Xerox

Xerox® Nuvera®
User Guide and Training Aid (UGTA)

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About

Section 508 Compliance / Keyboard Accessibility

The Xerox Nuvera User Interface is fully compliant with Section 508 of the Rehabilitation Act Amendments of 1998. All controls on the user interface can be accessed using either keyboard or mouse.

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Symbol Usage

Symbols are used on the Xerox Nuvera to draw your attention to important safety notices and useful information. Observe all cautions, hazards and warnings closely.

When performing maintenance or clearing jams on the machine, be sure to pay attention to these symbols wherever they appear. The fuser, for example, will be marked with a warning icon wherever there is a hot surface that could burn your hand if touched.

Flash content

Macromedia Flash version 6 plugin is required to view interactive content and videos.

Third Party Licenses

This product includes the following Third Party software:

- JDOM Project (http://www.jdom.org)
- Apache Software Foundation (http://www.apache.org)
- Free Software Foundation (http://www.gnu.org)
- Java 2 Runtime Environment (J2RE) (http://www.redhat.com/licenses/thirdparty/sun_j2re.html)

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As a requirement of the GNU GPL terms and conditions, a list of the source code for the above programs can be found in the www.xerox.com web site for the product or can be ordered from Xerox.

About Xerox Nuvera 100/120/144/157 EA Production System

This printer configuration may be acquired with a simplex, letter size / A4 speeds of 100, 120, 144 or 157 impressions per minute.

The basic configuration of a Xerox Nuvera 100/120/144/157 EA Perfecting Production System includes:

- Up to four feeders (4-Tray Feed Modules or 2-Tray Feed Modules)
- Control Console
- Sheet Enhancement Module
- Up to two Sheet Insertion Modules (4-Tray or 2-Tray)
- Up to three Xerox Production Stackers (XPS) Modules

A single BFM (BFM, BFM Plus or BFM Direct Connect) can be installed on a 517 or 314 system but only with a Sheet Retime Module (SRM) that is installed before the BFM. The SRM enables BFM stapling capabilities and increases the arrival time of standard size sheets to match the 157 speed.

About the Xerox Nuvera 100/120/144 MX Production System

This printer model may be acquired with simplex, letter size / A4 speeds of 100, 120, and 144 impressions per minute.

About the Xerox Nuvera 200/288/314 EA Perfecting Production System

The basic configuration of a Xerox Nuvera 200/288/314 EA Perfecting Production System includes:

- Up to four feeders (4-Tray Feed Modules or 2-Tray Feed Modules)
- Control Console
- Dual Print Engines (two tandem Xerox Nuvera 100 ppm engines become 200 ppm, or two 144 ppm engines become 288 ppm, or two 157 ppm engines become 314 ppm)

- Sheet Enhancement Module
- Up to two Sheet Insertion Modules (4-Tray or 2-Tray)
- Up to three Xerox Production Stackers (XPS) Modules

About the Xerox Nuvera 200/288 MX Perfecting Production System

The Xerox Nuvera 200/288 MX Perfecting Production System is a digital black and white, MICR Toner production publishing system. It offers dual print engines for high speed and high quality duplex printing with numerous finishing options.

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Xerox Nuvera 200/288/314 EA Perfecting Production System

The basic configuration of a Xerox Nuvera 200/288/314 EA Perfecting Production System includes:

- Up to four feeders (4-Tray Feed Modules, 2-Tray Feed Modules or 3-Tray Feed Modules
- Control Console
- Dual Print Engines (two tandem Xerox Nuvera 100 ppm engines become 200 ppm, or two 144 ppm engines become 288 ppm, or two 157 ppm engines become 314 ppm)
- Sheet Enhancement Module
- Up to two Sheet Insertion Modules (4-Tray or 2-Tray)
- Up to three Xerox Production Stackers (XPS)

Modules

Your Xerox Nuvera 200/288 EA/MX Perfecting Production System can be configured with a variey of modules. Select the link below for information on the modules that can be installed.

4-Tray Feed Module - two standard stock size and two large stock size feed trays. Either the 4-Tray or 3-Tray SFM must be used with the Roll Feeder option.

Sheet Feed Modules (SFM)

2-Tray Feed Module - two high capacity large stock feed trays.

Sheet Feed Modules (SFM)

Sheet Enhancement Module - located directly to the right of the A2 print engine, this module is used to remove upcurl or downcurl in paper as it passes through the module from the print engine.

Sheet Enhancement Module (SEM)

DS3500 - enables inline finishing by providing document transport capability and full DFA support to DFA-compliant finishing devices.

DS3500 Specifications

Special Features

The Xerox Nuvera 200/288/314 EA/MX Perfecting Production System is a high speed, duplex, black and white Production printing system with the following unique features:

- Two EA/MX Production System print engines that print up to 200/288/314 IPM in duplex mode
- Pass Through Mode feature
- Tabs Optimization Mode feature
- Sheet Enhancement Module
- EA Toner (For MX MICR dry ink)
- Parallel RIP feature
- Image Quality Matching between the print engines
- Ability to connect to many third party finishing devices

Module Options

Basic Finisher Module - stacker/stapler with top tray.

Basic Finisher Module Plus - stacker/stapler with bypass paper path unit.

Basic Finisher Module Plus Top Tray with Direct Connect - stacker/stapler with bypass paper path unit with a selectable Top Tray. Directly connects to 3rd party devices via standard DFA interface and locking pins.

Sheet Retime Module - Required for 157 or 314 systems with a single BFM. The SRM is installed before the BFM to process sheets at the same system speed going into the BFM.

Insertion Module - As an option, both the 4-Tray and the 2-Tray Feed Modules can be used as Insertion Modules.

3-Tray Feed Module - The 3-Tray Feed Module is a modification of the 4-Tray Feed Module. It can be combined with a 4-Tray or a 2-Tray module. Either the 4-Tray or 3-Tray SFM must be used with the Roll Feeder option.

Roll Feeder - provides up to 25,000 11 x 17 inch size sheets and 5 hours of continuous run time between roll changes.

Optional Inline Finishers - There are a number of DFA compliant external finishers that can be installed on a Production System. You must have a DS3500 installed to add an inline finisher.

- C.P Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory
- Xerox Tape Binder
- GBC AdvancedPunch Pro (hole punch)
- Xerox Dual Tape Binder - This configuration allows for increased productivity; especially for booklets 10 to 50 pages in length.

Licensed Features

The software options available to you depend on the licenses that were installed and enabled on your system at installation. The following lists some of the major licenses available for the system. Check with your System Administrator for more information on what licenses are enabled.

- **Productivity Pack** - when enabled, this license provides multiple print queues instead of one queue, Stock Library management, shows all media attributes, and is required for LCDS and IPDS printing. Also includes the ability to enter exactly the paper weight,

between 56 gsm and 250 gsm (upper weight depends on finisher type) for the stock that is being loaded.

- **Enhanced Line Screen** - when enabled, this license allows all valid halftones to print (85 lpi, 106 lpi, 125 lpi, 134 lpi and 156 lpi) and offers additional halftone image quality settings.
- **PCL License**
- **Ethernet License** - Bus & Tag are optional
- **PS License**
- **DFA License**
- **Imposition License**
- **LCDS License**
- **IPDS License**
- **VIPP License** (FreeFlow VI Interpreter)
- **Disk Overwrite License**
- **Full, Basic, CPW (XPP) or ISO Diagnostics License**
- **Speed License**

FreeFlow Print Server and Print Engine

Control Console - houses the computer components that drive your Xerox Nuvera system. The mouse driven UI provides access to the tools to manage jobs and the system.

Control Console

Print Engine - xerographics module

Print Engine Module

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Xerox Nuvera EA/MX Production System

The Xerox Nuvera EA/MX Production System includes a wide range of configuration options based on your printing and publishing needs. You can select certain types of Sheet Feed Modules and Finishing modules to install with your system, as well as choose certain feature software licenses.

Basic Configuration

The basic configuration of a Xerox Nuvera EA/MX Production System includes the following:

- 4-Tray or 2-Tray Sheet Feeder Module (SFM)
- Control Console
- Print Engine
- Sheet Enhancement Module (not available if an MFF module is attached)
- Multifunction Finisher (either the Professional MFF or the Pro Plus MFF) or Basic Finishing Module (BFM)

- The base FreeFlow Print Server licensing includes 100 or 120 print speed, EA dry ink (toner), single print queue, no Stock Library, 125 lpi halftone screen for use with PS/PDL, TIFF, ACSII and PCL

Sheet Feed Modules

4-Tray Feed Module - two standard stock size and two large stock size feed trays. It can be used with the Roll Feeder option.

2-Tray Feed Module - two high capacity large stock feed trays. Sheet Feed Modules (SFM)

3-Tray Feed Module - The 3-Tray Feed Module is a modification of the 4-Tray Feed Module. It can be combined with a 4-Tray or a 2-Tray module. It can be used with the Roll Feeder option. Sheet Feed Modules (SFM)

Roll Feeder - provides up to 25,000 11 x 17 inch size sheets and 5 hours of continuous run time between roll changes.

Integrated Scanner - scans single pass duplex at 120 ppm.

Post Process Module

Sheet Enhancement Module - located directly to the right of the print engine, this module is used to remove upcurl or downcurl in paper as it passes through the module from the print engine.

Sheet Enhancement Module (SEM)

FreeFlow Print Server and Print Engine

Control Console - houses the computer components that drive your Xerox Nuvera system. The mouse driven UI provides access to the tools to manage jobs and the system. Control Console

Print Engine - xerographics module Print Engine Module

Additional Configurations

You can customize the system by identifying whether to include an integrated scanner, a second Sheet Feeder Module, an insertion module and the complexity of your finishing devices. The type of finisher you select can determine what other modules and license configuration options can be included.

The following modules are available for your system:

- Additional 2-Tray or 4-Tray Sheet Feeder Modules for a total of up to four SFMs
- An optional 3-Tray Sheet Feeder Module (either the 3-Tray or 4-Tray SFM can be used with the Roll Feeder if attached)
- The optional integrated Document Scanner Module (available only with the 4-Tray Sheet Feeder Module)
- Up to two Insertion Modules (a 2-Tray or 4-Tray SFM)
- Multifunction Finisher (Professional or Pro Plus)
- One or two Basic Finishing Module (BFM or BFM Plus)
- Up to three Xerox Production Stackers
- DS3500
- Third party finishing devices

Finisher Modules

Multifunction Finisher Professional - Professional model offers stacking/stapling, booklet making and c/z-folding.Multifunction Finisher (MFF)

Multifunction Finisher Pro Plus - The Pro Plus model adds to the Professional capabilities by also offering hole punching and an insertion module. Multifunction Finisher (MFF)

Basic Finisher Module - stacker/stapler with top tray. Basic Finishing Module (BFM/BFM Plus) Specifications

Basic Finisher Module Plus - stacker/stapler with bypass paper path unit Basic Finishing Module (BFM/BFM Plus) Specifications. Not compatible with the 157/314 systems.

Basic Finisher Module Plus Top Tray with Direct Connect - stacker/stapler with bypass paper path unit with a selectable Top Tray. Directly connects to 3rd party devices via standard DFA interface and locking pins. Basic Finishing Module (BFM/BFM Plus) Specifications. Not compatible with the 157/314 systems.

Xerox Production Stacker - Optional finisher that works with the Nuvera Model IV. Available on both single and dual configurations this stacker allows unloading of the stacker at any time.

Insertion Module - As an option, both the 4-Tray and the 2-Tray Feed Modules can be used as Insertion Modules.

DS3500 - enables inline finishing by providing document transport capability and full DFA support to DFA-compliant finishing devices. DS3500 Specifications

Optional Inline Finishers - There are a number of DFA compliant external finishers that are DFA compliant and can be installed with the system. You must have a DS3500 installed to add an inline finisher.

- Xerox DS5000 High Capacity Stacker
- C.P Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory
- Xerox Tape Binder
- Dual Xerox Tape Binder - This configuration allows for increased productivity; especially for booklets 10 to 50 pages in length.

Xerox Production Stacker (XPS)

The Xerox Production Stacker (XPS) with Document Finishing Architecture (DFA) Finishing is a finishing option available for the Model IV Nuvera.

This finishing device provides output trays that eject and rise to near waist height of the user. If the height selected is not appropriate, this height can be adjusted. The sheet capacity for these output trays is increased from other stackers. The XPS stacks 5,700 (2 stacks of 2,850). The stacker can be released to unload while the system is still running and printing, which allows for constant production. This is also true when using a single stacker.

For more detailed information about the XPS, refer to the *Xerox Nuvera® Xerox Production Stacker Operator Manual.*

Licensed Features

The software options available to you depend on the licenses that were installed and enabled on your system at installation. The following lists some of the major licenses available for the system. Check with your System Administrator for more information on what licenses are enabled.

- **Productivity Pack** - when enabled, this license provides multiple print queues instead of one queue, Stock Library management, shows all media attributes, and is required for LCDS and IPDS printing. Also includes the ability to enter exactly the paper weight, between 56 gsm and 250 gsm (upper weight depends on finisher type) for the stock that is being loaded.

- **Enhanced Line Screen** - when enabled, this license allows all valid halftones to print (85 lpi, 106 lpi, 125 lpi, 134 lpi and 156 lpi) and offers additional halftone image quality settings.
- **PCL License**
- **Ethernet License** - Bus & Tag are optional
- **PS License**
- **DFA License**
- **Imposition License**
- **LCDS License**
- I**PDS License**
- **VIPP License** (FreeFlow VI Interpreter)
- **Disk Overwrite License**
- **Full, Basic, CPW (XPP) or ISO Diagnostics License**
- **Speed License** - 100, 120 or 144 ppm are available on systems with a BFM/BFM Plus and/or DS3500. The 100/120 license is on systems with MFF.

Flex Speed Option

Note

The Flex Speed option is only available for 10.x version software and above. Systems that contain a Multifunction Pro or ProPlus finisher are not eligible for the Flex Speed option.

The Flex Speed option allows you to upgrade the license of certain Xerox Nuvera systems for a period of 30, 60 or 90 days.

Original Xerox Nuvera Speed	Available Flex Speed Options
Xerox Nuvera 100 EA/MX Production System	Xerox Nuvera 120 EA/MX Production System or Xerox Nuvera 144 EA/MX Production System
Xerox Nuvera 120 EA/MX Production System	Xerox Nuvera 144 EA/MX Production System
Xerox Nuvera 200 EA/MX Perfecting Production System	Xerox Nuvera 288 EA/MX Perfecting Production System

For more information on enabling Flex Speed, contact your Xerox representative.

Loading Paper

Load paper as indicated by the labels on each paper tray. If you are using the 2-Tray Feed Module, load paper as indicated for trays 3 and 4 of the 4-Tray Feed Module.

Note

If printing on coated stock but only one side is coated, load the coated side up.

Systems with the Multifunction Finisher **DO NOT** support coated stock.

Note

Stocks greater than 250 gsm are not recommended for use with the Xerox Nuvera . For details on using the correct stocks, see Supported Paper.

Note

Loading papers of varying types and weights may warrant adjustment of the Sheet Enhancement Module. For details, see Managing Paper Curl.

Note

It may be possible to configure your Xerox Nuvera with two or more SFMs, effectively doubling the feed capacity of the system. See your Xerox sales representative if you wish to configure your system in this way.

Paper Tray Programming

When you load paper in a paper tray, you must program the tray for the paper it contains.

To avoid loading a paper stock unsupported by the machine, see Recommendations for Paper Usage.

For details on paper handling and storage, see Handling and Storing Paper.

For details on loading special papers, see Loading Special Stock for Proper Finishing Output.

⚠️ **Caution**

Paper trays do not lock and can be opened while paper is being fed from the tray, resulting in misfeeds and/or paper jams. Wait for the LED light on the tray to turn OFF before opening the tray.

Solving Image Quality Problems

The Xerox Nuvera is capable of reproducing and generating high-quality images.

However, image defects may occur. These image quality problems are usually attributed to a defective original, or the user applying too much, too little, or the wrong type of image quality control.

Contacting Xerox

Before contacting Xerox for a service problem, perform the following steps:

- For image quality problems, first attempt to resolve the problem using the image quality troubleshooter.
- For worn out customer replaceable units, first attempt to replace the component yourself.

Sheet Feed Modules (SFM)

The Sheet Feed Modules hold your paper and feed the appropriate stock for the current job settings. The Xerox Nuvera System can be configured with a 4-Tray Feed Module, a 2-Tray Feed Module or a 3-Tray Feed Module. Your system can include up to two SFMs in any combination of 4-Tray, 2-Tray or 3-Tray.

The 2-Tray Feed Module has two large format large capacity trays. These trays are similar to trays 3 and 4 on the 4-Tray Feed Module but with a larger capacity, holding up to 1,600 sheets. Refer to the Feed Module Specifications.

The 4-Tray and the 2-Tray Feed Modules can be used as post fuser Insertion Modules.

The SFMs support automatic tray switching and the ability to load while printing.

For details about the 4-Tray Sheet Feed Module and its trays, capacities, features and functions, browse the links below. The links are grouped according to the numbered areas in the diagram.

Feed Module Specifications

Areas 1, 2, & 3 Paper feed path

- Clearing paper jams

Area 4 Paper trays

- Loading paper trays
- Configuring paper stocks and tray settings
- Handling and storing paper
- Using special paper stocks
- Clearing paper jams
- Supported paper types
- Recommendations for paper usage
- Expected paper handling and copy performance

Print Engine Module

The Print Engine houses the xerographic components that transfer the digital image to the paper at the photoreceptor. The toner from the dry ink container is then fused to the paper in the Fuser. Xerox Nuvera EA Production Systems do not support MICR printing and uses EA dry ink only. The Xerox MX Perfecting Production Systems do support MICR printing. For details, features and functions of the various components, browse the links below.

For print engine specifications, refer to Printer capabilities.

- 1. Developer Waste Container: Replacing the Developer Waste Container when full
- 2. Dry Ink (toner) Container: Replacing the Dry Ink Container
- 3. Paper Path: Clearing paper jams
- 4. Fuser and Decurler: Clearing paper jams and Adjusting the Decurler
- 5. Dry Ink (toner) Waste Container: Replacing the Dry Ink Waste Container when full

Control Console

Jobs are programmed using the keyboard or mouse to click the buttons on the control screen. The Xerox Nuvera can also print jobs stored on CD. Browse the links below for more details about features and functions.

- 1. Keyboard and mouse: Keyboard, mouse and display specifications, Cleaning the mouse, and Cleaning the keyboard
- 2. Control Screen: Keyboard, mouse and display specifications and Cleaning the display
- 3. Media Drive Bay: Media Drive specifications and Printing from the Media Drive

- 4. Power Switch: Power procedures

Multifunction Finisher (MFF) Interface

The Interface Module on the Multifunction Finisher Professional is part of the paper path that allows the Xerox Nuvera to connect to the Multifunction Finisher. For the Multifunction Finisher Pro Plus, it is also an Insertion Module that includes an Insertion Tray on top and a Hole Punch unit and waste bin inside.

The MFF Pro Plus

To learn about clearing jams in this area, refer to Clearing paper jams.

MFF Professional

Multifunction Finisher (MFF)

The Multifunction Finisher adds a publishing capability to the Xerox Nuvera system. The MFF Professional can fold documents, make booklets, staple bindings, collate and stack output. If your system has the MFF Pro Plus model, Pro Plus provides the same functionality but adds post process insertion capability (covers, preprinted sheets, tabs) and hole punch finishing.

The Interface Module on the Multifunction Finisher Professional is part of the paper path that allows the Xerox Nuvera to connect to the Multifunction Finisher. For the Multifunction Finisher Pro Plus, it is also an Insertion Module that includes an Insertion Tray on top and a Hole Punch unit and waste bin inside.

To learn more about its features and functions, browse the links below.

- 1, 2. Paper Path: Clearing paper jams
- 3. Top Tray: Finisher specifications
- 4. Main Tray / Stacker: Finisher specifications, Using Offset to separate documents in a stack, and Using the stacker
- 5. Main Stapler: Stapler specifications
- 6. Lower Tray: Finisher specifications

- 7. Booklet Maker: Making a booklet and About impositions

MFF Pro Plus: Insertion Module

To learn about the MFF models and their features, refer to Finisher specifications.

To learn about clearing jams in this area, refer to Clearing paper jams.

Automatic Document Feeder

Use the Automatic Document Feeder for rapid scanning of stacks of documents. Browse the links below for more information.

- 1. Document Glass (not shown): Scanning from the Document Glass and Cleaning the Document Glass

- 2. Document Input Tray: Scanning from the Document Feeder, Clearing paper jams, Document Feeder and Scanner specifications, and Cleaning the Document Feeder
- 3. Document Exit Tray

Sheet Enhancement Module (SEM)

The Sheet Enhancement Module on the Xerox Nuvera EA Production System and the Xerox Nuvera 200/288 EA/MX Perfecting Production System is a standard component on all configurations except for those with a Multifunction Finisher.

Located to the right of the print engine, it is used to remove upcurl or downcurl in paper as it passes through the module from the print engine. This feature is performed automatically by the system when the Decurl Automatic Mode is selected. You can also manually adjust the amount of decurl to apply for the job if more decurl is needed. Select the Manual or Automatic mode settings at the FreeFlow Print Server from the Printer menu. For more information, see Managing Paper Curl.

Sheet Enhancement Module Specifications

- Height: 41.5 "
- Width: 14.25 "
- Depth: 28.25 "
- Weight: 168 lbs.

Sheet Retime Module (SRM)

The Sheet Retime Module (SRM) is a paper path timing module required to be installed only on 157 or 314 systems with a single Basic Finishing Module (a BFM, BFM Plus or a Direct Connect BFM).

The SRM is located before the BFM in the configuration. It enables BFM stapling capabilities and increases the speed of the sheets as they enter the BFM. It provides the needed gap between prints for the BFM to process sets at 157 or 314 ppm and staple sets at this full speed.

Note

Only A4/8.5 x 11 inch paper will run at the full 157 ppm or 314 ppm speed. Tab jobs and stock sizes less than 8.2 inches will run at reduced productivity.

Note

Small stock sizes less than 6.9 inches (175mm), such as A5 paper, cannot be run through the SRM.

Note

When running tab stock mixed with 8.5 x 11 in/A4 body stock enable the I**mprove Initial Pages Registration within Set** feature from Print Manager/Stacking area.

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Managing System Resources

This section provides an overview of system management and some of the key configuration tools, such as Queue Manager, that operators may need to use. For detailed information, see the *System Administrator's Guide*.

- Managing the Printer
- Getting Billing Information
- Reading the Billing Meters
- Managing System Software and Hardware
- Managing the Stocks Library
- Working with Queues
- Changing DFA Configurations for 3rd Party Finishers

Managing the Printer

You can use the Printer menu to globally manage all aspects of the printer, including print quality, what types of papers are loaded, and tray enabling/disabling. Review the sections below to familiarize yourself with this part of the Xerox Nuvera user interface.

Printer Menu Selections

Paper Trays

Shows the status of all the paper trays, as well as the types of stocks assigned to them. The columns show the properties of the stocks and the specifications that have been made for the trays.

Stock Library

If the Productivity Pack license is enabled on your system, the Stock Library database is available. The Stock Library allows you to see the complete list of stocks present, as well as all stocks compatible with the system. Also, new stock types can be added through this tab. For details, see the online Help.

Finishing

Used to set up or enable the available finishing options. Right-clicking on a finisher allows you to enable or disable a finisher or display its properties.

Stacking

Allows you to enable and disable the stacker (if stackers are present with your system). It also allows you to view and control settings for all stackers on your system.

Image Quality

Used to modify the printer darkness/IQ parameters for PostScript/PDF jobs, PCL jobs, and TIFF jobs.

Managing Paper Trays

The **Paper Trays** selection allows you to manage the following operations:

- Access paper tray properties
- Set stock properties
- Enable/Disable a paper tray
- Refill a tray
- Enable/Disable cleanup
- Enable/Disable stock size checking
- Load and program a stock

For more information, see Setup Paper Trays.

Managing Finishers

The **Finishing** selection allows you to view the status of Internal and External Finishers.

Tip

Before running any jobs, click **Printer Menu > Finishing** to quickly determine what types of Finishing devices are currently available and configured.

Note

See your System Administrator to change any settings on the Finishing window.

What Are Internal and External Finishers?

- **Internal Finisher**: i.e., the Stapler and Bottom Tray/Booklet Maker.

- Name: Shows the name of the device.
- Status: Indicates whether the finisher is enabled or disabled.

- **External Finisher**: External finishing options include any DFA compliant 3rd-party finishers that can be attached to the printer. If the printer is not configured with an external finisher, this field is not available.

Managing Stackers

The **Stacking** selection allows you to view the status of Stackers which may be configured on the system.

Tip

Before running any jobs, click **Printer Menu > Stacking** to quickly determine what types of Finishing devices are currently available and configured.

Note

See your System Administrator to change any settings on the Stacking window.

Managing Image Quality

The Image Quality selection allows you to globally set the darkness and resolution levels for system supported file types.

If you are having Image Quality problems on a consistent basis (for example, your entire job is either too light or too dark), check image quality settings using the Image Quality selection on the Printer menu. For more information, see Solving Image Quality Problems.

Tip

Before running any jobs, select **Image Quality** on the Printer menu to quickly determine what global machine darkness and resolution settings are currently configured.

Note

See your System Administrator to change the darkness and/or resolution settings on the Image Quality window.

User Interface Logging

This feature logs operator actions. It allows the customer to view the log and determine actions taken by the operator such as changing job parameters, queue settings, system settings or printer properties.

To enable and view the Log Console:
1. Select **System > Log console**.
2. Click **Enable Logging**.

Getting Billing Information

The Billing capability enables the user to view and print Xerox billing data.

Why would I need to access billing information?

A few examples of why you need to access billing data:

- You can gain system usage information to more accurately plan your supplies re-ordering.
- During a service call, you may be asked to retrieve billing information to aid a service representative in identifying any problems with your system.
- Depending on the terms of your purchase agreement, you may need to access and print the billing data in order to be billed by Xerox.
- If the machine is used by personnel in shifts, billing data can be printed to track system usage for each shift.

To access billing information

1. In the user interface, click **Administration > Billing**.
    The Billing dialog box appears.
2. With the Billing dialog box open, you can then print the information, or relate it to the service representative if contacting by phone.

    For more information about what each Billing Meter is recording, see Reading the Billing Meters.
3. Click **Close**.

Depending on your system's security setting, you may or not be able to access billing data. Contact your System Administrator for adjusting your system's security setting.

Reading the Billing Meters

Following are descriptions of what each Billing Meter is tracking. Make sure you have correctly identified your region.

Billing Regions

Region 1	Region 2	Region 3	Region 4

NASG-US	ESG	NASG-CAN	FX
	DMO-E		FXAP
	DMO-W		
	China		
	APO		

Descriptions of Billing Meters

Billing Region 1

Meter A -Represents total impressions to output destination.

Meter B -Represents total impressions for each image of job up to and including the last sheet of the 10th set.

Meter C -Total impressions for all jobs that reach a breakpoint value.

Meter D -Total impressions for all images of a job above a breakpoint value.

Meter E - Total impressions printed on sheets wider than 16 " (Nuvera Xerox Nuvera 200/288 EA/MX Perfecting Production System only)

Billing Region 2

Meter 1 -Total impressions to output destination.

Meter 2 -Total impressions printed on sheets wider than 16 ".

Meter 3 -Total impressions for sets 11-18.

Meter 4 -Total impressions for set 19.

Meter 5 -Total impressions for all jobs that reach a breakpoint value.

Meter 6 - Total impressions for all images of a job above a breakpoint value.

Billing Region 3

Meter A -Represents total impressions to output destination.

Meter B -Total impressions for all jobs that reach a breakpoint value.

Meter C -Total impressions for all images of a job above a breakpoint value.

Meter D - Total impressions printed on sheets wider than 16" (Xerox Nuvera 200/288 EA/MX Perfecting Production System only)

Billing Region 4

Meter 1 -Represents total impressions to output destination.

Meter 2 -Total impressions for each image of a job up to and including the last sheet of the 10th set.

Meter 3 -Total impressions printed on sheets wider than 16 " (Xerox Nuvera 200/288 EA/MX Perfecting Production System only).

6

Managing System Software and Hardware

In the event you need to install a software patch or upgrade, or attach new hardware, this can be done with the **Xerox System Install Service Utility**.

To access the Xerox System Install Service Utility

1. In the Xerox Nuvera user interface, click **System > Software Install**.
2. Choose from one of the utilities.
3. Follow on-screen instructions.

   See the Xerox Nuvera online Help--accessed directly from the user interface--for details about this utility.

4. Click **Close**.

To perform Disk Overwrite

This procedure enables the System Administrator to erase sensitive data from all hard disks (for example, the system disk and image disks). The Disk Overwrite feature is based on the current FreeFlow Print Server data overwrite feature. The erase algorithm and patterns conform to U.S. Department of Defense overwrite requirements.

Note

This feature requires the presence of the Disk Overwrite software and license in order to function. The Disk Overwrite software is on a CD included as part of the Disk Overwrite kit. The software must be installed before enabling the license. Contact your System Administrator to perform any activity related to Disk Overwrite.

7

Managing the Stock Library

Note

The **Stock Library** selection, located on the Printer menu, is only available on systems that have the Productivity Pack license installed and enabled.

The **Stock Library** selection enables you to add to the group of stocks that are eligible to print. You can define attributes for a stock (such as size, color, type, and weight) and assign a name to identify the stock and its associated attributes. The standard stock names Main, Aux, and Auto are also available.

Stock Management

Once a stock type has been defined, named, and saved as a new stock, it can be easily referenced from the Stock List, which is accessible from many different locations in the FreeFlow Print Server software.

You can perform the following tasks from the Stock Library tab:

- Set up a new paper stock in the stock list
- Modify a stock entry
- Copy a stock entry
- Delete a stock
- Assign stock to a paper tray
- Remove stock from an assigned tray
- Add stock to a preferred tray
- Enable/disable cleanup
- Hide/Show stock entries
- Import/Export stock settings

Note

If a user submits a job that specifies a user-defined stock not available in the Stock Library, the job is still submitted to the FreeFlow Print Server. However, the job is faulted until the requested, or user-defined, stock is programmed into the Stock Library.

The Stock List

The Stock List is a GUI screen that is accessible from many different locations in the FreeFlow Print Server software. A named stock can be easily selected from this list and used in a variety of situations. Examples of activities during which the Stock List is accessed include (but are not limited to):

- Assigning a named stock to a job
- Assigning a named stock as default for a queue
- Assigning a named stock as default for slip sheets
- Assigning a named stock as one or more cover pages
- Assigning a named stock to be used as an exception page

To set up/manage paper stock

1. On the Printer Menu, select **Stock Library**.
2. Select the **New Stock** to display the New Stock dialog.
3. Enter a new stock name in the **Name** field.
4. Select the tray for this stock by using the **Add to Trays** button, click **OK**.
5. Select stock properties from the **Size/Color**, **Type/Weight**, and **Coating** controls.
6. Enter any desired stock comments by selecting the **Options** button.
7. Click **Close**.

Note

When loading stock, it is recommended that you either enter a specified name for all stocks, or use "unspecified" as a name value for all stocks. You should never mix named stocks with "unspecified" stocks since Required Stock Not Loaded issues may arise.

For more information about the Stock Library, see the online Help on the system user interface.

8

Expected Paper Handling

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system; either through the paper feed trays or the Document Feeder.

Expected Performance Tables

Table 1: Paper and Tray Performance Matrix -- 20 lb standard paper

Table 2: Paper and Tray Performance Matrix -- 80 gsm standard paper

Table 3: Stock Types Performance Matrix

Table 4: Plain Paper Performance Matrix

Table 5: Paper and Tray Performance Matrix -- Loading Special Stock

Table 6: Paper Through Document Feeder Performance Matrix

Paper and Tray Performance Matrix -- 20 lb standard paper

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

	Trays	1,2	3,4	Note
Common Sizes				
Letter (8.5 x 11 / 216 x 279mm)	LEF	Best	Best	
	SEF	Good	Good	
Legal (8.5 x 14 / 216 x 356mm)	SEF	NA	Best	

Trays	1,2	3,4	Note
Common Sizes			
Ledger (11 x 17 in. / 297 x 420mm) SEF	NA	Good	
Statement (5.5 x 8.5 in. / 140 x 216mm) SEF	Fair	NA	See Note below
Executive (7.25 x 10.5 in. / 184 x 267mm) LEF	Good	Good	
Executive (8 x 10 in. / 203 x 254mm) LEF	Good	Good	
SEF	NR	Good	
12 x 18 in. / 305 x 457mm SEF	NR	Good	

Table Legend

- **SEF**: Short Edge Feed
- **LEF**: Long Edge Feed
- **Best**: Best system performance
- **Good**: Good system performance
- **Fair**: Significant performance degradation is likely, particularly paper handling.
- **NR**: Not Recommended. Exceeds system design. Unacceptable performance likely.
- ******: Same performance as shown in 20 lb. Standard Paper Table for the corresponding paper sizes.
- **NA**: Not Applicable. Not possible to load.

Note

The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.

Paper and Tray Performance Matrix -- 80 gsm standard paper

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

Trays	1,2	3,4	Note
Common Sizes			
A4 (210 x 297mm / 8.27 x 11.69) LEF	Best	Best	
SEF	NA	Good	

Trays	1,2	3,4	Note
Common Sizes			
A3 (297 x 420mm / 11.69 x 16.54) SEF	NA	Good	
A5 (148 x 210mm / 5.83 x 8.27) LEF	Good	NR	See Note below
SEF	NR	NR	See Note below
B4 (257 x 364mm / 10.12 x 14.33) SEF	NA	Good	
B5 (182 x 257mm / 7.17 x 10.12) LEF	Good	Good	
A4 Cover Stock (223 x 297mm / 8.78 x 11.69) LEF	Good	Good	
SEF	NA	Good	
Spanish (215 x 315mm / 8.46 x 12.4) SEF	Good	Good	
Foolscap (215 x 315mm / 8.46 x 12.4) SEF	Good	Good	
Foolscap (220 x 330mm / 8.66 x 13) SEF	NA	Fair	

Table Legend

- **SEF**: Short Edge Feed
- **LEF**: Long Edge Feed
- **Best**: Best system performance
- **Good**: Good system performance
- **Fair**: Significant performance degradation is likely, particularly paper handling.
- **NR**: Not Recommended. Exceeds system design. Unacceptable performance likely.
- ******: Same performance as shown in 20 lb. Standard Paper Table for the corresponding paper sizes.
- **NA**: Not Applicable. Not possible to load.

Note

The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.

Stock Types Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

Note

Performance of the following stock types may not be equivalent to papers in the same weight range.

Throughput Material		Note
Window Stock		
Letterhead		Refer to notes 2 and 3 below
Pre-printed forms		Refer to note 2 below
Pre-drilled/pre-punched hole (standard locations)		Refer to note 2 below
Mylar reinforced	LEF (mylar on long edge)	
	SEF	
Transparencies **Note** The paper path/sensors in the Xerox Nuvera do not require that you feed transparencies with removable stripes. If you have this type of media, you can use it, but the stripe is not necessary for proper function. **Note** For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used.		
Clear/plain		Refer to note 6 below
Non-removable white stripe		Refer to note 6 below
Removable Stripe	LEF	Refer to note 6 below
	SEF	
Paper backed	SEF DO NOT USE	Refer to note 6 below
	LEF	
Labels	LEF	Refer to note 4 below

	SEF	Refer to note 2 below
GBC brand or pre-punched with rectangular holes: (holes on long edge). This type of paper only works when holes are at the rear of the paper tray.	LEF	
	SEF	Refer to note 4 below(Load with holes AWAY from user.)
Never Tear Type		
Drafting Film		
Perforated:		
Perforations parallel to feed direction		Refer to note 5 below
Perforations perperdicular to the feed direction		Refer to note 5 below
Envelopes (standard medium to large lettersize)		
Tabs		
Carbonless		
Textured papers, Vellum Bristol papers		Refer to note 7 below
Smooth cover index stock		

Table Legend

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- **LEF**: Long Edge Feed
- **Best**: Best system performance
- **Good**: Good system performance
- **Fair**: Significant performance degradation is likely, particularly paper handling.
- ******: Same performance as shown in 20 lb. Standard Paper Table for the corresponding paper sizes.

Notes:

1. The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.
2. Refer to Table 5 or to the paper tray label for the correct paper loading orientation.
3. Embossed letterhead may cause degraded paper handling, and possibly image deletion defects near the embossed area on either side of the paper.
4. Refer to Table 5 for more information.
5. Image deletion defects might occur near the perforation, especially if the perforation is parallel to the feed direction.

6. 2-sided copies or prints should not be selected when this stock is used.
7. Blank or preprinted covers are acceptable.

Plain Paper Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system

Throughput Material (8.5 x 11 inch or A4)	Tray 1,2	Tray 3,4	Note
Paper Weight			
Less than 56 gsm	Do Not Use	Do Not Use	
Between 16 - 20 lb. or 56 gsm	Good/Fair	Good/Fair	
Between 20 - 32 lb. or 75 - 120 gsm	Best	Best	
Between 32 - 110 lb. (index) or 120 - 216 gsm	Good	Good	
Greater than 110 lb. (index) or 250 gsm; Greater than 220 gsm for systems with a MFF	Do Not Use	Do Not Use	

Table Legend

- **SEF**: Short Edge Feed
- **LEF**: Long Edge Feed
- **Best**: Best system performance
- **Good**: Good system performance
- **Fair**: Significant performance degradation is likely, particularly paper handling.
- **NR**: Not Recommended. Exceeds system design. Unacceptable performance likely.
- ******: Same performance as shown in 20 lb. Standard Paper Table for the corresponding paper sizes.

Paper and Tray Performance Matrix -- Loading Special Stock

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system

Stock Type	Common Uses	Recommendation	Note
Hole-Punched	Ringed binders	Use long edge feed for best copy speed (load with holes to the right).	

Stock Type	Common Uses	Recommendation	Note
Coated (not supported on MFF)	Presentations, collaterals	When printing on coated stock that has only one side coated, load the coated side **UP**.	
Perforated	Pages for partial removal, such as order forms and receipts	Where possible, load with perforation parallel to the feed direction.	
Pre-printed and letterhead	Common correspondence, mailings and advertising materials	• Use ultra-violet cured or oxidative inks to extend the life of the feed roll cartridges. • Load face-up in Trays 1 - 4.	
Reinforced Mylar edge	Ring binders	• Load reinforced edge on the right in Trays 1 - 4. • Use long-edge feed only.	
Card stock	Covers, signs	For best results, set Heavy Weight attribute when programming Trays 1 - 4.	

Stock Type	Common Uses	Recommendation	Note
Transparencies	Presentations	**Note** The paper path/sensors in the Xerox Nuvera do not require that you feed transparencies with removable stripes. If you have this type of media, you can use it, but the stripe is not necessary for proper function. **Note** For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used. • For all transparencies, refer to the label on the tray for correct orientation. • When using transparencies with removable stripes, load with the stripe down in Tray 1 - 4. • Do not program 2-sided. • For best results, set Heavy Weight attribute when programming Trays 1 - 4. • Nuvera supports only 8 1/2 x 11" (A4) transparencies.	

Stock Type	Common Uses	Recommendation	Note
Labels	Self-adhesive labels for envelopes and packaging	• Do not program 2-sided. • For best results, feed labels into the machine LEF only. • Load face-up in Trays 1 - 4. • For best results, set Heavy Weight attribute when programming Trays 1 - 4.	

Paper Through Document Feeder Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

Tip

If you're having feeding problems through the Document Feeder, all problems can be avoided by scanning directly from the Document Glass.

Types and Conditions of Originals	Rating	Notes
12 x 18 inch originals	Do Not Feed	A 12x18 inch original actually will travel through the Document Feeder, but there is a good chance some information on the output will be lost. To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.
Coated paper	Fair	Feeding lightweight coated originals (approximately 16 lb. or 61 gsm) will normally work fine. You may experience problems with the alignment of the copy images if a color image is within 0.4 inches of the leading edge (the side of the document fed first) of the original.
High Talc paper	Good / Fair	Originals with a high talc content may contaminate the Document Feeder Feed Rolls, resulting in degraded performance.
Originals produced on a DocuTech 100/120	Fair	On copies with a high-area coverage (pictures and halftones) tends to rub off on Feed Rolls, causing feeding faults.
Originals produced on a DocuTech 100/120	Good / Fair	Oils used to fuse the copies need to dry at least 2 hours in order to prevent feeding problems.

Types and Conditions of Originals	Rating	Notes
Xerographic color originals	Do Not Feed	Use Document Glass to avoid feeding problems.
Originals consisting of mostly pencil marks	Do Not Feed	Will transfer lead to the Feed Rolls, causing the originals to smear. Originals with occasional marks (i.e., a document with review markup) should feed satisfactorily. To avoid problems, feed all pencil-marked originals from the Document Glass.
Dog-eared originals (folded corners)	Do Not Feed	Originals with dog-ears or folded corners on the lead edge may cause a jam. Ensure that the folds are removed.
Too many sheets in the stack	Do Not Feed	Depending on the model, the Document Feeder can feed up to 300 sheets of 20 lb. paper. The quantity that can be fed decreases as paper weight increases. Use Build Job to feed more than these amounts as a single copy job
Folded originals	Do Not Feed	Folded originals do not trigger the automatic sensors in the Document Feeder. Ensure that the folds are removed.
Originals with sticky-notes attached	Do Not Feed	May be fed after sticky notes removed.
Envelopes	Do Not Feed	Copy from the Document Glass.
Tab stock	Do Not Feed	Copy from the Document Glass.
Labels	Do Not Feed	Copy from the Document Glass.
GBC-brand papers	Do Not Feed	Copy from the Document Glass.
Glossy photographs	Do Not Feed	Copy from the Document Glass.
Transparencies	Do Not Feed	Copy from the Document Glass.

Table Legend

- **SEF**: Short Edge Feed
- **LEF**: Long Edge Feed
- **Best**: Best system performance
- **Good**: Good system performance
- **Fair**: Significant performance degradation is likely, particularly paper handling.
- **NR**: Not Recommended. Exceeds system design. Unacceptable performance likely.
- ******: Same performance as shown in 20 lb. Standard Paper Table for the corresponding paper sizes.

Paper Weight Conversion Chart

If the various g/m2 numbers describing paper weight confuse you, use this table to find the equivalent weight (in pounds).

Paper Weight Conversion Chart

Paper Weight Conversion Chart

The following "Equivalent weights" chart shows you which weights of the different paper types are equal to the same number of grams per square meter.

Note

Weights are based on stacks of 500 sheets of the size indicated at the top of each column, under the paper type.

Tip

Print this topic and post near your system for quick reference to this paper data.

Table 1. Size of unfinished substrates before cutting to size.

	Bond 17x22*	Book 25x38*	Cover 20x26*	Bristol 22.5x28.5*	Index 25.5x30.5*	Metric (g/m2)
Bond	13	33	18	22	27	49
Xerograph-ic	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

9

Setup Paper Trays

You can print and copy with many types of papers with the Xerox Nuvera :

- You can load many types of cover and tabbed stocks, giving you the ability to create professional-quality documents.
- You can load trays with special stocks, such as envelopes, transparencies, and labels.
- The Xerox Nuvera gives you many publishing options for enhancing your document.

Before you run your print or copy jobs, you must load and configure the paper trays with the recommended stocks.

To learn more about these capabilities, explore the links at the left.

Note

For information about loading tabbed stock in the Feed Module, see Using the Feed Module Tab Guides.

Paper Tray Programming

When you load paper in a paper tray, you must program the tray for the paper it contains.

To avoid loading a paper stock unsupported by the machine, see Recommendations for Paper Usage.

For details on paper handling and storage, see Handling and Storing Paper.

For details on loading special papers, see Loading Special Stock for Proper Finishing Output.

⚠ **Caution**

Paper trays do not lock and can be opened while paper is being fed from the tray, resulting in misfeeds and/or paper jams. Wait for the LED light on the tray to turn OFF before opening the tray.

Tray Confirmation Options

When you change or add paper to a feed tray, you need to program the tray for the stock you added. To avoid "Resource Not Available" faults, you can set a confirmation option to match your workflow. The confirmation box displays asking you to confirm or change the paper setting for a tray.

To set a confirmation option

1. Select **Setup** from the Menu bar.
2. Select **System Preferences** and the Stocks and Tray tab.
3. Under Tray Confirmations, select the type of confirmation to display every time you change or add paper:

   - **None** - No Confirm box is displayed (Default).
   - **When Tray Settings Change** - Confirm box displays only if you add a different sized stock and do not change tray programming.
   - **After Every Tray Cycle** - Confirm box displays every time a tray is opened and closed.
   - **Auto Accept Settings Changes** - If you have the Productivity Pack license enabled, this setting is available for selection. No Confirm box is displayed as the system automatically senses the new stock size. You may need to change other stock attributes based upon the stock you added to the tray.

Tip

When programming a stock in a feed tray or the stock library, it is important to set the correct stock properties, especially the weight listed as gsm. Based on the weight of the stock (gsm) setting, the feed tray 'fluffers' settings are modified to feed the programmed stock. Taking time to verify the gsm setting increases runtime and productivity by decreasing feed module paper jams.

To program paper trays

You can either load the paper in the tray first and then program the paper tray settings for the job (Load and Program method) or program the paper settings and then load the paper in the tray (Program and Load method).

Tray programming procedures vary depending on how you configure confirmation alerts and on the particular system configuration.

Note

It is only possible to program and load fully adjustable trays. Only System Administrators can change Dedicated tray programming.

Program and Load Method

1. Use the previous steps to select the Tray Confirmation option to use.

2. Click **Paper Trays**.

   For more information, see Managing the Printer.

3. Double-click or right-click a fully adjustable tray row.
   A Tray Properties window appears.

4. Enter all choices pertaining to the stock you wish to load into the tray. Systems with the Productivity Pack license enabled have a stock library from which you can select a stock to program the tray. Click **OK** or **Apply.**

5. When the Tray In Use light turns off, open the fully adjustable tray you just configured, as identified in the Tray Type column of the Paper Trays window.

6. Fan and load the paper stock that matches the settings you made in the Tray Properties window.

7. For Tray 2, refer to the section below on using the Rear Stop Guide.

8. Push the tray closed. The system automatically confirms the size and attributes programmed.

   - For fully-adjustable trays, a "Confirm Tray Contents" alert window may appear. Either **Confirm** the tray contents, or click **Change** to enter the correct stock size/type.
   - For dedicated trays, a "Dedicated Tray Contents" alert will appear.

9. Either make appropriate changes in the Tray Properties window (Fully Adjustable trays) or re-load the correct paper (Dedicated trays).

Note

When entering the size of Catalog Envelopes, enter the dimension of the envelope with the flap open. See Recommendations for Paper Usage for more information, as well as a listing of all paper types the system will work with.

Note

Trays are identified as "Fully Adjustable" and "Dedicated" in the Tray Type column of the Paper Trays window.

Load and Program Method

1. Open the fully adjustable tray.

2. Fan and load the paper stock.

3. For Tray 2, refer to the section below on using the Rear Stop Guide.

4. Push the tray closed. The system automatically senses the size. Depending on the Tray Confirmation option selected, an alert window may display.

   - For fully-adjustable trays, a "Confirm Tray Contents" alert window may appear. Either **Confirm** the tray contents, or click **Change** to enter the correct stock size/type.
   - For dedicated trays, a "Dedicated Tray Contents" alert will appear.
   - A Confirm Feeder Tray 1 message informs you of the last known paper loaded in the tray.

5. The Tray Properties window displays.

6. Either make appropriate changes in the Tray Properties window (Fully Adjustable trays) or re-load the correct paper (Dedicated trays).

7. Click **OK**. New stock will be available from the Stock Library.

Rear Guide Stop for Tray 2 on the 4-Tray Feed Module

The Tray 2 Rear Guide Stop is designed for systems that dedicate tray 2 on the 4-Tray Feed Module for 8.5 x 11" or A4 stock. It is designed to stabilize the rear guide in the tray improving registration. The stop is installed in the back of the tray to restrict the rear guide from opening. The stop is set for 8.5 x 11" stock and is in the disabled position when the machine is shipped. The user can Enable the stop by rotating the gray colored lever to the right or Disable the stop by lifting and rotating the lever to the left.

| Located in back of tray | Enabled | Disabled |
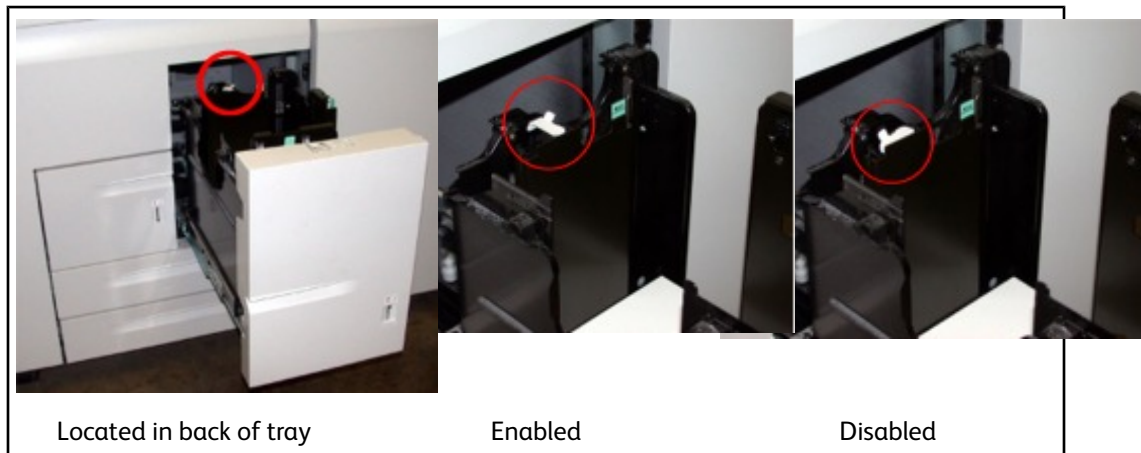
Note

If A4 stock is to be loaded in tray 2, service must be called to adjust the guide level.

