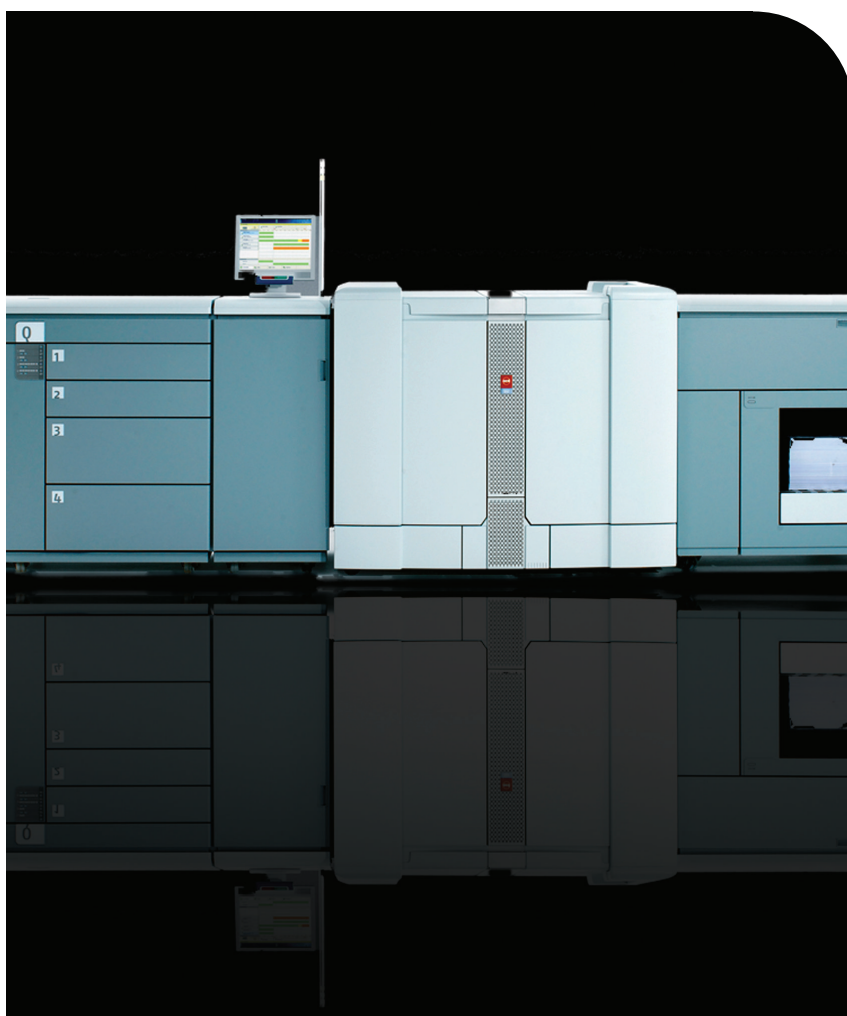




Océ
VarioPrint® 6000
series

Breathtaking
quality at lightning
speed



User manual
Operating
information

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Contents

Chapter 1

Introduction.....7

 Notes for the reader.....8

 Introduction to the Océ VarioPrint® 6000 series.....9

 Available documentation.....11

Chapter 2

Power information.....13

 The power modes.....14

 Turn on the machine.....17

 Shut down the machine.....18

Chapter 3

Overview of the system components.....21

 Introduction to the main system components.....22

 The operator panel.....24

 The operator attention light.....27

 The output locations.....29

 The paper modules.....32

Chapter 4

Working with the operator panel.....35

 Introduction.....36

 The dashboard.....36

 The Schedule view.....39

 Introduction to the 'Schedule' view.....39

 Load the media.....43

 Instructions for printing to the stacker/stapler (iMFS).....45

 Stop a job.....46

 The Jobs view.....49

 Introduction to the 'Jobs' view.....49

 Schedule a waiting job for printing.....53

 Reprint a job.....55

 Give priority to a scheduled job.....57

 Delete a job.....58

 Print a scheduled job later.....60

 Make a proof.....62

 Print the job parameters.....64

 Bundle and split jobs.....66

 Print all the jobs for which the media are available.....70

 Print the jobs that have a label.....71

Checking and changing the job properties.....	73
Change the number of sets.....	73
Check the first set.....	75
Change the page range.....	77
Enable the separator sheets.....	79
Change the type of offset stacking.....	81
Change the print sides.....	83
Shift the image in the document printing mode.....	85
Change the sorting method.....	87
Change the output location.....	89
Change the number of staples.....	91
Change the media.....	93
The Trays view.....	96
Introduction to the 'Trays' view.....	96
Assign the media to a paper tray.....	100
The System view.....	102
The Printer section.....	102
Introduction to the 'Printer' section.....	102
Check the status of the toner reservoirs.....	105
Check the status of the staple cartridges.....	107
Reset the day counters.....	108
Find the meter readings.....	110
The Setup section.....	112
Introduction to the 'Setup' section.....	112
Work with the workflow profiles.....	114
Change the language.....	119
Change the warning time.....	121
Truncate the job name.....	124
Change the advanced media settings.....	125
Make an intermediate check print.....	129
The Media section.....	131
Introduction to the 'Media' section.....	131
Introduction to the media handling.....	133
Add temporary media to the 'Media catalog'.....	135
Perform a media registration for standard-size media.....	137
Perform a media registration for large media.....	144
The Transaction section (optional).....	151
Introduction to the 'Transaction' section	151
Activate the transaction printing function.....	155
Shift the image in the transaction printing mode.....	157
Handle the media messages.....	159
Create a transaction setup.....	162
Chapter 5	
Optional finishers and other devices.....	165

- iXDP (integrated eXchangeable Die Punch) - VarioPrint® 6160 only..166
 - Introduction.....166
 - Notes for the reader.....166
 - Introduction.....168
 - Operating information.....169
 - Main parts.....169
 - Die sets available.....172
 - Empty the chip tray.....174
 - Replace a die set.....176
 - Service information.....178
 - Inspect the die sets.....178
 - Lubricate the die sets.....180
 - Troubleshooting.....182
 - Specifications.....186
 - Form Assist Module.....187
 - Form Assist Module.....187
 - EasyLift.....189
 - EasyLift.....189

Chapter 6

- Keeping the printer running.....191**
 - Add toner.....192
 - Finisher: Add staples.....194
 - Stacker/stapler (iMFS): Replace the staple cartridge.....200
 - Troubleshooting.....201

Appendix A

- Miscellaneous.....205**
 - Product specifications.....206
 - Reader's comment sheet.....209
 - Addresses of local Océ organisations211

Chapter 1

Introduction

Notes for the reader

Introduction

This manual helps you to use the machine. The manual contains a description of the machine and guidelines to use and operate the machine. There are also tips to increase your knowledge of the machine and to help you manage the workflow even better.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention, and Caution



Caution:

A part marked with **Caution** contains information to prevent personal injury.



Attention:

A part marked with **Attention** contains information to prevent damage to items, for example the machine or a file.



Note:

A part marked with **Note** contains additional information about the correct operation of the machine.

Safety information

The safety information for this product is included in a separate user manual with the title **Safety information**. This manual is part of the documentation set that you received with your product.

Introduction to the Océ VarioPrint® 6000 series

Introduction

The Océ VarioPrint® 6000 series is a series of high-volume, cut-sheet printers. The machines are intended for both document printing and stream printing.

The key feature of the machine is the Océ Gemini Instant Duplex Technology. This technology enables the machine to print the front side and back side of a sheet at the same time. Depending on your version, the sustained print speed, including reconditioning, ranges from 170, 200 to 250 images per minute (A4 / Letter) when you print a 2-sided document.

The print speed for 1-sided documents (A4/Letter) is 125 images per minute. This section gives a short description of the main features of the machine.



Note:

Not all the configurations mentioned in this user manual are available worldwide. Please contact your local dealer for the available configurations in your country.

Overview of the main features

- Océ Gemini Instant Duplex Technology that enables the printing on both sides of a sheet at the same time.
- Advanced scheduling concept on the operator panel to keep the machine running.
- Load and assign the media while the machine prints.
- Support of up to 12 paper trays (total input capacity up to 13,800 sheets) and a roll feeder.
- Support of up to 3 stackers, a finisher, a stacker/stapler and other external finishers.
- Support of a large range of media, media sizes and media weights.
- Support of PS/PCL/PDF and streaming PS.
- Support of a large range of software products, for example the Océ PRISMA series, Xerox® DigiPath® and Xerox® FreeFlow® Makeready, Kodak® KDK Link.
- Support of RDO files via Océ DP Link.
- Support of a direct copy path from the optional Océ DS60 scanner to the printer.

Technical constraints of the Océ VarioPrint® 6140

- The machine cannot be upgraded to a higher speed.
- The machine can contain maximum 2 paper modules.
- The machine can contain maximum 1 stacker.

- The default configuration of the machine comprises a stacker or a stacker/stapler (Océ iMFS). Note that if the default configuration comprises the stacker, you can always add a stacker/stapler or other external finisher to the configuration.
- When your configuration consists of the Océ VarioPrint® 6140 in combination with the stacker/stapler only, the print speed is 105 images per minute for 1-sided documents (A4/Letter).
- When your configuration consists of the Océ VarioPrint® 6140 in combination with the stacker and the stacker/stapler, the print speed is 125 images per minute for 1-sided documents (A4/Letter).

Available documentation

Introduction

This machine is delivered with a documentation set that consists of the following items.

- A CD-ROM with all the manuals mentioned below
- A hardcopy user manual entitled 'Safety information'.
- Integrated Online Helps in the printer driver, the Settings Editor and other proprietary applications.



Note:

Please check www.oce.com for the latest version of the documentation.

Main Content of the User Manuals

The following table provides an overview of the main content of the user manuals.

Main Content of the User Manuals

User Manual	Main content
Operating information	<ul style="list-style-type: none"> ■ Overview of the main system components ■ Working with the operator panel ■ Handling and managing jobs on the operator panel ■ Add media, toner and staples
Workflow	Use the machine in combination with <ul style="list-style-type: none"> ■ Océ PRISMAproduction® ■ Océ PRISMAprepare® ■ Océ Doc Works® ■ Océ DPconvert™ ■ Océ DocSetter® ■ Xerox® DigiPath® ■ Xerox® FreeFlow® Makeready
Maintenance tasks	<ul style="list-style-type: none"> ■ Replacing parts ■ Cleaning parts ■ Solve a paper jam in the engine module
Safety information	<ul style="list-style-type: none"> ■ Instructions for safe use ■ Safety Data Sheets

Chapter 2

Power information




The power modes

Introduction

This section describes the power switches and the main power modes of the machine. The table in this section describes, among other things, the low-power mode and the sleep mode. These modes are energy-saving modes. You can set the timers for these modes in the Settings Editor on the controller. Furthermore, you can set a calendar timer in the Settings Editor. Then the machine will wake up from the sleep mode at the indicated time. You can use the calendar timer for example to make sure that the machine is ready for use at the beginning of your working day. The machine can warm up before you start your working day. Please refer to the online help on the Settings Editor for more information about these timers.





Description of the power switch and the On/Off button







The machine has the following switch and button to control the power supply.






- Power switch 
The power switch is located at the back side of the machine. The power switch connects and disconnects the machine to the mains power.
- On/Off button with amber and green LEDs 
The On/Off button on the machine [‘Introduction to the main system components’ on page 22](#) allows you to toggle between the stand-by mode and the sleep mode. This is only possible if the power switch  is in the '1' position and the start-up phase is completed.

Description of the main power modes

The main power modes

Power mode	Description	Status of the On/Off button 	Status of the Hold button  and Release button 
Off	The machine is completely off. The power switch  is in the 'O' position. There is no power consumption. The machine cannot receive or print jobs.	Off	Off

Power mode	Description	Status of the On/Off button 	Status of the Hold button  and Release button 
Starting up (divided into 2 stages)	Stage 1: After you put the power switch  in the 'I' position, but before you press the On/Off button  .	Blinking amber	Off
	Stage 2: After you press the On/Off button  .	Continuous green	On
Stand-by mode	The machine is ready to print jobs.	Continuous green	On
Run mode	The machine is busy.	Continuous green	On
Low-power mode	The machine automatically enters low-power mode when the machine has been in stand-by mode for a defined period of time and no button was pressed. The machine wakes up when a job arrives in the list of 'Scheduled jobs' or when you press a button. The machine will start to warm up.	Continuous green	On
Going into sleep mode	The machine is preparing to go into sleep mode.	Blinking amber	On

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


Turn on the machine

Introduction






This section describes how to turn on the machine when it is completely off.



Note:

When the machine is in the sleep mode (see *'The power modes'* on page 14), you must press the On/Off button  to wake up the machine.

Turn on the machine

1. Put the power switch  at the back of the machine in the 'I' position.
The On/Off button  blinks amber while the machine and the controller start up.
Wait until the operator panel asks you to press the On/Off button .
 2. Press the On/Off button .
- The On/Off button  remains green.
The machine warms up.

Shut down the machine

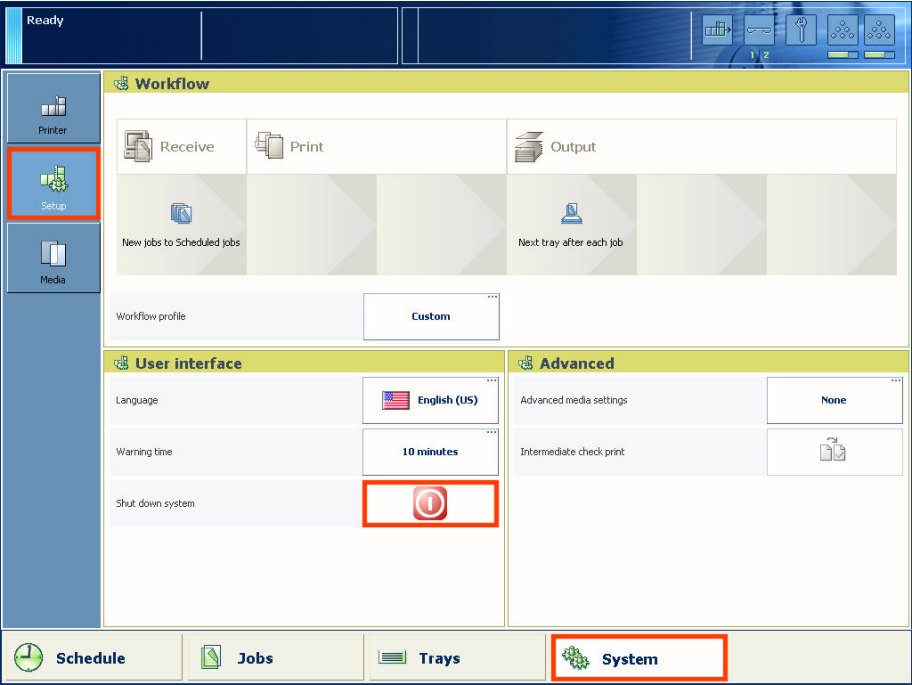
Introduction

This section describes how to shut down the machine completely, for example for the holidays.



Note:
If you want to put the machine into the sleep mode manually (see *'The power modes'* on page 14), for example at the end of a working day, you must press the On/Off button . Then the machine will go into the sleep mode as soon as the list of 'Scheduled jobs' is empty. When the machine is in the sleep mode, the On/Off button is continuous amber.





Illustration



[1] Shut down the machine

Shut down the machine

1. On the operator panel, press the 'System' button.

2. Press the 'Setup' button.
3. Press the 'Shut down system' button in the 'User interface' section.
A dialog box asks you to confirm that you really want to shut down the machine.
4. Press 'Yes'.
A message indicates when the shutdown will begin. Wait until the following has happened.
 - The Hold button  and the Release button  are off
 - The On/Off button  blinks amber
 - The screen of the operator panel is off.
5. Put the power switch  at the back of the machine in the 'O' position.

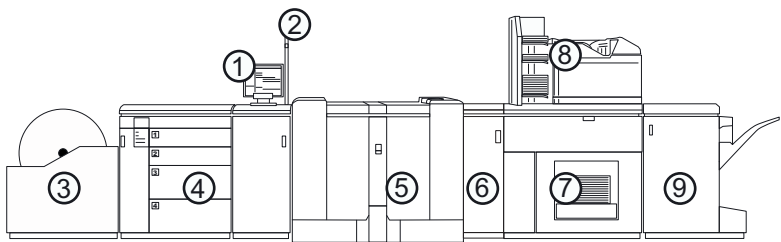
Chapter 3

Overview of the system components

Introduction to the main system components

Introduction

The following illustration shows the main system components. The table describes the main components. Please follow the links in the table for comprehensive information.



[2] The main system components

The main system components

The main system components

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors or perform maintenance tasks (see ‘The operator panel’ on page 24).
2	Operator attention light	The operator attention light enables you to check the status of the system from a distance (see ‘The operator attention light’ on page 27).
3	Roll feeder (optional)	A roll feeder is an optional device that adds paper input capacity to your printer. When you use a roll feeder, you can only use 1 or 2 paper modules. A combination of 3 paper modules and a roll feeder is not possible. The operator panel displays the roll feeder and gives feedback about the status of the roll feeder. For example whether the roll is full or empty. Please refer to the documentation of the roll feeder manufacturer for more information, for example about replacing an empty roll.

	Component	Function
4	Paper module	The paper module contains 4 paper trays. The paper trays contain the media that will be printed. The default configuration of the system contains 1 paper module. You can add 1 or 2 more paper modules to the default configuration to increase the media input capacity (see <i>'The paper modules' on page 32</i>).
5	Engine module	The engine module contains the components that print the media. Access to the engine module is only required when a paper jam occurs or when maintenance is required. The doors at the left-hand side and right-hand side of the engine module give access to the toner units.
6	Puncher (optional)	The puncher (iXDP) can make holes in the prints. The number of holes depends on the die set that is installed (see <i>'Replace a die set' on page 176</i>).
7	Stacker	The stacker is the output location of a default configuration. The system supports up to 3 stackers (see <i>'The output locations' on page 29</i>).
8	Finisher (optional)	The finisher on top of the stacker is an optional output location for the print jobs. The finisher can staple the jobs (see <i>'The output locations' on page 29</i>).
9	Stacker/stapler (optional)	The stacker/stapler (iMFS) is an optional output location for the print jobs (see <i>'The output locations' on page 29</i>). The stacker/stapler supports a large number of media sizes.

