at the output tray exit, pull the paper gently, in the direction shown.
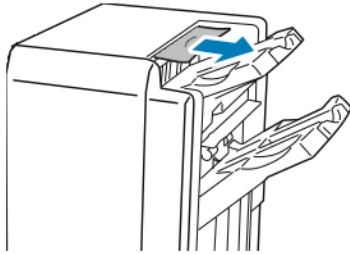
2. Open the front door of the business ready finisher.
3. Lift the green handle **3a**.
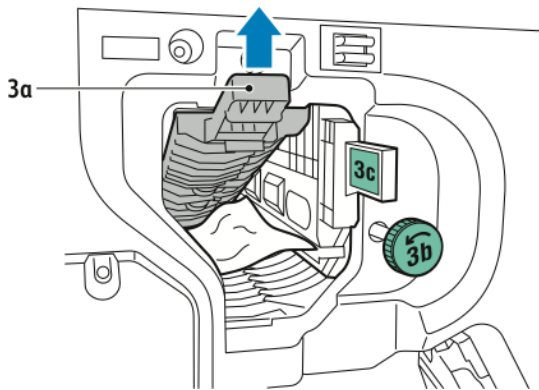
4. Carefully remove the jammed paper.
   - If the paper is torn, remove all torn paper pieces from the finisher.
   - If you can access the paper, or the control panel indicates to release the paper, turn the green knob **3b** in the direction shown.
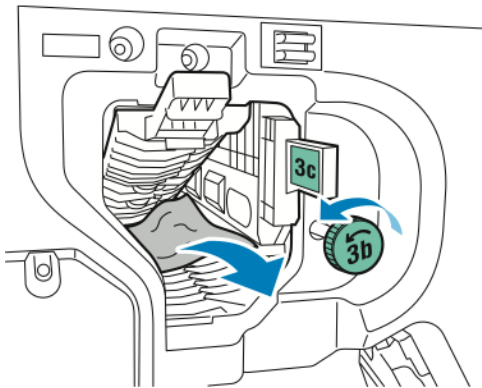
5. Return the green handle **3a** to the original position.
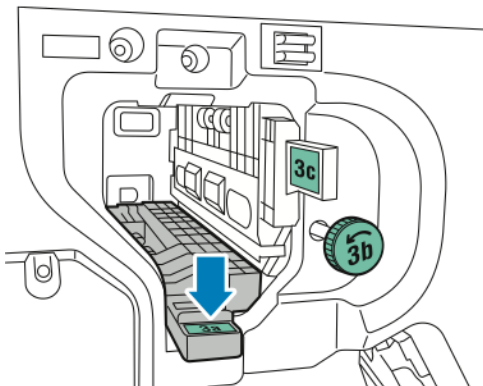
6. Close the front door of the business ready finisher.

Clearing Jams in the Finisher at Position 3c

To clear jams at position 3c:

1. Open the front door of the business ready finisher.

2. Move the green lever **3c** to the left.
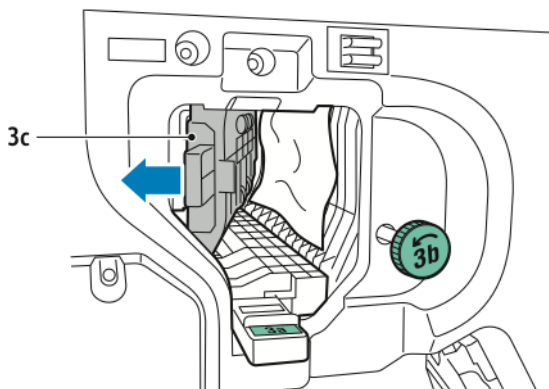
3. Carefully remove the jammed paper.
   - If the paper is torn, remove all small, torn paper pieces from the finisher.
   - If you can access the paper, or the control panel indicates to release the paper, turn the green knob **3b** in the direction shown.
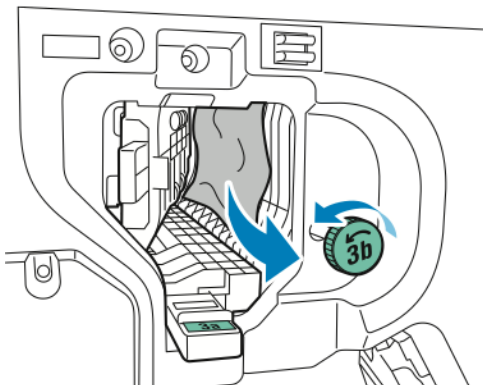
4. Return the green lever **3c** to the original position.
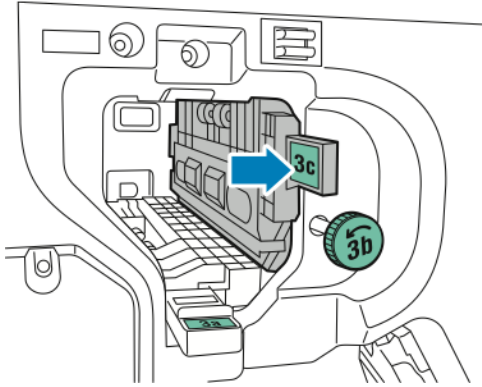
5. Close the front door of the business ready finisher.

Clearing Jams in the Finisher at Position 3d

To clear jams at position 3d:

1. Open the front door of the finisher, then locate the green lever **3d**.
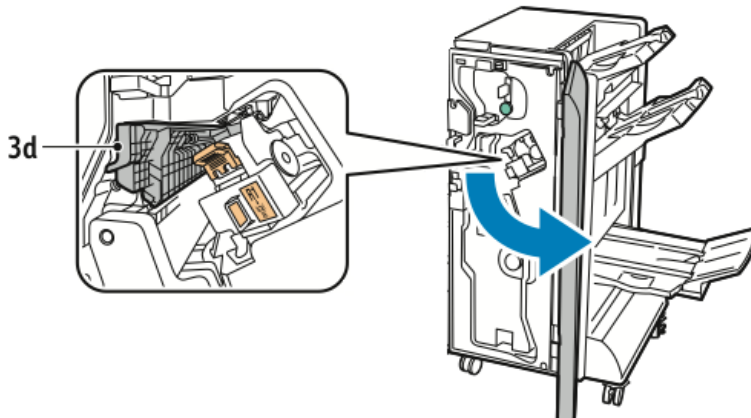
2. Move the green lever **3d** to the right.
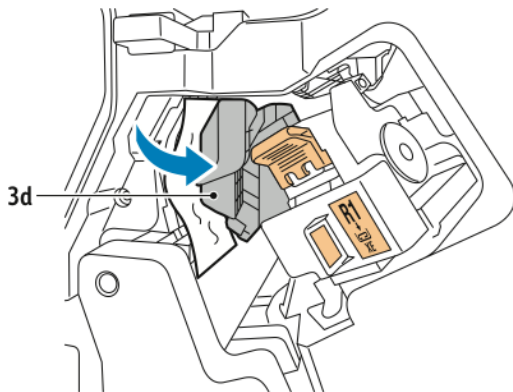
3. Carefully remove the jammed paper.
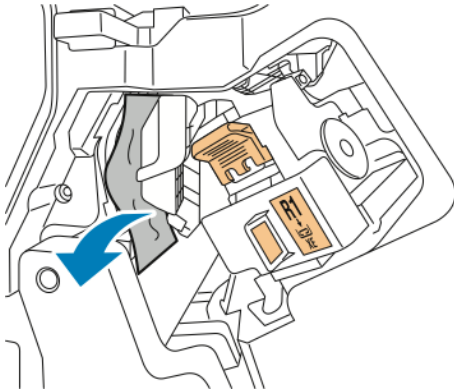
> 🖉 **Note:** If the paper is torn, remove all small, torn paper pieces from the finisher.

4. Return the green lever **3d** to the original position.
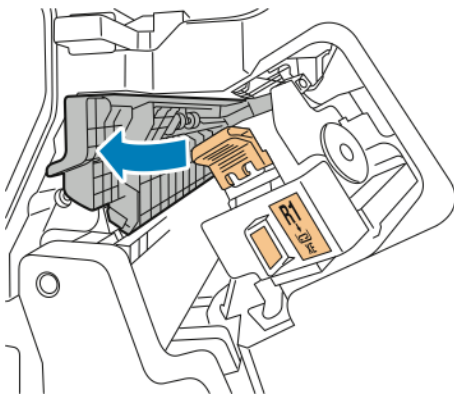
5. Close the front door of the business ready finisher.

Clearing Jams in the Finisher at Position 4

To clear jams at position 4, do the following:

1. Open the front door of the Business Ready finisher.

2. Grasp the green handle, then pull out unit **4a** until it stops.
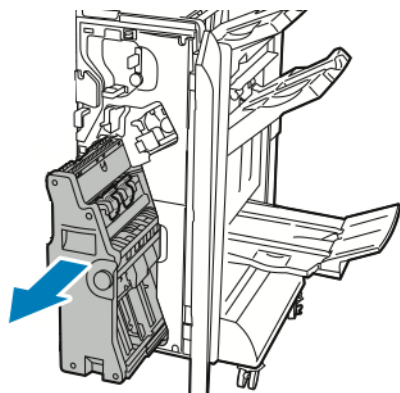
3. To remove the jammed paper, turn the green knob **4** in either direction as shown.

4. If the paper is torn, remove all torn pieces from the finisher.
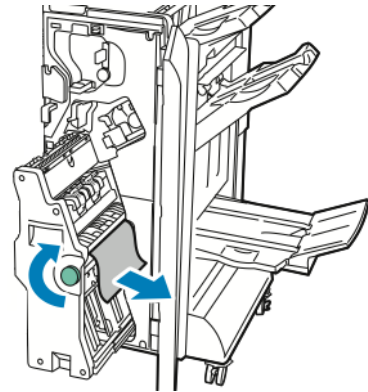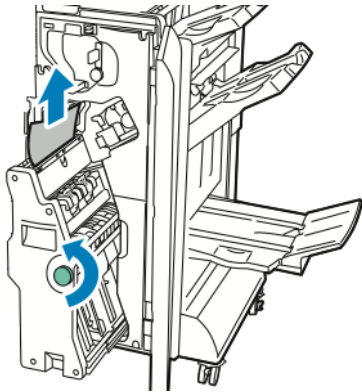
5. Return unit **4** to the original position.
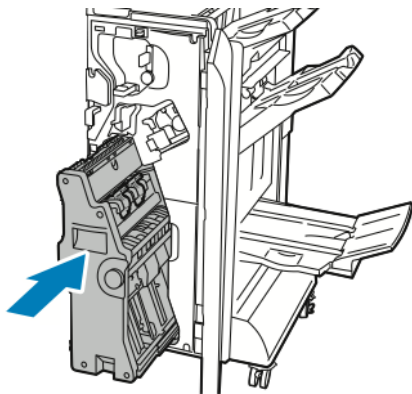
6. Close the front door of the Business Ready finisher.

Clearing Jams in the Booklet Tray

To clear jams in the booklet tray:

1. Open the front door of the Business Ready finisher.

2. To release the jammed paper, turn the green knob **4a** clockwise.
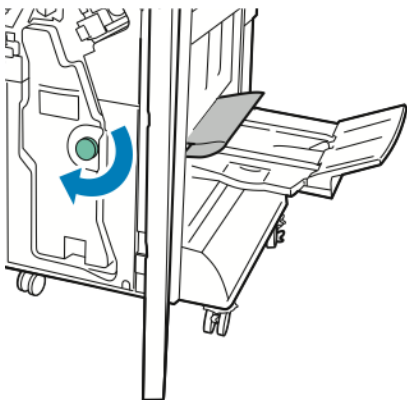
3. To remove the paper, pull it in the direction shown.
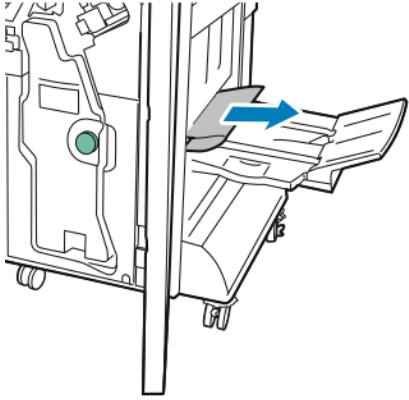
✏️ **Note:** If the paper is torn, remove all torn paper pieces from the finisher.

4. Close the front door of the Business Ready finisher.

E

Interface Decurler Module

This appendix contains:

Overview of Interface Decurler Module

The Interface Decurler Module (IDM) is required with most inline finishing modules installed with the printer. The Interface Decurler Module is not required with the Offset Catch Tray.
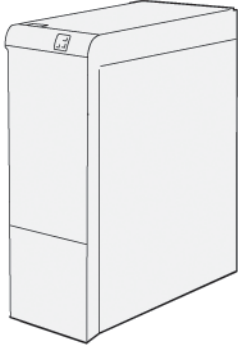
The Interface Decurler Module provides the following functions:

- Communication between the printer and the attached finishing module
- An aligned paper path between the printer and the attached finishing module
- Cooling and decurling of the paper as the paper exits the printer

Finishing Modules Requiring an Interface Decurler Module

The following finishing accessories require the use of the Interface Decurler Module:

- Inserter module
- Crease and Two-Sided Trimmer
- C/Z Folder
- Production Ready (PR) Finisher
- PR Booklet Maker Finisher
- Xerox® SquareFold® Trimmer module: the SquareFold trimmer requires the PR Booklet Maker Finisher and the Interface Decurler Module

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. Curl Up button
2. Curl Down button

3. Auto button and indicator

Curl Correction on the Interface Decurler Module

🖉 **Note:** The purpose of curl correction is to fix paper curl as the paper leaves the printer, and before the paper reaches the next inline-finishing module. Use the interface decurler module (IDM) curl-correction feature while the printer is printing.
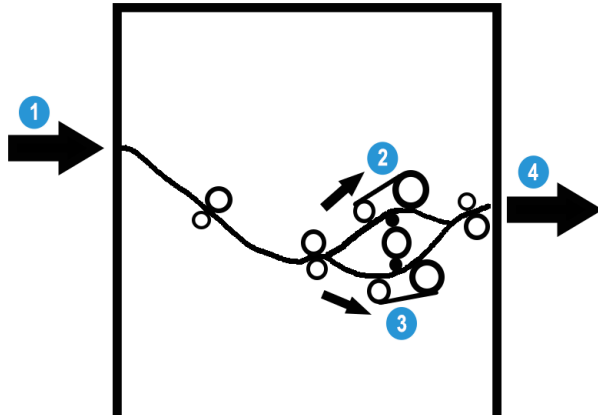
1. Printed paper from the printer
2. IDM up-curl paper path
3. IDM down-curl paper path
4. Printed paper from the IDM to the inline finishing module

Paper enters the inline finishing module, then moves through the IDM for paper-curl correction. The IDM has both upper and lower decurler rolls that apply pressure to the paper, based on the following criteria:

- System default set to Auto on
- Manual selections made from the IDM control panel

Based on the IDM paper-curl correction settings, the decurler gate routes the paper to one of the paper paths:

- The up-curl or cupped paper path
- The down-curl or bridged paper path
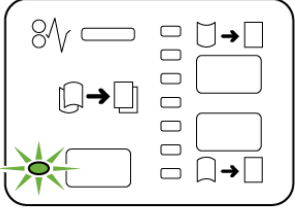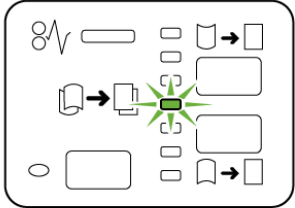
The degree of pressure applied to the paper is independent of the upward and downward decurler arms.
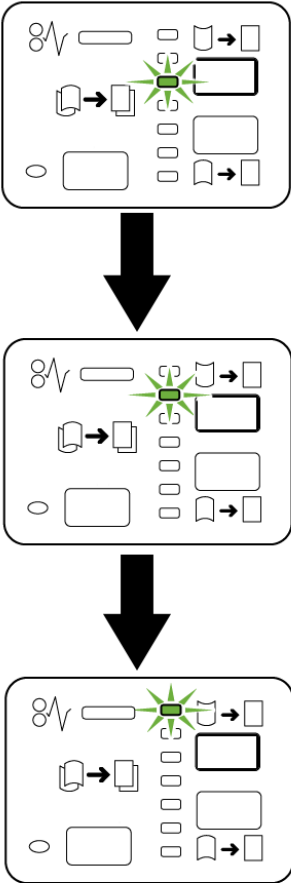
If you want to adjust the paper curl quickly on the printed output, at the decurler module, touch the **Curl Up** or **Curl Down** icons.
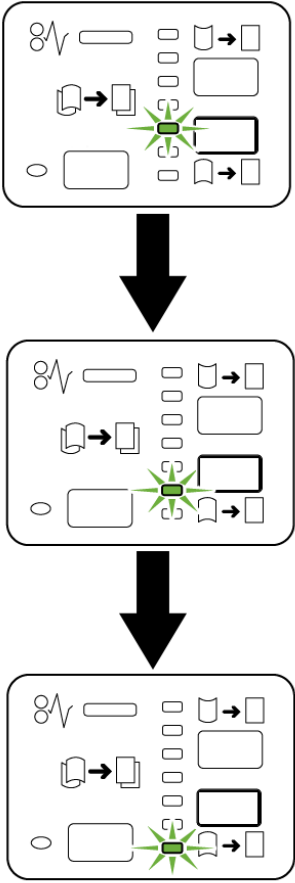
The IDM cools the print, then routes the print from the IDM to the next inline optional finishing module.

Curl Correction Modes and Functions on the Interface Decurler Module

✎ **Note:** When you select an Interface Decurler Module (IDM) curl-correction mode, the printer applies the new mode to the next sheet of paper that is delivered to the IDM.

Indicator	Print Driver Modes	Function
 VP3100_036	Auto	Auto is the default mode. • Automatically corrects the paper curl by selecting the curl direction and amount. The selections are based on the paper size and orientation, and the finishing module that receives the output. • When you select the Auto mode, the indicator to the right of the icon illuminates. • The Auto mode has seven automated settings for controlling paper curl: three up-curl settings, three down-curl settings, and off. • When you select the Auto mode, an indicator on the control panel flashes momentarily. The flashes indicate the preselected curl direction and amount of curl applied to the paper.
 VP3100_037	Off	When the Off indicator is illuminated, for either the Auto or Manual modes, no curl correction is applied to the printed output.

Indicator	Print Driver Modes	Function
VP3100_038	Manual Upward Curling	• When the printed output curls up, touch the **Curl Up** icon • There are three upward curl-correction values. • The top three indicators show the level of upward curl correction selected. • The top indicator is the highest amount of upward curl correction that can be applied to printed output.

Indicator	Print Driver Modes	Function
 VP3100_039	Manual Downward Curling	• When the printed output is curled down, touch the **Curl-Down** icon. • There are three downward curl-correction values. • The top three indicators show which level of downward curl correction is selected. • The bottom indicator provides the lowest amount of downward curl correction that can be applied to a print.

When you touch the Curl-Up icon, the curl-correction levels change as shown by the progression of the illuminated indicators:

VP3100_040
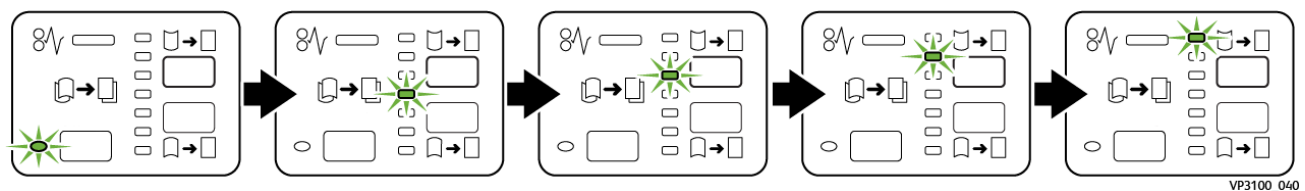
When you touch the Curl-Down icon, the curl-correction level changes as shown by the progression of the illuminated indicators:

VP3100_041
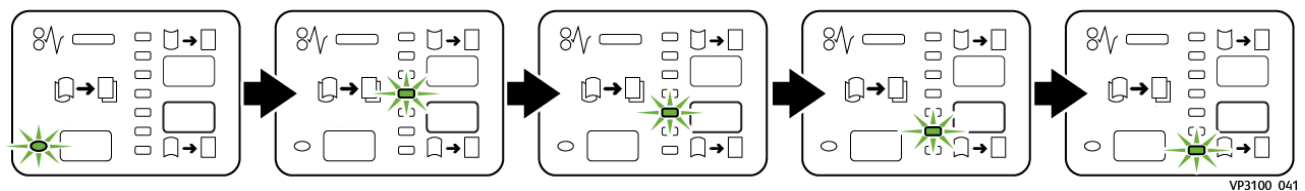
Interface Decurler Module Troubleshooting

Paper Jams in the Interface Decurler Module
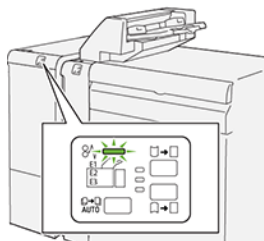
When a fault occurs such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions for clearing the fault.

- Paper jams occur in multiple areas of the printer and any optional modules 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 on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the module 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.

- Gently remove torn paper. Ensure that you remove all small, torn pieces of paper.

- After you remove all paper jams, close all the doors and covers. The printer cannot print when doors or covers are open.

- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, follow the instructions on the control panel.

Clearing Paper Jams on the Interface Decurler Module

1. Open the front cover on the Interface Decurler Module (IDM).
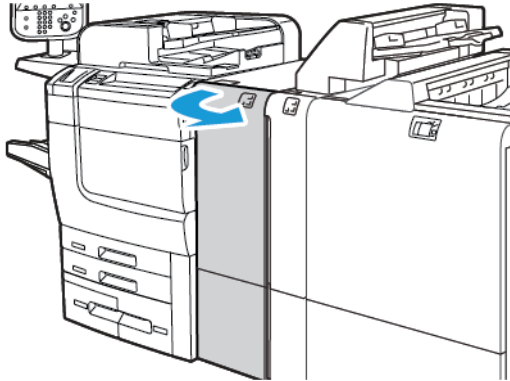
2. To remove the jammed paper:

    a. Push lever **1a** down.

    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.

3. Return lever **1a** to the original position.
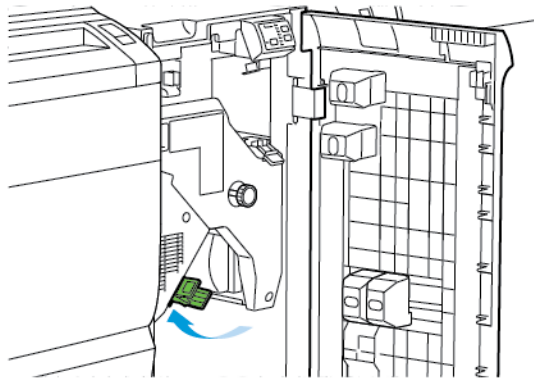
4. If you encounter difficulty when you remove jammed paper, push up lever **1c**, then carefully remove the jammed paper.
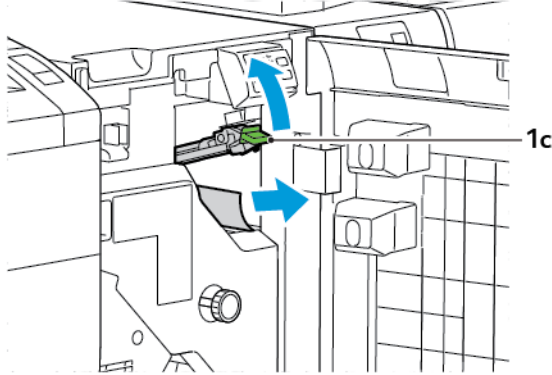
5. Return lever **1c** to the original position.
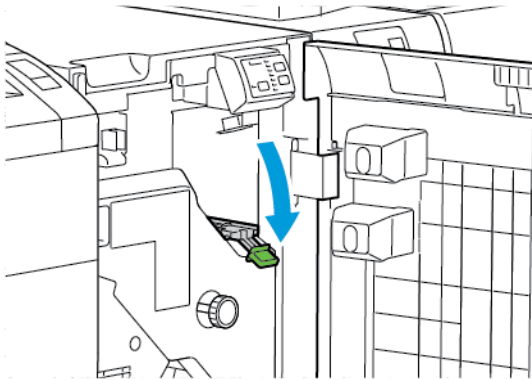
6. Close the front cover on the Interface Decurler module.

7. If necessary, to clear other areas of the system, follow the instructions on the printer control panel.

Error Messages for the Interface Decurler Module

When an error occurs such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the instructions on the printer control panel. If errors occur in multiple locations, the printer control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the Interface Decurler control panel.

Error Code Information on the Interface Decurler Module

Error codes that start with the three digits 048 identify the Interface Decurler Module.

Interface Decurler Module

F

Inserter Module

This appendix contains:

Overview of the Inserter Module

✎ **Note:** This optional finishing accessory requires an Interface Decurler Module (IDM).

Use the inserter module to load media, such as blank, preprinted, 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.

✎ **Note:** Other names for the inserter include post-process inserter or interposer.
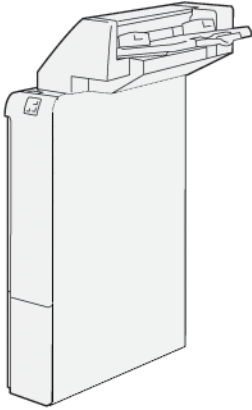
Inserter Components
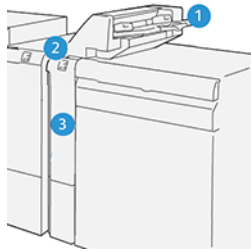
1. Tray T1 or Inserter Tray
2. Inserter Control Panel
3. Inserter Front Cover

Inserter Control Panel

Number	Component	Description
1	Paper Jam Error Indicator	When a paper jam occurs in the inserter, this indicator illuminates.
2	Curl Up and Down Indicators	Similar to the interface decurler module (IDM), these indicators show the direction of the curl correction. However, there are only three curl-correction options for the inserter: • Upward curl correction is the top indicator. • Downward curl correction is the bottom indicator. • Off, or no curl correction, is the middle indicator.
ⓘ	**Important:** If paper curl continues after you set the curl-correction level to the highest or lowest setting on the IDM, use one of the following selections.	
3	Manual Curl Upward	When the printed output is curled up, touch the curl-upward option.
4	Manual Curl Downward	When the printed output is curled down, touch the curl-downward option.
5	Auto Curl	Automatically corrects the paper curl by selecting the curl direction and amount.

Paper and Media for Inserter Tray T1

💡 **Tip:** The printer does not print on paper fed from the inserter module. However, the printer places the paper into the printed output at selected locations.

Supported Paper for the Inserter Tray T1

Paper Size	Paper Weight	Tray Capacity
182 x 148 mm—330 x 488 mm (7.2 x 5.8 in.—313 x 19.2 in.)	52—350 g/m² uncoated or 72—350 g/m² coated *	250 sheets based on Colotech+90 paper

> 🖉 **Note:** Use Tray 5 when combining the following paper types with saddle stitch or bi-fold features:
>
> - Coated paper weighing 127 g/m² or less
> - Blank sheets or unprinted paper weighing 80 g/m² or less
>
> If you use a tray other than Tray 5, the combination can cause misalignment of folding positions and wrinkling.