To enable a tray

1. Right-click one of the trays in the Paper Trays window.

2. Click **Enable Tray** from the Tray pull-down menu.

To disable a tray

If a tray is broken, in need of service, or you do not want it used for some reason, you can disable it.

1. Right-click one of the trays in the Paper Trays window.

2. Click **Disable Tray** from the Tray pull-down menu.

About Auto Tray Switching and setting tray priorities

The Xerox Nuvera is designed to allow a job to be submitted using only job attributes, and the system will then, based upon tray priorities, pull stock from the tray(s) containing the programmed stock.

You have the ability to control the order in which trays are used by the system, by setting each tray's priorities. For example, if trays 1 and 2 contain the same type of paper, but you are running a big job, you can set tray 2 to be chosen first, since it has a larger paper capacity. In this case, the job pulls stock from tray 2 first. When tray 2 is out of stock, the job switches to pull from tray 1. Once tray 2 is refilled, the job switches back to pulling stock from tray 2.

Feed Until Empty

A user selected workflow, Feed Until Empty, tells the system to empty the second tray before switching back to the original tray. In the above example, once tray 2 is empty, the job switches to pulling stock from tray 1 and remains pulling stock from that tray until it is empty. Once tray 1 is empty, the job immediately switches back to tray 2, if it has be refilled.

To select Feed Until Empty

* Select **System > User Diagnostics > Feed System Optimization Customer Setup > Feed Until Empty Algorithm** to enable Feed Until Empty.

Note

To find out at a glance the priority setting of each paper tray,scroll to the right side of the Paper Trays table. The Priority column shows the current setting for each tray.

To set tray priority

1. On the Home Screen, click **Paper Trays** and double-click the paper tray you want to set.
2. On the Tray Properties window, click the **Options** button.
3. In the Tray Priority text box, type a lower number (the lower the number, the higher the tray priority).
4. Repeat Steps 2-4 to check that the other trays are assigned priority numbers which will cause the system to use them in the order you want.
5. When satisfied with the priority settings on each Tray Properties window, click **OK**.

Note

It is possible to configure your Xerox Nuvera with two or more Sheet Feed Modules (SFM), effectively doubling the feed capacity of the system. Notify your Xerox sales representative if you wish to configure your system in this way. See Sheet Feed Modules (SFM) for more details.

Note

If your Xerox Nuvera is configured with two or more Sheet Feed Modules, pay special attention to how the trays are displayed in the user interface. For example, tray 2 in the first SFM will appear as "Feeder 1: Tray 2". Tray 1 in the second SFM will appear as "Feeder 2: Tray 1."

Avoiding Multi-Sheet Feeds When Using Special Stocks

There may be times when the paper loaded in the paper trays do not feed correctly. The Xerox Nuvera will notify you of the problem with a message on the user interface screen.

Certain stock types such as:

- paper backed transparencies
- envelopes
- some label types

If not properly loaded and programmed in the system, will be detected as multi-sheet feeds.

The solution to avoiding multi-sheet feeds and/or jams is to make sure the actual contents of a given tray match the settings you program using the user interface.

For more information, see Clearing Paper Jams.

Loading Paper

Load paper as indicated by the labels on each paper tray. If you are using the 2-Tray Feed Module, load paper as indicated for trays 3 and 4 of the 4-Tray Feed Module.

Note

If printing on coated stock but only one side is coated, load the coated side up.

Systems with the Multifunction Finisher **DO NOT** support coated stock.

Note

Stocks greater than 250 gsm are not recommended for use with the Xerox Nuvera . For details on using the correct stocks, see Supported Paper.

Note

Loading papers of varying types and weights may warrant adjustment of the Sheet Enhancement Module. For details, see Managing Paper Curl.

Note

It may be possible to configure your Xerox Nuvera with two or more SFMs, effectively doubling the feed capacity of the system. See your Xerox sales representative if you wish to configure your system in this way.

Fan the paper first

To aid in sheet separation and to prevent jams, always fan the reams of paper before loading into the trays. To do so:

1. Place the new stack of paper on a flat surface.
2. Place the palm of your hand on the center of the stack to hold it firmly.
3. Place the other hand at one corner of the stack and fan through the paper.
4. Repeat this procedure for each corner.
5. Discard the top and bottom sheets of paper from the ream.

To load paper

For details on paper handling and storage, see Handling and Storing Paper.

⚠ Caution

Do not overload paper trays. Do not block or damage the stack height sensor.

1. Open the tray.
2. Move the paper guides apart.
3. If changing to a different sized stock, remove any unused stock from the tray.
4. Fan the paper ream before loading it into the tray and make sure the paper is in good condition.
5. Place a ream of paper in the center of the tray between the guides, making sure the feed direction is correct.
6. Move the paper guides inward until they touch the paper stack. Make sure the side and trail edge guides are snug against the stack after loading the first ream.
7. Add more paper to the tray, up to the MAX line.
8. Make sure the height sensor is not pinned down by the paper stack. The stack height sensor is located on the inside of the right paper guide. Remove any excess paper.
9. For Tray 2 of the 4-Tray SFM a Rear Guide Stop is installed and configured for either 8.5 x 11" or A4 stock. It is designed to stabilize the rear guide in the tray and improve registration. When loading this tray with these stocks, enable the Rear Guide Stop by lifting and rotating the lever to the right. Disable this guide for all other paper sizes used in this tray by lifting and rotating the lever to the left.

   #### Note

   The stop guide is set to either 8.5 x 11 " or A4 paper size. If you need to change from one of these sizes to the other, you must contact Service.

10. For tray 3 or 4, adjust the green baffle at the back of the tray to prevent the paper stack (11 x 17 inch and larger) from skewing when closing the tray. Properly adjusted, it should make light contact (or be within a few millimeters) with the loaded paper stack. The trays in the 2-Tray Feed Module do not have the green baffles.
11. Close the tray.
12. Set the tray programming on the control screen to match the paper you just loaded if you have not already done so.

Loading Special Paper Types

Certain paper types (such as tabs, drilled stock, transparencies, etc...) require that they be loaded in a certain way in order to achieve the correct output.

Additionally, the types of finishing devices you may have installed impacts the way in which some stock types must be loaded to achieve correct output. For more information, see Loading Special Stock For Proper Finishing Output.

For general guidelines for proper paper usage, see Recommendations for Paper Usage.

Definition of Leading Edge

Leading edge is the left side of the paper as you look down on it in the tray. Leading edge means that this is the edge of the paper that first enters the print engine.

Definition of Trailing Edge

Trailing edge is the edge opposite the leading edge. It is on the right side and is the last edge of the paper to go into the print engine. When the leading edge is the short edge of the paper, the paper is loaded SEF (short edge feed). When the leading edge is the long edge of the paper, the paper is loaded LEF (long edge feed).

Loading Special Stock for Proper Finishing Output

Depending on the finishing devices that are present on your system, special paper stock must be loaded in certain ways to achieve correct output. To ensure correct output and to avoid manual collation, load as indicated by the labels on each paper tray and follow the guidelines below.

If you are using a 2-Tray Sheet Feed Module, follow the guidelines for loading stocks in trays 3 and 4.

Note

For information about loading tabbed stock in the Sheet Feed Module, see Using the Feed Module Tab Guides. You need to have the Tabs Guide installed in the feed tray that contains the tabbed stock.

Note

As an aid to you, there are illustration decals on each paper tray which will help you to load stock correctly.

Note

For best results and most efficient operation, load special stocks LEF in the paper trays. Loading special stocks SEF may result in pages delivered with incorrect rotation and face-up or face-down delivery. Special programming may be required to correct.

Systems with SFM and/or Insertion Module and BFM

Stock Type	Loading	
Drilled paper	Trays 1 and 2	Holes leading
	Trays 3 and 4	Holes leading
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs (forward collated tabs only)	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
Preprinted stock	Trays 1 and 2	Face up, left edge leading
	Trays 3 and 4	Face up, left edge leading
Transparencies	Trays 1 and 2	Tape edge leading
	Trays 3 and 4	Tape edge leading
Ordered stock	Trays 1 and 2	Face up, 1-N order
	Trays 3 and 4	Face up, 1-N order

Systems with MFF ONLY

Stock Type	Loading	
Drilled paper**	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs** (reverse collated tabs only)	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order
	Trays 3 and 4	Face up, right edge leading, 1-N order

Special Case: Jobs with drilled paper AND drilled tabs when using the MFF

When processing jobs which use drilled paper and drilled tabs together, load the tabbed stock with tabs trailing as usual, but load the drilled paper stock with the holes leading. This is contrary to what the label on the tray depicts, but drilled stock must be loaded this way in order to achieve correct output. If the job includes drilled tabs or drilled paper, but not within the same job, follow the diagram on the tray label and/or the information in the table above.

Systems with SFM Insertion Module and MFF Professional

Note

No tabs can be loaded into an SFM Insertion Module (if present) if using a Multifunction Finisher.

Stock Type	Loading	
Drilled paper	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs	Trays 1 and 2	Tabs trailing (loaded into pre-fuser FM only)
	Trays 3 and 4	Tabs trailing (loaded into pre-fuser FM only)
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order
	Trays 3 and 4	Face up, right edge leading, 1-N order

Systems with MFF Pro Plus ONLY

Stock Type	Loading	
Drilled paper**	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
	Insertion Tray	Holes trailing

Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
	Insertion Tray	Label side up
Trays 1,2,3,4: reverse collated tabs only ** Insertion Tray: forward collated tabs only	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
	Insertion Tray	Tabs leading - face up
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
	Insertion Tray	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order
	Trays 3 and 4	Face up, right edge leading, 1-N order
	Insertion Tray	Face up, right edge leading, 1-N order

More information about tabbed stocks

For more information, see Printing/Copying on Tabbed and Ordered Stock.

Handling and Storing Paper

Follow these recommendations to get the best performance and reduce system downtime.

To store and handle paper

Damaged, curled, or damp paper can cause jams and image quality problems. Follow these guidelines to store paper:

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Lay unused paper on a shelf or pallet above the floor level.
- If possible, leave the paper wrapped and boxed until you are ready to use it; otherwise, re-wrap partly used packages of paper.

Note

Paper stored in extremely humid conditions (i.e., left in a machine over an extended period of time) may have to be replaced with fresh stock in order to ensure optimal feeding and image quality.

Before you load paper

Before loading paper, unwrap the paper from the moisture resistant wrapping, discard the wrapper and insert the paper in the tray (see figure below for proper loading orientation). Fanning the paper edges is not required, but may be beneficial when using certain stocks in dry environments.
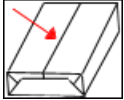
Tip

If you are loading any type of drilled paper, to aid in sheet separation and to prevent jams, it may be helpful to fan reams before loading them into the tray.

Load the paper in paper trays 1 - 4 "seam side" of the ream up. "Seam side" refers to the side of the unwrapped ream containing the seam.

For more information about proper handling of Xerox supplies, see Xerox Supplies Library.

Using Special Paper Stocks

The Xerox Nuvera is capable of printing on much more than normal white paper.

The figures below provide a few examples of the special stocks you can use with the system.

Once you have these types of papers properly loaded and programmed in the paper trays, you can add them to your documents.

Special paper stocks can be used on this sytem. Some of the special stocks include:

- Carbonless papers can only be used on simplex priniting systems. When using carbonless papers, additional cleaning time will be required.

- DocuCards can only be loaded 100 at a time in a tray. Run this paper stock until it is almost empty, but not completely empty. This stock requires frequent reloading.

- Reinforced stocks such as Mylar tabs can be used 90 at a time.

- Transparencies is not available on the MX systems. The tray capacity when using transparencies is up to 90 sheets at a time in a tray.

- Tabs can be used when following the proper tab guides.

- Envelopes can be used and are limited to the total amount of 60 in a tray at one time. Frequent reloading is required.

Paper Usage and Expected Paper Performance

For information on how each type of supported paper can be expected to perform with the system, see Paper Performance Tables.

For information on proper usage of special papers, see Recommendations for Paper Usage.

Figure 1. Label stock.

Figure 2. DocuCard stock.

Figure 3. Tabbed stock.

Figure 4. Transparency stock.

10

Setting Up Complex Jobs

In addition to running basic jobs, you can also process more complex jobs such as:

- Converting single-sided (simplex) documents into 2-sided (duplex) documents
- Creating booklets
- Creating folded documents
- Printing on tabbed stock
- Running jobs with several types of paper stock
- Collate sets
- Adding pages to a document
- Using Background Forms

To learn about book printing productivity when setting up your job to print stock greater than 9.0 inches wide up to 9.5 inches wide, refer to the Wide Stock Mode feature in the Printer menu: Media Optimization window.

For special considerations around the 157/314 system configuration with a BFM, refer to Basic Finishing Module (BFM/BFM Plus) Specifications

To learn more about the more complex tasks the Xerox Nuvera is capable of processing, explore the links at the left.

Printing/Copying on Tabbed and Ordered Stock

Because of the special procedures required to use tabs, take time to review this section before attempting to use tabs with the Xerox Nuvera .

Note

For information on loading tabbed stock in the Sheet Feed Module, see Using the Feed Module Tab Guides. You must have the Tabs Guide installed in the feed tray that contains the tabbed stock.

Note

Pre-cut tabs can only print 1-sided. Full-cut tabs can print on both sides, either simplex or duplex.

For systems with a Multifunction Finisher (MFF)

- Use only **reverse collated** tabs.
- Load paper according to the labels on the feed trays (5, 4, 3, 2, 1 with 5 being on top) with tabs on the trail edge.
- Program feed trays.
- Run job N-1, face-up.
- If printing on 8.5x11" tabs, set the properties for the tabs as single-sided Exception Pages and set image shift to 1/2".
- If using preprinted tabs, add as Inserts.
- If the job uses hole-punched tabs and hole-punched body stock, make sure the both stocks are loaded in the tray with the hole-punched edge leading.
- The system assumes tabs are right-edge portrait or bottom-edge landscape. If the job is different you may need to select **rotate 180** for the entire job.
- If using Build Job to program the tabs job, select **Build Job Type > Contains Tab Stock or Envelopes**.
- Tabs cannot be loaded in the Insertion Module.

For systems with a DS3500/XPS or BFM type finishers

- Use only **forward collated** tabs.
- Load paper according to the labels on the feed trays (1, 2, 3, 4, 5 with 1 being on top) with tabs on the trail edge.
- Program media for feed trays.
- Run job 1-N, face-down.
- If printing on 8.5x11" tabs, set the properties for the tabs as single-sided Exception Pages and set image shift to 1/2".
- If using preprinted tabs, add as Inserts.
- If the job uses hole-punched tabs and hole-punched body stock, make sure the both stocks are loaded in the tray with the hole-punched edge leading.
- The system assumes tabs are right-edge portrait or bottom-edge landscape. If the job is different you may need to select **rotate 180** for the entire job.
- If using Build Job to program the tabs job, select **Build Job Type > Contains Tab Stock or Envelopes**.
- Tabs can be loaded in the Insertion Module.

For the Xerox Nuvera 200/288/314 Perfecting Production System - Using Media Optimization mode for tabs

You can print jobs that contain a mix of sizes and media, including full-cut and pre-cut tabbed stock. If you need to print a job containing 8.5 x 11 inch paper, for example, containing 9 x 11 inch or A4 pre-cut tabs to be imaged, you must first enable the **Pre-Cut Tabs** selection from the **Media Optimization** mode in the user interface. This provides you with the best throughput and productivity rate when printing with tabbed stock.

Use **Media Optimization** mode to increase your job's productivity rate otherwise affected by printing the tab portion of a duplex job, especially pre-cut tabs.

- If you are running a job that does not contain tabs, select **Normal Mode** from the **Media Optimization Switches** for the best throughput rate.
- If you are printing on any size pre-cut tabbed stock, or printing on full-cut tabbed stock greater than 8.5 inches (215.9 mm) in the process direction, select **Pre-Cut Tabs** from the **Media Optimization Switches** window.

⚠ Caution

The maximum throughput rate when the Media Optimization Switch is set to Pre-Cut Tabs is 200/240/261 ipm, regardless of whether the job contains tabbed stock. Therefore, make sure the Media Optimization Switch is set to Normal Mode when printing jobs without cut tabs or if the tabbed stock is smaller than 8.5 inches (215.9mm).

To enable Media Optimization mode when printing with tabs to be imaged:

1. Load paper according to the labels on the feed Trays (1, 2, 3, 4, 5 with 1 being on top) with the tabs on the trail edge. If the job uses hole-punched tabs and hole-punched body stock, make sure both stocks are loaded in the tray with the hole-punched edge leading. Use only forward collated tabs.
2. Program media for the feed trays and run job 1-N, face-down.
3. The system assumes tabs are right-edge portrait or bottom-edge landscape. If the job is different, you may need to select **rotate 180** for the entire job.
4. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**. The window containing **Media Optimization Switches** displays.
5. Select **Pre-Cut Tabs** and **OK**. You are now running in Pre-Cut Tab mode and the job will print up to 240 ipm, regardless of whether or not the job contains tabs.
6. When you finish running jobs that include cut tabs, make sure you disable Pre-Cut Tab mode by first selecting **Printer > Media Optimization** and then **Normal** from the Media Optimization Switches dialog.

To set up and use ordered stock

Ordered stock is paper with multiple pieces, such as a carbonless form, multi-part colored stocks, etc., which need to be kept in a certain sequence.

Load tray with ordered stock

1. On the Home Screen, click the **Paper Trays** button.
2. Double-click or right-click a fully adjustable tray row.
   A Tray Properties window appears.
3. Enter all choices pertaining to the stock you wish to load into the tray.
4. In the Type pull-down menu, choose **Ordered Stock** from the list of stock types.
5. Enter any descriptive name for the ordered stock (ex., "Carbonless" or "5-part Color") in the Type text box (the cursor should have automatically placed itself there.). This information will appear in the Type column of the Trays tab.
6. In the Sequence section, enter a number. This coincides with the number of parts in your ordered stock.
   For example, if want to load a 3 part carbonless paper stock, enter **3** in the Sequence text box.
7. Open the fully adjustable tray you just configured, as identified in the Tray Type column of the Paper Trays window.
8. Load ordered stock that matches the settings you made in the Tray Properties window.

   For information on proper loading, see Recommendations for Paper Usage.
9. Click **OK** or **Apply**.

Submit job and choose ordered stock

With a tray properly loaded and configured with loaded stock, you are ready to submit a job which uses ordered stock.

1. Initiate a print or copy job. For example, on a copy job, select **Loaded Stock** from the Paper Stock menu on the Basic tab.
2. A list of loaded stock types appears. Choose the ordered stock you previously configured and loaded.
3. Make any other programming choices.
4. When satisfied with your settings, click **Copy or Print**.

Note

When using tabbed or ordered stocks the system may instruct you to reorder the stock in the tray to the first position if events such as a multifeed occur. Any time a tray containing ordered stock is cycled, the system assumes that the stock in the tray has been reset to the first position.

Use Media Optimization Mode to optimize job recovery on jobs with Serialized Stocks

You can print jobs using serialized stocks, such as checks or statements, and disable auto system job recovery. The system will require more active operator intervention to manually insure proper job recovery following system shutdowns. A message will indicate when this media optimization mode is enabled.

If a system fault condition occurs and requires a dynamic purge of sheets, the machine will shut down after the purge is completed. Similarly, if the system shuts down hard with a fault condition, after clearing the jam the system will cycle up, purge the paper path contents, and shut down again. After both of these two types of conditions, a status message will display to instruct the operator about job recovery. Be sure to disable Serialized Stock Mode when finished to restore full auto job recovery.

To enable Serialized Stocks mode:

1. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**. The window containing all selections displays. Serialized Stock is above the area containing Media Optimization Switches.

2. Select **Serialized Stock Mode** and **OK**.

    You are now running in Serialized Stock mode which will print your job as programmed and will only prompt you for job recovery assistance following a system fault condition.

3. When you have completed running jobs that include serialized stock, make sure you exit the Serialized Stock mode by selecting **Printer > Media Optimization** and clearing **Serialized Stock Mode** from inside the window containing the selections.

For more information, see Using Media Optimization Mode on the Xerox Nuvera 200/288 EA/MX Perfecting Production System.

More on loading tabbed stock and other special papers

Load stock in the orientation indicated on the feed tray labels.

Programming Tabs with 2-sided Original for Tab Images

To program a tab job using 2-sided originals with images for the tabs, program as special page exceptions on tab stock. Special page exception programming applies to the printed output; exception pages do not affect scanned input. Programming a 1-sided exception page for the tab image tells the system to print the page as 1-sided output, which automatically forces the next image to be on the next side 1 in the output. To successfully program the job:

1. Create a set of 1-sided originals to use in the SDDF using 2-sided to 1-sided output. Remove the excess side 2 blanks from the stack, load them in the SDDF, and program the job using 1-sided to 2-sided output. (This is how the job would be run on a 5090.)

2. Scan the 2-sided input with all of the Copy job and exception page programming. However, instead of printing the job, save it.

3. Use the Editor feature to remove the excess blank pages prior to printing the job.

Supported Tab Media

The Xerox Nuvera 200/288 EA/MX Perfecting Production System supports the Xerox tab media (9 x 11 inches) listed in the following tables. If you use tabs other than those listed below, you may experience questionable results.

Note

If you are printing a job with preprinted tabs, program the job using Exception Pages/inserts. For more information on printing with preprinted tabs, refer to Adding Pages to your Document with the SFM Insertion Module. For information on printing with preprinted tabs on a Multifunction Finisher Pro Plus, refer to Multifunction Finisher (MFF) Specifications.

Table 2. US Tab Stock – All 9 x 11 inches

Type	Weight	Bank	Color	Single Straight	Single Reverse	Double Reverse
Xerox Tabs	90	3	White		3R5422	3R5420
		4	White		3R5426	
		5	White	3R4417	3R4415	3R4405
			Blue	3R5312	3R5308	3R5306
			Gray		3R5322	3R5320
			Ivory		3R5316	
		8	White		3R5713	3R5711
	110	5	White		3R5717	
Saver Tabs	90	5	White	3R12325	3R12175	3R12173
Plastic Rein-forced	90	5	Clear	3R5709	3R5520	3R5518
			Red		3R5689	
			Blue		3R5693	
			Rain-bow		3R5650	
Ring-Tuff Tabs	90	5	White			
Xpressions+ Tabs	60	5	White	3R12368	3R12363	

Table 3. FX Tab Stock – All 223 x 297 millimeters (A4 based)

Type	Weight	Bank	Color	Single Straight	Single Reverse	Double reverse
Standard Tabs	160	3	White		3R90871	
		4	White		3R90872	
		5	White	3R91012	3R90873	3R90957
			Rainbow	3R91025	3R90878	3R90947
		6	White	3R91013	3R91000	
			Rainbow		3R93992	3R91391
		8	Rainbow		3R93990	
		9	Rainbow			3R93993
		10	White	3R91014	3R91001	3R90901
			Gray	3R91023		
			Rainbow	3R91390	3R93988	
		12	White	3R91015	3R91002	
			Rainbow		3R93987	
Laminated Tabs	160	5	White		3R97229	
			Rainbow	3R97234	3R97233	
		10	White		3R97230	
Colotech Tabs	200	5	White		3R972310	
		10	White		3R97232	

Note

On Tab stock, intermittent marks from photoreceptor seams may be seen on the tabbed area of the media.

For more information, see Loading Special Stock for Proper Finishing Output

Using the Feed Module Tab Guides

Use the Feed Module Tab Guides to improve the feeding of tab stock from any tray in the Feed Module.

Note

Do not use tab stock unless you install the appropriate Tab Guide in the paper tray where the tab stock is loaded.

There are two Tab Guides:

- The **A4/11" Tab Guide**
- The **A5/5.5" Tab Guide**

Both of the Tab Guides are mounted on brackets or in a molded pocket located inside the Feed Module Front Door.

Installing the Feed Module Tab Guides

1. Program your job as you normally would, including programming of Tabs stock as either the main body of the job or as special pages or inserts.
2. Open the tray and remove the paper stock, if required. Move the paper guides to the open position in order to accommodate the size of the tab stock.

3. Load the tabs into the tray. The label on the tray illustrates how to load the tab stock.
4. Adjust the paper tray guides. Ensure that the entire stack of tabs is positioned correctly in the tray.
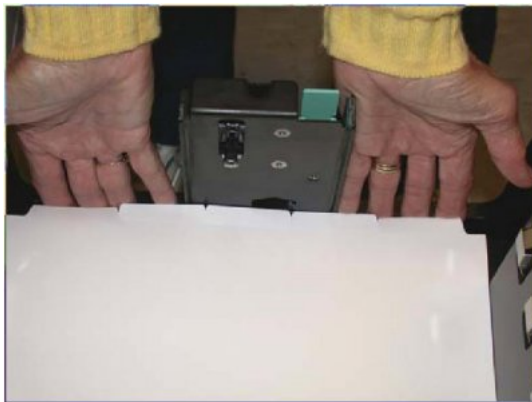
5. Adjust any tabs that are misaligned.
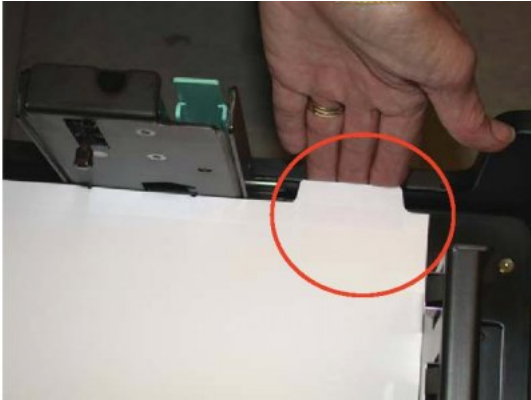
6. Ensure that standard, uncoated tab stock is loaded a minimum inch (12.7 mm) below the MAX line.

Approximately 100 laminated or coated tabs may be loaded at one time; this amount is significantly less than standard, non-coated tabs. If a misfeed occurs while using laminated or coated tabs, remove some of the tabs from the tray.

7. Open the Feed Module Front Door. Remove the appropriate Tab Guide (A4/11 or A5/5.5) from the Feed Module bracket or the molded pocket on the front door.

8. Install the appropriate Tab Guide (A4/11 or A5/5.5). Align the Tab Guide with the Paper Tray Guide.
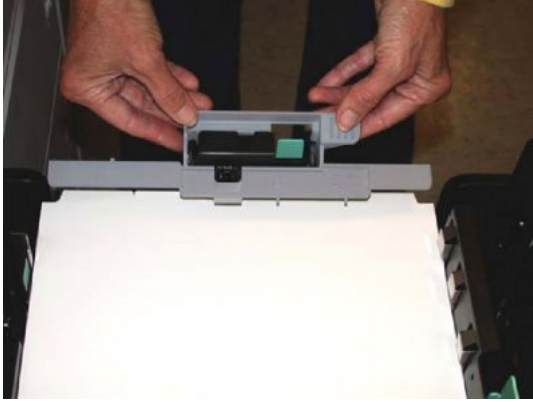
9. Ensure that the Tab Guide is positioned underneath the actuator arm of the Paper Tray Guide.

Removing the Feed Module Tab Guides

1. Lift the Tab Guide until it touches the bottom side of the actuator arm.
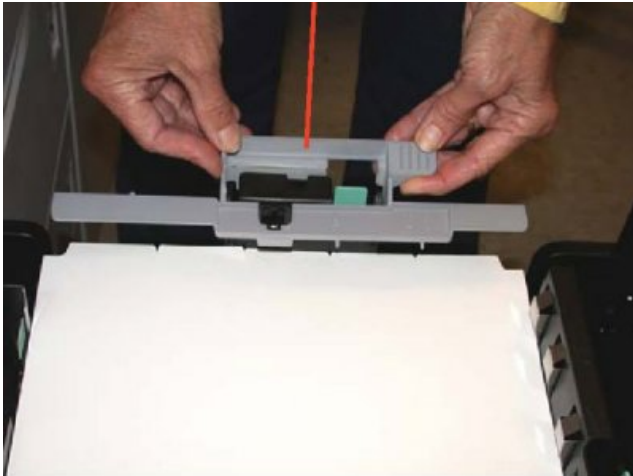
2. Rotate the Tab Guide toward the tab stock to disengage the guide from the actuator arm.
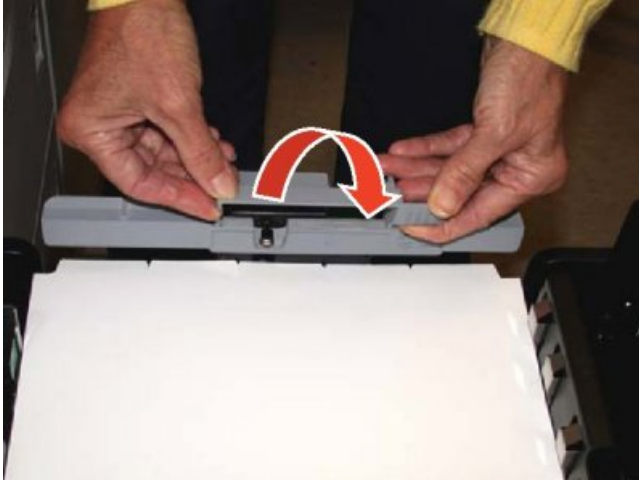
3. Push the Tab Guide forward until the actuator arm is clear of the Tab Guide.
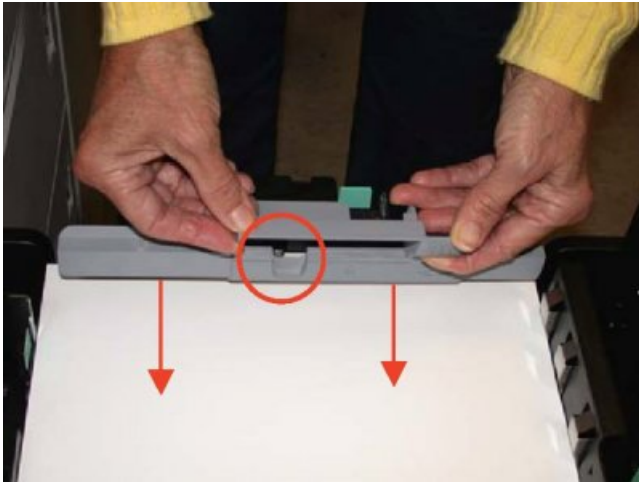
4. Remove the Tab Guide.

5. Place the Tab Guide into the bracket or molded pocket on the front door. Ensure that the Tab Guide is positioned behind the hook.
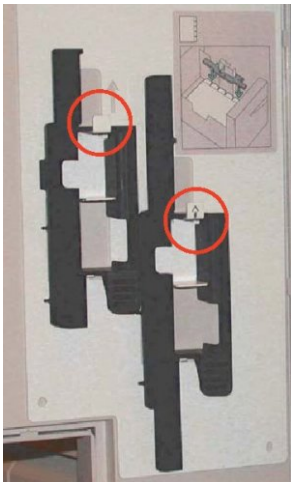
6. Close the front door.

More on printing with tabbed stock and other special papers

For more information, see Loading Special Stock for Proper Finishing Output.

Using Media Optimization Mode on the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System

You can use the Media Optimization Mode for maximizing productivity in the following job situations:

- Pre-cut tabs
- Small stock mixed with mostly large stock
- Wide Stocks measuring 9 - 9.5 process direction
- Optimization of job recovery for jobs containing Serialized Stocks

Optimizing productivity for jobs containing Pre-cut Tabs

You can print jobs that contain a mix of sizes and media, including full-cut and pre-cut tabbed stock. If you need to print a job containing 8.5 x 11 inch paper, for example, containing 9 x 11 inch or A4 pre-cut tabs to be imaged, you must first enable the **Pre-Cut Tabs** selection from the Media Optimization mode in the user interface. This provides you with the best throughput and productivity rate when printing with tabbed stock.

Use Media Optimization mode to increase your job's productivity rate otherwise affected by printing the tab portion of a duplex job, especially pre-cut tabs.

- If you are running a job that does not contain tabs, select **Normal Mode** from the Media Optimization Switches for the best throughput rate.
- If you are printing on any size pre-cut tabbed stock or printing on full-cut tabbed stock greater than 8.5 inches (215.9 mm) in the process direction, select **Pre-Cut Tabs** from the Media Optimization Switches window.

⚠️ Caution

The maximum throughput rate when Media Optimization Switch is set to **Pre-Cut Tabs** is 200/240/261 for 200/288/314 speed systems respectively ipm, regardless of whether the job contains tabbed stock. Therefore, make sure the Media Optimization Switch is set to **Normal Mode** when printing jobs without cut tabs or if the tabbed stock is smaller than 8.5 inches (215.9mm).

To enable Media Optimization mode when printing with tabs to be imaged:

1. Load paper according to the labels on the feed Trays (1, 2, 3, 4, 5 with 1 being on top) with the tabs on the trail edge. If the job uses hole-punched tabs and hole-punched body stock, make sure both stocks are loaded in the tray with the hole-punched edge leading. Use only forward-collated tabs.

2. Program the media for the feed trays and run job N-1, face-down.

3. The system assumes tabs are right-edge portrait or bottom-edge landscape. If the job is different, you may need to select **rotate 180** for the entire job.

4. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**. The window containing Media Optimization Switches displays.

5. Select **Pre-Cut Tabs** and **OK**.
   You are now running in Pre-Cut Tab mode and the job will print up to 240 ipm, regardless of whether or not the job contains tabs.

6. When you finish running jobs that include cut tabs, make sure you disable Pre-Cut Tab mode by first selecting **Printer > Media Optimization** and then **Normal** from the Media Optimization Switches dialog.

Optimizing productivity for jobs containing predominantly large stock mixed with small stock

You can print jobs that contain a mix of sizes and media, such as ledger size with letter size. When jobs contain mostly larger stock (> 50 %) along with a smaller percentage of smaller stock, you should select **Large Stock**. In general, progressively larger stocks result in a slower overall print rate. However, when smaller stocks are re-encountered during a job, the time it takes the printer to re-adjust to the higher print speed of the smaller stocks can be a detriment to the overall print speed of the job containing mostly larger stocks.

When running Media Optimization for Large Stock, the printer will not re-adjust the print rate when encountering the smaller stock but will instead maintain the print rate of the largest stock encountered even when printing on smaller stocks. However, the printer will re-adjust the print rate for even larger stocks as they are encountered during a job and then maintain that print rate for all stocks. The effect will be to achieve an overall print rate for the job that is consistent with the maximum print rate for the largest stock. The effect of Large Stock mode will continue until the jobs are complete and the printer goes into standby. Unless Large Stock mode is cleared on the FreeFlow Print Server user interface, all subsequent jobs will run in this manner.

Note

The throughput rate when Media Optimization Switches is set to **Large Stock** will be consistent with the rate of the largest stocks encountered. Therefore, for jobs containing a low percentage of larger stocks make sure Media Optimization Switches is set to **Normal**. This allows the printer to re-adjust to the higher print speed of smaller stock.

To enable Large Stock mode:

1. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**. The window containing Media Optimization Switches displays.

2. Select **Large Stock** and **OK**.

You are now running in Large Stock mode and the job will adjust print speed when encountering larger stocks but not re-adjust for smaller stocks.

3. When you finish running jobs that include predominantly large stocks, make sure you clear Large Stock mode by selecting **Printer > Media Optimization** and then selecting **Normal** from the Media Optimization Switches dialog.

Optimizing productivity for jobs containing wide stocks measuring 9 - 9.5 process direction

Note

This feature is not available on printing systems that use the Basic Finishing Module (BFM) or MFF finisher.

Select the Wide Stock feature (**Wide Stocks Optimize Print Speed**) to enable stock sizes up to 9.5 inches (241 mm) wide to run at a higher throughput rate. Wide stock sizes of 9.1 inch (230mm) to 9.5 inch (241mm) will print at the same speed as 9.0 inch paper.

When trying to select this mode for systems with the BFM, a fault status is raised which prevents the printer from running. The **Wide Stocks** selection must be cleared to lower this fault. With the BFM, the maximum rate is 192 ipm for these stock sizes.

To enable Wide Stocks mode:

1. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**. The window containing all selections displays. Wide Stocks is above the area containing Media Optimization Switches.
2. Select **Wide Stocks (9.0 - 9.5 process direction) Optimize Print Speed** and **OK**. You are now running in Wide Stocks mode which allows the printer to run these stock sizes at the same print rate as 9.0 inch stock.

There is no need to clear the **Wide Stocks** selection unless problems are encountered running these stock sizes. The Wide Stocks mode can be left on permanently.

Optimizing job recovery for jobs containing Serialized Stocks

You can print jobs using serialized stocks, such as checks or statements, and disable auto system job recovery. The system will require more active operator intervention to manually insure proper job recovery following system shutdowns. A message will indicate when this media optimization mode is enabled.

If a system fault condition occurs and requires a dynamic purge of sheets, the machine will shut down after the purge is completed. Similarly, if the system shuts down hard with a fault condition, after clearing the jam the system will cycle up, purge the paper path contents, and shut down again. After both of these two types of conditions, a status message will display to instruct the operator about job recovery. Be sure to disable Serialized Stock Mode when finished to restore full auto job recovery.

To enable Serialized Stocks mode:

1. From the FreeFlow Print Server user interface, select **Printer > Media Optimization**.

The window containing all selections displays. Serialized Stock is above the area containing Media Optimization Switches.

2. Select **Serialized Stock Mode** and **OK**.
   You are now running in Serialized Stock mode which will print your job as programmed and will only prompt you for job recovery assistance following a system fault condition.

3. When you have completed running jobs that include serialized stock, make sure you exit the Serialized Stock mode by selecting **Printer > Media Optimization** and clearing **Serialized Stock Mode** from inside the window containing the selections.

About Impositions

Imposition is the process of positioning multiple page images on a single output sheet to be printed at one time. Imposition has no effect on the content of any individual page image; it only affects the size of the page image and where the pages are placed on an output sheet.

Imposition options include the ability to create 2-up to multiple-ups documents including custom multiple-up For a custom multiple-up, the Xerox Nuvera automatically calculates how many images will fit on the sheet size selected for the job. Imposition settings are provided for setting gutter margins and Repeated, Sequential, and Alternating image on sheet outputs.

A Signature is the name given to a single sheet of paper or other substrate after it has been folded. Many books are made up of signatures. The manner in which signatures are bound influences the way that they must be printed.

For more information about setting up impositions, see Setting Imposition Options.

Impositions and Saddle Stitched Books

Saddle stitched books and calendars consist of all the signatures nested in one group with staples inserted at the fold. When signatures are nested, the fold, or gutter, gets wider the further a sheet is from the centerfold (see Figure 1).

Note

Page frame shifting is done automatically.

Therefore, page frames must be shifted slightly to compensate for the thickness of the gutter. The page frames are moved slightly away from the fold and toward the outside edge. This results in the outside margin becoming narrower. When finished, the sheets closer to the centerfold (with the narrower fold) will have more trimmed from the outside margin. When done properly, the images will appear in the same position on each page as the pages are flipped.

Figure 5. (left) Nested signatures forming a saddle stitched book. (right) Stacked signatures forming a perfect-bound book.

Figure 6. Page order for a simple 4-page book.
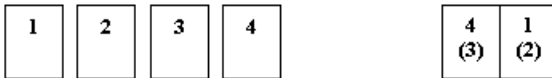
Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure 7. Page order for a calendar signature.
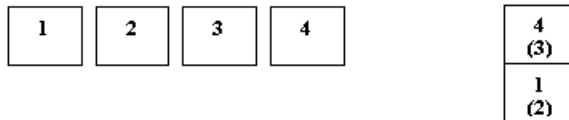
Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure 8. (Top) Example of a signature layout for a perfect bound book. (Bottom) Example of a signature layout for a saddle stitched book.

Tip
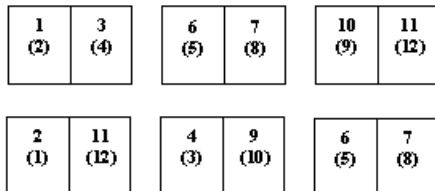
To become familiar with both print and copy impositions, refer to the Xerox Nuvera online help.

Impositions and Perfect Bound Books

A perfect bound book consists of signatures gathered next to each other, not nested, so that they can be attached together at the bind edge with glue. The groups are in multiples of 4 pages (1 printed output sheet with 2 images on the front and 2 on the back).

The page images are automatically centered within the page frame. The user may request an Image Shift. This will shift the entire page frame on the output sheet. Margins may also be specified; these will reduce the size of a page frame. The system must then reduce the image to fit within the smaller page frame. If Image Shifts are combined with Margins, the image cannot move outside the margin. Therefore, any part of the image that goes outside of the margin will be cropped.

Figures

Figure 9. (left) Nested signatures forming a saddle stitched book. (right) Stacked signatures forming a perfect-bound book.

Figure 10. Page order for a simple 4-page book.
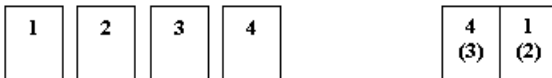
Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure 11. Page order for a calendar signature.
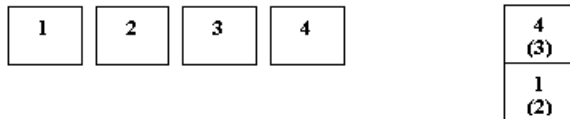
Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure 12. (Top) Example of a signature layout for a perfect bound book. (Bottom) Example of a signature layout for a saddle stitched book.

Tip
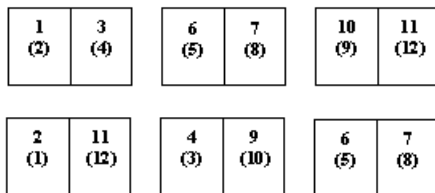
To become familiar with both print and copy impositions, refer to the Xerox Nuvera online help.

Setting Imposition Options

Impositions, or Printer Spreads are a way to arrange page data out of order, so that when printed, it will be in the correct order when folded, bound or otherwise finished.

For more information, see About Impositions.

To set imposition options

1. Select the **Job Manager** button, then select your imposition print job and right-click to select **Properties**. (Or, for systems with a scanner, place originals in the document handler.)
2. In the Properties window, click the **Output** tab, then the **Layout** button.
3. Click the **Layout Style** pull-down menu. A list of imposition types appears.

   - **1, 2, 4, 6, 8, 9, 16 up**
   - **Custom multiple-up** - automatically determines the number of images per sheet based upon image size and sheet size
   - **Booklet**
   - **Perfect Booklet**

   Other imposition settings include:

   - **Gutter margins**
   - **Repeated**, **Sequential** or **Alternating image placement**

   ### Note

   Depending on the type of job you are working on -- print or copy -- you may see different imposition type choices.

4. When satisfied with your settings, click **OK**.
5. Make any other job programming choices and, depending on your system, click **Copy, Scan or Print**.

Note

If you forward a job from one machine to another, the forwarded job will lose its imposition attributes as well as **Printer Darkness** settings and annotation attributes.

Related Hints and Tips

Subtopic	Hint/Tip Description
Queue for imposition	FreeFlow Print Server supports automatic creation of Signature Booklets and other multi-up imposition formats. This can be done from any Print job in the active or inactive job list or from the Print from File pathway. This is supported for jobs submitted from print drivers and from print ready print submission tools such as FreeFlow Print Manager and the WebUI. Suggested workflow for creating such jobs is to do one of the following: 1. Hold the job and reprogram it to perform the desired imposition. 2. Setup a queue with the default Layout set to the desired imposition. 3. Submit the job directly to that queue and the imposition will be applied to the job.
Imposition in print driver	The Imposition features in the print drivers offer slightly different options and produce different output than the Imposition features available in the Print from File pathway on the machine.

Tip

To become familiar with both print and copy impositions, refer to the Xerox Nuvera online help.

Adding Pages to a Document

You can add pages of several types to any original document. This allows you to create professional quality document sets from otherwise disorganized and/or incomplete originals.

Types of added pages can include:

- **Covers**: may be a heavier paper stock, put on the front and back of a multi-page document. Covers can be blank, printed on side 1 or both sides.
- **Exception pages**: allows you to program special characteristics for specific pages or a range of pages within a job (up to 1000 exception pages). For example, page 4 of the document can be programmed to print on pink paper and on side 1 only. You can also specify tabbed stock with the Exception Pages control. When printing on

pre-cut tabs, you can only print on side 1. When printing on full cut tabs, you can print on both sides.

- **Inserts**: An insert is a blank or pre-printed sheet of paper or other stock (such as a tab) that is placed between the pages of the job. You can program up to 1000 inserts for a job.

Paper trays must be loaded and programmed with the appropriate stocks

The key to successful page insertion is having the paper trays correctly programmed with machine-compatible stocks. See Paper Tray Programming for details.

Basic workflow to insert pages into a document

(The following example procedure applies to both copy and print jobs)

Here's an example of how to program a copy job that includes inserts, exception pages, and covers. The steps to program a print job are very similar. The output will be a multi-page, 8.5 x 11 inch document, with Exception Pages (one-sided output) on the 2nd and 3rd pages. In addition, there will be a one-page insert after the 3rd and 6th pages. Finishing includes front and back covers with a staple in the top left corner.

1. If a copy job, place the original 2-sided (over 10 pages) document in the Document Feeder.
2. Verify that the paper supply trays are properly loaded and programmed with the appropriate paper stocks.

   If they are not, and you need more information, see Paper Tray Programming.
3. From the Job Manager, set base job properties, such as 2-sided, paper stock, stapling, etc.
4. Select the **Special Pages** tab.
5. Select the **Exception Pages** icon. Program **From 2 to 3**. Select stock size. Program these pages for one-sided output. Select **Add Exceptions**.
6. Close Job Exception window.
7. Select the **Inserts** icon.
8. Program the first insert for **After page 3, Insert 1 Pages. Program** the paper type, size, etc. Select **Add Inserts**.
9. Program the second insert for **After page 6, Insert 1 Pages**. Program the paper type, size, etc. Select **Add Insert**.
10. Close Inserts window.
11. Select **Front Cover** icon.
12. Program the cover to be printed on the outside only. Select the cover stock from the tray you loaded with cover stock. Select **Add Cover**.
13. Select **Back Cover** icon.
14. Select **None** from the pull-down menu. Select the cover stock from the tray you loaded. Select **Add Cover**.
15. When satisfied with your settings, click **Copy, Scan or Print**.

System Level (Administrative) Added Pages

The Xerox Nuvera can be configured to include Administrative information in each Job output.

- Banner pages
- Error pages
- Job attribute report

For more information about these types of pages, see Adding System Level Pages.

Adding System Level Pages

The Xerox Nuvera can be configured to add "system level" or "administrative" pages:

- Banner pages
- Error pages
- Job Attributes report

These administrative pages not only provide a useful way to separate jobs in a Finisher tray, but also provide information about each job processed by the system.

Enabling System Level Pages

You need to logon as a System Administrator to enable or disable the system level pages.

To enable or disable the system level pages:
1. Open a job or queue properties window.
2. Perform one of the following:

   - Under the Settings tab select **Administrative Pages**. Then enable or disable each of the pages.
   - For Production System queues, right-click on a queue and select **Administrative Pages Control**. Then enable or disable each of the pages.

Banner Pages

When enabled by your System Administrator, Banner Pages include the following information:

- Job name
- Job sender
- Job recipient
- Banner Page message
- Date and Time of printing
- Number of copies

- Product name and software level/version
- Account number
- Job ID
- Server/Queue name

Error Pages

When enabled by your System Administrator, Error Pages include the following information:

- Job name
- Job sender
- Errors, Warnings
- Product name and software level/version
- Job ID

Job Attributes Report

The Job Attributes report is a summary of the job settings.

Printing an Image That Extends to the Edge of the Page

Occasionally, you may need to print a document whose image extends beyond the edge of the page. A document with a shaded background covering the entire page is a good example. Printing this type of image is called a "bleed". The ability to print full bleed (edge-to-edge) used to be only available through the use of offset printers. The Xerox Nuvera platform is not a print to edge system due to potential image quality defects on the edge of the page. The system default is set for a 3 mm border erase. Border erase can be customized from 0 to 6 mm for each side; Inboard, Outboard, Trail and Lead edge.

1. Select **Printer** and **Switches**.
2. On the right-side of the window, select the radio button next to **Custom**.
3. Change the measurements for each edge as desired.
4. Select **Apply**.
5. Select **OK**.

Note

If you are using Edge-to-edge printing and your originals have dark or solid edges, you may want to disable *Electronic Hole Removal*. If Electronic Hole Removal is enabled while Edge-to-edge printing and your originals have dark or solid edges, there is a possibility that your output will have unwanted markings along the dark or solid edge. For more information on using Electronic Hole Removal, see Removing Drill Holes From Output.

Edge-to-edge printing workflow starts at client desktop / driver, and ends at the Xerox Nuvera

There are three elements that work together to enable edge to edge printing:

- Correct system Edge Improvement settings at the Xerox Nuvera .
- A document created with edge-to-edge marking.
- Correct Margins settings in the Client driver.

Note

See Printing a Job from your Networked PC for more details on client drivers.

