



**imageRUNNER**  
**ADVANCE**  
**C9075S PRO/C9065S PRO**

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# Operating Information



Please read this guide before operating this product.

ENG

# Contents

## Chapter 1

**Preface**.....7

- Trademarks.....8
- Copyright.....10
- Notes for the reader.....11
- Abbreviations used in this manual.....13
- Available documentation.....14

## Chapter 2

**Main parts**.....15

- Overview of the machine configuration.....16
- The paper module.....19
- Bulk paper modules.....21
- The automatic document feeder (ADF).....23
- The operator panel.....26
- The operator attention light.....30
- The copy tray.....32
- Stacker/stapler and integrated punch unit.....33
- The puncher.....47
- Inserter.....49
- Folder.....52

## Chapter 3

**Operating concept**.....59

- Operating concept.....60
- Access the Settings Editor.....64
- Maintain the 'Media catalog' .....66
- Maintain the 'Media families' .....68
- Maintain the 'Color pre-sets' .....70
- Maintain the 'Input profiles' .....72
- Maintain the 'Output profiles' .....73
- Maintain the 'Spot colors' .....74
- Prepare print jobs with PRISMAprepare.....75
- Prepare print jobs with the printer driver.....77
- Manage production printing.....80

## Chapter 4

**Operator panel views**.....83

- The dashboard.....84
- The 'Schedule' view.....86
- The 'Jobs' view.....87

---

|                        |    |
|------------------------|----|
| The 'Trays' view.....  | 89 |
| The 'System' view..... | 90 |

## Chapter 5

|  |           |
|--|-----------|
| <b>Power information.....</b>          | <b>93</b> |
| The power buttons and power modes..... | 94        |
| Turn on the controller.....            | 96        |
| Turn on the printer.....               | 97        |
| Turn off the printer.....              | 98        |
| Use the Sleep mode.....                | 99        |

## Chapter 6

|  |            |
|--|------------|
| <b>Print jobs.....</b>                           | <b>101</b> |
| General information.....                         | 102        |
| Introduction to the print function.....          | 102        |
| Description of the print job settings.....       | 104        |
| Contradiction handling.....                      | 118        |
| Manage print jobs.....                           | 119        |
| Print an urgent job immediately.....             | 119        |
| Give priority to a print job.....                | 120        |
| Print a scheduled job later.....                 | 121        |
| Reprint a job.....                               | 122        |
| Print a job ticket.....                          | 124        |
| Make a proof.....                                | 125        |
| Stop the printer.....                            | 126        |
| Delete print jobs.....                           | 128        |
| Schedule a waiting job for printing.....         | 130        |
| Select more than one job for printing.....       | 131        |
| Print a file from a USB drive.....               | 132        |
| Media handling.....                              | 133        |
| Introduction to the 'Schedule' view.....         | 133        |
| Load the media using the 'Schedule' view.....    | 137        |
| Description of the 'Trays' view.....             | 139        |
| Load the media using the 'Trays' view.....       | 142        |
| Introduction to the 'Media' section.....         | 144        |
| Introduction to the media handling.....          | 146        |
| Add temporary media to the 'Media catalog' ..... | 148        |
| Perform a media registration.....                | 149        |
| Change the job settings before printing.....     | 151        |
| Change the number of sets.....                   | 151        |
| Check the first set.....                         | 152        |
| Change the use of separator sheets.....          | 154        |
| Stack the prints with an offset.....             | 155        |
| Combine jobs.....                                | 157        |
| Change the output settings before printing.....  | 159        |

---

|  |     |
|--|-----|
| Change '2-sided' into '1-sided' and vice versa.....                          | 159 |
| Change the binding edge.....   | 160 |
| Select a different media for a job.....                                      | 161 |
| Change the settings for covers.....  | 162 |
| Shift the image roughly to create binding space.....                         | 163 |
| Shift the image precisely to create binding space or correct the layout..... | 164 |
| Change the print delivery settings.....                                      | 166 |
| Change the finishing method.....   | 168 |

**Chapter 7**

|  |            |
|--|------------|
| <b>Copy jobs.....</b>                                      | <b>169</b> |
| General information.....                                   | 170        |
| Introduction to the copy function.....                     | 170        |
| Description of the copy job settings.....                  | 172        |
| Feeding originals into the ADF.....                        | 194        |
| Put originals on the glass plate.....                      | 197        |
| Copy your documents.....                                   | 201        |
| Make a copy.....   | 201        |
| Combine subsets into 1 document.....                       | 202        |
| Access other functions during a copy job or scan job.....  | 203        |
| The zoom behavior.....                                     | 204        |
| Create and use custom copy templates.....                  | 207        |
| Rename a copy job.....                                     | 208        |
| Copy non-standard size originals.....                      | 209        |
| Scan now and print later (postponed copying).....          | 210        |
| Finish the output.....                                     | 211        |
| Adjust the image to improve the copy and scan quality..... | 212        |

**Chapter 8**

|   |            |
|---|------------|
| <b>Scan jobs.....</b>                     | <b>213</b> |
| Introduction to the scan function.....    | 214        |
| Description of the scan job settings..... | 216        |
| Scan to file.....                         | 227        |
| Scan to USB.....                          | 228        |
| Combine subsets into one file.....        | 229        |

**Chapter 9**

|  |            |
|--|------------|
| <b>Paper, toner, and staples.....</b>                                | <b>233</b> |
| Consumables.....   | 234        |
| Loading paper.....   | 237        |
| Load the media into the integrated paper trays.....                  | 237        |
| Adjust the integrated paper tray to hold a different paper size..... | 243        |
| Load the media into the paper module.....                            | 245        |
| Adjust the media size for the paper module.....                      | 252        |
| Load the media into the bulk paper modules.....                      | 257        |



---

|  |            |
|--|------------|
| Adjust the media size for the bulk paper module.....                   | 263        |
| Load the media into the inserter.....                                  | 272        |
| Load the media into the special feeder (multipurpose tray).....        | 278        |
| Loading transparencies.....  | 285        |
| Loading tab paper.....   | 287        |
| Load tab paper into the paper tray.....                                | 289        |
| Removing paper waste.....  | 292        |
| Check the status of the punch waste box.....                           | 292        |
| Remove the punch waste of the punch unit.....                          | 293        |
| Remove the trim waste.....   | 296        |
| Toner.....   | 299        |
| Check the status of the toner reservoir and waste toner container..... | 299        |
| Replace the toner cartridge.....                                       | 301        |
| Staples.....   | 306        |
| Check the status of the staple cartridges.....                         | 306        |
| Replace the staple cartridge in the stapler unit.....                  | 308        |
| Replace the staple cartridge in the saddle stitch unit.....            | 312        |
| <b>Chapter 10</b>  |            |
| <b>Adapt printer settings to your needs.....</b>                       | <b>317</b> |
| System settings (access through the operator panel).....               | 318        |
| Introduction to the 'Setup' section.....                               | 318        |
| Work with the workflow profiles.....                                   | 320        |
| Change the warning time.....   | 324        |
| Disable the warning time.....  | 325        |
| Truncate the job name.....   | 326        |
| Adjust the brightness and contrast of the operator panel.....          | 327        |
| Access Settings Editor settings via the operator panel.....            | 328        |
| Automated workflows (access through the Settings Editor).....          | 331        |
| Introduction to automated workflows.....                               | 331        |
| Add an automated workflow.....   | 333        |
| Edit an automated workflow.....  | 334        |
| Delete an automated workflow.....                                      | 335        |
| Restore the factory default workflow.....                              | 336        |
| Hotfolders.....  | 337        |
| Introduction to hotfolders.....  | 337        |
| Activate the hotfolder function.....                                   | 338        |
| Create a hotfolder.....  | 339        |
| Create a shared network folder on a workstation.....                   | 340        |
| Create a hotfolder default ticket ('default_ticket.jdf').....          | 342        |
| <b>Chapter 11</b>  |            |
| <b>Maintenance and calibration.....</b>                                | <b>343</b> |
| Introduction to the 'Maintenance' section.....                         | 344        |
| Routine cleaning.....  | 346        |

---

- Introduction.....346
- Clean the glass plate and underside the feeder.....347
- Clean the automatic document feeder (ADF).....348
- Clean the wire.....352
- Clean the roller.....353
- Clean the automatic document feeder rollers.....354
- Clean the drum.....355
- Clean the operator panel.....356
- Maintenance.....357
  - Reset the day counters.....357
  - Find the meter readings (counters).....358
  - Handle paper jams.....359
  - 'Auto color mismatch correction' .....360
- Calibration.....361
  - Introduction to printer calibration.....361
  - Calibrate the printer - '1. Shading correction' .....362
  - Calibrate the printer - '2. Auto gradation adjustment' .....364
  - Calibrate the controller - '3. Media family calibration' .....366
  - Adjust the CMYK calibration curve manually.....368

**Chapter 12**

- Specifications.....369**
  - Specifications.....370

**Chapter 13**

- Third party software.....391**
  - Third Party Software.....392
  - The Software Subjected to the Other Conditions.....394
  - The Apache Software License, Version 1.1.....396
  - Bouncy Castle License.....397
  - dump/restore.....398
  - MIT License.....400
  - fontconfig.....401
  - The FreeType Project LICENSE.....402
  - J2ME.....405
  - libpng.....406
  - Adobe Flash Player (in NetFront).....408
  - The BSD License.....410
  - MSTLIB.....416
  - Java Servlet Implementation Classes Version 2.1.1 Binary Code License.....418
  - GNU GENERAL PUBLIC LICENSE.....419
  - GNU LESSER GENERAL PUBLIC LICENSE.....426
  - Eclipse Public License - v 1.0 .....436
  - COMMON PUBLIC LICENSE Version 1.0.....441

# **Chapter 1**

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## Notes for the reader

### Introduction

This manual helps you to use the imageRUNNER ADVANCE C9075S PRO/C9065 PRO. The manual contains a description of the product and guidelines to use and operate the imageRUNNER ADVANCE C9075S PRO/C9065 PRO.

### 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  |
|------------------|---|--|
| <b>WARNING</b>   |   | 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. |
| <b>CAUTION</b>   |  | 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.          |
| <b>IMPORTANT</b> |  | 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.           |
| <b>NOTE</b>      |  | Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.  |

| Word | Icon   | Indicates  |
|------|--|--|
|      |  A red circle with a diagonal slash through it, commonly known as a prohibition or 'no' sign. | Indicates an operation that must not be performed. Read these items carefully and make sure not to perform the described operations. |



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## Abbreviations used in this manual

|   |                           |
|---|---------------------------|
| Microsoft Windows 2000:                   | Windows 2000              |
| Microsoft Windows 2000 Professional:      | Windows 2000 Professional |
| Microsoft Windows 2000 Server:            | Windows 2000 Server       |
| Microsoft Windows Server 2003:            | Windows Server 2003       |
| Microsoft Windows XP:                     | Windows XP                |
| Microsoft Windows XP Professional:        | Windows XP Professional   |
| Microsoft Windows Vista operating system: | Windows Vista             |
| Microsoft Windows 7 operating system:     | Windows 7                 |
| Microsoft Windows Server 2008:            | Windows Server 2008       |
| Microsoft Windows operating system:       | Windows                   |
| Novell NetWare:                           | NetWare                   |
| Apple Macintosh:                          | Macintosh                 |
| Apple Mac:                                | Mac                       |

## Available documentation

For imageRUNNER ADVANCE C9075S PRO/C9065 PRO, the following information is available.

- Operating information
- Safety Instructions for the printer
- Safety Information for the controller
- Material Safety Data Sheets.

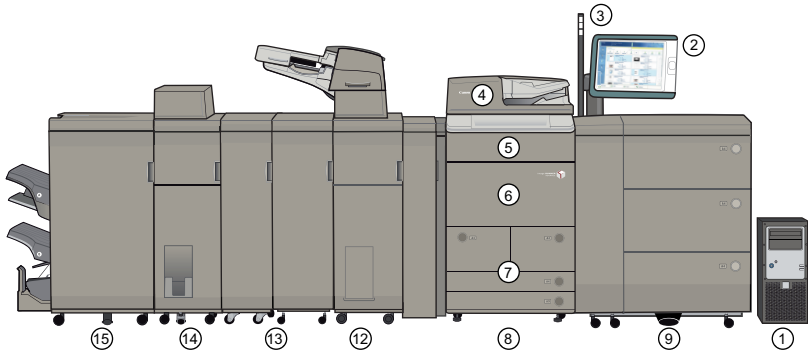
# **Chapter 2**

## **Main parts**

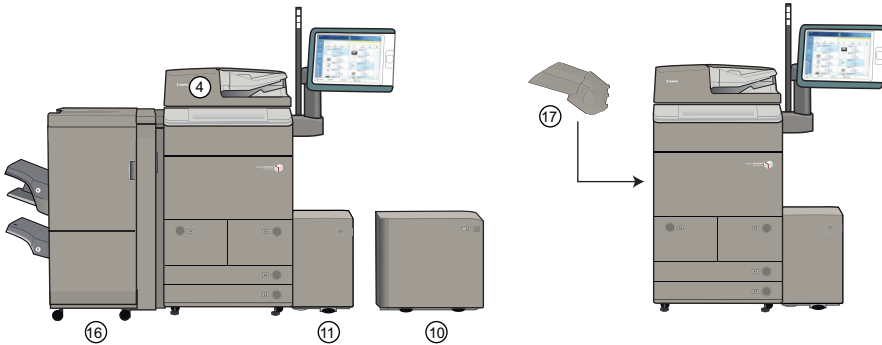
# Overview of the machine configuration

## Introduction

The following figures display two example configurations.



[8] Extended configuration



[9] Compact configuration

## Main unit

|   | Component             | Function  |
|---|-----------------------|---|
| 1 | PRISMAsync controller | The controller helps you set up the workflow to meet your specific needs. |

|   | Component  | Function  |
|---|--|---|
| 2 | 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.   |
| 3 | Operator attention light   | The operator attention light enables you to check the status of the system from a distance.<br>The operator warning light is optional.  |
| 4 | Automatic document feeder (ADF)<br>(Duplex Color Image Reader Unit-A1) | The automatic document feeder is used to copy and scan sets of 1-sided and 2-sided documents automatically. You can scan documents, such as books, thick originals, thin originals, and transparencies, on the glass plate. |
| 5 | Toner compartment cover  | Gives access to the toner bottles.  |
| 6 | Fixing transport unit  | The fixing transport unit contains the components that print the media. Access to the fixing transport unit is only required when a paper jam occurs or when maintenance is required.                                       |
| 7 | Integrated paper trays   | The main unit contains paper trays holding the media that will be printed on.   |
| 8 | Main unit  | The engine module consists of components 2-7.   |

### Optional paper modules

Input options

|   | Component                                    | Function   |
|---|--|--|
| 9 | Paper module<br>(Multi-Drawer Paper Deck-A1) | The additional paper module has paper trays that contain the media that will be printed. |

|    | Component                              | Function  |
|----|--|---|
| 10 | Bulk paper module (POD Deck Lite-A1)   | The bulk paper module contains the media that will be printed. The bulk paper module contains 1 tray. |
| 11 | Bulk paper module (Paper Deck Unit-A1) | The bulk paper module contains the media that will be printed. The bulk paper module contains 1 tray. |

## Optional finishing equipment

### Output options

|    | Component  | Function  |
|----|--|---|
| 12 | Inserter (Document Insertion Unit-H1)  | The inserter feeds cover sheets, separator sheets, or preprinted colored sheets for printed documents and booklets.   |
| 13 | Puncher (Professional Puncher-C1 and Professional Puncher Integration Unit-B1)   | Use the puncher to punch holes into prints. Punchers allow you to change die sets.  |
| 14 | Folder (Paper Folding Unit-G1)   | The folder is used to fold prints in different ways.  |
| 15 | Stacker/stapler (Booklet Finisher-A1, Punch Unit-BG1/BH1/BF1 and Inner Booklet Trimmer-A1)<br>The name of the puncher unit may differ according to region. | The stacker/stapler offers the following functionality. <ul style="list-style-type: none"> <li>■ Stack prints</li> <li>■ Staple prints</li> <li>■ Create stapled booklets</li> <li>■ Punch prints</li> <li>■ Trim booklets</li> </ul> |
| 16 | Stacker/stapler (Staple Finisher-A1 with Punch Unit-BG1/BH1/BF1)<br>The name of the puncher unit may differ according to region.                           | The stacker/stapler offers the following functionality. <ul style="list-style-type: none"> <li>■ Stack prints</li> <li>■ Staple prints</li> <li>■ Punch prints</li> </ul>   |
| 17 | Copy tray  | The copy tray is used to receive the prints and copies.   |

# The paper module

## Introduction

The optional paper module (Multi-Drawer Paper Deck-A1) provides three additional paper trays. You can load up to 2000 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond) per tray.



### IMPORTANT

- If the printer is in Sleep mode, you may not be able to open the paper trays, even when pressing the Open buttons. In this case, press the Sleep Mode key on the operator panel to reactivate the printer, then press the Open button on the paper tray you want to open.
- To detect when multiple papers are fed with Multi-Drawer Paper Deck-A1, Paper Deck Double Feeding Detection Kit-A1 is required.
- If Multi-Drawer Paper Deck-A1 is attached, the special feeder cannot be used.

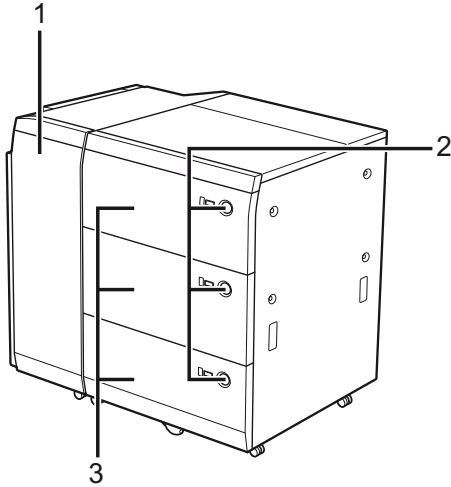


### NOTE

The following paper sizes can load into Multi-Drawer Paper Deck-A1:

- 330 × 483 mm
- 320 × 450 mm (SRA3)
- 305 × 457 mm
- A3, B4, A4, A4R, B5, B5R, and A5R
- Custom size (139.7 × 182.0 mm to 330.2 × 487.7 mm)
- 13" × 19"
- 12 5/8" × 17 11/16"
- 12" × 18"
- 11" × 17"
- LGL, LTR, LTRR, STMTR, EXEC
- Custom size (5 1/2" × 7 1/8" to 13" × 19 1/4")

## Components and their functions



[10] The paper module

Paper module components and their functions

| No. | Function  |
|-----|---|
| 1   | Front cover (buffer pass)<br>Open this cover to remove jammed paper.                              |
| 2   | Open button<br>Press to open the paper tray when you need to load paper or check for a paper jam. |
| 3   | Paper tray<br>Contains the media that will be printed on.   |

- 
- Overview of the machine configuration, on page 16
  - Load the media into the paper module, on page 245
  - Adjust the media size for the paper module, on page 252



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## Bulk paper modules

### Introduction

The optional bulk paper module (Paper Deck Unit-A1/POD Deck Lite-A1) allows you to load up to 4000 sheets of paper (64 g/m<sup>2</sup> / 17 lb bond) or 3500 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond).



#### IMPORTANT

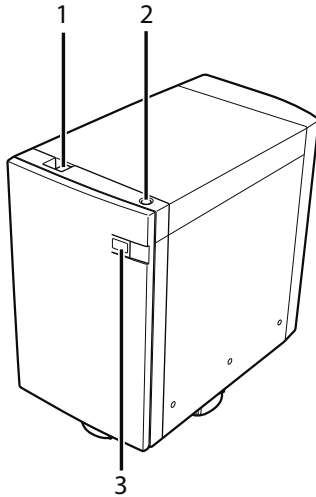
If the printer is in Sleep mode, you may not be able to open the bulk paper module. In this case, press the Sleep Mode key on the operator panel to reactivate the printer, then press the Open button on the bulk paper module.



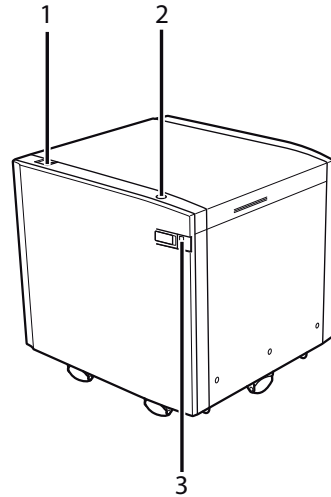
#### NOTE

- The paper size of the Paper Deck Unit-A1 is fixed to A4 or B5/LTR.
- The following paper sizes can load into POD Deck Lite-A1:
  - 330 × 483 mm
  - 320 × 450 mm (SRA3)
  - 305 × 457 mm
  - A3, B4, A4, A4R, and B5
  - 13" × 19"
  - 12 5/8" × 17 11/16"
  - 12" × 18"
  - 11" × 17"
  - LGL, LTR, and LTRR

## Illustration



Paper Deck Unit-A1



POD Deck Lite-A1

[11] Available bulk paper modules

## Components and their functions

Bulk paper module components and their functions

| No. | Function  |
|-----|---|
| 1   | Release button<br>Press to move the paper deck away from the main unit when you want to detach it from the printer. |
| 2   | Open button<br>Press to open the paper deck when you want to load paper or check for a paper jam.                   |
| 3   | Paper supply indicator<br>Allows you to check the amount of paper remaining in the paper deck.                      |

- 
- Overview of the machine configuration, on page 16
  - Load the media into the bulk paper modules, on page 257
  - Adjust the media size for the bulk paper module, on page 263

## The automatic document feeder (ADF)

### Introduction

The automatic document feeder (ADF) copies and scans sets of 1-sided and 2-sided documents automatically. You can scan documents, such as books, thick originals, thin originals, and transparencies, on the glass plate.



#### CAUTION

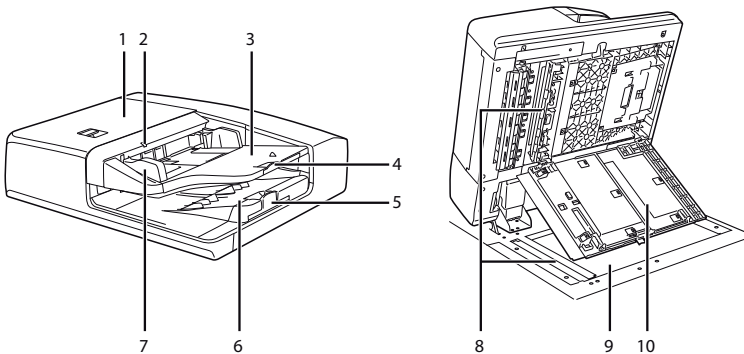
**Do not put your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips, into the gaps. Doing so may damage the printer or cause it to break down.**



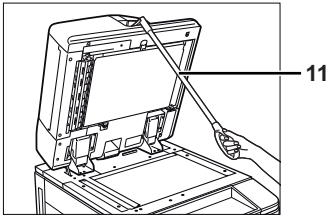
#### IMPORTANT

- When using the glass plate to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- Blocking the original output area can result in damaging originals, and printing may not take place correctly. Therefore, do not place objects into the original output area.
- If the glass plate is dirty, print quality may deteriorate. Make sure the feeding belt and glass plate are clean.

### Illustration



[12] The ADF includes the glass plate



[13] The ADF handle helps you close the ADF

## Components and their functions

ADF components and their functions

| No. | Function  |
|-----|---|
| 1   | Feeder cover<br>Open this cover to clear a paper jam.   |
| 2   | Original set indicator<br>Lights when originals are placed in the original supply tray.   |
| 3   | Original supply tray<br>Originals placed here are automatically fed into the feeder sheet by sheet.<br>Place originals into this tray with the surface that you want to scan face up. |
| 4   | Auxiliary original supply tray<br>Pull out this tray when feeding large paper.  |
| 5   | Auxiliary original output tray<br>Pull out this tray when outputting large paper.   |
| 6   | Original output tray<br>Originals that have been scanned from the original supply tray are output into the original output tray in the order they are fed in the feeder.              |
| 7   | Slide guides<br>Adjust the slide guides to match the width of the original.   |
| 8   | Document feed scanning area<br>Scans documents sent from the feeder.  |
| 9   | Glass plate<br>Use the glass plate when scanning books, thick originals, thin originals, transparencies, and so on.   |
| 10  | Inner cover<br>Open this cover when cleaning the document feed scanning area.   |
| 11  | ADF handle<br>The ADF handle helps you close the feeder.  |

- Overview of the machine configuration, on page 16
- Feeding originals into the ADF, on page 194
- Put originals on the glass plate, on page 197

# The operator panel

## Introduction

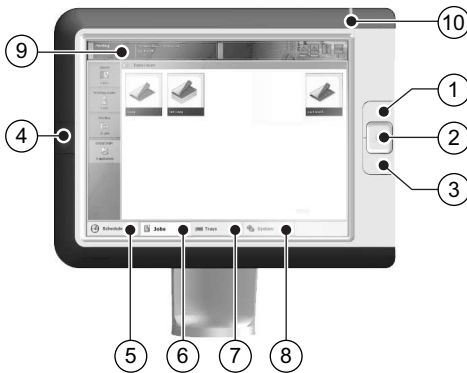
The operator panel helps you to carry out print jobs, copy jobs and scan jobs. This section describes the main components of the operator panel.



### IMPORTANT

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



[14] 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"><li>■ Put the machine into the sleep mode, or</li><li>■ Wake up the machine from the sleep mode.</li><li>■ Shut down the printer and controller.</li></ul> |
| 2 | Stop key       | Stop the printer. <ul style="list-style-type: none"><li>■ After a set, or</li><li>■ As soon as possible</li></ul>   |

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

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



|    | Component  | Function  |
|----|------------|---|
| 10 | Status LED | <p>Displays the status of the system.</p> <ul style="list-style-type: none"> <li>■ Red<br/>The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.</li> <li>■ Orange<br/>The machine will stop soon, for example because more paper is required. Operator attention is required soon.<br/>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.</li> <li>■ Green<br/>The machine is busy printing. The machine can print longer than the set warning time. Operator attention is not required.</li> <li>■ No color.<br/>The machine is idle. There are no jobs scheduled for printing.</li> </ul> |

- [Overview of the machine configuration, on page 16](#)
- [Stop the printer, on page 126](#)
- [Introduction to the Schedule view, on page 133](#)
- [The operator attention light, on page 30](#)

## 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



[15] 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 | <p>The machine is idle. There are no jobs scheduled for printing.</p>   |

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■ [Overview of the machine configuration, on page 16](#)

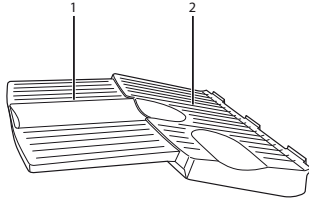
# The copy tray

## Introduction

The Copy Tray-P1 collects the prints.

The copy tray is optional and the availability differs per country.

## Illustration



[16] The copy tray

## Components and their functions

Copy tray components and their functions

| No. | Function   |
|-----|--|
| 1   | Auxiliary Tray<br>Pull out the auxiliary tray if you are printing on large paper.<br>- 330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4, A4R, B5, B5R, A5R, and Custom size (139.7 mm × 182.0 mm to 330.2 mm × 487.7 mm).<br>- 13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17" (LGL, LTR, LTRR, STMTR, EXEC, and Custom size (5 1/2" × 7 1/8" to 13" × 19 1/4"). |
| 2   | Output Tray<br>Prints are output to this tray.   |

■ Overview of the machine configuration, on page 16

## Stacker/stapler and integrated punch unit

### Introduction

Stack and staple prints with the optional Staple Finisher-A1 and optional Booklet Finisher-A1. You can also saddle stitch and trim booklets with the optional Booklet Finisher-A1. Punch holes in your prints with the optional Punch Unit BG1/BH1/BF1.



#### IMPORTANT

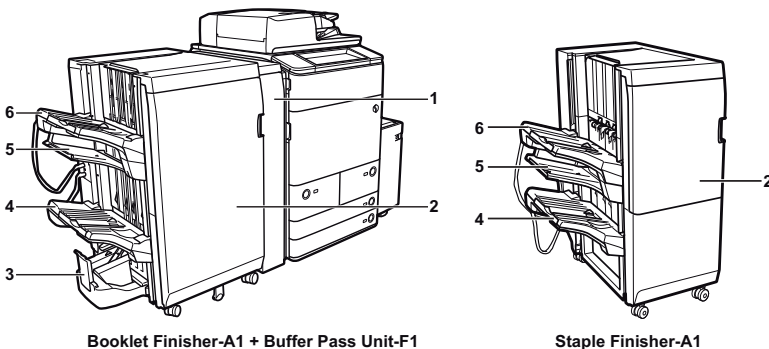
- If you create a saddle stitched booklet using coated paper or inserted sheets for the cover, the image printed on the page after the cover may stick to the back of the cover or back of the inserted sheets, depending on the type of coated paper you are using.
- If you create a saddle stitched booklet or staple using coated paper or inserted sheets for the cover, the copy sets may dirty the surface (toner streaks) of the cover depending the type of coated paper you are using.
- If you create a saddle stitched booklet using coated paper for the cover, cracks may appear around the fold of the cover, depending on the type of coated paper you are using.
- If you staple multiple copy sets using coated paper for the cover, the staples of the copy sets may dirty the surface of the cover of the copy sets that have already been output, depending on the type of coated paper you are using.



#### NOTE

The name of the puncher unit may differ according to region.

### Components and their functions (external view)



Booklet Finisher-A1 + Buffer Pass Unit-F1

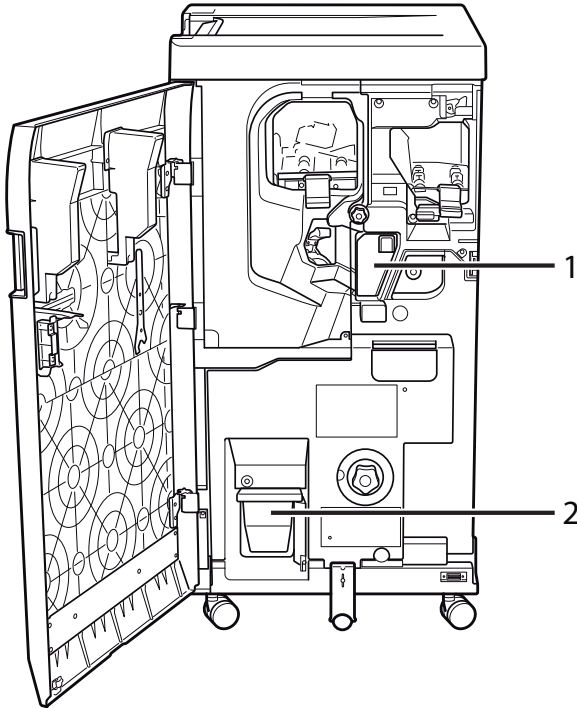
Staple Finisher-A1

[17] External view

Stacker/stapler components and their functions

| No. | Function   |
|-----|--|
| 1   | Buffer Pass Unit-F <sub>1</sub> (standard)<br>Buffer Pass Unit-F <sub>1</sub> is required to attach Staple Finisher-A <sub>1</sub> or Booklet Finisher-A <sub>1</sub> to the main unit. Open Buffer Pass Unit-F <sub>1</sub> to remove jammed paper. |
| 2   | Front Cover of Staple Finisher-A <sub>1</sub> /Booklet Finisher-A <sub>1</sub><br>Open this cover to replace the staple cartridge, remove jammed paper, or clear a staple jam from the stapler unit and saddle stitcher unit.                        |
| 3   | Booklet tray (Booklet Finisher-A <sub>1</sub> )<br>Saddle stitched or saddle folded prints are output to this tray.  |
| 4   | Lower tray<br>Prints are output to this tray.  |
| 5   | Middle tray<br>Prints are output to this tray.   |
| 6   | Upper tray<br>Prints are output to this tray.  |

## Components and their functions (internal view)



[18] Internal view

Stacker/stapler components and their functions

| No. | Function  |
|-----|---|
| 1   | Punch waste tray (Puncher Unit-BG1/BH1/BF1)<br>Pull out the punch waste tray to remove punch waste. |
| 2   | Trim waste tray (Inner Booklet Trimmer-A1)<br>Pull out the trim waste tray to discard trim waste.   |

## Finishing options

### CAUTION

- Do not place your fingers or hands on the finisher when the finisher is in use. Doing so may result in personal injury or damage to the finisher.



- When removing paper from the tray of the finisher, do not place your hands on the output tray of the finisher. The tray may move upward and your hands may get caught.
- 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.



- The finishing options cannot be set for paper less than 60g/m<sup>2</sup> / 16 lb bond. Do not select the finishing options.



### NOTE

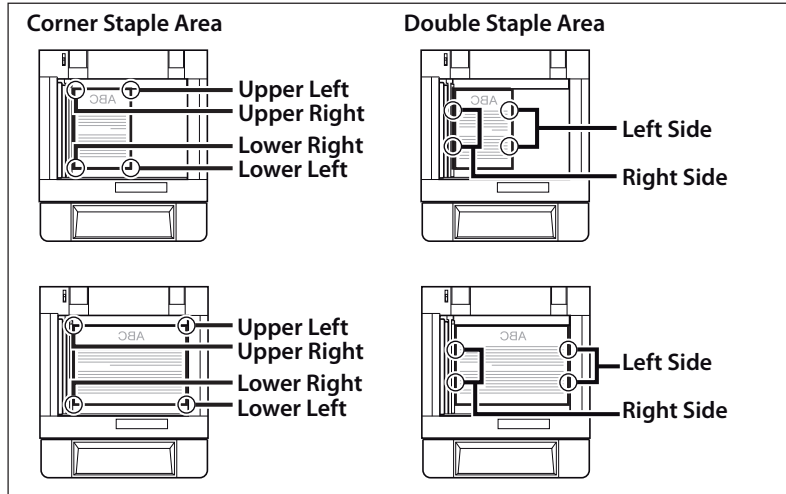
If the finishing is used, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward and printing resumes.



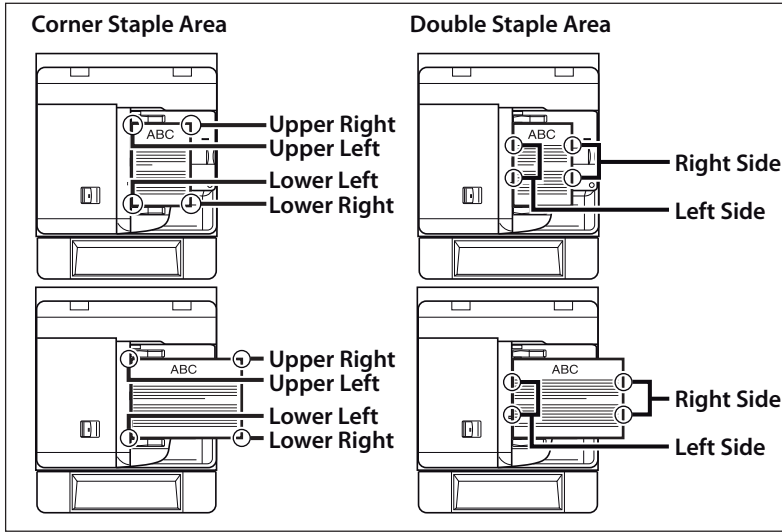
## Stapling

Prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the glass plate:



- If originals are placed in the feeder:



**⚠ CAUTION**

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



**IMPORTANT**

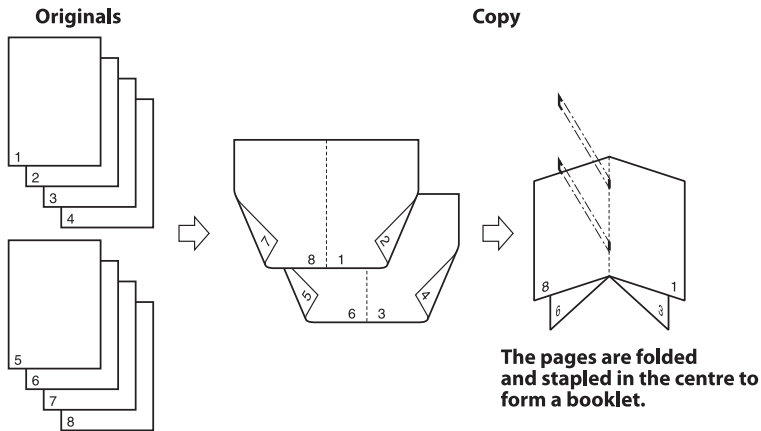
- During stapling, the output trays move downward as the outputted stack of paper increases in quantity and thickness. Once an output tray has reached its stacking limit, 100 sets of prints have been output, or the predefined height has been reached, printing and stapling temporarily stop. Remove all 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  
11" × 17", LGL, LTR, LTRR, and EXEC
- You cannot staple tracing paper, transparencies, labels, or envelopes.
- 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**

- Staple-G1 is standard equipment on Staple Finisher-A1.
- Staple-G1 and Staple-P1 are standard equipment on Booklet Finisher-A1.
- If you want to use Staple mode with more than 50 sheets (80 g/m<sup>2</sup> / 20 lb bond) of A3, B4, A4R, 11" × 17", LGL, or LTRR paper, or 100 sheets (80 g/m<sup>2</sup> / 20 lb bond) of A4, B5, LTR, EXEC paper, the copies or prints are offset but not stapled. In addition, when selecting coated or heavy paper, you may not be able to use Staple mode even if the number of sheets, including sheet insertions or job separators, is below the set limit of the finisher.

**Saddle stitching**

Saddle stitching allows you to make booklets whose pages are folded and stapled in the center.



### IMPORTANT

- Saddle stitching is available only if Booklet Finisher-A1 is attached.
- The maximum number of sheets that can be saddle stitched differs depending on the paper weight and type. (Including one cover sheet up to 300 g/m<sup>2</sup> / 110 lb cover).

Paper other than coated paper:

- 20 sheets (60 to 81.4 g/m<sup>2</sup> / 16–21 lb bond)
- 10 sheets (81.5 to 105 g/m<sup>2</sup> / 22–28 lb bond)

Coated paper:

- 5 sheets (106 to 209 g/m<sup>2</sup> / 29 lb bond to 110 lb index)

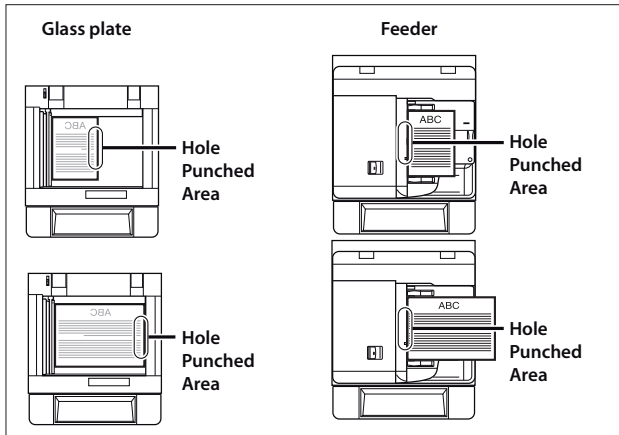


### NOTE

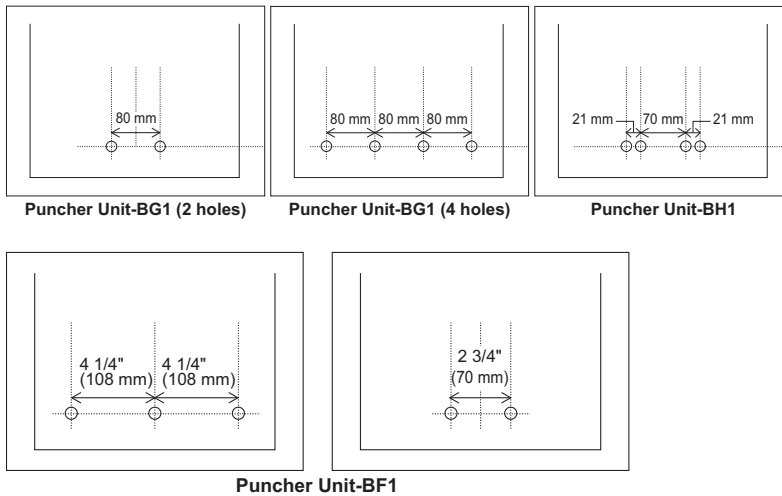
- You cannot saddle stitch tracing paper, transparencies, prepunched paper, tab paper 1, tab paper 2, labels, or envelopes.
- The paper sizes that can be saddle stitched are:  
330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4R, custom size (210.0 × 279.3 mm to 297.0 × 487.7 mm) or custom size (297.1 × 279.3 mm to 330.2 × 487.7 mm).  
13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTRR, custom size (8 1/4" × 11" to 11 3/4" × 19 1/4"), or custom size (11 3/4" × 11" to 13" × 19 1/4").
- The accuracy of folds created with saddle stitching may vary, depending on the paper type and the number of sheets.

## Punching

Punching allows you to punch holes into printed sheets.  
The hole-punched areas are shown in the illustration below.



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



### IMPORTANT

You cannot punch holes into the following paper types.

- Heavy 4 (257 to 300 g/m<sup>2</sup> / 100 lb cover to 110 lb cover)
- 1-sided coated 4 (257 to 300 g/m<sup>2</sup> / 100 lb cover to 110 lb cover)
- 2-sided coated 4 (257 to 300 g/m<sup>2</sup> / 100 lb cover to 110 lb cover)
- Textured 4 (257 to 300 g/m<sup>2</sup> / 100 lb cover to 110 lb cover)
- Tracing paper, transparencies, prepunched paper, labels, or envelopes



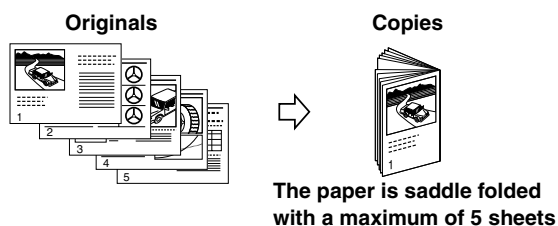
### NOTE

Punching is available only if Puncher Unit-BG1/BH1/BF1 is attached.

- When Puncher Unit-BG1 is attached, holes can be punched into the following paper sizes.
  - Two holes: A3, A4, and A4R
  - Four holes: A3 and A4
- When Puncher Unit-BH1 is attached, you can punch holes into the following paper sizes.
  - Four holes: A3, A4, and A4R
- When Puncher Unit-BF1 is attached, you can punch holes into the following paper sizes.
  - A3 and A4
  - 11" × 17", LGL, LTR, LTRR, and EXEC

### Saddle folding

Saddle folding allows you to fold multiple sheets in 2 folds.

**IMPORTANT**

- Saddle folding is available only if Booklet Finisher-A1 is attached.
- The paper is saddle folded with a maximum of 5 sheets (80 g/m<sup>2</sup> / 20 lb Bond) and then output.

**NOTE**

- You cannot saddle fold tracing paper, transparencies, prepunched paper, tab paper 1, tab paper 2, labels, or envelopes.
- The paper sizes that can be saddle folded are:  
330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4R, custom size (210.0 × 279.3 mm to 297.0 × 487.7 mm) or custom size (297.1 × 279.3 mm to 330.2 × 487.7 mm).  
13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTRR, custom size (8 1/4" × 11" to 11 3/4" × 19 1/4"), or custom size (11 3/4" × 11" to 13" × 19 1/4").

**Trimming**

Trimming allows you to trim the edges of the printed sheets.

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.

**IMPORTANT**

- Trimming is available only if Inner Booklet Trimmer-A1 is attached to Booklet Finisher-A1.
- You cannot trim heavy paper (210 to 300 g/m<sup>2</sup> / 111 lb index to 110 lb cover), textured paper, coated paper (210 to 300 g/m<sup>2</sup> / 111 lb index to 110 lb cover), tracing paper, transparencies, prepunched paper, tab 1, tab 2, labels, or envelopes.



**NOTE**

The paper sizes that can be trimmed are:

330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4R, or custom size (210.0 × 279.3 mm to 330.2 × 487.7 mm).