The operator panel

Introduction

The operator panel is a touch screen panel. You must touch the buttons on the operator panel to access the various functions. The operator panel is divided into 4 main views. The taskbar at the bottom of the screen contains the buttons that give access to the 4 main views. Furthermore, the operator panel has 2 hardkeys (□ and ▷) at the bottom of the panel.

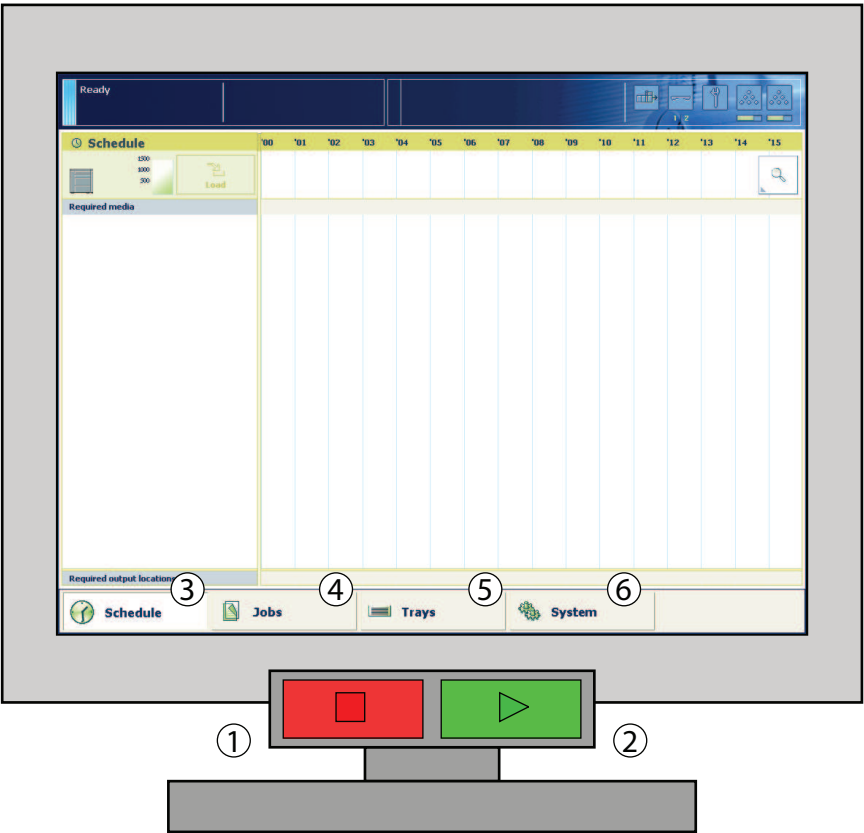
This section gives an overview of the main keys and buttons of the operator panel.



Note:

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

Illustration



[3] The operator panel

The main components of the operator panel

The main components of the operator panel

	Component	Function
1	Hold key □	<ul style="list-style-type: none"> ■ Put the machine on hold ■ Stop printing after a set ■ Stop printing as soon as possible <i>'Stop a job'</i> on page 46.

	Component	Function
2	Release key ▸	<ul style="list-style-type: none">■ Allow the machine to print■ Resume printing when the machine is on hold.
3	'Schedule' button	Access the 'Schedule' view <i>'Introduction to the 'Schedule' view' on page 39.</i>
4	'Jobs' button	Access the 'Jobs' view <i>'Introduction to the 'Jobs' view' on page 49.</i>
5	'Trays' button	Access the 'Trays' view <i>'Introduction to the 'Trays' view' on page 96.</i>
6	'System' button	Access the 'System' view <i>'Introduction to the 'Printer' section' on page 102</i> <i>'Introduction to the 'Setup' section' on page 112</i> <i>'Introduction to the 'Media' section' on page 131</i>

The operator attention light

Introduction

The operator attention light informs you about the status of the machine. To improve the productivity, the operator attention light can warn you some time before the machine stops. You can set the warning time on the operator panel *'Change the warning time'* on [page 121](#).

The operator attention light contains 3 lights (red, orange and green) that indicate the current status of the machine. The colors of the lights match the status that is currently indicated on the operator panel. For example, when operator interaction is required soon, both the dashboard *'The dashboard'* on [page 36](#) and the operator attention light will display an orange warning. The dashboard displays a message with the required action. This section describes the meaning of the colors of the operator attention light.



[4] The operator attention light

Status colors

The colors of the operator attention light

Color	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The machine will stop soon, for example because an output location is almost full. The orange light lights up when the machine reaches the warning time. Operator attention is required soon.

Color	Description
Green	The machine is busy printing. The machine can print longer than the defined warning time. Operator attention is not required.
All lights off	The machine is idle. There are no jobs scheduled for printing.

The output locations

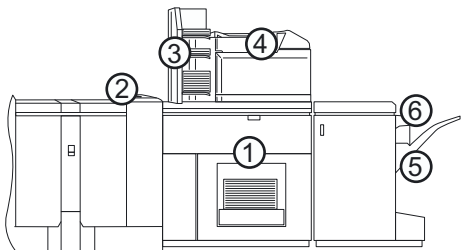
Introduction

The machine supports several output locations for the printed jobs. The default configuration of your machine contains a stacker and the system output. The finisher and the stacker/stapler are optional output locations. Furthermore, you can connect several optional external finishers to the machine.



Note:
You need the optional finisher, the optional stacker/stapler or another optional external finisher to staple the jobs.

Illustration






[5] The output locations

Overview of the output locations

Description of the output locations

	Component	Description
1	'Stacker'	<p>The stacker is the default output location of the machine. The stacker capacity is 6,000 sheets, in 2 stacks of 3,000 sheets each (80 g/m² or 20 lb. bond).</p> <p>The stacker does not contain staple cartridges. Therefore, the stacker cannot be the output location for jobs that require staples.</p>

	Component	Description
2	'System output'	<p>The system output is the output location for the following prints.</p> <ul style="list-style-type: none">■ Error prints■ Sample prints■ Configuration reports■ Job tickets■ The test sheets for the media registration. <p>Make sure that you regularly remove the sheets from the system output.</p>
3	'Finisher' (optional)	<p>The optional finisher contains the following output trays.</p> <ul style="list-style-type: none">■ 3 output trays■ 1 upper output (see no. 4 below) <p>The finisher contains 2 staple cartridges to staple the jobs. The 3 output trays can receive A4, Letter and similar media sizes. Stapled jobs (A4, Letter and similar media sizes only) go into the output trays. The total capacity of the output trays is 3,700 sheets (80 g/m² or 20 lb bond).</p> <p> Note: The output trays cannot receive tab sheets.</p>
4	'Finisher upper output'	<p>The finisher upper output is part of the finisher. The upper output can receive all formats. However, the upper output is mainly intended for large media or jobs with mixed size media. The maximum capacity of the upper output is 500 sheets (80 g/m² or 20 lb bond).</p> <p> Note: The upper output does not contain staple cartridges. Therefore, the upper output cannot be the output location for jobs that require staples.</p>

	Component	Description
5	'Stacker/stapler'(iMFS) - optional	<p>The optional stacker/stapler contains 1 staple cartridge to staple the jobs. The staple cartridge can staple your document with 1 or 2 staples. The stacker/stapler can stack and staple various media sizes. The device supports the stapling of mixed media sizes, as long as the width of the media is the same. The capacity of the lower tray is 2,000 sheets (80 g/m² or 20 lb bond).</p> <p> Note: The stacker/stapler does not support the stapling of tab sheets.</p>
6	'Stacker/stapler upper output'	The upper output is the upper tray of the stacker/stapler. The capacity of the upper output is 250 sheets (80 g/m ² or 20 lb bond).

The paper modules

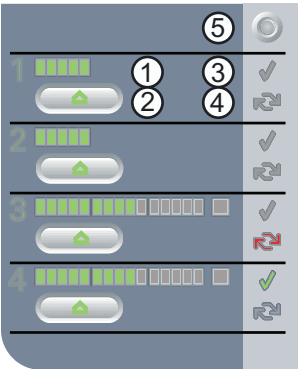
Introduction

The paper trays contain the media that are required for the print jobs. The default configuration of the machine contains 1 paper module with 4 paper trays. You can add 1 or 2 more paper modules to the machine. Then the total number of paper trays is extended to 8 or 12 respectively. You can find more information about the capacities of the paper trays and the supported media size in the appendix of this manual. This section describes the control panel on each paper module.



Note:
You can use the control panel on the paper modules to open the paper trays and load the media. However, the recommended way to open the paper trays and assign the media is via the 'Schedule' view. You can also open the paper trays and/or assign the media via the 'Trays' view *Assign the media to a paper tray* on page 100.

Illustration




[6] The control panel on the paper modules

The control panel

Each paper module contains a control panel next to the upper paper tray. The control panel consists of 4 sections that correspond with the 4 paper trays. Each section displays the current filling level of the corresponding paper tray. Furthermore, the control panel indicates whether or not the media in the paper tray is assigned. The following table describes the various parts of the control panel.

The parts of the control panel

Number	Description
1	The LEDs indicate the current amount of sheets in the corresponding paper tray. Each lit-up LED indicates the presence of about 100 sheets (based on media of 80 g/m ² or 20 lb bond).
2	Press the button to open the corresponding paper tray. You can only open 1 paper tray at a time.
3	When the check mark is green, the media in the paper tray is defined. The system knows which media is in the paper tray.
4	When the arrows are red, the media in the paper tray is not defined. The system does not know which media is in the paper tray. The 'Trays' view on the operator panel indicates that no media is assigned to the paper tray.
5	<p>The 'Not assigned' button. This button applies to the paper tray in which you have just placed the media.</p> <p>You can press the 'Not assigned' button when you load a new media type into a paper tray without defining this media type on the operator panel first. Then the printer cannot accidentally use the media in this paper tray before the media is correctly defined on the operator panel. You can define the media type in the 'Trays' view on the operator panel later <i>'Assign the media to a paper tray'</i> on page 100.</p> <p> Note: Make sure that the paper tray is open when you press the 'Not assigned' button.</p>

Chapter 4

Working with the operator panel

Introduction

The dashboard

Introduction

The dashboard is the upper blue part of the operator panel. The dashboard is always visible, irrespective of the current view *'The operator panel'* on page 24. The dashboard gives the following feedback.

- The status of the system
- The current process
- Instructions for the operator
- The status of the supplies
- The status of the external finisher, if applicable
- Whether maintenance is required.

Illustration

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



[7] The dashboard - No action is required

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






[8] The dashboard - Action is required soon

The parts of the dashboard

The dashboard

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

Number	Function
2	<p>Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed.</p> <p>For document printing, the counter can display the following information.</p> <ul style="list-style-type: none"> ■ Set X of Y ■ Page X of Y ■ Sheet X of Y or Sheet X. <p>X represents the current status of the print job. Y represents the total number of sets, pages or sheets of a print job.</p> <p>If the sorting method for a job is set to 'By set', and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y) and the page count (Page X of Y) for the set. If a set contains less than 40 pages, then the dashboard only displays the set count (Set X of Y).</p> <p>If the sorting method for a job is set to 'By page', or when you print stream jobs, the dashboard only displays a sheet count.</p>
3	<p>Display the action that you must do now or soon. The colors of the vertical status bar at the left-hand side match the colors of the operator attention light <i>'The operator attention light'</i> on page 27. When the color is orange or red, a message indicates the required action.</p> <p>Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time <i>'Change the warning time'</i> on page 121.</p> <p>Red means that action is required now.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note:</p> <p>The operator panel can only display one message at a time. When there are more messages, the operator panel displays the first required or most important message.</p> </div>

Number	Function
4	<ul style="list-style-type: none">■ Display the status of the external finisher, if applicable.■ Display the status of the staple cartridges <i>'Check the status of the staple cartridges'</i> on page 107.■ Display a warning that maintenance is required. When maintenance is required soon, the maintenance icon becomes orange . When maintenance is required now, the maintenance icon becomes red .■ Display the status of the toner reservoirs <i>'Check the status of the toner reservoirs'</i> on page 105. <p> Note: Only key operators who received the special maintenance training are allowed to do maintenance tasks.</p>

The Schedule view

Introduction to the 'Schedule' view


Introduction

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

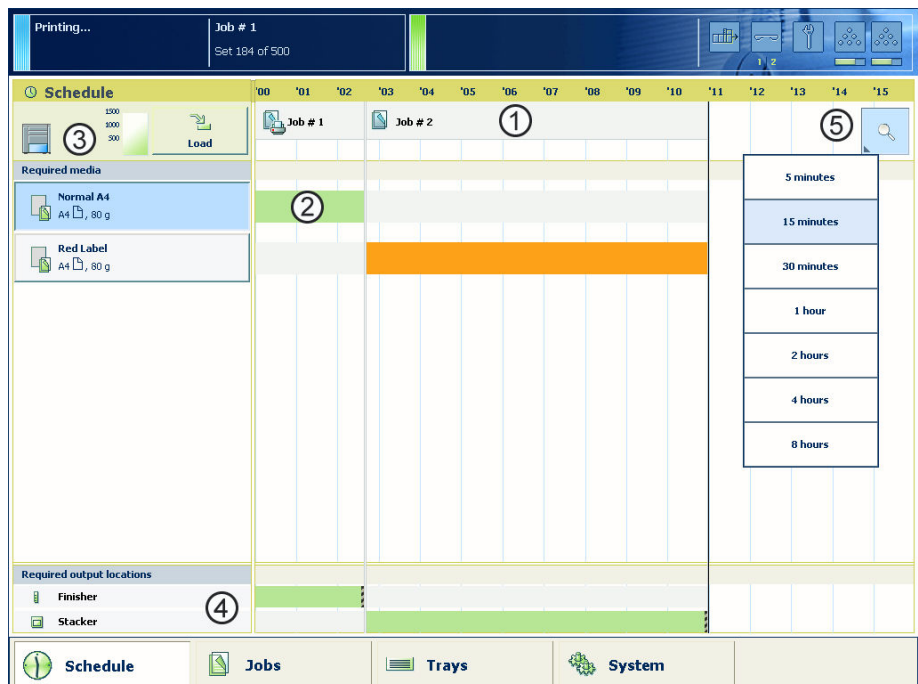
This section shows and describes the main parts of the 'Schedule'.



Note:

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


The 'Schedule' view




[9] The 'Schedule' view

1. The jobs pane

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

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

Furthermore, the  icon indicates the stop moments of the machine. For example, when the setting 'Confirm start of job' in the workflow profiles (see ['Work with the workflow profiles' on page 114](#)) is set to 'On' or when you use the 'Stop after job' function.

2. The 'Required media' pane

The 'Required media' pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see ['Introduction to the 'Trays' view' on page 96](#)). The bars show the availability of the media. The bars can have the following colors.

The colors of the bars

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



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



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

The possible display of small jobs







Image	Description
	Green. The required media is available.


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

3. The media toolbar

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

The icons in the media toolbar

Icon	Description
	The list of 'Required media' shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of 'Required media'.
	A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. If no horizontal lines are visible, the paper trays contain enough sheets to print the job.
	<p>A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, about 800 extra sheets are required.</p> <p> Note: The indicator also indicates the number of sheets that is required when a media is not available in the paper trays.</p>

Icon	Description
	A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, more than 1,500 extra sheets are required.

4. The output locations pane

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

The colors of the bars

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

5. The zoom control

The zoom control enables you to adjust the time scale visible in the 'Schedule'. When you press the zoom button, a drop-down list appears. Then you can select the desired time scale.

Load the media

Introduction

This section describes how to load the media into a paper tray. When you load the media via the 'Load' button in the 'Schedule', the paper tray is automatically assigned to the correct media. When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the paper tray to the loaded media manually.

When no external finisher is connected to the machine, you must put all the media types face up and header up into the paper trays. The tabs of tab sheets must be at the right-hand side. When an external finisher is connected to the machine, it is possible that you must put the media into the paper trays in a different way. Refer to the documentation of the external finisher for more information about how to place the media.

When to do

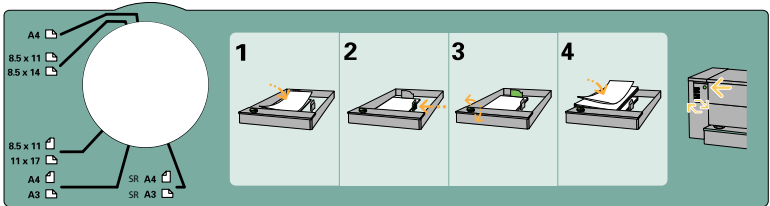
- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which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



Attention:

Always put the stack of media aligned with the left-hand side of the paper guides inside the paper trays, as indicated on the sticker inside the paper trays.

Illustration



[19] The sticker inside the paper trays indicates how to load the media

Load the media

1. Put a small stack of media into the paper tray.
2. Press the green handle on the right-hand guide and push the guide against the edge of the media.
3. Turn the green knob to adjust the front guide and the rear guide.
4. Put the rest of the media on top of the small stack.



Note:

If you want to assign the media later you must press the 'Not assigned' button *'The paper modules'* on page 32, as indicated on the right-hand side of the sticker.

Instructions for printing to the stacker/stapler (iMFS)

Introduction

**Note:**

This section only applies to the use of oriented media and tab sheets in combination with the optional stacker/stapler (iMFS).

The machine supports oriented media. Oriented media are media of which the front side differs from the back side. An example of oriented media is media with a company logo. If you use oriented media and print to the optional stacker/stapler, you must place the media into the paper trays as follows:

- Face up and header down (for long-edge feed)
The face of the media, for example a company logo, is visible and point towards the front of the printer.
- Face up and header to the left (for short-edge feed).
The face of the media is visible and points towards the left-hand side of the printer.