Workflow to enable a "full-bleed" print job:

1. At the Xerox Nuvera , click **Printer > Switches**. Place a checkmark in the **Edge Treatment Off** box.

   The Edge Treatment must be off before sending the print job. Ask your System Administrator to verify the system is configured in this way.

2. Create a document in a desktop application (Word, PhotoShop, Illustrator, etc.) that includes marking/data all the way to the edge of the page area.

3. In the client desktop application, select **File > Print**.
   The client driver window appears.

4. Click the **Image Options** tab. Click the **Margins** button.

   Refer to the client driver's online help for details about setting selections.

5. When done with the settings, click **OK** to send the document to the Xerox Nuvera .

6. At the Xerox Nuvera , go to **Job Manager**.

7. Find the job you just submitted. Double-click it.
   The Job Properties window appears.

8. When satisfied with your settings, click **OK**.

The document will be printed, and the marking extending to the edge of the output page will be visible.

Programming Multiple Stocks in a Single Job

You can create new documents composed of different stocks, such as covers, tabs, normal stock, etc.

To program a job to use multiple stocks

Note

Make sure the paper trays are configured with the correct stocks. If you attempt to program a multi-stock job without the required stocks loaded, the system will generate a series of system alerts prompting you to load required stocks, slowing your productivity. See Paper Tray Programming.

1. Set the properties for a job on the Xerox Nuvera user interface. See Copying your Document or Printing your Document for details.
2. Program papers trays with all stocks (cover stock, tabs, 8.5 x 11 white, 8.5 x 11 blue) necessary to process the job.
3. Follow the procedure for Adding Pages to a Document.
4. In the user interface, click **Print**.

Adding Pages to your Document with the SFM Insertion Module

The SFM Insertion Module is either a 2-Tray or 4-Tray Sheet Feed Module used as a post-process inserter (pages do not go through the print engine). Use the SFM Insertion Module to add covers, inserts, or slip sheets to your documents. The SFM Insertion Module fits between the print engine (or, if applicable to your configuration, the Sheet Enhancement Module) and the finishing device.

Note

To learn how to insert covers, preprinted tabs or colored paper into your job using the Insertion Module on the Multifunction Finisher (MFF) Pro Plus, refer to Using the Multifunction Finisher (MFF) Pro Plus.

The addition of the SFM Insertion Module does not affect production speeds since covers and inserts are merged into the paper path after marking takes place, without requiring a gap in the pitch. For more information, see a description of About Pitch.

To Add Sheets with the SFM Insertion Module

Pick a stock that is loaded in the SFM Insertion Module, and program that on a blank insert sheet or cover (through the Special Pages dialog).

The system should feed blank sheets from the SFM Insertion Module whenever possible.

Note

Page insertion with the SFM Insertion Module may not occur when there is a blank page in the actual document. The system software does not detect blank pages embedded in documents, and will not trigger page insertion.

Alternatively, both of the SFM Insertion Module feed bins can be loaded with the same stock, allowing continuous uninterrupted production insertion of pre-printed stocks and the addition of photographs and other sensitive documents that normally could be damaged by heat from the fuser section of the printer.

Using Background Forms

A background form is a preprinted single page or multipage form or image you submit to the FreeFlow Print Server from your client workstation on which the Nuvera print or copy job is overlaid and can be used repeatedly in a regular sequence.

When to use a background form

If you are printing a database report, a mailing, or personalized copies and variable data of single or multipage forms where a background image is required, this feature saves processing time. The image or series of images are stored and RIPped at the printer. When you submit the personalized information, you don't have to reprocess the images for each copy of your document. You merge the specified background form with the foreground job's variable data using job submission settings at the FreeFlow Print Server.

Note

Exception pages and cover pages that contain job data are merged and printed with background forms. System generated pages including, banner pages, blank cover pages/page inserts/exceptions pages and error pages, do not contain job data and are not, therefore merged and printed with the background form.

How to create a background form

You will create the background form in the following steps. Once created and saved on a directory, CD or USB drive, you will create the variable data job that will be used and merged with the background form. If the form file is not saved to a specified directory, it will automatically be RIPped and saved to the system's default folder (/opt/XRXnps/resources/bf).

1. Create or open the image or form in the appropriate software application on your client workstation.
2. From the application's menu bar, select **File** to open a menu list.
3. From the menu list that displays, select **Print**.
   The Print window displays.
4. Select the target printer to which the form job will be submitted.
5. Select the **Properties** button.
   The Document Properties window displays.
6. From the Paper/Output tab, select **Normal Print** from the Job Type field and select **Create Background Form**.
7. Select the **Job Notes** tab and type the name (up to 255 Roman characters) you want for the background form file in the Job Name field.

   This connects your variable data document to your background form without having to go to your printer for the name assigned by the application and driver.

8. In the Document Properties window, click **OK**. You are returned to the Print window. Click **OK**.
9. Select **Saved Background Form** to create a form on the Xerox system that will be the preprinted form.
10. Make sure to also save the original background form document you created to an archive outside of the printer system for future jobs should the printer system lose the data.

Creating your variable data document

1. To create the variable data document, open the document's word processing or database application to create and process the variable data (such as your mailing list, serial numbers, etc.).
2. Place the pages of the background form as a background image to help you line up the variable data fields you'll be printing.
3. Place your variable data fields where you want them and then delete the background image.

Printing your variable data document with the background form

When you print a variable data job with the background form, the document and form are merged and the resulting document appears as if it has been printed on top of a preprinted form.

Using your client application and workstation

To use your client application and workstation to program the final output document settings and submit the job to the FreeFlow Print Server:

1. From the application toolbar, select the **Merge to Printer** icon.
   The Merge Range window displays.
2. Select the range of records you want to print and click **OK**.
   The Print Window displays.
3. Select your target printer and select the **Properties** button.
   The Document Properties window displays.
4. Select the **Layout/Watermark** tab and under the Background Form heading select the **Setup** button.
   The Background Form Setup window displays.
5. Select the **Use Background Form** button.
6. In the Form Name field, type the name of the background form exactly as you entered it when it was created.
7. Click **OK** to accept your background form link and close the setup window.
8. Click **OK** to accept the Xerox Job Ticket and close the properties window.
9. Click **OK** to submit your variable data job to the printer where it will be merged with the background form and the resulting output document printed.

Using Copy to create the final output document

If you are using Copy to create the final output document, (the copying feature is not available on the Xerox Nuvera 200/288 EA/MX Perfecting Production System):

1. Select **Copy** Manager.
2. Select the **Advanced** tab.
3. Enter a Job Name.
4. Under Destination select **Save as Background Form**.
5. Select a save location. The default directory for background forms is: /opt/XRXnps/Resources/bf.

Using a background form from the FreeFlow Print Server

To print a job using a background form from the FreeFlow Print Server.

1. Select **Job Manager** and select a job in the Active or Inactive jobs list.
2. Double-click on the job to open the Job Properties window.
3. Select the **Image Edit** tab and select the **Background Form** button.
4. Select **Use Background Form** checkbox.
5. Select the background form you want to use from the **Browse** button.
6. To identify how the merged form will be applied to the job output, select from one of the following **Apply Form Pages**:

   - **Throughout Job**: the background form will be applied to the foreground form until the foreground job printing is completed (cycles through job pages repeatedly).

- **Once**: the number of pages in the background form will be applied only once (cycles through job pages once) to the foreground job. Any remaining pages in the foreground job will be printed without the merged form.
- **Once, Then Repeat**: the specified number of pages in the background form will be applied and then repeated until the foreground job printing is completed (cycles through the job once and then cycles repeatedly only from the entered From Page location onward).

7. Enter horizontal and vertical Displacement values.

   Entered values shift the background form prior to merging with the document. Specify the amount of shift (inches or mm) in the X or Y axis. A negative value shifts the background form to the right or downward. A positive value shifts the form to the left or upward. The alignment values are determined from the lower left hand corner of the page, independent of the orientation of the page.

8. Click **OK**.

Note

An example is an image or form (single or multipage document) that will be merged in the FreeFlow Print Server with such information as a name/address, specific personal data, or serial number.

Note

If the background form image is larger than the output media, the system prints as much of the image as can fit on the media.

Note

If the background form image resolution differs from the resolution of the job, the printer scales the background form image data to match the resolution of the job prior to merging.

Managing/Deleting background forms

It is recommended that you store background forms on networked storage devices and not at the Nuvera printer. This allows for optimal processing time.

1. From the FreeFlow Print Server user interface, log on as System Administrator.
2. From the menu bar, select **Administration > Background Forms**.
   The Background Forms Manager displays.
3. Select the background form you want to delete, right-click, and select **Delete**. Click **OK** to confirm.

Related Hints and Tips

Subtopic	Hint/Tip Description
Image Shift	When using the Image Shift option with a job that also uses a Background Form, both the data portion and the background form will be shifted by the Image Shift values.

Subtopic	Hint/Tip Description
Saving to and importing from CD	Background Forms can be saved to CD but a Background Form cannot be used directly from a CD. The background must be imported from the CD into the Background Form Repository using the Background Form Manager and then it will be available for use.
Supported job programming	The only job programming settings that can be applied to a background form are Imposition, Annotation, and form programming. If you save the form with other programming (such as image shift and special pages), the Sample Background Form option will not produce output that matches what you will see if you use the form in an actual job.
Variable data	Do not mix copy background forms with print variable data if the background form contains imposition. Every other page will have the form and the data 180 degrees off from each other.

To learn more about the advanced tasks the Xerox Nuvera is capable of processing, explore the links at the left.

11

When to unload Stackers

Various stackers are available for use with the Xerox Nuvera. Depending upon the situation, each of these devices may require that paper be unloaded from the stacking tray. The table below shows each of these unload situations for the BFM, DS3500, and the Xerox Production Stacker (XPS).

Unload situation	BFM	DS3500	XPS
Operator presses the **Unload** button on the finisher or selects **Unload** on the UI.	• Single press or multiple presses lowers tray to unload position. Tray lowers only enough to enable BFM output tray to slide out	• First or single press starts tray lowering, second pres stops lowering, third press resumes output tray lowering, etc.Front door must be opened/closed to raise tray & allow system to go ready (continue printing)Sheets are not required to be removed to allow system to go ready (continue printing) after door is opened/closed.(Note: Paper present sensor is about 1/4" in from the Lead Edge.)	• First or single press starts the unload process (eject), second press pauses the eject/raise/lower, third press resumes eject/raise/lower lowering. • After the unload is complete the system goes ready (continue printing)

When to unload Stackers

Unload situation	BFM	DS3500	XPS
Operator opens the front door while the Xerox Nuvera is idle and paper is present in the stacker.	• Can not open door without pressing unload button (door is interlocked)	• Opening is allowed. • Sheets are not required to be removed to allow system to go ready (continue printing) after door is opened/closed	• Opening is allowed. • Sheets are not required to be removed to allow system to go ready (continue printing) after door is opened/closed
Job is interrupted due to: • Restart • Sleep mode • Printer off/on • Power off/on	• Auto unload is sent. • Must open/close and remove all sheets for system to go ready (continue to print)	• Must open/close and remove all sheets for system to go ready (continue to print)	• Not applicable. • Auto unload is sent. Must unload (eject) for system to go ready (continue to print).
A paper jam occurs inside of the stacker.	• If set drop occurs without a fault, the system does not consider this a jamIf a 12-2505 set drop fault occurs, an auto unload is sent. Must open/close and remove all sheets for system to go ready (continue to print)12-10xx Transport jams to compiler may require sheets to be removed from "complier tray" through top cover, but not "stacker tray" • 12-11xx bypass jams to next module may require sheets to be removed from "bypass transport" through top cover, but not "stacker tray"	• If sheet clears last sensor before flipping wheel & flipping wheel completes its profile properly, system does not consider this a jam • Other transport jams require sheet clearance from top cover and they do not require sheets be removed from stacker. • Some transport jams (Area 5 & 6) require front door be opened and they do not require sheets be removed from stacker.	• If sheet clears last sensor before flipping wheel & flipping wheel completes its profile properly, system does not consider this a jamSome transport jams (Area 6) require front door be opened and they do not require sheets be removed from internal stacker. • Other transport jams require sheet clearance from top cover and they do not require sheets be removed from internal stacker.

Unload situation	BFM	DS3500	XPS
A paper jam occurs elsewhere in the Xerox Nuvera configuration.	Stack unloading behavior not effected.	Stack unloading behavior not effected.	Stack unloading behavior not effected.
Operator cancels, holds, or deletes a job.	Auto unload is sent. Must open/close and remove all sheets for system to go ready (continue to print)	Auto unload is sent. Sheets are not required to be removed to allow system to go ready (continue printing) after door is opened/closed	Auto unload is sent. Must unload (eject) for system to go ready (continue to print).
Xerox Nuvera exits low power mode.	Auto unload is sent. Must open/close and remove all sheets for system to go ready (continue to print)	Low Power mode exit does not force an unload.	Low Power mode exit does not force an unload.
The stacker fills to capacity or set parameters are met.	Auto unload is sent. Must open/close and remove all sheets for finisher to go ready (continue to print)	Auto unload is sent. Must open/close and remove all sheets for finisher to go ready (continue to print)	Auto unload is sent. Must unload (eject) for system to go ready (continue to print).
The job is paused, the Xerox Nuvera is out of paper or a xerographic adjustment is required.	Does not send or cause an unloadStapled set remains in compiler, unstapled set will drop.	Does not send or cause an unload	Does not send or cause an unload
Job is complete.	Unload is sent / caused if criteria is met for • Limit • Job • Set/stack • Partition (data stream) Must open/close and remove all sheets for finisher to go ready (continue to print).	Unload is sent / caused if criteria is met for • Limit • Job • Set/stack • Partition (data stream) Must open/close and remove all sheets for finisher to go ready (continue to print).	Unload is sent / caused if criteria is met for • Limit • Job • Set/stack • Partition (data stream) Must open/close and remove all sheets for finisher to go ready (continue to print).
When entering or exiting diagnostics mode.	Auto unload command is sent to the device when one of the following criteria is met: Auto unload is sent. Must open/close and remove all sheets for system to go ready (continue to print)	Does not send or cause an unload	Auto unload command is sent to the device when one of the following criteria is met: Auto unload is sent. Must open/close and remove all sheets for system to go ready (continue to print)

When to unload Stackers

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How Do I...

Your Xerox Nuvera is a fast, high-volume, networked Production publishing and printing system. It is comprised of multiple modules and configurations, and can accommodate various finishing devices.

Depending on the Nuvera configuration available to you, you can become a one-person publishing shop, creating booklets, scanning images and documents for Optical Character Recognition (OCR), and storing documents on the system to be printed as needed.

Please take a few moments to learn what capabilities the Xerox Nuvera has to offer.

Contacting Xerox

Before contacting Xerox for a service problem, perform the following steps:

- For image quality problems, first attempt to resolve the problem using the image quality troubleshooter.
- For worn out customer replaceable units, first attempt to replace the component yourself.

Service Code / Serial Number Locations

If you have received a message directing you to call for service:

1. Write down the service code that appears in the user interface.
2. Write down the machine serial number. There are several serial numbers. Record the one that corresponds with the area that needs service. Serial number locations are:

- **Paper Feeder Problems**: The Serial Number is located behind the front access door in the upper left corner, just below the Document Feeder. For details about this area of the machine, see Feed Module.

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- **General System Problems**: The Serial Number is located behind the Image Output Terminal (IOT) right front access door in the lower right corner. For details about this area of the machine, see Print Engine Module.
- **Finisher Problems**: The Serial Number is located behind the Multifunction Finisher (MFF) front access door in the lower right corner. For details about this area of the machine, seeMultifunction Finisher (MFF) Module.
- The Serial Number is located behind the Basic Finishing Module front access door in the center of the frame.

Xerox Remote Print Service Offerings

Xerox Remote Print Service Offerings provides an integrated approach to supporting your machine. Through a secure, on-line connection with your machine we can better understand your production needs and environment, which enables us to:

- Identify potential problems through on going data analysis
- Provide real-time recommendations to help optimize overall performance
- Use MeterAssistant to automatically generate accurate meter reads and submit them to Xerox

To submit system data

1. At the Xerox Nuvera user interface, click **System > Call for Assistance**.
   The Call for Assistance dialog window appears.
2. In the Call for Assistance dialog, click **Options > Submit data**. If your machine is not network enabled, choose **Save Data**. This will prompt the system to direct the data to the on-board CD drive, click **Close**.

Telephone numbers and World Wide Web address

Customer Technical Support Center: 1-800-821-2797

Supplies Hotline (United States): Xerox Parts: 1-800-828-5881

Xerox Supplies: 1-800-822-2200

Xerox CRUs: 1-800-822-2979

Supplies Hotline (Xerox Canada):

Xerox Canada Support Hotline : 1-800-939-3769

Xerox Canada Supplies: 1-800-668-0199

Internet: Xerox Parts Ordering

Contact your Xerox representative for Support and Supplies in all other countries.

CRU/Maintenance/Consumables part names and numbers

Part Name	Part Number
EA (Emulsion Aggregation) Dry Ink	6R1261 - North America 6R90357 - Europe
Dry Ink Waste Bottle	93K14840
Developer Waste Bottle	93K08651
MFF 2/3 Hole Punch	180K00171
MFF 2/4 Hole Punch	180K00181
MFF Main Stapler Cartridge (100 sheet capacity)	8R12912
MFF Main Stapler Cartridge Refill (100 sheet capacity)	8R12898
MFF Main Stapler Cartridge (50 sheet capacity)	8R12920
MFF Main Stapler Cartridge Refill (50 sheet capacity)	8R12919
MFF Booklet Stapler Cartridge	8R12897
BFM & BFM+ Stapler Cartridges (3 - 100 sheet staples)	8R13033
BFM & BFM + Stapler Cartridges (3 - 30 sheet staples)	8R13034
Xerox Glass, Lens and Mirror Cleaner	8R3669
Xerox Lint-free Cleaning Cloths	8R3669

Copying your Document

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

1. Place your document face up in the Document Feeder or face down on the Document Glass.
2. Click the **Copy Services** button. Adjust the job settings under each tab.
3. Select the **Start** button.

The Xerox Nuvera also offers many powerful features for reproducing documents:

- Copying Document Sets with Mixed-Size Sheets
- Making a Booklet
- Adding Pages to a Document
- Using the Basic Finishing Module (BFM)
- Using the Multifunction Finisher (MFF)
- Using DFA Compliant Finishers through the DS3500/XPS

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- Reducing or Enlarging Images
- Adjusting Image Quality for various original types (photos, halftones, text)
- Build and Store jobs online for printing on demand (see Using Build Job and Saving and Storing Jobs
- Printing an Image That Extends to the Edge of the Page (images that use the full page)

Your Xerox Nuvera also functions as a network workgroup printer and a workgroup scanner (see Printing a Job from your Networked PC and Scanning your Document.

Setting up a Copy Job

This topic explains how to copy documents. For more detailed information and specialized procedures, explore the links in this topic and the column at the left.

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

To set up a copy job

1. Place a document face up in the Document Feeder (place fragile or bound documents face down on the Document Glass).
2. Click the **Copy Services** button.
3. Enter the desired quantity of copies.
4. Adjust the settings on the other tabs as necessary. For descriptions of the buttons and their functions, refer to the online help at the machine.

   - Edit the images
   - Rotate the images
   - Adjust image quality
   - Setup slip sheets and special pages
   - Create booklets
   - Set finishing options

5. On the **Basic** tab, Choose paper to copy on. You have four options for paper selection:

   - **Auto Paper Select** - the Nuvera system senses the size of the stock and make a selection.

   - **Loaded Stock** - you make a selection from the loaded stock list.

   - **Stock List** - you make a selection from the stock list.

   - **Custom** - you program a custom stock.

   ### Note

   Choosing paper is not done on a "by tray" basis. For trays 1 and 2, if the same paper is loaded in both trays and tray 1 has a higher priority (a lower number), then it will feed from the highest priority tray.

Note

Additionally, if you loaded 8.5 x 11 inch paper in 2 trays (1 LEF and 1 SEF), you will see one choice for this paper, and 2 orientations to choose from in the Loaded Paper list.

6. Loading Paper with appropriate stock(s) and adjust tray programming (see Paper Tray Programming) if necessary.
7. Click **Start**.

To Proof 1 Copy and Hold

1. Click the **Copy Services** button.
2. Select **Job Type**.
3. Select **Proof 1 Copy and Hold.** Once the proof copy is completed. A window displays with three choices.

   - Release to print job.
   - Hold Job moves the job to the Job Manager inactive pane listed as successfully Proofed.
   - Cancel

For an overview of more sophisticated jobs and workflows, see Setting Up Complex Jobs.

For details about advanced features, see Advanced Publishing Features.

Copying 2-Sided Pages

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The Xerox Nuvera makes it easy to copy 2-sided (duplex) originals, either from the document glass or from the high-speed Document Feeder.

To copy 2-sided pages from the Document Feeder

The Xerox Nuvera is equipped with a high-speed Document Feeder. For details about what kind of papers can be fed through the document feeder, see Document Feeder & Scanner Specifications.

Tip

To save paper and job running time, whenever possible/practical, convert any multi-page one-sided original documents into 2-sided output.

Basic copy workflow using "sides imaged" programming

1. Load originals face up into the Document Feeder.

2. Decide what programming to apply to the original document(s).
   For example: "I want to convert this 10 page single-sided document into a 2-sided document set."
3. Click the **Copy Services** button.
4. On the Basic tab, select **1 to 2 Sided** in the Sides Imaged field.
5. Make any other adjustments on the other tabbed fields.
6. Click **Copy**.

To copy 2-sided pages from the Document Glass (platen)

Some original document types will not feed properly through the Xerox Nuvera Document Feeder. Examples of these document types are:

- Fragile, old, or torn documents
- Documents printed on heavy card stock
- Photographs

For these and any other document you feel should not be processed through the document feeder, use the document glass.

Basic copy workflow using "sides imaged" programming

1. Place the 2-sided original document onto the Document Glass; aligning it in the upper left-hand corner of the glass.
2. Click the **Copy Services** button.
3. On the Basic tab, select **2 to 2 Sided** in the Sides Imaged field.
4. Make any other adjustments on the other tabbed fields. This could include stapling, image quality adjustments, rotation, etc.
5. Click **Copy**.
   The first side of the document will be copied and stored in the system's memory. In the black system status area, the system prompts you Ready to Scan Side 2....
6. Raise the Document Glass cover and turn the document over for 2nd-side scanning. Turn the document over and click **Copy**.

The system will begin processing and printing your copy job.

Adjusting Output Page Size

You can print your copy to a different sized paper stock. There are two ways to accomplish this:

- Auto Paper Selection (APS)
- Manual stock size selection

1. With APS, you can program the job, load documents in the Document Feeder or on the Document Glass, and the machine automatically selects the appropriate paper/tray for the job. The system determines the original document size and uses this in combination with other features such as Reduce / Enlarge and Rotation to determine the output paper size and select the best matching paper tray to feed

from. The system does all this without losing any part of the page image. It will always choose a paper/tray that is white, buff or ivory in color; has a weight of normal or medium (56 - 105 gsm); and has a type of either plain or recycled. If the Reduce/Enlarge is equal to 100 %, and the correct size paper or tray is not available (either the paper tray is empty, raising, disabled or left open) a programming conflict will appear stating that APS is selected and no tray is ready with the correct paper stock. If the Reduce/Enlarge is not equal to 100 %, it will choose a larger size paper/tray if the correct size paper/tray is not available.

2. You can override the default APS feature by manually selecting an output stock size. On the Home Screen, click the **Paper Trays** button, select a tray, and right-click to enable one of the tray selections.

Note

The APS feature is active by default. APS applies to copy jobs only.

Note

See Supported Paper for details on paper sizes and types you can use with the Xerox Nuvera.

Managing Copy Jobs: Editing Held Jobs

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

This feature provides the capability for the users to modify job programming from the local UI after the job has been received by the system. This feature applies to copy, scan and print jobs already in the queue (and in the case of copy jobs, programmed to be held by the system. Not all job programming choices can be modified.

Sample workflow to edit a held Copy job

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Make sure **Proof 1 Copy and Hold** is selected for Job Type.
3. Make any job programming choices that are available. Click **Start**.
   The job is processed and placed in the Current Jobs list.
4. Make note of the Job number in the dialog window that appears.
5. Click the **Job Manager** button.
6. Select the **Current Jobs** tab.
7. Scroll down through the Inactive Jobs list (if needed). Double-click the job, which is identified by a job number (noted in step 3).
8. With the job window now launched, make any job programming changes.
9. When you are satisfied with your settings, click **OK**.

For more information on managing system jobs, see Managing Print Jobs.

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Note

If Retain PDL File is active, a completed copy job will be listed under the **Job Manager > Completed** tab. This allows you to resubmit the job for printing, changing job properties if needed.

Making a Stapled Copy Job

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Follow the guidelines below to generate a stapled copy using the Document Feeder.

For more information on the Document Feeder, see Using the Document Feeder.

To generate a stapled copy job

1. Orient your original documents according to the instructions shown on the Document Feeder.
2. In the Xerox Nuvera user interface, select the appropriate paper/staple orientation icon.
3. When satisfied with your settings, click **Copy**.

Related Topics

- Stapler Specifications
- Replacing Staples in the Finishers
- Clearing Stapler Jams

Using the Document Feeder

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The Xerox Nuvera is equipped with a Document Feeder, allowing you to quickly scan large document sets into the system for processing.

For more information on the capabilities of the Document Feeder, see Document Feeder & Scanner Specifications.

To load the Document Feeder

Note

To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.

Note

Follow the steps below to avoid misfeeds and/or skewed output. The document feeder side guides must be positioned correctly to avoid misaligned copies or scans.

1. Remove any staples, paper clips, etc. that may be binding the paper set.
2. Move the side guides outward as far as they will go.
3. Place the document set to be scanned or copied face up in the center of the document feeder input tray. Make sure the document set is neatly stacked to avoid skewing.

   For more information on paper loading (type and feed direction), see Document Feeder & Scanner Specifications.
4. Move the side guides inward. Make sure the paper guides are touching both sides of the paper stack. Failure to do so may result in sheets skewing and skewed images on copies or scans.
5. Make any programming choices in the user interface.
6. Click **Start**.

If a jam occurs in the Document Feeder, see Clearing Paper Jams.

Using the Multifunction Finisher (MFF)

The Xerox Nuvera can include a Multifunction Finisher (MFF). There are two MFF models: the Professional and the Pro Plus. Explore the links at the left to learn all of the ways to utilize the MFF.

Using the MFF Professional allows you to finish your jobs with features such as:

- Staple
- Collate
- Letter Tri-Fold
- Booklet Fold

Using the MFF Pro Plus allows you to finish your jobs using the same features available on the MFF Professional but also includes an insertion module that offers these additional finishing features:

- An Insertion Tray for inserting preprinted tabs, covers and colored sheets into your job
- A 2/3 or 2/4 Hole Punch capability

How to select the MFF finishing type as the output device

Perform the following steps to use the MFF and select the finishing output at the user interface.

1. From the Copy Service, Print From File Service or Job Properties window of an inactive job, select the **Output** tab.
2. Select the **Stapling/Finishing** FAB.

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3. From the Output Location, Output Order, and Output Delivery pull-down menus, make sure **System Specified** is selected.
   The system will automatically select the correct output destination tray and page order for the job. System Specified is selected by default.
4. From the Stapling/Finishing pull-down menu, select the stapling option, folding option, hole punching or multiple finishing option.
5. Select all other finishing attributes.
6. Click **Apply** or **OK**.

Related Hints and Tips

On systems with an MFF, tab jobs are delivered to the finisher face up in N to 1 order. All sheets in tab jobs are inverted in the paper path prior to entering the finisher. As such, the following must be noted:

• Tabs need to be loaded in the feeder tray in N to 1 order (commonly referred to as reverse ordered tabs)
• If the job requires drilled paper, the drilled paper for the main body of the job must be rotated in the tray so that the holes are on the leading edge of the paper (to the left). This is the opposite of what the tray labels indicate.
• If pre-printed stock is included in a tab job, the pre-printed stock must be rotated 180 degrees in the feeder tray. This is the opposite of what the tray labels indicate.

Explore the links at the left to learn all of the ways to utilize the MFF.

For more information on the capabilities of the staplers, see Stapler Specifications.

For more information on the capabilities of the MFF Pro Plus Insertion Module, see Multifunction Finisher (MFF) Specifications.

Using the Multifunction Finisher (MFF) Pro Plus

Using the MFF Pro Plus allows you to finish your jobs using the same features available on the MFF Professional but also includes an insertion module that offers these additional finishing features:

• An Insertion Tray for inserting preprinted tabs, covers and colored sheets into your job
• A 2/3 or 2/4 Hole Punch capability

To Insert Preprinted Sheets on the MFF Pro Plus

To insert covers, preprinted tabs or colored paper into your job, follow these steps:
1. On the Home Screen, select **Paper Trays**.
2. Select the paper tray (for example, Tray 5 Insertion Tray or Finisher A, Tray 1) and right-click on the tray.
3. Select **Properties**. To use a particular stock type for the tray or change other properties, select those attributes to match what will be loaded in the Insertion Tray.

4. Click **OK**.
5. At the MFF Insertion Tray, adjust the guides for the paper size and load paper in the Insertion Tray with text face up and according to the label. Load tabbed stock with tabs leading.
6. On the Home Screen, open your job.
7. Select **Special Pages**.
8. Select **Inserts** and define the insertion page range for the job.
9. Print the job.

To Hole Punch Jobs on the MFF Pro Plus

If the 2/3 Hole Paper Punch is installed on the Pro Plus, you can indicate that you want to finish and punch your printed documents with 2 or 3 holes at the lead edge. If the 2/4 Hole Paper Punch is installed, you can identify your documents to be finished and punched with 2 or 4 holes. The various punch finishing options, such as hole punching Portrait Top or Landscape Right, are selectable from the Output tab, the Stapling/Finishing area on the FreeFlow Print Server interface. Use this hole punching feature if you want to easily place your finished document in a 2, 3 or 4 ring binder.

Do not use this feature on labels, transparencies, envelopes, or synthetic paper.

Paper Specifications for the Hole Punch Module		
Type	**Size**	**Weight**
2-punch	171-321mm (6.74-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm
3-punch	232-321mm (9.14-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm
4-punch	255-321mm (10.04-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm

1. Select **Job Manager** or **Copy** and open the job.
2. Select the **Output** tab and the **Stapling/ Finishing** FAB.
3. From the Stapling/Finishing pull-down menu, select the type of hole punch finishing, staple finishing, or both (multiple finishing) to apply.
4. Click **OK**
5. Print the job..

Hole punch finishing output is sent to the Top Tray or the Main Tray

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Note

If you have a MFF with hole punch and both the 2/3 and 2/4 hole punch dies, any job programmed for 2 hole punch will punch with either die loaded. Be sure the appropriate hole punch die is loaded before submitting the job. On a 2/4 hole punch, the two center holes are 80 mm apart. On a 2/3 hole punch, the two center holes are 70 mm apart.

For more information on the capabilities of the staplers, see Stapler Specifications.

For more information on the capabilities of the MFF Pro Plus Insertion Module, see Multifunction Finisher (MFF) Specifications

Delivering Document Sets to the Stacker

Printing out large volumes of documents is not a problem for the Xerox Nuvera . On the other hand, sorting and delivering those documents to people is difficult and time consuming if the output is not organized.

For more information about document set sorting at the Xerox Nuvera , see Using Offset to Separate Documents in a Stack.

Multifunction Finisher (MFF)

The other use for the Bottom Tray on the MFF is for Making a Booklet, dual-stitched, saddle-stitched, and folded documents.

Note

The MFF is the basic or standard finisher on Xerox Nuvera . It is not available with any other finishers and the Sheet Enhancement Module is not part of the configuration.

Basic Finishing Module (BFM)

The BFM includes a top tray, which serves as a purge tray and as a destination for stocks ineligible for delivery to the stacker (refer to the CED for stock compatible with the system). It also includes a high-capacity stacker. The BFM Plus has a bypass paper path in place of the top tray.

For details, see Basic Finishing Module (BFM/BFM Plus) Specifications. For information on using the Variable Shaped Tray on the BFM, refer to Using the Basic Finishing Module (BFM).

Note

For the BFM paper backed transparencies can go to the stacker. All other transparencies types must go to the top tray.

To send document sets to the stacker

Documents submitted from a client application can be programmed to use the stacker. See Printing a Job from your Networked PC.

1. At the Xerox Nuvera user interface, initiate a job and make job programming choices.

2. On the Output tab, choose the **Stapling/Finishing** button.
3. Click on the **Output Location** pull-down menu, and choose **Finisher**.

   Note

   This set of steps applies to systems with either an MFF, BFM XPS or DS3500.

4. To aid in the sorting and distribution of your output, you may want to program offset into the documents going to the stacker.

   For details, see Using Offset to Separate Documents in a Stack.

Note

Jobs with different sized papers can be stacked in the main tray. Small papers should be stacked on top of large papers to prevent the stack from falling over.

To unload the BFM stacker

When the job assigned to the BFM stacker prints, the BFM collects the sheets in the stacker bin. Once the bin limit is reached, the BFM drops the sets onto the stack below.

After the print job finishes, the system will unload the stacker based on the stacker limit setting. For information on how to select the stacker limit, refer to Using the Basic Finishing Module (BFM).

⚠ **Caution**

Do NOT open the BFM front door and the stapler door at the same time.

1. Select the **Unload** button on the UI or press the **Unload** button on the front of the BFM.
2. When the LED is blinking, open the tray access door.
3. Grasp the black handle and slide tray outward.
4. Remove stack from stacker tray.
5. Push tray back into the BFM.
6. Close the access door.

What the LED means

- LED is **On** = BFM is in use
- LED is **Off** = BFM is not in use or is initializing after an unload (Do not open BFM front door)
- LED is **Steady** = Stacker tray is lowering (Do not open BFM front door)
- LED is **Blinking Slow** = Stacker tray is lowering for an unload and the request to open the BFM front door is recognized
- LED is **Blinking Fast** = OK to open the BFM front door

Note

The **Unload** button will not cause an unload if the Feed Module runs out of paper in the middle of a job. Fill the Feed Module tray and allow the set to finish. Canceling, holding, or deleting a job will also allow unloading to occur.

In case of a jam in the paper path or stapler:

If paper should become jammed in the paper path section or stapler, and a system event does not appear, you can access these areas by unlocking the drawer/cover through the system software.

1. In the system user interface, click **Printer > Unlock Finisher**.
   The Unlock Basic Finisher window appears.
2. The **Top Cover** and **Stapler Drawer** unlock buttons are shown. Click the button of the area you wish to unlock.
3. You should hear a series of clicks coming from the BFM.

The cover or drawer can now be accessed.

⚠ Caution

Do NOT attempt to unlock any BFM covers or drawers while there is still an "Adjusting Finisher" status visible in the status area of the system user interface. Wait for this message to clear before attempting to use the Unlock Basic Finisher controls.

For details on clearing papers jams in the BFM, see Clearing Paper Jams.

Making a Booklet

Those Xerox Nuvera systems with a Multifunction Finisher (MFF) offer booklet making capabilities.

For details about the Multifunction Finisher, see Multifunction Finisher (MFF) Specifications.

To make a booklet

Multiple-page documents can be arranged in a folded and bound output, most commonly called a booklet. The Xerox Nuvera allows you to set up a booklet output job in a few different ways.

Two conditions must be in place in order to process a booklet job:

1. A multi-page document: either a hard-copy original or an electronic file.
2. A properly configured Xerox Nuvera system. See Setup Paper Trays for details.

Sample Copy workflow

1. Place multi-page original in the Document Feeder.
2. On the Copy section (chosen by default), begin setting the Job Properties.
3. On the Basic tab of the Copy section, select **Booklet Folded and Stapled** from the Stapling/Finishing pull-down menu.
4. Choose **2 to 2 sided** from the Sides Imaged pull-down menu.
5. Choose **Size / US ledger 17x11 (A3)** from the Loaded Stock list.

Make sure a tray has been loaded with this stock type. See Configuring Paper Trays for details.

6. Click on the **Output** tab. Click the **Layout** button. Choose **Booklet** from the Layout Style pull-down menu.
7. Choose **Portrait** for the Original Orientation.
8. Click **Copy**.

Sample workflow from client driver

Tip

Open the Xerox Nuvera Client Driver beside this window as you follow these steps.

1. Select [**File > Print**] in your desktop application.
2. Select the Xerox Nuvera print driver.
3. Select **Properties**.
4. On the Paper/Output tab, select the paper size of the original job: **Letter (8.5" x 11")**.
5. On the Paper/Output tab, select **Finishing > Folding > Bi-Fold and Staple.**
6. On the Image Options tab, select **Margins > None**.
7. On the Layout/Watermark tab, select **Page Layout > Booklet Layout**.
8. Select **Page Layout Options > Fit to New Paper Size > Tabloid (11" x 17")**.
9. Select **OK**.

Related Hints and Tips

Subtopic	Hint/Tip Description
Booklet Layout	You will not be able to use Booklet Layout with an Encrypted or Password Protected PDF using the print driver. To workaround this, send the PDF directly to the FreeFlow Print Server using one of the web print submission tools or LPR and hold it. At the FreeFlow Print Server, program the Booklet Layout option and release the job. The job will print in booklet form.

How Do I...

Subtopic	Hint/Tip Description
PDF Booklets	Follow the steps below to properly program booklets created using Adobe Acrobat PDF files. To create an 11x17 folded booklet out of 8.5x11 size originals from PDF files, program the job for 8.5x11 paper, use Fit to new Paper Size, and choose 11x17 as follows: 1. In the Nuvera Print Driver, select the **Paper/Output** tab. 2. Set Paper Size to size of the job (8.5x11). 3. Select booklet fold if it applies to your job. 4. Select the **Image Options** tab. 5. Set the Margins to **None**. 6. Select the **Layout/Watermark** tab. 7. Set Page Layout to **Booklet Layout**. 8. Select **Fit to New Paper Size** and set the output paper size to **11x17**.
Landscape duplex options reversed	When printing a landscape document using the PCL driver, select the opposite duplexing option from the one you want. **2 Sided Print** and **2 Sided Print, Flip on Short Edge** are reversed. This also breaks Booklet Layout for landscape jobs. So to print a booklet using a landscape job, send the job to the FreeFlow Print Server and hold it. Program the Booklet Layout in the job properties and release it.

For more information on printing from a client application, see Printing a Job from your Networked PC.

For detailed information about the controls used in these workflows, see the Xerox Nuvera online Help system.

Printing Pads

You have the ability to produce printed pads on all Xerox Nuvera systems. Pads are typically single sheet forms, often with a card stock back cover and a glued binding on the top edge. Each sheet can be torn off the pad as needed.

Keep the following points in mind when considering pad printing:

- A pad printing job can only have one page image if printed one-sided, or two page images if printed duplex.
- If the finisher supports the required options, a pad printing job can be offset and finished after each pad subset.

- Pad printing jobs can be saved, reprinted, and forwarded.
- **Note**

  Combining pad printing with Special Pages or Slip Sheets is not recommended since it may produce unexpected results.

To print a pad

You can program pads in various ways including Copy, Print from File, Job Properties, and Queue defaults. The following instructions pertain only to the local user interface.

1. Double-click the pad job.
2. Select the **Output** tab.
3. Select the **Stapling/Finishing** FAB.

   Note

   To apply finishing to the pads job, first select the finishing, then select **Finishing** under Subset Output Options, and finally select **Pads Printing**. If you decide to change the finishing after you have programmed the pads, simply select **Finishing** and **Pad Printing** again. The Sheets Per Pad and Number of Pads values will return to the values you selected prior to changing the finishing.

4. Select the **Pad Printing** checkbox.
5. Select the number of **Sheets Per Pad** and the **Number of Pads** to print.

   Note

   If you remove the mark from the **Pad Printing** checkbox during the programming of the job, the **Quantity** and **Collation** values return to their default values and an information message displays.

6. Optionally, select the **Add Back Cover** checkbox, and select the **Paper Stock** to use for the back cover.
7. Click **Print**.

Booklet Size Limitations

To avoid sheet misfeeds or jams, you should understand how booklet sizes, stapled and unstapled, are expected to be handled by the Xerox Nuvera .

Maximum Booklet Sizes (in sheets)

For stapled sets:

For best results, the maximum booklet size (number of sheets that make up the booklet) is 15 sheets of 80gsm paper (or 14 sheets of 80gsm, and 1 sheet of 200gsm cover stock).

For unstapled sets:

For best results, the maximum booklet size (number of sheets that make up the booklet) is 5 sheets of 80gsm paper.

Why is there this limitation?

When a stack of paper gets folded in the MFF, there is some shifting of the individual sheets of paper. Stapling occurs before folding in the MFF. By stapling the sheet stack, this shifting is controlled, allowing you to run more sheets.

In contrast, if the sheet stack is not stapled, this shifting is not controlled, creating the possibility of sheets becoming jammed in the MFF mechanism.

Using Offset to Separate Documents in a Stack

Printing large volumes of documents is not a problem for the Xerox Nuvera . However, sorting and delivering those documents to people is difficult and time consuming if the output is all in one stack. You can program your jobs to include offset for finishers that have stacking capabilities. This is useful for organizing multiple document sets for easy distribution. Settings may vary based upon the finisher installed.

Offset Choice Terminology

It is important to understand what **Sets** and **Stacks** are in the Offset pull-down menu.

- **Set**: all pages of a multi-page document. In other words, one complete copy of a multi-page document. This can be stapled or unstapled.
- **Stack**: several copies of a set.

To use offset to separate documents

1. Submit the job to the Xerox Nuvera .
2. From the FreeFlow Print Server user interface, select the **Job Manager** and open the job's properties window.
3. Select the **Output** tab and the **Stapling/Finishing** button.
4. From the Output Location pull-down menu, choose the **Finisher**.
5. From the Offset pull-down menu, select:

   - **None:** Offset is not performed. This is the default selection.
   - **Each Collated Set:** The offset occurs between each set printed.
   - **Each Uncollated Stack:** The offset occurs between each stack printed.
   - **Each Set and Stack:** The offset occurs between each set or stack printed, whichever comes first.

6. If desired, mark the **Subset Offset** checkbox.

   Subset Offset inserts an offset within a stack (uncollated set) after each specified page number. You can type the page count or use the arrow control to set the pages per subset value.

7. When satisfied with your settings, click **Print**.

Note

Choose **Offset** when stapling for the best stacking performance.

Note

Subset offset and finishing can be programmed in the Job manager or on a Queue. This works fine for simplex jobs. It will also work for duplex jobs, as long as the request is for an even number of images. However, if the request is for a subset that requires a duplex page to be split, the request will fail.

Creating Folded Documents

For those Xerox Nuvera systems that include a Multifunction Finisher (MFF), you will have C and Z-Folding capabilities for 8.5 X11 inch and A4 stock. All that is required is either an original document or print-ready file that is formatted for this type of output.

For details about the Multifunction Finisher, see Multifunction Finisher (MFF) Specifications.

The Xerox Nuvera Production System and Xerox Nuvera 200/288 EA/MX Perfecting Production System may offer in-line finishers with fold capabilities. Refer the in-line finisher documentation.

To make a C-Folded document while copying

1. Place the original document in the Document Feeder, short edge feed, side one face up with the top of sheet toward the back of the scanner.
2. Select **Copy Services**.
3. Select **Clear All**.
4. If needed, add 8.5x11 white stock to tray 3 or 4. Place stock to short edge feed. Verify tray programming.
5. Program Job properties. For example:
   a) In the user interface on the Basic tab, select **Trifold C** from the Finishing menu.
   b) Make any other job programming choices.
6. When satisfied with your settings, click **Copy**.

To make a Z-Folded document while copying

1. Place the original document in the Document Feeder, short edge feed, side one face up with the top of sheet toward the back of the scanner.
2. Select **Copy Services**.
3. Select **Clear All**.
4. If needed, add 8.5x11 white stock to tray 3 or 4. Place stock to short edge feed. Verify tray programming.
5. Program Job properties. For example:
   a) In the user interface on the Basic tab, select **Trifold Z** from the Finishing menu.
   b) Make any other job programming choices.
6. When satisfied with your settings, click **Copy**.

To make a Folded document while printing

The steps for printing a Folded document are essentially the same as they are for copying. The only difference is that you will browse to find the print-ready file at the Xerox Nuvera .

For details on printing from the CD ROM drive, see Printing from the Media Drive.

For details on printing from your PC, see Printing a Job from your Networked PC.

Using the Basic Finishing Module (BFM)

The Basic Finishing Module (BFM) is a high-capacity stacker designed to collate and stack up to 3000 sheets (20 lb paper or equivalent) and staple up to 100 sheets of 20 lb (75 gsm).

Select the BFM or BFM Plus finisher as the output device

1. Select the **Output** tab from a Job or Queue Properties window.
2. Select the **Stapling/Finishing** FAB.
3. From the Output Location pull-down menu, select the output device as: **-System Specified -Auto Switch -Finisher A or B: Main Stacker -Top Tray**
4. Select the single or dual stapling from the Stapling/Finishing pull-down menu.
5. Select **OK**.

Define stacker settings and other adjustments affecting the BFM

There are several factors that may impact stacking quality and overall productivity of the BFM such as minimizing paper curl, setting stacking limits, improving jam rate, and the use of the variable shaped tray for better registration. The following describes how to ensure the quality of your output and improve overall productivity.

Enable/Disable Automatic Image Permanence for All Stock Weights

The Xerox Nuvera is designed to optimize fusing performance across the supported range of paper types and weights. The BFM uses the paper weight programmed when loading paper to optimize registration and compiling. Enable the AIP selection from **System > User Diagnostics** to achieve the best fuse temperature and minimize curl in the stacked output.

Set BFM Stacker Limits

While the BFM can stack up to 3,000 sheets, it is best to set a stacking limit that is a more comfortable stack size and not so large and heavy to lift or transport. Setting a manageable limit also helps to avoid paper curl that can occur in a large stack, which then eliminates the need for operator intervention.

The BFM detects when the stacker is about to reach its limit and automatically schedules an unload when the next set is completed. If you have two BFMs in the system and one becomes full, the system automatically switches to the second BFM.

Follow the steps below to set unique stacker limits for each stacker on the system.

1. Select **Print Manager > Stacking tab**.
2. Right-click on one of the finishing devices and select **Stacker Limits**.
   The Stacker Limits window displays.
3. Set Stacking Limits for each stacker that is available on your system:

   - Main Stacker: This field identifies the number of sheets not to exceed in determining when to unload the BFM main stacker. Select from 200 - 3000 sheets.

   - Bindexer Capacity: This field identifies the number of sheets that can be compiled in the BFM main compiler for unfinished sets only. This feature allows you to control the number of sheets to be compiled before they are placed onto the stack. Select from 15 - 100 sheets (20 lb paper). If you leave this field blank, the Automated Bindexer is in effect. The system automatically calculates the thickness of the unfinished set in the compiler before the sets are placed onto the stack. The system uses the lower of the manual or automatic setting. Bindexer is set to 100 at install.

4. Adjust the Bindexer setting to:

   - Help reduce excessive curl on sheets (lower the setting)
   - Manage special stocks such as coated stock - Improve stacking of some papers (lower the setting)
   - Improve jam rate of heavy papers
   - Reduce the occurrence of BFM faults and the number of wasted sheets in the compiler (lower the setting)
   - Improve problem jobs by reducing to 35 (if setting is 35 and job is 37 sheets, increase to 37 or more).

Note

When running smaller stapled sets (15 sheets or less), limit the quantity to 100 maximum. Unload the stacker after each quantity is completed.

Set BFM Registration Values

Paper registration at the BFM is impacted by curl. Follow the steps below to improve paper registration quality at the BFM for each BFM on the system. However, it is recommended that you first resolve curl issues with the IOT decurler or, if available, the Sheet Enhancement Module setting (see Managing Paper Curl) before enabling this feature.

1. Select **Print Manager > Stacking tab**.
2. Right-click on one of the finishing devices and select **Stacker Limits**.
   The Stacker Limits window displays.
3. If this is a dual BFM system, select the stacker you need (for example, Stacker B).
4. Select one of the following checkboxes in the Set Registration Quality area of the window:

   - **Improve Set Registration**: If sheets exiting the print engine have an excessive amount of upcurl preventing the BFM from pushing sheets from the lead edge into registration position, select this checkbox. This selection enables and lowers the scuffer in the BFM, which applies pressure to the center of a dual staple job set, minimizing the amount of pucker or buckle between the staples. It also helps push the sheets to the registration gate. In addition to improving set registration, this feature helps to reduce jams.

   - **Improve Initial Pages Registration Within Set**:Select this checkbox when you are using tab stock mixed with A4/letter size body pages. Also, if you are experiencing jams and paper curl within sets. The system disables buffering between sets. While registration of stock is improved, productivity will be impacted. The system skips a number of pitches until the compiler is ready to accept new sheets.

     ### Note

     To achieve full productivity on the BFM, buffering must be enabled. Buffering is enabled by default.

Note

Registration is not optimized for tabs and oversized covers. This includes stapled and unstapled sets. The first 200 - 500 sheets from a cold start may exhibit this problem. Machines left in standby recover much more quickly.

Using the Variable Shaped Tray

If you are still experiencing curl in the stacked output and want to further improve stacking quality, you can install the Variable Shaped Tray on the stacker tray. The Variable Shaped Tray is available through a customer kit for all BFMs and can be installed and removed by the customer. It is designed to enhance the stacking of stock in the tray by improving sheet flatness. If you are experiencing early unloads, jams, curling or poor stacking, use this feature for paper <140 gsm, only after trying the standard decurl adjustments. Keep in mind that some papers will run best without the tray installed, especially if no curl exists. Do not use this feature for stock >140 gsm.