Loading Paper in Inserter Tray T1

Before using tray T1, review the following guidelines:

- Remove any remaining paper from the tray.

- Load all the paper required for the job into the tray.

- To use saddle stitch and bi-fold options, ensure that the paper loaded in the main feeding tray is the same size as the paper in tray T1.

- For supported paper information, refer to Supported Paper for the Inserter Tray T1.

To insert separator sheets or cover sheets, such as blank or pre-printed sheets, use the Inserter Tray T1. The printer inserts the paper loaded in tray T1 into the finished, printed output. Tray T1 has a maximum capacity of 250 sheets based on Colotech+90 paper.

💡 **Tip:** The printer cannot print on paper fed from the inserter module. However, the printer places the paper into the printed output at selected locations.

1. Load the paper, then align all edges.
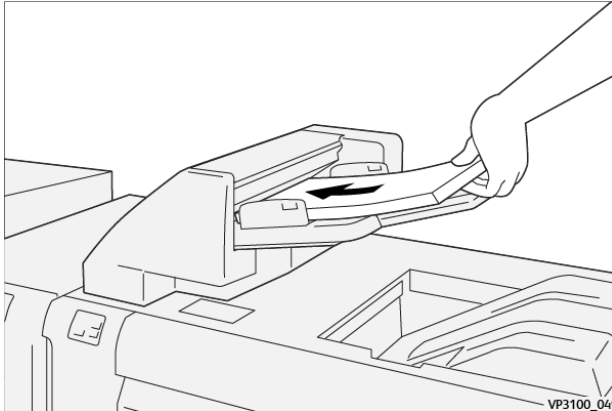
If the paper is pre-printed, load the paper with the printed side facing up.

✏️ **Note:** To prevent paper jams and printer malfunctions, do not load paper above the maximum fill line.

2. Hold the center of the paper guides. Gently slide the guides to the appropriate paper size. Ensure that the guides touch the edges of the paper.
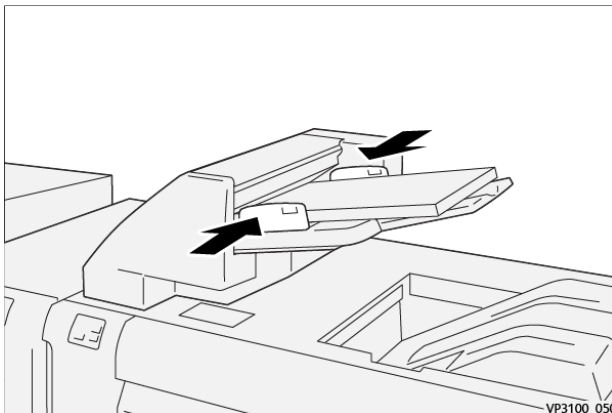
If the distance between the guides is too long or short relative to the paper, paper jams can occur.

If set by the system administrator, the Tray 1 window appears on the printer control panel.

3. From the Tray 1 window, enter or verify the correct paper information.

4. To save the information and close the Tray 1 window, select **OK**.

Printing on Special Media

Hole-punched Paper

Load hole-punched paper into tray T1 long-edge feed (LEF). Ensure that the holes are on the right side when you face the front of the inserter module.
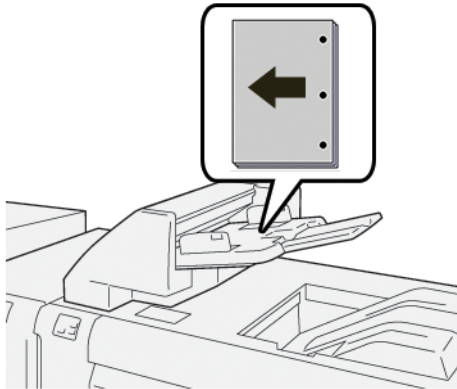
Tab Stock

Load tab stock in tray T1 long-edge feed (LEF). Ensure that the tabs are on the left side when you face the front of the inserter module.
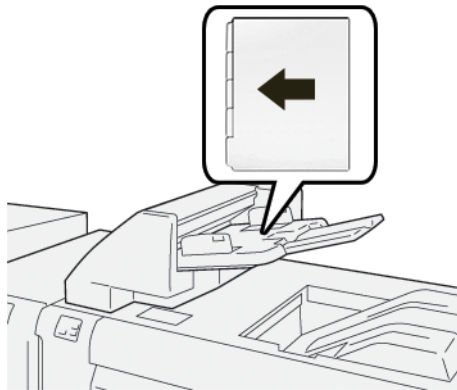
Purge Function for Tray T1

If Tray T1 runs out of paper, the printer stops printing. When the printer stops printing, printed output that leaves the printer moves to the inline finishing module output tray.

💡 **Tip:** To avoid paper jams, do not reuse the output that is ejected by the purge function.

To prevent the purge function when Tray T1 runs out of paper, at the control panel, select**Tools**.

⊙ **Important:** Only a system administrator can change the setting for the purge function for tray T1.

Tray T1 Purge Function Settings

The purge function allows you to specify how the printer behaves when using tray T1. The purge function has two settings:

Standard

Before printing starts, the printer checks that paper is loaded in tray T1 for each printed set that requires paper insertion into the finished set.
This setting increases the wait time between sets, which results in decreased productivity.
However, paper purging does not occur even if tray T1 runs out of paper.

Speed First

The printer starts to print regardless of the paper status of tray T1.
This option maintains the productivity level based on the printer productivity setting. When tray T1 is out of paper, the printer stops printing, and the printer purges the paper.

✏ **Note:** Speed First is the default setting for the tray T1 purge function.

Changing the Purge Function Setting for Tray T1

✏ **Note:** System administrator access privileges are required for log in.

1. At the control panel, log in as an administrator.
2. Touch the **Tools** tab.
3. Touch the **Tools** icon.
4. Select **System Settings→Common Service Settings**.
5. Touch **Maintenance**.

   The Maintenance screen appears.
6. Use the up and down arrows to scroll the Maintenance screens until you see Print Action When Using Tray T1 (Inserter).
7. Touch **Print Action When Using Tray T1 (Inserter)**.

   The Tray T1 purge function screen appears.
8. Select the appropriate purge function option:

- **Standard**: Select this option to disable the purge function. The Standard option decreases productivity. The printer continues to run even when tray T1 is out of paper, so the printer can deliver printed output sets without inserts, to the designated finishing tray.
- **Speed First**: This option maintains productivity. Select the Speed First option to stop the printer from printing, and to purge paper when tray T1 is out of paper.

    Note: Speed First is the default setting.

9. Touch **Save** or **OK**.

    The Maintenance screen appears.

10. Touch **Close**.

    The main Tools tab screen appears.

11. Exit the administrator mode.

Inserter Troubleshooting

Paper Jams in the Inserter

When a fault occurs, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.

- Paper jams occur in multiple areas of the printer and any optional modules 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 on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules 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.

- Before you resume print jobs, clear all paper jams.

- To minimize print defects, do not touch components inside the printer.

- Before you resume with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.

- Gently remove torn paper. Ensure that you remove all torn pieces.

- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.

- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

Clearing Paper Jams from Inserter E1 Area

1. Open the T1 cover. Remove jammed paper and paper loaded in the tray.

   🖉 **Note:** When two or more sheets of paper are loaded in the tray, remove all sheets.
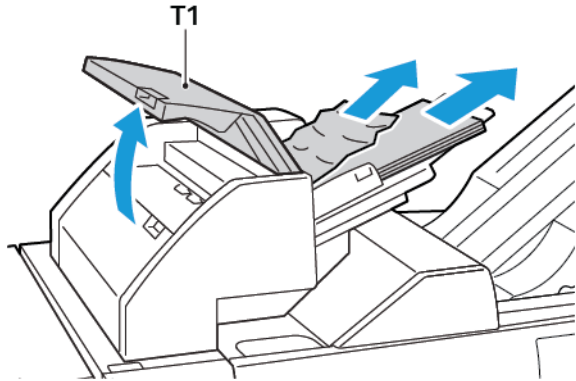
   Fan the paper that you removed. Ensure that all four corners are aligned correctly.

2. Reload the paper into the tray.

3. Close the T1 cover.

Clearing Paper Jams from Inserter E2 Area

1. Open the inserter front cover.
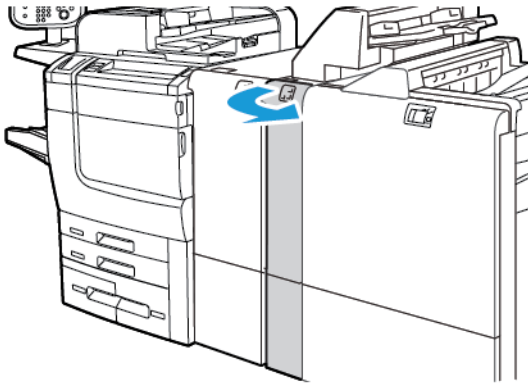
2. Lift lever **1a**, then rotate knob **1b** counterclockwise. Remove any jammed paper.
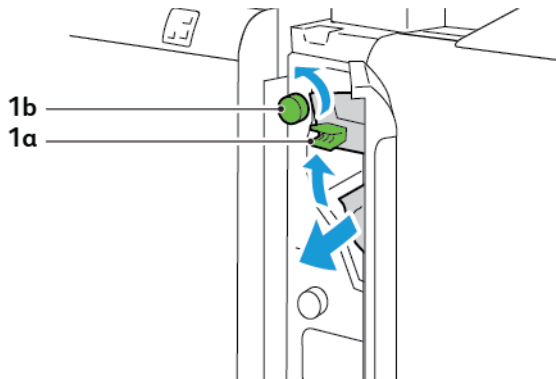
3. Lower lever **1a** to the original position.
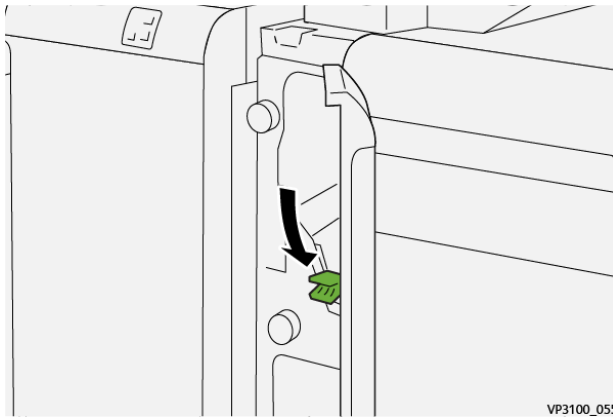
4. If you have difficulty removing jammed paper, pull lever **1c** to the right, then rotate knob **1b** counterclockwise. Remove any jammed paper.
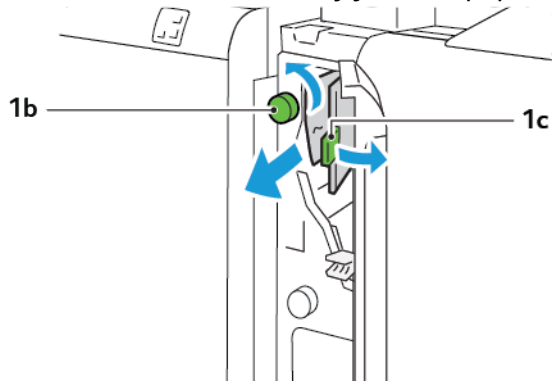
5. Push lever **1c** back to the original position.
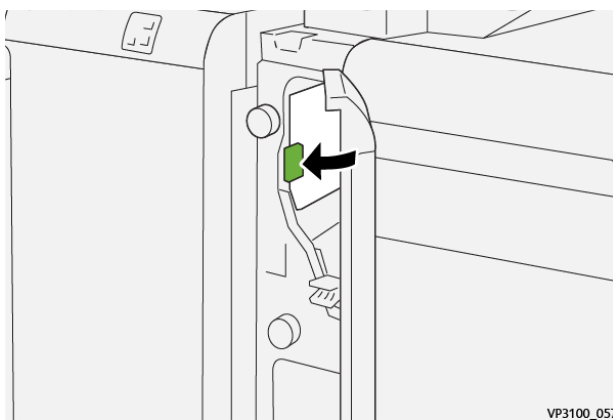
6. Close the inserter front cover.

Clearing Paper Jams from Inserter E3 Area

1. Open the inserter front cover.
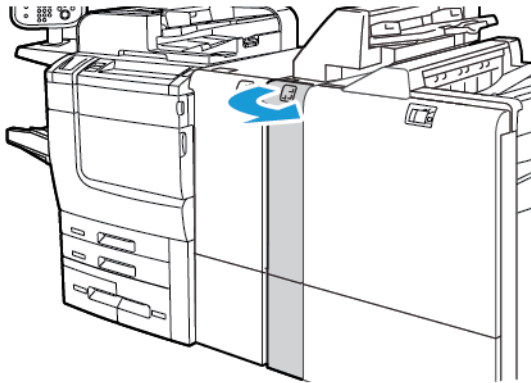
2. Push lever **1d** downward. Turn knob **1e** counterclockwise. Remove the jammed paper.

   Note: The jammed paper can be hidden behind the cover area.
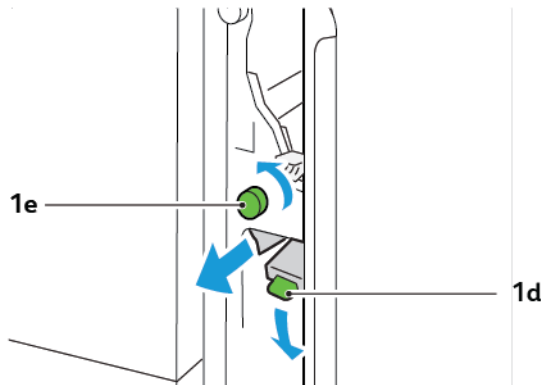
3. Return lever **1d** to the original position.
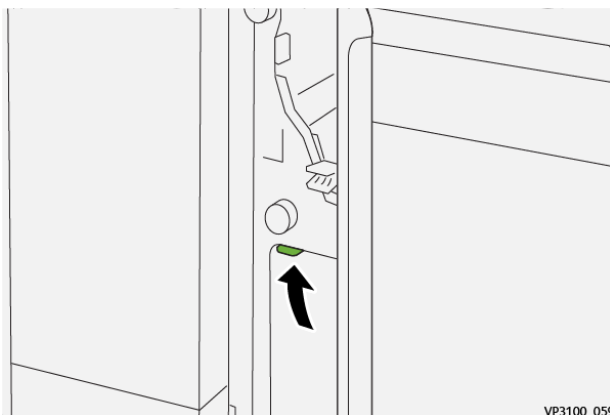
4. If you have difficulty removing jammed paper, pull up lever **1a**, then turn knob **1e** counterclockwise. Remove any jammed paper.
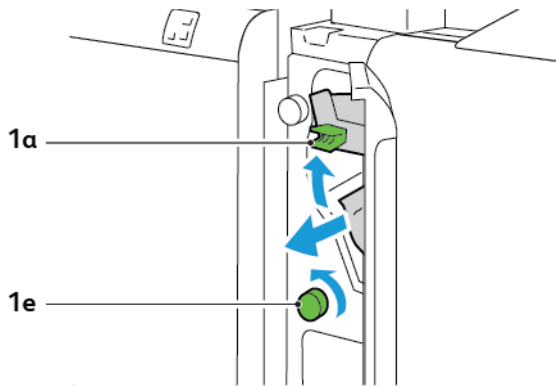
5. Return lever **1a** to the original position.
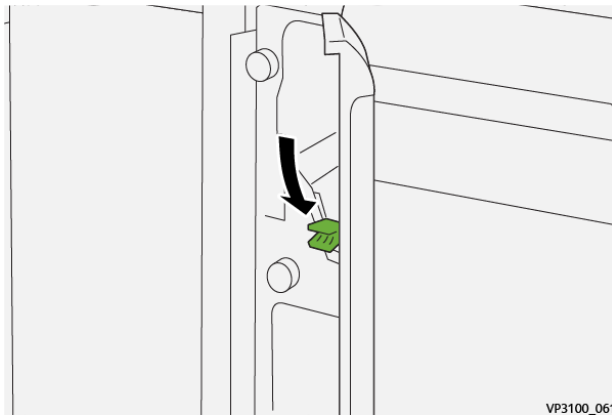
6. Close the inserter front cover.

Error Messages for the Inserter

When errors occur such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated at the Inserter control panel.

Fault Code Information for the Inserter

Fault codes that start with the three-digit numbers 012, 013, or 024 identify faults with the Inserter.

Inserter Module

G

Crease and Two-Sided Trimmer

This appendix contains:

Overview of the Crease and Two-Sided Trimmer

📝 **Note:** This optional finishing module requires the Interface Decurler Module (IDM).
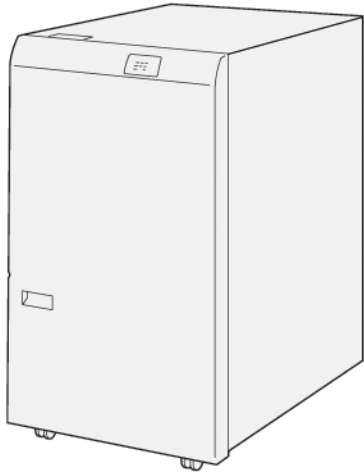
The optional Crease and Two-Sided Trimmer provides crease capabilities and trimming on two sides of the output.

- The Crease and Two-Sided Trimmer trims 6–25 mm (0.24–0.99 in.) from the top and bottom of prints or booklets to produce an even edge.

- When paired with the SquareFold® Trimmer, all sides of booklets get trimmed except the binding, which enables full-bleed booklets. For information, refer to Guidelines for Using the SquareFold® Trimmer Module.

- The trimmer trims paper sizes 182 x 257 mm (7.2 x 10.1 in.) to 330 x 488 mm (13 x 19.2 in.).

- The trimmer handles uncoated paper 52–350 g/m² or coated paper 106–350 g/m².

Crease and Two-Sided Trimmer Components

VP3100_097
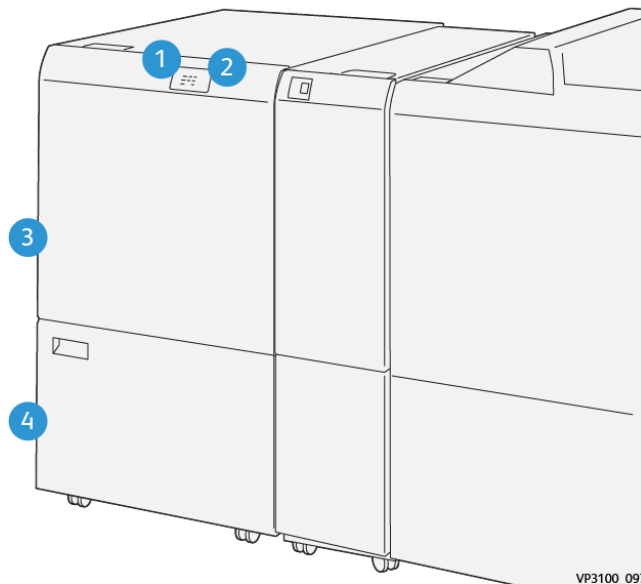
Number	Component	Description
1	Paper jam and error indicator	When a paper jam occurs, the status indicator illuminates. If the indicator blinks, clear the paper jam.
2	Trimmer waste container full indicator	When it is time to empty the trimmer waste container, the status indicator illuminates. When the waste container is full, the indicator blinks.
3	Upper cover	To clear paper jams, open the cover.
4	Lower cover	To empty the trimmer waste container, open the cover.

Crease and Two-Sided Trimmer Maintenance

Emptying the Crease and Two-Sided Trimmer Waste Container

When the trimmer waste container nears a full condition, a status 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, and while the printer is printing.

When the waste container reaches a full condition, the following changes occur:

- The indicator changes from a steady light to a blinking light.

- A message appears on the printer control panel indicating that the waste container is full.
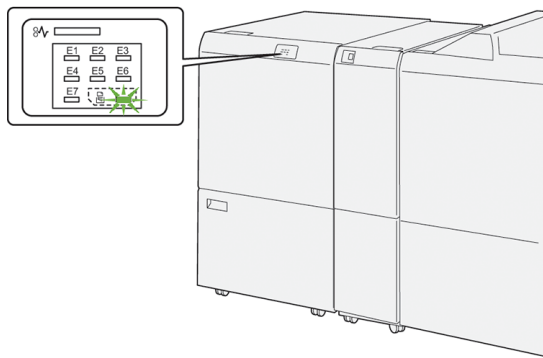
To empty the trimmer waste container, do the following steps:

1. Open the lower door of the crease and two-sided trimmer.
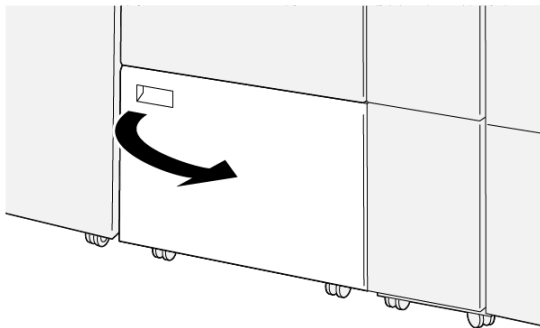
VP3100_088

2. Pull out and remove the waste container.
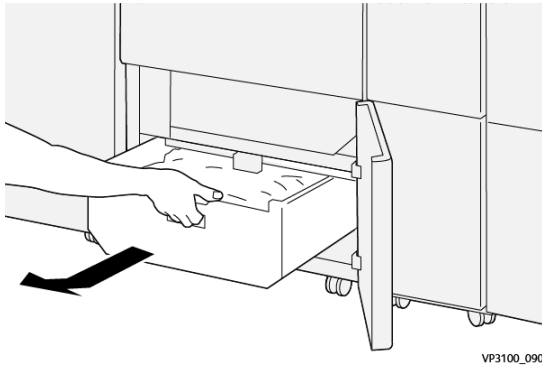
VP3100_090

3. Discard all waste.

> ✎ **Note:** Ensure that the waste container is empty. If waste or debris remains in the container, the trimmer can malfunction.

4. To remove all waste and debris beneath the frame, use the cleaning rod to clean debris from inside the trimmer.
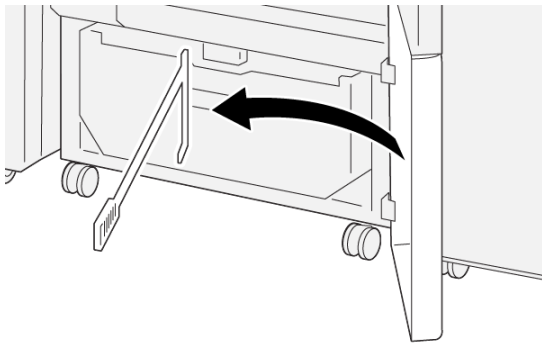
VP3100_091
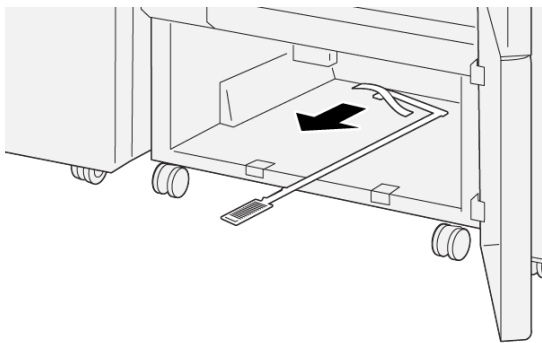
VP3100_099

5. Return the cleaning rod to the original position inside the lower door.

6. Reinsert the waste container and push it in until it stops.
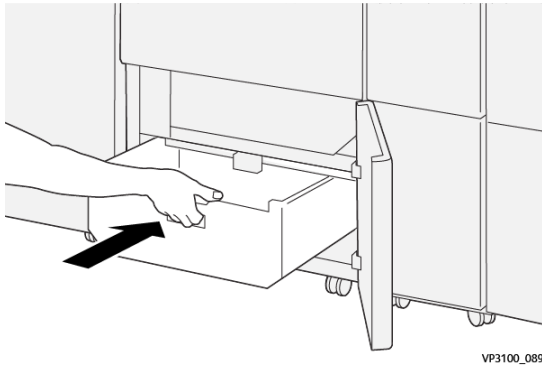
VP3100_089

7. Close the lower door.

Crease and Two-Sided Trimmer Troubleshooting

Paper Jams in Crease and Two-Sided Trimmer
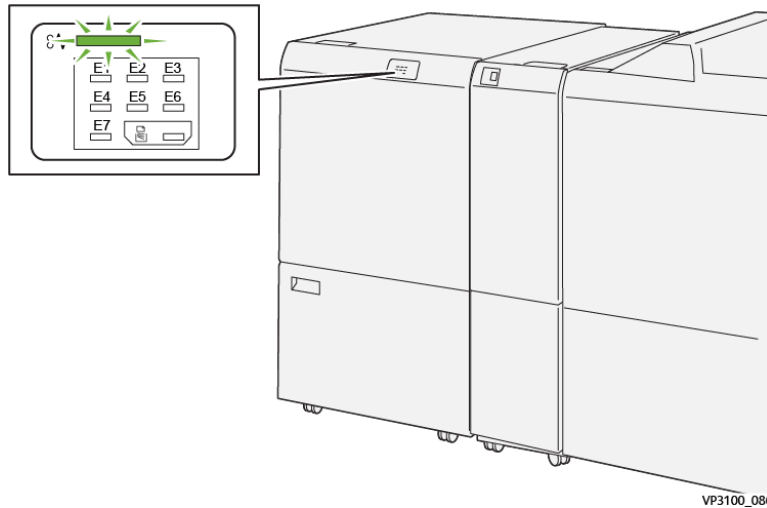
VP3100_086

When faults occur, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.

- Paper jams can occur in multiple areas of the printer and any optional modules 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 in an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules 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.

- Before you resume print jobs, clear all paper jams.

- 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 any small, torn pieces of paper.

- Gently, remove the torn paper. Ensure that you remove all torn paper pieces.

- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.

- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

Clearing Paper Jams from Trimmer Area E1

1. Open the trimmer upper cover.
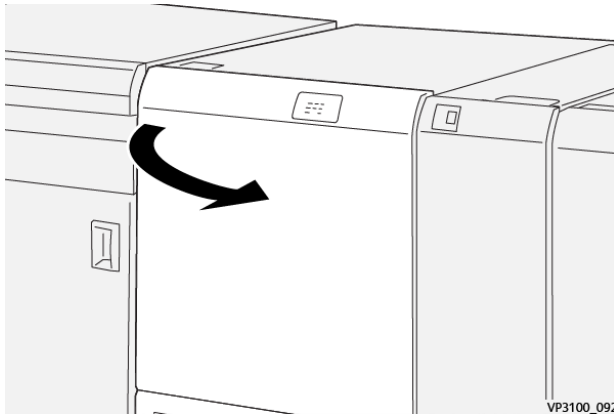
2. Push down lever **1a**. Push down lever **1b**. Pull up lever **1d**. Remove the jammed paper.