This orientation makes sure that the documents are stapled at the correct position.

Special instructions for the use of oriented media

When a job contains oriented media but no tab sheets, you must put this media header down into the paper tray. The media must align with the header-down orientation of the printed images (header down for long-edge feed and header to the right for short-edge feed).

Special instructions for the use of tab sheets

When a job contains tab sheets, you must do the following.

- Put all the oriented media for the job, including the tab sheets, header up and header to the left (for short-edge feed) into the paper tray.
- Temporarily change the default media orientation on the Controller to 'Header up'. To do this, you must go to the setting 'Preferences' - 'Print job defaults' - 'Stacker/stapler (iMFS)' or 'Stacker/stapler upper output' - 'Header orientation'. There you can click the radio button for 'Header up'.

Jobs that contain tab sheets are sent to the stacker/stapler when no stacker is present. When a stacker is present, the jobs are sent to the stacker to improve the stack quality.

Stop a job

Introduction

When the machine is printing a job, you can stop the machine at the following moments.

- Stop after a set
- Stop after a page
- Stop after a job.

The following table gives an overview of the stop behavior of the machine. The procedures in this section describe how to stop the machine via the operator panel.







Note:

You can also interrupt a job by ejecting a stack of sheets from the stacker. When you press the eject button next to the stacker door 1 time, the stacker ejects the stack when a set is ready. When you press the eject button 2 times, the stacker ejects the stack as soon as possible.



The stop behavior of the machine

When does the machine stop




When	Then
You press the Hold key  1 time	The machine stops when a set of the active print job  is ready. It depends on the set size and the moment you press the key, when the machine will stop. For example, when you have a large set of 1,000 pages and you press the key after the first page, the printing will continue for a couple of minutes.
You press the Hold key  2 times	The machine stops as soon as possible (after a page, in most cases within 30 seconds).
You press the 'Stop after job' button in the toolbar of the 'Jobs' view	The machine stops when the selected job is ready. The 'Jobs' view displays a horizontal red and white stop bar below the selected job. The 'Schedule' view displays a vertical stop bar  behind the selected job.

When	Then
The 'Check first set' setting in a 'Workflow profile' is 'On' <i>Work with the workflow profiles</i> on page 114 and this setting is also enabled in the job	The machine stops each time the first set of a print job is ready. You can check the first set before you continue the print job.
The 'Confirm start of job' setting in a 'Workflow profile' is 'On'	The machine stops each time at the start of a job. You must start each job manually.



**Note:**

When you print streaming jobs  or jobs that consist of 1 large set, you must always press the Hold key  2 times to stop the machine as soon as possible.

Stop after a set

1. Press the Hold key  1 time.
The red LED of the Hold key  starts to blink.
The machine stops when a set of the active print job  is ready.

Stop after a page

1. Press the Hold key  2 times.
The red LED of the Hold key  starts to blink.
The machine stops as soon as possible.

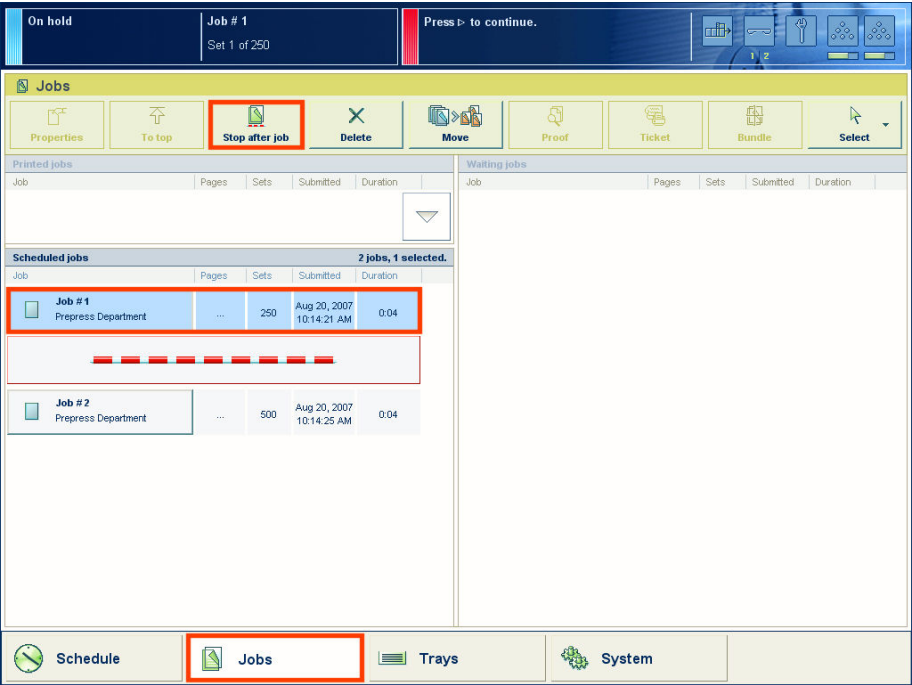
**Note:**

The memory of the machine can contain up to 50 pages. Therefore, it is possible for the machine to print more than a set before the machine stops.

Stop after a job

1. In the list of 'Scheduled jobs' in the 'Jobs' view, press the job after which the machine must stop.
2. Press 'Stop after job'.

The machine stops as soon as the selected job has been printed. A red and white stop bar indicates that the stop-after-job function is active. Press 'Stop after job' again to remove the stop bar and continue printing.



[20] Stop after job

Stop a streaming job or transaction stream

1. Press the Hold key 1 time.
The red LED of the Hold key starts to blink.
The printer will continue to print the pages that are already in the buffer. When the buffer is empty, the printer stops.

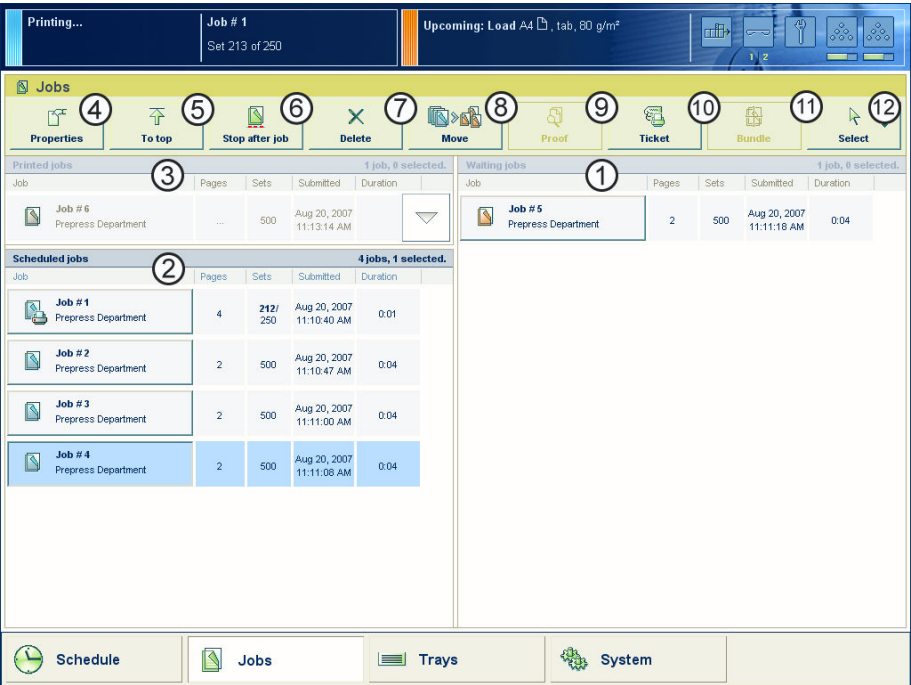
The Jobs view

Introduction to the 'Jobs' view

Introduction

The 'Jobs' view enables you to manage the print jobs on the machine locally. This section describes the items of the 'Jobs' view.

Illustration





[21] The 'Jobs' view


The items of the 'Jobs' view

Description of the 'Jobs' view

Num-ber	Item	Function
1	'Waiting jobs'	Display the jobs that are not yet scheduled for printing.

Num-ber	Item	Function
2	'Scheduled jobs'	Display the active print job and the jobs that are scheduled for printing.
3	'Printed jobs'	Display the jobs that were printed successfully. The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Settings Editor is enabled.
4	'Properties' button	<p>Check or change the properties of a job. The button is only enabled when you select 1 job.</p> <p> Note: You can also press a job 2 times to check or change the properties of that job.</p>
5	'To top' button	Give priority to a scheduled job. The job is printed when the active print job is ready <i>'Give priority to a scheduled job' on page 57</i> . The button is only enabled when you select 1 job.
6	'Stop after job' button	Stop the machine after a selected job <i>'Stop a job' on page 46</i> . The button is only enabled when you select 1 job.
7	'Delete' button	Delete the selected job(s) <i>'Delete a job' on page 58</i> . The button is enabled when you select 1 or more jobs.

Number	Item	Function
8	'Move' or 'Copy' button	<ul style="list-style-type: none"> ■ 'Move' Move a job from the list of 'Waiting jobs' to the list of 'Scheduled jobs' <i>'Schedule a waiting job for printing' on page 53</i>, or the other way round <i>'Print a scheduled job later' on page 60</i>. The 'Move' button is only active when you work with jobs in the list of 'Scheduled jobs' or 'Waiting jobs'. ■ 'Copy' Send a copy of a job that has been printed before to the list of 'Waiting jobs' to reprint the job <i>'Reprint a job' on page 55</i>. The 'Copy' button is only active when you work with jobs in the list of 'Printed jobs'. The button is enabled when you select 1 or more jobs.
9	'Proof' button	<p>Print 1 copy of a job to check whether the result of the print job meets your expectation <i>'Make a proof' on page 62</i>. The button is only enabled when you select 1 job.</p> <p> Note: The proof print is not subtracted from the number of sets you defined for this job.</p>
10	'Ticket' button	<p>Print an overview of the main job settings and job parameters <i>'Print the job parameters' on page 64</i>. The button is only enabled when you select 1 job.</p>
11	'Bundle' or 'Split' button	<p>Combine a number of jobs into 1 job, for example to create a set of documents that are required for a meeting (see <i>'Bundle and split jobs' on page 66</i>).</p>

Num-ber	Item	Function
12	'Select' button	<p>Select a number of jobs at the same time. You can use one of the following:</p> <ul style="list-style-type: none">■ Use 'All' to select all the jobs in the list.■ Use 'None' to deselect all the jobs in the list.■ Use 'Invert selection' to turn the selected jobs into deselected jobs, and the other way round.■ Use 'Jobs with available media' to select all the jobs for which the media are currently available in the paper trays (see <i>'Print all the jobs for which the media are available'</i> on page 70).■ Use 'Jobs with label' to select all the jobs with a certain label (see <i>'Print the jobs that have a label'</i> on page 71). <p> Note: The active print job is only selected when the machine is on hold.</p>



Note:
Whether a button is enabled depends on the number of selected jobs, the state of the jobs and the list that is active. Not all of the above settings are available for streaming jobs .

Schedule a waiting job for printing

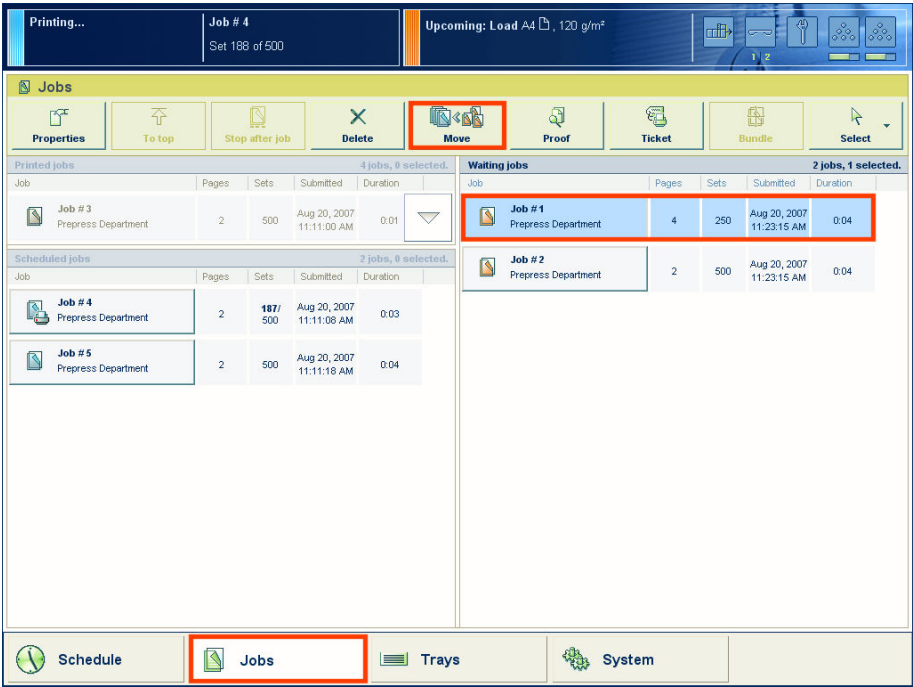
Introduction

When a job is sent to the machine (from a printer driver, a software application or a scanner), the job arrives in the list of 'Waiting jobs' or 'Scheduled jobs'. You can set the preferred destination in the workflow profiles on the operator panel *Work with the workflow profiles* on page 114.

When you choose to send the jobs to the list of 'Waiting jobs' to have full control over the order in which the jobs will be printed, you must manually move the jobs to the list of 'Scheduled jobs' to print the jobs. However, you can use the options of the 'Select' button to send a number of jobs directly to the list of 'Scheduled jobs'.

This section describes how to schedule a waiting job for printing.

Illustration



[22] Schedule a waiting job for printing

Schedule a waiting job for printing

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs', press the job you want to print.



Note:

You can use the options of the 'Select' button to select a number of waiting jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Move'.
The selected job is moved to the bottom of the list of 'Scheduled jobs'.

Reprint a job

Introduction

When the machine has successfully printed a job, the system can move the job to the list of 'Printed jobs'. This list can temporarily store the printed jobs. The list of 'Printed jobs' is not an archive. It is intended to enable you to reprint a job quicker and easier. Each printed job of day X remains in the list of 'Printed jobs' for 24 hours. Then the jobs of day X are automatically removed from the system on 00.00 hours of day X + 1.

When you reprint a job from the list of 'Printed jobs', the job is not moved. The original job remains in the list of 'Printed jobs'. The system only sends a copy of the job to the list of 'Waiting jobs'. You cannot send a job directly to the list of 'Scheduled jobs'. If you no longer need a job, you can delete the job from the list of 'Printed jobs'. This section describes how to reprint a job.



Note:

The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Settings Editor is enabled.

Illustration

The screenshot shows the operator panel interface. At the top, there's a status bar with 'Ready' and some icons. Below it is the 'Jobs' tab, which has a toolbar with buttons: Properties, To top, Stop after job, Delete, Copy (highlighted with a red box), Proof, Ticket, Bundle, and Select. The main area is divided into two panels: 'Printed jobs' and 'Waiting jobs'. The 'Printed jobs' panel shows a list of jobs with columns: Job, Pages, Sets, Submitted, and Duration. 'Job #2' is highlighted with a red box. The 'Waiting jobs' panel shows a list of jobs with columns: Job, Pages, Sets, Submitted, and Duration. At the bottom, there's a navigation bar with buttons: Schedule, Jobs (highlighted with a red box), Trays, and System.

Job	Pages	Sets	Submitted	Duration
Job #6 Prepress Department	...	500	Aug 20, 2007 11:13:14 AM	
Job #1 Prepress Department	4	250	Aug 20, 2007 11:10:40 AM	0:01
Job #2 Prepress Department	2	500	Aug 20, 2007 11:10:47 AM	0:01
Job #3 Prepress Department	2	500	Aug 20, 2007 11:11:00 AM	0:01
Job #4 Prepress Department	2	500	Aug 20, 2007 11:11:08 AM	0:01
Job #5 Prepress Department	2	500	Aug 20, 2007 11:11:18 AM	0:01

Job	Pages	Sets	Submitted	Duration
Job #1 Prepress Department	4	250	Aug 20, 2007 11:23:15 AM	0:04
Job #2 Prepress Department	2	500	Aug 20, 2007 11:23:15 AM	0:04

[23] Reprint a job

Reprint a job

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Printed jobs', press the job you want to reprint.
3. Press 'Copy'.
The system sends a copy of the job to the list of 'Waiting jobs'.
4. Press the job in the list of 'Waiting jobs'.
5. Press 'Properties' to change the settings, for example the number of prints.
6. Press 'Move'.
The job is moved to the bottom of the list of 'Scheduled jobs'.

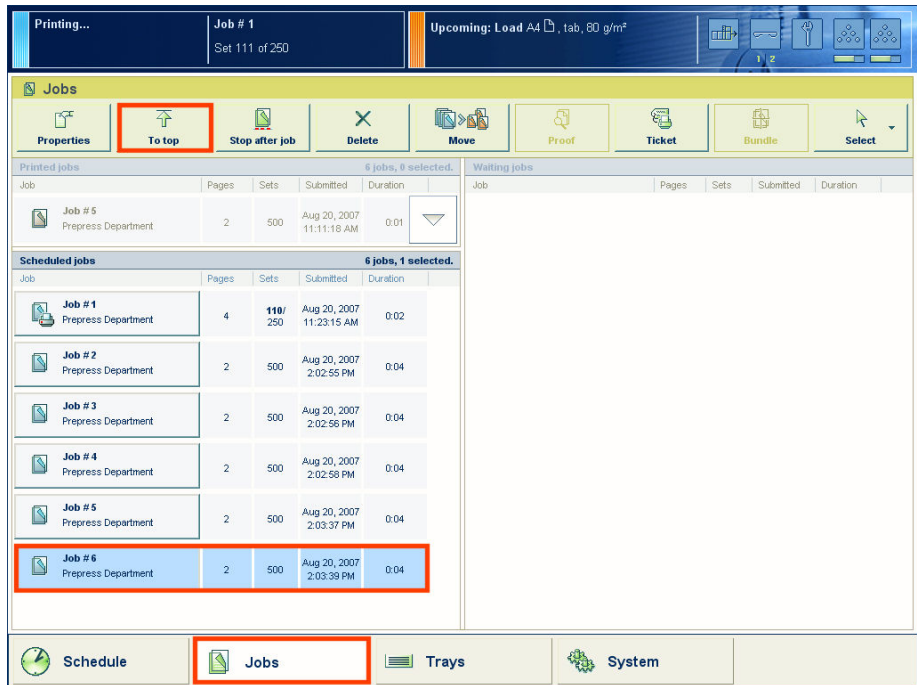
Give priority to a scheduled job

Introduction

The list of 'Scheduled jobs' contains the jobs that are scheduled for printing. The machine prints the jobs in the order in which the jobs arrive in the list of 'Scheduled jobs'. However, you can give priority to an urgent job in the list. Then that job is printed as soon as the active print job is ready.