13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTRR, or custom size (8 1/4" × 11" to 13" × 19 1/4")

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.

| Paper size          | Output tray |             |            |              |
|---------------------|-------------|-------------|------------|--------------|
|                     | Upper tray  | Middle tray | Lower tray | Booklet tray |
| 330 × 483 mm        | ✓           | ✓           | ✓          | ✓            |
| 305 × 457 mm        | ✓           | ✓           | ✓          | ✓            |
| 320 × 450 mm (SRA3) | ✓           | ✓           | ✓          | ✓            |
| A3                  | ✓           | ✓           | ✓          | ✓            |
| A4                  | ✓           | ✓           | ✓          | -            |
| A4R                 | ✓           | ✓           | ✓          | ✓            |
| 13" × 19"           | ✓           | ✓           | ✓          | ✓            |
| 12 5/8" × 17 11/16" | ✓           | ✓           | ✓          | ✓            |
| 12" × 18"           | ✓           | ✓           | ✓          | ✓            |
| 11" × 17"           | ✓           | ✓           | ✓          | ✓            |
| LGL                 | ✓           | ✓           | ✓          | ✓            |
| LTR                 | ✓           | ✓           | ✓          | -            |



| Paper size  |   | Output tray |             |            |                     |
|-------------|---|-------------|-------------|------------|---------------------|
|             |   | Upper tray  | Middle tray | Lower tray | Booklet tray        |
| LTRR        |   | ✓           | ✓           | ✓          | ✓                   |
| STMTR       |   | ✓           | ✓           | ✓          | -                   |
| EXEC        |   | ✓           | ✓           | ✓          | -                   |
| Envelope    | No. 10 (COM10)  | ✓           | ✓           | ✓          | -                   |
|             | Monarch   | ✓           | ✓           | ✓          | -                   |
|             | DL  | ✓           | ✓           | ✓          | -                   |
|             | ISO-B <sub>5</sub>  | ✓           | ✓           | ✓          | -                   |
|             | ISO-C <sub>5</sub>  | ✓           | ✓           | ✓          | -                   |
|             | Nagagata 3  | ✓           | ✓           | ✓          | -                   |
|             | Yougatanaga 3   | ✓           | ✓           | ✓          | -                   |
|             | Kakugata 2  | ✓           | ✓           | ✓          | -                   |
| Custom size | 100.0 × 148.0 mm<br>to 330.2 × 487.7<br>mm<br>4" × 5 7/8" to 13"<br>× 19 1/4" | ✓           | ✓           | ✓          | ✓<br>* <sub>1</sub> |

\*1: Custom paper sizes can only be output if they are  
 210.0 × 279.3 mm to 297.0 × 487.7 mm /  
 8 1/4" × 11" to 11 3/4" × 19 1/4"  
 or  
 297.1 × 279.3 mm to 330.2 × 487.7 mm /  
 11 3/4" × 11" to 13" × 19 1/4"

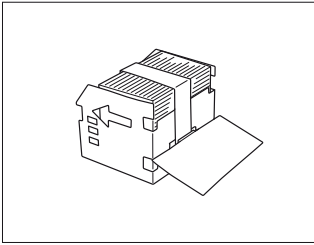


**NOTE**

The booklet tray can only be used when Booklet Finisher-A1 is attached.

## Optional accessories

### Staple-G1

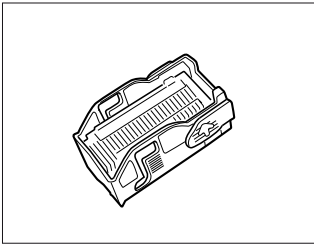


[113] A case for stapling

The maximum number of sheets that can be stapled is:

- 100 in case of Staple-G1

### Staple-P1



[114] A case for saddle stitching

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■ [Overview of the machine configuration, on page 16](#)

## The puncher

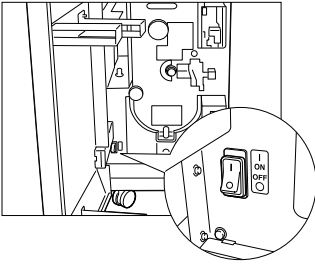
### Introduction

Professional Puncher Integration Unit-B1 reverses the paper punched by Professional Puncher-C1 to prevent paper jams.  
The puncher is optional.



#### IMPORTANT

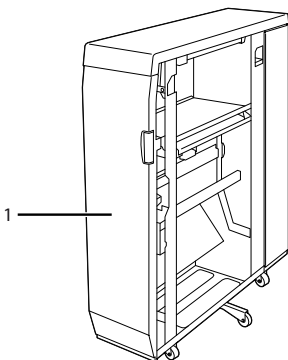
Always keep the main power switch of Professional Puncher- C1 on the front cover set to "I".



#### NOTE

If Professional Puncher-C1 is attached, Professional Puncher Integration Unit-B1 is required.

### Illustration



[116] The puncher

### Components and their functions

Puncher components and their functions

| No. | Function   |
|-----|--|
| 1   | Front Cover of Professional Puncher Integration Unit-B1<br>Open this cover to remove jammed paper. |

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■ [Overview of the machine configuration, on page 16](#)

# Inserters

## Introduction

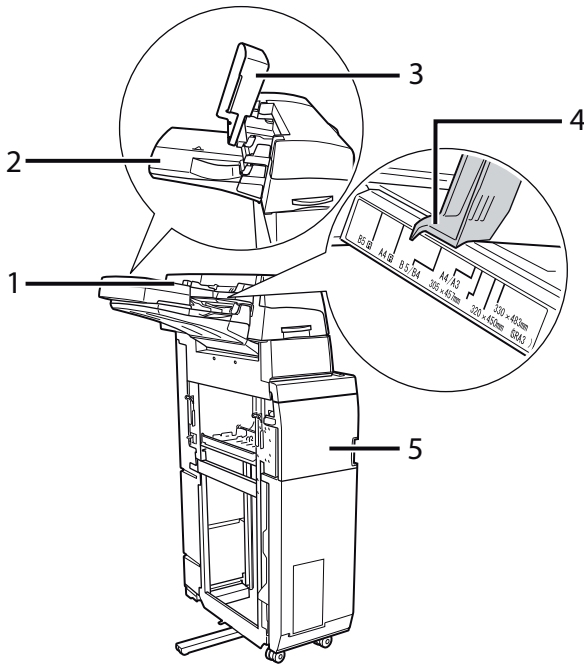
The optional inserter (Document Insertion Unit-H1) allows you to load inserts and covers for booklets.



### IMPORTANT

- Rolled or curled paper must be straightened before placing it into Document Insertion Unit-H1.
- Do not place the following types of paper into Document Insertion Unit. Doing so may cause a paper jam.
  - Insertion sheets with holes or tears
  - Severely curled or wrinkled paper
  - Clipped or stapled insertion sheets
  - Transparencies or other highly transparent insertion sheets
  - Labels
- Some types of paper cannot be used with Document Insertion Unit-H1. For more information, contact your local authorized dealer.

## Illustration



[117] Inserter

## Components and their functions

Inserter components and their functions

| No. | Function  |
|-----|---|
| 1   | Upper tray<br>Load paper you want to use as a cover, sheet insertion, job separator, and so on. |
| 2   | Lower tray<br>Load paper you want to use as a cover, sheet insertion, job separator, and so on. |
| 3   | Tray cover<br>Lift to load paper into the lower tray.   |
| 4   | Slide guides<br>Adjust the slide guides to match the width of the original.                     |
| 5   | Front cover<br>Open this cover to remove jammed paper.  |

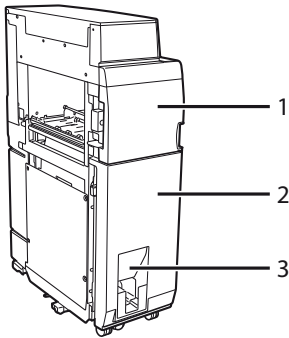
- [Overview of the machine configuration, on page 16](#)

## Folder

### Introduction

The optional folder (Paper Folding Unit-G<sub>1</sub>) allows you to fold paper in five different ways (Z-fold, half fold, tri-fold in, tri-fold out, double parallel fold). This section describes the folder and the five folding methods.

### Illustration



[118] Folder

### Components and their functions

Folder components and their functions

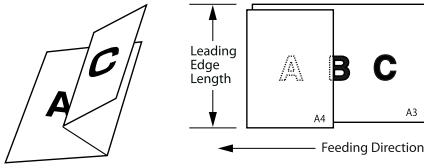
| No. | Function  |
|-----|---|
| 1   | Front cover<br>Open this cover to remove jammed paper.  |
| 2   | Folding unit<br>Open this cover to remove jammed paper. |
| 3   | Exit slot<br>Folded paper is output to this tray.       |

### Z-fold

Paper Folding Unit-G<sub>1</sub> folds A<sub>3</sub>, B<sub>4</sub> / 11" x 17" or A<sub>4</sub>R/LTRR paper into A<sub>4</sub>, B<sub>5</sub>/LTR, or A<sub>5</sub>/STMT, respectively. When you want to make multiple copies of originals with different sizes, Z-fold mode allows you to easily handle paper with the same leading edge length but different width.

Paper folded in a Z-fold is output to the tray specified for the finisher.





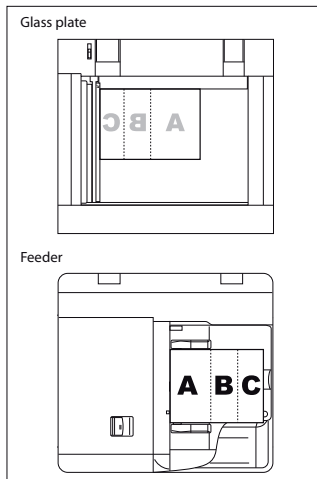
### IMPORTANT

A3 / 11" x 17" and A4R/LTRR paper can be Z-folded.



### NOTE

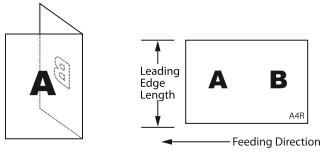
- The Z-folded areas are shown in the illustration below.



- If paper that has been Z-folded is included in the output, the sheets may not be aligned when output.

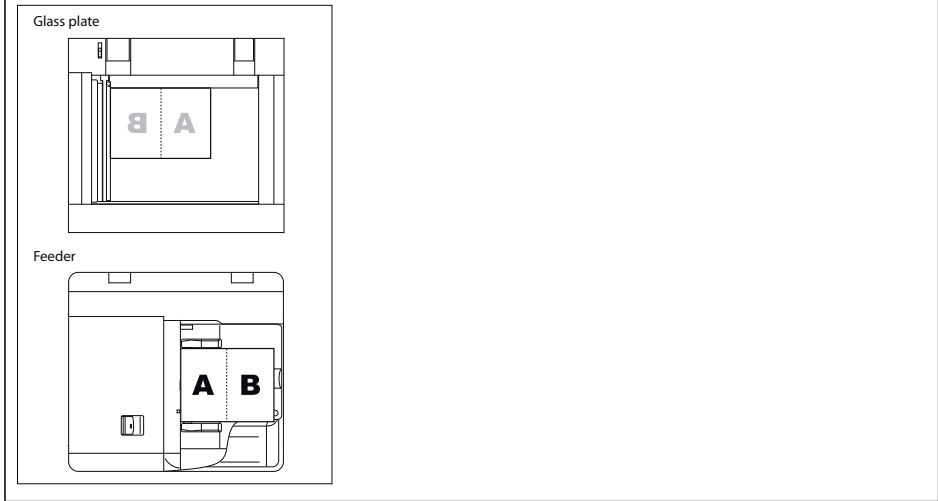
## Half fold

Each sheet of A4R/LTRR paper is half folded.  
Paper folded in a half fold is output to the tray specified for the finisher.



**NOTE**

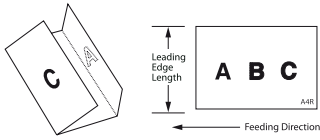
The half folded areas are shown in the illustration below.



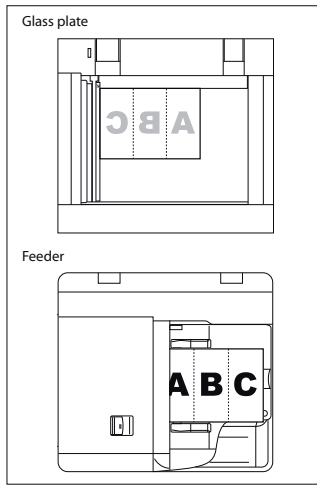
**Tri-fold in**

A4R/LTRR prints are folded into tri-fold in to make them more conveniently sized for insertion into envelopes.

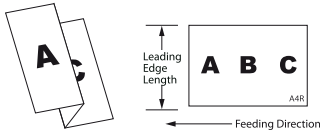
Paper folded in a tri-fold in is output to the exit slot of the paper folding unit.

**NOTE**

The areas of the tri-fold in are shown in the illustration below.

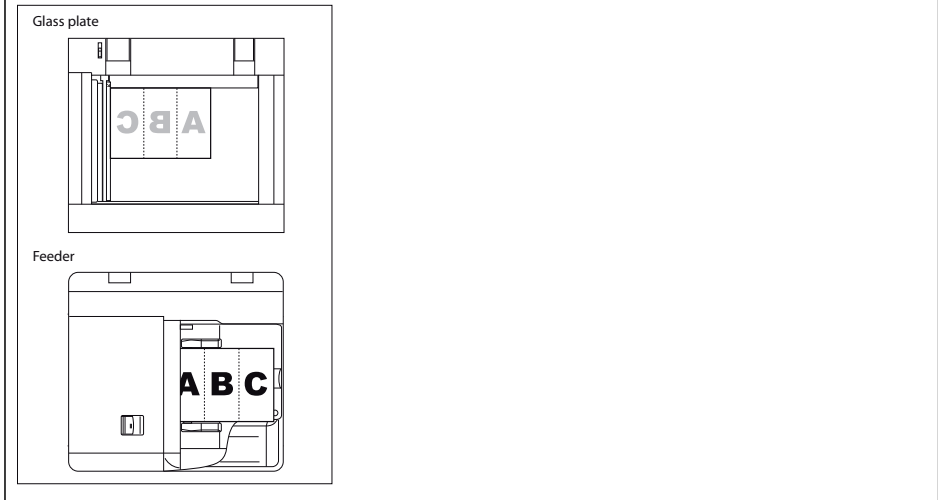
**Tri-Fold Out mode**

Each sheet of A4R/LTRR paper is folded in a tri-fold out.  
Paper folded in a tri-fold out is output to the exit slot of the paper folding unit.



**NOTE**

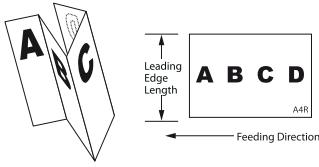
The tri-fold out areas are shown in the illustration below.



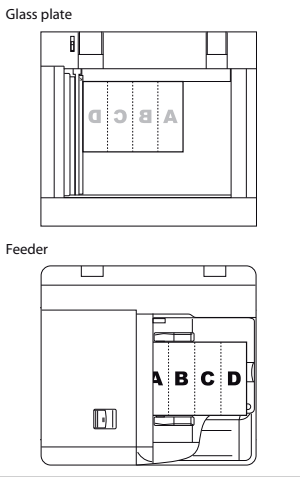
**Double Parallel Fold mode**

Each sheet of A4R/LTRR paper is folded in a double parallel fold.

Paper folded in a double parallel fold is output to the exit slot of the paper folding unit.

**NOTE**

The double parallel folded areas are shown in the illustration below.

**Folding methods and output locations**

| Folding methods      | Output location |        |
|----------------------|-----------------|--------|
|                      | Stacker/stapler | Folder |
| Z-Fold               | ✓               | -      |
| Half Fold            | ✓               | -      |
| Tri-fold in          | -               | ✓      |
| Tri-fold out         | -               | ✓      |
| Double parallel fold | -               | ✓      |

■ Overview of the machine configuration, on page 16



# **Chapter 3**

## **Operating concept**

## Operating concept

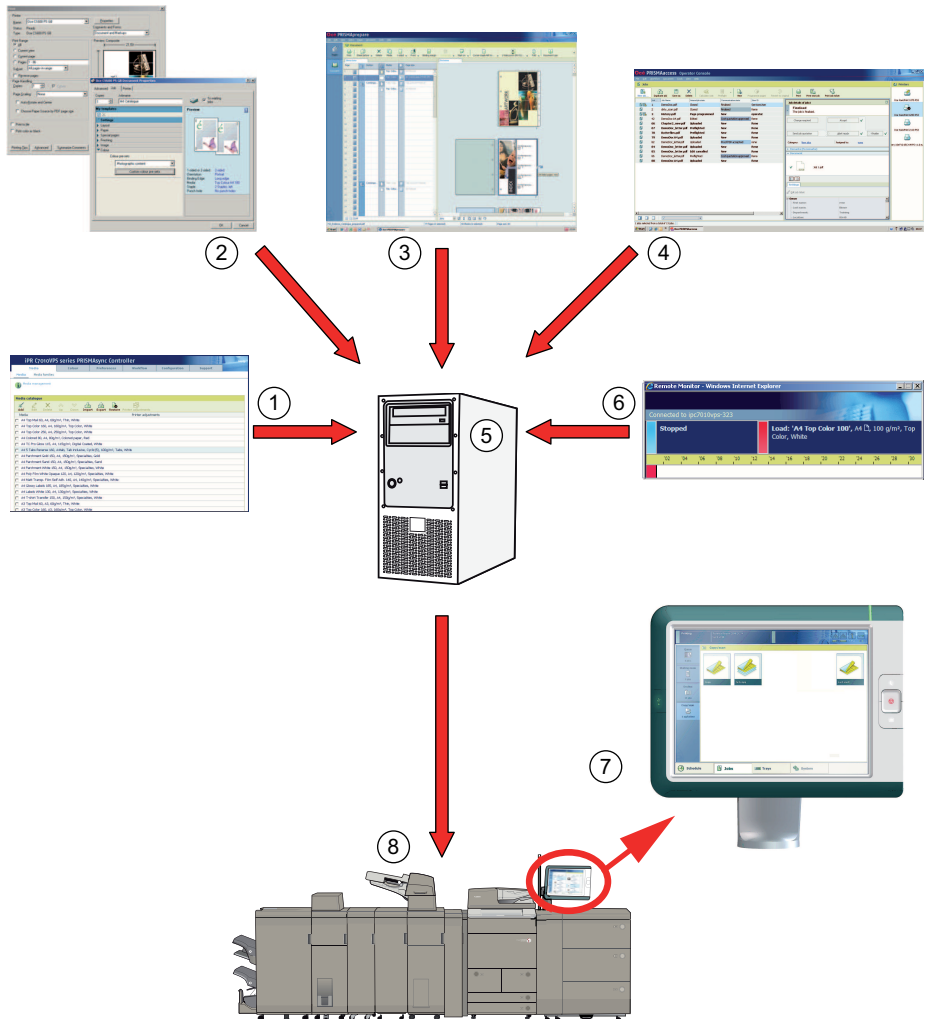
### Introduction

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



[134] The components of the complete system

## Components overview

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

|   | Component                                       | Main task  |
|---|---|--|
| 7 | <b>Operator panel</b>                           | <p>Manage production printing from the 'Schedule' view</p> <ul style="list-style-type: none"> <li>■ Monitor your print and copy jobs</li> <li>■ Load and assign media to the media trays</li> </ul> <p>Manage jobs from the 'Jobs' view</p> <ul style="list-style-type: none"> <li>■ Schedule print and copy jobs</li> <li>■ Change job properties if required</li> <li>■ Define and handle copy jobs</li> <li>■ Define and handle scan jobs</li> </ul> <p>Manage media from the 'Trays' view</p> <ul style="list-style-type: none"> <li>■ Change the media that is currently assigned to a paper tray</li> <li>■ Assign the media to the paper tray</li> </ul> <p>Manage the system from the 'System' view</p> <ul style="list-style-type: none"> <li>■ Calibrate the system</li> <li>■ Perform maintenance tasks</li> <li>■ Set default workflow and printer settings</li> <li>■ View the media catalog, add temporary media and perform media registration</li> </ul> |
| 8 | <b>imageRUNNER ADVANCE C9075S PRO/C9065 PRO</b> | <ul style="list-style-type: none"> <li>■ Production printing</li> <li>■ Finishing</li> </ul>   |

# 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

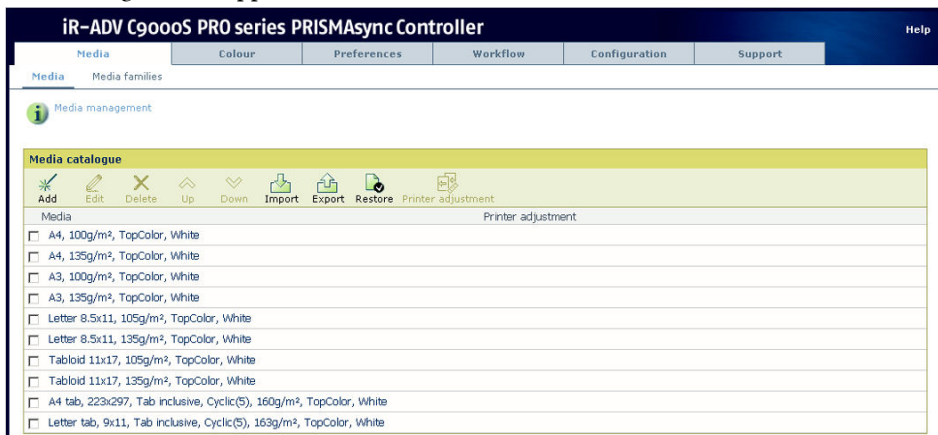
Make sure you have the following information.

- 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'.

## Before you begin

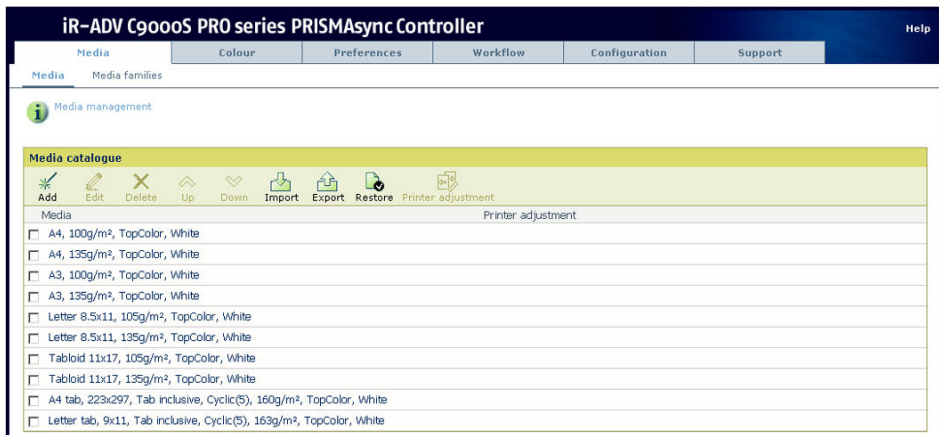
Make sure you have the following information.

- 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.



[136] The 'Media catalog' window

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

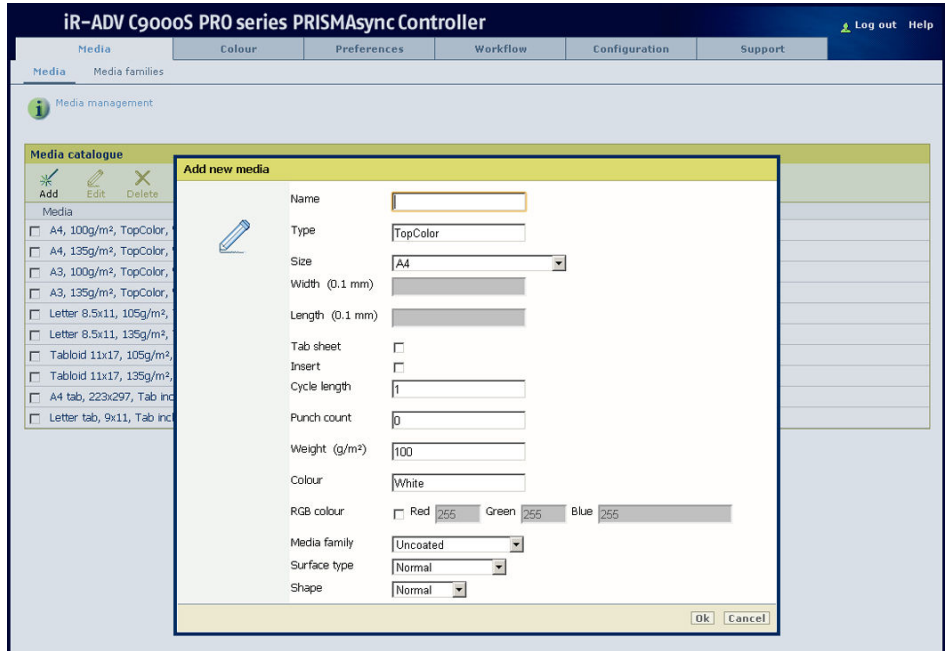


### NOTE

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.



[137] 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

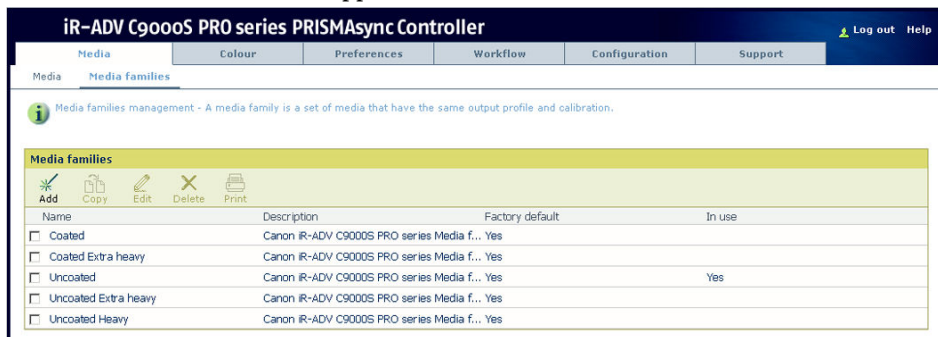
Make sure you have the following information.

- Key operator password

## Maintain the 'Media families'

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

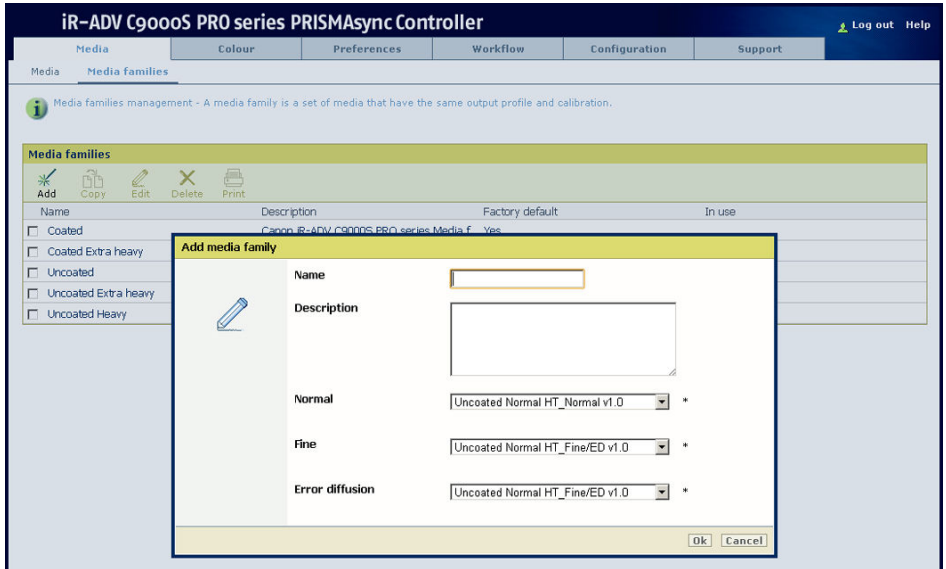
The 'Media families' window appears.



[138] The 'Media families' window



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



[139] 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 Microsoft Office documents.  
Microsoft 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 PRISMAprepare (optional software).

## Maintain the 'Color pre-sets'

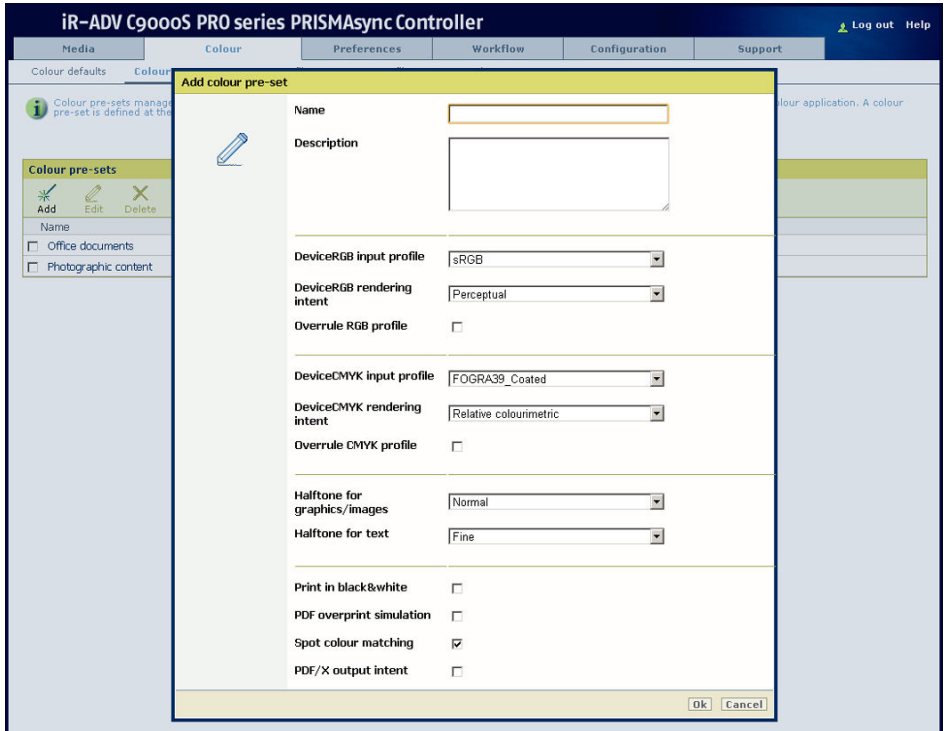
1. From the navigation bar, select the 'color' tab.
2. From the 'color' tab, select 'Color pre-sets'.

The 'Color pre-sets' window appears.



[140] The 'Color pre-sets' window

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



The screenshot shows the 'Add colour pre-set' dialog box in the iR-ADV C9000S PRO series PRISMAsync Controller software. The dialog box is titled 'Add colour pre-set' and contains the following fields and options:

- Name:** A text input field.
- Description:** A text area.
- DeviceRGB input profile:** A dropdown menu with 'sRGB' selected.
- DeviceRGB rendering intent:** A dropdown menu with 'Perceptual' selected.
- Override RGB profile:** An unchecked checkbox.
- DeviceCMYK input profile:** A dropdown menu with 'FOGRA39\_Coated' selected.
- DeviceCMYK rendering intent:** A dropdown menu with 'Relative colourimetric' selected.
- Override CMYK profile:** An unchecked checkbox.
- Halftone for graphics/images:** A dropdown menu with 'Normal' selected.
- Halftone for text:** A dropdown menu with 'Fine' selected.
- Print in black&white:** An unchecked checkbox.
- PDF overprint simulation:** An unchecked checkbox.
- Spot colour matching:** A checked checkbox.
- PDF/X output intent:** An unchecked checkbox.

At the bottom right of the dialog box, there are 'Ok' and 'Cancel' buttons.

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

# Maintain the 'Input profiles'

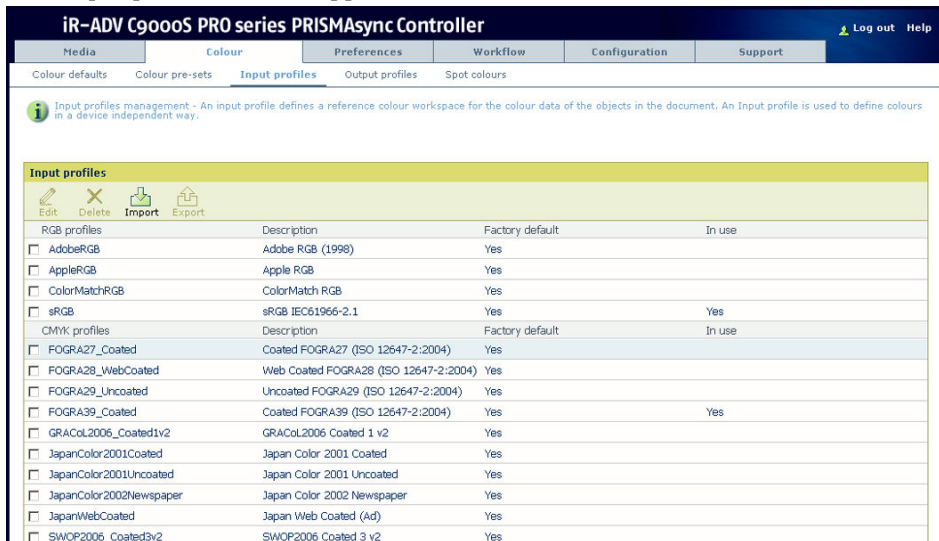
## Introduction

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.



[142] 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.

**iR-ADV C9000S PRO series PRISMAsync Controller** Log out Help

Media   Colour   Preferences   Workflow   Configuration   Support

Colour defaults   Colour pre-sets   Input profiles   **Output profiles**   Spot colours

**i** Output profiles management - An output profile defines the CMYK values and screening per media for an output device. An output profile is used to define colours in a device independent way.

**Output profiles**

Edit   Delete   Import   Export

| Name  | Description                                  | Factory default | In use |
|---|--|-----------------|--------|
| <input type="checkbox"/> Coated Extra heavy HT_Fine/ED v1.0   | Canon IR-ADV C9000S PRO series Coated, e/Yes |                 | Yes    |
| <input type="checkbox"/> Coated Extra heavy HT_Normal v1.0    | Canon IR-ADV C9000S PRO series Coated, e/Yes |                 | Yes    |
| <input type="checkbox"/> Coated Normal/Heavy HT_Fine/ED v1.0  | Canon IR-ADV C9000S PRO series Coated, n/Yes |                 | Yes    |
| <input type="checkbox"/> Coated Normal/Heavy HT_Normal v1.0   | Canon IR-ADV C9000S PRO series Coated, n/Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Extra heavy HT_Fine/ED v1.0 | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Extra heavy HT_Normal v1.0  | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Heavy HT_Fine/ED v1.0       | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Heavy HT_Normal v1.0        | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Normal HT_Fine/ED v1.0      | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |
| <input type="checkbox"/> Uncoated Normal HT_Normal v1.0       | Canon IR-ADV C9000S PRO series Uncoated, Yes |                 | Yes    |

[143] The 'Output profiles' window

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

# Maintain the 'Spot colors'

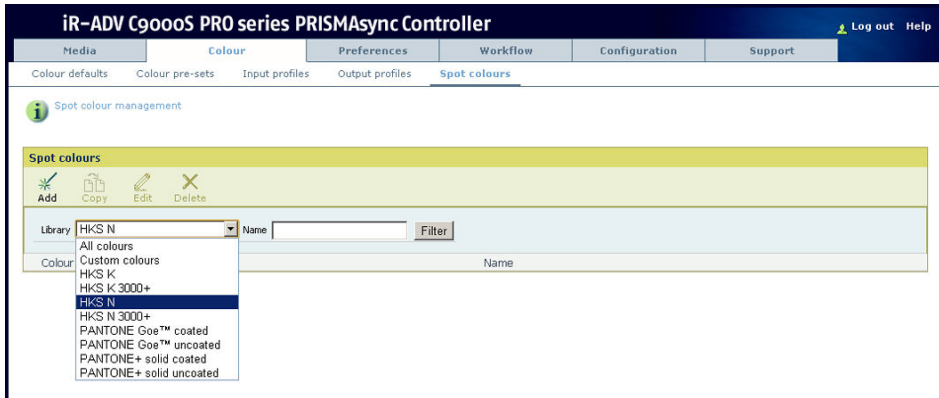
## Introduction

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.



[144] The 'Spot colors' window

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

# Prepare print jobs with PRISMAprepare

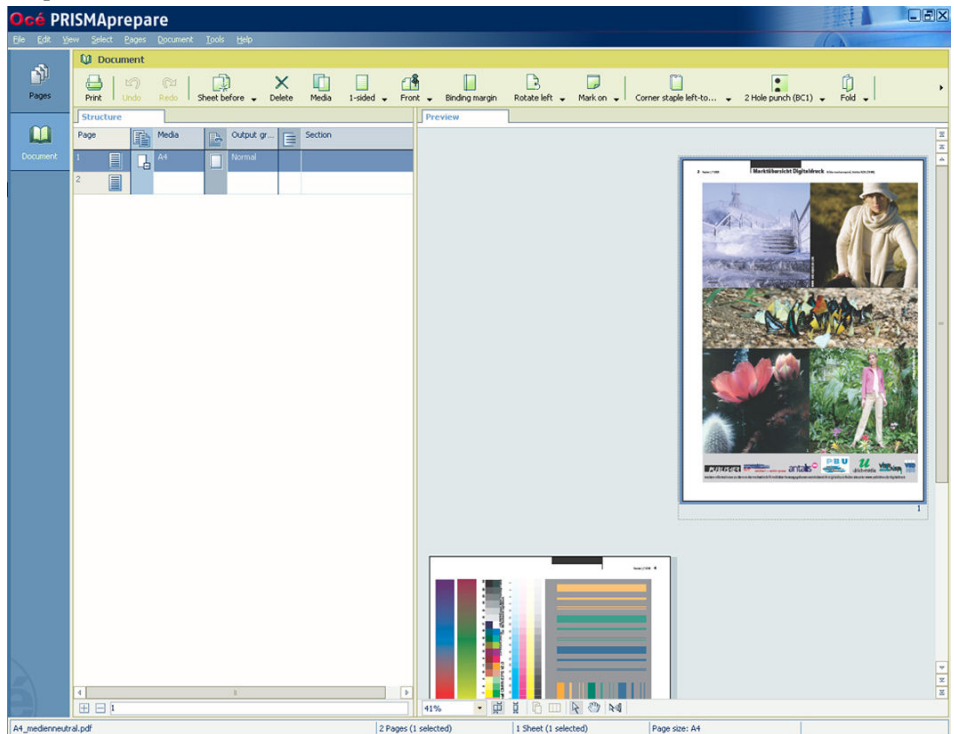
## Introduction

Océ PRISMAprepare allows 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

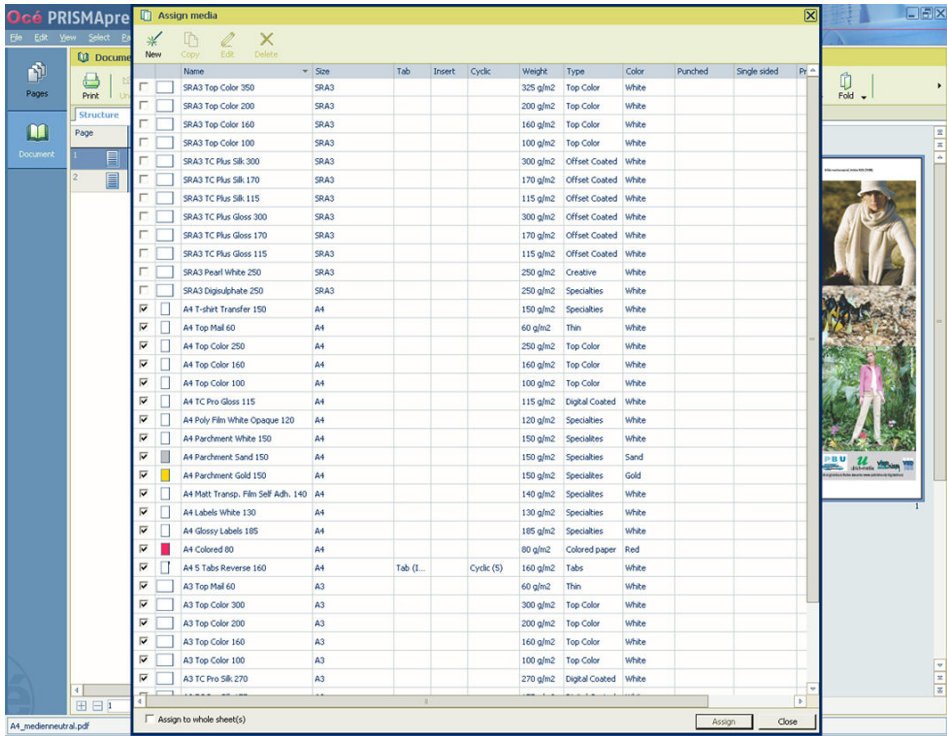
1. Prepare the document.



[145] 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.



[146] 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 the Microsoft Office documents. The Microsoft 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

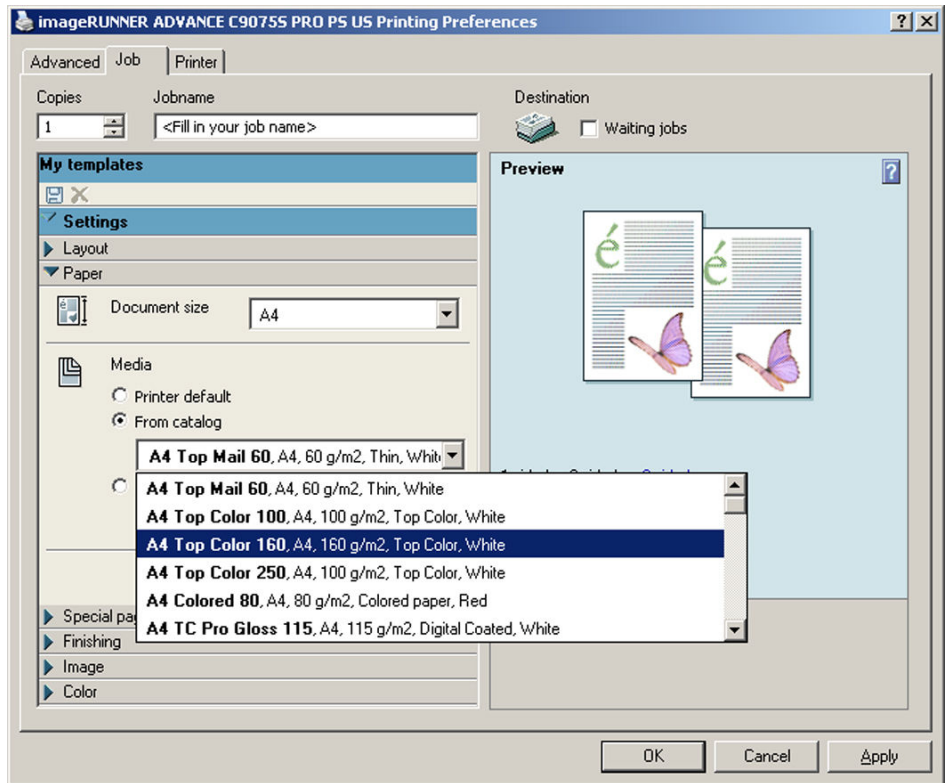
### Introduction

The printer driver enables you to prepare the print job completely. The printer driver appears in all applications running in the Microsoft Windows or Apple Mac OS operating systems.

This procedure describes the most important settings for daily use.