   📝 **Note:** Check behind the upper cover for any hidden jammed paper.
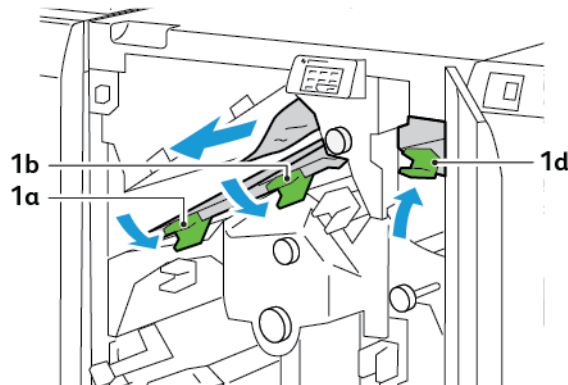
3. If you have difficulty removing any paper jams, rotate knob **1c** clockwise, then remove the jammed paper.
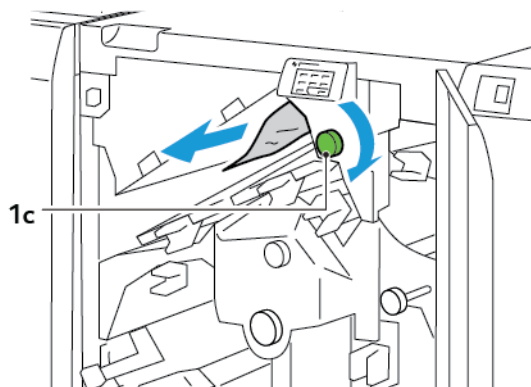
4. Return levers **1a**, **1b**, and **1d** to the original positions.
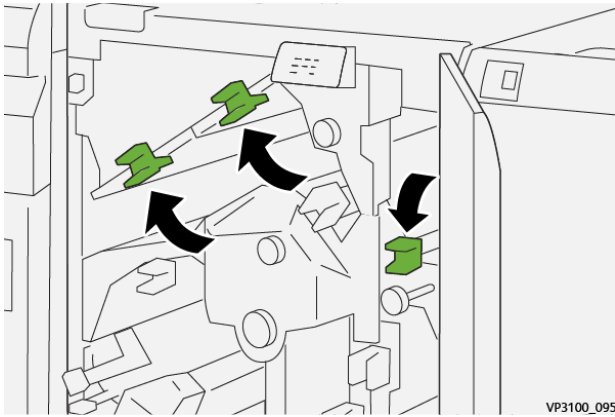
5. Close the trimmer upper cover.

6. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E2
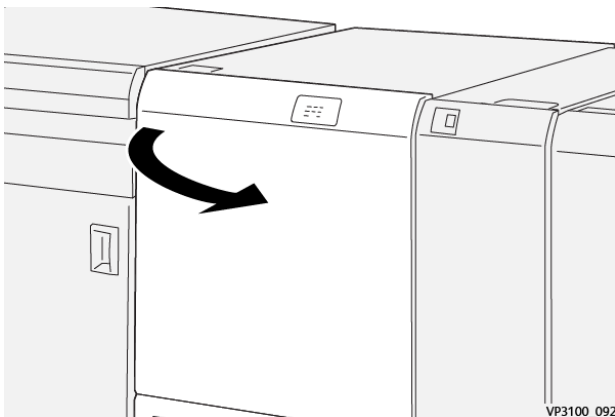
1. Open the trimmer upper cover.

2. Rotate knob **2** counterclockwise and align the mark on the knob with the unlock position.
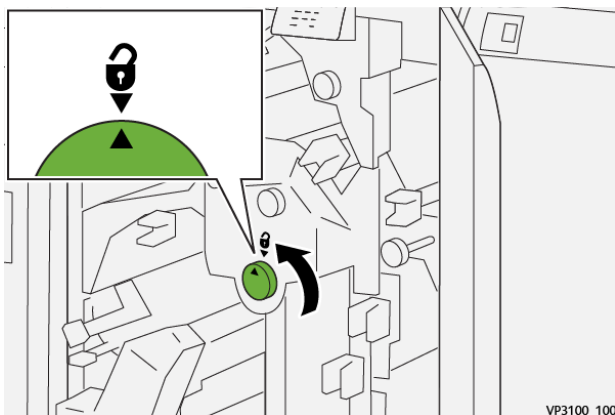
3. Push down lever **1a**. Push down lever **1b**.
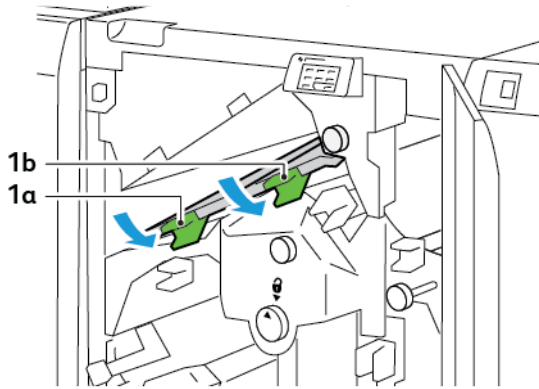
4. Rotate knob **1c** clockwise, then remove the jammed paper.
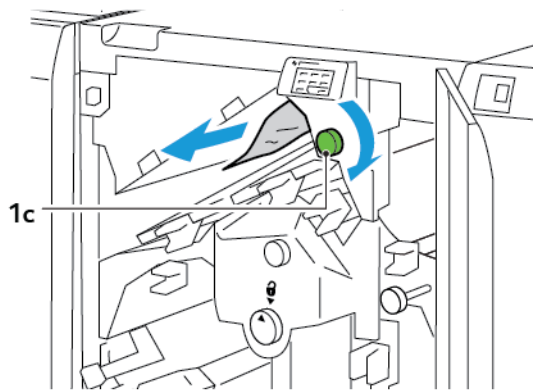
5. Return levers **1a** and **1b** to the original positions.
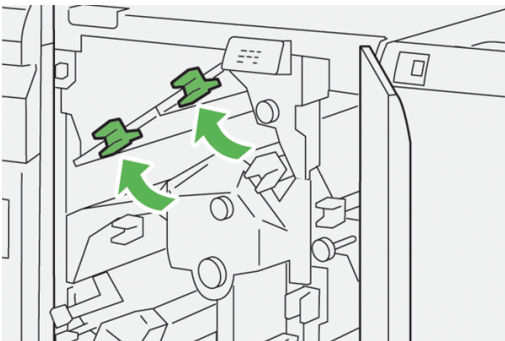
6. If you have difficulty removing any paper jams, raise lever **1d**, then push lever **2a** to the left.
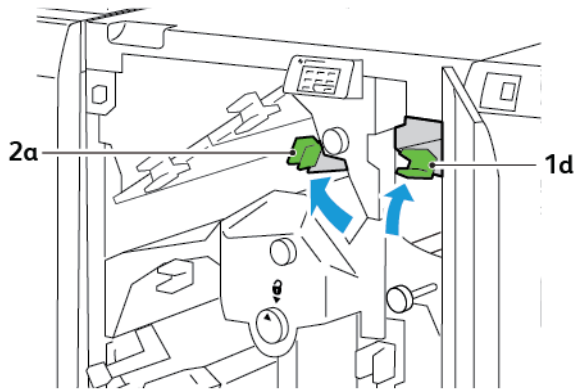
7. Rotate knob **2b** counterclockwise, then remove the jammed paper.
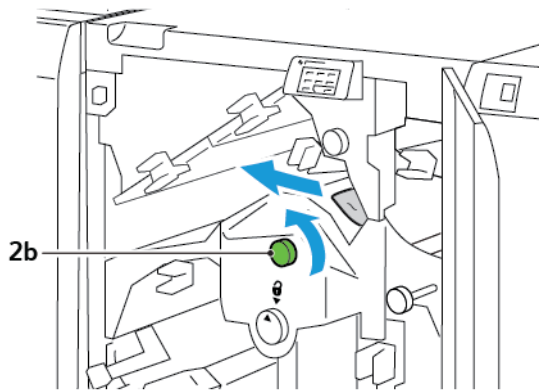
8. Return levers **1d** and **2a** to the original positions.
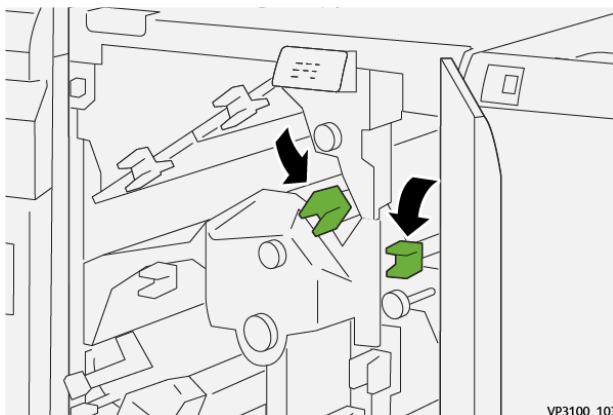
9. Close the trimmer upper cover.

10. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E3

1. Open the trimmer upper cover.
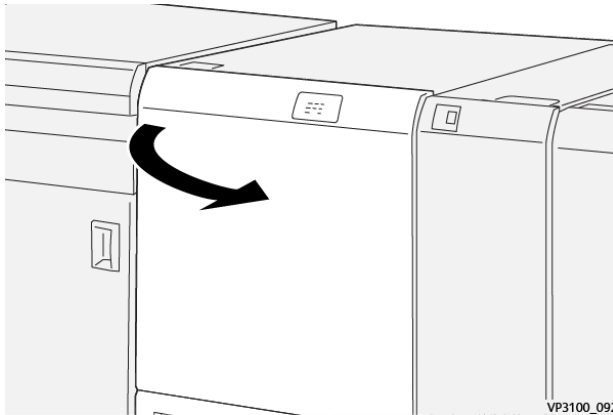
2. Rotate knob **2** counterclockwise and align the mark on the knob with the unlock position.
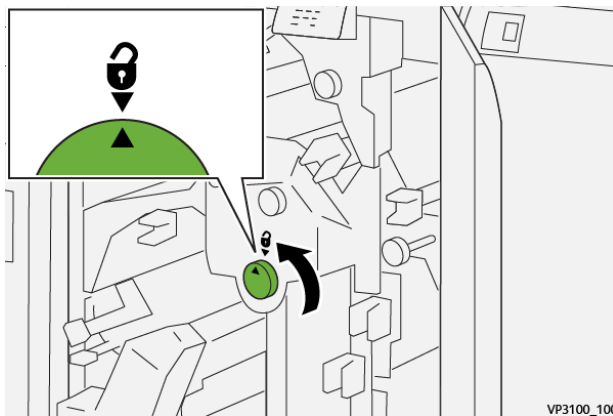
3. Push down lever **2c**, then remove the jammed paper.

    🖉 **Note:** Check behind the upper cover for any hidden jammed paper.
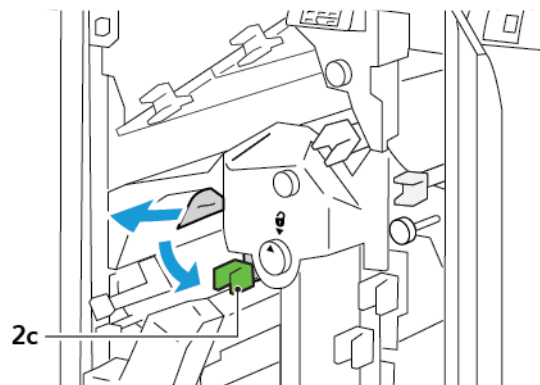
4. Return lever **2c** to the original position.
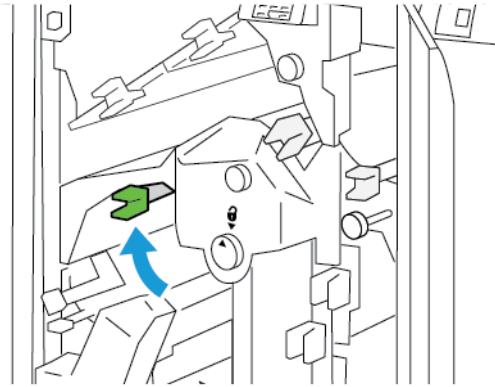
5. Close the trimmer upper cover.

6. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E4

1. Open the trimmer upper cover.
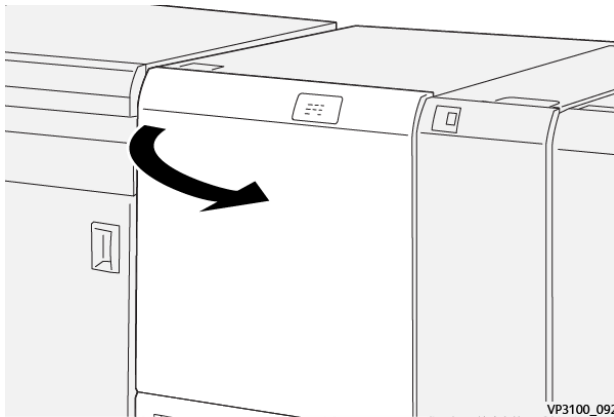
2. Push down lever **2c**. Pull up lever **2d**. Push lever **2e** to the right.
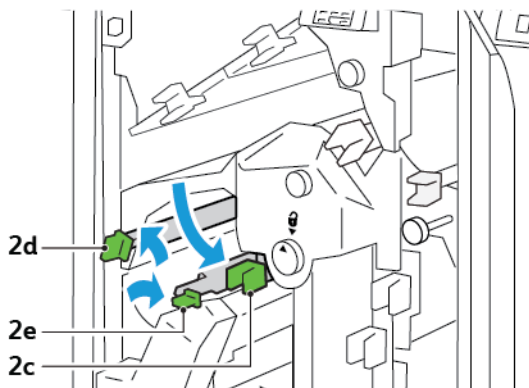
3. Rotate knob **2f** clockwise, then remove the jammed paper.

   ✎ **Note:** To remove a paper jam, grasp the end of the paper, then gently pull out the sheet.
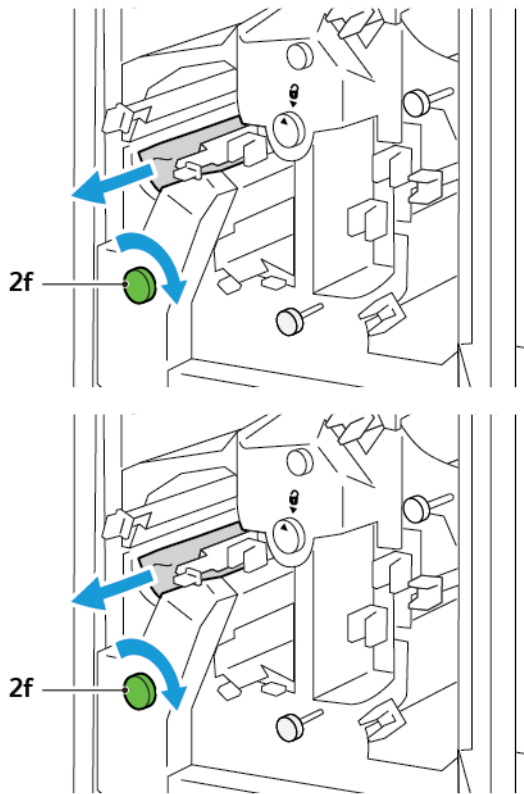
4. If you cannot remove the jammed sheet easily, grasp the side edge of the sheet, then gently pull out the sheet.
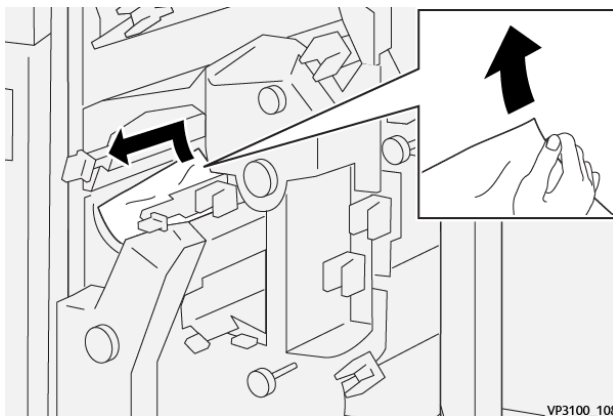
5. Return levers **2e**, **2d**, and **2c** to the original positions.
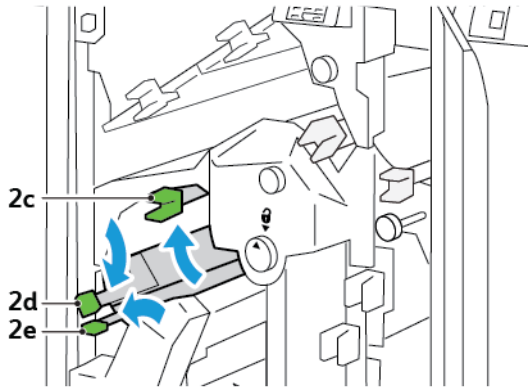
6. Close the trimmer upper cover.

7. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E5

1. Open the trimmer upper cover.
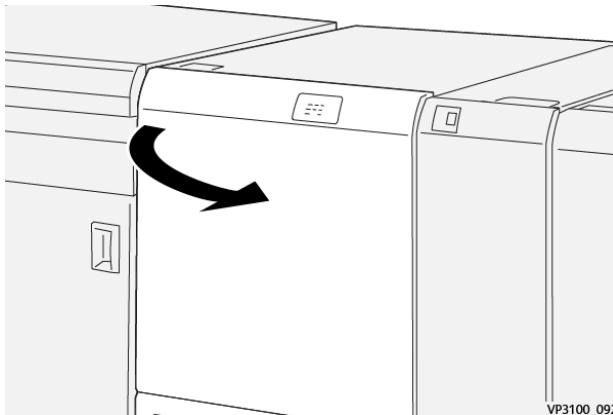
2. Lift lever **3a** up and to the right. Push lever **3b** to the left.
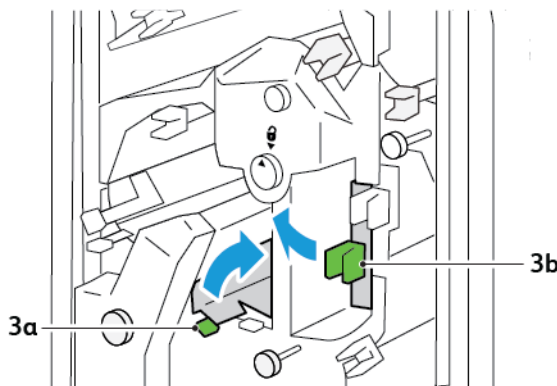
3. Rotate knob **3c** clockwise, then remove the jammed paper.
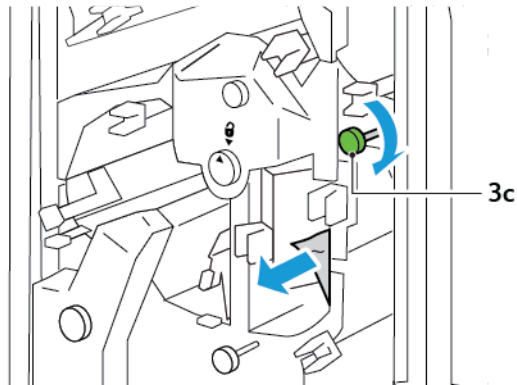
4. Rotate knob **2f** counterclockwise, then remove the jammed paper.
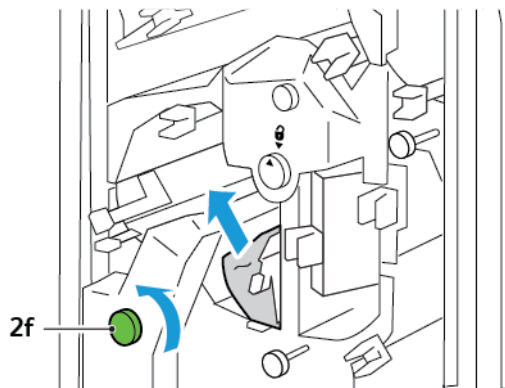
5. Return levers **3a** and **3b** to the original positions.
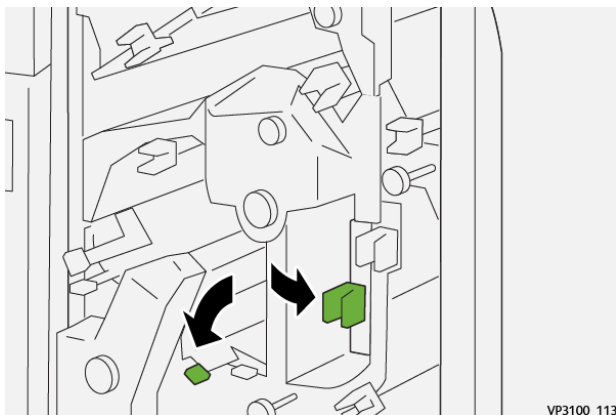
6. Close the trimmer upper cover.

7. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E6

1. Open the trimmer upper cover.

VP3100_092
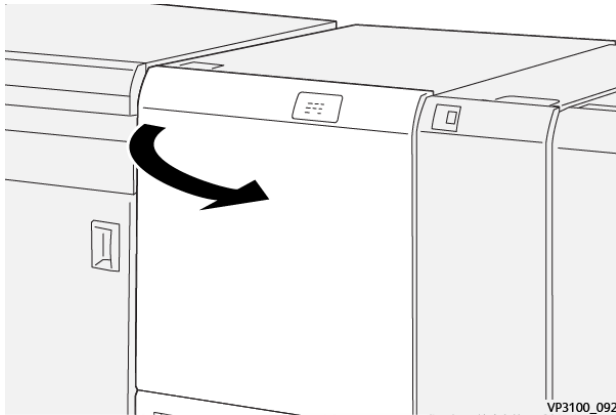
2. Lift lever **3a** up and to the right. Push down lever **4b**. Lift and move lever **4c** to the right. Remove the jammed paper.
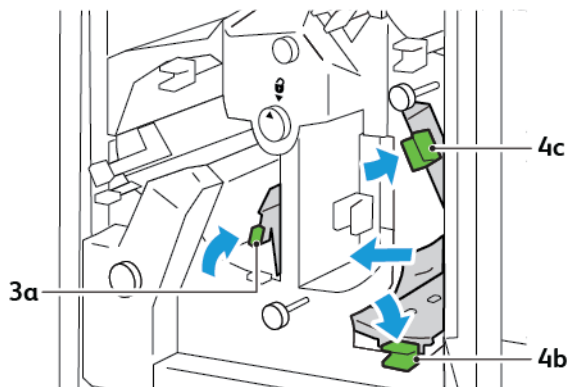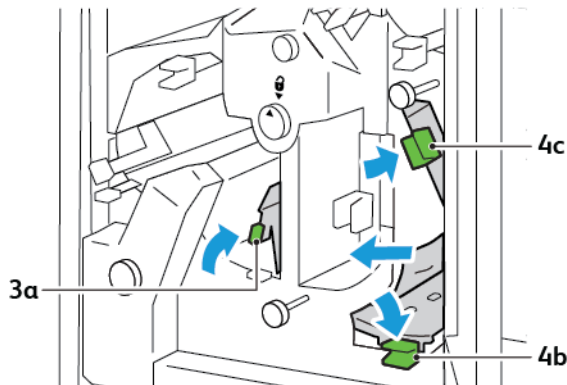
3. Rotate knob **4d** counterclockwise, then remove the jammed paper.
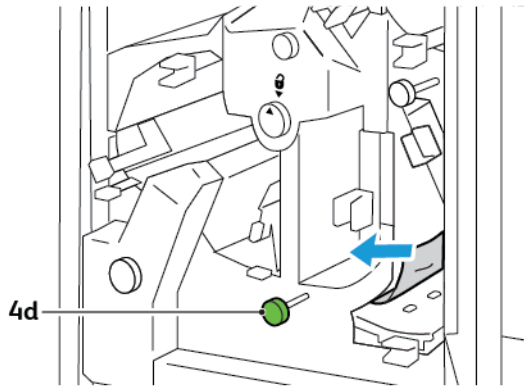
4. Lift and move lever **4a** to the right, and while holding 4a in the raised position, rotate knob **2f** counterclockwise. Remove the jammed paper.
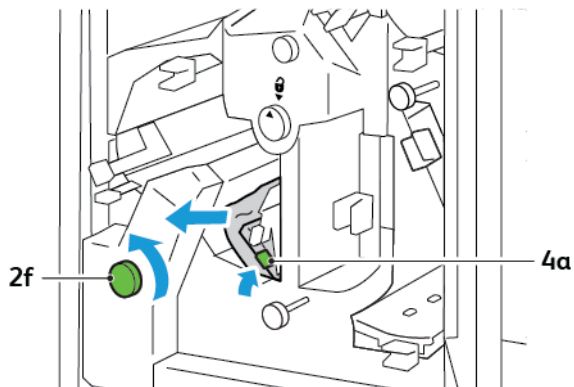
5. Rotate knob **3c** clockwise, then remove the jammed paper.
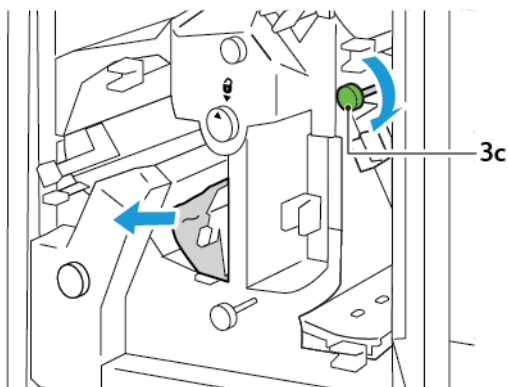
6. Return levers **3a**, **4b**, and **4c** to the original positions.
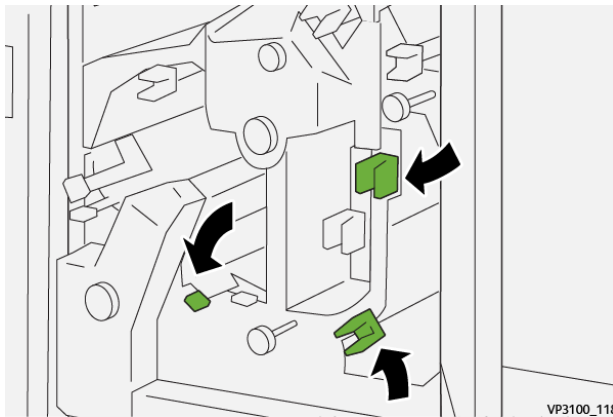
7. Close the trimmer upper cover.

8. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E7

1. Open the trimmer upper door.
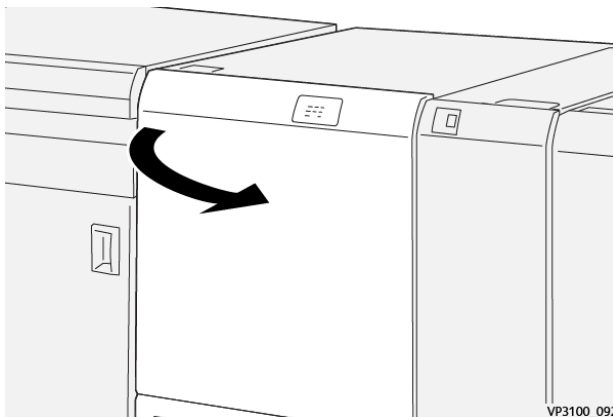
2. Push lever **3a** to the right. Rotate knob **2f** counterclockwise.