This section describes how to give priority to a scheduled job.

Illustration



[24] Move a job to top

Give priority to a scheduled job


1. On the operator panel, press the 'Jobs' button.
 2. In the list of 'Scheduled jobs', press the job to which you want to give priority.
 3. Press 'To top'.
- The job is moved to the position below the active print job.

Delete a job

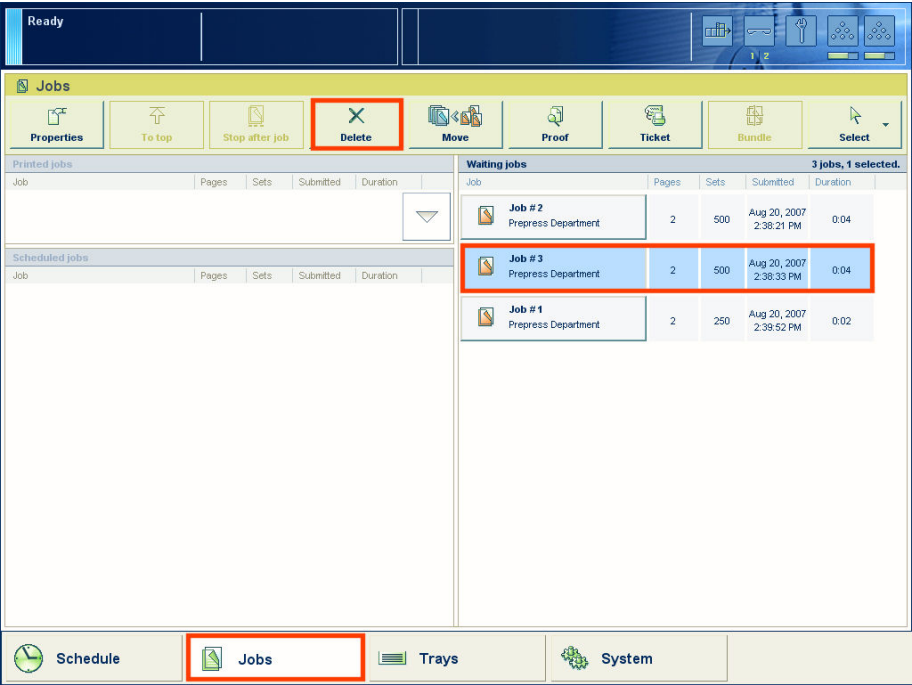
Introduction

You can delete 1 or more jobs at a time from each list in the 'Jobs' view. When you delete a job, the job is removed from the system.
This section describes how to delete a job.



Note:
You can only delete the active print job  when the machine is on hold *'Stop a job'* on [page 46](#).

Illustration



[25] Delete a job

Delete a job

1. On the operator panel, press the 'Jobs' button.
2. In one of the lists in the 'Jobs' view, press the job you want to delete.

**Note:**

You can use the options of the 'Select' button to select a number of jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Delete'.
A dialog box will ask you to confirm that you really want to delete the selected job.
4. Press 'Yes' to remove the selected job from the list and from the system.

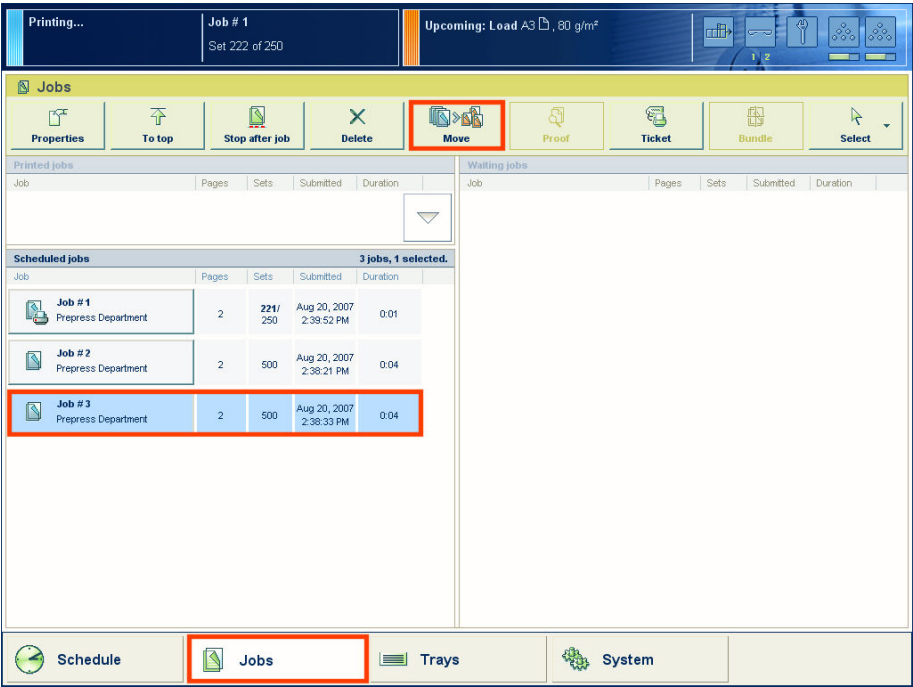
Print a scheduled job later

Introduction

When a job is scheduled for printing, the job is present in the list of 'Scheduled jobs'. However, for various reasons you can choose to print a job later. For example because the required media are not available or because you first want to make a proof *Make a proof on page 62.*

This section describes how to print a scheduled job later.

Illustration






[26] Print a scheduled job later

Print a scheduled job later

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Scheduled jobs', press the job you want to print later.

**Note:**

From the drop-down list of the 'Select' button, you can also select 'All', 'Jobs with available media' or 'Jobs with label' to select more jobs at once, except the active print job . To move the active print job , you must first press the Hold key . You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Move'.
The job is moved to the bottom of the list of 'Waiting jobs'.

Make a proof

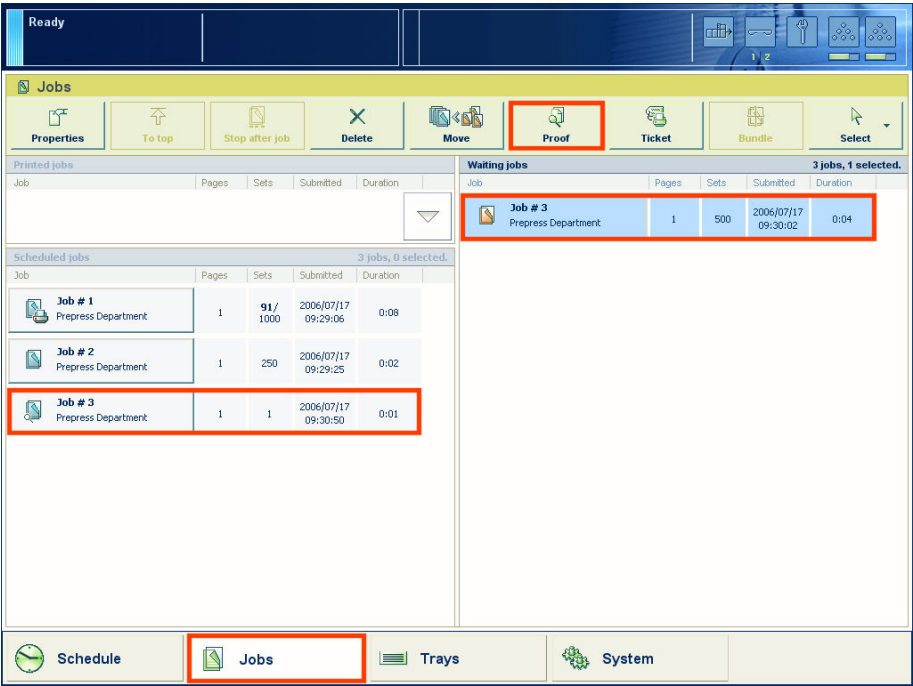
Introduction

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



Note:
When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, when you need 10 sets, the printer will still print 10 sets after you made the proof. This is different from the checking of the first set *'Check the first set'* on page 75.

Illustration



[27] Print a proof


Make a proof

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs', press the job of which you want to make a proof.



Note:

You can select more than 1 job at a time.

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

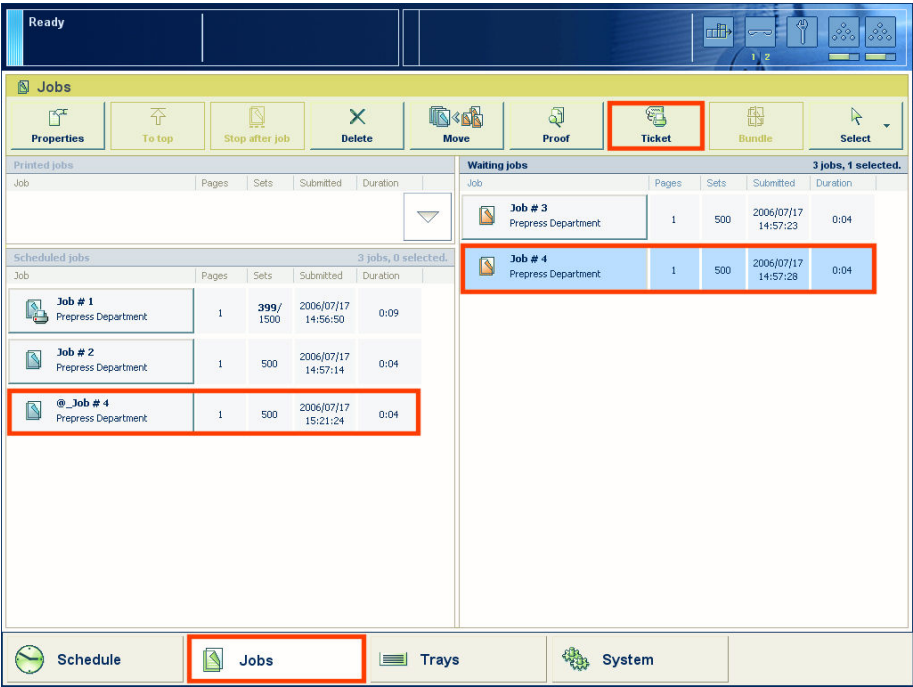
Print the job parameters

Introduction

You can print an overview of the job settings and the job parameters (the so-called job ticket) before you print a job. The overview can show you for example which media the job requires.

This section describes how to print the overview of the job parameters.

Illustration



[28] Print the job parameters

Print the job parameters

1. Press the 'Jobs' button on the operator panel.
2. Press the job for which you want to print the job parameters.
You can only select 1 job at a time.
3. Press 'Ticket'.
The job is sent to the bottom of the list of 'Scheduled jobs'. The job may not be immediately visible in the list of 'Scheduled jobs'.
You can recognize the job by the prefix @_ in front of the job name.

The printed job ticket is sent to the system output *The output locations* on page 29.

Bundle and split jobs

Introduction

Create a bundled job

If you want to combine 2 or more documents into 1 set, for example to prepare a meeting, you can bundle jobs that are present in the list of 'Waiting jobs'. The original jobs are removed from the list. The bundled job appears at the bottom of the list of 'Waiting jobs'. The system automatically creates a name for the bundled job that is based on the name of the first job in the bundle.

The number of copies for the bundled job is initially set to 1. You can handle the bundled job like any other job. For example, you can move the job to the list of 'Scheduled jobs', edit the job, delete the job or make a proof.

Edit a bundled job

You can define the following properties for a bundled job.

- The order of the jobs in the bundle
- The number of sets
- Whether you want to check the first set of the bundled job.



Note:

This section describes the above in separate procedures. However, you can always access the 'Properties' window and change 1 or more properties at the same time. You cannot change the properties of the individual jobs in the bundle. To do this, you must first split the bundled job. Then you can change the properties of each job.

Split a bundled job

In the list of 'Waiting jobs', you can split a bundled job into the original jobs. The system removes the bundled job. The individual jobs are added at the end of the list of 'Waiting jobs'.

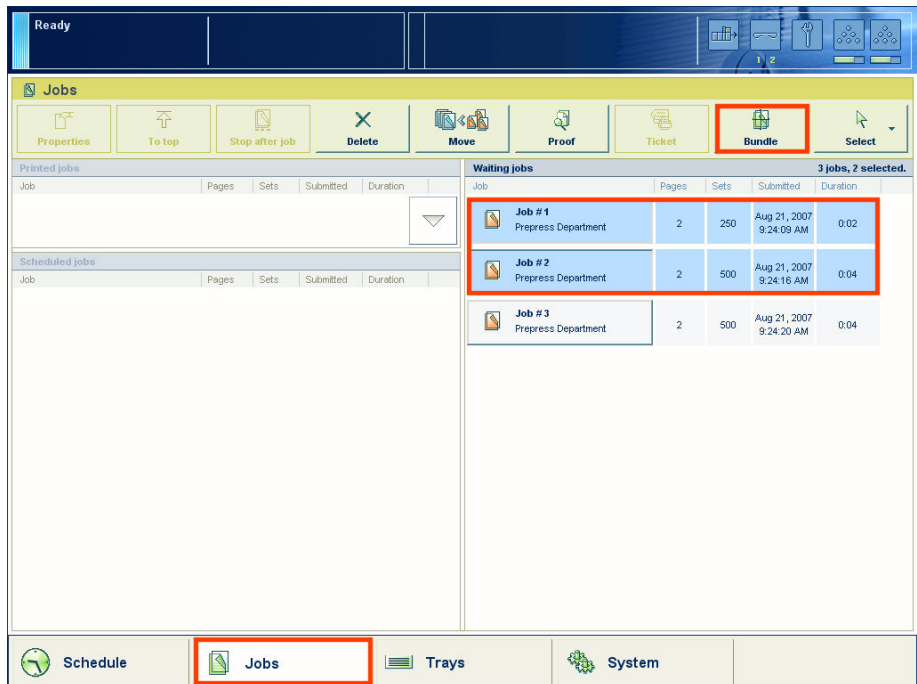
This section describes how to create, edit and split a bundled job.

General information

- When you print a bundled job, the machine prints the number of copies that you indicated for the bundled job. The number of copies of the original jobs is ignored.
- When you stop a job after a set (see '[Stop a job](#)' on page 46), the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- You cannot combine a bundled job with another bundled job.

**Note:**

All the jobs in the bundle must have the same output destination. Otherwise, the operator panel displays a warning message. To continue, you must first split the job, then change the individual jobs and finally bundle the jobs again.

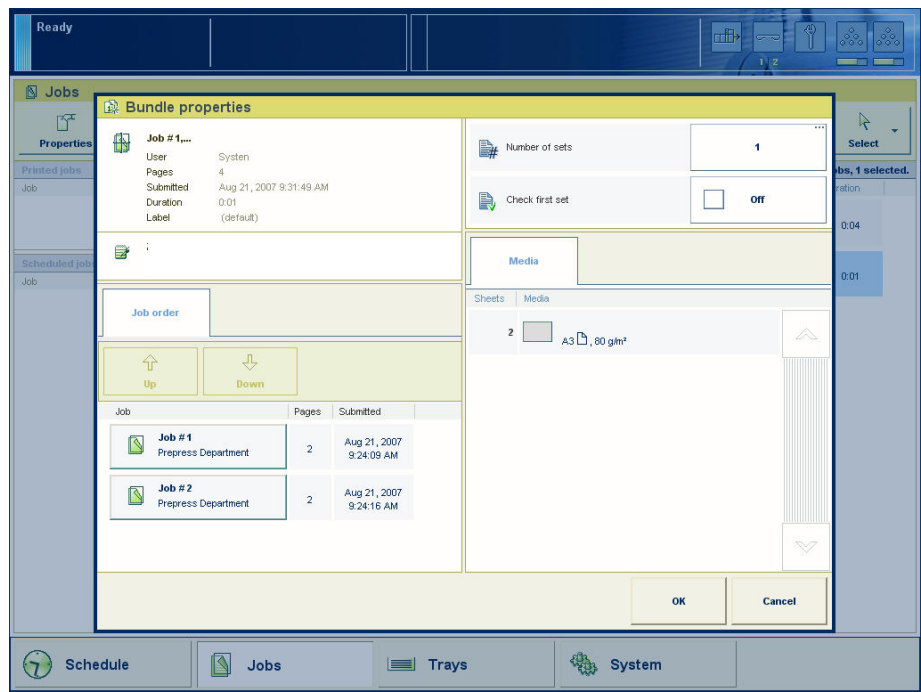
Illustration

[29] Create a bundled job

Create a bundled job

1. From the list of 'Waiting jobs', select the jobs you want to bundle.
You can select the jobs one by one, or use one of the options of the 'Select' button.
2. Press 'Bundle'.
The operator panel displays an overview of the bundled job.
3. If required, use the keys 'Up' and 'Down' in the 'Job order' field to change the order of the jobs.
4. Press 'OK' to accept the job.

Illustration



[30] Edit a bundled job

Change the order of the jobs in a bundled job

- 1. Select the bundled job.
- 2. Press 'Properties'.
- 3. In the 'Job order' field, select the job you want to move.
- 4. Use the keys 'Up' and 'Down' to move the job to the required position.
- 5. Press 'OK'.

