

Xerox Nuvera® 288 Digital Perfecting System,
Digital Production System, and Copier / Printer

Getting Started Guide



December 2006



To learn more about your Xerox Nuvera System, find the *User Guide and Training Aid CD* in the Customer Materials Kit.

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

GPL GNU source and object code is subject to the terms of the GPL. A copy of the GPL terms can be found in the Xerox Nuvera controller in the following directory: /opt/XRX_NEXGENBLACK/current/PSIP/psip/graph/GNU license.txt. Please go to Xerox.com under the Xerox Nuvera "Support and Drivers" location for more information.

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Notices and Safety

This Xerox Nuvera Printer Family and the recommended supplies are designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your Xerox Nuvera Printer. The safety, testing, and performance of this product have been verified using Xerox materials only.

WARNING: *Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.*

"This Xerox product is safety certified by Underwriters Laboratories Incorporated to the following standards:

UL 60950, 3rd Edition (2000)

CSA International CAN/CSA C22.2, No 60950-00, 3rd Edition

And the following publication - IEC 60950, 3rd Edition (1999)

Warning Markings

Follow all warnings and instructions that are marked on or supplied with the product.



This symbol alerts users to areas of the product where there is the possibility of personal injury.



This symbol alerts users to areas of the product where there are heated surfaces, which should not be touched.

Radio frequency emissions

FCC in the USA

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

WARNING: *Shielded cables must be used with this equipment to maintain compliance with FCC regulations.*

In Canada (ICES-003)

This Class 'A' digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe 'A' est conforme à la norme NMB-003 du Canada

Regulatory information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as possible.

Safety extra low voltage approval

This Xerox Nuvera Printer Family is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third party accessories that are attached to the Xerox Nuvera Printer must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

Certifications in Europe



The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC, amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999 Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative or by contacting:

Environment, Health and Safety The Document Company
Xerox Bessemer Road
Welwyn Garden City
Herts
AL7 1 HE
England
Tel Number +44 (0) 1707 353434

WARNING: *This system is certified, manufactured, and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.*

WARNING: *In order to allow this equipment to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken.*

WARNING: *This is a Class A product in a domestic environment. This product may cause radio frequency interference in which case the user may be required to take adequate measures.*

WARNING: *Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.*

Electrical Safety



Use only the power cord supplied with this equipment.

Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.

Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.

You may incur a severe electrical shock if the outlet is not grounded correctly.

Do not place the Xerox Nuvera Printer where people may step or trip on the power cord. Do not place objects on the power cord.

Do not override or disable electrical or mechanical interlocks.

Do not obstruct the ventilation openings. These openings prevent overheating of the machine.

Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part may result in fire or electrical shock.

Emergency Power Off

If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.

The machine emits unusual noises or odors.

The power cord is damaged or frayed.

A wall panel circuit breaker, fuse, or other safety device is tripped.

Liquid is spilled into the Xerox Nuvera Printer.

The machine is exposed to water.

Any part of the machine is damaged.

Disconnect device



The power cable is the disconnect device for this equipment and is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

WARNING: *This product must be connected to a protective earth circuit.*

Laser Safety

North America

This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.



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

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

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

Europe EU

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

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



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

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

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number:

+44 (0) 1707 353434

Operational Safety

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

Your attention to the following safety guidelines will help ensure the continued safe operation of your Xerox Nuvera Printer:

Use the materials and supplies specifically designed for your Xerox Nuvera Printer. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.

Follow all warnings and instructions that are marked on or supplied with the machine.

Place the machine in a room that provides adequate space for ventilation and servicing.

Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.

Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.

Do not set up the machine near a heat source.

Do not set up the machine in direct sunlight.

Do not set up the machine in line with the cold airflow from an air conditioning system.

Do not place containers of coffee or other liquid on the machine.

Do not block or cover the slots and openings on the machine.

Do not attempt to override any electrical or mechanical interlock devices.



WARNING: *Be careful when working in areas identified with this warning symbol. These areas may be very hot and should not be touched.*

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Ozone Information

This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, in the USA, call 1-800-828-6571. For a French language version, call 1-800-828-6571, in the USA, then press 2.