### Prepare print jobs with the printer driver

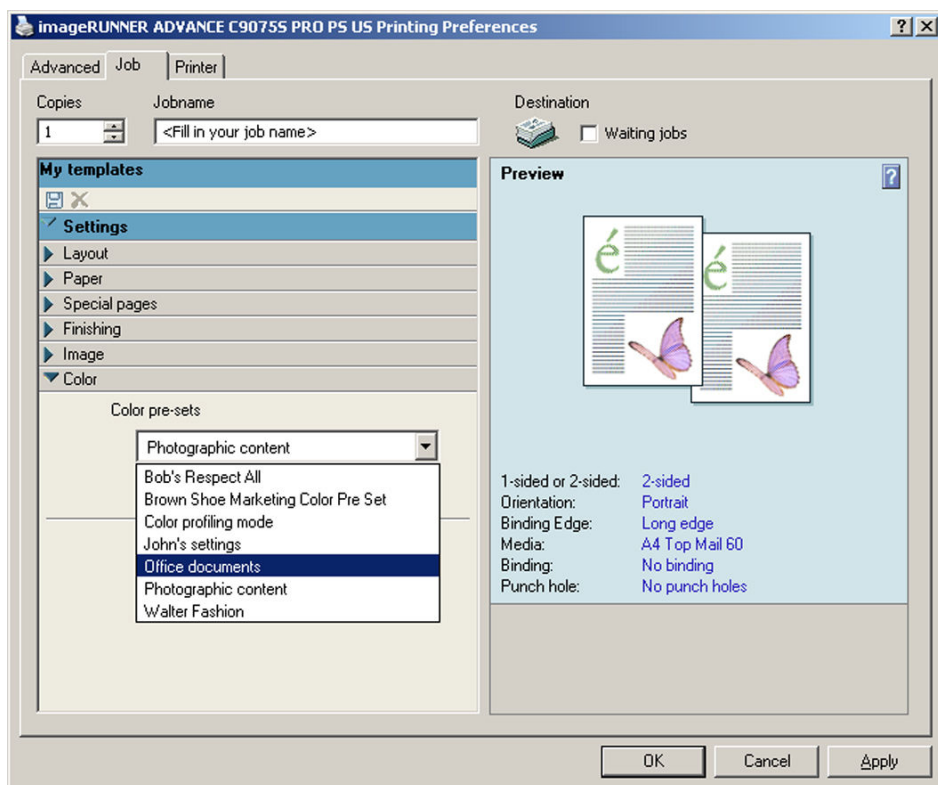
1. Use the media catalog to select the media to print on.



[147] The media catalog in the printer driver

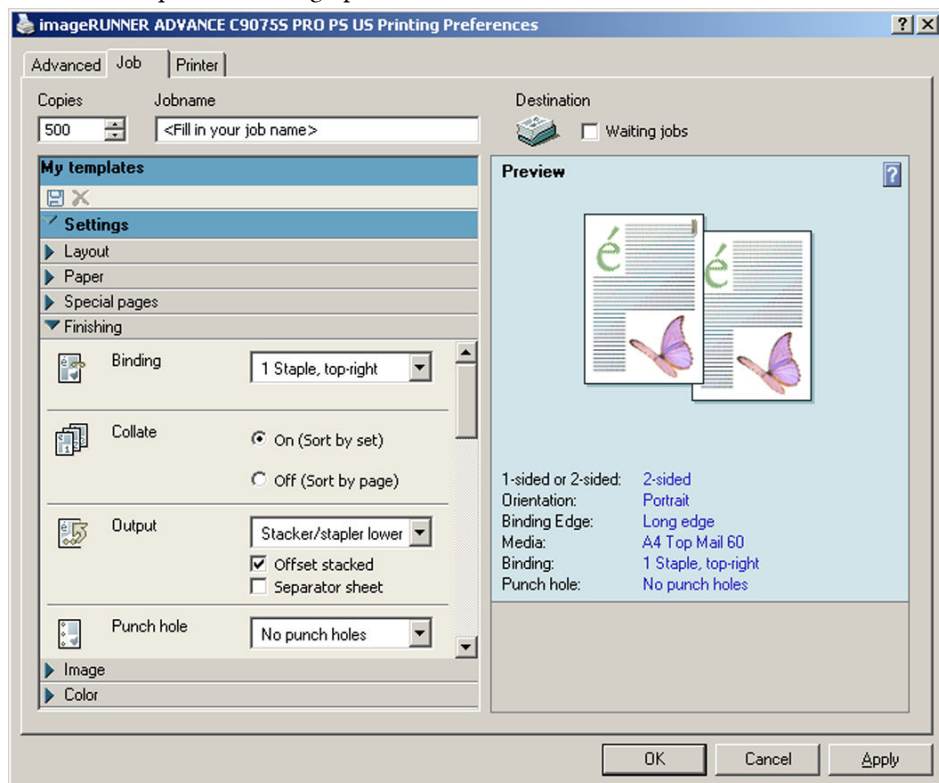
2. Select the required color pre-set or define customized color settings for optimal print quality.
  - Select 'Office documents' to print Microsoft Office documents. Microsoft Office documents use the RGB color space.

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



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

## 3. Define the required finishing options.



[149] 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.

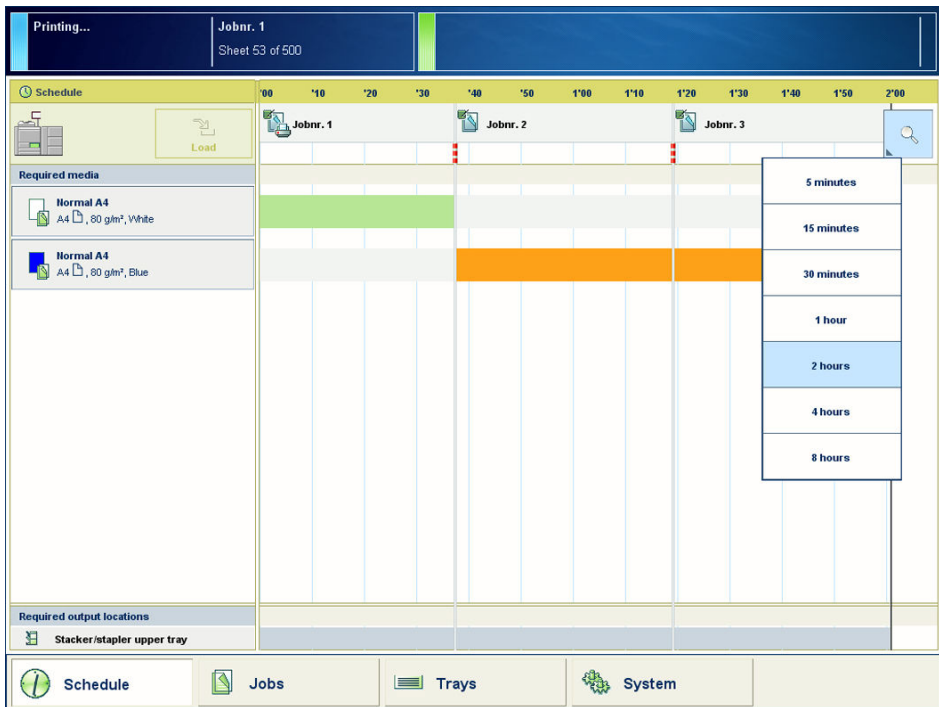
# Manage production printing

## 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.

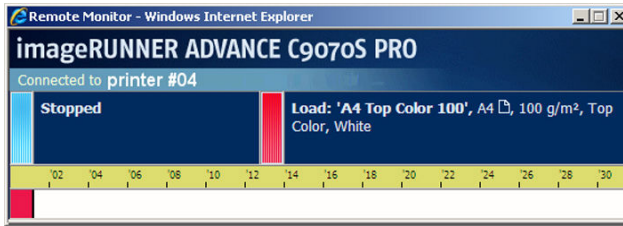


[150] The 'Schedule' view

## Monitor operator intervention remotely

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

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



[151] 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.



[152] 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.



[153] 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"> <li>■ Set X of Y</li> <li>■ Sheet X of Y or Sheet X.</li> </ul> <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"> <li>■ Finishers.</li> <li>■ Staple cartridges.</li> <li>■ Toner reservoir.</li> </ul>  |

**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.

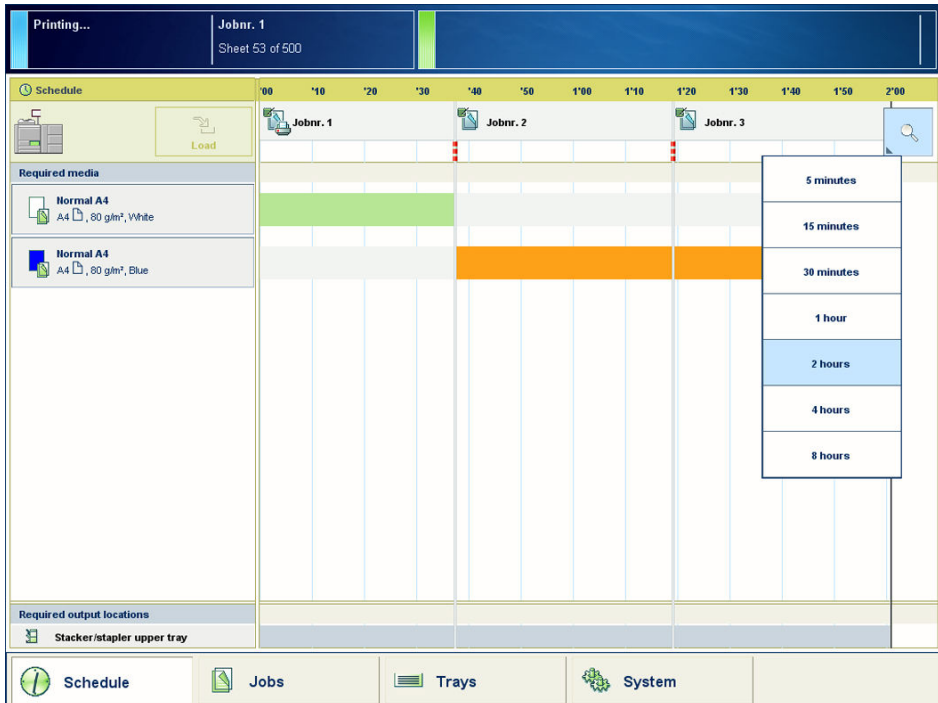
This section shows and describes the main parts of the 'Schedule'.



### 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



[154] The 'Schedule' view

## 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 screenshot displays the 'Jobs' view interface. At the top, a status bar shows 'Printing...' and 'Job #1 Sheet 52 of 400'. Below this is a navigation bar with icons for Properties, Delete, To top, Stop after job, Hold, Ticket, Select, and Interrupt. The main area is divided into 'Scheduled jobs' and 'Waiting jobs' sections. The 'Scheduled jobs' section shows three jobs: Job #1 (Mr. Jones), Job #2 (Mr. Jones), and Job #3 (Ms. Jones). The 'Waiting jobs' section shows one job: Job #4 (Ms. Jones). The bottom of the interface features a navigation bar with icons for Schedule, Jobs, Trays, and System.

| Job                                       | Pages | Sets | Submitted                 | Duration | Used media                        |
|---|-------|------|---------------------------|----------|-----------------------------------|
| Job #1<br>Mr. Jones                       | 800   | 1    | May 2, 2011<br>7:37:28 AM | 0:29     | Normal A4<br>A4 □, 80 g/m², White |
| Job #2<br>Mr. Jones                       | 800   | 1    | May 2, 2011<br>7:37:45 AM | 0:33     | Normal A4<br>A4 □, 80 g/m², Red   |
| Job #3<br>Ms. Jones                       | 800   | 1    | May 2, 2011<br>7:37:59 AM | 0:33     | Normal A4<br>A4 □, 80 g/m², White |
| <b>Scheduled jobs</b> 3 jobs, 1 selected. |       |      |                           |          |                                   |
| Job                                       | Pages | Sets | Submitted                 | Duration | Used media                        |
| Job #4<br>Ms. Jones                       | 500   | 1    | May 2, 2011<br>7:38:15 AM | 0:21     | Normal A4<br>A4 □, 80 g/m², White |
| <b>Waiting jobs</b> 1 job, 0 selected.    |       |      |                           |          |                                   |

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 104](#)
  - [Introduction to the copy function, on page 170](#)
  - [Description of the copy job settings, on page 172](#)
  - [Introduction to the scan function, on page 214](#)
  - [Description of the scan job settings, on page 216](#)

## 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



[166] Configuration example

■ [Description of the Trays view, on page 139](#)

## 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

Printing... myJob  
Sheet 140 of 500

| Supplies                          |        | Finishers               |                                  |
|-----------------------------------|--------|-------------------------|----------------------------------|
| Item                              | Status | Item                    | Status                           |
| Toner Black                       | Full   | Upper tray: stapler 1   | 0 staples used since last refill |
| Open the black toner cover        |        | Upper tray: stapler 2   | 0 staples used since last refill |
| Toner Cyan                        | Full   | Lower tray: stapler 1   | 0 staples used since last refill |
| Open the cyan toner cover         |        | Lower tray: stapler 2   | 0 staples used since last refill |
| Toner Magenta                     | Full   | Booklet tray: stapler 1 | 0 staples used since last refill |
| Open the magenta toner cover      |        | Booklet tray: stapler 2 | 0 staples used since last refill |
| Toner Yellow                      | Full   |                         |                                  |
| Open the yellow toner cover       |        |                         |                                  |
| Waste toner                       |        |                         |                                  |
| Replace the waste toner container |        |                         |                                  |

Schedule Jobs Trays System

- Introduction to the Maintenance section, on page 344
- Introduction to the Setup section, on page 318
- Introduction to the Media section, on page 144





# **Chapter 5**

## **Power information**

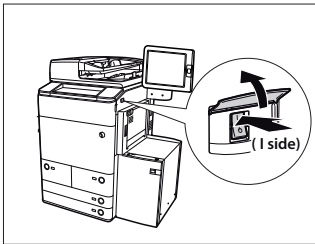
## The power buttons and power modes

### The power buttons

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

- Power switch

The power switch is located on the upper-right side of the printer. The power switch connects and disconnects the printer to and from the main power.



- 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 startup 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 $\text{⏻}$ position. There is no power consumption. The printer cannot receive or print jobs. |
| Ready      | Off          | On             | The printer is ready to print jobs.   |

| Power mode | Sleep button | Operator panel | Description  |
|------------|--------------|----------------|--|
| Low power  | On           | Off            | <p>The printer automatically enters the low-power mode after the time that was defined in the Settings Editor and no button was pressed.</p> <p>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.</p>   |
| 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> |

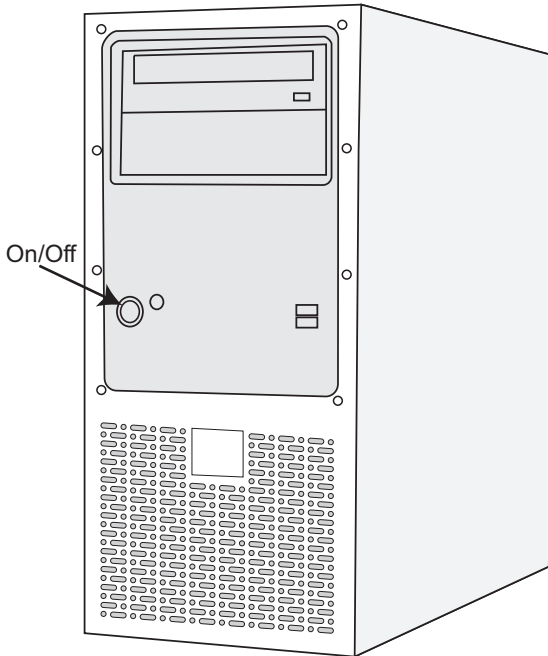
## Turn on the controller

### Introduction

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

1. The controller
2. The printer

### Illustration



[169] 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 on the printer, on page 97

# Turn on the printer

## Introduction

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

1. The controller
2. The printer

## How to turn on the printer

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

# Turn off the printer

## Introduction

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

1. The controller
2. The printer

## How to turn off the printer

1. Touch 'System' -> 'Setup' -> 'Shut down system'.
2. Select 'Shut down' to shut down the controller and printer.
3. Put the main power switch  $\phi$  on top of the main unit in the "I" position.

# 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

Printing... Job #1  
Sheet 52 of 400

**Queues**  
3 scheduled, 1 waiting

**Printed jobs**

**Copy/Scan**

**USB**  
Ready

**Queues**

Properties Delete To top Stop after job Hold Ticket Select Interrupt

**Scheduled jobs** 3 jobs, 1 selected.

| Job                 | Pages | Sets | Submitted                 | Duration | Used media                                  |
|---------------------|-------|------|---------------------------|----------|---|
| Job #1<br>Mr. Jones | 800   | 1    | May 2, 2011<br>7:37:28 AM | 0:29     | Normal A4<br>A4 80 g/m <sup>2</sup> , White |
| Job #2<br>Mr. Jones | 800   | 1    | May 2, 2011<br>7:37:45 AM | 0:33     | Normal A4<br>A4 80 g/m <sup>2</sup> , Red   |
| Job #3<br>Ms. Jones | 800   | 1    | May 2, 2011<br>7:37:59 AM | 0:33     | Normal A4<br>A4 80 g/m <sup>2</sup> , White |

**Waiting jobs** 1 job, 0 selected.

| Job                 | Pages | Sets | Submitted                 | Duration | Used media                                  |
|---------------------|-------|------|---------------------------|----------|---|
| Job #4<br>Ms. Jones | 500   | 1    | May 2, 2011<br>7:38:15 AM | 0:21     | Normal A4<br>A4 80 g/m <sup>2</sup> , White |

Schedule Jobs Trays System

[170] The jobs view

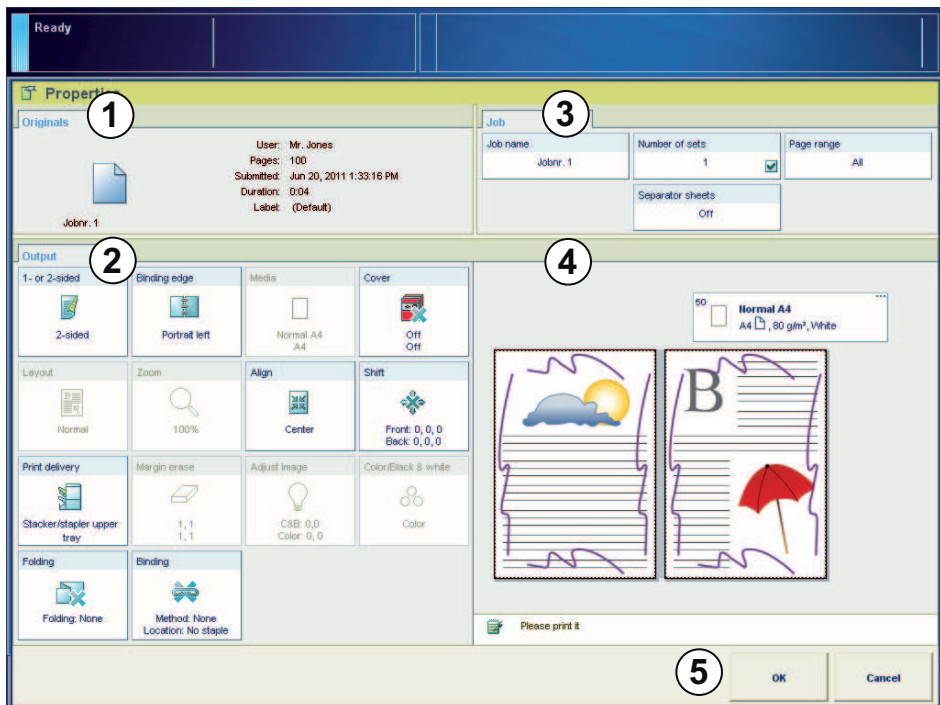
■ Description of the print job settings, on page 104

## Description of the print job settings

### Introduction

Usually, the settings for a print job is defined in PDLs, applications, printer drivers, automated workflows, or hotfolder default tickets. However, when a job has arrived on the PRISMAsync controller, you can change a number of job settings for all jobs that are currently not being printed. This section gives an overview of the print job settings that you can change using the operator panel.

### Illustration






[171] The job properties






| Number | Pane       | Description   |
|--------|------------|---|
| 1      | 'Original' | The 'Original' pane shows the settings you can define for the paper originals |
| 2      | 'Output'   | The 'Output' pane shows the settings you can define for the print job.        |

| Number | Pane           | Description  |
|--------|----------------|--|
| 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.   |

### 'Output' settings - '1- or 2-sided'

| Setting         | Values  | Description                                   |
|-----------------|---|---|
| '1- or 2-sided' | <br>'Auto'     | The automatically set value for this setting. |
|                 | <br>'1-sided'  | The output contains an image on 1 side.       |
|                 | <br>'2-sided' | The output contains an image on both sides.   |

## 'Output' settings - 'Binding edge'

| Setting        | Values   | Description  |
|----------------|--|--|
| 'Binding edge' | <br>'Auto'            | The automatically set value for this setting.  |
|                | <br>'Portrait left'   | <ul style="list-style-type: none"> <li>■ The output has a vertical format (height &gt; width).</li> <li>■ The binding edge is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>  |
|                | <br>'Portrait top'    | <ul style="list-style-type: none"> <li>■ The output has a vertical format (height &gt; width).</li> <li>■ The binding edge of the print is at the top.</li> <li>■ 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 of a 2-sided print is upside down compared to the front.</li> </ul>    |
|                | <br>'Landscape left'  | <ul style="list-style-type: none"> <li>■ The output has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the print is on the left side.</li> <li>■ When you turn a sheet over the binding edge, the text or image is in readable form.</li> </ul>   |
|                | <br>'Landscape top' | <ul style="list-style-type: none"> <li>■ The output has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the print is at the top.</li> <li>■ 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 of a 2-sided print is upside down compared to the front.</li> </ul> |

## Media



The tile is read-only.

You can change the required media for the job through the media button in the preview pane on the right side. When more than one media type has been defined for a job, a separate button for each media type is displayed.









**NOTE**

You can only change to media with the same size, for example, from A4 blue to A4 green.



**'Output' settings - 'Cover'**

| Setting | Values   | Description  |
|---------|--|--|
| 'Cover' | <br>'Front'       | 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"> <li>■ 'Both sides'</li> <li>■ 'Front side'</li> <li>■ 'Back side'</li> <li>■ 'None'</li> </ul> |
|         | <br>'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"> <li>■ 'Both sides'</li> <li>■ 'Front side'</li> <li>■ 'Back side'</li> <li>■ 'None'</li> </ul>  |



'Output' settings - 'Align'

| Setting | Values  | Description  |
|---------|---|--|
| 'Align' | <br>'Auto'           | The automatically set value for this setting.  |
|         | <br>'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. |
|         | <br>'Top center'     | 'Top center' moves the image to the centre at the top of the sheet.  |
|         | <br>'Top right'      | 'Top right' moves the image to the upper right corner of the sheet.  |
|         | <br>'Center left'   | 'Center left' moves the image to centre of the left side of the sheet.   |
|         | <br>'Center'       | 'Center' moves the image to the centre of the sheet.   |
|         | <br>'Center right' | 'Center right' moves the image to the centre of the right side of the sheet.   |
|         | <br>'Bottom left'  | 'Bottom left' moves the image to the lower left corner of the sheet.   |









| Setting | Values   | Description  |
|---------|--|--|
|         | <br>'Bottom center' | 'Bottom center' moves the image to the centre of the bottom side of the sheet. |
|         | <br>'Bottom right'  | 'Bottom right' moves the image to the lower right corner of the sheet.         |





### 'Output' settings - 'Shift'

| Setting | Values         | Description   |
|---------|----------------|---|
| 'Shift' | 'Margin shift' | <p>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.</p> <p>Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. 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.</p> |
|         | 'Image shift'  | <p>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.</p>  |






'Output' settings - 'Print delivery'

| Setting          | Values            | Description  |
|------------------|-------------------|--|
| 'Print delivery' | 'Output location' | <p>Select the output location for the 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.</p> <ul style="list-style-type: none"> <li>■ 'Stacker/stapler upper tray'<br/>Deliver the prints at the upper tray of the stacker/stapler.</li> <li>■ 'Stacker/stapler lower tray'<br/>Deliver the prints at the lower tray of the stacker/stapler.</li> <li>■ 'Stacker/stapler booklet tray'<br/>Deliver the prints at the booklet tray of the stacker/stapler.</li> <li>■ 'Folder main tray'<br/>Deliver the folded prints to the tray at the bottom of the folder.</li> </ul> |
|                  | 'Sort'            |  <p>'By page'<br/>The output is sorted by page.</p>  <p>'By set'<br/>The output is sorted by set.</p>  |
|                  | 'Offset stacking' | <p>This setting is only available when the 'Offset stacking' setting is set to 'Sets (as in job)' in the workflow profile.</p> <p>'On'<br/>Each set delivered to an output location will have a small shift on top of the previous set. This makes it easier to recognize individual sets.</p> <p>'Off'<br/>All the sets or jobs that get to an output location are stacked in a straight stack.</p>   |







| Setting | Values                                     | Description   |
|---------|--|---|
|         | 'Advanced settings' -> 'Sheet order'       |  <p>'Face up'<br/>Deliver the prints face up, first sheet on top.</p>  <p>'Face up reverse'<br/>Deliver the prints face up, last sheet on top.</p>  <p>'Face down'<br/>Deliver the prints face down, first sheet on top.</p>  <p>'Face down reverse'<br/>Deliver the prints face down, last sheet on top.</p> |
|         | 'Advanced settings' -> 'Sheet orientation' |   |


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

**'Output' settings - 'Punching'**




| Setting    | Values   | Description                                     |
|------------|--|---|
| 'Punching' | <br>'None'              | Here, you can define the number of punch holes. |
|            | <br>'2 holes'           |   |
|            | <br>'3 holes'           |   |
|            | <br>'4 holes'           |   |
|            | <br>'Die set dependent' |   |
|            | 'Location'   |   |

### 'Output' settings - 'Folding'


| Setting   | Values   | Description  |
|-----------|--|--|
| 'Folding' | <br>'None'            | Here you can define the folding method for the prints. |
|           | <br>'Half-fold'       |  |
|           | <br>'Tri-fold in'     |  |
|           | <br>'Tri-fold out'    |  |
|           | <br>'Parallel fold' |  |
|           | <br>'Z-fold'        |  |
|           |  |  |

| Setting | Values  | Description  |
|---------|---|--|
|         | <br>'Z-fold large sheets only' |  |
|         | 'Print method'  | Use the 'Print method' option to define on which side to print: <ul style="list-style-type: none"> <li>■ 'Print inside'</li> <li>■ 'Print outside'</li> </ul> Check the preview for the result of the selection. |

### 'Output' settings - 'Binding'

| Setting   | Values  | Description   |
|-----------|---|---|
| 'Binding' | 'None'  | Here you can define the required number of staples. Furthermore you can define where you want the staples with the 'Location' option.<br>The available locations for one staple: <ul style="list-style-type: none"> <li>■ 'Top left'</li> <li>■ 'Top right'</li> <li>■ 'Bottom left'</li> <li>■ 'Bottom right'</li> </ul> |
|           | <br>'1 staple'           |   |
|           | <br>'2 staples'        | The available locations for two staples: <ul style="list-style-type: none"> <li>■ 'Left edge'</li> <li>■ 'Top edge'</li> <li>■ 'Bottom edge'</li> <li>■ 'Right edge'</li> </ul>   |
|           | <br>'Saddle stitching' | Check the preview for the result of the selection.  |

## 'Output' settings - 'Trimming'

| Setting    | Values   | Description  |
|------------|--|--|
| 'Trimming' | 'None'   |  |
|            | <br>'Trim size' | Trims the long edge according to the specified value. The minimum trim size is 2 mm. |

## 'Job name'

| Setting    | Values | Description  |
|------------|--------|--|
| 'Job name' |        | By default, all print jobs are named "Print job" and include 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. |

## 'Number of sets'

| 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. |

## 'Page range'

| Setting      | Values  | Description   |
|--------------|---------|---|
| 'Page range' | 'All'   | When 'All' is selected, all pages of the job will be printed.   |
|              | 'Pages' | When 'Pages' is selected, use the 'From' and 'To' fields to indicate the first and last pages you want printed. |



**'Separator sheets'**

| Setting            | Values | Description   |
|--------------------|--------|---|
| 'Separator sheets' | 'On'   | When the 'Separator sheets' setting is enabled, a separate sheet is 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, select a media from the media catalog use as separator sheets. 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.

### Location of the 'Print now' button

The 'Print now' button is available in the 'Scheduled jobs' view.





#### 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 as soon as the current set is ready and becomes second in the list.

---


■ Give priority to a print job, on page 120

## 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 119](#)

---

## 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 125

# 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 cannot change the job settings in the list of 'Printed jobs'. This is only possible in the list of 'Waiting jobs'.
- You cannot 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'.

■ Delete print jobs, on page 128

## 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 122

# 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      |  one time | The printer stops when the currently printed set of the active print job  is completed.<br>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. |



### NOTE

When you press the 'Stop' button one time, 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.

|        |   |   |
|--------|---|---|
| A page |  two times | The printer stops when the printer buffer is empty (as soon as possible).<br>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. |
|--------|---|---|





### NOTE

When you press the 'Stop' button two times, 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.

| 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'.<br>A horizontal, red and white stop bar indicates that the stop-after-job function is active.<br>The printer stops when the selected job is completed.<br>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  two times to stop the printer as soon as possible.

### Stop the printer automatically

Automatic stop

| When  | Then  |
|---|---|
| <ul style="list-style-type: none"> <li>■ The 'Check first set' setting in a 'Workflow profile' is 'On', and</li> <li>■ The 'Check first set' setting is also enabled in the job.</li> </ul> | 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 one time to stop when the current set is completed.
2. Press  button two times 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'.                       |
| 'Jobs with available media' | Go to the correct location, then touch 'Select' -> 'Jobs with available media'. |
| 'Jobs with label'           | Go to the correct location, then touch 'Select' -> 'Jobs with label'.           |



#### 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.

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 320](#)

## 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 - 'Jobs with available media' | 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 - 'Jobs with label'           | 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 a file from a USB drive

### Introduction

You can print documents (\*.pdf, \*.ps) on a USB drive.

### How to print a file from a USB drive

1. Insert the USB drive into the USB port  at the left-hand side of the operator panel.
2. Touch 'Jobs' -> 'USB'.
3. Touch ▷ to browse through the directories on the USB drive.
4. Touch the file or files you want to print, or touch 'Select' to select multiple files.
5. Touch 'Print' to send the file to the list of 'Scheduled jobs' immediately, or
6. Touch 'Save' to save a copy of the file to another location on your printer such as the list of 'Waiting jobs'. Then you can edit the file first and print the file from the other location  
The locations you can select depend on your system configuration.



---

# 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.

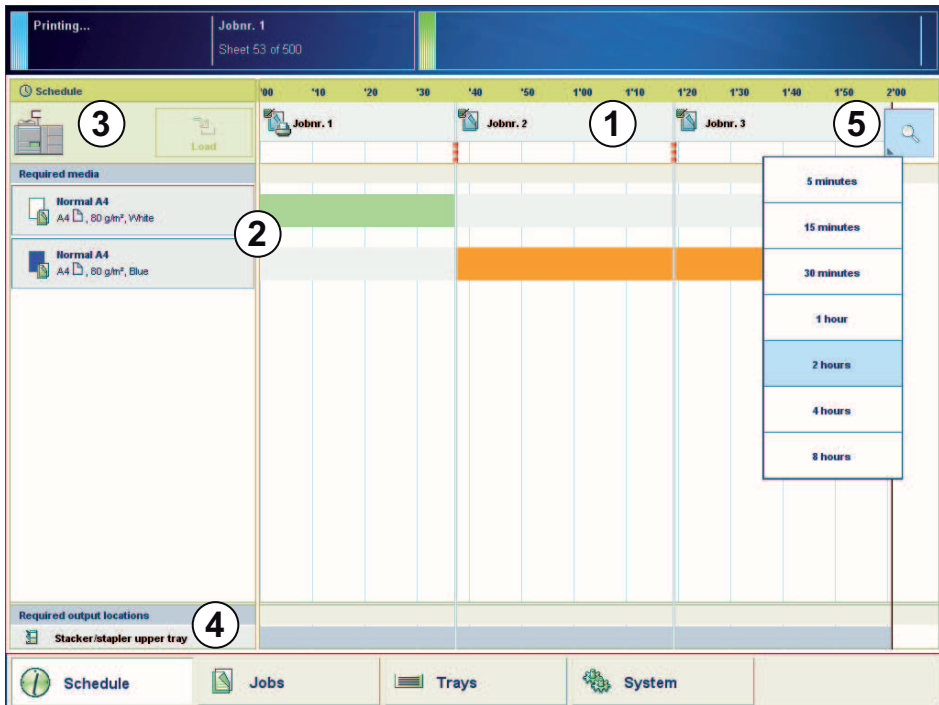
This section shows and describes the main parts of the 'Schedule'.



#### 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




[218] 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 required, but availability 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).

- 
- [Description of the Trays view, on page 139](#)
  - [Work with the workflow profiles, on page 320](#)

## 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 integrated paper trays'* on page 237
  - *'Load the media into the paper module'* on page 245
  - *'Load the media into the bulk paper modules'* on page 257

## 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.

---

■ [Description of the Trays view, on page 139](#)

## 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.

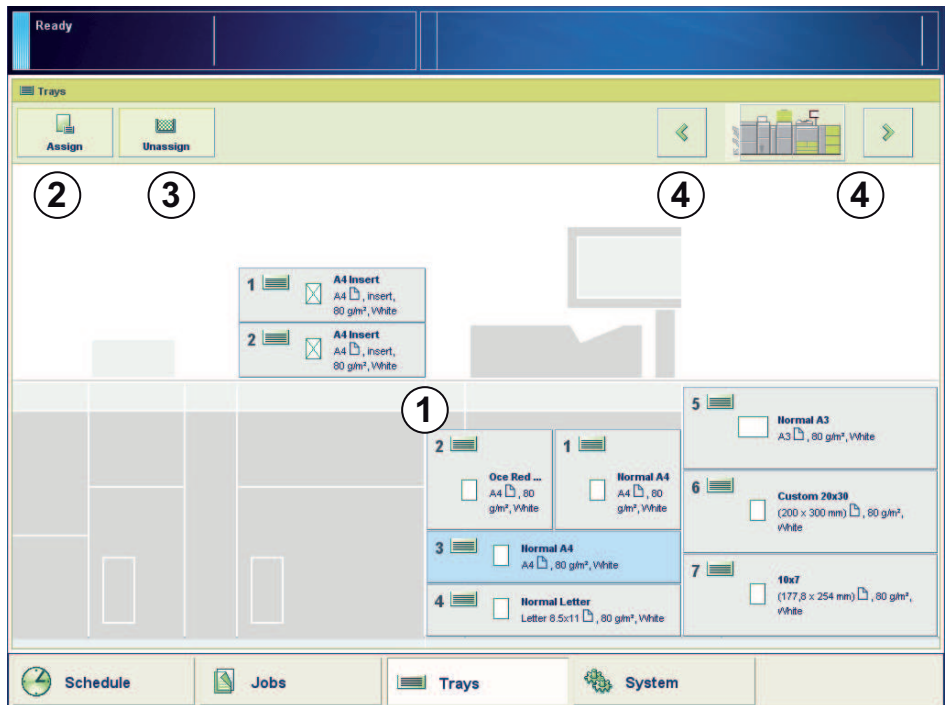
This section describes the items of the 'Trays' view.



#### NOTE

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

### Illustration



[222] Example of a configuration with 1 paper module

## The items of the 'Trays' view

Description of the 'Trays' view

| Number | 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  |
| <p> <b>NOTE</b><br/>Each line indicates the presence of about 100 sheets</p> |   |
|    | 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 small icons indicate A4/Letter or A4/Letter-like media. The large icons indicate A3/Ledger or A3/Ledger-like media. When you defined a color for a media, the icon can have that color |
|  | 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)   |

- [Overview of the machine configuration, on page 16](#)
- [The paper module, on page 19](#)
- [Bulk paper modules, on page 21](#)
- [Load the media using the Schedule view, on page 137](#)
- [Load the media using the Trays view, on page 142](#)

## 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 integrated paper trays' on page 237](#)
  - ['Load the media into the paper module' on page 245](#)
  - ['Load the media into the bulk paper modules' on page 257](#)
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.

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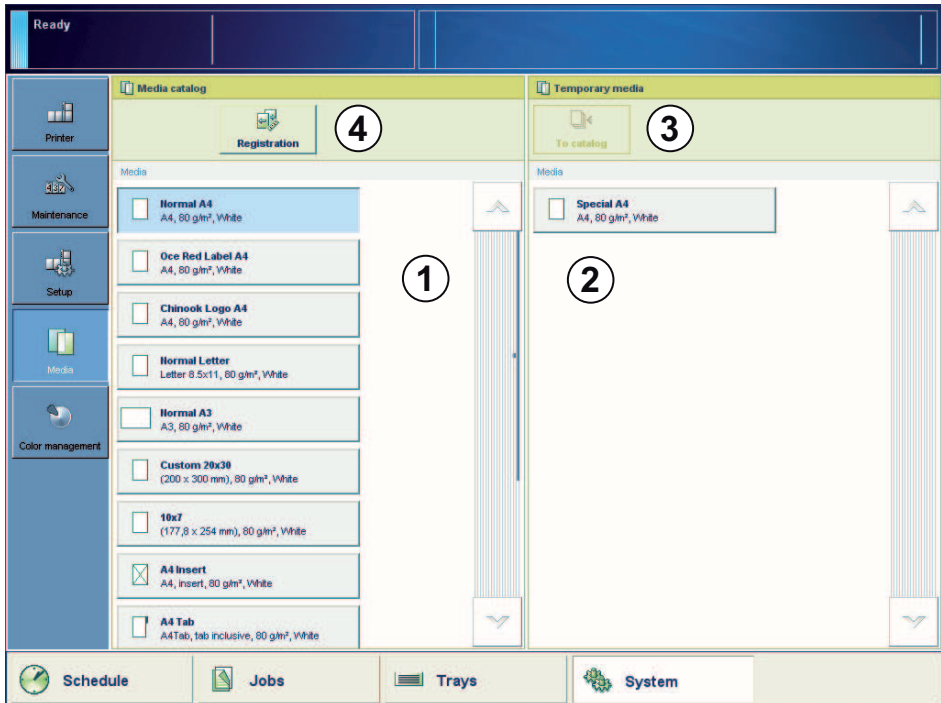
■ [Load the media using the Schedule view, on page 137](#)

# Introduction to the 'Media' section

## Introduction

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

## Overview of the 'Media' section



[229] 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      | 'Registration' button | Perform a media registration to position the image at the exact position of the media. |

- 
- [Description of the Trays view, on page 139](#)
  - [Add temporary media to the Media catalog , on page 148](#)

## 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
- 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'

### 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.



## Perform a media registration

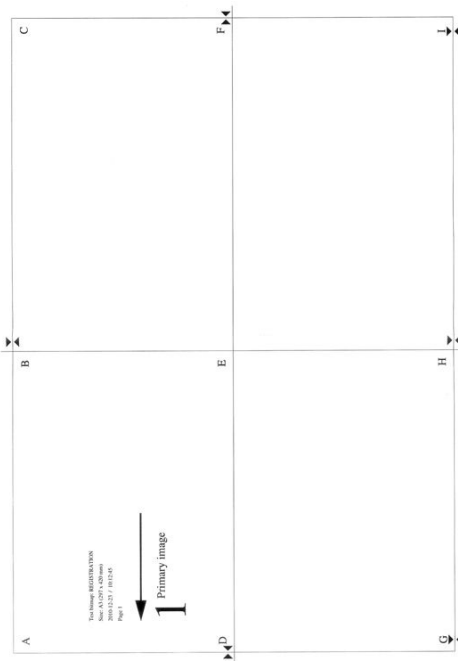
### Introduction

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'.

### Required tool

- Ruler

### Illustration



[230] 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 windows 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.

---

# 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 two times).

3. Touch 'Properties', or touch the job two times 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'
- 'As in job'

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 'As in job'.

### 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 cannot 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 320](#)

## 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 two times).

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

---


■ [Introduction to automated workflows, on page 331](#)

## 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 65 536 (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"> <li>■ 'On' - each set will be shifted compared to the previous set, or</li> <li>■ 'Off' - all sets are delivered in 1 straight stack.</li> </ul>   |
| '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 have stopped the printer (press the 'Stop' button two times).

3. Touch 'Properties' - or touch the job two times to open the 'Properties' window.

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



### NOTE

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

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

- 
- [Work with the workflow profiles, on page 320](#)
  - [Introduction to automated workflows, on page 331](#)



## 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"><li>■ Change a number of job settings.</li><li>■ Change the order of the jobs in the bundle.</li></ul>   |
| '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' -> 'Jobs with label' 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 128
  - Print a job ticket, on page 124
  - Make a proof, on page 125

---

# 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 have stopped the printer (press the 'Stop' button two times).

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. Press '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 two times).

3. Touch 'Properties', or touch the job two times 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 two times).

3. Touch 'Properties', or touch the job two times 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 cannot 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.

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 cannot 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 164](#)

## 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 two times).

3. Touch 'Properties', or touch the job two times 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 163

## 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'              | <p>Change the sorting method of the prints. You can select sort 'By page' or 'By set'.</p>  <p>[231] Sort by page</p>  <p>[232] Sort by set</p>   |
| '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 'Sets (as in job)'.  |
| '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 two times).

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 155](#)

## 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 two times).

3. Touch 'Properties', or touch the job two times 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

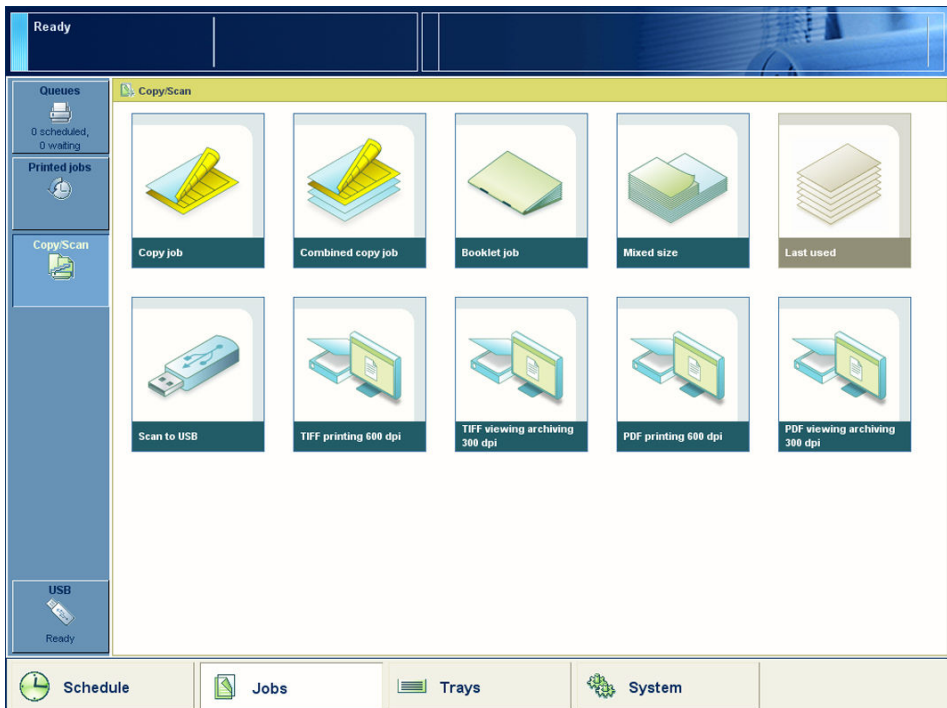
### Introduction

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



[233] 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.<br>When you select this template, the possibility to add subsets is already displayed.   |
| 'Booklet job'  | Create booklets from paper originals.<br>When you select this template: <ul style="list-style-type: none"> <li>■ The 'Layout' setting is set to 'Booklet', and</li> <li>■ The 'Media' setting is set to A3 / 11" x 17", because the system assumes you want to create booklets of A4 / LTR originals.</li> </ul> |
| 'Mixed size'   | 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 207

■ Work with the workflow profiles, on page 320

## Description of the copy job settings

### Introduction

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

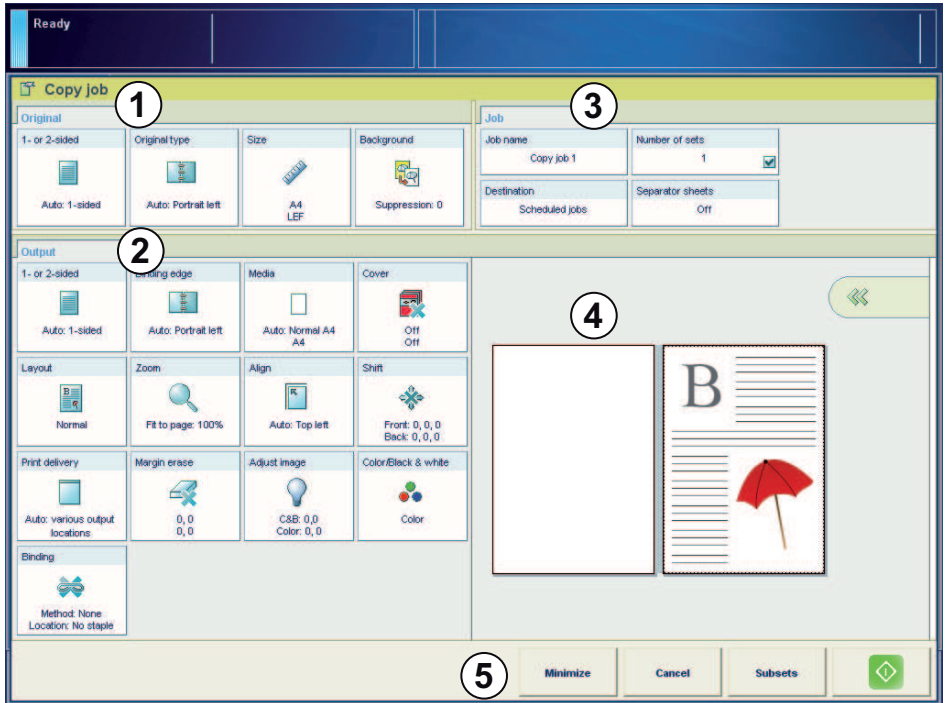
- The characteristics of the paper originals
- The characteristics of the output
- Generic settings that apply to the whole job.