To install the Variable Shaped Tray

1. Slowly pull out the Elevator Tray on the BFM.
2. Place the Variable Shaped Tray on the BFM Elevator Tray.

   It drops directly into the Elevator Tray when it is in the unload position.

3. Carefully push the Elevator Tray back into the BFM being careful not to damage the actuator on the right side of the tray.

To remove the Variable Shaped Tray

1. Slowly pull out the Elevator Tray on the BFM.
2. Unload the stacker, if necessary.
3. Lift the Variable Shaped Tray off the Elevator Tray.
4. Push the Elevator Tray back into the BFM.

Unloading stock from the Variable Shaped Tray

1. Slowly pull out the Elevator Tray on the BFM being careful not to disturb the stack.
2. Only unload up to two (2) reams of stock at a time, being careful to maintain stack integrity
3. For the the last two reams slide your fingers under the staple cutouts on the right of the tray.
4. Slide your hands back to mid-stack, lift and remove the stock.

5. Close the Elevator Tray.

Related Hints and Tips

Tab behaviors for non-MFF systems only

On non-MFF systems, tab jobs are delivered to the finisher face down in 1 to N order. As such, the following must be noted:

- Tabs must be loaded in the feeder tray in 1 to N order (commonly referred to as forward-ordered tabs)
- There are no special loading instructions required for drilled or pre-printed stock. Load those stocks according to the labels on the feeder trays.

Note

If the labels indicate that drilled paper is to be loaded with the holes along the trailing edge (to the right), then the incorrect labels are installed on the feeder module. Contact service for a replacement.

Alternate Sets Between Stackers Feature

The Alternate Sets Between Stackers feature allows each set of a job to be output to alternating stackers.

Note

This is a system setting that is applied to all jobs set to the **System Specified** output location. A status message appears when this feature is active.

This feature is most useful when:

- Small sets of two or three pages are printed
- Order does not matter
- Productivity is important

Toggle the Alternate Sets Between Stackers feature by doing the following:

1. Logon to the FreeFlow Print Server as a System Administrator.

   Note

   Accessing the User Diagnostics mode pauses the printer.

2. Select **System** and **User Diagnostics**.
3. From the left navigation bar, select **System Optimization Customer Setup**.
4. Select an auto switching behavior option under **Stacker Auto Switching Rules**.
5. Select **OK** to apply the setting.
6. Select **File** and **Close**.
7. Resume the printer.

Explore the links below to learn all of the ways to utilize the BFM

Delivering Document Sets to the Stacker

Using Offset to Separate Documents in a Stack

Replacing Staples in the BFM

Clearing Stapler Jams

Clearing Paper Jams

Using DFA Compliant Finishers through the DS3500/XPS

If you have a 3rd party finisher attached to your system, you will also have a DS3500/XPS. The DS3500/XPS is an interface between the main printing area of the Xerox Nuvera EA Production System or Xerox Nuvera 200/288/314 EA/MX Perfecting Production System and a DFA-compliant finishing device of some type, such as a stapler, binder, booklet maker or folder.

External Finishers Available on the Xerox Nuvera System

There are a number of DFA-compliant inline finishers that can be installed on the system. You must have a DS3500/XPS installed to add a 3rd party finisher. Here is a list of some of the finishers available.

- GBC AdvancedPunch Pro
- C.P. Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory
- Xerox Tape Binder

What is DFA?

Document Finishing Architecture (DFA) is a set of published specifications that allow finisher vendors to develop in-line devices that are compatible with Xerox printing equipment. The DS3500/XPS is a DFA-compliant device.

DFA Configurations and Profiles

A set of default DFA profiles are preinstalled on the system for each DFA-compliant finisher attached to the Xerox Nuvera System. Generally, the DFA profile is supplied by the finisher vendor and installed at the time of the finisher installation.

Managing DFA Configurations and Profiles

To switch to a different DFA configuration on your system, refer to Changing DFA Configurations for 3rd Party Finishers.

Refer to your System Administrator on how to create, edit, enable/disable, and delete DFA Profiles and Configurations.

Select the 3rd Party External Finisher as the output device

After you have set up the basic print sections of your job and the System Administrator has defined and enabled the finisher configuration and profile for your system, perform the following steps to use the DS3500/XPS and select the finishing output at the user interface.

1. From the Copy Service, Print From File Service or Job Properties window of an inactive job, select the **Output** tab.
2. Select the **Stapling/Finishing** FAB.
3. When printing to a 3rd party finisher, make sure the Output Location pull-down menu is set to **System Specified**.
4. From the Stapling/Finishing pull-down menu, select **External**. All available finishing profiles display.
5. From the profile list that displays, select the profile. The profile name displays in the Stapling/Finishing pull-down list. To enable or disable profiles, contact your system administrator.
6. Select all other finishing attributes.
7. Click **Apply** or **OK**.

Changing DFA Configurations for 3rd Party Finishers

When your system is installed, a Xerox CSE uses the FreeFlow Print Server to create a configuration and profile of the finishing devices on your system. A configuration represents the finishing module or combination of finishing modules installed. Within a configuration are profiles that represent specific destinations, device settings and attributes for that configuration.

To enable a different profile than the one currently enabled for a finishing configuration:

1. On the Printer menu, select **Finishing**.
2. From the Finishers drop-down menu, select **External Finishers**.

The External Finisher window displays. One or more configurations will be listed depending on the 3rd party finishers installed.

3. If the job you are running requires a different finishing location than what is currently enabled for that configuration, select the configuration identified as online.

4. Select a different destination profile listed under the configuration, right-click, and select **Enable** to enable a different profile.

To change from using currently installed finishers and enable a new configuration:

This procedure is for instances when you need to physically change finishing devices and replace existing finishers on the system with a different set of finishers. Refer to the vendor's 3rd party finishing documentation to learn which finisher profiles will be changed automatically or which ones will need to be manually updated.

1. On the Printer menu, select **Finishing**.

2. From the Finishers drop-down menu, select **External Finishers**.
   The External Finishers window displays.

3. From the configuration list, select the configuration currently online.

4. To disable the profiles you do not want, right-click the profile(s), and select **Disable**. Disable all profiles being used.

5. Remove existing finishing equipment and install the new equipment on the system as needed. Refer to your 3rd party finishing documentation on how to manually adjust settings on the module itself.

6. On the External Finishers window, select a profile within the new configuration that you want to enable and right-click. Or, you can also select the **Catalog** button and select predefined, Xerox supplied configurations.

7. Select **Enable** for all profiles.
   Previously enabled profiles will be disabled and placed offline. The new configuration is now online and the selected profiles enabled.

8. Select **Close**.

Related Hints and Tips

Pause behavior/ Banner sheet delivery

The Device Profile contains a Device Type field. The possible selections are **Stacker** and **Finisher**. The following two problems only occur with DFA finishers:

- You may notice that the banner sheets are delivered to the Top Tray rather than to the stacker with the job output. If you prefer that the banner sheets be delivered to the main stacker, configure the DFA device to be a 'stacker' as noted below.

- You may notice long delays before the printer stops when Pause is selected, especially when running a job that is one long stream as opposed to multiple sets. This is because the system is attempting to get to a set boundary before stopping. If you prefer it to stop sooner, configure the DFA device to be a 'stacker' as noted below.

How Do I...

The DFE is going to do a set terminate when the pause occurs. This may not be handled correctly by finishing type DFA devices such as booklet makers.

The Device Type options are **Stacker** and **Finisher** with Finisher as the default value. Each option configures different Pause behavior and Banner Sheet delivery.

If Device Type is set to **Stacker**, the resultant behavior is:

- **Pause** - immediate
- **Banner sheet delivery** - to the same destination as the job body

If Device Type is set to **Finisher**, the resultant behavior is:

- **Pause** - next set boundary
- **Banner sheet delivery** - to the DS3500/XPS top tray

DFA sheet rotation and letter-size banner sheets

If a Queue specifies DFA sheet rotation and letter size banner sheets, jobs sent to the DFA Rotate Queue will fault with the FreeFlow Print Server Required Media Not Loaded message when both Long Edge Fee (LEF) and Short Edge Feed (SEF) letter source media are available for paper feeding.

When tested, the system attempted to select LEF letter media for the banner sheet; when rotated, the cross-process dimension is 8.5 inches.

Note
Disabling the LEF letter paper tray allows the job to print, or disabling Banner Pages allows the job to finish even if both trays are enabled.

Enable/Disable stacker capability from FreeFlow Print Server

This feature is for the BFM and DS3500/XPS finishers. This allows for a specific stacker to be disabled if working poorly and in need of service.

Perform the following steps to enable/disable stacker capability from FreeFlow Print Server:

1. Logon to the FreeFlow Print Server as a System Administrator.
2. Select **Printer** and **Stacking**.
3. Right-click on the desired finisher and select **Enable** or **Disable**.
4. Select **Close**.

Related Hints and Tips

Tab behaviors for non-MFF systems only

On non-MFF systems, tab jobs are delivered to the finisher face down in 1 to N order. As such, the following must be noted:

- Tabs must be loaded in the feeder tray in 1 to N order (commonly referred to as forward-ordered tabs)
- There are no special loading instructions required for drilled or pre-printed stock. Load those stocks according to the labels on the feeder trays.

Note

If the labels indicate that drilled paper is to be loaded with the holes along the trailing edge (to the right), then the incorrect labels are installed on the feeder module. Contact service for a replacement.

For more information

- For information about printing to the BFM, see Using the Basic Finishing Module (BFM).
- For information and video demonstrations on clearing paper jams in the DS3500, see Clearing Paper Jams.
- For information about DS3500 specifications, see DS3500 Specifications.
- For details on the specifications of the DFA-compliant 3rd Party Finishers, contact your Xerox representative for the Solutions Planning Guide for that finisher.

Adjusting Image Quality

The Xerox Nuvera user interface contains a set of Image Quality adjustment tools for Copy, Scan to File and Print jobs. Using these controls, you can make adjustments to images containing text, photographic images, halftoned images, as well as documents with mixed image types. This is useful if the original document is less than perfect; i.e., text/images are too light or too dark.

To learn more about these capabilities, explore the links at the left.

Note

The Copy and Scan functionality is only available if your system includes the integrated Document Scanner module. If the Enhanced Line Screen license is enabled, the system supports jobs with 85, 106, 125, 134 and 156 lpi halftone screens. If this license is not enabled, only 125 lpi is supported.

To adjust image quality on copy and scanned jobs

1. At the Xerox Nuvera user interface, click on **Copy** (or **Scan to File**), then click on the **Image Quality** tab.
2. Choose the Original Type of the image to be copied. Click on the **Original Type** button, then click on the **Rendering Options Setup** button. Choose any options according to the condition and type of the original document.
3. Click on the **Basic** tab, then use the **Darken/Lighten** control to make small corrective adjustments.
4. Click on the **Image Quality** tab, then click on the **Image Adjustments** button. Use the **Contrast**, **Sharpness** and **Background Suppression** controls to make small corrective adjustments.
5. Set **Print Quality**.

   The **Toner Saver** selection uses less toner and is more economical than the full quality setting of **Optimal**. It is useful for scatter removal without causing a light solid image on the page. You may want to use the **Optimal** setting when printing proof documents.

Tip

If you copy /scan a great number of the same type of original documents, you can set custom image quality defaults. For example, if the majority of your copying /scanning is of dark photographic content, the system defaults can be set to accommodate this, saving you job programming time. To set up your system defaults to match your original input, contact your System Administrator.

To adjust image quality on print jobs

1. Select **Print From File** on the Service menu and use the Files tab to locate and select the job.
2. Select the **Image Quality** tab.
3. From the **Mode** pull-down menu, select the printer emulation setting.

   The DocuTech 135 setting prints output that is similar in appearance to that of the DT135 printer.
4. Use the **Print Darkness** control to make small corrective adjustments in increasing or decreasing darkness.

   All pixels in the image are moved either towards black or white. The values closest to 0 are intended for small adjustments to the darkness of text and pictures. The darkness +/-3 settings will make a noticeable difference on text but not recommended for most pictorials.
5. Select a **Resolution**.

   Since resolutions vary from printer to printer, use this option to achieve better performance for jobs that were saved at 300 dpi.
6. Set **Print Quality**. The **Toner Saver** selection uses less toner and is more economical than the full quality setting of **Normal**. It is useful for scatter removal without causing a light solid image on the page. You may want to use the **Normal** setting when printing proof documents.

7. To select a halftone, open the job. From either the Print Properties window or the Job Properties window, select a **Halftone.**

   This allows you to adjust the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color.

Note

If the Enhanced Line Screen license is not enabled, the **Halftone** selection is not available since there is only one halftone (125 lpi) offered.

Stroke Thickening (increasing the weight or width of a character)

1. Open the Job Manager and select and open the job.
2. Select the **Image Quality** tab.
3. From the Job Properties window and the Stroke Thickening field, adjust this setting to control the thickness of fine lines created by the PostScript stroke command.

About Toner Saver

The Toner Saver Print Quality selection is intended to save toner costs, similar to draft mode.

Note

Toner Saver is designed to save toner, and can produce poor image quality and undesirable, light, or washed-out prints.

About Image Quality for Copy and Scan to file

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs. Also, the halftones available to you depends on whether the Enhanced Line Screen license is enabled or not.

The Xerox Nuvera is a digital imaging system. The scanner converts full color optical (analog) images to a gray digital image (0-255 gray scales). The image processing functions adjust the image according to the image quality features selected. The resulting image is a binary image which records the 'appearance of gray' as a collection of dots varying in spacing and diameter. These dots are made up of several pixels (picture elements). In a binary image, each pixel element is either 1 or 0.

Image quality involves adjusting the tones(darkness and contrast), sharpness and rendering textures of the scanned image to get a pleasing output image.

To get a optimal quality scan of an original requires the following types of image processing:

- Detection and suppression of colored and shaded backgrounds
- Removal of halftone screens
- Sharpening of edges in the image

How Do I...

- Lightening or darkening of highlights, midtones and shadows to get good contrast and detail
- Application of new halftone screens to photos and halftones

The higher the quality of the original, the higher quality of the final copy. Image processing adjustments can only enhance the information which is in the original or suppress undesirable defects. It can not 'create information'.

The key to getting satisfactory scans or copies from your Xerox Nuvera is understanding how to adjust the image quality processing controls and which controls to adjust. Digital image quality processing can often create a copy with 'better' image quality than the original. Light text can be enhanced, past-up lines suppressed and even 'coffee stains' removed. For some applications, such as legal documents, it is desirable that all information on the original be preserved to create a 'faithful' copy.

Follow the links at the left to learn more about image quality adjustments.

Begin by selecting Choosing the Best Original Type (when scanning or copying)

For help with solving specific image quality problems, see Solving Image Quality Problems.

Note

If you copy /scan a great number of the same type of original documents, you can set custom image quality defaults. For example, if the majority of your copying /scanning is of dark photographic content, the system defaults can be set to accommodate this, saving you job programming time. To set up your system defaults to match your original input, contact your System Administrator.

Tip

It is best to proof a job when you make image quality adjustments.

Choosing the Best Original Type (when scanning or copying)

Original Type is the most important image quality setting for copying images. When selecting an original type use a default setting for sharpness, contrast, darkness and background suppression.

To get the best results, it is important that you be able to assess your original document, and make a determination as to what types of images comprise the document.

To select an Original Type

1. Select **Copy** (or **Scan to File**).
2. Select the **Image Quality** tab.
3. Select an **Original Type**.
4. Select a **Rendering Option**, if needed.

Original Types

Mixed Text and Graphics: use for most jobs, business graphics, charts, logos and maps. This setting preserves gray text and is recommended for text critical applications.

Text: use for enhancing text only. Using the text setting turns dark gray text to black. For black and white transactional applications of text and numbers, or book copying without pictures or graphics, use text mode.

Mixed Text and Halftones: use for printed photos and halftones. Recommended for pictorial critical applications.

Photo: use for photographs and continuous tone images

For example, if the original is a paste-up, or has multiple areas of different types of information, **Mixed Text and Graphics** mode is the best compromise.

A good approach to making the best Original Type selection is to identify the area in the document of greatest importance. Perhaps, in a document composed of text and images, making the text legible is more important than a high quality reproduction of the pictures. If this is the case, use Text mode.

Photo mode is the only mode that applies a halftone; all of the others apply a form of error diffusion to minimize moir. For jobs which contain various types of documents (e.g. some pages of text, some pages of halftoned context), the mixed mode is the best compromise. Alternatively, you're encouraged to use job programming to selectively define a different original type for each page.

Rendering Options

The halftones available to you depends on whether the Enhanced Line Screen license is enabled or not.

Mixed Original types

Diffusion Dither simulates gray values using collections of black and white pixels without disturbing sharp edges.

Hybrid combines halftones and diffusion in a manner determined by the local pixel classification.

Text

Diffusion Dither simulates gray values using collections of black and white pixels without disturbing sharp edges.

Threshold/High Contrast produces a very high contrast reproduction of black and white inputs.

Photo

125 lpi for high image quality results - recommended setting

106 lpi for medium image quality results

85 for low image quality results

Background suppression should be ON if the photo does not extent to the lead edge of the paper as it enters the scanner.

Tip

One of the advantages of build job is the ability to set Original Type for each section or page of the build job.

For information on Build Job see Using Build Job.

Tip

It is best practices to proof a job when you make image quality adjustments.

About Contrast

The Contrast control enhances the tonal separation, especially in the midtones. Increasing contrast moves midtones (gray) toward black or white. Decreasing contrast makes blacks and whites appear gray.

Limits of Contrast controls

The Contrast control on the Xerox Nuvera applies to all of the pixels in an image at once. In other words, changing the contrast in the midtones of your image will also affect highlights and shadows.

If contrast is increased too much, midtone detail may be enhanced, but at the expense of highlight and shadow content. Differences between adjacent pixels become greater, causing shadow areas to turn completely black, while highlight areas turn completely white (see Figure 1).

Figure 13. A high-contrast image. Gray levels are being spread out across the entire histogram.

On the other hand, decreasing contrast too much causes a loss of highlights and shadows. Instead of highlight content turning completely white and shadow content turning completely black, highlights and shadows get "compressed" into the midtone region of the histogram (see Figure 2).

Figure 14. A low-contrast image. Gray levels are compressed into midtones, and there is a loss of highlight and shadow, as evidenced in the histogram.
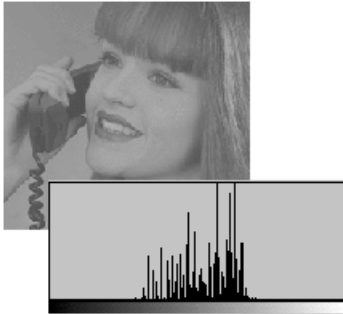
For details on working with the contrast control, see Adjusting Contrast (when scanning or copying).

Note

Often, increased contrast will tend to make pictorials appear sharper. It is recommended that the sharpness control be used to adjust sharpness because it increases the sharpness of edges without having the macro tonal changes of the contrast control.

Adjusting Contrast (when scanning or copying)

There are seven contrast levels which control the appearance of fine detail in the final output image.

The solution to getting the image to look good, without creating image quality problems, is to increase or decrease contrast in small increments. See About Contrast.

To adjust contrast

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button.
4. Move the slider right or left to increase or decrease (respectively) the amount of contrast.

Tip

It is best to proof a job when you make image quality adjustments.

Tip

Depending on your system configuration and licenses, system defaults and queue settings may be used to set contrast. See Working with Queues.

About Lightness/Darkness

The Lighten/Darken control makes all tones lighter or darker. Increasing Lightness/Darkness moves all tones in the image toward white. Decreasing Lightness/Darkness moves **all** tones toward black.

Note

When the **Text** Original Type with **Threshold** Rendering Option is selected, the Lightness/Darkness control adjusts the threshold value. Pixels lighter than the threshold value become white, and pixels darker than the threshold value become black. This often creates the appearance of a contrast change.

Lightness/Darkness controls

Lightness/Darkness controls, when set to extremes, may cause loss of detail in shadows (darker areas) or highlights (lighter areas). For example, Figure 1, to get more shadow detail in the phone handset, move the Lightness/Darkness slider control to the right, making the image brighter.

Figure 15. A dark original image. Notice how shadow detail goes to black areas. Histogram data is justified to the left.
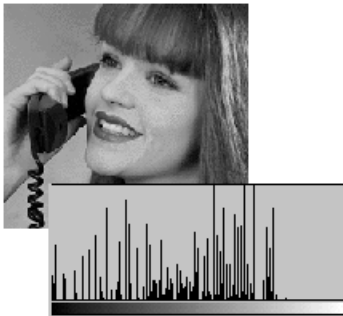
However, as you can see in Figure 2, while shadow detail is gained in the telephone handset, much of the midtone detail in the woman's face has turned completely white. While desirable tonal correction enhances details at one end, the saturated tones at the opposite end loose detail.

Figure 16. Too much Lightness applied. Notice how some of the highlight detail has gone to completely white. Histogram data is justified to the right.

For details on working with the lightness/darkness control, see Adjusting Lightness/Darkness.

Adjusting Lightness/Darkness

Making adjustments to any of the image quality controls should be done in small increments. Making large adjustments can create image quality problems.

Adjust Lightness/Darkness for Copying

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Select the **Basic** tab.
3. Move the slider right or left to increase or decrease (respectively) the amount of lightness/darkness.

Tip

It is best to proof a job when you make image quality adjustments.

Adjust Lightness/Darkness for Printing

1. In the Xerox Nuvera user interface, select **Image Quality** on the Printer menu.
2. To select a printer darkness value, select the **Setup** button and choose one of the following Print Quality modes:

   - **Best** mode -the default and recommended for most jobs, especially those on uncoated stocks. It adds or subtracts sub pixels on the edge of the image element, text, lines, dots, solids, etc. It introduces no artifacts to lines. However, at extreme ends of the range, contours may occur in halftones.
   - **Normal** mode - the line width adjustment is identical to the Best mode and the defects are similar. In addition, it applies a slight correction to reduce line edge scatter. The correction can be helpful for coated stocks or very smooth stocks. Typically the adjustment is so slight it is not helpful for any black dots scattered on Mylar tabs. The amount of anti-scatter adjustment is fixed for all darkness levels.

   ### Note

   If you notice black dots scattered at the edges of lines or text, use the **Toner Saver** selection with a -3 or -2 setting to remove the dot scattering effect.

3. From the **Darkness** slider, increase or decrease the amount of black or white applied to all pixels in the image.

   The values closest to 0 are intended for small adjustments to the darkness of text and pictures. The darkness +/-3 settings will make a noticeable difference on text but not recommended for most pictorials.

4. From the Mode pull-down menu, select the printer emulation setting.

   The DocuTech 135 setting prints output that is similar in appearance to that of the DT135 printer.

How Do I...

If you forward a job from one machine to another, the forwarded job will lose its Printer Darkness setting as well as imposition and annotation attributes.

About Sharpness

A sharp image has clean, crisp edges. Sharpness effects local areas which transition quickly from light to dark tones such as the edge of a building against the sky or the edge of a line against a white background. When these transitions occur over a few pixels (1-2), the image appears sharp. When the transition occurs over several pixels (3-10 or more), the image appears fuzzy or blurred.

Sharpness control

Sharpening re-establishes clear difference between adjacent pixels (see right half of figure).

The sharpness control is particularly useful in enhancing pencil lines or supporting suppressing paste up lines. Generally, text looks better with more enhancement, while pictorials only require moderate enhancement.

However, (the right half of the figure 1), while the right half is not as blurry as the left half, too much sharpening has made the image look grainy, and has caused the girl's complexion to become uneven, or mottled.
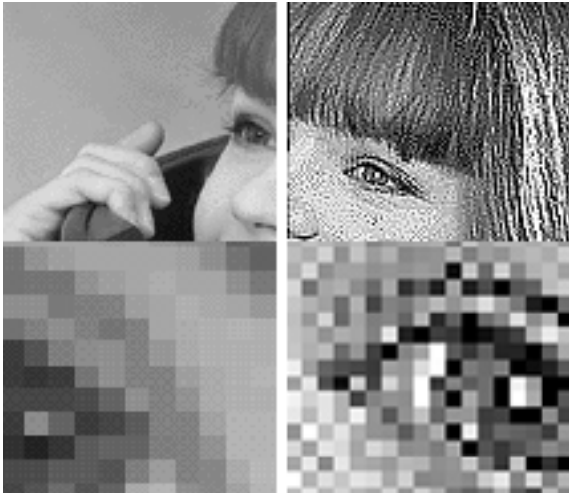
For details on working with the sharpness control, see Adjusting Sharpness (when scanning or copying).

Tip

Extremely high levels of sharpness tend to cause 'ringing' on edges which gives the image an artificial appearance. Depending on the application, some designers use this method to create a 'better than original, very sharp focal point in the document.

Tip

Extremely high levels of sharpness may amplify moire. see Suggestions for removing moiré patterns:.

Adjusting Sharpness (when scanning or copying)

There are seven sharpness levels which control the appearance of fine detail in scanned images and copy jobs.

The solution to getting the image to look good, without creating image quality problems, is to increase or decrease sharpness in small increments.

To adjust sharpness

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button.
4. Move the **Sharpness** slider right or left to increase or decrease (respectively) the amount of sharpness.

Tip

To see the impact of the Sharpness control, try scanning a photo from your wallet and/or copying a light pencil line drawing in photo mode. Scan and proof them with different sharpness settings.

Tip

It is best practices to proof a job when you make image quality adjustments.

Choosing the Best Halftone Setting

If the Enhanced Line Screen license is enabled on your system, the Xerox Nuvera supports a variety of halftones when printing. If this license is not installed and enabled, the system offers a 125 lpi line screen. Also, the available selections depend on the Page Description Language (PDL) being submitted.

To select a Halftone

1. Open a job properties window.
2. Select the **Image Quality** tab.
3. Select the **Halftone** button and the screen value from the **Halftone** pull-down menu.

Note

Systems without the Enhanced Line Screen license offer only the 125 lpi 53 degree halftone screen.

Note

For systems with the Enhanced Line Screen license enabled, the system offers 85, 106, 125, 134 and 156 lpi halftone screens. The default 125 lpi 53 degree halftone screen represents 256 levels of gray.

How Do I...

The default halftone screen can be selected for each print queue. The default will be used if a PostScript, PDF, or TIFF job does not contain a halftone command. This will be the common case because the print drivers and job submission tool do not send a halftone command by default.

Note

When reprinting a saved job, the system does NOT permit the Halftone Screen value to be changed, since saved jobs will already have had a halftone applied.

Often the selection of a different frequency will change the resulting Moir texture to one which is more acceptable, but can not totally eliminate Moir. For more information, see Suggestions for removing moiré patterns:.

Systems with the Enhanced Line Screen License

The rich variety of screen frequencies for these systems include 85, 106, 125, 134 and 156 lpi and provide the flexibility required for a wide variety of applications.

The demo files are located in the Sample Jobs directory on the system. As system administrator, open and print the .tiff or .xpf file in the appropriate stock size. The job ticket contains all the necessary job settings. The job prints on letter stock.

The file names are:

- screenfreqdemo_ltr.tif
- screenfreqdemo_ltr.xpf

Editing Images

There may be instances where you may want to alter placement of the image on your output. The Copy Service, Scan to File Service and Print from File Service Image Edit tab on the Xerox Nuvera user interface offers controls to change image placement, orientation, etc.

Note

The Copy Service and Scan to File Service are only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

To edit copy or scanned images

1. Place the original on the Document Glass or Document Feeder.
2. Click the **Image Edit** tab.
3. Click the **Original Size** button. Select **Manual Document Glass** or **Mixed Size Originals** to input the size of the original document(s).

4. If your output paper size is bigger than the original image, you may want to use the Edge Erase controls. Utilizing these, you can eliminate the border caused by the copier detecting and imaging the edge of the original document. Or, you can eliminate information around the edges of your original document, by placing a mask using the **Edge Erase** function.

5. Click the **Image Shift** button.

   Using this control, the image being copied can be placed anywhere on the output page.

6. Click the **Image Rotation** button.

   Using this control, the output image can be rotated 180 degrees. See Rotating the Image.

7. Click the **Negative/Mirror Image** button.

   Using this control, the output can be printed as a negative, where the black pixels print white and the white pixels print black and/or the output can be printed as a mirror image on the lead edge.

8. When satisfied with the adjustments, click **Copy** or **Scan**.

To edit print images

1. Open the Print Properties window of a print job.
2. Click the **Image Edit** tab.
3. Click the **Image Shift** button.

   Using this control, the image being printed can be placed anywhere on the output page.

4. Click the **Rotation** button.

   Using this control, the image being printed can be rotated 180 degrees.

5. Click the **Background Form** button.

   Using this control, a Background Form can be added to the printed job.

6. When satisfied with the adjustments, click **Print**.

Note

Jobs can be saved as Background Forms. A listing of the available Background Forms is located in the FreeFlow Print Server menu bar under **Administration > Background Forms.** For more information, refer to the FreeFlow Print Server online Help.

Erasing Unwanted Marks On Originals

Sometimes the original document you are copying or scanning contains markings near the edges that you wish to remove. Examples of unwanted edge markings could be:

- Wrinkled, torn, or other damage near the original document's edges
- Hole punches
- Handwriting or other errant marks near the document's edges
- The edge of the paper causing a shadow

Erase Options

There are two methods for deleting unwanted edge markings:

- **Edge Erase**: This method allows you to set different deletion widths to every edge of the page in the original document. This method is useful for damaged documents or documents that have errant markings on some but not all edges.
- **Border Erase**: Using this setting, one deletion width is set and applied to all edges of the document. This method is useful for originals on colored paper, or documents that have the same unwanted edge content on every page.

To erase an edge

1. On the Home Screen, initiate a copy or print job.
2. On the **Image Edit** tab, click the **Edge Erase** button.
3. On the **Edge Erase** drop-down menu, select either **Border Erase** or **Standard Edge Erase**.
4. Use the spinner boxes to set the area (or areas if you selected **Edge Erase**) you want Edge Erase to cover.

Other ways to work with edge-to-edge imaging

See Printing an Image That Extends to the Edge of the Page for information on more ways to utilize edge-to-edge imaging.

Reducing or Enlarging Images

When in Copy mode, use the Reduce/Enlarge controls located on the Basic tab. Using these controls, you could for example, copy an original image on an 11 by 17 inch sheet, and shrink it to fit on a standard 8.5 by 11 inch sheet. Controlling output size is useful if you need to archive hardcopy in a certain stock size, but original documents vary in size.

To reduce or enlarge the image

1. Determine what size your output image will be copied to. Make the appropriate choice in the Reduce/Enlarge pull-down menu, located on the Copy Basic tab.
2. Press **Copy**.

Note

It is also possible to enter custom size values in the Reduce/Enlarge dialog. Click on the **User Specified** or **Independent X-Y** menu choices.

Entering a custom reduction/enlargement value

If none of the preset reduction/enlargement values are acceptable, enter your own value.

1. Select **User Specified** or **Independent X-Y** from the Reduce/Enlarge pull-down menu.

2. Enter the value of reduction or enlargement. Entering 100 % will yield no change to the image size. Entering a value over 100 % will enlarge the image. Entering a value under 100 % will reduce the image.

Shifting the Image

Sometimes the information on the output page needs to be moved to accommodate different types of binding. This prevents information falling into areas that may eventually be hole-punched, stapled, or perfect-bound.

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

To shift the image for a copy job

1. Determine the amount of space needed to shift the content away from the binding edge.
2. Place the original document on the Document Glass.
3. In the Xerox Nuvera user interface, click the **Copy** button.
4. Click the **Image Edit** tab.
5. Click the **Image Shift** button.
   Image Shift controls appear. In the Shift Options drop-down menu, Manual is the default.
6. Enter the amount of margin shift determined in step 1.
7. Make any other adjustments to the copy job.
8. Click **<Copy>**.

To shift the image for a print job

1. From the user interface, select **Job Manager** and open the job properties window of the job.
2. Select the **Image Edit** tab.
3. Select the **Image Shift** button.
4. Set the horizontal and vertical shift values.
5. Make any other adjustments to the print job.
6. Click **Print**.

Rotating the Image

You may be faced with situations where you need to rotate the original image before it is printed on the output page.

To manually rotate the image

You can rotate an image from the Image Edit tab of the Job Manager. Select the **Rotation** button and the rotation value.

How Do I...

You might want to manually rotate the image when:

- copying a document that has damaged lead edges that experiences difficulty feeding properly through the document feeder
- using some 3rd party finishing so that the finishing is applied correctly to the job
- using special stocks that can be loaded only in a certain way in the paper trays (for example, tab stock can only be loaded with tabs trailing)

Automatic Image Rotation

The Xerox Nuvera automatically rotates the full page image, if necessary, to match the orientation of the paper loaded in the paper trays. Thus, you do not have to manually rotate originals or paper stock to get the correct orientation.

Printing your Document

You can print with the Xerox Nuvera in several ways:

- If you have a network you can submit a job to the Xerox Nuvera printer directly from your desktop through your Internet browser.
- You can download drivers and print directly from your desktop applications.
- You can also print from a data CD using the media drive on the Xerox Nuvera .

Depending on your system configuration, the Xerox Nuvera can offer many powerful features for reproducing documents:

- Making a Booklet
- Adding Pages to a Document
- Using the Basic Finishing Module (BFM)
- Using the Multifunction Finisher (MFF)
- Using DFA Compliant Finishers through the DS3500/XPS
- Adjusting Image Quality for various original types (photos, halftones, text)
- Build and store online for printing on demand
- Printing an Image That Extends to the Edge of the Page

Your Xerox Nuvera functions as a network workgroup printer and, depending on the system you have, a workgroup scanner.

Supported File Types

The following file types can be submitted to the printer from your PC or printed from the media drive:

- PDF
- TIFF

- ASCII
- PostScript
- PCL

Related Hints and Tips

Subtopic	Hint/Tip Description
Job fault after switching queues	If a job faults after moving it from one queue to another, and the fault indicates something to the effect that queue attributes are corrupted, and that a restart is required, yet a restart does not solve the problem, the cause is likely that the job's paper size is in conflict with the programming attributes of the queue. For example, the job may contain paper sizes that are not supported by the output destination programmed in the queue.
PCL driver and paper size	FreeFlow Print Server will display the "queue default paper size" for the paper size of jobs sent from the PCL driver. The same will happen for PS jobs sent using a custom paper size. The job will print on the correct size paper in both cases. This is just a display issue.
Percent complete indicator	For very long jobs, the percent complete indicator may not be correct. Use the Pages Printed indicator to monitor job progress against the known size of the job.
Print to File with DocuTech emulation	If you want to Print To File a PS or PDF job with DocuTech Emulation enabled, select a save type of PDF. You will then be able to reprint the job with DocuTech Emulation enabled and the job will print as expected.
Staple print with two stock sizes	If you want to staple print a job that requires two sizes of SEF stocks, and one of them is also loaded LEF, program both the stocks that you want to use with the same custom Type. When sending the job, select the custom Type and the job will use the correct paper and staple. If you do not do this, the job will fault because it will attempt to use LEF paper and won't be able to staple.
Tab job landscape with tabs at top	When submitting a landscape job that contains tabs running across the top, enable the 180 rotate option to get the proper orientation of the image on the tabs.

Subtopic	Hint/Tip Description
Tab job with drilled paper (MFF configs. only)	For MFF configurations only: When running a tab job with pre-drilled paper for the main body pages, the pre-drilled paper must be loaded with the holes leading, which is opposite of what the label on the tray indicates.
When paper runs out, do not restart or shut down	When printing a job, if it runs out of paper, do not restart/shutdown the machine. If you do, the job may resume on the wrong orientation paper. Example: If your job was printing on Letter LEF and ran out, the system was restarted, the job may resume printing on Letter SEF. As a work around, disable any trays of the wrong orientation before the restart/shutdown or fill the correct tray before the restart/power up completes.
Sample Print	If you want to print a job from the Print From File Service and use the Sample Print feature, submit the job to the Hold queue, open the job, and select Sample Print from the Job Properties window. You could also add Sample Print to a queue as an override. Sample Print is not available for selection from the Print From File screens.

Printing from the Media Drive

One way to submit a print job is to load the file into the system from a data CD or DVD. Once the file to be printed is loaded in the Xerox Nuvera , it can be programmed for output and printed immediately, or it can be saved for printing at a later time.

Use only high quality CD/DVD-R media to store jobs and make configuration back-ups. "Bargain" CD/DVD-R media can be problematic and adversely affect the ability to store and retrieve information. This also applies to CD/DVD-RW media.

To print from the media drive

1. Open the media drive door, located in the bottom center of the main tower.

   For details about the media drive, see Media Drive Specifications.

2. Insert the data CD or DVD into the media drive on the Xerox Nuvera .
3. At the Xerox Nuvera user interface, click the **Print From File** button.
4. Select the **Files** tab and click **Browse**.
   This launches the Browse window.
5. Choose **[CD-RW0]** from the **Look In** drop-down menu.
6. Double-click the file you want to print from the Name list and click **[OK]**.
7. The print file is now available for programming throughout the user interface.

Extra pages can be inserted, and/or finishing options can be programmed. See Adding Pages to a Document.

8. Select **System > Eject CD**.

Note

Do not eject the CD before printing is complete.

Related Hints and Tips

Subtopic	Hint/Tip Description
CD-RW media	Use of CD-RW media can cause read problems when written on one drive and read from another.
DVD/CD media selection	Description: The DVD/CD RW drive is fully functional. However, FreeFlow Print Server only writes to the CD for CFA logs and backup/restore. Workaround: FreeFlow Print Server allows users to back up and restore in a DVD format.

Setting up a Print Job

The Xerox Nuvera offers a wide array of features to support your workflow needs. You can make a print using the default settings in either a client-based printer driver, or on the tabbed user interface. Or, you can use either of those methods to make changes to your document.

Explore the links at the left to learn more about ways to submit print jobs.

To set up a basic print job

1. Submit a print job to the system using one of the methods (see the "Print My Document" links at left).

   - To input hard copy originals, use **Copy Services**.
   - To print jobs located on media or a local or network drive, select **Print from File Service** and select the job from the Files tab.
   - To print jobs from the Job Manager queue, select **Job Manage**r.

2. Adjust the job properties under each tab.

   - Editing Images
   - Resize the images
   - Adjust image quality
   - Setup slip sheets and special pages
   - Create booklets
   - Print Pads
   - Set MFF finishing options

How Do I...

- [Set BFM finishing options](#)
- [Set 3rd Party finishing options](#)

3. From the Paper Stock pull-down menu on the Basic tab, choose paper to print on.

- **Auto Paper Select**- system selects the paper stock to use
- **Loaded Stock** - you make a selection from the loaded stock list
- **Stock List** - you make a selection from the stock list
- **Custom** - you program a custom stock

Note

If your job is in Job Manager, select the stock from Loaded Stock or Stock List under the Stock tab in the Job Properties window.

Note

Choosing paper is not done on a "by tray" basis. For trays 1 and 2, if the same paper is loaded in both trays and tray 1 has a higher priority (a lower number), then it will feed from the highest priority tray.

Additionally, if you loaded 8.5 x 11 inch paper in 2 trays (1 LEF and 1 SEF), you will see one choice for this paper, and 2 orientations to choose from in the Loaded Stock user interface.

4. From the Basic tab you can also reduce or enlarge the size of the image to print, lighten or darken the copy or print, specify the output quantity, collate the pages, and specify finishing options.

Refer to the FreeFlow Print Server online Help for a detailed description of these selections.

5. To save a copy job, use the Advanced tab and identify the save location and file format of the copy job for printing later.

6. Select the **Output** tab to identify the finishing options, output location and output order of the job. Use the **Stapling/Finishing** pull-down menu to select the finisher available on the system. The finishing options available depend on the configuration of your system.

Note

Conflicts for envelope jobs with finishing selected are not defined or implemented. Applying finishing options such as stapling and folding to envelopes is not recommended. The system, however, does not prevent programming finishing to envelopes.

- If no finishing devices are installed, the default setting is none.
- If your system is installed with a BFM, you can select single or dual stapling.
- If your system is installed with a MFF, you can select stapling, hole punching, folding or multiple finishing.
- If your system is installed with a 3rd party finisher, first make sure **System Specified** is selected from the Output Location pull-down menu. Select **External** from the Stapling/Finishing pull-down menu. A list of DFA-compliant profiles display that represent the production finishers available. Move the cursor on top of the icon to select the profile enabled with your system.

Note

All DFA finishing profiles available on the system will display. If you send the job to a finisher that is not enabled, the job faults to the inactive job queue in Job Manager. Contact your System Administrator to enable or disable DFA finishing profiles.

Note

When printing to a DFA-compliant 3rd party finisher, do not select Bypass Transport as the output location.

7. To improve the image quality of a document, select the **Image Quality** tab.

   Refer to Adjusting Image Quality for more information.

8. To rotate, edge erase, resize the output image, select the **Image Edit** tab.

   Refer to Editing Images for more information.

9. To insert covers and other pages, select the **Special Pages** tab.

   Refer to special pages for more information.

10. Load paper trays with appropriate stock(s) and adjust tray programming if necessary.

11. If in Copy Services, click **Copy**. If in Print from File Services, click **Print**.

Batch Printing

You can print files in batches by choosing a folder on the hard drive, on a CD/DVD, or from the network (by selecting Windows Network (SMB)), and print all the documents in the folder and subfolders. All the documents can be printed in one batch. The folder may contain FreeFlow Print Server saved jobs or other documents in print-ready formats (single-page TIFF, multi-page TIFF, and PDF).

To print multiple files or all the files in a subdirectory, all the jobs must have the same stock programming. All the jobs will also print through the same queue, so all the job parameters will be the same. To facilitate batch printing, organize jobs with the same job programming within folders.

1. In the Print from File window, select **Browse**.

2. In the Browse window, select one of the following icons to open the Batch Print window:

   - Batch Files
   - Batch Files including Subdirectories

3. In the Batch Print window, print all the files contained in the file or in the file including its subfolders. You can order or delete files, and select single or multiple files to print. The files will print in the order listed.

Using Preview to proof a print job

Preview provides a low resolution (75 dpi) preview so that you can review the job prior to printing. An entire job or a select range of pages can be previewed. Preview allows you to view the job, including composition and layout, and make changes before the job is submitted for final print. The following job types can be viewed:

- PostScript
- PDF
- VIPP
- PCL
- ASCII
- TIFF

Note

The Preview feature is accessed through the Job Manager. For more information on using Preview, see the online Help.

Related Hints and Tips

Subtopic	Hint/Tip Description
Feeder decals	The default decals for the Sheet Feeder Module (SFM) are for machines with the MFF installed. New feeders come with extra decals that are to be used on machines with a BFM and/or DS3500 installed. These decals describe the proper orientation on how to load the different types of media. Make sure the correct decals are attached to the feeders. Referring to these decals will also help you to correctly load the lead edge of the stock in the SFM so it prints correctly to the BFM. The decals for the MFF configuration are different so make sure to use the correct decals for your system.

Subtopic	Hint/Tip Description
Front door LED behavior	The LED behavior on the Front door: The intent is to provide to the customer feedback as to which stacker is being used when 2 BFMs are attached. The states are: Steady On: Stacker is In Use Blink: Ready to Unload Steady Off: Not in use LED State Change: By selecting the Unload button, the LED will change state. If it is off, it will turn on for the duration that the button is depressed. If it is on, it will turn off for the duration that the button is depressed. This request can occur when an unload is needed prior to the BFM finishing a set or the machine is cycled down due to being out of paper and needs to finish the set before the unload request is honored.
MFF Pro and Pro Plus Finisher Unload Button C or Z fold jobs rotated 180 degrees PostScript Jog command Dual Stapling with Mixed Sizes	You do not need to press the Finisher Unload Button to remove output from the finisher. When you press the Finisher Unload Button, the finisher cycles down. Press the Finisher Unload Button again to re-enable marking. If landscape C-fold or Z-fold jobs printed from print clients, or the SDDF LEF scan, are rotated 180 degrees, select 180 degree rotation from the Advanced tab in Print Drivers at the PC application or from the Image Edit tab, Image Rotation, at the Copier/Printer user interface. The PostScript Jog command, when used within a job, does not perform as described in the Adobe PostScript specifications. Changes to the Jog value create subsets to which the job or queue level finishing selections are applied. For example, if a job specifies<</Jog 3>> setpagedevice on page 1 and <</Jog 0>>setpagedevice on page 5, then pages 1 through 4 will be finished as a unit and pages 5 through the end of the job will be finished as a separate unit. This is the same behavior as other Xerox production printers, such as the DocuTech 6180. On a MFF system, if you are Dual stapling mixed sizes (that are a mix of LEF and SEF) from the Copy pathway, they will print and staple correctly. However, if you also save the job and reprint it later, the job will Fault. The Print pathway currently can not handle Dual stapling with mixed sizes.

See also

For an overview of more sophisticated jobs and workflows, see Setting Up Complex Jobs.

How Do I...

For details about advanced features, see Advanced Publishing Features.

Printing 2-Sided Pages

When submitting a print job from a client driver or the web-based interface, single or two-sided printing can be specified at that time. However, there may be instances when you'll need to override that programming from the actual Xerox Nuvera user interface.

For more information about submitting jobs from the desktop, see Printing a Job from your Networked PC.

Basic workflow to change "Sides Imaged" programming at the user interface

1. Submit a job to the Xerox Nuvera that includes "Sides Imaged" programming.
2. At the Xerox Nuvera user interface, locate the job by using the Job Manager service.
3. In the Job Manager, double-click a job to launch the Job Properties window.
4. Click the **Output** tab, then click on the **Basic Settings** button. Change Sides Imaged programming, then make any other job programming changes, if any.
5. Click **Print**.

Printing a Job from your Networked PC

You can submit the following file types directly from your network-enabled desktop computer, with either your Supported Browsers, or nearly any desktop application:

- PDF
- TIFF
- ASCII
- PostScript
- PCL

To submit a print job from your PC using a web browser

1. Determine the IP address of the Xerox Nuvera .

   Consult your System Administrator.
2. Launch your web browser. Type the IP address in the browser's address bar.
3. After a few moments, the web-based user interface appears. Select **Job Submission** to submit a print ready job from the browser.

To submit a print job directly from a networked PC application

This requires that you download and install the appropriate print drivers on your desktop system. Ask your System Administrator to install the drivers from the CD that came with the Xerox Nuvera . For more details on available drivers, see Print Drivers and Client Support.

Or

Download the appropriate driver from the Xerox website. Once you have downloaded the driver, follow the screen instructions to install it, adding the Xerox Nuvera to your list of available printers.

With the driver installed and the printer added to your list of available printers, you can print directly from any desktop application.

1. Make any selections to configure your document for output.
   The Print window appears
2. When you are satisfied with your settings, click **<OK>**.
   Your document is sent to the Xerox Nuvera and printed.

To manage print jobs submitted from a networked PC

With the Xerox Nuvera in Pause mode, you can submit print jobs from a client workstation, then retrieve them at the Xerox Nuvera , apply further job programming, and release for final printing. Also, you can send jobs with the Hold option and the job will be held in Job Manager, with no need to pause the printer. For details, see Managing Print Jobs.

Using Hot Folders from the Queue Manager

The Hot Folders feature on the FreeFlow Print Server user interface allows you to drag and drop your print-ready jobs from your networked PC into a Hot Folder. The Hot Folder places the job in a queue on the Xerox Nuvera System. Once the job is submitted to the queue, it will automatically print at a specified time and then be deleted from the Hot Folder.

Hot Folders are activated in Queue Manager. For more information on Queue Manager and how to use the Hot Folders feature, see Working with Queues.

More information about printing from the desktop

Refer to the *CentreWare Printer Driver Guide* on the CentreWare Printer Driver CD in the Customer Materials kit.

Print Drivers and Client Support

The Xerox Nuvera can accept jobs from a variety of print drivers and print clients over a network.

Print Driver Support

The print drivers are available on the *CentreWare Print Drivers CD* located in the *User Guide and Documentation Kit* shipped with each Xerox Nuvera System. The print drivers can also be found on Xerox.com under the Support and Drivers section.

Xerox Custom Drivers

Xerox Custom Drivers provide full Xerox job programming including Special Pages.

How Do I...

There are PostScript drivers available for both Windows and Mac OS x.

Additionally, there are PCL5e and PCL6 drivers available for the Windows platform only (Not Mac).

Generic PPDs

The generic PPDs are supplied for use with third party print drivers and applications. The programming ability via the PPDs is limited. They do not support job programming via a Xerox job ticket like the custom drivers.

Print Client Support

The Xerox Nuvera is accessible over the network by entering the IP address of the Xerox Nuvera System in the address line on a web browser. On the Xerox Nuvera's homepage, there are two selections available. There is the lightweight Job Submission selection and the fully featured Job Submissions Applet selection.

Job Submission

Selecting **Job Submission** displays the Xerox Web User Interface.

This light-weight job submission tool is used to submit print-ready files directly from a web browser to the Xerox Nuvera system. It supports most of the job programming with the exception of Special Pages.

Related Hints and Tips

Subtopic	Hint/Tip Description
Booklet Layout	• To use Booklet Layout successfully, set the body Paper Size to the size of the image. Then turn Margins off in the Image Layout Tab to prevent 98 % scaling. Now go to the Layout/Watermark tab and select Booklet Layout. This will automatically select the 2-sided printing for the job. Finally select the paper size you would like the output printed on in the Fit to New Paper Size list and then print the job.
	• You will not be able to use Booklet Layout with an Encrypted or Password Protected PDF using the print driver. To workaround this, send the PDF directly to the FreeFlow Print Server using one of the web print submission tools or LPR and hold it. At the FreeFlow Print Server, program the Booklet Layout option and release the job. The job will print in booklet form.