Product Recycling & Equipment End of Life Disposal

If you are managing the disposal of your Xerox product, please note that the product contains **lead, mercury, perchlorate** and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of **lead, mercury, and perchlorate** is fully consistent with global regulations applicable at the time that the product was placed on the market.

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

Perchlorate Material – This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate>.

European Union



Equipment used in a domestic/household environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste

Private households within EU Member States may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some Member States when you purchase new equipment your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.



Equipment used in a professional/business environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national Procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local dealer or Xerox representative for end of life take back information.

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Other Countries: Please contact your local waste authorities and request disposal guidance.

It's illegal in the USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc. Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the 'fair use' or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:
Automobile Licenses – Driver's Licenses - Automobile Certificates of Title.

The above list is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It's illegal in Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Resources

There are many documents and resources available to help you learn about your new Xerox Nuvera.

Documentation and Materials Kit

The Documentation and Materials kit ships with every Xerox Nuvera System and contains the following documents:

Getting Started Guide

User Guide and Training Aid (UGTA) CD



The *User Guide and Training Aid (UGTA)* is an interactive user guide on CD. The *UGTA* provides information about printer features and problem solving. It includes many photos, videos and exercises.

Sections on the *UGTA* CD:

- How Do I?
- System Tour
- Problem Solving
- Maintenance

PDF Documents on the *UGTA* CD:

- Digital Production System Paper Guide*
- Getting Started Guide*
- prInteract, Xerox Remote Services*

System Administrator's Guide (SAG) CD

DocuSP Customer Documentation CD

DocuSP Remote Workflow (DRW) CD

CentreWare Printer Drivers CD

Many of these documents can also be found at www.xerox.com.

Feedback from our customers is always appreciated. To provide feedback on this document or other Xerox Nuvera documents, send your comments to usa.documentation.comments@xerox.com.

Xerox Nuvera System Overview

Use the following diagram to become familiar with a basic Xerox Nuvera System. Configurations vary according to modules installed on the system.

Integrated Scanner

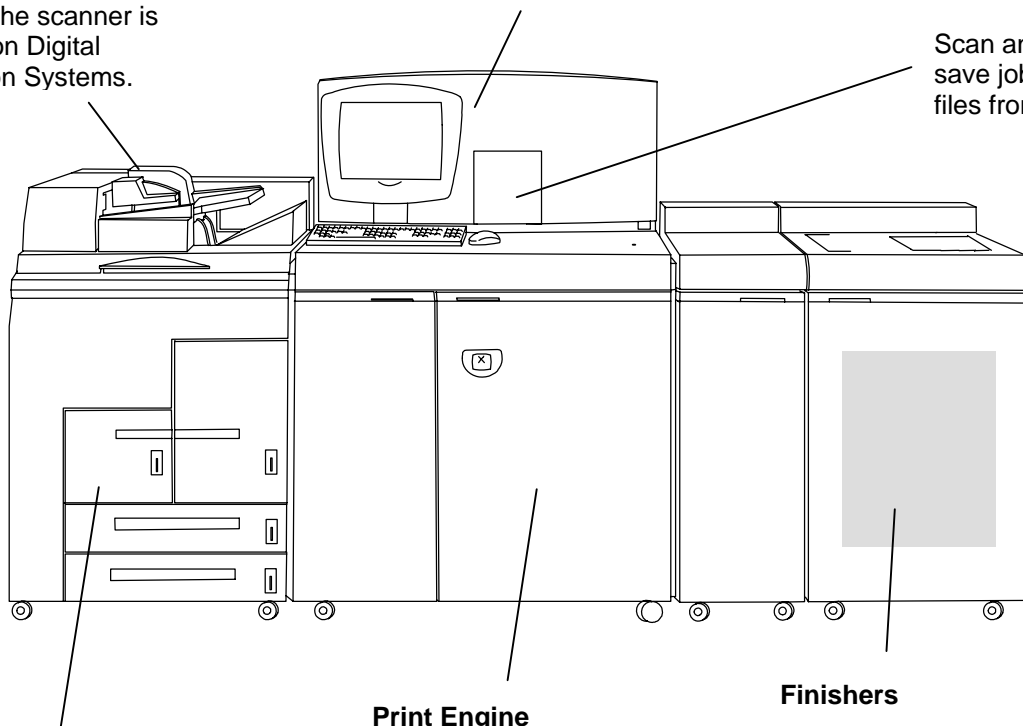
Scan both sides of the original in a single pass at speeds of 120 images per minute. The scanner is optional on Digital Production Systems.

