

Canon

Operating Information

imagePRESS C7010VPS C6010VPS C6010S

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Chapter 1

Preface

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Notes for the reader

Introduction

This manual helps you to use the imagePRESS C7010VPS C6010VPS C6010S. The manual contains a description of the product and guidelines to use and operate the imagePRESS C7010VPS C6010VPS C6010S.

Definition

Attention-Getters

Parts of this manual require your special attention. These parts can provide the following:

- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Symbols used in this manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

Overview of the attention-getters

Word	Icon	Indicates
WARNING		Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION		Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT		Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and to avoid damaging the machine or property.
NOTE		Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.

Word	Icon	Indicates
		Indicates an operation that must not be performed. Read these items carefully and make sure not to perform the described operations.

Available documentation

For the imagePRESS C7010VPS C6010VPS C6010S is the following information available.

- Operating information
- Operating information for finishers
- Operator's Maintenance Manual (English only)
- Safety Instructions for the printer
- Safety Information for the controller
- Material Safety Data Sheets.

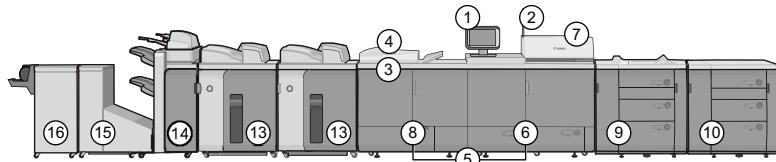
Chapter 2

Main parts

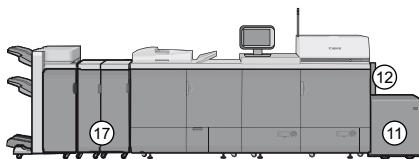
Overview of the machine configuration

Introduction

The following figures display two example configurations.



[6] Mass production configuration



[7] Space saving configuration

The next section describes all available modules and options.

Main unit

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors.
2	Operator attention light	The operator attention light enables you to check the status of the system from a distance.
3	Color scanner and original cover (Color Image Reader-H1 and Platen Cover Type-K) Optional	The color scanner is used to copy and scan black & white and colored originals. The original cover holds down the original to the glass plate of the color scanner.

	Component	Function
4	Automatic Document Feeder (Feeder DADF-R1) Optional	The automatic document feeder is used to copy and scan sets of 1-sided and 2-sided documents.
5	Main unit	<p>The main unit contains the components that print the media. Access to the main unit is only required when a paper jam occurs or when maintenance is required.</p> <p>The main unit consists of the following main parts.</p> <ul style="list-style-type: none"> ■ Imaging unit (right-side) (Marking unit) ■ Fusing unit (left-side) (Fixing unit) ■ Power supply unit
6	Integrated paper trays	The engine module contains paper trays that contain the media that will be printed.
7	Toner compartment cover	Gives access to the toner bottles.
8	Waste toner tray	Gives access to the waste toner container.



NOTE

The spectrophotometer for calibration is not illustrated.

Optional paper modules

Input options

	Component	Function
9	Left-hand paper module (POD Deck-A1)	The additional paper module has paper trays that contain the media that will be printed.
10	Right-hand paper module (Secondary POD-Deck-A1)	You can add a secondary paper module to increase the media input capacity.

	Component	Function
11	Bulk paper module (Paper Deck-AC1)	The bulk paper module contains the media that will be printed. The bulk paper module contains 1 media type.
12	Special feeder (Stack Bypass-A1)	The special feeder is used to feed media manually.
-	Tab feeder (Tab Feeding Attachment-C1)	The tab feeder is used to load tab paper into the paper trays.

Optional finishing equipment

Output options

	Component	Function
13	Stacker (High Capacity Stacker-C1) Optional, maximum 2.	The stacker adds output capacity to your system. The stacker can not staple the jobs.
14	Stacker/stapler, optional inserter and optional integrated punch unit (Finisher-AJ1 or Saddle Finisher-AJ2 with Document Insertion Unit-C1 and Puncher Unit-BC1/BD1)	The stacker/stapler offers the following functionality. <ul style="list-style-type: none"> ■ Stack prints ■ Staple prints ■ Create stapled booklets ■ Punch prints With the optional inserter you can add preprinted covers to the booklet and sets.
15	Trimmer (Booklet Trimmer-D1)	The trimmer trims the long edge of a booklet.
16	Two-knife trimmer (Two-Knife Trimmer-A1)	The two-knife trimmer trims the short edges of a booklet.
17	Puncher (Professional Puncher-B1 and Professional Puncher Integration Unit-A1)	The Professional Puncher-B1 punches several types of holes. The Professional Puncher Integration Unit-A1 reverses the paper punched by the Professional Puncher-B1.



NOTE

Please refer to the operating information that comes with the optional finish equipment.

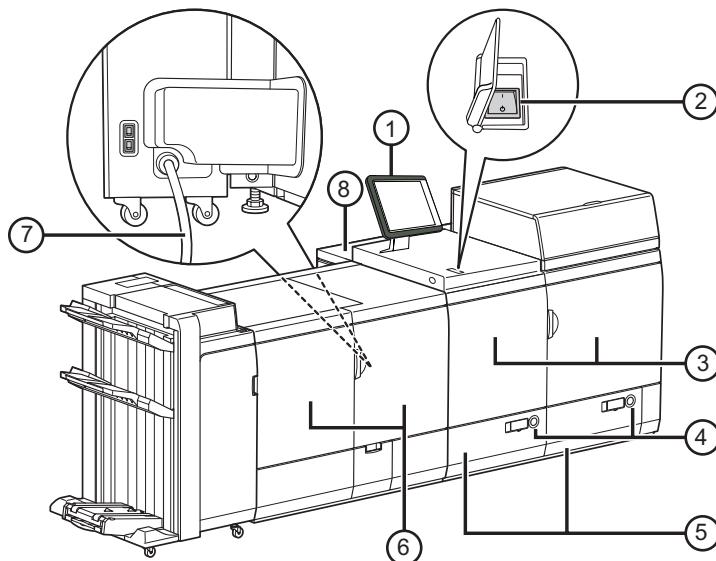
- The operator panel, on page 36
- The operator attention light, on page 40
- The color scanner (optional), on page 35
- The automatic document feeder - ADF (optional), on page 33
- The main unit, on page 20
- The paper modules, on page 24
- The tab feeder (optional), on page 29

The main unit

Introduction

This section describes and shows the main parts of the main unit.

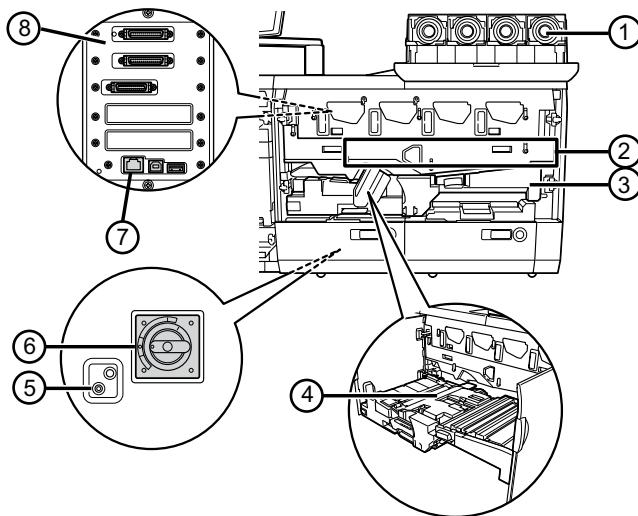
External view



	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors.
2	Main power switch of the main unit	Press to the "I" side to turn the power ON.
3	Imaging unit (Marking unit)	Gives access to the imaging unit to clear paper jams.
4	Open buttons	Press to open the paper tray when you need to load paper or check for a paper jam.
5	Integrated paper trays	Contain the media that will be printed.

	Component	Function
6	Fusing unit (Fixing unit)	The engine module contains paper trays that contain the media that will be printed.
7	Power cord	Supplies the power from AC outlet to the main unit and ADF.
8	Power supply unit	Provides the power to the imaging unit and fusing unit.

Internal view: the imaging unit (marking unit)

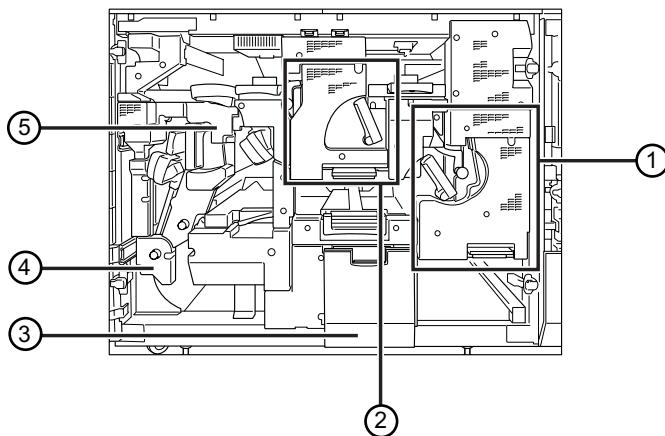


Main parts of the imaging unit (marking unit)

	Component	Function
1	Toner unit	Gives access to the toner bottles.
2	Intermediate transfer belt	Transfers the toner to the paper.
3	Feeding unit	Receives paper and can be opened to remove jammed paper.
4	Skew correction roller	Compensates paper skewing or dispersion of side edge.
5	Test button	Located on the back side of the power supply unit. Press this button to periodically test the circuit breaker.

	Component	Function
6	Breaker	Located on the back side of the power supply unit. Detects excess current or leakage current.
7	LAN Port	Located on the side of the power supply unit. This port supports 100/10BASE-T. The LAN port is the communication port to the PRISMAsync controller. The USB ports are not used.
8	Data ports	Use these ports to connect the printer to the PRISMAsync controller.

Internal view: the fusing unit (fixing unit)



Main parts of the fusing unit (fixing unit)

	Component	Function
1	Primary fixing assembly	Fixes toner that has transferred to paper. Pull out the primary fixing unit to clear a paper jam inside the assembly
2	Secondary fixing assembly	Fixes toner securely for some paper types. Pull out the secondary fixing unit to clear a paper jam inside the assembly.
3	Waste toner container tray	Pull out this tray to replace waste toner container.

	Component	Function
4	Reverse unit	Reverses paper and returns it to the marking engine for two-sided printing. Pull out the delivery/reverse unit to clear a paper jam inside the unit.
5	Decurler unit	Corrects the paper curl caused by heat. Pull out this unit to clear a paper jam inside the unit.

- Overview of the machine configuration, on page 16

The paper modules

Introduction

This section describes the parts and specifications of the available paper modules.

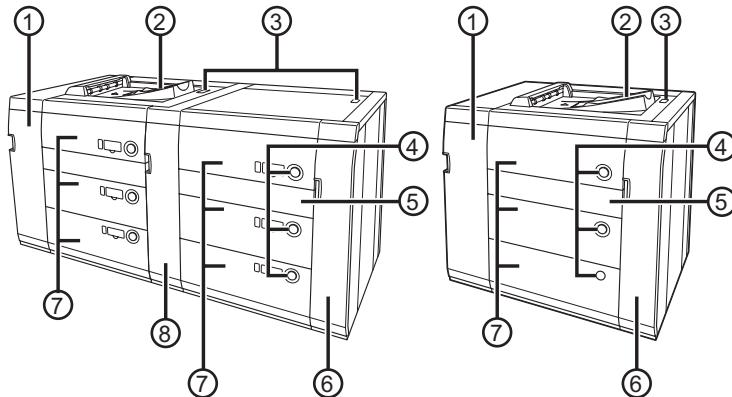
Integrated paper trays

The printer contains 2 integrated paper trays.

Specification	Value
Capacity	2 x 1000 sheets (80 gsm / 22 lb. Bond)
Paper weight	60 - 325 gsm / 16 lb. Bond - 120 lb. Cover
Paper feed technology	<ul style="list-style-type: none">■ Suction feed■ Air separation
Features	<ul style="list-style-type: none">■ Paper -level detection (visual)■ Automatic tray opening■ Double sheet detection

External paper modules

Optionally, you can extend the printer with up to 2 external paper modules.



Parts of the paper module

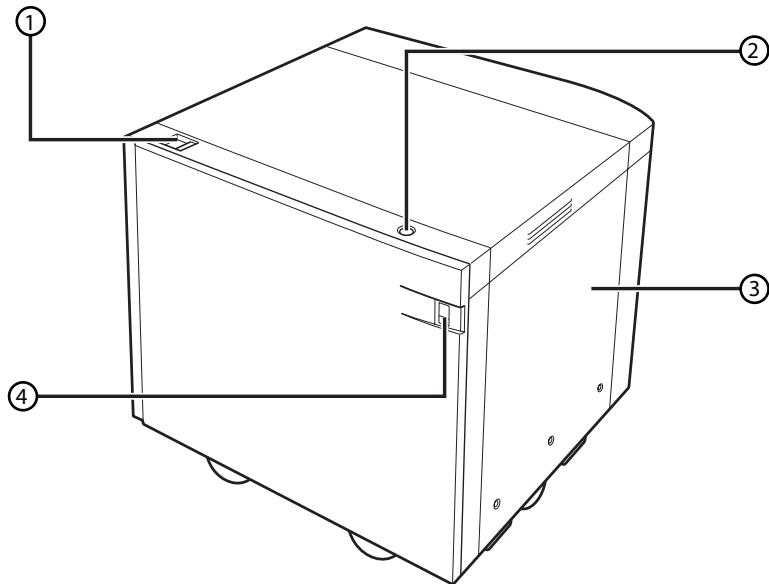
	Component	Function
1	Front Cover (Buffer Pass)	Open this cover to remove jammed paper
2	Escape tray	Receives detected double sheets to avoid paper jams
3	Main power switch (POD Deck-A1 and Secondary POD-Deck-A1)	Press to the "I" side to turn ON the finisher
4	Open button	Press to open the paper tray when you need to load paper or check for a paper jam
5	Horizontal pass cover	Gives access to jammed paper
6	Front right cover	Gives access to jammed paper
7	Paper trays	Contains the media that will be printed
8	Tandem pass cover	Gives access to jammed paper

Specification	Value
Description	Optional 3-tray paper module; up to 2 paper modules can be installed
Paper trays	2 x 1000 sheets, 1 x 2000 sheets (80 gsm / 22 lb. Bond)
Maximum paper capacity	8000 sheets (2 paper modules)

Specification	Value
Dimensions (WxDxH)	Left-hand paper module: 982 x 792 x 1095 mm / 38.66" x 31.18" x 43.11" Right-hand paper module: 811 x 792 x 1095 mm / 32" x 31.18" x 43.11"
Weight	250 kg / 551 lbs per paper module
Power requirement	EUR: POD Deck-A1: 220-240 V AC, 50/60 Hz, 6 A Secondary POD Deck-A1: From POD Deck-A1 (200-240 V AC, 50/60 Hz, 2.8 A) US: POD Deck-A1: 200-208 V AC, 50/60 Hz, 6 A Secondary POD Deck-A1: From POD Deck-A1 (200-240 V AC, 50/60 Hz, 2.8 A)
Power consumption	EUR: POD Deck-A1 only: 850 W maximum POD Deck-A1 + Secondary POD Deck-A1: 1,500 W maximum US: POD Deck-A1 only: 750 W maximum POD Deck-A1 + Secondary POD Deck-A1: 1,380 W maximum
Paper feed technology	<ul style="list-style-type: none"> ■ Suction feed ■ Air separation
Features	<ul style="list-style-type: none"> ■ Paper -level detection (visual) ■ Automatic tray opening ■ Escape tray For automatic shoot out of sheets in case of double-sheet feeding

Bulk paper module

Optionally, you can extend the printer with a bulk paper module with a capacity of 3,500 sheets.



Parts of the bulk paper module

	Component	Function
1	Release button	Detaches the bulk paper module from the main unit when pressed.
2	Open button	Opens the paper tray to load media or check for a paper jam.
3	Paper tray	Contains the media that will be printed
4	Paper supply indicator	Enables you to check the amount of paper remaining in the paper tray.

Specification	Value
Description	Optional single-tray paper module
Paper trays	1 x 3500 sheets (80 gsm / 22 lb. Bond)
Paper weight	64 - 300 gsm / 17 lb. Bond - 110 lb. Cover
Paper size	A4, A4-R, A3, SRA3, B5, B4, LTR, LTR-R, LGL, Ledger, 12" x 18" / 304.8 x 457.2 mm, 13" x 19" / 330.2 x 482.6 No custom sizes supported
Dimensions (WxDxH)	601 x 621 x 570 mm / 23.66" x 24.45" x 22.44"
Weight	51 kg / 112 lbs

Specification	Value
Power consumption	From main engine
Paper feed technology	<ul style="list-style-type: none">■ Friction feed■ Air separation
Features	<ul style="list-style-type: none">■ Automatic tray opening

Total capacity

Total capacity including the external paper modules

Paper modules	Total number of sheets
Internal paper trays only	2,000 sheets
With 1 external paper module	6,000 sheets
With 2 external paper modules	10,000 sheets

Total capacity including the bulk paper module

Paper modules	Total number of sheets
Internal paper trays only	2,000 sheets
With 1 external bulk paper module	5,500 sheets

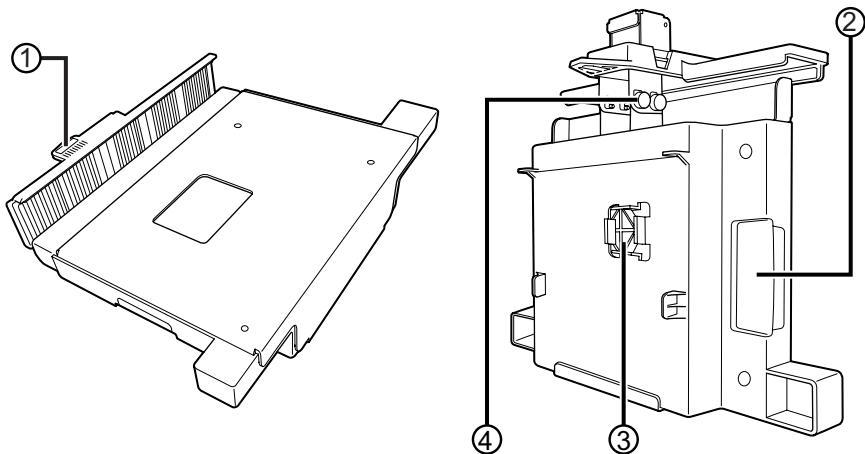
■ Overview of the machine configuration, on page 16

The tab feeder (optional)

Introduction

The tab feeder is needed to feed tabs via a paper tray.

Tab feeder



Parts of the tab feeder

	Component	Function
1	Paper holder	The paper holder constrains the tab paper downwards.
2	Handle	Grip this handle to install the tab feeding attachment in the paper trays.
3	Location fix frame	Embed the location fix frame in the hole of the lifter to fix the tab feeding attachment to the paper deck.
4	Paper size change screw	Use this screw to change the tab paper size to A4 or LTR.

Specifications of the tab feeder

Item	Value
Description	Needed for reliable tab feeding. One kit is needed per paper tray to support tab feeding
Option for	The paper modules of the main unit and the optional POD Deck-A1/Secondary POD Deck-A1

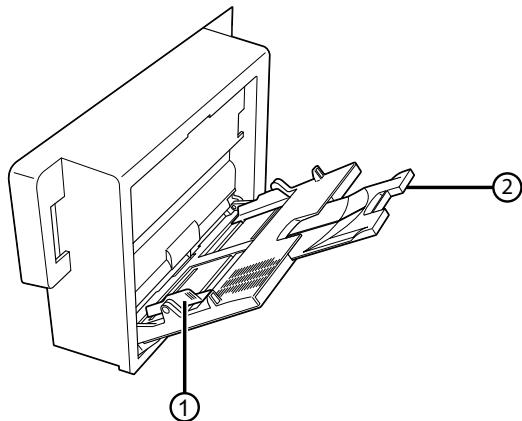
- Overview of the machine configuration, on page 16
- Load tabs via the tab feeder (optional), on page 262

The special feeder (optional)

Introduction

You can use the special feeder to feed media to print on manually.

The special feeder (optional)



Parts of the special feeder

	Component	Function
1	Slide guides	Enables you to match the size of the paper.
2	Auxiliary tray	Enables you to guide paper with large sizes.

Specification	Value
Maximum paper capacity	100 sheets (80 gsm / 22 lb. Bond)
Paper weight	64 - 256 gsm / 17 lb. Bond - 95 lb. Cover
Paper size	A ₃ -R, A ₄ -R, A ₄ , B ₄ -R, B ₅ -R, B ₅ , A ₅ -R, A ₅ , SRA ₃ , 11"×17", LGLS, LTRL, LTRS, STMTS, 12"×18", 13"×19", Exec Custom sizes: 139.7 x 182 mm - 330.2 x 487.7 mm / 5.5" x 7.17" - 13" x 19.2"

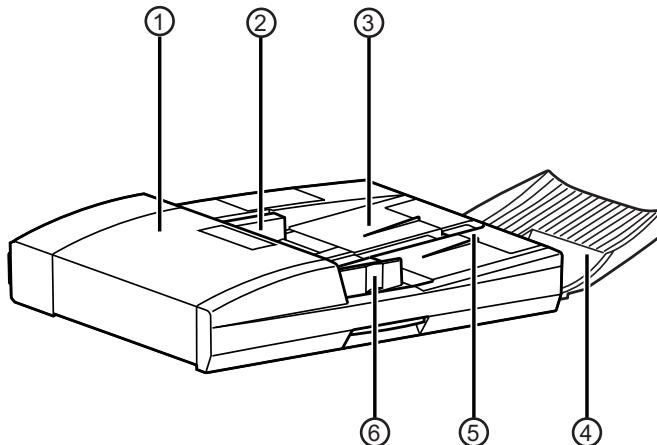
Specification	Value
Notes	<ul style="list-style-type: none">■ Feed coated paper one sheet at a time. Loading several sheets together may cause paper jams.■ Not available in combination with external paper module.

The automatic document feeder - ADF (optional)

Introduction

This section describes the part of the Automatic Document Feeder (ADF).

The automatic document feeder (ADF)



	Component	Function
1	Feeder cover	Open this cover to clear a paper jam.
2	Original set indicator	Lights when originals are placed in the original supply tray.
3	Original supply tray	Place originals face up here for automatic document feeding.
4	Original output tray	Receives scanned originals in the order that they are fed.
5	SADF tray	Single Automatic Document Feeder Tray. To feed heavy or lightweight originals one by one, face down.
6	Slide guides	Adjust the slide guides to match the width of the original.

Specifications of the ADF

Specification	Value
Description	Duplex document feeder for 1- or 2-sided originals
Capacity	100 originals (80 gsm/22 lb. Bond)
Original size	<ul style="list-style-type: none"> ■ A3, B4, A4, A4R, B5, B5R, A5 or Foolscap A5 originals cannot be placed horizontally (A5R). ■ 11" x 17", LGL, LTR, LTRR, STMT, or 8" x 13" STMT originals cannot be placed horizontally (STMTR). ■ Custom sizes: 139.7 x 182 mm to 630 x 297 mm / 5.5" x 7.17" to 24.80" x 11.69"
Original paper weight	A5 / STMT / A4 / LTR 1-sided, 1-sided / 2-sided: 216 gsm / 80 lb. Cover A3 / 11" x 17" 1-sided: 216 gsm / 80 lb. Cover A3 / 11" x 17" 2-sided: 200 gsm/110 lb. Index
Dimensions (WxDxH)	646 x 570 x 143 mm / 25.43" x 22.44" x 5.63"
Power consumption	From main engine
Weight unit	22.0 kg / 49 lbs
Option for	Scanner

The color scanner (optional)

Introduction

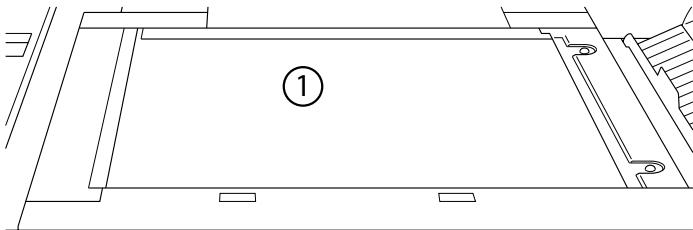
You can use the color scanner to scan bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. If the color scanner is attached, the optional ADF or Platen Cover Type K is required.



IMPORTANT

When you use the glass plate to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder or glass plate cover.

Color scanner (optional)



	Component	Function
1	Glass plate	Scan bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

The operator panel

Introduction

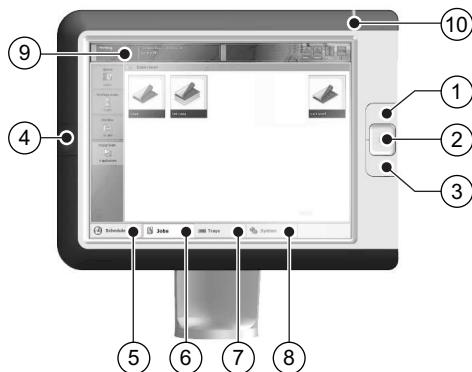
The operator panel helps you to carry out print jobs, copy jobs and scan jobs. This section describes the main components of the operator panel.



NOTE

You can clean the screen of the operator panel with a 50% mix of water and isopropyl alcohol (K2). Use a lint-free cloth. Always put the cleaner onto the cloth and not directly on the screen.

Illustration



[17] The operator panel

The components of the operator panel

The components of the operator panel

Component	Function
1 Sleep mode key	Depending on whether the printer is currently active or in the sleep mode: <ul style="list-style-type: none"> ■ Put the machine into the sleep mode, or ■ Wake up the machine from the sleep mode. ■ Shut down the printer and controller.
2 Stop key	Stop the printer. <ul style="list-style-type: none"> ■ After a set, or ■ As soon as possible

	Component	Function
3	Paper tray key	<p>Get immediate and always access to the 'Trays' section on the operator panel to do the following, for example:</p> <ul style="list-style-type: none"> ■ Check the content of all paper trays. ■ Load a new media type into a paper tray. ■ Change the media type which is available in one of the paper trays.
4	USB port	<p>Insert a spectrophotometer into the USB port to:</p> <ul style="list-style-type: none"> ■ Calibrate the printer and controller.
5	'Schedule' button	<p>Access the 'Schedule' view to manage the jobs in the schedule.</p>
6	'Jobs' button	<p>Access all functions to print, copy and scan your documents.</p> <ul style="list-style-type: none"> ■ Manage or change the settings of jobs in the lists of 'Waiting jobs', 'Scheduled jobs' and 'Printed jobs'. ■ Carry out copy jobs and scan jobs.
7	'Trays' button	<p>Access the 'Trays' view on the operator panel to do the following, for example:</p> <ul style="list-style-type: none"> ■ Check the content of all paper trays. ■ Load a new media type into a paper tray, or ■ Change the media type which is available in one of the paper trays.

	Component	Function
8	'System' button	<p>Access the 'System' view to do the following, for example:</p> <ul style="list-style-type: none"> ■ Check the status of the toner, staples and other supplies. ■ Read the counters. ■ Start maintenance. ■ Set up the preferred workflows. ■ Change a number of default system settings. ■ Adjust the brightness and contrast of the LCD panel. ■ Shut down the printer. ■ View the content of the Media catalogue or add temporary media to the Media catalogue. ■ Start maintenance, calibration and media registration
9	Dashboard	<p>The dashboard displays information about the system status such as:</p> <ul style="list-style-type: none"> ■ Information about the current printing process. ■ Information about operator intervention that is required soon. ■ Information about errors. ■ Information about the status of the toner reservoir and staple cartridges. ■ Continue the job when the status is 'On hold'.

Component	Function
10 Status LED	<p>Displays the status of the system.</p> <ul style="list-style-type: none"> ■ Red The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now. ■ Orange The machine will stop soon, for example because more paper is required. Operator attention is required soon. The orange light illuminates when the machine reaches the warning time. The warning time is a time you can set to determine when the orange light must illuminate. You can set the warning time in the 'System' view of the operator panel. ■ Green The machine is busy printing. The machine can print longer than the set warning time. Operator attention is not required. ■ No color. The machine is idle. There are no jobs scheduled for printing.

- [Stop the printer, on page 123](#)
- [Introduction to the Schedule view, on page 129](#)
- [Overview of the machine configuration, on page 16](#)
- [The operator attention light, on page 40](#)

The operator attention light

Introduction

The operator attention light on top of the printer helps you to monitor the status of the printer from a distance. The colors of the lights match the printer status that the dashboard displays.

Illustration



[18] The operator attention light

Status colors

The status colors of the operator attention light

Color	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.

Color	Description
Orange	<p>The machine will stop soon, for example because more paper is required.</p> <p>Operator attention is required soon.</p> <p>The orange light illuminates when the machine reaches the warning time. The warning time is a time you can set to determine when the orange light must illuminate. You can set the warning time in the 'System' section of the operator panel.</p> <p>By factory default, the warning time is set to 10 minutes. So 10 minutes before operator attention is required, the orange light will illuminate.</p>
Green	<p>The machine is busy printing. The machine can print longer than the set warning time.</p> <p>Operator attention is not required.</p>
All lights off	The machine is idle. There are no jobs scheduled for printing.

- Overview of the machine configuration, on page 16

Finishing options

The following optional finishing options are described in separate manuals.

- High Capacity Stacker-C₁
- Booklet Trimmer-D₁
- Two-Knife Booklet Trimmer-A₁

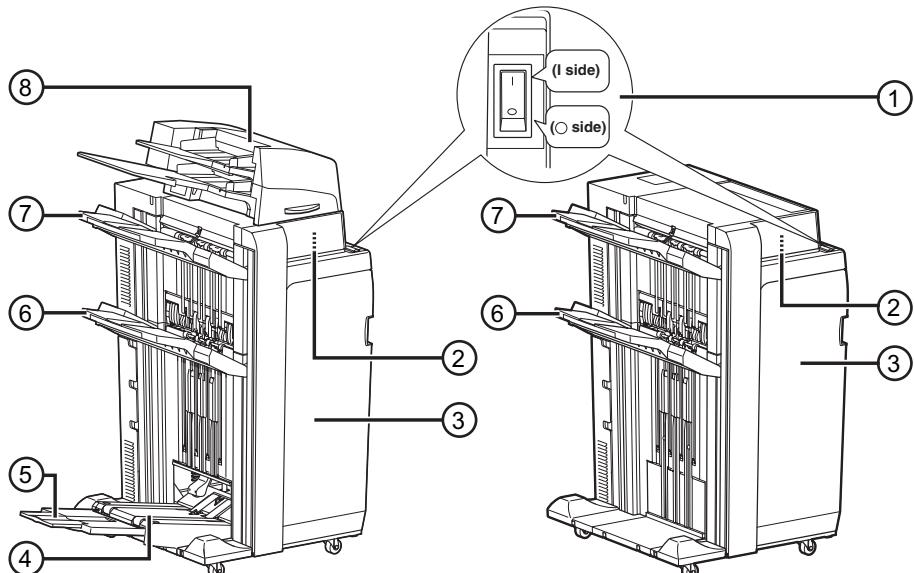
The Finisher-AJ₁/Saddle Finisher-AJ₂/Puncher Unit-BC₁/BD₁/Document Insertion Unit-C₁ is described in this manual.

The stacker/stapler, optional inserter and optional integrated punch unit

Introduction

With the Finisher-AJ1 and Saddle Finisher-AJ2 you can stack and staple prints. With the Saddle Finisher-AJ2 you can also saddle stitch booklets. With the optional Puncher Unit-BC1/BD1/BB1 you can punch holes in your prints.

External view



[19] The Saddle Finisher-AJ2 with inserter (left side) and Finisher-AJ1 (right side)

Main parts

	Component	Function
1	Main power switch	Press to the "I" side to turn on the stacker/stapler.
2	Top cover	Open the top cover to clear a paper jam inside the unit.
3	Front cover	Open the front cover to replace the staple cartridge, remove jammed paper, or clear a staple jam in the stapler unit and saddle stitcher unit.
4	Booklet tray Saddle Finisher-AJ2 only	Receives saddle stitched booklets.

	Component	Function
5	Auxiliary booklet tray Saddle Finisher-AJ2 only	Pull out the auxiliary booklet tray to receive large size booklets.
6	Lower tray	Receives finished documents.
7	Upper tray	Receives finished documents
8	Inserter	The inserter is used to feed cover sheets for printed documents and booklets. The inserter is also an option for the Finisher-AJ1.

Internal view



[20] The finisher module

Main parts

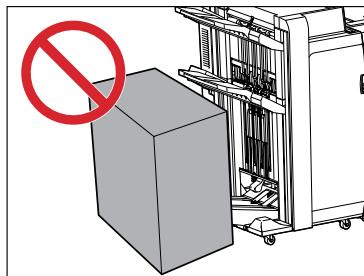
	Component	Function
1	Punch waste tray	Pull out the punch waste tray to remove punch waste.
2	Staple waste tray	Pull out the staple waste tray to discard the staple waste.

Finishing options



IMPORTANT

- Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.
- Do not place anything under the trays of the finisher, as doing so may damage the trays.



[21]



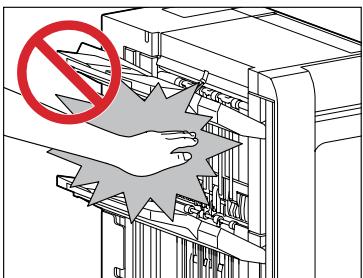
NOTE

- If the finishing is used, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward and printing resumes.
- If the optional Booklet Trimmer-D1 is attached to the Saddle Finisher-AJ2, you cannot output stapled paper to the booklet.



CAUTION

Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.



[22]

Stapling



IMPORTANT

- During stapling, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 100 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- You can corner and double staple A3, B4, A4, A4R, and B5 paper.
- You can corner and double staple 11" x 17", LGL, LTR, LTRR and EXEC paper.
- You cannot staple vellums, transparencies, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

**NOTE**

- If you want to staple more than 50 sheets (80 g/m² / 22 lb Bond) of A3, B4, or A4R paper, or 100 sheets (80 g/m² / 22 lb Bond) of A4 or B5 paper, the copies/prints are only offset but not stapled. In addition, when selecting coated or heavy paper, you may not be able to use stapling even if the number of sheets, including sheet insertions or job separators, is below the set limit of a finisher.
- If you want to staple more than 50 sheets (80 g/m² / 22 lb Bond) of 11" x 17", LGL or LTRR paper, or 100 sheets (80 g/m² / 22 lb Bond) of LTR or EXEC paper, the copies/prints are only offset but not stapled. In addition, when selecting coated or heavy paper, you may not be able to use stapling even if the number of sheets, including sheet insertions or job separators, is below the set limit of a finisher.
- If the machine stops while stapling because almost all of the staples have been used the staple cartridge must be replaced.

- **Saddle stitching (booklets)**

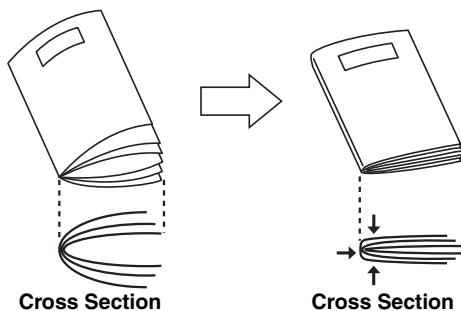
**IMPORTANT**

- Saddle stitching (booklets) is available only if the Saddle Finisher-AJ2 is attached.
- The maximum number of sheets that can be saddle stitched differs depending on the paper weight and type.
 - When using plain paper (80 g/m² / 22 lb Bond), 25 sheets of paper (100 pages) can be saddle stitched at once.
 - When using coated paper (80 g/m² / 22 lb Bond), 15 sheets of paper (60 pages) can be saddle stitched at once.
- The paper sizes that can be saddle stitched are: 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA3), 304.8 mm x 457.2 mm, A3, B4, A4R, and irregular size (210 mm x 279.4 mm to 330.2 mm x 487.7 mm).

The paper sizes that can be saddle stitched are: 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTRR, and irregular size (8 1/4" x 11" to 13" x 19 13/64").
- The accuracy of folds created with saddle stitching may vary, depending on the paper type and the number of sheets.

- **Saddle pressing**

Saddle press enables you to compress a saddle stitched booklet spine.



[23]



IMPORTANT

Saddle press is automatically used when you select booklet.



NOTE

To make sure that saddle pressing is effective, you must saddle stitch more than nine sheets of paper (including one cover sheet).

■ **Punching**



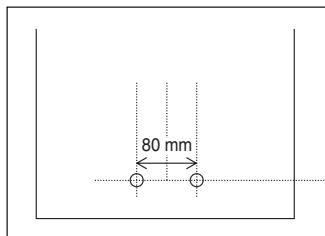
IMPORTANT

- Punching is available only if the Puncher Unit-BB1/BC1/BD1 or Professional Puncher-B1 is attached.
- Only the following paper size can be hole punched:
A3, B4, A4, A4R, B5, or B5R / 11" x 17", LGL, LTR, LTRR, or EXEC
- When the Puncher Unit-BC1 is attached, only A3 or A4 paper can be punched in four holes.
- If only the optional Puncher Unit-BB1 is attached, the machine automatically selects how many holes to punch depending on the selected paper size.
 - Two holes in case of LGL and LTRR
 - Three holes in case of 11" x 17", LTR and EXEC
- Holes cannot be punched in paper heavier than 201 g/m² / 54 lb Bond, vellums, transparencies, labels, or pre-punched paper.
- Paper that is fed from the optional Document Insertion Unit-C1 cannot be hole punched.



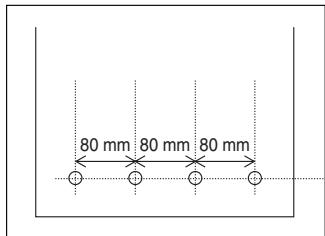
NOTE

The distance between the punch holes is shown in the illustration below



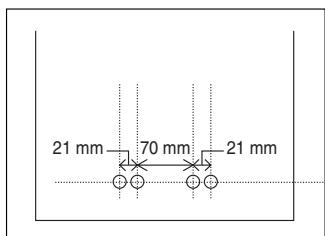
Puncher Unit-BC1 (2 holes)

[24]



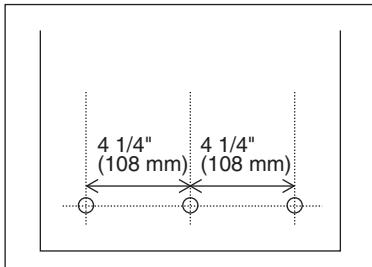
Puncher Unit-BC1 (4 holes)

[25]

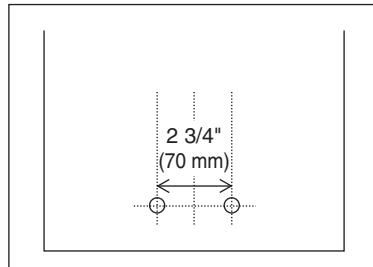


Puncher Unit-BD1

[26]



Three Holes

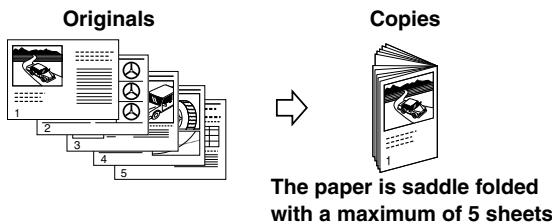


Two Holes

[27] Puncher Unit-BB1

■ **Folding**

Folding folds multiple sheets in 2-folds.



[28]



IMPORTANT

- Saddle folding is available only if the Saddle Finisher-AJ2 is attached.
- The paper is saddle folded with a maximum of 5 sheets (80 g/m²), and then output.
- The sizes of paper that can be used with saddle folding are:
 - 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA₃), 304.8 mm x 457.2 mm, A₃, B₄, A₄R, and irregular size paper (210 mm x 279.4 mm to 330.2 mm x 487.7 mm).
 - - 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTRT and irregular size paper (8 1/4" x 11" to 13" x 19 13/64").



NOTE

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

Input options (ISO sizes)

Paper size	Upper tray	Lower tray	Booklet tray
A ₃	V	V	V
A ₄	V	V	-
A ₄ R	V	V	V
A ₄ R	V	-	-
Custom size 139.7 mm x 182 mm to 330.2 mm x 487.7 mm	V	V ¹	V ²

¹ Only the custom size (182 mm x 182 mm to 330.2 mm x 487.7 mm) can be output.

² Only the custom size (210 mm x 279.4 mm to 330.2 mm x 487.7 mm) can be output.

Input options (US sizes)

Paper size	Upper tray	Lower tray	Booklet tray
11" x 17"	V	V	V
LGL	V	V	-
LTR	V	V	V
LTRR	V	-	-
EXEC	V	V	-
Custom size 139.7 mm x 182 mm to 330.2 mm x 487.7 mm	V	V ¹	V ²

¹ Only the custom size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm)) can be output.

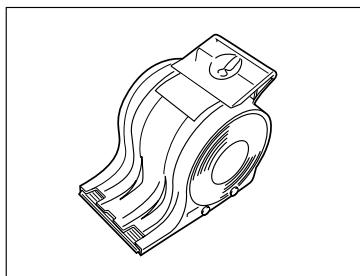
² Only the custom size (8 1/4" x 11" to 13" x 19 13/64" (210 mm x 279.4 mm to 330.2 mm x 487.7 mm)) can be output.



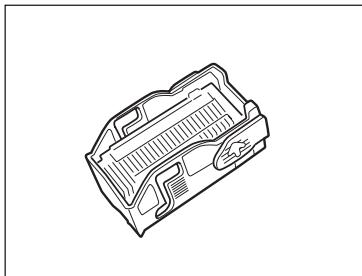
NOTE

The Booklet Tray can only be used when the Saddle Finisher-AJ2 is attached.

Optional accessories



[29] Staple-N1: a case that holds staples for stapling



[30] Staple-P2: a case that holds staples for saddle stitching

- [Removing the punch waste, on page 280](#)
- [Replacing the staple cartridge in the stapler unit, on page 296](#)

The puncher

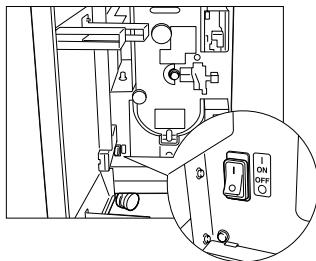
Introduction

The Professional Puncher Integration Unit-A1 reverses the paper punched by the Professional Puncher-B1.



IMPORTANT

Always keep the main power switch of the Professional Puncher-B1 in the front cover turned to the "I" side. In this case, the main power switch of the Professional Puncher-B1 works with the main power switch of the Professional Puncher Integration Unit-A1 automatically.



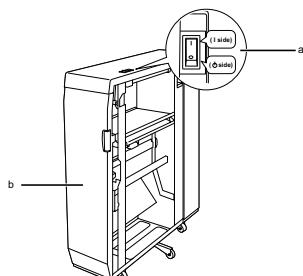
[31] Power switch of Professional Puncher-B1



IMPORTANT

If the main power switch of the Professional Puncher-B1 is turned to the "O" side, turn it to the "I" side before turning the main power switch of the Professional Puncher Integration Unit-A1.

The puncher



[32] Professional Puncher Integration Unit-A1

	Component	Function
1	Front cover	Open this cover to clear a paper jam.
2	Main power switch	Press to the "I" side to turn ON the Professional Puncher Integration Unit-A1.

Chapter 3

Operating concept

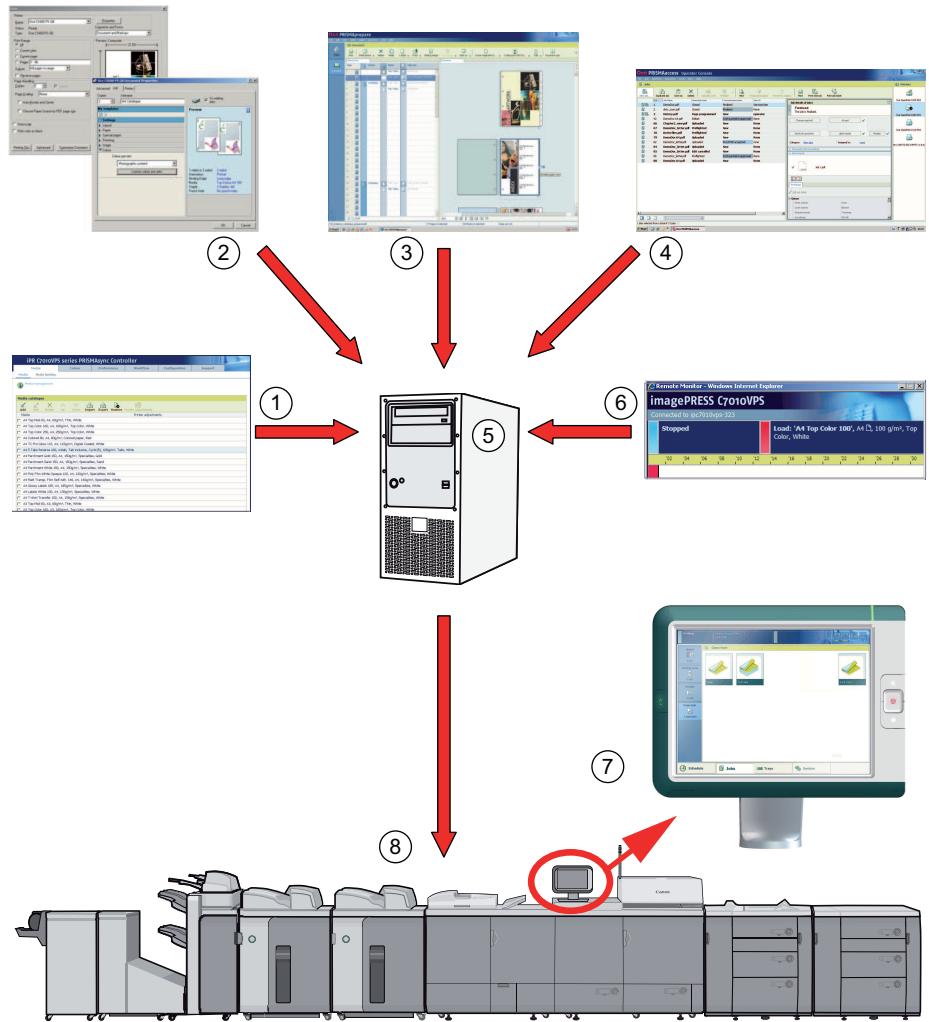
Operating concept

Introduction

To maximize efficient and productive printing, the operating concept of the system, is based on the following principles.