    📝 **Note:** To ensure that paper is moved out of the paper path, rotate knob 2f five or more times counterclockwise.
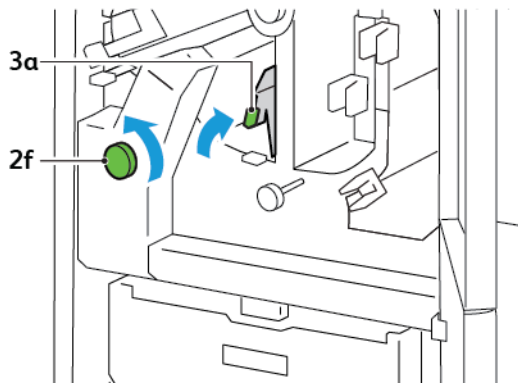
Crease and Two-Sided Trimmer

3. To clear waste or debris, pull out and push in the trimmer waste container three or more times.

VP3100_120

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

VP3100_121
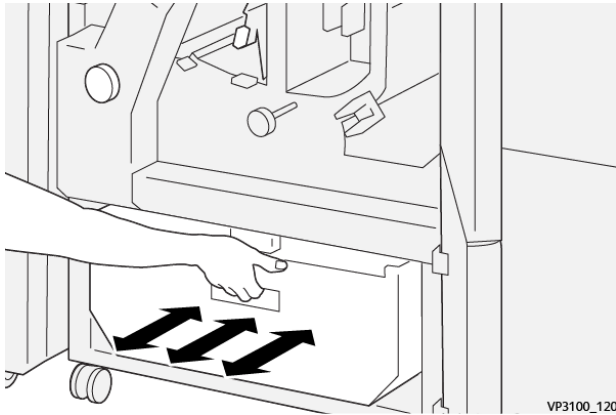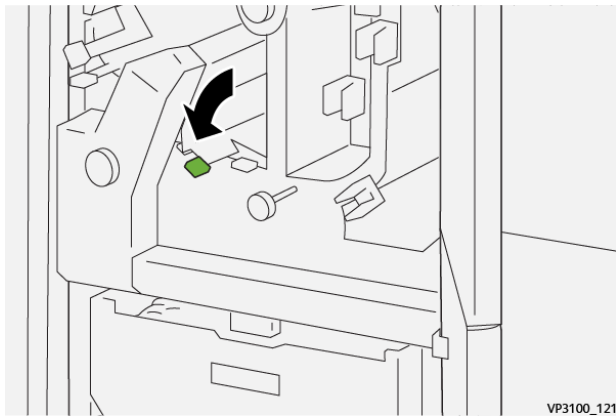
5. If indicator E7 remains lighted, do the following steps:

   a. Open the lower door.
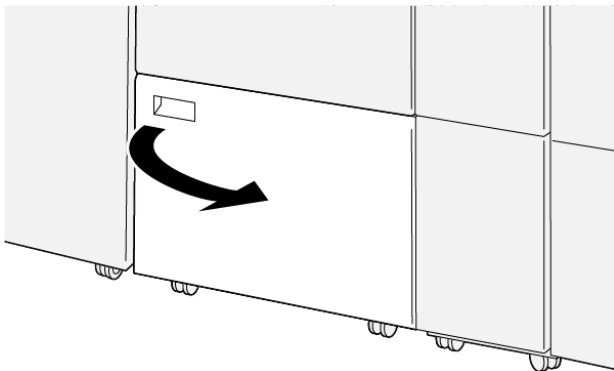
VP3100_088

b. From inside the lower door, remove the supplied cleaning rod.
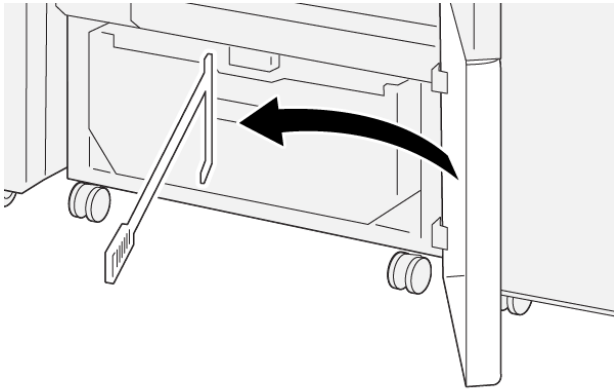
VP3100_091

c. Push lever **3a** to the right. Push lever **3d** to the right.
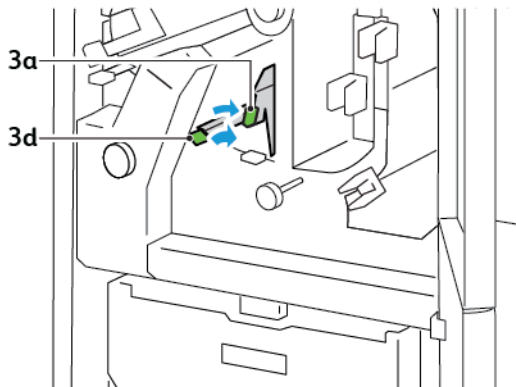
d. Use the cleaning rod to sweep any remaining waste or debris from inside the trimmer into the trimmer waste container.
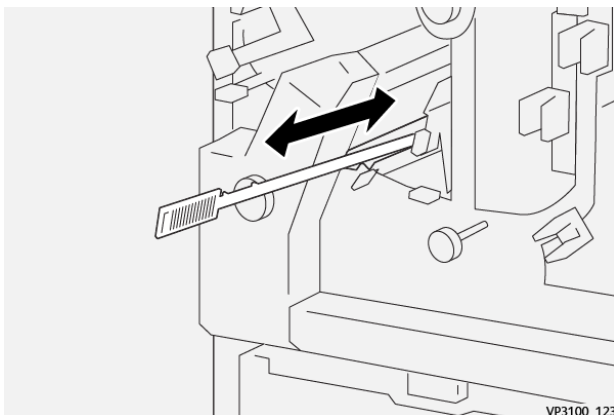
VP3100_123

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.
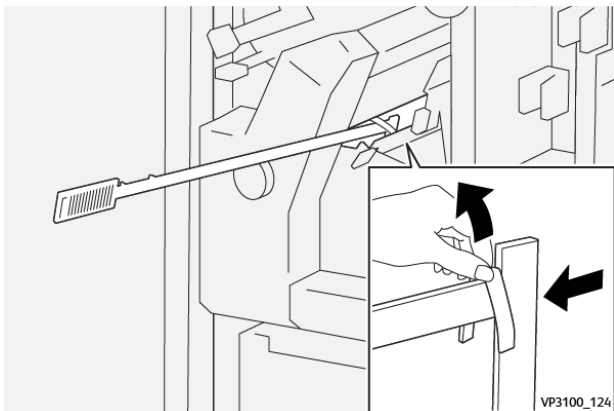
f. Return levers **3a** and **3d** to the original positions.

6. To ensure that you remove all waste and debris, especially beneath the frame, use the cleaning rod to remove remaining waste from inside the trimmer.

> 📝 **Note:** For information, refer to Emptying the Crease and Two-Sided Trimmer Waste Container.

7. Close the trimmer upper and lower doors.

8. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Error Messages for the Crease and Two-Sided Trimmer

When errors occur such as a paper jam, an open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the Crease and Two-Sided Trimmer control panel.

Fault Code Information for the Crease and Two-Sided Trimmer

Fault codes that start with the three digits 012, 013, 014, 024, or 028 identify faults with the Crease and Two-Sided Trimmer.

Crease and Two-Sided Trimmer Specifications

Item	Specification			
Two-sided Trim	Paper size	Standard size	Minimum	A4: 210 x 297 mm or Letter: 8.5 x 11 in.
			Maximum	A3: 297 x 420 mm (13 x 19 in.)
		Custom size	Height	194.0–330.2 mm (7.7–13 in.)
			Width	10.0–488.0 mm (8.26–19.2 in.)
	Paper weight	Uncoated		52–350 g/m²
		Coated		106–350 g/m²
	Trimming size	6–25 mm (0.24–0.99 in.)		
		✎ **Note:** Setting a head-to-toe trimming area size of 7 mm (0.275 in.) or less can cause damage to the trimmed edges.		

Crease and Two-Sided Trimmer

H
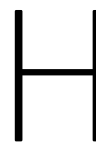
C/Z Folder

This appendix contains:

Overview of the C/Z Folder

✎ **Note:** The C/Z Folder is available only with one of the optional Production Ready (PR) Finishers. For information, refer to Overview of the Production Ready Finishers
.

The C/Z Folder is an optional finishing module that provides C-fold and Z-fold output for 210 x 297 mm (8.5 x 11 in.) and 297 x 432 mm (11 x 17 in.) media.

The Fold feature produces folded output.

- For network print jobs, from the print driver, select the **Fold** feature.

- For copy and scan jobs, from the scanner, select the **Fold** feature.

  ✎ **Note:** Copy and scan jobs are applicable only if the printer includes a scanner.

- To use the Fold feature, ensure that the orientation of documents is short-edge feed (SEF).

- Select a tray that contains SEF media.

- There are three types of folds available: C-fold, Z-fold, and Z-fold Half-Sheet.

C/Z Fold Types

C-Fold

A C-Fold has two folds that create a two-panel output.
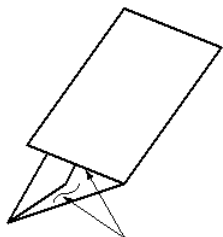
Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.
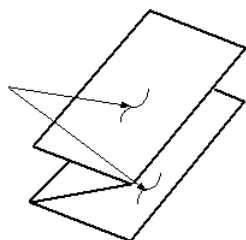
Z-Fold Half Sheet with three-hole punch

As with a regular Z-Fold, the Z-Fold Half-Sheet has two folds that are folded in 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. This longer edge allows for stapling or hole-punching.
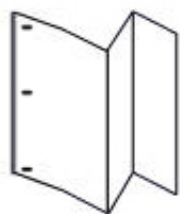
C/Z Folder Components

📝 **Note:** For detailed information about the folding feature, refer to *Adjust Fold Position* in the *Xerox® PrimeLink™ C9065/C9070 System Administrator Guide*.
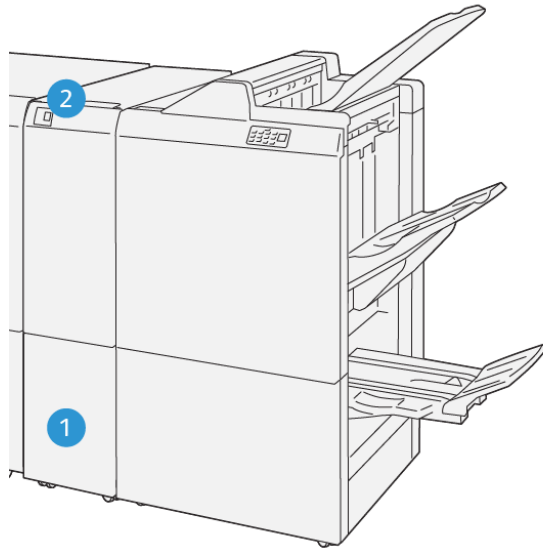
VP3100_125

Number	Component	Description
1	C/Z Fold output tray	Receives output sheets.
2	C/Z Fold output tray button	To open the output tray, press this button.

C/Z Fold Output
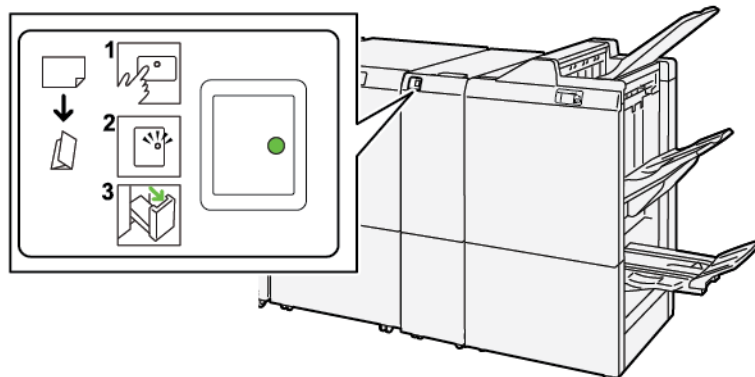
Number	Component	Description
1	C/Z Fold output tray button	When you press the C/Z Fold output tray button, the indicator flashes. When the output tray is unlocked, and the indicator shows a steady or non-blinking light, pull out the output tray.
2	C/Z Fold output tray	C-Fold or Z-Fold jobs are delivered to the C/Z Fold output tray only. ✎ **Note:** C/Z Fold jobs cannot be delivered to any other tray.

C/Z Folder Troubleshooting

C/Z Folder Paper Jams

When the printer stops printing, refer to the following information:
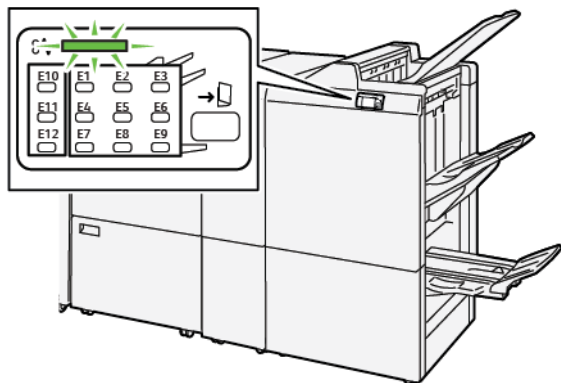
- The printer stops printing and an error message appears on the printer control panel.
- The error message includes an illustration that shows the location of the error and corrective actions to clear the error.
- Paper jams can occur in multiple areas of the printer and in any optional modules connected to the printer. When jams occur in multiple areas, the illustration changes to show the multiple locations and the corrective actions.
- If an error occurs with the C/Z Folder, an indicator illuminates on the PR Finisher control panel. The indicator shows the area on the C/Z Folder where the error occurred.

Always refer to the following information when clearing paper jams:

- When you remove paper jams, do not power off the printer. You can remove paper jams with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all the paper jams.
- To avoid print defects, do not touch components inside the printer.
- Before you proceed with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently, remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all torn paper pieces.
- After you remove paper jams, close all doors and covers. The printer cannot print when doors or covers are open.
- 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 control panel. To remove any remaining paper jams, refer to the printer control panel for instructions and information.

Clearing Paper Jams from Folder Area E10

1. Open the folder front door.
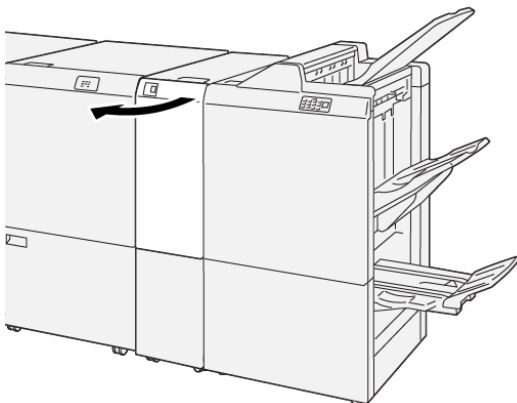
VP3100_138

2. Pull up lever **2a**. Push lever **2b** to the left. Remove the jammed paper.
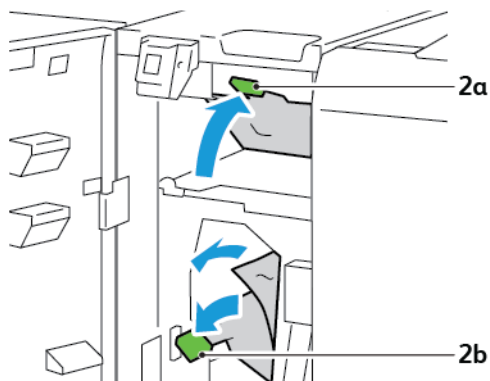
3. Push lever **2b** to the right. Push down lever **2a**.
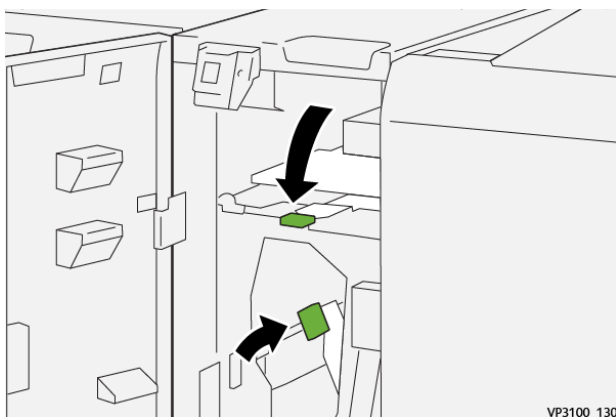
VP3100_130

4. Close the folder front door.

5. If an error message about more paper jams appears on the control panel, to clear the jams, follow the onscreen instructions.

Clearing Paper Jams from Folder Area E11

1. Open the folder front door.
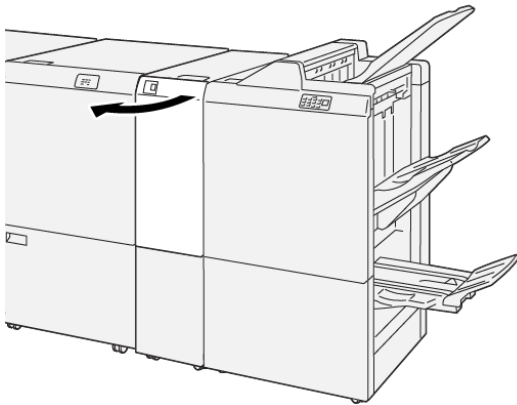
VP3100_138

2. Pull lever **2g** to the right, then rotate knob **2c** counterclockwise. Remove the jammed paper.
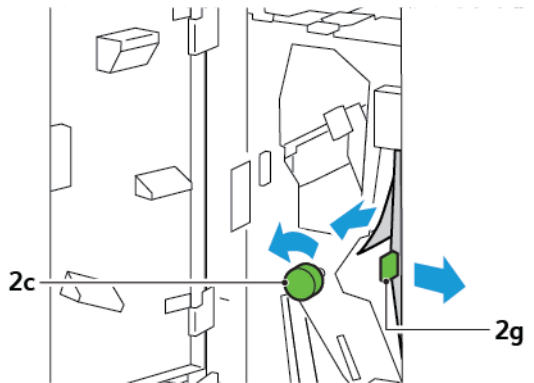
3. Push lever **2g** to the original position.
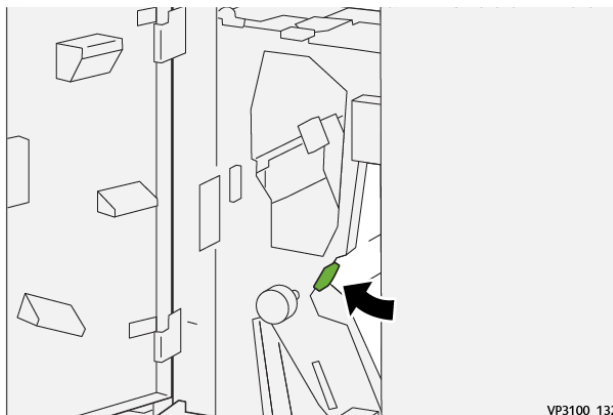
VP3100_132

4. Close the folder front door.

5. If a control panel message appears about more paper jams, to clear the jams, follow the onscreen instructions.

Clearing Paper Jams from Folder Area E12

1. Open the front door of the C/Z Folder.
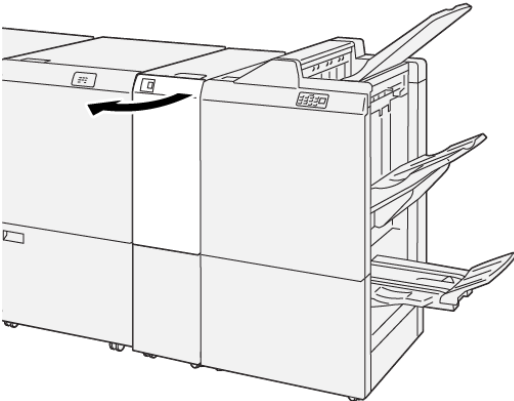
VP3100_138

2. Pull out the C/Z fold output tray **2d**.
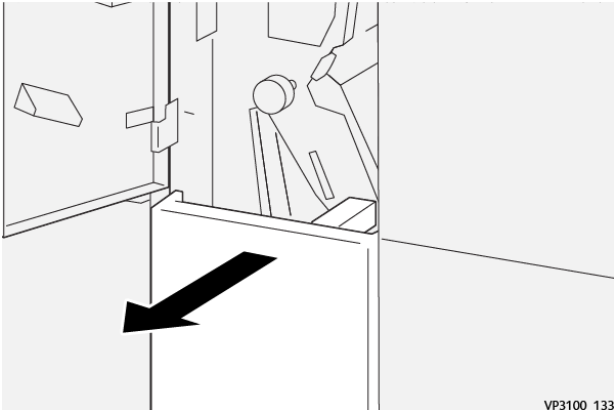
VP3100_133

3. To clear jammed paper from the upper area, push lever **2e** to the right, then remove the jammed paper. If required, rotate knob **2c** counterclockwise, then remove the jammed paper. Return lever **2e** to the original position.
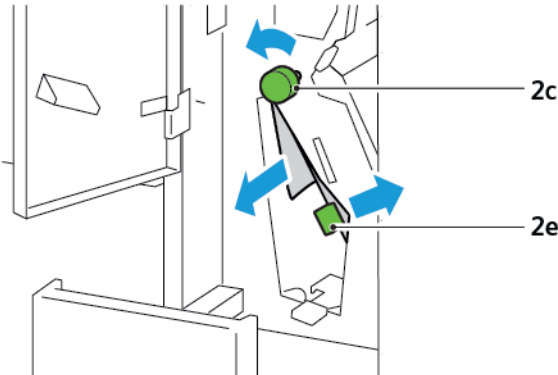
4. To clear jammed paper from the lower area, lift lever **2f**, then remove the jammed paper. If required, rotate knob **2c** counterclockwise, then remove the jammed paper. Return lever **2f** to the original position.
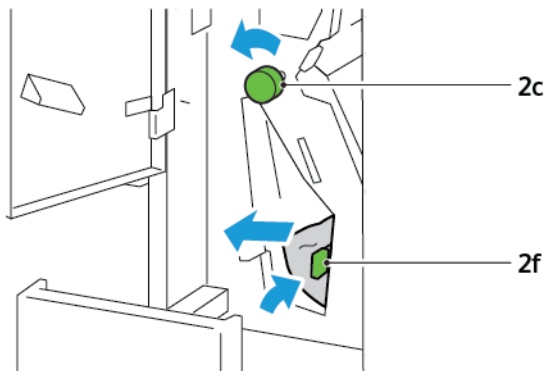
5. Push in the C/Z fold output tray **2d** completely.
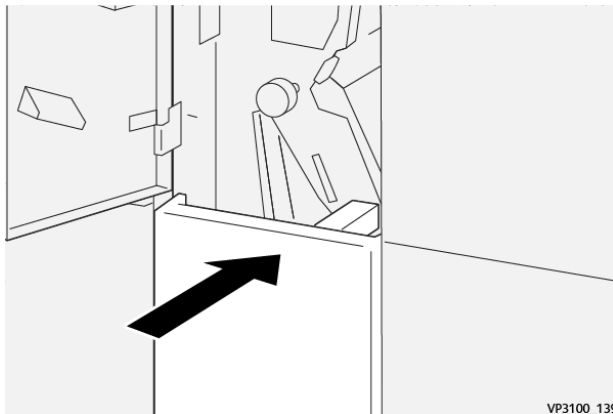
6. Close the C/Z Folder front door

7. If a control panel message appears about more paper jams, to clear the jams, follow the onscreen instructions.

Error Messages for C/Z Folder

When errors occur such as a paper jam, an open door or cover, or a printer malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the C/Z Folder control panel.

Error Code Information for the C/Z Folder

Error codes that start with the three-digit numbers 012 or 013 identify faults with the C/Z Folder.

C/Z Folder Specifications

Item	Specification	
Z-Fold Half Sheet	Paper size	• Tabloid, 11 x 17 in. • A3, 297 x 420 mm • JIS B4, 257 x 364 mm
	Paper weight	60–90 g/m², Uncoated
Tri-fold for C or Z folds	Paper size	• Letter, 8.5 x 11 in. • A4 , 210 x 297 mm
	Paper weight	60–90 g/m², Uncoated
Tray capacity	30 sheets 🖉 **Note:** Values are based on Colotech+90 paper.	

C/Z Folder

Production Ready Finishers

This appendix contains:

Overview of the Production Ready Finishers

There are three Production Ready (PR) Finishers available with your printer:

- Production Ready (PR) Finisher
- Production Ready (PR) Booklet Maker Finisher
- Production Ready (PR) Finisher Plus

🖉 **Note:** The optional finishers require the Interface Decurler Module.

🖉 **Note:** Throughout this chapter, the PR Finisher, PR Booklet Maker Finisher, and PR Finisher Plus are referred to simply as the Finisher. Any differences among the three finishers are distinguished by using the specific finisher name.

The PR Finishers provide the following capabilities:

- Handling media that is smaller than A5 or 148 x 210 mm (5.8 x 8.3 in.)
- Stapling a maximum of 35 pages of coated paper
- Handling large-sized paper with a maximum size of 330.2 x 488 mm (13 x 19.2 in.)

The PR Finisher Plus device feeds the output media from the printer and inline finishing accessories to a third-party Document Finishing Architecture (DFA) module.

🖉 **Note:** The optional C/Z Folder is available with the PR Finisher and PR Booklet Maker Finisher.