Subtopic	Hint/Tip Description
PDF Booklets	Follow the steps below to properly program booklets created using Adobe Acrobat PDF files. To create an 11x17 folded booklet out of 8.5x11 size originals from PDF files, program the job for 8.5x11 paper, use Fit to new Paper Size, and choose 11x17 as follows: 1. In the Nuvera Print Driver, select the **Paper/Output** tab. 2. Set Paper Size to size of the job (8.5x11). 3. Select booklet fold if it applies to your job. 4. Select the **Image Options** tab. 5. Set the Margins to **None**. 6. Select the **Layout/Watermark** tab. 7. Set Page Layout to **Booklet Layout**. 8. Select **Fit to New Paper Size** and set the output paper size to **11x17**.
Supported job programming	The only job programming settings that can be applied to a background form are Imposition, Annotation, and form programming. If you save the form with other programming (such as image shift and special pages), the Sample Background Form option will not produce output that matches what you will see if you use the form in an actual job.
Landscape duplex options reversed	When printing a landscape document using the PCL driver, select the opposite duplexing option from the one you want. **2 Sided Print** and **2 Sided Print, Flip on Short Edge** are reversed. This also breaks Booklet Layout for landscape jobs. So to print a booklet using a landscape job, send the job to the FreeFlow Print Server and hold it. Program the Booklet Layout in the job properties and release it.
Suppressing default margins	The default behavior in the print drivers is to impose a 4mm margin on all four edges and some applications scale the output to fit within that margin. This prevents image loss due to edge cropping in the Print Engine. In some cases, this may not be the desired behavior (for example, when printing scanned images, or when output scale is critical). If the default margins are not desired, they can be suppressed by choosing a Margins setting of "None" in the Image Options tab in the print driver.

How Do I...

Subtopic	Hint/Tip Description
Nuvera drivers and XCAP import	Nuvera drivers do not have the XCAP import capability. The drivers must be manually configured using the driver properties.
Printer Default values for Plex and Collation	Printer Default values for Plex and Collation do not work correctly. When printing to a Production system, set an override on the queue for Plex and Collation, if you want these options to be set to something other than 1 Sided and Collated.
PCL job classified as ineligible	A PCL job may be classified as ineligible if Resource-Based Scheduling is enabled, the job requests a non-default paper size (e.g. legal), and the printer default media (e.g. letter) is not loaded. This is due to the fact that the scheduler cannot determine the paper sizes in the driver's Page Description Language (PDL) so it applies the queue default when scheduling the job. Several possible workarounds include manually releasing the job; turning off RBS (select FIFO instead); printing using a PostScript driver; or loading the default media in the printer. Similarly, a PCL job may be classified as ineligible if Resource-Based Scheduling is enabled, the job requests a non-default paper size (e.g. legal), and color (e.g., blue). This is again due to the fact that the scheduler cannot determine the paper sizes in the PDL so it applies the queue default when scheduling the job. In this case, the scheduler would be looking for blue letter paper, instead of blue legal paper. Workarounds include manually releasing the job, turning off RBS, or printing using a PostScript driver.
Print drivers and stapling positions	When printing landscape images onto short edge feed paper and, using the following stapling or hole punch positions with the associated driver, you will need to use the Rotate 180 option to get the staple/hole punches in the expected location. PS Driver - Top Left PCL Driver - Top Right, Bottom Right, Bottom Left, 2 Staples Right, 2 Staples Left, Hole Punch Right, and Hole Punch Left

Subtopic	Hint/Tip Description
Printing from CorelDRAW with PCL driver	When printing a 2-sided, odd number of pages job from CorelDRAW using the PCL driver, there may be an extra blank image (page) added to the end. This blank image will "print" on the backside of the last page unless there is special pages programming. If the job requires special pages programming, use the Pages to Print option and select **1 - Number of Pages** for the range to print the job without the extra blank page at the end.
Time to print a PDF	Printing a PDF from Adobe Reader using the Windows 2000 PS drivers may take a while to send. If the time it takes to submit the job is too long, submit the PDF directly using the WebUI or FreeFlow Print Manager.

Managing Print Jobs

The Xerox Nuvera can be operated so that incoming jobs are held until an operator retrieves them at the system and applies job programming before actually being sent to print.

In a Xerox Nuvera system this workflow is usually handled by a queue, or a location on the machine where jobs line up and wait for further processing by an operator. Systems with the Productivity Pack license enabled, have more than one queue to set for different job statuses. For those Xerox Nuvera systems that do not have the Productivity Pack license enabled, there is only one queue and all jobs coming in simply pass through and are processed and completed. However, you can manage print jobs in a manner resembling a traditional hold queue by using the Do Not Release feature. Right-click on the queue and select **Do Not Release Jobs** to prevent jobs from processing or to hold jobs until each one is released to print.

This is a useful workflow to follow, as the browser and client driver offer only a subset of the capabilities available at the actual system. Additionally, there may be occasions when you'll want to hold jobs until a certain point in the workday; such as large jobs that require more processing time and paper resources.

Note

Jobs that were sent to a Do Not Release queue and are pending job processing are displayed in the Job Manager's Inactive job list with a Held By Queue job status. The Inactive job list identifies jobs as either Ineligible, Held By User, Held By Operator, Held By Queue and Faulted. Jobs in the Inactive job list can be sorted by Status for easier identification and access of the Held jobs.

To manage multiple jobs submitted from a client

1. Place the Xerox Nuvera in Do Not Release Job status or create a Hold queue.
2. Any print jobs submitted to it will go into the Active Jobs list.

3. From a client application, submit jobs to the Xerox Nuvera or submit jobs to a Hold queue.
4. In Job Manager locate the job you just submitted to the system.
5. Right-click on each job and select **Properties**. Make any job programming choices.
6. When satisfied with your settings, select **Print** and if needed, select **Release Jobs**.

Basic job management controls

Following are basic descriptions of what you should expect when you apply a job management control to a job. For more details on each system control, see the online Help system at the Xerox Nuvera .

Control Name	Effect on job	When / Why should I use this control?
Proof	Enables you to verify job programming selections are correct by running one copy.	You need to make many copies of a job, but are unsure about the job attributes you've selected. Once job is proofed, you can release it to print from the Inactive Jobs list.
Print Now	Moves the job in front of all other jobs in the print queue.	Use this control when a print job has high priority.
Delete	Halts active processing of the job, prevents any new processing of that job, and reclaims any system resources held by the job. Job is **not added** to *Completed Jobs* list. **Note** When deleting a job, the system completely removes the chosen job from the system. As a result, you will no longer have access to the components of the job, including job attributes, images, and other resources. If you think you may want to run the job at a later time, choose **Cancel** instead.	To prevent unwanted jobs from processing and to reclaim system resources for other job processing.
Hold	Prevents any further processing of that job until it is released from a held state. **Note** When a job is released from Hold, it will continue processing, **but do so starting at the beginning of the job**.	To reclaim system resources that had been processing the job, allowing the next scheduled job to proceed.

Release	Reactivates held jobs, faulted jobs, and pending jobs. **Note** When a job is released from Hold, it will continue processing, **but do so starting at the beginning of the job**.	All jobs that you needed to run after holding the job have finished processing.
Cancel	Halts active processing of the job, prevents any new processing of that job, and reclaims any system resources held by the job.	To prevent unwanted jobs from processing and to reclaim system resources for other job processing.
Promote	Enables you to elevate the position of a pending job or set of jobs in the active jobs list.	There is more than one pending job in the active jobs list, and you need to begin processing a job immediately.
Move	Enables you to move the job to another queue.	When you need the flexibility to move jobs between queues.
Copy	Enables you to copy a Saved job to a CD or to copy Saved jobs (set to retain PDL) listed in the Completed tab to a queue.	When you need to copy a job while retaining the original job and programming.
Forward	Allows you to send jobs to a different printer.	When you have sent jobs to the system, not knowing it is down, or the job queue is too long, or any time you wish to divert your job to another system.
Preview and Preview Range	Allows you to see a preview image of the print job before actual printing.	When you have sent jobs to the system, and wish to verify visually that a given job has been correctly configured, is centered on the page, has correct image quality adjustments applied, etc. Refer to the online Help system for details about this user interface control.

Printing with the Parallel RIP feature

The Xerox Nuvera 200/288 EA/MX Perfecting Production System includes page independent Parallel RIP (PPR) as a standard feature used to improve image processing performance and print speed, especially for complex documents.

How the Parallel RIP process works

Parallel RIP works with page independent jobs that are compliant with Adobe Document Structuring Conventions (DSC) 3.0, such as compliant PS, VIPP, and PDF.

When Parallel RIP is enabled from the Queue Manager, FreeFlow Print Server first determines if the current job is eligible for Parallel RIP. If it is not eligible, the job is processed on a single RIP, which may leave one or more of the remaining RIPs available to process the next waiting job. If it is, FreeFlow Print Server splits jobs, or pages of a single job, and distributes them to the separate RIP processes running on the two separate CPUs. The maximum number of RIPs available depends on the number of processors and the amount of memory on the FreeFlow Print Server. For instance, approximately 2 to 3 RIPs will run on one dual core CPU. If an optional upgrade performance kit is installed with an additional dual core CPU, the system would then have four CPUs RIPping data (5 RIPs will run on two dual core CPUs), increasing processing time and producing faster RIP speeds.

Tip

To see the number of parallel RIPs configured on the system, select **Setup > System Preferences > Job Processing tab**.

Which Jobs work best

Parallel RIP is ideal for long jobs with many nonrepeating scanned images or digital photographs such as text books, magazines, yearbooks and product manuals.

Parallel RIP supports data streams PS, PDF, and VIPP Database Mode. To take full advantage of Parallel RIP performance for PostScript or PDF jobs, always enable Parallel RIP at the printer queue and use DCS/Page Independence settings with **Optimize for Portability**. For these types of PS and PDF jobs, you will see a 50 % or more increase in performance when compared to a printer queue without PPR set.

Note

You can use the PostScript print driver to create page independent PS jobs. In the PostScript printer, select driver option **Page Independence** or **Optimize for Portability** to produce page independent output. Do not set the driver option to **Optimize for Speed**, which generally produces output that is not page independent and not suitable for Parallel RIPping.

Jobs that are PCL, TIFF, ASCII, LCDS and IPDS will not benefit from Parallel RIP since they are not page independent or DSC compliant data streams. Disable the PPR option for this type of job. It is best that a suite of this type go to a standard queue.

How to create a queue with Parallel RIP enabled

Note

It is recommended that you enable Parallel RIP at all times unless printing a VI job or a job with multiple repeated objects. Before enabling Parallel RIP, turn off the Administrative Pages option (banner, error and property pages) as this selection requires special processing.

1. From Queue Manager, select **New** from the Queue pull-down menu.
2. Enter "Parallel" in the Queue Name text box.
3. On the Settings tab, select **Raster Image Processor**.
4. Select **Enable** as the Parallel RIP setting.
5. Select **Add Queue** and **Close**.
6. Select **Setup > System Preferences** and the **Job Processing** tab.

   The Allocated spin box shows the number of RIPs that will be used for queues with Parallel RIP enabled. You can set the number of active RIPs, however, FreeFlow Print Server software automatically determines the optimal use of available processors depending upon the platform resources and the job flow. The best overall productivity is gained when the Allocated RIPs number is left at the recommended default setting.

7. Using the Parallel queue, print the job.

   Note

   : The number of Allocated RIPs should match the Recommended number of RIPs, unless directed otherwise by a Xerox Support representative.

For an overview of more sophisticated jobs and work flows, see Setup Complex Jobs.

Reprinting a Saved Job

A job submitted to a save queue is transformed to a PDF, Single-Page TIFF or a Multi-Page Tiff.

To reprint a saved job

Note

If Retain PDL File is active, a completed copy job will be listed under the Job Manager: Completed tab. This allows you to resubmit the job for printing, changing job properties if needed.

1. Select **Job manager** and the **Saved** tab or select [**Print from File**].
2. Select **Browse** to locate the job on the Save directory on your system, a CD or networked server save directory.
3. Select the folder that contains the saved job.

Note

Verify the correct Save Location by checking with the System Administrator or by viewing the Save Location in the Save Preferences. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.

4. In the Browse window, or under the Saved Jobs tab, is a listing of saved jobs. You can filter the list of jobs by selecting a specific file type in the File Filter pull-down menu. The available choices may include:

   • Job Ticket
   • PostScript
   • PCL
   • TIFF
   • ASCII
   • PDF
   • IPDS
   • PPML
   • All

Note

The default viewing is by Job Ticket because this is the file that retains all previous job selections. Selecting other file types does not give you the entire job. For example, if you select a TIFF file type, the system prints out only the TIFF image.

5. To change the job properties double-click on a job to open the job properties window.
6. Set job properties.
7. Select **Print**.

Printing Directly From a Mainframe Computer with LCDS

Line Conditioned Data Stream (LCDS) is a mainframe to printer, Page Description Language (PDL) which uses referenced (stored on the system) and datastream-embedded commands to control the processing of print jobs submitted from mainframe computers.

The Xerox LCDS approach to printing dramatically reduces bandwidth requirements by locating the final assembly of document elements on the printer where resources are stored. This eliminates the need for repeatedly sending complex elements like forms from the host as part of a fully formed data stream. It reduces the need for sending these high bandwidth items for each job by permanently placing them on the printer so they do not need to be sent for each job.

The system only needs to send the truly variable data to the printer. Even values that can be derived like the sum of a column of numbers can be computed on the printer so that data transfer is minimized. This capability is unique in the industry and shows one reason why the LCDS data stream is selected by customers that need to minimize data bandwidth requirements in complex distributed systems.

LCDS® printers offer the ability to control the format of the final product, the printed page, from outside the application generating the variable data. This separation of function between the data generating application and the printer has always been a common practice in the high performance range of computer printers. The data may be in its proper position but post processing steps between the application and the printer produces the final page appearance. The simplest way to visualize this type of printing is to think of preprinted forms where the printer prints variable information into blank areas of the form.

LCDS resources can be loaded via tape, CD, USB, or over the network. A floppy drive is not avaiable.

Note

When using the LCDS application, the Xerox Nuvera System will not retrieve paper from the Insertion Module.

Note

Edge marking is not supported.

Enabling LCDS Printing: Overview

To use LCDS printing, the Operator or System Administrator needs to make sure that the following conditions are met:

- the Productivity Pack license must be installed and enabled.
- the LCDS license must be installed and enabled.
- files containing the appropriate processing commands (see the "forms" analogy above) have been loaded on the system
- supporting resources (such as forms and fonts) are installed on the system
- the correct license is installed on the system
- one specific queue has been created and dedicated on the system to process LCDS (streaming) jobs

The selection and setting of additional queue parameters, available under the various tabs of the Queue Properties... dialog, in association with the resources installed on the system under LCDS Resources, determines how LCDS jobs are processed at the printer.

For more information about queues, see Working with Queues.

Verifying the presence of the LCDS and the Productivity Pack Licenses

To print LCDS jobs, you must verify that the LCDS license is installed and enabled on the system. You must also have the Productivity Pack license enabled for the stock library to be available as well as all valid halftone screens.

Viewing LCDS Resources

To support LCDS, files containing the appropriate processing commands and supporting resources (such as forms and fonts) must be installed on the system under LCDS Resources. To view the currently-installed LCDS resources, perform the following steps:

1. Log on to the system by selecting **Logon** from the Logon menu.
2. Select **Operator** (or **System Administrator**) as the user from the User pull-down menu.
3. Enter the Operator (or System Administrator) password and click **<OK>**.
4. Select **Administration > LCDS Resources**.
5. When the LCDS Resources window opens, if not already selected, select **System** from the Source pull-down menu.
6. A list of installed LCDS Resources will be displayed. Note the resource types displayed under the Type category. FNT, for example, represents Font. FRM represents Form. JDL represents Job Descriptor Library (a source file of compiled PDL commands).
7. To select the specific types of resources displayed in the LCDS Resources window, click the **Types**... button which opens the System Resource Types dialog. After selecting the desired resource types (by marking the checkboxes), click **OK**.

Related Hints and Tips

Subtopic	Hint/Tip Description
Offset recovery	Offset Recovery is not supported when a DFA device is attached. There will be no offset on the output to indicate where the fault had occurred. It will only work when there is a BFM or MFF attached.
Offset with DFA	Only offset by job boundary or set boundary is supported with the third party inline DFA finishing devices. DFA devices do not support single page offsetting specified within the LCDS job or report. A single page job or report will be offset.

Related Information

For further information about LCDS printing with the system, and for queue setup information, refer to the LCDS Print documentation that is provided along with the LCDS license software CD. See your System Administrator or Xerox Customer Representative to obtain this documentation.

Using VIPP

The FreeFlow VI Interpreter (FF VII) is an optional software license installed on the FreeFlow Print Server that you can enable to interpret the VIPP language (Variable-data Intelligent PostScript Printware).

Many Service Bureaus and Data Centers continue to print files written in Xerox's LCDS (Line Conditioned Data Stream) language; a legacy from the days of mainframes and pin-fed impact printers.

Many people are conducting their businesses and document production operations in networked, PostScript-based environments. Given these divergent realities, this may be the right time to convert LCDS-based documents to PostScript.

What is VIPP?

Xerox Variable Data Intelligent PostScript Printware (VIPP) is a powerful system of fully compliant PostScript technologies for the production of personalized documents. The FreeFlow VI Interpreter refers to the software used to interpret the VIPP commands. VIPP is used to discuss anything related to the VIPP commands or VIPP based applications.VIPP consists of a set of macros that reside on the PostScript interpreter, eliminating many of the time-consuming steps associated with traditional variable information workflows by enabling Dynamic Document Construction (DDC) at the printer. By dynamically creating the document at the printer, VIPP dramatically decreases the amount of time that it takes to compose and print documents.

Xerox VIPP is an open programming language that exploits the flexibility of PostScript in constructing dynamic documents. Because VIPP has a powerful merge engine for creating personalized business documents, it allows variable documents to be composed at the printer in real time. It also facilitates the migration of LCDS-based files to a networked, PostScript environment, resulting in documents that are easy to manipulate and modernize, and that can be printed to a networked Xerox PostScript print device.

How it Works

VIPP uses the same "Dynamic Document Construction" concepts as the Xerox LCDS printers. Fonts, forms, and images reside on the printer, and formatting is controlled by a template (JDT) called by the job. The bit-heavy resources stored at the printer are merged with the variable data at run-time. The result is an efficient printing model that saves valuable network bandwidth. With VIPP-based documents, only the variable data is sent over the network.

The VIPP Thin Printer (VTP) allows the generation of Adobe PDF documents from VIPP based variable data applications. Capabilities include the ability to split PDF files into individual PDF sets and add interactive features such as PDF Bookmarks, PDF Notes or URLs. The VTP supports personalized printing and 1-to-1 marketing by extending output printing capabilities to support production PDF creation that enables viewing, archiving and Web presentations of variable-information documents.

Programming options

A VIPP programmer can take advantage of control features that enable the creation of VIPP jobs that emulate or enhance the original LCDS application without requiring changes to the original data set. There are many features that can be added to modernize the document without changing the source program or data file. These features include:

- rounded corners
- data-driven graphics
- reusable data elements
- multiple form layouts

Configuring the system to run a VIPP job

To support running VIPP jobs, refer to your System Administrator and the System Administrator Guide. Also, for complete information about the FreeFlow VI Interpreter and the VIPP language, consult the FreeFlow VIPP Language Reference Manual on the FreeFlow VI Suite Documentation CD delivered in the VIPP ship kit.

Working With IPDS

IPDS is a printer device data stream (specific to IBM) that contains the information necessary to identify, monitor, and control the functions of the printer. This information includes the characteristics of the printer, its resolution, what resources it has, whether it has sufficient memory, and whether it receives and prints a job.

IPDS enables a two-way dialog between the printer and the printer driver to create a cooperative print management system. IPDS is device dependent and is unique for each printer.

Verifying the presence of the IPDS and the Productivity Pack Licenses

To print IPDS jobs, you must verify that the IPDS license is installed and enabled on the system. You must also have the Productivity Pack license enabled for the stock library to be available as well as all valid halfone screens.

Printing IPDS jobs

This is the general procedure for setting up the printer for printing an IPDS job. The procedure assumes that the correct IPDS options have been entered using **Set Option**, and that a virtual printer with appropriate attributes for the job, including a media list, has been created. It also assumes that printing and queuing are started.

1. Enter **Show IPDS Status** so that you know the current system state and virtual printer state.
2. Enter **Set Channel Online**, if needed.
3. Enter **Set IPDS Virtual Printer**, if needed.

4. Load the required paper stock in the printer.
5. Set up the paper trays using **Set Tray** or **Set Tray** from**Virtual Printer Media**.
6. Enter **Start IPDS Printing**, if needed.

Related Hints and Tips

Subtopic	Hint/Tip Description
FreeFlow Print Server features not supported	The following FreeFlow Print Server features should not be applied to IPDS jobs: Job Forwarding, Save Jobs, Proof, Promote, Preview, Exception Pages, Covers, and Inserts.
Environments supported	The Currently supported environments are Z/OS (MVS) with PSF, OS400 with PSF, AIX with InfoPrint Manager and Windows with InfoPrint Manager. In addition, the Emtex VIP Front End Processor (FEP) is supported, but only for monochrome or highlight color data, at this time. Some other environments or FEPs may work successfully, but interoperability cannot be guaranteed.
Image shift affects banners	Image shift affects banners as well as application. IPDS host banners are not distinguished from other application pages. Avoidance: Although they do not affect FreeFlow Print Server banners, queue and job based Image Shift and Alignment values apply to host banners, just as they do to other application pages. If host banners are shifted to an inappropriate position, but other application data is printing correctly, revise the host application so that both application data and banners can be positioned correctly on FreeFlow Print Server without an added image shift or alignment value.
Importing	DocuPrint IPS 7.x Input Groups and 8.x Virtual Printer Media Lists cannot be imported into FreeFlow Print Server IPDS. FreeFlow Print Server IPDS Job Setups must be recreated.
IOCA Tile objects	IOCA Tile objects which don't contain an IOCA image do not work reliably. User Action: Avoid using above feature.

How Do I...

Subtopic	Hint/Tip Description
IPS Manager	Printer Tray values IPS Manager Printer Tray values are not intended for editing. Avoidance: Do not attempt to edit values in the 'Printer Trays' column of the IPS Manager, 'Tray/Bin Mappings' tab. Characters input into this column, though allowed by the GUI, have no effect on system operation, and will NOT be registered by the IPS Manager. This field is intended for read-only use.
N-1 job hangs	N-1 job hangs if greater than IPDS throttling 160-page limit. User Action: Restart IPDS Gateway from the IPS Manager GUI. Avoidance: Select Print Job Unfinished (vs. Fault Job) for Overlimit Finishing or print 1-N when feasible. If N-1 printing and faulting over limit jobs is required, set the maximum set size for the finishing device to at least the size of the largest jobs or sets that will be handled. Doing so forces the throttling limit to twice the maximum set size and ensures that throttling will not cause a deadlock.
Offset and DFA	Only Offset at job or set boundary is supported with the third party inline DFA finishing devices. DFA devices do not support single page offsetting specified within the IPDS job or set. Single page job or set will be offset.
Output order	IPDS jobs cannot be processed 1-N with N-1 finishing in Nuvera. User Action: Resubmit the job after setting the finishing equipment for 1-N, if possible. Avoidance: Set both queue and finishing for the same output order. If it is necessary to use N-1 for the finisher, send individual sets as separate jobs, to ensure that the source job will not exceed the length of the IPDS throttling limit.

Subtopic	Hint/Tip Description
Output Reposition not supported	Output Reposition is not supported for IPDS jobs. As with Sample current job, this feature would also cause incorrect page counts to be reported to the host. However, host operator commands can be used for forward and backward space within a job. In the IPDS environment, the host operator is expected to effect repositioning commands from the host platform (for example, JES2 $f and $b commands for forward and backward spacing respectively). The FreeFlow Print Server IPDS implementation manages this repositioning on the basis of the current set of IPDS counters returned by the printer. Do not use the FreeFlow Print Server Reposition Output dialog with IPDS jobs.
Pause feature	The pause feature should not be used with IPDS as a way to continue RIPping while deferring printing. It is not feasible to RIP a large print run ahead of printing for IPDS, since throttling will limit the number of committed sheets in excess of the number of stacked sheets.
Printer status messages	Specific printer status problems are not described with Intervention Required messages. Only a generic message is sent. User Action: Operator should ensure that their management process for this system does not depend on the printer providing a specific description of what is wrong (e.g. Check the printer for the specific problem vs. relying on the host message.)
Refresh to update mappings	The IPS Manager is not automatically informed when physical tray contents are changed at the FreeFlow Print Server. Instead, you must use the Refresh mechanism provided by the IPDS Tray/Bin Mappings dialog to display the latest mapping information.
Remote Workflow	FreeFlow Print Server Remote Workflow (DRW) does not support the IPS Manager.

How Do I...

Subtopic	Hint/Tip Description
Sample Current Job not supported	Sample current job is not supported for IPDS jobs. The IPDS host presumes full control over the jobs output, and this feature would cause incorrect page counts to be reported to the host. The FreeFlow Print Server GUI currently only supports this capability at the Printer Manager level, and is not able to set this capability for individual jobs or queues. Therefore, the FreeFlow Print Server GUI does not prevent selecting Sample Current Job. However, the request will not be honored for an IPDS job, and no warning message will be provided.
Slow performance	Performance may be slow for jobs requiring large amounts of image data, especially when printing at 600 dpi. User Action: Schedule extra print time for jobs that require many large images, or reduce the size and number of images required for an application.
Spooling mode not supported	Spooling mode is not supported for IPDS jobs. Ensure IPDS queues are set up for Streaming input.

Working with Queues

A printer queue is a list of print jobs that await an available printer, need further programming, or are being held by an operator for some reason.

Note

Xerox Nuvera systems that do not have the Productivity Pack license enabled have one queue only. Once you set the properties for this queue using the Printer Defaults selection from the System menu, all jobs coming in simply pass through and are processed and completed. If your system has the Productivity Pack license installed and enabled, the system offers multiple queues.

Three queues are pre-installed on Xerox Nuvera systems with the Productivity Pack license enabled:

- HostName_Print - Jobs submitted to this queue are automatically printed
- HostName_Save - Jobs submitted to this queue are saved in the Save directory
- HostName_Hold - default setting release=No. Jobs submitted to this queue are held until manually set to release.

In the Xerox Nuvera user interface, Queue Manager is used to create numerous internal printer queues that can be used to control the flow or handling of documents in different ways.

For example, you can configure one queue as a hold queue, where incoming jobs are saved to a locally designated directory. This is useful when submitting jobs remotely, where the client submission tool may not include all programming options, or the submitter may not know exactly which types of paper stocks are available at the system. Jobs submitted to the Hold queue can be programmed directly at the Xerox Nuvera user interface for final output. Queues can also be set up to allow print jobs to print immediately.

For example, your work environment has 3 types of print jobs:

- Jobs submitted remotely. Set up a print queue to save received jobs to a specific location, to be retrieved and programmed further at a later time
- Jobs with little or no job programming required. Set up another print queue to print jobs immediately
- Jobs that need a large amount of special programming, including insertion of special pages, covers, etc. You could send them to the same queue used for jobs submitted remotely, or you could set up a discrete queue for jobs that require special stock programming. This way, you can do all jobs that require paper tray loading all at once

To add a new queue on systems with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, select the **Queue Manager** button.
2. Select the **Queue** pull-down list.
3. Select **New**. The New Queue dialog displays,
4. In the Queue Name field, enter a name of up to 25 characters. The name can consist of letters, numbers, and underscores.
5. Select a quantity between 1 and 65,500 to indicate the default number of job sets to be printed for all jobs sent to this queue, unless otherwise specified in the job itself.
6. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue.
7. Select the input format to indicate the manner in which jobs will be submitted to the queue.
8. Select a destination of either **Print**, **Save**, or **Print and Save**.
   Print releases the document immediately for printing. **Save** saves the document to the location designated in Save Location.
9. If desired, add a banner page message or job comments.
10. Make extended option selections from the Stock, Output, Image Quality, Image Edit, and PDL Settings tabs.
11. Select decomposer (RIP) options on either the **PostScript/PDF**, **Advanced PostScript**, **TIFF**, **PCL**, **ASCII**, or **LCDS** buttons.
12. Select **Add Queue** to complete the new queue.
13. Select **Close** to exit the New Queue dialog.
14. In the Queue list, right-click the new queue and choose **Accept Jobs** to enable the queue.

To view or modify queue properties with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, click the **Queue Manager** button.
2. Select a queue and double-click to open **Queue Properties**.
3. Modify queue settings as desired, then click **OK** to have your changes enabled by the system.

To view or modify queue properties of a single queue (Productivity Pack license not enabled)

1. In the Xerox Nuvera user interface, select the **System** menu.
2. Select **Printer > Defaults** to open Queue Properties.
3. Modify queue settings as desired, then click **OK** to have your changes enabled by the system.

To copy a queue with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, click the **Queue Manager** button.
2. Right-click on a queue.
3. Select **Copy**. Rename the queue and set new queue properties.
4. Select **Copy Queue**.
5. Select **Close**.
   The new queue is created.

Note

Override Feature. Many options in the Queue Manager dialogs contain an override setting. Select **Override** only if you want the queue settings to take precedence over any attributes programmed with individual jobs. This setting may be useful for jobs being submitted by remote users who may not be familiar with the system configuration.

Using Parallel RIP (on the Xerox Nuvera 200/288 EA/MX Perfecting Production System)

The FreeFlow Print Server Parallel RIP feature, previously available only on color products, is provided on the Xerox Nuvera 200/288 EA/MX Perfecting Production System. Access this feature from the Queue Manager to improve print speeds especially on complex jobs. For more information on Parallel RIP, refer to Printing with the Parallel RIP feature

Locking/Unlocking a queue

A System Administrator can lock queues so that the queue properties can not be changed until the queue is unlocked by a System Administrator. Right-click on a queue and select **Lock** or **Unlock**.

When and how to use Hot Folders

Hot Folders is a job flow productivity option that is mounted, enabled and disabled on your networked PC by the System Administrator. Use this feature to help organize your print jobs and better manage the flow of these jobs from your PC to the printer. You can create a Hot Folder for specific types of jobs or for selected users.

When the Hot Folders feature is enabled, the Xerox Nuvera automatically performs all network configurations and exports the Hot Folder to the network so it is visible to all users. You can then quickly and easily submit print-ready jobs by dragging and dropping them from your networked PC into the Hot Folder on the network server. The jobs are submitted to a specific queue in FreeFlow Print Server.

Once the job is submitted to the queue, it is printed at a specified polling time and then automatically deleted from the Hot Folder.

To activate and create Hot Folders for a given queue:

1. Log on as a System Administrator.
2. If your system has the Productivity Pack license enabled, select **Queue Manager** and create a specific queue if needed.
3. Right-click on the queue in which you want to activate a Hot Folder and select **Hot Folder > Enable Hot Folder**.
4. If your system does not have the Productivity Pack license enabled, select the System menu and **Enable Hot Folder**.
   The Hot Folder associated with this queue is created on the network. A Hot Folder icon appears next to the queue name.
5. In the client's browser, enter \\ IP Address of the FreeFlow Print Server.
   A window opens showing all available Hot Folders on the FreeFlow Print Server.
6. Drag and drop the print ready files from your desktop into the Hot Folder.
   The files print automatically in FIFO order.
7. To disable the Hot Folders feature, right-click on the queue and select **Hot Folder > Disable Hot Folder**. Or select **Disable Hot Folder** from the System menu.
   FreeFlow Print Server removes the Hot Folder from the network.

To set or change the Hot Folder polling time:

The Hot Folder feature is set to look for jobs on the network and submit them to the FreeFlow Print Server at a specified time. This time interval can be changed or set from a minimum of 5 seconds up to a maximum of 10,000 seconds. If you are submitting large jobs, or if the network is slow, set the time to check for new jobs at a longer time interval.

1. Select **Setup > System Preferences**.
2. Select the **Job Processing** tab.
3. In the Hot Folders area, in the Polling Time box, enter, in seconds, the time interval desired before checking for new jobs.
4. Restart the FreeFlow Print Server to have this change to the Hot Folder take effect.

Job Definition Format Print Submission via Hot Folders

Job Definition Format (JDF) is a job ticket and workflow specification language used by production printers. JDF tickets with PDF data files add flexibility for job submissions when you need specific settings for jobs instead of default queue settings. When a job is added to a Hot Folder, the FreeFlow Print Server determines if the file has a JDF job ticket. If it does have a JDF job ticket, the job is processed according to the ticket. It then reports the job status information and the process times, which can be used by an MIS system for job costing and system utilization tracking.

Scanning your Document

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Scan To File allows you to turn your original documents into:

- Single Page TIFFs
- Multi-Page Tiffs
- PDF

to be stored on removable media, the local drive, or network destination. Scan To File allows users to create digital images with input programming for distribution, archival or modification (image save). This differs from the copy save service, which allows users to create digital copies of jobs with output settings for reprint at a later time.

Once your original paper document has been converted to an electronic document you can change, manage, share and distribute the document using a wide variety of software applications.

To learn more about these capabilities, explore the links at left.

Setting up a Scan Job

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Setting up a Scan job is essentially the same as Copying your Document. The difference being that you can save a Scan job as a digital file, rather than just getting a hardcopy output.

To setup a scan job

1. Place the original document on theDocuemtn Glass or Document Feeder (see Using the Document Feeder).
2. In the Xerox Nuvera user interface, select the **Scan To File** button.
3. In the **Job Name** entry box, type in a name for the scan job.
4. In the **Save Location** entry box, type in the location (if known) in which to save the scanned file, or click the **Save Location...** button and use the directory window to browse to a desired destination.

   ### Note

   If your system is connected to a network, and a directory has been created on the network, that network directory will be available for use in the Save Location menu. See your System Administrator to set up a network directory for scanned images.

5. Make programming selections on any or all of the tabs:

   - Basic
   - Image Quality
   - Image Edit

6. Choose how you want your scanned image to be handled by the system--either as a PDF, TIFF, or proprietary format which retains all of your job settings.

   For details on file formats, see Choosing a Scan File Format.

7. When satisfied with your settings, click **Scan**.

Note

If your original document is part of a larger set of documents, you can use the Build Job functionality to scan the entire set. For more information, see Using Build Job.

Scan to File to a USB thumb drive

1. One-time setup: Go to System Preferences, Save tab and set the default Save Location to the root directory.
2. Insert the thumb drive into an available USB port.
3. Under Scan to File, select the **Save Location** button.
4. Select **Unix File System** from the drop down list.
5. Navigate to the directory then to the subdirectory named for the USB device.
6. Click **OK** and then scan the job.

Choosing a Scan File Format

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

How Do I...

The file formats (Printer Description Languages, or PDLs) available to save in--PDF (Portable Document Format) and TIFF (Tagged Image File Format) -- give you the ability to optimize your files for print or for online viewing.

Reasons for saving your scanned document as TIFF:

Save your document as **TIFF** if it is to become part of a print document. Additionally, if saved as a TIFF, it is immediately available for printing through the Xerox Nuvera .

- Ability to convert to a different format (in an external application, i.e., PhotoShop) later
- Ability to further manipulate the image in virtually any bitmap editor (i.e., PhotoShop), such as scale, resize, etc... without any detriment to image quality

Reasons for saving your scanned document as PDF:

Save your document as **PDF** if it will be distributed through the internet; either by email or through a web server. Choose PDF if you are certain there will be no further need to adjust the image. If saved as a PDF, it is immediately available for printing through the Xerox Nuvera .

- PDF--a bitmapped format--is essentially a "snapshot" of your document. Size of the document, formatting, etc... are all certain to be retained in this format
- PDF can be launched with the free Reader application from Adobe, the ability to share your documents across the Internet, on disparate platforms, is possible

Note

If your original document is part of a larger set of documents, you can use the Build Job functionality to scan the entire set. For more information, see Using Build Job.

Setting Scan to File Image Resolution

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Image resolution deals with the amount of data, or pixels used when scanning an image. The higher the image resolution, the better the image looks. However, depending on where the image will ultimately be used, you may not need a high resolution image. For example, if an image will only be viewed on the web, you won't need an image that's 1200 x 1200 pixels. The following will provide guidelines on image resolutions appropriate for various delivery styles.

To set image resolution

1. In the Xerox Nuvera user interface, click **Scan To File**.
2. Select the **Basic** tab (default tab chosen after clicking **Scan To File**).
3. Click the **Resolution** pull-down menu.

4. Determine final output of image. See example guidelines below:

- Choose **1200 dpi**, if image is composed mostly of text and/or line art, and final output is print.
- Choose **600 dpi,** if image is composed mostly of photographic or halftoned pictures, and final output is print.
- Choose **400 dpi**, if image is composed mostly of text and/or line art, and final output is the web or internet.
- Choose **300 dpi,** if image is composed mostly of photographic or halftoned pictures, and final output is the web or internet.

Note

These are only suggested settings.

5. Make any other programming choices.
6. When you are satisfied with your settings, click **Scan**.

Scan to File Resolution

Remote copy is the use of Scan to File for the purpose of reprinting on another Xerox Nuvera system.

A local copy is created using the Copy function on the Xerox Nuvera. The local copy is equivalent to 1200 x 600 dpi scan (chosen for very high productivity with competitive image quality). Because 1200 x 600 dpi is an asymmetric image which is not conducive to integration into make ready applications, the 1200 x 600 option is not provided for Scan to File. For particularly stressful documents, local copy will generally be better than the remote copy.

The Scan to File selection between 600 x 600 dpi and 1200 x1200 dpi is a document dependent one. It is dependent on productivity, archival file size and image quality requirements. Because the coarseness of the error diffusion (diffusion dither) varies between the two resolutions, the user is encouraged to try both and evaluate pictorial and business graphic areas for digital grain and text for sharpness. Chose the resolution best suited for your application. Generally 600 x 600 dpi image quality is preferred for pictorials and 1200 x 1200 dpi for text. The preference will also vary depending upon which mode (text, mixed text and graphics, mixed text and photos) is used.

Remember, documents scanned with higher contrast and lighter (more background washout), will compress better, improving productivity and storage.

For information on saving your scan jobs, see Saving and Storing Jobs.

Scanning a 2-sided Document

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

How Do I...

Some Xerox Nuvera systems include a document scanner with a full-featured document handling system. This allows the user to rapidly scan large documents and two-sided documents without requiring the user to re-load the original document tray.

To scan a 2-sided document

1. Place original document face-up in the Document Feeder.
2. In the Xerox Nuvera user interface, click the **Scan to File** button.
3. On the Basic tab, click the **Sides Imaged** drop-down menu.
4. Choose the two-sided icon.

5. Click **Scan**.

The scanner Document Feeder runs both sides of the original document over the Document Glass, then returns the original document to the output tray.

Advanced Publishing Features

You can print with the Xerox Nuvera in several ways:

- With a networked-configured system, you can submit a job to the Xerox Nuvera printer directly from your desktop through the internet browser.
- You can download drivers and print directly from your desktop applications.
- You can also print from a data cd using the media drive on the Xerox Nuvera .

The Xerox Nuvera gives you many publishing options for enhancing your document. To learn more about these capabilities, explore the links at the left.

Using Build Job

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Build Job is used to combine multiple scans, each with different job programming, into a single, compiled output. Specifically, Build Job allows you to scan many different types of documents (either from the Document Feeder or the Document Glass) in separate jobs, then combine those separate scan jobs into one cohesive output.

Build Job is used to

- Scan originals of different sizes that cannot be fed and scanned together
- Scan a collection of originals that require a mix of Document Feeder and Document Glass scanning

- Scan more originals than the Document Feeder can hold at one time (see Document Feeder & Scanner Specifications)
- Apply different image quality or image modification features to different scan segments

Note

Build job applies to any type of scan job and does NOT apply to print jobs.

Before using Build Job, there are two concepts to understand. See Understanding Job and Segment Level Programming.

To use Build Job

1. In the Xerox Nuvera user interface, click **Copy**, then click the **Build Job** button at the bottom left corner of the user interface.
   The system is now in Build Job mode.
2. Place the first part of the document set (Job Segment 1) to be scanned in the Document Feeder or on the Document Glass (see Using the Document Feeder.

   Note

   At this point, perform any Job Level programming, since Job Level programming choices will be unavailable when scanning the remaining Job Segments.

3. Once Job Level programming is complete for Job Segment 1, press **Continue**. The remainder of the tabs become enabled. Perform any Segment Level programming.
4. When satisfied with your settings, click **Start**.
   Job Segment 1 begins scanning.
5. When Job Segment 1 finishes, load the second part of the document set (Job Segment 2) to be scanned in the Document Feeder or Document Glass.
6. Make any Segment Level programming.

   Remember, Job Level programming is already set, so all Job Level controls will be disabled.

7. When satisfied with your settings, click **Start**.
   Job Segment 2 begins scanning.
8. Load the next Job Segment, and perform steps 6, 7, and 8 for the remaining segments.
9. To exit Build Job mode, click **End Build Job**.
   The job prints according to all of the Segment and Job Level programming.

Understanding Job and Segment Level Programming

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Job and Segment Level programming are used in conjunction with Build Job. This allows you to control settings across an entire multi-segment scan job, as well as settings within small segments of a multi-segment scan job.

Job-Level Programming

Job level programming applies to the entire job. Job level settings are programmed during the first segment to be scanned or copied, and are not available for programming during the rest of the build job process. Examples of Job level settings are:

- Page Numbering
- Front Covers
- Annotation
- Stapling/Finishing
- Quantity
- Collation
- Back Covers

Note

Quantity is a job-level setting that can be changed during any subsequent segment-level scans.

Segment-Level Programming

Segment level features apply to the specific original or segment of originals about to be scanned. Examples of Segment level settings are:

- Paper Attributes
- Sides Imaged
- Image Quality
- Image Source, either Document Glass or Document Feeder
- Negative Image
- Mirror Image
- Image Shift

Now that you are familiar with Job Segment programming, you can continue to Using Build Job.

Working with Job Tickets

Job tickets are groups of saved job settings. Saving job settings from previous jobs allows the same user or a different user to quickly set up the machine to perform the same actions. This is a tremendous time-saver when you have many original documents requiring the same settings. Rather than trying to re-create your programming, or have another user attempt to, rely on Job Tickets.

These settings could include:

- Number of pages
- Special Pages, such as covers, tabs, etc.

- Image Quality settings
- Image Adjustments (re-sizing, centering, reduction/enlargement, etc.)
- Finishing options

Job Tickets can be submitted to the system from a remote client computer using the FreeFlow Print Manager application. See the applicable documentation for generating job tickets with FreeFlow.

Open a job ticket

Once a job has been submitted to the Xerox Nuvera and saved, it can be retrieved and opened at a later time.

1. Select the **Job Manager** button, then choose **Saved** tab.

   See Finding a Saved Job To Print.

2. Use the file type filter to find the job ticket.
3. Double-click or right-click the job ticket file you want to open and make any additional programming choices.
4. When satisfied with your settings, click the **Print** button at the bottom of the window.

Related Hints and Tips

Subtopic	Hint/Tip Description
FreeFlow Print Manager and canceling job submission	Selecting Cancel from FreeFlow Print Manager, while a job is being submitted to the system, does not completely cancel the job. The work-around is Delete the canceled job at the printer, which appears in the Completed Jobs list as completed with errors.
FreeFlow Print Manager and job ticket attributes for custom stock	Hint to avoid confusion when using the Free-Flow Print Manager application to specify job ticket attributes for custom stock. The work-around is from FreeFlow Print Manager, when you are adding a custom stock, you should connect to the target printer and in Job Setup, use the Stock pull down menu (rather than the "**Stocks**..." button) and select "**New**." The window will limit the selection of the stock attributes to those that are settable for the connected printer. You should be cautious when using the "**Stocks**..." button to add new stock. When using the "**Stocks**..." button, changes made to non-applicable attributes will be ignored. This printer only allows the following media attributes to be specified: Size, Type, Color, Weight.

Subtopic	Hint/Tip Description
FreeFlow Print Manager and media size names	When using FreeFlow Print Manager to program a job with a media size for either of the size names: Spanish (XE) or Foolscap (XE), the pull-down menu for "Main Paper Stock" in Job Setup will not contain these size names. Workaround: When specifying Paper Type in Job Setup of FreeFlow Print Manager or Internet Services, the following media sizes do not appear unless the paper is currently loaded in one of the trays at the printer: • Spanish (XE) • Foolscap (XE) To program one of these sizes, perform the following: 1. Load the paper in one of the trays. 2. From the **Main Paper Stock** pull-down menu, choose the Tray with the desired paper stock, or from the Main Paper Stock pull-down menu, select New. 3. If you select **New**, select a size of Custom (.in) from the New Stock menu. 4. Enter the appropriate dimensions for width and height: • Spanish (XE) - 8.46 x 12.4 in. • Foolscap (XE) - 8.5 x 13.0 inches.
Programming custom stock size	When programming custom stock size, if the stock size programmed is out of range, the warning message does not indicate the valid stock size range. Workaround if possible, program custom stock size at the Nuvera printer.

Copying Document Sets with Mixed-Size Sheets

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

There may be instances where the document set you want to copy is made up of several document sizes. The Document Feeder on the Xerox Nuvera can be programmed to process document sets comprised of mixed-size originals.

For example, a user wants to compile different documents into one cohesive collection. The set has 8.5 x 11 inch and 11 x 17 inch originals. The user can load those originals into the Document Feeder with the 11 inch edge going into the Document Feeder first. With **Mixed Size Originals (MSO)** selected, the system will process the document set.

There are certain constraints when using this feature. See the sections below for details.

Note

The default setting for MSO is **off**. The MSO default can not be changed.

If Mixed Size Originals has NOT been selected:

- Some jobs and features may not work without selecting the Mixed Size Originals feature.
- All output will be printed on the media the size of the largest original document.
- Images from the smaller originals will be placed in the upper left corner of the output paper.

Note

If MSO is enabled, and you load a set of same size documents, the job will still process with no errors or warnings.

When the Mixed Size Originals (MSO) feature IS selected:

- MSO and 1 to 2 Sides Imaged cannot be selected together.
- Reduce/Enlarge (R/E) must be set to 100 %.
- Special Pages (Covers, Exception Programming, Inserts) can not be used.
- Signatures/Booklets can not be used.
- N-up can not be used.

To copy documents with mixed-size originals

1. Place the document set in the Document Feeder. The set must be arranged so that the leading edges of all sheets are the same width.
2. In the Xerox Nuvera User Interface, click **Copy**, then click the **Image Edit** tab.
3. On the Image Edit tab, click the **Original Size** button.
4. Choose the **Mixed Size Originals** radio button.

   Take note of the constraint on this control, regarding the original paper sizes it will accept.
5. Click **Close**.

Saving and Storing Jobs

Jobs (copy, scan, and print) can be submitted and programmed to be placed in a Saved Jobs directory on the Xerox Nuvera user interface (FreeFlow Print Server). Once saved, they can be reprinted at any time.

How Do I...

Note

If you are copying / moving a job ticket file and its associated file (.pdf, .tif, .ps) from Saved Jobs to a UNIX File System directory, you may receive a message "Cannot move saved job." However, if you click **OK**, you will see that the files are successfully moved. To prevent this message from appearing, select only the job ticket file. The associated file will automatically be copied / moved with it.

Note

The scanning and copying of jobs is only available if your system includes the integrated Document Scanner module.

Copy Jobs

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Select the **Advanced** tab.
3. Enter a job name by typing it into the Job Name text box.
4. Select the destination (**Print**, **Print and Save**, **Save**, **Save as Background Form**) for your job. If saving the job, click the **Save Location** button to specify the location.
5. If saving, choose the format to be saved.
6. Set the job properties.
7. When you are satisfied with your settings, click **Copy**.

For more information, see Setting up a Copy Job.

Scan to File Jobs

1. In the Xerox Nuvera user interface, click the **Scan To File** button.
2. Select the **Basic** tab (selected by default).
3. Enter a job name by typing it into the Job Name text box.
4. Use the **Save Location** button to specify the location.
5. Choose the format to be saved as.

    For more information, see Choosing a Scan File Format.

6. Set the job properties.
7. When you are satisfied with your settings, click **Scan**.

For more information, see Setting up a Copy Job.

Print from File Jobs

1. In the Xerox Nuvera user interface, click the **Print From File** button.
2. Select the **Files** tab (selected by default).
3. Click **Browse** to locate and select a job.
4. Select the directory location of the job from the Look In pull-down menu.
5. Select the destination (**Print**, **Print and Save**, **Save**, **Save as Background Form**) for your job. If saving the job, use the **Save Location** button to specify the location.
6. If saving, choose the format to be saved as.

    For more information, see Choosing a Scan File Format.

7. Set the job properties.

8. When you are satisfied with your settings, click **Print**.

Note

The system is case sensitive when using file type filters in Print from File. For example, the PostScript filter will only display files with a .ps extension and not those with a .PS extension.

Note

The Job Manager Saved tab displays a list of all jobs in the user-defined Save location as specified in System Preferences.