- Document preparation / job submission and production printing are clearly separated steps in the workflow.
- Media definition is done by choosing from a media catalog instead of selecting trays.
- Operation is intuitive and convenient at all workflow steps.
- The workflow is entirely integrated because all components work together seamlessly.

Illustration



[33] The components of the complete system

Components overview

	Component	Main task
1	Settings Editor	<p>Define initial and default system settings</p> <ul style="list-style-type: none"> ■ Set default print and workflow settings ■ Define default color management settings like color pre-sets ■ Maintain the media catalog ■ Set scan settings
2	Printer Driver Available via any application e.g. Adobe Acrobat, MS Word.	<p>Document preparation and job submission</p> <ul style="list-style-type: none"> ■ Document preparation for production printing ■ Define settings per print job ■ Send print jobs to the printer
3	PRISMAprepare Optional software	<p>Document preparation and job submission</p> <ul style="list-style-type: none"> ■ Document preparation with full preview for production printing ■ Define settings per page for complex print jobs ■ Send print jobs to the printer ■ Send print jobs to the PostScript printers in the network
4	PRISMAaccess Optional software	<p>Workflow management for production environments</p> <ul style="list-style-type: none"> ■ Easy integration in PDF workflow ■ Job submission via web ■ Acceptance and preparation of incoming jobs ■ Link to PRISMAprepare ■ Link to all production printers ■ Link to PRISMAarchive or your local reprint archive
5	PRISMAsync controller	<p>Process print jobs</p> <ul style="list-style-type: none"> ■ Rip print jobs
6	Remote Monitor	<p>Monitor production printing remotely</p> <ul style="list-style-type: none"> ■ Monitor remotely when operator intervention is needed

Component	Main task
7	<p>Operator panel</p> <ul style="list-style-type: none"> ■ Manage production printing from the 'Schedule' view ■ Monitor your print and copy jobs ■ Load and assign media to the media trays ■ Manage jobs from the 'Jobs' view ■ Schedule print and copy jobs ■ Change job properties if required ■ Define and handle copy jobs ■ Define and handle scan jobs ■ Manage media from the 'Trays' view ■ Change the media that is currently assigned to a paper tray ■ Assign the media to the paper tray ■ Manage the system from the 'System' view ■ Calibrate the system ■ Perform maintenance tasks ■ Set default workflow and printer settings ■ View the media catalog, add temporary media and perform media registration
8	<p>imagePRESS C7010VPS C6010VPS C6010S</p> <ul style="list-style-type: none"> ■ Production printing ■ Finishing

Access the Settings Editor

Introduction

The Settings Editor is a web-based application and therefore accessible via an Internet browser. The Settings Editor enables you to manage settings or to display information in the following areas.

- 'Media'
- 'color'
- ' Preferences '
- ' Workflow '
- ' Configuration '
- ' Support '

Before you begin

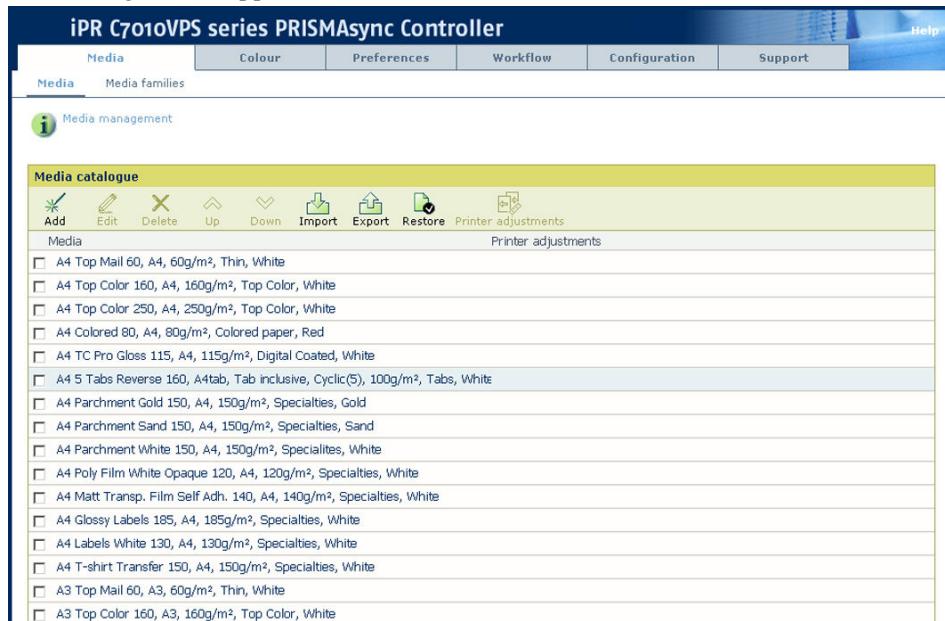
Make sure you have the following information.

- The IP-address or hostname of the controller.
- The key operator password to change all settings except for the settings in the ' Configuration ' tab.
- The administrator password to change all settings including the settings in the ' Configuration ' tab.

Access the Settings Editor

1. Open the Internet browser.
2. At the address bar, enter the IP-address or hostname of the controller.

The Settings Editor appears.



Result

You can now use the Settings Editor to make changes in the above listed areas.

Maintain the 'Media catalog'

Introduction

The 'Media catalog' is a list of media with pre-defined characteristics including the 'Media family'.

See *Maintain the 'Media families'* on page 64.

Before you begin

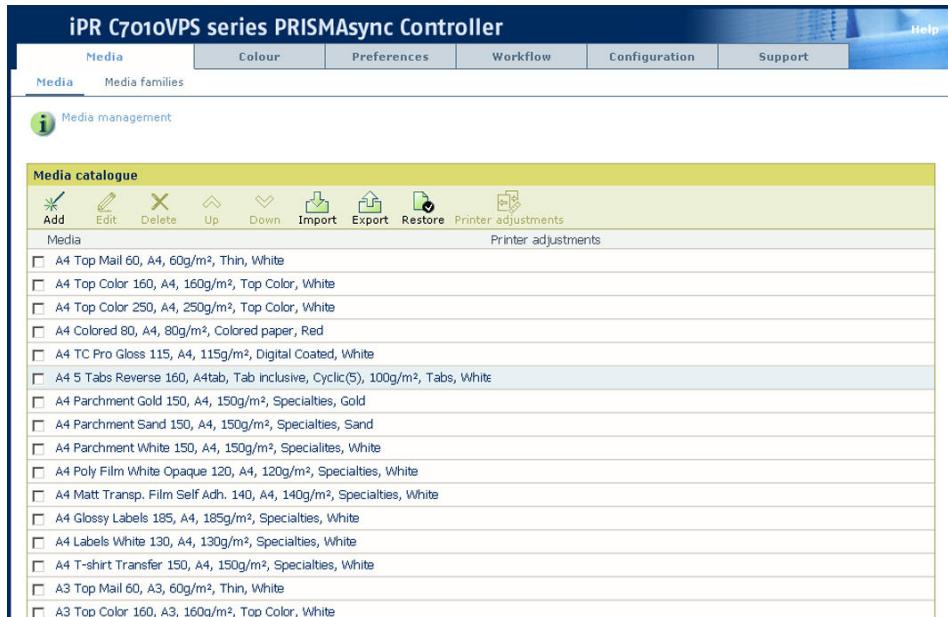
Make sure you have the following information.

- Key operator or system administrator password

Maintain the 'Media catalog'

1. From the navigation bar, select the 'Media' tab.
2. From the 'Media' tab, select 'Media'.

The 'Media catalog' window appears.



[35] The 'Media catalog' window

3. From the toolbar, select the required option to maintain the 'Media catalog'.

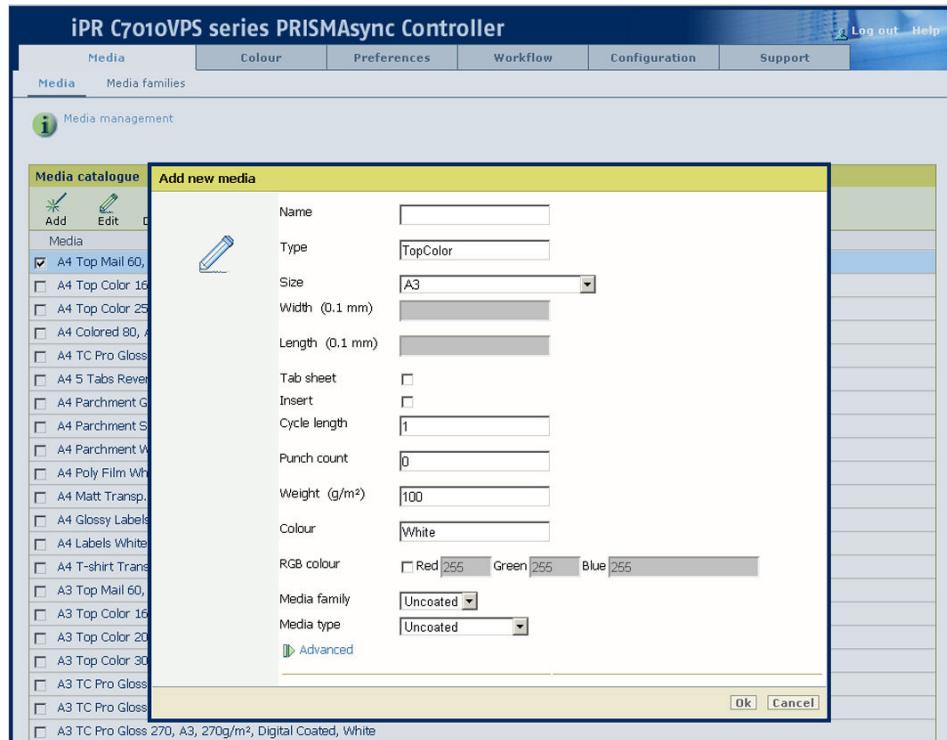


NOTE

When you add, change or import new media, make sure that you enter the correct values for the following options.

- 'Weight'
- 'Media family'
- **Media type**

The correct values are required for optimal print quality.



[36] The 'Add new media' window

Maintain the 'Media families'

Introduction

The 'Media family' is a group of media that uses the same output profile. The controller provides by default the media families coated and uncoated. An expert can create a new media family for a specific group of media. A media family refers to 1 of the following halftones.

- ' Normal '
- ' Fine '
- ' Error diffusion '

Before you begin

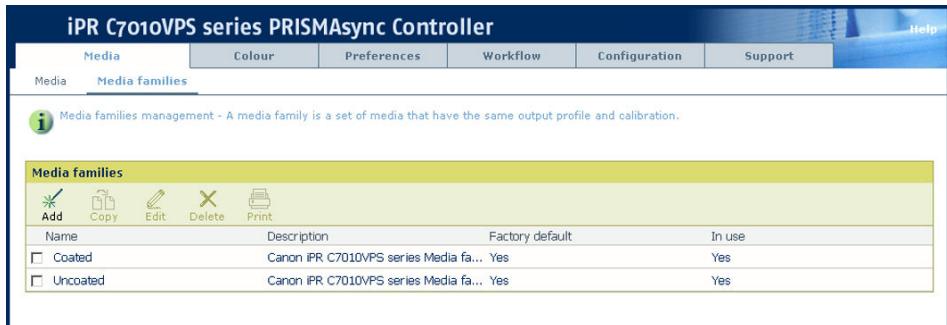
Make sure you have the following information.

- Key operator password

Maintain the 'Media families'

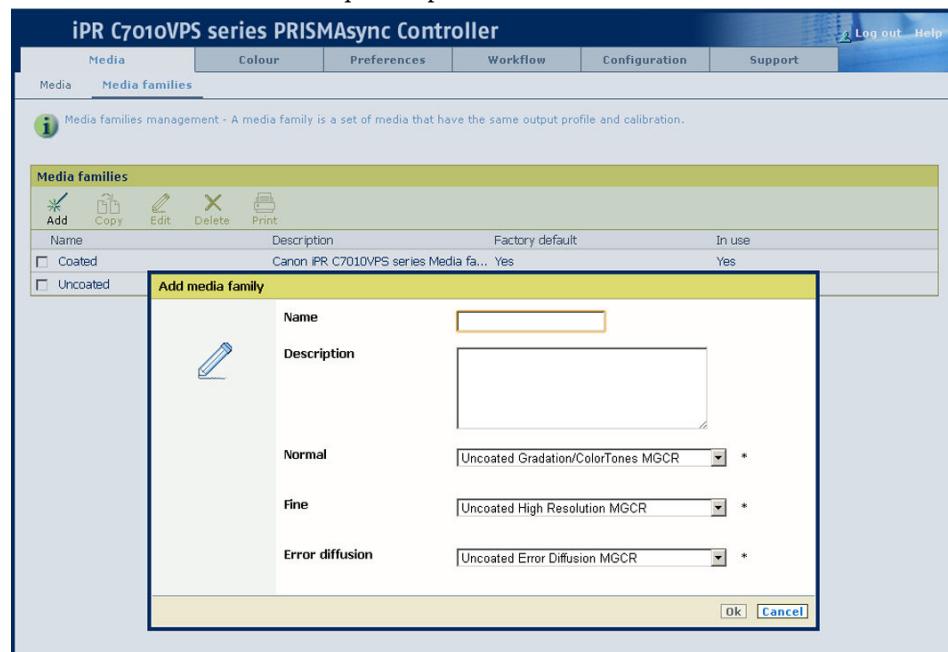
1. From the navigation bar, select the 'Media' tab.
2. From the 'Media' tab, select 'Media family'.

The 'Media families' window appears.



[37] The 'Media families' window

3. From the toolbar, select the required option to maintain the 'Media families'.



[38] The 'Add media family' window

Maintain the 'Color pre-sets'

Introduction

A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. The color pre-sets enable users to select the correct settings easily without in-depth knowledge about color management.

The controller provides the following color pre-sets to start printing immediately.

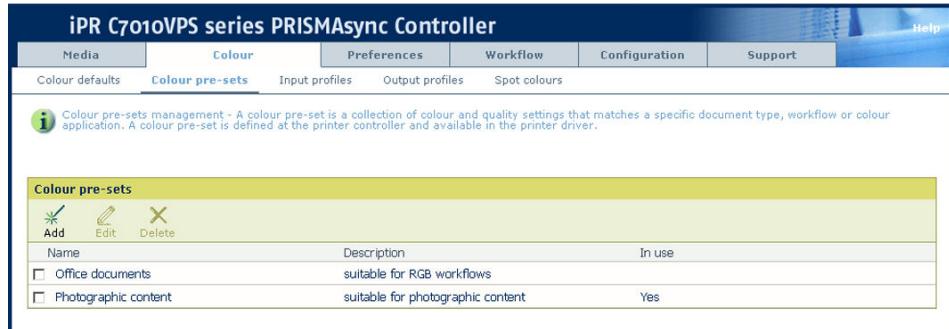
- 'Office documents' to print MS office documents.
MS office documents use the RGB color space.
- 'Photographic content' to print documents from photo editing or layout applications.
These documents use the CMYK color space.

A color expert can create more color pre-sets. The color pre-sets appear in the printer driver and in PRISMAsync (optional software).

Maintain the 'Color pre-sets'

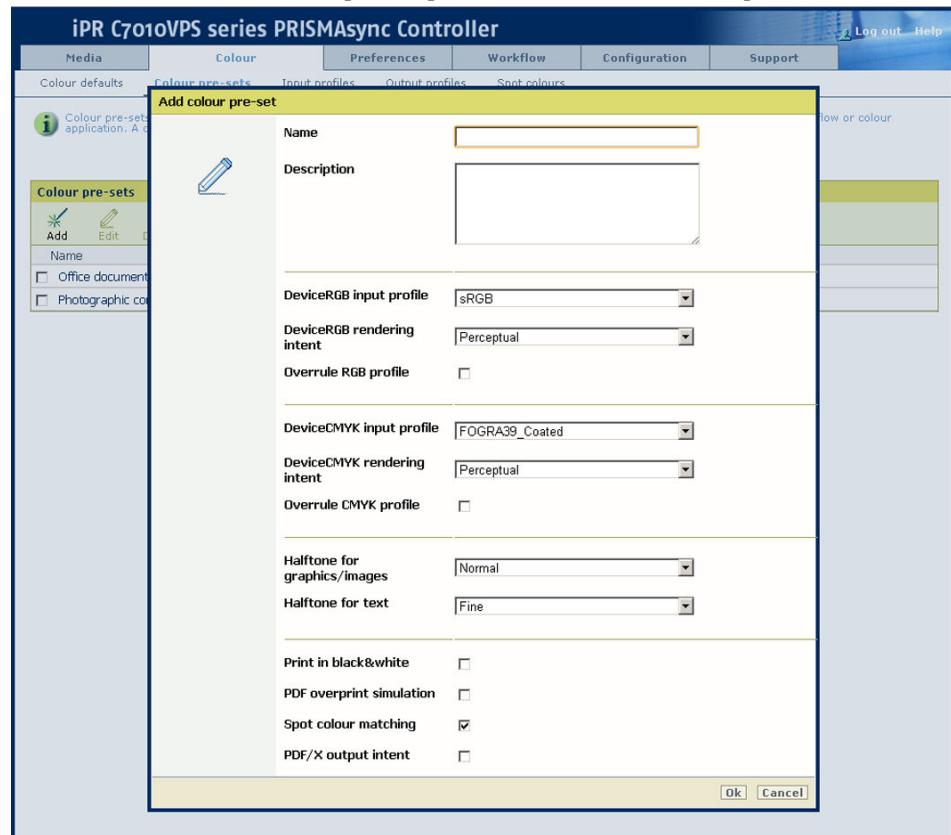
1. From the navigation bar, select the 'color' tab.
2. From the 'color' tab, select 'Color pre-sets'.

The 'Color pre-sets' window appears.



[39] The 'Color pre-sets' window

3. From the toolbar, select the required option to maintain the 'Color pre-sets'.



[40] The 'Add color pre-set' window

Maintain the 'Input profiles'

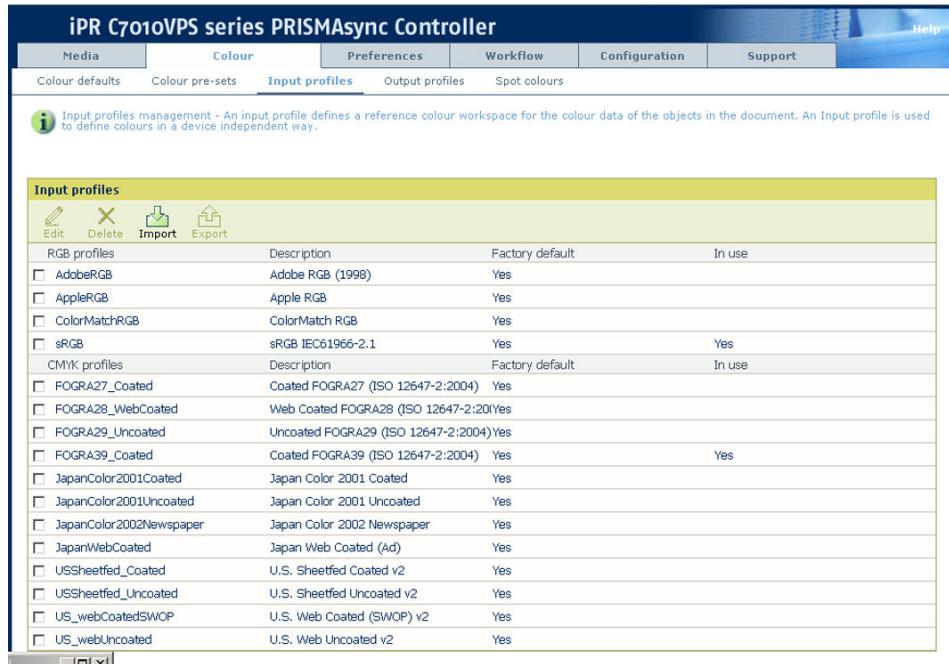
Introduction

An input profile defines a reference color workspace for the color data of the objects in the document. An input profile is used to define colors in a device independent way.

Maintain the 'Input profiles'

1. From the navigation bar, select the 'color' tab.
2. From the 'color' tab, select 'Input profiles'.

The 'Input profiles' window appears.



[41] The 'Input profiles' window

3. From the toolbar, select the required option to maintain the input profiles.

Maintain the 'Output profiles'

Introduction

An output profile defines a reference color workspace for the color data of the objects in the document. An output profile is used to define colors in a device independent way.

Maintain the 'Output profiles'

1. From the navigation bar, select the 'color' tab.
2. From the 'color' tab, select 'Output profiles'.

The 'Output profiles' window appears.

Name	Description	Factory default	In use
<input type="checkbox"/> Coated Error Diffusion LGCR	Canon iPR C7010VPS series Coated ErrYes		
<input type="checkbox"/> Coated Error Diffusion MQCR	Canon iPR C7010VPS series Coated ErrYes		Yes
<input type="checkbox"/> Coated Gradation/ColorTones LGCR	Canon iPR C7010VPS series Coated GraYes		
<input type="checkbox"/> Coated Gradation/ColorTones MGCR	Canon iPR C7010VPS series Coated GraYes		Yes
<input type="checkbox"/> Coated High Gradation/Newspaper LGCR	Canon iPR C7010VPS series Coated HighYes		
<input type="checkbox"/> Coated High Gradation/Newspaper MGCR	Canon iPR C7010VPS series Coated HighYes		
<input type="checkbox"/> Coated High Resolution LGCR	Canon iPR C7010VPS series Coated HighYes		
<input type="checkbox"/> Coated High Resolution MGCR	Canon iPR C7010VPS series Coated HighYes		Yes
<input type="checkbox"/> Uncoated Error Diffusion LGCR	Canon iPR C7010VPS series Uncoated ErrYes		
<input type="checkbox"/> Uncoated Error Diffusion MGCR	Canon iPR C7010VPS series Uncoated ErrYes		Yes
<input type="checkbox"/> Uncoated Gradation/ColorTones LGCR	Canon iPR C7010VPS series Uncoated GraYes		
<input type="checkbox"/> Uncoated Gradation/ColorTones MGCR	Canon iPR C7010VPS series Uncoated GraYes		Yes
<input type="checkbox"/> Uncoated High Gradation/Newspaper LGCR	Canon iPR C7010VPS series Uncoated HighYes		
<input type="checkbox"/> Uncoated High Gradation/Newspaper MGCR	Canon iPR C7010VPS series Uncoated HighYes		
<input type="checkbox"/> Uncoated High Resolution LGCR	Canon iPR C7010VPS series Uncoated HighYes		
<input type="checkbox"/> Uncoated High Resolution MGCR	Canon iPR C7010VPS series Uncoated HighYes		Yes

[42] The 'Output profiles' window

3. From the toolbar, select the required option to maintain the output profiles.

Maintain the 'Spot colors'

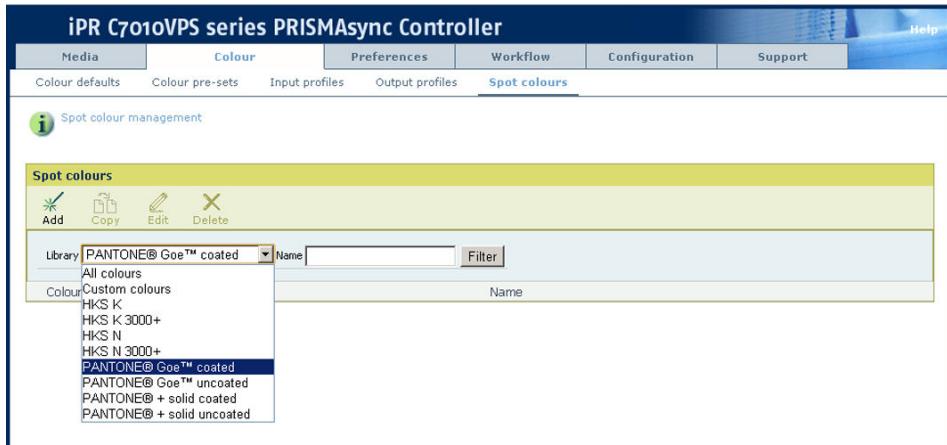
Introduction

Spot colors are used to standardize colors to make sure that colors match regardless of the equipment used to produce the color.

Maintain the 'Spot colors'

1. From the navigation bar, select the 'color' tab.
2. From the 'color' tab, select 'Spot colors'.

The 'Spot colors' window appears.



[43] The 'Spot colors' window

3. From the toolbar, select the required option to maintain the spot colors.

Prepare print jobs with PRISMAprepare (optional)

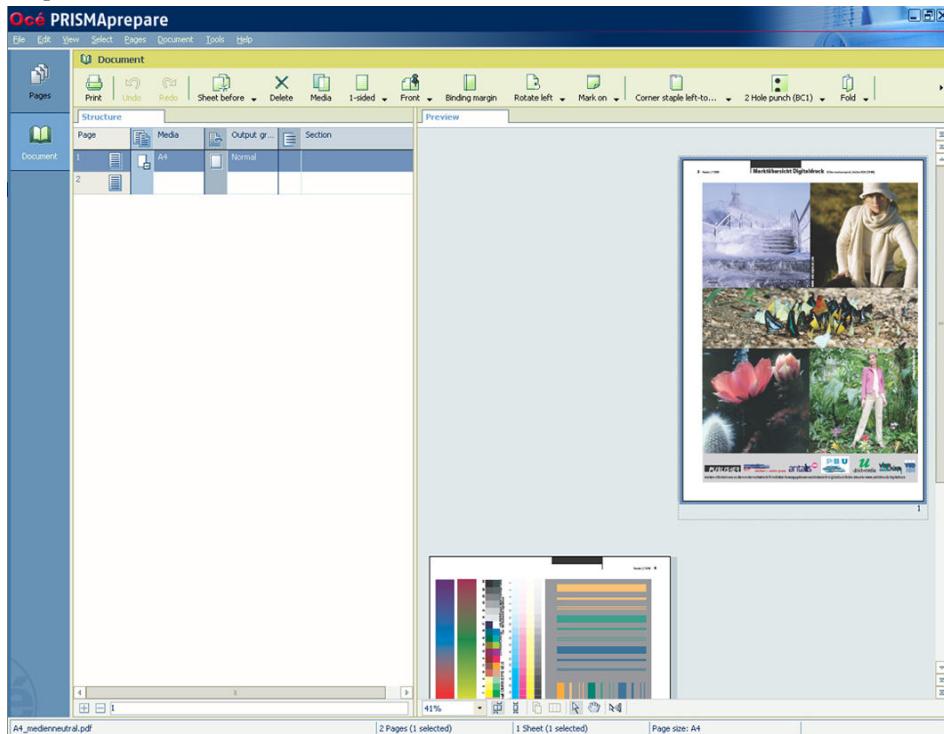
Introduction

Océ PRISMAprepare enables you to prepare the print job completely on page level. You can preview the result per page. PRISMAprepare is an optional application.

This procedure describes the most important settings for daily use.

Prepare print jobs with PRISMAprepare

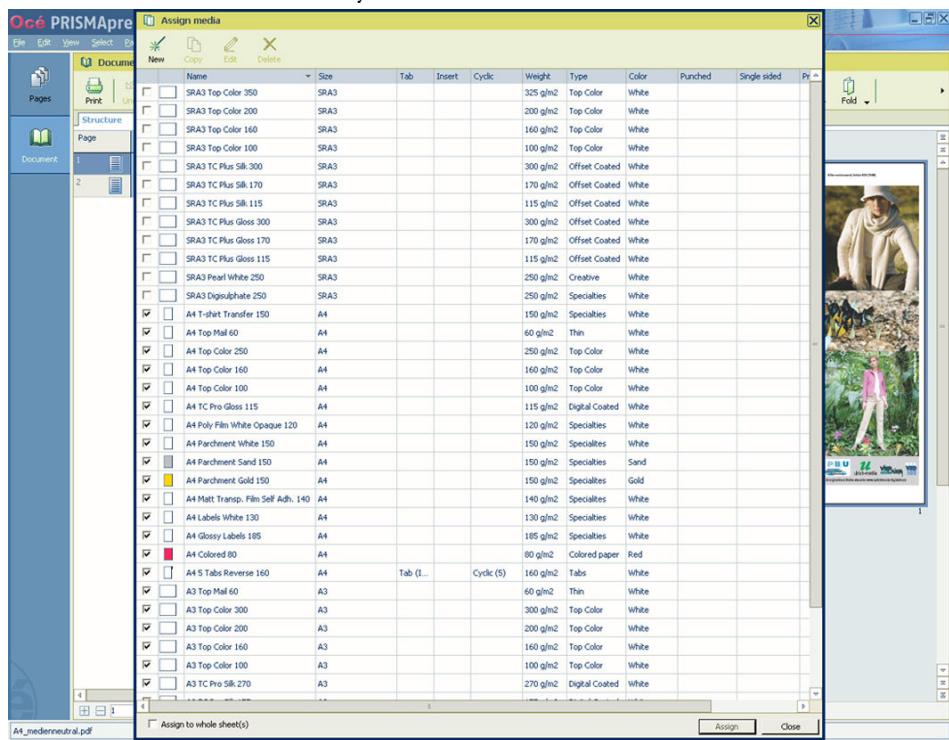
1. Prepare the document.



[44] Lay out preparation with PRISMAprepare

2. Use the media catalog to define the media.

With PRISMAprepare you can export the media catalogue to PRISMAsync controllers of the black & white and color systems.



[45] The media catalog in PRISMAprepare

3. Select the required color pre-set or define customized color settings for optimal print quality.
 - Select 'Office documents' to print MS office documents. MS office documents use the RGB color space.
 - Select 'Photographic content' to print documents from photo editing or layout applications. These documents use the CMYK color space.
4. Define the required finishing options.



NOTE

Please refer to the online help of PRISMAprepare for detailed information.

Prepare print jobs with the printer driver

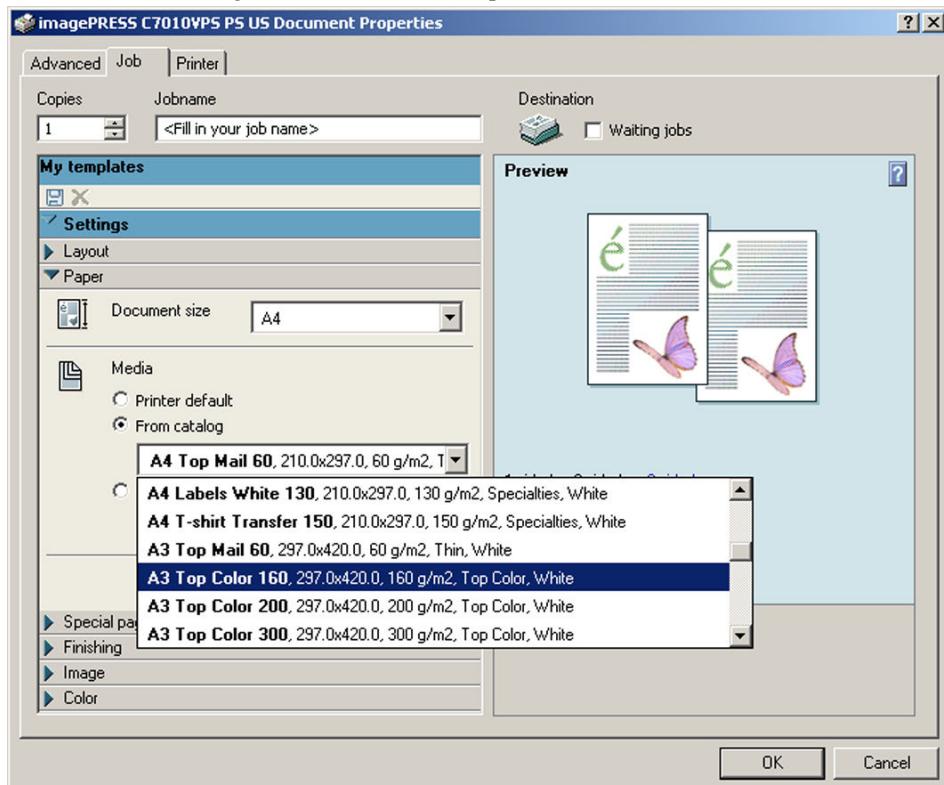
Introduction

The printer driver enables you to prepare the print job completely. The printer driver appears in all applications for MS Windows and Apple Macintosh operating systems.

This procedure describes the most important settings for daily use.

Prepare print jobs with the printer driver

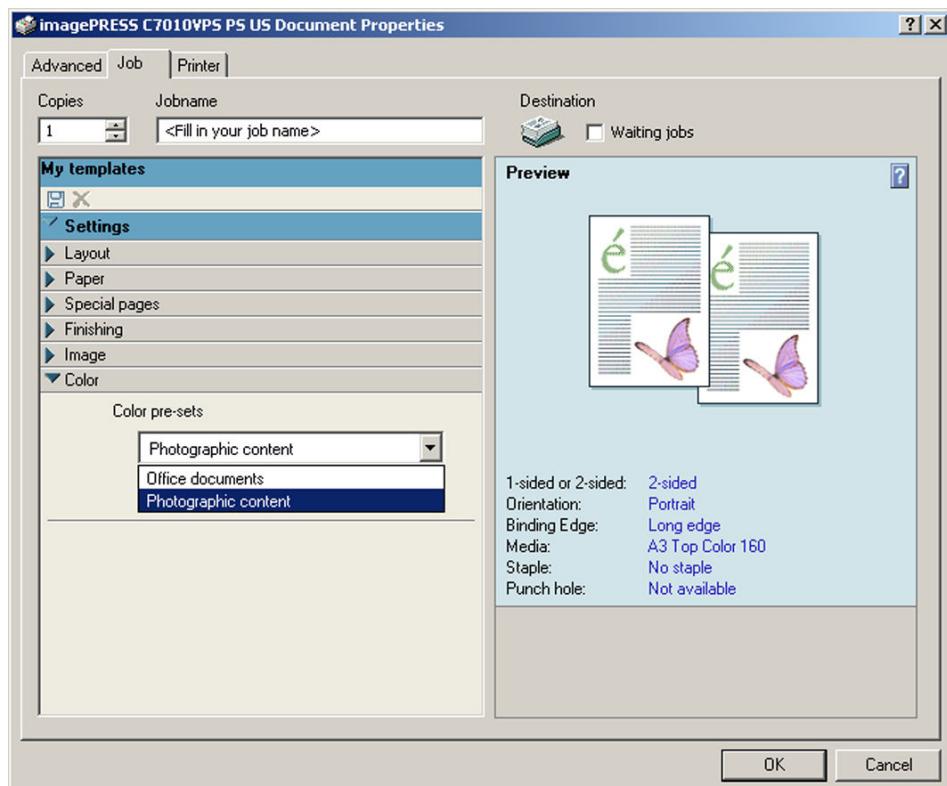
1. Use the media catalog to select the media to print on.



[46] The media catalog in the printer driver

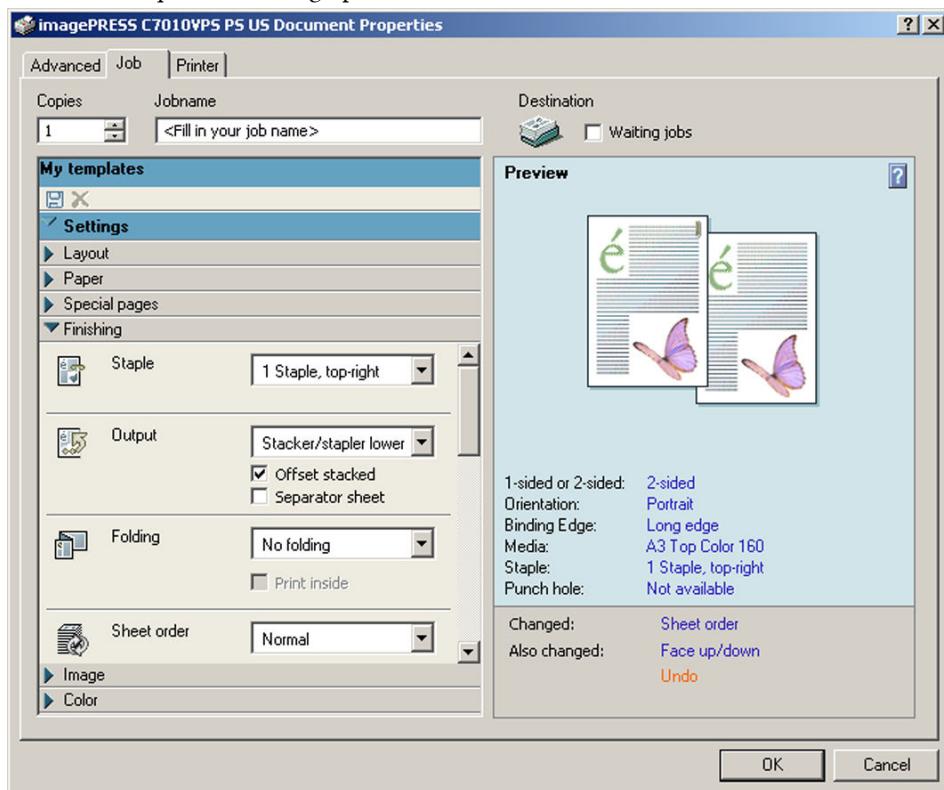
2. Select the required color pre-set or define customized color settings for optimal print quality.
 - Select 'Office documents' to print MS office documents. MS office documents use the RGB color space.

- Select 'Photographic content' to print documents from photo editing or layout applications. These documents use the CMYK or RGB color space.



[47] The color pre-sets in the printer driver

3. Define the required finishing options.



[48] The finishing options in the printer driver



NOTE

Click the white question mark to open the online help of the printer driver for detailed information.

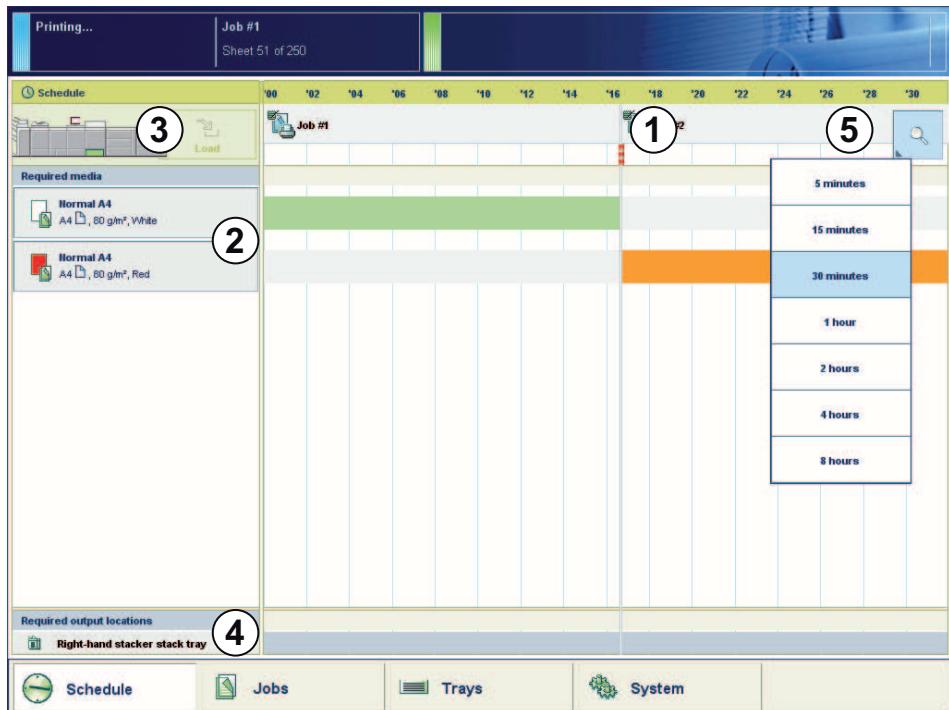
Manage production printing

Introduction

The operating panel of the printer enables you to manage production printing. You manage all print jobs from the 'Schedule' tab. The Remote Monitor enables you to monitor the system status from a distance via an internet browser.

Manage production printing

1. Press the 'Schedule' button at the lower left of the operator panel to access the 'Schedule' view.

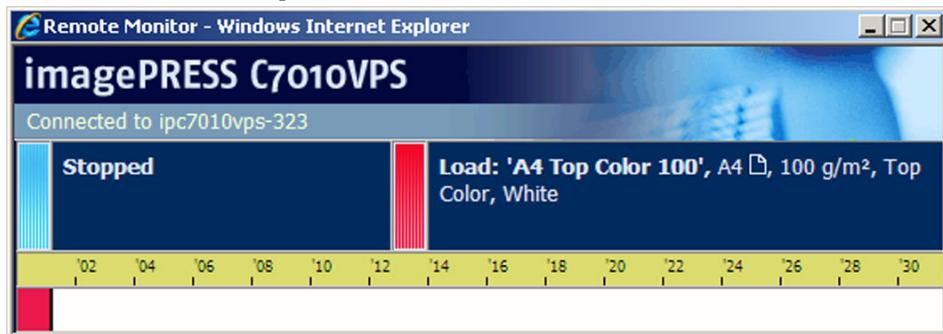


[49] The 'Schedule' view

Monitor operator intervention remotely

1. Open the Internet Browser.
2. At the address bar, enter 'http://printername/remoteinfo'.

The Remote Monitor displays a fixed time line of 30 minutes.



[50] The remote monitor

Chapter 4

Operator panel views

The dashboard

Introduction

The dashboard is the upper part of the operator panel. The dashboard is always visible, irrespective of the current view. The dashboard shows the following.

- The status of the system.
- The status of the supplies.
- The status of the finishers.
- The current process.
- Instructions for the operator.
- The 'Continue' button after you stopped the printer.

Illustration

The following illustration shows the dashboard while the machine is busy. The vertical status bar is green. No action is required.



[51] The dashboard - No action is required

The following illustration shows the dashboard while the machine is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.



[52] The dashboard - Action is required soon

The parts of the dashboard

The dashboard

Number	Function
1	Display the status of the machine, for example Initializing..., Printing... or Printing will stop.... Each status message can have a sub-message with additional information.

Number	Function
2	<p>Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed.</p> <p>For document printing, the counter can display the following information.</p> <ul style="list-style-type: none"> ■ Set X of Y ■ Sheet X of Y or Sheet X. <p>X represents the current status of the print job. Y represents the total number of sets or sheets of a print job.</p> <p>When the sorting method for a job is set to By set and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y).</p> <p>When the sorting method for a job is set to By page, or when you print stream jobs, then the dashboard only displays a sheet count.</p>
3	<p>Display the action that you must do now or soon. The colors of the vertical status bar at the left-hand side match the colors of the LED on the operator panel and the operator attention light. When the color is orange or red, a message indicates the required action.</p> <p>Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time.</p> <p>Red means that action is required now.</p>
4	<p>Displays a status action when you must do something now or soon regarding the following items.</p> <ul style="list-style-type: none"> ■ Finishers. ■ Staple cartridges. ■ Toner reservoir.



NOTE

The operator panel can only display one message at a time. When there are more messages, the operator panel displays the first required or most important message.

The 'Schedule' view

Introduction

The 'Schedule' is your daily planning board for print jobs. The 'Schedule' helps you to keep the machine running.