Production Ready (PR) Finisher
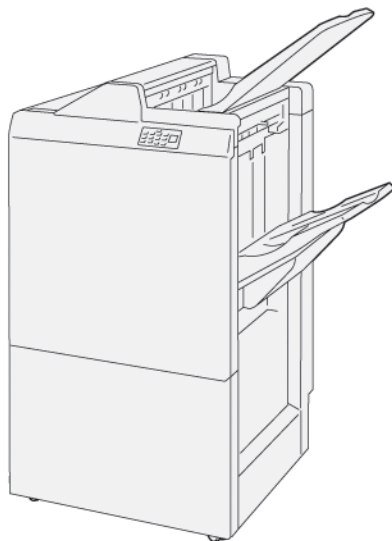
The PR Finisher:

- 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. The Production Ready (PR) Booklet Maker Finisher has two added features that differentiate it from the PR Finisher. The features are the ability to create saddle-stitched booklets of up to 25 sheets automatically and bi-folding, also called single-folding.
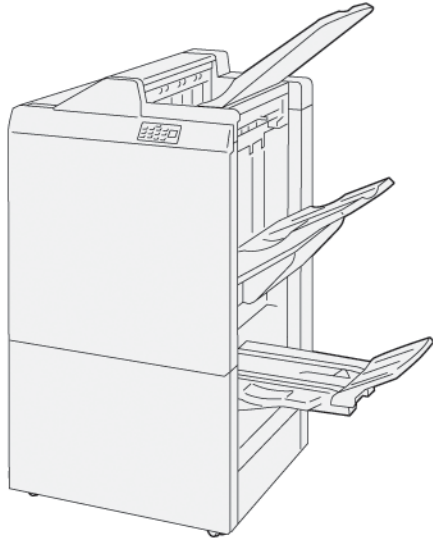
The PR Finisher:

- 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 module attached to the printer.
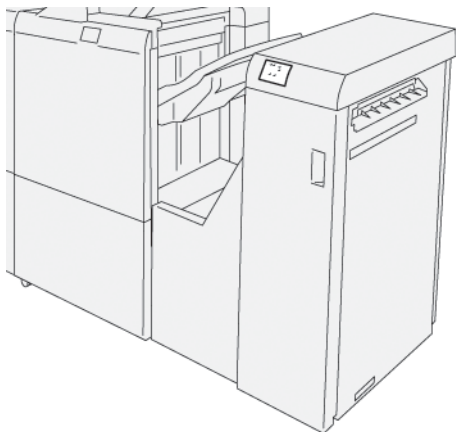
Production Ready Finisher Components

Components for the PR Finisher and PR Booklet Maker Finisher
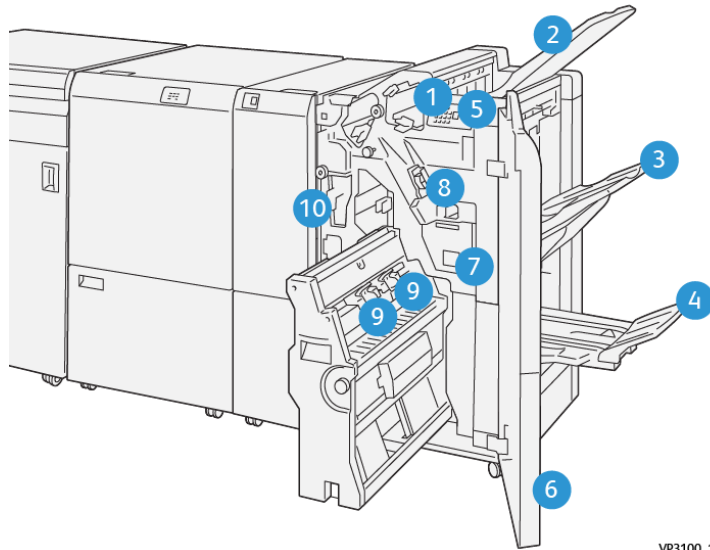
VP3100_140

1. Paper Jam Error Indicator
2. Top Tray
3. Stacker Tray
4. Booklet Tray*
5. Booklet Output Button*

6. Front Cover
7. Staple Waste Container
8. Basic Staple Cartridge for Side Stitch
9. Two Booklet Staple Cartridges for Saddle Stitch*
10. Hole Punch Waste Container

📝 **Note:** * Available only with the PR Booklet Maker Finisher.

Finisher Output Trays
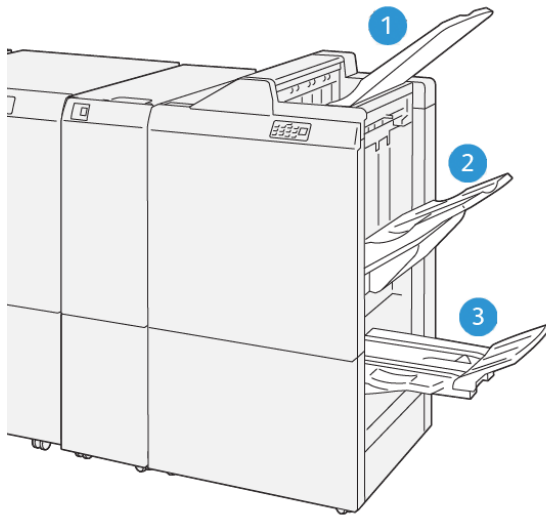
VP3100_141

1. Top Tray
2. Stacker Tray

3. Booklet Tray: available only with the PR Booklet Maker Finisher

Top Tray

If your prints do not eject fully from the printer, the printer detects a `Paper Full` condition. If this condition happens frequently, change the angle of the top tray.

To change the top tray angle, refer to the following guidelines:

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

  > 🖉 **Note:** Continual use of the tray in the upper position can cause the following errors:

    - Paper jams
    - Prints can fall from the tray upon delivery

- When using the following paper types, change the angle of the tray to the upper position. These paper types can cause the following frequent `Paper Full` conditions:
  - Lightweight coated paper that is 106 g/m² or lighter
  - Coated paper with edges that are 364 mm (14.3 in.) or longer
  - Long paper

> 🖉 **Note:** If sheets are curled, changing the tray angle has no effect.

A	B
Default, lower angle	Raised, upper angle
VP3100_143	VP3100_142
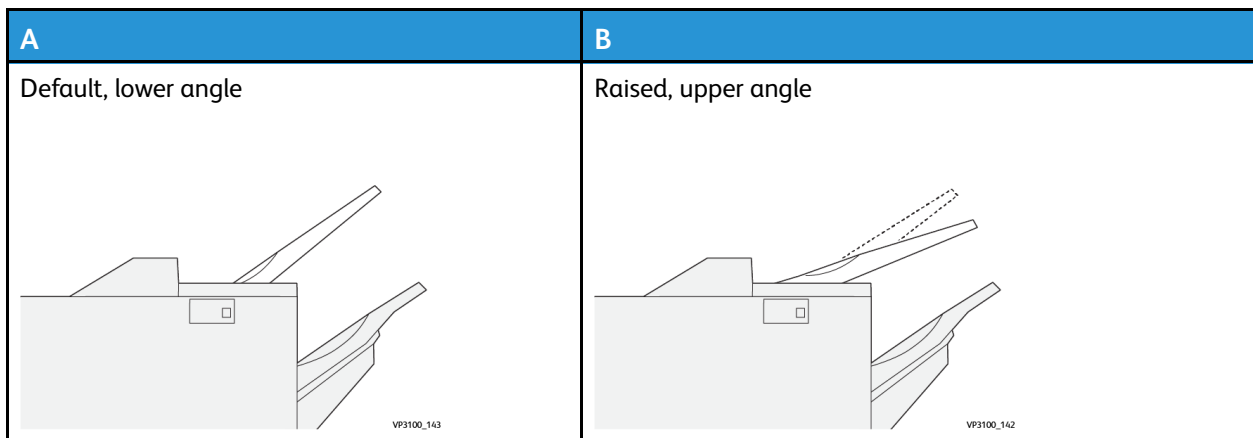
To change the angle of the tray:

1. Pull the top tray from the lower position **A**, toward the right.
2. Insert the clutches at the leading edge of the tray into the upper position **B**.

VP3100_144
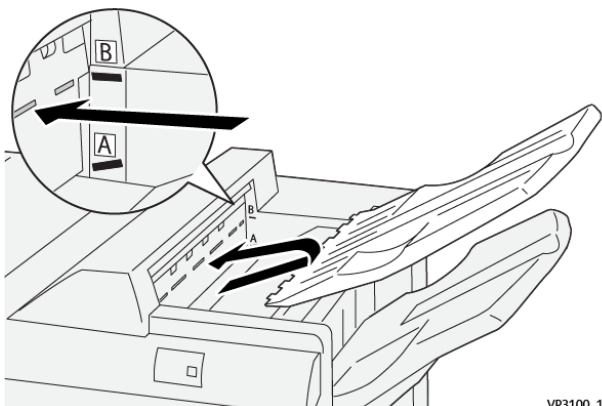
Stacker Tray

The printer delivers side-stitch jobs to the stacker tray only.

🖉 **Note:** Delivering 2000 or more sheets to the stacker tray can cause excessive downward curl on the paper. The excessive load on the stacker tray can cause the output stack to fall out of the stacker tray. If the stack falls:

- On the Interface Decurler Module, set the curl-correction level to the lowest level.
- On the Inserter, set the curl correction to **downward**.

For information, refer to Paper Curl Correction with the PR Finishers.

Booklet Tray

🖉 **Note:** The booklet tray attaches to the PR Booklet Maker Finisher. When the SquareFold Trimmer is installed, the booklet tray attaches to the SquareFold Trimmer.

The printer delivers Bi-Fold and Bi-Fold with Saddle Stitch jobs to the booklet tray only.

Paper Curl Correction with the PR Finishers

If any of the finisher trays deliver curled sheets, refer to the following information.

- Printing on A5,148 x 210 mm (5.8 x 8.3 in.), Long Edge Feed (LEF) paper with upward curl can cause paper jams. If jams occur, do the following:
  - On the interface decurler module, touch the indicator that represents the highest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents upward curl correction.
- Printing on heavyweight paper with downward curl can cause paper jams. If jams occur, perform the following steps:
  - On the interface decurler module, touch the indicator that represents the lowest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents downward curl correction.
- Printing on paper that weighs 157 g/m^2 or heavier, with upward curl, can cause paper jams. If a jam occurs, perform the following steps:
  - On the interface decurler module, touch the indicator that represents the highest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents upward curl correction.

For more information about paper-curl correction, refer to Curl Correction on the Interface Decurler Module and Inserter Control Panel.

Bi-Fold Feature for the Production Ready Booklet Maker Finisher

🖉 **Note:** Only the Production Ready (PR) Booklet Maker Finisher offers the Bi-Fold feature.

1. To use the Bi-Fold feature, orient documents for short-edge feed (SEF). Select a tray that contains SEF paper.

2. Select the Bi-Fold feature from the appropriate print driver:

   - For network print jobs, select the appropriate printer driver, then select the Bi-fold option.

   - For copy jobs, use the control panel on the PR booklet maker finisher, then select the applicable Bi–fold settings.

     > **Note:** Bi-Fold and Single Fold are interchangeable terms. A bi-fold or single fold has one fold that creates two panels on the output.

> **Note:** Only the C/Z Folder offers the C-Fold and Z-Fold options.

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 *Xerox PrimeLink C9065/C9070 System Administrator Guide,* and the *Adjusting the Fold Position* topic.

Booklet Output Button

To remove finished booklets from the finisher, press the button on the finisher control panel.
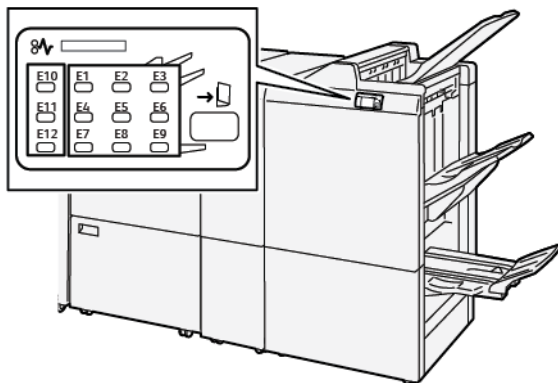
PR Finisher Plus Components
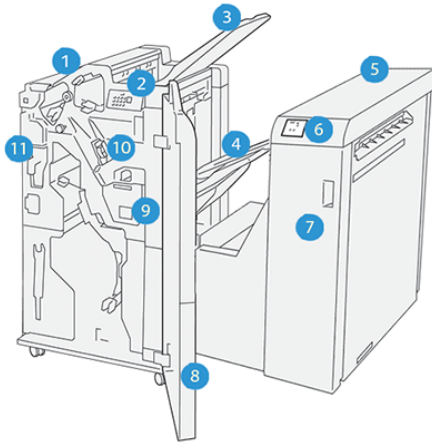
1. Finisher Module

2. Finisher Module Paper Jam and Error Indicators

3. Finisher Top Tray

4. Finisher Stacker Tray

5. Finishing Transport

6. Finishing Transport Paper Jam and Error Indicators

7. Finishing Transport Front Cover

8. Finisher Module Front Cover

9. Finisher Staple Waste Container

10. Finisher Basic Stapler; used for Side Stitching

11. Finisher Hole Punch Waste Container

🖉 **Note:** For details on the functions of the finishing module, refer to the manual supplied with the module.

PR Finisher Maintenance

Finisher Consumable Supplies

To order Xerox supplies, including staples, staple cartridges, and staple waste containers, go to www.xerox.com/office/supplies. For specific contact information or telephone numbers in your area, click **Contact Us**. To order supplies online, click **Supplies**, then follow the prompts to order the required items.

> ✎ **Note:** Always refer to www.xerox.com/office/supplies for the latest Customer Replaceable Units (CRUs) part numbers.

Checking the Status of Finisher Consumables

When a consumable nears replacement, a message appears at the control panel. The message indicates when it is time to order or install a new consumable item. With some Customer Replaceable Units (CRUs), the message indicates that the printer can continue to run print jobs without immediately replacing the item. Otherwise, when it is time for replacement, a message appears and the printer stops printing.

To check the status of your consumables, do the following steps:

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

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

   The Supplies screen appears.

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

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

4. Use the up and down arrows to see more consumables, such as the finisher staples, staple waste container, and consumables for installed optional modules.

Replacing the Basic Staple Cartridge for Side Stitching

> ✎ **Note:** Before you perform this procedure, ensure that the printer is not printing.

1. Open the finisher front door.
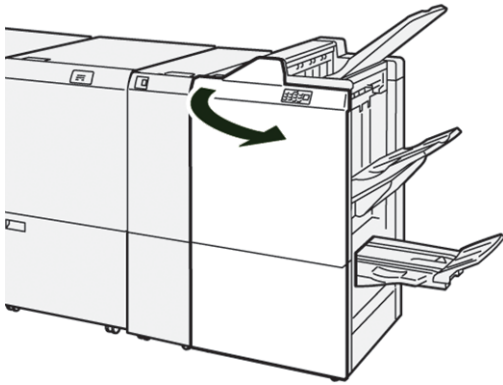
2. Pull out the staple cartridge unit **R1**.
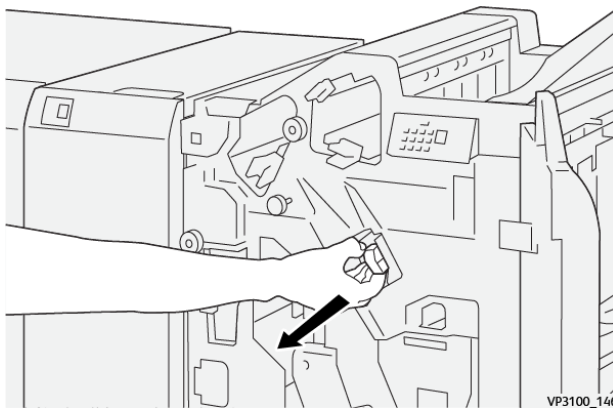
    VP3100_146

3. Hold the staple cartridge at the position indicated by the arrow, then remove the cartridge from the unit.
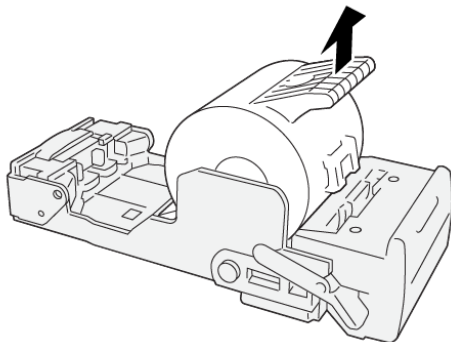
    VP3100_147

4. Insert a new staple cartridge into the unit.
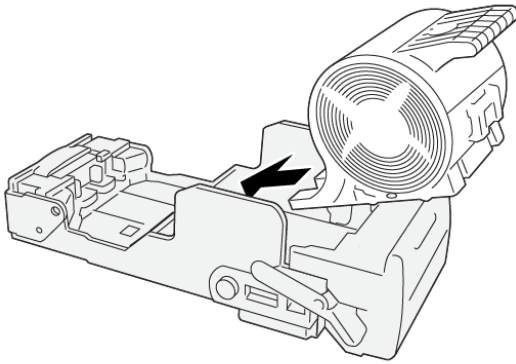
VP3100_148

5. To insert the unit to the original position, push in the staple cartridge unit R1.
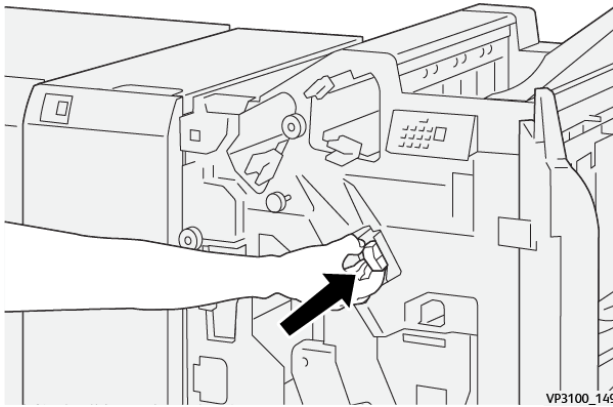
VP3100_149

6. Close the finisher front door.

Replacing the Booklet Staple Cartridge for Saddle Stitching

🖉 **Note:** Before you perform this procedure, ensure that the printer is not printing.

1. Open the finisher front door.
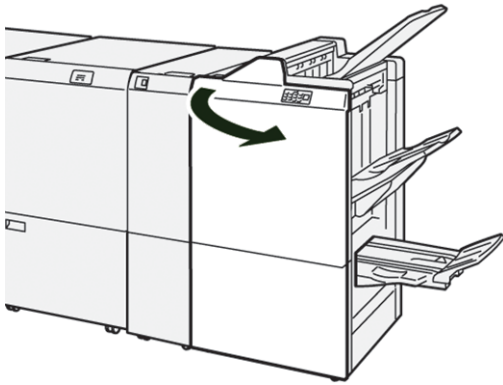
2. Pull out Saddle Stitch Unit 3 toward you until it stops.
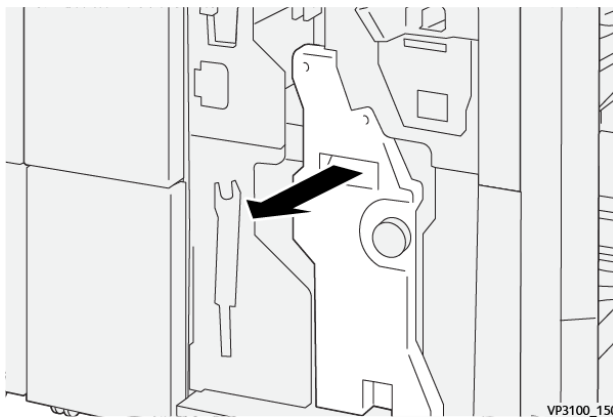
3. To remove the staple cartridge, hold the tabs on the cartridge and pull out the cartridge.

   🖉 **Note:** There are two booklet staple cartridges provided. At the control panel, read the message about cartridge replacement.
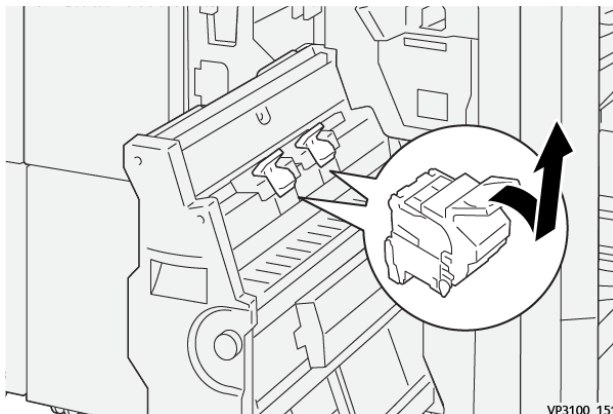
4. Hold the tabs on the new staple cartridge, and push in the cartridge until it stops.

    🖉 **Note:** Ensure that the marks align.
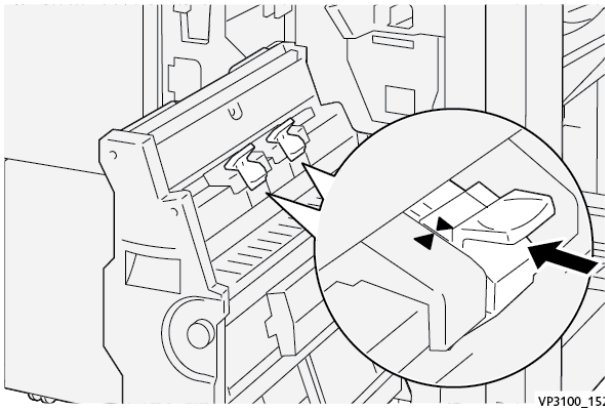
5. Gently, push Saddle Stitch Unit 3 into the finisher until the unit stops.
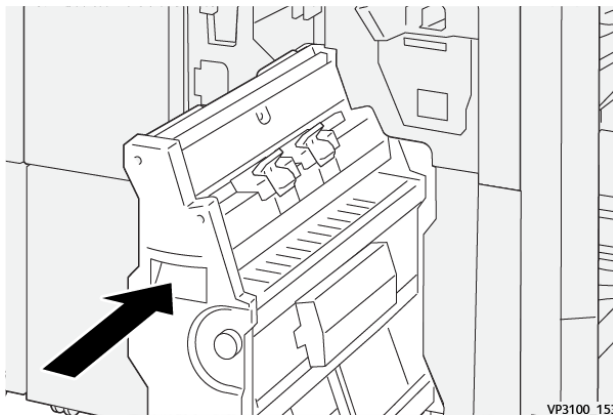
6. Close the finisher front door.

Replacing the Finisher Staple Waste Container

⚠ **Caution:** To avoid personal injury, use care when you remove the staple waste container.

When the staple waste container is full, the printer control panel displays a message. When the message appears, replace the used waste container with a new waste container.

🖉 **Note:**

- Before you do this procedure, ensure that the printer is not printing.
- Keep the printer powered on when you replace the staple waste container. If you power off the printer, the printer does not recognize the replacement of the waste container, and a `Full` message remains displayed on the printer control panel.

- To ensure that the printer continues printing after you replace the waste container, close the finisher front door.

> Note: A staple waste container is shipped with the basic staple cartridge.

1. Open the finisher front door.
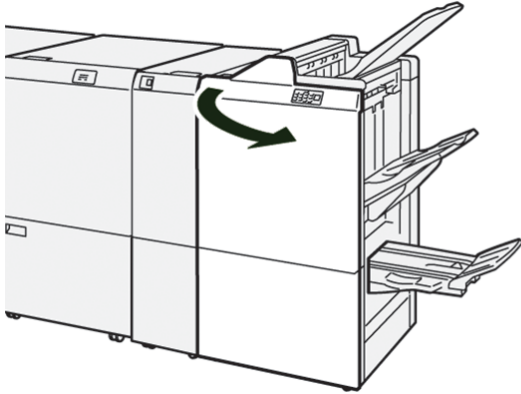
2. For **R5**, move the lock lever to the left to the opened-lock icon.
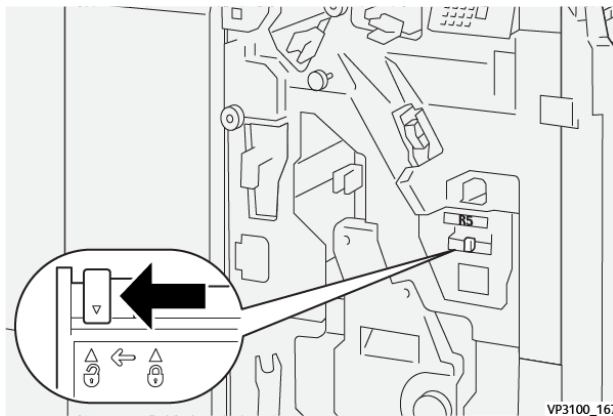
3. Pull out the staple waste container **R5**.
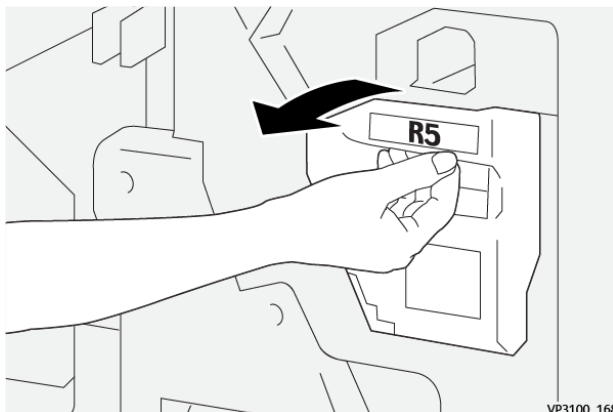
4. Place the used staple waste container into the supplied plastic bag.

    📝 **Note:** Do not disassemble the used waste containers. Return the used staple waste containers to Xerox Technical Customer Support.
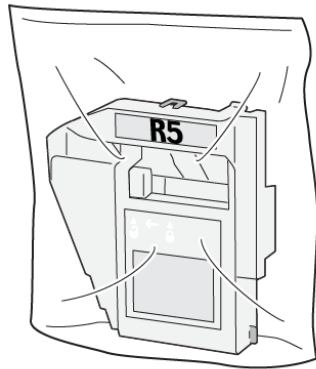
VP3100_169

5. To insert the new staple waste container, lower the container into position, then gently push it into place.

    ⚠️ **Caution:** To prevent injury, do not put your fingers on top of the container.
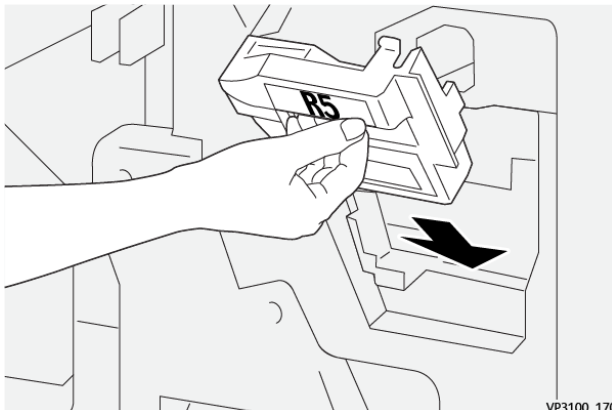
VP3100_170

6. For **R5**, move the lock lever to the right to the closed-lock icon.
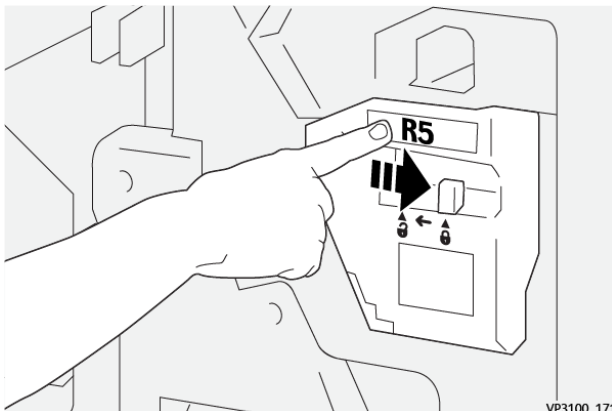
VP3100_171

7. Close the finisher front door.

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:**

- Before you perform this procedure, ensure that the printer is not printing.
- When you empty the waste container, keep the printer powered on. If you power off the printer, it does not recognize that you emptied the container, and the `Full` message remains on the printer control panel.
- To ensure that the printer continues to run after you empty the waste container, close the finisher front door.

1. Open the finisher front door.
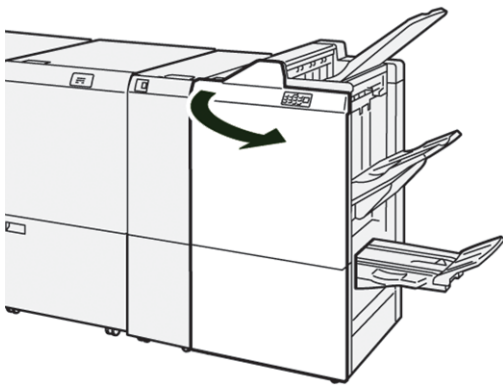
2. Pull out the waste container **R4**.
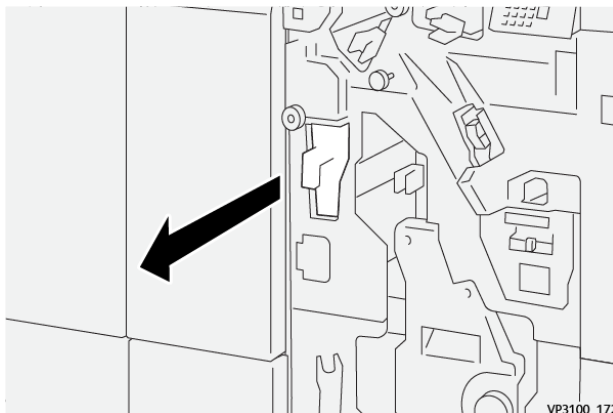
3. Discard all waste from the container.