Related Hints and Tips

Subtopic	Hint/Tip Description
Auto Proof Productivity Pack only	With Productivity Pack only: While copy jobs can be sent to any queue, sending a copy job to a queue that does not have Auto Proof selected will produce unexpected results. Scan To File jobs can only be directed to the default queue. Do not select **Auto Proof** on the default queue or your output will not be as expected.
Change the default Save directory	To change the default save directory in FreeFlow Print Server: 1. Open System Preferences. 2. Select the **Save** tab. 3. Enter a parent directory (either the actual directory you want, or one that you can browse from). Note: While it is possible to save jobs to the root directory and/opt directory, you will not be able to reprint from there with operator privileges. It is strongly recommended that a new directory be created that can be accessed by the operator in which jobs can be saved for reprint. 4. Select the save directory from the tree view (needs to be highlighted and this will change the unlabeled path at the bottom of the window which happens to be the saved directory). 5. Click **OK**. Even though the top text box is labeled Parent Directory, people may not read that correctly, and just enter the value they want for the saved directory and press Enter. This will just change the root of the tree view below it. The user still has to click on the directory that they want.

Subtopic	Hint/Tip Description
Scan to File to a USB thumb drive	To scan a job to USB: 1. One-time setup: Go to System Preferences, Save tab and set the default Save Location to the root directory). 2. Insert the thumb drive into an available USB port. 3. Under Scan to File, select the **Save Location** button. 4. Select **Unix File System** from the drop down list. 5. Navigate to the directory then to the subdirectory named for the USB device. 6. Click **OK** and then scan the job.
Copy Save / Account ID Overwritten	When performing a Copy Save the text will be overwritten by the text. So if you are saving a copy job and need the please put it in the Field.
Copy Save and Auto Center	Currently, when using Copy Save, if a user saves a job that has Auto Center on, the job will not be centered when reprinted. The current workaround is to set **System Preferences > Job Processing > TIFF Image Position** from '**Normal**' to '**Centered on Page**'.
Booklet job with covers	System faults when processing a Booklet job with Covers. System Error occurred while attempting to process this job. After this error, some jobs may fault to the same error. A Restart is required. Workaround: For a Copy Save job with Booklet Imposition do not program with Covers. If this is done, the system may have generated a processing error and will need to be restarted.
Browsing to a Solaris FTP server	Browsing for files to a Solaris FTP server doesn't list the directory links and you don't see /bin or /lib because they are links to /usr/bin and /usr/lib.
Copy Save and Landscape Left staple option	When using Copy Save with the Landscape Left staple option, the saved ticket has the finishing as Portrait Right. If you scanned your originals in Long Edge Feed (LEF) and are printing LEF, change the finishing to the Landscape Left staple option. If you scanned your originals in LEF and are printing SEF, program a 180-image rotation from the Image Edit tab. If you scanned in SEF, you can reprint with the ticket as it is.
Copy Save and Landscape staple options	If using Copy Save with any Landscape Staple option, when reprinting the saved job ticket the images may be upside down. To be sure it is OK proof the job. If it is upside down, program with 180-image rotation from the Image Edit tab.

Subtopic	Hint/Tip Description
Multi-page TIFF file size limit	Files saved as Multi-page TIFF are limited to 2GB in size. This limit may be reached after a few hundred images if the scanned originals contain a lot of halftone content and are scanned at 1200x1200 resolution. When a job reaches this size, a message may be displayed indicating that the disk is full. To save large jobs, use the save format of Single Page TIFF.
Scan jobs do not set Print with override	Scan jobs can only be directed to the default queue. Do not set the disposition to "**Print**" with "**override**" also set. This will disable Image Save since those jobs will always print instead. This also causes Mixed Size Original (MSO) jobs not to run because a fault will always appear requesting the stock to be loaded even if it is properly loaded.
Stapling option displayed on UI	When setting up and saving a copy job with stapling, the resulting stapling choice for the saved job may not match what was originally programmed. The UI may display an equivalent stapling selection but the job will apply the proper stapling location. This applies to the following: "1 Staple Landscape Right" displays as "1 Staple Portrait Left". Setting a job with 2 staples portrait right results in the job being saved with 2 staples landscape bottom, and similarly: 2 staples portrait left results in 2 staples landscape top. 2 staples landscape left results in 2 staples portrait top. 2 staples landscape right results in 2 staples portrait bottom.
Scan to Network Job Fault	If a large scan to network job faults, when the fault is cleared it may appear that the job is stuck in a "Scheduling" state. In fact the job is active, but it takes a long time to reach the "Being Saved" state (approximately 40-60 seconds per each 100Mb).
Imposition and a Copy job	If you are using imposition on a Copy job, the R/E setting on the Basic Tab will be ignored by the system. This is because the imposition feature you select will determine the actual R/E to use. Note: If you use Custom Multiple-Up, you will be able to choose the R/E value yourself.
Build Job and stapling	When using Build Job and trying to staple Letter and Legal, disable any Letter Long Edge Feed trays to prevent a programming conflict.

How Do I...

Subtopic	Hint/Tip Description
Build Job with image orientation	When using Build Job with Imposition (ex. booklet), with all Landscape images, and scanning from the platen, rotate the paper 180 degrees on the platen to get the proper output.
Copies in document handler	When making copies, ensure the documents are in the document handler for at least 1 second before pressing the start button.
Copy job with imposition / annotation	If a copy job with Imposition is held, modified to not have imposition, then released, the output will not be scaled properly. If a copy job with Imposition is saved, the saved ticket will not reflect the correct imposition attribute (instead it will show 'None') however the job will reprint with the correct imposition. If a copy job with Annotation is saved, the saved ticket will not reflect the correct annotation attribute (instead it will show 'None') however the job will reprint with the correct annotation.
Duplex front to back alignment	If an image size is less than the output paper size, and the image is duplex copied, the images will not align from front to back. Perform an image shift on one of the sides, or use Auto Center to get them to align.
Fault caused by modified attribute	If you hold or proof a copy job and modify an attribute that will cause it to fault (ex. request an unsupported staple) the job will go aborted and you will need to rescan the job. As a work around, save the job and then when you print it, if it faults, you can change the offending attribute, and then release it.
Imposition functions with Copy MSO / Build Job	Do not use imposition functions on Copy Mixed Size Original (MSO) or Build Jobs that contain multiple sizes, or the output will be unpredictable. This includes any jobs that were held or saved and have more than 1 paper size. If you use Build Job with Signatures (Booklets), all of the segments must be the same size and orientation. If you scan in long edge feed on the SDDF, you must also scan in long edge feed on the platen. You must also have the same output stock selected for each segment.
Percent complete	When sending a booklet layout copy job, the Percent complete increments half as fast as the job completes.

Subtopic	Hint/Tip Description
R/E with Scan to File	If you are using Scan to File and you are using the system supplied Reduce/Enlarge rates, the saved job ticket will have a custom stock size. For example, a Scan to File job with a RE value of 64 % (**Ledger > Letter**) will save a job with a custom size rather than Letter. If you try to reprint it, you will need to choose Letter stock. If you would like the saved job to come out to exactly the correct size for reprinting, use **Copy Save** instead of **Scan to File**.
PDF with Rotated Thumbnails	Saved PDF files contain thumbnail images that can be displayed by Acrobat Reader. When viewing a PDF file saved from Scan to File, those images are rotated 90 degrees clockwise from the orientation of the full-size page images.

For more information, see Setting up a Copy Job.

Finding a Saved Job to Print

Finding jobs (copy, print, or scanned) saved on the Xerox Nuvera user interface can be done in two ways:

- Through the user interface under the Job Manager Services
- Through the user interface under the Print From File Services

To find a saved job in Job Manager

The **Job Manage**r button allows you to perform a number of tasks at the job level, such as:

- Preview
- Hold
- Promote
- Move
- Copy
- Forward

Additionally, you can retrieve and print jobs that have been saved to the system.

1. From the Xerox Nuvera user interface, select the **Job Manager** button.
2. Select the **Saved** tab to display the list of saved jobs.
3. From the list that displays, double-click on the saved job you want to print.
   The print properties window displays.

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> **Note**
>
> The Job Ticket format is chosen by default because this is the file type that is used to print the entire job. Selecting other file types will not give you the entire job. For example, if you select TIFF, the system only prints the TIFF image. The job is printed without the original job programming choices.

4. Select or change any programming settings.
5. When satisfied with your settings, click **Print**.

To find a saved job using Print From File

1. From the Xerox Nuvera user interface, select the **Print From File** button.
2. Select the **Files** tab.
3. Select **Browse** to locate the file you want to print.
4. From the files listed in the Browse window, double-click the job.
    The print properties window displays.
5. Select or change any programming settings.
6. When satisfied with your settings, click **Print**.

Note

Browsing for files to a Solaris FTP server doesn't list the directory links. For example, you don't see /bin or /lib because they are links to /usr/bin and /usr/lib.

Customizing System Default Options

If your workflow requires you to use machine settings that differ from the system defaults, or you consistently print to a paper stock that is not the default, navigating all of the user interface screens to program your jobs can be time consuming.

The default settings of the Xerox Nuvera are fully customizable by a System Administrator, making job programming much quicker and easier. Some of the system defaults that can be customized for your particular workflow include:

*   Sides imaged
*   Finishing options
*   Image editing
*   PDL (Page Description Language. TIFF, PostScript, etc.) resolution settings

To view current printer default options for systems with one queue

If your system does not have the Productivity Pack license enabled:
1. In the Xerox Nuvera user interface, click **Printer > Defaults**.
    The Printer Defaults window displays.
2. In the tabbed interface, select each tab, viewing current settings.
3. To customize settings, contact your System Administrator.

To view current printer default options for systems with multiple queues

If your system has the Productivity Pack license enabled:

1. In the Xerox Nuvera user interface, click the **Queue Manager** button.
   The Queue window displays.
2. Right-click on the queue and select [**Properties**].
   The Properties window displays.
3. In the tabbed interface, select each tab, viewing current settings.
4. To customize settings, contact your System Administrator.

To customize general system settings

The following system default settings can be changed at any time by a System Administrator using the **Setup > System Preferences** menu.

- Jobs Policy: For example, System action when out of paper
- Default font sets used/Substitute fonts: Enabled/Disabled
- Allow stock substitutions
- Save job locations
- Default launch screen (Copy, Print, Job Manager, Print From File)
- Tray Confirmation
- Job Processing defaults
- International settings
- Scheduling Mode

Note

Contact your System Administrator to configure custom System Preferences.

Note

Refer to the Xerox Nuvera online help for details about System Preferences settings.

Using Xerox FreeFlow Remote Print Server Software

FreeFlow Remote Print Server software allows access to the Xerox Nuvera user interface from a remote client (i.e., the computer at your own desk). Remote print server software provides the functionality of the Xerox Nuvera at a remote desktop, enabling the user, from anywhere on the network, to use the full range of Xerox Nuvera functions.

Note

New major releases of FreeFlow Print Server require updated versions of FreeFlow Remote Print Server software. Verify that you have the correct Remote Print Server version to match your version of FreeFlow Print Server software. Contact your System Administrator to have FreeFlow Remote Print Server software installed and configured on your computer.

Note

FreeFlow Remote Print Server software does not support the IPS Manager.

Adding Annotations to your Jobs

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The following information applies to both Print and Copy jobs.

There may be times when you need to add extra content to your job. The Annotation feature allows you to add these special marks:

- Page Numbers--can be configured to appear anywhere on each page
- Watermarks--Indicates to the reader that the document they have is *Confidential, Draft,* etc. The watermark appears as shaded text behind the actual page content
- Date Stamps

Annotation can be a queue setting. Any job being sent to that queue will be annotated.

The Xerox Nuvera systems that have the Productivity Pack license allowing for multiple queues have a Queue manager to create new queues.

The Xerox Nuvera systems without the Productivity Pack license set up the system preferences. By default, all annotations are set to off.

Print jobs refer to jobs being reprinted on the device. Any jobs being submitted through a driver use the watermark available on the driver. If a queue is set up for annotations and a print job comes into that queue, then it will be annotated on the queue properties.

Note

If you forward a job from one machine to another, the forwarded job will lose its annotation attributes as well as Printer Darkness settings and imposition attributes.

To Annotate Print or Copy Jobs

1. From either the Print or Copy service, click on the **Output** tab.
2. Click the **Annotations** button.

   Note

   Take notice of the text on the **Annotations** button. It will show which annotation types (if any) are currently enabled.

3. The Annotations window appears. Place a checkmark in any or all of the Annotation-type checkboxes. Clear any Annotation-type checkboxes you do not wish to use.
4. When satisfied with your settings, click **Copy or Print**.

Configuring Annotations

1. To configure how each Annotation type appears, click the **Copy Service** button.
2. Click the **Output** tab.

3. Click **Annotations**.
4. Click **Setup**.
5. Click on one of the Annotation-type tabs.
   The Annotation window appears.
6. Make your selections. When satisfied with your settings, click **OK**, then click **Copy**.

For details about working with the Annotation controls, refer to the system online Help.

Generating a Sample Print

Use the Sample Current Job feature when releasing a job to print or while the job is printing to see if the job will print as expected. A single, sample page of the job prints so you can verify the job settings.

This feature enables you to periodically check image quality and job programming selections used on the job as it is printing. Since jobs sent to certain finishers (such as, the Xerox Basic Finisher Module) cannot be accessed while the main stacker tray is in use, the Sample Current Job feature allows sample prints to be sent to the stacker top tray.

The Sample Current Job feature is different from proofing a job. When proofing a job, the entire job prints and it only allows you to make adjustments to the job before submitting it for printing. The Sample Current Job option prints only a single page for sampling and allows you to make adjustments while the job is printing.

Note

This feature is not available for remote clients and is not available when the system is in Secure Mode. You can, however, print sample variable data jobs

To produce a sample print of a page while the job is printing

1. Submit a job to the Hold queue of the printer.
2. Right-click on the job and select **Release Job**.
3. While the job is printing, select **Printer > Sample Current Job**.
   A single copy of the next image prints to the top tray (as a sample print) while the entire job continues to print to the stacker. Job integrity is not disrupted as the job continues to print.
4. If you want to change job properties, right-click on the job and select **Hold**.
   The job is placed in the Inactive Jobs list.
5. Right-click the job, select **Properties** and make changes.
6. Select **Release** to place the job back in the Active Jobs list.

Sample Print From a Client Computer

A sample print can not be programmed at the Client's workstation during job submission. However, the Client sample print workflow could be sent and the job can be held in a hold queue. Then you can program the sample printing attributes for that job at the system user interface. For details, see Working with Queues.

About Pitch

The Xerox Nuvera is equipped with a variable pitch Xerographic belt. Pitch refers to the number of page images that can be placed on the belt, which are then transferred to the paper. During printing, the system senses paper sizes requested, and optimizes the use of the belt and the paper path to ensure maximum productivity.

Paper Size/Pitch Relationships

The charts below illustrate the expected system throughput, given a certain page/ image size.

Note

If you enable the Wide Stock feature from the FreeFlow Print Server Printer menu (Media Optimization), the system will run stocks greater than 9.0 inches up to 9.5 inches wide in 5 pitch mode instead of 4 pitch mode. This increases the print speed of these width sizes to match that of 9.0 inch stock.

Table 4. Xerox Nuvera 100 EA/MX Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 9.0 in (229mm)	5	100
9.0 in (229mm) - 9.5 in (241mm)	5	80/100
9.5 in (241mm) - 11.7 in (297mm)	4	80
11.7 in (297mm) - 17 in (432mm)	3	60
17.0 in (432mm) - 18.5 in (470mm)	2	40

Table 5. Xerox Nuvera 120 EA/MX Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 9.0 in (229mm)	5	120
9.0 in (229mm) - 9.5 in (241mm)	5	96/120
9.5 in (241mm) - 11.7 in (297mm)	4	96
11.7 in (297mm) - 17.0 in (432mm)	3	72
17.0 in (432mm) - 18.5 in (470mm)	2	48

Table 6. Xerox Nuvera 144 EA/MX Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 8.5 in (216mm)	6	144
8.5 in (216mm)- 9.0 in (229mm)	5	120
9.0 in (229mm) - 9.5 in (241mm)	5	96/120
9.5 in (241mm) - 11.7 in (297mm)	4	96
11.7 in (297mm) - 17.0 in (432mm)	3	72
17.0 in (432mm) - 18.5 in (470mm)	2	48

Table 7. Xerox Nuvera 157 EA Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Impressions Per Minute/IPM) Duplex
5.5 in (140mm) - 8.5 in (216mm)	6	157
8.5 in (216mm) - 9.0 in (229mm)	5	130
9.0 in (229mm) - 9.5 in (241 mm)	5	105/130
9.5 in (241mm) - 11.7 in (297mm)	4	105
11.7 in (297mm) - 17 in (432mm)	3	78
17 in (432mm) - 18.5 in (491mm)	2	52

Table 8. Xerox Nuvera 314 EA Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Impressions Per Minute/IPM) Duplex
5.7 in (140mm) - 8.5 in (216mm)	6	314
8.5 in (216mm) - 9.0 in (229mm)	5	261
9.0 in (229mm) - 9.5 in (241mm)	5	209/261
9.5 in (241mm) - 11.7 in (297mm)	4	209
11.7 in (297mm) - 17 in (432mm)	3	157
17 in (432mm) - 19.33 in (491mm)	2	104

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Table 9. Xerox Nuvera 200/288 EA/MX Perfecting Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Impressions Per Minute/IPM) Duplex Xerox Nuvera 200	Maximum Throughput (Impressions Per Minute/IPM) Duplex Xerox Nuvera 288
5.7 in (140mm) - 8.5 in (216mm)	6	200	288
8.5 in (216mm) - 9.0 in (229mm)	5	200	240
9.0 in (229mm) - 9.5 in (241mm)	5	160/200	192/240
9.5 in (241mm) - 11.7 in (297mm)	4	160	192
11.7 in (297mm) - 17 in (432mm)	3	120	144
17 in (432mm) - 19.33 in (491mm)	2	80	96

Using the Xerox Nuvera with FreeFlow Makeready

Note

The following information is subject to change as new versions of the Makeready application are developed.

If you have a Xerox FreeFlow solution, you can incorporate the FreeFlow Makeready application with the Xerox Nuvera . For best results, follow these guidelines:

To print to the Xerox Nuvera from FreeFlow Makeready

1. Make sure the target print driver is loaded on your PC.
2. From the FreeFlow application, select the file you want to print.
3. From the Print dialog, select the appropriate target printer type:

   - Xerox Nuvera 100/120/144/157 EA Production System
   - Xerox Nuvera 200/288/314 EA Perfecting Production System

Tip

Jobs sent from FreeFlow Makeready should be programmed to hold at the Xerox Nuvera then re-programmed through the printer's user interface to ensure correct job attributes.

13

Replacing Consumables

This section covers procedures for maintaining your Xerox Nuvera.

Consumables can be defined as any parts or supplies that need replacing periodically in order for the machine to perform all of its functions.

Click the links at the left to learn how to change or replace consumables.

For Customer Support telephone numbers and the reorder part numbers of supplies, go to Telephone numbers and World Wide Web address.

Replacing the Developer Waste Container

The Developer Waste Container gets replaced after every 800,000 images. When the machine has reached the limit set for the Developer Waste Container, an alert will appear in the system messages portion of the user interface.

To replace the Developer Waste container

Double-click the system alert to see details about the action needed, instructions on how and where to return the used container, as well as the location of the container.

See Contacting Xerox to get the correct part number for this container.

Make sure there are no jobs running.
1. Open the front access covers and identify the correct container.
2. Prepare the new container for installation.
3. Remove the used container.
4. Insert the new container, making sure it is completely seated.
5. Package the used container for return. Use the box and prepaid return label to return the old unit to Xerox.

Dry Ink (Toner)

The Xerox Nuvera System uses EA dry ink only. The EA (Emulsion Aggregation) dry ink is a latex-based material that flows easier than conventional dry ink, resulting in less toner being used to provide the same density print. It offers a smoother, flatter laydown of dry ink surface that also creates a very high quality print.

Replacing the Dry Ink Container

When the machine has reached the limit set for the dry ink container, an alert will appear in the system messages portion of the user interface. Double-clicking the alert will launch a new window, giving details about the action needed.

The Xerox Nuvera EA Production System includes 1 dry ink container. The Xerox Nuvera 200/288 EA Perfecting Production System has 2 dry ink containers, one per print engine. Each container lasts up to approximately 200,000 images. You can replace the empty container while the system is running since approximately 10 minutes worth of dry ink is available for continued printing.

An optional Dry Ink Equipment kit can be ordered that allows two dry ink containers to be installed.

⚠️ **Caution**

Make sure you install a valid dry ink container. The EA dry ink container has a Green cap and label.

The label on the inside of the left print engine door indicates the toner type to be used based upon the cap and label color. It also shows how to remove and replace a dry ink cartridge.
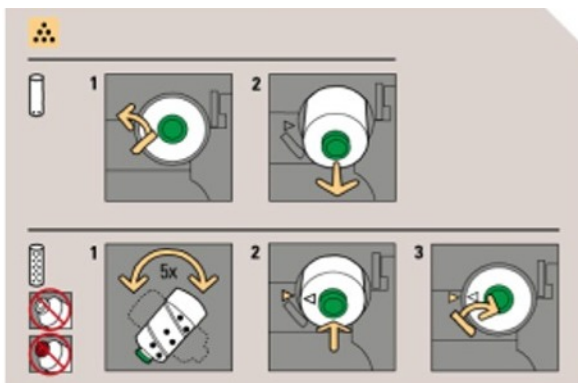
To replace a Dry Ink Container

Double-click the system alert to see the location of the Dry Ink Container, details on the action needed, and instructions on how and where to return the used Dry Ink Container.

See Contacting Xerox to get the correct part number for this Dry Ink Container.

Note

If you install an invalid dry ink cartridge, a fault code will ask you to "remove the invalid toner container".

1. Open the front access covers and identify the correct container.
2. Move the Dry Ink Container latch to the left.
3. Remove the used container by pulling the container outward. Keep the output hole of the old container pointing up to avoid spilling any residual dry ink.
4. Prepare the new container for installation. Before removing the orange seal, shake the container end to end five times. This mixes up any dry ink that may have settled.
5. Remove the orange seal.
6. Insert the new container. Make sure:

   - the intake core punctures the container's inner seal
   - the container is completely seated
   - the arrow on the container lines up with the arrow on the printer housing

7. Package the used container for return. Use the box and prepaid return label to return the old unit to Xerox.

Replacing the Dry Ink Waste Container

The Dry Ink Waste container gets replaced every 750,000 (750K) images. When the limit is reached, an alert will appear in the system messages portion of the control screen.

Note

The alert appears before the waste container is completely full. This gives you the opportunity to finish any jobs in progress. As soon as the job is printed, replace the waste container.

To replace the Dry Ink Waste Container

See Contacting Xerox to get the correct part number for this container.

Make sure there are no jobs running.
1. Open the front access covers and locate the correct container.
2. Prepare the new container for installation.
3. Remove the used container.

4. Insert the new container, making sure it is completely seated.
5. Package the used container for return. Use the box and prepaid return label to return the used unit to Xerox.

Replacing the Hole Punch Waste Container

When the Hole Punch Waste container in the Interface Module of the Multifunction Finisher Pro Plus reaches its limit, an alert will appear in the system messages portion of the user interface screen.

Note

A 90 % full warning appears before the waste container is completely full. This gives you the opportunity to finish any jobs in progress. As soon as the job is printed, replace the waste container. If a full warning appears, the system will no longer punch jobs in progress until the waste container is emptied and replaced.

To replace the Hole Punch Waste Container

Make sure there are no jobs running.
1. Open the front access cover of the MFF Insertion Module and locate the black waste container.
2. Remove the waste container by grasping the black handle and sliding it straight out.
3. Empty the waste container.
4. Insert the empty waste container. Align the small black knobs on either side of the container on top of the metal brackets.
5. Push the container in all the way until it stops, making sure it is completely seated.
6. Close the access cover of the MFF.

Replacing the Hole Paper Punch

There are two types of Hole Punch modules that can be used with the Multifunction Finisher Pro Plus:

- 2 and 3 Hole Paper Punch, or
- 2 and 4 Hole Paper Punch

If the 2/3 Hole Paper Punch is installed, you can indicate that you want to finish and punch your printed documents with 2 or 3 holes at the lead edge. If the 2/4 Hole Paper Punch is installed, you can identify your documents to be finished and punched with 2 or 4 holes. The various punch finishing options, such as hole punching Portrait Top or Landscape Right, are selectable from the Output tab, the Stapling/Finishing area on the FreeFlow Print Server interface. Use this hole punching feature if you want to easily place your finished document in a 2, 3 or 4 ring binder.

The Hole Punch module is first installed and set up on the system by a Xerox CSE. If you would like to switch to using the other type of hole punch at any time, you must contact your Xerox representative who can order the 2/3 or 2/4 Hole Punch module. Once ordered and the CSE has completed running the NVM setup routine for the new hole punch module, you can then install and replace your current hole punch (for instance, 2/3) with the other hole punch (2/4).

To Replace the Hole Paper Punch

See Contacting Xerox to get the correct part order number for this unit.

Make sure there are no jobs running. Also, you can refer to the label on the inside of the MFF Insertion Module cover door for removal instructions.

1. Open the front access cover of the MFF Insertion Module and locate the hole punch module.
2. Locate the black handle with the orange strip.
3. Remove the hole punch module by lifting the handle upwards and pulling straight out until you hear a click.
4. At the top of the hole punch module, grasp the long upper orange handle and, holding firmly, use the handle to slide and lift the module out.
5. Replace the new hole punch module. With the orange strip facing you and long orange handle on top, align the sides of the hole punch module against the MFF channel and slide it straight into the channel.
6. Completely insert the hole punch module until you hear a click.
7. Close the access cover of the MFF.

Hole Punch Module

2/3 Hole Paper Punch or a 2/4 Hole Paper Punch
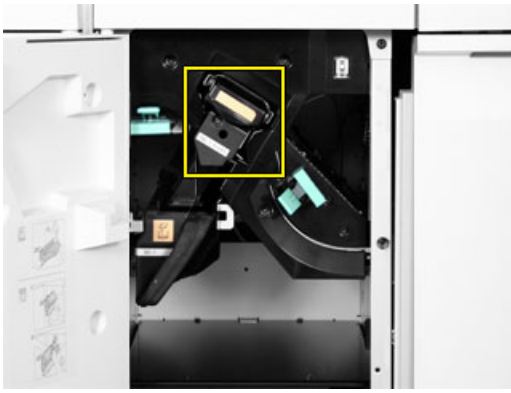
Replacing Staples in the Finishers

Depending on your system's finisher configuration, refer to the appropriate sections.

Systems with Basic Finishing Modules (BFM)

See Replacing Staples in the BFM for information on staple replacement.

Systems with Multifunction Finisher (MFF)

There are two stapler mechanisms in the Multifunction Finisher (MFF):

- Main Tray Stapler
- Booklet Tray Stapler

When the Xerox Nuvera has used all of the staples in either of the staplers, an alert will appear in the system messages portion of the UI.

Note

The Main Stapler cartridge must be completely empty before you can remove the old container.

To replace staples

Double-click the system alert to see details on the action needed, as well as the location of the stapler needing attention.

See Contacting Xerox to get the correct part number for this CRU.

Main Tray Stapler

1. Once you have identified the location of the stapler, open the access panel and locate the stapler housing. It is identified with a pictorial representation of a staple.

2. Grasp the stapler housing drawer handle and pull out towards you.
3. Grasp the stapler cartridge handle. To remove, move it upwards, then pull out the entire cartridge.
4. Turn over the completely empty stapler cartridge. With a slight pinching motion, release the cartridge cover. It will swing away, exposing the empty staple stack container.
5. Take note of the way the container is housed in the cartridge. Grasp the white handle of the container, and pull it out of the housing. Discard this cardboard container.
6. Slide the new staple stack into the cartridge. Remove the white retainer strip.
7. Swing the cartridge cover back up into place.
8. Slide the stapler cartridge back into the drawer.

Figure 17. Full cartridge
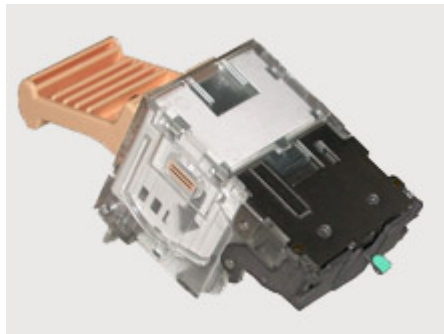
Figure 18. Ready to load position - note position of new staple cartridge.
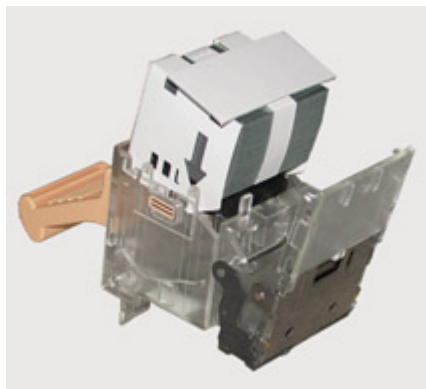
Booklet Tray Stapler

1. Rotate the handle (Area 2) to the up position.
2. Access the Booklet Stapler by pulling out the Booklet folding drawer (Area 4) in the MFF.
3. In the lower right area of the drawer, swing out the mechanism by grasping the green handle. You should now see the twin stapler heads.

4. Grasp one of the staple head assemblies, and with a slight pinching action, pull out the empty staple cartridge.
5. Replace with a new cartridge. Contacting Xerox to order this consumable part.

   Note

   Before inserting new cartridge, remove the small orange clip. It is there to ensure the staples remain in the housing during shipment/handling.

6. Repeat #4 and 5 for the second stapler cartridge.
7. Close the Booklet folding drawer (Area 4) in the MFF.
8. Rotate the handle (Area 2) to the down position.

Replacing the Fuser Web Cassette

The Fuser Web Cassette is not a customer replaceable unit monitored by the machine software. When the web material is near end, a fault code will display.

1. When the faults 10-2180 Qeb Stall and 10-9105 Web EOL displays three or four times before changing the Fuser Web Cassette.

2. Rrplacement instructions are on the Web Cassette package.

Replacing Staples in the BFM

There are two stapler cartridge sizes available for the Basic Finishing Module (BFM), a 30 or 100 page staple cartridge.

Note

The stapler cartridge in the BFM Plus can be replaced if the BFM Plus is running in bypass mode.

⚠ **Caution**

Do not open the BFM front door and the stapler door at the same time.

To Replace BFM Stapler Cartridges

1. In the user interface, select **Printer**, then select **Unlock Finisher**.
   The Unlock Basic Finisher window appears.
2. In the Stapler Drawer field, click **Unlock** .
   You should hear the drawer mechanism click.
3. At the BFM, pull out the stapler drawer.

4. Remove the cartridge to be replaced by grasping the colored handle and pulling away from the stapler mechanism.

   Refer to the label on the stapler drawer for detailed removal instructions.

5. Replace new cartridge.
6. At the BFM, push in to close the stapler drawer.
7. In the Unlock Basic Finisher window, the Stapler Drawer field should now display **Locked**.
8. In the Unlock Basic Finisher window, click **Close**.

Note

The current machine software does not distinguish between the 30 Sheet Stapler Cartridge and the 100 Sheet Stapler Cartridge. If the 30 Sheet Stapler Cartridge is loaded in the machine, and a job with more than 30 sheets is submitted for stapling, a mis-staple or stapler jam will probably occur. If the 30 Sheet Stapler Cartridge is used, it is the responsibility of the operator to ensure that jobs exceeding 30 sheets are not submitted for stapling.

Figure 19. BFM Stapler Cartridge.

Figure 20. 30 Sheet Stapler Cartridge.

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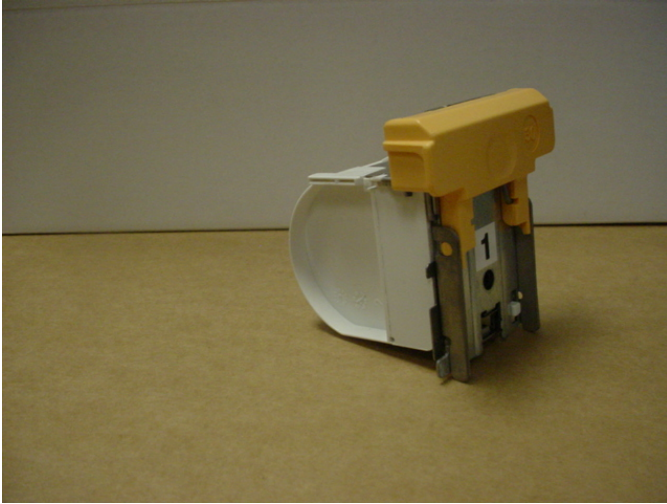
Maintaining Your Xerox Nuvera

The Xerox Nuvera is designed to maximize machine uptime. The machine is equipped with a short paper path in order to minimize jams, and Replaceable Units in order to avoid extended periods of downtime.

Click any of the links on the left to learn about all aspects of maintaining your Xerox Nuvera .

Power Procedures

In order to ensure correct operation of the system, it is imperative that the system be powered on and off in the way that it was designed to do so. Deviating from the procedures can result in poor performance, loss of data and loss of productivity.

Click on the links to the left to learn about powering on, powering off, and restarting the system.

Powering On the Xerox Nuvera

Follow these procedures to correctly power up the entire Xerox Nuvera system and avoid damage to the machine and/or loss of data.

Any finishing modules that have separate power on/off switches will be powered on at the time of install.

To power on the Xerox Nuvera

The power switch is the white switch located on the right side of the machine. Press the **(I)** symbol embossed into the button toward the back of the machine to turn the power on. (For the Xerox Nuvera 157/200/288/314 EA/MX Perfecting Production System Perfecting System, the Power On switch is located on Print Engine A1).

The Xerox Nuvera system begins its power-up/boot sequence and automatically launches the FreeFlow Print Server operating system.

Note

Do not click anywhere in the user interface before the machine is through booting.

When the FreeFlow Print Server screen appears, you can begin printing jobs.

The entire power on process takes approximately 5 minutes.

Powering Off the System

Follow these procedures to correctly power down the machine. While turning the machine on and off may seem self-explanatory, there are a few conventions to adhere to, in order to avoid damage to the machine and/or loss of data.

To power off the system

There are two non-emergency methods used to power off.

Preferred power off method

1. In the user interface, click **System > Shutdown**.
2. Click **Yes** to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click **Interrupt** to shut down the system without completing the processing of current jobs.
4. Click **No** to return to the user interface.

In a few moments, the system will begin an orderly shutdown.

If the preferred power off method is not successful

1. Press the **(O)** symbol embossed into the button toward the back of the machine to turn the power off. For the Xerox Nuvera 157/200/288/314 EA/MX Perfecting Production System, access the power switch on Print Engine A1.
2. Click **Yes** to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click **Interrupt** to shut down the system without completing the processing of current jobs.
4. Click **No** to return to the user interface.

Note

Users should not use Printer Off, since Printer On is only available to System Administrators. If a user does select it and needs to exit, select **Restart** and the system will come up to ready.

Energy Star

Refer to the *Xerox Nuvera Safety and Certifications Guide* for information on this topic.

Power Saver Mode

The capability to enter and exit Power Saver Modes is required to control power consumption during long periods of system inactivity and to comply with EPA's ENERGY STAR regulations for energy savings.

The system has three Power Saver modes:

- Low Power Mode (LPM)
- Monitor Off Mode (MOM)
- Sleep Mode (SM)

The monitor will shut off (black screen) when the machine goes into any of the Power Saver modes.

Power Saver modes and paper loading

When you are in Low Power Mode (LPM) or Sleep Mode (SM), the paper trays will not respond when you open/close/load them with paper. LPM or SM must be exited first, in order for the system to detect paper. However, you may load paper while you are in a Power Saver mode, and the paper will be detected after exiting Power Saver mode.

Ways to exit Low Power Mode

- Place document(s) in the Document Feeder
- Send a job from a client
- Requesting an exit from the UI. Choose **Printer > Exit Power Saver**.

Ways to exit Sleep Mode

- Send a job from a client
- Requesting an exit from the UI. Choose **Printer > Exit Power Saver**.

Note

It is NOT possible to exit LPM or SM by simply moving the mouse or with keyboard strokes. However, moving the mouse will cause the system to exit MOM.

Note

You cannot set the total of LPM and SM timers to more than 240 minutes.

Restarting the System

If your machine performance becomes degraded, or it ceases to function correctly for any reason, executing a Restart will usually restore correct function. If the problem continues, contact your Xerox representative.

Note

If the system is restarted during the printing of a very long job, the system may take a long time to recover the job - approximately 1 minute for each 10,000 pages in the job.

To restart the system

There are two ways to restart the Xerox Nuvera :

- Method A Restart: a shutdown and restart of the FreeFlow Print Server software.
- Method B Shutdown : a machine shutdown.

Tip

If system performance becomes degraded, try Method A first. If this solves performance problems, don't perform Method B. If system performance is still poor, perform Method B.

For details on powering on the system, see Powering On the Xerox Nuvera

Method A: Restart the system

1. In the user interface, click **System > Restart**.
2. In a few moments, the system will begin an orderly shutdown of services.

The system will then begin an orderly startup. Wait several minutes for the system to load all services before clicking anywhere in the user interface.

Method B: Shut down the system

1. In the user interface, click **System > Shutdown**.
2. Click **Yes** to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click **Interrupt** to shut down the system without completing the processing of current jobs.
4. Click **No** to return to the user interface.
5. In a few moments, the system will begin an orderly shutdown.
6. Once the system has completely shutdown, wait 30 seconds and power on the system by pressing (**I**) on the power switch located on the lower right corner of the control console.

Using the Pass Through Mode Feature

The Pass Through Mode (PTM) is only available on the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System, which is uniquely configured with two print engines instead of one.

The PTM feature is used to maximize print productivity in the event that only one of the print engines is up and running. If a print engine is shut down due to a fault, image quality mismatching, or pending maintenance, the PTM feature allows you to identify the print engine to use for continued printing of simplex or duplex jobs. The other print engine will only be used to pass paper through the system.

Note

When printing with one print engine, the productivity rate changes from 200/288/314 ipm to 100/144/157 ipm. To always make full use of the system's productivity, make sure to disable this feature once the idle print engine is serviced and available for use.

When to enable Pass Through Mode

The following are the circumstances under which you would enable this feature and print with only one print engine:

- One of the print engines is out of toner
- Required maintenance on one of the print engines is awaiting service (for example, the photo receptor belt needs to be replaced)
- Certain print engine faults or system faults
- The image quality between the two print engines does not match and you want to use the print engine that produces consistent image quality

If you encounter the following circumstances, contact Service. Do not use or enable this feature if the system is experiencing:

- Reoccurring jams
- Critical print engine problems
- Certain print engine faults
- Registration faults

Note

If PTM is enabled but a critical print engine problem or fault exists, the available print engine will not print. Since the same paper path is used whether PTM is enabled or disabled, the system is preventing any damage to the down print engine.

To enable and use the Pass Through Mode

1. On the System menu, select **User Diagnostics > System Optimization Customer Setup**.
   The System Customer Setup dialog displays.
2. From the Pass Through Mode drop-down menu, select **Print with Engine A1 Only** to select only print engine A1 for printing or **Print with Engine A2 Only** to identify print engine A2 to use for printing.
3. Close the dialog.

The Pass Through Mode is in effect.

To disable the Pass Through Mode

Once the idle print engine is serviced, access and disable the PTM feature:

1. On the System menu, select **User Diagnostics > System Optimization Customer Setup**.
   The System Customer Setup dialog displays.
2. From the Pass Through Mode drop-down menu, select **Off** to instruct the system to use both print engines for printing.
3. Close the dialog.

The Pass Through Mode is disabled.

Running User Diagnostics

You may be prompted by the Xerox Nuvera , or by a Customer Support representative to access and run diagnostic routines. The diagnostic routines are useful for getting the system back into proper calibration or adjustment, and/or as a part of general system maintenance.

⚠ **Caution**

Selecting and running any of the User Diagnostic routines modifies the system settings and may change the performance of your Nuvera. Use the User Diagnostic routines and settings only with the direction of an authorized Xerox representative.

To access User Diagnostics

1. In the Xerox Nuvera user interface, select **System > User Diagnostics**.
   The User Diagnostics window appears. Depending on your system configuration, available diagnostic routines are listed.
2. After checking with your authorized Xerox representative, select one of the routines to begin a diagnostic routine or to enable/disable a routine or algorithm.

3. Follow the on-screen instructions for information on how to run and perform the diagnostic routine. If you need further information on how to achieve certain results, contact Call for Assistance.

Document Scanner

Document Glass Scanner Setup - for systems with an integrated scanner, use to establish the position of the Document Glass top and left registration edges, and set the scan speed of the Document Scanner.

Print Engine

For the Xerox Nuvera EA Production System, perform the following routines as needed.

- **dC0604 PE Registration Setup** - use to align and register the image on side 1 with the image on side 2.
- **dC0943 Corotron Cleaning Routine** - use weekly to remove dust and dirt that has built up on the corotron.
- **Image Quality Setup** - use if experiencing image quality problems after running the Corotron Cleaning routine.

Print Engine A1

For the Xerox Nuvera 157/200/288/314 EA/MX Perfecting Production System, select one of the following routines when running Print Engine A1 only. Note that Print Engine A1 is the print engine on the left, directly following the feeder modules.

- **dC0604 PE Registration Setup** - use to align and register the image on side 1 with the image on side 2.
- **dC0943 Corotron Cleaning Routine** - use weekly to remove dust and dirt that has built up on the corotron.
- **Image Quality Setup** - use if experiencing image quality problems after running the Corotron Cleaning routine.

Print Engine A2

For the Xerox Nuvera 157/200/288/314 EA/MX Perfecting Production System, select one of the following routines when running Print Engine A2 only. Note that Print Engine A2 is the print engine on the right, between Print Engine A1 and the Sheet Enhancement Module.

- **dC0604 PE Registration Setup** - use to align and register the image on side 2 with the image on side 1.
- **dC0943 Corotron Cleaning Routine** - use weekly to remove dust and dirt that has built up on the corotron.
- **Image Quality Setup** - use if experiencing image quality problems after running the Corotron Cleaning routine.

System

For the Xerox Nuvera 157/200/288/314 EA/MX Perfecting Production System, perform the following routines as needed.

- **dC0604 PE Registration Setup** - use to align and register the image on side 1 with the image on side 2.
- **dC0965 System Image Quality Xerographic Balance** - use to adjust the lightness and darkness values between the two print engines. If you notice the images output from one print engine appear lighter than the other print engine, run this image quality matching diagnostic routine before contacting Service. The system performs an automatic check and prints 10 pages (side 1 printed from print engine A1 and side 2 printed from print engine A2). Visually inspect and compare the image quality and select whether side 1 or side 2 is lighter, or no difference between the sides. The routine will increase the toner mass on the photoreceptor belt if the user indicates that one side is lighter than another.

System Optimization Customer Setup

From the User Diagnostics window, System: System Optimization Customer Setup screen, enable or disable the following optimization switches as needed for the job.

- **Enable Registration Skew Data Logging for CFA** - This setting should only be enabled when instructed by a Xerox Service representative. It allows additional Registration data to be logged in the Remote Data pushes when servicing a Registration Skew problem.
- **Enable Area 5B Purge** - Selected by default, this feature allows unused media to purge to area 5B of the printer as well as to the Top Tray of the finisher after a jam occurs. Purging media to these two areas simplifies jam clearance. If this feature is not selected, you may have to clear the entire paper path after a jam.
- **Light-Weight Stock Jobs - Optimize Image Quality** - Use to improve image quality problems on lightweight stock resulting from deletions on large format media with low area coverage. These deletions are typically only seen on side 2 of 2-sided jobs. Do not use with heavyweight stock and use only when directed to do so by a Xerox representative. Do not select this feature and EIP mode at the same time.
- **Light-Weight Stock Jobs - Optimize Job Quality** - This setting is not available to the customer operator.
- **Heavy-Weight Stock Jobs - Enhance Image Permanence (EIP)** - Select if printing media with challenging fix characteristics, such as heavy rough stock and some coated stock. When EIP is enabled, an EIP icon displays in the status/mode indicator area of the FreeFlow Print Server user interface indicating that this mode is in effect. Place the mouse over the icon to display the tool tip for how and when to exit this mode. Selecting EIP runs the fuser at a constant, higher temperature and increases image permanence on heavyweight paper. Since this higher temperature may cause waves and curl in lightweight stocks, and degrade output stack quality, deselect this feature and use AIP mode when not printing on heavyweight stock.

- **Automatic Image Permanence for All Stock Weights (AIP)** - AIP is the preferred mode. Use this routine to adjust the fuser temperature ac cordingly based on the programmed job information .

  Note

  Automatic Image Permanence (AIP) is dependent on how the user programs media characteristics into the stock library or into each feed tray. Spending a few moments to correctly program the media is important to getting the optimal performance from your Xerox Nuvera system. The Xerox Nuvera runs in Nominal Mode if neither EIP or AIP is selected. Nominal Mode runs at a mid-level fusing temperature that is satisfactory for most media.

- **Reduce Up-Curl for 2-Sided Jobs** - For the EA Production System, enable when there is excessive upcurl in the output stacks. The system prints side 2 first and then side 1 to avoid the sheet being inverted after the second image. This causes the output to have down curl instead of up curl. Note that this selection does not apply to jobs programmed with ordered stock and 3-hole punch stock. If used, the system ignores the Reduce Up-Curl feature and prints side 1first.

- **Cycle Up Purge Enabled** - Not available to the user. This feature is used only by a Xerox technical representative.

- **Feed Until Empty Algorithm** - When enabled, the system empties stock from the secondary feed tray in use before switching back to the primary tray.

- **Pass Through Mode** - For the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System only. From this menu, select the specific print engine (Print Engine A1 Only or Print Engine A2 Only) that you want the system to use to continue printing 1-sided or 2-sided jobs when the other print engine is shut down. Pass Through Mode is in effect and paper will simply pass through the idle print engine. Select Off to disable Pass Through Mode and allow paper to print using both print engines.

- **Crash Recovery: Last Sheet Delivered Not Known** - If the system crashes while printing a large job and you need to restart FreeFlow Print Server and reboot the system, the system will attempt to perform a job recovery. If the system knows the last sheet delivered to the finisher, the settings for this feature are not required and the job is recovered automatically. However, in case the system crash affects the finisher's ability to correctly detect the last sheet and automatically perform job recovery, use this feature to select either [Use Best Guess](default) or [Do Not Recover Job] from this drop-down menu to indicate the type of job recovery to use. Select [Use Best Guess] if the last sheet delivered is not known and you want the system to still attempt to recover the job. The system displays messages to check the output for duplicate pages or missing sheets. Select [Do Not Recover Job] if you want to recover the job, perform paper clearance and resubmit the job manually. The job remains unrecoverable in the inactive queue. This feature is not used when the system is only experiencing jam recovery or jam faults.

  Note

  After a system reboot (due to power outage/tripped breaker, kernel panic, or power cycle using the white button), if the job does not recover correctly, the recommended procedure is to open the Job Properties and set the **Pages to Print** values to the range of pages remaining to be marked.

- **Recovery Offset Enabled** - If selected, on systems equipped with either an MFF or BFM only, the first recovered sheet delivered to the finisher following a jam will be offset from the rest of the unfinished set (this applies to unfinished sets only and not stapled sets). It is intended to help the operator examine the set for completeness following a jam. Only the first sheet after recovery is offset.

- **Stacker Auto Switching Rules** - Select a method the system will follow to automatically switch to another stacker when one stacker becomes empty. The default, **Closest Stcker First**, allows the system to switch to the closest available stacker. Select **Round Robin** for the system to switch to the next stacker in the configuration (last stacker will switch to the first stacker). Select **Fill One Stacker at a Time** for the system to completely fill both the inner and outer stacks before switching to the next stacker in the configuration.

- **Enable Tab Leading Sheets in IOT** - Only available on the 200/288/314 systems. This feature is accessible by a trained customer operator or a Xerox technical representative only. It should always be selected to ensure that jobs containing precut tabs are oriented correctly in Tabs Optimization Mode and will run optimally with the print rate maximized. This feature should only be deselected if Print Engine A2 is unable to process precut tabs without damaging them.

System: Advanced User Diagnostics

If the Xerox Productivity Plus (XPP) or XPP Basic service options are enabled, this diagnostic mode is intended for and accessed by a trained customer operator only. The trained operator logs onto and accesses these advanced diagnostics to perform certain repair and maintenance procedures without the need to contact Service. For more information, refer to your XPP documentation or contact a Xerox sales representative.

MFF B (not applicable to the Xerox Nuvera 100/120 EA/MX Perfecting Production System)

- **dC1255 Booklet Staple Position Setup** - used to align the staples on a folded booklet
- **dC1254 Booklet Crease Position Setup** - used to align the folded edge on a folded booklet

Adjustments

The Xerox Nuvera is designed to work in Production publishing environments and perform a high volume of printing. Because of this, the machine may require slight adjustments to keep it working effectively. Click the links at the left for details about adjusting the machine.

Managing Paper Curl

To remove upcurl or downcurl (an upwards or downwards bend) in the paper in the stacked output, your Nuvera system provides the ability for you to make the necessary adjustments.

If your configuration does not include a Multifunction Finisher (MFF), you will use the Sheet Enhancement Module (SEM) and the FreeFlow Print Server Adjust Decurler feature to achieve sheet flatness in the stacker. If your configuration does include a MFF, you will adjust only the Decurler Knob located in the print engine.
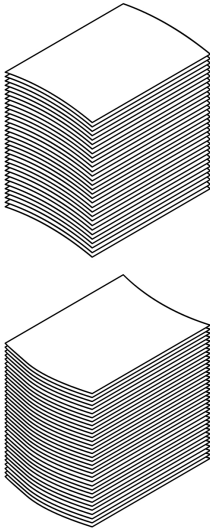
What Would Cause Paper to Curl?