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








[234] 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      | 'Output'       | The 'Output' pane shows the settings you can define for the copy.  |
| 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 - '1- or 2-sided'

| Setting         | Values   | Description   |
|-----------------|--|---|
| '1- or 2-sided' |               | The automatically set value for this setting.                   |
|                 | <br>'1-sided' | Only the front side contains an image or text.                  |
|                 | <br>'2-sided' | Both the front side and the back side contain an image or text. |

## 'Original' settings - 'Original type'

| Setting          | Values   | Description   |
|------------------|--|---|
| 'Original type'  |                       | The automatically set value for this setting.   |
| 'Portrait left'  | <br>'Portrait left'   | <ul style="list-style-type: none"> <li>■ The original has a vertical format (height &gt; width).</li> <li>■ The binding edge is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>                   |
| 'Portrait top'   | <br>'Portrait top'    | <ul style="list-style-type: none"> <li>■ The original has a vertical format (height &gt; width).</li> <li>■ The binding edge of the original is at the top.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>              |
| 'Landscape left' | <br>'Landscape left'  | <ul style="list-style-type: none"> <li>■ The original has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the original is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul> |
| 'Landscape top'  | <br>'Landscape top' | <ul style="list-style-type: none"> <li>■ The original has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the original is at the top.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.</li> </ul>       |




### 'Original' settings - 'Size'

| Setting | Values  | Description  |
|---------|---|--|
| 'Size'  | <br>A4, A3, Letter, Ledger, etc.   | Original in the ADF or on the glass plate: <ul style="list-style-type: none"><li>■ Automatic size detection, or</li><li>■ Enter the media format of the original. 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'.</li></ul> |
|         | <br>'Portrait'<br><br>'Landscape' | <ul style="list-style-type: none"><li>■ Automatic orientation detection, or</li><li>■ Indicate the orientation of nonstandard size media</li></ul>   |






### 'Original' settings - 'Background suppression'

You can use the 'Background suppression' to print a uniform background. For example to suppress unwanted spots.

**'Output' settings - '1- or 2-sided'**

| Setting         | Values   | Description                                   |
|-----------------|--|---|
| '1- or 2-sided' | <br>'Auto'    | The automatically set value for this setting. |
|                 | <br>'1-sided' | The output contains an image on 1 side.       |
|                 | <br>'2-sided' | The output contains an image on both sides.   |



'Output' settings - 'Binding edge'

| Setting        | Values   | Description  |
|----------------|--|--|
| 'Binding edge' | <br>'Auto'            | The automatically set value for this setting.  |
|                | <br>'Portrait left'   | <ul style="list-style-type: none"> <li>■ The output has a vertical format (height &gt; width).</li> <li>■ The binding edge is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>  |
|                | <br>'Portrait top'    | <ul style="list-style-type: none"> <li>■ The output has a vertical format (height &gt; width).</li> <li>■ The binding edge of the print is at the top.</li> <li>■ 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 of a 2-sided print is upside down compared to the front.</li> </ul>    |
|                | <br>'Landscape left'  | <ul style="list-style-type: none"> <li>■ The output has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the print is on the left side.</li> <li>■ When you turn a sheet over the binding edge, the text or image is in readable form.</li> </ul>   |
|                | <br>'Landscape top' | <ul style="list-style-type: none"> <li>■ The output has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the print is at the top.</li> <li>■ 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 of a 2-sided print is upside down compared to the front.</li> </ul> |






**'Output' settings - 'Media'**

| Setting | Values                                    | Description  |
|---------|---|--|
| 'Media' | Names of the media in the media catalogue | Here you can select the media for the copy job. The list displays all the media that are available in the media catalogue. The media catalog is a list of media that you can define in the Settings Editor application on the PRISMAsync controller. |

**'Output' settings - 'Cover'**

| Setting | Values  | Description  |
|---------|---|--|
| 'Cover' | <br>'Front'        | 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"> <li>■ 'Both sides'</li> <li>■ 'Front side'</li> <li>■ 'Back side'</li> <li>■ 'None'</li> </ul> |
|         | <br>'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"> <li>■ 'Both sides'</li> <li>■ 'Front side'</li> <li>■ 'Back side'</li> <li>■ 'None'</li> </ul>  |

## 'Output' settings - 'Layout'









| Setting  | Values   | Description   |
|----------|--|---|
| 'Layout' | <br>'Normal'            | The machine prints the pages with no special layout settings.   |
|          | <br>'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.   |
|          | <br>'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 copy A4/LTR originals with the 'Same up' and 'Images per sheet' settings at 2, the printer automatically prints the job on A3/11" x 17", for example. When you cut A3/11" x 17" sheets in two, you get two identical A4/LTR copies of your document. To reduce your A4/LTR originals to A5/STMT prints, you can use the zoom function or select another media type.</p> |
|          | <br>'Multiple up'      | The machine prints multiple consecutive images on 1 side of a sheet, next to each other.  |
|          | <br>'Same-up flipped' | The printer prints the same image twice on one side of a sheet, but one image is upside down compared to the other.   |
|          | 'Images per sheet'   | Here, you can select the number of images you want to print when you select 'Same up' or 'Multiple up'.   |





**'Output' settings - 'Zoom'**



| Setting | Values        | Description  |
|---------|---------------|--|
| 'Zoom'  | 'Fit to page' | When 'Fit to page' is 'On', the image is resized so it fits onto the page.<br>When 'Fit to page' is 'Off', the original size of the image is maintained. |
|         | 'Percent'     | Use the + and - buttons to reduce or enlarge the size of the image (from 25% to 400%). The preview pane immediately shows the results of your action.    |

'Output' settings - 'Align'



| Setting | Values  | Description  |
|---------|---|--|
| 'Align' | <br>'Auto'           | The automatically set value for this setting.  |
|         | <br>'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. |
|         | <br>'Top center'     | 'Top center' moves the image to the centre at the top of the sheet.  |
|         | <br>'Top right'      | 'Top right' moves the image to the upper right corner of the sheet.  |
|         | <br>'Center left'   | 'Center left' moves the image to centre of the left side of the sheet.   |
|         | <br>'Center'       | 'Center' moves the image to the centre of the sheet.   |
|         | <br>'Center right' | 'Center right' moves the image to the centre of the right side of the sheet.   |
|         | <br>'Bottom left'  | 'Bottom left' moves the image to the lower left corner of the sheet.   |





| Setting | Values   | Description  |
|---------|--|--|
|         | <br>'Bottom center' | 'Bottom center' moves the image to the centre of the bottom side of the sheet. |
|         | <br>'Bottom right'  | 'Bottom right' moves the image to the lower right corner of the sheet.         |





### 'Output' settings - 'Shift'

| Setting | Values         | Description   |
|---------|----------------|---|
| 'Shift' | 'Margin shift' | <p>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.</p> <p>Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. 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.</p> |
|         | 'Image shift'  | <p>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.</p>  |

## 'Output' settings - 'Print delivery'

| Setting          | Values            | Description  |
|------------------|-------------------|--|
| 'Print delivery' | 'Output location' | <p>Select the output location for the 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.</p> <ul style="list-style-type: none"> <li>■ 'Stacker/stapler upper tray'<br/>Deliver the prints at the upper tray of the stacker/stapler.</li> <li>■ 'Stacker/stapler lower tray'<br/>Deliver the prints at the lower tray of the stacker/stapler.</li> <li>■ 'Stacker/stapler booklet tray'<br/>Deliver the prints at the booklet tray of the stacker/stapler.</li> <li>■ 'Folder main tray'<br/>Deliver the folded prints to the tray at the bottom of the folder.</li> </ul> |
|                  | 'Sort'            | <p><br/>'By page'<br/>The output is sorted by page.</p> <p><br/>'By set'<br/>The output is sorted by set.</p>  |
|                  | 'Offset stacking' | <p>This setting is only available when the 'Offset stacking' setting is set to 'Sets (as in job)' in the workflow profile.</p> <p>'On'<br/>Each set delivered to an output location will have a small shift on top of the previous set. This makes it easier to recognize individual sets.</p> <p>'Off'<br/>All the sets or jobs that get to an output location are stacked in a straight stack.</p>   |

| Setting | Values                                     | Description   |
|---------|--|---|
|         | 'Advanced settings' -> 'Sheet order'       |  <p>'Face up'<br/>Deliver the prints face up, first sheet on top.</p>  <p>'Face up reverse'<br/>Deliver the prints face up, last sheet on top.</p>  <p>'Face down'<br/>Deliver the prints face down, first sheet on top.</p>  <p>'Face down reverse'<br/>Deliver the prints face down, last sheet on top.</p> |
|         | 'Advanced settings' -> 'Sheet orientation' |   |

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



**'Output' settings - 'Margin erase'**

| Setting        | Values         | Description  |
|----------------|----------------|--|
| 'Margin erase' | 'Binding edge' | 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 'Binding edge' 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. |

**'Output' settings - 'Adjust image'**






| Setting        | Values                                 | Description  |
|----------------|--|--|
| 'Adjust image' | 'Describe original'<br>'Describe copy' | The Adjust Image setting allows you to define the copy and scan quality manually. Depending on the situation you can describe the original or copy/scan. <ul style="list-style-type: none"> <li>■ If the original is unsatisfactory, enter a description.</li> <li>■ If the original is OK, but you want a different copy or scan, describe the copy.</li> </ul> |
|                | '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.  |
|                | 'Color'                                | With the 'Color' setting, describe the color of the original or copy.  |

### 'Output' settings - 'Color/Black & white'







| Setting               | Values   | Description  |
|-----------------------|--|--|
| 'Color/Black & white' | <br>'Black and white' | Here, choose to print in color or black and white. |
|                       | <br>'Color'           |  |




**'Output' settings - 'Punching'**




| Setting    | Values   | Description                                     |
|------------|--|---|
| 'Punching' | <br>'None'              | Here, you can define the number of punch holes. |
|            | <br>'2 holes'           |   |
|            | <br>'3 holes'           |   |
|            | <br>'4 holes'           |   |
|            | <br>'Die set dependent' |   |
|            | 'Location'   |   |

### 'Output' settings - 'Folding'


| Setting   | Values   | Description  |
|-----------|--|--|
| 'Folding' | <br>'None'            | Here you can define the folding method for the prints. |
|           | <br>'Half-fold'       |  |
|           | <br>'Tri-fold in'     |  |
|           | <br>'Tri-fold out'    |  |
|           | <br>'Parallel fold' |  |
|           | <br>'Z-fold'        |  |

| Setting | Values  | Description  |
|---------|---|--|
|         | <br>'Z-fold large sheets only' |  |
|         | 'Print method'  | Use the 'Print method' option to define on which side to print: <ul style="list-style-type: none"> <li>■ 'Print inside'</li> <li>■ 'Print outside'</li> </ul> Check the preview for the result of the selection. |

### 'Output' settings - 'Binding'

| Setting   | Values  | Description   |
|-----------|---|---|
| 'Binding' | 'None'  | Here you can define the required number of staples. Furthermore you can define where you want the staples with the 'Location' option.<br>The available locations for one staple: <ul style="list-style-type: none"> <li>■ 'Top left'</li> <li>■ 'Top right'</li> <li>■ 'Bottom left'</li> <li>■ 'Bottom right'</li> </ul> |
|           | <br>'1 staple'           |   |
|           | <br>'2 staples'        | The available locations for two staples: <ul style="list-style-type: none"> <li>■ 'Left edge'</li> <li>■ 'Top edge'</li> <li>■ 'Bottom edge'</li> <li>■ 'Right edge'</li> </ul>   |
|           | <br>'Saddle stitching' | Check the preview for the result of the selection.  |

## 'Output' settings - 'Trimming'

| Setting    | Values   | Description  |
|------------|--|--|
| 'Trimming' | 'None'   |  |
|            | <br>'Trim size' | Trims the long edge according to the specified value. The minimum trim size is 2 mm. |

## 'Job name'

| Setting    | Values | Description  |
|------------|--------|--|
| 'Job name' |        | By default, all print jobs are named "Print job" and include 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. |

## 'Number of sets'

| 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'

| Setting       | Values           | Description  |
|---------------|------------------|--|
| '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 or 'Waiting jobs' in the 'Jobs' view.   |

**'Separator sheets'**

| Setting            | Values | Description   |
|--------------------|--------|---|
| 'Separator sheets' | 'On'   | When the 'Separator sheets' setting is enabled, a separate sheet is 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, select a media from the media catalog use as separator sheets. 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.  |

## Feeding originals into the ADF

### Introduction

Use the feeder when you want to copy several originals at the same time. The printer automatically feeds the originals onto the glass plate and scans them. The size of the original is automatically detected, and the document is scanned. The printer cannot always detect the size of the original if it is nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. Two-sided originals can also be scanned as two-sided documents. You can place the following originals into the ADF:

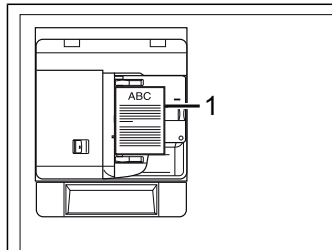
- **Weight:**  
One-sided scanning: 38 to 220 g/m<sup>2</sup> / 10 lb bond to 80 lb cover  
Two-sided scanning: 50 to 220 g/m<sup>2</sup> / 13 lb bond to 80 lb cover  
(However, if you are scanning in color, 64 to 220 g/m<sup>2</sup> / 17 lb bond to 80 lb cover paper can be used for both 1-sided and 2-sided scanning)
- **Size:**  
A3, B4, A4, A4R, B5, B5R, A5, A5R, and B6R  
11" × 17", LGL, LTR, LTRR, STMT, or STMTR
- **Tray Capacity:**  
300 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond)



#### IMPORTANT

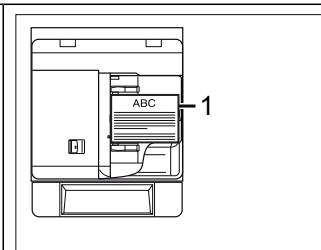
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals, originals with sharp folds, clipped or stapled originals
  - 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.
- Always smooth out any folds in your originals before placing them into the feeder.

## Orientation



[299] Vertical placement

1 Place the original face up



[300] Horizontal placement

1 Place the original face up

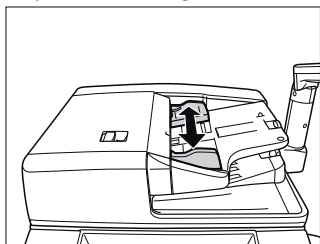


## NOTE

- A4, A5, B5, LTR, and STMT originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than that of vertically placed originals.
- Horizontally placed A4, A5, B5, LTR, and STMR originals are referred to as A4R, A5R, B5R, LTRR, and STMTR.
- A3, B4, 11" × 17", and LGL originals must be placed horizontally.

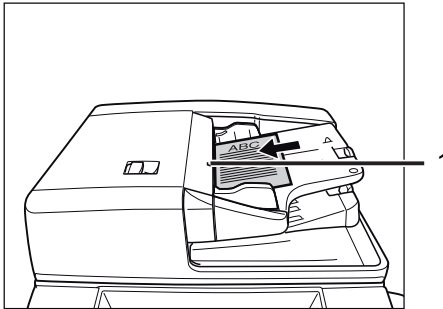
## Feeding originals to the ADF

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



2. Neatly place your originals, with the side to be copied face up, into the original supply tray.

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.

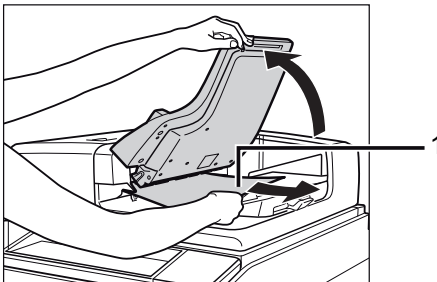


[302] Original Set indicator (1)



**IMPORTANT**

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



[303] Original output area (1)



**NOTE**

- When enlarging an A4/B5/LTR/STMT original onto A3/B4/11" X 17"/LGL 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

Use the glass plate when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. Also, place originals onto the glass plate when you want to copy an A3/11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. The size of the original is automatically detected, and the document is scanned. The printer cannot always detect the size of the original if it is nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original.

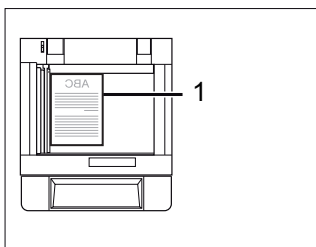


#### NOTE

The printer automatically detects the size of the following originals:

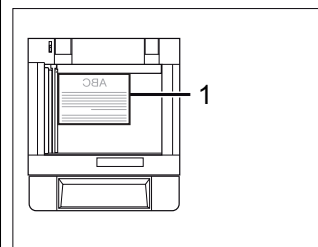
- A3, B4, A4, A4R, B5, A5, B5R, and B6.
- 11" x 17", LGL, LTR, LTRR, STMT, and STMTR.

#### Orientation



[304] Vertical placement

1 Place the original face down.

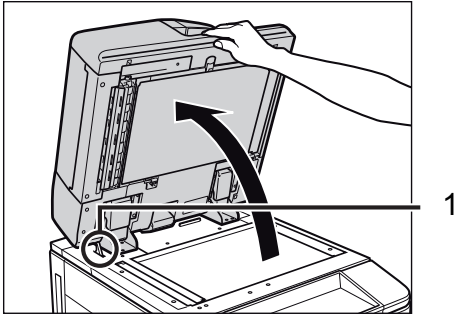


[305] Horizontal placement

1 Place the original face down.

## Put originals on the glass plate

1. Lift the feeder.



[306] Sensor (1)

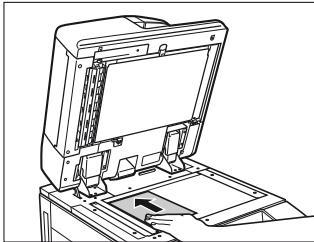
1: Sensor



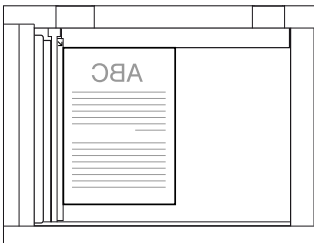
### IMPORTANT

This printer is equipped with an Open/Close sensor on the feeder (see circled area in the above illustration). When placing originals onto the glass plate, lift the feeder approximately 300 mm/11 7/8" so that the sensor detaches from the feeder. If the sensor does not detach from the feeder, the size of the originals may not be detected correctly.

2. Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the glass plate (by the arrow in the upper-left corner).

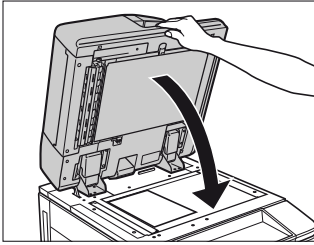


Place books and other bound originals onto the glass plate in the same way.

**NOTE**

When you are enlarging an A4/B5/A5/LTR/STMT original onto A3/B/ 11" x 17"/LGL paper, place the original horizontally onto the glass plate, and align it with the A4R/B5R/A5R/LTRR/STMTR marks.

3. Gently close the feeder.

**CAUTION**

- Close the feeder gently to avoid getting your hands caught, as this may result in personal injury.
- Do not press down hard on the feeder when using the glass plate to make copies of thick books. Doing so may damage the glass plate and result in personal injury.
- Be aware that the light emitted from the glass plate may be very bright when closing the feeder.

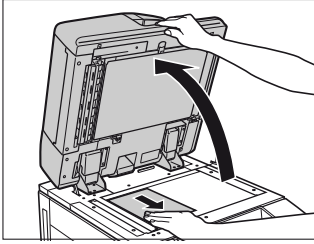
**IMPORTANT**

If you are placing the original onto the glass plate, the size of the original is detected after the feeder is closed. Be sure to close the feeder before copying.



**NOTE**


Remove the original from the glass plate when scanning is complete.



# 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/m<sup>2</sup> 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. 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 / LTR original on an A3 / 11" x 17" sheet. The system enlarges the image
- Copy an A3 / 11" x 17" original on an A4 / LTR sheet. The system reduces the image
- Copy an A4 / LTR original with a small illustration on an A4 / LTR 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 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**

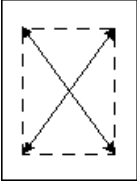
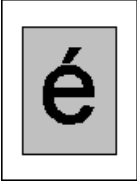
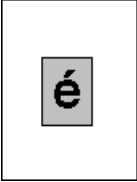



The zoom function works identical for both copy jobs and scan jobs.

## 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.



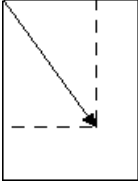
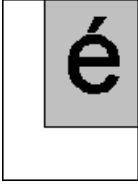
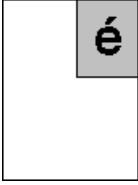



Scan from the automatic document feeder using the zoom function

| Illustration  | Description  |
|---|--|
|    | <p>The original is placed face up and in readable form into the automatic document feeder.<br/>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<br/>The center of the image is fixed.</p>   |  |
|   | <p>Result of a scan with a 200% zoom factor.</p>   |
| <p> NOTE<br/>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.<br/>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<br/>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<br/>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.

- A5, A5R, A4, A4R, A3, B5, B5R, and B4
- LGL, LTR, STML, 13" x 19.2" (330.2 x 487.7 mm), 12" x 18" (305 x 457 mm), and 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' .

## Adjust the image to improve the copy and scan quality

### Introduction

The 'Adjust image' setting enables you to define the copy and scan quality manually. Depending on the situation, you can describe the original or the copy/scan.

### Adjust the image to improve the copy and scan quality

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. Press 'Adjust image'.  
A window opens.
4. Determine if you need to describe the original or the copy/scan.
  - If the original is not okay, describe the original.
  - If the original is okay, but you want a different copy or scan, describe the copy.
5. If required, adjust the following settings.
  - 'Brightness'
  - 'Contrast'
  - 'Color'
6. Press 'OK'.



# **Chapter 8**

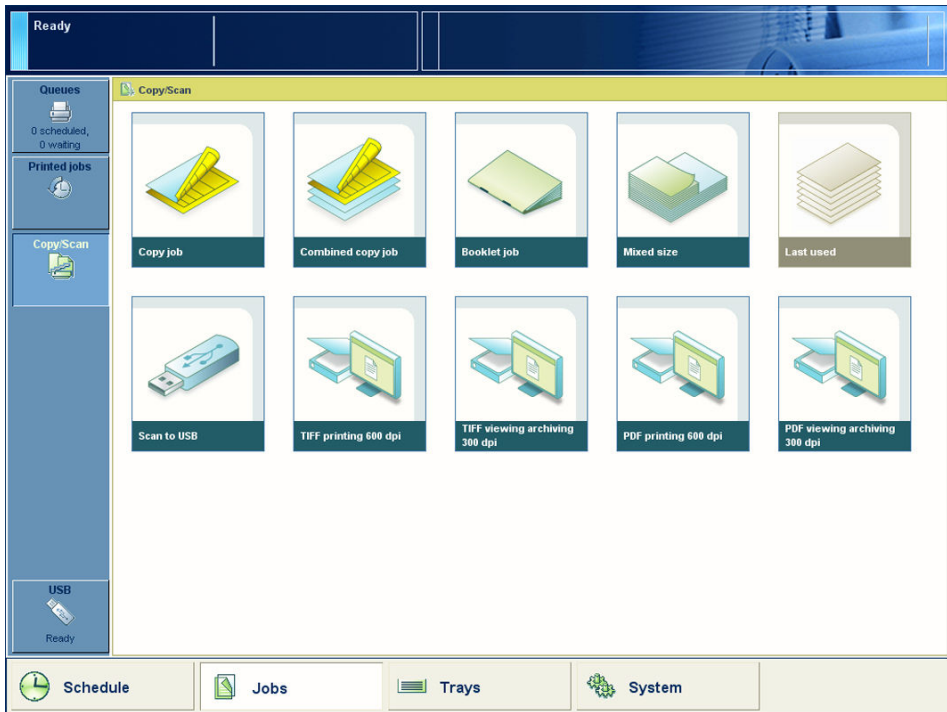
## **Scan jobs**

# 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



[319] The scan profiles at the lower row

## The factory default profiles

Overview of the scan profiles

| Template               | When to use                              |
|------------------------|--|
| 'Scan to USB'          | Scan to the USB stick                    |
| TIFF printing          | Scan for printing purposes.              |
| TIFF viewing archiving | Scan for viewing and archiving purposes. |

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

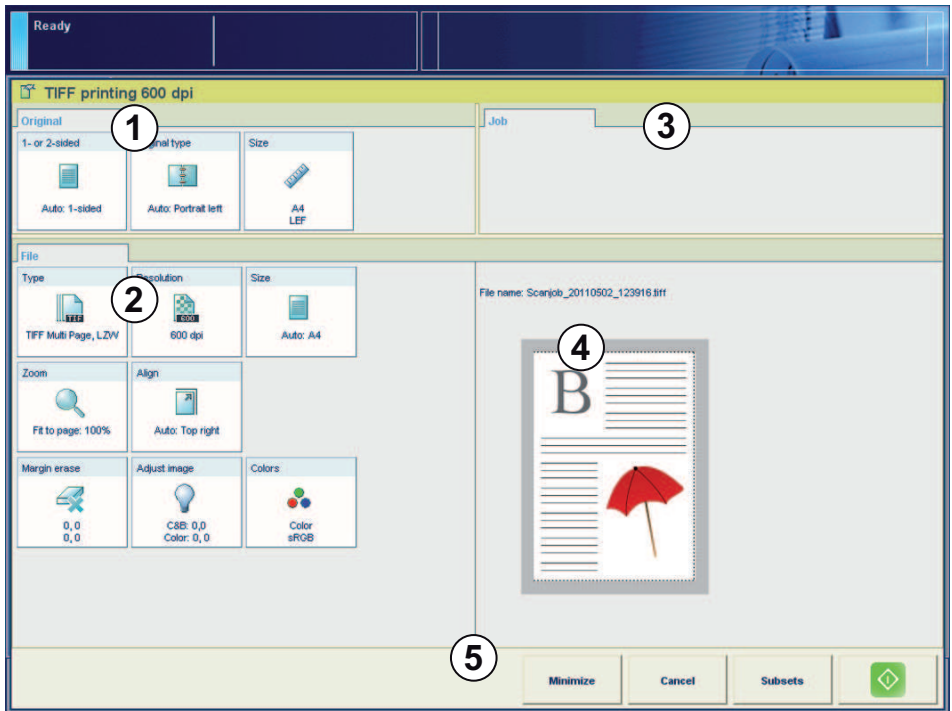
## Description of the scan job settings

### 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








[320] 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 - '1- or 2-sided'

| Setting         | Values   | Description   |
|-----------------|--|---|
| '1- or 2-sided' |               | The automatically set value for this setting.                   |
|                 | <br>'1-sided' | Only the front side contains an image or text.                  |
|                 | <br>'2-sided' | Both the front side and the back side contain an image or text. |

## 'Original' settings - 'Original type'

| Setting          | Values   | Description   |
|------------------|--|---|
| 'Original type'  |                       | The automatically set value for this setting.   |
| 'Portrait left'  | <br>'Portrait left'   | <ul style="list-style-type: none"> <li>■ The original has a vertical format (height &gt; width).</li> <li>■ The binding edge is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>                   |
| 'Portrait top'   | <br>'Portrait top'    | <ul style="list-style-type: none"> <li>■ The original has a vertical format (height &gt; width).</li> <li>■ The binding edge of the original is at the top.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul>              |
| 'Landscape left' | <br>'Landscape left'  | <ul style="list-style-type: none"> <li>■ The original has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the original is at the left-hand side.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.</li> </ul> |
| 'Landscape top'  | <br>'Landscape top' | <ul style="list-style-type: none"> <li>■ The original has a horizontal format (width &gt; height).</li> <li>■ The binding edge of the original is at the top.</li> <li>■ When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.</li> </ul>       |

### 'Original' settings - 'Size'








| Setting | Values  | Description   |
|---------|---|---|
| 'Size'  | <br>A4, A3, Letter, Ledger, etc.   | Original in the ADF or on the glass plate: <ul style="list-style-type: none"> <li>■ Automatic size detection, or</li> <li>■ Enter the media format of the original. 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'.</li> </ul> |
|         | <br>'Portrait'<br><br>'Landscape' | <ul style="list-style-type: none"> <li>■ Automatic orientation detection, or</li> <li>■ Indicate the orientation of nonstandard size media</li> </ul>   |

### 'Original' settings - 'Background suppression'


You can use the 'Background suppression' to print a uniform background. For example to suppress unwanted spots.



## 'File' settings - 'Type'

| Setting   | Values   | Description   |
|---|--|---|
| 'Type'  | 'Format'   | <p>Select the required format.</p>  <p>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.</p>  <p>Select the 'TIFF Multi Page' format when you require multiple pages in a general format compatible with a range of graphical applications.</p>  <p>Select the 'JPEG' format when you require a general format, compatible with a range of graphical applications.</p>  <p>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.</p> |
|   | <br>'Compression' | Define the compression factor to reduce the file size.  |
|  | NOTE   | A higher compression factor results in a scan with lower quality.   |
|   | 'Quality'  | Define the quality factor to reduce the file size.  |
|  | NOTE   | A higher quality factor results in a scan with a larger file size.  |

### 'File' settings - 'Resolution'

| Setting      | Values   | Description   |
|--------------|--|---|
| 'Resolution' | <br>'600 dpi' | Select a value from the list, from 150 dpi (lowest resolution) to 600 dpi (highest resolution).<br>To give you an indication of what value to choose: <ul style="list-style-type: none"><li>■ Select 150 dpi when you want to generate a very small file.</li><li>■ Select 300 dpi when you want to view or archive the generated file.</li><li>■ Select 600 dpi when you want to print or edit the generated file.</li></ul> |









### 'File' settings - 'Size'



| Setting | Values  | Description                                  |
|---------|---|--|
| 'Size'  | All media sizes that the media catalog supports | Select the media size of the resulting file. |

### 'File' settings - 'Zoom'



| Setting | Values        | Description  |
|---------|---------------|--|
| 'Zoom'  | 'Fit to page' | When 'Fit to page' is 'On', the image is resized so it fits onto the page.<br>When 'Fit to page' is 'Off', the original size of the image is maintained. |
|         | 'Percent'     | Use the + and - buttons to reduce or enlarge the size of the image (from 25% to 400%). The preview pane immediately shows the results of your action.    |

**'File' settings - 'Align'**

| Setting | Values  | Description  |
|---------|---|--|
| 'Align' | <br>'Auto'           | The automatically set value for this setting.  |
|         | <br>'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. |
|         | <br>'Top center'     | 'Top center' moves the image to the centre at the top of the sheet.  |
|         | <br>'Top right'      | 'Top right' moves the image to the upper right corner of the sheet.  |
|         | <br>'Center left'   | 'Center left' moves the image to centre of the left side of the sheet.   |
|         | <br>'Center'       | 'Center' moves the image to the centre of the sheet.   |
|         | <br>'Center right' | 'Center right' moves the image to the centre of the right side of the sheet.   |
|         | <br>'Bottom left'  | 'Bottom left' moves the image to the lower left corner of the sheet.   |

| Setting | Values   | Description  |
|---------|--|--|
|         | <br>'Bottom center' | 'Bottom center' moves the image to the centre of the bottom side of the sheet. |
|         | <br>'Bottom right'  | 'Bottom right' moves the image to the lower right corner of the sheet.         |





### 'File' settings - 'Margin erase'

| Setting | Values         | Description  |
|---------|----------------|--|
| '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. Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. 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.   |

**'File' settings - 'Adjust image'**

| Setting        | Values                                 | Description  |
|----------------|--|--|
| 'Adjust image' | 'Describe original'<br>'Describe copy' | The Adjust Image setting allows you to define the copy and scan quality manually. Depending on the situation you can describe the original or copy/scan. <ul style="list-style-type: none"> <li>■ If the original is unsatisfactory, enter a description.</li> <li>■ If the original is OK, but you want a different copy or scan, describe the copy.</li> </ul> |
|                | '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.  |
|                | 'Color'                                | With the 'Color' setting, describe the color of the original or copy.  |

'File' settings - 'Color/Black & white'


| Setting   | Values          | Description  |
|---|-----------------|--|
| 'Color/Black & white'   | 'Colors'        |  <p>'Black and white'<br/>Select this setting to make black &amp; white scans.</p>  |
|   |                 |  <p>'Grayscale'<br/>Select this setting to make grayscale scans. When you select this option, the 'Image type' and 'Zoom' functions are disabled. The file type automatically changes into the preferred settings.</p>  |
|   |                 |  <p>'Color'<br/>Select this setting to make color scans.</p>  |
|  <p><b>NOTE</b><br/>To make color scans, the color scanning option must be licensed.</p> |                 |  |
|   | 'Color profile' | <ul style="list-style-type: none"> <li>■ 'sRGB'<br/>Select 'sRGB' for a smaller color gamut with smaller differences between consecutive colors. The 'sRGB' setting reduces the risk of banding.</li> <li>■ 'AdobeRGB'<br/>Select 'AdobeRGB' for a bigger color gamut with bigger differences between consecutive colors. The 'AdobeRGB' setting increases the risk of banding.</li> </ul> |

■ Scan to file, on page 227

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## 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.

## Scan to USB

### How to use the Scan-to-USB function

1. Insert a USB drive into the USB port on the left side of the operator panel.
2. Place the originals face up into the ADF, or place 1 original face down on the glass plate.
3. Touch 'Jobs' -> 'Copy/Scan' -> 'Scan to USB'.  
The job window opens.
4. Change the settings for the original and the file.
5. Touch 'Job name' to change the default job name.  
Use the keyboard to change the name, then touch 'OK'.
6. Touch 'Destination' to indicate the folder on your USB drive where you want to save the file.
7. If applicable, enter the 'Account ID'.
8. Touch 'Start' .  
The scanner scans the originals. The system sends the resulting file to your USB drive.



---

## 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 sections 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 .
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**

## Consumables

### Introduction

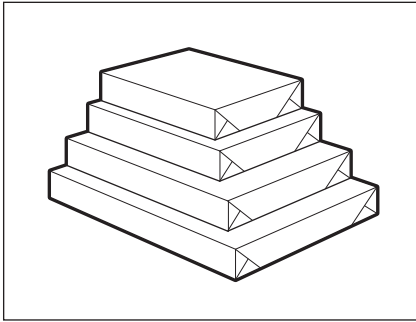
The following consumables are available. For more information, contact your local authorized dealer.

We recommend that you order paper stock and toner from your local authorized dealer before your stock runs out.

### Paper stock

In addition to plain paper (A3, B4, A4, B5, A5/11" × 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this printer), tracing paper, labels, other types of paper stock are available.

For more information, contact your local authorized dealer.



 **CAUTION**

**Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.**



**IMPORTANT**

To prevent moisture buildup, tightly wrap remaining paper in its original package for storage.

**NOTE**

- For high-quality printouts, use paper recommended by your local authorized dealer.
- Some commercially available paper types are not suited to this printer. Contact your local authorized dealer when you need to purchase paper.

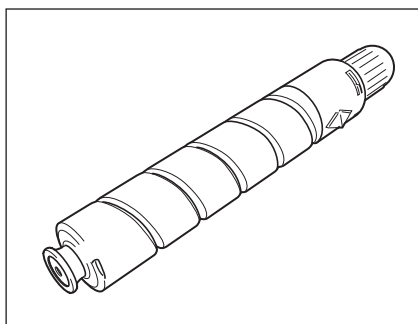
**Toner**

If a message asking you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

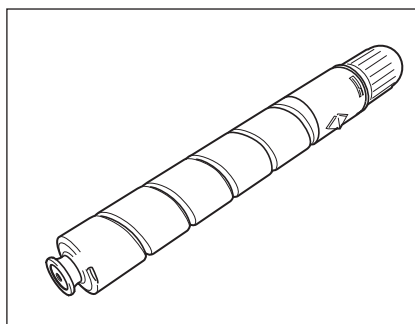
Toner comes in four colors: black, cyan, magenta, and yellow.

Check the toner color that you need to replace before ordering toner from your local authorized dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct color.

Use only toner cartridges intended for use with this machine.



Black Toner Cartridge



Cyan, Magenta, or Yellow Toner Cartridge

**WARNING**

- **Do not burn or throw used toner cartridges into open flames, as this may cause toner remaining inside the cartridges 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**

**Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**



**IMPORTANT**

- Store toner cartridges in a cool location, away from direct sunlight. (Recommended storage conditions: temperatures below 30°C/86°F, and humidity below 80%.)
- [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.



# Loading paper

## Load the media into the integrated paper trays

### Introduction

This section describes how to load the media into the integrated paper trays.

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

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



### IMPORTANT

- A screen asking you to load paper also appears if the selected paper tray is not fully inserted into the printer. Make sure that the paper drawer is properly in place.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Envelopes
  - Thin straw paper
  - Heavy paper (more than 221 g/m<sup>2</sup> / 59 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.
- Never place paper or any other items into the empty part of the drawer next to the paper stack. Doing so may cause paper jams.
- Fan the stack of paper well before loading it. Paper, such as thin paper, recycled paper, prepunched paper, heavy paper, transparencies, and tab paper, should be fanned particularly well before loading.

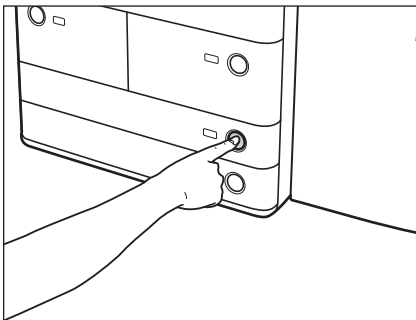
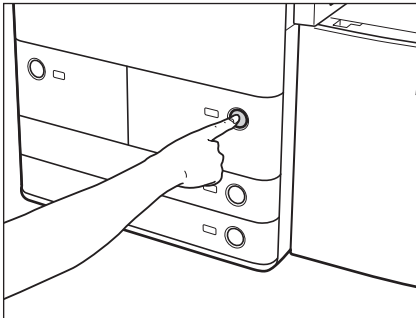


**NOTE**

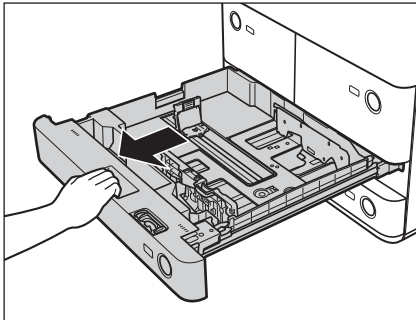
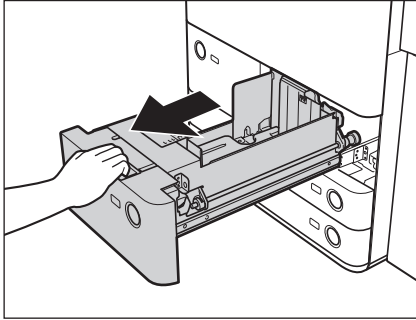
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press 'OK'.
- The following paper sizes can be loaded into paper drawers:  
Left and right paper drawers:
  - A4, B5
  - LTRPaper drawers 3 and 4:
  - 330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, A4, A4R, A5R, and custom size (139.7 × 182.0 mm to 330.2 × 487.7 mm)
  - 13" x 19", 12 5/8" x 17 11/16", 12" x 18", 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, and custom size (5 1/2" × 7 1/8" to 13" × 19 1/4")

**Load the media into the integrated paper tray.**

1. Press and release the button on the paper drawer in which you want to load paper.



2. Grip the handle, then pull out the paper drawer until it stops.



3. 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.**



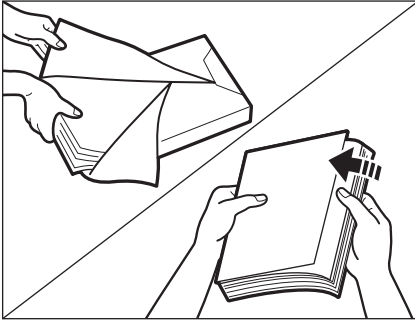
**IMPORTANT**

- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- If you print onto paper that has absorbed moisture, steam may be released from the printer output area. This is because the moisture on the paper evaporates when high temperatures are applied to fix toner to the paper. This is not a malfunction. (This can especially happen at low room temperatures.)

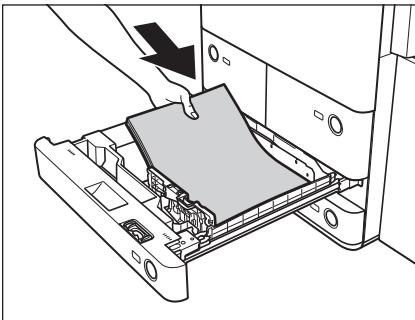
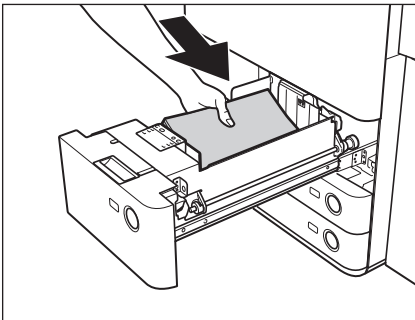


**NOTE**


- For high-quality printouts, use paper recommended by your authorized dealer.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



4. Load the paper stack into the paper drawer. Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.



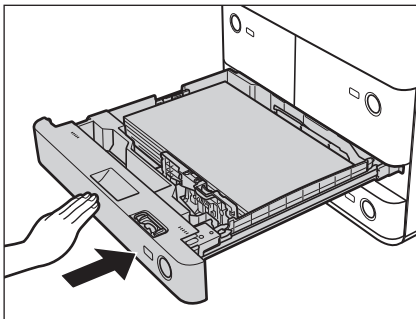
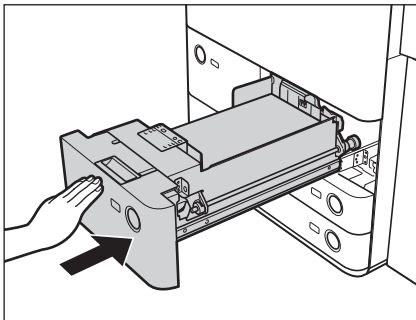
**IMPORTANT**

- 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 drawer.

**NOTE**

- The right and left paper drawers hold approximately 1250 sheets (64 g/m<sup>2</sup> / 17 lb bond) or 1100 sheets (80 g/m<sup>2</sup> / 20 lb bond).
- Paper drawers 3 and 4 hold approximately 680 sheets (64 g/m<sup>2</sup> / 17 lb bond) or 550 sheets (80 g/m<sup>2</sup> / 20 lb bond).
- 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 drawer, 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.

5. Gently push the paper tray back into the printer until it clicks into place in the closed position.



 **CAUTION**

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



**IMPORTANT**

You will not be able to make copies or print if you load paper that exceeds the loading limit or the paper tray is not completely pushed into the printer. Always check that the paper drawers 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 integrated paper tray to hold a different paper size.