Control Console

The mouse driven User Interface allows the user to program jobs and manage the system.

DVD-RW

Scan and print to file to save jobs on a CD. Print files from the CD.



4-Tray Feed Module

The 4-Tray Feed Module is Optional as a post fuser Insertion Module.

The Optional 2-tray Feed Module contains two high capacity large stock size paper trays.

Print Engine

The Print Engine contains the xerographic components and prints at speeds of 100, 120 and 144 images per minute.

Finishers

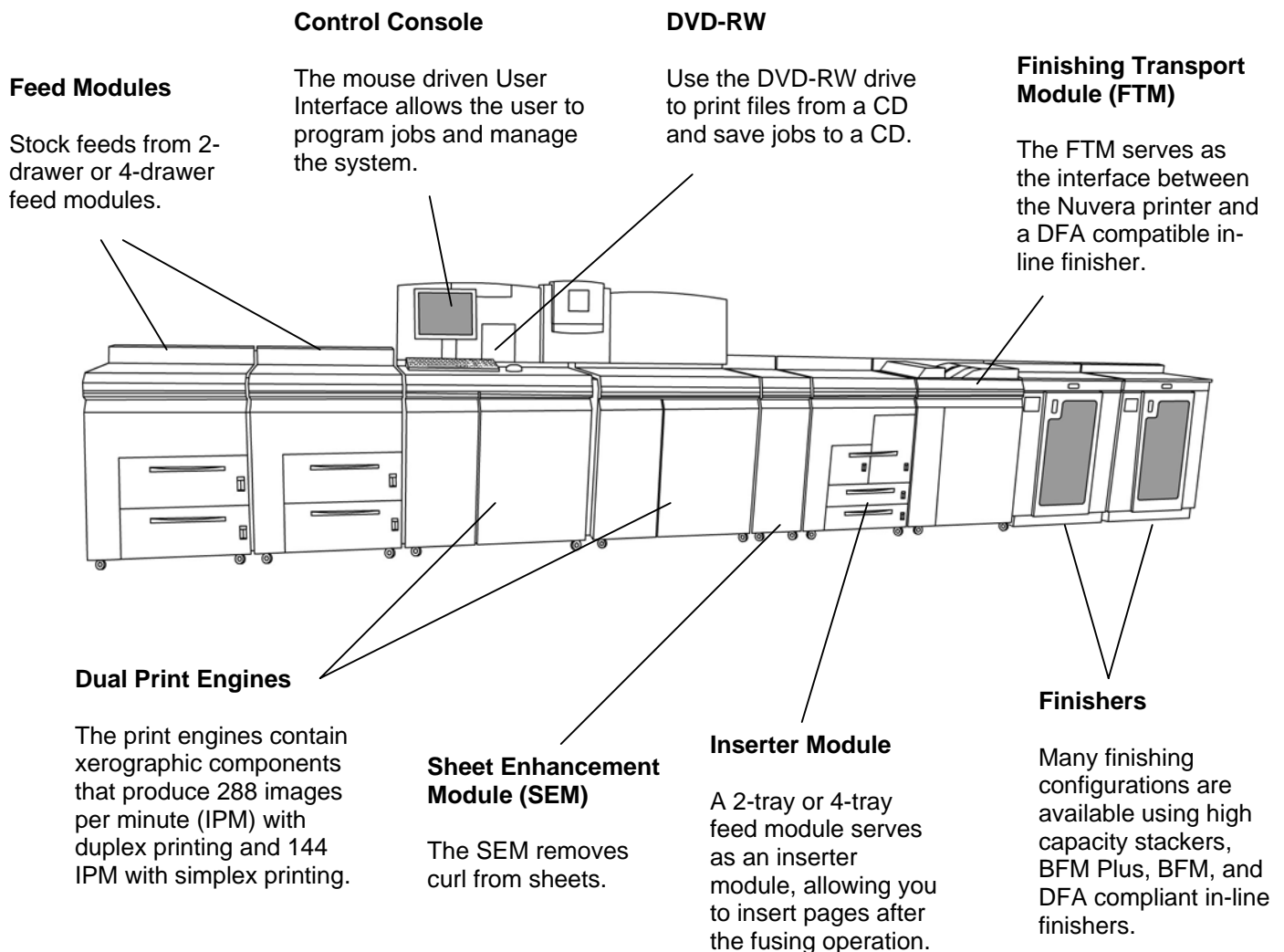
Finishing options vary with the types of finishing equipment installed on the system.