Change the number of sets for a bundled job

- 1. Select the bundled job.
- 2. Press 'Properties'.
- 3. Press the 'Number of sets' button.
A numerical keyboard appears.
- 4. Use the numerical buttons to enter the desired number of sets.

**Note:**

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

5. Press 'OK'.
The numerical keyboard disappears.
6. Press 'OK'.

Check the first set of a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. Press 'Check first set' when the button states 'Off'.
The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The machine will automatically go on hold after the first set was printed.
4. Press 'OK'.

Split a bundled job

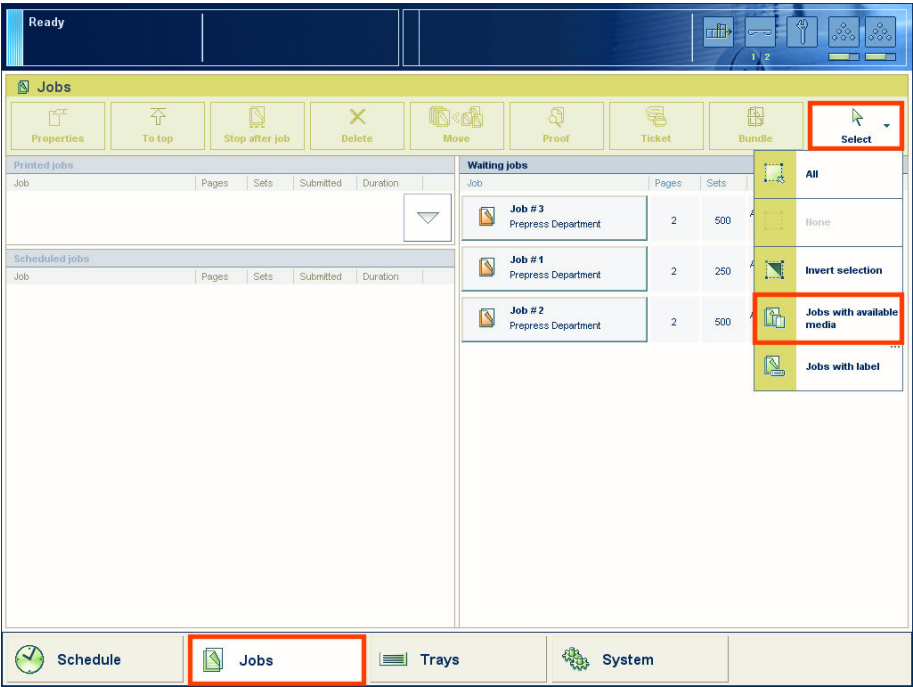
1. Select a bundled job in the list of 'Waiting jobs'.
2. Press 'Split'.
The system adds the original jobs to the end of the list of 'Waiting jobs'.

Print all the jobs for which the media are available

Introduction

You can select and print the jobs for which the media are currently available in the paper trays all at once. This improves the productivity because a regular change of media types is not required. This section describes how to select the jobs for which the media are present in the paper trays.

Illustration



[31] Select the jobs for which the media are available

Print the jobs for which the media are available

1. On the operator panel, press the 'Jobs' button.
2. Press the 'Select' button.
3. Press 'Jobs with available media'.
The system selects and highlights the jobs for which the required media are available in the paper trays.
4. Press 'Move'.
The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

Print the jobs that have a label

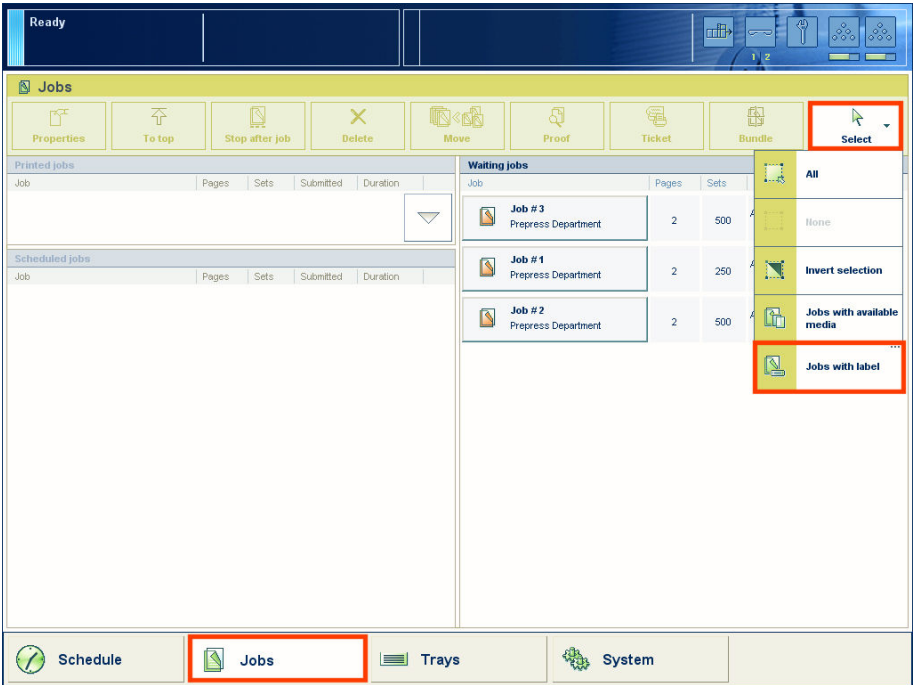
Introduction

A label is a name or tag that helps the operator to identify certain jobs on the operator panel. When a job is sent to the machine, a label can be added to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer X' can be added to jobs. Then the operator can select and print all the jobs for 'Customer X' at once. The operator can select jobs with a label in the list of 'Waiting jobs' or in the list of 'Scheduled jobs'. This section describes how to select and print jobs with a certain label.



Note:
Automated workflows can be defined through the Settings Editor. You can find more information in the online help of the Settings Editor.

Illustration



[32] Print the jobs with a label

Print the jobs with a label

1. On the operator panel, press the 'Jobs' button.
2. Press 'Select'.
A drop-down list appears.
3. Press 'Jobs with label'.
A pop-up window with an overview of the available labels appears.
4. Press the desired label.



Note:

You can select more than 1 label.

5. Press 'OK'.
The pop-up window disappears.
6. Press 'Move'.
The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

Checking and changing the job properties

Change the number of sets

Introduction

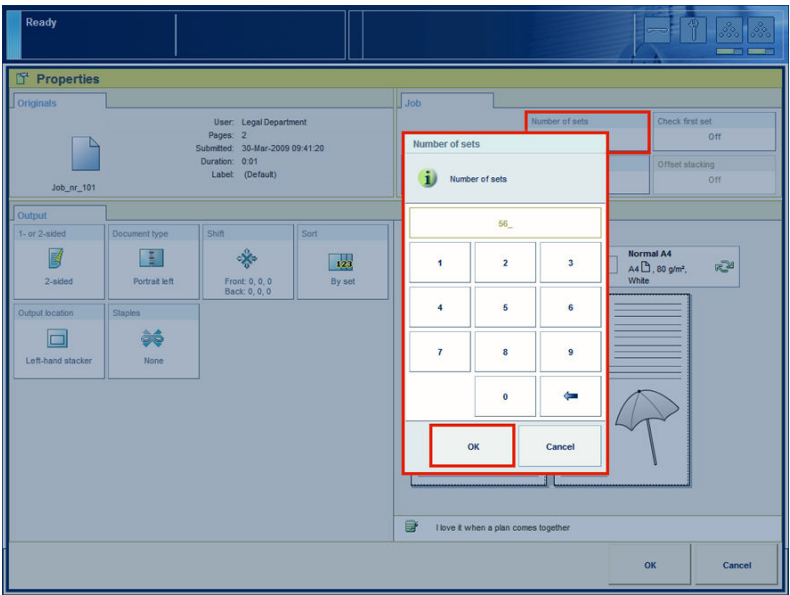
When a job is sent to the machine, the desired number of sets will be indicated. However, you can change the number of sets on the operator panel. This section describes how to change the number of sets for a specific job.



Note:

You can enter any value between 1 and 65,000 for all jobs except the active print job. To change the number of sets for the active print job, you must first press the Hold key 1 time. Then you can change the number of sets. You cannot define a lower value than the number of sets that has already been printed.

Illustration



[33] Change the number of sets

Change the number of sets

1. Press the 'Jobs' button on the operator panel.

2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Number of sets' button.
A numerical keyboard appears.
5. Use the numerical buttons to enter the desired number of sets.



Note:

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

6. Press 'OK'.
The numerical keyboard disappears.
7. Press 'OK'.

Check the first set

Introduction

You can indicate that you want to print 1 set of a job first to check the print quality. When the print quality meets your expectations, you can continue the job.

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

- Use a workflow profile where 'Check first set' is enabled *'Work with the workflow profiles' on page 114*. Then the machine always prints 1 set before the entire job is printed. The machine goes on hold after 1 set is printed.
- Enable the 'Check first set' function in the 'Properties' option of the 'Jobs' view for a specific job only. However, this only works when the setting 'Check first set' in the workflow profiles is set to 'As in job' (see *'Work with the workflow profiles' on page 114*).

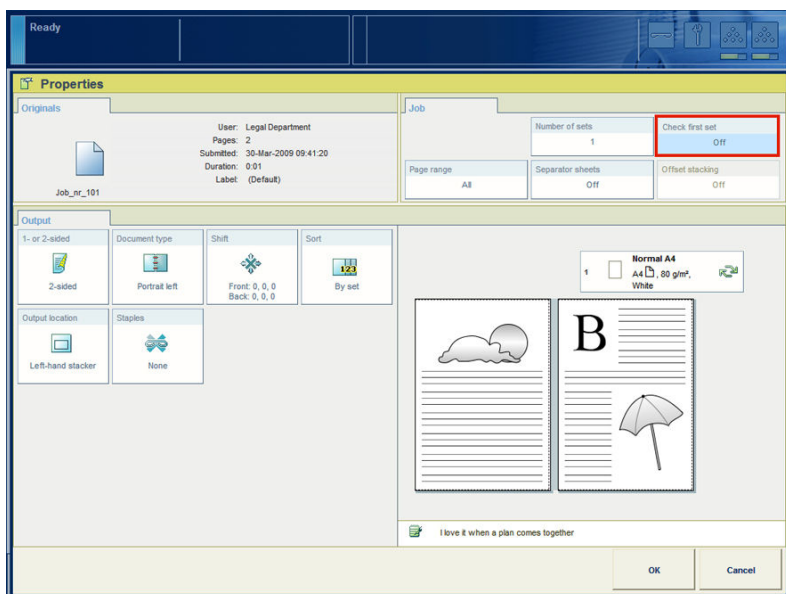
This section describes how to indicate that you want to check the first set for a specific job only.



Note:

When you use the 'Check first set' function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the machine will print the first set and then stop. When you continue the job, the 9 remaining sets are printed. This is different from the making of a proof *'Make a proof' on page 62*.

Illustration




[34] Check the first set

Enable the checking of the first set



Note:

You cannot enable the checking of the first set for the active print job  or a job in the list of 'Printed jobs'.

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Check first set' when the button states 'Off'.
The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The machine will automatically go on hold after the first set is printed.
5. Press 'OK'.

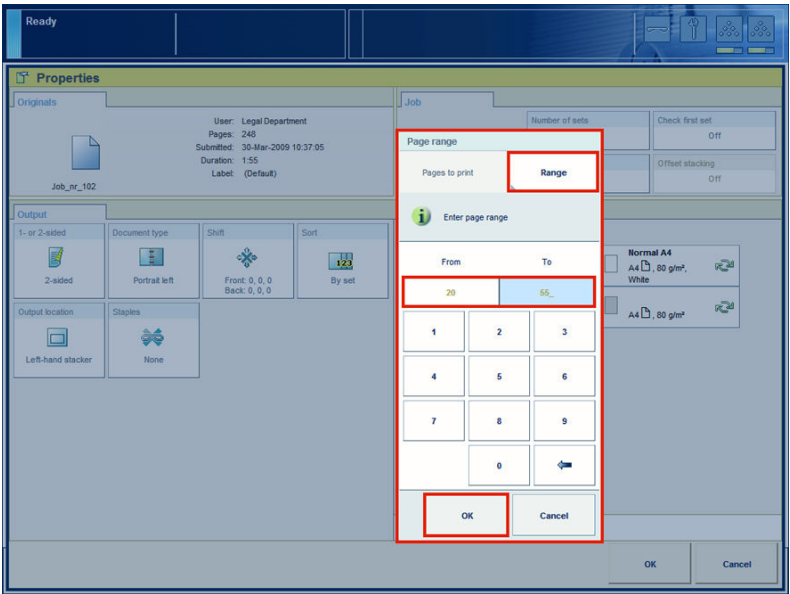
Change the page range

Introduction

When you want to print a part of a document, you can use the page range function. You can enter the page numbers where you want to start and where you want to end your print job. It can occur that your page range starts on a back side or ends on a front side of a 2-sided sheet. The machine will then also print the front respectively back side of this sheet. You can view how many pages of the total number of pages of your job will be printed in the list of 'Waiting jobs' or 'Scheduled jobs' in the 'Pages' column.

This section describes how to change the page range of a print job.

Illustration



[35] Changing the page range

How to change the page range

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Page range'.
5. Press the 'Pages to print' button.
6. Select 'Range'.
7. Select the box below 'From'.
Type in the page number from where you want to start to print.
8. Select the box below 'To'.
Type in last page number you want to print.
9. Press 'OK'.

Enable the separator sheets

Introduction

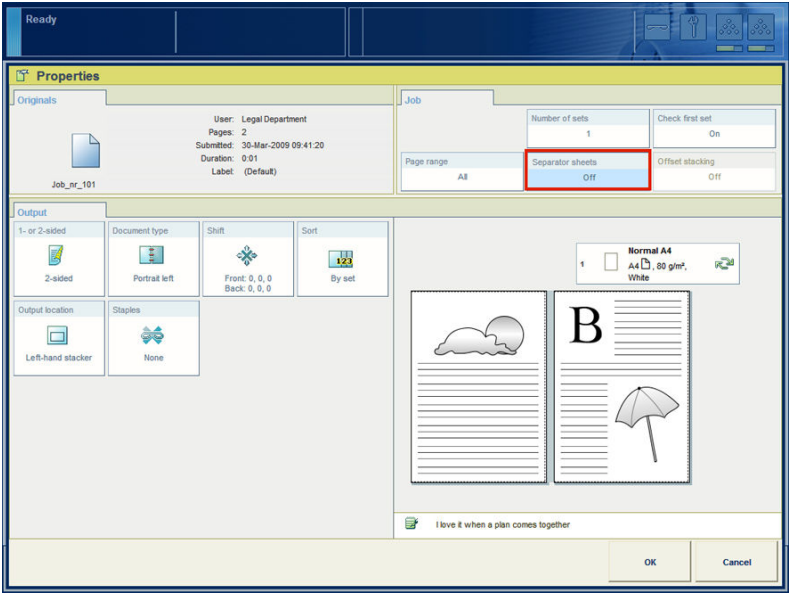
When you print jobs with many sets, it can be difficult to identify your sets in the stack of paper.

You can separate your sets in two ways:

- By 'Offset stacking', see *'Change the type of offset stacking' on page 82*.
Each set or job will be stacked with an offset compared to the previous set or job.
- By 'Separator sheets'.
A separator sheet is a sheet that is inserted before each set. Separator sheets are handy, for example, when you want to transport the sets in one straight stack in the original box. You can define the media you want to use as separator sheets in the settings editor.

This section describes how to enable the separator sheets.

Illustration



[36] Enable the separator sheets

Enable the separator sheets

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.

3. Press the 'Separator sheets' button when the button states 'Off'.
The text changes from 'Off' to 'On'.

Change the type of offset stacking

Introduction

You can use the function 'Offset stacking' to create a visible distinction between sets or jobs in an output location. When 'Offset stacking' is enabled, each set or job will be stacked with an offset compared to the previous set or job. You can set the default type of offset stacking in the workflow profile on the operator panel ['Work with the workflow profiles' on page 114](#). The following table describes when you can change the type of offset stacking for specific jobs.

Possibility to change the type of offset stacking per job

When	Then
The type of offset stacking is set to 'Sets (as in job)'	You can change the type of offset stacking per job via the 'Properties' window in the 'Jobs' view.
The type of offset stacking is set to 'Jobs', 'Sets (always)', 'Banners' or 'Off'	You cannot change the type of offset stacking per job. The 'Properties' window displays 'As in system'.

This section describes the following:

- The values you can select in the 'Properties' window when 'Sets (as in job)' is set in the workflow profile
- How to change the type of offset stacking per job via the 'Properties' window.

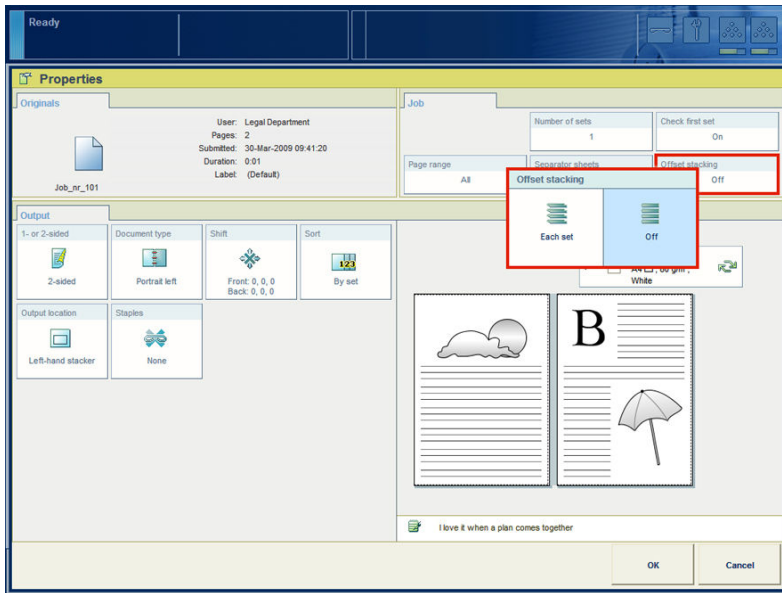
Types of offset stacking in the 'Properties' window

When 'Sets (as in job)' is set in the workflow profile, then you can select one of the following types of offset stacking.