✎ **Note:**

- Before you perform this procedure, ensure that the printer is not printing.
- When you empty the container, keep the printer powered on. If you power off the printer, it does not recognize that you emptied the container, and the `Full` message remains on the printer control panel.

- To ensure that the printer continues to print after you empty the waste container, close the finisher front door.
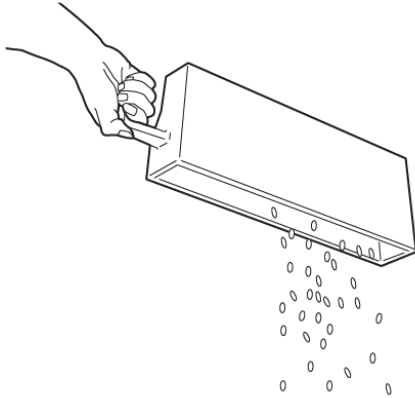
VP3100_173

4. Return the waste container**R4** to the original position.

5. Close the finisher front door.

PR Finisher Troubleshooting

Paper Jams in the PR Finisher and PR Booklet Maker Finisher

When a fault occurs, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.

- Paper jams occur in multiple areas of the printer and any optional modules 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 on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules 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.

- Before you resume print jobs, clear all paper jams.

- To minimize print defects, do not touch components inside the printer.

- Before you resume with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.

- Gently remove torn paper. Ensure that you remove all torn pieces.

- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.

- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

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.

When a fault occurs, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.

- Paper jams occur in multiple areas of the printer and any optional modules 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 on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules 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 print jobs, ensure that you clear all paper jams.

- Gently remove torn paper. Ensure that you remove all small, torn pieces of paper.

- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.

- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

Clearing Paper Jams in the PR Finishers
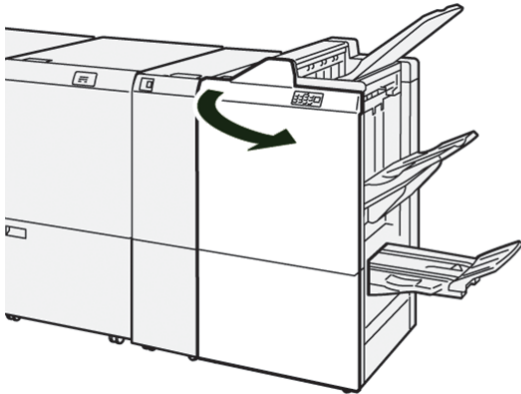
Clearing Paper Jams from Finisher Area E1

1. Open the finisher front door.
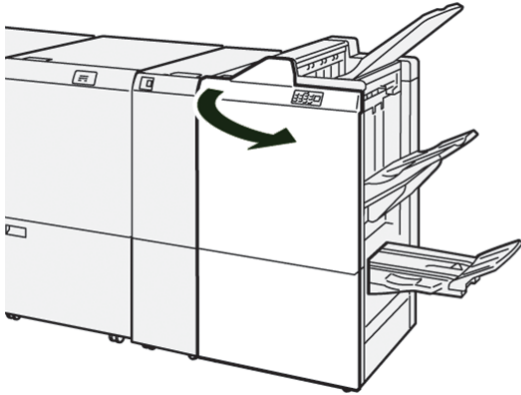
2. Push lever **1a** to the left, then remove the jammed paper.

   ✎ **Note:** Grasp the leading edge of the jammed paper, then pull out the paper.
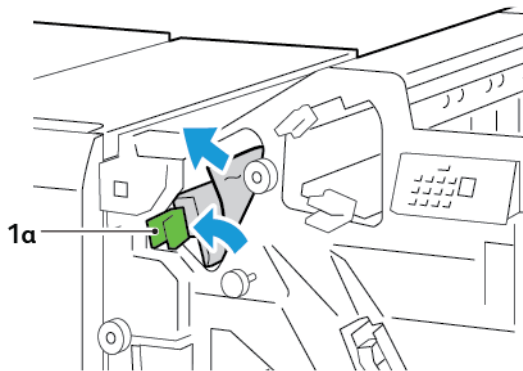
3. If you have difficulty removing any jammed paper, rotate knob **1b** clockwise, then remove the jammed paper.
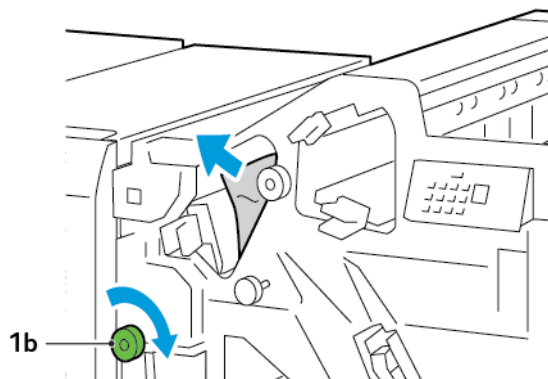
4. Return lever **1a** to the original position.
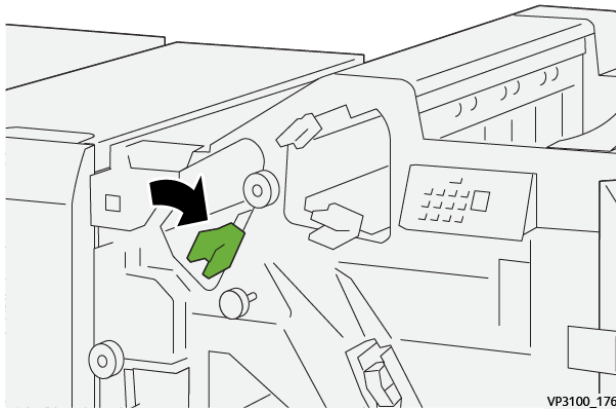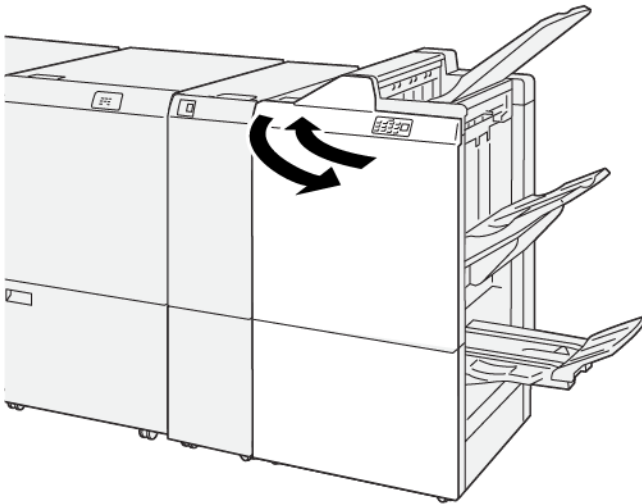

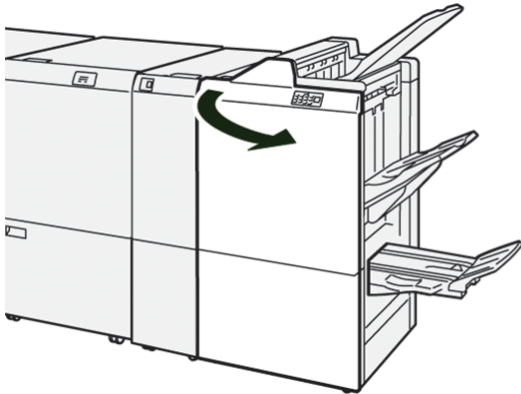5. Close the finisher front door.

Clearing Paper Jams from Finisher Area E2

1. Open the finisher front door.

2. Push lever **1c** to the right, then rotate knob **1e** clockwise. Remove the jammed paper.

   ✐ **Note:** Ensure that there is no jammed paper behind the upper cover.
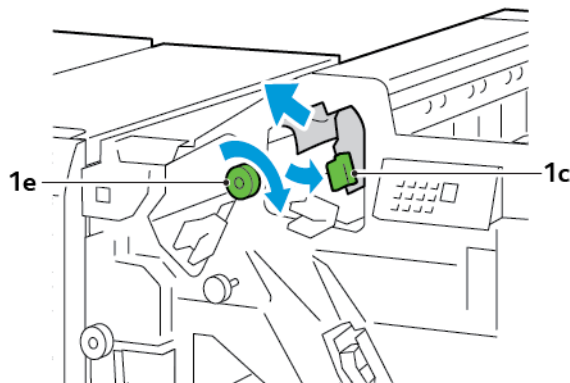
3. Return lever **1c** to the original position.

VP3100_178
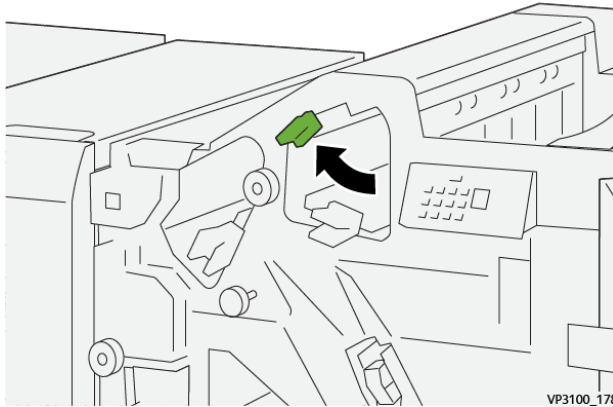
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E3

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



VP3100_179

2. Open, then close, the finisher front door.


VP3100_180
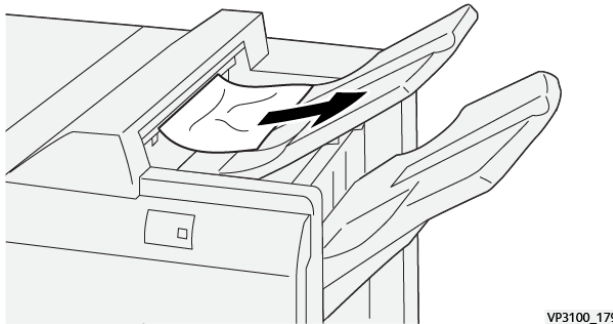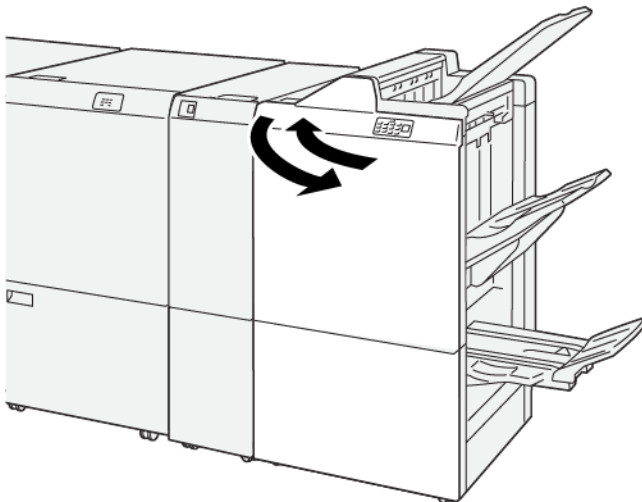
Clearing Paper Jams from Finisher Area E4

1. Open the finisher front door.

2. Push lever **1d** to the right, then rotate knob **1e** clockwise. Remove the jammed paper.
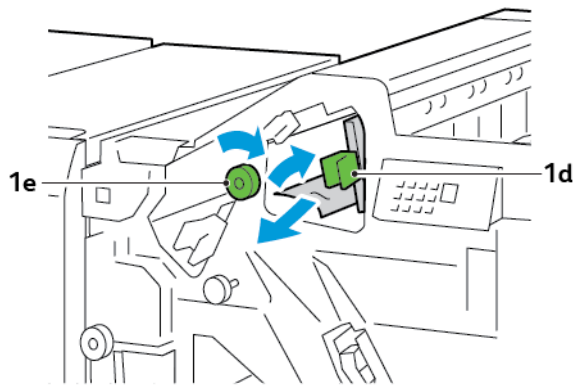
3. Return lever **1d** to the original position.
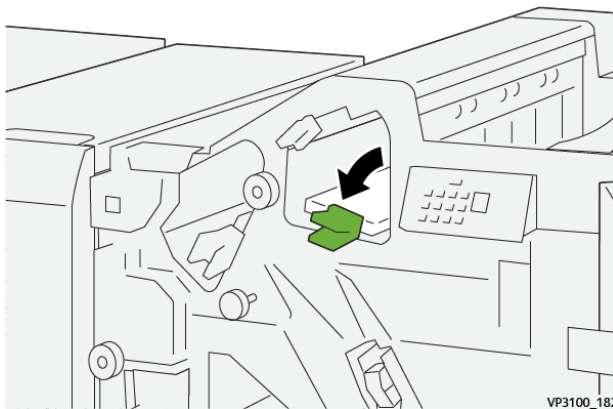
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E5

1. Open the finisher front door.
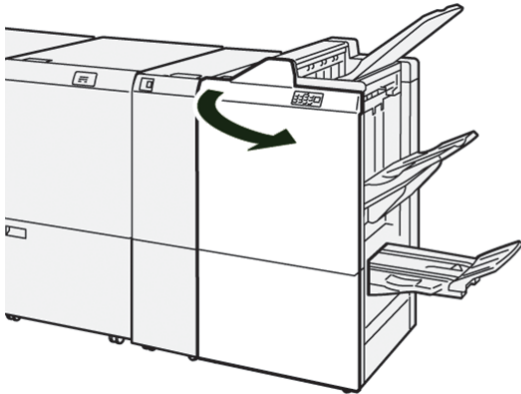
2. Push lever **1d** to the right, then rotate knob **1f** counterclockwise. Remove the jammed paper.
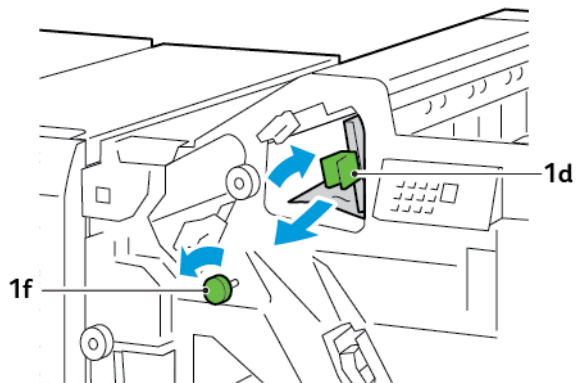
3. Return lever **1d** to the original position.
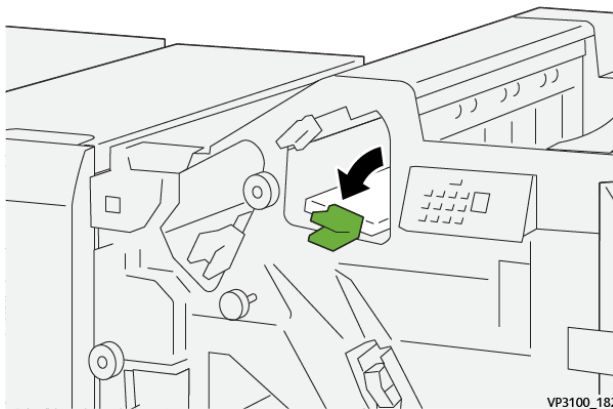
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E6

1. Pull out the jammed paper from the finisher stacker tray.
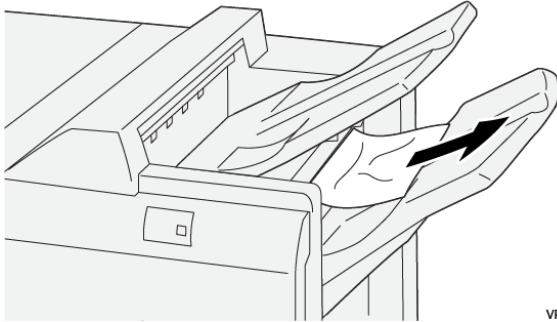
VP3100_184

2. Open then close the finisher front door.

VP3100_180

Clearing Paper Jams from Finisher Booklet Area E7

1. Open the finisher front door.

2. Push lever **3a** to the left, then remove the jammed paper.
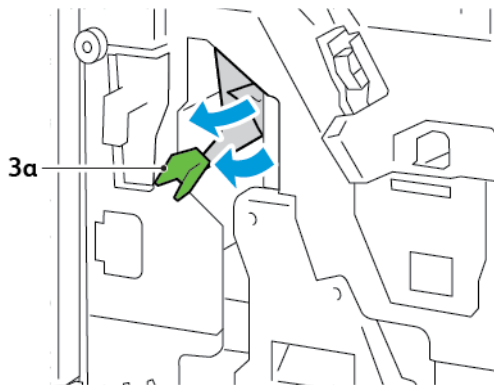
3. If you have difficulty removing the paper jam, pull out the Saddle Stitch Unit 3, then remove the jammed paper.

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

VP3100_187
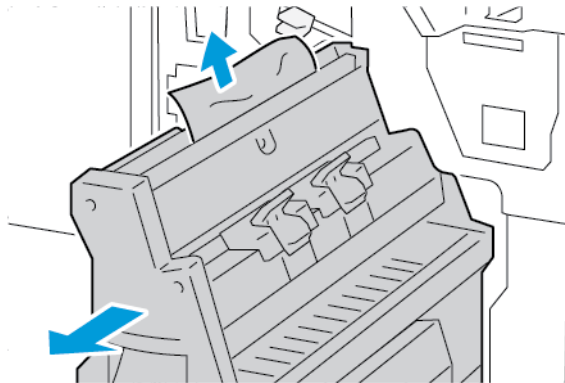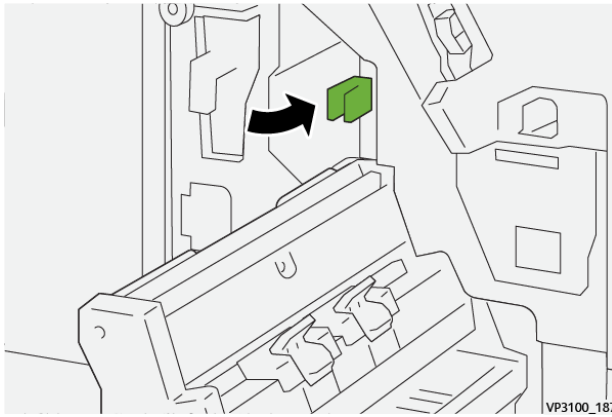
5. Gently, push in the Saddle Stitch Unit 3 until it stops.

VP3100_188
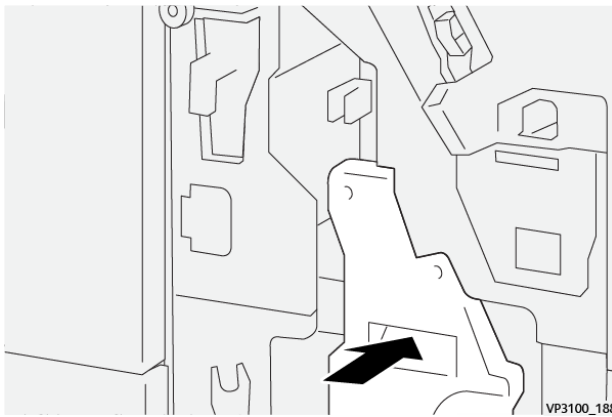
6. Close the finisher front door.

Clearing Paper Jams from Finisher Booklet Area E8

1. Open the finisher front door.
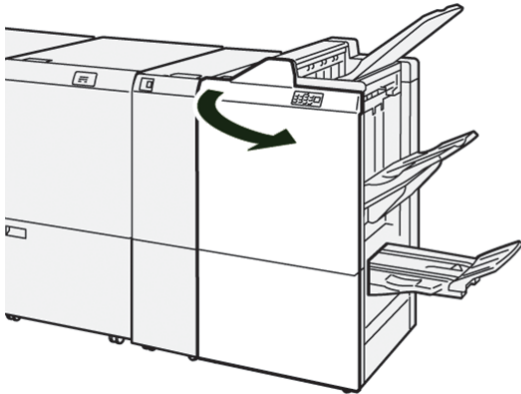
2. Locate label 3. Place your hand in the cutout area under the label. Pull out the Saddle Stitch Unit 3 until it stops.
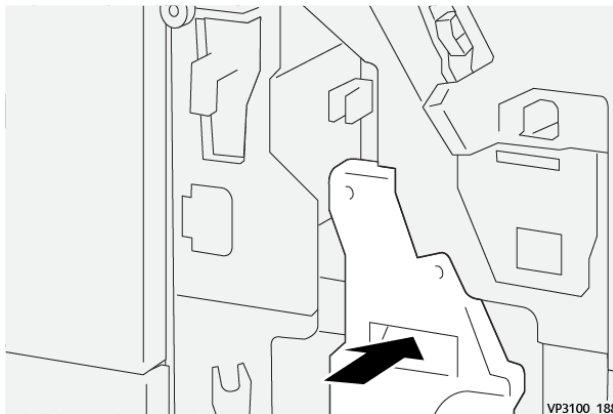

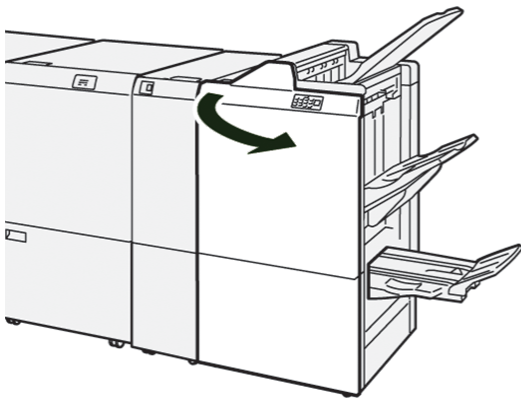3. Rotate knob **3b** counterclockwise, then remove the jammed paper.
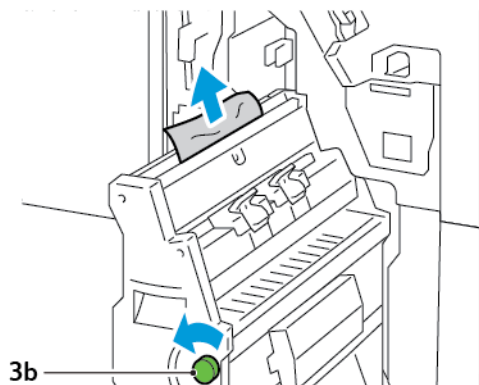
4. Gently, push in Saddle Stitch Unit 3 until it stops.

5. Close the finisher front door.
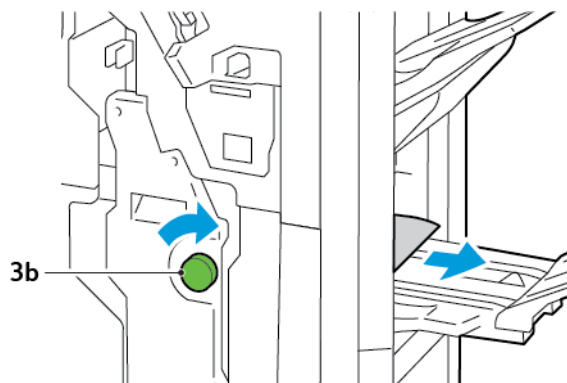
Clearing Paper Jams from Finisher Booklet Area E9

1. Open the finisher front door.

2. Rotate knob **3b** clockwise, then remove the jammed paper from the booklet tray area.
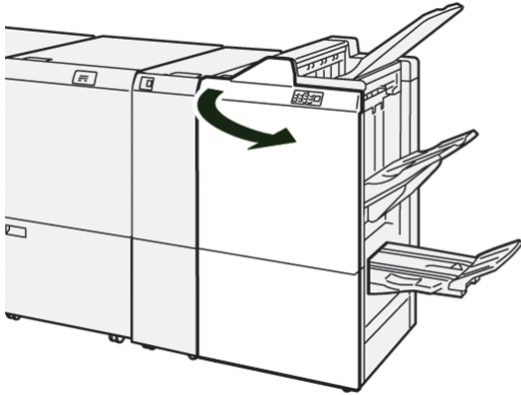

3. Close the finisher front door.

Clearing Paper Jams in the PR Finisher Plus

Clearing Paper Jams in Finisher Module Area E7
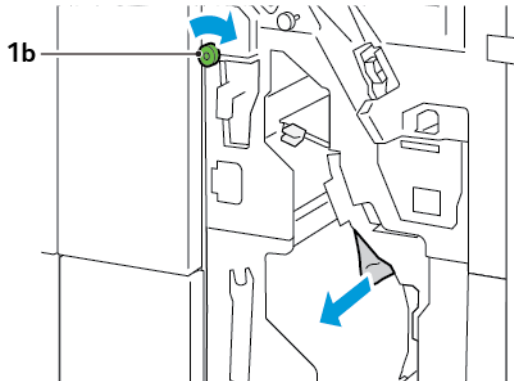
1. Open the finisher front door.

2. Remove any jammed paper.
3. To clear paper jams from area E7, do the following steps:

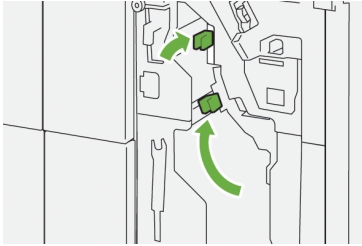   a. Push lever **3a** to the left. Push lever **3b** to the right. Pull out unit 3.

   b. Rotate knob **1b** clockwise, then remove the jammed paper.

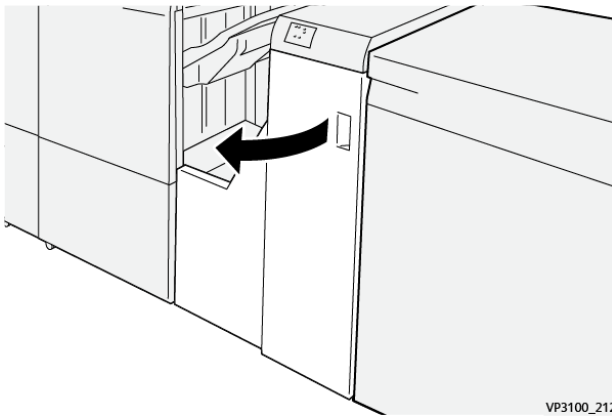c.   Return lever **3a** and lever **3b** to the original positions.

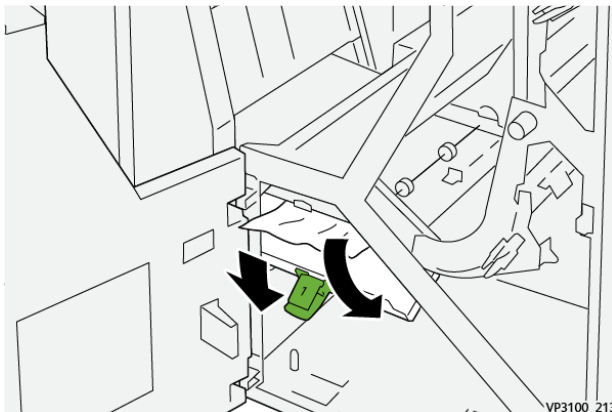4.   Close the finisher front door.