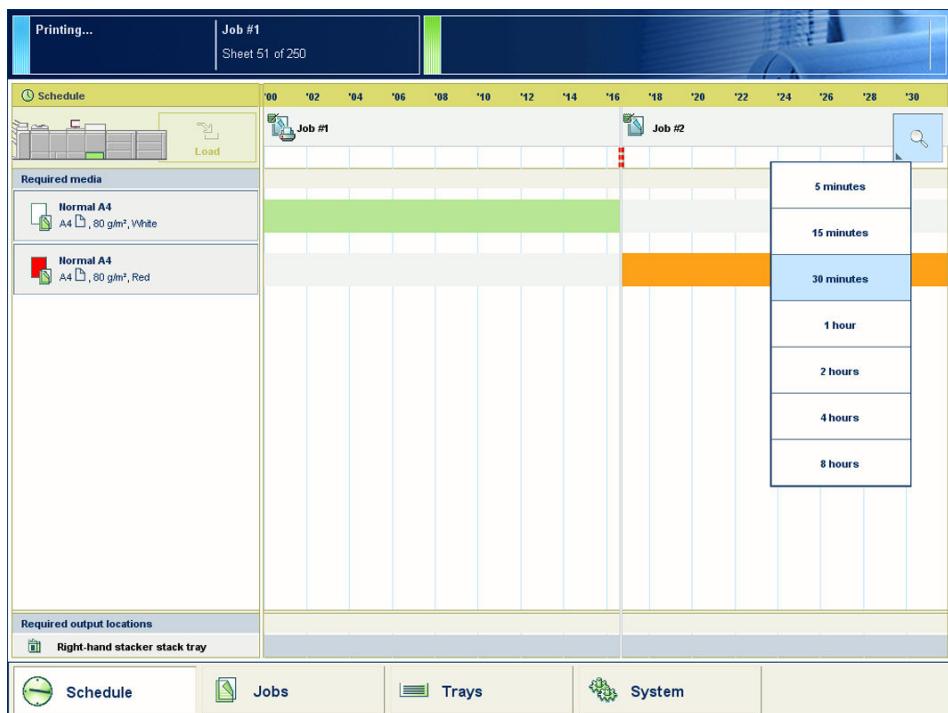
This section shows and describes the main parts of the 'Schedule'.



NOTE

The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs , all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The 'Schedule' view



[53] The 'Schedule' view

- [Introduction to the Schedule view, on page 129](#)

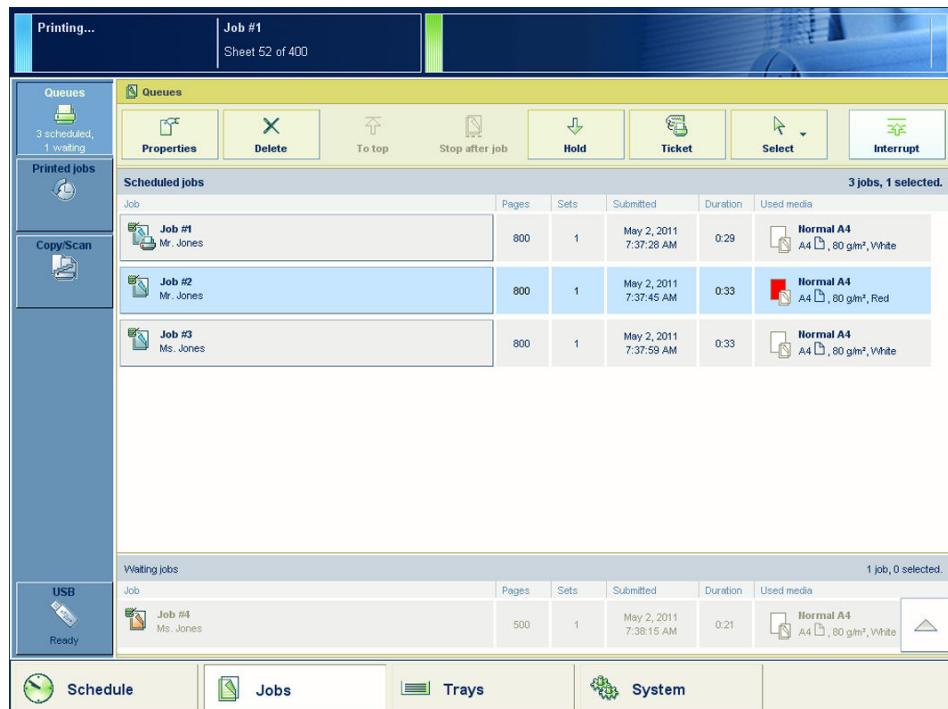
The 'Jobs' view

Introduction

The 'Jobs' view enables you to access all functions to print, copy and scan your documents. From the left side of the 'Jobs' view, you can access the following sections.

- The 'Queues' section.
The 'Queues' section enables you to manage print jobs in the list of 'Scheduled jobs' and 'Waiting jobs'.
- The 'Printed jobs' section
The 'Printed jobs' section enables you to manage print jobs in the list of 'Printed jobs'.
- The 'Copy/Scan' section.
The 'Copy/Scan' section enables you to manage copy and scan jobs using copy templates and scan profiles.

The 'Jobs' view



The job icons may show one or more of the following status icons.

Icon	Description
	The printer is downloading the document via the network (spooling)
	The printer converts the document into a printable bitmap (ripping)
	The printer is printing
	The job is ready for printing
	The printer converts and prints simultaneously (ripping and printing)
	The job contains an operator note
	Indicates a streaming job
	Indicates a proof print
	The job settings are overruled by the PRISMAsync controller settings
	Indicates an RIP error

- Description of the print job settings, on page 100
- Introduction to the copy function, on page 168
- Description of the copy job settings, on page 170
- Introduction to the scan function, on page 206
- Description of the scan job settings, on page 208

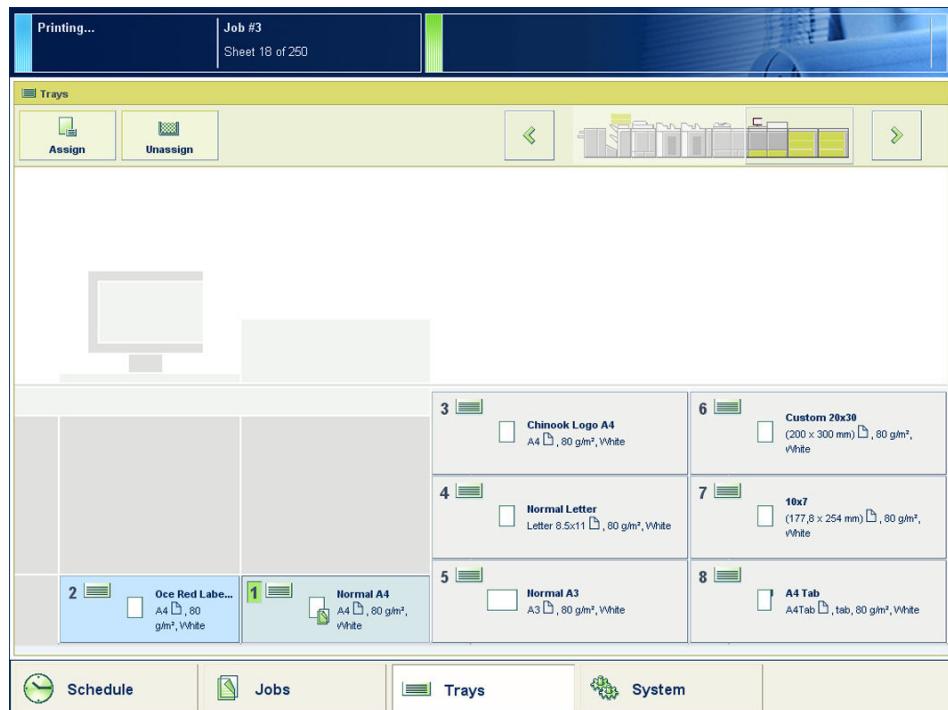
The 'Trays' view

Introduction

The 'Trays' view has the following functions.

- Display the current content and filling level of the paper trays
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray
- Unassign media from a paper tray.

Illustration



[65] Example of a configuration with 1 paper module

- Description of the Trays view, on page 135

The 'System' view

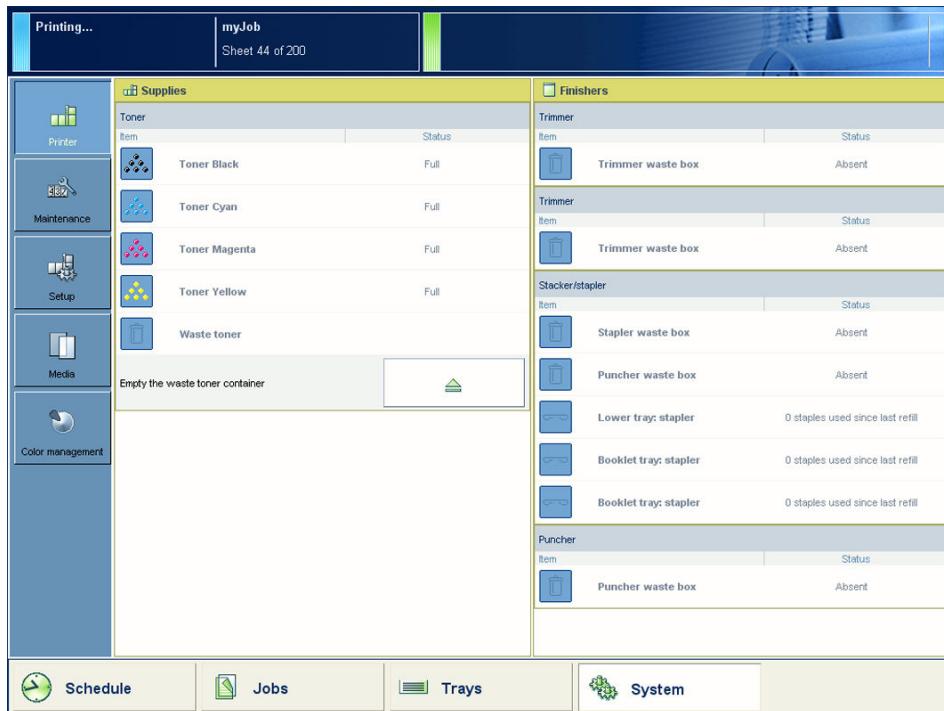
Introduction

The system view enables you to access all functions to maintain and set up the system.

From the left side of the 'System' view, you can access the following sections.

- The 'Printer' section.
The 'Printer' section enables you to check the toner levels and the status of the waste boxes and staples of finishing equipment.
- The 'Maintenance' section.
The 'Maintenance' section enables you to read the counters and start the maintenance actions.
- The 'Setup' section.
The 'Setup' section enables you to set up your personal workflow, the behavior of the operator panel and the advanced system settings.
- The 'Media' section.
The 'Media' section enables you to view the content of the 'Media catalog' or add temporary media to the 'Media catalog'.
- The 'Color management' section.
The 'Color management' section gives access to the following functions.

The 'System' view



- Introduction to the Maintenance section, on page 332
- Introduction to the Setup section, on page 306
- Introduction to the Media section, on page 140

Chapter 5

Power information

The power buttons and power modes

The power buttons

The printer has the following switches and buttons to control the power supply.

- Power switch The power switch is located on top of the fusing unit of the printer. The power switch connects and disconnects the printer to the power outlet.
- Sleep button with LED.
The Sleep button is located at the right-hand side of the operator panel.
The Sleep button on the printer allows you to switch between the Ready mode and the Sleep mode. This is only possible if the power switch  is in the 'I' position and the start-up phase is completed.

The power modes

The power modes

Power mode	Sleep button	Operator panel	Description
Off	Off	Off	The printer is completely off. The power switch  is in the 'O' position. There is no power consumption. The printer cannot receive or print jobs.
Ready	Off	On	The printer is ready to print jobs.
Low power	On	Off	The printer automatically enters the low-power mode after the time that was defined in the Settings Editor and no button was pressed. The printer wakes up when a job arrives in the list of Scheduled jobs or when you touch a button. The printer will start to warm up.

Power mode	Sleep button	Operator panel	Description
Sleep mode	On	Off	<p>The printer automatically goes from the low-power mode into the sleep mode after the time that was defined in the Settings Editor.</p> <p>You can also put the printer into sleep mode manually. Press the Sleep button to do this. The printer will enter the sleep mode as soon as the list of Scheduled jobs is empty.</p> <p>The printer will wake up from the sleep mode when you press the Sleep button or when the calendar timer expires. The printer will also wake up when a printable job arrives in the list of Scheduled jobs, provided that the function Automatic wake-up in the Settings Editor is enabled.</p>

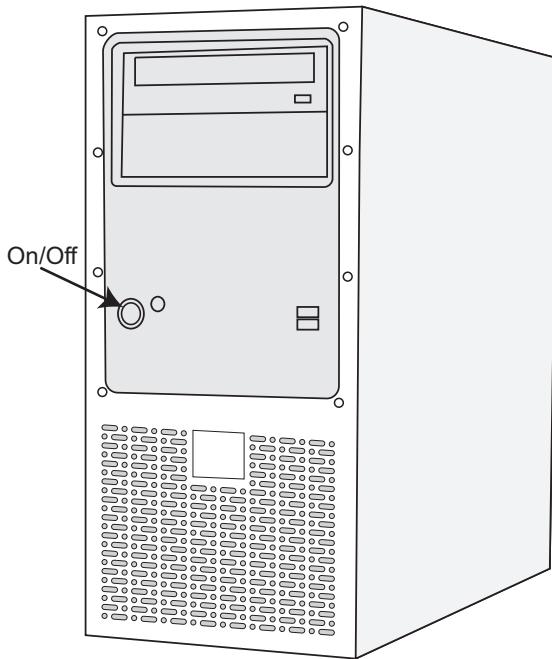
Turn on the controller

Introduction

You are advised to turn on the system in the following order.

1. The controller
2. The optional equipment
3. The printer

Illustration



[67] The location of the on/off button

Turn on the controller

1. Use one of the following options to turn on the controller.
 - Press the Sleep button at the right-hand side of the operator panel if the system was shut down from the operator panel.
 - Press the on/off button of the controller

The controller needs about 1 minute to start up.

- Turn off the printer, on page 95
- The operator panel, on page 36
- Turn on the printer, on page 94

Turn on the printer

Introduction

You are advised to turn on the system in the following order.

1. The controller
2. The optional equipment
3. The printer

How to turn on the printer

1. Turn on the optional equipment.
2. Put the main power switch  on top of the main unit in the 'I' position.
3. If required, wait until the controller is ready.
4. Press the Sleep button at the right-hand side of the operator panel.

■ The main unit, on page 20

Turn off the printer

Introduction



IMPORTANT

Leave the power switch of the main unit in the 'I' position.
The power switch will automatically switch to the 'O' position.

How to turn off the printer

1. Touch 'System' -> 'Setup' -> 'Shut down system'.
2. Select one of the following options.
 - Select '<html><center>Shut down</center></html>' to shut down the controller and printer.
The shut down can take a maximum of 60 minutes.
 - Select '<html><center>Forced
shut down</center></html>' to immediately shut down the controller and printer.



IMPORTANT

Using the '<html><center>Forced
shut down</center></html>' option frequently will damage the printer. Use the '<html><center>Forced
shut down</center></html>' option only to turn the printer off and on immediately.

3. Turn off the optional equipment.

■ [The main unit, on page 20](#)

Use the Sleep mode

Introduction

When you do not need the printer for a while, the printer can go into the sleep mode. The power consumption in the sleep mode is very low.

The printer can enter the sleep mode in 2 ways:

- Automatically
- Manually

The timers and settings for the automatic way can be defined in the Settings Editor. The procedure below describes the manual way.

How to use the sleep mode

1. To put the printer into the sleep mode, press the Sleep button  at the right-hand side of the operator panel.
The printer will go into the sleep mode when the list of 'Scheduled jobs' is empty.
To put the printer into the sleep mode sooner, use the 'Stop after job' function.
2. To wake up the printer from the sleep mode, press the Sleep button  again.
The printer will warm up. The warming-up time depends on how long the printer was in the sleep mode.

Chapter 6

Print jobs

General information

Introduction to the print function

Introduction

Print jobs can be sent from the following locations.

- The printer driver.
- PRISMAprepare.
- From the printer itself (copy job).

Depending on the workflow settings, the print job will appear in one of the following destinations.

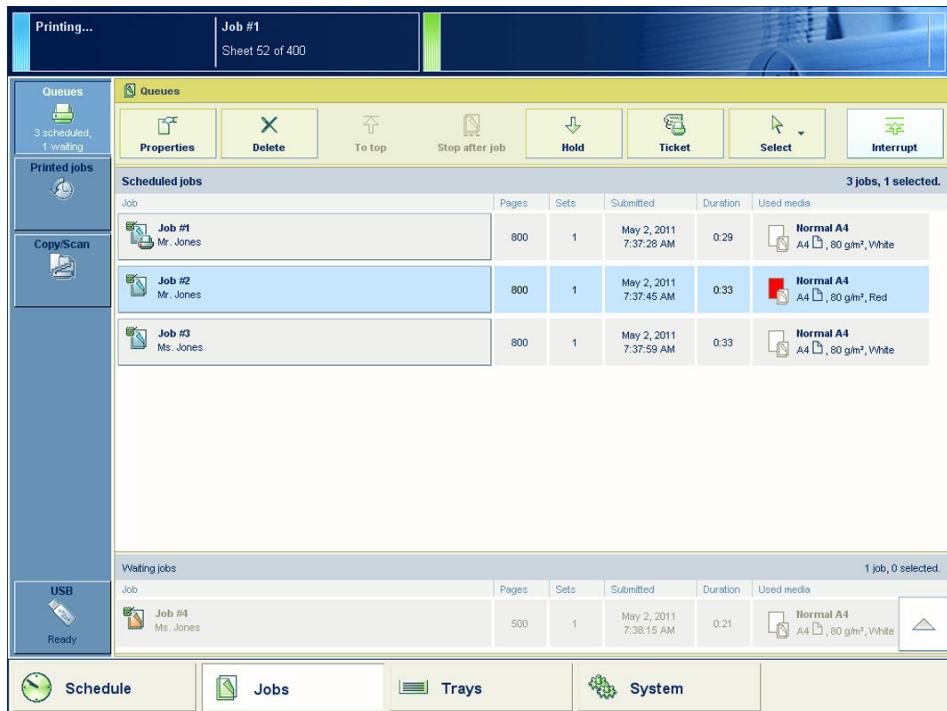
- List of 'Waiting jobs'
- List of 'Scheduled jobs'

The list of 'Printed jobs' can store jobs temporarily.

The 'Schedule' view enables you to plan your daily print jobs.

The 'Jobs' view enables you to manage the print jobs in the different queues.

Introduction to the print function



[68] The jobs view

■ Description of the print job settings, on page 100

Description of the print job settings

Introduction

With the 'Properties' button you view and partly change the job settings of the jobs in the following queues.

- 'Waiting jobs'
- 'Scheduled jobs'
You can **not** change the settings of an active job.
- 'Printed jobs' (view settings only)

You can partly define the following settings for the jobs in the list of 'Waiting jobs' and the list of 'Scheduled jobs'.

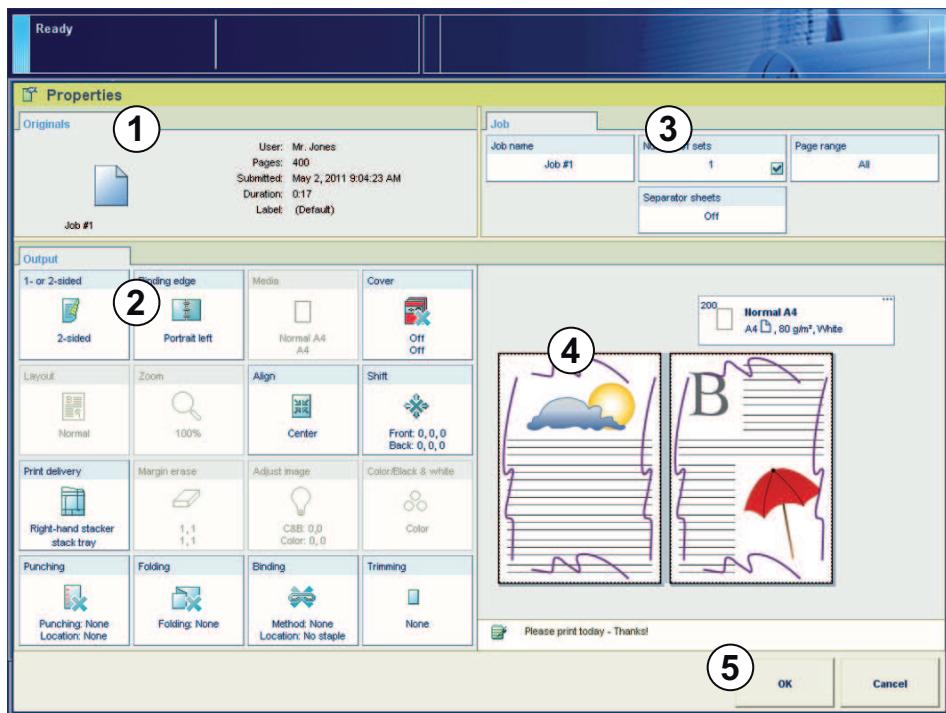
- The characteristics of the output
- Generic settings that apply to the whole job.



NOTE

This section gives a description of **all** job settings. The settings that you can **only view**, not change, are grayed out.

Illustration



[69] The job properties

Number	Pane	Description
1	'Original'	The 'Original' pane shows the settings you can define for the paper originals
2	'File'	The 'File' pane shows the settings you can define for the file
3	'Job'	The 'Job' pane shows the generic settings you can define for the whole job
4	Preview	The preview displays the settings you defined for the output. Furthermore, this pane gives access to the templates
5	Action buttons	The action buttons indicate the actions you can carry out.

Settings for the output

Setting	Values	Description
'1- or 2-sided'	 'Auto'	The automatically set value from the original document.
	 '1-sided'	The output contains an image on 1 side.
	 '2-sided'	The output contains an image on both sides.
'Binding edge'	 'Auto'	The automatically set value from the original document.
	 'Portrait left'	The output has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	 'Portrait top'	The output has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.
	 'Landscape left'	The output has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	 'Landscape top'	The output has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.

Setting	Values	Description
 'Media'	Names of the media in the media catalogue	Here you can select the media for the job. The list displays all the media that are available in the media catalog including the temporary media. The media catalog is a list of media that you can define in the Settings Editor.
 'Cover'	 'Front cover'	Here you can indicate that the print job requires a front cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Media'	When the setting 'Front cover' is enabled, you can select a media from the media catalogue.
	'Print sides'	Here you can select the sides of the front cover you want to print on. <ul style="list-style-type: none"> ■ 'Both sides' ■ 'Front side' ■ 'Back side' ■ 'None'
	 'Back cover'	Here you can indicate that the print job requires a back cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Media'	When the setting 'Back cover' is enabled, you can select a media from the media catalogue.
	'Print sides'	Here you can select the sides of the back cover you want to print on. <ul style="list-style-type: none"> ■ 'Both sides' ■ 'Front side' ■ 'Back side' ■ 'None'

Setting	Values	Description
'Layout'	 'Normal'	The machine prints the pages with no special layout settings.
	 'Booklet'	The machine prints the pages in booklet order. The pages 1 and 4 are printed on the front side of a sheet. The pages 2 and 3 are printed on the back side of a sheet.
	 'Same up'	<p>The machine prints the same image multiple times next to each other. By default, the system keeps the size of the originals.</p> <p>When you print A4 originals with the setting 'Same up' and 'Images per sheet' is 2, the machine will automatically print the job on A3, for example. When you cut the A3 sheets in two, you get 2 identical A4 copies of your document. To decrease your A4 originals to A5 prints, you can use the zoom function or select another media type.</p>
	 'Multiple up'	The machine prints multiple consecutive images on 1 side of a sheet, next to each other.
	'Images per sheet'	Here you can select the number of images you want to print when you select 'Same up' and 'Same-up flipped'.
'Zoom'	 'Fit to page'	You can select a media size for the output that differs from the media size of the original. When the 'Fit to page' setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the output.
	'Percent'	Use this setting to change the zoom manually within the range 25% to 400%.

Setting	Values	Description
 'Align'	 'Auto'	The automatically set value from the original document.
	 'Top left'	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The 'Align' setting allows you to indicate the position of the image on the sheet. 'Top left' moves the image to the upper left corner of the sheet.
	 'Top center'	'Top center' moves the image to the centre at the top of the sheet.
	 'Top right'	'Top right' moves the image to the upper right corner of the sheet.
	 'Center left'	'Center left' moves the image to centre of the left side of the sheet.
	 'Center'	'Center' moves the image to the centre of the sheet.
	 'Center right'	'Center right' moves the image to the centre of the right side of the sheet.
	 'Bottom left'	'Bottom left' moves the image to the lower left corner of the sheet.

Setting	Values	Description
	 'Bottom center'	
	 'Bottom right'	'Bottom right' moves the image to the lower right corner of the sheet.
 'Shift'	'Margin shift'	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press  . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
	'Image shift'	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press  . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.

Setting	Values	Description
 'Print delivery'	'Output location'	Select the output location for the print job. Depending on the settings for your print job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.
	 The 'Left-hand stacker' / 'Right-hand stacker'.	<ul style="list-style-type: none"> ■ 'Left-hand stacker stack tray' Deliver the prints at the stack tray of the left-hand stacker. ■ 'Left-hand stacker top tray' Deliver the prints at the top tray of the left-hand stacker. ■ 'Right-hand stacker stack tray' Deliver the prints at the stack tray of the right-hand stacker. ■ 'Right-hand stacker top tray' Deliver the prints at the top tray of the right-hand stacker.
	 The 'Stacker/stapler'.	<ul style="list-style-type: none"> ■ 'Stacker/stapler upper tray' Deliver the prints at the upper tray of the stacker/stapler. ■ 'Stacker/stapler lower tray' Deliver the prints at the lower tray of the stacker/stapler. ■ 'Stacker/stapler booklet tray' Deliver the prints at the booklet tray of the stacker/stapler.
'Sort'		

Setting	Values	Description
		 'By page' The output is sorted by page.
		 'By set' The output is sorted by set.
'Offset stacking'		 'Each set' Each set that gets to an output location will be shifted on top of the previous set. This setting is only available when in the workflow profile offset stacking is set to 'Sets (as in job)'.
		 'Off' All the sets or jobs that get to an output location will be stacked in one straight pile.
'Advanced settings' -> 'Sheet order'		

Setting	Values	Description
		'Auto' The automatically set value from the original document.
		'Face up' Deliver the prints face up, first sheet on top.
		'Face up reverse' Deliver the prints face up, last sheet on top.
		'Face down' Deliver the prints face down, first sheet on top.
		'Face down reverse' Deliver the prints face down, last sheet on top.
'Advanced settings' -> 'Sheet orientation'		

Setting	Values	Description
		 'Auto' The automatically set value from the original document.
		 'Header up LEF' Deliver the prints with the header on top side and in portrait position (vertical).
		 'Header up SEF' Deliver the prints with the header on top side and in landscape position (horizontal).
		 'Header down LEF' Deliver the prints with the header at the bottom side and in portrait position (vertical).
		 'Header down SEF' Deliver the prints with the header at the bottom side and in landscape position (horizontal).
'Advanced settings' -> 'Print order'		<ul style="list-style-type: none"> ■ 'Front/back' Default value. The front page on the front, the back page on the back. ■ 'Back/front' Puts the front page on the back and the back page on the front.
'Advanced settings' -> 'Rotation'		<ul style="list-style-type: none"> ■ '0 degrees' ■ '180 degrees' Rotates the prints 180 degrees.

Setting	Values	Description
 'Margin erase'		Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the print. With the + and - buttons of the 'Margin erase' setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94 inches.
 'Adjust image'	'Brightness'	With the 'Brightness' setting you can darken (-1 to -3) or lighten (1-3) your print.
	'Contrast'	With the 'Contrast' setting you can change the differences between dark and light areas on your print. A negative value reduces the difference, a positive value increases the difference.
	'Background suppression'	You can use the 'Background suppression' to print a uniform background. For example to suppress unwanted spots.
'Color/Black & white'	 'Black and white'	Here you can choose to print in color or in black&white.
	 'Color'	

Setting	Values	Description
'Punching'	 'None'  '2 holes'  '3 holes'  '4 holes'  'Die set dependent'	Here you can define the amount and location of the punch holes.
'Folding'		<p>Here you can define the folding method for the prints. Furthermore you can define on what side to print with the 'Print method' option:</p> <ul style="list-style-type: none"> ■ 'Print inside' ■ 'Print outside' <p>Check the preview for the result of the selection.</p>

Setting	Values	Description
'Binding'	'None'  '1 staple'  '2 staples'  'Saddle stitching'  'Saddle pressing'	Here you can define the required number of staples. Furthermore you can define where you want the staples with the 'Location' option. The available locations for the 1 staple option: <ul style="list-style-type: none">■ 'Top left'■ 'Top right'■ 'Bottom left'■ 'Bottom right' The available locations for the 2 staples option: <ul style="list-style-type: none">■ 'Left edge'■ 'Top edge'■ 'Bottom edge'■ 'Right edge' Check the preview for the result of the selection.
'Trimming'	'None'	
	 'Trim size'	Trims the long edge, top edge and bottom edge according to the specified values. The minimum trim size is 2 mm.
	 'Finishing size'	Trims the prints to a selected default size, for example A4, A5 etc. You can also define a custom size.

Settings for the whole job

Setting	Values	Description
'Job name'		Displays the job name of the print job. You can not change the job name of a print job.
'Number of sets'		Use this setting to define the number of copies. You can enter a value from 1 - 65,000. The default value is 1.

Setting	Values	Description
'Page range'		Displays the pages to print. When 'All' is selected, all pages of the job will be printed. When you touch the 'Page range' button a keyboard appears. You can define the page range you want to print.
'Separator sheets'	'On'	When the Separator sheets setting is enabled, a separate sheet will be inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, you can select a media from the Media catalog to be used as separator sheets. There you can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).
	'Off'	No separator sheet will be inserted before each set.

Contradiction handling

Be aware that if you change settings you might make contradicting settings. If you make contradicting settings, the preview pane informs you how to solve the contradictions. The contradicting settings are marked orange and indicate where contradictions are found. The green check marks indicate where to find the settings that you must change to resolve the contradictions.

Manage print jobs

Print an urgent job immediately

Introduction

When a job must be printed urgently, you can give that print job priority over all other print jobs. The 'Print now' button allows you to print a job immediately. When you use the 'Print now' button, the active print job  will be paused as soon as the current set is ready.

To print a job as soon as possible but not immediately, you can use the 'To top' function.

Locations of the 'Print now' button

The 'Print now' button is available at the following locations.

- List of 'Scheduled jobs'.



NOTE

To give priority to a job in the list of 'Waiting jobs', you must first touch 'Print' to send the job to the list of 'Scheduled jobs'. There you can select the job and touch 'Print now'.

To give priority to a job in the list of 'Printed jobs', you must first reprint the job. When the job is in the list of 'Scheduled jobs', you can select the job and touch 'Print now'.

How to print an urgent job immediately

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch  to expand the list of 'Scheduled jobs'.
3. Touch the job which you want to print immediately.
4. Press 'Print now'.

The urgent job appears at the top of the list of 'Scheduled jobs'. The active print job  is paused and becomes second in the list.

- Give priority to a print job, on page 117

Give priority to a print job

Introduction

When you want to print a job as soon as possible, but not necessarily immediately, you must use the 'To top' function. The 'To top' function moves the selected job to the second position in the list of 'Scheduled jobs', below the active print job . The job will be printed when the active print job  is ready.

How to give priority to a print job

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch  to expand the list of 'Scheduled jobs'.
3. Touch the job to which you want to give priority.
4. Press 'To top'.

■ [Print an urgent job immediately, on page 116](#)

Print a scheduled job later

Introduction

The machine prints the print jobs and copy jobs that are present in the list of 'Scheduled jobs' jobs.

However, you can decide to print a job later, for example because:

- The required media are out of stock, or
- You first want to make a proof.

Then you must move the job back to the list of 'Waiting jobs'.

How to print a scheduled job later

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch  to expand the list of 'Scheduled jobs'.
3. Touch the job(s) you want to print later or use the 'Select' button to make a selection. To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.



NOTE

To select the active print job  you must first press the 'Stop' key 2 times to stop the job. However, the printing continues until the buffer is empty. You must touch the 'Continue' button to resume printing.

4. Press 'Move'.

The job is moved to the list of 'Waiting jobs'.

- [Make a proof, on page 122](#)

Reprint a job

Introduction



NOTE

The following description is only applicable when the setting 'Printed jobs' in the Settings Editor is enabled.

Print jobs that have been completed are moved from the list of 'Scheduled jobs' list to the list of 'Printed jobs'. The 'Printed jobs' list helps you to reprint jobs quicker and easier.

What you need to know about the list of Printed jobs

- When you want to reprint a job, the selected job is always copied to the list of 'Waiting jobs' first.
- You can not change the job settings in the list of 'Printed jobs'. This is only possible in the list of 'Waiting jobs'.
- You can not reprint streaming jobs.
- The list of 'Printed jobs' does not store proof prints, system jobs and jobs that were stopped or deleted.
- When you shut down the printer all jobs remain present in the list of 'Printed jobs'.
- The list of 'Printed jobs' can only store jobs. To prevent the disk of your system from becoming full, jobs must be deleted manually or automatically on a regular basis. In the Settings Editor, you can indicate the cleaning period, then the clean-up is carried out at midnight or at the next start-up (in general the next morning).
- If E-shredding is enabled, the jobs will be shredded after removal from the list of 'Printed jobs'.

How to reprint a job

1. Touch 'Jobs' -> 'Printed jobs'.
2. Touch the job(s) you want to reprint or use the 'Select' button to make a selection.
To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
3. Press 'Copy'.
4. Touch 'Queues' -> 'Waiting jobs'.
5. Touch the job you want to reprint.
6. Touch 'Properties' if you want to change the settings, for example the number of sets.
7. Press 'Print'.

Reprint a job

- Delete print jobs, on page 125

Print a job ticket

Introduction

Job tickets are used to transfer settings from an application to the printer. It can be convenient to print a job ticket before printing a job, to get an overview of the main job characteristics.

Job tickets can contain the following information, for example.

- Job name.
- Job owner.
- Job destination.
- Job settings such as the number of sets.
- Required media.

The 'Ticket' button, which allows you to print a job ticket, is available in various locations on the operator panel.



NOTE

You can only print a job ticket for 1 job at a time.

Locations of the 'Ticket' button

The 'Ticket' button is available at the following locations.

- List of 'Printed jobs' if this function is enabled in the Settings Editor.
- List of 'Scheduled jobs'.
- List of 'Waiting jobs'.

Print the job ticket

1. Go to one of the following locations.
 - Touch 'Jobs' -> 'Queues'
If collapsed, first touch  to expand the desired list of 'Scheduled jobs' or 'Waiting jobs'.
 - Touch 'Jobs' -> 'Printed jobs'
2. Touch the job for which you want to print the job ticket.
3. Press 'Ticket'.
The job is sent to the bottom of the list of 'Scheduled jobs'. The job may not be immediately visible in the list of 'Scheduled jobs'. You can recognize the job by the prefix @_ in front of the job name.

Make a proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the 'Proof' function, the machine prints 1 copy of the job. You can only make a proof for a job in the list of 'Waiting jobs'.

When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, if you need 10 sets the printer will still print 10 sets after you made the proof. This is different from the checking of the first set.

Locations of the 'Proof' button

The 'Proof' button is available at the following locations.

- List of 'Waiting jobs'.



NOTE

To make a proof of a job in the list of 'Printed jobs', you must first touch 'Copy' to copy the job to the list of 'Waiting jobs'. There you can select the job and touch 'Proof'.

Make a proof

1. Touch 'Jobs' > 'Queues'.
2. If collapsed, first touch to expand the desired list of 'Waiting jobs'.
3. Touch the job of which you want to print a proof.



NOTE

You can select multiple jobs.

4. Press 'Proof'.
A copy of the job goes to the bottom of the list of 'Scheduled jobs'. The original job remains in the list of 'Waiting jobs'.
You can recognize a proof by the magnifying glass on the job icon .

- [Reprint a job, on page 119](#)

Stop the printer

Introduction

The printer can be stopped in 2 ways.

- Manually
Use the Stop button  or the 'Stop after job' button to stop the printer.
- Automatically
Define a corresponding setting in the workflow profiles.

Stop the printer manually

Manual stop

Stop after	Press the button	Description
A set	 1x 	<p>The printer stops when the currently printed set of the active print job  is completed.</p> <p>It depends on the set size and the moment you press the 'Stop' button when the printer will stop. For example, when you have a large set of 1,000 pages and you press the 'Stop' button after the first page, the printing will continue for a couple of minutes.</p> <p>NOTE When you press the 'Stop' button 1x the dashboard will immediately display a 'Resume' button with a vertical, orange bar. However, the printing continues until the current set is completed. You must touch the 'Resume' button to resume printing.</p>
A page	 2x 	<p>The printer stops when the printer buffer is empty (as soon as possible).</p> <p>The buffer can contain up to 50 pages. Because the printer stops when the buffer is empty, it is possible that the last printed set is not complete.</p> <p>NOTE When you press the 'Stop' button 2x the dashboard will immediately display a 'Resume' button with a vertical, red bar. However, the printing continues until the buffer is empty. You must touch the 'Resume' button to resume printing.</p>

Stop after	Press the button	Description
A job	'Stop after job'	In 'Jobs' -> 'Queues' -> 'Scheduled jobs' you must select the job after which the printer must stop. Then touch the 'Stop after job'. A horizontal, red and white stop bar indicates that the stop-after-job function is active. The printer stops when the selected job is completed. You must touch the 'Resume' button to resume printing.



NOTE

When you print streaming jobs  or jobs that consist of 1 large set, you must press  2x to stop the printer as soon as possible.

Stop the printer automatically

Automatic stop

When	Then
■ The 'Check first set' setting in a 'Workflow profile' is 'On', and ■ The 'Check first set' setting is also enabled in the job.	The printer stops each time the first set of a print job is completed. You can check the first set before you continue the print job.
The 'Confirm start of job' setting in a 'Workflow profile' is 'On'.	The printer stops each time at the start of a new job. You must start each job manually.

How to stop and continue printing manually

1. Press  button 1x to stop when the current set is completed.
2. Press  button 2x to stop as soon as possible.
3. To resume printing, press  in the dashboard.



NOTE

To stop printing after a job, you must select a job in 'Jobs' -> 'Queues' -> 'Scheduled jobs'. Then you must touch the 'Stop after job' button.

Delete print jobs

Locations from which jobs can be deleted

You can delete jobs from the following locations.

- List of 'Printed jobs' (if this function is enabled in the Settings Editor).
- List of 'Scheduled jobs'.
- List of 'Waiting jobs'.



NOTE

You can only delete the active print job  in the list of 'Scheduled jobs' when the printer is on hold.

Select the jobs you want to delete

The table below describes your options to select one or more jobs.

Select one or more jobs that you want to delete

What to delete?	How to do?
One or more separate jobs	Go to the correct location described above, then touch the jobs one by one.
All jobs	Go to the correct location, then touch 'Select' -> 'All'.
'<html>Jobs with available media</html>'	Go to the correct location, then touch 'Select' -> '<html>Jobs with available media</html>'.
'<html>Jobs with label</html>'	Go to the correct location, then touch 'Select' -> '<html>Jobs with label</html>'.



NOTE

For the list of 'Printed jobs', you can indicate in the Settings Editor that the list must be cleaned automatically at specified times. The factory default is 1 day.

How to delete the jobs

1. Go to one of the following locations.
 - Touch 'Jobs' -> 'Queues'
If collapsed, first touch  to expand the list of 'Scheduled jobs' or 'Waiting jobs'.
 - Touch 'Jobs' -> 'Printed jobs'
2. Select the jobs you want to delete.

Delete print jobs

3. Press 'Delete'.
A message appears.
4. When you are sure that you want to delete the selected job(s), touch 'Yes'.

Schedule a waiting job for printing

Introduction

The destination of jobs is determined by the selected workflow profile. When jobs go to the list of 'Waiting jobs', you must manually send the jobs to the print queue (list of 'Scheduled jobs'). This enables you to keep full control of all jobs that must be printed.

How to schedule a waiting job for printing

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch  to expand the desired list of 'Waiting jobs'.
3. Touch the job(s) you want to print or use the 'Select' button to make a selection.
To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
4. Press 'Print'.
The job is moved to the bottom of the list of 'Scheduled jobs'.

■ Work with the workflow profiles, on page 308

Select more than one job for printing

Introduction

The table below describes the possibilities to select more than one job for printing.

Select more jobs

Options	Description
Select 2 or more jobs manually	Touch the jobs you want to print one by one.
'Select' button - 'All'	All jobs in the list of 'Waiting jobs' are printed. The order in the list of 'Waiting jobs' determines the print order. However, in the list of 'Scheduled jobs' you can give priority to a job.
'Select' button - '<html>Jobs with available media</html>'	All jobs for which the required media are currently available in the paper trays, will be printed. This improves the productivity, because you must not change the required media during printing. You may only need to add more of the currently available media types.
'Select' button - '<html>Jobs with label</html>'	A label is a name or tag that helps you to identify certain jobs on the operator panel. When a job is sent to the printer, the person who submits the job can add a label to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer XYZ' can be added to jobs. Then you can select and print all the jobs for 'Customer XYZ' at once.

How to select more than one job for printing

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch  to expand the desired list of 'Waiting jobs'.
3. Touch the jobs you want to print one by one, or make a selection using the 'Select' button. The selected jobs are highlighted.
4. Press 'Print' "Print'.

Media handling

Introduction to the 'Schedule' view

Introduction

The 'Schedule' is your daily planning board for print jobs. The 'Schedule' helps you to keep the machine running.

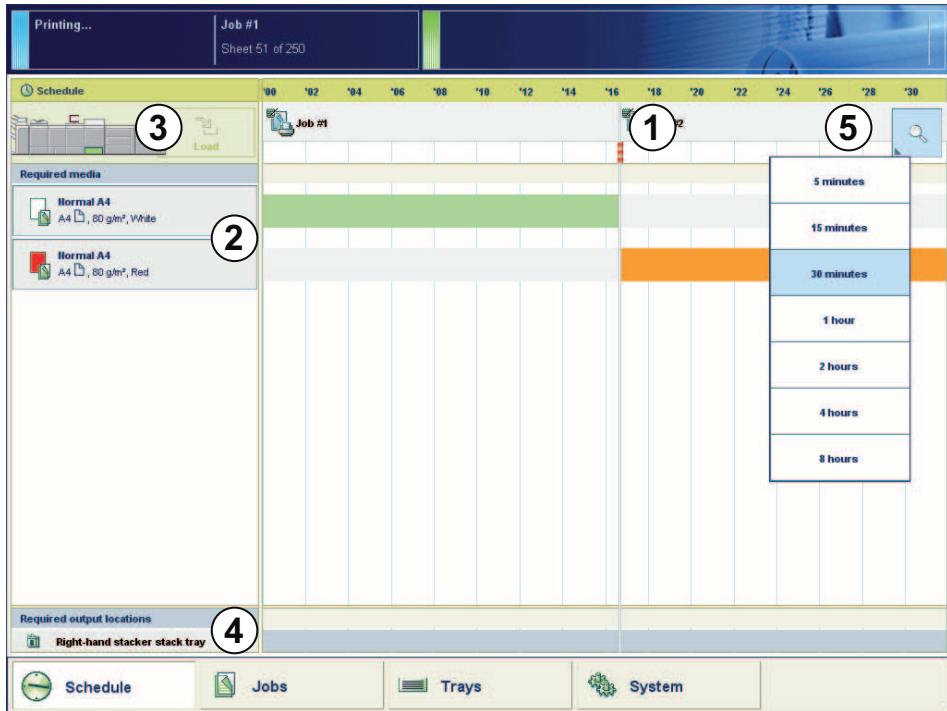
This section shows and describes the main parts of the 'Schedule'.



NOTE

The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs , all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The 'Schedule' view



[135] The 'Schedule' view

1. The jobs pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.

An icon and the job name represent a job. The icon indicates the state of the job, for example printing .

Furthermore, the  icon indicates the stop moments of the machine. For example, when the setting 'Confirm start of job' in the workflow profiles (see list of references below) is set to 'On' or when you use the 'Stop after job' function.

2. The 'Required media' pane

The 'Required media' pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see list of references below). The bars show the availability of the media. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.



NOTE

When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.

The possible display of small jobs

Image	Description
	Green. The required media is available.
	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The media toolbar

The media toolbar displays the following information for the media that is selected in the 'Required media' pane. Furthermore, the media type toolbar contains the 'Load' button to load and assign the required media.

4. The output locations pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example, because the output location will be full soon.
Red	The output location is required now, but not available. For example, because the output location is full.
Gray	The output location is unknown.

5. The zoom control

The zoom control enables you to adjust the time scale visible in the 'Schedule'. When you touch the zoom button, a drop-down list appears. Then you can select the desired time scale (5 minutes - 8 hours).

- [Work with the workflow profiles, on page 308](#)
- [Description of the Trays view, on page 135](#)

Load the media using the 'Schedule' view

Introduction

This section describes how to load the media into a paper tray.

When you load the media via the 'Load' button in the 'Schedule', the media is automatically assigned to the correct tray.

When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the loaded media to the corresponding paper tray manually.



IMPORTANT

Make sure you load the media at the right moment as indicated on the operator panel.

When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.
- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Load the media using the 'Schedule' view

1. Press 'Schedule'.
2. At 'Required media', select the media you want to load.
3. Press 'Load'.
The operator panel indicates how much media to load for the scheduled jobs.
4. Touch the tray where you want to load the media.
You can select more than one tray.
5. Touch 'OK' to confirm.
6. Load the media as described in one of the following references.
 - *Load the media into the paper tray* on page 222
 - *Load the media into the bulk media module (optional)* on page 235

Result



NOTE

- The printer continues printing automatically after closing the paper tray.
- To load media in a grayed-out paper tray, you can open the paper tray and load the media.