- Your paper supply is exposed to a humid environment, or otherwise stored improperly
- You have begun using lighter-than-normal paper stocks (lightweight paper), carbonless stock, or poor quality recycled paper
- You are experiencing jams in your finishing device, poor set registration or stacking problems.
- Paper left in the tray or left out unwrapped may require a change in the SEM decurl setting.
- Some papers require a different decurl setting for one-sided vs. two-sided jobs.

Note

Storing or using paper under humid conditions may increase paper curl. See Handling and Storing Paper.

⚠️ **Caution**

Do not use any paper that is not suitable for the system. For details on accepted papers, see Supported Paper.

How to Manage Paper Curl on Systems without a SEM

All Xerox Nuvera systems are equipped with a manual Decurler Adjustment Knob, or dial, located near the fuser in the print engine. Adjusting the Decurler Knob minimizes or eliminates curl in the stacked output.

However, only adjust the Decurler Knob to achieve paper flatness if your Nuvera system includes a MFF.

How to Manage Paper Curl for Simplex Jobs

1. Open the right door of the Xerox Nuvera print engine module.
2. Locate the Decurler Knob near Area 4 of the print engine paper path.
3. Adjust the Decurler Knob to a higher setting to reduce upcurl and adjust to a lower setting to reduce downcurl. The decurler introduces curl in the opposite direction of the curl created in the paper path.

Most simplex jobs work best with the Decurler Knob set at 4. If you continue to experience upcurl with the Decurler Knob set at the maximum, consider running jobs N-1. This will cause a slight productivity loss. Printing N-1 is not to be used for stapled jobs or transactional printing.

How to Manage Paper Curl for Duplex Jobs

For best performance, always set the Decurler Knob at the minimum for duplex jobs.

If you notice excessive upcurl, set the Decurler Knob at 4 and select the **Reduce Upcurl for 2-sided Jobs** option. The system prints side 2 before side 1 thereby reducing curl in the stacker. However, a slight productivity loss will occur. If you notice excessive downcurl, set the Decurler Knob from 4 to **MIN**. If this is not enough, disable the **Reduce Upcurl for 2-sided Jobs** option.

To enable or disable Reduce Upcurl for 2-sided Jobs:

1. Select **System > User Diagnostics** to open the User Diagnostics window.
2. Select **System > System Optimization Customer Setting**.
3. Check or uncheck **Reduce Upcurl for 2 sided Jobs**.

How to Manage Paper Curl using the Sheet Enhancement Module

The Xerox Nuvera systems (except for systems with a MFF) are equipped with a Sheet Enhancement Module located to the right of the print engine. This module is designed to automatically remove upcurl or downcurl in stacked paper as it passes from the print engine through the SEM.

If you notice excessive upcurl or downcurl in the paper in the stacked output, adjust the Sheet Enhancement Module's setting at the FreeFlow Print Server interface to achieve the amount of sheet flatness you need. By ensuring sheet flatness, the Sheet Enhancement Module can prevent problems, such as paper jams and skew, and improve print performance.

Note

For all systems with a SEM, it is recommended that you only use the Sheet Enhancement Module to remove curl and do not adjust the Print Engine Decurler Knob. Make sure the Decurler Knob remains set at MIN.

Use Automatic or Manual Mode

The amount of decurl applied to paper passing through the Sheet Enhancement Module is set at the FreeFlow Print Server interface from the Printer menu.

The FreeFlow Print Server provides the option of operating the SEM in one of two modes:

- **Auto Decurl Mode (default)** - For optimal print productivity, use Auto Decurl Mode. When selected, the system automatically calculates the amount of decurl to apply using the target values in the NVM and the paper tray programming to best position the decurler rolls. You must have set the correct paper properties in the Paper Tray window for this mode to work accurately.
- **Manual Decurl Mode** - Adjusts the amount of decurling based strictly on the user's decurl setting. Select when you want to manually adjust the amount of decurl to apply.

How to Set the Auto Decurl Mode for Simplex or Duplex Jobs

Typically you will only need to select the Auto Decurl Mode. The system will automatically calculate the amount of decurl to apply to your job. In this mode you can still use a slide bar to make further setting adjustments.

If you are in the process of running a job and want to switch from using Auto Mode to Manual Mode, you must first pause the job.

1. The Decurler Adjustment Knob located in the print engine should be set to **MIN**.

2. From the menu bar, select **Printer > Adjust Decurler**.
   The Adjust Decurler window displays.
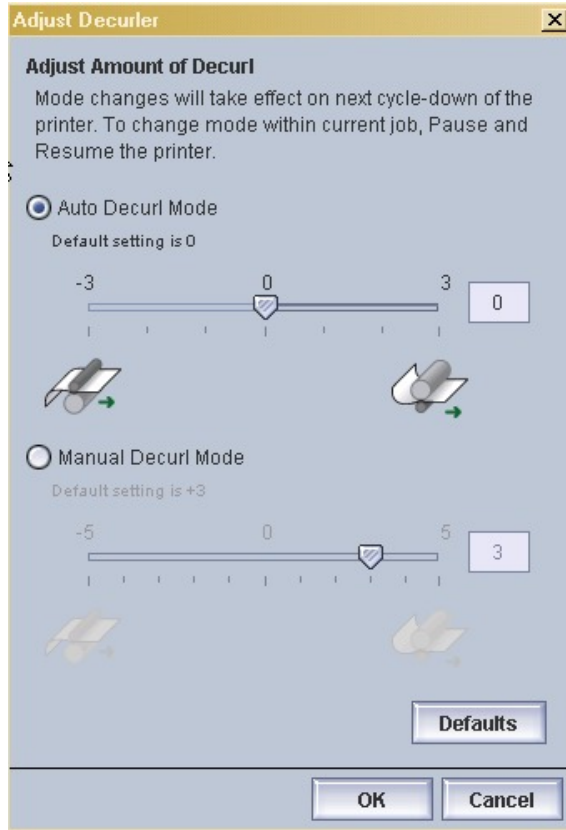
3. Select the **Auto Decurl Mode** radio button. The system uses the NVM values and the paper properties to automatically calculate the amount of decurl to apply to the job.
4. Check your stacker and verify that the amount of sheet flatness is acceptable.
5. If you need to further adjust the calculated decurl setting, move the slide bar from **-1** to **- 3** to decrease and remove downcurl. Move the slide bar from **0** to **+3** to decrease and remove upcurl. The value you select displays in the text field.
6. To select the default decurler setting (0), click **Default**.
7. Click **OK** to apply and save your setting.
   The amount of decurl is immediately applied to the paper passing through the Sheet Enhancement Module paper path.
8. When the job runs, check your stacker. If the stacked paper is still curled and the slide bar settings are already at the highest or lowest setting, use Manual Decurl Mode.
9. Before switching to Manual Decurl Mode, pause the job.
10. In the Manual Decurl Mode area, move the slide bar to **-5** to remove the downcurl. Move the slide bar to **+5** to remove upcurl.

How to Set the Manual Decurl Mode for Simplex or Duplex Jobs

If you are in the process of running a job and want to switch from using Auto Mode to Manual Mode, you must first pause the job. To make further decurl adjustments in Manual Decurl Mode, follow these steps. Make sure the Decurler Knob in the print engine is still set to **MIN**.

1. From the menu bar, select **Printer > Adjust Decurler**.
   The Adjust Decurler window displays.
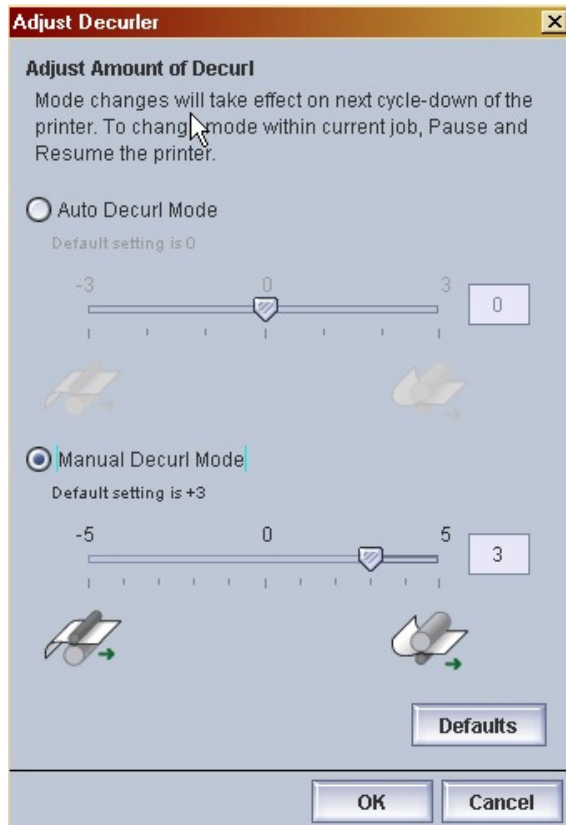
2. Select the **Manual Decurl Mode** radio button.

   The system defaults to +3 to compensate for slight upcurl.

3. Move the slide bar from **-1** to **-5** to decrease and remove downcurl. Move the slide bar from **0** to **+5** to decrease and remove upcurl.
   The value you select displays in the text field.

4. To select the default decurler setting (+3), click **Default**.

5. Click **OK** to apply and save your setting.
   The amount of decurl is immediately applied to the paper passing through the Sheet Enhancement Module paper path.

6. When the job runs, check your stacker. Continue to adjust the settings as needed. If this is a duplex job and the stacked paper is still experiencing upcurl with the slide bar settings for both Auto and Manual Mode already at the highest setting, use the Reduce Upcurl feature in the User Diagnostics window on the FreeFlow Print Server.

7. For a duplex job only, access user diagnostics and select **System > User Diagnostics**.

8. Select **System > System Optimization Customer Setting**.
9. Enable **Reduce Upcurl for 2-sided Jobs**.
10. Make sure the SEM Manual Mode is set to **-5**.

The system prints side 2 before side 1 thereby reducing curl in the stacker.

Note

Do not use Reduce UpCurl if printing jobs with ordered stock or 3 hole punch stock. The system will ignore this setting and print side 1 first.

Product Recycling and Equipment End of Life Disposal: USA & Canada

- If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market.
- Xerox operates a worldwide equipment take back 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 . For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site .
- Perchlorate material - This product may contain one or more perchlorate-containing devices, such as batteries. Special handling may apply. Please see

European Union

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/business application.

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 and Canada: 1-800-828-6571

Europe: +44 1707 353 434

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

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Cleaning Procedures

In order to keep the Xerox Nuvera in good working condition, it is important to carefully clean it at regular intervals. Depending on your work environment, your cleaning schedule may be frequent or occasional.

Click the links at the left to learn how to clean the system.

Cleaning the Document Glass

In order to produce high-quality images, free from defects, it's important to keep the Xerox Nuvera clean.

Depending on your work environment, you may need to perform these steps frequently.

There are two areas that comprise the Document Glass:

- Document Feeder Scan Area
- Main Document Glass

Spots and specks in the Document Feeder Scan Area can show up as streaks on copies made when using the Document Feeder.

Additionally, dirt on the Document Glass can show up as spots on copies made from the Document Glass.

Specks and dirt can cause image detection problems. The scanner may interpret contamination as part of the image, and produce faulty copies.

To clean the document glass

⚠️ **Caution**

To avoid damage to the machine, do not pour or spray water or cleaner directly on the document glass of the Xerox Nuvera . Do not use any abrasive cleaners to clean the document glass of the Xerox Nuvera .

Recommended cleaning materials:

- Soft, lint-free cleaning towels (part # 600S4372).
- Xerox Glass Lens and Mirror Cleaner (part # 8R3669) (See CRU/Maintenance/Consumables part names and numbers).

For information on ordering supplies, see Contacting Xerox.

1. Apply cleaner to the cleaning towel.
2. Wipe the entire Document Glass with the dampened towel, until the glass is free of dirt and smudges.
3. Wipe the Document Feeder Scan area on the far left side of the glass. Wipe in one direction along the divider strip.
4. Using a clean, dry cleaning towel, wipe away any cleaner residue.
5. See Cleaning the Document Feeder.

Cleaning the Document Feeder

Cleaning the Document Feeder at regular intervals will help to prevent misfeeds.

Depending on your work environment, you may need to perform these steps frequently.

To clean the document feeder

⚠️ **Caution**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera . Do not use any abrasive cleaners to clean the Xerox Nuvera .

Recommended cleaning materials:

- Soft, lint-free cleaning towels (part # 600S4372).
- Xerox Glass Lens and Mirror Cleaner (part # 8R3669) (See CRU/Maintenance/Consumables part names and numbers).

For information on ordering supplies, see Contacting Xerox.

1. Dampen one end of a towel with Xerox Lens and Mirror Cleaner (part # 8R3669).
2. Open the Document Scanner Top Cover. Clean the Nudger Rollers and all visible, black-colored surfaces.

3. Close the Document Scanner Top Cover and raise the Document Feeder. Clean the rolls and all visible, black-colored surfaces.
4. Clean both parts of the Document Glass. See Cleaning the Document Feeder.
5. Lower the Document Feeder.

Note

It is important to clean the white Nudger Rollers to prevent poor paper feeding, misfeeds, and multi-feeds.

Cleaning Dry Ink (Toner) Spills

There may be a time when Dry Ink gets spilled while changing containers, or may leak during usage.

If Dry Ink is spilled or inadvertently gets into the paper path or anywhere else in the machine, the best course of action is to contact a Xerox Service Representative. They have equipment specifically suited for dealing with Dry Ink spills.

For details, see Contacting Xerox.

⚠ **Warning**

Do not attempt to use a standard shop vacuum or home vacuum to clean Dry Ink. These types of vacuums are not equipped with correct filtration.

Cleaning the Display

If the control panel display gets dirty or smudged, use this procedure to clean it.

Depending on your work environment, you may need to perform these steps frequently.

To clean the display

⚠ **Caution**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera . Do not use any abrasive cleaners to clean the Xerox Nuvera .

Recommended cleaning materials:

- Soft, lint-free cleaning towels.
- Xerox Glass Lens and Mirror Cleaner (part # 8R3669) (See CRU/Maintenance/Consumables part names and numbers).

1. Dampen a cleaning towel with Xerox Glass Lens and Mirror Cleaner.
2. Gently wipe the display until it is free of dust and smudges.

3. Wipe away any cleaner reside with a clean, dry towel.

Cleaning the 'Optical' Mouse

Dirt and dust settling on the Xerox Nuvera machine can work its way into the mouse, causing the user difficulty in efficiently navigating the controls on the machine display.

Depending on your work environment, you may need to perform these steps frequently.

To clean the 'optical' mouse

⚠️ **Caution**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera . Do not use any abrasive cleaners to clean the Xerox Nuvera .

1. With a damp lint-free cloth, clean the exterior of the entire mouse. Be sure to clean the four pads on the bottom of the mouse that come in contact with the surface your mouse travels on.
2. With a damp lint-free cloth, clean the center scrolling wheel. Roll the wheel with your finger to clean all exposed surfaces.
3. Pick up the mouse and turn it over. Using a damp cotton swab, clean the plastic area in front of where the red optical light is emitted.
4. Use a dry cotton swab to remove any remaining moisture from step 3.
5. With a damp lint-free cloth, wipe off the surface (mouse pad or directly on the Xerox Nuvera) your mouse travels on.

Cleaning the Keyboard

Depending on the environment where your system is placed, keeping the keyboard free of dirt and other contaminants will assure quick and accurate job programming.

To clean the keyboard

⚠️ **Caution**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera . Do not use any abrasive cleaners to clean the Xerox Nuvera .

Cleaning the keyboard can be performed fairly quickly. It is recommended that you perform the following actions before the machine is started, or after the machine is completely shut down for the day.

1. Over a waste container, turn the keyboard upside down and gently shake to allow any large contaminant particles to fall out.

2. Using canned air (commonly found at office supply stores), direct the air stream directly at the keys, blowing away any remaining dust and other contaminants.

3. Using a lightly moistened cloth, gently wipe down the keyboard; including the keys and any surface where contact occurs.

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Problem Solving

The Xerox Nuvera is designed to allow the user to easily correct any problem that may arise. Click the links at the left for details on correcting system problems. Contact your System Administrator if these topics do not help you solve the problem.

Mode Indicator Icons

The feature modes that are in effect on the system are displayed as icons in the status indicator window in the upper right of the user interface above the printer graphic. The mode icons only display when that feature is in effect and active. For example, when the Logging mode icon displays, the logging feature is on and the system is recording an event history for diagnostics.

Move the cursor on top of each icon to view information on where to find that feature and how to disable it when not needed.

The following mode icons that display on the user interface when in effect are:

	Enhanced Image Permanence (EIP) mode
	Diagnostics mode
	Logging mode
	Not Accepting mode
	Not Releasing mode
	Secure mode
	Job Fault mode
	Remote Workflow mode

Fault Messages

Messages are displayed in the Message window on the UI revealing a status or fault that requires action. An icon is also displayed by the machine mimic indicating that there may be a problem requiring action.

Attention Light

The Attention Light located on top of the Control Console alerts you that the system requires attention.

A blinking light indicates that production has been interrupted and the system requires attention. Follow the fault message instructions.

A steady light indicates a functional capability problem. Follow the fault message instructions.

You can turn the Attention Light on or off by selecting Printer: Attention Light to display the Attention Alerts window. Make the Attention Light settings.

The status of the Attention Light can be determined by selecting Printer and looking for Attention Light On or Attention Light Off.

Paper Curling

Paper curl can be caused by several factors such as, relative humidity, paper weight, paper size, sides imaged or amount of image. Too much paper curl can cause jams, poor set registration and poor stacking quality.

The Xerox Nuvera offers a Sheet Enhancement Module that can be adjusted to ensure sheet flatness in the paper sent to the stacker. To learn more go to Managing Paper Curl.

Poor or Slow System Performance

If your machine performance becomes degraded, or it ceases to function correctly for any reason, executing a Restart will usually restore correct functionality. If the problem continues, contact your Xerox representative.

Related Hints and Tips

There are several things that affect the performance of the system and RIP speed when processing print jobs. The following is a list of common situations that negatively can impact throughput:

- The nature of printing is that the complexity of images is non-deterministic until those images are being processed so that rated speed of the engine is not guaranteed during RIP. When printing multiple sets of a document, Nuvera retains all images after RIP for all subsequent sets. Therefore, any performance penalty encountered will only be experienced during the first set.

  Note

  The default print resolution is 1200 dpi. 600 dpi printing may be adequate for your job. Try setting your resolution to 600 dpi to improve the RIP performance of complex 1200 dpi jobs. 1200 dpi results in four times the internal image data of a comparable 600 dpi image that has to be transferred through the system. When the print resolution is changed from 1200 to 600 dpi, the stroke thickening value may also need to be changed from 1 to 0 to avoid excessive line thickening.

- It is common to embed logos and watermarks in submitted print files. These are typically bitmap images that, when embedded in a print stream (such as PostScript), can take a long time to process. Note also that resolution selections, such as 600 dpi vs. 1200 dpi, can have a significant further impact on processing of these types of embedded images. Consider the design of documents and impacts to printing speed in such cases. There are methods available, through PostScript for example, to cache these embedded images, process them once, and retain them as a resource for

application on each page without having to render and scale them for each page. Refer to your PostScript reference manuals and FreeFlow Print Server reference manuals for information about caching.

- Submission of multiple TIFF images simultaneously is a common application. There are several batch printing tools available on the market. Most of them require the selection of a print driver for the target printer through which these images files are submitted. In these cases, the TIFF files are converted to a Printer Description Language (PDL), such as PostScript, by the batch tool using the printer driver. Then they are submitted to the printer, which in turn RIPs that PDL and re-renders the TIFF bitmap images back into bitmaps. This is an inefficient process that can significantly slow the machine down. Nuvera includes a native TIFF interpreter that can process TIFF files sent to it directly. Some of the batch tools on the market support a native TIFF submission capability. It may be referred to as a bypass mode or something similar. If such a capability is available, the Nuvera's performance can be significantly improved by taking advantage of that capability.

Note

When printing to a DFA-compliant 3rd party finisher, do not select Bypass Transport as the output location.

- The PDF Optimization feature should not be used when printing PDFs that were saved in FreeFlow Print Server using the RIP Save or Scan to File selections. These types of documents will take much longer to RIP when PDF Optimization is enabled. Before enabling PDF Optimization, it is recommended that the user run performance tests using representative customer jobs.

Restart procedures

Please see the Restarting the System topic for more information.

Improving print speed and productivity

Please see the Improving Print Speed Performance topic for more information.

Improving Print Speed Performance

Use the Parallel RIP feature for complex documents

If you have the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System, you can enable the Parallel RIP feature to improve image processing time and increase RIP print speeds for long jobs with nonrepeating images.

For more information about using Parallel RIP with the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System, see Printing with the Parallel RIP feature.

Enable the Wide Stock feature when printing 9.25 inches or 9.5 inches wide stock

If you are printing stock greater than 9.0 inches wide up to 9.5 inches wide, you can optimize the print speed of the job by selecting the Wide Stock feature from the Printer menu on the FreeFlow Print Server user interface.

For details on how to enable this feature, refer to Optimizing productivity for jobs containing wide stocks measuring 9 - 9.5 process direction.

How page/image size affects Pitch

The system senses paper sizes requested, and optimizes the use of the belt and the paper path to ensure maximum productivity. For details on how page image size impacts belt pitch, which in turn impacts overall throughput, see About Pitch.

PDF to PS conversion

The PDF to PS conversion is a streaming workflow which allows the RIP to begin before the entire PDF to PS conversion is complete. Since the PDF to PS conversion is streaming, file size limitation is not an issue.

Variable Data image caching

Variable Data image caching retains repeated image data to achieve improved RIP performance. Caching and reusing this data makes processing of variable data jobs more efficient, and results in significant performance gains at the printer, especially in jobs with many repeated images.

Note

You can enable or disable image caching in the IPDS Manager without restarting the FreeFlow Print Server. In addition, you can program the image caching option on a per job basis using the IPDS Job Profile user interface.

Solving Image Quality Problems

The Xerox Nuvera is capable of reproducing and generating high-quality images.

However, image defects may occur. These image quality problems are usually attributed to a defective original, or the user applying too much, too little, or the wrong type of image quality control.

Image quality and system maintenance

Image defects can also occur because the Xerox Nuvera is in need of maintenance. The condition of the photoreceptor belt, transfer blade and heat roller can affect the amount of dry ink (toner) transferred onto the paper.

Click on the links at the left to learn how to differentiate between machine and original problems, and how to avoid image quality problems.

Solving dark or light image problems

Using the Image Quality selection on the Printer menu, you can globally set the darkness and resolution levels for system supported file types. Check the Image Quality tab settings if you are having image quality problems on a consistent basis (for example, your entire job is either too light or too dark).

If you are using the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System, the machine typically ensures that the print darkness between the print engines is equal and balanced. However, if you notice light or dark image quality differences between side 1 and side 2 of the print job, check the dC965 user diagnostic routine before contacting Service

Tip

Before running any jobs, click **Printer > Image Quality** to quickly determine what global machine darkness and resolution settings are currently configured.

Note

See your System Administrator to change the darkness and/or resolution settings on the Image Quality window. If you are using the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System and side 1 of your job is either lighter or darker than side 2, refer to the image quality diagnostic routine, dC965, for more information.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do the job programming pertinent to your job.

Removing Moiré Patterns from Images (when scanning or copying)

The following excerpt is taken from *Real World Scanning and Halftones* by Glenn Fleishman, David Blatner, and Steve Roth:

"Moiré ("mwah-RAY") patterns are caused by our eyes' perception of straight lines and repeating patterns. Anytime you overlay a bunch of straight lines or grids on top of each other, you have the opportunity for moiré patterns. One grid, all by its lonesome, never has a problem with these patterns. It's when you have two or more overlaid on each other that the wires in your perceptual system get crossed, and these little gremlins start to appear."

Moiré patterns occur when scanning copying an original that is comprised of a halftone. Moiré is a form of digital artifact that occurs when two regular patterns intersect to form a new pattern. Because the new pattern is always more coarse that the two original patterns, the appearance will change as a function of screen frequency and angle. Typically, the finer of the two originals patterns are the easier it is to see the Moiré. Lower frequency halftone screens are less prone to visible Moiré.

Moiré can occur while viewing scanned halftones on a monitor screen, because the monitor has a certain screen frequency, which may or may not be in alignment with the screen frequency and angle of the original image.

Suggestions for removing moiré patterns:

- From Copy or Scan Services, select the Image quality tab.
- If your image contains a halftone, make sure you are NOT using Text Mode. If legibility of the the text is important, and good reproduction of any pictures is also needed, consider using **Mixed Text & Halftones** as the original type.
- Decrease the Sharpen control slightly. See Adjusting Sharpness (when scanning or copying).
- Rotate the original slightly on the Document Glass.
- Scan/Copy at the highest possible resolution capable by the system.
- Wherever possible, scan/copy continuous tone images (for example, photographs) only. If there is no continuous tone original available, scan/copy the halftoned image as a last resort.
- When submitting a print job, you may need to select a different halftone.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Examples

Figure 21. Result of two distinct patterns superimposed
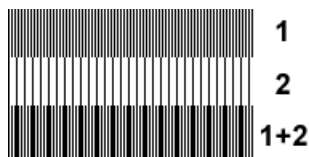
Figure 22. Patterns with distinct screen angle and LPI frequency superimposed to form Moiré pattern.
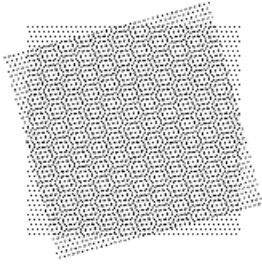
About Halftones and Gray Levels

A halftoned image is a series of dots arranged in a patterned grid of halftone cells, which yields the appearance of a complete image.

Screen frequency refers to the number of rows of halftone cells. The higher the screen frequency (in lines per inch) the sharper the halftone image appears (see 33 and 75 LPI examples in the figure).

Screen angle refers to the number of degrees from vertical at which the halftone grid is set. The halftone is set at an angle (usually 15, 45, or 75 degrees), to reduce moiré patterning. The idea behind halftone screens is to make the dots as fine as possible, so that the image itself is more visible that the dots. The observer will tend to focus on the 'big picture' while ignoring the microscopic halftone texture. When the dots are so fine that the eye can not resolve them, the image appears to be continuous.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Go to Choosing the Best Halftone Setting for information on the Production System Screen Frequency Demo Job.

Removing Lines, Streaks or Shadows (when copying or scanning)

This problem can usually be attributed to a poor original, or a dirty scanner. Try one or a combination of the following to correct the problems.

To remove lines, streaks or shadows

- Clean the Document Glass, especially near the white plastic ramp on the left edge of the glass, if using the Document Feeder
- Run the job from the Document Glass
- Check the quality of the original. Use Border Erase or Edge Erase to remove lines from the edges of the document
- Turn on Background Suppression
- Load fresh paper

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

If the problem continues, you may want to run the Corotron Cleaning Routine under User Diagnostics. See your Xerox Representative for advice.

Correcting Posterization (when scanning or copying)

Obvious "stair-stepping," or sudden shifts in tones, rather than smooth transitions in areas of tonal gradation (see left half of figure), is called *Posterization*. It results because of a lack of available gray levels. The number of gray levels is determined by the number of dots in a halftone cell.

To correct posterization

If you are copying or scanning a halftoned or photographic image, and getting posterized output, try the following:

1. On the Home Screen, click **Copy.**
2. On the Image Quality tab, click the **Original Type** button and make sure **Mixed Text and Graphics** is not selected.
3. If satisfied with settings, click the **Copy** button.

Other options include:

- Scan at a higher resolution.
- Select a Original Mode with low contrast.
- Use the Contrast Control to lower the contrast.

For more details about posterization, see About Posterization and Gray Levels.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

About Posterization and Gray Levels

The number of dots in a halftone spot determine the number of available gray levels. For example, a four by four dot halftone cell will yield 17 gray levels (multiply 4 x 4 = 16, + 1 for either all dots on [black] or all dots off [white]). A 16 x 16 dot halftone cell will yield 257 gray levels (multiply 16 x 16 = 256, + 1 for either all dots on or all dots off).

However, there is an inverse relationship between the halftone screen frequency and printer resolution. When you have a halftone with a high screen frequency, you are asking the printer to create more "spots" per inch. In order to create more spots, the spots must become smaller. In other words, a finer halftone screen slices the printer dot grid into smaller cells. When halftone cells shrink in size, the number of dots in each cell is reduced. This results in fewer available gray levels, and leads to images becoming posterized.

Therefore, ways to maintain gray level availability are:

- Use a lower screen frequency when scanning at high resolution
- Scan at lower output resolution when using fine halftone screens

Note

This information is important when scanning below 600 dpi. It does not apply to copy or during reduction.

Note

For more information on how halftone screen frequency and printer resolution are related, consult *Real World Scanning and Halftones, 2nd Edition* by Blatner, Fleishman, and Roth.

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Correcting Halo (when scanning or copying)

Halo appears as objects in an image looking artificial, or not quite matching their surroundings. A faint glow or "halo" surrounds objects in the scanned image (see the numbers on the sail in the figure).

Reducing Sharpness also minimizes aliasing (jaggies on lines).

To decrease sharpening

1. Click the **Copy Services** button, then select the **Image Quality** tab.
2. Select the **Image Adjustments** button.
3. Decrease the amount of sharpness by moving the slider control to the left, or entering a lower number in the text box to the right of the slider control.
4. Click the **Copy** button when satisfied with your adjustments.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Removing Background Artifacts (when scanning or copying)

If your original document is on colored stock, the output copy may display background artifacts.

Background is only detected on the first few mm of the lead edge. Ensure the lead edge is not solid black and the document is registered against the registration edge indicated on the platen.

To remove background artifacts

1. In the Xerox Nuvera user interface, click the **Copy Service** button.
2. Click the **Image Quality** tab.

3. Click the **Image Adjustments** button.
4. Make sure the **Background Suppression Normal** checkbox is enabled. It is on by default.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Removing Image Show Through (when scanning or copying)

When scanning translucent originals, sometimes the image on the back side of the page is detected, resulting in a scan of the image on the other side of the sheet (see figure).

Figure 23. Example of Show Through

To correct image show through

1. In the Xerox Nuvera user interface, click the **Copy Services** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button. Verify that the **Background Suppression Strong** checkbox is enabled. If it is not, click in the checkbox.
4. Click **Copy** to scan or copy your document.

Tip

While this selection is not recommended for documents with pictures, select the Image Quality tab and click on **Original Type**, then click **Text** if you are scanning an image from a two-sided page. The scanner will not attempt to interpret and scan the image that shows through from the second side.

Tip

When scanning a two-sided original, to reduce or eliminate image show through, place a piece of dark (preferably black) paper behind the original document before scanning. You can also leave the platen glass cover open when scanning.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Removing Spots & Specks (when scanning or copying)

If you notice spots or specks on your image, try the following:

- Clean the Document Glass
- Clean the Document Feeder

Clean the Document Glass

Dirt and dust in the work environment, finger prints, and paste-up residue from documents will gradually build up on the Document Glass. Sometimes this shows up on scans as specks or spots.

Optimally, the Document Glass should be cleaned at the start of each work day.

Clean the Document Feeder

Though the Document Feeder is mainly enclosed, dirt and paper dust can get into the paper path and rollers, causing spots, streaks and specks on the output image.

Optimally, the Document Feeder should be cleaned at the start of each work day.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **Clear All** or **Reset** in the user interface. Then proceed to do job programming pertinent to your job.

Recovering Missing Parts of the Image

If the image you are printing is comprised of very fine lines and/or you are printing at high resolution (for example, 1200 x 1200 dpi), there may be instances when those parts of the image may not appear on the final output.

To recover missing parts of the image

To recover missing parts of an image, you must change the PostScript stroke thickening control from 0.0 to 1.0.

1. On the Printer menu, select **Image Quality**.
2. Double-click the PostScript processing resolution you wish to change (there may be several). The PostScript/PDF Image Quality window appears.
3. Select a True Type Spot Size to adjust the darkness of the scalable font.
4. Select a Font Rendering to process the jobs containing Adobe Type 1 scalable fonts.
5. Define, in pixels, the amount of thickening or darkening to apply to the font in the Font Thickening box.
6. Use Half Bitting to remove digital edge roughness.

Tip

If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

Removing Drill Holes From Output (when scanning or copying)

If you are scanning or copying originals that have been drilled for insertion in a multi-ring binder, or the paper is otherwise damaged at the edge, you may notice black holes or other unacceptable marks on one edge of your output image. Electronic Hole Removal can be enabled to eliminate such defects.

Tip

The Electronic Hole Removal feature is also useful for removing output image defects caused by folded-over corners (dog-ears) and/or torn edges located within approximately one inch from the edge of the original document.

Note

Electronic Hole Removal is only functional for originals placed in the Document Feeder. For details, see Using the Document Feeder.

Note

Electronic Hole Removal is NOT available when Photo is the Original Type selected.

To remove drill holes from output

1. Place original documents in the Document Feeder.
2. Make sure **Electronic Hole Removal** is enabled.
   a) Click the **Copy** button.
   b) Select the **Image Edit** tab.
   c) Click the **Edge Erase** button.
   d) Select **Electronic Hole Removal**. It should have a checkmark in it. If it does not, select **None** from the Edge Erase list.
      This will enable the Electronic Hole Removal control.
3. When you are satisfied with your settings, click **Copy**.

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Clearing Paper Jams

In the event of a paper jam, the paper path has been designed to allow the user to easily clear the jam and continue the job. Take the time to familiarize yourself with the following procedures on clearing paper jams.

Clear jams from left to right and in the order shown in the message displayed on the User Interface. Try to avoid tearing any jammed sheets.

It is more desirable to prevent paper jams from occurring. Proper handling and storage of paper stocks will minimize jams. For details, see Handling and Storing Paper.

⚠ Warning

Metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from fuser areas, and avoid touching any metallic surfaces.

Tip

If the system declares a jam in the feeder at area 2, check area 2 and area 1 since the sheet may be stuck in between.

Tip

If you experience multi-sheet feed jams at any of the paper trays, make sure that the paper actually loaded in the tray matches what has been programmed in the user interface.

Tip

If you load any type of drilled paper, to aid in sheet separation and to prevent jams, fan the reams before loading into the tray.

Note

For 100/120/144 speeds, the recovery procedure for the 12-2505 fault is improved. The jam clearance procedure instructs you to unload the main stacker. These sheets are now all considered good. After closing the front door, the system instructs you to open the top main cover and remove and discard the sheets from area 3. After the sheets have been removed, close the top main cover. The system will purge any other sheets in the system before resuming the job. If any sheets on the stack are damaged or poorly stapled, the operator may have to remake those sheets/set when the job is done.

Note

For 157 and 314 systems with a SRM/BFM configuration, recovery faults will require you to clear all sheets manually. Sheets are not purged to the top tray. To learn how to clear paper jams in the SRM, refer to Clearing Jams in the Sheet Retime Module.

There are a few rare cases in which sheets can fall from the Compiler Arms onto the stacker. Check your output for any duplicates. The status message informs the user to mark the stack and check output for duplicates.

Paper jam notification

When paper becomes jammed anywhere in the paper path, the Xerox Nuvera notifies you by one or more of the following:

- a text notification in the status area of the User Interface, describing the location of the jam. Double-clicking the notification will launch a window providing more information about the problem.
- a machine "mimic," or pictorial representation of the machine on the UI screen, depicting the location of the jam.
- a steady or blinking Attention Light.

Clearing jams in the Xerox Nuvera 200/288/314 EA/MX Perfecting Production System Print Engines

During paper jam recovery, the two print engines coordinate automatically so that after both paper paths are cleared, the job can start printing at the correct position.

Clearing jams in the BFM Plus Area 2

When accessing a jam clearance in area 2, gently open the Bypass Unit cover to the first stop.

⚠️ **Warning**

When you raise the Bypass Unit cover to clear a paper jam, do NOT raise the Bypass Unit cover beyond the first stop.The Bypass Top Cover may open suddenly, causing a risk of injury to anyone standing behind the finisher.

Tip

An unclearable jam situation may occur that requires service intervention. To minimize this occurrence, for any jam condition, clear the offending jam and then check and clear area 6 of the print engine before closing door for cycle up.

Clearing Jams in the Sheet Retime Module

For Xerox Nuvera 157/314 systems with a single BFM, the Sheet Retime Module (SRM) is required to be installed in front of the BFM. Use the following information to clear any paper jams that may occur in the SRM.

Note

Refer to the Xerox Nuvera user interface for any clearance instructions.

⚠ **Caution**

When clearing long sheets that overlap areas, you may need to open more than one area at a time to remove the sheet. If you open areas 1 and 2 or 1 and 3 simultaneously, make sure to open each area only slightly and not fully. These areas cannot be fully open at the same time or they will touch each other.

Note

When clearing a paper jam in both areas 1 and 2, make sure to open area 2 first and then area 1. If a sheet jams between areas 1, 2 and 3, open area 2 first, then area 3 or 1. Pull sheets out of one area first and then the other.

1. Make sure jobs have stopped printing.
2. Open the interlocked SRM Front Door.

   When the safety interlock opens, it removes power to the module.

3. Locate Area 1. Pinch the green levers (1) to release pressure. Continue to grasp the levers and move them to the right. Remove the paper completely and return the levers to their original position.

4. Locate Area 2. Pinch the green levers (2) to release pressure. Continue to grasp the levers and move straight up. Remove the paper completely and return the levers to their original position. Use strength to make sure to push into position fully.
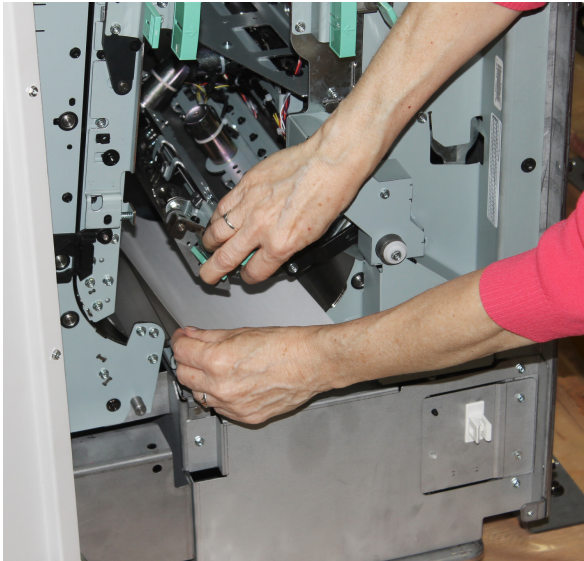
5. Locate Area 3. Pinch the green levers (3) to release pressure. Continue to grasp the levers and move it to the left. Remove the paper completely and return the levers to their original position.
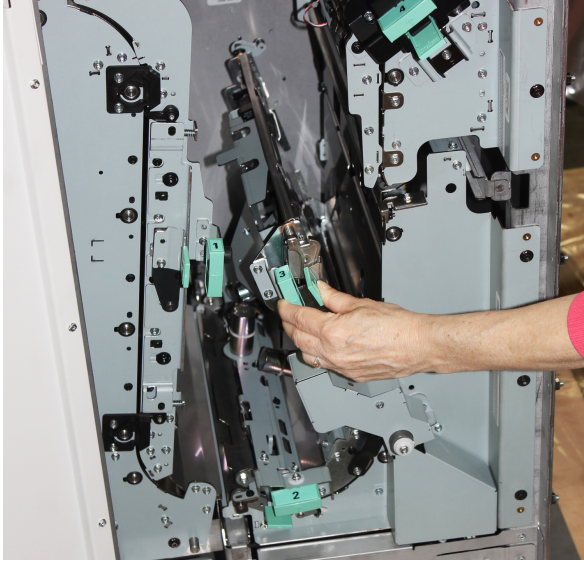
6. Locate Area 4. Pinch the green levers (4) to release pressure. Continue to grasp the levers and move it to the left. Remove the paper completely and return the levers to their original position.
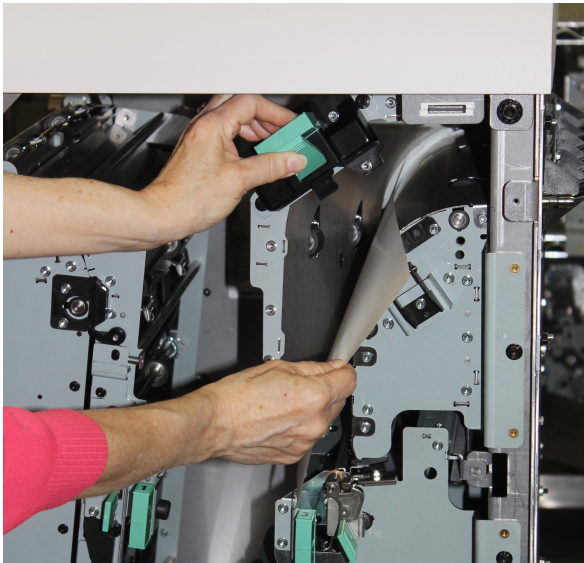
7. Close the SRM Front Door.

Paper Purge

When a paper jam occurs, paper is purged from the paper path. Paper purges to the following areas:

- The first top tray after the print engine

- Area 5b of the print engine

Please see the topics below for more information.

Note

For the Xerox Nuvera 200/288/314 EA/MX, the paper is purged to area 5b of both print engines as required.

Top tray paper purge

This is the default purge location. However, for a 157 system with a SRM/BFM configuration, jammed sheets in the BFM or SRM are not purged to the Top Tray. Make sure to manually clear all sheets in those two modules.

Area 5b paper purge

Area 5b can be accessed by a door located at the lower front right corner of the print engine.

This paper purge location is enabled by default. If for any reason you want to disable the area 5b purge, follow these steps:

1. Logon to the FreeFlow Print Server as a System Administrator.

   Note

   Accessing the User Diagnostics mode pauses the printer.

2. Select **System** and **User Diagnostics**.

3. From the left navigation bar, select **System Optimization Customer Setup**.

4. Select/deselect the checkbox next to **Enable Area 5B Purge**.

5. Select **OK** to apply the setting.

6. Select **File** and **Close**.

7. Resume the printer.

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Clearing Stapler Jams

In the event of a stapler jam, the system staplers have been designed to allow the user to easily correct the jam and continue with the job. Take the time to familiarize yourself with the following procedures on clearing staple jams. In addition, view the videos depicting clearing jams.

Stapler jam notification

When any of the staplers become jammed, the Xerox Nuvera will provide notification by:

- alpha-numeric messages
- a machine "mimic", or pictorial representation of the machine on the UI screen, depicting the location of the jam
- a steady or blinking Attention Light.

Note

If stapling is not possible due to out of staples and this condition is detected prior to running the job, the system shall hold the job until the staples can be replaced, but will allow other jobs to proceed.

Note

If stapling is not possible due to out of staples and this condition is detected while the job is running, the system shall hold the job and wait until the staples can be replaced or the job to be cancelled before continuing to run other jobs.

To clear stapler jams

Double-click the system alert to see details on the action needed, as well as the location of the staple mechanism.

Access the Main Stapler Mechanism in the MFF

1. Once you have identified the location of the stapler, open the access panel and locate the stapler housing. It is identified with a pictorial representation of a staple.
2. Grasp the stapler housing drawer handle and pull out towards you.
3. There are pictorial instructions affixed to the machine chassis near the stapler access. Follow these pictorial instructions in order to remove and replace the Main Stapler Cartridge.

Access the Main Stapler Mechanism in the BFM or BFM Plus

1. Once you have identified the location of the stapler, select **Printer > Unlock Finisher** in the User Interface.
   The Unlock Base Finisher window appears.

   ### Note

   Staple error messages will automatically unlock the finisher.

2. In the Stapler Drawer field, click **Unlock**.
3. Pull out the Stapler Drawer.
4. There are pictorial instructions affixed to the machine chassis near the stapler access. Follow these pictorial instructions in order to remove and replace the staple cartridges.

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Machine Specifications

The Xerox Nuvera machine is available in several configurations. The configuration you have may include an insertion module, a Sheet Enhancement Module and any number of feeding modules and finishing options. Click the subtopics at the left to learn about each machine subsystem, as well as machine capabilities.

Supported Paper

The Xerox Nuvera will accept a wide variety of paper types and sizes. For best results, use only the papers mentioned in this topic. For more information, see Recommendations for Paper Usage.

For details on expected performance of papers through the system, see Expected Paper Handling.

For details on paper handling and storage, see Handling and Storing Paper.

Compatible Stock Types

- Uncoated papers
- Coated papers (except for systems with an MFF)
- Transparencies
- Tabs
- Envelopes
- Label stock
- ID cards

⚠ **Warning**

Do NOT use envelopes with latex-based glue closures. For example, self sealing envelopes contain latex-based glues, and should NEVER be used.

Paper size tables

Supported Paper Sizes: Trays 1 and 2

Supported Paper Sizes: Trays 3 and 4

Supported Paper Sizes: Trays 1 and 2

Paper TypeFeed Orientation	Size		SEF (short edge feed)	LEF(long edge feed)
	Inches	mm		
Letter Cover	9 x 11	228.6 x 279.4		X
Executive	7.25 x 10.5	184.15 x 266.7		X
16 K (Taiwan)	7.64 x 10.51	194 x 267		X
210 x 270	8.27 x 10.63	210 x 270		X
215 x 275	8.46 x 10.83	215 x 275		X
216 x 273	8.5 x 10.75	216 x 273		X
Letter	8.5 x 11	215.9/216 x 279.4		X
A4 Cover	8.78 x 11.69	223 x 297		X
226 x 310	8.89 x 12.2	226 x 310		X
SRA4 2 up-A5	12.59 x 8.86	320 x 225		X
A4	8.27 x 11.69	210 x 297		X
Spanish XE	8.46 x 12.4	215 x 315		X
7 x 10	7 x 10	177.8 x 254		X
B5 -- JIS	7.17 x 10.12	182 x 257		X
8 x 10	8 x 10	203.2 x 254		X
A5	5.83 x 8.27	148 x 210		X
Statement (See note below)	5.5 x 8.5	139.7 x 215.9		X

Note

The Xerox Nuvera 200/288 EA/MX Perfecting Production System no longer supports Statement paper but continues to support A5 paper. In addition, the Xerox Nuvera 200/288 EA/MX Perfecting Production System now supports up to 19.33 inches (491 mm) in the process direction.

Supported Paper Sizes: Trays 3 and 4

Paper TypeFeed Orientation	Size			
	Inches	mm	SEF (short edge feed)	LEF(long edge feed)
Executive	7.25 x 10.5	184.15 x 266.7		X
16 K (Taiwan)	7.64 x 10.51	194 x 267		X
210 x 270	8.27 x 10.63	210 x 270		X
215 x 275	8.46 x 10.83	215 x 275	X	X
216 x 273	8.5 x 10.75	216 x 273	X	X
Letter	8.5 x 11	215.9/216 x 279.4	X	X
Letter Cover	9 x 11	228.6 x 279.4	X	X
9.5 x 11 tabs	9.5 x 11	241.3 x 279.4		X
Ledger	11 x 17	267 x 388	X	
8K (Taiwan)	10.51 x 15.28	267 x 388	X	
A4	8.27 x 11.69	210 x 297	X	X
Spanish XE	8.46 x 12.4	215 x 315	X	X
A4 Cover	8.78 x 11.69	223 x 297	X	X
226 x 310	8.89 x 12.2	226 x 310	X	X
SRA4 2-up-A5	12.6 x 8.86	320 x 225		X
2up-6 x 9	12.5 x 9.5	317.5 x 241.3		X
A3	11.69 16.54	297 x 420	X	
310 x 432	12.2 x 17.01	310 x 432	X	
SRA3 4up-A5	12.6 x 17.71	320 x 450	X	
12 x 18	12 x 18	304.8 x 457.2	X	
12 x 18.5	12 x 18.5	304.8 x 469.9	X	
4 up-6 x 9	12.5 x 18.5	317.5 x 469.9	X	
B5 - JIS	7.17 x 10.2	182 x 257		X
8 x 10	8 x 10	203.2 x 254	X	X
SB4	9.92 x 14.09	252 x 358	X	
B4-JIS	10.12 x 14.33	257 x 364	X	

Paper TypeFeed Orientation	Size			
	Inches	mm	SEF (short edge feed)	LEF(long edge feed)
8 x 13	8 x 13	203.2 x 330.2	X	
210 x 330	8.27 x 12.99	210 x 330	X	
215 x 330	8.46 x 12.99	215 x 330	X	
Foolscap - XE	8.5 x 13	215.9 x 330.2	X	
220 x 330	8.66 x 12.99	220 x 330	X	
210 x 270	8.27 x 10.63	210 x 270	X	
Legal	8.5 x 14	215.9 x 355.6	X	

Recommendations for Paper Usage

Paper Type	Usage Recommendation
Coated stocks	Not supported on systems with a Multifunction Finisher.
	Otherwise, stocks coated on both or only one side are supported. When printing on stocks that have only one side coated, load the coated side up.
Paper weight range	For systems that do not have the Productivity Pack license enabled: • **Normal** - 56 to 84 gsm (ex: standard copier paper, inkjet paper) • **Medium** - 85 to 105 gsm (ex:slightly heavier than Normal. Good for brochures, advertisements) • **Heavy** - 106 to 280 gsm (index cards, cover stock, posters) For systems with the Productivity Pack license enabled, you can enter exactly the paper weights for the stock that is being loaded. The upper limit of the stock weight is determined by the finisher on the system. When using the BFM, the system supports: • 56 gsm - 280 gsm uncoated stock • 90 gsm - 280 gsm coated stock A system with a MFF supports: • 56 gsm - 220 gsm uncoated stock; coated not supported The weight range supported on a system with a DS3500 depends on the 3rd party device, but most are 56 gsm - 280 gsm for uncoated stock and 90 gsm - 280 gsm for coated stock.
Drilled stocks	If you are loading any type of drilled paper, to aid in sheet separation and to prevent jams, it may be helpful to fan reams before loading into the tray.