Available types of offset stacking in the 'Properties' window

When	Then
You select 'Off'	All the printed sets are sent to the output location in one straight stack.
You select 'Each set'	All the printed sets are sent to the output location with an offset between the sets.
You select 'As in document'	All the printed sets are sent to the output location as defined in the job ticket.

Illustration



[37] Change the type of offset stacking

Change the type of offset stacking

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Finishing'.
The 'Offset stacking' button shows the currently selected type of offset stacking.
5. Press the 'Offset stacking' button.
A drop-down list appears.
6. Press the desired type of offset stacking.
7. Press 'OK'.

Change the print sides

Introduction

When you send a print job to the machine, you can specify whether the machine prints the job 1-sided or 2-sided. However, you can change this setting on the operator panel. The preview section displays the specified print sides for your output (except when your job contains covers, tabs and/or inserts)

If a print job contains mixed settings (1-sided and 2-sided), you can change this setting to 1-sided or 2-sided for the complete job. This doesn't apply to covers, inserts, tabs, banners and separator sheets.

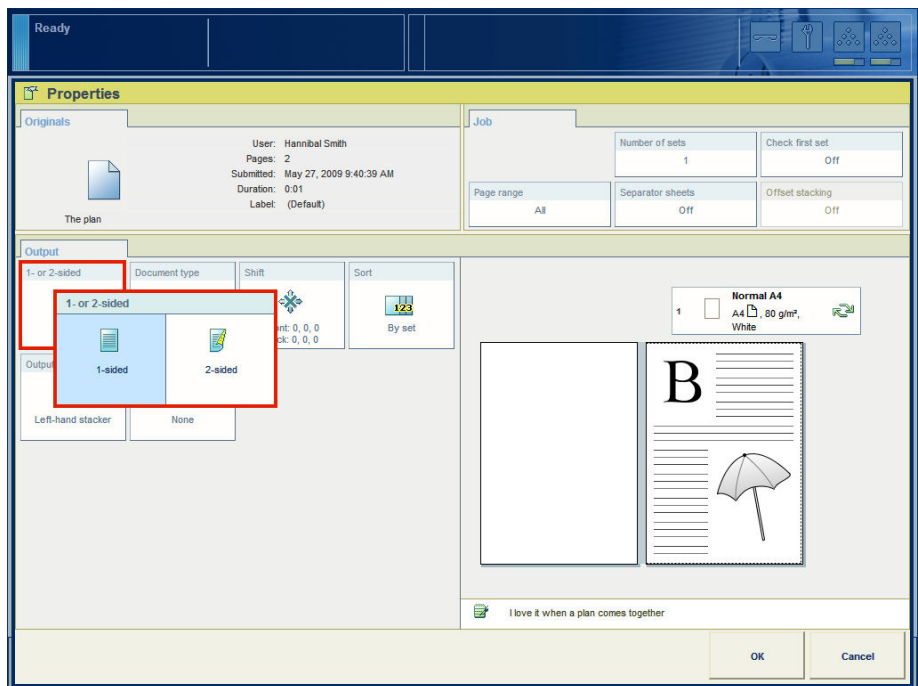
This section describes how you can change the print sides.



Note:

You can not change the print sides of system and streaming jobs.

Illustration



[38] 1- or 2-sided

How to change the print sides from 1-sided to 2-sided or from 2-sided to 1-sided

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press '1- or 2-sided'.
The '1- or 2-sided' button shows the currently selected setting.
5. Select the desired setting:
 - '2-sided', when you want to print on both sides of a sheet.
 - '1-sided', when you want to print on one side of a sheet.

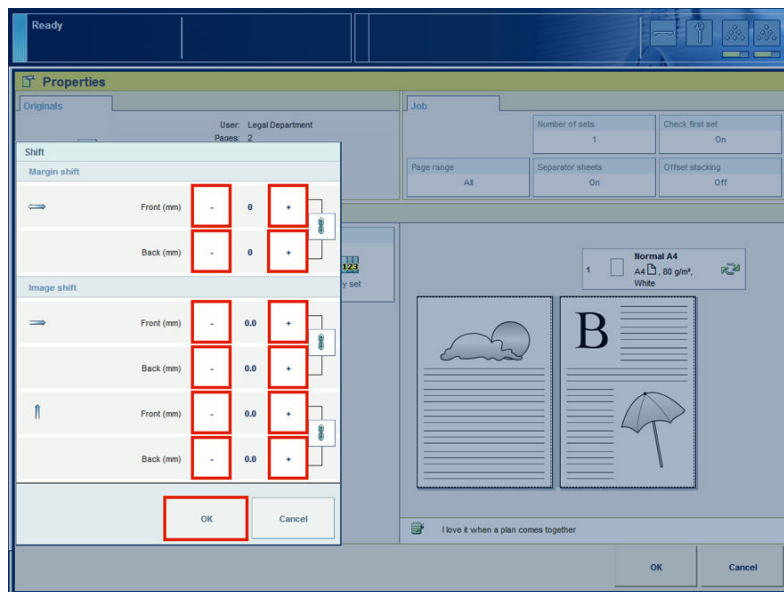
Shift the image in the document printing mode

Introduction

When you use pre-printed media with marked locations for specific text, for example, a misalignment of the text can occur. For example, an address is not exactly placed in the center of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically.

This section describes how to shift the image.

Illustration



[39] Shift the image

Shift the image

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Image'.
5. Press the - or + buttons to shift the image on the front side or back side of the sheet.
6. Press 'OK'.

Change the sorting method

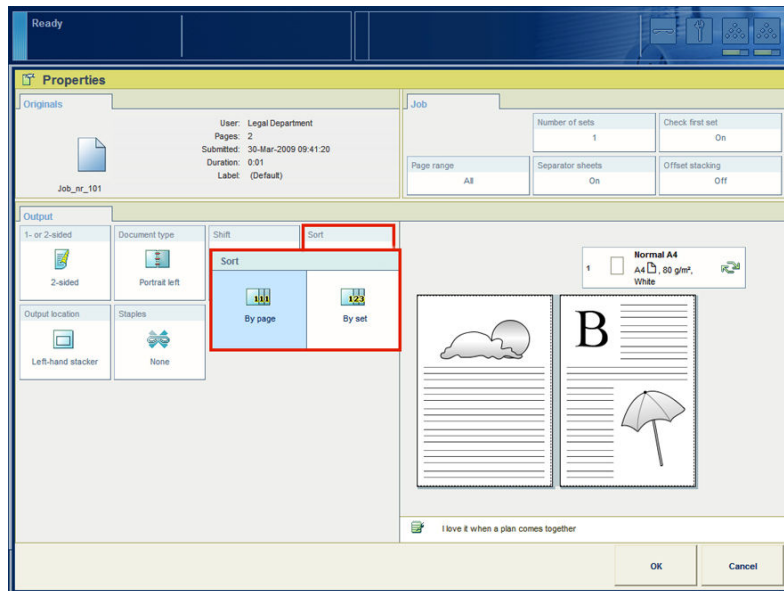
Introduction

When a job is sent to the machine, the sorting method is usually defined by the Settings Editor. However, you can change the sorting method on the operator panel. You can select one of the following.

- 'By set'
The pages will be sorted in the order 1 2 3, 1 2 3, 1 2 3.
- 'By page'.
The pages will be sorted in the order 1 1 1, 2 2 2, 3 3 3.

This section describes how to change the sorting method for a specific job.

Illustration



[40] Change the sorting method

Change the sorting method

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Finishing'.
The 'Sort' button shows the currently selected sorting method.
5. Press the 'Sort' button.
A drop-down list appears.
6. Press the desired sorting method.
7. Press 'OK'.

Change the output location

Introduction

In the Settings Editor, you can set the default output location for print jobs. However, you can change the output location on the operator panel for each job individually. Depending on the configuration of your system, you can select one of the following output locations.

- 'Finisher upper output'
- 'Finisher'
- 'Stacker' or, if you have more than 1 stacker, 'Left-hand stacker', 'Middle stacker' or 'Right-hand stacker'.
- 'Stacker/stapler'
- 'Stacker/stapler upper output'
- 'External finisher'.

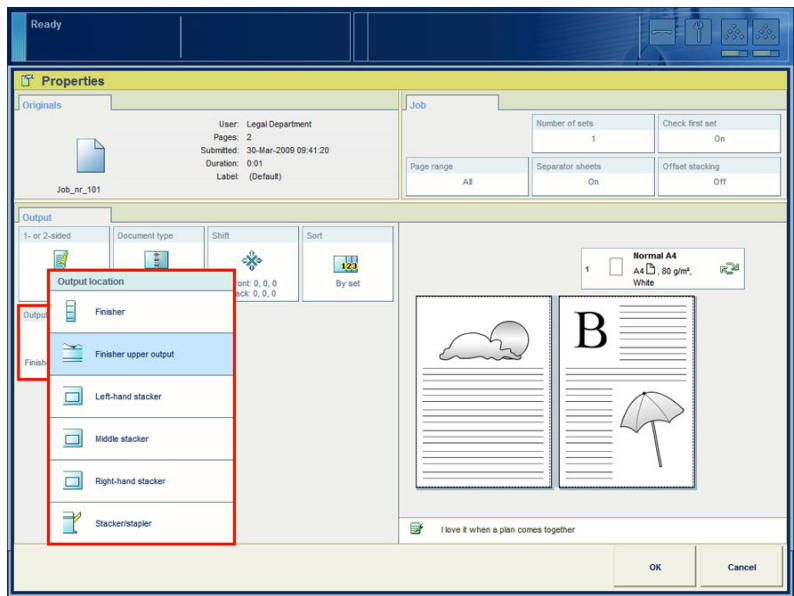
This section describes how to select another output location for a specific job.



Note:

There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. If a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example 'Finisher' or 'External finisher' because the 'Stacker' cannot staple the jobs. If you make a combination that is not possible, the operator panel displays an error message.

Illustration



[41] Change the output location

Change the output location

- 1. On the operator panel, press the 'Jobs' button.
- 2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
- 3. Press 'Properties'.



Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

- 4. Press 'Finishing'.
The 'Output location' button shows the currently selected output location.
- 5. Press the 'Output location' button.
A drop-down list with the available output locations appears.
- 6. Press the desired output location.
- 7. Press 'OK'.

Change the number of staples

Introduction

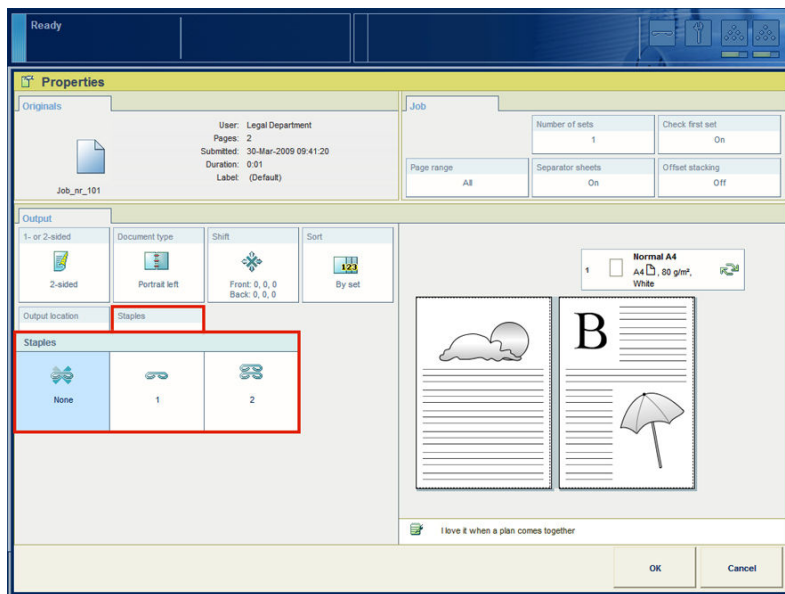
When a job is sent to the machine, a desired number of staples for that job can be indicated. However, you can change the number of staples on the operator panel. This section describes how to change the number of staples for a specific job.



Note:

There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. If a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example 'Finisher' or 'External finisher' because the 'Stacker' cannot staple the jobs. If you make a combination that is not possible, the operator panel displays an error message.

Illustration



[42] Change the number of staples

Change the number of staples

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.

3. Press 'Properties'.



Note:

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Finishing'.
The 'Staples' button shows the currently selected number of staples.
5. Press the 'Staples' button.
A drop-down list appears.
6. Press the desired number of staples.
7. Press 'OK'.

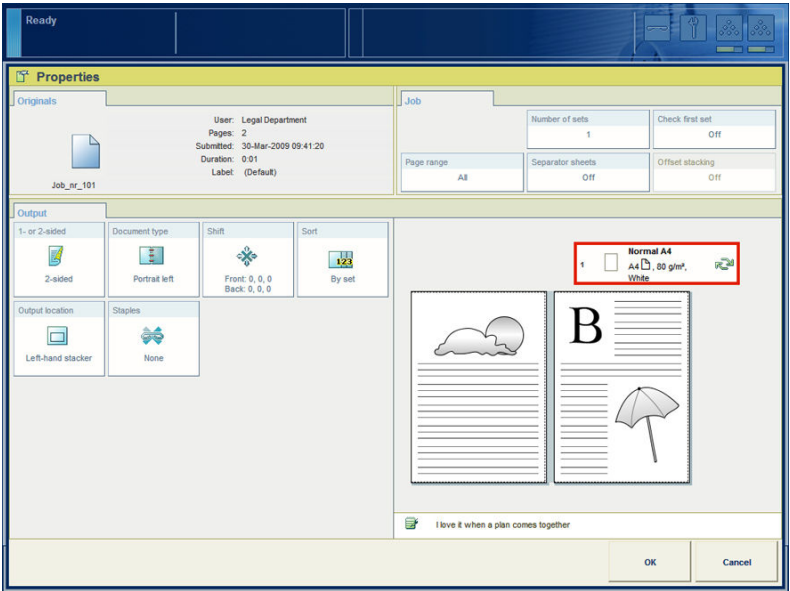
Change the media

Introduction

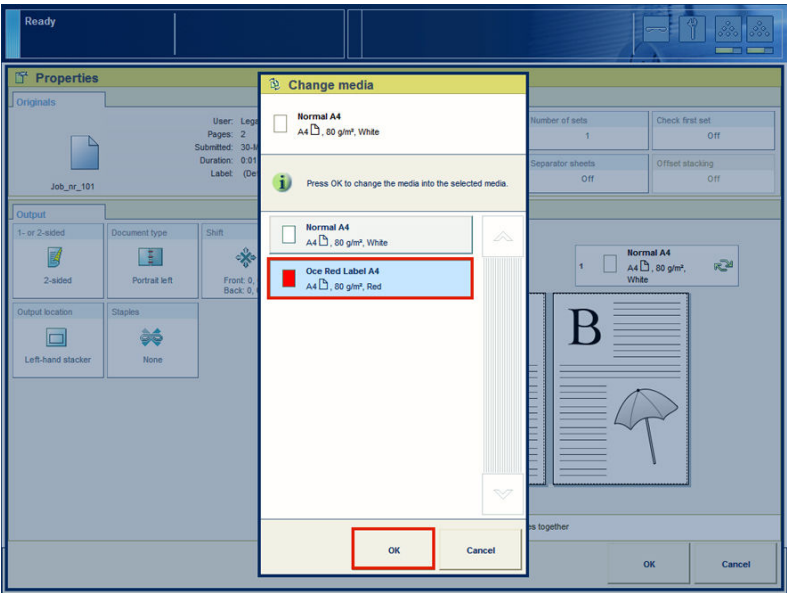
When a job is sent to the machine, the desired media will usually be indicated in the job ticket. However, you can replace the indicated media by another media from the media catalogue with the same size.

This section describes how to change the media for a specific job. The following 3 illustrations give an impression of the screens you will see when you change a media in the 'Properties' window.

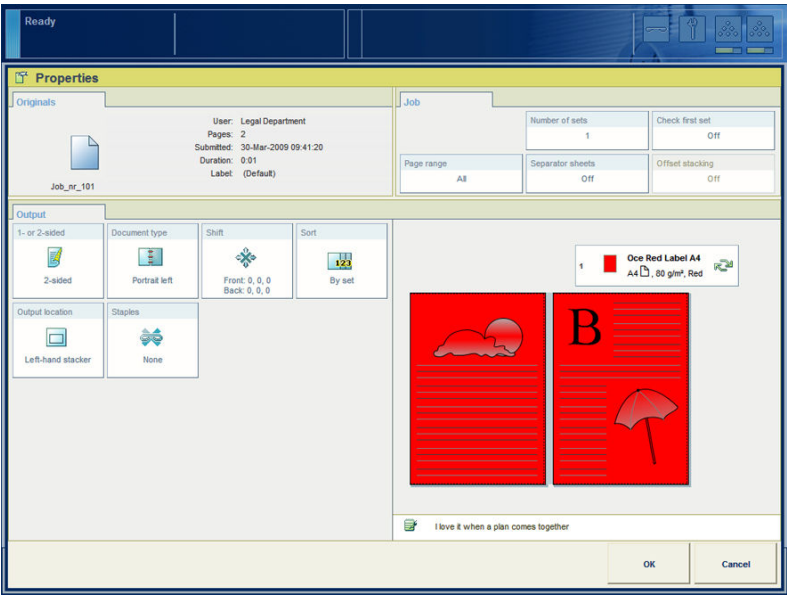
Illustration



[43] Select the media to replace



[44] Select another media



[45] The media is changed

Change the media

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.


**Note:**

You cannot select the active print job.