### Introduction

If you want to load a different paper size into a paper drawer, follow the procedure described below to adjust the paper drawer guides.

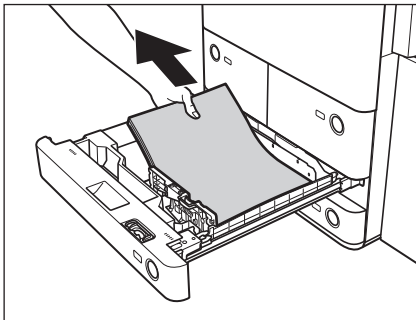


#### IMPORTANT

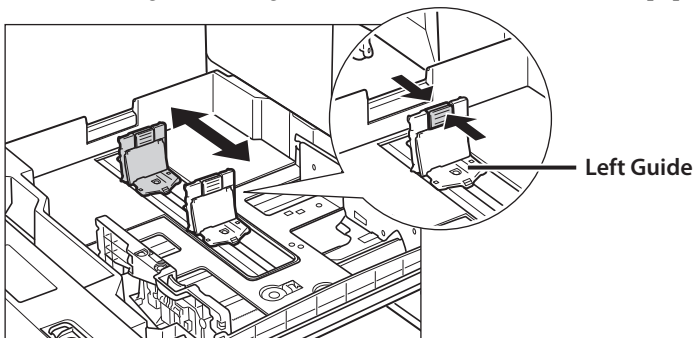
Only A4/LTR transparencies can be used. Make sure that the left guide is set to A4/LTR when loading transparencies into a paper drawer. If transparencies of a different size (other than A4/LTR) are loaded into a paper drawer, the paper size and remaining amount of paper is not correctly detected.

### Adjusting the paper tray to hold a different paper size

1. Press and release the button on the paper drawer that you want to adjust. Grip the handle, then pull out the paper drawer until it stops. Remove all of the remaining paper.

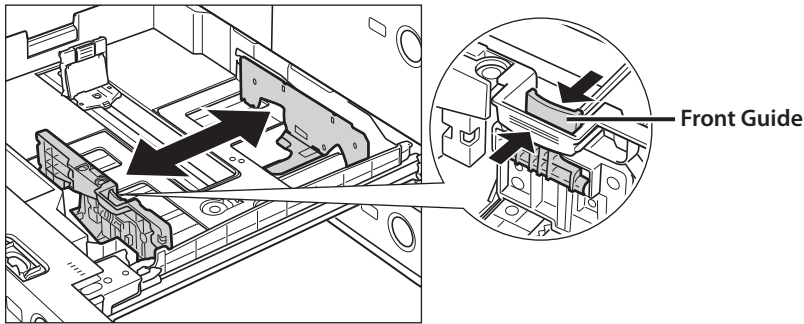


2. Slide the left guide to align it with the mark for the desired paper size.



Slide the guide until it clicks into place.

3. Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.



Slide the guide until it clicks into place.



**IMPORTANT**

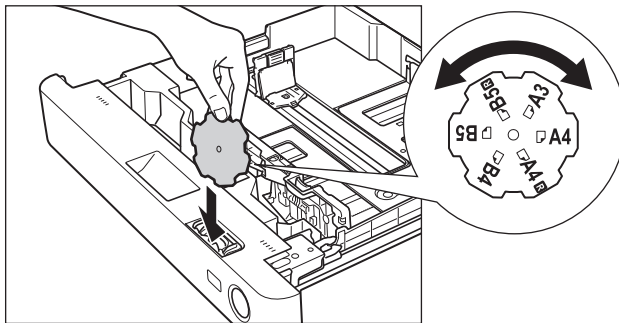
Adjust the guides correctly to avoid causing a paper jam, dirtying prints, or dirtying the inside of the printer.

4. Load the appropriate paper into the paper drawer.

**CAUTION**

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

5. Adjust the paper size label to show the new paper size.



6. Gently push the paper tray back into the printer until it clicks into place in the closed position.

**CAUTION**

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



---

## Load the media into the paper module

### Introduction

Multi-Drawer Paper Deck-A1 provides three additional paper trays. You can load up to 2000 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond) per tray.

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

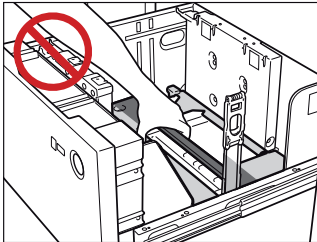
**CAUTION**

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



### IMPORTANT

- If the printer is in Sleep mode, you may not be able to open the paper trays, even when pressing the Open buttons. In this case, press the Sleep Mode key on the operator panel to reactivate the printer, then press the Open button on the paper tray you want to open.
- If you need to lift the lifter (e.g., if you drop objects into the paper tray), do not lift the lifter more than 50 mm/2" or diagonally, as this may result in a malfunction or damage to the printer.



- Never place paper or any other items in the empty part of the paper tray next to the paper stack. Doing so may damage the printer.
- 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 custom size paper if both paper sides are between 182.0 mm/7 1/8" and 487.7 mm/19 1/4" in length, and between 139.7 mm/5 1/2" and 330.2 mm/13" in width. You cannot load custom size paper if either one of the sides is smaller or larger than the paper sizes that can be loaded.
- Do not load the following types of paper into the Multi-Drawer Paper Deck-A1. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Envelopes
  - Thin straw paper
  - Heavy paper (more than 300 g/m<sup>2</sup> / 158 lb index)
  - Thin paper (less than 52 g/m<sup>2</sup> / 14 lb bond)
  - Paper that has been printed on using a thermal transfer printer. (Do not print on the reverse side of this paper.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface. The Multi-Drawer Paper Deck-A1 can only accommodate paper from 52 to 300 g/m<sup>2</sup> / 14 lb bond to 110 lb cover in weight.

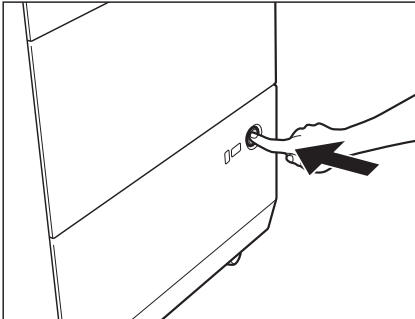
If you select the optional Multi-Drawer Paper Deck-A1 when it has no paper, or if the Multi-Drawer Paper Deck-A1 runs out of paper during a print job, a screen asking you to load paper appears on the touch panel display.

**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 from plain to coated paper in the Multi-Drawer Paper Deck-A1, you may have to wait a moment, as temperature control of the warm air that fans the paper is required.
- The following paper sizes can load into Multi-Drawer Paper Deck-A1:
  - 330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4, A4R, B5, B5R, A5R, and custom size (139.7 × 182.0 mm to 330.2 × 487.7 mm)
  - 13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTR, LTRR, STMTR, EXEC, and custom size (5½" × 7 1/8" to 13" × 19 1/4")

### Load the media into the paper module.

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

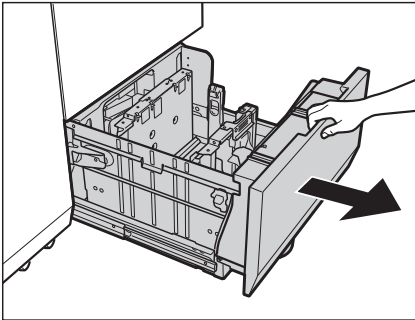


The inside lifter automatically descends to the paper loading position.

**NOTE**

It may take some time for the paper tray to open, even after pressing the Open button.

2. Grip the handle, and pull out the paper tray until it stops.



3. 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.**



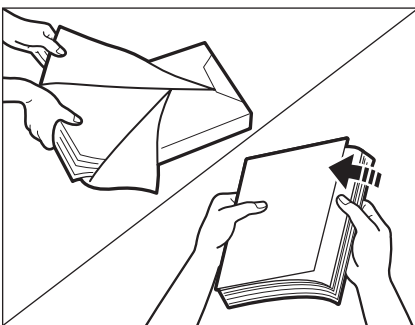
**IMPORTANT**

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



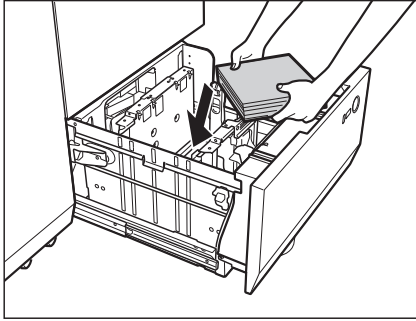
**NOTE**

- For high-quality printouts, use paper recommended by your authorized dealer.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

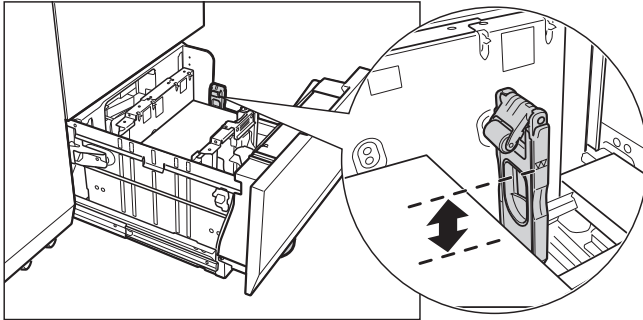


4. Load the paper stack into the paper tray.
  - Even out the edges of the paper stack. Load the paper stack against the left wall of the paper tray.

- When loading paper into the paper tray for the first time, adjust the size change plate to match the paper size being loaded.
- 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.

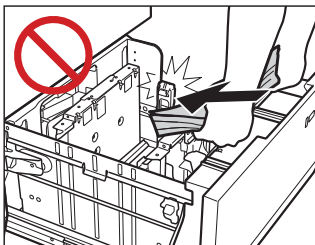


Load the paper below the rollers of the paper holder.




**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**

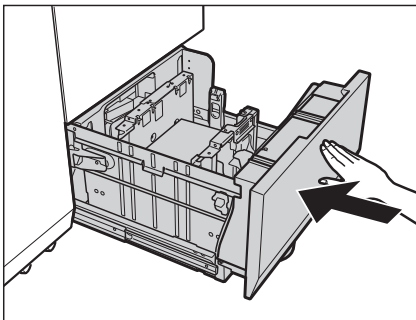
- Paper which has been rolled or curled must be straightened out before loading it into the paper tray.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) on the inside of the paper tray.



**NOTE**

- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded, 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, textured paper, 1-sided coated paper, and paper already printed on cannot be turned over. Change to new paper.
- When loading paper, make sure that the height of the paper stack does not exceed 20 mm (1 3/16"). If the height of the paper stack exceeds 20 mm (1 3/16"), the edges of the paper stack may become curled or creased, and poor print quality may result.

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



**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.



**NOTE**

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

- 
- [Adjust the media size for the paper module, on page 252](#)
  - [Loading transparencies, on page 285](#)
  - [Loading tab paper, on page 287](#)

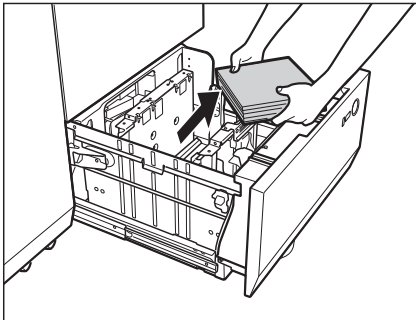
## Adjust the media size for the paper module

### Introduction

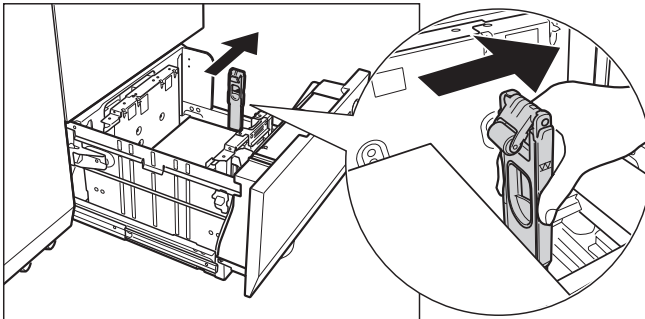
This section explains how to change the paper size in the optional Multi-Drawer Paper Deck-A1.

### Adjust the media size for paper module

1. Press the button on the paper deck that you want to adjust, and pull out the paper deck until it stops. Slide the paper holder plate until it does not catch onto the paper you are setting, then remove all the remaining paper.



The paper holder plate slides by holding it as shown in the diagram.

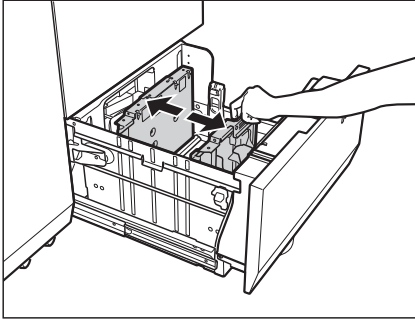


#### NOTE

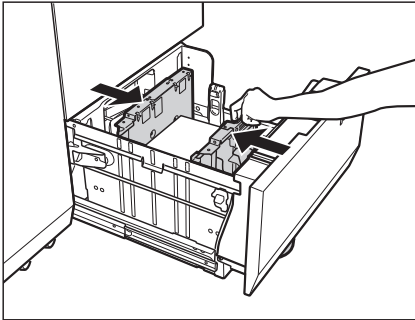
It may take some time for the paper deck to open, even when pressing the Open button.



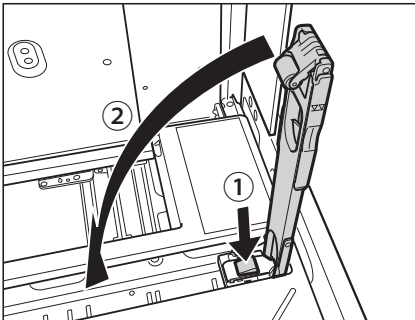
2. Squeeze the lever, as shown below. Without releasing the lever, slide the outer size change plate and inner size change plate until they do not catch onto the paper you are setting.



3. Load the desired paper until approximately 10 mm (3/8") in height. Slide the outer size change plate and inner size change plate to align them with the desired paper size.



If you use a paper whose parallel edge to the feeding direction is longer than 457.2 mm/18", slide the paper holder plate to the right edge, press the button on the paper holder plate, then fold down the paper holder plate.

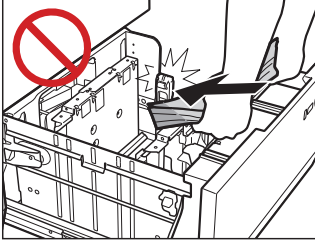


If the paper holder plate is folded down, proceed to step 6.



**IMPORTANT**

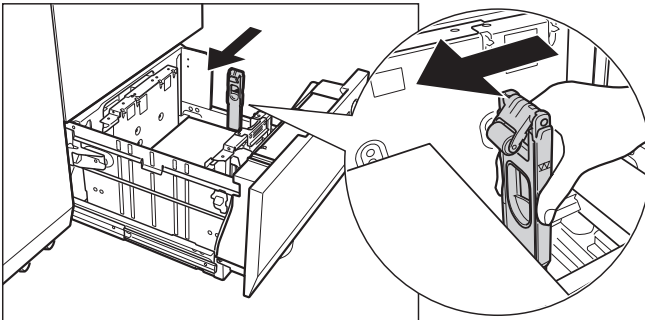
Do not subject the paper holder plate to shocks when loading paper into the paper tray, as this may result in a malfunction or damage to the printer.



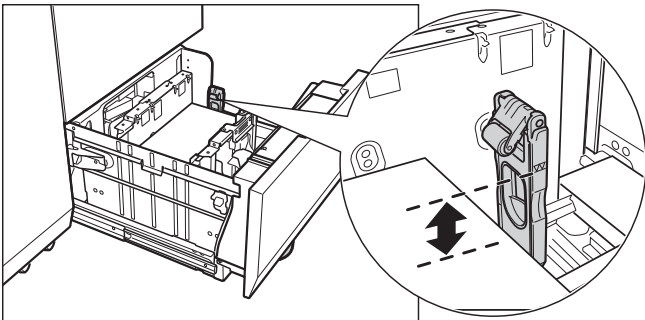
**IMPORTANT**

Adjust the guides correctly to avoid causing a paper jam, dirtying prints, or dirtying the inside of the printer.

4. Slide the paper holder plate to align it with the desired paper size, as shown below.



5. Load all remaining paper into the paper deck.  
Load the paper below the loading limit of the paper holder plate.




**⚠ CAUTION**

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



**IMPORTANT**

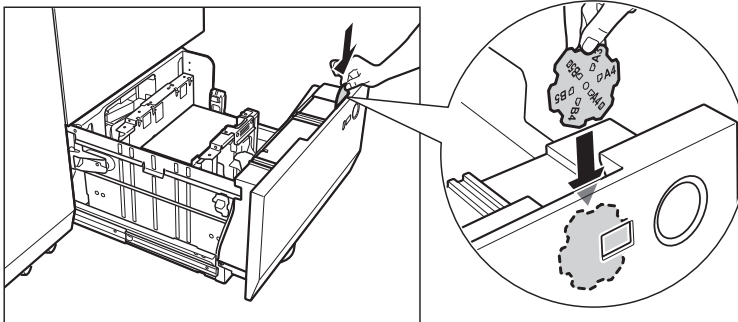
- Paper that has been rolled or curled must be straightened before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) on the inside of the paper deck.
- Never place paper or other items into the empty part of the paper deck next to the paper stack. Doing so may damage the printer.



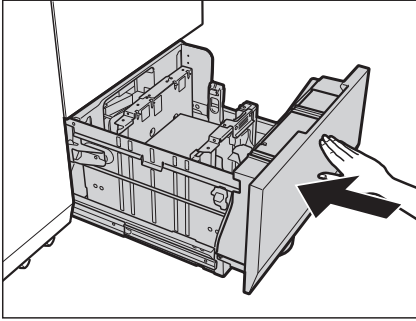
**NOTE**

- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded, 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, textured paper, 1-sided coated paper, and paper already printed on cannot be turned over. Change to new paper.
- When loading paper, make sure that the height of the paper stack does not exceed 20 mm (13/16"). If the height of the paper stack exceeds 20 mm (13/16"), the edges of the paper stack may become curled or creased, and poor print quality may result.

6. Change the paper deck's size plate to match the new paper size.



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



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

**⚠ CAUTION**

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

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■ [Load the media into the paper module, on page 245](#)

## Load the media into the bulk paper modules

### Introduction

The bulk paper module (Paper Deck Unit-A1/POD Deck Lite-A1) allows you to load up to 4000 sheets of paper (64 g/m<sup>2</sup> / 17 lb bond) or 3500 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond).



#### CAUTION

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



#### IMPORTANT

- If the printer is in Sleep mode, you may not be able to open the bulk paper module. In this case, press the Sleep Mode key on the operator panel to reactivate the printer, then press the Open button on the bulk paper module.
- Never place paper or other items into the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.
- A paper blower is attached inside the paper deck. Do not insert paper clips or other foreign objects into the blower.
- Paper jams may occur if you load paper into Paper Deck Unit-A1/POD Deck Lite-A1 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 asking you to load paper also appears if the paper deck is not fully inserted to the printer. Make sure the paper deck is properly in place.
- Do not load the following types of paper into the paper deck. 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.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Paper Deck Unit-A1 can only accommodate paper from 52 to 220 g/m<sup>2</sup> / 14 lb bond to 80 lb cover in weight.
- POD Deck Lite-A1 can only accommodate paper from 52 to 300 g/m<sup>2</sup> / 14 lb bond to 110 lb cover in weight.

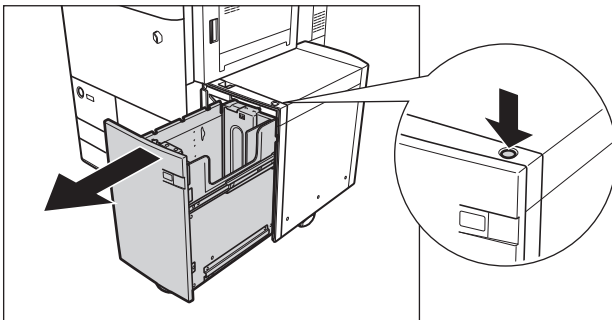


**NOTE**

- The following paper sizes can be loaded into Paper Deck Unit-A1 and POD Deck Lite-A1:  
Paper Deck Unit-A1:
  - A4, B5
  - LTRPOD Deck Lite-A1:
  - 330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4, A4R, and B5
  - 13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTR, and LTRR
- 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'.
- If you want to change the paper loaded in the paper deck from plain to coated, wait for the warm air fan to readjust the temperature before you change the paper.

**Load the media into the bulk paper modules**

1. Press and release the Open button to open the paper deck.



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.**

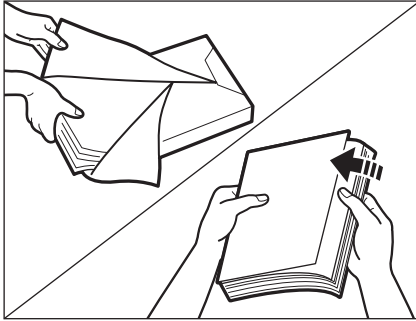


**IMPORTANT**

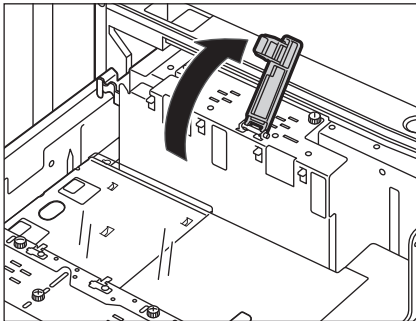
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

**NOTE**

- For high-quality printouts, use paper recommended by your authorized dealer.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



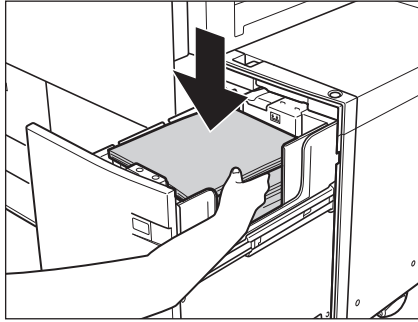
3. Lift the feeding support roller.  
If Paper Deck Unit-A1 is attached, proceed to step 4.

**IMPORTANT**

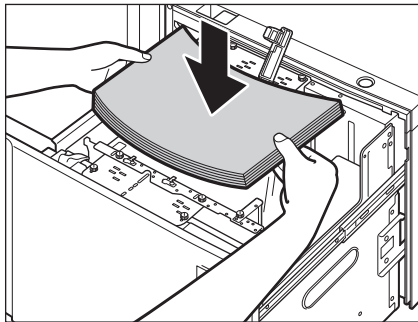
- When loading paper, be sure to first lift the feeding support roller. If you load paper without raising the feeding support roller, it may become detached, and paper may not be fed properly.
- Using the paper deck with the feeding support roller detached may cause paper jams.

4. Load the paper stack into the paper deck.

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.




[387] Paper Deck Unit-A1



[388] Paper Deck Lite-A1



#### IMPORTANT

- Do not load paper into the paper deck that has previously been printed on, as this may result in a malfunction or damage to the printer. Always use the stack bypass to feed paper when you want to print on the back of a sheet of paper that already has something printed on its front (2nd side of 2-sided print).
- 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 deck may become damaged.
- Paper that has been rolled or curled must be straightened before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) on the inside of the paper deck.



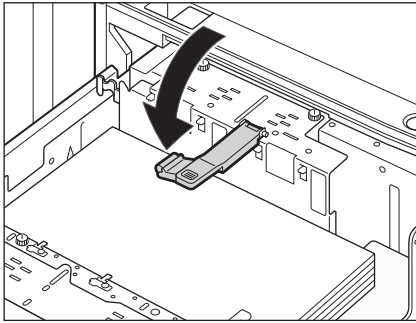


## NOTE

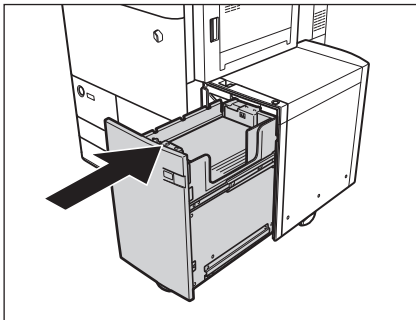
- Load the paper stack in stages, adding approximately 600 sheets of paper (64 g/m<sup>2</sup> / 17 lb bond) or 550 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond) at a time. If the paper deck can accommodate more paper, the lifter will descend.
- Hot air blown by the fan may warm the inner size change plate of POD Deck Lite-A1.
- 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 deck, 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 textured or 1-sided coated paper over. Change this paper instead.

5. Lower the feeding support roller.

If Paper Deck Unit-A1 is attached, proceed to step 6.



6. Gently push the paper tray back into the printer until it clicks into place in the closed position.



The inside lifter automatically rises and prepares the paper deck for feeding.



**CAUTION**

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

- 
- [Loading transparencies, on page 285](#)
  - [Adjust the media size for the bulk paper module, on page 263](#)

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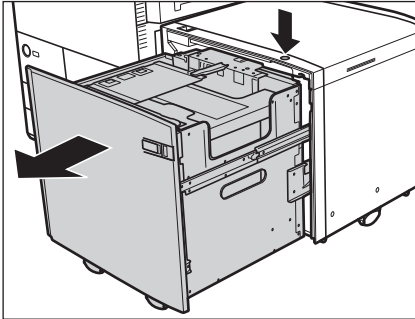
## Adjust the media size for the bulk paper module

### Introduction

This section explains how to change the paper size for the optional POD Deck Lite-A1.

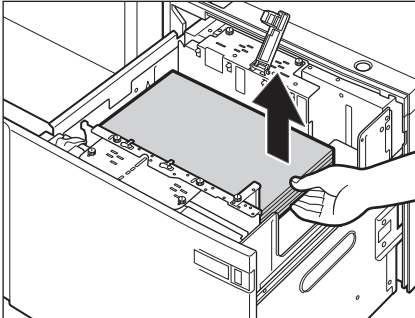
### Adjust the media size for the bulk paper module

1. Press the Open button to open the paper deck.

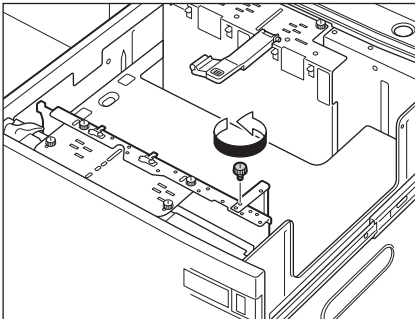


The inside lifter automatically descends to the paper loading position.

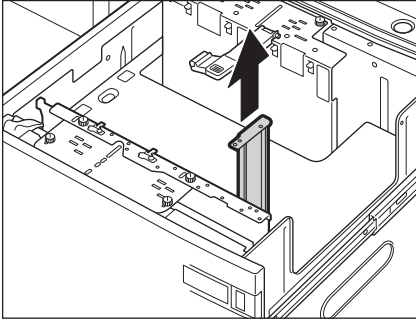
2. Remove all of the loaded paper, the paper size sheet, and deck base plate.



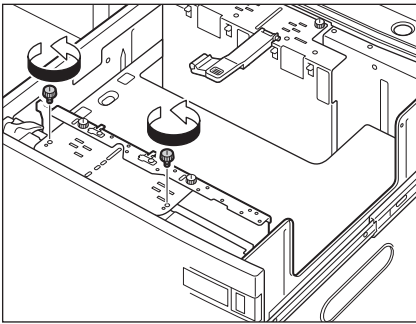
3. Remove the blue screw on the rear edge retainer using a coin or similar instrument.



4. Remove the rear edge retainer.



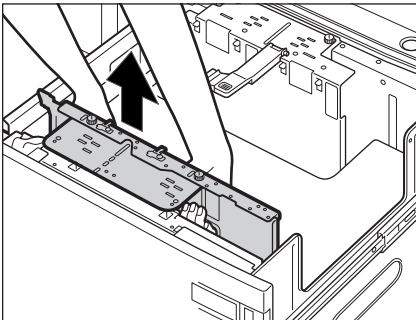
5. Remove the two blue screws on the outer size change plate using a coin or something similar.



**IMPORTANT**

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

6. Remove the outer size change plate.



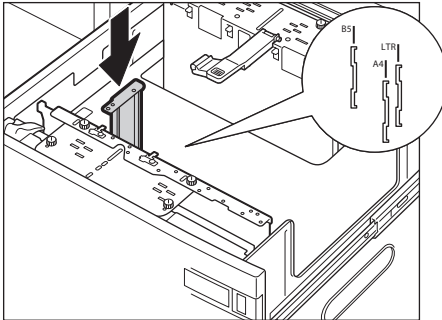




**IMPORTANT**

- If you fasten the blue screws without pressing the outer size change plate toward you, the plate may be fixed at an angle.
- If you use the paper deck with a tilted outer size change plate, paper may feed 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.

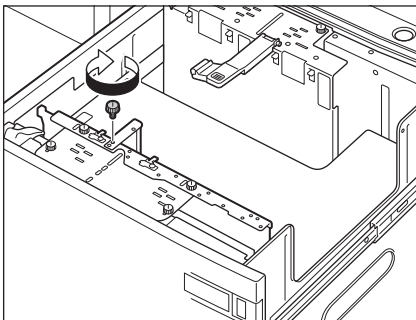
9. Align the rear edge retainer with the marks for the desired paper size.



**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.
- Make sure to load paper with the rear edge retainer properly aligned with the paper size marks on the top and base of the pod deck lite.

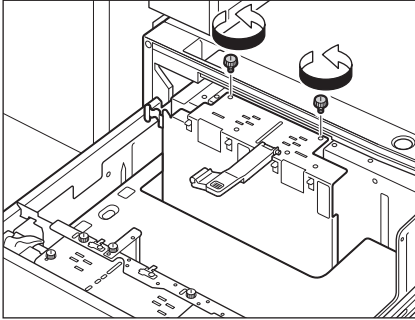
10. Fix the rear edge retainer with the blue screw using a coin or something similar.
- Fix the screws by turning them clockwise.



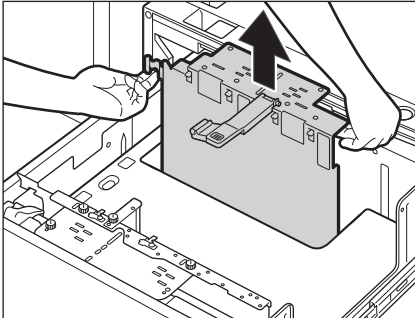
**IMPORTANT**

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

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

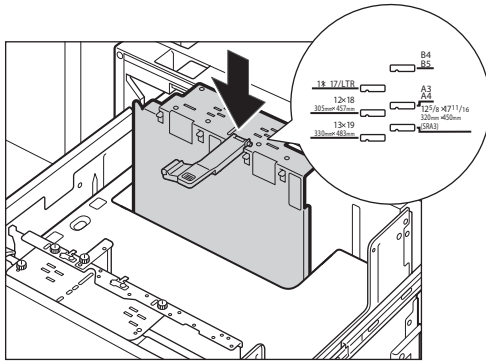


12. Remove the inner size change plate.

**NOTE**

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

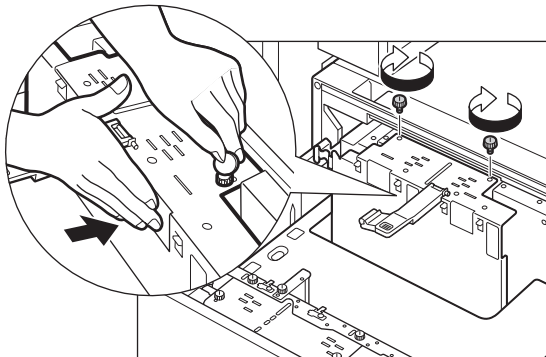
- Align the inner size change plate with the marks for the desired paper size.



**IMPORTANT**

- Make sure to align the inner size change plate with the marks for the desired paper size. There are two locations with marks for paper size on the top of the inner size change plate. Align the inner 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, Pod Deck Lite may become damaged.

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

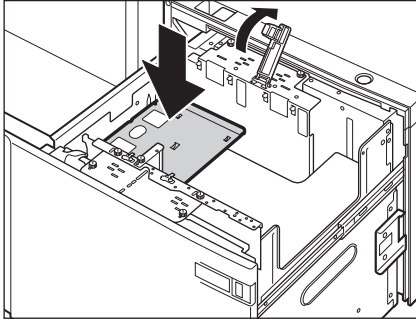




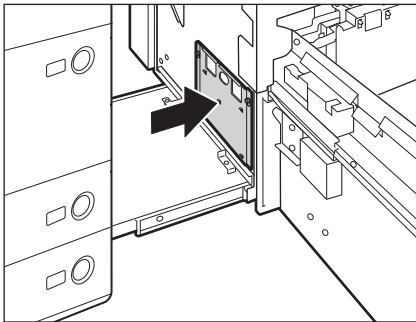
**IMPORTANT**

- Make sure to align the inner size change plate with the marks for the desired paper size. There are two marks for paper size on the top of the paper deck. Align the inner 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, Pod Deck Lite may become damaged.

15. Insert the deck base plate that matches the new paper size into the paper deck.

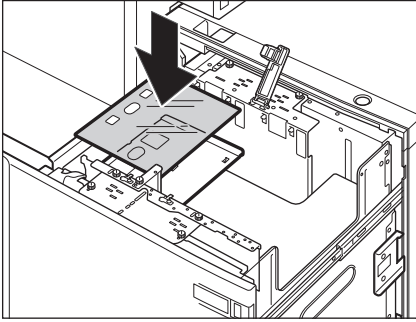


If you are not using the deck base plate, move the paper deck away from the main unit and hang the deck base plate on the hook on the outer left of the paper deck.

**IMPORTANT**

- Always use the deck base plate when loading paper into the paper deck. If you load paper without setting the deck base plate, the loaded paper may hang over the lifter, and a paper jam may occur.
- Never place the deck base plate into the empty part of the paper deck. Doing so may lead to a printer malfunction.

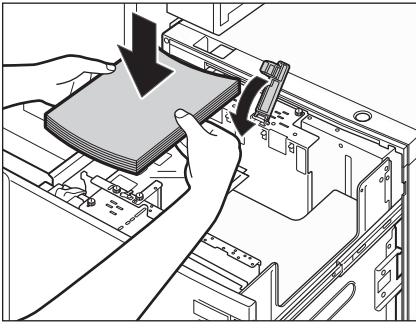
16. Place the paper size sheet that matches the new paper size into the paper deck.



**IMPORTANT**

Never place the paper size sheet into the empty part of the pod deck lite. Doing so may lead to a printer malfunction.

17. Load the paper stack into the paper deck, then lower the feeding support roller.



**CAUTION**

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



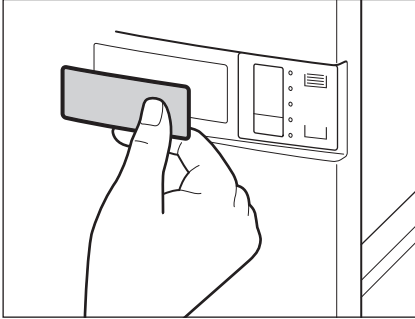
**IMPORTANT**

- To load paper larger than A4/LTR, first close the pod deck lite to raise the inside lifter, open the pod deck lite, then load the paper. If you try to load paper larger than A4/LTR 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 into the empty part of the pod deck lite. Doing so may lead to a printer malfunction.

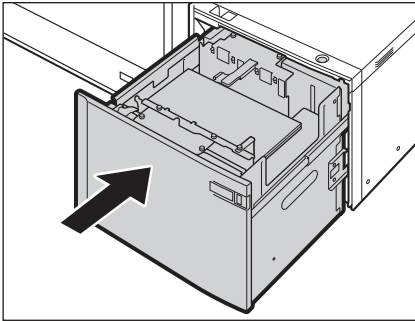
**NOTE**

When loading paper, make sure that the height of the paper stack does not exceed 20 mm (13/16"). If the height of the paper stack exceeds 20 mm (13/16"), the edges of the paper stack may become curled or creased, and poor print quality may result.

18. Place a magnet label indicating the new paper size onto the paper deck.



19. Close the paper deck.



The inside lifter automatically rises and prepares the paper deck for feeding.

**CAUTION**

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

■ Load the media into the bulk paper modules, on page 257

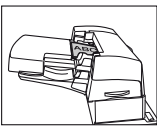
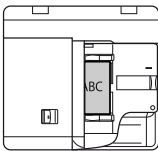
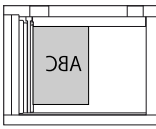
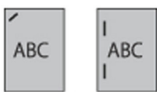
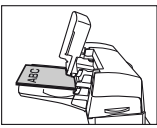
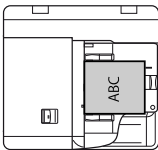
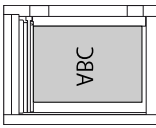
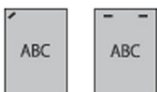
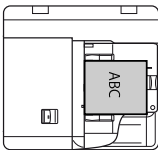
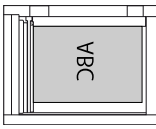
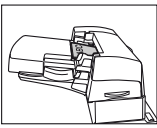
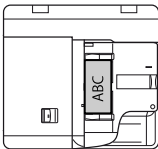
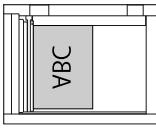
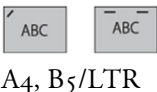
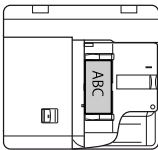
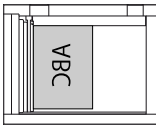
# Load the media into the inserter

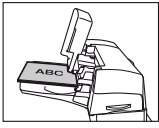
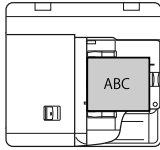
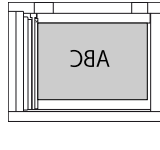

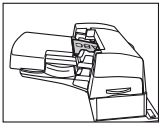
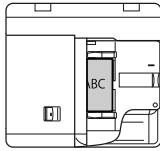
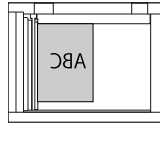

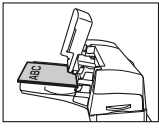
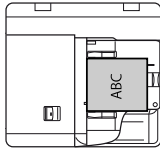
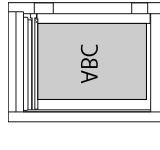

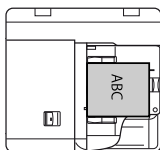
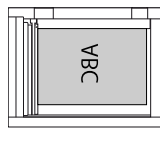
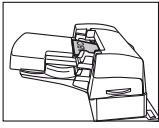
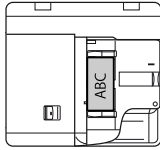
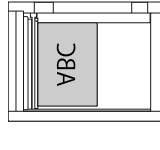

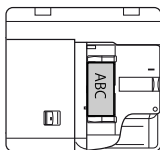
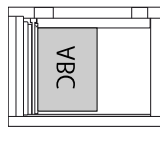
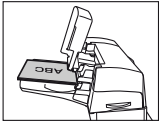
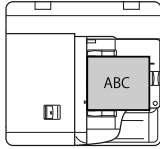
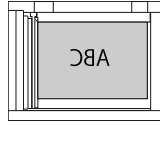

## Introduction

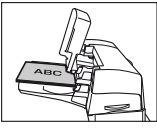
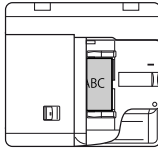
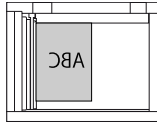

This section describes how to load media into the inserter (Document Insertion Unit-H1).

## Document Insertion Unit Staple Settings and Output Results Table

The following table shows the effect of the cover position, original position and the staple settings on the output.

| How to place the cover sheet/original   |   |   | Staple settings   | Output results   |
|---|---|---|---|--|
| Document Insertion Unit* <sup>1</sup>   | Feeder  | Glass plate   |   |  |
|    |    |    | 'Top left'<br>'1 staple'<br>/<br>'Left edge'<br>'2 staples' | <br>A4, B5/LTR               |
|   |   |   | 'Top left'<br>'1 staple'                                    | <br>A3, B4 / 11" X 17", LGL |
|   |  |  | 'Top edge'<br>'2 staples'                                   |  |
|  |  |  | 'Top left'<br>'1 staple'                                    | <br>A4, B5/LTR             |
|   |  |  | 'Top edge'<br>'2 staples'                                   |  |

| How to place the cover sheet/original   |   |   | Staple settings   | Output results   |
|---|---|---|---|--|
|    |    |    | 'Top left'<br>'1 staple'<br>/<br>'Left edge'<br>'2 staples'   | <br>A3, B4 / 11" X 17", LGL   |
|    |    |    | 'Top right'<br>'1 staple'<br>/<br>'Right edge'<br>'2 staples' | <br>A4, B5/LTR                |
|    |    |    | 'Top right'<br>'1 staple'                                     | <br>A3, B4 / 11" X 17", LGL   |
|   |    |    | 'Top right'<br>'1 staple'                                     |  |
|   |   |   | 'Top right'<br>'1 staple'                                     | <br>A4, B5/LTR               |
|   |  |  | 'Top right'<br>'1 staple'                                     |  |
|  |  |  | 'Top right'<br>'1 staple'<br>/<br>'Right edge'<br>'2 staples' | <br>A3, B4 / 11" X 17", LGL |

| How to place the cover sheet/original   |   | Staple settings   | Output results     |  |
|---|---|---|--------------------|--|
|  |  |  | 'Saddle stitching' |  |

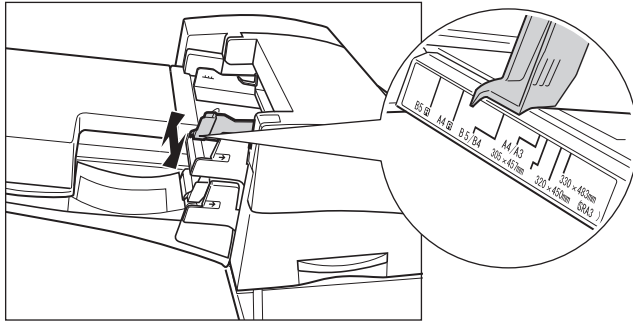
\*1 Paper can be loaded into both the upper and lower trays. Load the paper facing the same side for both the upper and lower trays.

### Load the media into the inserter

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

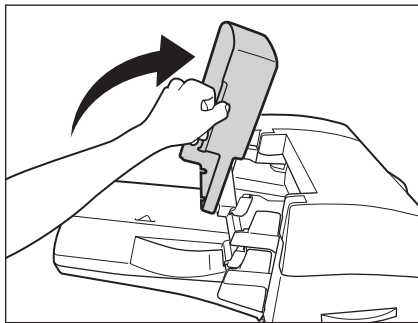
#### To use the upper tray:

- Adjust the slide guide.

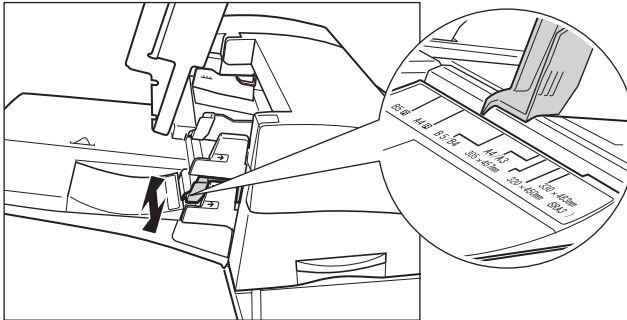


#### To use the lower tray:

- Open the lower tray cover.



- Adjust the slide guide.



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.**



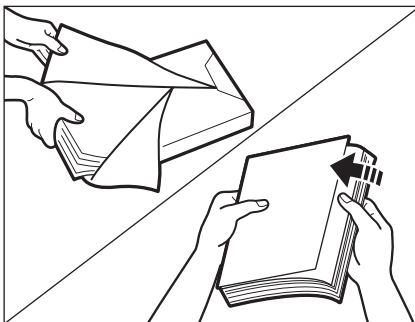
**IMPORTANT**

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



**NOTE**

- For high-quality printouts, use paper recommended by your local authorized dealer.
- 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. Load the paper stack into the inserter.