■ [Load the media using the Trays view, on page 138](#)

Description of the 'Trays' view

Introduction

The 'Trays' view has the following functions.

- Display the current content and filling level of the paper trays
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray when you already loaded the media
- Unassign media from a paper tray.

This section describes the items of the 'Trays' view.



NOTE

The trays view also opens when you press the paper tray key on the operator panel.

Illustration



[139] Example of a configuration with 1 paper module

The items of the 'Trays' view

Description of the 'Trays' view

Num- ber	Item	Function
1	Content of the paper trays	Indicate the current content and filling level of the paper trays. The 'Trays' view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts.
2	'Assign' button	Assign media from the media catalog to the paper tray.
3	'Unassign' button	Unassign media from the paper tray.
4	Arrow buttons	When your configuration contains more paper modules or an inserter than the 'Trays' view can display in 1 screen, you can press the arrow buttons to change the part of the machine displayed.

The paper tray information

The 'Trays' view displays the following textual information for each paper tray.

- The media name, for example 'Normal paper'
- The media size, for example A4 or Letter
- The media weight, for example 80 g or 20 lb bond
- The media color
- The special characteristics of the media, for example 'cyclic' or 'punched'. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The 'Trays' view displays the following icons for each paper tray.

The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full



NOTE

Each line indicates the presence of about 100 sheets

	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down

Icon	Description	
	The paper tray is open	
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media	
	The paper tray contains media that are fed over the long edge (LEF)  or short edge (SEF) 	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets	
	The paper tray contains tab sheets that must be processed as inserts	
	The paper tray contains inserts	
	The paper tray contains media that are fed over the long edge (LEF)	
	The paper tray contains media that are fed over the short edge (SEF)	

- The paper modules, on page 24
- Load the media using the Schedule view, on page 133
- Load the media using the Trays view, on page 138

Load the media using the 'Trays' view

Introduction

This section describes how to load the media into a paper tray.

When you load the media via the 'Load' button in the 'Schedule', the paper tray is automatically assigned to the correct media.

When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the paper tray to the loaded media manually.



IMPORTANT

Make sure you load the media at the right moment as indicated on the operator panel.

When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.
- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Load the media using the 'Trays' view

1. Press 'Trays'.
2. Select the tray where you want to load the media.
3. Load the media as described in one of the following references.
 - *'Load the media into the paper tray' on page 222*
 - *'Load the media into the bulk media module (optional)' on page 235*
4. Press 'Assign'.
The 'Assign media' window opens with media names. The previous media in the selected paper tray is highlighted. The list displays all the media in the media catalog. When the list is empty, the media catalog does not contain media that match the position of the paper guides.
5. Select the media you loaded and touch 'OK' to assign the media to the selected tray.

Result



NOTE

- To load media in a grayed-out paper tray, you can open the paper tray and load the media.
- You can use 'Unassign' for example to prevent unnecessary printing on expensive media.

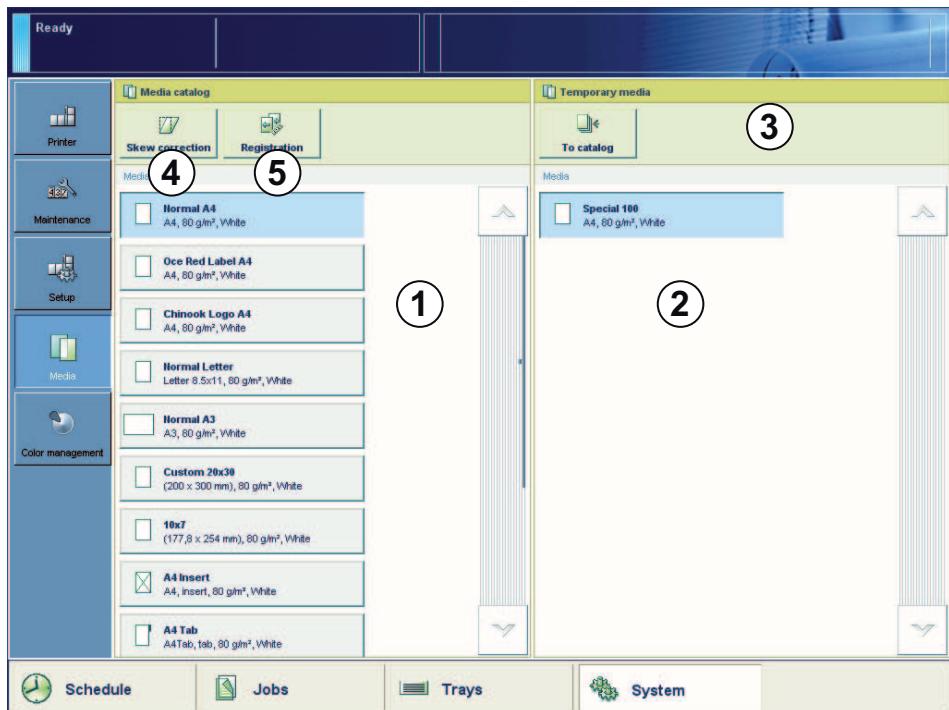
■ [Load the media using the Schedule view, on page 133](#)

Introduction to the 'Media' section

Introduction

This section gives an overview of the 'Media' section in the 'System' view.

Overview of the 'Media' section



[146] Overview of the 'Media' section

The items of the 'Media' section

Description of the 'Media' section

Number	Item	Function
1	List of all the media that are available in the 'Media catalog'	Display the current content of the 'Media catalog'.
2	List of temporary media	Display the temporary media that are currently available on the system.
3	'To catalog' button	Add temporary media to the media catalog.

Number	Item	Function
4	'Skew correction'	Correct skewed and slight rotated images.
5	'Registration' button	Perform a media registration to position the image at the exact position of the media.
6	Skew correction button	Perform a skew correction to position the image straight on the media.

- [Description of the Trays view, on page 135](#)
- [Add temporary media to the Media catalog, on page 144](#)

Introduction to the media handling

Introduction

The machine supports a wide range of media, including tabs and inserts. The supported media sizes range from 203 mm x 203 mm (minimum) to 305 mm x 457 mm (maximum). The supported media weights range from 33 - 202 lb bond for media that are recommended by the manufacturer, and 40 - 135 lb bond for other media.

This section describes the following:

- Media handling in general
- The 'Media catalog'
- Temporary media.

General introduction to the media handling

All the print jobs require media that you can assign to the paper trays via the operator panel. The print jobs can require media that are included in the 'Media catalog'. However, the print jobs can also require media that are not included in the 'Media catalog'. These media become temporary media on the system.

What is the media catalog

The media catalogue is a list of predefined media and media attributes which you can define in the Settings Editor application on the PRISMAsync controller.

When you use the media catalog, the operator panel, the printer drivers and other applications all display the same list of predefined media. The operator panel and the printer driver automatically retrieve and display the latest version of the media catalog.

What are temporary media

You can also use many other media that are not included in the 'Media catalog'. These media become temporary media. You can look up the currently used temporary media in the 'Media' section of the 'System' view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:

- No more waiting jobs need this media type
- No more scheduled jobs need this media type
- No more printed jobs need this media type
- No more DocBox jobs need this media type
- This media type is no longer available in the paper trays.

When you plan to use these media more often, you can add these temporary media to the 'Media catalog'.

- [Add temporary media to the Media catalog, on page 144](#)

Add temporary media to the 'Media catalog'

Introduction

When a job is submitted that requires media that are not included in the 'Media catalog', these media become temporary media. The operator panel displays the temporary media in the following places.

- In the list of 'Required media' in the 'Schedule' view, when the job is scheduled for printing.
- In the list of 'Temporary media' in the 'Media' tab of the 'System' view.

When you plan to use a temporary media more often, you can add the media to the 'Media catalog'.

This section describes how to add temporary media to the 'Media catalog'.

Add temporary media to the 'Media catalog'

1. On the operator panel, press the 'System' button.
2. Press 'Media'.

The names of the temporary media are displayed in the 'Temporary media' section.

3. Select the media you want to add to the 'Media catalog'.
4. Press 'To catalog'.

The media is added to the 'Media catalog'.



NOTE

- If required, you can edit the attributes of the media in the 'Media catalog' that is part of the Settings Editor.
- The temporary media uses the color settings and calibration values of the default media family.

Correct skewed and rotated images

Introduction

This procedure describes how to correct skewed or slightly rotated images. See the figure below.



IMPORTANT

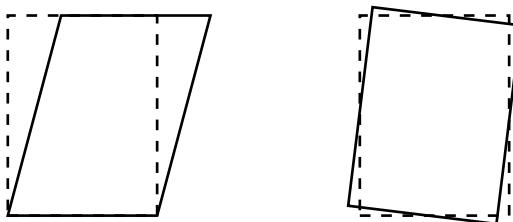
The correction applies to all media.

You are advised to use the largest possible media size.

Required tool

- Ruler

Illustration



Perform a deskew

1. Touch 'System' -> 'Media'.
2. From the 'Media catalog', select the media you want to use.
The correction applies to all media.
3. Press 'Skew correction'.
An instruction window opens.
4. Read the instructions carefully and touch 'Next'.
Please wait while a media registration sheet is printed.
5. Check the registration sheet
 - If the registration sheet is correct, you can stop the deskew procedure.
 - If the registration sheet is wrong, continue with the next step.An instruction window opens.
6. Follow the instructions on the window.



NOTE

The system performs a 'Auto color mismatch correction' procedure that may take a while.

7. Repeat step 1-5 to check the result.

Perform a media registration

Introduction

The different properties of media can influence the alignment of images on the media. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'.



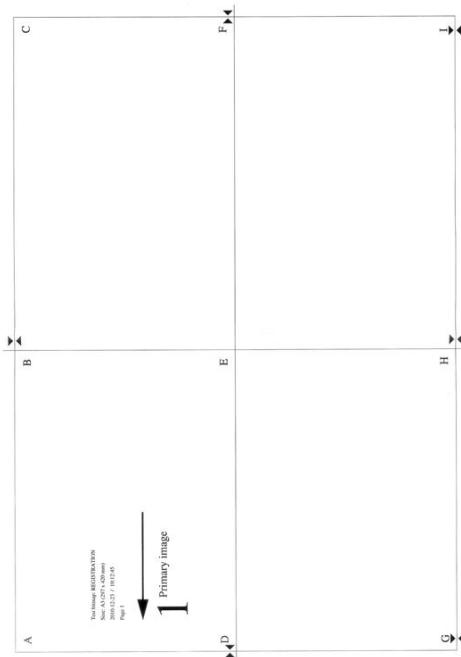
IMPORTANT

Make sure you first perform skew correction.

Required tool

- Ruler

Illustration



[148] Media registration chart

Perform a media registration

1. Touch 'System' -> 'Media'.
2. From the 'Media catalog', select the media you want to register.
3. Press 'Registration'.
An instruction window opens.
4. Read the instructions carefully and touch 'Next'.
Please wait while a media registration sheet is printed.
5. Check the media registration chart.
 - If the media registration sheet is correct, you can stop the media registration procedure.
 - If the media registration sheet is wrong, continue with the next step.
An instruction window opens.
6. Follow the instructions on the window.
7. Press 'Finish'.
8. Repeat step 1-5 to check the result.

■ [Correct skewed and rotated images, on page 145](#)

Change the job settings before printing

Change the number of sets

Introduction

Follow the procedure below to change the number of sets for a job that is present in the list of 'Waiting jobs' or 'Scheduled jobs'.

How to change the number of sets

1. Touch -> 'Waiting jobs'.
2. Touch the job of which you want to change the number of sets.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Number of sets' button.
5. Enter the desired number of sets (between 1 and 65,000).



NOTE

Touch the arrow button <- to correct the previous entry or touch 'Cancel' to close the numerical keyboard without saving the changes.

6. Press 'OK'.
7. Press 'OK'.

Check the first set

Introduction

If you have a large print job and you want to check whether the job is printed correctly, it is advised to check the first set before printing all other sets. When a job is sent to the printer, the submitter can indicate in the job submission application that the first set must be checked. However, the workflow profile that is selected on the operator panel determines how the printer handles these requests.

Depending on the selected workflow profile, the 'Check first set' setting can have the following values:

- 'On'
- 'Off'
- '<html>As in job</html>'

When you use the 'Check first set' function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the printer will print the first set and then stop. When you continue the job, the 9 remaining sets are printed. This is different from printing a proof.

Methods to check the first set

You can use 1 of the following methods to indicate that you want to check the first set.

- Use a workflow profile where 'Check first set' is enabled. Then the printer stops after the first set.
- Enable the function 'Check first set' in the 'Properties' window for a specific job only. However, you can only change the 'Check first set' setting there when a workflow profile is selected where the 'Check first set' setting is '<html>As in job</html>'.

How to enable the checking of the first set

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to check the first set.



NOTE

You can not change this setting for the active print job .

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Number of sets' button.
5. Touch 'Check first set' when the button states 'Off'.

The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled.

6. Press 'OK'.
The Number of sets button will now show a check mark.
7. Press 'OK'.

■ [Work with the workflow profiles, on page 308](#)

Change the use of separator sheets

Introduction

Separator sheets are empty sheets that are automatically inserted before each new set or job to separate two sets or jobs. In the Settings Editor you can define the media that must be used as separator sheets. The use of separator sheets can be enabled via the automated workflows in the Settings Editor. However, you can change this setting through the operator panel.

How to change the use of separator sheets

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to change the settings.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Press 'Properties'.
4. Touch the 'Separator sheets' button to toggle between 'On' and 'Off'.
5. Press 'OK'.

Stack the prints with an offset

Introduction

The 'Offset stacking' function creates a visible distinction between sets or jobs in an output location. The active workflow profile or the active automated workflow determines the default type of offset stacking. The table below describes the possible types of offset stacking. Furthermore, the table describes when you can change the defined type of offset stacking in the 'Properties' window.

Types of offset stacking

Default type of offset stacking	Possible changes in the 'Properties' window
'Jobs'	No changes possible.
'Sets (always)'	You can indicate the number of sets (N sets) after which an offset will be applied, for example 5. Then 5 sets will be delivered in a straight stack. The next 5 sets will also be delivered in a straight stack, but with a shift compared to the previous stack. N must be a value between 1 and 65536 (default = 1).
NOTE When 'Sets (always)' is possible, the 'Properties' window displays a special button at the upper right-hand side which is otherwise not visible.	
'Sets (as in job)'	You can set the 'Offset stacking' function to: <ul style="list-style-type: none"> ■ 'On' - each set will be shifted compared to the previous set, or ■ 'Off' - all sets are delivered in 1 straight stack.
'Banners'	No changes possible.
'Off'	No changes possible.

How to change the type of offset stacking in the Properties window

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to change the type of offset stacking.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.

4. Touch the 'Print delivery' button when the default type of offset stacking is '<html>Sets (as in job)</html>'.



NOTE

You can only change this setting when the default type of offset stacking is set to '<html>Sets (as in job)</html>'.

5. Make the required changes.
6. Press 'OK'.

- [Work with the workflow profiles, on page 308](#)
- [Introduction to automated workflows, on page 319](#)

Combine jobs

Introduction

The bundle function allows you to combine 2 or more jobs into 1 new job. For example, this can be convenient when the participants of a meeting need several documents in a specific order. Often, the required documents are sent from several workplaces to the printer in advance. Normally, this means that you must print the documents first and sort or staple them later. By using the bundle function you can determine the order of the documents before printing and print all documents in the correct order in only 1 print job.

Important information about the bundle function

- You can only bundle print jobs that are currently in the list of 'Waiting jobs'.
- You can change a number of settings for the bundled job via the 'Properties' window.
- By default, the number of sets for a bundled job is 1. So before printing, you must first indicate the required number of sets (see...).
- When you stop a job after a set, the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- All the jobs in the bundle must have the same output location. Otherwise, the operator panel displays a warning message. To continue, you must first split the bundled job, then change the individual job settings and finally bundle the jobs again.

Main actions on the bundle function

The table below describes the main actions you can carry out with regard to the bundle function.

Main bundle functions

Main actions	Description
'Bundle'	When you touch 'Bundle' after selecting 2 or more jobs, a new job is created that contains the original jobs. The new job is added to the bottom of the list of 'Waiting jobs'. The original jobs are removed from the list. The new job gets a new name that is based on the name of the first job in the bundle.

Main actions	Description
'Split'	When you touch 'Split' after selecting a bundled job, the job is split into the original, separate jobs. The bundled job is removed. The separate jobs are added to the bottom of the list of 'Waiting jobs'. You can use the 'Split' function to correct mismatched settings, for example.
Change job settings	The 'Properties' window gives access to a pane where you can do the following. <ul style="list-style-type: none"> ■ Change a number of job settings. ■ Change the order of the jobs in the bundle.
'Delete'	Delete print jobs.
'Ticket'	Print a job ticket.
'Proof'	Make a proof.

How to combine print jobs

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the jobs you want to combine.



NOTE

If all jobs you want to combine have the same label, you can also touch 'Select' -> '<html>Jobs with label</html>' to select all the required jobs at once.

3. Press 'Bundle'.

The operator panel displays an overview of the bundled job.
4. If necessary, use the Up and Down keys to change the job order.
5. Press 'OK'.

- [Delete print jobs, on page 125](#)
- [Print a job ticket, on page 121](#)
- [Make a proof, on page 122](#)

Change the output settings before printing

Change '2-sided' into '1-sided' and vice versa

Introduction

Jobs for which '1-sided' or '2-sided' printing was defined, will be printed on either 1 side or both sides of a sheet. If required, you can change this setting.

How to change '2-sided' into '1-sided' and vice versa

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to change the number of sets.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the '1- or 2-sided' button.
5. Touch the desired value.
6. Touch 'OK'.
7. Press 'OK'.

Change the binding edge

Introduction

The binding edge determines whether the binding position is along the long edge or the short edge of the media. The binding edge is usually set via the printer driver, for example. However, you can view and change the binding edge via the operator panel. The binding edge has a relation with the direction of the margin shift, orientation and staple position.



NOTE

When the binding edge is changed for '2-sided' printing, the image orientation is automatically adjusted to get the correct layout. The orientation of the image on the back side of the page will be changed too.

How to change the binding edge

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job you want to change.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Binding edge' button.
5. Touch the desired value.
6. Press 'OK'.
7. Press 'OK'.

Select a different media for a job

Introduction

If you want to print a job on other media than originally defined for that job, you can select a different media via the operator panel. Requirements regarding the new media:

- The media must be available in the 'Media catalog'.
- The media must have the same size as the original media.

How to select another media for a job

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job you want to change.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. In the preview pane at the right-hand side, touch the media you want to change. When more than 1 media was defined for a job, the preview pane displays a separate button for each media.
5. From the list, select the new media.
6. Press 'OK'.
7. Press 'OK'.

Change the settings for covers

Introduction

When front covers or back covers are required, the settings are usually set in the printer driver, for example. However, you can view and change the settings for the covers via the operator panel.

You can change the following settings for both the front cover and the back cover separately.

- Enable or disable the use of a cover.
- Select the desired media from the 'Media catalog'.
- Indicate whether the cover must be left empty, or printed 1-sided and/or 2-sided.

How to change the settings for covers

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to change the cover settings.



NOTE

You can not change this setting for the active print job .

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Cover' button.
5. Make the required changes.
6. Press 'OK'.
7. Press 'OK'.

Shift the image roughly to create binding space

Introduction

If you want to create space for staples or punch holes, for example, you can use the 'Align' function. The preview in the right-hand pane of the operator panel displays the consequences of your changes.

The 'Align' function allows a rough image shift. You can select one of the following settings:

- 'Top left' - The image is moved to the upper left corner of the sheet.
- 'Center' - The image is moved to the middle of the sheet.
- 'Top right' - The image is moved to the upper right corner of the sheet.

You can also shift the image or margin more precisely.

How to change the alignment

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job you want to change.



NOTE

You can not change this setting for the active print job .

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Align' button.
5. Make the required changes.
6. Press 'OK'.
7. Press 'OK'.

- Shift the image precisely to create binding space or correct the layout, on page 162

Shift the image precisely to create binding space or correct the layout

Introduction

If you want to create space for staples or punch holes, for example, you can use the 'Align' function. However, when the 'Align' function is not precise enough, you can use the 'Margin shift' and 'Image shift' functions. These functions allow you to shift the image more precisely. The preview in the right-hand pane of the operator panel displays the consequences of your changes. If you shift the margin too much, you may lose part of the image.

The 'Shift' function has 2 options.

- 'Margin shift' allows you to increase or decrease the margin to create more binding space, for example. With 'Margin shift', you can shift an image relative to the binding edge.
- 'Image shift' has basically the same function. However, 'Image shift' also allows you to move the image vertically. This gives you more freedom in moving the image exactly to the desired position.



NOTE

By default, the values of the front side and the back side are linked. To define different values for each side, touch . The changes you make are valid for the whole document, not only for the current page.

How to shift the margin and the image

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job you want to change.



NOTE

You can only change the settings of the active print job after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Shift' button.
5. Make the required changes.
6. Press 'OK'.
7. Press 'OK'.

- Shift the image roughly to create binding space, on page 161

Change the print delivery settings

Introduction

Usually the print delivery settings have been defined in the printer driver.

Overview of the print delivery settings

Setting	Description
'Output location'	Change the output location for the job. The list shows all the output locations that are available for your system. Make sure there is a match between the selected output location and the job requirements. For example, when a job requires staples, you must select an output location that allows stapling.
'Sort'	Change the sorting method of the prints. You can select sort 'By page' or 'By set'.  [149] Sort by page  [150] Sort by set
'Offset stacking'	Stack the prints with an offset. This setting is only available when the 'Offset stacking' setting of the active 'Workflow profile' is set to '<html>Sets (as in job)</html>'.
'Advanced settings'	Finishing equipment often requires that the printed sheets are delivered in a certain order. For finishers that are integrated in your printing system, the required settings are adapted automatically. However, sometimes it can be necessary to change a number of settings manually, for example when you want to finish the prints using offline finishers. If required, you can change the 'Sheet order', 'Sheet orientation', 'Print order' and 'Rotation'.

How to change the print delivery settings

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job of which you want to change the settings.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Press 'Properties'.
4. Touch the 'Print delivery'.
5. Make the required changes.
6. Press 'OK'.
7. Press 'OK'.

■ [Stack the prints with an offset, on page 153](#)

Change the finishing method

Introduction

The required finishing method is usually set in the printer driver. However, you can change the finishing method on the operator panel.

Depending on the configuration of your system you can change the following finishing methods, for example.

- Number of staples.
- Number of punch holes.
- The location of the staples or punch holes.

How to change the finishing method

1. Touch 'Jobs' -> 'Waiting jobs'.
2. Touch the job you want to change.



NOTE

You can only change the settings of the active print job  after you stopped the printer (press the 'Stop' button 2x).

3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Binding' button.
5. Make the required changes.
6. Press 'OK'.
7. Press 'OK'.

Chapter 7

Copy jobs

General information

Introduction to the copy function

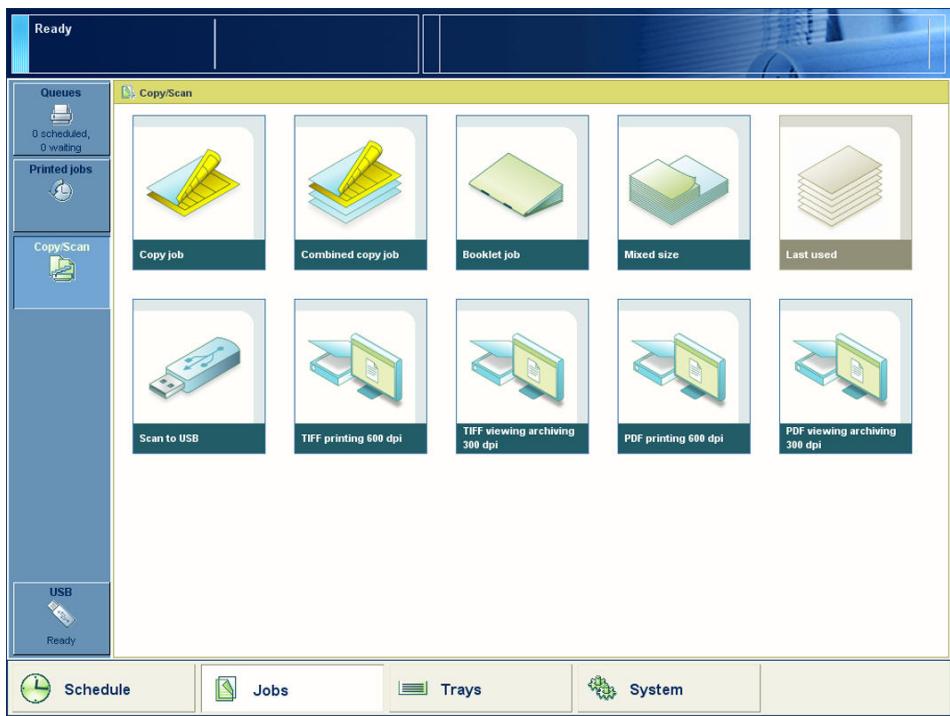
Introduction

The copy function enables you to copy paper originals. You can define the settings of the copy jobs manually or by using templates. Templates contain predefined settings for recurring types of copy jobs.

The copy function contains a number of factory default templates, for example for copying mixed-size originals or combining several sets of originals. Furthermore, you can define customized templates. The factory default templates are directly available when you access the copy function. When you select one of these templates, the system sets the typical settings for the selected type of copy job automatically. Next you can define all other settings for the originals and the output.

The illustration and the table below show the factory default templates you can use to start a copy job.

Illustration



[151] The copy templates at the upper row

The factory default templates

Overview of the templates

Template	When to use
'Copy job'	Copy originals that have the same media size and only require simple settings, for example 2-sided or a staple.
'Combined copy job'	Combine several sets of originals and create 1 single copy job. When you select this template, the possibility to add subsets is already displayed.
'Booklet job'	Create booklets from paper originals. When you select this template: <ul style="list-style-type: none"> ■ The 'Layout' setting is set to 'Booklet', and ■ The 'Media' setting is set to A3 / Ledger, because the system assumes you want to create booklets of A4 / Letter originals.
'<html>Mixed size</html>'	Copy a set of originals that consists of different media sizes. The output will also consist of these different media sizes.
'Last used'	Reuse the settings of the previous copy job for your new copy job.



NOTE

You cannot use 'Last used' when the previous job was a scan job or a combined copy job.

- [Create and use custom copy templates, on page 200](#)
- [Combine subsets into one file, on page 216](#)
- [Work with the workflow profiles, on page 308](#)

Description of the copy job settings

Introduction

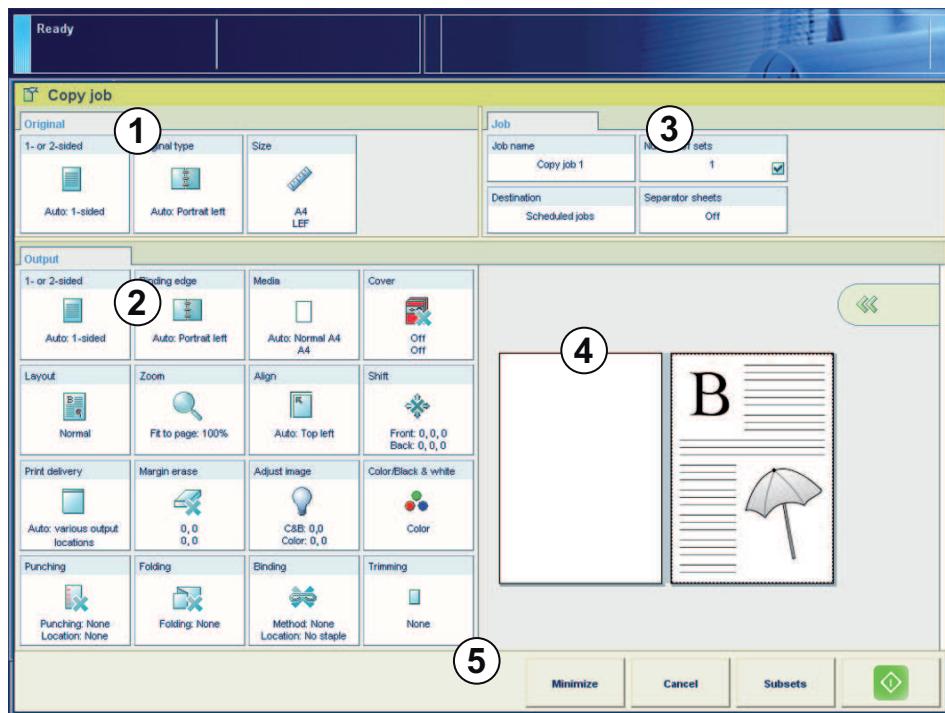
When you make a copy, you must define the following.

- The characteristics of the paper originals
- The characteristics of the output
- Generic settings that apply to the whole job.

When you started the copy job by selecting one of the factory default templates or by selecting a custom template, some of the settings have already been changed.

Furthermore, the system links a number of logical settings for the Original and the Output automatically. However, you can overrule these automated settings manually. The automated settings have the prefix 'Auto'.

Illustration



[152] The settings window for copy jobs

Number	Pane	Description
1	'Original'	The 'Original' pane shows the settings you can define for the paper originals
2	'File'	The 'File' pane shows the settings you can define for the file
3	'Job'	The 'Job' pane shows the generic settings you can define for the whole job
4	Preview	The preview displays the settings you defined for the output. Furthermore, this pane gives access to the templates
5	Action buttons	The action buttons indicate the actions you can carry out.

Settings for the original

Setting	Icons and values	Description
'1- or 2-sided'	 '1-sided'	Only the front side contains an image or text.
	 '2-sided'	Both the front side and the back side contain an image or text.
'Original type'	 'Portrait left'	The original has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image or text is in readable form.
	 'Portrait top'	The original has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image or text on the back side of the sheet is in readable form.
	 'Landscape left'	The original has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the image or text is in readable form.
	 'Landscape top'	The original has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.

Setting	Icons and values	Description
'Size'		<p>A4, A3, Letter, Ledger, etc.</p> <p>Original on the glass plate:</p> <ul style="list-style-type: none"> ■ Select a predefined size from the list, or ■ Enter the media format of the original. <p>When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01 inches. The text of the 'Size' button changes into 'Custom'.</p> <p>Originals in the automatic document feeder:</p> <ul style="list-style-type: none"> ■ The automatic document feeder does not detect the size of the originals automatically.
 NOTE		<p>The Thick original setting is only available when a B/W scanner is present.</p>
	 'Portrait'  'Landscape'	<p>Original on the glass plate: indicate the orientation of the original.</p> <p>Originals in the automatic document feeder: the orientation of the originals is detected automatically.</p>

Settings for the output

Setting	Values	Description
'1- or 2-sid-ed'	 'Auto'	The automatically set value from the original document.
	 '1-sided'	The output contains an image on 1 side.
	 '2-sided'	The output contains an image on both sides.
'Binding edge'	 'Auto'	The automatically set value from the original document.
	 'Portrait left'	The output has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	 'Portrait top'	The output has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.
	 'Landscape left'	The output has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	 'Landscape top'	The output has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.

Setting	Values	Description
 'Media'	Names of the media in the media catalogue	Here you can select the media for the job. The list displays all the media that are available in the media catalog including the temporary media. The media catalog is a list of media that you can define in the Settings Editor.
 'Cover'	 'Front cover'	Here you can indicate that the copy job requires a front cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Print sides'	Here you can select the sides of the front cover you want to print on. <ul style="list-style-type: none"> ■ 'Both sides' ■ 'Front side' ■ 'Back side' ■ 'None'
	'Media'	When the setting 'Front cover' is enabled, you can select a media from the media catalogue.
	 'Back cover'	Here you can indicate that the copy job requires a back cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Media'	When the setting 'Back cover' is enabled, you can select a media from the media catalogue.
	'Print sides'	Here you can select the sides of the back cover you want to print on. <ul style="list-style-type: none"> ■ 'Both sides' ■ 'Front side' ■ 'Back side' ■ 'None'

Setting	Values	Description
'Layout'	 'Normal'	The machine prints the pages with no special layout settings.
	 'Booklet'	The machine prints the pages in booklet order. The pages 1 and 4 are printed on the front side of a sheet. The pages 2 and 3 are printed on the back side of a sheet.
	 'Same up'	The machine prints the same image multiple times next to each other. By default, the system keeps the size of the originals. When you copy A4 originals with the setting 'Same up' and 'Images per sheet' is 2, the machine will automatically print the job on A3, for example. When you cut the A3 sheets in two, you get 2 identical A4 copies of your document. To decrease your A4 originals to A5 prints, you can use the zoom function or select another media type.
	 'Multiple up'	The machine prints multiple consecutive images on 1 side of a sheet, next to each other.
	'Images per sheet'	Here you can select the number of images you want to print when you select 'Same up' and 'Same-up flipped'.
'Zoom'	'Fit to page'	You can select a media size for the output that differs from the media size of the original. When the 'Fit to page' setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the output.
	'Percent'	Use this setting to change the zoom manually within the range 25% to 400%.

Setting	Values	Description
 'Align'	 'Auto'	The automatically set value from the original document.
	 'Top left'	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The 'Align' setting allows you to indicate the position of the image on the sheet. 'Top left' moves the image to the upper left corner of the sheet.
	 'Top center'	'Top center' moves the image to the centre at the top of the sheet.
	 'Top right'	'Top right' moves the image to the upper right corner of the sheet.
	 'Top right'	'Top right' moves the image to the upper right corner of the sheet.
	 'Center left'	'Center left' moves the image to centre of the left side of the sheet.
	 'Center'	'Center' moves the image to the centre of the sheet.
	 'Center right'	'Center right' moves the image to the centre of the right side of the sheet.
	 'Bottom left'	'Bottom left' moves the image to the lower left corner of the sheet.

Setting	Values	Description
	 'Bottom center'	'Bottom center' moves the image to the centre of the bottom side of the sheet.
	 'Bottom right'	'Bottom right' moves the image to the lower right corner of the sheet.
 'Shift'	'Margin shift'	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press  . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
	'Image shift'	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press  . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.

Setting	Values	Description
 'Print delivery'	'Output location'	Select the output location for the copy job. Depending on the settings for your copy job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.
	 The 'Left-hand stacker' / 'Right-hand stacker'.	<ul style="list-style-type: none"> ■ 'Left-hand stacker stack tray' Deliver the prints at the stack tray of the left-hand stacker. ■ 'Left-hand stacker top tray' Deliver the prints at the top tray of the left-hand stacker. ■ 'Right-hand stacker stack tray' Deliver the prints at the stack tray of the right-hand stacker. ■ 'Right-hand stacker top tray' Deliver the prints at the top tray of the right-hand stacker.
	 The 'Stacker/stapler'.	<ul style="list-style-type: none"> ■ 'Stacker/stapler upper tray' Deliver the prints at the upper tray of the stacker/stapler. ■ 'Stacker/stapler lower tray' Deliver the prints at the lower tray of the stacker/stapler. ■ 'Stacker/stapler booklet tray' Deliver the prints at the booklet tray of the stacker/stapler.
'Sort'		

Description of the copy job settings

Setting	Values	Description
		 'By page' The output is sorted by page.
		 'By set' The output is sorted by set.
'Offset stacking'		 'Each set' Each set that gets to an output location will be shifted on top of the previous set. This setting is only available when in the workflow profile offset stacking is set to 'Sets (as in job)'.
		 'Off' All the sets or jobs that get to an output location will be stacked in one straight pile.
'Advanced settings' -> 'Sheet order'		

Setting	Values	Description
		'Auto' The automatically set value from the original document.
		'Face up' Deliver the prints face up, first sheet on top.
		'Face up reverse' Deliver the prints face up, last sheet on top.
		'Face down' Deliver the prints face down, first sheet on top.
		'Face down reverse' Deliver the prints face down, last sheet on top.
'Advanced settings' -> 'Sheet orientation'		

Setting	Values	Description
		<p> 'Auto' The automatically set value from the original document.</p> <p> 'Header up LEF' Deliver the prints with the header on top side and in portrait position (vertical).</p> <p> 'Header up SEF' Deliver the prints with the header on top side and in landscape position (horizontal).</p> <p> 'Header down LEF' Deliver the prints with the header at the bottom side and in portrait position (vertical).</p> <p> 'Header down SEF' Deliver the prints with the header at the bottom side and in landscape position (horizontal).</p>
	'Advanced settings' -> 'Print order'	<ul style="list-style-type: none"> ■ 'Front/back' Default value. The front page on the front, the back page on the back. ■ 'Back/front' Puts the front page on the back and the back page on the front.
	'Advanced settings' -> 'Rotation'	<ul style="list-style-type: none"> ■ '0 degrees' ■ '180 degrees' Rotates the prints 180 degrees.

Setting	Values	Description
 'Margin erase'		Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the 'Margin erase' setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94 inches.
 'Adjust image'	'Brightness'	With the 'Brightness' setting you can darken (-1 to -3) or lighten (1-3) your print.
	'Contrast'	With the 'Contrast' setting you can change the differences between dark and light areas on your print. A negative value reduces the difference, a positive value increases the difference.
	'Background suppression'	You can use the 'Background suppression' to print a uniform background. For example to suppress unwanted spots.
 'Color/Black & white'	 'Black and white'	Here you can choose to print in color or in black&white.
	 'Color'	

Setting	Values	Description
'Punching'	 'None'  '2 holes'  '3 holes'  '4 holes'  'Die set dependent'	Here you can define the amount and location of the punch holes.
'Folding'		<p>Here you can define the folding method for the prints. Furthermore you can define on what side to print with the 'Print method' option:</p> <ul style="list-style-type: none"> ■ 'Print inside' ■ 'Print outside' <p>Check the preview for the result of the selection.</p>

Setting	Values	Description
'Binding'	'None'  '1 staple'  '2 staples'  'Saddle stitching'  'Saddle pressing'	Here you can define the required number of staples. Furthermore you can define where you want the staples with the 'Location' option. The available locations for the 1 staple option: <ul style="list-style-type: none">■ 'Top left'■ 'Top right'■ 'Bottom left'■ 'Bottom right' The available locations for the 2 staples option: <ul style="list-style-type: none">■ 'Left edge'■ 'Top edge'■ 'Bottom edge'■ 'Right edge' Check the preview for the result of the selection.
'Trimming'	'None'	
	 'Trim size'	Trims the long edge, top edge and bottom edge according to the specified values. The minimum trim size is 2 mm.
	 'Finishing size'	Trims the prints to a selected default size, for example A4, A5 etc. You can also define a custom size.

Settings for the whole job

Setting	Values	Description
'Job name'		By default, all copy jobs are named 'Copy job' with a sequence number. To identify your copy job more easily in the list of waiting jobs or scheduled jobs, you can change the name of the copy job. When you touch the 'Job name' button a keyboard appears.

Description of the copy job settings

Setting	Values	Description
'Number of sets'		Use this setting to define the number of copies. You can enter a value from 1 - 65,000. The default value is 1.
'Destination'	'Scheduled jobs'	Add the copy job to the list of 'Scheduled jobs' in the 'Jobs' view.
	'Waiting jobs'	Add the copy job to the list of 'Waiting jobs' in the 'Jobs' view.
'Separator sheets'	'On' 'Off'	When the Separator sheets setting is enabled, a separate sheet will be inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, you can select a media from the Media catalog to be used as separator sheets. There you can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).

Feed originals to the ADF (optional)

Introduction

You can use the ADF to feed a stack of originals at once, face up. Feeding originals in a portrait position is referred to as long edge feed (LEF/horizontal). Feeding originals in a landscape position is referred to as short edge feed (SEF/vertical).



NOTE

- If the top edge of the original is not aligned with the back edge of the slide guide, your original may not be scanned correctly, depending on the copy mode that you have set.
- Originals of the A4, B5 and LTR sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals.
- Horizontally placed A4 and B5 originals are referred to as A4R and B5R.
- Horizontally placed LTR originals are referred to as LTRR
- A3, B4, 11" x 17" and LGL originals must be placed horizontally. A5 and STMT must be placed vertically.

You can place the following originals into the ADF:

- Weight
 - One-sided scanning: 50 to 216 g/m² / 13 to 57 lb Bond
 - Two-sided scanning: 50 to 216 g/m² / 13 to 57 lb Bond (A3, B4, A4R, B5R: 50 to 200 g/m² / 13 lb Bond to 54 lb Bond (11" x 17", LGL, LTRR: 50 to 200 g/m² / 13 to 53 lb Bond))
- ISO sizes: A3, B4, A4, A4R, B5, B5R, or A5 (A5 originals cannot be placed horizontally. (A5R))
- US sizes: 11" x 17", LGL, LTR, LTRR, STMT (STMT originals cannot be placed horizontally. (STMTR))
- Tray Capacity: up to 100 sheets (80 g/m² / 22 lb Bond)

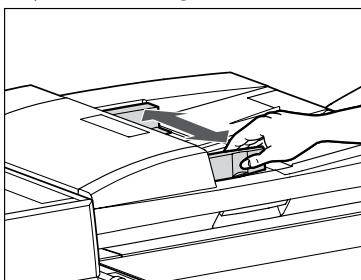


IMPORTANT

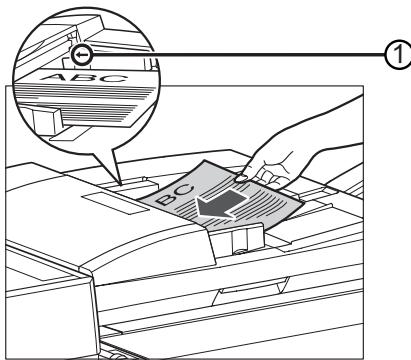
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
 - Originals with tears or large binding holes
 - Severely curled originals or originals with sharp folds
 - Clipped or stapled originals
 - Carbon backed paper or other originals which may not feed smoothly
 - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure.
'Clean the ADF rollers' on page 337
- Always smooth out any folds in your originals before placing them into the feeder.

Feed originals to the ADF (optional)

1. Adjust the slide guides to fit the size of your originals.



2. Place the originals face up into the original supply tray until the original set indicator (1) is lit.

**IMPORTANT**

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output tray to avoid paper jams.

**NOTE**

- When you are enlarging an A4 or B5 original onto A3 or B4 paper, place the original horizontally.
- The scanned originals are output to the original output area in the order they are fed into the feeder.

Put originals on the glass plate

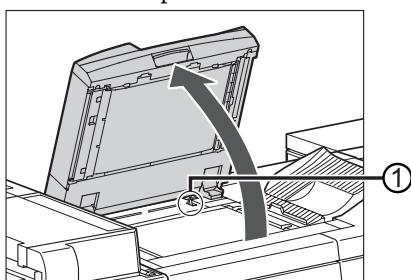
Introduction

You can use the color scanner to copy bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

Put originals on the glass plate

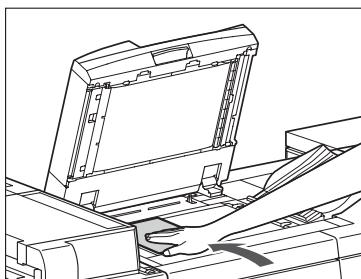
1. Lift the feeder/platen cover.



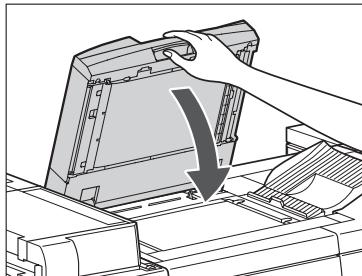
IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 300 mm so that the sensor detaches from the feeder/platen cover.

2. Place your originals face down.



3. Gently close the feeder/platen cover.



- [The color scanner \(optional\), on page 35](#)

Clean the glass plate

Introduction

Clean the platen glass/original feeding belt/underside of the platen cover by following the procedure below.



IMPORTANT

If the platen glass/original feeding belt/underside of the platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

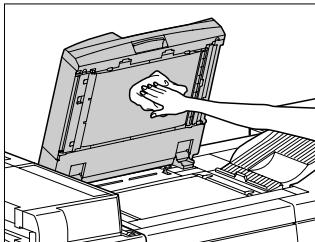
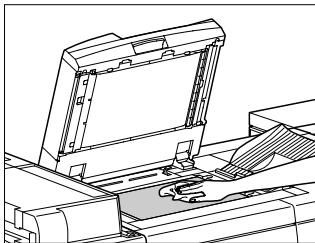


NOTE

Cleaning the underside of the platen cover is necessary only if the platen cover is attached.

Clean the glass plate

1. Clean the platen glass/original feeding belt/underside of the platen cover with a cloth dampened with water or a mild cleaning agent, and wipe them with a soft, dry cloth. Move the original feeding belt manually, and clean the section that is hidden.



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.



NOTE

If black streaks appear on the printed output when using the feeder, carefully clean the area indicated by the label that is attached to the platen glass.

Copy your documents

Make a copy

Introduction

A basic copy is a copy for which you only define a few settings before touching the Start button , such as:

- 1-sided or 2-sided
- A staple
- The number of copies required.

Before you begin

- Remove staples or paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the automatic document feeder does not contain more than 100 sheets (80 g/m² or 20 lb bond).
- Make sure that the originals are not curled.

How to make a basic copy

1. Place the originals face up into the ADF, or place 1 original face down on the glass plate.
2. Touch 'Jobs' -> 'Copy/Scan' -> 'Copy job'.
3. If required, define the settings and the required number of copies.
4. Select 'Scheduled jobs' in the 'Destination' field to start copying immediately.
5. Press .