Copier Printer: Choose the Standard or Professional Multifunction finisher with stacking, stapling, folding, and booklet making capabilities.

Production System: There are many possible configurations using the BFM Plus, BFM or a Finishing Transport Module, which is compatible with many DFA compliant third party in-line finishers.

Xerox Nuvera 288 Digital Perfecting System Overview

Use the following diagram to become familiar with a basic Xerox Nuvera 288 Digital Perfecting System. Configurations vary according to modules installed on the system.



Getting Started

The Xerox Nuvera Systems enable you to scan, copy, print and save documents. The scan and copy functions are available on systems with an integrated scanner.

Become familiar with the following items that came with your system.

- ❑ **Getting Started Guide:** This is the document you are reading now. It contains basic information to help you become familiar with your Xerox Nuvera system.
- ❑ **User Guide and Training Aid CD:** This CD contains information on system operation, accomplishing specific tasks on the system, and problem solving.
- ❑ **System Administrator Guide CD:** This CD contains instructions for installing and maintaining the system on a network.
- ❑ **DocuSP Customer Documentation CD:** This CD contains the DocuSP user documentation.

What you can do with a Xerox Nuvera system

- Xerox Nuvera systems print at 100, 120 or 144 images per minute (ipm).
- Xerox Nuvera 288 Digital Perfecting Systems print at 288 ipm duplex and 144 imp simplex.
- Create 1 or 2 sided output at 4800x600 dpi.
- Use multiple stapling options – depending on the finisher.
- Use Special Pages programming to add covers, inserts, and exception pages to jobs.
- Use different stocks in the same job.
- Reduce or enlarge the output.
- Shift images on a page.
- If your system has an integrated scanner, use Build Job to combine multiple scans into a single job.
- Place multiple images on a single page.
- Make brochures with C or Z-folds using the optional professional finisher or with other third party inline finishers.
- Insert a CD and print Single page TIFF, Multi-page TIFF, PDF, PostScript, PCL, TIFF, and ASCII files.

- If network connected, submit jobs from a client workstation using print drivers, web submission or various data streaming protocols.
- Submit print ready files using FreeFlow Prepress Suite.

User Interface

The User Interface provides access to tools and features for managing jobs and the Xerox Nuvera.

Menu bar

Menu items provide access to tools for managing and setting up the system.

Services buttons vary, depending on the modules that are installed on the system. They provide access to the tools that are used to Copy, Scan to File, and Print from File.

Manager buttons vary, depending on the modules installed on the system. They display windows with the tools you use to manage Jobs, Queues and the Printer.

Build Job button

Status area

Job and system status messages are displayed.

Fault messages

Read and follow fault resolution instructions.