**⚠ CAUTION**

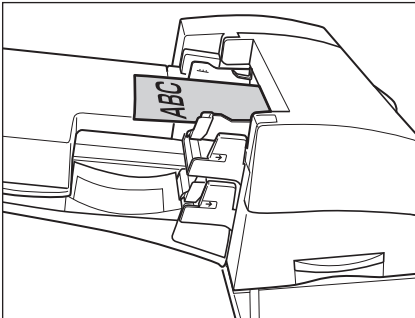
Make sure that the height of the paper stack does not exceed the loading limit mark (  ) at the back of the paper supply tray.



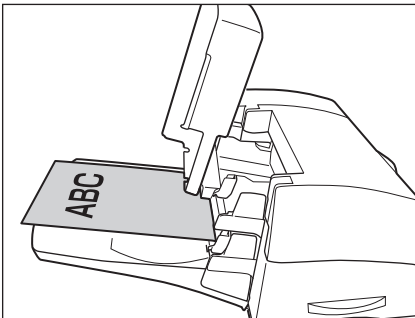
**NOTE**

- You cannot make copies or prints on paper that is loaded into the document insertion unit.
- You can load the following media into the trays of the inserter:
  - 330 × 483 mm, 320 × 450 mm (SRA3), 305 × 457 mm, A3, B4, A4, A4R, B5, B5R, and custom size (182.0 × 182.0 mm to 330.2 × 487.7 mm) into the trays of the inserter.
  - 13" × 19", 12 5/8" × 17 11/16", 12" × 18", 11" × 17", LGL, LTR, LTRR, EXEC, and custom size (7 1/8" × 7 1/8" to 13" × 19 1/4")
- A maximum of 200 sheets of paper (80 g/m<sup>2</sup> / 20 lb bond) can be loaded into the trays of the inserter.

- If you want to load paper into the upper tray: Load the paper face up.



- If you want to load paper into the lower tray: Load the paper face up.





- Close the tray cover.

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■ [Loading tab paper, on page 287](#)

## Load the media into the special feeder (multipurpose tray)

### Introduction

The optional special feeder allows you to print on tracing paper, labels, and envelopes.



#### IMPORTANT

- Note the following points when using the special feeder:
  - Paper quantity: 1 to approximately 100 sheets (80 g/m<sup>2</sup> / 22 lb bond, stack approximately 11 mm / 3/8" high)
  - Paper sizes: 100.0 × 148.0 mm to 330.2 × 487.7 mm
  - Paper sizes: 4" × 5 7/8" to 13" × 19 1/4"
  - Paper Weight: 52 to 300 g/m<sup>2</sup> / 14 lb bond to 110 lb cover
  - 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 that may meet the above specifications but cannot be fed into the special feeder.
- Do not load different size/type paper at the same time.
- When using tracing paper or coated paper, feed the paper one sheet at a time, and remove each sheet as it is delivered to the output tray. Loading several sheets of paper together may cause paper jams.
- 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.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.

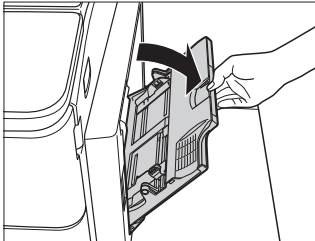


## NOTE

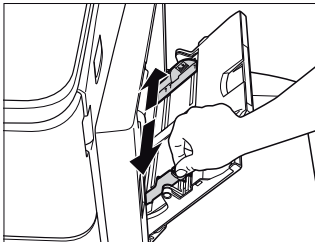
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by your authorized dealer.
- Standard Size  
You can select standard inch paper, or A or B series paper.
- Customer size  
You can load nonstandard paper sizes  
(100.0 × 148.0 mm to 330.2 × 487.7 mm)  
(4" × 5 7/8" to 13" × 19 1/4")
- Envelope  
The following envelopes can be loaded into the special feeder:
  - COM10 No.10: 104.7 × 241.3 mm / 1 1/8" × 9 1/2"
  - ISO-B5: 176 × 250 mm / 7" × 9 7/8"
  - Monarch: 98.4 × 190.5 mm / 3 7/8" × 7 1/2"
  - ISO-C5: 162 × 229 mm / 6 3/8" × 9"
  - DL: 110 × 220 mm / 4 3/8" × 8 5/8"
  - Nagagata 3: 120 × 235 mm / 4 3/4" × 9 1/4"
  - Yougatanaga 3: 120 × 235 mm / 4 3/4" × 9 1/4"
  - Kakugata 2: 240 × 332 mm / 1/2" × 13 1/2"

## Load the media into the special feeder

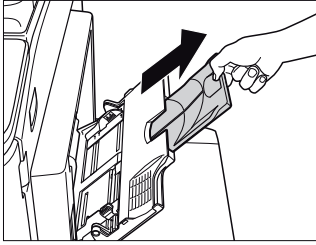
1. Open the special feeder.



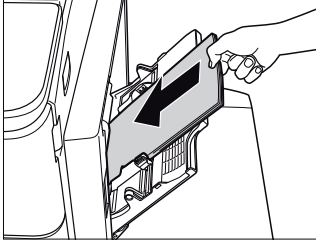
2. Adjust the slide guides to match the paper size.




If you are feeding large paper, pull out the auxiliary tray.

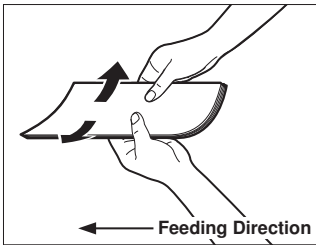


3. Load the paper into the special feeder.

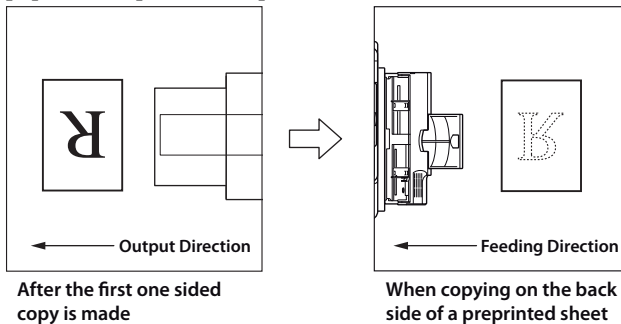


Make sure the height of the paper stack does not exceed the loading limit mark (  ).

When you use the special feeder to make copies, straighten curled paper prior to use, as shown below. Curled paper may cause a paper jam.



To print on the back of preprinted paper, straighten curled paper and load the preprinted paper face up into the special feeder, as shown in the illustration below.





### 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.
- When loading paper into the special feeder, make sure the paper is placed down flat. The paper may not be able to be fed if the slide guides are set to a size smaller than the paper, causing it to curve upward.
- If you are printing on heavyweight paper or envelopes using the special feeder and find that the paper or envelopes are not being fed smoothly or evenly through the special feeder, remove the paper or envelopes, curl the feeding edges upward approximately 3 mm / 1/8", then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the special feeder.

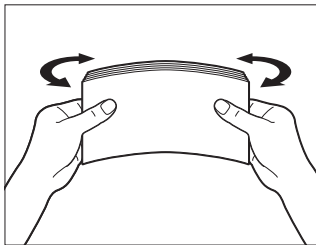


### NOTE

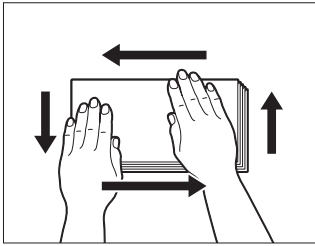
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the special feeder, the side facing up is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over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

If you are loading envelopes into the special feeder:

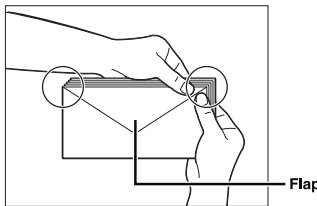
- Take five envelopes, loosen them as shown, then stack them together. Repeat this step five times for each set of five envelopes.



- Place the envelopes on a clean, level surface, then press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.

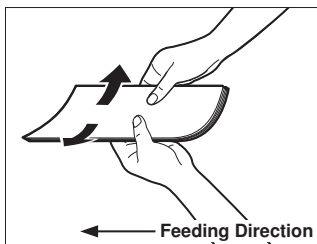
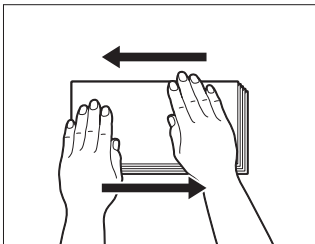


Hold down the four corners of the envelopes firmly so that they and the sealed or glued portion stay flat.



#### IMPORTANT

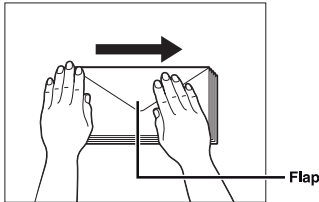
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.





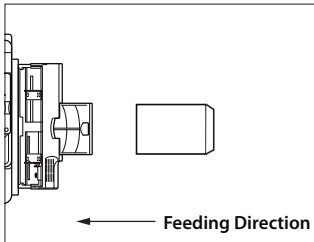
**IMPORTANT**

- Do not print on the back of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the special feeder.

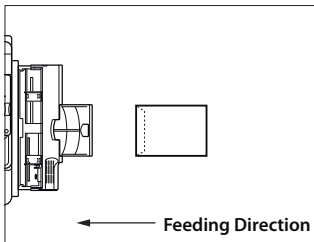


- Load the envelopes, as shown below.

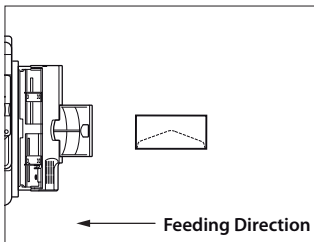
If you are using Nagagata 3 or Kakugata 2:



If you are using ISO-B5:



If you are using COM10 No.10, Monarch, DL, ISO-C5, or Yougatanaga 3:





**IMPORTANT**

- The special feeder can hold five envelopes at a time.
- If the envelopes do not pass through the printer properly after following the procedures up to this point, repeat the procedures by feeding once for each envelope.
- Envelopes may be creased in the printing process.



---

# Loading transparencies

## Introduction

You can load transparencies into the following paper source.

- Paper drawers of the main unit
- Special feeder
- POD Deck Lite-A1
- Multi-Drawer Paper Deck-A1

Unlike normal paper, transparencies have a specific printable surface to ensure the optimal reproduction of images.

When a transparency is loaded into the paper drawer of the main unit, the side facing down is the one printed on.

When the transparency is loaded into the special feeder, POD Deck Lite-A1, or Multi-Drawer Paper Deck-A1, the side facing up is the one printed on.

## Important remarks and notes



### IMPORTANT

- Only A4/LTR transparencies can be used.  
When loading transparencies, be careful not to touch the printable surface. Hold transparencies by their edges.
- Fan the stack of transparencies well before loading it in a paper source. Loading transparencies without fanning them may cause a paper jam.
- Do not load transparencies into a paper source while a print job is in progress. This may cause paper jams.
- Only use transparencies that are specially recommended for use in this printer. Other chemicals can damage the printer.
- To prevent paper jams or the folding of transparencies, it is recommended that you remove them from the output tray as soon as possible.
- Place unused transparencies into the box in which they came. Leaving them in the paper tray for an extended period of time may cause them to adhere to one another, resulting in paper jams. Avoid storing transparencies in a location subject to high temperatures or humidity.
- If transparencies are adhering to one another and a paper jam occurs, remove them, fan them well, make sure that fewer than 100 transparencies are loaded, or use new transparencies.
- When printing onto transparencies, image density may be high, depending on the image type. In this case, adjust the output image density.



**NOTE**

You can load up to 250 transparencies in a paper source other than the special feeder. If a paper jam occurs, remove the transparencies and fan them well before reloading them into the paper tray.

## Loading tab paper

### Introduction

This section describes how to load tab paper. You can load tab paper into the following paper source.

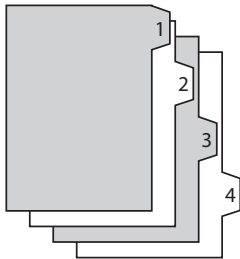
- Paper trays 3 and 4 of the main unit.
- Multi-Drawer Paper Deck-A1.
- Document Insertion Unit-H1.



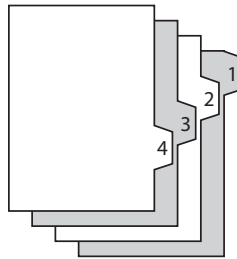
#### IMPORTANT

Only A4/LTR tab paper can be used.

There are two kinds of tab paper: right order tab paper and reverse order tab paper.



Right Order Tab Paper



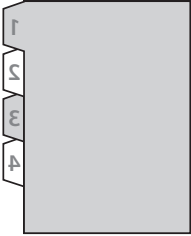
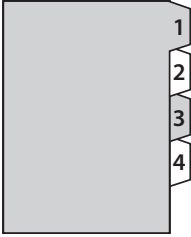
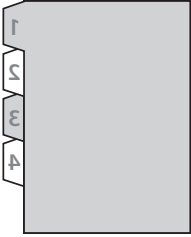
Reverse Order Tab Paper



#### NOTE

- You cannot make copies or prints on tab paper that is loaded into Document Insertion Unit-H1.
- You can use the tab paper set in Document Insertion Unit-H1 for Add Cover, Insert Sheets or Job Separator.
- If you want to insert printed tab paper as chapter pages, insert a blank paper where the tab paper will be inserted.

### Loading tab paper per tray

| Paper source               | How to load tab paper  |  |
|----------------------------|--|--|
| Paper drawer               |   | Load reverse order tab paper face down with the tabs to the left side. |
| Multi-Drawer Paper Deck-A1 |   | Load right order tab paper face up with the tabs to the right side.    |
| Document Insertion Unit-H1 |  | Load reverse order tab paper face down with the tabs to the left side. |

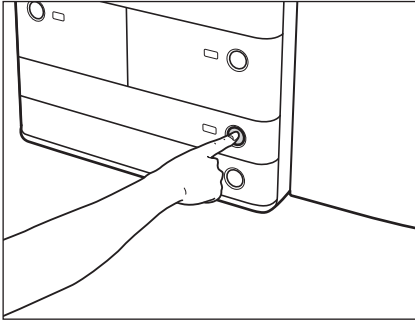
## Load tab paper into the paper tray

### Introduction

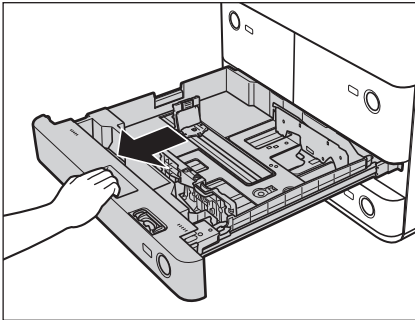
This section describes how to load tab paper into the paper tray.

### Load tab paper into the paper tray

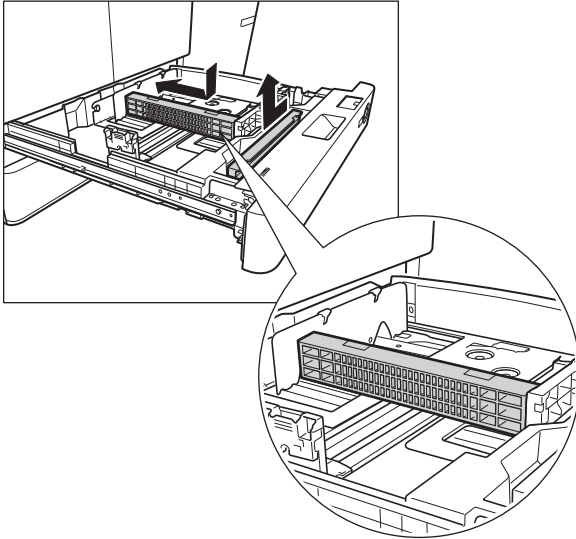
1. Press and release the button on the paper drawer in which you want to load tab paper.



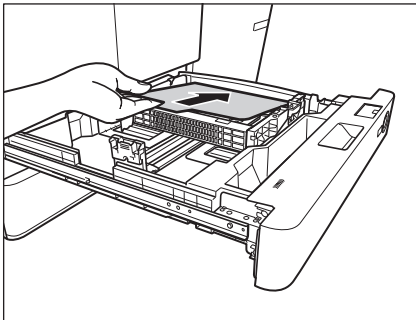
2. Grip the handle, then pull out the paper drawer until it stops.




3. Remove the tab paper guide from its holder by sliding it to the left and lifting it, then place it as shown below.



4. Load the tab paper into the paper drawer.

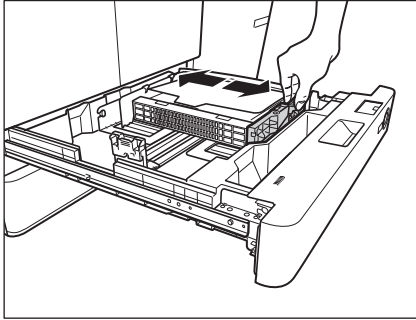


**IMPORTANT**

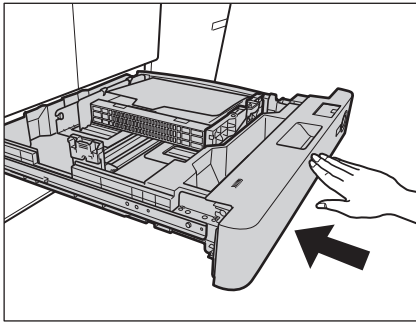
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) at the back of the paper drawer.

5. Squeeze the lever on the front guide, as shown in the illustration. While squeezing the lever, slide the front guide until it fits the tab.

Set the left guide to A4/LTR, if necessary.



6. Gently push the paper tray back into the printer until it clicks into place in the closed position.



#### CAUTION

**When returning the paper drawer 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 into the open part of the paper drawer next to the paper stack. Doing so may cause a paper jam.
- When you are not loading tab paper, make sure to return the tab paper guide to its holder.
- Using the tab paper guide for storing paper other than tab paper may cause a paper jam.

# Removing paper waste

## 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.

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■ [The dashboard, on page 84](#)



## Remove the punch waste of the punch unit

### 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 the punch waste, discard the trim 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.
- When the punch waste tray is full, you cannot use the punching options.

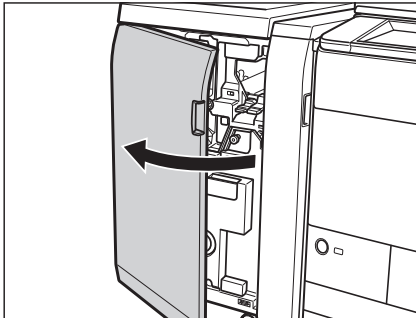


#### NOTE

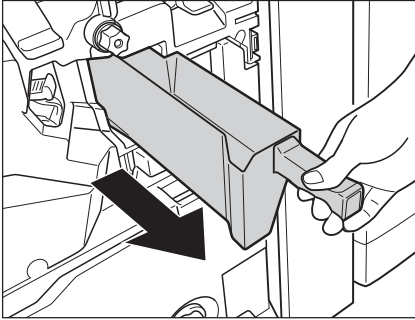
This procedure is necessary only if Puncher Unit-BG<sub>1</sub>/BH<sub>1</sub>/BF<sub>1</sub> is attached.

### Remove the punch waste of the punch unit

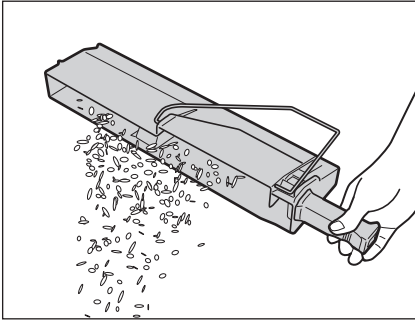
1. Open the front cover of the finisher.



2. Pull out the punch waste tray.



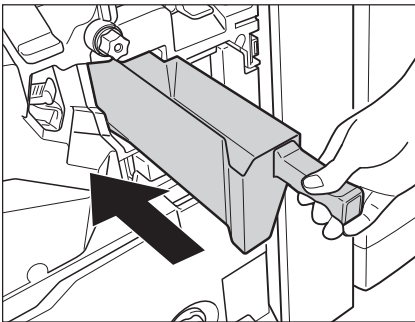
3. Discard the punch waste into a receptacle.



**IMPORTANT**

Make sure that the punch waste tray is completely emptied.

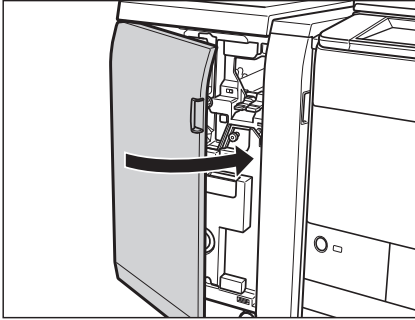
4. Return the punch waste tray to its original position.  
Always make sure to insert the punch waste tray as far as it can go.



**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.**

## Remove the trim waste

### Introduction

This section describes how to remove trim waste from Booklet Finisher- A1 when Inner Booklet Trimmer-A1 is installed.

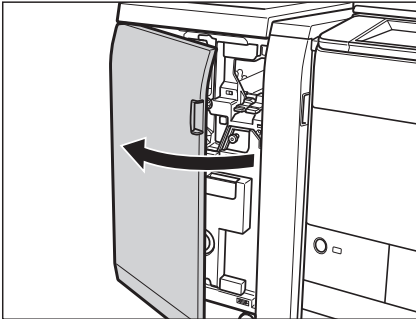


#### IMPORTANT

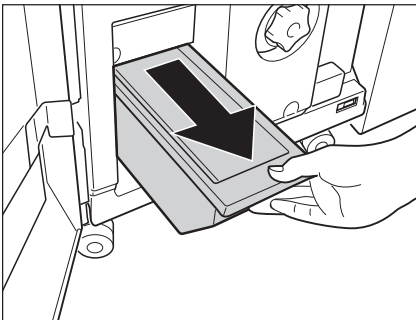
- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard the punch waste, discard the trim waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally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

### Remove the trim waste

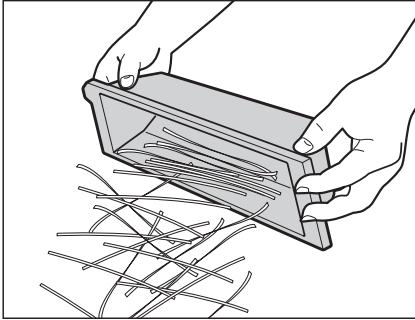
1. Open the front cover of the finisher.



2. Pull out the trim waste tray.



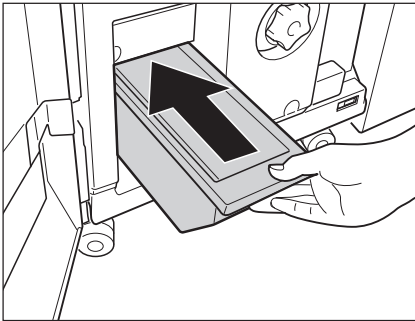
3. Discard the trim waste.



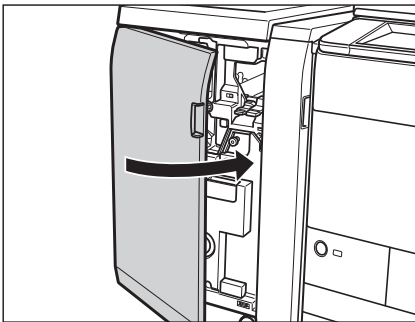
**IMPORTANT**

Make sure that the trim waste tray is completely emptied.

4. Return the trim waste tray to its original position.  
Always make sure to insert the trim waste tray as far as it can go.



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.

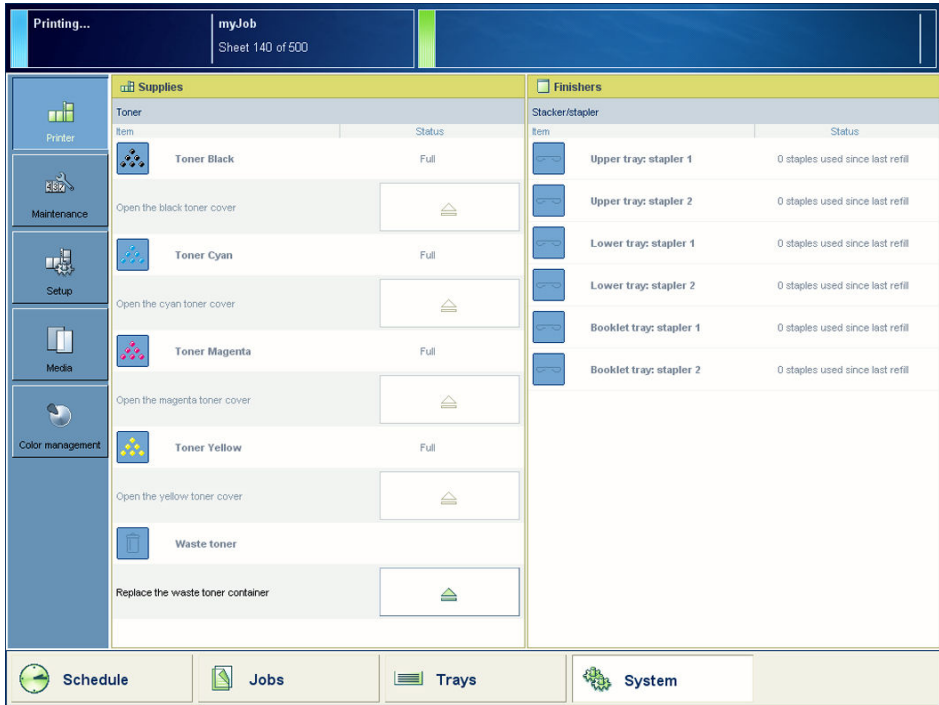
This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status in the 'System' view.

### 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



[499] 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 8.4



---

# Replace the toner cartridge

## Introduction

The system informs you on the dashboard of the operator panel when new toner is required.



### WARNING

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



### CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove toner stains.**



### IMPORTANT

- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message asking you to do so appears.
- You can replace a toner cartridge while the printer is printing.
- The color of the toner to replace is displayed on the touch panel display. If multiple toner cartridges must be replaced, replace the toner cartridges in the following order: Black, Yellow, Magenta, Cyan.
- 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.
- You can display an error message informing the user that the remaining toner is low.

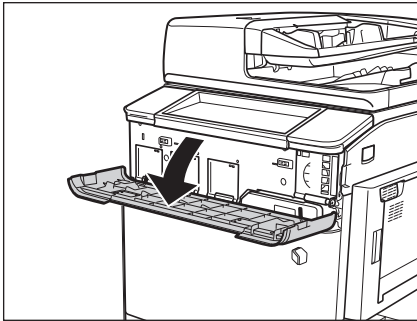


### NOTE

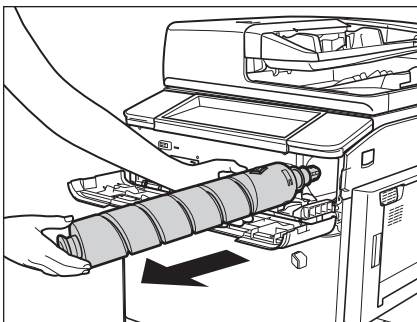
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue copying and printing in black and white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.
- After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform an automatic gradation adjustment.

## Replace the toner cartridge

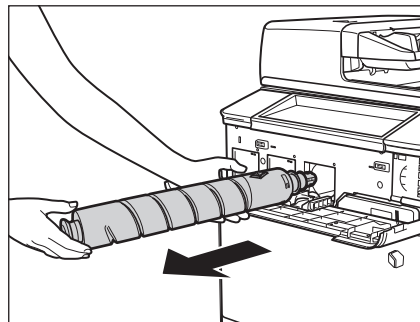
1. Open the toner replacement cover, holding both sides.



2. On the operator panel, touch 'System'.
3. On the operator panel, touch the corresponding arrow button of the toner cartridge that must be replaced.
4. Wait for the internal cover to open automatically, then pull the toner cartridge out of the toner supply port.



Black Toner Cartridge



Cyan, Magenta, or Yellow Toner Cartridge

**⚠ WARNING**

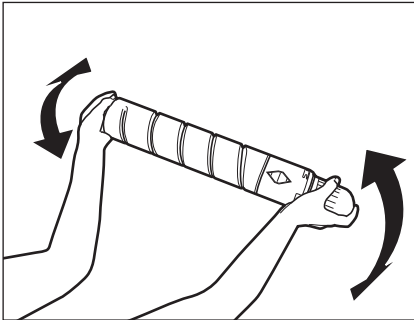
**Do not burn or throw used toner cartridges into open flames, as this may cause toner remaining inside the cartridges to ignite, resulting in burns or a fire.**



**IMPORTANT**

Do not open the internal cover by force; doing so may damage the printer.

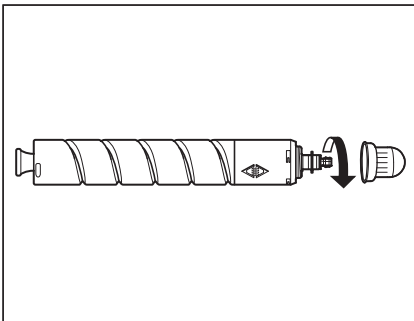
5. Hold the new toner cartridge in your hands, as shown below, and gently tilt it up and down 10 times.



**IMPORTANT**

Never touch the tip of the toner cartridge or subject it to shock by hitting it.

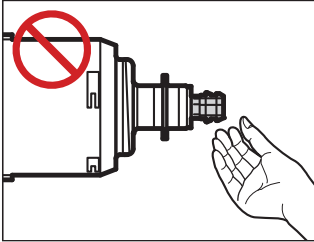
6. Twist the protective cap of the new toner cartridge in the direction of the arrow to remove it.



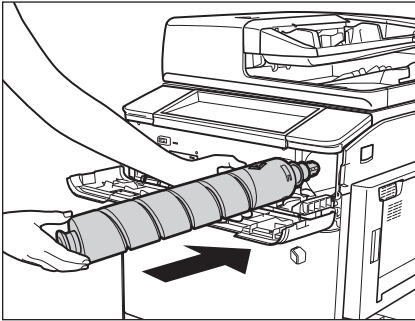


**IMPORTANT**

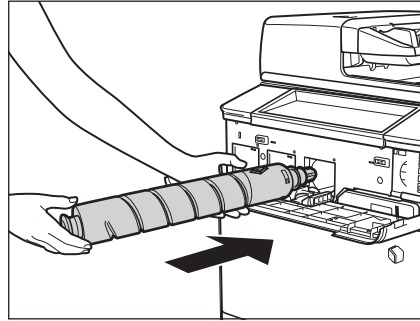
Never touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.



7. Push the new toner cartridge in as far as possible.



Black Toner Cartridge



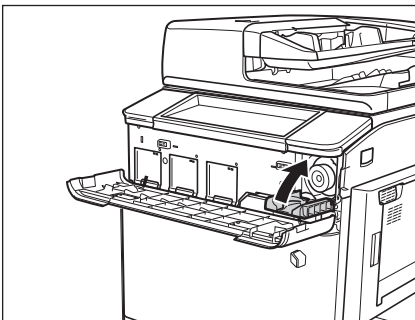
Cyan, Magenta, or Yellow Toner Cartridge



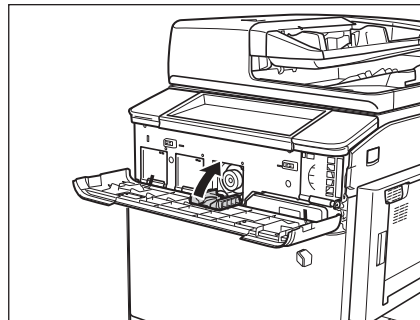
**IMPORTANT**

When replacing toner cartridges, make sure that the color of the toner cartridge matches the color of the label on the internal cover.

8. Close the internal cover.



Black Toner Cartridge



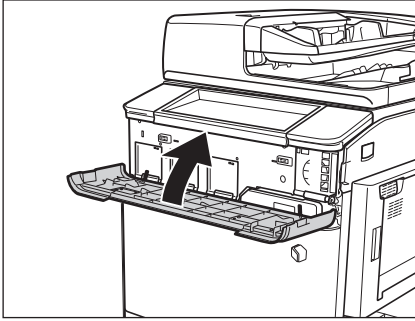
Cyan, Magenta, or Yellow Toner Cartridge

If the toner cartridge is not inserted, you cannot close the internal cover.

**⚠ CAUTION**

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

9. Close the 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.**

# 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

The screenshot displays the printer's status dashboard. At the top, it shows 'Printing...' and 'myJob Sheet 44 of 200'. The main area is divided into two columns: 'Supplies' and 'Finishers'. The 'Supplies' column contains a table of toner levels and a waste toner container status. The 'Finishers' column contains a table of waste boxes and staple trays. A left sidebar provides navigation options, and a bottom bar contains 'Schedule', 'Jobs', 'Trays', and 'System' buttons.

| Supplies      |                                 |
|---------------|---------------------------------|
| Item          | Status                          |
| Toner Black   | Full                            |
| Toner Cyan    | Full                            |
| Toner Magenta | Full                            |
| Toner Yellow  | Full                            |
| Waste toner   | Empty the waste toner container |

| Finishers             |                                  |
|-----------------------|----------------------------------|
| Item                  | Status                           |
| Trimmer waste box     | Absent                           |
| Trimmer waste box     | Absent                           |
| Stacker/stapler       |                                  |
| Item                  | Status                           |
| Stapler waste box     | Absent                           |
| Puncher waste box     | Absent                           |
| Lower tray; stapler   | 0 staples used since last refill |
| Booklet tray; stapler | 0 staples used since last refill |
| Booklet tray; stapler | 0 staples used since last refill |
| Puncher               |                                  |
| Item                  | Status                           |
| Puncher waste box     | Absent                           |

[511] 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 84

## Replace the staple cartridge in the stapler unit

### Introduction

This section describes how to replace the staple cartridge in the stapler unit of Staple Finisher-A1/Booklet Finisher-A1.



#### IMPORTANT

- Use only staple cartridges intended for use in this machine.  
See *'Stacker/stapler and integrated punch unit'* on page 33.
- 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 the punch waste, discard the trim 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.

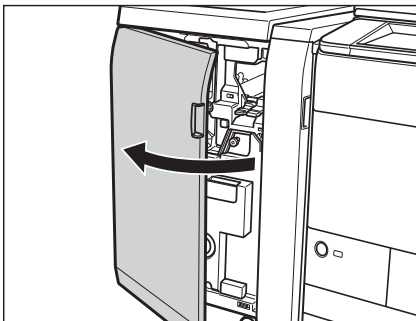


#### NOTE

- We recommend that you order staple cartridges from your local authorized dealer before your stock runs out.
- Remove the orange seal that holds the staples together after you place the staple cartridge into the staple case.

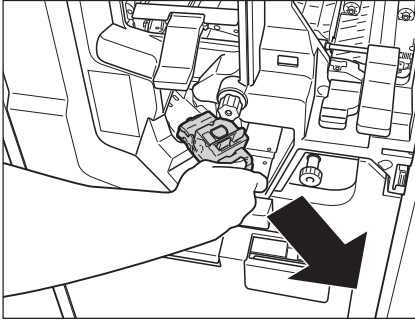
### Replace the staple cartridge in the stapler unit (A)

1. Open the front cover of the finisher.

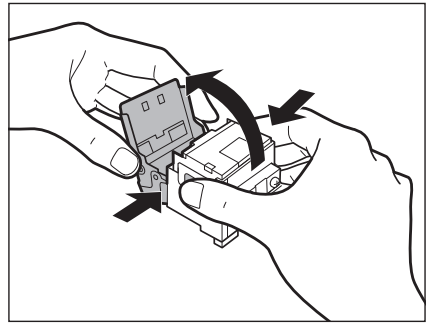
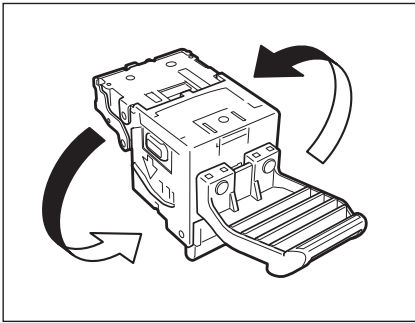




2. Pull out the staple case from the stapler unit, holding it by its green tab.



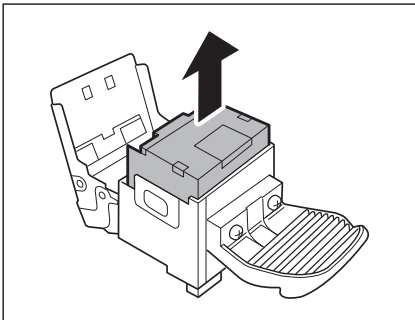
3. Turn over the staple case, and open the cover while pressing PUSH on both sides of the staple case.



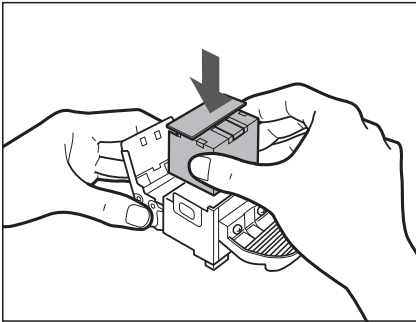
**NOTE**

- Align the staple case as indicated in the diagram.
- The cover will not open if there are any staples remaining, even if you press PUSH on both sides of the staple case.

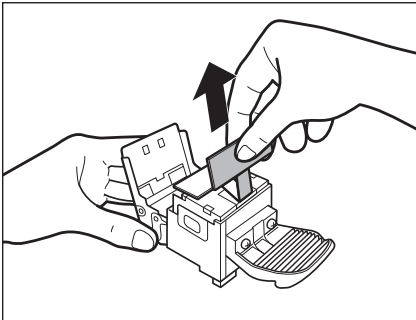
4. Remove the staple case by pulling it out.



5. Insert the new staple case.



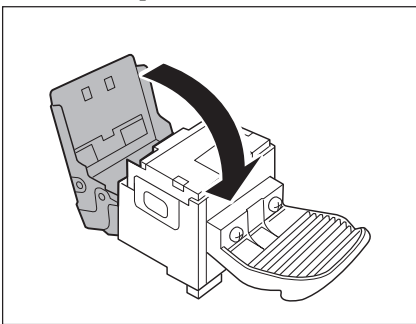
6. Remove the white seal fixing the staples by pulling it straight out.



**IMPORTANT**

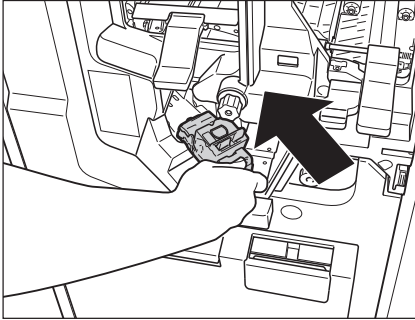
Make sure that you pull the seal straight out. If you pull it out at an angle, it may tear.

7. Close the staple case cover.

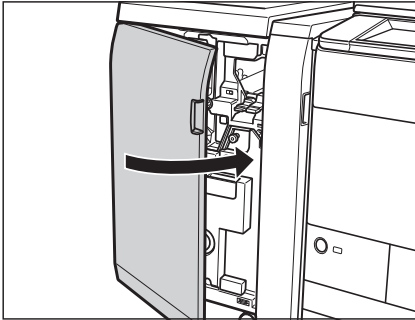


8. Gently push the staple case into the stapler unit, until it is securely in place.

Always make sure to insert the staple case as far as it can go.



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.

## Replace the staple cartridge in the saddle stitch unit

### Introduction

This section describes how to replace the staple cartridge in the saddle stitch unit of Booklet Finisher-A1.



#### IMPORTANT

- Use only staple cartridges intended for use in this machine.  
See *'Stacker/stapler and integrated punch unit'* on page 33.
- 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 the punch waste, discard the trim 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 the output paper in the booklet tray before replacing the staple cartridge in the saddle stitcher unit.
- This procedure is necessary only if Booklet Finisher-A1 is attached.

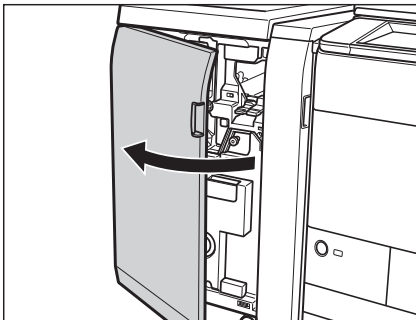


#### NOTE

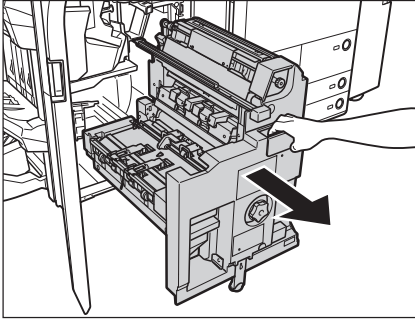
Since both the front and inner staple cartridges need to be replaced when staples run out in the saddle stitcher unit, we recommend that you order staple cartridges from your local authorized dealer before your stock runs out.

### Replace the staple cartridge in saddle stitch unit

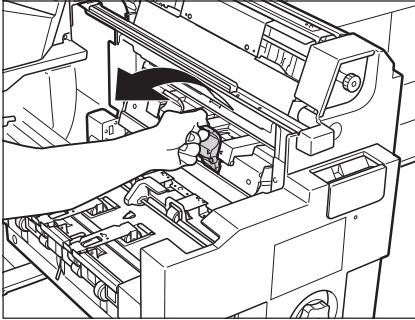
1. Open the front cover of the finisher.



2. Pull out the saddle stitcher unit (F-C<sub>5</sub>).

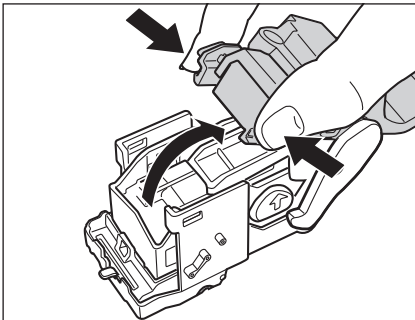


3. Pull out the staple case, holding it by its tab.



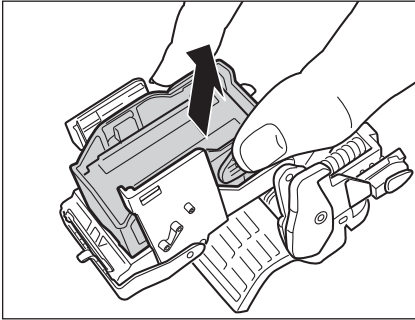
4. Press the light blue area on both sides of the staple cartridge, then open the staple case cover.

Hold the staple case cover by its left and right sides, and then lift it and slide it off.

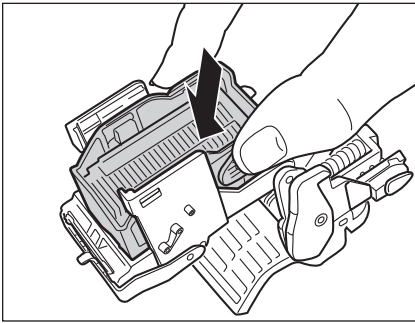


5. Lift and pull out the empty staple cartridge.

Squeeze the arrow indicated in step 4 (and its twin on the opposite side) to release the empty staple cartridge.



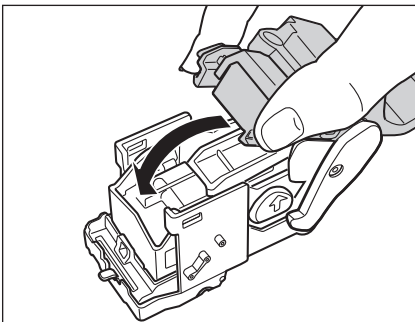
6. Insert the new staple cartridge until it clicks into place.