The job is added to the list of 'Scheduled jobs'.

Combine subsets into 1 document

Introduction

A subset is an original you want to copy. A subset can be a single sheet or a full document, for example. Each subset can require different settings for the original and the output.

To create 1 document from several subsets, you can use the Combined copy job template in the 'Copy/Scan' section. You also need this template when you want to use tab sheets to split up the subsets. Then each tab sheet is also considered to be a subset.

After you created 1 document, you can still add, insert, delete or edit a subset.

How to combine subsets into 1 document

1. Place the first subset face up into the ADF.
2. Touch 'Jobs' -> 'Copy/Scan' -> 'Combined copy job'.
3. Define the settings for the subset (both in the 'Original' and 'Output' section).
4. Press .
5. Place the next subset face up into the ADF.
6. Repeat the steps 3-4 for all subsequent subsets.
7. Touch 'Ready' after you scanned the last subset.
8. Touch  to start the copy job or touch 'Edit' to check the document first or to add, insert or delete a subset.

Access other functions during a copy job or scan job

Introduction

When you access the copy function or scan function from the 'Copy/Scan' view, the job window opens in full screen mode. Therefore, the buttons that give access to the other system functions are not visible. However, you can access the other functions while you define the settings for your copy job or scan job.



NOTE

The machine will remember all the job settings you already defined.

How to access other functions and get back to your job

1. In the job window, touch 'Minimize'.
The 'Copy/Scan' view appears. The navigation buttons at the bottom of the operator panel become visible and accessible.
2. Carry out the desired actions.
3. To get back to your job window, touch 'Jobs'.
4. Press 'Resume job'.

The zoom behavior

Introduction

When you carry out a copy job or scan job, you can use the Zoom function to reduce or enlarge an image, for example:

- Copy an A4 original on an A3 sheet. The system enlarges the image
- Copy an A3 original on an A4 sheet. The system reduces the image
- Copy an A4 original with a small illustration on an A4 sheet, and at the same time enlarge the illustration.

By factory default, the zoom function is set to Fit to page. This makes sure that no information is lost. To change the zoom factor manually, touch the - and + buttons of the Zoom function in the job window. If you use non-standard size originals, you must use the glass plate. The scanner can not automatically detect the size of the originals on the glass plate. Therefore, you must select the original size manually.

The zoom function for originals in the automatic document feeder is different from the zoom function for originals on the glass plate.

Zoom behavior

Original	Starting point of the zoom function
Automatic Document Feeder	Center
Glass plate	Upper left-hand corner

This section describes the characteristics of the zoom function when you use the automatic document feeder or the glass plate.



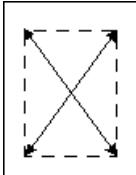
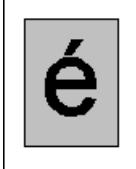
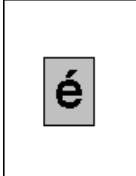
NOTE

The zoom function works identical for both copy jobs and scan jobs.

Scan from the automatic document feeder and use the zoom function

The following table shows the zoom behavior of the machine when the originals are scanned from the automatic document feeder. The focus is on the centre of the original.

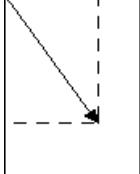
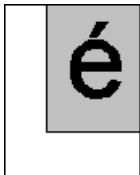
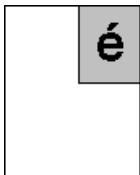
Scan from the automatic document feeder using the zoom function

Illustration	Description
	<p>The original is placed face up and in readable form into the automatic document feeder.</p> <p>The center of the original is a fixed point and is used as the origin of the image.</p>
	<p>Result of a scan with a 100% zoom factor.</p>
	<p>Result of a scan with a 50% zoom factor.</p>
	<p>NOTE The center of the image is fixed.</p>
	<p>Result of a scan with a 200% zoom factor.</p>
	<p>NOTE The center of the image is fixed.</p>

Scan from the glass plate and use the zoom function

The following table shows the zoom behavior of the machine when the originals are scanned from the glass plate. The focus is on the upper right-hand corner of the original (upper left-hand corner of the glass plate).

Scan from the glass plate using the zoom function

Illustration	Description
	<p>The original is placed face-down and in readable form in the upper left-hand corner on the glass plate. The upper left-hand corner of the glass plate is a fixed point and is used as the origin of the image.</p>
	<p>Result on paper of a scan with a 100% zoom factor.</p>
	<p>Result on paper of a scan with a 50% zoom factor.</p>
	<p>NOTE The upper right-hand corner of the image is fixed.</p>
	<p>Result on paper of a scan with a 200% zoom factor.</p>
	<p>NOTE The upper right-hand corner of the image is fixed.</p>

Create and use custom copy templates

Introduction

When you regularly carry out identical copy jobs, you can create custom copy templates for these recurring jobs. The custom templates contain the default settings for these jobs.

You can carry out the following actions:

- Creating a Custom Template
- Use a custom template
- Delete a custom template
- Rename a custom template
- Make a custom template your default custom template.

How to create and edit custom copy templates

1. Touch 'Jobs' -> 'Copy/Scan' -> 'Copy job'.
2. Touch  to enter the template section.
3. Touch the custom template called 'Current' for 2 seconds.
4. Select 'Save'.

The system saves the custom template as 'Custom' followed by a number that is not yet in use.

5. Touch the new custom template to select this template.

When you touch the new template for 2 seconds, a menu appears that allows you to select, delete or rename the template, or make it your new default template.

Rename a copy job

Introduction

When you carry out a new copy job, the system creates an automatic name for the job. The default name 'Copy Job' followed by a sequence number is displayed in the 'Job name' field. However, you can rename the copy job into a name of your choice. This name helps you to recognize the job in the list of 'Scheduled jobs' or 'Waiting jobs'.

How to rename a copy job

1. In the job window, touch 'Job name'.
A keyboard appears.
2. Touch 'Backspace' until the current name is deleted.
3. Touch the characters to enter a new name.
4. Press 'OK'.

Copy non-standard size originals

Introduction

You can use the automatic document feeder to copy originals in a simple and quick way. The automatic document feeder supports the following standard media sizes.

Media sizes that the automatic document feeder supports

ISO sizes	US sizes
<ul style="list-style-type: none">■ A5■ A5R■ A4■ A4R■ A3■ B5■ B5R■ B4	<ul style="list-style-type: none">■ Legal■ Letter■ Letter-R■ STML■ 13" x 19.2" (330.2 x 487.7 mm)■ 12" x 18" (305 x 457 mm)■ 11" x 17" (279 x 432 mm)

The document feeder supports non standard sizes from 139,7 x 182 mm to 630 x 297 mm / 5,5" x 7,17" to 24,80" x 11,30".

If more than one media fits, the user must select the desired media. The selected media will be the default media.

The glass plate is the location where you usually place originals that the automatic document feeder cannot handle. The glass plate cannot detect the dimensions of your original. When you copy from the glass plate, you must always define the size of your original.

How to copy non-standard size originals

1. Place the originals face up into the ADF, or place 1 original face down on the glass plate.
2. Touch 'Jobs' -> 'Copy/Scan' -> 'Copy job'.
3. In the 'Original' section, touch 'Size'.
4. Use the - and + buttons to enter the correct media size.
5. Press 'OK'.
The 'Size' button displays the defined size.
6. In the 'Output' section, touch 'Media'.
7. Select a media from the list and touch 'OK'.
The setting 'Zoom' determines how the copy will look. When 'Zoom' ->'Fit to page' is enabled, the original will be scaled to fit the media size of the output. When 'Zoom' ->'Fit to page' is disabled, you can enter a custom zoom percentage.

Scan now and print later (postponed copying)

Introduction

You can scan an original document now and print the document later. This is called postponed copying. To use this function, you must send a copy job to the list of 'Waiting jobs'.

When to do

You must only change the destination to 'Waiting jobs' when the default destination of copy jobs is 'Scheduled jobs'. The default destination of copy jobs is defined in the workflow profiles.

How to use postponed copying

1. Put the originals face up and in readable form into the automatic document feeder.
2. Touch 'Jobs' -> 'Copy/Scan' -> 'Copy job'.
3. Define the settings for your copy job.
4. Touch 'Destination' to select 'Waiting jobs'.
5. If required, touch 'Job name' to rename the job. This helps you to recognize the job more easily.
6. Touch 'Start' .

The job is sent to the selected destination. There you can select and print the job later.

Finish the output

How to punch or staple the output

1. Place the originals face up into the ADF, or place 1 original face down on the glass plate.
2. Touch 'Jobs' -> 'Copy/Scan' -> 'Copy job'.
3. At the 'Binding' setting, select the required number of staples and the location of the staples.
4. At the 'Punching' setting, select the required number of holes.
5. At the 'Folding' setting, select the folding method.
6. At the 'Trimming' setting, define the trim settings
7. If required, define the other settings for the original document and the output.
8. Enter the generic values in the 'Job' section.
9. Touch 'Start' .

Chapter 8

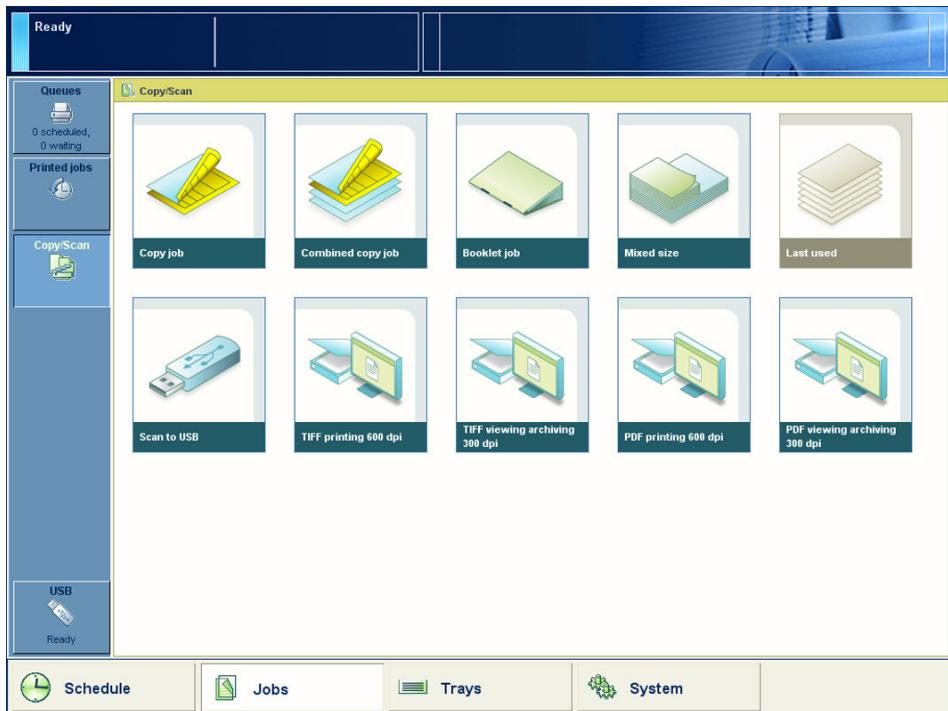
Scan jobs

Introduction to the scan function

Introduction

The scan function allows you to convert paper originals into digital documents using scan profiles. The system offers several factory default scan profiles. However, you can change and add scan profiles at the Settings Editor.

Illustration



[243] The scan profiles at the lower row

The factory default profiles

Overview of the scan profiles

Template	When to use
TIFF printing	Scan for printing purposes.
TIFF viewing archiving	Scan for viewing and archiving purposes.
PDF printing	Scan for printing purposes.

Template	When to use
PDF viewing archiving	Scan for viewing and archiving purposes.

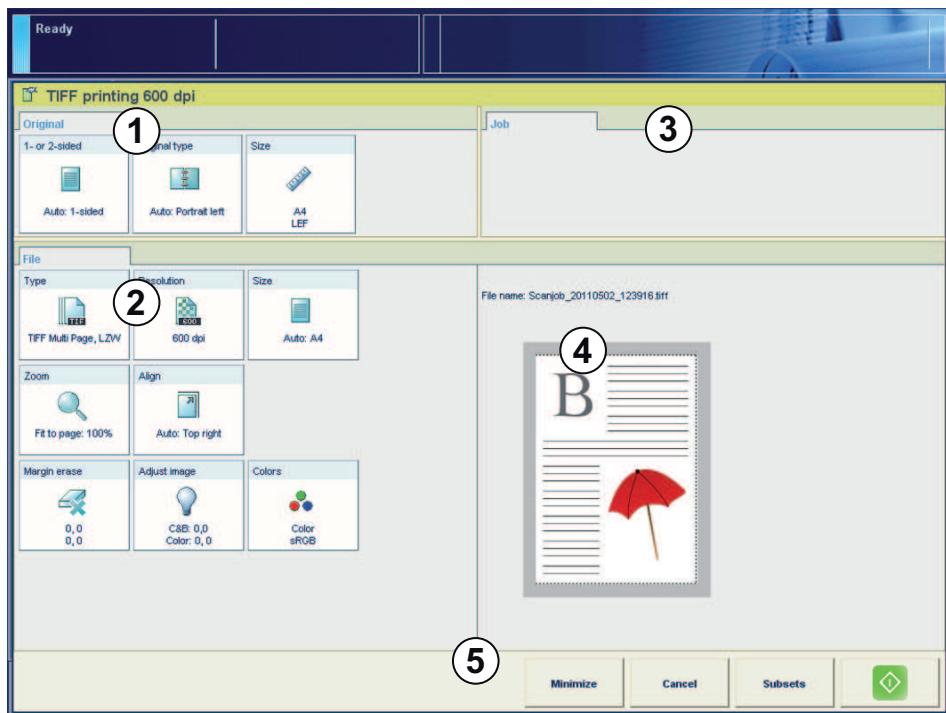
Description of the scan job settings

Introduction

To scan a document, you must first select a scan profile. A scan profile contains default job settings. After you select a scan profile, the job window opens. The job window allows you to change a number of default settings for the original and the resulting file. To increase the productivity, the system automatically links the 'Size' settings for the 'Original' and the 'File'. However, you can always manually overrule this automated setting. The automated setting has the prefix 'Auto'. The changes that you make only apply to the current job.

This section describes the parts and settings of the job window.

Illustration



[244] The scan job settings

Number	Pane	Description
1	'Original'	The 'Original' pane shows the settings you can define for the paper originals
2	'File'	The 'File' pane shows the settings you can define for the file
3	'Job'	The 'Job' pane shows the generic settings you can define for the whole job
4	Preview	The preview displays the settings you defined for the output. Furthermore, this pane gives access to the templates
5	Action buttons	The action buttons indicate the actions you can carry out.

'Original' settings

Name of the setting	Values	Description
 '1- or 2-sided'	 'Auto'	The automatically set value.
	 '1-sided'	Only 1 side of an original contains an image.
	 '2-sided'	Both sides of an original contain an image.
 'Original type'	 'Auto'	The automatically set value.
	 'Portrait left'	The original has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	 'Portrait top'	The original has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form.
	 'Landscape left'	The original has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	 'Landscape top'	The original has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form.

Name of the setting	Values	Description
 'Size'	A4, A3, Letter, Ledger, etc.	<p>Original on the glass plate:</p> <ul style="list-style-type: none"> ■ You must indicate the media format of the original. ■ You can select a predefined size from the list. When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01 inches. The text of the 'Size' button changes into 'Custom'. <p>Originals in the automatic document feeder:</p> <ul style="list-style-type: none"> ■ The automatic document feeder does not detect the size of the originals automatically.
		<p>You must indicate the orientation of the originals on the glass plate.</p> <p>The automatic document feeder detects the orientation of the originals automatically.</p>

'File' settings

Name of the setting	Values	Description
'Type'	'Format'	 Select the 'PDF' format when you require a format compatible with the Acrobat applications. A PDF file is a file with compressed graphics and text. This format matches all print systems and is common in the Internet environment.
		 Select the 'JPEG' format when you require a general format, compatible with a range of graphical applications.
		 Select the 'TIFF Single Page' format when you require single pages in a general format, a single page, compatible with a range of graphical applications.
		 Select the 'TIFF Multi Page' format when you require multiple pages in a general format compatible with a range of graphical applications.
	'Compression'	Define the compression factor to reduce the file size.
	<p>NOTE</p> <p>A higher compression factor results in a scan with lower quality.</p>	

Name of the setting	Values	Description
'Resolution'		Select a value from the list, from 75 dpi (lowest resolution) to 600 dpi (highest resolution). To give you an indication of what value to choose: <ul style="list-style-type: none">■ Select 75 dpi when you want to generate a very small file.■ Select 300 dpi when you want to view or archive the generated file.■ Select 600 dpi when you want to print or edit the generated file.
'Size'	 A5 A4 Etc	Select the size of the file.
'Zoom'	'Fit to page'	You can select a media size for the file that differs from the media size of the original. When the 'Fit to page' setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the file.
	'Percent'	Use this setting to change the zoom manually within the range 25% to 400%.
'Align'	 'Top left'	An image on a sheet may be smaller than the media size of the file, for example because you scaled the image to 70% of its original size. The 'Align' setting allows you to indicate the position of the image on the sheet. 'Top left' moves the image to the upper left corner of the sheet.
	 'Center'	'Center' moves the image to the centre of the sheet.
	 'Top right'	'Top right' moves the image to the upper right corner of the sheet.

Name of the setting	Values	Description
 'Margin erase'		Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the 'Margin erase' setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94 inches.
 'Adjust image'	'Brightness'	With the 'Brightness' setting you can darken (-1 to -3) or lighten (1-3) your scan.
	'Contrast'	With the 'Contrast' setting you can change the differences in contradictions. For example between dark and light areas on your scan. A negative value reduces the difference, a positive value increases the difference.
	'Background suppression'	You can use the 'Background suppression' to print a uniform background. For example to suppress unwanted spots.
 'Color/Black & white'	 'Black and white'	Select this setting to make black & white scans.
	 'Grayscale'	Select this setting to make gray-scale scans.
	 'Color'	Select this setting to make color scans.
	'Color profile'	<ul style="list-style-type: none"> ■ 'sRGB' Select 'sRGB' for a smaller color gamut with smaller differences between consecutive colors. The 'sRGB' setting reduces the risk of banding. ■ 'AdobeRGB' Select 'AdobeRGB' for a bigger color gamut with bigger differences between consecutive colors. The 'AdobeRGB' setting increases the risk of banding.

■ Scan to file, on page 215

Scan to file

How to use the scan-to-file function

1. Place the originals face up into the ADF, or place 1 original face down on the glass plate.
2. Touch 'Jobs' -> 'Copy/Scan'.
3. Select a scan-to-file profile.
The job window opens.
4. Change the settings for the original and the file.
5. Touch 'Start' .

The scanner scans the originals. The system sends the resulting file to the scan server. The file is stored with a predefined name in a designated directory. There is no message on the operator panel to inform you that the file was stored successfully. You can access the status information on the controller.

Combine subsets into one file

Introduction

You can use the scan function of the machine to carry out all kinds of scan jobs. You can carry out scan-to-file or scan-to-email jobs, for example. When the document contains non-standard size media or when you want to combine various documents, you can create a combined scan job. All the different originals are then combined in 1 file. This is comparable to combining several documents in a copy job. The following situations can occur, for example.

- You want to scan a document that consists of several parts - called subsets - that differ from each other and require individual settings
- You want to combine different documents into one file

Different subsets are subsets that have a mix of 1-sided and 2-sided pages, or require different exposure settings, for example. When you scan these types of documents, you must define the settings for each subset individually.

This section describes the following:

- Combine subsets into one file.
Furthermore, this section describes the actions you can carry out from the preview pane.
- Add a subset
- Insert a subset
- Delete a subset
- Edit a subset.

Before you begin

1. Divide your document into subsets.
2. Put the first subset into the automatic document feeder or on the glass plate.

 **Note:**

When you use the automatic document feeder, the size of the originals must be one of the supported standard sizes.

3. If necessary, adjust the original guides of the automatic document feeder.

Combine subsets into one file

1. On the operator panel, press the 'Copy/Scan' button.
2. Select a scan profile.

The job window opens.

3. Press 'Subsets'.
4. Define the settings for the first subset (original and file).



NOTE

Some settings that you define for the first subset apply to the whole job, the 'Type' and 'Resolution' settings, for example. These settings are fixed and are grayed out after scanning the first subset.

5. Touch the Start button .
6. Put the next subset into the automatic document feeder or on the glass plate.
7. Repeat the steps 4 - 6 for all other subsets.



NOTE

A number indicates the order in which the subsets have been scanned.

8. When all subsets have been scanned, Touch 'Ready'.
A full overview of all the scanned subsets appears in the right-hand pane. If required, you can still adapt the job:
 - Add another subset (see below)
 - Insert a subset (see below)
 - Delete a subset (see below)
 - Edit a subset (see below).
9. When the job is OK, start the creation of the file (see below).

Add a subset

1. Place the first subset face up into the ADF or face down on the glass plate.
2. In the preview pane, touch 'Add'.
The settings pane becomes available.
3. Define the settings for the new subset.
4. Touch the 'Start' button .The new subset is added to the end of the list of subsets.
5. Repeat the steps 3 and 4 if you want to add more subsets, or touch 'Ready' when all the additional subsets have been scanned.
The full overview of all the scanned subsets appears.
6. When the job is OK, start the creation of the file (see below).

Insert a subset

1. Put the first subset face up into the automatic document feeder or face down on the glass plate.
2. In the preview pane, select the subset below the position where you want to insert a subset.
3. Press 'Insert'.
The settings pane becomes available. Furthermore, an empty line appears above the selected subset.
4. Define the settings for the new subset.
5. Touch the 'Start' button .
6. Repeat the steps 4 and 5 if you want to insert more subsets after the new subset, or touch 'Ready' when all the additional subsets have been scanned.



NOTE

If you want to insert another subset at another position, you must first touch 'Ready' and then repeat the steps 1 to 5.

The full overview of all the scanned subsets appears.

7. When the job is OK, start the creation of the file (see below).

Delete a subset

1. In the preview pane, select the subset you want to delete.
2. Press 'Delete'.
3. When the job is OK, start the creation of the file (see below).

Edit a subset

1. In the preview pane, select the subset you want to edit.
2. Edit the settings.



NOTE

The settings you can edit become available. All the settings you cannot change are grayed out.

3. When the job is OK, start the creation of the file.

Define the general parameters and start the creation of the file

1. When the job is OK, touch 'Ready'.
2. Define the parameters, like the user code and the 'Account ID'. These values apply to the whole scan job.
3. Touch the 'Start' button  to start the creation of the file.

Chapter 9

Paper, toner, and staples

Paper

Load the media into the paper tray

Introduction

This section describes how to load the media into a paper tray.

When you load the media via the 'Load' button in the 'Schedule', the media is automatically assigned to the correct tray.

When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the loaded media to the corresponding paper tray manually.

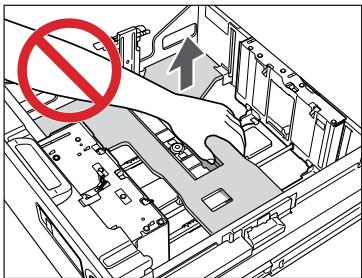
CAUTION

The lifter inside the paper trays rises and descends automatically. When loading paper, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

Do not lift up the lifter inside the paper trays while the main power is ON, as this may result in a malfunction or damage to the machine. If you need to lift up the lifter, for example, if you drop objects, turn OFF the main power with the paper trays open. See *'Turn off the printer'* on page 95.

**NOTE**

The following paper sizes can be loaded into right/left paper trays.

- ISO sizes: 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA3), 304.8 mm x 457.2 mm, A3, B4, A4, A4R, B5, B5R, and irregular sizes (182 mm x 182 mm to 330.2 mm x 487.7 mm)
- US sizes: 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, and irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64")

**CAUTION**

When loading paper, take care not to cut your hands on the edges of the paper.



IMPORTANT

- Never place paper or any other items in the empty part of the deck next to the paper stack. Doing so may cause paper jams.
- A paper blower is attached inside of the paper tray. Do not insert paper clips or other foreign objects into the blower port.
- A screen prompting you to load paper also appears if the selected paper tray is not fully inserted into the machine. Make sure that the paper tray is properly in place.
- You can load nonstandard paper if both of the sides are between 182 mm and 487.7 mm in length, and between 182 mm and 330.2 mm in width. You cannot load nonstandard paper if either one of the sides is shorter than 182 mm and longer than 487.7 mm in length, or longer than 330.2 mm in width.
- You can load nonstandard paper if both of the sides are between $7\frac{1}{8}$ " and $19\frac{13}{64}$ " in length, and between $7\frac{1}{8}$ " and 13" in width. You cannot load nonstandard paper if either one of the sides is shorter than $7\frac{1}{8}$ " and longer than $19\frac{13}{64}$ " in length, or longer than 13" in width.
- Do not load the following types of paper into the paper trays. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper
 - Heavy paper (more than 325 g/m² / 86 lb Bond)
 - Thin paper (less than 60 g/m² / 16 lb Bond)
 - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.



NOTE

When changing the paper to load into the paper tray from plain paper to coated paper, you may wait a moment because temperature control of the warm air which fans a paper is required.

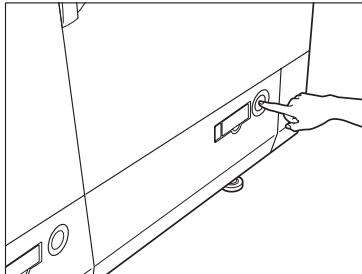
When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.

- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Load media into the paper tray

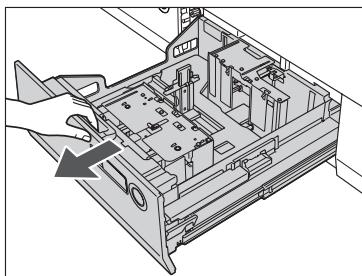
1. Press the button on the paper tray in which you want to load the paper.



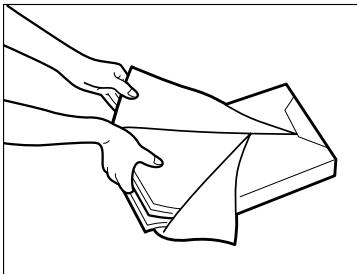
IMPORTANT

If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

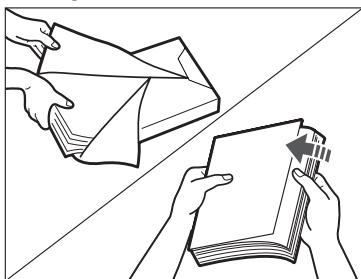
2. Grip the handle, and pull out the paper tray until it stops.
The inside lifter automatically descends to the paper loading position.



3. Open the package of paper, and remove the paper stack.



Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



▲ CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



IMPORTANT

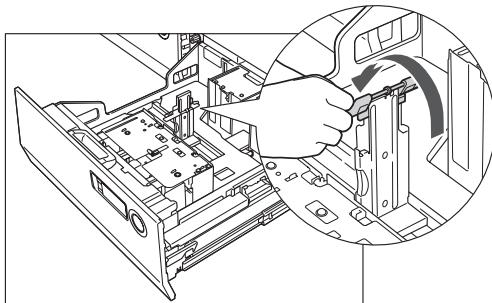
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.



NOTE

Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.

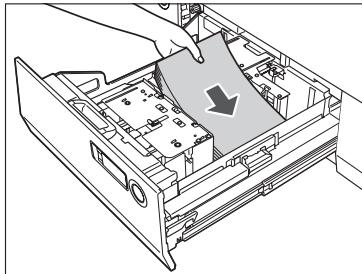
4. Make sure that the inside lifter has lowered before loading paper, and lift the paper holder plate of the rear guide.



5. Load the paper stack into the paper tray.

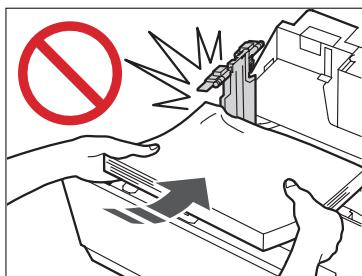
When loading paper into the paper tray for the first time, set the size change plate to match the paper size being loaded. See reference below.

When loading paper into the paper tray, make sure that the paper size setting is the same size of the paper that is being loaded.



IMPORTANT

Do not subject the paper holder plate to shock when loading paper into the paper tray, as this may result in a malfunction or damage to the machine.





IMPORTANT

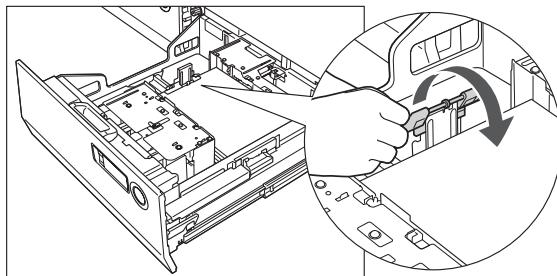
- Do not load paper into the paper tray that has been previously printed onto, as this may result in a malfunction or damage to the copier. Always use the special feeder to feed paper when you want to print onto the back of a sheet of paper that already has something printed on its front side (2nd side of 2-Sided print).
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark  at the back of the paper tray.



NOTE

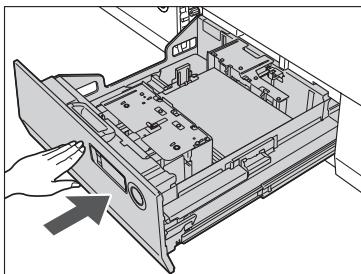
- Each paper tray holds approximately 1,000 sheets of paper (80 g/m² / 22 lb Bond).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper tray, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn the texture paper and 1-Sided Coated paper over. Change the new paper.

6. Lower the paper holder plate.



7. Gently push the paper tray back into the machine until it clicks into place in the closed position.

The inside lifter automatically rises, and prepares the paper tray for printing.



⚠ CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper tray is not completely pushed into the machine. Always check that the paper trays are in place, and that the paper does not exceed the loading limit.



NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

- [Adjust the paper tray to hold a different media size, on page 230](#)

Adjust the paper tray to hold a different media size

Introduction

Before you can load media with a different media size, you must adjust the paper tray.

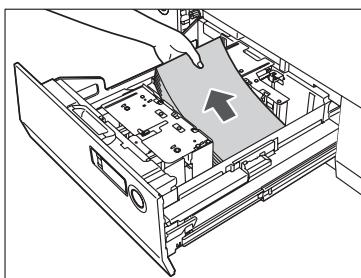
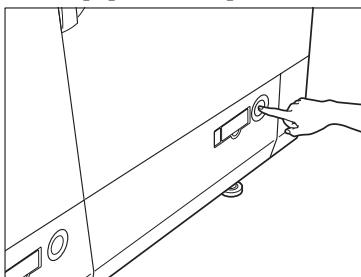


NOTE

If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

Adjust the paper tray to hold a different media size

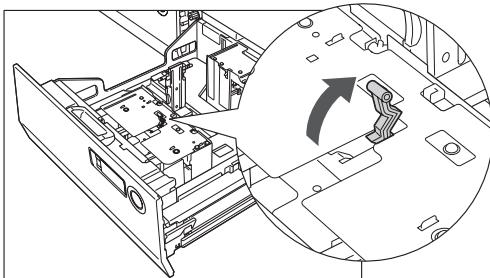
1. Press the button on the paper tray that you want to adjust, and pull out the paper tray until it stops. When the inside lifter automatically descends to the paper loading position, lift the paper holder plate and remove all of the remaining paper.



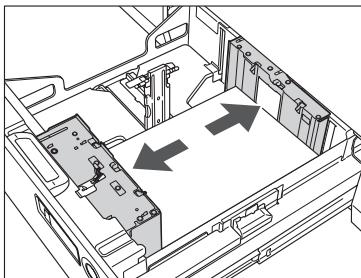
IMPORTANT

If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

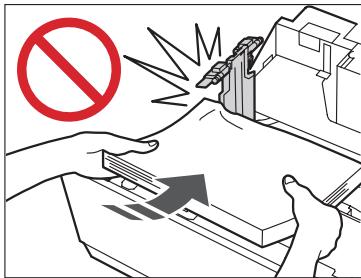
2. Unlock the lever of the size change plate.



3. Load the desired paper to approximately 10 mm in height. Slide the outer size change plate and inner size change plate to align them with the desired paper size.

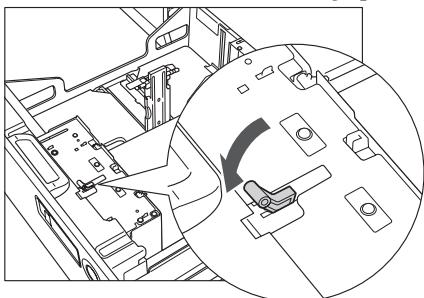
**IMPORTANT**

Do not subject the paper holder plate to shock when loading paper into the paper tray, as this may result in a malfunction or damage to the machine.

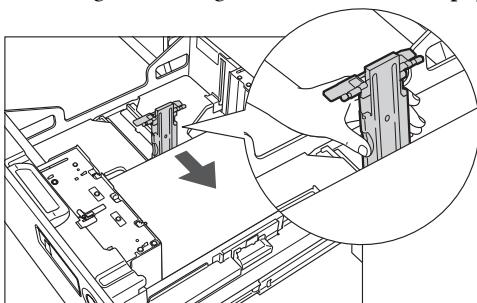
**IMPORTANT**

Adjust the guides correctly to avoid causing a paper jam, dirty prints, or make the inside of the machine dirty.

4. Lock the lever of the size change plate and fix it.



5. Squeeze the lever on the outer size change plate below. Without releasing the lever, slide the rear guide to align it with the desired paper size.



6. Load all remaining paper whose size you want to change into the paper tray.

▲ CAUTION

When loading paper into the paper tray, take care not to cut your hands on the edges of the paper.



IMPORTANT

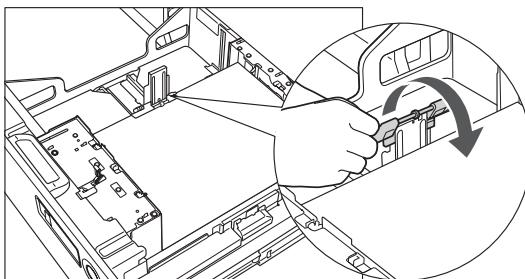
- Do not load paper into the paper tray that has been previously printed onto, as this may result in a malfunction or damage to the copier. Always use the special feeder to feed paper when you want to print onto the back of a sheet of paper that already has something printed on its front side (2nd side of 2-Sided print).
- Paper which has been rolled or curled must be straightened out before loading it into the paper tray.
- Make sure that the height of the paper stack does not exceed the loading limit mark  on the inside of the paper tray.
- Never place paper or any other items in the empty part of the paper tray next to the paper stack. Doing so may cause paper jams.



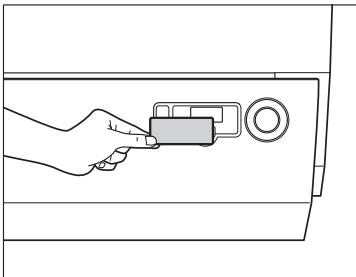
NOTE

- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded into the paper tray, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn the texture paper and 1-Sided Coated paper over. Change the new paper.
- When loading paper, make sure that the height of the paper stack does not exceed 20 mm / 0,79". If the height of the paper stack exceeds 20 mm / 0,79", the edges of the paper stack may become curled or creased, and poor print quality may result.

7. Lower the paper holder plate.



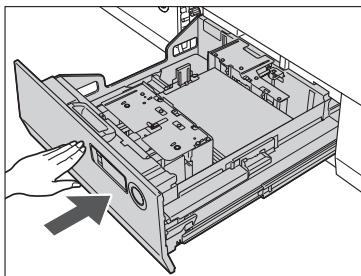
8. Change the paper tray's size plate to match the new paper size.



9. Gently push the paper tray back into the machine until it clicks into place in the closed position.

Adjust the paper tray to hold a different media size

The inside lifter automatically rises, and prepares the paper tray for printing.



⚠ CAUTION

When closing the paper tray, be careful not to get your fingers caught, as this may result in personal injury.

- [Load the media into the paper tray, on page 222](#)

Load the media into the bulk media module (optional)

Introduction

This section describes how to load the media into the bulk media module.

When you load the media via the 'Load' button in the 'Schedule', the media is automatically assigned to the correct tray.

When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the loaded media to the corresponding paper tray manually.



IMPORTANT

If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.



NOTE

The following paper sizes can be loaded into the paper tray:

- ISO sizes: 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA3), 304.8 mm x 457.2 mm, A3, B4, A4, A4R, and B5
- US Sizes: 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, or LTRR



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



IMPORTANT

- Never place paper or any other items in the empty part of the deck next to the paper stack. Doing so may cause paper jams.
- A paper blower is attached inside of the paper tray. Do not insert paper clips or other foreign objects into the blower port.
- Paper jams may occur if you load paper into the paper tray-AC1 in a low humidity environment. If paper jams occur, follow the instructions on the touch panel display to remove the jammed paper. In addition, make sure that the loaded paper is not curled. Paper curls must be straightened out prior to loading.
- A screen prompting you to load paper also appears if the selected paper tray is not fully inserted into the machine. Make sure that the paper tray is properly in place.
- Do not load the following types of paper into the paper trays. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper
 - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
 - Tab paper
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- The paper tray can only accommodate paper from 64 to 300 g/m² / 18 lb Bond to 110 lb. Bond in weight.



NOTE

- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].
- When changing the paper to load into the paper tray from plain paper to coated paper, you may wait a moment because temperature control of the warm air which fans a paper is required.

When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.

- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Load the media into the bulk media module

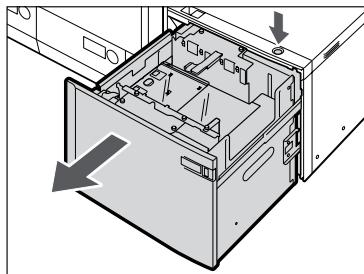
1. Press the open button to open the paper tray.



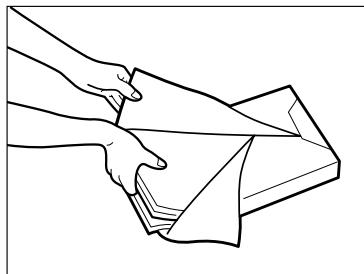
NOTE

Hot air that is blown by the fan may warm the inner size change plate of the paper tray.

The inside lifter automatically descends to the paper loading position.



2. Open a package of paper, and remove the paper stack.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



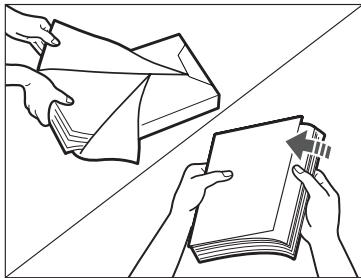
IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.



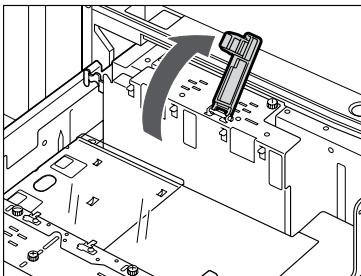
NOTE

Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.



3. Lift the feeding support roller.

Use of the paper tray with the feeding support roller detached, may cause paper jams.

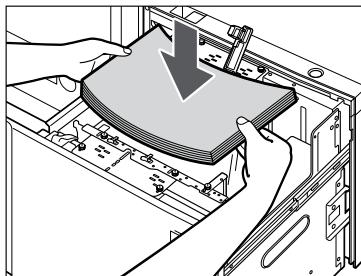


IMPORTANT

- When loading paper, be sure to first lift the feeding support roller. If you load paper without raising the feeding support roller, it may become detached, and paper may not be fed properly.
- Use of the paper tray with the feeding support roller detached, may cause paper jams.

4. Load the paper stack into the paper tray.

Make sure that the inside lifter has lowered before loading paper, even out the edges of the paper stack, and stack the paper neatly against the inner paper guide.



IMPORTANT

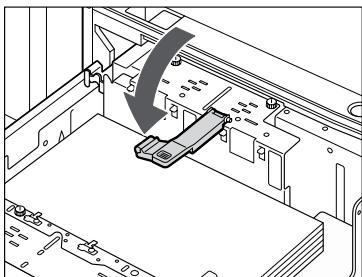
- Do not load paper into the paper tray that has been previously printed onto, as this may result in a malfunction or damage to the copier. Always use the special feeder to feed paper when you want to print onto the back of a sheet of paper that already has something copied on its front side (2nd side of 2- Sided print).
- Use of the paper tray with the feeding support roller detached, may cause paper jams.
- Make sure that the size change plate is properly aligned with the marks of the desired paper size. If the size change plate is not properly aligned, the paper tray may become damaged.
- Paper which has been rolled or curled must be straightened out before loading it into the paper tray.
- Make sure that the height of the paper stack does not exceed the loading limit mark  on the inside of the paper tray.



NOTE

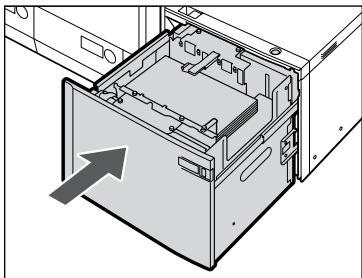
- The paper trays hold approximately 3,500 sheets of paper (80 g/m² / 22 lb Bond).
- Only load the following ISO sizes: 330.2 mm × 482.6 mm, 320 mm × 450 mm (SRA₃), 304.8 mm × 457.2 mm, A₃, B₄, A₄, A₄R, and B₅ paper into the paper tray. Other than A₄ paper cannot be loaded horizontally.
- Only load the following US sizes: 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, or LTRR paper into the paper deck. Only LTR paper can be loaded horizontally into the paper deck.
- For more information on the size change plate, see '[Adjust the media size for the bulk media module \(optional\)](#)' on page [242](#)
- Hot air that is blown by the fan may warm the inner size change plate of the paper tray.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded in the paper tray, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn the texture paper and 1-sided coated paper over. Change the new paper.

5. Lower the feeding support roller.



6. Close the paper tray.

The inside lifter automatically rises, and prepares the paper tray for printing.



 **CAUTION**

When returning the paper tray to its original position, be careful not to get your fingers caught, as this may result in personal injury.

- Adjust the media size for the bulk media module (optional), on page 242

Adjust the media size for the bulk media module (optional)

Introduction

This section explains how to change the paper size for the optional bulk media module.



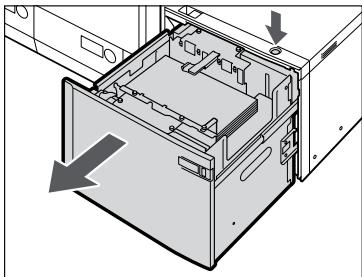
IMPORTANT

Never place paper or any other items in the empty part of the paper tray next to the paper stack. Doing so may cause paper jams.

Adjust the media size for the bulk media module

1. Press the open button to open the paper tray.

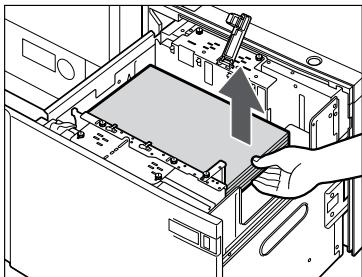
The inside lifter automatically descends to the paper loading position.



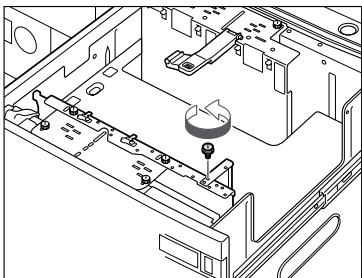
IMPORTANT

If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

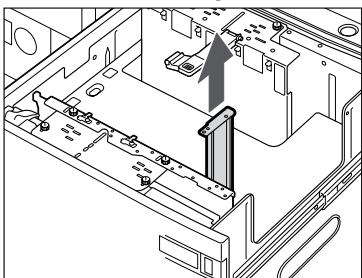
2. Remove all of the loaded paper, the paper size sheet, and deck base plate.



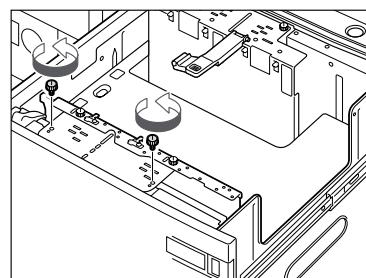
3. Loosen the blue screw on the rear edge retainer using a coin or something similar.



4. Remove the rear edge retainer.



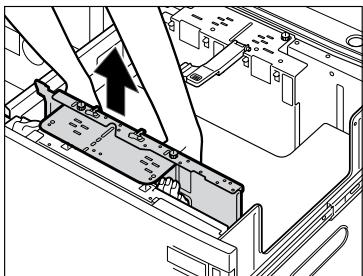
5. Remove the two blue screws on the outer size change plate using a coin or something similar.



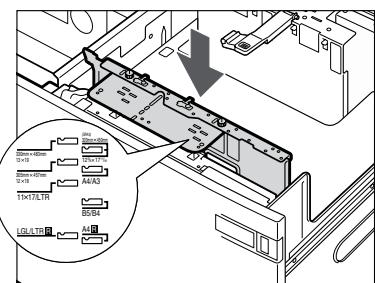
IMPORTANT

Do not loosen or remove any screw other than the two blue screws on the outer size change plate.