Clearing Paper Jams in the Finishing Transport

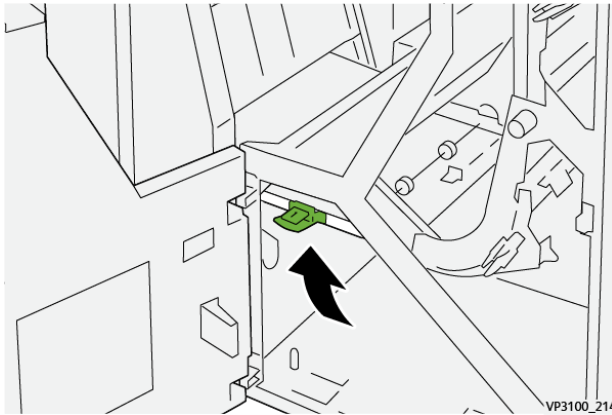**Clearing Paper Jams in Finishing Transport Area 1**

1.   Open the finishing transport front door.

2.   Push down lever **1**, then remove the jammed paper.

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

4. Close the finishing transport front door.

Clearing Paper Jams in Finishing Transport Area 2

1. Open the finishing transport front door.

2. Push lever **2** to the right, then rotate the knob counterclockwise. Remove the jammed paper.
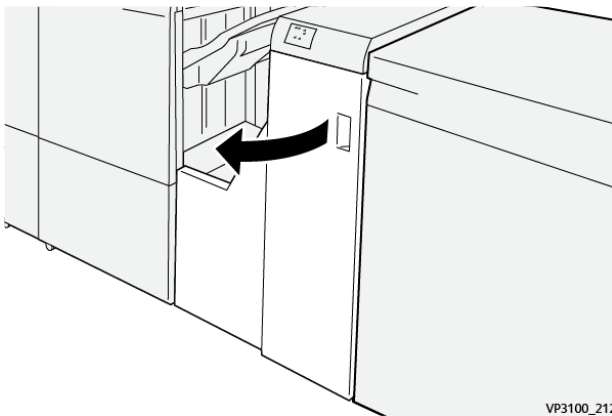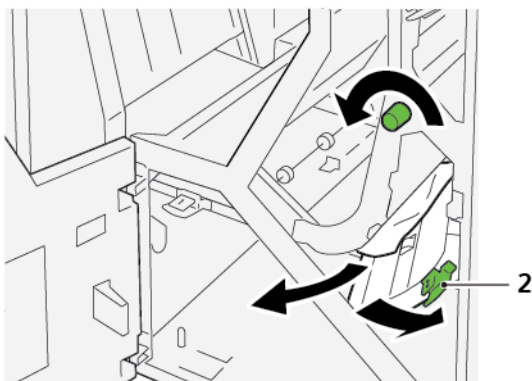
3. Return lever **2** to the original position.

4. Close the finishing transport front door.

Clearing Paper Jams in Finishing Transport Area 3

1. Open the finishing transport front door.

2. Push lever **3** to the left, then rotate the knob clockwise. Remove the jammed paper.
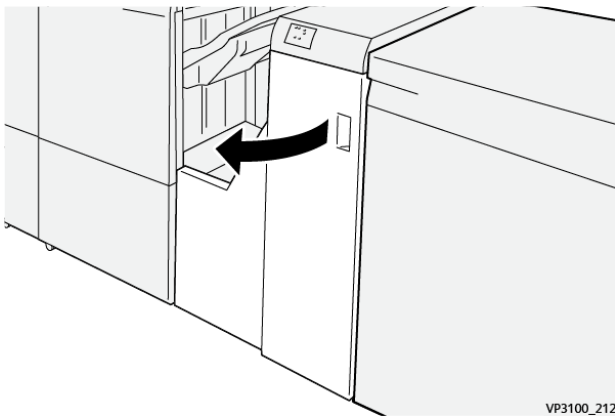
3. Return lever **3** to the original position.

VP3100_218

4. Close the finishing transport front door.

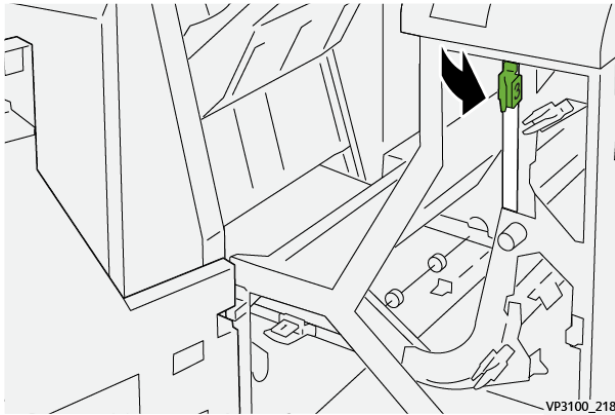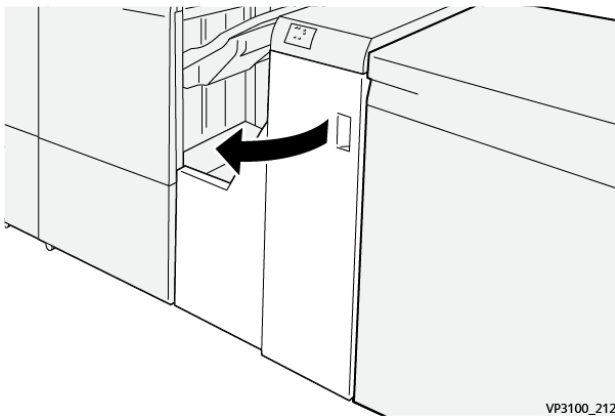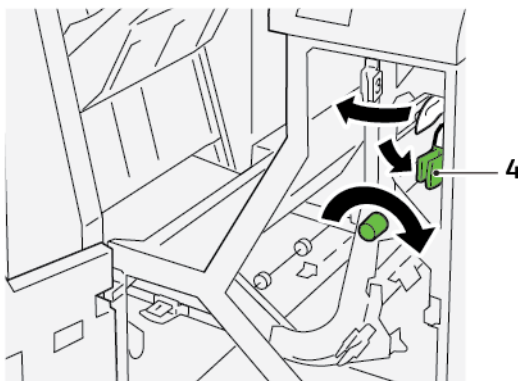**Clearing Paper Jams in Finishing Transport Area 4**

1. Open the finishing transport front door.

VP3100_212

2. Push down lever **4**, then rotate the knob clockwise. Remove the jammed paper.

3. Return lever **4** to the original position.

VP3100_220
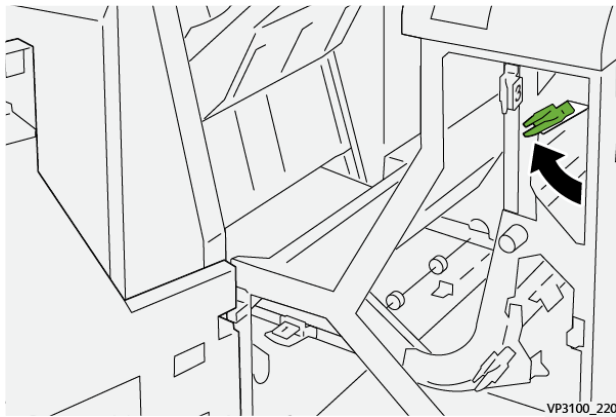
4. Close the finishing transport front door.

Finisher Staple Faults

When either of the stapling issues listed here occurs, use the following procedures:

- Sheets are not stapled
- Staples are bent

If the problems continue after you try the following solutions, contact your service representative.

Not stapled	Bent staple	
VP3100_154	VP3100_155	
If printed sheets are stapled as shown in the following figures, contact your service representative.		
One side of staple raised up	Staple bent in reverse direction	Flattened staple
VP3100_157	VP3100_156	VP3100_158

Entire staple raised up	Staple raised up with center pressed in
VP3100_159	VP3100_160
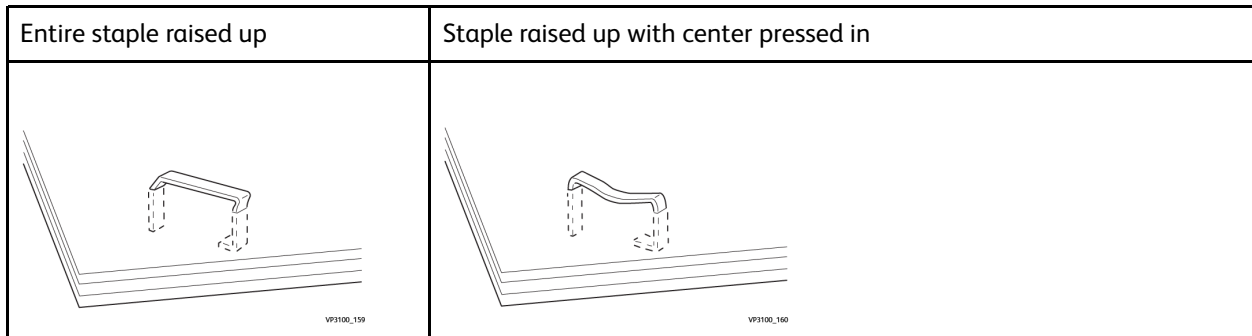
ⓘ **Important:** Depending on the type of paper stapled, the staple nails can become bent. If the bent nails are stuck inside the finisher, they can cause paper jams.

⚠ **Caution:** To minimize staple jams, when you open the cover of the staple cartridge, remove any bent staples. To prevent injury to your fingers and fingernails, use the cover of the staple cartridge to remove the jammed staples.

Clearing Staple Jams in the Basic Stapler

✎ **Note:** If the staple cartridge detaches from the holder, refer to Reinserting the Basic Staple CartridgeReinserting the Basic Staple Cartridge.

✎ **Note:** Before you perform this procedure, ensure that the printer is not printing.

1. Open the finisher front door.
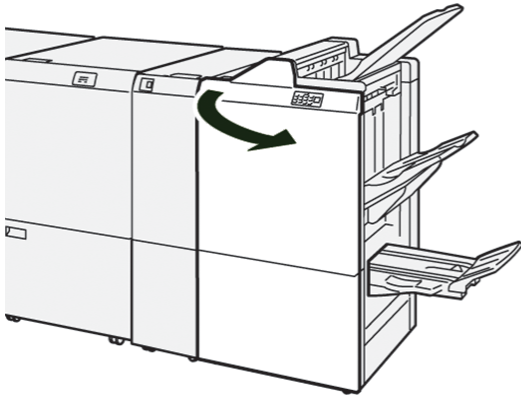
2. Pull out the staple cartridge unit **R1**.

   ✎ **Note:** After you remove the staple cartridge, check inside the finisher for any remaining staples.
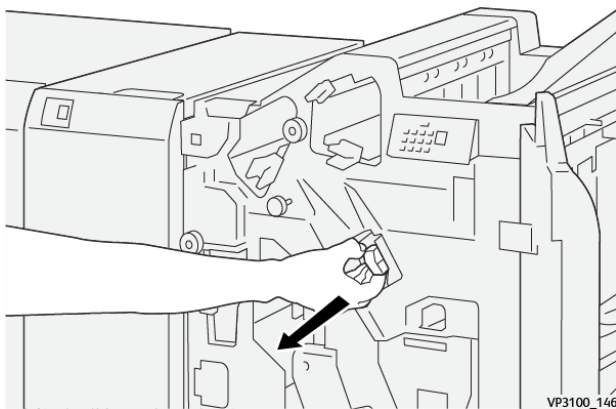
3. Open the staple cartridge unit cover, then remove the jammed staples.

   ⚠ **Caution:** To avoid personal injury, use care when removing jammed staples.
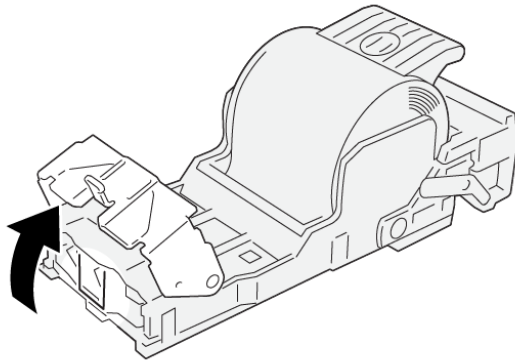
VP3100_161

4. Reinsert the staple cartridge unit R1 into the original position.
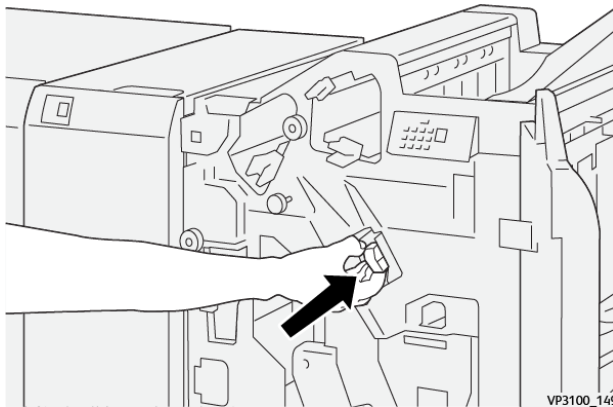
VP3100_149

5. Close the finisher front door.

Reinserting the Basic Staple Cartridge

If a staple cartridge is inserted incorrectly or removed accidentally, reinsert the staple cartridge correctly into the cartridge unit.

1. Open the finisher front door.
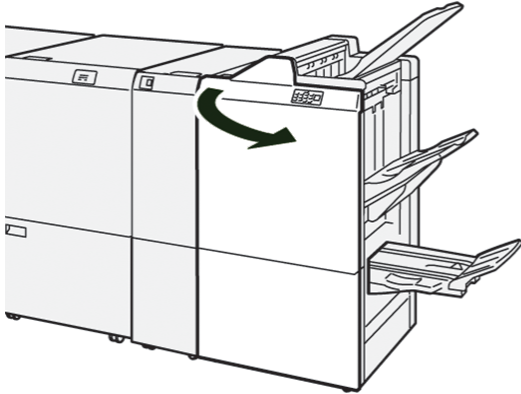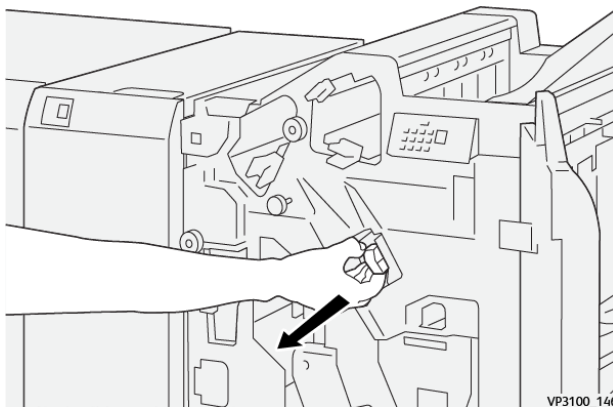
2. Pull out the staple cartridge unit **R1**.

3. Open the staple cartridge unit cover, then remove the jammed staples.

   ⚠️ **Caution:** To avoid personal injury, use care when removing jammed staples.
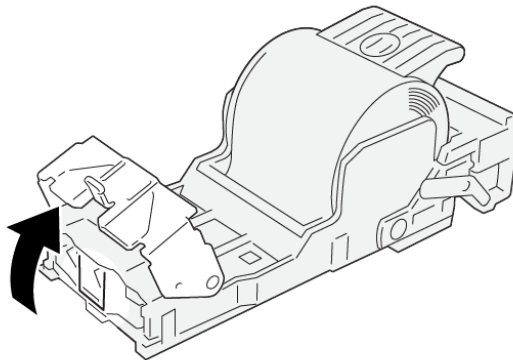
4. Close the staple unit cover.

5. Push in the staple cartridge unit **R1**.

6. Close the finisher front door.

Clearing Staple Jams in the Booklet Stapler

✎ **Note:** Before you perform the procedure, ensure that the printer is not printing.

1. Open the finisher front door.
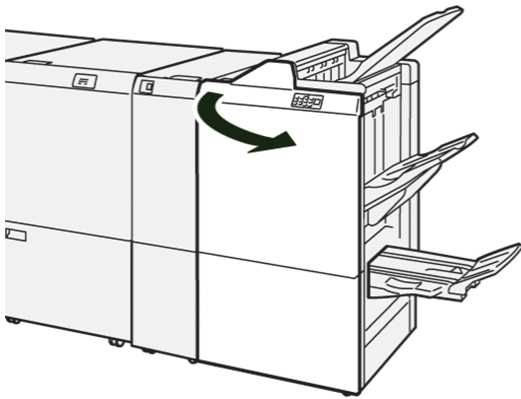
2. Pull out the Saddle Stitch Unit 3 until it stops.
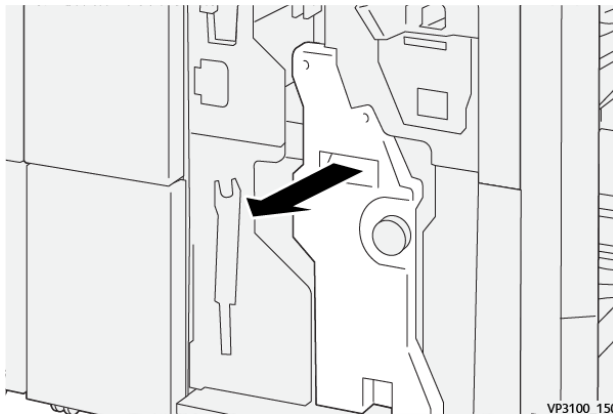
3. Hold the tabs on the staple cartridge and pull out the cartridge.
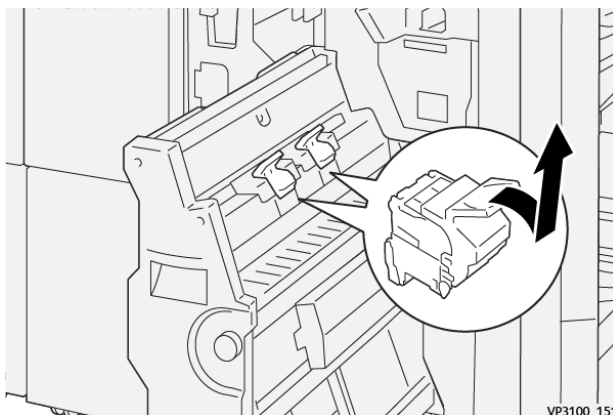
4. Remove any jammed staples.

> ⚠️ **Caution:** To avoid personal injury, use care when removing jammed staples.
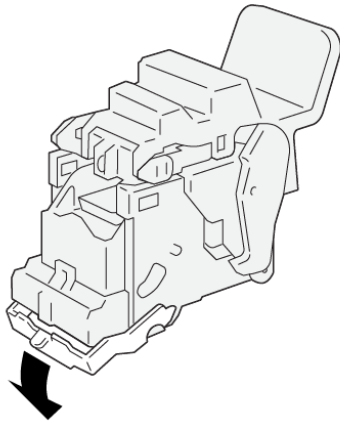
VP3100_162

5. Hold the tabs on the staple cartridge, then push in the cartridge until it stops.

> 🖊️ **Note:** Ensure that the marks on the staple cartridge are aligned.
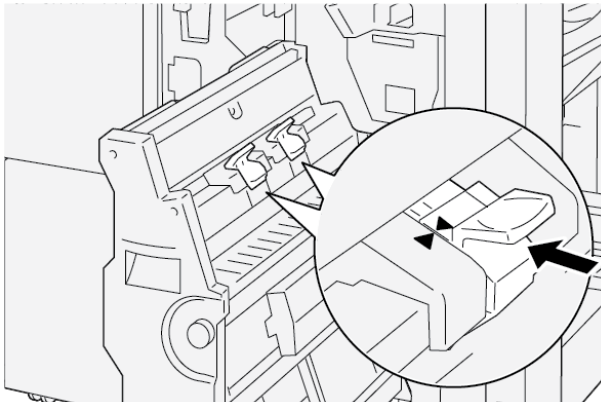
6. Gently, push the Saddle Stitch Unit 3 into the finisher until the unit stops.
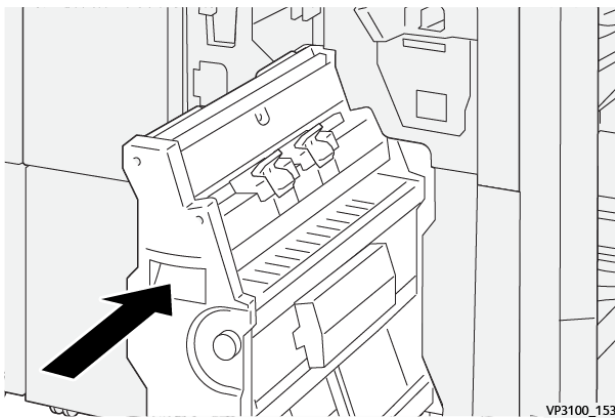
VP3100_153

7. Close the finisher front door.

Error Messages on the PR Finisher and PR Booklet Maker Finisher

When errors occur, such as a paper jam, an open door or cover, or a printer malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows which error indicator is illuminated on the inserter control panel.

The E code in the error message displays which error indicator is illuminated on the Finisher control panel.

Fault Code Information for the Finisher

When faults occur such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing. When printing stops, a message appears on the control panel.

The control panel displays a Faults button. For information about the fault and instructions for correcting the fault, touch **Faults**.

> **Tip:** You can identify Finishing faults by the codes that start with the three-digit numbers: **012**, **013**, **024**, **041**, **112**, or **124**

Error Messages for PR Finisher Plus

When an error occurs such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the on-screen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code displayed on the error message shows which error indicator illuminated on the PR Finisher Plus control panel: the Finisher Module or the Finishing Transport Areas.

Fault Code Information for PR Finisher Plus

Fault codes that start with the three-digit numbers 013 and 051 identify PR Finisher Plus faults.

PR Finisher Specifications

Item		Description	Specifications	
Tray	Top tray	Collate and stack		
	Stacker tray	Collate: offsetting is supported. Stack: offsetting is supported.		
	Booklet tray	Collate and stack		
Paper size	Top tray	Standard size	Minimum	Postcard: 100 x 148 mm (4 x 6 in.)
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Height	98.0–330.2 mm (3.9 x 13.0 in.)
			Width	A5: 148.0–660.4 mm (5.8 x 26.0 in.)
	Stacker tray	Standard size	Minimum	A5: 148 x 210.0 mm (5.83 x 8.27 in.)
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Height	148.0–330.2 mm (5.8 x 13 in.)
			Width	148.0–488.0 mm (5.8 x 19.2 in.
	Booklet tray	Standard size	Minimum	JIS B5
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Height	182.0–330.2 mm (7.2–13 in.)
			Width	257.0–488.0 mm (10.1–19.2 in.)
Paper weight	Top tray	52–350 g/m^2		
	Stacker tray	52–350 g/m^2		
	Booklet tray	60–350 g/m^2		
Tray capacity	Top tray	500 sheets		
	Stacker tray without staples	A4: 210 x 297 mm (8.3 x 11.7 in.)	PR Finisher: 3000 sheets PR Booklet Maker Finisher: 2000 sheets	

Item		Description	Specifications
		JIS B4	1,500 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: 2000 sheets
		JIS B4	100 sets or 1500 sheets
	Booklet tray	20 sets	

Note:

- The values are based on Colotech+90 paper.
- Mix stack is a set of paper sheets where larger sheets are placed over smaller ones. For example, A4 paper is placed over JIS B5 paper, or JIS B4 paper is placed over A4 paper.
- The booklet tray capacity is 16 sets if one set consists of 17 or more sheets.

Item		Description	Specifications	
Staple	Capacity	100 sheets		

Note:

- The values are based on Colotech+90 paper.
- For sheets larger than A4 or Letter (8.5 x 11 in.), the capacity is five.

	Paper size	Standard size	Minimum	A5: 148.08 x 210.05 mm (5.83 × 8.27 in.)
			Maximum	Tabloid: 11 x 17 in. A3: 279.4 x 431.8 mm
		Custom size	Height	182.0–297.0 mm (71.6–11.69 in.)
			Width	148.0–432.0 mm (5.82–17.00 in.)
	Paper weight	Uncoated	52–350 g/m^2	
		Coated	72–350 g/m^2	
	Stapling position	1 place, 2 places or 4 places		

Item	Specification				
Punch with Punch Unit	Paper size	Standard size	Maximum	A3: 279.4 x 431.8 mm. Tabloid: 11 x 17 in.	
			Minimum	2–hole punch or 3–hole punch	JIS B5

Item	Specification			
			4-hole punch	A4 paper: 210 x 297 mm 8.5 x 11 in.), up to 16000 sheets of paper
		Custom size	Height	203.0–297.0 mm (7.99–11.69 in.)
			Width	182.0–431.8 mm (7.16–17.0 in.)
	Paper weight	Uncoated		52–220 g/m²
		Coated		72–200 g/m²
	Number of Holes	Metric paper sizes: 2 or 4 holes US paper sizes: 2 or 3 holes		
		✎ **Note:** The number of punch holes you can choose depends on the paper size.		
Saddle Stitch / Bi-Fold	Capacity		Saddle Stitch	30 sheets
PR Booklet Maker Finisher			Bi-Fold	5 sheets
	✎ **Note:** The values are based on the Colortech+90 paper.			
	Paper size	Standard size	Maximum	A3: 330.2 x 482.6 mm.(13 x 19 in.)
			Minimum	JIS B5
		Custom size	Height	182.0–330.2 mm (7.16–13 in.)
		Uncoated	Width	257.0–488.0 mm (10.11–19.21 in.)
	Paper weight			60–350 g/m²
		Coated		2–350 g/m²

Staple Output Capacity

Paper weight, g/m²	Side Stitch				Saddle Stitch	
	A4 or smaller		Larger than A4			
	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages
52–59	100	35*	65	35*	30*	25*

Paper weight, g/m²	Side Stitch				Saddle Stitch	
	A4 or smaller		Larger than A4			
	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages	Staple Capacity Uncoated Pages	Staple Capacity Coated Pages
60–71					30	
72–80		35		35		25
81–90						
91–105	50	30	50	30	20	
106–128			45		15	
129–150	20	20	20	20	10	
151–176						
177–220					5	
221–256					4	
257–300	10	10	10	10	3	
301–350						

*Can be stapled; however, binding accuracy or paper-feed performance is not guaranteed.

Values in the table indicate the maximum number of sheets that can be stapled. Evaluations were made using the following paper types: 82 g/m², Colotech+: 200 g/m², 250 g/m², and 350 g/m².

Note:

- The printer determines paper type and paper weight based on paper information set for the job, not based on paper actually loaded in the tray.

- The printer determines the number of sheets for each job based on job information. When multiple feeds occur, stapling occurs even if the number of sheets fed exceeds the limit. If you feed more sheets than the limit, you can cause staple faults.

Production Ready Finishers

J

SquareFold® Trimmer Module

This appendix contains:

SquareFold® Trimmer Module Overview

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

💡 **Tip:** The SquareFold® Trimmer module is available only with a booklet maker finisher.