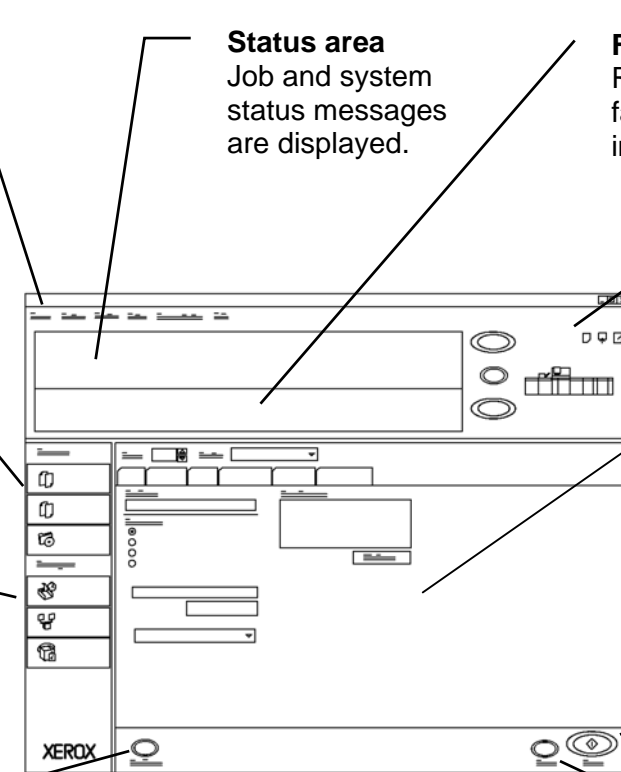
System status indicators

Selection area

This area displays tools for selecting copy, scan to file, and print job properties. It also allows you to manage jobs, queues, and the printer.

Copy, Scan or Print button

Reset button



Practice

To become familiar with the mouse driven User Interface:

- Use the mouse to select each of the Service and Manager buttons. Review the tools that are available for each.
- Click on each drop-down menu on the Menu Bar to view the tools in each menu.
- Open a paper tray. Load paper in the tray and program the tray for that stock type, size, weight and color or select stock from the stock library to program the tray.



Refer to *Xerox Nuvera User Guide and Training Aid CD* for procedures and videos for loading paper and programming a paper tray.

Make a Copy

The Copy feature is available on systems with an Integrated Scanner. Copy enables access to job properties that are used to prepare a job to print scanned images. Select Copy to display the job properties window. Each tab lists property settings to program a job.

Basic	Advanced	Output	Image Quality	Image Edit	Special Pages
Paper Stock Sides Imaged Reduce/Enlarge Darken/Lighten Stapling/Finishing Collation	Job Name Destination Start Message	Stapling/Finishing Output Location Output Order Output Delivery Slip Sheets Set Sample Layout Annotations	Original Type Mixed Text & Graphics Text Mixed Text & Halftones Photo Rendering Options Image Adjustments Contrast Sharpness Print Quality Background Suppression	Original size Edge Erase Image Shift Image Rotation Negative/Mirror Image	Front Cover Back Cover Exception Pages Inserts

Practice

1. Select **Copy**.
2. Load a set of 1-sided originals into the Document Handler.
3. Set the job properties to make a number of 2-sided copies. Make sure you set the Image Quality setting appropriate to the type of original to be scanned.
4. Click Start to begin scanning.



Refer to the **How Do I: Copy my document** section of the *Xerox Nuvera User Guide and Training Aid CD* for procedures for setting job properties for scanning.

Scan to File

Scan to File, on systems with an Integrated Scanner, enables access to the job properties used to scan and save a hardcopy job. Saved jobs are located under Job manager: Saved Jobs.

Using Scan to File you can:

- Scan and save documents as: PDF, Multi-Page Tiff or Single page TIFF.
- Scan and save files on a CD-ROM, local server or networked server.
- Print the files on other Xerox Nuvera systems with the same high image quality.

Select **Scan to File** to display the job properties window.

Basic	Image Quality	Image Edit
Job Name Save Job Location Save Format Sides Imaged Reduce/Enlarge Darken/Lighten Resolution	Original Type Mixed Text & Graphics Text Mixed Text & Halftones Photo Rendering Options Image Adjustments Contrast Sharpness Background Suppression	Original size Edge Erase Negative/Mirror Image

Practice

1. Select **Scan to File**.
2. Load a set of originals into the Document Handler.
3. Select a **Save Location** and a **Save Format**.
4. Set job properties including image quality settings.
5. Select the Green Start button.



Refer to the **How do I: Scan my document** section of the *User Guide and Training Aid*.

Print from File

Print from File allows you to print PDF, PostScript, PCL, TIFF, and ASCII files from CDs or networked servers.

Select **Print from File** to display the job properties window.