6. Lift up the outer size change plate.



7. Align the outer size change plate with the marks for the desired paper size that you want to load.

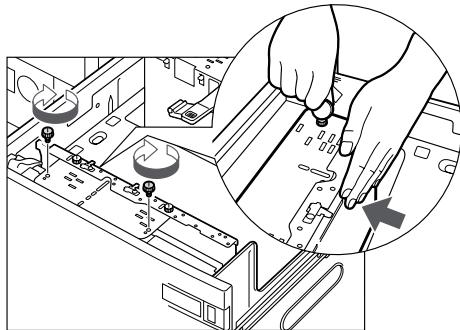


IMPORTANT

- Make sure to align the size change plate properly with the marks for the desired paper size. There are two marks for paper size at the top of the paper tray. Align the size change plate with the desired marks.
- Make sure that the size change plate is properly aligned with the marks for the desired paper size. If the size change plate is not properly aligned, the paper tray may become damaged.

8. Fix the outer size change plate with the two blue screws using a coin or something similar, while slightly holding its centre front portion and pressing it towards you.

Fasten the left blue screw before fastening the right blue screw.

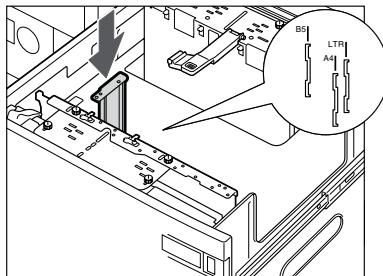


9.

**IMPORTANT**

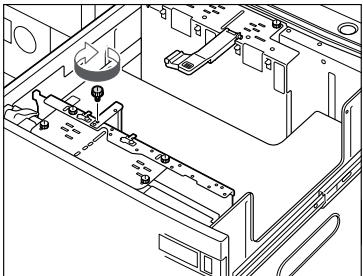
If you fasten the blue screw without pressing the outer size change plate towards you, the plate may be fixed at an angle. If you use the paper tray with a tilted outer size change plate, paper may be fed as slanted, poor print quality may result, and paper jams may occur. Therefore, make sure to fasten the blue screw while pressing the outer size change plate towards you.

10. Align the rear edge retainer with the marks for the desired paper size.

**IMPORTANT**

If the rear edge retainer is not aligned properly, paper may become jammed, the quality of the image may be degraded, or the inside of the main unit may become dirty. Be sure to load paper with the rear edge retainer properly aligned with the paper size marks on the top and base of the paper tray.

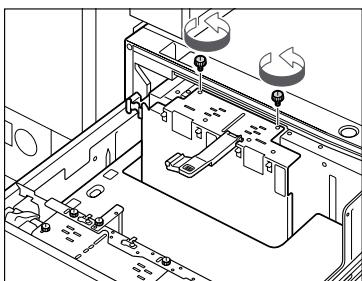
11. Fix the rear edge retainer with the blue screw using a coin or something similar.



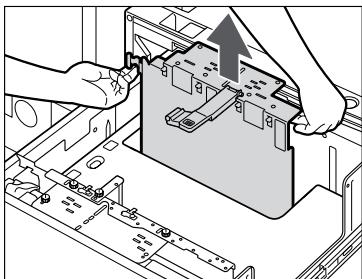
IMPORTANT

There are two screw holes for fastening the rear edge retainer. Make sure that the rear edge retainer is fastened properly, aligned with the marks for the desired paper size, to prevent it from being installed at an angle.

12. Remove the two blue screws on the inner size change plate using a coin or something similar.



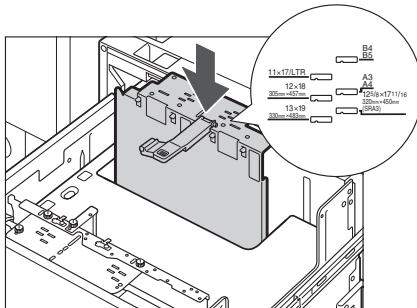
13. Lift up the inner size change plate.



NOTE

Hot air that is blown by the fan may warm the size change plate.

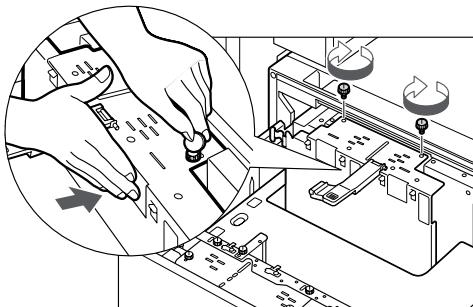
14. Align the inner size change plate with the marks for the desired paper size.



IMPORTANT

- Make sure to align the size change plate properly with the marks for the desired paper size. There are two marks for paper size at the top of the paper tray. Align the size change plate with the desired marks.
- Make sure that the size change plate is properly aligned with the marks for the desired paper size. If the size change plate is not properly aligned, the paper tray may become damaged.

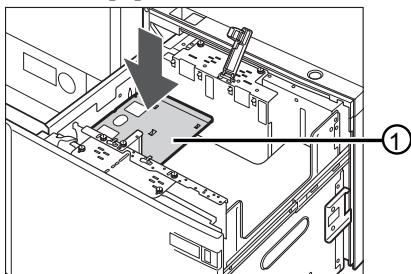
15. Fix the inner size change plate with the two blue screws using a coin or something similar, while slightly holding its centre front portion, and pressing it away from you.



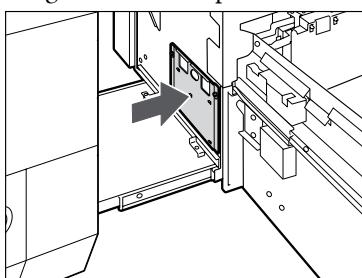
IMPORTANT

If you fasten the blue screw without pressing the inner size change plate away from you, the plate may be fixed at an angle. If you use the paper tray with a tilted inner size change plate, paper may be fed as slanted, poor print quality may result, and paper jams may occur. Therefore, make sure to fasten the blue screw while pressing the inner size change plate away from you.

16. Place the paper size sheet that matches the new paper size into the paper tray.



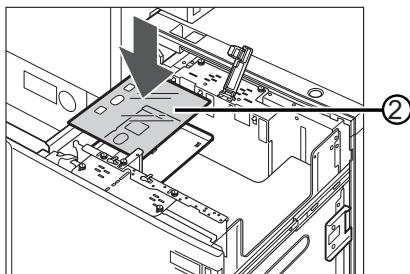
When not using the deck base plate, move the paper tray away from the main unit and hang the deck base plate on the hook that is on the left side of the paper tray.



IMPORTANT

- If you do not set the deck base plate (1), the edge of the paper may fall and paper jam may occur. Be sure to set the deck base plate.
- Never place the deck base plate in the empty part of the paper tray. Doing so may lead to a malfunction of the printer.

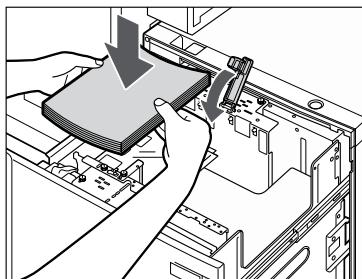
17. Set the size sheet matching the size of the paper that you want to load.



**IMPORTANT**

- If you place the paper directly on the lifter without setting the deck base plate, the loaded paper may hang over the lifter, and paper jams may occur.
- Never place the deck base plate in the empty part of the paper tray. Doing so may lead to a malfunction of the printer.
- Load the size sheet and make sure to set the size change plate and rear edge retainer properly before loading paper into the paper tray. If the size change plate and rear edge retainer are not properly set, the paper tray may become damaged.

18. Load the paper stack into the paper tray, and then lower the feeding support roller.

**CAUTION**

When loading paper into the paper tray, take care not to cut your hands on the edges of the paper.

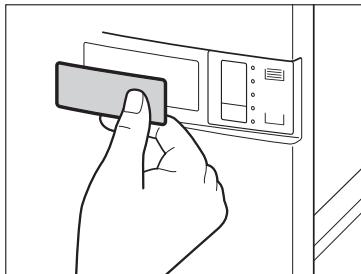
**IMPORTANT**

- To load paper larger than B4, you have to first close the paper tray to raise the inside lifter, then open the paper tray, and load the paper. If you load paper larger than B4 when the inside lifter is at its lowest position, the paper may not be loaded properly, and paper jams may occur.
- Never place paper or any other items in the empty part of the paper tray. Doing so may lead to a malfunction of the copier.

**NOTE**

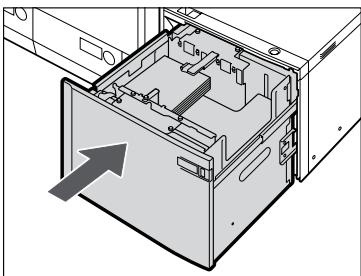
When loading paper, make sure that the height of the paper stack does not exceed 20 mm. If the height of the paper stack exceeds 20 mm, the edges of the paper stack may become curled or creased, and poor print quality may result.

19. Place a magnet label indicating the new paper size on the paper tray.



20. Close the paper tray.

The inside lifter automatically rises, and prepares the paper tray for printing.



▲ CAUTION

When closing the paper tray, be careful not to get your fingers caught, as this may result in personal injury.

- [Load the media into the bulk media module \(optional\), on page 235](#)

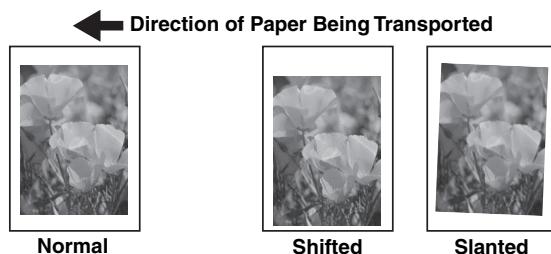
Adjust the outer size change plate of the bulk paper module (optional)

Introduction

When using special types of paper, such as coated paper, the paper size may be slightly different from standard paper sizes, and this may cause problems. Adjusting the width between the size change plates can solve the following problems due to the paper size.

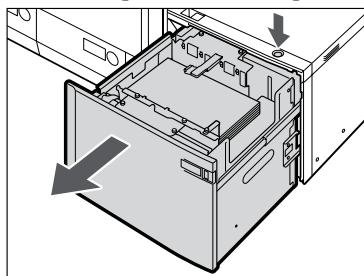
- If the paper size is larger than a standard paper size:
Paper jams may occur if the space between the size change plates and the paper is too narrow. Make the space between the size change plates and the paper wider.
- If the paper size is smaller than a standard paper size:
The entire printed area may be shifted vertically to the top or bottom, or may be slanted if the space between the size change plates and the paper is too wide. In this case, make the space between the size change plates and the paper narrower.

Illustration

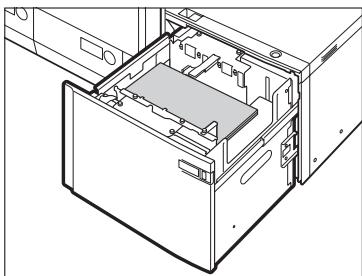


Adjust the outer size change plate of the bulk paper module

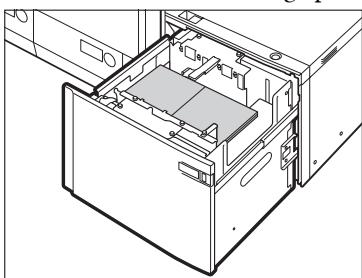
1. Press the open button to open the paper tray.



2. Load a stack of paper into the paper tray, so that the height of the paper stack does not exceed 10 mm.



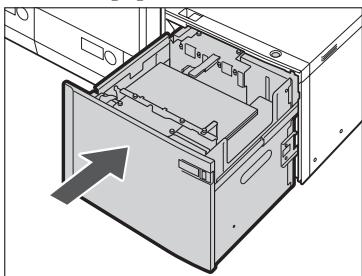
If you are using A4 paper, load a second stack of paper on the side of the first paper stack, so that the outer size change plate is not tilted.



IMPORTANT

If you have loaded a second stack of paper for fine adjustment, make sure to remove it after adjusting the outer size change plate. Leaving the second stack of paper in the paper tray may lead to a paper tray malfunction.

3. Close the paper tray. Wait until the open button stops flashing.



4. Continue on the operator panel.
 - Touch 'System' -> 'Maintenance'.
 - Press 'Start maintenance'.
 - Press 'Adjust paper tray plates'.

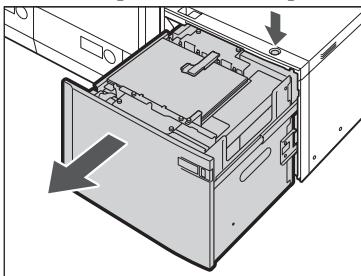
- Press 'Start'.
Wait until an information window pops up.



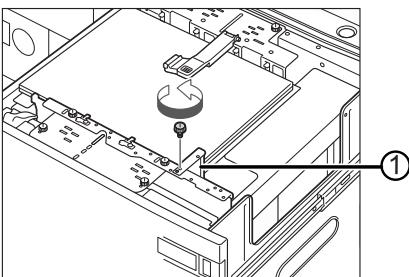
IMPORTANT

Do NOT touch 'OK' yet. Continue with the next step of this procedure.

5. Press the open button to open the paper tray.



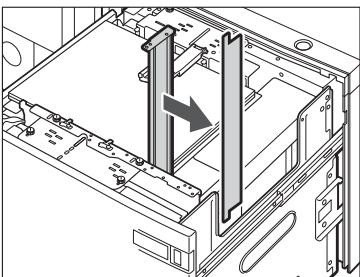
6. Remove the blue screw on the rear edge retainer (1) using a coin or something similar.



IMPORTANT

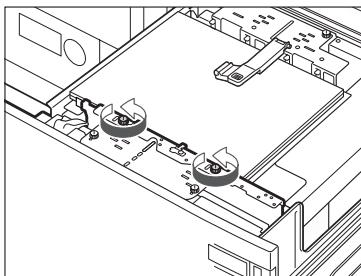
Do **not** loosen or remove the blue screw on the outer size change plate.

7. Remove the rear edge retainer, then remove the spacer that is stored in the back of the rear edge retainer.

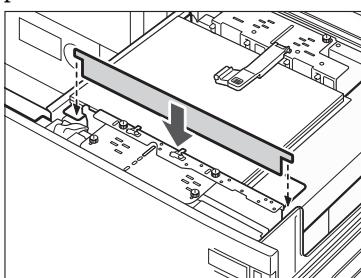


Adjust the outer size change plate of the bulk paper module (optional)

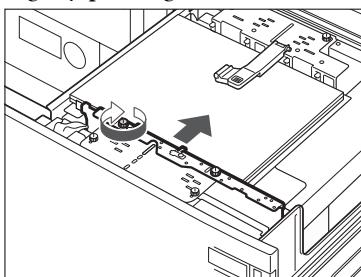
8. Loosen the two black adjustment screws on the outer size change plate using a coin or something similar.



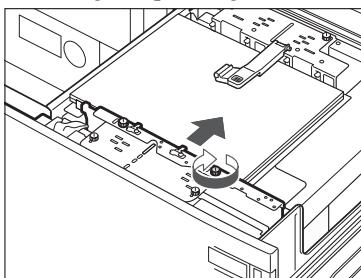
9. Insert the spacer (horizontally) into the space between the paper and the outer size change plate.



10. Fasten the black adjustment screw on the left using a coin or something similar while slightly pressing the outer size change plate against the paper stack.

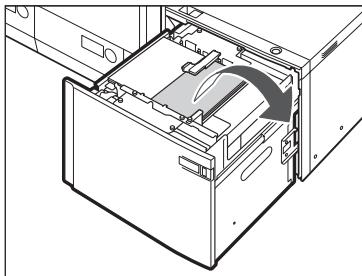


11. Similarly, fasten the black adjustment screw on the right using a coin or something similar while slightly pressing the outer size change plate against the paper stack.



Make sure that the two black adjustment screws are fastened securely.

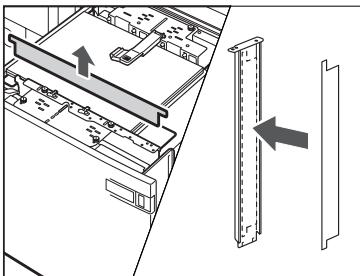
12. Remove the second stack of paper, such as A4 paper if you have loaded next to the first stack of paper.



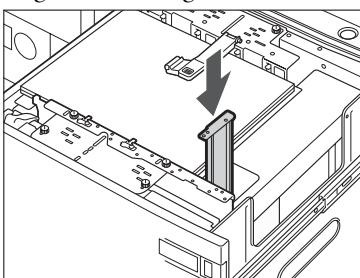
IMPORTANT

If you have loaded a second stack of paper for fine adjustment, make sure to remove it after adjusting the outer size change plate. Leaving the second stack of paper in the paper tray may lead to a paper tray malfunction.

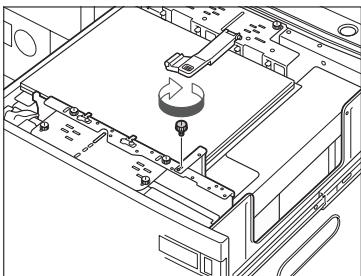
13. Remove the spacer, and store it in the back of the rear edge retainer.



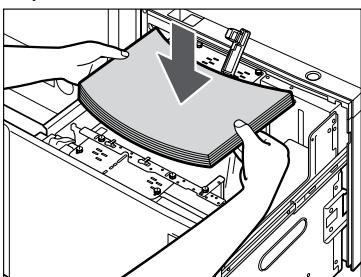
14. Align the rear edge retainer with the marks of the desired paper size.



- When you have finished aligning the rear edge retainer with the marks for the desired paper size, fasten the rear edge retainer to the outer size change plate with the blue screw using a coin or something similar.



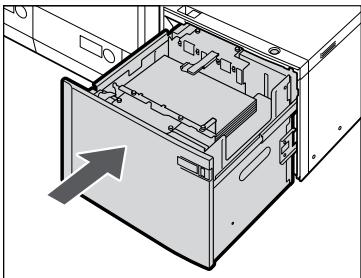
- Make sure that the inside lifter has lowered, and load the remaining paper into the paper tray.



NOTE

When loading paper, make sure that the height of the paper stack does not exceed 20 mm. If the height of the paper stack exceeds 20 mm, the edges of the paper stack may become curled or creased, and poor print quality may result.

- Close the paper tray.



CAUTION

When returning the paper tray to its original position, be careful not to get your fingers caught, as this may result in personal injury.

- At the operator panel, touch 'OK' to close the information window.

19. Press 'Finish'.

Load the media into the special feeder (optional)

Introduction

You can use the special feeder to feed media manually.



IMPORTANT

- Note the following points when using the special feeder:
 - Paper Quantity: one to approximately 100 sheets (80 g/m² / 22 lb Bond, stack approximately 11 mm / 3/8" high)
 - ISO Paper Sizes : 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA3), 304.8 mm x 457.2 mm, A₃, B₄, A₄, A₄R, B₅, B₅R, A₅R, and Irregular Size (139.7 mm x 182 mm to 330.2 mm x 487.7 mm)
 - US Paper Sizes : 13" x 19", 12" x 18", 11" x 17", LGL, LTR, STMT, LTR-R, EXEC, EXEC-R, STMT-R and Irregular Size (5 31/64" x 7 1/8" to 13" x 19 13/64")
 - Paper Weight: 64 to 256 g/m² / 18 lb Bond to 68 lb Bond
 - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the special feeder (allowable curl amount: less than 10 mm / 3/8" for normal paper, less than 5 mm 1/5" for heavy paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the special feeder.
- Do not load different size/type paper at the same time.
- Feed coated paper one sheet at a time. Loading several sheets together may cause paper jams.
- Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper into the special feeder, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.
- If you are making two-sided prints, the printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

**NOTE**

■ Standard Size

You can select standard inch paper, or A or B series paper.

■ Customer size

You can load nonstandard paper sizes:

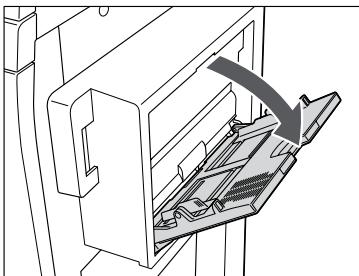
Metric units: 139.7 mm x 182 mm to 330.2 mm x 487.7 mm.

Imperial units: 5 31/64" x 7 1/8" to 13" x 19 13/64"

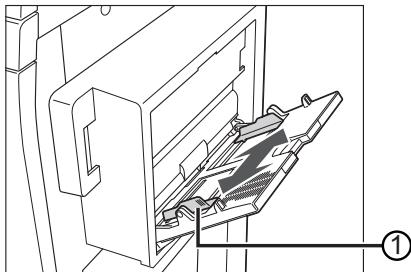
If you are using STMT paper, load the paper horizontally.

Load the media into the special feeder

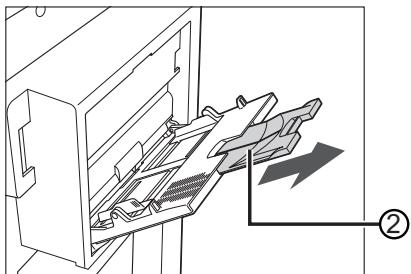
1. Open the special feeder.



2. Adjust the slide guides (1) to match the size of the paper.



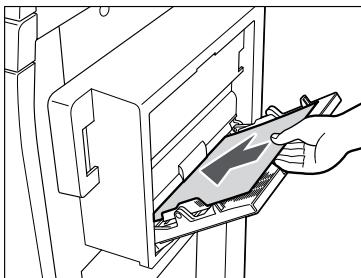
If you are feeding large size paper, pull out the auxiliary tray (2).



3. Load the paper into the special feeder.

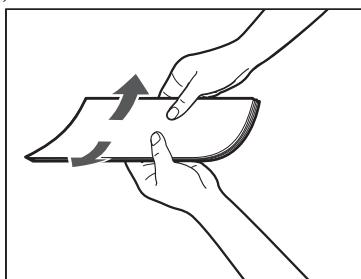
Load the media into the special feeder (optional)

Make sure that the height of the paper stack does not exceed the loading limit mark.



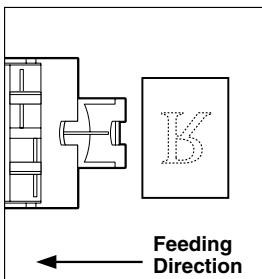
[344]

Straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.



[345]

To copy/print on the back side of preprinted paper, load the preprinted paper face up into the special feeder, as shown in the illustration below.



[346] A3-25



IMPORTANT

When loading paper into the special feeder, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.



NOTE

- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the special feeder, the side facing up is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

Load tabs via the tab feeder (optional)

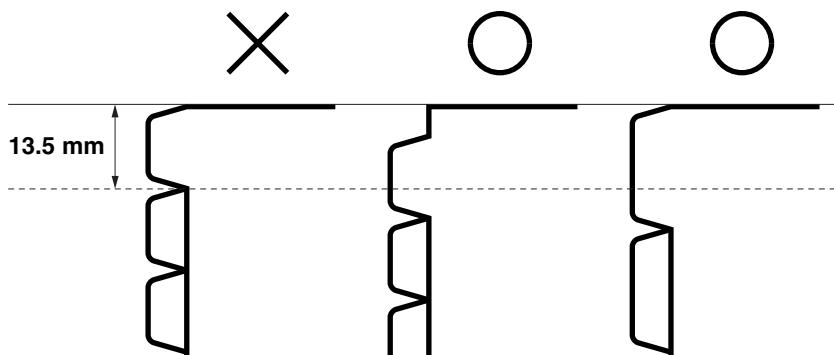
Introduction

Before you install the tab feeder, check the paper size of the tab feeder.



IMPORTANT

You cannot use A4 tab paper whose tab width is 13.5 mm / 35/64" or less, measured from the edge.



IMPORTANT

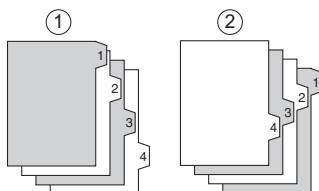
Make sure that you fan the sheets of tab paper well before placing them.

You can only load A4 or Letter tab paper to the tab feeder. Before you install the tab feeder you must check the paper size of the tab feeder. If required, change the paper size of the tab feeder. See '[Adjust the media size of the tab feeder \(optional\)](#)' on page 269



NOTE

The following types of tab paper are available.



- Right order tab (1)
- Reverse order tab (2)

How to load the tab paper depends on the situation.

1. You want to print on the tab paper.
2. You want to print on the tab paper and insert the tab as a chapter page.
3. You want to insert a printed tab as a chapter page.

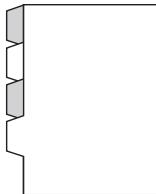
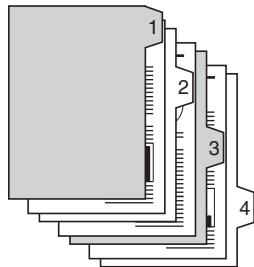
The following tables show how to load the tab per situation and output destination.

Situation 1: you want to print on the tab paper

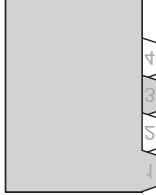
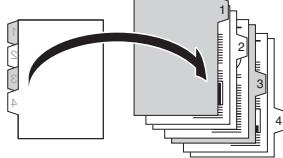
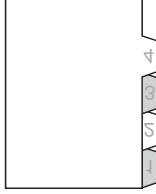
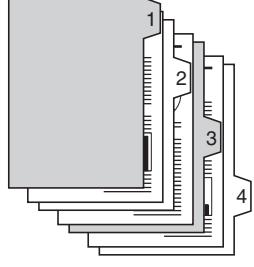
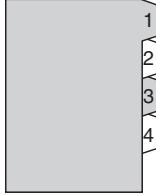
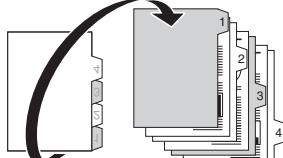
Destination	How to load tab paper	Result
'Stacker/stapler'	<p>Reverse order tab Face down Tabs to the left-side</p>	<p>Reverse</p> <p>1 2 3 4</p>
'Stacker'	<p>Right order tab Face down Tabs to the left-side</p>	<p>1 2 3 4</p>

Situation 2: you want to print on the tab paper and insert the tab as a chapter page

Destination	How to load tab paper	Result
'Stacker/stapler'	<p>Reverse order tab Face down Tabs to the left-side</p>	

Destination	How to load tab paper	Result
'Stacker'	 Right order tab Face down Tabs to the left-side	

Situation 3: you want to insert a printed tab as a chapter page.

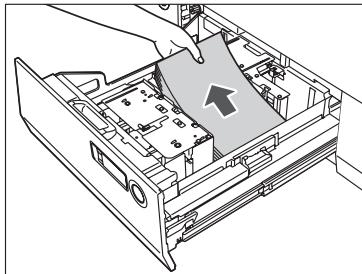
Destination	How to load tab paper	Result
'Stacker/stapler'	 Reverse order tab Face down Tabs to the left-side	
'Stacker'	 Right order tab Face down Tabs to the left-side	
'Stacker'	 Right order tab Face up and upside down Tabs to the left-side	

**IMPORTANT**

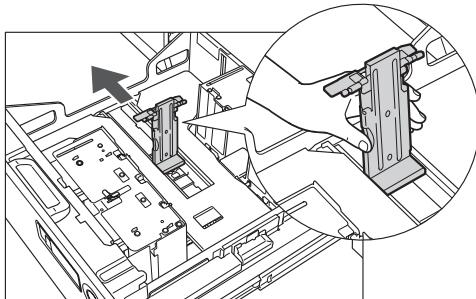
If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to re-activate the machine, and then press the open button.

Load tabs via the tab feeder

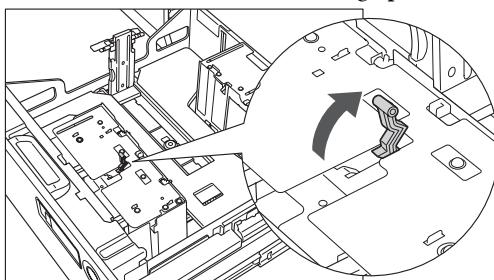
1. Press and release the button on the paper tray in which you want to load tab paper, and pull out the paper tray until it stops. When the inside lifter automatically descends to the paper loading position, lift the paper holder plate, and remove all of the remaining paper.



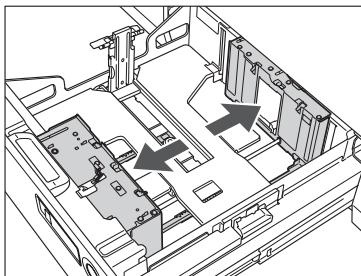
2. Squeeze the lever on the rear guide as shown below, and slide the rear guide to the left as far as it will go.



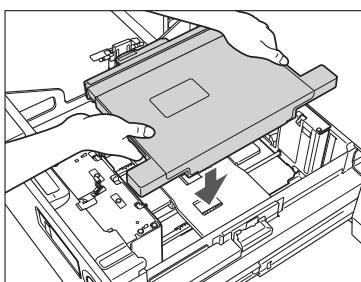
3. Unlock the lever of the size change plate.



4. Slide the outer size change plate and the inner size change plate to the left as far as they will go.



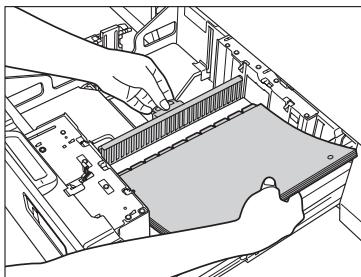
5. Embed the location fix frame, located on the back side of the tab feeder, to the hole of the lifter.



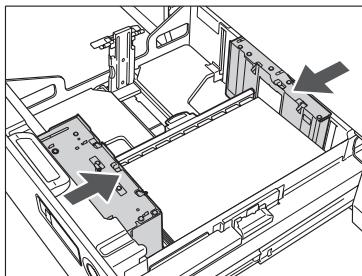
IMPORTANT

Embed the location fix frame in the hole of the lifter properly to prevent a paper jam or the paper tray from being damaged. Check that the tab feeder is installed properly from its hole on the top.

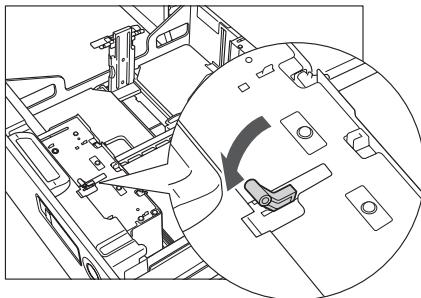
6. Load approximately 10 sheets of tab paper while lifting up the tab of the paper holder.



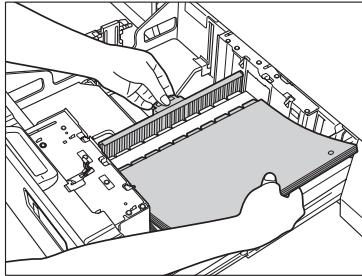
7. Adjust the outer size change plate and the inner size change plate to align completely with the tab feeder.



8. Lock the lever of the size change plate and fix it.



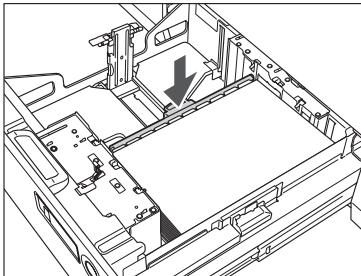
9. Load all remaining tab paper while lifting up the tab of the paper holder.





IMPORTANT

- Hold the tab paper by hand to avoid lifting the paper holder after loading the tab paper.



IMPORTANT

- Keep the rear guide on the left of the paper tray. Do not approach the rear guide to the tab feeder.
- If the tab paper is curled, image blurring may occur. In this case, straighten out the curled paper, and reload it.
- Make sure that the height of the paper stack does not exceed the loading limit mark  at the back of the paper tray.

10. Gently push the paper tray back into the machine until it clicks into place in the closed position.

⚠ CAUTION

When returning the paper tray to its original position, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

Never place paper or any other items in the open part of the paper tray next to the paper stack. Doing so may cause a paper jam or damage the paper tray.

- [Adjust the media size of the tab feeder \(optional\), on page 269](#)

Adjust the media size of the tab feeder (optional)

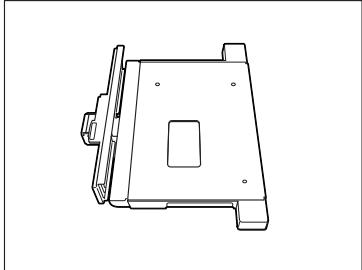
Adjust the media size of the tab feeder

1. Place the tab feeder on the stable stand.

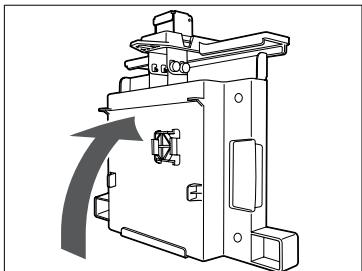


IMPORTANT

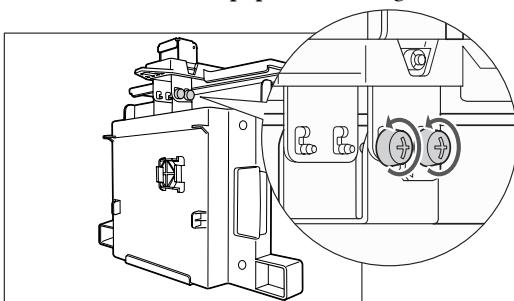
If the printer is in the sleep mode, you may not be able to open the paper tray even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.



2. Hold the tab feeder in its upright position, as shown below.

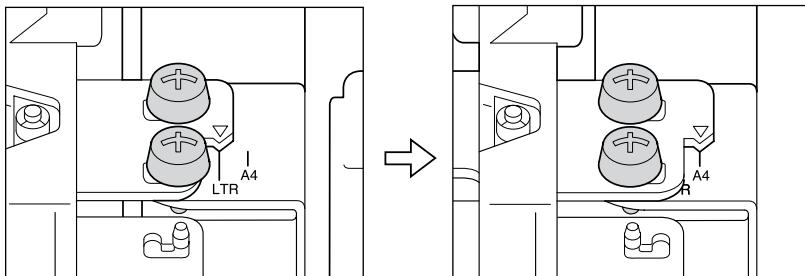


3. Loosen the two blue paper size change screws.



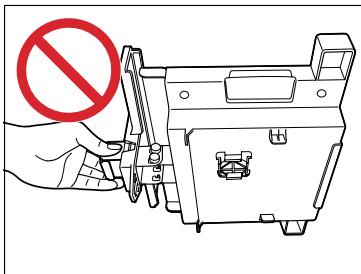
Adjust the media size of the tab feeder (optional)

4. Align the mark with A4, as shown below.

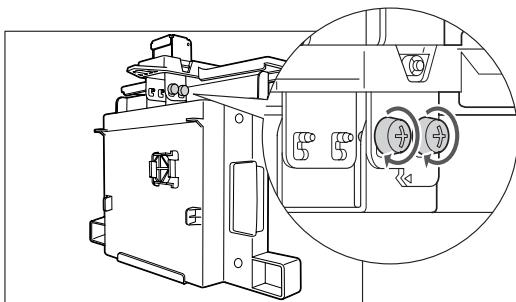


IMPORTANT

Do not touch the Paper Size Change Unit except for the case that you adjust the mark. If you hold the Paper Size Change Unit to lift the tab feeding attachment, the screws become loose, and a paper jam may occur.



5. Fix the paper holder with the two blue paper size change screws.





IMPORTANT

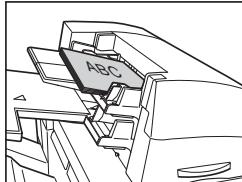
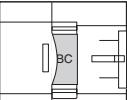
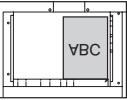
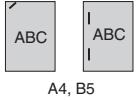
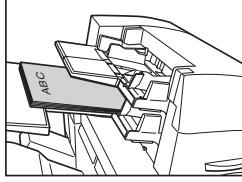
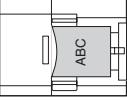
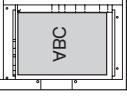
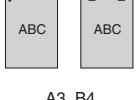
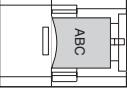
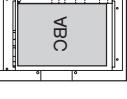
When fastening the screws, be sure to confirm that the screws are tightened properly in the oxbow groove.

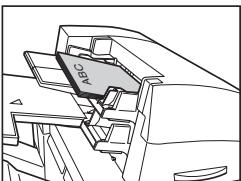
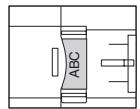
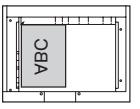
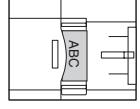
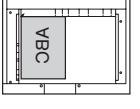
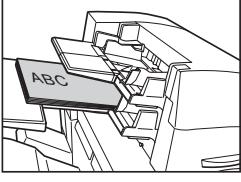
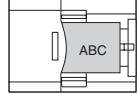
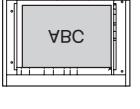
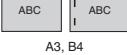
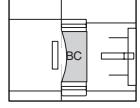
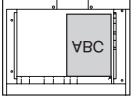


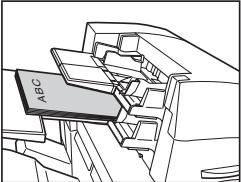
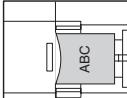
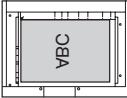
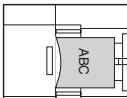
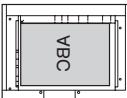
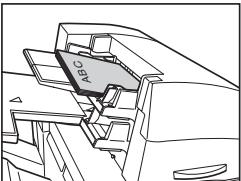
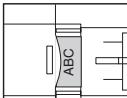
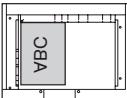
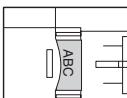
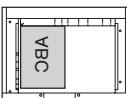
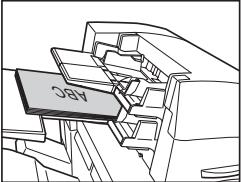
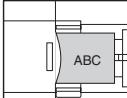
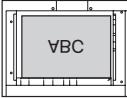
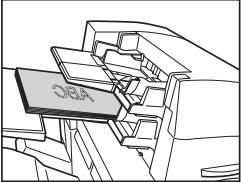
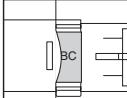
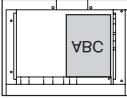
Load the required media into the selected tray.

Introduction

The inserter is needed to load inserts and covers for booklets. The following table shows the effect of the cover position, original position and the staple settings on the output.

Cover and original position			Staple settings	Output
Inserter	Automatic Document Feeder	Glass plate		
			<ul style="list-style-type: none"> '1 staple' - 'Top left' '2 staples' - 'Left edge' 	 A4, B5
			<ul style="list-style-type: none"> '1 staple' - 'Bottom left' '2 staples' - 'Left edge' 	 A3, B4
			<ul style="list-style-type: none"> '1 staple' - 'Top right' '2 staples' - 'Right edge' 	

Cover and original position			Staple settings	Output
Inserter	Automatic Document Feeder	Glass plate		
 *1			<ul style="list-style-type: none"> ■ '1 staple' - 'Top left' ■ '2 staples' - 'Left edge' 	 A4, B5
			<ul style="list-style-type: none"> ■ '1 staple' - 'Top right' ■ '2 staples' - 'Right edge' 	
 *2			<ul style="list-style-type: none"> ■ '1 staple' - 'Top left' ■ '2 staples' - 'Left edge' 	 A3, B4
			<ul style="list-style-type: none"> ■ '1 staple' - 'Top right' ■ '2 staples' - 'Right edge' 	 A4, B5

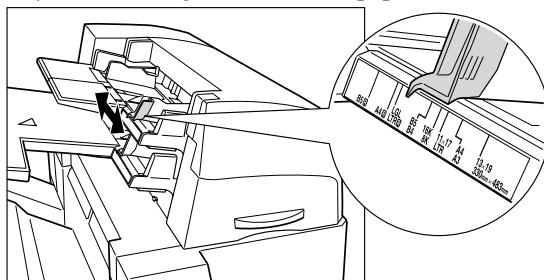
Cover and original position			Staple settings	Output
Inserter	Automatic Document Feeder	Glass plate		
 *2			<ul style="list-style-type: none"> '1 staple' - 'Top left' 	 A3, B4
			<ul style="list-style-type: none"> '1 staple' - 'Bottom right' 	
 *1			<ul style="list-style-type: none"> '1 staple' - 'Top left' 	 A4, B5
			<ul style="list-style-type: none"> '1 staple' - 'Bottom right' 	
 *2			<ul style="list-style-type: none"> '1 staple' - 'Top right' 	 A3, B4
			<ul style="list-style-type: none"> '2 staples' - 'Right edge' 	
 *1			'Saddle stitching'	

*1 Paper can be loaded into both the upper and lower trays. Load the paper facing the same side for both the upper and lower trays.

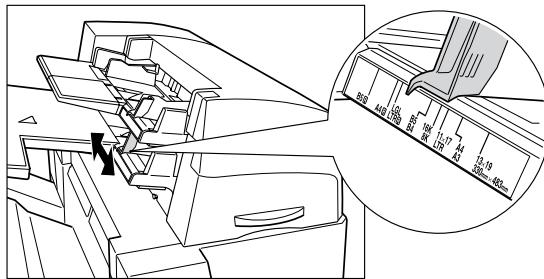
*2 Paper can be loaded only into the lower tray.

Load the media into the inserter (optional)

1. Adjust the slide guides to fit the paper size.

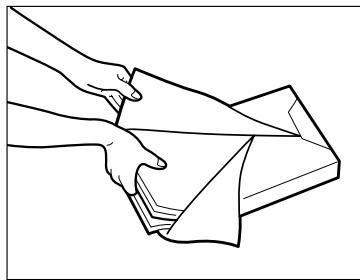


[424] Upper tray



[425] Lower tray

2. Open a package of paper, and remove the paper stack.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



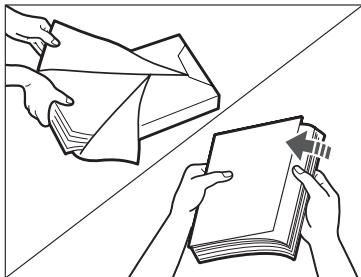
IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight

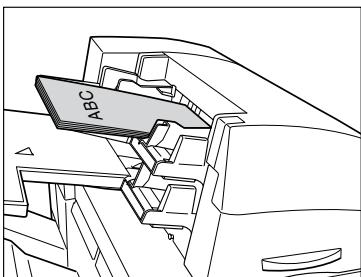


NOTE

Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



3. Load the paper stack face up into the inserter.



[428] Face up in the upper tray



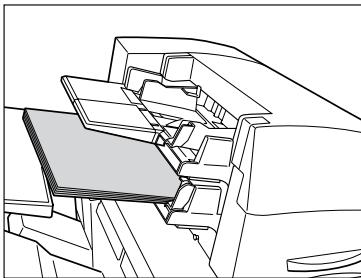
IMPORTANT

Make sure that the height of the paper stack does not exceed the loading limit mark at the back of the paper supply tray.



NOTE

- Only load paper for use as a cover.
- You cannot make copies or prints on paper that is loaded in the inserter.
- Supported ISO media sizes for the upper tray: A4, A4R, B5, B5R, or irregular size 182 mm x 182 mm to 297 mm x 330.2 mm
- Supported US media sizes for the upper tray: LTR, LTR-R, EXEC or irregular size 7 1/8" x 7 1/8" to 11 11/16 " x 13 "
- Supported ISO media sizes for the lower tray: 330.2 mm x 482.6 mm, 320 mm x 450 mm (SRA3), 304.8 mm x 457.2 mm, A3, B4, A4, A4R, B5, B5R or irregular size 182 mm x 182 mm to 330.2 mm x 487.7 mm
- Supported US media sizes for the lower tray: 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTR-R, EXEC or irregular size 7 1/8" x 7 1/8" to 13" x 19 13/64"
- A maximum of 200 sheets of paper (80 g/m² / 22 lb. Bond) can be loaded in the upper tray of the inserter.
- A maximum of 200 sheets of paper (80 g/m² / 22 lb. Bond) can be loaded in the lower tray of the inserter.

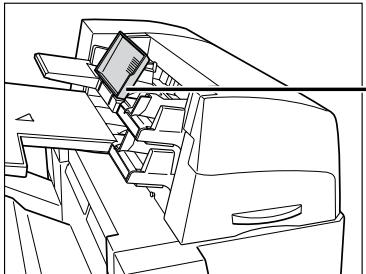


[429] Face up in the lower tray, face down for saddle stitching



NOTE

When loading paper into the lower tray, pulling up the upper tray makes it easier to access the lower tray.



[430]



IMPORTANT

- Make sure that the media size in your job is the same as the media loaded in the inserter.
- When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing assembly may become dirty and require a service repair, or the paper could jam.

Check the status of the punch waste box

Introduction

You can check the status of the punch waste box in the 'System' view.

Check the status of the punch waste box

1. On the operator panel, touch the button for the 'System' view.
2. Press 'Printer'.

The status of the punch waste box displays at the right-hand side of the operator panel.