The SquareFold® Trimmer module is an optional finishing module that flattens the spine of a booklet and performs a face trim on the booklet.
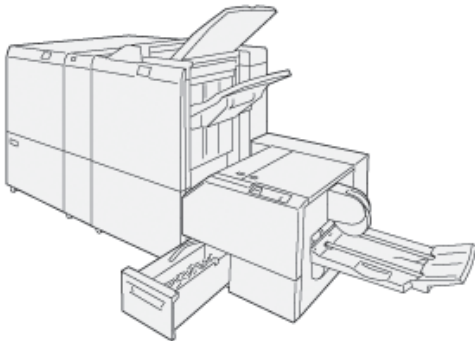
The SquareFold® Trimmer module:

- Receives the booklet from the booklet maker area of the finisher

- Flattens the booklet spine, which reduces the booklet thickness and gives the booklet the appearance of a perfect-bound book

- Trims and cuts away the face edge of the booklet, resulting in a neat finished edge

The booklet area of the finisher assembles and staples the booklet. The booklet enters the SquareFold® Trimmer module already assembled. To adjust the image of the original document and the image placement on the booklet page, make the adjustments at the print server.

SquareFold® Trimmer Components
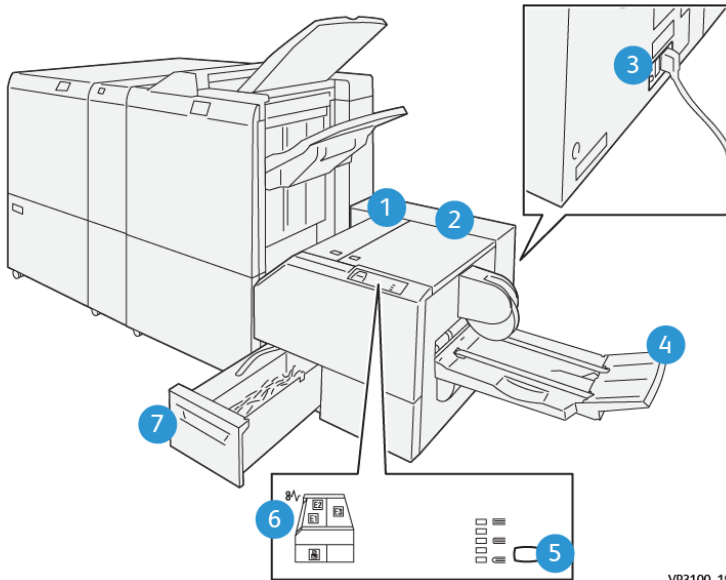
VP3100_192

Number	Component	Description
1	Left Cover *	To remove paper jams, open the left cover.
2	Right Cover *	To remove paper jams, open the right cover.
3	Circuit Breaker Switch on the rear of the module	If an electrical fault or a short circuit occurs, the printer powers off automatically.
4	Booklet Tray	The booklet tray receives 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 Error Indicators: quantity 3	When a paper jam occurs, the paper jam error indicator illuminates and remains lighted until you remove the jammed paper and clear the error.
7	Trimmer Waste Container	The waste container collects waste from the trimmer area of the module.

*You cannot open the covers during normal operation or when the printer is idle. You can open covers only when an indicator is illuminated and a jam or error occurs within the SquareFold® Trimmer module.

SquareFold® Trimmer Circuit Breaker

VP3100_193
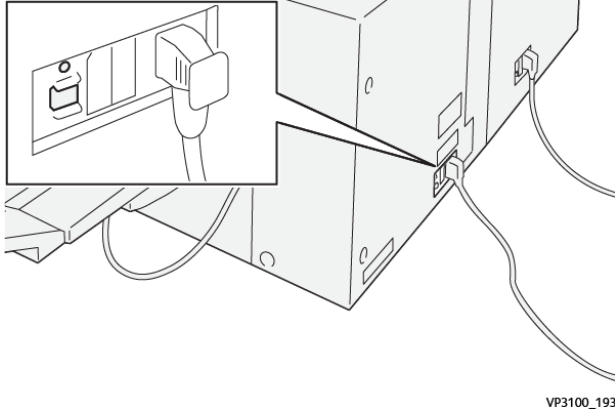
The circuit breaker is on the rear of the module. The circuit breaker is normally in the On position.

✎ **Note:** When an electrical interruption is detected, the circuit breaker powers off automatically and stops the electrical flow to the module. For electrical information, refer to the *Xerox®️ PrimeLink™️ C9065/C9070 Printer Safety Guide.*

Under normal operating conditions, do not touch the power switch. If the printer is relocated, move the circuit breaker to switch off power to the module.

Output Trays
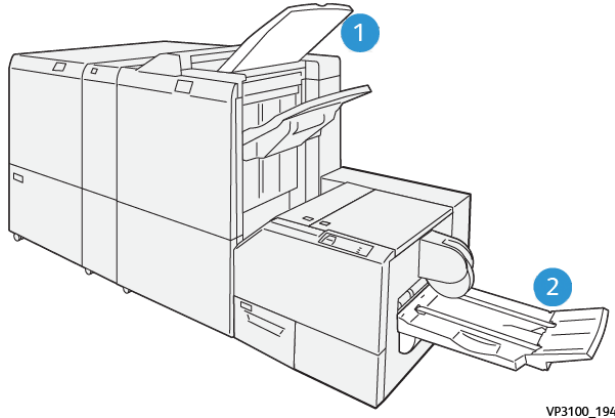
VP3100_194

1. Finisher Output Tray: The printer ejects unused, purged sheets to the finisher output tray.
2. Booklet Tray: The printer delivers bi-fold and trim or square-fold jobs to the booklet tray only.

Control Panel

VP3100_195

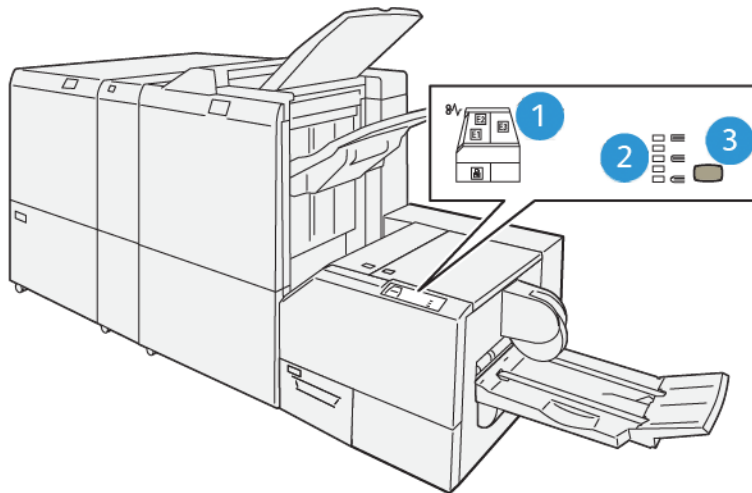| Number	Description
1	Error indicators: The error indicators illuminate when an error or jam occurs in a particular area of the SquareFold® Trimmer module. When the trimmer waste container is pulled out, or when the container is full, the lower indicator with the lock icon illuminates. Note: If E1, E2, or E3 illuminates, you can open the left and right covers, then clear the error or jam. Otherwise, during normal operation, or when the printer is idle, you cannot open the covers.
2	Select the appropriate square fold setting. For more information, refer to item 3 in this table.
3	To adjust the shape of the square-fold book spine setting, press the spine shape adjustment button.

SquareFold® Trimmer Paper Path
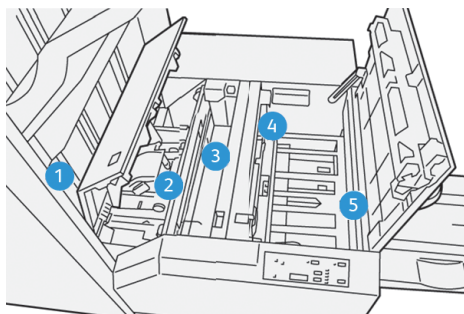
Number	Description
1	The booklet leaves the booklet area of the finisher, then enters the SquareFold® Trimmer module. The booklet-exit sensor inside the SquareFold® Trimmer module detects the leading-edge spine of the booklet, then moves the booklet to the square-fold area.
2	When the booklet spine reaches the square-fold area, the booklet is clamped, then the square-folding operation begins.

SquareFold® Trimmer Module

Number	Description
3	After the SquareFold® Trimmer module flattens the booklet, the spine is squared according to the square-fold setting indicated on the control panel.
4	After the SquareFold® Trimmer module flattens the booklet and squares the spine, the booklet moves to the trimmer area. • Based on the finished booklet size, the booklet moves until the trailing edge reaches the trimmer cutter. • Based on the finished booklet size that you entered for the trimmer mode setting, the device trims the trailing edge.
5	The booklet moves to the exit area, then moves to the booklet tray.

🖉 **Note:** Due to static electricity, booklets exiting the SquareFold® Trimmer module can contain trim remnants or paper scraps from the previous trimmed booklet. The buildup of paper scraps is normal.

- Check for paper scraps throughout the booklet.

- Remove and discard the trim remnants and paper scraps.

SquareFold® and Trim Features

SquareFold® 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 select and access the Square Fold feature from the print driver, the printer control panel, or from the print server.

✏ **Note:** Within this user guide, the term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

SquareFold® Adjustment Settings

Based on your preferences, enable or disable the Square Fold feature. With this feature enabled, you have five options, depending on your requirements for the finished booklet job.

✏ **Note:** Before you print large jobs, print one or more test prints.
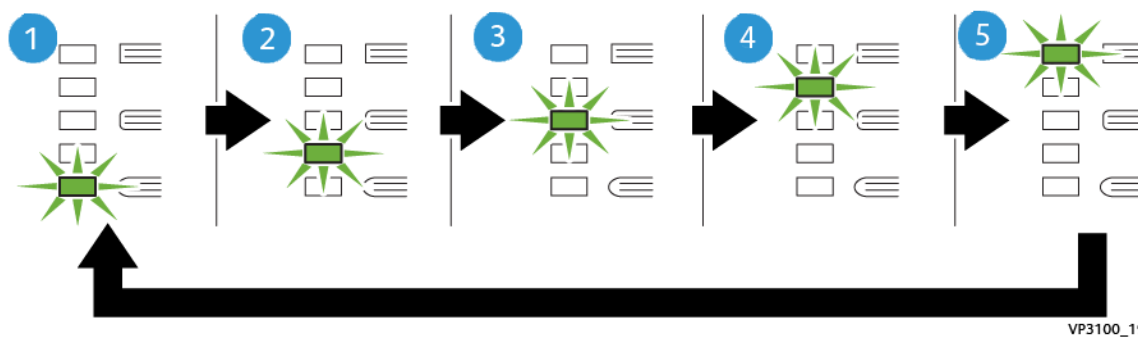
VP3100_196

Number	Description
1	When a finished booklet is five or fewer pages, and is on lightweight paper of 100 g/m^2, select the **2/Lower/Low 2** feature. The least amount of pressure that can be applied to the booklet is -2.
2	When you want less pressure applied to the spine of a booklet, select the **1/Low/Low 1** setting.
3	For most jobs, select the **Auto/Normal** setting. Auto/Normal is the default setting.
4	When you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting, select the **+1/High/High 1** setting.
5	When you want the most amount of pressure applied to the spine of a booklet, select the **+2/Higher/High 2** setting. The more pressure that is applied, the more square the booklet spine becomes.

Booklet Example

The following illustration shows two different booklet types:

1. Booklet 1 is not square-folded. The spine has a rounded, thicker appearance.

2. Booklet 2 is square-folded. The booklet spine is flattened and squared, which gives a perfect-bound book appearance.

Trim Feature

Access the trim feature from your computer print driver, the printer control panel, or from the print server.

Trim Options

When using the trim options, always consider the following:

- When booklets exit the SquareFold® Trimmer module, the booklets 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.

- When you select the trim feature, you can adjust the trim setting in 0.1 mm (0.0039 in.) increments. The incremental settings depend on your requirements for the finished booklet job.

The trim options include the following:

- Trimming On/Off: The Trimming feature has two positions: On and Off . The default setting is Off.

- Cut to Size: To decrease or increase the trimmer settings, use the **Left/Right Arrow** buttons. Adjustments are made in 0.1 mm (0.0039 in.) increments.

When you select a trim setting, the trim amount is based on two factors:

- The number of sheets in the finished booklet
- The finished booklet width size

> 🖉 **Note:** Experiment with various settings to determine the best selections for your job. For the best booklet output, print one or more test pages before you print larger jobs.

> 🖉 **Note:** You cannot adjust Trim settings to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of material from the booklet edge. Adjustments less than 2 mm can produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

Trim Guidelines

The following table shows various scenarios that use different paper weights, media types, and trim-setting selections. Use the table as a guideline when selecting a trim setting for your job.

✎ **Note:** The settings shown in the table serve as examples and do not represent every possible job scenario.

Scenario Number	Paper Size	Finished Booklet Size	Paper Weight (g/m^2)	Approximate Trim Setting	Number of Pages in the 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^2	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^2	125 mm (4.92 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^2	135 mm (5.31 in.)	10
4	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	75 g/m^2	125 mm (4.92 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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	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^2	210 mm (8.26 in.)	14

SquareFold® Trimmer Maintenance

Emptying the SquareFold® Trimmer Waste Container

When the waste container is full, an indicator illuminates on the SquareFold® trimmer module, and a message appears on the printer control panel. 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 you emptied the waste container.
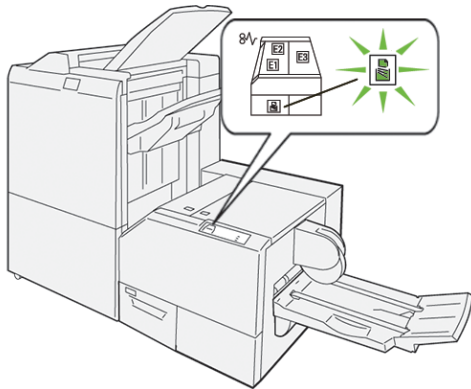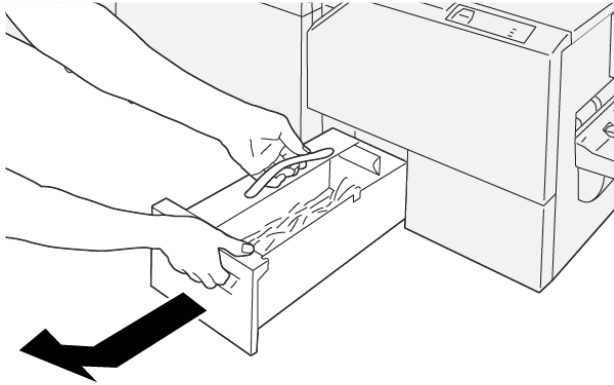

To empty the trimmer waste container, perform the following steps.

1. Ensure that the printer is powered on, but is not printing a job. Slowly, pull out, but do not remove, the trimmer waste container.
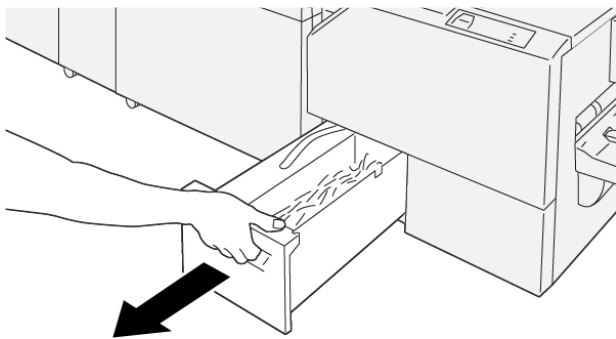

VP3100_199

2. On the waste container, grasp the belt and the end of the container. Remove the waste container from the trimmer.
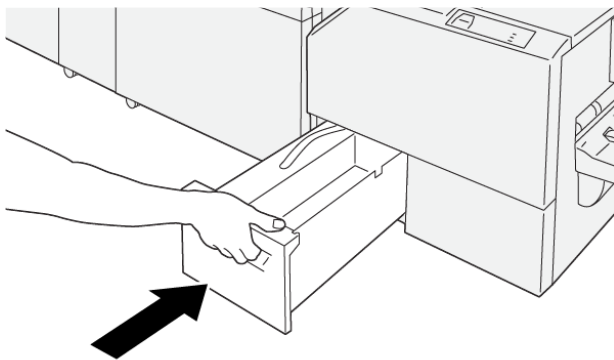

VP3100_200

3. Discard all waste and paper scraps.

    🖉 **Note:** To avoid a printer malfunction, ensure that the waste container is empty. If you let waste or paper scraps remain in the container, the container becomes full before a message appears on the control panel. If the container becomes full before a message appears, the printer malfunctions.
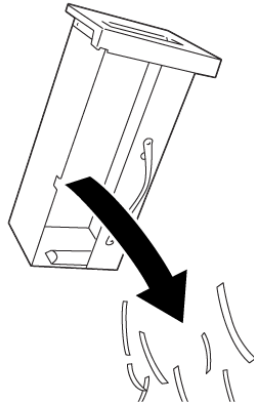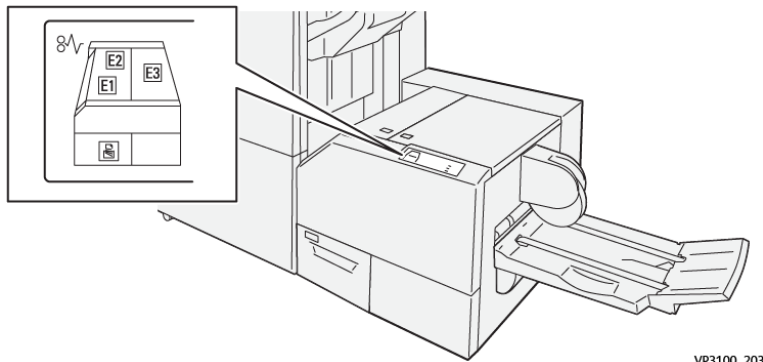

VP3100_201

4. Reinsert the empty waste container in the trimmer, then slowly push in the container until it stops.

VP3100_202

SquareFold® Trimmer Troubleshooting

Paper Jams in the SquareFold® Trimmer

VP3100_203

When faults occur, such as a paper jam, open doors or covers, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.

- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.

- Paper jams occur in multiple areas of the printer and in any optional modules 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 on an optional module, the module control panel displays an indicator that shows the location of the fault.

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.

- Before you resume print jobs, clear all paper jams.

- 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 any small, torn pieces of paper.

- Gently remove torn paper. Ensure that you remove all torn pieces of paper.

- After you remove all paper jams, close all the doors and covers. The printer cannot print when doors or covers are open.

- 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 control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.
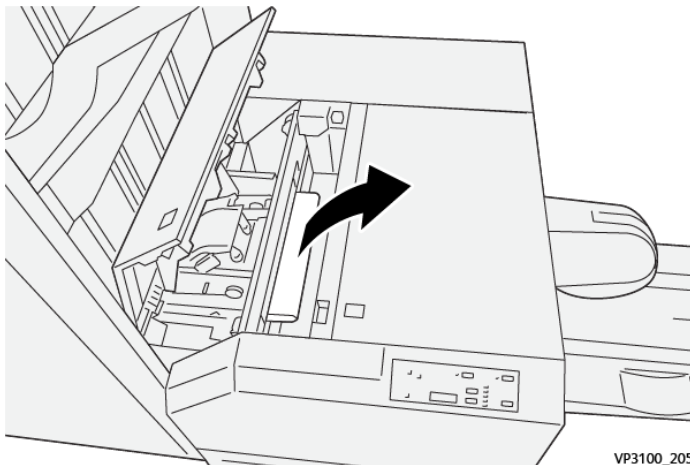
Clearing Paper Jams from SquareFold® Trimmer Areas E1 and E2

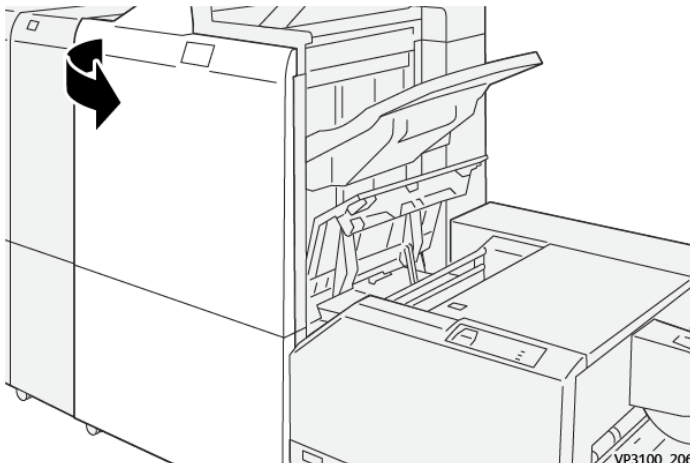✎ **Note:** Before you perform the procedure, ensure that the printer is not printing.

1. To open the left cover of trimmer module, press the button on the cover.
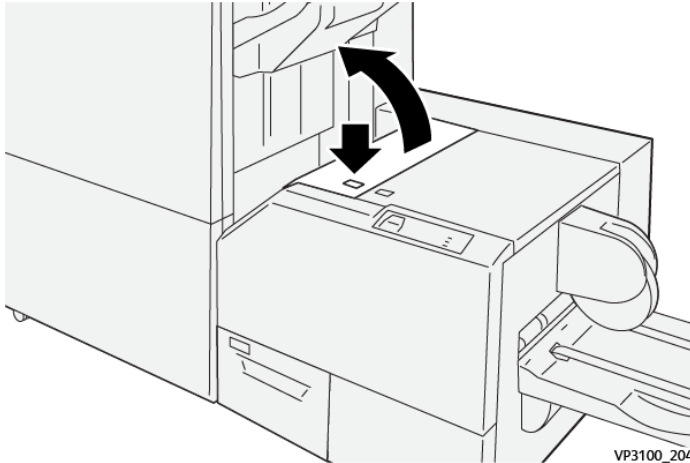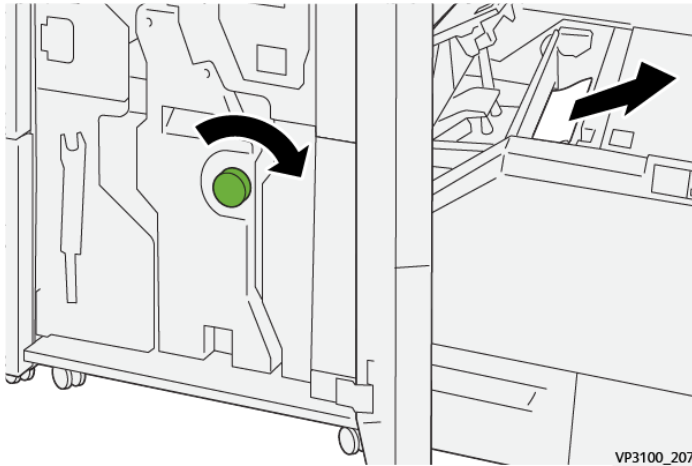

2. Remove the jammed paper.

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.

VP3100_207

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

6. Close the left cover of the trimmer module.

7. If a paper jam error message appears on the control panel, follow the onscreen instructions to clear the jam.

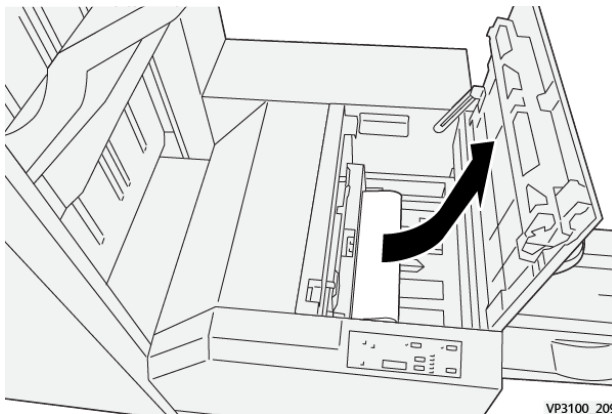## Clearing Paper Jams from SquareFold® Trimmer Area E3

📝 **Note:** Before you perform this procedure, ensure that the printer is idle and not printing an active job.

1. To open the right cover of the trimmer module, press the button on the cover.

VP3100_208

2. Remove the jammed paper.

VP3100_209
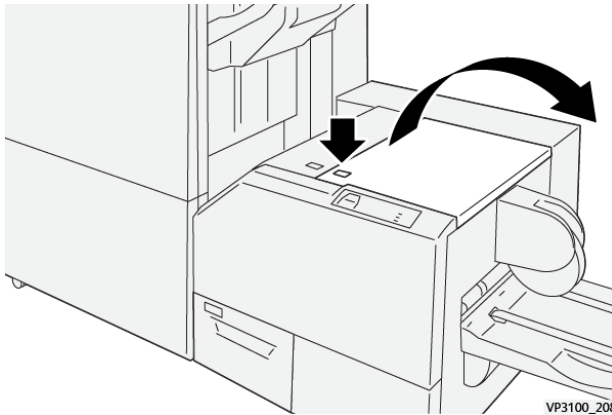
3. Close the right cover of the trimmer module.

4. If a printer control panel message indicates that there are more paper jams, to clear the jam, follow the onscreen instructions.

Error Messages for the SquareFold® Trimmer

When an error occurs such as a paper jam, open door or cover, or a malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code in the error message shows which error indicator appeared on the SquareFold® Trimmer control panel.

Fault Code Information for the SquareFold® Trimmer

When errors occur such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code in the error message shows which error indicator appeared on the SquareFold® Trimmer control panel.

Guidelines for Using the SquareFold® Trimmer Module

Full-Page Images on Booklets

Ensure that the finished booklet size accommodates any full-page images so that when the booklet is trimmed, the images are not truncated.

The following are examples of a booklet with preprinted front and back covers with a full-page image, printed on different paper sizes:

1. Booklet 1 is printed on B4 250 x 353 mm (8.5 x 14 in.) paper: The trimmed front cover accommodates the entire full-page image.

2. Booklet 2 is printed on A4 210 x 297 mm (8.5 x 11 in.) paper: After trimming the front cover, the full-page image is truncated.

Booklet Considerations

Before you print any booklet, consider the following:

- Where to place images on the original document. If the images are not centered, do you have to shift the images to ensure that they fit on the finished booklet?

- What is the appropriate size of the finished booklet?

- Does the booklet contain full-page images?

- Are you using preprinted covers with full-page images?

- Are you trimming the booklet?

Considerations for Obtaining the Appropriate Booklet Output

Follow these tips to ensure that you get the appropriate output:

- Before you run a larger output quantity, always print one or more test pages of your job.

- Review your test pages for truncated images and text.

- If necessary, to shift images or text, use the settings in the print driver. For more information, refer to your print driver help.

🖉   **Note:** It can take one or more test prints before you achieve the required output.

SquareFold® Trimmer Specifications

Item	Specifications
Paper size	Maximum: 330 x 457 mm (13 x 18 in.) Minimum SEF: 216 x 270 mm (8.5 x 11 in.)
Trim capacity	• A booklet contains 5–20 sheets or up to 80 imaged sides of 90 g/m^2 (24 lb.) paper • A booklet contains 5–25 sheets or up to 100 imaged sides of 80 g/m^2 (200 lb.) paper
Trim size	2–20 mm (0.078–0.78 in.), adjustable in 0.1 mm (0.003 in.) increments
Paper weights	64–300 g/m^2 uncoated paper or 106–300 g/m^2 coated paper; 16 lb. Bond or 90 lb. Cover paper