Paper Type	Usage Recommendation
Transparency or Mylar reinforced sheets	Loading limit in Paper Feeder trays: 50 sheets.
Removable stripe transparencies	Loading limit in Paper Feeder trays: 50 sheets. Load with stripe down on the lead edge. **Note** For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used.
Label Stock	• LEF • Loading limit in Paper Feeder trays: 50 sheets.
Carbonless Forms	• LEF • For 1 to N printing order, load with top (white) sheet on top • For N to 1 printing order, load with top (white) sheet at the bottom
Booklet Envelope (closed flap)	• 6"x9" • 9"x12" • 162x229 • 220x312 • Types: Closed flap, flap on long edge. • Loading orientation: Address side up and flap-side leading • Output to MFF top tray only • Loading capacity limit - 60 • Output to top tray limit - 15** **More than 15 envelopes can be output to the tray, as long as the tray is tended and emptied every 10-15 envelopes.
Catalog Envelope (open flap)	• 6"x9" • 7"x10" • 162x229 • 178x254 • Type: Open flap. • Loading orientation: Address side up and and flap oriented towards operator. • Output to MFF top tray only • Loading capacity limit - 60
Window stock	Do Not Use.

Paper Type	Usage Recommendation
Preprinted materials	• Design the preprinted image so that no ink, varnish, or aqueous coating is placed in the area to be printed. Toner adhesion can not be assured when printing over inks or varnish. If the image must be printed over pre-printed ink, results are more likely to be acceptable if the color is screened back to less than 30 % or the base stock is uncoated paper • Select papers printed with laser-compatible, lithographic inks to minimize offsetting. UV-cured inks are recommended, especially on coated stocks, to insure complete drying before printing on a Xerox Nuvera. Laser inks can be oxidative, or heat set types. • Do not use papers preprinted with xerographic processes. • Select preprinted sheets that are free of excessive curl. • Select base paper stock approved for use on a Xerox Nuvera system. • Refer to the Xerox Nuvera Production Paper Guide for more Information.
DocuCards	• DocuCard sheet with a single card • LEF for 8 x 11" and A4 • SEF for 11 x 17" • Loading capacity 50 sheets • If using a Tiltatron, capacity is 200 sheets in trays 1 and 2.
Paper backed transparencies	Loaded with side to be imaged facing up, and glued end to the left.
Mixed size sheet handling in Document Feeder and Multi-function Finisher	Requires the same IB/OB dimension for all sheets.

Related Information

• Supported Paper
• Expected Paper Performance Tables
• Configuring Paper Stocks and Trays
• Adding Pages To A Document

Document Feeder & Scanner Specifications

Note

This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The scanner includes the Simultaneous Duplex Document Feeder ("Document Feeder") and the Document Glass (or "Platen").

The Document Feeder uses a Constant Velocity Transport (CVT) to scan each page as it passes the stationary scan module. The Document Feeder can scan both sides of a page at once (hence the name "Simultaneous Duplex"), using a second CVT to move the document past the second scan module. This reduces the time required for copying or scanning 2-sided originals.

The Document Glass provides a means for scanning documents that cannot be fed through the Document Feeder, such as fragile, bound, and extra large documents. The maximum paper size that can be placed on the platen is 12.6 inches x 18.5 inches (image size 12.0 inches x 18.0 inches). The original is placed face down on the Document Glass and the scan module passes under the Document Glass.

For details on proper usage of the Document Feeder, see Using the Document Feeder.

Document Feeder Paper Capacities and Capabilities

Item	Specification
Maximum paper dimensions	11 x 17 inches (279.4 mm x 432 mm) (see **NOTE** below)
Minimum paper dimensions	5.5 x 8.5 inches (140 mm x 216 mm)
Paper capacity	300 sheets (20 lb. bond, 75 gsm weight) Weight 13 lb. bond to 113 lb. index (49 to 250 gsm)
Resolution Throughput	8-bit Gray (256 shades) at 600 x 600 dpi 120 images per minute one-sided 8.5 x 11"/A4 - 120 sheets per minute 120 images per minute two-sided 8.5 x 11"/A4 - 60 sheets per minute

Note

A5 and Statement stock should be fed SEF(Short Edge Feed). LEF (Long Edge Feed) of A5 and Statement stock is not supported by the Document Handler.

Note

A 12x18 inch original will travel through the Document Feeder, but some information on the output may be lost. To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.

Print Engine Specifications

Before making prints with the Xerox Nuvera System, take the time to learn about its capabilities and capacities.

Fuser Temperature

180/195 degrees Celsius (356 degrees Fahrenheit) when printing in Normal mode on 144/157 systems respectively.

EIP Mode: 200 degrees Celsius (392 degrees Fahrenheit)

Registration

Benchmark registration system holds image to sheet alignment at +/- .65mm per side and front-to-back on Letter/A4 size papers; +/- .75 mm per side and front-to-back on Tabloid/A3 size papers.

Printer Resolution

4800 x 600 dpi

RIP (Raster Image Processor) Resolutions

The Parallel RIP feature is available on the Xerox Nuvera 200/288 EA/MX Perfecting Production System, increasing processing time and RIP speed for complex jobs. For more information about Parallel RIP, see Printing with the Parallel RIP feature.

The processor can process images for printing (RIP) at the following resolutions:

- 600x600 dpi - The 600 dpi option provides faster performance when processing and saves files that are smaller in size
- 1200x600 dpi
- 1200x1200 dpi - 1200 dpi is the system default

Print Quality (halftone screens)

The base configuration (without the Enhanced Line Screen license enabled) supports only a 125 lines per inch (lpi) halftone screen. With the Enhanced Line Screen license enabled, the system supports 85, 106, 125, 134, and 156 lpi halftone screens.

Print Engine Type

Xerographic monochrome (black and white) only. The single engine models provide one of the following speed licenses: 100, 120, 144 or 157 EA Production Systems or 100, 120 or 144 MX Production Systems.

The Xerox Nuvera 200/288/314 EA and Xerox Nuvera 200/288 MX Perfecting Production Systems are comprised of two EA Production System print engines (A1 and A2).

Printer Speed

The Xerox Nuvera EA Production System can be licensed to support 100, 120, 144 or 157 ppm print speeds. The Xerox Nuvera MX Production System supports 100, 120, or 144. For systems with a Multifunction Finisher, only 100 and 120 are available.

The Xerox Nuvera EA Perfecting Production System can be licensed to support 200, 288 or 314 impressions per minute at duplex mode with 2 - 3 Parallel RIP running on the dual core CPU. The Xerox Nuvera MX Perfection Production System supports 200 or 288.

Note

*Print speeds will be impacted on 157/314 systems with an SRM/BFM configuration when running tab jobs and stock sizes 7.0 inches to 8.2 inches.

Xerox Nuvera System	Pages Per Minute (ppm)	Images Per Minute (ipm)
Xerox Nuvera 100 EA Production System	100 ppm simplex 50 ppm duplex	100 ipm simplex 100 ipm duplex
Xerox Nuvera 120 EA Production System	120 ppm simplex 60 ppm duplex	120 ipm simplex 120 ipm duplex
Xerox Nuvera 144 EA Production System	144 ppm simplex 72 ppm duplex	144 ipm simplex 144 ipm duplex
Xerox Nuvera 157 EA Production System*	157 ppm simplex 78 ppm duplex	157 ipm simplex 157 ipm duplex
Xerox Nuvera 200/288 EA/MX Perfecting Production System	144 ppm simplex 144 ppm duplex	100/144 ipm simplex 200/288 ipm duplex
Xerox Nuvera 314 EA Perfecting Production System	157 ppm simplex 157 ppm duplex	157 ipm simplex 314 ipm duplex

Variable Pitch Xerographics for maximum throughput

The Xerox Nuvera is equipped with a variable pitch Xerographic belt. Pitch refers to the number of page images that can be placed on the belt, which are then transferred to the paper. For details on how page image size impacts belt pitch, which in turn impacts overall throughput, see About Pitch.

Dry Ink (Toner)

For the Xerox Nuvera Production Systems and Xerox Nuvera Perfecting Production Systems, EA dry ink or MICR ink is used.

Paper Sizes Supported

Nuvera EA

- **Minimum size:** A5 / 5.5 inches x 8.5 inches (140 mm x 216 mm)

- **Maximum size:** 12.2 inches x 18.5 inches (320 mm x 470 mm)

Xerox Nuvera 200/288 EA/MX Perfecting Production System

- **Minimum size:** A5 / 5.7 inches x 8.5 inches (144 mm x 216 mm)
- **Maximum size:** 12.2 inches x 19.33 inches (320 mm x 491 mm)

For details on papers supported, see:

- Supported Paper
- Recommendations for Paper Usage
- Expected Paper Handling and Copy Performance

Machine Warm-up Times

From cold start (ex: first thing in the morning): 4.5 to 7 minutes

From power saver mode: 3.5 minutes

From system restart: 4 to 5 minutes

FreeFlow Print Server Capabilities

All of the Xerox Nuvera systems are driven by one FreeFlow Print Server. For more detail on system information, select **Setup** from the FreeFlow Print Server menu bar.

- Removable storage device(s): DVD - R/W drive
- Ethernet connector type: 10/100/1000 BaseT
- PDL (Printer Description Language) support: PostScript Level 3, HP/PCL 5e & PCL 6, TIFF, Multi-page TIFF, Adobe PDF, ASCII, PPML, LCDS, IPDS
- Network protocols supported: TCP/IP, LPR, IPP, HTTP, AppleTalk, Novell (SPX-IPX), SNMP

Xerox Nuvera 100/120/144/157 EA Production System

- System Processor: Dual Core 2.8 GHz, 250 GB SATA hard drive, 4 GB of RAM, up to 5 available USB ports, DVD-RW drive, one 10/100/1000 Megabit Ethernet port for customer use
- Monitor screen: 19-inch (size may vary depending on location) flat color LCD monitor operated with USB keyboard and mouse

Xerox Nuvera 200/288/314 EA/MX Perfecting Production System

- System Processor: Dual Core 3.0 GHz, 250 GB SATA hard drives, 4 GB of RAM, up to 5 available USB ports, DVD-RW drive, one 10/100/1000 Megabit Ethernet port for customer use
- Monitor screen: 19-inch (size may vary depending on location) flat color LCD monitor operated with USB keyboard and mouse

Note

A second optional hard drive is available. Also, there is an optional kit to add 4GB and replace the 3.0 GHz Dual Core processor with a 2.66 GHz Quad Core processor.

For details on printing from a client, see Printing a Job from your Networked PC.

Multifunction Finisher (MFF) Specifications

The Multifunction Finisher offers the basic publishing option on the Xerox Nuvera EA Production System. It is the only finisher in the configuration and can not be followed by any other finishing devices. It provides stacking and stapling capabilities as well as the ability to make booklets and trifold documents.

There are two MFF models available.

- The **Professional** is a finisher that provides high capacity collating, stacking and stapling. It also allows the ability to make booklets and trifold documents. This model consists of a Top Tray for collecting or purging sheets, a Main Tray and a Bottom (Booklet) Tray.
- The **Pro Plus** is the Professional model with added functionality provided in the Interface Module area. The Interface Module contains a sheet insertion module as well as a hole punch module. The post process insertion capability of the MFF Pro Plus can insert covers, preprinted tabs and colored paper. The hole punch module offers either a 2 and 3 Hole Paper Punch or a 2 and 4 Hole Paper Punch that allows you to punch 2, 3 or 4 holes in the printed document, depending on the paper punch installed and the finishing hole punch option selected.

Using the MFF

Go to Using the Multifunction Finisher (MFF)for information on how to use the MFF.

Specifications

	MFF Professional	MFF Pro Plus
Top Tray	250 sheets of 20 lb bond (75 gsm) or equivalent Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.	Same
Bottom/Booklet Tray	250 sheets of 20 lb bond (75 gsm) or equivalent Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.	Does not accept hole punched finishing output
Insertion Tray	Not available	200 sheets of 20 lb bond (75 gsm) or equivalent 56-220 gsm Delivers output to all 3 trays
Main Tray/Stacker Capacity	3000 sheets of 20 lb bond (75 gsm) or equivalent The stack limit can be set from the UI for each BFM independently. Stapled sets with <15 sheets are limited to 100 sets. The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.	Same

	MFF Professional	MFF Pro Plus
Stapler Capacity	Up to 100 sheets of 20 lb bond (75 gsm) (one or two staples) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.) Includes two internal pass-through 100 sheet upside down staplers. The stapler devices have the ability to portrait, landscape or dual staple all supported paper sizes. Finished sets can be stacked internally to the lower stacker tray. If either of the Staplers runs out of staples see Replacing Staples in the BFM or if it jams see Clearing Stapler Jams. An alternate Staple Cartridge for up to 30 sheets of 20lb is available. (75-80 gsm) paper capacity. Contacting Xerox for information on ordering refills. Each Stapler Cartridge holds 5000 staples. Contacting Xerox for information on ordering refills.	Same
Paper Size Range process direction cross process direction	8.26 in to 18.5 in (210 mm to 457 mm) 8.26 in to 12 in (210 mm to 305 mm)	Same
Stock Weight Range uncoated: coated:	16 lb bond to 113 lb index (56 to 220 gsm) No coated stock	Same

The MFF Professional Model

MFF Stapling

Portrait, Landscape and Dual stapling is available for all media types, except Tabs and Transparencies. Stapling is offered for mixed sized sets if the length of the feed edge is the same size for all sheets.

For details and specifications on the staplers, see Stapler Specifications.

MFF Capacities

The Xerox Nuvera Multifunction Finisher (MFF) adds the finishing touches to your job by collating and stapling your output. The MFF Professional can be used to make folded and stapled booklets and various folding options; Folded-Only Booklets, Tri-Fold C-Configuration and Z-Configuration folded documents.

- 2,250 sheet total capacity of 20 lb. (75-80 gsm) paper or equivalent
- 250 sheet Top Tray
- 2,000 sheet Main Tray
- 1 and 2 Position Stapling in Main Tray
- 100 sheet staple capacity, sizes 8.5 x 14 inch or B4 and smaller. Contacting Xerox to order this consumable part.
- 50 sheet staple capacity paper sizes over 8.5 x 14 inch or B4. Contacting Xerox to order this consumable part.

Top Tray

Output to the Top Tray is delivered with Side-1 down and sets are not offset. The Top Tray can hold up to 250 sheets of 20 lb. (75-80 gsm) or equivalent paper. It can be set as a destination tray for non-stapled jobs. Copies that are less than 6.7 inches long in feed direction or 8 inches in the cross-feed direction will go to the Top Tray rather than the Main Tray. The Top Tray also receives sheets that are purged from the system when using the Main Tray or the Bottom Tray.

Main Tray

The Main Tray is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is delivered with Side-1 down and sets are offset. It can staple up to 100 sheets of 8.5 x 11 inch or A4 LEF, and 8.5 x 14 inch or B4 SEF of 20 lb. (75-80 gsm). It also can staple up to 50 sheets for paper sizes over 8.5 x 14 inch or B4 SEF of 20 lb. (75-80 gsm). Portrait, landscape, and dual position stapling are available.

"Stack Limit" allows you to set the Main Tray to the size of the stack from 200 to 2500 sheets. Once the set stack limit is achieved, the system will cycle down and display an Empty Main Tray message. The default setting is 2500 sheets.

Bottom (Booklet) Tray

The Bottom Tray is the output tray for receiving compiled stapled and unstapled booklets. It can receive up to 20 booklets of 15 sheets maximum of 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 11 x 17 inch or A3 20 lb. (75-80 gsm) or equivalent thickness with the Bottom Tray Stop in the up position. It also can receive Folded-Only Booklet up to 5 folded sheets per set of 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 11 x 17 inch or A3 or equivalent thickness with the Bottom Tray Stop in the up position. It can receive Tri-Fold C-Configuration and Tri-Fold Z-Configuration of single sheets only of 8.5 x 11 inch or A4 SEF.

When using the MFF for folded output, the Banner Sheets that separate your print jobs from one another will come out folded on the long axis of 8.5 x 11 inch or A4 paper, allowing the customer to see separation easier.

Booklet Making

- Folded Only Booklets 1-5 sheets
- Folded and Stapled Booklets 2-15 sheets
- Sizes from 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 8.5 x 17 inch or A3

The Booklet Maker on the Professional Finisher produces Booklets (Folded Only and Folded and Stapled) and Letter Tri-Fold (C- and Z-Configuration).

All Booklet and Tri-Fold jobs must use SEF oriented paper supply.

The Booklet Maker can fold 1-5* sheets or fold and staple 2-15* sheets of the following papers:

Paper Size			Orientation
Name	Inch (WxL)	mm (WxL)	SEF
Letter	8.5x11	216x279	X
A4	8.27x11.69	210x297	X
Foolscap	8.5x13	215x330	X
Legal	8.5x14	216x356	X
A3	11.69x16.54	297x420	X
Ledger	11x17	279x432	X

*Booklet Maker: 15 sheets or less of 80 gsm (20 lbs) or equivalent thickness, e.g., 12 sheets of 80 gsm (20 lbs) with one cover of 200 gsm.

Fold: 5 sheets or less of 80 gsm (20 lbs) or equivalent thickness.

Tri-Folding enables bulk mailing applications and ease of fit into standard U.S. #10 business size and DL (A4) size envelopes.

Special materials such as transparencies, drawing film, labels, and coated stocks are not compatible with the Booklet Maker.

Finished jobs are delivered to the Bottom Tray with side 1 down. If you use Banner Sheets, they will be folded LEF orientation to separate jobs in the tray.

Folding Options (single sheets only)

- C-Configuration and Z-Configuration folds
- Output 8.5 x 11 inch or A4 only

Finisher Pause Button

Removing output while the Finisher is running may produce sets that are incorrectly stapled. The Finisher Pause Button delays processing to allow you to remove finished sets from the main tray without disturbing sets in progress.

The Finisher Pause Button is located near the right front corner of the top cover. When selected, it affects the operation of the Main Tray only.

To activate the Finisher Pause feature

1. Press the **Pause** Button.
2. Wait for the tray to lower.
3. Unload the tray.
4. Press the **Pause** Button again to continue subsequent processing.

Note

The finisher will pause after producing between 80 to 100 sets of thin sets (2-15 sheets). This allows you to unload the finisher. It automatically resumes printing after a lapse of 1 minute.

The MFF Pro Plus Model

Post Process Insertion Tray

Use this insertion tray on the MFF Pro Plus to add covers, preprinted sheets or tabs into your job, and program these sheets as Special Pages at the FreeFlow Print Server interface.

Hole Punching

This finishing option is selectable from the Output tab of the Job Properties window. Select Stapling/Finishing and the Stapling/Finishing pull-down menu. If the 2/3 Hole Paper Punch is installed, you can select 2 or 3 hole punch and the various hole placement options such as portrait or landscape, and top or bottom. If the 2/4 Hole Paper Punch is installed, you can select either 2 or 4 hole punching along with the same placement options. Your output punched documents can then be placed in a 2, 3 or 4-ring binder.

Select the Multiple Finishing option from the same Finishing area on the FreeFlow Print Server to simultaneously select stapling and hole punching for the job.

Paper Specifications for the Hole Punch Module		
Type	**Size**	**Weight**
2-punch	171-321mm (6.74-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm
3-punch	232-321mm (9.14-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm
4-punch	255-321mm (10.04-12.63 in) width 148-457mm (5.83-17.99 in) length	56-200 gsm

Insertion Tray Capacities

The MFF Insertion Tray specifications are:

- Holds and feeds up to 200 sheets of 20 lb bond (75 gsm), all same stock size
- Accepts media weight of 56 - 220 gsm
- Accepts sizes of 176-470 mm (6.93 - 18.5 in) length and 176-298 mm (6.93 x 11.73 in) width

For more information about loading special stock such as tabs, refer to Loading Special Stock for Proper Finishing Output.

Configurations

The MFF is the basic configuration on the Xerox Nuvera EA Production System and is the only configuration that does not include the Sheet Enhancement Module (SEM). The Sheet Enhancement Module is a standard component on systems with a BFM or DS3500.

The diagrams below show the MFF finishing configuration options.

Machine Specifications

Figure 24. Print Engine / MFF Professional (can include an SFM Insertion Module)

Figure 25. Print Engine / MFF Pro Plus (can include an SFM Insertion Module)

Xerox Production Stacker (XPS)

The Xerox Production Stacker (XPS) with Document Finishing Architecture (DFA) Finishing is a finishing option available for the Model IV Nuvera.

This finishing device provides output trays that eject and rise to near waist height of the user. If the height selected is not appropriate, this height can be adjusted. The sheet capacity for these output trays is increased from other stackers. The XPS stacks 5,700 (2 stacks of 2,850). The stacker can be released to unload while the system is still running and printing, which allows for constant production. This is also true when using a single stacker.

For more detailed information about the XPS, refer to the *Xerox Nuvera® Xerox Production Stacker Operator Manual.*

Basic Finishing Module (BFM/BFM Plus) Specifications

The BFM is a finisher that provides high capacity collecting, stacking and stapling. It also includes a top tray for collecting or purging sheets.

Note

For 157/314 systems with one of the BFM models, a Sheet Retime Module is required to be installed before that single BFM to enable stapling and speed rate. Paper sizes less than 6.9 inches (175mm) in the process direction are not supported in this configuration. Tab jobs and paper sizes between 8.2 and 7.0 inches will run at less than 157 ppm.

The Xerox Nuvera System offers the following BFM models:

- The **BFM** is a finisher that provides high capacity collating, stacking and stapling. It also includes a top tray for collecting or purging sheets.
- The **BFM Plus** is comprised of the Bypass BFM and the Interface Module. The BFM Plus module provides the same capabilities as the BFM. However, it does not have a top tray and does include a bypass paper path that allows the BFM Plus to pass pages through an Interface Module (IM) to another BFM or through an Interface Module and Finishing Transport Module to other DFA-compliant finishers.
- The **BFM Plus Top Tray with Direct Connect** is comprised of the Bypass BFM with an Interface Module that has Top Tray capabilities and is able to connect directly to a DFA-compliant finisher(s). The DFA-compliant finishers are limited to devices that have an 860mm height, Center registration, and a velocity of 1130mm/s.

Using the BFM

Go to Using the Basic Finishing Module (BFM) for information on how to use the BFM and all of the adjustments that affect the BFM.

Capacities

Stacker

- 3,000 sheets total capacity of 20 lb. (75-80 gsm) paper or equivalent.
- The stack limit can be set from the UI for each BFM independently.
- Stapled sets with <15 sheets are limited to 100 sets.
- It can staple up to 100 sheets of 8.5 x 11 inch or A4 LEF, and 8.5 x 14 inch or B4 SEF of 20 lb. (75-80 gsm). Portrait, landscape, and dual position stapling are available
- The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.
- You can use a combination of 3 finishers maximum.

Top Tray

- 250 sheets of 20 lb. (75-80 gsm) paper or equivalent.
- Output to the Top Tray is delivered with Side-1 down and sets are not offset.
- It can be set as a destination tray for non-stapled jobs.
- Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.
- Paper size greater than 18.5 inches in the process length will run to the top tray only.

Stapler

- The Basic Finishing Module has two internal pass-through 100 sheet up side down staplers. The stapler devices have the ability to portrait, landscape or dual staple all paper sizes between 5.5"x8.5"; / A5 and 12.6"x18.5 inches. Finished sets can be stacked internally to the lower stacker tray.

- These staplers have the capability of stapling 100 sheets of 20lb. (75-80 gsm) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.).

- If either of the Staplers runs out of staples see Replacing Staples in the BFM or if it jams see Clearing Stapler Jams.

- An alternate Staple Cartridge is available with 30 sheets of 20lb. (75-80 gsm) paper capacity. Contacting Xerox for information on ordering refills.

- Each Stapler Cartridge holds 5000 staples. Contacting Xerox for information on ordering refills.

Specifications

	BFM	BFM Plus
Top Tray Capacity	250 sheets of 20 lb bond (76 gsm) or equivalent Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.	Only available on the Bypass BFM Top Tray with Direct Connect
Stacker Capacity	3000 sheets of 20 lb bond (76 gsm) or equivalent The stack limit can be set from the UI for each BFM independently. Stapled sets with <15 sheets are limited to 100 sets. The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.	Same

	BFM	BFM Plus
Stapler Capacity	Up to 100 sheets of 20 lb bond (75 gsm) (one or two staples) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.) Includes two internal pass-through 100 sheet upside down staplers. The stapler devices have the ability to portrait, landscape or dual staple all supported paper sizes. Finished sets can be stacked internally to the lower stacker tray. If either of the Staplers runs out of staples see Replacing Staples or if it jams see Clearing Staple Jams. An alternate Staple Cartridge for up to 30 sheets of 20lb is available. (75-80 gsm) paper capacity. Contact Xerox for information on ordering refills. Each Stapler Cartridge holds 5000 staples. Contact Xerox for information on ordering refills.	Same
Paper Size Range process direction cross process direction	8.26 in to 18.5 in (210 mm to 457 mm) 8.0 in to 12 in (200 mm to 305 mm)	Same
Stock Weight Range uncoated: coated:	16 lb bond to 113 lb index (56 to 280 gsm) 90 to 280 gsm	Same

Note

For information on how to use the BFM and BFM Plus and send documents to the stacker, see Using the Basic Finishing Module (BFM) and Delivering Document Sets to the Stacker.

Configurations

There are a number of possible Feeder and Finishing combinations when installing the Sheet Feed Modules, the Insertion Modules, the BFM, XPS and other external finishers on a Xerox Nuvera system.

Note

For increased productivity, the system can support up to four SFM feeders, up to two Insertion Modules, and up to three XPS Modules. The BFM and BFM Plus or BFM Plus and BFM Plus can be installed together to double the stacker capacity.

Configuration examples for the 100/120/144 and 200/288 system include:

The diagrams below highlight some of the more common finishing configuration options. Only the Nuvera EA Production System with a MFF does not include a Sheet Enhancement Module, which is always located directly after the print engine (or second print engine on the 200/288/314 system).

Figure 26. Print Engine / Sheet Enhancement Module / BFM

Figure 27. Print Engine / Sheet Enhancement Module / Insertion Module / BFM

Figure 28. Print Engine / Sheet Enhancement Module / BFM Plus/ BFM

Machine Specifications

Figure 29. Print Engine / Sheet Enhancement Module / Insertion Module / BFM Plus/ BFM

Figure 30. Print Engine / Sheet Enhancement Module / XPS -->connects to DFA compliant 3rd party Finisher

Figure 31. Print Engine / Sheet Enhancement Module / Insertion Module/ XPS -->connects to DFA compliant 3rd party Finisher

Figure 32. Print Engine / Sheet Enhancement Module / Insertion Module/ BFM Plus/ DS3500 or XPS -->connects to DFA compliant 3rd party Finisher

Figure 33. Print Engine / Sheet Enhancement Module / Insertion Module / BFM Plus / BFM Plus/ DS3500 or XPS -->connects to DFA compliant 3rd party Finisher

Note

If you have a GBC AdvancedPunch® Pro finisher, it will be installed before the XPS Modules.

Configuration examples for the 157/314 systems with a BFM:

For a Xerox Nuvera 157/314, if a single BFM (BFM, BFM Plus or BFM Direct Connect) is in the system configuration, the Sheet Retime Module (SRM) is required to be installed directly in front of the BFM.

The following lists some of the common SRM/BFM configurations.

- Print Engine / Sheet Enhancement Module / Sheet Retime Module / BFM
- Print Engine / Insertion Module / Sheet Retime Module / BFM
- Print Engine / Sheet Enhancement Module / Sheet Retime Module / BFM Plus / XPS
- Print Engine / Sheet Enhancement Module / Insertion Module / Sheet Retime Module / BFM Plus / XPS
- Print Engine / Sheet Enhancement Module / Sheet Retime Module / BFM Direct Connect / XTB
- Print Engine / Sheet Enhancement Module / Insertion Module / Sheet Retime Module/ BFM Direct Connect / XTB

Stapler Specifications

- Basic Finishing Module Stapler
- Multifunction Finisher
- Stapler Maintenance

Basic Finishing Module Stapler

For more information, see Basic Finishing Module Specification

Multifunction Finisher

If the Xerox Nuvera is equipped with a Multifunction Finisher, this finisher includes two stapling systems:

- Main Stapler
- Booklet Stapler

Before using any of the staplers on the Xerox Nuvera , take the time to learn about their capabilities and capacities.

Document Size Requirements

Short Edge size range: 8 inches to 12 inches

Long Edge size range: 6.7 inches to 18 inches

Stapling Limit

The Main Stapler will accommodate either a 50 Sheet Stapler Cartridge or a 100 Sheet Stapler Cartridge. The maximum staple limit is either 50 sheetsof 80gsm (20lb.) paper or 100 sheets of 80gsm (20lb.) paper. Papers of heavier weights or larger sizes will reduce the maximum staple limits, accordingly.

Staple Cartridge Limitation

The machine software currently does not distinguish between the 50 Sheet Staple Cartridge and the 100 Sheet Staple Cartridge. This means that if the 50 Sheet Staple Cartridge is loaded in the machine, and a job with more than 50 sheets is sent to be stapled, a mis-staple or stapler jam will probably occur. If the 50 Sheet Staple Cartridge is used, it is the responsibility of the operator to ensure that jobs exceeding 50 sheets are not submitted for stapling.

Stock Weight / Maximum Sheets

Weight (UI Classification)		50 Sheet Cartridge Capability	100 Sheet Cartridge Capability
Small Paper Sizes (A4, Letter, Legal)	15 to 22 lb. (Normal)	50	100
	22+ to 28 lb. (Medium)	35 (105 gsm)	70 (105 gsm)
	28+ lb. (Heavy)	15 (216 gsm)	30 (216 gsm)
Large Paper Sizes (9 x 14, B4, A3, & Ledger)	15 to 22 lb. (Normal)	50	50
	22+ to 28 lb. (Medium)	35 (105 gsm)	50
	28+ lb. (Heavy)	15 (216 gsm)	30 (216 gsm)

Stapler Maintenance

If either of the staplers runs out of staples, or jams, see Clearing Stapler Jams or Replacing Staples in the Finishers.

Keyboard, Mouse & Display Specifications

The User Interface (UI) provides the means for the user (operator) to interact with a printer, copier, or Multifunctional device. Architecturally, the UI is a client of services within the printer, copier, or Multifunction device.

The user interface consists of the controls by which a user issues commands to a device or system, and the displays by which the device or system informs the user of the current state, its functions, and its processes.

The UI will also provide a graphic display for messages, information, instructions, menus and machine diagram (mimic).

Keyboard Specifications

USB

Navigating the user interface using only the keyboard

The Xerox Nuvera user interface, in addition to being navigable with the USB mouse, can also be navigated through the keyboard.

Some examples of why the user interface is keyboard-accessible:

- Blind people cannot use a mouse because they cannot see where to click. They use their keyboard almost exclusively.
- Some individuals with neuromuscular impairments cannot use a mouse either.

For information on keyboard accessibility, see Special Navigation / Activation Keyboard Shortcuts.

Common Keyboard Shortcuts

You can use the keyboard to navigate the UI and program jobs. For a complete set of documentation on keyboard navigation, see Keyboard Operations on the Sun/Java website.

User Interface Components Key

Focusable Component: Any button or control in the UI that can be clicked or have data entered into it.

Character: A letter or number inside an editable text field.

Pane: One of 3 main areas of the user interface: the **status** area, **service buttons** (Copy, Print, etc...) on the left side, and the **main content/tab** area.

Keyboard Focus: The UI component that is enabled for some input from the user. This is visible in the UI as a blue border around the component.

Keyboard Operation	Action
Tab	Navigates to the next focusable component.
Shift+Tab	Navigates to the previous focusable component.
Control+Tab	Navigates to the next focusable component. This works even if the component that previously had focus accepts tabs; for example this is how to escape out of tables once a table element gets focus.

Keyboard Operation	Action
Shift+Control+Tab	Navigates to the previous focusable component. This works even if the component that previously had focus accepts tabs; for example this is how to escape out of tables once a table element gets focus.
Left arrow	Moves focus left one character or component.
Right arrow	Moves focus right one character or component.
Up arrow	Moves focus up one line or component.
Down arrow	Moves focus down one line or component.
Page Up	Moves up one pane of information.
Page Down	Moves down one pane of information.
Home	Moves to the beginning of the data; in a table, moves to the beginning of a row.
End	Moves to the end of the data; in a table, moves to the last cell in a row.
Control Enter or Control-Return	Activates the default command button.
Escape	Dismisses a menu or dialog box without changes.
Spacebar	Activates the component that has keyboard focus.

Special Navigation/Activation Keyboard Shortcuts

In addition to the common keyboard shortcuts, the Xerox Nuvera provides special navigation and activation keys. These keys allow the user to navigate around the user interface and interact with the components and features of the system.

Component Type	Keyboard Operation	Action
Split Pane	F6	Moves the focus between the panes to first focusable element in pane.
	F8	Gives focus to splitter bar. Arrow, Home and End keys can be used to move the bar. Arrow keys give fine control of movement. Home and End keys effectively hide an entire pane from view.

Component Type	Keyboard Operation	Action
Mode Indicators	Control-D	Shortcut puts focus on first mode indicator, from which the user can post the tool tip. Mode indicators can include one or more of the following modes: Secure, Job Fault, Diagnostic, Remote Workflow, and Logging.
Pause button(s)	Control-P	Pauses the printer or scanner.
Tab Pane	Control-Up Arrow	Puts focus at the selected tab.
	Arrows	Moves between tabs.
	Control Page Up	Moves to previous tab, preparing to enter first focusable component in tab.
	Control Page Down	Moves to next tab, preparing to enter first focusable component in tab.
Feature Access Buttons (FAB)	Control-Shift-Left Arrow/ Control-Shift-Right Arrow	Moves the focus between a FAB and the first focusable element within that FAB.
Tables	Tab	Moves focus one cell to the right. If the table cells are selected, the focus should wrap, left to right, top to bottom and then back to the top of the selected region.
	Shift-Tab	Moves focus one cell to the left. With cell selection, Shift tab behaves similarly to Tab, but in the reverse order.
	Return/Enter	Move focus one cell down, row selection follows focus. At bottom of table, focus wraps to top of column. If more than one cell is selected, the focus should wrap to traverse each selected column in turn and then repeat from the beginning.
	Shift-Return/ Shift-Enter	Behaves the same as Return/Enter but in the reverse direction.

Component Type	Keyboard Operation	Action
	Up/Down Arrow	Deselects current selection and moves focus up/down one cell, re-establishing row selection in focused cell row.
	Left/Right Arrow	Deselects current selection and moves focus left/right one cell.
	Page Up/Page Down	Deselects current selection. When no vertical scrollbar is visible, moves focus and row selection to last/first row in table. The focused cell remains in the same column in which it originated. When a vertical scrollbar is visible, scrolls the table up/down one row and re-establishes the selected row as the last/first visible row in table. The focus is moved, within its current column to the newly selected row.
	Control-PageUp/ Control-PageDown	Deselects current selection. When no horizontal scrollbar is visible, moves focus to first/last cell in row and re-establishes row selection where focused cell resides. When a horizontal scrollbar is visible, scrolls the table to left/right to make first incompletely displayed column visible and places the focus in that column. Row selection is re-established in focused cell row.
	Home/End	Deselects current selection. Moves focus to first/last cell in row and re-establishes row selection in focused cell row.
	Control-Home/ Control-End	Deselects current selection. Moves focus to first/last row in table within the same column where focus originated and re-establishes the row selection.
	Control-A	Select all rows in a table.
	Shift-End	Selects whole row.
	Shift-Up Arrow/ Shift-Down Arrow	Extend selection up/down one row in table.

Component Type	Keyboard Operation	Action
	Shift-PageUp/	Extend Selection up/down one "table page" at a time. When no vertical scrollbar is visible, moves focus and row selection to last/first row in table. The focused cell remains in the same column in which it originated. Row selection is established from original row in which focus resided to the row in which the focus has been moved. When a vertical scrollbar is visible, scrolls the table up/down one row and moves the focus within its current column to the newly visible row. Row selection is established from original row in which focus resided to the row in which the focus has been moved.
	Control-Shift Home/ Control-Shift End	Extend Selection from current row where focus resides to beginning/end of table. Focus does not move.
	Space	Presents popup menu, if one exists.
	Alt-Right Arrow/ Alt-Left Arrow	Move table column where focus resides right/left, one column in the table.
	Shift-Up Arrow/ Shift-Down Arrow	Extend selection up/down one row in table.

Component Type	Keyboard Operation	Action
	Shift-PageUp/ Shift-PageDown	Extend Selection up/down one "table page" at a time. When no vertical scrollbar is visible, moves focus and row selection to last/first row in table. The focused cell remains in the same column in which it originated. Row selection is established from original row in which focus resided to the row in which the focus has been moved. When a vertical scrollbar is visible, scrolls the table up/down one row and moves the focus within its current column to the newly visible row. Row selection is established from original row in which focus resided to the row in which the focus has been moved.
	Control-Shift Home/ Control-Shift End	Extend Selection from current row where focus resides to beginning/end of table. Focus does not move.
	Space	Presents popup menu, if one exists.
	Control-Right Arrow/ Control-Left Arrow	Move table column where focus resides right/left, one column in the table.
	Control-Shift-Up Arrow/ Control-Shift-Down Arrow	Sort column where focus resides in ascending/descending order. (This assumes that the table has sorting activated.)
	Up/Down Arrow	Deselects current selection and moves focus up/down one element, > re-establishing selection on focused list element.

Component Type	Keyboard Operation	Action
	Page Up/Page Down	Deselects current selection. When no vertical scrollbar is visible, moves focus and element selection to last/first element in list. When a vertical scrollbar is visible, scrolls the list up/down one row and moves focus and element selection to the last/first visible element in list.
	Home/End	Moves focus and selection to first/last element in list.
	Control-A	Select all elements in list.
	Shift-Up Arrow/ Shift-Down Arrow	Extend selection up/down one list element at a time. Focus moves too.
	Shift-Page Up/ Shift-Page Down	Extend selection up/down one "page view" at a time. Focus moves to bottom/top of selection.
	Shift-Home/ Shift-End	Extend selection to top/bottom of list. Focus moves to top/bottom of list.
Scroll Bars	Up/Down Arrow	Scroll viewing window up/down one row at a time.
	Page Up/Page Down	Scroll viewing window up/down one "page view" at a time.
	Home/End	Scroll viewing window to the top/bottom of displayed component (eg. tree, table, or list).
Pop Up Menu	Space/Enter	Select menu item with focus.
	Up/Down Arrow	Move focus to previous/next menu item.
	Right Arrow	Assuming focus is at a cascading menu element, open up a cascading menu.
	Left Arrow	Assuming focus is at a cascading menu element, close the cascading menu.
	Esc	Exit pop up menus.
Pull Down Box Menu	Space/Down Arrow	Post (activate) menu.

Component Type	Keyboard Operation	Action
	Up/Down Arrow	Move focus and select previous/next menu item.
	Esc	Exit pull-down menus.
Menu Bar	F10	Launch menu.
	Up/Down Arrow	Move focus to previous/next menu item.
	Space/Enter	Select focused menu item.
	Esc	Exit menu.
Directory Tree	Up/Down Arrow	Move focus and selection up/down one row in directory tree.
	Left/Right Arrow	Move focus left/right one column in directory tree. If closed folder is selected, right arrow opens folder when it is not empty. If folder is open and selected, left arrow closes folder.
	Page Up/Down	Move up/down one "page view", first focusable component in view gets focus and selection.
	Home/End	Move to first/last element in tree. This element gets the focus and selection.
	Control-Left Arrow/ Control-Right Arrow	Move focus up/down one row in directory tree.
	Control-Page Up/ Control-Page Down	Move up/down one "page view", first focusable component in view gets focus.
	Control-Home/ Control-End	Move to first/last element in tree. This element gets the focus.
	Space	Select element in directory tree where focus is located.
Tool Tip	Control-F1	Launch tool tip if one is attached to focused component.
	Control-F1/Esc	Dismiss tool tip.

Keyboard Shortcuts and Mnemonics

Keyboard Shortcut	Result	Notes
Ctrl-P	Pause button	Pause dialog (pauses both printing and/or scanning)
Ctrl-N	Pause Scanning	PS only
Ctrl-U	Unload button	When available on the UI (as applicable to the configuration)
Ctrl-A	Clear All button	DC/ST only
Content Area		
Ctrl-S	Start button (Copy, Scan to File, Print Service)	When pathway to the Start button is open.

List of Mnemonics

Letter	Item(s)	Comments
Menus		
Alt-L	Top level Logon menu	
L	**L**ogon	Top level Logon menu needs to be open. Once menu is open, user would use the "l" key to open the logon dialog.
F	Logof**f**	Top level Logon menu needs to be open. Once menu is open, user would use the "f" key to open the logoff dialog.
Alt-M	Top level System menu	
P	**P**ause Processing Ctrl-Shift-P	Top level System menu needs to be open. Once menu is open, user would use the "p" key to pause the RIP. The Ctrl-Shift-P combination is an accelerator, which does not require the user to open the System menu.
R	**R**esume Processing Ctrl-Shift-R	Top level System menu needs to be open. Once menu is open, user would use the "r" key to resume the RIP. The Ctrl-Shift-R combination is an accelerator, which does not require the user to open the System menu.

Letter	Item(s)	Comments
D	**Service D**iagnostics	Top level System menu needs to be open. Once menu is open, user would use the "d" key to open the service diagnostics dialog.
S	**S**hutdown Ctrl-Shift-S	Top level System menu needs to be open. Once menu is open, user would use the "s" key to open the Shutdown dialog. The Ctrl-Shift-S combination is an accelerator, which does not require the user to open the System menu.
Alt-I	Top level Printer menu	
Alt-E	Top level Setup menu	
Alt-A	Top level Administration menu	
Alt-H	Top level Help menu	
Pathways		
Alt-C	Copy Service Pathway	
Alt-S	Scan to Digital Service Pathway	
Alt-P	Print Service Pathway	
Alt-J	Job Manager Pathway	
Alt-Q	Queue Manager Pathway	
Content Area		
Alt-R	Reset button (Copy, Scan to File, Print Service)	When pathway with button is open.
Alt-B	Build Job button (Copy, Scan to File)	When pathway with button is open.
Alt-O	Continue Build Job button for Build Job (Copy, Scan to File Service)	When pathway with button is open.
Alt-N	End Build Job button (Copy, Scan to File Service)	When pathway with button is open.
Esc	Cancel Build Job (Copy, Scan to Service)	When Build Job is on.
Child Window Controls		
Alt-O	OK	When child window is open and has focus.

Letter	Item(s)	Comments
Alt-R	Reset	When child window is open and has focus.
Alt-A	Apply, Add Insert, Add Exception, or Add Cover	When child window is open and has focus.
Alt-H	Help	When child window is open and has focus.

Mouse Specifications

USB track ball or Optical mouse.

Display (Monitor) Specifications

Screen Resolution	1024 x 768
Colors	256,000
Screen Size	19 inches
Dot Pitch	.27
Refresh Rate	>50hz

Media Drive Specifications

All Xerox Nuvera systems are equipped with a CD-RW/DVD drive, located just to the right of the monitor in the Control Console.

File Submission

Systems equipped with the CD drive support reading from and writing to CD-R and CD-RW formats.

Systems equipped with the DVD drive support reading from and writing to CD-R, CD-RW, DVD-R, DVD-RW, DVD+R, and DVD+RW formats.

For details on submitting a job from the optical drive, see Printing from the Media Drive.

File Saving/Archiving

On Xerox Nuvera systems that support copying and scanning, you can save scanned jobs through the Scan-To-File application. Scanned and printed jobs can be saved to the system disk, the CD-RW or to any NFS-mounted drive. Both the "ripped" image and the job ticket are saved.

For best results use good quality optical media for saving and archiving.

Electrical and Environmental Specifications

The print engine, which includes the FreeFlow Print Server, requires:

Frequency

50/60 hz

Voltage

US/Canada Line Voltage:

- Protection 115-127/200-220V 2 phase, 3 wire+ PE
- Line Current 24A or 40A, Frequency 60 and Branch Cir 30A or 50A

EU Line Voltage:

- Protection 200-240 V
- Line Current 24A, Frequency 50 and Branch Cir 30A

Amps

Dedicated 30 amps (Europe)

Dedicated 50 amps (US, Canada and Japan)

The outlets/circuits can not be shared with any other devices or equipment. Optional 50 amp Adapter Box and 30A Extension Box with appropriate circuit breakers are available.

Receptacle NEMA Part Number

14-30 R (NASG)

Temperature and Humidity

Recommended 50 degrees F to 87 degrees F (10 C to 30.6 C)

15 % relative humidity (minimum) to 85 % relative humidity (maximum)

Altitude

Between 0 to 6000 ft (1828.8m) above sea level

Heat Emission

Approximately 2,018 BTU/hour (standby) and 11,600 BTU/hour (running)

Power Consumption

Approximately 0.658 kw maximum (standby) and 4.150 kw maximum (running). For information on power consumption, see Power Saver Mode.

Sheet Feed Modules (SFM)

The Xerox Nuvera can be configured with up to four Sheet Feed Modules. They include a 4-Tray Feed Module that can be installed with an optional Integrated Scanner, and an optional large format, high capacity 2-Tray Feed Module.

The Xerox Nuvera can have any combination of the 4-Tray or 2-Tray Feed Modules installed up to a total of four modules. If the 4-Tray Feed Module has a scanner, it should be installed closest to the Print Engine.

The 4-Tray Feed Module, without a scanner, or the 2-Tray Feed Module can also be installed as a post-fuser Insertion Module.

Note

The Xerox Nuvera 200/288/314 EA/MX Perfecting Production System 2-Tray SFM is capable of feeding paper up to 19.33 inches (491 mm) in process length. This is not an option on the Xerox Nuvera EA 2-Tray SFM.

Note

You can also configure your Xerox Nuvera with a 3-Tray Sheet Feed Module. If your system includes a Roll Feeder, either a 3-Tray SFM or 4-Tray SFM must be installed.

4-Tray SFM Capabilities and Capacities

Note

Some of the sizes shown below are the actual range of tray guide adjustment, rather than a nominal paper type. For example, 8.5 x 11 inches is a paper type and 5.5 x 8.27 inches is the range of tray adjustment.

- **Paper Weight Range**: 16 lb. bond to 120 lb. index (56 to 280 gsm)
- **Paper Size Range**: 5.5 x 8.27 inches to 12.2 x 18.5 inches
- **Total Paper Input Capacity** (based on 20 lb. bond/75 gsm): 5,800 sheets

- **Number of Feed Trays**: 4

    - Tray 1: 1,600 sheets (5.5 x 8.27 inches to 9.0 x 12.6 inches) (139.7mm x 210mm to 228.6mm x 320mm)

    - Tray 2: 3,100 sheets (5.5 x 8.27 inches to 9.0 x 12.6 inches) (139.7mm x 210mm to 228.6mm x 320mm)

    - Tray 3: 550 sheets (7.2 x 8 inches to 12.6 x 18.5 inches) (182.9mm x 203.2mm to 320mm x 469.9mm)

    - Tray 4: 550 sheets (7.2 x 8 inches to 12.6 x 18.5 inches) (182.9mm x 203.2mm to 320mm x 469.9mm)

2-Tray SFM (18.5 inches) Capabilities and Capacities

Both trays have the same specifications.

- **Paper Weight Range**: 16 lb. bond to 120 lb. index (56 to 280 gsm)
- **Paper Size Range**: 8 x 10 inches to 12.6 inches x 18.5 inches (203.2mm x 254mm to 320mm x 469.9 mm)
- **Total Paper Input Capacity** (based on 20 lb. bond/75 gsm): 3,200 sheets
- **Number of Feed Trays** 2

    - Tray 1: 1,600 sheets (8 x 10 inches to 12.6 x 18.5 inches) (203.2mm x 254mm to 320mm x 469.9 mm)

    - Tray 2: 1,600 sheets (8 x 10 inches to 12.6 x 18.5 inches) (203.2mm x 254mm to 320mm x 469.9 mm)

2-Tray SFM (19.33 inches) Capabilities and Capacities - Available for Xerox Nuvera 200/288/314 EA/MX Perfecting Production System only

Both trays have the same specifications.

- **Paper Weight Range**: 16 lb. bond to 120 lb. index (56 to 280 gsm)
- **Paper Size Range**: 8 x 10 inches to 12.6 inches x 19.33 inches (203.2mm x 254mm to 320mm x 491 mm)
- **Total Paper Input Capacity** (based on 20 lb. bond/75 gsm): 3,200 sheets
- **Number of Feed Trays** 2

    - Tray 1: 1,600 sheets (8 x 10 inches to 12.6 x 19.33 inches) (203.2mm x 254mm to 320mm x 491 mm)

    - Tray 2: 1,600 sheets (8 x 10 inches to 12.6 x 19.33 inches) (203.2mm x 254mm to 320mm x 491 mm)

3-Tray SFM Capabilities and Capacities

The 3-Tray Sheet Feed Module is an optional feeder that can be used with any other Feed Module combination. The paper and tray specifications are the same as the 4-Tray Feed Module except that trays 3 and 4 are combined.

For more information on supported papers, see Recommendations for Paper Usage.

⚠ Caution

Paper trays do not lock and can be opened while paper is being fed from the tray, resulting in misfeeds and/or paper jams. Wait for the LED light on the tray to turn OFF before opening the tray.