Files	Basic	Output	Image Quality	Image Edit	Special Pages
File Name When job opens: Pages to print Document format Job Name Destination Target Printer Start Message Administration Pages	Paper Stock Sides Imaged Stapling /Finishing Collation	Stapling/Finishing Output Location Output Order Output Delivery Slip Sheets Set Sample Layout Annotations	Mode Print Darkness Print Quality Resolution Halftones Stroke Thickening	Image Shift Rotation Background Form	Front Cover Back Cover Exception Pages Inserts

Practice

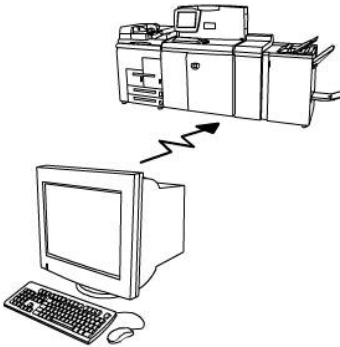
To print a job that resides on a CD or networked server:

1. Select **Print from File**.
2. If printing from a CD, place the CD in the CD drive and wait until the LED stops blinking.
3. Browse to locate the job (on a CD or on a networked server).
When a job is selected the job properties window displays with the job information.
4. Set the job properties.
5. Print the job.
6. If you used a CD, select **System: Eject CD**.



Refer to the **How do I: Print my document** section of the *User Guide and Training Aid*.

Print from a Workstation



Jobs can be submitted from a networked client workstation to a Xerox Nuvera from an application using a print driver, or from a web browser.

The types of files that can be printed are: PDF, TIFF, ASCII, PostScript and PCL.

Printing to a Xerox Nuvera System from a client workstation requires:

- A Xerox Nuvera System connected to a network.
- The Xerox Nuvera System IP address to install the Xerox Nuvera system on the workstations.
- Print drivers loaded on client workstations that are installed on the network.

Print Driver - Install Xerox Nuvera System print drivers on networked client workstations.

Web Submission - Open a Web Browser and enter the Xerox Nuvera System's IP address on the web browser's address line to display the Web Submission screen.

Hint: You can obtain the system's IP address using the Call for Assistance feature. In the *System* drop down menu, select *Call for Assistance*. Locate the IP address.

Practice

- Load the print drivers onto a networked client workstation.
- Submit a print job from a client workstation using the print drivers.
- Submit a print job using web submission.
- Print the jobs using the Xerox Nuvera controller.



Refer to the **How do I: Print my document** section of the *User Guide and Training Aid*.

Job Manager

Job Manager provides access to tools for managing Current, Completed and Saved Jobs.

The Job Manager tools allow you to select job properties, submit jobs for printing, track job status, archive jobs, copy jobs, hold jobs, recover jobs from a faulted state, preview jobs, forward jobs, and more.

The Job Manager tabs include:

- **Current** – The Current tab displays lists of Active and Inactive jobs with job status messages.
- **Completed** – The Completed tab lists all completed jobs, if the Retain PDL setting is enabled.
- **Saved** – The Saved tab displays a list of Saved Jobs and the paths to locate them.
- **Job Log** – The Job Log tab lists all jobs in the system.

Practice

To print a Saved Job:

1. Double-click a saved job to open the Job Properties window.
 2. Select the desired job properties.
- Print the job.

Queues

Queue Manager allows you to create and manage print queues. Jobs are submitted to queues for processing and printing or to await action by an operator.

A Queue is a virtual printer. When a job is submitted to a queue, the printing properties that are set in the queue are assigned to the job.

Queues can be set to:

- **Accept Jobs** – The queue is able to accept jobs that are sent to it.
- **Do Not Accept Jobs** - The queue rejects all jobs that are submitted to it.
- **Release Jobs** – Jobs that are received by the queue are released for processing and printing.
- **Do Not Release Jobs** – Jobs that are received by the queue are held as Pending jobs.

The **Xerox Nuvera Copier/Printer** has ONE print queue with preset defaults.

The **Xerox Nuvera Digital Production System** offers multiple print queues. You to create and assign properties to multiple queues, based upon your workflow requirements.

When a Production System is installed, Hold, Print and Save queues are automatically created.

Practice

To practice creating a queue on a Xerox Nuvera Production System:

1. Select Queue manager.
2. Select the New Queue button or right-click on any queue and select New.
3. Enter a queue name.
4. On the Stock tab, select a US Letter (8.5x11”) or A4 stock.
5. On the Output tab, select 2-sided for Sides Imaged and 2 Staples Portrait Left for Stapling / Finishing.
6. Select Add Queue.