- [The dashboard, on page 80](#)
- [The main unit, on page 20](#)

Removing the punch waste

Introduction

This section describes how to remove the punch waste



IMPORTANT

Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure

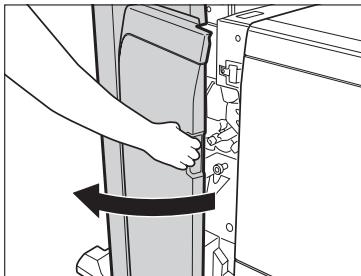


NOTE

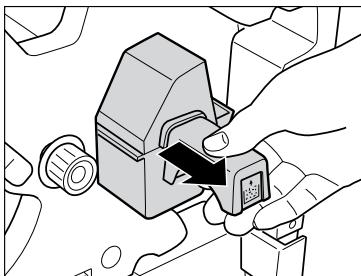
This procedure is necessary only if the optional Puncher Unit-BC1/BD1 is attached to the optional Finisher-AJ1 or Saddle Finisher-AJ2.

Removing the punch waste

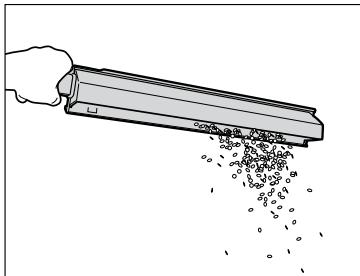
1. Open the front cover of the finisher.



2. Pull out the punch waste tray.

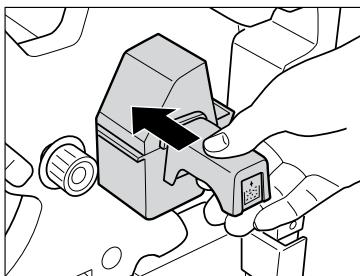


3. Discard the punch waste into a receptacle.

**NOTE**

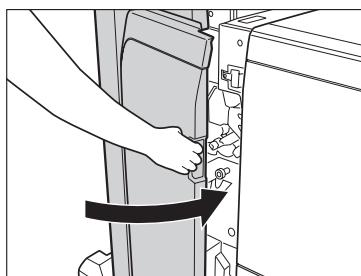
Make sure that the punch waste tray is completely emptied.

4. Return the punch waste tray to its original position.
Make sure to insert the punch waste tray as far as it can go.

**NOTE**

If the punch waste tray is not securely in place, you cannot make copies or prints in the Hole Punch mode.

5. Close the front cover of the finisher.

**CAUTION**

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Toner

Check the status of the toner reservoir and waste toner container

Introduction

You can check the status of the toner reservoirs in the dashboard and in the 'System' view. The icons in the following table indicate the status of the toner reservoir.

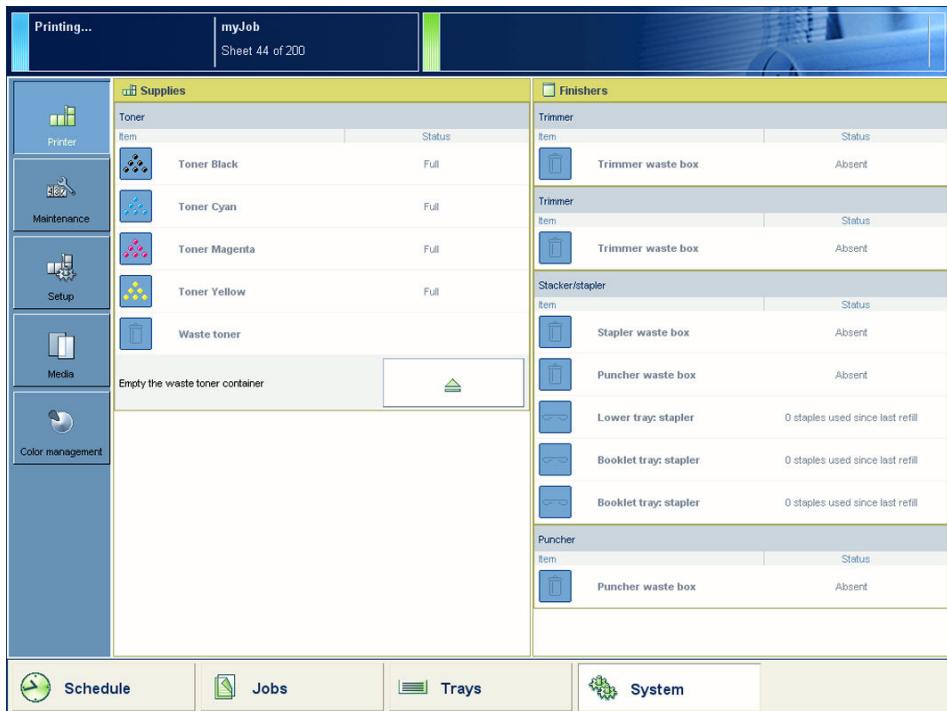
This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status in the 'System' view.

The colors of the toner icons

The toner icons

Toner icon	Description
	A blue toner icon indicates that the toner reservoir is sufficiently filled. Do not add toner.
	An orange toner icon indicates that toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must replace the toner cartridge as soon as possible.
	A red toner icon indicates that the toner reservoir is empty. The printing stops. You must replace the toner cartridge to continue the printing.

Illustration



[439] The location of the toner icons (left-side of the main window)

Check the status of the toner reservoirs and waste toner container

1. On the operator panel, touch the button for the 'System' view.
2. Press 'Printer'.

The 'Toner' section displays the toner and waste toner icons. The color of the toner icon indicates the current filling level of the toner reservoir.

- The dashboard, on page 80
- The main unit, on page 20

Replacing the toner cartridge

Introduction

This section describes the procedure for replacing the toner cartridge and waste toner container.

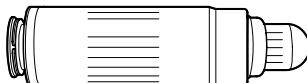


IMPORTANT

Make sure you read this section carefully.

A toner cartridge consists of intricate mechanical components. Handling the toner cartridge without due care may lead to damage to the toner cartridge or deterioration in print quality. Be careful of the following points when removing or installing the toner cartridge.

Regarding the corresponding Canon Genuine Toner Cartridge, please refer to the label which is attached to the machine.



⚠ WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.
- Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.

⚠ CAUTION

- Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.



IMPORTANT

- Do not rotate the toner cartridge. Doing so may cause the toner cartridge to leak.
- Use only toner cartridges intended for use with this machine.
- Do not replace the toner cartridges until the message prompting you to do so appears.
- The color of the toner to be replaced is shown on the touch panel display. When you replace two or more toner cartridges, replace the toner cartridge that you want to supply in order of black, cyan, magenta, and yellow.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- Be careful of counterfeit toner cartridges.
Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.
For more information, see <http://www.canon.com/counterfeit>

- **Genuine Consumables for European region**

Canon continuously develops technology innovations in Canon Toners, Drums and Cartridges, specifically designed for use in Canon Multi-Functional machines. Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines. Go to <http://www.canon-europe.com/consumables> to understand the secret behind Canon's Consumable products.

- **Genuine Supplies for North American region**

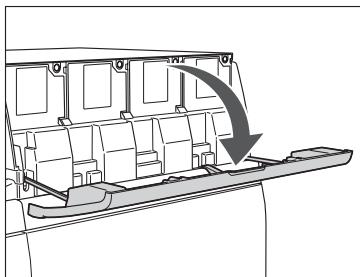
Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

**NOTE**

- The toner cartridge can be replaced even if the machine is in operation.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue copying and printing in black and white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.

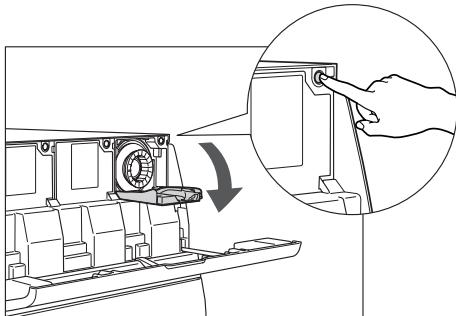
Replacing the toner cartridge

1. Open the outer toner replacement cover.

**IMPORTANT**

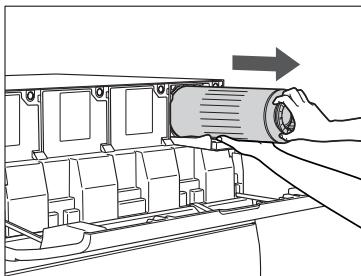
The toner cartridge is attached in order of yellow, magenta, cyan, and black from the left.

2. Press the open button of the toner cartridge you want to replace, and then open the inner toner replacement cover.



3. Remove the toner cartridge.

Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.



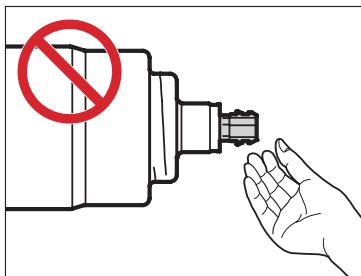
⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

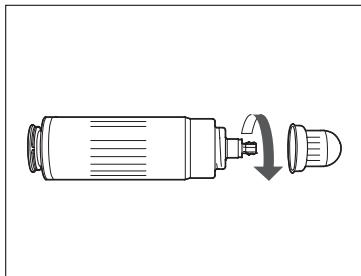


IMPORTANT

Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.

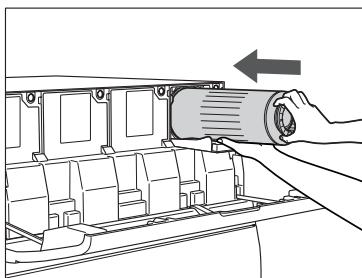


4. Twist the orange protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.



5. Push the new toner cartridge into the machine as far as it will go.

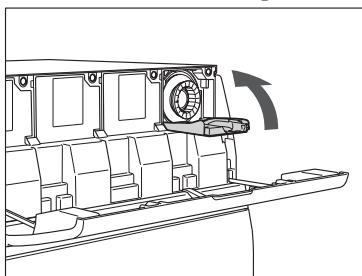
Support the new toner cartridge with one hand from underneath, while pushing it into the machine with your other hand.



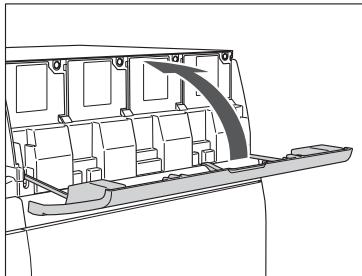
IMPORTANT

When replacing toner cartridges, make sure that the color of the toner cartridge matches the color of the toner supply port. If the color is different, the toner cartridge will not fit into the port.

6. Close the inner toner replacement cover.



7. Close the outer toner replacement cover.



CAUTION

When closing the toner replacement cover, be careful not to get your fingers caught, as this may result in personal injury.

- 8.** After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform the '2. Auto gradation adjustment' procedure.

Replacing the waste toner container

Introduction

This section describes how to replace the waste toner container when this container becomes full. You can print for a while even if you do not replace the waste toner container immediately. (The number of sheets may differ depending on the contents to print.) If you continue to print, an error occurs and you cannot continue printing.

WARNING

Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.



IMPORTANT

- Contact your supplier for information about the local regulations for disposal of waste toner. Use the provided cap to cover up the opening of the used waste toner container.
- Used toner cannot be reused. Do not mix new and used toner together.
- Use only waste toner containers intended for use with this machine.
- Do not replace waste toner container until the message prompting you to do so appears.

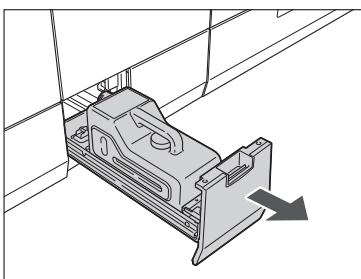


NOTE

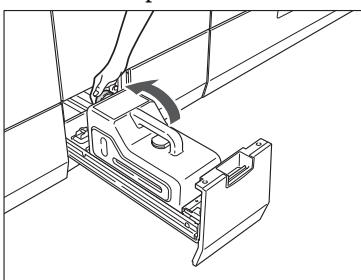
- Complete instructions on how to replace the waste toner container.
- If the waste toner container must be replaced during a print job, the remaining prints are made after the new waste toner container is installed.
- The waste toner containers can be replaced even if the machine is in operation.

Replacing the waste toner container

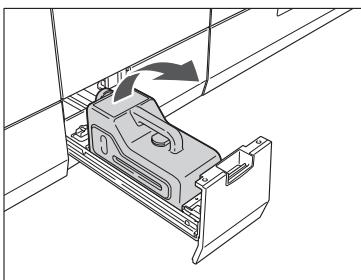
1. Pull out the waste toner container tray.



2. Attach the cap of waste toner container.



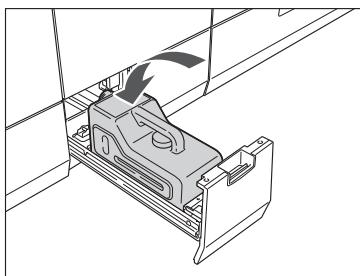
3. Remove the waste toner container.



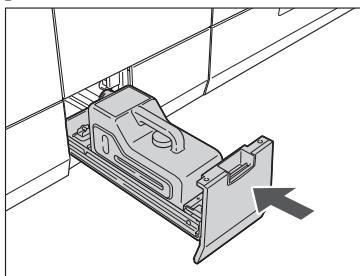
▲ CAUTION

When removing the waste toner container, be careful not to tilt it, as the toner may spill and get onto your hands or clothing. If toner gets onto your hands or clothing, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

4. Set the new waste toner container.



5. Gently push the waste toner container tray into the until it clicks into place in the closed position.



CAUTION

When closing the waste toner container, be careful not to get your fingers caught, as this may result in personal injury.

Staples

Check the status of the staple cartridges

Introduction

The following output locations contain staple cartridges to staple your jobs.

- The stacker/stapler
- The finisher.

When all the staple cartridges are sufficiently filled, the staple icon in the dashboard is blue. When the staple icon in the dashboard is orange or red, one of the staple cartridges is empty or almost empty. You must refill the staple cartridge as soon as possible.

To find out which staple cartridge is empty or almost empty, you must go to the 'Printer' section of the 'System' view. The icon for the staple cartridge that must be refilled is orange or red.



NOTE

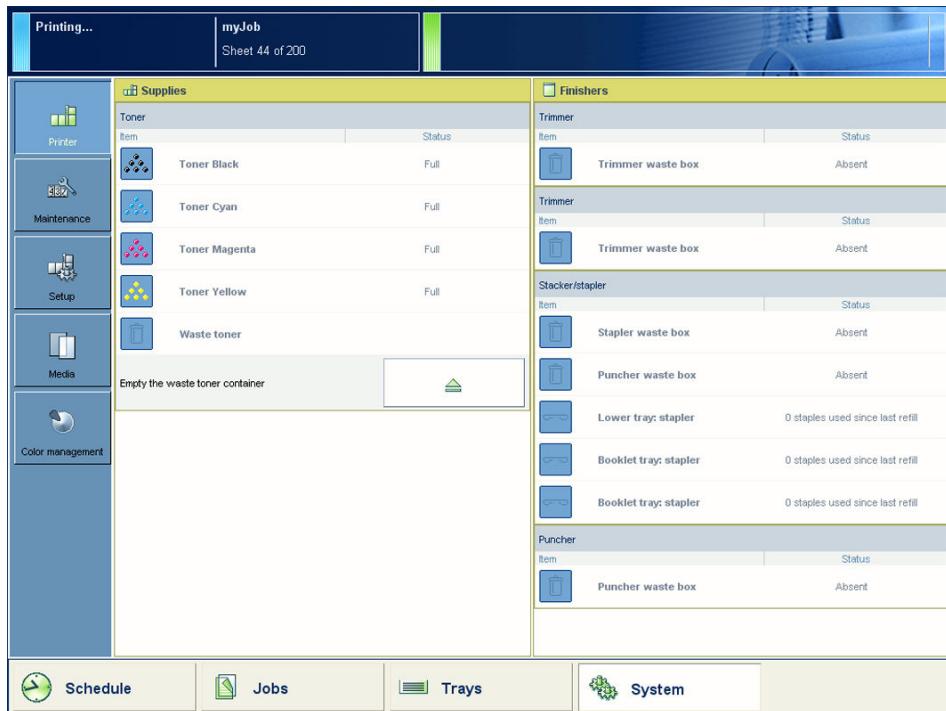
Even when the staple icon is blue, you can still go to the 'System' view to check the number of staples that has been used since the last refill.

The colors of the staple icon

The colors of the staple icon

Staple icon	Description
	A blue staple icon indicates that all the staple cartridges contain sufficient staples.
	An orange staple icon indicates that one of the staple cartridges is almost empty.
	A red staple icon indicates that one of the staple cartridges is empty. The printer stops when a job requires staples from the empty staple cartridge.

Illustration



[457] The location of the staple icons (right-side of the main window)

How to check the status of the staple cartridges

1. Check the staple icon in the dashboard.
2. When the staple icon is orange or red, go to the 'Printer' section of the 'System' view to check which staple cartridge must be refilled.

■ The dashboard, on page 80

Replacing the staple cartridge in the stapler unit

Introduction

This section describes the procedure for replacing the staple cartridge in the optional Finisher-AJ1 or Saddle Finisher-AJ2.



IMPORTANT

Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

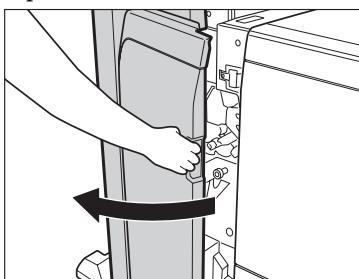


NOTE

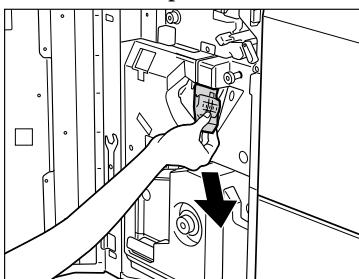
We recommend that you order staple cartridges from your local authorized dealer before your stock runs out.

Replacing the staple cartridge in the stapler unit

1. Open the front cover of the finisher.



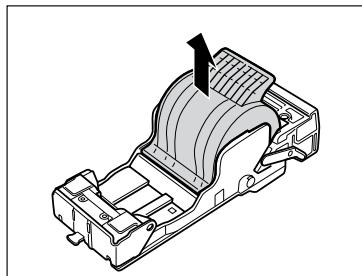
2. Pull out the staple case from the stapler unit, holding it by its green tab.



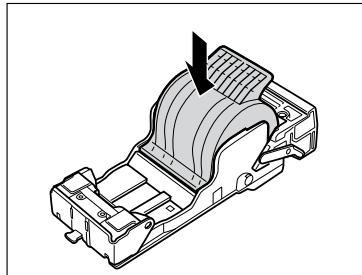
**NOTE**

When the stapler unit is at the back and it is difficult to pull out the staple case, turn the dial on the bottom left hand side to the left to move the stapler unit.

3. Pull out the staple cartridge.



4. Insert the new staple cartridge.

**IMPORTANT**

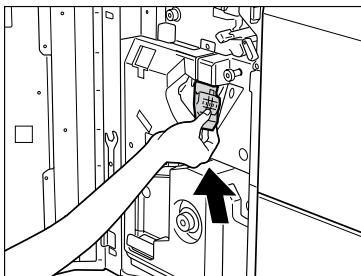
Use only staple cartridges intended for use in this machine.

**NOTE**

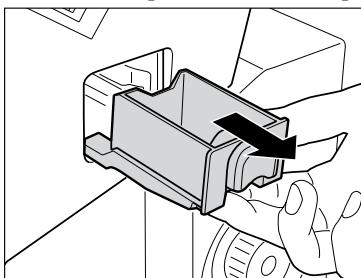
Only one staple cartridge can be inserted at a time.

5. Gently push the staple case into the stapler unit, until it is securely in place.

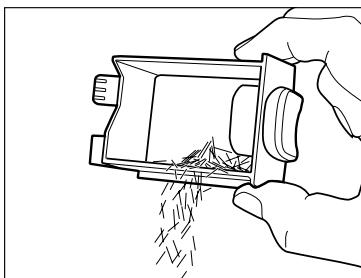
Always make sure to insert the staple case as far as it can go.



6. Below the stapler unit is the staple waste tray. Pull out the staple waste tray.



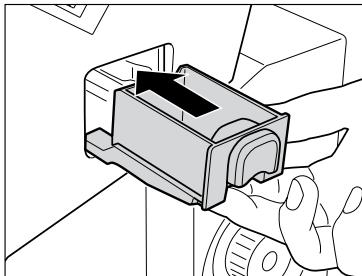
7. Discard the staple waste.



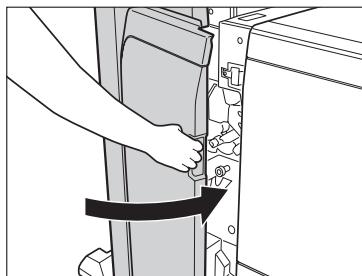
⚠ CAUTION
When discarding the staple waste, be careful not to touch the staple waste. Doing so may result in personal injury.

When discarding the staple waste, be careful not to touch the staple waste. Doing so may result in personal injury.

8. Return the staple waste tray to its original position.



9. Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the staple cartridge in the saddle stitcher unit

Introduction

This section describes how to replace the staple cartridge of the saddle stitcher.



IMPORTANT

- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.
- If necessary, remove all of the output paper in the booklet tray before replacing the staple cartridge in the saddle stitcher unit.

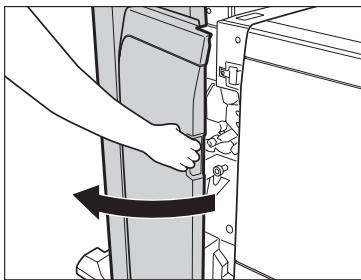


NOTE

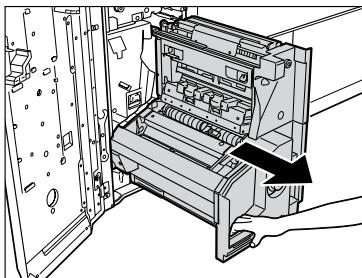
- This procedure is necessary only if the optional Saddle Finisher-AJ2 is attached.
- Since both the front and inner staple cartridges need to be replaced when staples run out in the saddle stitcher unit, we recommend that you order staple cartridges from your local authorized dealer before your stock runs out.

Replacing the staple cartridge in the saddle stitcher unit

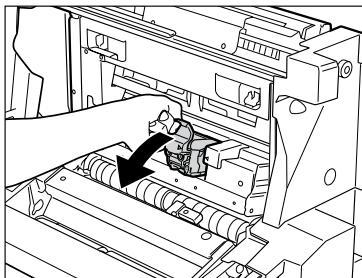
1. Open the front cover of the finisher.



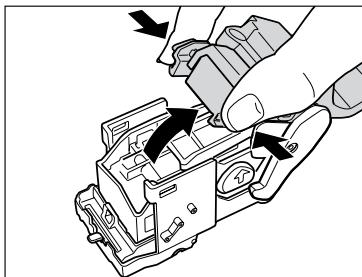
2. Pull out the saddle stitcher unit (F-C4).



3. Pull out the staple case, holding it by its tab.

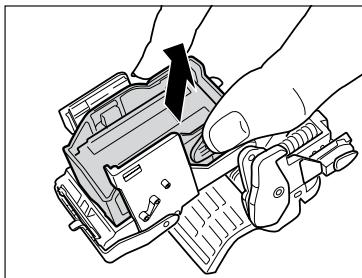


4. Open the staple case cover by pressing the area indicated in the illustration. Hold the staple case cover by its left and right sides, and then lift it and slide it off.

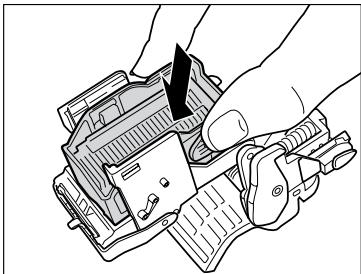


5. Lift and pull out the empty staple cartridge.

Squeeze the arrow indicated in step 4 (and its twin on the opposite side) to release the empty staple cartridge.



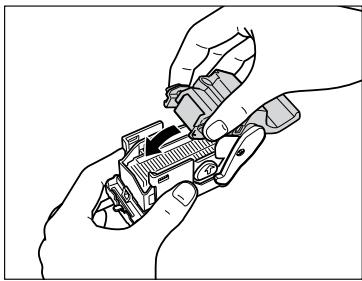
6. Insert the new staple cartridge until it clicks into place.



IMPORTANT

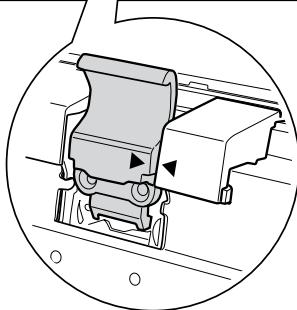
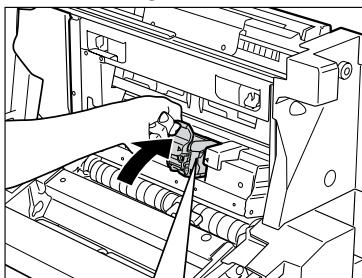
When replacing the staple cartridges, replace both the front and back staple cartridges.

7. Close the staple case cover.



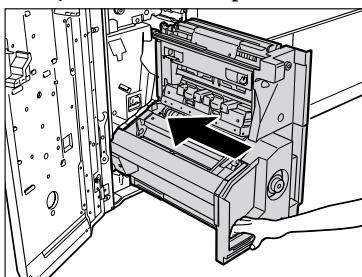
8. Return the staple case to its original position.

When returning the staple case, always make sure that the staple case is inserted until the arrows are aligned as shown in the diagram.

**IMPORTANT**

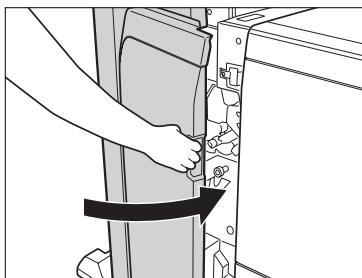
Follow steps 3 to 8 to replace the other staple cartridge in the saddle stitcher unit.

9. Gently push the saddle stitcher unit (F-C4) back into the machine. Always make sure to push the saddle stitcher unit in as far as it can go.

**CAUTION**

When returning the saddle stitcher unit to its original position, be careful not to get your fingers caught, as this may result in personal injury.

10. Close the front cover of the finisher.



⚠ CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Chapter 10

Adapt printer settings to your needs

System settings (access through the operator panel)

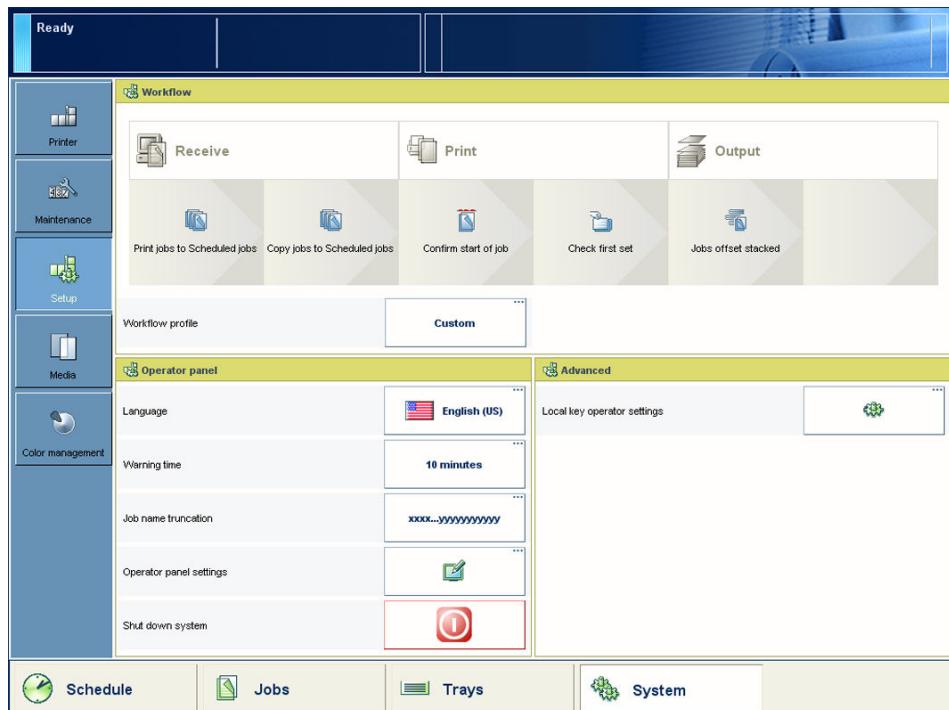
Introduction to the 'Setup' section

Introduction

The 'System' view gives access to system information, the system setup and media information.

This section gives an overview of the 'Setup' section in the 'System' view.

Introduction to the 'Setup' section



The items of the 'Setup' section

The workflow section at the top of the operator panel displays the main settings of the current workflow profile

The operator panel section displays the following buttons.

- 'Workflow profile'
Select a workflow profile or manually define the settings that match your needs.
- 'Language'
Change the language of the operator panel.
- 'Warning time'
Define the moment when the system warns you about an action that is required soon, for example 10 minutes in advance. The warning is displayed in the dashboard and indicated through the operator attention light.
- 'Job name truncation'
Define the way the system shortens the job name when the job name is too long to display fully.
- 'Operator panel settings'
Adjust the brightness and contrast of the screen of the operator panel.
- 'Shut down system'
Shut down the printer and the controller in a controlled way.

The advanced section displays the following buttons.

- 'Local key operator settings'
Get direct access to a number of important key operator settings in the Settings Editor on the PRISMAsync controller.

Work with the workflow profiles

Introduction

The machine is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ('Receive', 'Print' and 'Output'). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).

This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.



NOTE

The 'Workflow profile' button in the 'Setup' section of the 'System' view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text 'Custom'.

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

When to use which workflow

Profile	When to use
'<html>Standard</html>'	You need a productive workflow but you still want to have sufficient control over the jobs.
'<html>Job by job</html>'	You want to start the jobs one by one. Each time a job has been printed, the machine goes on hold. Always touch 'Resume' in the dashboard to start the next job.
'<html>Check and print</html>'	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
'<html>Manual planning</html>'	The jobs are sent to the machine in a random order. You can manually define the most productive order in which the machine will print the jobs.
'<html>Unattended</html>'	You want to continue printing while you are absent, for example after working hours. Then the machine will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings for 'Receive'

The default 'Receive' settings

Workflow profile	'Receive' settings	
	'Destination of print job'	'Destination of copy job'
'Standard'	'Scheduled jobs'	'Scheduled jobs'
'Job by job'	'Scheduled jobs'	'Scheduled jobs'
'Check and print'	'Scheduled jobs'	'Scheduled jobs'
'Manual planning'	'Waiting jobs'	'Waiting jobs'
'Unattended'	'Scheduled jobs'	'Scheduled jobs'

The default settings for 'Print'

The default 'Print' settings

Workflow profile	'Print' settings	
	'Confirm start of job'	'Check first set'
'<html>Standard</html>'	'<html>Off</html>'	'<html>As in job</html>'
'<html>Job by job</html>'	'On'	'<html>As in job</html>'
'<html>Check and print</html>'	'<html>Off</html>'	'On'
'<html>Manual planning</html>'	'<html>Off</html>'	'<html>As in job</html>'
'<html>Unattended</html>'	'<html>Off</html>'	'<html>Off</html>'

The default settings for 'Output'

The default 'Output' settings

Workflow profile	'Output' settings	
	'Offset stacking'	
'<html>Standard</html>'	'<html>Sets (as in job)</html>'	
'<html>Job by job</html>'	'<html>Sets (as in job)</html>'	
'<html>Check and print</html>'	'<html>Sets (as in job)</html>'	

Workflow profile	'Output' settings
	'Offset stacking'
'<html>Manual planning</html>'	'<html>Sets (as in job)</html>'
'<html>Unattended</html>'	'<html>Banners</html>'

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
'Destination of print job'	'Scheduled jobs'	<p>The jobs are immediately sent to the list of 'Scheduled jobs'. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed.</p> <ul style="list-style-type: none"> ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'.
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.
	'As in job'	The submitted jobs go to the destination that is defined in the job ticket or in the copy job.
'Destination of copy job'	'Scheduled jobs'	<p>The jobs are immediately sent to the list of 'Scheduled jobs'. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed.</p> <ul style="list-style-type: none"> ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'.
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.

Setting	Values	Effect
'Confirm start of job'	'On'	The machine always stops before the next scheduled job. You must press the Release key ▷ to start each job.
	'Off'	The machine prints the scheduled jobs one after the other. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.
	'On conflict'	Ask for a confirmation if a conflict occurs. For example when the punch setting is set in the driver and the printer has no puncher.
'Check first set'	'On'	The machine goes on hold after the first set of a job is printed. You can check the quality and layout of the first set before the machine prints the remaining sets.
	'Off'	The machine will print the whole job without stopping after the first set.
	'As in job'	The machine will print the jobs as indicated in the job ticket.
'Offset stacking'	'Jobs'	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	'Sets (always)'	Each printed set that is delivered to an output location is stacked on top of the previous set with an offset. This helps you to identify the various sets.
	'Sets (as in job)'	Each printed set is delivered to the output location as defined in the job ticket or copy job. Therefore, the sets can be stacked in one straight line or with an offset.
	'Banners'	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	'Off'	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

Change the warning time

Introduction

When operator interaction is required now or soon, the dashboard and the operator attention light can warn you. This is a trigger that action is required now or soon., for example load a required media type or empty an output location. You can define how long in advance the warning message is displayed.

By factory default, the function 'Warning in advance' is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop. Depending on the urgency of the warning message, the vertical bar in the dashboard and the operator attention light are orange or red.



NOTE

- The operator attention light is linked to the status of the machine. For example, when the dashboard displays an orange warning, the orange light of the operator attention light also lights up.
- You can only change the warning time when the 'Warning in advance' function is enabled.

How to change the warning time

1. Touch 'System' -> 'Setup' -> 'Warning time'.
2. Touch the - or + button to decrease or increase the warning time in steps of 1 minute. You can set a time from 1 - 60 minutes.
3. Press 'OK'.

■ [The dashboard, on page 80](#)

■ [The operator attention light, on page 40](#)

Disable the warning time

Introduction

When operator interaction is required now or soon, the dashboard and the operator attention light warn you. However, you can disable this warning function.

Disable the warning time

1. Touch 'System' -> 'Setup' -> 'Warning time' (under 'Operator panel').
When the box for 'Warning in advance' has a check mark and states 'On', the function is enabled.
2. Touch the 'Warning in advance' button.
The check mark disappears. The status 'On' changes into 'Off'.
3. Press 'OK'.

- [The dashboard, on page 80](#)
- [The operator attention light, on page 40](#)

Truncate the job name

Introduction

In the 'Jobs' view, the operator panel displays all jobs with their job names . When a job name is too long, the system truncates the job name. To enable you to identify your jobs in the lists more easily, you can define how the system truncates the job names. This allows you to keep the identifying part of the job name. You can choose to truncate the job name at the beginning or at the end of the name.

How to truncate the job name

1. Touch 'System' -> 'Setup' -> 'Job name truncation' (under 'Operator panel').
2. For '<html>Truncate job name at</html>', select 'Beginning' or 'End'.
3. Touch the - or + button to indicate the number of characters before truncation.
4. Press 'OK'.

Adjust the brightness and contrast of the operator panel

Introduction

You can adjust the brightness and contrast of your monitor to improve the readability of the operator panel. The required brightness and contrast settings can depend on the lighting in your room, for example.

Setting	Description
'<html>Auto adjust</html>'	The screen of the operator panel will automatically set the correct ratio of brightness and contrast.
'<html>Brightness</html>'	You can increase or decrease the brightness from level 20 to 100 in steps of 1. The factory default value is 80. Higher values will increase the brightness.
'<html>Contrast</html>'	You can increase or decrease the contrast from level 10 to 100 in steps of 1. The factory default value is 50. Higher values will increase the contrast.

How to adjust the brightness and contrast of the operator panel

1. Touch 'System' -> 'Setup' -> 'Operator panel settings'.
2. Touch '<html>Auto adjust</html>' to optimize the brightness and contrast of the screen automatically.
3. Touch 'OK' when the brightness and contrast are OK, or continue with the steps below when these settings are not yet OK.
4. Touch '-' to decrease or '+' to increase the '<html>Brightness</html>'.
5. Touch '-' to decrease or '+' to increase the '<html>Contrast</html>'.
6. Press 'OK'.

Access Settings Editor settings via the operator panel

Introduction



NOTE

The information contained in this section is primarily intended for key operators and system administrators.

The Settings Editor application on the PRISMAsync controller is a web based application that allows key operators and system administrators to adapt the system completely to the situation in an organization and production environment. The Settings Editor allows key operators and system administrators to manage settings with regard to network configuration, system preferences, job preferences and media, for example.

For convenience reasons, a subset of frequently used settings is accessible through the operator panel.



NOTE

You need the key operator PIN or the system administrator PIN to make changes in this section. This PIN is the same as used when accessing the Settings Editor application on the PRISMAsync controller.

Settings available through the operator panel

Group of settings	Available settings	Short description
'About'	<ul style="list-style-type: none"> ■ 'Serial number' (read-only) ■ 'Version of printer software' (read-only) 	The 'About' section allows you to look up the serial number and software version of the printer. You can also upgrade the printer software through this section. Follow the instructions on the operator panel when you upgrade the software.
'Software licenses'	<ul style="list-style-type: none"> ■ 'Upload license' 	When you have a new license to activate a new feature on the printer, you can upload the license through this section. After uploading the license, the feature becomes active. Follow the instructions on the operator panel when you upgrade the software.

Group of settings	Available settings	Short description
'Logging'	<ul style="list-style-type: none"> ■ 'Save the datadump file' ■ 'Save the zipped log file' ■ 'Print the configuration report' 	<p>When an error occurs, the help desk of your printer supplier can ask you to create and send a datadump file. The datadump file is a .zip file that contains detailed technical information about your system. Furthermore, the system can store trace log files in .zip files. You can save both.zip files to a network location.</p> <p>The configuration report contains information about the configuration of your printing system, for example information about the system configuration, controller configuration or network settings. You can print the configuration report for backup purposes, for example.</p> <p>Follow the instructions on the operator panel when you save a file or print a report.</p>
'Connectivity'	<ul style="list-style-type: none"> ■ 'MAC address' (read-only) ■ 'Host name' ■ 'Link speed and connection type' ■ 'DHCP enabled' ■ 'TCP/IP address' ■ 'Subnet mask' ■ 'Default gateway' ■ 'Primary DNS suffix' ■ 'DNS suffix follows domain' ■ 'Test the TCP/IP connection' 	<p>The 'Connectivity' section contains the main settings to integrate the printer into a network. After you have adapted the network settings, you can test the connection from here.</p> <p>Follow the instructions on the operator panel when you adapt the network settings.</p>

Group of settings	Available settings	Short description
'System settings'	<ul style="list-style-type: none">■ 'Date and time'■ 'System of measurement'■ 'Time zone'	The 'System settings' section contains settings to change the date and time of the system, or the system of measurement used. When you change the system of measurement, all corresponding values on the system will be changed. For example, when you change 'Metric' into 'Imperial', all values will be displayed in inches.

How to change key operator settings and system administrator settings via the operator panel

1. Touch 'System' -> 'Setup' -> 'Local key operator settings' (below 'Advanced').
2. Touch the button of the group that contains the setting you want to change or view.
3. Touch the required setting.
4. Look up the required information or make the required changes.
5. Press 'OK'.

Automated workflows (access through the Settings Editor)

Introduction to automated workflows

Definition

The Settings Editor enables you to set up separate automated workflows. Automated workflows are print queues that you can program to perform a range of operations. Automated workflows are mostly used for legacy applications where jobs are printed automatically and certain settings must be set automatically. Every automated workflow represents a different virtual printer with its own specific attributes. The table below describes the attributes you can define.

The selection of automated workflows is handled when the job is sent over LPR via the name of the automated workflow of the job ticket. Once the job is sent to a specified automated workflow on the printer, you cannot move the job to another workflow. The operator panel does not display the various automated workflows. However, jobs can get a label that you can use as a selection criterion for further processing and production.

The use of automated workflows has for example the following advantages.

- The print workflow is automated even more, which improves the productivity.
- The programming of individual jobs is eliminated, which optimizes the job throughput.
- You can more easily distinguish, prioritize and produce jobs in different automated workflows with different properties using less operator involvement.
- You can easily assign legacy applications without job tickets to specific job profiles.



NOTE

You can define whether or not the settings of a job ticket overrule the settings of an automated workflow in the Settings Editor.

Attributes



NOTE

It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Refer to the Settings Editor to get an overview of the settings.

- Add an automated workflow, on page 321
- Edit an automated workflow, on page 322
- Delete an automated workflow, on page 323
- Restore the factory default workflow, on page 324

Add an automated workflow

Introduction

The Settings Editor contains 1 factory default automated workflow. However, it can be beneficial for your productivity to add more automated workflows.



NOTE

It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

How to add an automated workflow

1. Go to 'Preferences' - 'Automated workflows'.
2. Click the 'Add' button.
A pop-up window displays the attributes you can specify for the new workflow.
3. Put a check mark in front of the attributes you want to define.
4. Specify or select the values of the attributes.
5. Click 'Ok'.

- [Introduction to automated workflows, on page 319](#)
- [Edit an automated workflow, on page 322](#)
- [Delete an automated workflow, on page 323](#)
- [Restore the factory default workflow, on page 324](#)

Edit an automated workflow

Introduction

You can change the attributes of an existing automated workflow.



NOTE

It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

How to edit an automated workflow

1. Go to 'Preferences' - 'Automated workflows' .
2. Put a check mark in front of the workflow you want to edit.
3. Click the 'Edit' button.
A pop-up window displays the attributes you can specify for your workflow.
4. Change the attributes.
5. Click 'Ok'.

- [Introduction to automated workflows, on page 319](#)
- [Add an automated workflow, on page 321](#)
- [Delete an automated workflow, on page 323](#)
- [Restore the factory default workflow, on page 324](#)

Delete an automated workflow

Introduction

When you no longer need a certain automated workflow, you can delete that workflow.



NOTE

You cannot delete the factory default automated workflow.

How to delete an automated workflow

1. Go to 'Preferences' -> 'Automated workflows'.
2. Put a check mark in front of the workflow you want to delete.
3. Click the 'Delete' button.
4. Click 'Ok'.

- [Introduction to automated workflows, on page 319](#)
- [Add an automated workflow, on page 321](#)
- [Edit an automated workflow, on page 322](#)
- [Restore the factory default workflow, on page 324](#)

Restore the factory default workflow

Introduction

You can restore the factory default automated workflow. This has the following consequences.

- All the automated workflows you added will be removed
- All the changes in the default workflow will be lost.

How to restore the factory default workflow

1. Go to 'Preferences' -> 'Automated workflows'.
2. Click the 'Restore' button.

The factory default automated workflow is restored.

- [Introduction to automated workflows, on page 319](#)
- [Add an automated workflow, on page 321](#)
- [Edit an automated workflow, on page 322](#)
- [Delete an automated workflow, on page 323](#)

Hotfolders

Introduction to hotfolders

Introduction

Technically, a hotfolder is a mapped network drive on a workstation that is linked to a shared folder on the PRISMAsync controller.

For an operator, a hotfolder is a folder on a workstation where printable files can be dropped for printing.

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. Hotfolders should not be used in combination with job tickets.

The job settings for hotfolders

The settings of a hotfolder can be defined by:

- a hotfolder default ticket in the hotfolder itself, or
- the automated workflow to which the hotfolder is linked.

It is advised to use the hotfolder functionality in combination with the hotfolder default ticket.

However, if you want to use the settings of the automated workflow in which the hotfolder was created, you must make sure that the **Override the job ticket** setting in that automated workflow is enabled (tick the checkbox). Furthermore, in this case it is advised not to place a hotfolder default ticket in the hotfolder, to prevent mixing up settings.

Before you can use a hotfolder

To be able to use the hotfolder function, the following steps must be carried out first:

- In the Settings Editor, the system administrator must activate the **Hotfolder** function.
- In the Settings Editor, the key operator must create a hotfolder and link the hotfolder to a workflow.
- On a workstation, the key operator must create a shared network drive that is linked to the hotfolder.
- On the desktop of that workstation, the key operator can create a shortcut to the folder, if desired.

Activate the hotfolder function

Introduction

The information in this section is intended for system administrators.



Note:

By factory default, the hotfolder function is disabled. To use the hotfolder function, the system administrator must activate this function once. After the system administrator activated the hotfolder function, up to 10 hotfolders can be defined.

How to activate the hotfolder function



Note:

For this procedure, the System administrator password is required.

1. Open the web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to the 'Workflow' -> 'Hotfolders' section.
3. Click 'Configure'.
4. At 'Enabled', select 'Yes' to activate the hotfolder function.
5. Enter a unique 'Hotfolder user name' and 'Hotfolder password'.
Make sure that you filled in the user name and password before you continue with the next step.
6. Click 'OK' to confirm the activation of the hotfolder function.
A confirmation window opens.
7. Click 'OK' to restart the controller now.

- [Introduction to automated workflows, on page 319](#)
- [Introduction to hotfolders, on page 325](#)
- [Activate the hotfolder function, on page 326](#)
- [Create a hotfolder, on page 327](#)
- [Create a shared network folder on a workstation, on page 328](#)
- [Create a hotfolder default ticket \('default_ticket.jdf'\), on page 330](#)

Create a hotfolder

Introduction

The information in this section is intended for key operators.