3. Press 'Properties'.

**Note:**

You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Media' tab.
5. Press the  icon of the media you want to change “on page ?”.
When the Media catalogue contains media with the same size, the operator panel will display a list of these media “on page ?”.
6. Press the new media you want to use.
7. Press 'OK'.
The new media is assigned to the job “on page ?”.
8. Press 'OK'.

The Trays view

Introduction to the 'Trays' view

Introduction

The 'Trays' view has the following functions.

- Display the current content and filling level of the paper trays
- Open the paper trays and assign the required media for the print jobs *'Assign the media to a paper tray'* on page 100
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray when you already loaded the media and pressed the button for 'Not assigned' on the control panel of the paper module *'The paper modules'* on page 32.

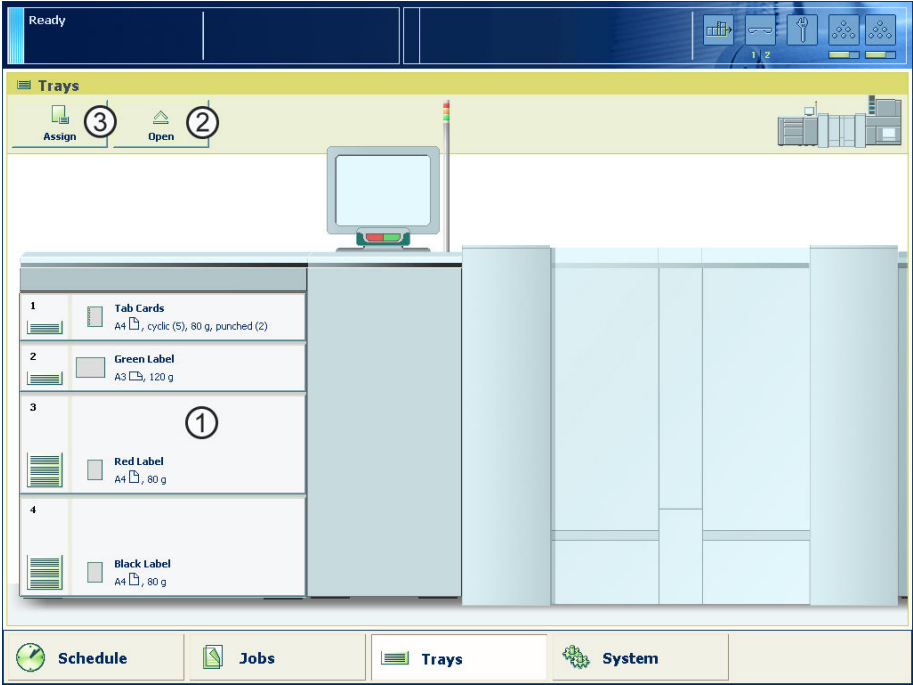
This section describes the items of the 'Trays' view.



Note:

The machine can have 1, 2 or 3 paper modules, possibly combined with a roll feeder. When the machine has more than 1 paper module, the 'Trays' view displays all the available paper modules.

Illustration



[46] Example of a configuration with 1 paper module

The items of the 'Trays' view

Description of the 'Trays' view

Num-ber	Item	Function
1	Content of the paper trays	Indicate the current content and filling level of the paper trays. The 'Trays' view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts <i>'The paper tray information' on page 98.</i>
2	'Open' button	Open the selected paper tray to load the media <i>'Load the media' on page 43.</i>
3	'Assign' button	Assign media from the media catalog <i>'Assign the media to a paper tray' on page 100.</i>
















The paper tray information



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

- The media name, for example 'Normal paper'
- The media size, for example A3 or A4
- The media weight, for example 80 g
- The media color
- The special characteristics of the media, for example 'cyclic' or 'punched'. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

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

The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full <div> Note: Each line indicates the presence of about 100 sheets</div>
	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down
	The paper tray is open
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media
 or 	The paper tray contains media that are fed over the long edge (LEF)  or short edge (SEF)  . The small icons indicate A4 or A4-like media. The large icons indicate A3 or A3-like media. When you defined a color for a media, the icon can have that color
	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets
	The paper tray contains tab sheets that must be processed as inserts
	The paper tray contains inserts

Icon	Description
	The paper tray contains media that are fed over the long edge (LEF)
	The paper tray contains media that are fed over the short edge (SEF)

Assign the media to a paper tray

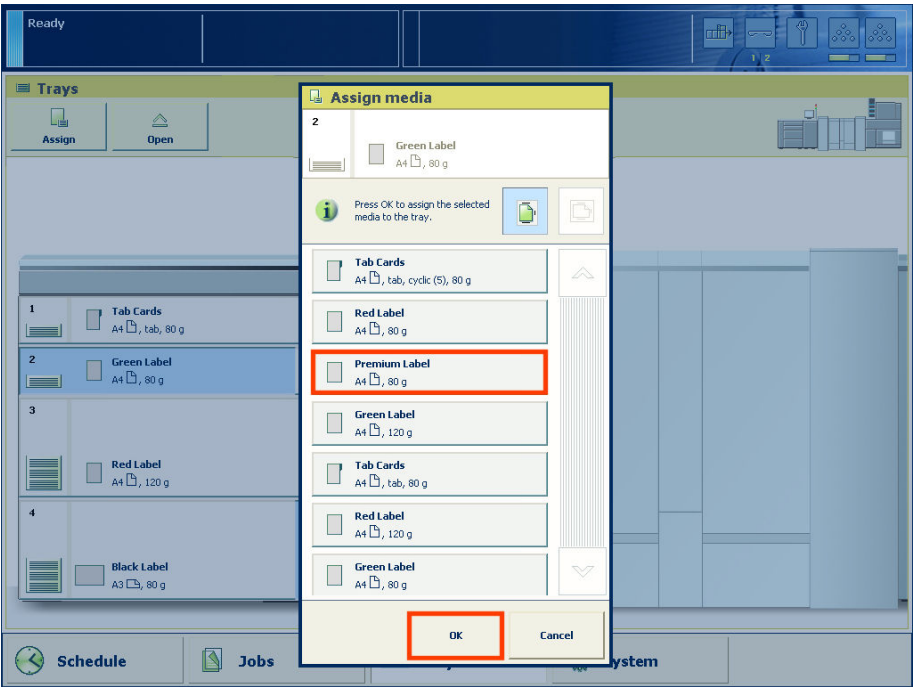
Introduction

The 'Trays' view has several functions *Introduction to the 'Trays' view* on page 96. This section describes how to open the paper trays and assign the media in the 'Trays' view.



Note:
The preferred way to load the required media is via the 'Schedule'. There you can select a media and use the 'Load' button, or press the required media button 2 times.

Illustration



[53] Change and assign media

Load and assign the media to a paper tray

1. On the operator panel, select the 'Trays' view.
2. Press the paper tray where you want to put the media, for example tray 2.
3. Press 'Open'.

4. Load the media *Load the media* on page 43.
5. Close the paper tray.

**Note:**

There is a risk that a job is printed on a wrong media.

6. Press 'Assign'.
A window with media names appears. The previous media in the selected paper tray is highlighted.

**Note:**

The list displays all the media in the media catalog that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

7. Press the name of the loaded media, for example Premium Label.
8. Press 'OK'.

Change the currently assigned media type

1. On the operator panel, select the 'Trays' view.
2. Select the paper tray for which you want to change the assigned media type.
3. Press 'Assign'.
A window with media names appears.

**Note:**

The list displays all the media in the media catalog that match the current position of the paper guides inside the paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

**Note:**

There is a risk that a job is printed on a wrong media.

4. Press the name of the new media type.
5. Press 'OK'.

The System view

The Printer section

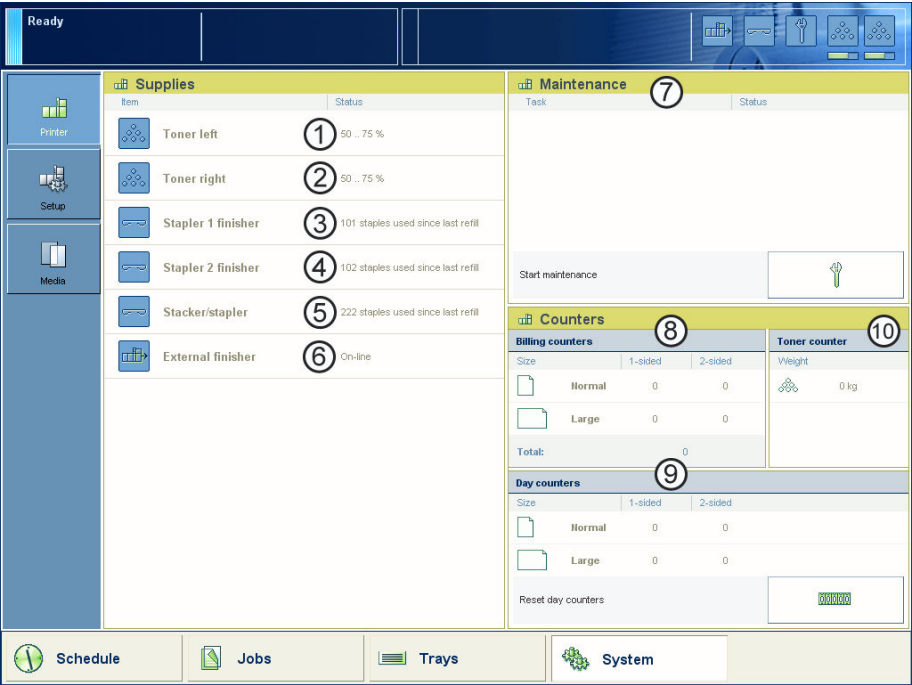
Introduction to the 'Printer' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.

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


Overview of the 'Printer' section



[54] Overview of the 'Printer' section

The items of the 'Printer' section

Description of the 'Printer' section

Num-ber	Item	Function
1	Toner level	Indicates the filling level of the left-hand toner unit <i>'Check the status of the toner reservoirs'</i> on page 105.
2	Toner level	Indicates the filling level of the left-hand toner unit <i>'Check the status of the toner reservoirs'</i> on page 105.
3	Stapler level	Indicates the number of staples that stapler 1 of the finisher has used since the last refill <i>'Check the status of the staple cartridges'</i> on page 107.
4	Stapler level	Indicates the number of staples that stapler 2 of the finisher has used since the last refill <i>'Check the status of the staple cartridges'</i> on page 107.
5	Stapler level	Indicates the number of staples that the stapler of the stacker/stapler has used since the last replacement.
6	Status of the external finisher	Indicate whether the optional external finisher is on-line or off-line.
7	Maintenance tasks	Indicate the suggested or required maintenance tasks. <div>  Note: Only a trained and certified operator is allowed to perform the maintenance tasks. </div>
8	'Billing counters'	Indicates the total number of prints that have been made since the printer was installed <i>'General counter information'</i> on page ?. You cannot reset the billing counters.
9	'Day counters'	Indicates the number of prints that have been made since the latest reset. You can always reset the day counters <i>'Reset the day counters'</i> on page 108.

Num-ber	Item	Function
10	'Toner counter'	Indicates the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.

Check the status of the toner reservoirs







Introduction

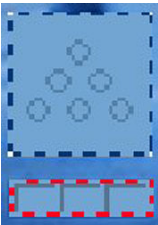
The machine has 2 toner reservoirs. The toner reservoirs are located at the left-hand side and the right-hand side of the engine module *‘Introduction to the main system components’ on page 22*. You can check the status of the toner reservoirs in the dashboard *‘The dashboard’ on page 36* and in the 'System' view. The 'System' view also displays the current filling level of each toner reservoir as a percentage. The icons in the following table indicate the status of the toner reservoirs.

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

The meaning of the toner icons

The toner icons

Toner icon	Description
	The toner icon is blue. All 3 blocks of the status bar are green. The toner reservoir is filled over 75%. Do not add toner.
	The toner icon is blue. 2 Blocks of the status bar are green. The toner reservoir is filled over 50%. You can add 1 bottle of toner.
	The toner icon is blue. 1 Block of the status bar is green. The toner reservoir is filled over 25%. You can add 2 bottles of toner.
	The toner icon is orange. The status bar contains no more green blocks. The toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must add up to 3 toner bottles as soon as possible.
	The toner icon is red. The status bar has a red frame. The toner reservoir is empty. The printing stops. You must add maximum 3 toner bottles to continue the printing.
	The toner icon is grayed out. The status of the toner reservoir is unknown. This status is only displayed when the system is initializing.

Toner icon	Description
	The toner icon is grayed out and has a dotted blue frame. The status car is grayed out and has a red dotted frame. The status of the toner reservoir is unknown. This status is only displayed when the toner access cover is open.

Check the status of the toner reservoirs

- 1. Check the toner icons in the dashboard.



Note:
Follow the steps 2 and 3 to view the status of the toner reservoirs as a percentage.

- 2. Press the 'System' button.
- 3. Press 'Printer'.
The 'System' view displays the current filling level of the toner reservoirs as a percentage.
The percentage matches the blocks that are indicated in the dashboard.

Check the status of the staple cartridges

Introduction

The optional finishers *'The output locations'* on page 29 can contain staple cartridges to staple your jobs. You can check the status of the staple cartridges in the dashboard *'The dashboard'* on page 36 and in the 'System' view. The 'System' view also displays the number of staples that have been used since the last refill. The icons in the following table indicate the status of the staple cartridges.



Note:

The numbers 1 and 2 below the stapler icons indicate which of the staple cartridges of the finisher is empty. When your configuration also contains the stacker/stapler or when your configuration only contains the stacker/stapler, the numbers are not visible in the dashboard.

The meaning of the stapler icons

The stapler icons

Stapler icon	Description
	The stapler icon is blue. The staple cartridges are filled.
	The stapler icon is orange. The staple level in one of the staple cartridges is low <i>'Finisher: Add staples'</i> on page 194.
	The stapler icon is red. One of the staple cartridges is empty. The printer stops.

Check the status of the staple cartridges

1. Check the stapler icon in the dashboard.



Note:

Follow the steps 2 and 3 to view the number of staples that have been used since the last refill.

2. Press the 'System' button.
3. Press 'Printer'.
The 'System' view displays the status of the staple cartridges. The 'System' view also displays the number of staples that have been used since the last refill.

Reset the day counters

Introduction



The 'Printer' section of the 'System' view displays 3 types of counters. 2 of these counters provide information about the number of sheets that have been printed. The other counter provides information about the amount of toner that has been used. This section first describes the 3 counters in the 'Printer' section. Then it is described how to reset the day counters.

General counter information

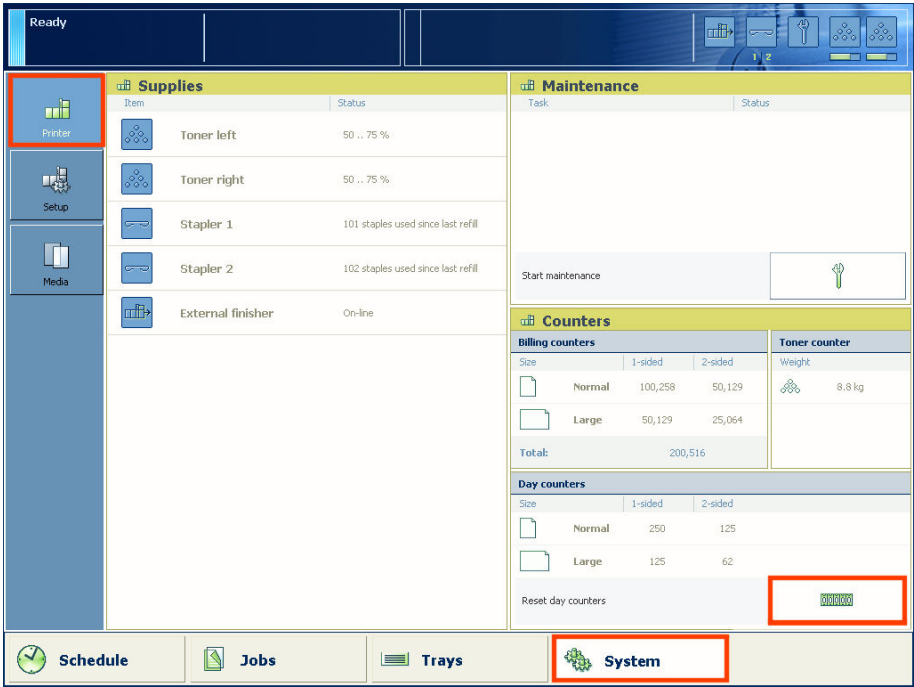
The following table describes the counters in the 'Printer' section of the 'System' view.

Type of counter	Description
'Billing counters'	The 'Billing counters' section displays the total number of prints that have been made since the machine was installed. You cannot reset the billing counters.
'Day counters'	The 'Day counters' section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.
'Toner counter'	The 'Toner counter' section displays the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

The 'Billing counters' and the 'Day counters' provide information about the number of 1-sided and 2-sided prints that have been made on standard-size and large media. The length of the media determines whether a media is standard size or large. Media with a length of less than 390 mm (15.35") are referred to and counted as standard-size media. Media with a length of 390 mm (15.35") or more are referred to and counted as large media.

The operator panel displays the media icon ( or ) as a small icon for standard-size media. For large media, the media icon is big. The media icon is used in various places on the operator panel, for example in the 'Counters' section, in the 'Trays' view and in the job information.

Illustration



[65] Reset the day counters

Reset the day counters

1. Press the 'System' button on the operator panel.
2. Press 'Printer'.
3. Press the 'Reset day counters' button in the 'Day counters' section.
A dialog box will ask you to confirm that you really want to reset the day counters.
4. Press 'Yes' to reset the day counters to o.