Refer to the **How do I?: Manage System Resources: working with queues** section of the *User Guide and Training Aid*.

Printer and Stock Management

Printer Manager provides access to a variety of features for managing the printer.

Tab	Use this tab to:
Paper Trays	Manage and view a list of paper trays and the stock programmed in each tray.
Stock Library (PS System only)	Manage a list of pre-defined stocks that can be assigned to paper trays.
Finishing	Enable, disable, and program finishing options.
Stacking	Select stacker settings.
Image Quality	Select image quality settings.

On the Xerox Nuvera Copier Printer, when you change paper in a paper tray, open the tray and load the paper. Close the paper tray and program the stock for that tray.

On the Xerox Nuvera Production System, ensure the correct stock from the stock library is programmed for each tray. The system makes adjustments based on this information.

Note: *When programming a stock in a feed tray or the stock library, it is important to set the correct stock properties. It is especially important to set the correct stock weight, which is specified in grams per meter squared (gsm). Based on the stock weight setting, the tray 'fluffers' are adjusted to feed the programmed stock. Entering the correct stock weight increases runtime and productivity by decreasing feed module paper jams.*

Practice






- Load a stock into a paper tray and program the stock for that tray.

These procedures will vary based on the Tray Confirmation setting. Refer to the **How do I?: Set up paper trays** section of the *User Guide and Training Aid*.

System Messages

System Messages are displayed in the Message window. These messages have different priorities and indicate that the system requires operator attention.

Fault Icon Table

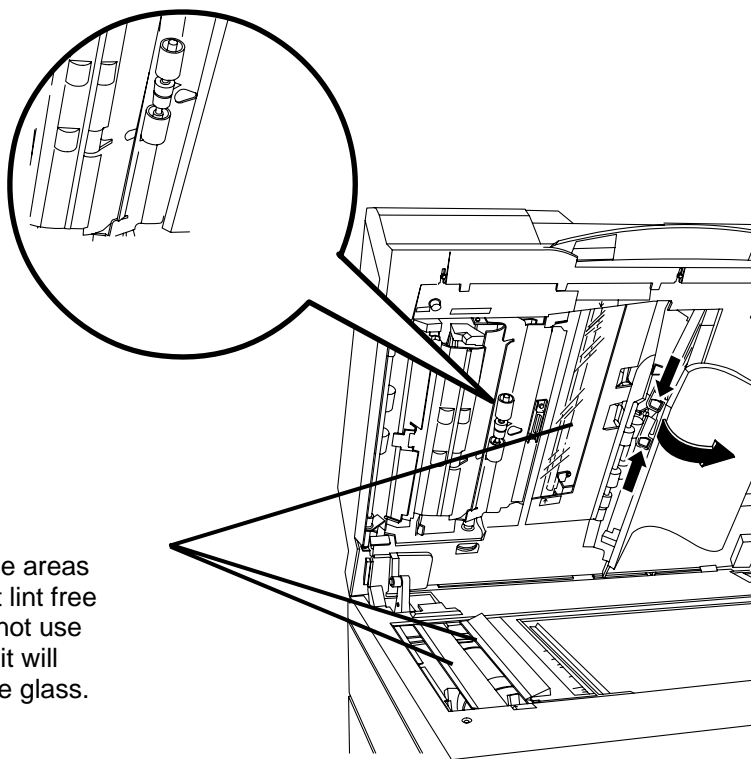
Fault icon	Meaning
	System fault. The printer will not function. Double click on the fault icon to open a window that describes the fault and the action required to clear it.
	Informational fault. The system should continue to function. Read and follow the fault instructions.
	Low Priority fault. The system needs attention but may continue processing or printing if the job does not require the resources indicated by the fault.

Basic Maintenance

There are a number of general maintenance tasks you need to perform. Messages and replacement instructions display on the User Interface when toner, paper, and staples need to be replenished or the developer and toner waste bottles need to be replaced.

You need to clean the scanners periodically. Follow the instructions below to clean the glass on the scanners.

Pinch the green handles to access the second scanner.



Wipe these areas with a soft lint free cloth. Do not use paper, as it will scratch the glass.



Refer to the **Maintenance** section of the *User Guide and Training Aid* for instructions, and in some cases videos, on this and other maintenance tasks.