**IMPORTANT**

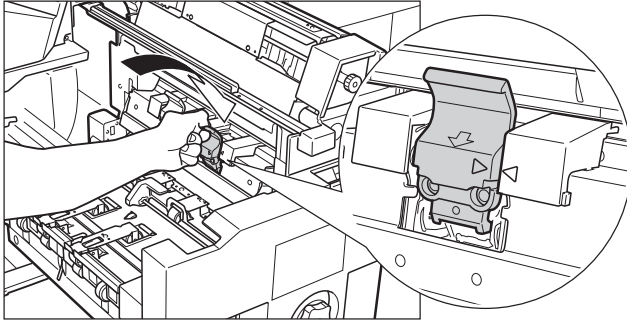
When replacing the staple cartridges, replace both the front and back staple cartridges.

7. Close the staple case cover.



8. Return the staple case to its original position in the saddle stitcher unit, making sure to align the arrow on the staple case with the arrow on the saddle stitcher unit, as shown below.

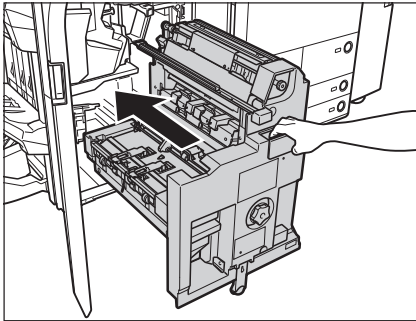
When returning the staple case, always make sure that the staple case is inserted until the arrows are aligned as shown in the diagram.



**IMPORTANT**

Follow steps 3 to 7 to replace the other staple cartridge in the saddle stitcher unit.

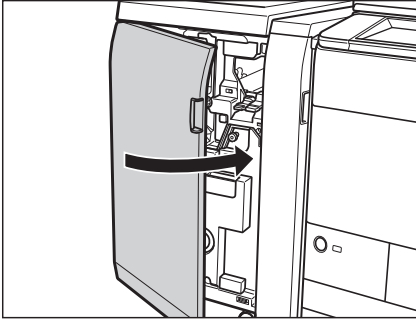
9. Gently push the saddle stitcher unit back into the printer.  
Always make sure to insert the saddle stitcher as far as it can go.



**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)

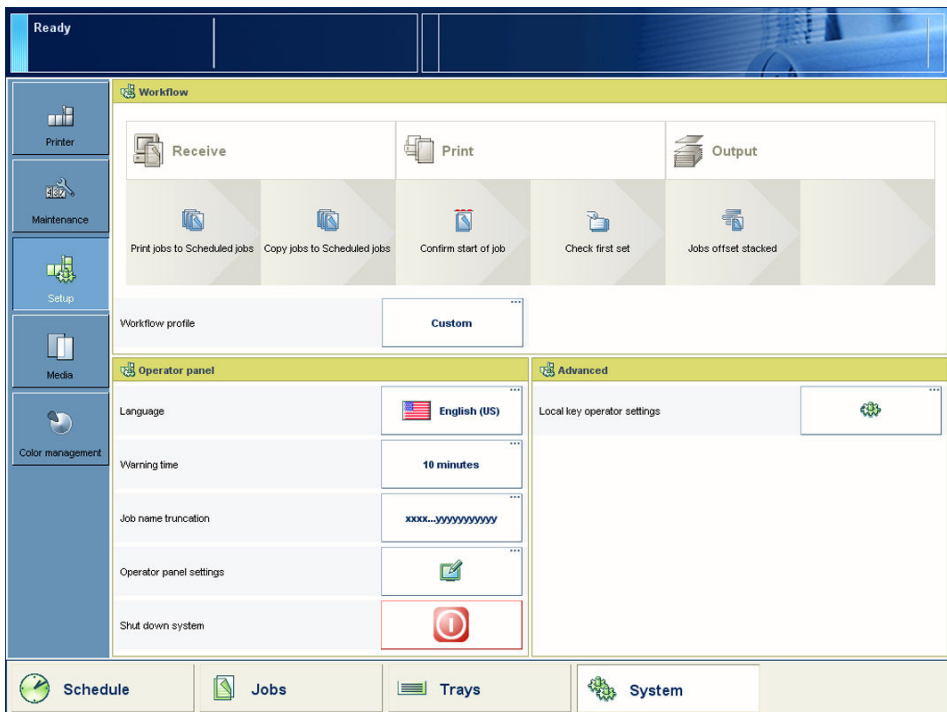
## Introduction to the 'Setup' section

### 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   |
|-------------------|---|
| 'Standard'        | You need a productive workflow but you still want to have sufficient control over the jobs.   |
| 'Job by job'      | 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.  |
| 'Check and print' | You want to check the quality and layout of each first set of a job before the remaining sets will be printed.  |
| 'Manual planning' | 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.   |
| 'Unattended'      | 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' |
| 'Standard'        | 'Off'                  | 'As in job'       |
| 'Job by job'      | 'On'                   | 'As in job'       |
| 'Check and print' | 'Off'                  | 'On'              |
| 'Manual planning' | 'Off'                  | 'As in job'       |
| 'Unattended'      | 'Off'                  | 'Off'             |

## The default settings for 'Output'

The default 'Output' settings

| Workflow profile  | 'Output' settings  |
|-------------------|--------------------|
|                   | 'Offset stacking'  |
| 'Standard'        | 'Sets (as in job)' |
| 'Job by job'      | 'Sets (as in job)' |
| 'Check and print' | 'Sets (as in job)' |
| 'Manual planning' | 'Sets (as in job)' |
| 'Unattended'      | 'Banners'          |

## 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' | 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. <ul style="list-style-type: none"> <li>■ Move jobs to the list of 'Waiting jobs' or</li> <li>■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'.</li> </ul> |
|                            | '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' | 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. <ul style="list-style-type: none"> <li>■ Move jobs to the list of 'Waiting jobs' or</li> <li>■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'.</li> </ul> |
|                            | 'Waiting jobs'   | You can manually define the order in which the jobs will be printed.  |
| '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.  |

| Setting           | Values             | Effect  |
|-------------------|--------------------|---|
| '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 84

■ The operator attention light, on page 30



# 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 84](#)

■ [The operator attention light, on page 30](#)

## Truncate the job name

### Introduction

In the 'Jobs' view, the operator panel displays all jobs with their job names. If 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 'Truncate job name at', 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  |
|---------------|--|
| 'Auto adjust' | The screen of the operator panel will automatically set the correct ratio of brightness and contrast.  |
| 'Brightness'  | 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. |
| 'Contrast'    | 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 'Auto adjust' 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 'Brightness'.
5. Touch '-' to decrease or '+' to increase the 'Contrast'.
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"> <li>■ 'Serial number' (read-only)</li> <li>■ 'Version of printer software' (read-only)</li> </ul> | 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"> <li>■ 'Upload license'</li> </ul>   | 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"> <li>■ 'Save the datadump file'</li> <li>■ 'Save the trace file'</li> <li>■ 'Print the configuration report'</li> </ul>   | <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 USB 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"> <li>■ 'MAC address' (read-only)</li> <li>■ 'Host name'</li> <li>■ 'Link speed and connection type'</li> <li>■ 'DHCP enabled'</li> <li>■ 'TCP/IP address'</li> <li>■ 'Subnet mask'</li> <li>■ 'Default gateway'</li> <li>■ 'Primary DNS suffix'</li> <li>■ 'DNS suffix follows domain'</li> <li>■ 'Test the TCP/IP connection'</li> </ul> | <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"><li>■ 'Date and time'</li><li>■ 'System of measurement'</li><li>■ 'Time zone'</li></ul> | 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 333](#)
- [Edit an automated workflow, on page 334](#)
- [Delete an automated workflow, on page 335](#)
- [Restore the factory default workflow, on page 336](#)



---

# 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 'Workflow' -> '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 331](#)
  - [Edit an automated workflow, on page 334](#)
  - [Delete an automated workflow, on page 335](#)
  - [Restore the factory default workflow, on page 336](#)

## 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 'Workflow' -> '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 331](#)
  - [Add an automated workflow, on page 333](#)
  - [Delete an automated workflow, on page 335](#)
  - [Restore the factory default workflow, on page 336](#)

# 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 'Workflow' -> '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 331](#)
  - [Add an automated workflow, on page 333](#)
  - [Edit an automated workflow, on page 334](#)
  - [Restore the factory default workflow, on page 336](#)

## 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 'Workflow' -> 'Automated workflows'.
2. Click the 'Restore' button.

The factory default automated workflow is restored.

- 
- [Introduction to automated workflows, on page 331](#)
  - [Add an automated workflow, on page 333](#)
  - [Edit an automated workflow, on page 334](#)
  - [Delete an automated workflow, on page 335](#)

# 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 print 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 advisable to use the hotfolder functionality in combination with the hotfolder default ticket.

However, if you want to use the settings of the automated workflow where the hotfolder is linked to, it is advised not to place a hotfolder default ticket in the hotfolder, to prevent mixing up settings. Furthermore, you must make sure that the 'Overrule the job ticket' setting in that automated workflow is enabled (tick the checkbox).

### 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 system administrator must create a hotfolder and link the hotfolder to an automated 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 hotfolder, 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.
- For this procedure, the System administrator password is required.

### How to activate the hotfolder function

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.

---

# Create a hotfolder

## Introduction

The information in this section is intended for key operators.



### NOTE

- You can create up to 10 hotfolders.
- For this procedure, the Key operator PIN is required.

## Before you begin

The hotfolder function must be activated. Otherwise, the system administrator must activate the hotfolder function first.

## How to create a hotfolder

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'.

## 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:

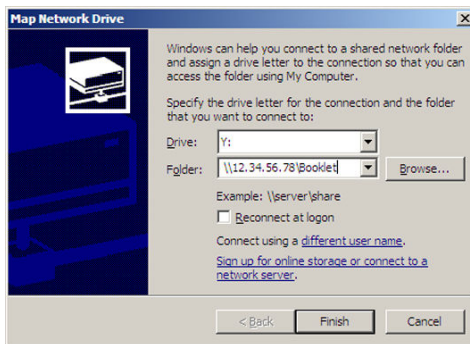
- Enable the hotfolder function.
- Create an automated workflow including a hotfolder.



#### NOTE

This procedure describes the creation of a shared network folder on a workstation running the Microsoft Windows XP operating system. However, depending on the operating system of your workstation, the procedure can be different.

### Illustration



[532] Create a shared network drive

### How to create a shared network folder on a workstation

1. Open Windows 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 1.2.34.56.78 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.

## 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 'Overrule 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.
- This procedure is an example of the procedure in Microsoft Windows XP. For other operating systems, the procedure can vary.

### How to create a hotfolder default ticket ('default\_ticket.jdf')

1. Click 'Start' - 'Settings' - 'Printers and Faxes'.
2. Right-click the printer driver of your imageRUNNER ADVANCE C9075S PRO/C9065 PRO and select 'Printing preferences...'.  
The 'Printing preferences' dialog box is displayed.
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.

# **Chapter 11**

## **Maintenance and calibration**

## 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


Ready

**Maintenance**

Printer

Start maintenance 


Maintenance

Go to the service mode 

**Counters**

Counters

|     |                               | Billing counters | Day counters |
|-----|-------------------------------|------------------|--------------|
| 100 | TL_SYSTEM_COUNTERS_CAIHOI_100 | 751              | 738          |
| 101 | Total 1                       | 779              | 758          |
| 102 | Total 2                       | 807              | 766          |
| 103 | Total (Large)                 | 835              | 814          |
| 104 | Total (Small)                 | 863              | 842          |
| 105 | Total (Full Color 1)          | 891              | 870          |
| 106 | Total (Full Color 2)          | 919              | 898          |
| 107 | TL_SYSTEM_COUNTERS_CAIHOI_107 | 947              | 926          |

Reset day counters 

Setup

Media

Color management

Schedule

Jobs

Trays

System

# Routine cleaning

## Introduction

### Introduction

If the original is not copied clearly, clean the following parts of the printer. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Glass plate
- Feeder and the underside of the feeder
- Rollers
- Wires
- Drums
- Control panel

### Warnings



#### **WARNING**

- **When cleaning the printer, first turn OFF the main power switch, then disconnect the power cord. Failure to follow these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

## Clean the glass plate and underside the feeder

### Introduction

This section describes how to clean the glass plate and the underside of the cover plate.



#### IMPORTANT

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

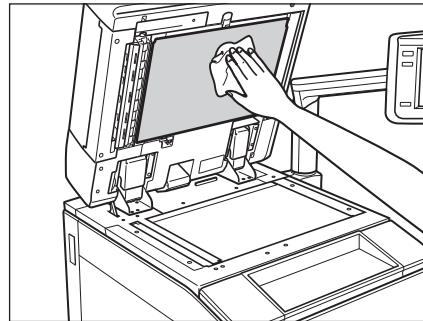
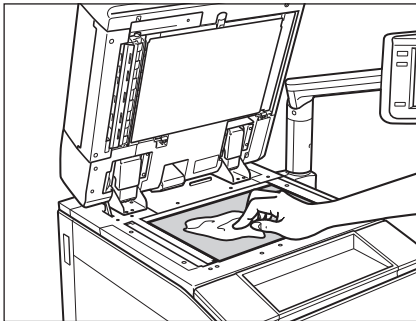


#### NOTE

This procedure is necessary only if Duplex Color Image Reader Unit-A1 is attached.

### Clean the glass plate

1. Clean the glass plate and the underside of the cover plate with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.



#### IMPORTANT

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

## Clean the automatic document feeder (ADF)

### Introduction

If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's scanning area.



#### IMPORTANT

- Do not dampen the cloth too much, as this may damage the original or break the machine.
- If the document feed scanning area is dirty, documents may not be scanned clearly, and the size of the document may not be detected correctly.

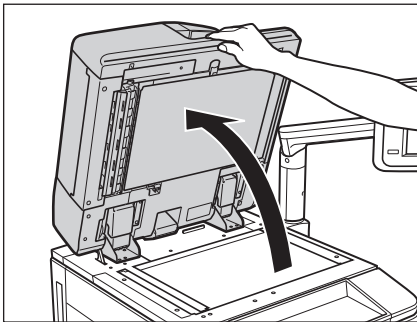


#### NOTE

This procedure is necessary only if Duplex Color Image Reader Unit-A1 is attached.

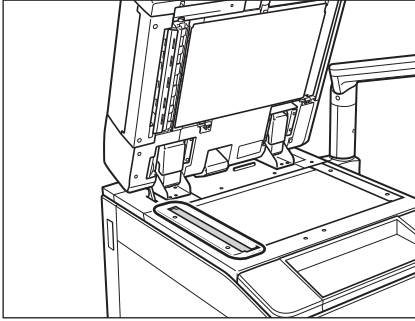
### Clean the ADF

1. Open the feeder.

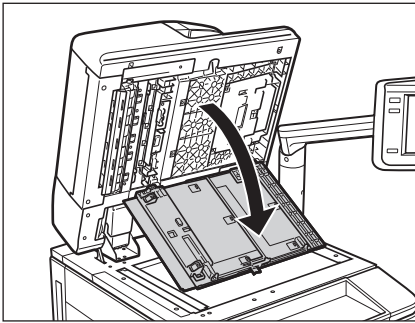




2. Clean the original scanning area (thin glass strip) with a cloth dampened in water or a mild detergent, then wipe the area with a soft dry cloth.



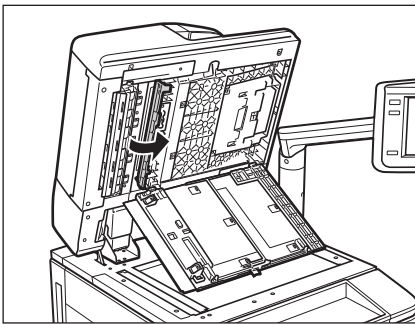
3. Pull the lever above the feeder, and open the document scan cover.



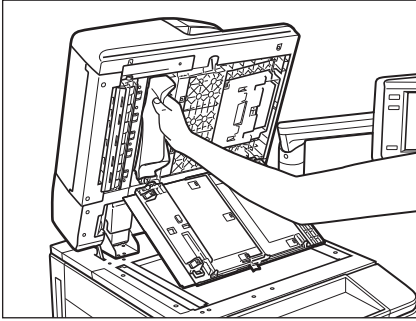
**IMPORTANT**

Open the document scan cover carefully, making sure not to scratch the glass plate.

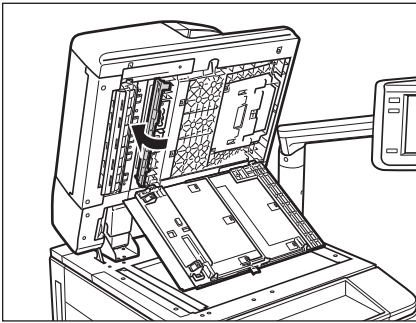
4. Open the inside cover.



5. Clean the feed scanning area with a cloth dampened in water or a mild detergent, then wipe the area with a soft dry cloth.



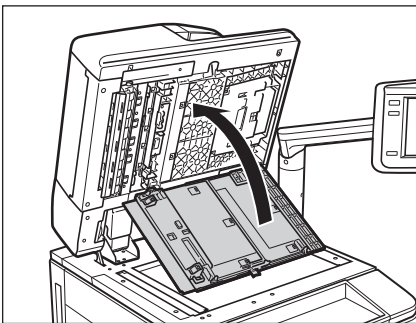
6. Close the inside cover.



**⚠ CAUTION**

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

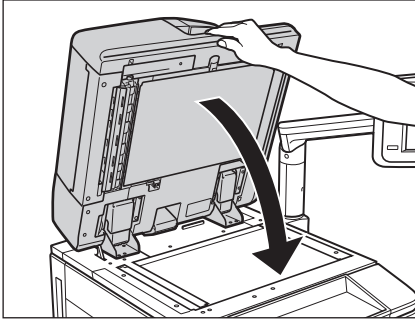
7. Close the document scan cover.



**⚠ CAUTION**

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

8. Close the feeder.



**⚠ CAUTION**

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the glass plate may be very bright when closing the feeder.**



**IMPORTANT**

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

## 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.

---

# Clean the roller

## Introduction


If dirt or streaks appear on printed output, clean the roller inside of the main unit.



### NOTE

- It takes approximately 20 seconds 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.

## Clean the automatic document feeder 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/m<sup>2</sup> / 16 lb bond to 20 lb bond).
- Feeder 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' .  
A wizard opens.
4. Put 10 sheets of blank paper into the feeder.
5. Touch 'Next'  
A status message displays.
6. Press 'Finish'.
7. Touch 'Stop' to close the 'Maintenance tasks' menu.

---

## Clean the drum

### Introduction


Printed images may be light or distorted when the printer is used immediately after installation or after a long period time of not being used. If printed images are light or distorted, clean the drum inside the printer, as necessary.



#### NOTE

- It takes approximately 35 seconds to clean the drum.
- Drum cleaning cannot be performed during printing.

### Clean the drum

1. Touch 'System' -> 'Maintenance'.
2. Press 'Start maintenance'.
3. Touch 'Clean the drum' 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.

## Clean the operator panel

1. 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.



# Maintenance

## 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.

## Handle paper jams

When a paper jam occurs, follow the instructions on the operator panel.



### IMPORTANT

Make sure you follow the instructions precisely in the correct order to avoid unnecessary service calls.

## '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' .
- 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.

---

# 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 362*
2. *'Calibrate the printer - '2. Auto gradation adjustment' ' on page 364*
3. *'Calibrate the controller - '3. Media family calibration' ' on page 366*

## 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/m<sup>2</sup>
- Océ Top Colour FSC 100 g/m<sup>2</sup>
- Mondi Neusiedler 100 g/m<sup>2</sup>
- International Paper Hammermill 105 g/m<sup>2</sup>

### 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 364
  - [Calibrate the controller - 3. Media family calibration](#) , on page 366

## Calibrate the printer - '2. Auto gradation adjustment'

### Introduction

The '2. Auto gradation adjustment' 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 '2. Auto gradation adjustment' 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' procedure.

### 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/m<sup>2</sup>
- Océ Top Colour FSC 100 g/m<sup>2</sup>
- Mondi Neusiedler 100 g/m<sup>2</sup>
- International Paper Hammermill 105 g/m<sup>2</sup>

### 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' procedure.

2. Remove the test prints.
3. Touch 'Next' to continue with the '3. Media family calibration' 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 362
  - [Calibrate the controller - 3. Media family calibration](#) , on page 366

## 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 PRISMAprepare.

### 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.

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■ Calibrate the printer - 1. Shading correction , on page 362

■ Calibrate the printer - 2. Auto gradation adjustment , on page 364

## Adjust the CMYK calibration curve manually

### Introduction

Calibration curves assure color consistency over different engines. There is a calibration curve for each media family/halftone combination. The calibration curve is automatically set after calibration. However, you can adjust the curve manually for your specific needs.



#### IMPORTANT

This setting applies to the complete media family/halftone combination.

### Adjust the CMYK calibration curve manually

1. Touch 'System' -> 'Color management'.
2. Press 'Edit CMYK curves manually'.  
A log in window opens.
3. Log in as key operator.
4. Select the media family/halftone combination for which you want to adjust the CMYK curve.  
The current CMYK curves are displayed.
5. Press 'Edit'.
6. Select the area you want to adjust.
  - 'Highlights' (default)
  - 'Midtones'
  - 'Shadows'
7. Touch the link/unlink button to link or unlink the CMYK values.  
Use link to shift all sliders at the same time.  
Use unlink to shift each slider.
8. Use the sliders to change the CMYK curve for the selected area.
9. Repeat step 6 to 9 for the next area.
10. Repeat step 4 to 9 for another media family/halftone combination.
11. Touch 'OK' to save the values set.
12. Press 'Close'.

# **Chapter 12**

## **Specifications**

# Specifications

## Technology

| Specification          | Value   |
|------------------------|---|
| Imaging technology     | Electrophotography  |
| Toner                  | pQ Toner; no fusing oil   |
| Resolution             | 1200 x 1200 dpi   |
| Color gradations       | 256 per color   |
| Maximum imageable area | 323 x 476.6 mm/12.72" x 18.76"  |
| Features               | Real-time automatic color calibration, on-the-fly toner and paper refill, automatic duplexing (up to 220 g/m <sup>2</sup> / 80 lb cover)<br>Option: Operator warning light with warn-ahead functionality, warning time adjustable |

## Print speed imageRUNNER ADVANCE C9075S PRO

| Specification  |               | 1-sided<br>(Feeding from cassette or deck) |           | 2-sided<br>(Feeding from cassette or deck) |           |
|--|---------------|--|-----------|--|-----------|
| Weight   | Size          | Color                                      | B&W       | Color                                      | B&W       |
| Uncoated<br>52-105 g/m <sup>2</sup><br>14-28 lb bond | A4<br>LTR     | 70.0                                       | 75.0      | 70.0                                       | 75.0      |
|  | A4R/LTRR      | 49.5/52.6                                  | 53.0/56.4 | 49.5/52.6                                  | 53.0/56.4 |
|  | A3<br>11 x 17 | 35.0                                       | 37.5      | 35.0                                       | 37.5      |
|  | SRA3          | 33.6                                       | 36        | 33.6                                       | 36        |
|  | 13 x 19       | 31.3                                       | 33.6      | 31.3                                       | 33.6      |

| Specification   |               | 1-sided<br>(Feeding from cassette or deck) |           | 2-sided<br>(Feeding from cassette or deck) |           |
|---|---------------|--|-----------|--|-----------|
| Weight  | Size          | Color                                      | B&W       | Color                                      | B&W       |
| Uncoated<br>106–220 g/m <sup>2</sup><br>29 lb bond–82 lb<br>cover   | A4<br>LTR     | 35.0                                       | 37.5      | 35.0                                       | 37.5      |
|   | A4R/LTRR      | 24.7/26.3                                  | 26.5/28.2 | 24.7/26.3                                  | 26.5/28.2 |
|   | A3<br>11 x 17 | 17.5                                       | 18.7      | 17.5                                       | 18.7      |
|   | SRA3          | 16.8                                       | 18.0      | 16.8                                       | 18.0      |
|   | 13 x 19       | 15.6                                       | 16.8      | 15.6                                       | 16.8      |
| Uncoated<br>221–300 g/m <sup>2</sup><br>83–110 lb cover<br>Only via POD deck<br>lite, Multi drawer<br>deck  | A4<br>LTR     | 23.3                                       | 25.0      | n.a.                                       | n.a.      |
|   | A4R/LTRR      | 16.5/17.5                                  | 17.6/18.8 | n.a.                                       | n.a.      |
|   | A3<br>11 x 17 | 11.6                                       | 12.5      | n.a.                                       | n.a.      |
|   | SRA3          | 11.2                                       | 12.0      | n.a.                                       | n.a.      |
|   | 13 x 19       | 10.4                                       | 11.2      | n.a.                                       | n.a.      |
| Coated<br>Quality mode<br>106–300 g/m <sup>2</sup><br>28 lb bond–110 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck<br>2-sided supports up<br>to 220 g/m <sup>2</sup> / 82 lb<br>bond | A4<br>LTR     | 21.6                                       | 21.6      | 21.6                                       | 21.6      |
|   | A4R/LTRR      | 15.3/16.3                                  | 15.3/16.3 | 15.3/16.3                                  | 15.3/16.3 |
|   | A3<br>11 x 17 | 10.8                                       | 10.8      | 10.8                                       | 10.8      |
|   | SRA3          | 10.4                                       | 10.4      | 10.4                                       | 10.4      |
|   | 13 x 19       | 9.7  | 9.7       | 9.7  | 9.7       |
| Coated<br>Productivity mode<br>106–180 g/m <sup>2</sup><br>28 lb bond–66 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck   | A4<br>LTR     | 35.0                                       | 37.5      | 35.0                                       | 37.5      |
|   | A4R/LTRR      | 24.7/26.3                                  | 26.5/28.2 | 24.7/26.3                                  | 26.5/28.2 |
|   | A3<br>11 x 17 | 17.5                                       | 18.7      | 17.5                                       | 18.7      |
|   | SRA3          | 16.8                                       | 18.0      | 16.8                                       | 18.0      |
|   | 13 x 19       | 15.6                                       | 16.8      | 15.6                                       | 16.8      |

| Specification  |               | 1-sided<br>(Feeding from cassette or deck)  |           | 2-sided<br>(Feeding from cassette or deck) |      |
|--|---------------|---|-----------|--|------|
| Weight   | Size          | Color   | B&W       | Color                                      | B&W  |
| Coated<br>Productivity mode<br>181-300 g/m <sup>2</sup><br>67 lb bond-110 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck<br>2-sided supports up<br>to 220 g/m <sup>2</sup> / 82 lb<br>bond | A4<br>LTR     | 23.3  | 25.0      | n.a.                                       | n.a. |
|  | A4R/LTRR      | 16.5/17.5   | 17.6/18.8 | n.a.                                       | n.a. |
|  | A3<br>11 x 17 | 11.6  | 12.5      | n.a.                                       | n.a. |
|  | SRA3          | 11.2  | 12.0      | n.a.                                       | n.a. |
|  | 13 x 19       | 10.4  | 11.2      | n.a.                                       | n.a. |
| FPOT   |               | 8 seconds   |           |  |      |
| Copy speed (with automatic document feeder)  |               | First set: 45 ipm simplex, 44 ipm duplex<br>Following sets: output at full engine speed |           |  |      |
| FCOT   |               | 15 seconds (from glass plate)   |           |  |      |

**Print speed imageRUNNER ADVANCE C9065S PRO**

| Paper  |               | 1-sided<br>(Feeding from cassette or deck) |           | 2-sided<br>(Feeding from cassette or deck) |           |
|--|---------------|--|-----------|--|-----------|
| Weight   | Size          | Color                                      | B&W       | Color                                      | B&W       |
| Uncoated<br>52-105 g/m <sup>2</sup><br>14-28 lb bond | A4<br>LTR     | 65.0                                       | 65.0      | 65.0                                       | 65.0      |
|  | A4R/LTRR      | 46.0/48.9                                  | 46.0/48.9 | 46.0/48.9                                  | 46.0/48.9 |
|  | A3<br>11 x 17 | 32.5                                       | 32.5      | 32.5                                       | 32.5      |
|  | SRA3          | 31.2                                       | 31.2      | 31.2                                       | 31.2      |
|  | 13 x 19       | 29.1                                       | 29.1      | 29.1                                       | 29.1      |



| Paper   |               | 1-sided<br>(Feeding from cassette or deck) |           | 2-sided<br>(Feeding from cassette or deck) |           |
|---|---------------|--|-----------|--|-----------|
| Weight  | Size          | Color                                      | B&W       | Color                                      | B&W       |
| Uncoated<br>106–220 g/m <sup>2</sup><br>29 lb bond–82 lb<br>cover   | A4<br>LTR     | 32.5                                       | 32.5      | 32.5                                       | 32.5      |
|   | A4R/LTRR      | 23.0/24.4                                  | 23.0/24.4 | 23.0/24.4                                  | 23.0/24.4 |
|   | A3<br>11 x 17 | 16.2                                       | 16.2      | 16.2                                       | 16.2      |
|   | SRA3          | 15.6                                       | 15.6      | 15.6                                       | 15.6      |
|   | 13 x 19       | 14.5                                       | 14.5      | 14.5                                       | 14.5      |
| Uncoated<br>221–300 g/m <sup>2</sup><br>83–110 lb cover<br>Only via POD deck<br>lite, Multi drawer<br>deck  | A4<br>LTR     | 21.7                                       | 21.7      | n.a.                                       | n.a.      |
|   | A4R/LTRR      | 15.3/16.3                                  | 15.3/16.3 | n.a.                                       | n.a.      |
|   | A3<br>11 x 17 | 10.8                                       | 10.8      | n.a.                                       | n.a.      |
|   | SRA3          | 10.4                                       | 10.4      | n.a.                                       | n.a.      |
|   | 13 x 19       | 9.7  | 9.7       | n.a.                                       | n.a.      |
| Coated<br>Quality mode<br>106–300 g/m <sup>2</sup><br>28 lb bond–110 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck<br>2-sided supports up<br>to 220 g/m <sup>2</sup> / 82 lb<br>bond | A4<br>LTR     | 21.6                                       | 21.6      | 21.6                                       | 21.6      |
|   | A4R/LTRR      | 15.3/16.3                                  | 15.3/16.3 | 15.3/16.3                                  | 15.3/16.3 |
|   | A3<br>11 x 17 | 10.8                                       | 10.8      | 10.8                                       | 10.8      |
|   | SRA3          | 10.4                                       | 10.4      | 10.4                                       | 10.4      |
|   | 13 x 19       | 9.7  | 9.7       | 9.7  | 9.7       |
| Coated<br>Productivity mode<br>106–180 g/m <sup>2</sup><br>28 lb bond–66 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck   | A4<br>LTR     | 32.5                                       | 32.5      | 32.5                                       | 32.5      |
|   | A4R/LTRR      | 23.0/24.4                                  | 23.0/24.4 | 23.0/24.4                                  | 23.0/24.4 |
|   | A3<br>11 x 17 | 16.2                                       | 16.2      | 16.2                                       | 16.2      |
|   | SRA3          | 15.6                                       | 15.6      | 15.6                                       | 15.6      |
|   | 13 x 19       | 14.5                                       | 14.5      | 14.5                                       | 14.5      |

| Paper  |               | 1-sided<br>(Feeding from cassette or deck)  |           | 2-sided<br>(Feeding from cassette or deck) |     |
|--|---------------|---|-----------|--|-----|
| Weight   | Size          | Color   | B&W       | Color                                      | B&W |
| Coated<br>Productivity mode<br>181–300 g/m <sup>2</sup><br>67 lb bond–110 lb<br>cover<br>Only via POD deck<br>lite, Multi drawer<br>deck<br>2-sided supports up<br>to 220 g/m <sup>2</sup> / 82 lb<br>bond | A4<br>LTR     | 21.7  | 21.7      | n.a  | n.a |
|  | A4R/LTRR      | 15.3/16.3   | 15.3/16.3 | n.a  | n.a |
|  | A3<br>11 x 17 | 10.8  | 10.8      | n.a  | n.a |
|  | SRA3          | 10.4  | 10.4      | n.a  | n.a |
|  | 13 x 19       | 9.7   | 9.7       | n.a  | n.a |
| FPOT   |               | 8 seconds   |           |  |     |
| Copy speed (with automatic document feeder)  |               | First set: 45 ipm simplex, 44 ipm duplex<br>Following sets: output at full engine speed |           |  |     |
| FCOT   |               | 15 seconds (from glass plate)   |           |  |     |

General

| Specification                        | Value   |
|--------------------------------------|---|
| Device memory (SDRAM)                | 2.5 GB (SDRAM)  |
| Operation                            | One integrated 15" full color touch screen operating panel for total system (no engine/controller separation) |
| Hard disk                            | 80 GB (option: can be replaced by 1 TB HDD)<br>Second hard disk optional.                                     |
| Warm-up time                         | imageRUNNER ADVANCE C9075S PRO:<br>6 minutes<br>imageRUNNER ADVANCE C9065S PRO:<br>5 minutes                  |
| Front-to-back registration tolerance | Leading edge: +/- 1.5 mm/0.059"<br>Left and right: +/- 2.0 mm/0.079"  |

| Specification                  | Value  |
|--------------------------------|--|
| Dimensions main engine (WxDxH) | 1120 x 932 x 1400 mm/44" x 36.7" x 55.12"<br>(with automatic document feeder, operator panel)<br>(H, incl. operator attention light) 1650 mm/94.96"<br>(W, operating panel in most right position) 1275 mm/50.2" |
| Weight main engine             | 304 kg/670 lbs<br>(with toner, automatic document feeder, operator panel, and PRISMAsync controller)<br>Operator attention light: approx. 1 kg/2.2 lbs   |
| Security                       | E-shredding option provides HDD erase functionality<br>Optional removable engine HDD   |
| Certificates                   | EPA Energy Star, RoHS  |
| Power consumption              | Maximum power consumption: 2.68 kW   |
| TEC                            | imageRUNNER ADVANCE C9075S PRO: 17.48 kWh<br>imageRUNNER ADVANCE C9065S PRO: 16.00 kWh   |
| Power requirements             | PRISMAsync controller (also feeding operating panel/operator warning light): 100–240 VAC, 10–5 A, 50–60Hz<br>imageRUNNER ADVANCE C9075S PRO/C9065S PRO: 208 VAC, 15 A, 60 Hz                                     |

## Environmental

| Specification       | Value   |
|---------------------|---|
| Sound power level   | Standby mode: 58 dB<br>Print mode: 75 dB  |
| Ozone emissions     | Initial startup: maximum 0.01 parts per million<br>After short break-in period: maximum 0.035 parts per million |
| Optimum temperature | 15–27.5°C<br>59°F–81.5°F  |
| Relative humidity   | 25%–75%   |

### Automatic document feeder (Duplex Color Image Reader Unit-A1)

| Specification               | Value   |
|-----------------------------|---|
| Description                 | Optional automatic document feeder and scanner for duplex scanning of 1- or 2-sided originals   |
| Capacity                    | 300 originals (80 g/m <sup>2</sup> / 20 lb bond)  |
| Scan speed                  | Scan-to-file: 45 ipm 1-sided, 44 ipm 2-sided<br>Copy:<br>First set: 45 ipm 1-sided, 44 ipm 2-sided<br>Following sets: output at full engine speed |
| Original paper size         | A5, A5R, A4, A4R, A3, B4, B5, B5R, B6R, 11" x 17", LGL, LTR, LTRR, STMT, STMTR  |
| Original paper weight       | 8.5 x 11" 1-sided: 38–220 gsm<br>LTR 1-sided: 10 lb bond–85 lb cover<br>8.5 x 11" 2-sided: 50–220 gsm<br>LTR 2-sided: 13 lb bond–85 lb cover      |
| Detection                   | Automatic paper size detection  |
| Dimensions unit (W x D x H) | 635 x 605 x 253 mm / 25" x 23.82" x 9.96"   |
| Weight unit                 | 39.4 kg/86.9 lbs  |
| Power consumption           | Approximately 180 W (feeder and reader)   |
| Power requirement           | From main unit  |

### PRISMAsync controller

| Specification | Value   |
|---------------|---|
| Description   | Integrated high-performance Océ PRISMAsync color controller for imageRUNNER ADVANCE C9000S PRO series |

| Specification             | Value  |
|---------------------------|--|
| Features                  | <ul style="list-style-type: none"> <li>■ Waiting jobs/Scheduled job queues/Printed job archive</li> <li>■ One queue and job management for printing and copying</li> <li>■ Streaming (spool-while-RIP-while-print-while-clean-up): unlimited job length at constant print speed via clean-up while printing</li> <li>■ Multiple standard and customizable workflow profiles</li> <li>■ Media-based operation with PRISMA media catalog</li> <li>■ Web-based controller Settings Editor</li> <li>■ Professional high-speed color management with Adobe ACE color management module and dedicated GPU, calibration per media family and halftone, spot color editing with CMYK value definition for spot color tints, unlimited color preset definition for easy and time-saving reuse</li> <li>■ Options: <ul style="list-style-type: none"> <li>- Scheduler on operating panel: 8 hours plan-ahead functionality for simultaneous jobs</li> <li>- Workflow automation using LPR queues and PDF/PS hot folders</li> </ul> </li> </ul> |
| Server type               | External   |
| Operating system          | Windows XPE SP3  |
| Processor                 | Intel Core i7  |
| GPU                       | NVIDIA GeForce GTS 450   |
| 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 (for Acrobat 9); PDF-X; Optimized PS; Optimized PDF  |
| Protocols                 | SNMP v1/v2c/v3, Host Resources MIB, System Group MIB II, Printer MIB, Job Monitor MIB, LDAP  |

| Specification        | Value   |
|----------------------|---|
| Fonts                | <ul style="list-style-type: none"> <li>■ 136 Type1 fonts for Romance languages</li> <li>■ User import of PS fonts through Settings Editor</li> <li>■ Optional Adobe Asian fonts:               <ul style="list-style-type: none"> <li>- Japanese: 5 Morisawa fonts (no Heisei fonts)</li> <li>- Chinese: 2 fonts for Simplified Chinese, 1 font for Traditional Chinese</li> <li>- Korean: 1 font for Korean</li> </ul> </li> </ul> |
| Spot color libraries | HKS K, HKS K 3000+, HKS N, HKS N 3000+ PANTONE Goe un/coated, Pantone+ solid un/coated  |
| Printer drivers      | Windows Vista, Windows 7 (32 and 64 bit), Mac OS X 10.4/10.5/10.6 (32 bit), PPD<br>Functions: Media selection, layout selection, page programming, including tab shift and tab captions, selection of (sub)sets, mixed duplex/simplex printing of (sub)sets, margin shift, image quality and color settings, color presets, template definition, watermarks   |
| Security             | E-shredding, HTTPS, SNMP v3<br>Password protection per user role (key operator, system administrator, service technician)   |
| Accessories          | Standard license: <ul style="list-style-type: none"> <li>■ Scanning-B1</li> <li>■ Scheduler-A1</li> <li>■ Multiple queues/Hot folders-A1</li> <li>■ E-shredding-B1</li> </ul> Optional license: <ul style="list-style-type: none"> <li>■ Remote Viewer-B1</li> <li>■ Asian font sets: Korean-B1, Japanese-B1, Simplified Chinese-B1, Traditional Chinese-B1</li> </ul>  |

## Paper handling

| Specification          | Value   |
|------------------------|---|
| Paper Input            | Standard: 4 paper trays and bypass tray<br>Options:<br>Single-tray paper input modules:<br>POD Deck Lite-A1<br>Paper Deck Unit-A1<br>Multi-tray paper input module:<br>Multi-Drawer Paper Deck-A1   |
| Maximum paper capacity | 9300 sheets   |
| Paper feed technology  | Friction feed (standard paper trays), air separation  |
| Paper weight           | 52–300 g/m <sup>2</sup> / 14 lb bond–110 lb cover   |
| Paper size             | A5R, A4, A4R, A3, 12 5/8" × 17 11/16" / 320 × 450 mm (SRA3), B4, B5, B5R, LGL, LTR, LTRR, EXEC, 13" × 19" / 330 × 483 mm, 12" × 18" / 305 × 457 mm, 11" × 17" / 279 × 432 mm, 4-pane postcard, envelopes (ISO-B5, ISO-C5, DL, Com10, Monarch)<br>Custom sizes:<br>100 × 148 mm to 330.2 × 487.7 mm /<br>3.94" × 5.83" to 13" × 19.20" |
| Media                  | Plain paper, Coated paper, Recycled paper, Colored paper, Textured paper, Tabs, Punched paper, Transparencies, Labels, Postcards, special media, such as envelopes  |
| Features               | Double-sheet detection, Paper-level indication (visual), Automatic tray opening, Automatic paper size detection   |

## Standard paper trays

| Specification | Value   |
|---------------|---|
| Paper trays   | 2 × 1100 sheets (80 g/m <sup>2</sup> / 20 lb bond), A4/B5/LTR<br>2 × 550 sheets (80 g/m <sup>2</sup> / 20 lb bond), A5R - 12 5/8" × 17 11/16" / 320 × 450 mm (SRA3), 13" × 19" / 330 × 483 mm<br>Custom size:<br>139.7 × 182 mm to 330.2 × 487.7 mm /<br>5.5" × 7.17" to 13" × 19.20" |

| Specification | Value   |
|---------------|---|
| Features      | Paper-level indication (visual), Automatic tray opening |

**Paper module (Multi-Drawer Paper Deck-A1)**

| Specification               | Value   |
|-----------------------------|---|
| Description                 | Optional 3-tray paper input module  |
| Paper trays                 | 3 x 2000 sheets (80 g/m <sup>2</sup> / 20 lb bond)  |
| Maximum paper capacity      | 6000 sheets   |
| Paper sizes                 | 13" x 19" / 330 x 483 mm, 12" x 18" / 305 x 457 mm, 11" x 17" / 279.4 x 431.8 mm, 12 5/8" x 17 11/16" / 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, B5R, A5R, LGL, LTR, LTRR, EXEC<br>Custom size:<br>139.7 x 182 mm to 330.2 x 487.7 mm / 5.5" x 7.17" to 13" x 19.20" |
| Paper weight                | 52-300 g/m <sup>2</sup> / 14 lb bond-110 lb cover   |
| Dimensions unit (W x D x H) | 950 x 797 x 1040 mm / 37.40" x 31.38" x 40.95"  |
| Weight unit                 | 150 kg/330 lbs  |
| Power consumption           | Approximately 753 W   |
| Features                    | Paper-level indication (visual), Automatic tray opening   |
| Power requirement           | 100-240 VAC, 50/60 Hz   |

**Bulk paper module - POD Deck Lite-A1**

| Specification | Value  |
|---------------|--|
| Description   | Optional single-tray paper input module  |
| Paper trays   | 1 x 3500 sheets (80 g/m <sup>2</sup> / 20 lb bond)   |
| Paper sizes   | 13" x 19" / 330 x 483 mm, 12" x 18" / 305 x 457 mm, 11" x 17" / 279.4 x 431.8 mm, 12 5/8" x 17 11/16" / 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, LGL, LTR, LTRR |
| Paper weight  | 52-300 g/m <sup>2</sup> / 14 lb bond-110 lb cover  |



| Specification               | Value  |
|-----------------------------|--|
| Paper feed technology       | Friction feed, Air separation                    |
| Dimensions unit (W x D x H) | 601 x 621 x 570 mm /<br>23.66" x 24.25" x 22.44" |
| Weight unit                 | 50 kg/110 lbs                                    |
| Power consumption           | Approximately 263 W                              |
| Power requirement           | 100-240 VAC, 50/60 Hz                            |

### Bulk paper module - Paper Deck Unit-A1

| Specification               | Value  |
|-----------------------------|--|
| Description                 | Optional single-tray paper input module            |
| Paper trays                 | 1 x 3500 sheets (80 g/m <sup>2</sup> / 20 lb bond) |
| Paper sizes                 | A4, B5, LTR  |
| Paper weight                | 52-220 g/m <sup>2</sup> / 14 lb bond - 80 lb cover |
| Paper feed technology       | Friction feed                                      |
| Dimensions unit (W x D x H) | 323 x 583 x 570 mm /<br>12.72" x 22.95" x 22.44"   |
| Weight unit                 | 37 kg/81.5 lbs                                     |
| Power consumption           | Approximately 44 W                                 |
| Power requirement           | From main unit                                     |