Before you begin

The hotfolder function must be activated. Otherwise, the system administrator must activate the hotfolder function first.



Note:

You can create up to 10 hotfolders.

How to create a hotfolder



Note:

For this procedure, the Key operator PIN is required.

1. Open your web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to the 'Workflow' -> 'Hotfolders' section.
3. Click 'Add'.
4. Give the hotfolder a logical name.
5. Select the workflow folder to which you want to link.
6. Click 'OK'.

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- [Introduction to hotfolders, on page 325](#)
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- [Create a hotfolder default ticket \('default_ticket.jdf'\), on page 330](#)

Create a shared network folder on a workstation

Introduction

The information in this section is intended for key operators.

Before creating a shared network folder on a workstation, the following actions must be carried out first:

- Enable the hotfolder function.
- Create an automated workflow including a hotfolder.



Note:

This procedure describes the creation of a shared network folder on a workstation with a Microsoft® Windows® XP operating system. However, depending on the operating system of your workstation, the procedure can be different.

Illustration



[478] Create a shared network drive

How to create a shared network folder on a workstation

1. Open Microsoft® Explorer.
2. Click Tools -> Map Network Drive...
3. Select a drive letter for the shared network folder.
4. Enter the name of the shared network folder, for example \\12.34.56.78\Booklet, or click the 'Browse' button to navigate to the required location.

**Note:**

Instead of 12.34.56.78 you must enter the host name or IP address of the PRISMAsync controller. Booklet is the name you gave to the hotfolder when you created the automated workflow.

5. Click 'Finish'.
A log in screen will appear.
6. Enter the user name and the password that were defined when the hotfolder function was enabled in the Settings Editor.
7. Click 'OK.'
The hotfolder is now ready for use.
8. If desired, you can create a shortcut to the shared network folder on the desktop of the workstation.

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- [Introduction to hotfolders, on page 325](#)
- [Activate the hotfolder function, on page 326](#)
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- [Create a hotfolder default ticket \('default_ticket.jdf'\), on page 330](#)

Create a hotfolder default ticket ('default_ticket.jdf')

Introduction

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. A hotfolder default ticket (' default_ticket.jdf') in the hotfolder determines the settings for the print jobs.



Note:

If you want to use the hotfolder default ticket, make sure that the **Override the job ticket** setting of the automated workflow in which the hotfolder was created, is disabled (no tick in the checkbox). Otherwise, the settings of the automated workflow overrule the settings of the hotfolder default ticket.

How to create a hotfolder default ticket ('default_ticket.jdf')



Note:

This procedure is an example of the procedure on a Microsoft® Windows® XP operating system. For other operating systems, the procedure can vary.

1. Click 'Start' - 'Settings' - 'Printers and Faxes'.
2. Right-click the printer driver of your imagePRESS C7010VPS C6010VPS C6010S and select 'Printing preferences...'.
3. Define the required settings.
4. Click the 'Save' icon in the Templates bar.
5. Enter a name for the template.
6. Click 'OK'.
7. Right-click the template you just created and select 'Save as ticket'.
8. Browse to the shared network folder and click 'Save'.

The template is saved as a hotfolder default ticket.

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Chapter 11

Maintenance and calibration

Maintenance

Introduction to the 'Maintenance' section

Introduction

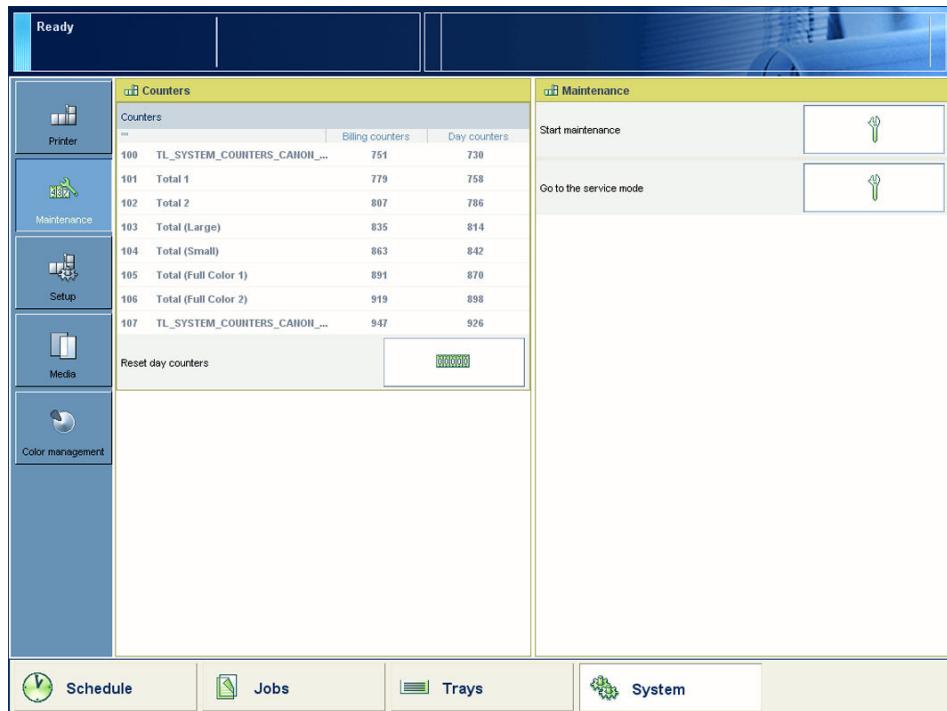
The maintenance section displays the following information.

- 'Billing counters'
The 'Billing counters' section displays the total number of prints that have been made since the machine was installed. Which counters there are visible depends on the region. You cannot reset the billing counters.
- 'Day counters'
The 'Day counters' section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.

Furthermore the maintenance section gives access to the following functions.

- 'Start maintenance'
From the maintenance section you can start the maintenance and calibration procedures.
- 'Go to the service mode'

The maintenance section



Reset the day counters

Introduction

The 'Maintenance' section of the 'System' view displays 2 types of counters

- 'Billing counters'
- 'Day counters'

These counters provide information about the number of sheets that have been printed. This section first describes the 2 counters in the 'Maintenance' section and how to reset the day counters.

Reset the day counters

1. On the operator panel, press the 'System' button.
2. Press 'Maintenance'.
3. Touch the 'Reset day counters' button in the 'Day counters' section.
A dialog box will ask you to confirm that you really want to reset the day counters.
4. Touch 'Yes' to reset the day counters to 0.

Find the meter readings (counters)

Introduction

The 'Printer' section of the 'System' view displays 2 types of counters.

- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
- The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.

This section describes how to find the counters.

Find the meter readings

1. On the operator panel, press the 'System' button.
2. Press 'Maintenance'.

You can find the required meter readings at the left-hand side of the screen.

'Auto color mismatch correction'

Introduction

You can automatically correct color mismatching that occurs in the output. The 'Auto color mismatch correction' aligns the position of the four different colors.



NOTE

Automatic color mismatch correction cannot be performed during printing.

'Auto color mismatch correction'

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Auto color mismatch correction' and touch 'Start'
4. Press 'Next'.
A status message displays.
5. Press 'Finish'.
6. Touch 'Stop' to close the 'Maintenance tasks' menu.

Result

If the procedure displays an engine error, contact your local service representative.

Clean the ADF rollers

Introduction

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.



NOTE

- It takes approximately 20 seconds to clean the feeder.
- Use clean A4 / LTR paper (60 to 80 g/m² / 16 lb Bond to 22 lb Bond).
- ADF roller cleaning cannot be performed during printing.

Clean the ADF automatically

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Clean the rollers of the ADF' and touch 'Start' .
4. A wizard opens.
5. Put 10 sheets of blank paper into the feeder.
6. Touch 'Next'
7. A status message displays.
8. Press 'Finish'.
9. Touch 'Stop' to close the 'Maintenance tasks' menu.

Clean the roller (main unit)

Introduction

If dirt or streaks appear on printed output, clean the roller inside of the main unit.



NOTE

- It takes approximately one minute to clean the roller.
- Roller cleaning cannot be performed during printing.

Clean the roller (main unit)

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Clean the clean roller (main unit)' and touch 'Start' . A wizard opens.
4. Touch 'Next' A status message displays.
5. Press 'Finish'.
6. Touch 'Stop' to close the 'Maintenance tasks' menu.

■ [The main unit, on page 20](#)

Clean the wire

Introduction

If streaks appear on printed output or parts of the printed image are missing, clean the corona assembly wires inside the main unit.



NOTE

- It takes approximately 35 seconds to clean the wires.
- Wire cleaning cannot be performed during printing.

Clean the wire

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Clean the corona wires' and touch 'Start' .
- A wizard opens.
4. Press 'Next'.
- A status message displays.
5. Press 'Finish'.
6. Touch 'Stop' to close the 'Maintenance tasks' menu.

Result

If the procedure displays an engine error, contact your local service representative.

Handle paper jams



IMPORTANT

Make sure you follow the instructions precisely in **the correct order** to avoid unnecessary service calls.

'Refresh the fixing roller'

Introduction

When paper with a longer width is used after copying or printing 100 or more sheets of paper with a shorter width (for example, when you use A3 paper after A4R paper), luster streak may appear on both edges in the feeding direction. In addition, patches of uneven gloss may appear in the high density areas of the printed heavy paper or coated paper. In this case, the streaks and patches of uneven gloss may be reduced by refreshing the fixing roller and cleaning its surface.



IMPORTANT

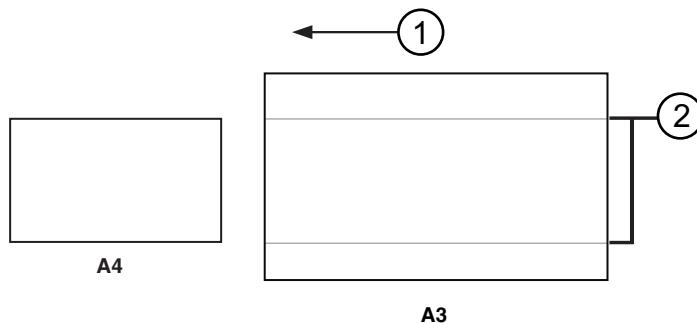
Refreshing the fixing roller decreases the lifetime of the fixing roller largely.



NOTE

Refreshing the fixing roller cannot be performed during printing.

Illustration



[480] The feeding direction (1) and luster streaks (2)

Refresh the fixing roller

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Refresh the fixing roller' and touch 'Start' .
4. Enter the maintenance PIN and touch 'OK'.
A wizard opens.
5. Press 'Next'.
A status message displays.

6. Press 'Finish'.
7. Touch 'Stop' to close the 'Maintenance tasks' menu.

Result



IMPORTANT

If the procedure fails or if you do **not** get the required result, contact your local service representative.

Engine maintenance (trained operators)

Introduction

Only operators that are specially trained in engine maintenance are allowed to perform engine maintenance. Before you can perform engine maintenance tasks you have to put the engine into the engine maintenance mode.



IMPORTANT

Make sure you are specially trained in engine maintenance for this product to prevent major damage.

Prepare the engine for maintenance

1. On the operator panel, press the 'System' button.
2. Press 'Maintenance'.
3. Press 'Engine maintenance'.
4. Press 'Start'.
5. Enter the maintenance PIN and touch 'OK'.
The 'Engine maintenance' window opens.
6. Touch 'Next' and wait a moment while the engine prepares for maintenance.



NOTE

If you are specially trained in engine maintenance, you can now perform maintenance tasks using the Operator's Maintenance Manual.



IMPORTANT

Only continue with the next step after you finished maintenance.

7. Touch 'Next' to stop the engine maintenance mode.
8. Touch 'Finish' to stop the preparation procedure.
9. Press 'Stop'.

Calibration

Introduction to printer calibration

Introduction

Due to external environmental circumstances, like temperature and humidity, consumables and print quality change over time. These changes effect the color quality of the printed documents. Although the printer performs automatic adjustments on a regular basis, you are advised to calibrate the printer configuration regularly.



IMPORTANT

To assure optimal print quality, you must perform and complete all main steps in the described order. The calibration procedure will guide you through these steps automatically.

Calibrate the printer

1. *'Calibrate the printer - 1. Shading correction'* on page 345
2. *'Calibrate the printer - 2. Auto gradation adjustment'* on page 347
3. *'Calibrate the controller - 3. Media family calibration'* on page 349

Calibrate the printer - '1. Shading correction'

Introduction

The '1. Shading correction' procedure corrects slight density unevenness that occurs on the printed image in the areas with a color density of 50%. The '1. Shading correction' assures consistent color planes on the print.



NOTE

Make sure you use media from the same batch for '1. Shading correction' and '2. Auto gradation adjustment'.

When to do

- After a service visit.
- After replacing the drum (key operator maintenance).
- After replacing the corona (key operator maintenance).

Before you begin

Make sure you have an Eye-One spectrophotometer connected to the USB connector of the operator panel.

Make sure you use one of the following media.

- Canon CS-814 81.4 g/m²
- Océ Top Colour FSC 100 g/m²
- Mondi Neusiedler 100 g/m²
- International Paper Hammermill 105 g/m²

Calibrate the printer - '1. Shading correction'

1. Touch 'System' -> 'Color management'.
2. Touch '1. Shading correction' and touch 'Start'.
An instruction window opens.
3. Follow the instructions carefully and touch 'Next'.
A calibration chart is printed.
An instruction window opens.
4. Calibrate the spectrometer according to the instruction on the operator panel.

- Place the spectrometer in the holder, press the button to calibrate the spectrometer, and wait for 5 seconds.
- Take 5 blank sheets of the same media you used for the calibration chart, and put them underneath the calibration chart.

5. Measure the calibration sheet according to the instructions on the operator panel. Perform the following actions per color.

- Position the spectrometer at the indicated position.
- Hold down the spectrometer button and wait for the arrow.
- Scan the column with patches smoothly in about 2 seconds.

6. Touch 'OK' to save the shading correction results and continue with the '2. Auto gradation adjustment' procedure.

Result



NOTE

In exceptional cases the '1. Shading correction' procedure fails with a 'Density out of range' message. In that case you can first perform the '2. Auto gradation adjustment' procedure before the '1. Shading correction' procedure. If the '1. Shading correction' procedure still fails, contact your local service representative.

- [Calibrate the printer - 2. Auto gradation adjustment, on page 347](#)
- [Calibrate the controller - 3. Media family calibration, on page 349](#)

Calibrate the printer - '2. Auto gradation adjustment'

Introduction

The 'Shading correction performed successfully - values stored' procedure is a precise calibration of the gradation, density and color settings of the printer. A test print is used to scan and to correct the irregularities automatically. The auto gradation adjustment is part of the complete calibration procedure. However, you can perform an auto gradation procedure separately.

You are advised to run the 'Shading correction performed successfully - values stored' procedure separately after a toner bottle is replaced..



NOTE

In case of a full system calibration, make sure you use media from the same batch for '1. Shading correction' and '2. Auto gradation adjustment'.

When to do

Immediately after the '1. Shading correction' procedure is finished.

The '2. Auto gradation adjustment' procedure is part of the complete calibration procedure.

Before you begin

Make sure you use one of the following media.

- Canon CS-814 81.4 g/m²
- Océ Top Colour FSC 100 g/m²
- Mondi Neusiedler 100 g/m²
- International Paper Hammermill 105 g/m²

Calibrate the printer - '2. Auto gradation adjustment'

1. From the 'Calibration method' window, select 'Automatic (internal sensor)' and touch 'OK'.
An instruction window opens.
Wait a few minutes while the printer performs the '2. Auto gradation adjustment'.
2. Remove the test prints.
3. Touch 'Next' to continue with the 'Gradation adjustment performed successfully - values stored' procedure.

Perform the '2. Auto gradation adjustment' procedure separately

1. Touch 'System' -> 'Color management'.
2. Press '2. Auto gradation adjustment'.
3. Touch one of the following options.
 - 'Full adjustment' (recommended)
 - 'Quick adjustment'
4. From the 'Calibration method' window, select 'Automatic (internal sensor)' and touch 'OK'.
An instruction window opens.
Wait a few minutes while the printer performs the '2. Auto gradation adjustment'.
 5. Remove the test prints.
 6. Press 'OK'.
 7. Press 'Finish'.

- [Calibrate the printer - 1. Shading correction, on page 345](#)
- [Calibrate the controller - 3. Media family calibration, on page 349](#)

Calibrate the controller - '3. Media family calibration'

Introduction

The 'Media family' is a group of media that uses the same output profile. The controller provides by default the media families coated and uncoated. An expert can create a new media family for a specific group of media. A media family refers to 1 color profile per halftone. The following halftones are available.

- 'Normal'
- 'Fine'
- 'Error diffusion'



NOTE

- Make sure you perform a media family calibration for the halftones 'Normal' and 'Fine'.
- Media family calibration for the halftone 'Error diffusion' is required when 'Error diffusion' is used in copy jobs and job submission tools like the printer driver and PRISMApparepare.

When to do

You are advised to run the 'Media family calibration' procedure in the following situations.

- Immediately after the '2. Auto gradation adjustment' procedure is finished.
- The 'Media family calibration' procedure is part of the complete calibration procedure.
- When a new media family is defined with the Settings Editor.

Before you begin

In case a new media family becomes available.

1. Touch 'System' -> 'Color management'.
2. Touch '3. Media family calibration' and touch 'Start'.

A status window opens.

Calibrate the controller - '3. Media family calibration'

1. At 'Media family', select which media family you want to calibrate.
 - 'Coated'

- 'Uncoated'
- Customer defined

2. At 'Halftone', select which halftone you want to calibrate.

- 'Normal'
- 'Fine'
- 'Error diffusion'

3. At 'Media', select which media you want to calibrate.

4. Touch 'OK' to print the calibration chart.
An instruction window opens.

5. Follow the instructions carefully and touch 'Next'.
A few calibration charts are printed. Make sure you use the last printed calibration chart.
An instruction window opens.

6. Calibrate the spectrometer according to the instructions on the operator panel.

- Place the spectrometer in the holder, press the button to calibrate the spectrometer, and wait for 5 seconds.
- Take 5 blank sheets of the same media you used for the calibration chart, and put them underneath the last printed calibration chart.

7. Measure the calibration sheet according to the instructions on the operator panel.
Perform the following actions per color.

- Position the spectrometer at the indicated position.
- Hold down the spectrometer button and wait for the arrow.
- Scan the column with patches smoothly in about 2 seconds.

8. Touch 'OK' to save the calibration results.

9. Select one of the following options.

- Touch 'Yes' and 'OK' to calibrate another media family / halftone combination.
- Touch 'No' and 'OK' to stop the media family calibration.

10. Touch 'Finish' to finish the calibration procedure.

■ [Calibrate the printer - 1. Shading correction, on page 345](#)

■ [Calibrate the printer - 2. Auto gradation adjustment, on page 347](#)

Chapter 12

Specifications

Specifications

Technology

Specification	Value
Imaging technology	Electrophotography; no fusing oil
Toner	V-toner
Resolution	1200 x 1200 dpi
Color gradations	256 per color
Color depth	8 bits per color
Maximum imageable area	323 x 482.7 mm / 12.72" x 19"
Features	<ul style="list-style-type: none"> ■ Operator attention light with adjustable warn-ahead functions, ■ Real-time automatic color calibration ■ Dual Fusing technology ■ On-the-fly toner and paper refill ■ Automatic duplexing (up to 325 gsm / 120 lb. Cover) ■ Active registration

Print speed

Specification	Value
imagePRESS C7010VPS / C6010VPS	
A4 LTR	60-325 gsm 16 lb. Bond - 120 lb. Cover
A3 11" x 17"	60 - 209 gsm 16 lb. Bond - 78 lb. Cover
	210 - 325 gsm 79 lb. Cover - 120 lb. Cover
SRA3	60 - 209 gsm 16 lb. Bond - 78 lb. Cover
	210 - 325 gsm 79 lb. Cover - 120 lb. Cover

Specification imagePRESS C7010VPS / C6010VPS	Value
13" x 19.2" 330.2 x 487.7 mm	60 - 209 gsm 16 lb. Bond - 78 lb. Cover
	210 - 325 gsm 79 lb. Cover - 120 lb. Cover
Note	The Customer Expectation Document provides detailed information on speed per paper size and paper weight, simplex, and duplex.

Specification imagePRESS C6010S	Value
A4 LTR	60 - 135 gsm 16 lb. Bond - 36 lb. Bond
	136 - 220 gsm 37 lb. Bond - 81 lb. Cover
	221 - 325 gsm 82 lb. Cover - 120 lb. Cover
A3 11" x 17"	60 - 135 gsm 16 lb. Bond - 36 lb. Bond
	136 - 150 gsm 37 lb. Bond - 56 lb. Bond
	151 - 220 gsm 60 lb. Cover - 81 lb. Cover
	221 - 256 gsm 82 lb. Cover - 94 lb. Cover
	257 - 325 gsm 95 lb. Cover - 120 lb. Cover

Specification	Value
imagePRESS C6010S	
SRA3	60 - 135 gsm 16 lb. Bond - 36 lb. Bond 31.0 ppm
	136 - 150 gsm 37 lb. Bond - 56 lb. Bond 28.8 ppm
	151 - 220 gsm 60 lb. Cover - 81 lb. Cover 25.0 ppm
	221 - 256 gsm 82 lb. Cover - 94 lb. Cover 21.5 ppm
	257 - 325 gsm 95 lb. Cover - 120 lb. Cover 19.2 ppm
13" x 19.2" 330.2 x 487.7 mm	60 - 135 gsm 16 lb. Bond - 36 lb. Bond 28.8 ppm
	136 - 150 gsm 37 lb. Bond - 56 lb. Bond 26.8 ppm
	151 - 220 gsm 60 lb. Cover - 81 lb. Cover 23.3 gsm
	221 - 256 gsm 82 lb. Cover - 94 lb. Cover 20.1 gsm
	257 - 325 gsm 95 lb. Cover - 120 lb. Cover 17.9 gsm
Note	The Customer Expectation Document provides detailed information on speed per paper size and paper weight, simplex, and duplex.

Segment

Specification	Value
Recommended monthly print volume	imagePRESS C7010VPS: 70,000 - 300,000 (images A4 / LTR) imagePRESS C6010VPS: 50,000 - 250,000 (images A4 / LTR) imagePRESS C6010S: 30,000 - 150,000 (images A4 / LTR)
Maximum monthly print volume	imagePRESS C7010VPS: 1,000,000 (images A4 / LTR) imagePRESS C6010VPS: 900,000 (images A4 / LTR) imagePRESS C6010S: 700,000 (images A4 / LTR)

PRISMAsync

Specification	Value
Description	Integrated high-performance PRISMAsync color controller for imagePRESS C7010VPS series
Operating system	Windows XPe® SP3
Processor	Intel® QuadCore™ i7
Memory	4 GB
Hard disk	3 x 3.5" SATA II, 250 GB, 7200 RPM
Interface	Ethernet (10/100/1000 Base-T), TCP/IP (LPR/LPD, 9100 Socket, SMB), Static IP / Auto-IP (DHCP)
Page Description Language	Adobe PostScript 3 (3019), PDF 1.7 Extension level 3, PDF/X, Optimized PostScript, Optimized PDF
Protocols	SNMP v1/v2c/v3, Host resources MIB, System group MIB II, Printer MIB, Job Monitor MIB
Security	E-shredding, IPSec, HTTPs, LDAP, SNMP v3, User authentication (per user role: key operator, system administrator, service technician)
Spot color libraries	HKS K, HKS K 3000+, HKS N, HKS N 3000+, Pantone® Goe (Uncoated/Coated), Pantone® + solid (Uncoated/Coated)
Options	X-Rite i1 Basic for calibration X-Rite i1 Process Control (software, i1 spectrophotometer non-UV) X-Rite i1 Process Control Production (software, i1 spectrophotometer non-UV, i1 IO scanning table) Remote viewer license Scanning license E-shredding license Asian font sets: Korean, Japanese, Simplified Chinese, Traditional Chinese
Languages	British English, French, Italian, German, Spanish, Dutch, Finnish, Norwegian, Swedish, Danish, Polish, Czech, Hungarian, Portuguese, American English, Russian, Japanese, Simplified Chinese

General

Specification	Value
Device memory (SDRAM)	1.5 GB
Operation	15" full color touch screen operating panel
Hard disk	2 x 80 GB (scanning)
Warm-up time	7 minutes
Front-to-back registration tolerance	+ / - 0.5 mm, Active registration, Automatic shrinkage compensation See for details: Note
Dimensions main engine (WxDxH)	2586 x 1152 x 1750 mm / 101.81" x 45.35" x 68.90" 2586 x 1152 x 1330 mm / 101.81" x 45.35" x 52.36" (without Operator panel and Operator attention light)
Weight main engine	1200 kg / 2645.55 lbs (with Scanner)
Security	Optional E-shredding
Certificates	TÜV/CE, UL, RoHs
Note	Tolerance simplex/first side duplex printing: varies up to + 0.5 mm / 0.02" in feed direction and + 0.5 mm / 0.02" in cross-feed direction Tolerance second side duplex printing: varies up to + 0.5 mm / 0.02" feed direction and + 0.5 mm / 0.02" in cross-feed direction Front-to-back alignment can vary up to maximum 1 mm / 0.039" in feed direction, 1 mm / 0.039" in cross-feed direction and 1.4 mm / 0.055" diagonally

Environmental

Specification	Value
Sound power level	Standby mode: 75.7 dB Print mode: 82 dB
Ozone emissions	Initial startup: maximum 0.01 parts per million After a short break-in period: maximum 0.035 parts per million
Optimum temperature	20°C - 27°C / 68°F - 80.6°F

Specification	Value
Power consumption	EUR: C7010VPS: 8500 W maximum C6010VPS: 8500 W maximum C6010S: 6000 W maximum US: C7010VPS: 8500 W maximum C6010VPS: 8500 W maximum C6010S: 6000 W maximum
Relative humidity	30% - 70%
Atmospheric pressure	4000 m (607.8 hPa) maximum

Paper handling

Specification	Value
Paper trays	Two standard paper trays Options: Left-hand paper module, Right-hand paper module, Bulk paper module, Special feeder
Maximum paper capacity	10,000 sheets from 2 standard paper trays and 6 paper trays of paper input modules (80 gsm / 22 lb. Bond)
Paper weight	60 - 325 gsm / 16 lb. Bond - 120 lb. Cover; Coated paper 70 - 325 gsm / 19 lb. Bond - 120 lb. Cover; Special feeder 64 - 256 gsm / 17 lb. Bond - 94 lb. Cover
Paper size	A4, A4-R, A3, SRA3, B5, B5-R, B4, Letter, Letter-R, Legal, Executive, 11" x 17" (279 x 432 mm), 12" x 18" (305 x 457 mm), 13" x 19.2" (330.2 x 487.7 mm), 4-pane postcard Custom sizes: 182 x 182 mm - 330 x 487.7 mm / 7.17" x 7.17" - 13" x 19.2"
Media	Plain paper, Coated paper, Recycled paper, Colored paper, Textured paper, tabs, Prepunched paper, Transparencies, Labels, Postcards, Offset media
Paper feed technology	<ul style="list-style-type: none"> ■ Suction feed (except bulk paper module) ■ Air separation
Features	<ul style="list-style-type: none"> ■ Double-sheet detection ■ Automatic paper tray switching

Standard paper trays

Specification	Value
Capacity	2 x 1000 sheets (80 gsm / 22 lb. Bond)
Paper weight	60 - 325 gsm / 16 lb. Bond - 120 lb. Cover
Paper feed technology	<ul style="list-style-type: none"> ■ Suction feed ■ Air separation
Features	<ul style="list-style-type: none"> ■ Paper -level detection (visual) ■ Automatic tray opening ■ Double sheet detection

Paper module (POD Deck-A1)

Specification	Value
Description	Optional 3-tray paper module; up to 2 paper modules can be installed
Paper trays	2 x 1000 sheets, 1 x 2000 sheets (80 gsm / 22 lb. Bond)
Maximum paper capacity	8000 sheets (2 paper modules)
Dimensions (WxDxH)	Left-hand paper module: 982 x 792 x 1095 mm / 38.66" x 31.18" x 43.11" Right-hand paper module: 811 x 792 x 1095 mm / 32" x 31.18" x 43.11"
Weight	250 kg / 551 lbs per paper module
Power requirement	<p>EUR:</p> <p>POD Deck-A1: 220-240 V AC, 50/60 Hz, 6 A Secondary POD Deck-A1: From POD Deck-A1 (200-240 V AC, 50/60 Hz, 2.8 A)</p> <p>US:</p> <p>POD Deck-A1: 200-208 V AC, 50/60 Hz, 6 A Secondary POD Deck-A1: From POD Deck-A1 (200-240 V AC, 50/60 Hz, 2.8 A)</p>

Specification	Value
Power consumption	EUR: POD Deck-A1 only: 850 W maximum POD Deck-A1 + Secondary POD Deck-A1: 1,500 W maximum US: POD Deck-A1 only: 750 W maximum POD Deck-A1 + Secondary POD Deck-A1: 1,380 W maximum
Paper feed technology	<ul style="list-style-type: none"> ■ Suction feed ■ Air separation
Features	<ul style="list-style-type: none"> ■ Paper -level detection (visual) ■ Automatic tray opening ■ Escape tray For automatic shoot out of sheets in case of double-sheet feeding

Bulk paper module (Paper Deck-AC1)

Specification	Value
Description	Optional single-tray paper module
Paper trays	1 x 3500 sheets (80 gsm / 22 lb. Bond)
Paper weight	64 - 300 gsm / 17 lb. Bond - 110 lb. Cover
Paper size	A4, A4-R, A3, SRA3, B5, B4, LTR, LTR-R, LGL, Ledger, 12" x 18" / 304.8 x 457.2 mm, 13" x 19" / 330.2 x 482.6 No custom sizes supported
Dimensions (WxDxH)	601 x 621 x 570 mm / 23.66" x 24.45" x 22.44"
Weight	51 kg / 112 lbs
Power consumption	From main engine
Paper feed technology	<ul style="list-style-type: none"> ■ Friction feed ■ Air separation
Features	<ul style="list-style-type: none"> ■ Automatic tray opening

Special feeder (Stack Bypass-A1)

Specification	Value
Maximum paper capacity	100 sheets (80 gsm / 22 lb. Bond)
Paper weight	64 - 256 gsm / 17 lb. Bond - 95 lb. Cover
Paper size	A3-R, A4-R, A4, B4-R, B5-R, B5, A5-R, A5, SRA3, 11"×17", LGLS, LTRL, LTRS, STMTS, 12"×18", 13"×19", Exec Custom sizes: 139.7 x 182 mm - 330.2 x 487.7 mm / 5.5" x 7.17" - 13" x 19.2"
Notes	<ul style="list-style-type: none">■ Feed coated paper one sheet at a time. Loading several sheets together may cause paper jams.■ Not available in combination with external paper module.

Scanning license

Specification	Value
Resolution	150 dpi, 300 dpi, 600 dpi
Destination	Scan-to-Email, Scan-to-FTP, Scan-to-PRISMAaccess
File format	(Single- / Multi-page) TIFF, JPEG, PDF
Features	Direct embedding of sRGB or Adobe RGB color profiles for scanning to PDF, Scan-while-warming-up, Standard and user-defined scan and copy templates

Scan options

Specification	Value
Scan speed	A4 / LTR 1-sided: 20 ipm A4 / LTR 2-sided: 15 ipm (with Automatic Document Feeder) For direct scan-to-print, i.e. copying the scan speed only influences the output of the first set. From the second copy set the output is at full engine speed.

Specification	Value
First copy time	33 seconds (from glass plate)
Resolution	600 x 600 dpi, 8 bit
Destination	Scan-to-Email, Scan-to-FTP
Original size	A5, A4, A3, Letter, Legal Custom sizes: 148 x 210 mm - 297 x 420 mm / 5.83" x 8.27" - 11.69" x 16.54"

Automatic Document Feeder (DADF-R1)

Specification	Value
Description	Duplex document feeder for 1- or 2-sided originals
Capacity	100 originals (80 gsm/22 lb. Bond)
Original size	<ul style="list-style-type: none"> ■ A3, B4, A4, A4R, B5, B5R, A5 or Foolscap A5 originals cannot be placed horizontally (A5R). ■ 11" x 17", LGL, LTR, LTRR, STMT, or 8" x 13" STMT originals cannot be placed horizontally (STMTR). ■ Custom sizes: 139.7 x 182 mm to 630 x 297 mm / 5.5" x 7.17" to 24.80" x 11.69"
Original paper weight	A5 / STMT / A4 / LTR 1-sided / 2-sided: 216 gsm / 80 lb. Cover A3 / 11" x 17" 1-sided: 216 gsm / 80 lb. Cover A3 / 11" x 17" 2-sided: 216 gsm / 110 lb. Index
Dimensions (WxDxH)	646 x 570 x 143 mm / 25.43" x 22.44" x 5.63"
Power consumption	From main engine
Weight unit	22.0 kg / 49 lbs
Option for	Scanner

Glass plate cover (Platen Cover Type-K)

Specification	Value
Description	Glass plate cover to keep originals in place for scanning or copying

Specification	Value
Option for	Scanner

Tab feeder (Tab Feeding Attachment-C1)

Specification	Value
Description	Needed for reliable tab feeding. One kit is needed per paper tray to support tab feeding
Option for	For the paper modules of the main unit and the optional POD Deck-A1/Secondary POD Deck-A1.)

Stacker/stapler AJ1 (Finisher-AJ1)

Specification	Value
Description	Finisher offering (offset) stacking and stapling with staple cut functionality for thin sets
Maximum stapling capacity	A4, LTR, A4-R, LTR-R, B4, LGL, B5, EXEC: 100 sheets (80 gsm / 22 lb. Bond) A3 / 11" x 17": 50 sheets (80 gsm 22 lb. Bond)
Output capacity	Straight delivery: 3000 sheets (Top tray), 2000 sheets (Lower tray) Stapling: 100 sets (Top tray and Lower tray)
Paper weigh	60 - 325 gsm / 16 lb. Bond - 120 lb. Cover
Paper size	Stapling: A4, A4-R, A3, JIS-B5, B4, LTR, LTR-R, LGL, EXEC, 11" x 17" Stacking: as defined for main engine
Dimensions (WxDxH)	800 x 792 x 1180 mm / 31.5" x 31.18" x 46.46" 890 x 792 x 1180 mm / 35.01" x 31.18" x 46.46" when Expansion tray is attached
Weight	130 kg / 287 lbs
Power consumption	EUR: Maximum Power Consumption: 450 W US: Maximum Power Consumption 450 W

Specification	Value
Power requirement	EUR: 220-240 V AC, 50 Hz, 8 A US: 120-127 V AC, 60 Hz, 8 A
Features	Corner stapling, Two-point stapling, Staple clinch
Note	Staple cut depends on thickness set

Stacker/stapler AJ2 (Saddle Finisher-AJ2)

Specification	Value
Description	Booklet maker with same stacking and stapling capabilities as stacker/stapler extended with saddle-stitch and saddle-press functionality.
Maximum stapling capacity	25 sheets (80 gsm / 22 lb. Bond)
Output capacity	On Conveyor belt: 30 booklets (80 gsm / 22 lb. Bond) Unlimited stacking by delivering booklets to external catch tray
Paper weight	Booklet pages: 60 - 220 gsm / 16 lb. Bond - 82 lb. Cover Booklet cover: 64 - 300 gsm / 17 lb. Bond - 110 lb. Cover
Paper size	A4-R, A3, SRA3, B4, LTR, LGL, 11" x 17", 12" x 18", 13" x 19" (before folding) Custom sizes: 210 x 279.4 mm - 330.2 x 487.7 mm / 8.27" x 11" - 13" x 19.2"
Dimensions (WxDxH)	800 x 792 x 1180 mm / 31.5" x 31.18" x 46.46" 1060 x 792 x 1180 mm / 41.73" x 31.18" x 46.46" (including Booklet tray)
Weight	180 kg / 397 lbs
Power consumption	EUR: 450 W maximum US: 450 W maximum
Power requirement	EUR: 220-240 V AC; 50/60 Hz; 8 A US: 120-127 V AC; 50/60 Hz; 8 A

Specifications

Specification	Value
Features	Saddle press functionality to increase the flatness of booklets, Staple clinch
Note	Staple cut depends on thickness set

Inserter (Insertion Unit-C1)

Specification	Value
Description	Unit to insert sheets and covers
Paper trays	2
Maximum paper capacity	2 x 200 sheets (80 gsm / 22 lb. Bond)
Media	Uncoated paper (60 - 300 gsm / 16 lb. Bond - 110 lb. Cover), Coated paper (80 - 300 gsm / 22 lb. Bond - 110 lb. Cover), Recycled paper, Colored paper, Prepunched paper, Tabs, Embossed paper, Vellum, Bond paper
Paper weight	60 - 300 gsm / 16 lb. Bond - 110 lb. Cover Coated paper 80 - 300 gsm / 22 lb. Bond - 110 lb. Cover
Paper size	Tray 1: A4, A4-R, B5, B5-R, LTR, LTR-R, EXEC Custom sizes: 182 x 182 mm - 297 x 330.2 mm / 7.17" x 7.17" - 11.69" x 13" Tray 2: A4, A4-R, A3, SRA3, B5, B5-R, B4, LTR, LTR-R, LGL, EXEC, EXEC-R, 11" x 17", 12" x 18", 13" x 19" Custom sizes: 182 x 182 mm - 330 x 487.7 mm / 7.17" x 7.17" - 13" x 19.2"
Dimensions (WxDxH)	625 x 667 x 213 mm / 24.6" x 26.26" x 8.39"
Weight	17 kg / 38 lbs
Option for	Finisher-AJ1; Saddle Finisher-AJ2

Trimmer D1 (Booklet Trimmer-D1)

Specification	Value
Description	Leading-edge booklet trimmer with Conveyor belt
Trim capacity	50 sheets: 48 book pages (80 gsm / 22 lb. Bond) including 2 cover sheets (up to 300 gsm / 110 lb. Cover)

Specification	Value
Trim width	2 - 20 mm / 0.08" - 0.8"
Output capacity	30 booklets
Waste tray capacity	1500 trimmed strips
Paper size	As defined for Saddle Finisher-AJ ₂
Dimensions (WxDxH)	1575 x 770 x 1040 mm / 62" x 30.31" x 40.95"
Weight	152 kg / 335 lbs
Power requirement	From the finisher
Power consumption	300 W or less
Option for	Saddle Finisher-AJ ₂

Trimmer A1 (Two-Knife Booklet Trimmer-A1)

Specification	Value
Description	Two-knife trimmer top-, bottom-edge (Two-Knife Booklet Trimmer-A1)

Specification	Value
Trim capacity	<p>Uncoated paper:</p> <p>60 - 80 gsm / 16 lb. Bond - 22 lb. Bond: 25 sheets (50 sheets by half-fold) *</p> <p>80.1 - 105 gsm / 23 lb. Bond - 28 lb. Bond: 15 sheets (30 sheets by half-fold) *</p> <p>105.1 - 209 gsm / 29 lb. Bond - 78 lb. Cover: 5 sheets (10 sheets by half-fold) *</p> <p>209.1 - 220 gsm / 79 lb. Cover - 82 lb. Cover: 4 sheets (8 sheets by half-fold) *</p> <p>1 sheet fold: 105 - 300 gsm / 28 lb. Bond - 110 lb. Cover</p> <p>Coated paper:</p> <p>70 - 79.9 gsm / 17 lb. Bond - 21 lb. Bond: 10 sheets (20 sheets by half-fold) *</p> <p>80 - 81.4 gsm / 22 lb. Bond: 15 sheets (30 sheets by half-fold) *</p> <p>81.5 - 128 gsm / 23 lb Bond - 34 lb. Bond: 10 sheets (20 sheets by half-fold) *</p> <p>128.1 - 209 gsm / 24 lb. Bond - 78 lb. Cover: 5 sheets (10 sheets by half-fold) *</p> <p>209.1 - 220 gsm / 79 lb. Cover - 81 lb. Cover: 4 sheets (8 sheets by half-fold) *</p> <p>1 sheet fold: 120 - 300 gsm / 32 lb. Bond - 110 lb. Cover</p> <p>* 64 - 300 gsm / 17 lb. Bond - 110 lb. Cover is available as cover sheet, but paper weight of cover sheet should be more than body sheet</p>
Trim width	2 - 15 mm / 0.08" - 0.59" top and bottom
Minimum book height	190 mm / 7.48"
Output capacity	30 booklets Conveyor belt of Trimmer is attached to Two-Knife Booklet Trimmer-A1
Waste tray capacity	1500 trimmed strips
Paper size	As defined for Stacker/stapler (Saddle Finisher-AJ2)
Dimensions (WxDxH)	536 x 770 x 1040 mm / 21.10" x 30.31" x 40.94" (without Conveyor belt and Output tray)
Weight	145 kg / 319 lbs

Specification	Value
Power requirement	EUR: 220-240 V AC; 50/60 Hz; 2.3 A US: 120-127 V AC, 50/60Hz, 4A
Option for	Trimmer

Stacker (High Capacity Stacker-C1)

Specification	Value
Description	Straight and offset stacking on cart. Up to two stackers can be installed in line. Additional optional stacker cart is available
Output capacity	Cart: 5000 sheets (80 gsm / 22 lb. Bond) Top tray: 1000 sheets (80 gsm / 22 lb. Bond)
Paper weight	As defined for main engine
Paper size	On cart: A4, A3, SRA3, B4, 11" x 17", 12" x 18", 13" x 19.2", Tabs (A4 / LTR) Custom sizes: 216 x 182 mm - 330 x 487 mm / 8.5" x 7.17" - 13" x 19.17" Top tray: A4, A4-R, A3, SRA3, B4, 11" x 17", 12" x 18", 13" x 19.2", Tabs (A4 / LTR) Custom sizes: 182 x 182 mm - 330 x 487 mm / 7.17" x 7.17" - 13" x 19.17"
Dimensions (WxDxH)	860 x 765 x 1240 mm / 33.85" x 30.12" x 48.82"
Weight	217 kg / 478 lbs
Power consumption	EUR: 300 W max. US: 300 W max.
Power requirement	EUR: 220-240V AC, 50/60Hz, 4A US: 120-127V AC, 50/60Hz, 7A

Punch unit (Puncher Unit-BC1 (2 / 4 holes) / BD1 (4 holes Swedish)) / Puncher Unit-BB1 (2 / 3 holes)

Specification	Value
Description	BC1: Built-in 2- and 4-hole punch unit BD1: Built-in 4-hole punch unit for Sweden BB1: Built-in 2- and 3-hole punch unit for US
Paper weight	60 - 200 gsm / 16 lb. Bond - 110 lb. Index (no Transparencies)
Paper size	Puncher Unit-BC1/BD1 for EUR: 2 holes: A4, A4 -R, A3 4 holes: A4, A3 Puncher Unit-BB1 for US: 2 holes: Legal 3 holes: Letter, Executive, 11" x 17"
Hole diameter	6.5 mm / 0.26"
Option for	Finisher-AJ1 or Saddle Finisher-AJ2

Puncher (Professional Puncher-B1; Professional Puncher Integration Unit-A1)

Specifications	Value
Description	Die punching with 12 interchangeable dies for plastic comb-, twin loop-, color coil-, pro click-, velo- and ring binding
Paper weight	Uncoated paper: 75 - 216 gsm / 20 lb. Bond - 80 lb. Cover Coated paper: 120 - 216 gsm / 32 lb. Bond - 80 lb. Cover Exact specifications depend on die set
Paper size	A4, Tabs (A4), Letter, Tabs (Letter)
Dimensions (WxDxH)	305 x 792 x 1040 mm / 12" x 31.18" x 40.94" (Professional Puncher-B1) 250 x 792 x 1040 mm / 9.84" x 31.18" x 40.94" (Professional Puncher Integration Unit-A1)
Weight	80 kg / 176 lbs (Professional Puncher-B1) 40 kg / 88 lbs (Professional Puncher Integration Unit-A1)

Specifications	Value
Replaceable punch die sets (A4 / LTR)	<p>EUR:</p> <p>20-hole Plastic Comb, 21-hole Plastic Comb, 23-hole round Twin Loop, 23-hole square Twin Loop, 34-hole square Twin Loop, 34-hole round Twin Loop, 47-hole Color Coil, 12-hole Velo Bind, 4-hole Loose Leaf, 34-hole Pro Click, 2-hole Loose Leaf, 4-hole Loose Leaf (Swedish), 2-hole 6.5 mm Loose Leaf, 4-hole 6.5 mm Loose Leaf, 3-hole Loose Leaf</p> <p>US:</p> <p>Loose Leaf 3-Hole/5-Hole, Velo Bind 11 hole, Plastic Comb 19-hole, Twin Loop-21 hole/32 hole, ProClick 32-Hole, Color Coil 44-hole, Plastic Comb 19-hole (High Durability), Color Coil 44-hole (High Durability), Loose Leaf 3-Hole (High Durability)</p>
Power requirement	<p>EUR:</p> <p>220-240 V; 50/60 Hz; 3.1 A (Professional Puncher Integration Unit-A1)</p> <p>US:</p> <p>120-127 V AC, 60 Hz, 5.5 A (Professional Puncher Integration Unit-A1)</p>
Power consumption	Professional Puncher-B1 takes power from Integration Unit-A1

Chapter 13

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