XEROX

5 Habits to Ensure the Best Performance from your Xerox Nuvera Feeder

1. Program the paper trays to match the print or copy job's desired media basis weight.

Your new Xerox Nuvera is capable of feeding a wide range of media. However, incorrect tray media programming greatly degrades the feeding performance in the form of misfeed or multifeed jams. Ensure that the media basis weight is correctly programmed. The media weight is usually located on the ream wrapper. Refer to the attached *Comparison of Basis Weights of Paper* chart for more details concerning different types of papers (Bond, Cover, etc.) and to convert lbs. to gsm (g/m^2) for programming.

Copier/Printer:

Refer to the following table for selecting the correct media weight category for the media in use.

Job Program Type	Paper Basis Weight	
	gsm or g/m^2	Bond Paper (lbs.)
NORMAL (56-84 gsm)	56 – 84	15–22
MEDIUM (85-105 gsm)	85 – 105	23–27
HEAVY (106-216 gsm)	106 – 216	28–58

Production System:

Ensure that you select or enter the actual weight (in gsm) of the media in use.

2. While loading paper into the tray, adjust the side and trail edge guides snug against the stack after loading the first ream, and then fill the remainder of the tray.

Snug guides minimize the possibility of skew in your job output.

3. Ensure the finger of the stack height sensor is free and rests above the top of the stack before closing the tray.

The tray will not transition to a "Ready" state until the finger is free.

4. Fan the paper ream before loading it into the tray

This action breaks edge bonds present in the ream, minimizing jams caused by paper edge welds and ream glue.

5. Use media in good physical condition.

Paper containing wrinkles, tears, curl, waves, ream wrapper glue, excessive moisture, etc. will degrade the system feeding performance.

COMPARISON OF BASIS WEIGHTS OF PAPER

	Bond 17 x 22	Book 25 x 38	Cover 20 x 26	Bristol 22.5x28.5	Index 25.5x30.5	Metric g/m2
Bond	**13**	33	18	22	27	49
Xerographic	**16**	41	22	27	33	60
Ledger	**20**	51	28	34	42	75
Mimeo	**24**	61	33	41	50	90
Duplicator	**28**	71	39	48	58	105
Writing	**32**	81	45	55	67	120
	12	**30**	16	20	25	44
Book	13	**33**	18	22	27	49
Offset	16	**40**	22	27	33	59
Text	18	**45**	25	30	37	67
	20	**50**	27	34	41	74
	22	**55**	30	37	45	81
	24	**60**	33	40	49	89
	28	**70**	38	47	57	104
	31	**80**	44	54	65	118
	39	**100**	55	67	82	148
	47	**120**	66	81	98	178
	36	91	**50**	62	75	135
Cover	40	100	**55**	68	82	149
	43	110	**60**	74	90	162
	47	119	**65**	80	97	176
	50	128	**70**	86	105	189
	58	146	**80**	99	120	216
	65	164	**90**	111	135	243
	72	183	**100**	123	150	270
	33	84	46	**57**	69	125
Bristol	39	99	54	**67**	81	147
	47	119	65	**80**	97	176
	58	148	81	**100**	121	219
	87	222	122	**150**	182	329
	43	110	60	74	**90**	163
Index	53	134	74	91	**110**	199
	67	171	94	115	**140**	253

PAPER GRADE CLASSIFICATIONS

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Paper may be defined in terms of its use. Each grade serves a purpose, usually suggested by its grade name. Some of the most common classifications of printing papers are BOND, COATED, TEXT, COVER, OFFSET, and INDEX. The size shown in parentheses is the basis size for that grade.

BOND (17 X 22) These papers are commonly used for letterhead, letters, flyers, promos and business forms. They have surfaces that accept toner and ink readily for a copier or printing press. Most letterheads and flyers are a standard 8 1/2" x 11" size. Within the bond paper family, sheets are classified by number. The number indicates whether the sheet is a "rag bond" or a "sulfite bond". Examples are 1524 is a #7 sulfite bond, where a cotton content sheet (rag bond) would be a #1-4, depending on % of cotton.

COATED (25 x 38) These papers are used when high copying and printing quality are desired because of its superior surface smoothness. There are many kinds: gloss coated, dull coated, matte coated, coated one & two side. Coated sheets are classified as #1, #2, #3, #4 grades, #1 being whitest and brightest. Xerox offers Ultra Spec Gloss Coated and Color Xpressions C1S 8pt and 10pt.

TEXT (25 X 38) These papers are noted for their interesting textures and attractive colours. They enjoy frequent use for announcements, booklets, annual reports and brochures. The most common text basis weights are 60, 70, and 80lb. These papers are very unique and expensive.

COVER (20 X 26) These papers complement coated and text papers in heavier weights and matching colours for use as covers on books, etc. Special characteristics of cover are stability, durability, good scoring and folding. It is a rule of thumb that cover stocks of the same basis weight as text paper have about twice the thickness. The most common cover basis weights are 60, 65, and 80lb. Xerox sheets include Color Xpressions 65lb, 80lb, and Ultra Spec Gloss Coated 60lb cover.

OFFSET (25 X 38) These papers are used in the book publishing industry. They are less expensive than text papers, and are made in several finishes. Offset papers have a wider range of weights and bulk than text or bond sheets. Sizing is added to the sheet to resist the slight moisture present in offset printing, and the surface is treated to resist picking. Offset sheets are classified as #1 and #2 grades, #1 being of higher brightness. Many Xerox products are offset compatable.

INDEX (25 1/2 X 30 1/2) These sheets have two outstanding characteristics, stiffness and receptivity to writing ink. Commonly used whenever an inexpensive stiff paper is required. The most common Index weights available are 90lb and 110lb. Xerox stocks 90lb, white and colours.