### Special feeder - (Multi-Purpose Tray)

| Specification  | Value  |
|----------------|--|
| Description    | Standard part of main engine.<br>Not accessible when Multi-Drawer Paper Deck is connected. |
| Paper capacity | 100 sheets (80 g/m <sup>2</sup> / 20 lb bond)  |

| Specification | Value   |
|---------------|---|
| Paper sizes   | 13" x 19" / 330 x 483 mm, 12 5/8" x 17 11/16" (320 x 450 mm (SRA3), 12" x 18" / 305 x 457 mm, 11"x17" / 279.4 x 431.8 mm, A3, A4, A4R, B4, B5, LGL, LTR, LTRR, EXEC, STMTR, Envelopes (ISO-B5, ISO-C5, DL, Com10 No.10, Monarch, Nagagata 3, Yougatanaga 3, Kakugata 2)<br>Custom sizes:<br>100 x 148 mm to 330.2 x 487.7 mm /<br>3.94" x 5.83" to 13" x 19.20" |
| Paper weight  | 52-300 g/m <sup>2</sup> / 14 lb bond-110 lb cover   |

### Scan-to-file (optional)

| Specification                               | Value   |
|---|---|
| Description                                 | Option to resale license enabling scan-to-file functionality<br>Features: Direct embedding of sRGB or Adobe RGB color profiles for PDF scan; scan-while-warm-up; standard and user-defined scan and copy templates                    |
| Resolution (selectable for scan-to-file)    | 150 dpi, 300 dpi, 600 dpi   |
| Scan speed (with automatic document feeder) | 45 ipm 1-sided, 44 ipm 2-sided  |
| Destination                                 | Scan-to-Email, Scan-to-FTP, Scan-to-PRISMAaccess, Scan-to-USB   |
| File format                                 | (Single-/Multi-page) TIFF, JPEG, PDF  |
| Notes                                       | Initial scan resolution is always 600 dpi. If the operator selected a lower resolution setting for scan-to-file, the initial scan is processed accordingly before outputting the file to the selected output location (FTP or email). |

### Finisher (Staple Finisher-A1)

| Specification             | Value   |
|---------------------------|---|
| Description               | Optional finisher for (offset) stacking and stapling        |
| Maximum stapling capacity | A4/LTR: up to 100 sheets (80 g/m <sup>2</sup> / 22 lb bond) |

| Specification               | Value   |          |             |            |
|-----------------------------|---|----------|-------------|------------|
| Maximum stacking capacity   | 4250 sheets   |          |             |            |
| Output capacity (in sheets) |   | Top tray | Middle tray | Lower tray |
|                             | A4 LTR  | 1500     | 2500        | 250        |
|                             | A4R LTRR  | 750      | 750         | 125        |
|                             | A5R STMTR   | 1500     | 1500        | 250        |
|                             | A3 11" x 17"  | 750      | 750         | 125        |
|                             | SRA3 13" x 19"  | 750      | 750         | 30         |
| Paper weight                | 52-300 g/m <sup>2</sup> / 14 lb bond-110 lb cover   |          |             |            |
| Paper size                  | Corner stapling front/rear 30 degrees: A4R, A3, B4, A4, B5, LGL, LTRR, LTR, EXEC, 11" x 17" / 279.4 x 431.8 mm<br>Two-point stapling: A3, B4, A4, A4R, B5, 11" x 17" / 279.4 x 431.8 mm, LTR, LTRR, LGL, EXEC |          |             |            |
| Dimensions unit (W x D x H) | 782 x 765 x 1040 mm / 30.79" x 30.12" x 40.94"  |          |             |            |
| Weight unit                 | 61 kg/134.5 lbs   |          |             |            |
| Power requirement           | 100-240 VAC; 50/60 Hz, 2.8 A  |          |             |            |
| Power Consumption           | Approximately 207 W   |          |             |            |
| Features                    | Corner stapling, Two-point stapling (also A4R/LTRR)   |          |             |            |

### Stacker/stapler (Booklet Finisher-A1)

| Specification                  | Value   |
|--------------------------------|---|
| Description                    | Stacker/stapler with same stacking and stapling capabilities as staple finisher plus saddle stitching functionality |
| Maximum saddle-stitch capacity | 20 sheets (80 g/m <sup>2</sup> / 20 lb bond)  |

| Specification               | Value  |
|-----------------------------|--|
| Output capacity             | On Conveyor belt: 25 booklets (80 g/m <sup>2</sup> / 20 lb bond)   |
| Paper weight                | Booklet pages: 64–220 g/m <sup>2</sup> / 17 lb bond - 81 lb cover<br>Booklet cover: up to 300 g/m <sup>2</sup> / 110 lb cover  |
| Paper size                  | For booklets before folding: B4, A4R, A3, SRA3, 13" x 19" / 330 x 483 mm, 12" x 18" / 305 x 457 mm, 11" x 17" / 279.4 x 431.8 mm, LGL, LTRR<br>Custom sizes:<br>210 x 279.3 mm to 330.2 x 487.7 mm /<br>8.27" x 11" to 13" x 19.2" |
| Dimensions unit (W x D x H) | 896 x 765 x 1040 mm /<br>35.28" x 30.12" x 40.94"  |
| Weight unit                 | 108 kg/238 lbs   |
| Power requirement           | 100–240 VAC; 50/60 Hz, 2.8 A   |
| Power Consumption           | Approximately 225 W  |

### Trim unit (Inner Booklet Trimmer-A1)

| Specification     | Value  |
|-------------------|--|
| Description       | Optional leading-edge booklet trimmer for stacker/stapler  |
| Trim width        | 2–20 mm / 0.079"–0.787"  |
| Paper weight      | 52–300 g/m <sup>2</sup> / 14 lb bond–110 lb cover  |
| Paper size        | A3, SRA3, B4, A4R, LGL, LTR, LTRR, 13" x 19" / 330 x 483 mm, 12" x 18" / 305 x 457 mm, 11" x 17" / 279.4 x 431.8 mm<br>Custom sizes:<br>210 x 279.4 mm to 330.2 x 487.7 mm /<br>8.27" x 11" to 13" x 19.2" |
| Power requirement | From the stacker/stapler   |
| Power Consumption | Approximately 51 W (when in operation)   |
| Option for        | Stacker/stapler  |

### Punch unit (Puncher Unit-BG1 (2/4 holes), Puncher Unit-BH1 (4 holes, Sweden))

| Specification     | Value  |
|-------------------|--|
| Description       | Optional built-in 2- or 4-hole punch unit  |
| Paper weight      | 52–256 g/m <sup>2</sup> / 14 lb bond –95 lb cover (no transparencies)  |
| Paper size        | 2 holes: A3, A4, A4R, LGL, LTRR<br>4 holes (France): A3, A4<br>4-holes (Sweden): A3, A4, A4R, 11" x 17" / 279.4 x 431.8 mm, LGL, LTR, LTRR |
| Power requirement | From the finisher or stacker/stapler   |
| Power Consumption | Approximately 56 W (when in operation)   |
| Option for        | Finisher and stacker/stapler   |

### Notice for Puncher Unit-BG1/BH1

The Puncher Unit-BG1/BH1 is not available for US region.

### Punch unit US (Puncher Unit-BF1 (2/3 holes US))

| Specification     | Value  |
|-------------------|--|
| Description       | Optional built-in 2- or 3-hole punch unit                              |
| Paper weight      | 52–256 g/m <sup>2</sup> / 14 lb bond –95 lb cover (no transparencies)  |
| Paper size        | 2 holes: LGL, LTRR<br>3 holes: 11" x 17" / 279.4 x 431.8 mm, LTR, EXEC |
| Power requirement | From the finisher or stacker/stapler                                   |
| Power Consumption | Approximately 56 W (when in operation)                                 |
| Option for        | Staple finisher and stacker/stapler                                    |

### Inserter (Document Insertion Unit-H1)

| Specification      | Value  |
|--------------------|--|
| Description        | Optional sheet and cover insertion unit  |
| Capacity           | 2 x 200 sheets (80 g/m <sup>2</sup> / 20 lb bond)  |
| Paper weight       | 52-300 g/m <sup>2</sup> / 14 lb bond-110 lb cover  |
| Paper size         | For inserts: A4, A4R, A3, SRA3, B4R, B5, B5R, 13" x 19" / 330 x 483 mm, 12" x 18" / 305 x 457 mm, 11" x 17" / 279.4 x 431.8 mm, LGLR, LTR, LTRR, EXEC<br>Custom sizes:<br>182 x 182 mm to 330.2 x 487.7 mm /<br>7.17" x 7.17" to 13" x 19.2"<br>Pass-through mode: All paper sizes supported by the main engine  |
| Media              | For inserts: Thin paper(52-63 g/m <sup>2</sup> / 14 lb bond-16 lb bond), Plain paper (64-105 g/m <sup>2</sup> / 17 lb bond-28 lb bond), recycled paper, thick paper (106-300 g/m <sup>2</sup> / 29 lb bond-110 lb Cover), coated paper (106-300 g/m <sup>2</sup> / 29 lb bond-110 lb cover), colored paper, tabs, textured paper, bond paper, prepunched paper, letterhead, tracing paper<br>Pass-through mode: All media supported by the main engine |
| Dimensions (WxDxH) | 746 x 793 x 1407 mm /<br>29.37" x 31.22" x 55.39"  |
| Weight             | 61 kg/134.5 lbs  |
| Power requirement  | 100-240 V, 50/60 Hz, 1.0 A   |
| Power Consumption  | Approximately 85 W   |

### Folder (Paper Folding Unit-G1)

| Specification | Value   |
|---------------|---|
| Description   | Optional unit with various folding options: Letter fold in, letter fold out, double parallel fold, Z-fold, half folding |

| Specification                      | Value  |
|------------------------------------|--|
| Folding output and output capacity | <p>Output to folding unit output tray:</p> <ul style="list-style-type: none"> <li>■ Letter fold in (C fold)/letter fold out: 40 sheets</li> <li>■ Double parallel fold: 20 sheets</li> </ul> <p>Output to staple finisher or booklet maker top tray or lower tray:</p> <ul style="list-style-type: none"> <li>■ Z-fold/half fold (A<sub>3</sub>, B<sub>4</sub>R, 11" × 17"): 30 sheets</li> <li>■ Z-fold/half fold (A<sub>4</sub>R, LTRR, LGLR): 10 sheets</li> </ul> <p>Output to staple finisher or booklet maker escape tray:</p> <ul style="list-style-type: none"> <li>■ Z-fold/half fold: 10 sheets</li> </ul> |
| Paper weight                       | <p>52–105 g/m<sup>2</sup> / 14 lb bond–28 lb bond:<br/>Z-folding, letter fold in (C-fold), letter fold out (Accordion Z-fold), double parallel folding, half fold</p> <p>52–90 g/m<sup>2</sup> / 14 lb bond–24 lb bond: Double parallel fold</p>   |
| Paper size                         | <p>Z-fold: A<sub>4</sub>R, B<sub>4</sub>R, A<sub>3</sub>, LTRR, LGL, 11" × 17" / 279.4 × 431.8 mm<br/>Letter fold in (C fold): A<sub>4</sub>R, LTRR<br/>Letter fold out: A<sub>4</sub>R, LTRR<br/>Double parallel fold: A<sub>4</sub>R, LTRR, LGL<br/>Half fold: A<sub>4</sub>R, LTRR</p>  |
| Dimensions (WxDxH)                 | <p>336 × 793 × 1190 mm /<br/>13.23" × 31.22" × 46.85"</p>  |
| Weight                             | 71 kg/156.5 lbs  |
| Power requirement                  | From the staple finisher and stacker/stapler   |
| Power Consumption                  | Approximately 132 W  |

### Puncher (Professional Puncher-C1; Professional Puncher Integration Unit-B1)

| Specification | Value  |
|---------------|--|
| Description   | Punch unit with user-replaceable dies for plastic comb-, twin loop-, color coil-, pro click-, velo-, and ring binding  |
| Paper weight  | <p>Uncoated paper: 75–216 g/m<sup>2</sup> / 20 lb bond–80 lb cover<br/>Coated paper: 120–216 g/m<sup>2</sup> / 32 lb bond–80 lb cover<br/>Exact specifications depend on die set</p> |
| Paper size    | <p>EU: A<sub>4</sub>, A<sub>4</sub> tabs<br/>US: LTR, LTR tab</p>  |

| Specification             | Value   |
|---------------------------|---|
| Punch waste tray capacity | Varies by die set type.<br>Max. 25,000 sheets (4-hole die set; 80g/m <sup>2</sup> / 20 lb bond)   |
| Dimensions (WxDxH)        | 305 x 792 x 1040 mm / 12" x 31.18" x 40.94" (Professional Puncher-C1)<br>250 x 792 x 1040 mm / 9.84" x 31.18" x 40.94" (Professional Puncher Integration Unit-B1)   |
| Weight                    | 80 kg / 176 lbs (Professional Puncher-C1)<br>40 kg / 88 lbs (Professional Puncher Integration Unit-B1)  |
| Power requirement         | EUR: 220–240 VAC; 50/60 Hz; 3.1 A (Professional Puncher Integration Unit-B1)<br>US: 120–127 VAC, 60 Hz, 5.5 A (Professional Puncher Integration Unit-B1)<br>Professional Puncher-C1 takes power from Professional Puncher Integration Unit-B1 |
| Power Consumption         | Approximately 130 W (Professional Puncher Integration Unit-B1)<br>Approximately 320 W (Professional Puncher-C1)   |

### Replaceable A4 die sets for Professional Puncher-B1

| Specification                       | Value  |
|-------------------------------------|--|
| Replaceable punch die sets (A4/LTR) | EUR: 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<br>US: 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) |
| Paper weight                        | 75–216 g/m <sup>2</sup> / 20 lb bond–80 lb cover (uncoated)<br>120–216 g/m <sup>2</sup> / 32 lb bond–80 lb cover (coated)*<br>* For Pro Click (EU: 34-hole):<br>120–176 g/m <sup>2</sup> / 32 lb bond–65 lb cover (coated)   |
| Life time                           | 500,000 sheets or more   |



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## Copy tray

| Specification             | Value   |
|---------------------------|---|
| Description               | Output tray for straight output stacking only; no offset stacking   |
| Paper weight              | As defined for main engine  |
| Paper size                | As defined for main engine  |
| Tray capacity             | 1-sided printed output: 50 sheets (80 gsm/22 lb Bond)<br>2-sided printed output: 100 sheets (80 gsm/22 lb Bond) |
| Dimensions<br>(W x D x H) | 420 x 382 x 267 mm/19.2" x 15.04" x 10.51"  |
| Weight                    | 1.3 kg/2.87 lbs   |



# **Chapter 13**

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## dump/restore

```
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 * Ported to Linux's Second Extended File System as part of the
 * dump and restore backup suit
 * Remy Card <card@Linux.EU.Org>, 1994-1997
 * Stelian Pop <stelian@popies.net>, 1999-2000
 * Stelian Pop <stelian@popies.net> - Alc?e <www.alcove.com>, 2000-2002
 */
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## fontconfig

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# Index

## 1- or 2-sided

|                        |     |
|------------------------|-----|
| Copy job .....         | 177 |
| Original setting ..... | 174 |
| Print job .....        | 105 |
| Scan job .....         | 218 |

## 1-Sided printing

|                        |     |
|------------------------|-----|
| 1-Sided printing ..... | 159 |
|------------------------|-----|

## 2-Sided printing

|                        |     |
|------------------------|-----|
| 2-Sided printing ..... | 159 |
|------------------------|-----|

## A

### Access other functions during copy job or scan job

|  |     |
|--|-----|
| Access other functions during copy job or scan job ..... | 203 |
|--|-----|

### Add

|                          |     |
|--------------------------|-----|
| Automated workflow ..... | 333 |
|--------------------------|-----|

### Add temporary media to the Media catalog

|  |     |
|--|-----|
| Add temporary media to the Media catalog ... | 148 |
|--|-----|

### Add toner

|                 |     |
|-----------------|-----|
| Add toner ..... | 301 |
|-----------------|-----|

### ADF

|                |         |
|----------------|---------|
| ADF .....      | 23, 194 |
| Cleaning ..... | 348     |

### ADF rollers

|                   |     |
|-------------------|-----|
| ADF rollers ..... | 354 |
|-------------------|-----|

### Adjust image

|                    |     |
|--------------------|-----|
| Adjust image ..... | 212 |
| Copy job .....     | 187 |
| Scan job .....     | 225 |

### Adjust paper module

|                           |     |
|---------------------------|-----|
| Adjust paper module ..... | 252 |
|---------------------------|-----|

### Adjust paper tray

|                         |     |
|-------------------------|-----|
| Adjust paper tray ..... | 243 |
|-------------------------|-----|

### Align

|                 |     |
|-----------------|-----|
| Copy job .....  | 182 |
| Print job ..... | 108 |
| Scan job .....  | 223 |

### Align image / media

|                           |     |
|---------------------------|-----|
| Align image / media ..... | 149 |
|---------------------------|-----|

### Alignment

|                 |     |
|-----------------|-----|
| Alignment ..... | 163 |
|-----------------|-----|

### Assign

|              |     |
|--------------|-----|
| Assign ..... | 142 |
|--------------|-----|

### Auto color mismatch correction

|                                      |     |
|--------------------------------------|-----|
| Auto color mismatch correction ..... | 360 |
|--------------------------------------|-----|

### Automated settings

|                |     |
|----------------|-----|
| Copy job ..... | 172 |
| Scan job ..... | 216 |

### Automated workflow

|                       |     |
|-----------------------|-----|
| Add .....             | 333 |
| Delete .....          | 335 |
| Edit .....            | 334 |
| Restore default ..... | 336 |

### Automated workflows

|                   |     |
|-------------------|-----|
| Attributes .....  | 331 |
| Explanation ..... | 331 |

### Automatic Document Feeder

|                                 |    |
|---------------------------------|----|
| Automatic Document Feeder ..... | 23 |
|---------------------------------|----|

### Automatic document feeder

|                                 |     |
|---------------------------------|-----|
| Automatic document feeder ..... | 194 |
|---------------------------------|-----|

### Available documentation

|                               |    |
|-------------------------------|----|
| Available documentation ..... | 14 |
|-------------------------------|----|

## B

### Background suppression

|                         |     |
|-------------------------|-----|
| Original settings ..... | 176 |
| Scan job .....          | 220 |

### Basic copy

|                  |     |
|------------------|-----|
| Basic copy ..... | 201 |
|------------------|-----|

### Billing counters

|                        |         |
|------------------------|---------|
| Billing counters ..... | 357–358 |
|------------------------|---------|

### Binding

|                 |     |
|-----------------|-----|
| Copy job .....  | 191 |
| Print job ..... | 115 |

### Binding edge

|                    |     |
|--------------------|-----|
| Binding edge ..... | 160 |
| Copy job .....     | 178 |
| Print job .....    | 106 |

### Black and white

|                |     |
|----------------|-----|
| Scan job ..... | 226 |
|----------------|-----|

### Booklet Finisher-A1

|                           |    |
|---------------------------|----|
| Booklet Finisher-A1 ..... | 33 |
|---------------------------|----|

### Booklet maker

|                     |    |
|---------------------|----|
| Booklet maker ..... | 33 |
|---------------------|----|

### Bulk paper module

|                         |     |
|-------------------------|-----|
| Bulk paper module ..... | 21  |
| Load media .....        | 257 |

### Bundle print jobs

|                         |     |
|-------------------------|-----|
| Bundle print jobs ..... | 157 |
|-------------------------|-----|

### Bundled jobs

|                           |     |
|---------------------------|-----|
| Change job settings ..... | 157 |
|---------------------------|-----|

**C****Calibration**

- 1. Shading correction .....362
- 2. Auto gradation adjustment .....364
- 3. Media family calibration .....366
- Introduction .....361

**Calibration curve**

- Calibration curve .....368

**cartridge**

- toner .....235

**Change**

- Alignment .....163
- Binding edge .....160
- Check first set .....152
- Finishing method .....168
- Image shift .....164
- Margin Shift .....164
- Media .....161
- Number of sets .....151
- Offset stacking .....166
- Output location .....166
- Print order .....166
- Rotation .....166
- Separator sheets .....154
- Settings for covers .....162
- Sheet order .....166
- Sheet orientation .....166
- Sort by page .....166
- Sort by set .....166
- Warning time .....324

**Change paper size**

- Integrated paper tray .....243
- Paper module .....252

**change paper size**

- multidrawer paper deck-A1 .....252
- POD deck lite-A1 .....263

**Check**

- Punch waste box .....292
- Staple Cartridges .....306
- Toner level .....299
- Waste toner container .....299

**Check first set**

- Check first set .....152

**Clean roller**

- Clean roller .....353

**Clean the operator panel**

- Clean the operator panel .....26

**Cleaning**

- Cleaning .....346
- ADF .....348
- Cover plate .....347
- Drum .....355
- Feeder .....348
- Glass plate .....347
- Operator panel .....356

**CMYK calibration curve**

- CMYK calibration curve .....368

**Color**

- Scan job .....226

**Color pre-sets**

- Color pre-sets .....70
- Concept .....60
- Printer driver .....77
- PRISMAprepare (optional) .....75

**color toner cartridge**

- color toner cartridge .....235

**Color/black and white**

- Copy job .....188

**Combine analog documents**

- Combine analog documents .....229

**Combine subsets**

- Create 1 document .....202
- Create 1 file .....229

**Concept**

- Concept .....60

**Connectivity**

- Default gateway .....328
- DHCP .....328
- DNS suffix follows domain .....328
- Host name .....328
- Link speed and connection type .....328
- MAC address .....328
- Primary DNS suffix .....328
- Subnet mask .....328
- TCP/IP .....328
- Test TCP/IP connection .....328

**Continue printing after printer stop**

- Continue printing after printer stop .....127

**Contradiction handling**

- Contradiction handling .....118

**Controller**

- Concept .....60
- Turn on .....96

**Copy**

- Copy .....201
- Glass plate .....197
- Non-standard size originals .....209
- Scan now, print later .....210

- 
- Copy function**
    - About .....170
  - Copy job**
    - 1- or 2-sided .....177
    - Adjust image .....187
    - Align .....182
    - Automated settings .....172
    - Background suppression .....176
    - Binding .....191
    - Binding edge .....178
    - Color/black and white .....188
    - Covers .....179
    - Destination .....192
    - Folding .....190
    - Job name .....192
    - Job settings .....172
    - Layout .....180
    - Margin erase .....187
    - Media .....179
    - Number of sets .....192
    - Original type .....175
    - Print delivery .....184
    - Punching .....189
    - Rename .....208
    - Separator sheets .....193
    - Shift .....183
    - Size .....176
    - Staples .....191
    - Trimming .....192
    - Zoom .....181
  - Copy jobs**
    - Access other functions .....203
    - Combined copy job .....202
    - Minimize .....203
    - Zoom .....204
  - Copy quality**
    - Copy quality .....212
  - Copy tray**
    - Copy tray .....32
  - Copy Tray-P1**
    - Copy Tray-P1 .....32
  - Corona wire**
    - Corona wire .....352
  - Counters**
    - Counters .....357–358
  - Cover plate**
    - Cleaning .....347
  - Covers**
    - Covers .....162
    - Copy job .....179
    - Print job .....107
  - Create a hotfolder**
    - Create a hotfolder .....339
  - Creating a Custom Template**
    - Creating a Custom Template .....207
  - Custom templates**
    - Create .....207
    - Delete .....207
    - Make default .....207
    - Rename .....207
    - Save .....207
    - Use .....207
  - D**
  - Dashboard**
    - Dashboard .....84
  - Date and time**
    - Date and time .....328
  - Day counters**
    - Day counters .....357
  - Default gateway**
    - Default gateway .....328
  - Define job settings in hotfolder**
    - Define job settings in hotfolder .....342
  - Delete**
    - Automated workflow .....335
  - Delete a custom template**
    - Delete a custom template .....207
  - Delete jobs**
    - All jobs .....128
    - Jobs with available media .....128
    - Jobs with label .....128
    - List of Printed jobs .....128
    - List of Scheduled jobs .....128
    - List of Waiting jobs .....128
    - New jobs .....128
    - One by one .....128
    - Printed jobs .....128
  - Destination**
    - Copy job .....192
  - DHCP**
    - DHCP .....328
  - Disable**
    - Warning time .....325
  - DNS suffix follows domain**
    - DNS suffix follows domain .....328
  - Document Insertion Unit-H1**
    - Document Insertion Unit-H1 .....49
    - Load media .....272
-

- 
- Double parallel fold**
    - Double parallel fold .....52
  - Drum**
    - Cleaning .....355
  - Duplex Color Image Reader Unit-A1**
    - Cleaning .....347–348
  - E**
  - Edit**
    - Automated workflow .....334
  - Envelopes**
    - Envelopes .....278
  - Error diffusion**
    - Error diffusion .....366
  - F**
  - Feeder**
    - Feeder .....23
    - Cleaning .....348
  - File type**
    - Scan job .....221
  - Fine**
    - Fine .....366
  - Finishing method**
    - Finishing method .....168
  - Folding**
    - Copy job .....190
    - Print job .....114
  - G**
  - Glass plate**
    - Glass plate .....23, 197
    - Cleaning .....347
  - Grayscale**
    - Scan job .....226
  - H**
  - Half-fold**
    - Half-fold .....52
  - Host name**
    - Host name .....328
  - Hotfolder**
    - Activate .....338
    - Create shared network drive .....340
    - Define job settings .....342
    - Drag & drop .....337
  - General information .....337
    - Include in automated workflow .....339
    - Job settings .....337
    - Job ticket .....337
  - I**
  - Image reader**
    - Cleaning .....347
  - Image shift**
    - Image shift .....164
  - Inner Booklet Trimmer-A1**
    - Inner Booklet Trimmer-A1 .....33
  - Input profiles**
    - Input profiles .....72
  - Insertter**
    - Insertter .....49
    - Load media .....272
  - Insertion unit**
    - Insertion unit .....49
  - Integrated paper tray**
    - Change paper size .....243
    - Load media .....237
  - J**
  - Job**
    - Change alignment .....163
    - Change binding edge .....160
    - Change finishing method .....168
    - Change number of sets .....151
    - Change settings for covers .....162
    - Change the media .....161
    - Check the first set .....152
    - Give priority .....120
    - Make a proof .....125
    - Print later .....121
    - Print the job parameters .....124
    - Reprint .....122
    - Separator sheets .....154
    - Shift the image .....164
    - Shift the margin .....164
    - To top .....120
  - Job name**
    - Copy job .....192
    - Print job .....116
    - Truncate .....326
  - Job settings**
    - Copy job .....172
    - Hotfolder .....337
-

|  |          |
|--|----------|
| Print job .....                            | 104      |
| <b>Job status</b>                          |          |
| Job status .....                           | 87       |
| <b>Job status icons</b>                    |          |
| Job status icons .....                     | 87       |
| <b>Job ticket</b>                          |          |
| Job ticket .....                           | 124      |
| <b>Jobs view</b>                           |          |
| Overview .....                             | 87       |
| <b>Jobs with available media</b>           |          |
| Jobs with available media .....            | 131      |
| <b>Jobs with label</b>                     |          |
| Jobs with label .....                      | 131      |
| <b>JPEG</b>                                |          |
| JPEG .....                                 | 214      |
| <br>                                       |          |
| <b>K</b>                                   |          |
| <b>Key operator settings</b>               |          |
| Key operator settings .....                | 328      |
| <br>                                       |          |
| <b>L</b>                                   |          |
| <b>Label</b>                               |          |
| Label .....                                | 131      |
| <b>Layout</b>                              |          |
| Copy job .....                             | 180      |
| <b>Link speed and connection type</b>      |          |
| Link speed and connection type .....       | 328      |
| <b>Load the media</b>                      |          |
| Bulk paper module .....                    | 257      |
| Inserter .....                             | 272      |
| Integrated paper tray .....                | 237      |
| Paper module .....                         | 245      |
| Schedule view .....                        | 137      |
| Special feeder .....                       | 278      |
| Trays view .....                           | 142      |
| <b>Loading tab paper</b>                   |          |
| Loading tab paper .....                    | 287      |
| <b>Logging</b>                             |          |
| Printing the Configuration Report .....    | 328      |
| Save the datadump file .....               | 328      |
| Save the zipped log file .....             | 328      |
| <br>                                       |          |
| <b>M</b>                                   |          |
| <b>MAC address</b>                         |          |
| MAC address .....                          | 328      |
| <b>Maintenance view</b>                    |          |
| Maintenance view .....                     | 344      |
| <br>                                       |          |
| <b>Make a custom template your default</b> |          |
| Make a custom template your default .....  | 207      |
| <b>Make a proof</b>                        |          |
| Make a proof .....                         | 125      |
| <b>Manual settings</b>                     |          |
| Print job .....                            | 104      |
| <b>Margin erase</b>                        |          |
| Copy job .....                             | 187      |
| Scan job .....                             | 224      |
| <b>Margin Shift</b>                        |          |
| Margin Shift .....                         | 164      |
| <b>Media</b>                               |          |
| Bulk paper module .....                    | 257      |
| Copy job .....                             | 179      |
| Icons .....                                | 140      |
| Information .....                          | 140      |
| Inserter .....                             | 272      |
| Integrated paper tray .....                | 237      |
| Paper module .....                         | 245      |
| Print job .....                            | 106      |
| Schedule view .....                        | 137      |
| Special feeder .....                       | 278      |
| Trays view .....                           | 142      |
| <b>Media catalog</b>                       |          |
| Media catalog .....                        | 66, 146  |
| Concept .....                              | 60       |
| Printer driver .....                       | 77       |
| PRISMAprepare (optional) .....             | 75       |
| <b>Media family</b>                        |          |
| Media family .....                         | 68       |
| <b>Media handling</b>                      |          |
| Description .....                          | 146      |
| <b>Media registration</b>                  |          |
| Media registration .....                   | 149      |
| <b>Media size</b>                          |          |
| Scan job .....                             | 222      |
| <b>Meter readings</b>                      |          |
| Meter readings .....                       | 358      |
| <b>Minimize</b>                            |          |
| Minimize .....                             | 203      |
| <b>Monitor remotely</b>                    |          |
| Monitor remotely .....                     | 80       |
| <b>Multi-Drawer Paper Deck Lite-A1</b>     |          |
| Multi-Drawer Paper Deck Lite-A1 .....      | 19       |
| <b>Multi-Drawer Paper Deck-A1</b>          |          |
| Adjust paper size .....                    | 252      |
| Change paper size .....                    | 252      |
| Loading paper .....                        | 245, 257 |

|  |     |
|--|-----|
| <b>N</b>                               |     |
| <b>New</b>                             |     |
| Scan to file .....                     | 227 |
| <b>Non-standard size originals</b>     |     |
| Non-standard size originals .....      | 209 |
| <b>Normal</b>                          |     |
| Normal .....                           | 366 |
| <b>Number of sets</b>                  |     |
| Number of sets .....                   | 151 |
| Copy job .....                         | 192 |
| Print job .....                        | 116 |
| <b>O</b>                               |     |
| <b>Océ PRISMAprepare</b>               |     |
| Concept .....                          | 60  |
| <b>Offset stacking</b>                 |     |
| Offset stacking .....                  | 166 |
| Changes in the Properties window ..... | 155 |
| Every N sets .....                     | 166 |
| Types .....                            | 155 |
| <b>Operator attention light</b>        |     |
| Description .....                      | 30  |
| <b>Operator panel</b>                  |     |
| Brightness .....                       | 327 |
| Clean .....                            | 26  |
| Cleaning .....                         | 356 |
| Contrast .....                         | 327 |
| Main components .....                  | 26  |
| <b>Original setting</b>                |     |
| 1- or 2-sided .....                    | 174 |
| <b>Original type</b>                   |     |
| Original setting .....                 | 175 |
| Scan job .....                         | 219 |
| <b>Output</b>                          |     |
| Punch .....                            | 211 |
| Staple .....                           | 211 |
| <b>Output profile</b>                  |     |
| Media tab .....                        | 66  |
| <b>Output profiles</b>                 |     |
| Output profiles .....                  | 73  |
| <b>P</b>                               |     |
| <b>Page range</b>                      |     |
| Print a part of a job .....            | 116 |
| Print all pages .....                  | 116 |
| <b>Paper Deck Unit-A1</b>              |     |
| Paper Deck Unit-A1 .....               | 21  |
| <b>Paper Deck-A1</b>                   |     |
| Paper Deck-A1 .....                    | 19  |
| <b>Paper Folding Unit-G1</b>           |     |
| Paper Folding Unit-G1 .....            | 52  |
| <b>Paper jams</b>                      |     |
| Paper jams .....                       | 359 |
| <b>Paper module</b>                    |     |
| Paper module .....                     | 19  |
| Adjust for media size .....            | 252 |
| Load media .....                       | 245 |
| <b>Paper stock</b>                     |     |
| Paper stock .....                      | 234 |
| <b>Paper storage</b>                   |     |
| Paper storage .....                    | 234 |
| <b>Paper tray</b>                      |     |
| Paper tray .....                       | 19  |
| Adjust for media size .....            | 243 |
| Change paper size .....                | 243 |
| Tab paper .....                        | 289 |
| <b>Paper tray icons</b>                |     |
| Paper tray icons .....                 | 140 |
| <b>POD Deck Lite-A1</b>                |     |
| POD Deck Lite-A1 .....                 | 21  |
| <b>POD deck lite-A1</b>                |     |
| change paper size .....                | 263 |
| <b>Postponed copying</b>               |     |
| Postponed copying .....                | 210 |
| <b>Power modes</b>                     |     |
| Power modes .....                      | 94  |
| <b>Power switch</b>                    |     |
| Power switch .....                     | 94  |
| <b>Primary DNS suffix</b>              |     |
| Primary DNS suffix .....               | 328 |
| <b>Print</b>                           |     |
| All jobs .....                         | 131 |
| Job parameters .....                   | 124 |
| Job settings .....                     | 124 |
| Jobs in list of Waiting jobs .....     | 130 |
| Jobs with available media .....        | 131 |
| Jobs with label .....                  | 131 |
| <b>Print a job from USB drive</b>      |     |
| Print a job from USB drive .....       | 132 |
| <b>Print a scheduled job later</b>     |     |
| Print a scheduled job later .....      | 121 |
| <b>Print delivery</b>                  |     |
| Copy job .....                         | 184 |
| Print job .....                        | 110 |
| <b>Print delivery settings</b>         |     |
| Offset stacking .....                  | 166 |

- 
- Output location .....166
  - Print order .....166
  - Rotation .....166
  - Sheet order .....166
  - Sheet orientation .....166
  - Sort by page .....166
  - Sort by set .....166
  - Print immediately**
    - Print immediately .....119
  - Print job**
    - 1- or 2-sided .....105
    - Align .....108
    - Binding .....115
    - Binding edge .....106
    - Covers .....107
    - Folding .....114
    - Job name .....116
    - Job settings .....104
    - Manual settings .....104
    - Media .....106
    - Number of sets .....116
    - Page range .....116
    - Print delivery .....110
    - Punching .....113
    - Separator sheets .....117
    - Shift .....109
    - Staples .....115
    - Trimming .....116
  - Print jobs**
    - Bundle several jobs .....157
    - Split bundled jobs .....157
  - Print speed**
    - Print speed .....370
  - Printer**
    - Shut down .....98
    - Sleep mode .....98
    - Turn off .....98
    - Turn on .....97
    - Wake up .....97
  - Printer driver**
    - Concept .....60
    - Job preparation .....77
  - Printing the Configuration Report**
    - Printing the Configuration Report .....328
  - Priority for a job**
    - Priority for a job .....120
  - PRISMAprepare**
    - Job preparation .....75
  - Production printing**
    - Production printing .....80
  - Professional Puncher Integration Unit-B1**
    - Professional Puncher Integration Unit-B1 .....47
  - Professional Puncher-C1**
    - Professional Puncher-C1 .....47
  - Punch the output**
    - Punch the output .....211
  - Punch unit**
    - Punch unit .....33
    - Punch waste .....293
  - Punch waste**
    - Check .....292
    - Puncher .....293
  - Punch waste tray**
    - Punch waste tray .....33
  - Puncher**
    - Puncher .....47
  - Puncher Unit-BG1/BH1/BF1**
    - Puncher Unit-BG1/BH1/BF1 .....33
  - Punching**
    - Copy job .....189
    - Print job .....113
- Q**
- Quality**
    - Manually .....212
- R**
- Remove trim waste**
    - Remove trim waste .....296
  - Reprint a job**
    - Reprint a job .....122
  - Reset day counters**
    - Reset day counters .....357
  - Resolution**
    - Scan job .....222
  - Restore**
    - Default workflow .....336
- S**
- Saddle finisher**
    - Saddle finisher .....33
  - Save a custom template**
    - Save a custom template .....207
  - Save the datadump file**
    - Save the datadump file .....328
  - Save the zipped log file**
    - Save the zipped log file .....328
-



|                                     |     |
|-------------------------------------|-----|
| <b>Scan function</b>                |     |
| About .....                         | 214 |
| <b>Scan job</b>                     |     |
| 1- or 2-sided .....                 | 218 |
| Adjust image .....                  | 225 |
| Align .....                         | 223 |
| Automated settings .....            | 216 |
| Background suppression .....        | 220 |
| Black and white .....               | 226 |
| Color .....                         | 226 |
| Combined job .....                  | 229 |
| File type .....                     | 221 |
| Grayscale .....                     | 226 |
| Margin erase .....                  | 224 |
| Media size .....                    | 222 |
| Original type .....                 | 219 |
| Resolution .....                    | 222 |
| Size .....                          | 220 |
| Subset job .....                    | 229 |
| Types of settings .....             | 216 |
| Zoom .....                          | 222 |
| <b>Scan jobs</b>                    |     |
| Access other functions .....        | 203 |
| Minimize .....                      | 203 |
| Zoom .....                          | 204 |
| <b>Scan quality</b>                 |     |
| Scan quality .....                  | 212 |
| <b>Scan to file</b>                 |     |
| Scan to file .....                  | 227 |
| <b>Scan to USB</b>                  |     |
| Scan to USB .....                   | 228 |
| <b>Schedule view</b>                |     |
| Introduction .....                  | 133 |
| Jobs pane .....                     | 134 |
| Load media .....                    | 137 |
| Media toolbar .....                 | 135 |
| Output locations pane .....         | 135 |
| Overview .....                      | 86  |
| Required media pane .....           | 134 |
| Streaming jobs .....                | 133 |
| Zoom control .....                  | 136 |
| <b>Schedule waiting jobs</b>        |     |
| Schedule waiting jobs .....         | 130 |
| <b>Select</b>                       |     |
| Different media for job .....       | 161 |
| <b>Separator sheets</b>             |     |
| Separator sheets .....              | 154 |
| Copy job .....                      | 193 |
| Print job .....                     | 117 |
| <b>Serial number</b>                |     |
| Serial number .....                 | 328 |
| <b>Settings Editor</b>              |     |
| Access .....                        | 64  |
| Access through operator panel ..... | 328 |
| Change settings. ....               | 328 |
| Concept .....                       | 60  |
| View settings .....                 | 328 |
| <b>Shading correction</b>           |     |
| Shading correction .....            | 362 |
| <b>Shift</b>                        |     |
| Copy job .....                      | 183 |
| Print job .....                     | 109 |
| <b>Shut-down procedure</b>          |     |
| Shut-down procedure .....           | 98  |
| <b>Size</b>                         |     |
| Original setting .....              | 176 |
| Scan job .....                      | 220 |
| <b>Sleep button</b>                 |     |
| Sleep button .....                  | 94  |
| <b>Sleep mode</b>                   |     |
| Automatically .....                 | 99  |
| Manually .....                      | 99  |
| Use the Sleep button .....          | 99  |
| Wake up .....                       | 99  |
| <b>Software licenses</b>            |     |
| Software licenses .....             | 328 |
| <b>Special feeder</b>               |     |
| Load media .....                    | 278 |
| <b>Specifications</b>               |     |
| Specifications .....                | 370 |
| <b>Split print jobs</b>             |     |
| Split print jobs .....              | 157 |
| <b>Spot color</b>                   |     |
| Spot color .....                    | 74  |
| <b>Stacker/stapler</b>              |     |
| Stacker/stapler .....               | 33  |
| Trim waste .....                    | 296 |
| <b>Staple Cartridge</b>             |     |
| Saddle stitch unit .....            | 312 |
| Stapler unit .....                  | 308 |
| <b>Staple Finisher-A1</b>           |     |
| Staple Finisher-A1 .....            | 33  |
| <b>Staple icons</b>                 |     |
| Staple icons .....                  | 306 |
| <b>Staple the output</b>            |     |
| Staple the output .....             | 211 |
| <b>Staple-G1</b>                    |     |
| Staple-G1 .....                     | 33  |
| <b>Stapler</b>                      |     |
| Stapler .....                       | 33  |

- 
- Staples**
    - Copy job .....191
    - Print job .....115
  - Stop behavior**
    - Stop after a job .....126
    - Stop after a set .....126
  - Stop the printer**
    - After a job .....126
    - After a page .....126
    - After a set .....126
    - Automatically .....126
    - Manually .....126
  - Subnet mask**
    - Subnet mask .....328
  - Subsets**
    - Add .....230
    - Create 1 document .....202
    - Create one file .....229
    - Delete .....231
    - Edit .....231
    - Insert .....231
    - Tab sheets .....202
  - System administrator settings**
    - System administrator settings .....328
  - System of measurement**
    - System of measurement .....328
  - System settings**
    - Date and time .....328
    - System of measurement .....328
    - Time zone .....328
  - System view**
    - Media section .....144
    - Overview .....90
    - Setup section .....318
- T**
- Tab paper**
    - loading .....287
    - Paper tray .....289
  - TCP/P**
    - TCP/P .....328
  - Technology**
    - Technology .....370
  - Temporary media**
    - Temporary media .....146, 148
  - Test TCP/IP connection**
    - Test TCP/IP connection .....328
  - Ticket**
    - Ticket .....124
- TIFF**
    - TIFF .....214
  - Time zone**
    - Time zone .....328
  - To top**
    - To top .....120
  - Toner**
    - Toner .....301
  - Toner cartridge**
    - Toner cartridge .....301
  - toner cartridge**
    - store toner .....235
  - Toner counter**
    - Toner counter .....358
  - Toner icons**
    - Toner icons .....299
  - Toner indicator**
    - Status bar .....301
    - Toner icon .....301
  - Transparencies**
    - Transparencies .....285
  - Trays view**
    - Load media .....142
    - Overview .....89, 139
  - Tri-fold in**
    - Tri-fold in .....52
  - Tri-fold out**
    - Tri-fold out .....52
  - Trim waste**
    - Remove .....296
  - Trim waste tray**
    - Trim waste tray .....33
  - Trimming**
    - Copy job .....192
    - Print job .....116
  - Truncate**
    - Job name .....326
  - Turn off**
    - Printer .....98
  - Turn on**
    - Controller .....96
    - Printer .....97
- U**
- Unassign**
    - Unassign .....142
  - Urgent job**
    - Urgent job .....119
  - USB drive**
-

---

|                                       |     |
|---------------------------------------|-----|
| Print job .....                       | 132 |
| Save a file to another location ..... | 132 |
| <b>Use a custom template</b>          |     |
| Use a custom template .....           | 207 |
| <br>                                  |     |
| <b>V</b>                              |     |
| <b>Version of printer software</b>    |     |
| Version of printer software .....     | 328 |
| <b>View</b>                           |     |
| Maintenance view .....                | 344 |
| <br>                                  |     |
| <b>W</b>                              |     |
| <b>Warning time</b>                   |     |
| Change .....                          | 324 |
| Disable .....                         | 325 |
| Enable .....                          | 325 |
| <b>Waste toner container</b>          |     |
| Waste toner container .....           | 299 |
| <b>Wire cleaning</b>                  |     |
| Wire cleaning .....                   | 352 |
| <b>Workflow profiles</b>              |     |
| Check and print .....                 | 320 |
| Function .....                        | 320 |
| Job by job .....                      | 320 |
| Manual planning .....                 | 320 |
| Standard .....                        | 320 |
| Unattended .....                      | 320 |
| <br>                                  |     |
| <b>Z</b>                              |     |
| <b>Z-fold</b>                         |     |
| Z-fold .....                          | 52  |
| <b>Zoom</b>                           |     |
| Copy job .....                        | 181 |
| Scan job .....                        | 222 |
| <b>Zoom behavior</b>                  |     |
| Zoom behavior .....                   | 204 |

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