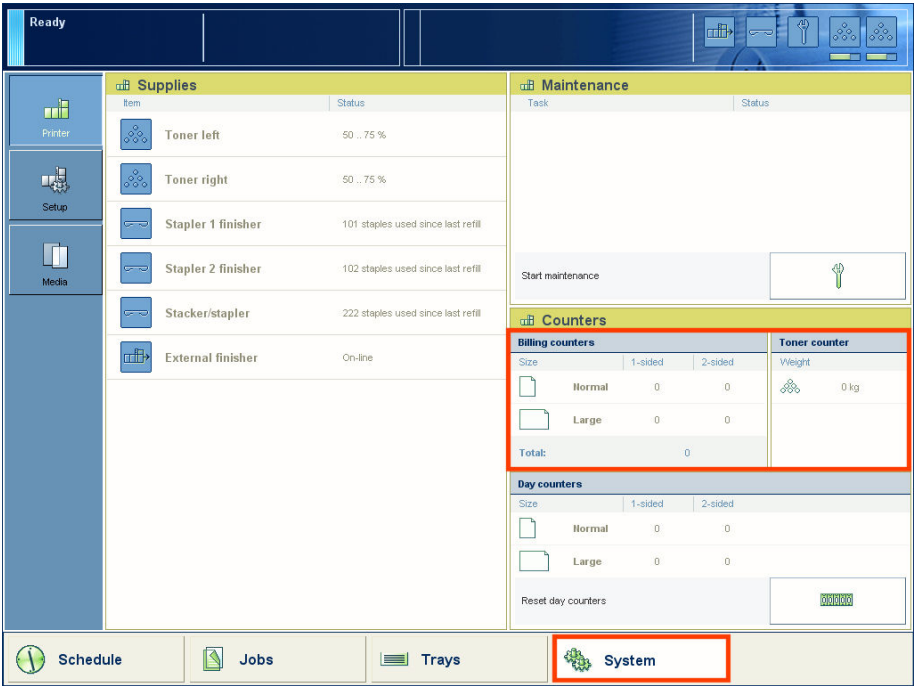
Find the meter readings

Introduction

- The 'Printer' section of the 'System' view displays 3 types of counters.
- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
 - The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.
 - The toner counter provides information about the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

This section describes how to find the billing counters and the toner counter.

Illustration



[66] Meter reading

Find the meter readings

1. On the operator panel, press the 'System' button.

2. Press 'Printer'.

You can find the required meter readings on the right-hand side of the screen.

The Setup section

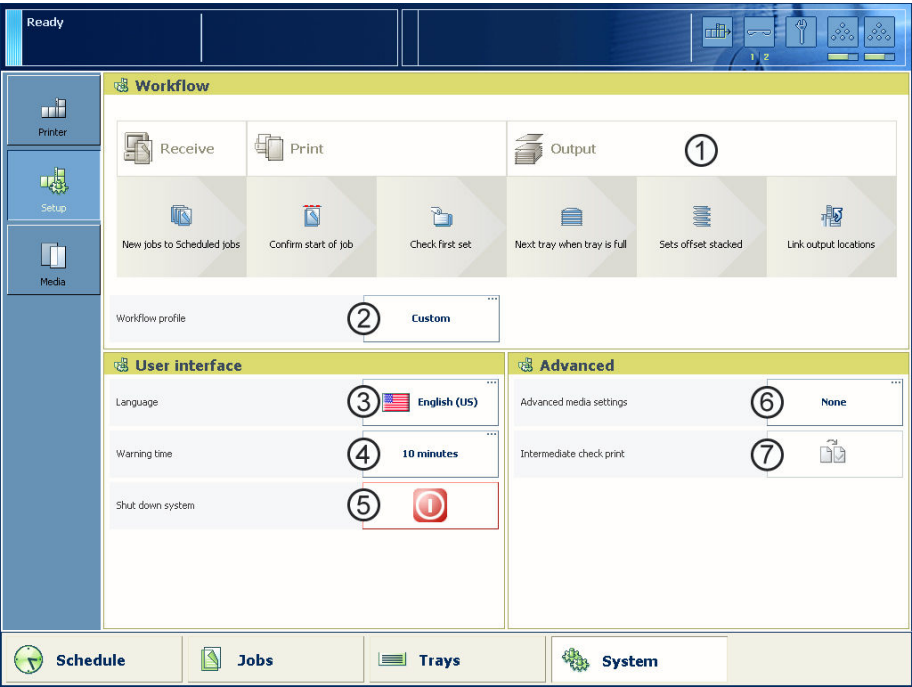
Introduction to the 'Setup' section

Introduction

The 'System' view provides access to system settings, system information, media information and maintenance tasks.

This section provides an overview of the 'Setup' section in the 'System' view.

Overview of the 'Setup' section



[67] Overview of the 'Setup' section

The items of the 'Setup' section

Description of the 'Setup' section

Num-ber	Item	Function
1	Summary of the defined workflow settings	Display the main settings of the current workflow profile. These settings are read-only.

Number	Item	Function
2	'Workflow profile' button	Define a workflow profile that matches your needs <i>'Work with the workflow profiles'</i> on page 114.
3	'Language' button	Change the language of the operator panel <i>'Change the language'</i> on page 119.
4	'Warning time' button	Define at which point you want the system to warn you about an action that is required soon, for example 10 minutes in advance <i>'Change the warning time'</i> on page 121.
5	'Shut down system' button	Shut down the system in a controlled way <i>'Shut down the machine'</i> on page 18.
6	'Advanced media settings' button	Define a number of special media-related settings <i>'Change the advanced media settings'</i> on page 125.
7	'Intermediate check print' button	Print a test sheet of a running job to check the quality <i>'Make an intermediate check print'</i> on page 129.

Work with the workflow profiles

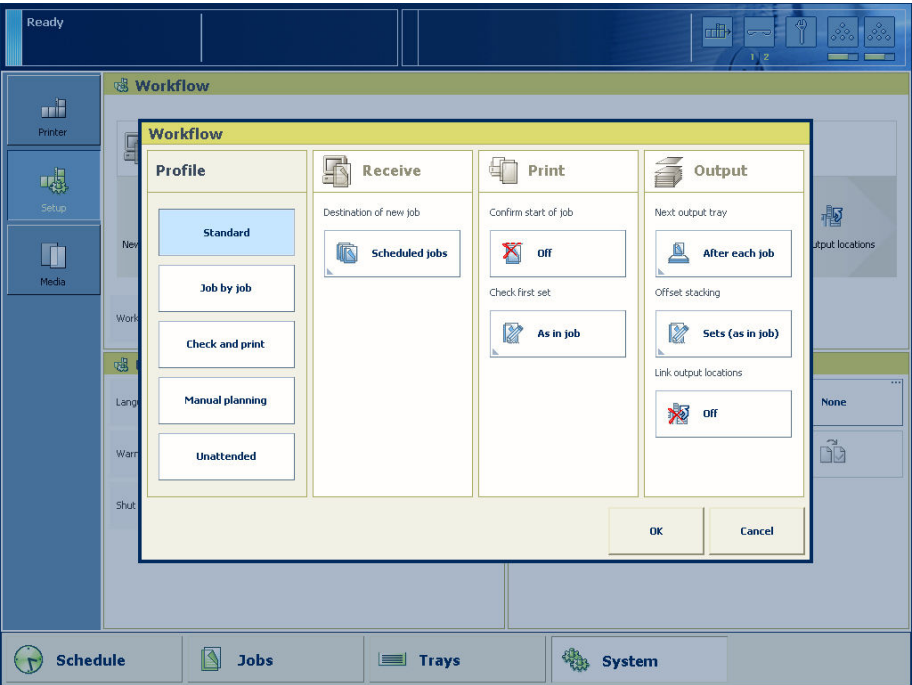
Introduction

The machine is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ('Receive', 'Print' and 'Output'). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow). This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.



Note:
The 'Workflow profile' button in the 'Setup' section of the 'System' view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text 'Custom'.

The workflow profiles



[68] The workflow profiles screen

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

When to use which workflow

Profile	When to use
'Standard'	You need a productive workflow but you still want to have sufficient control over the jobs.
'Job by job'	You want to start the jobs one by one. Each time a job has been printed, the machine goes on hold. You must always press the Release key ▸ to start the next job.
'Check and print'	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
'Manual planning'	The jobs are sent to the machine in a random order. You can manually define the most productive order in which the machine will print the jobs.
'Unattended'	You want to continue printing while you are absent, for example after working hours. Then the machine will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings of each workflow profile

The following table gives an overview of the default 'Receive' and 'Print' settings of each workflow profile.

The 'Receive' and 'Print' settings

Workflow profile	'Receive' settings	'Print' settings	
	'Destination of print job'	'Confirm start of job'	'Check first set'
'Standard'	'Scheduled jobs'	'Off'	'As in job'
'Job by job'	'As in job'	'On'	'As in job'
'Check and print'	'Scheduled jobs'	'Off'	'On'
'Manual planning'	'Waiting jobs'	'Off'	'As in job'
'Unattended'	'As in job'	'Off'	'Off'

The following table gives an overview of the default 'Output' settings of each workflow profile.

The 'Output' settings

Workflow profile	'Output' settings		
	'Next output tray'	'Offset stacking'	'Link output locations'
'Standard'	'After each job'	'Sets (as in job)'	'On'
'Job by job'	'After each job'	'Sets (as in job)'	'On'
'Check and print'	'After each job'	'Sets (as in job)'	'On'
'Manual planning'	'After each job'	'Sets (as in job)'	'On'
'Unattended'	'When tray is full'	'Banners'	'Off'



Note:
The setting 'Link output locations' is only visible when 2 or more equally configured stackers are available. For example, you cannot link the stackers when 1 stacker is configured for face-up media, while the other is configured for face-down media. Furthermore, it is not possible to link a stacker to a finisher.

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
'Destination of print job'	'Scheduled jobs'	The jobs are immediately sent to the list of 'Scheduled jobs'. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. <ul style="list-style-type: none">■ Move jobs to the list of 'Waiting jobs' or■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs' (<i>'Give priority to a scheduled job' on page 57</i>).
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.
	'As in job'	The submitted jobs go to the destination that is indicated in the job ticket.

Setting	Values	Effect
'Check first set'	'On'	The machine goes on hold after the first set of a job is printed. You can check the quality and layout of the first set before the machine prints the remaining sets.
	'Off'	The machine will print the whole job without stopping after the first set.
	'As in job'	The machine will print the jobs as indicated in the job ticket.
'Confirm start of job'	'On'	The machine always stops before the next scheduled job. You must press the Release key ▸ to start each job.
	'Off'	The machine prints the scheduled jobs one after the other. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.
	'On conflict'	The machine stops before a job when one or more settings are overruled by the controller.
'Next output tray'	'After each job'	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	'When tray is full'	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.

Setting	Values	Effect
'Offset stacking'	'Jobs'	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	'Sets (always)'	Each printed set that is delivered to an output location is stacked on top of the previous set with an offset. This helps you to identify the various sets.
	'Sets (as in job)'	Each printed set is delivered to the output location as indicated in the job ticket. Therefore, the sets can be stacked in one straight line or with an offset.
	'Banners'	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	'Off'	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

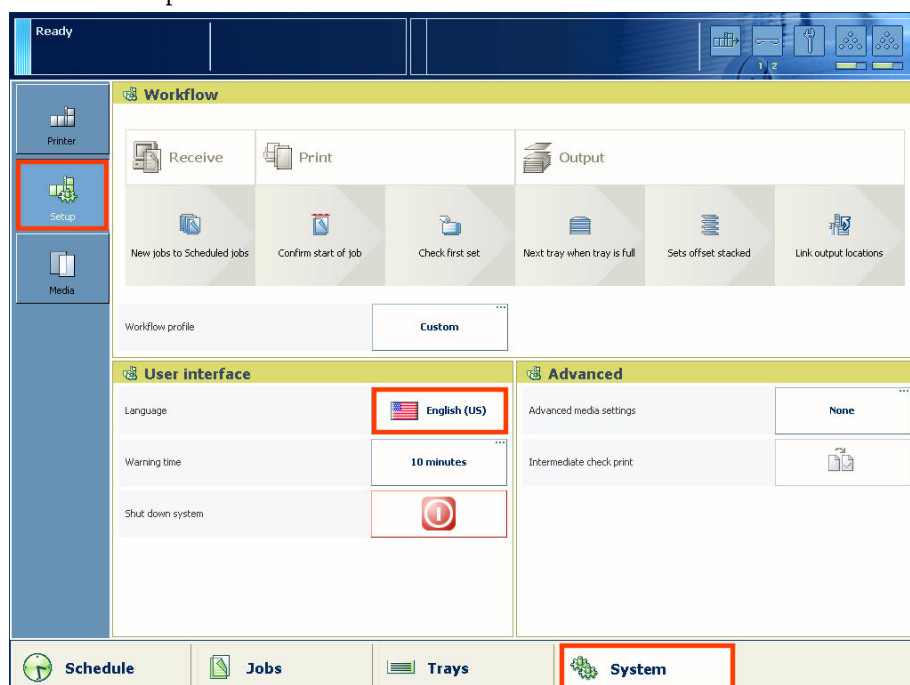
Change the language

Introduction

This section describes how to change the language of the operator panel.

Change the language

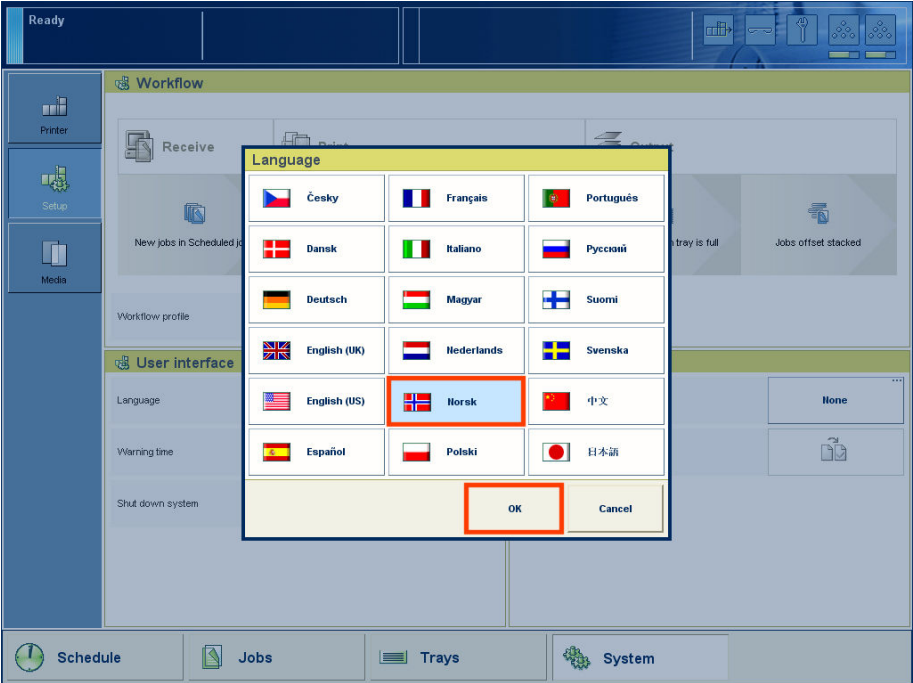
1. On the operator panel, press the 'System' button.
2. Press the 'Setup' button.



[69] Change the language

3. Press the 'Language' button in the 'User interface' section.

An overview of the available languages appears.



[70] Overview of the available languages

- 4. Select your language, for example 'Norsk'.
 - 5. Press 'OK'.
- The language is changed.

Change the warning time

Introduction

When operator interaction is required now or soon, the dashboard *'The dashboard'* on page 36 can display a warning message. The message informs you about a required upcoming action, for example load a required media type or empty an output location. You can define how long in advance the warning message is displayed. By factory default, the function 'Warning in advance' is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop. Depending on the urgency of the warning message, the vertical bar in the dashboard is orange or red. This section describes how to change the warning time. This section also describes how to disable the function 'Warning in advance', in case you do not want to use the warning function.



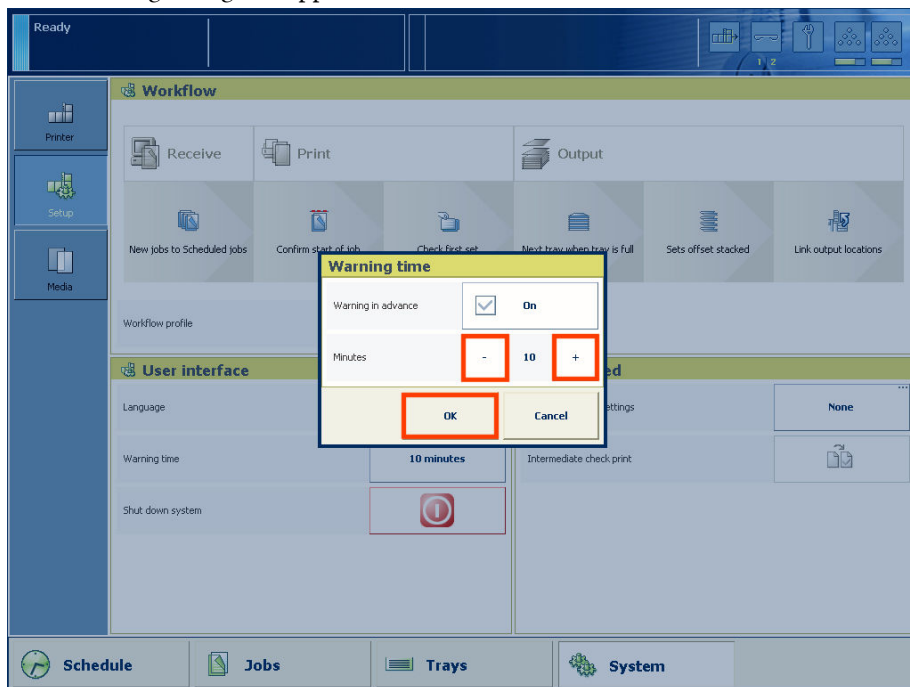
Note:

The operator attention light *'The operator attention light'* on page 27 is linked to the status of the machine. For example, when the dashboard displays an orange warning, the orange light of the operator attention light also lights up.

Set the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.

The following dialog box appears.



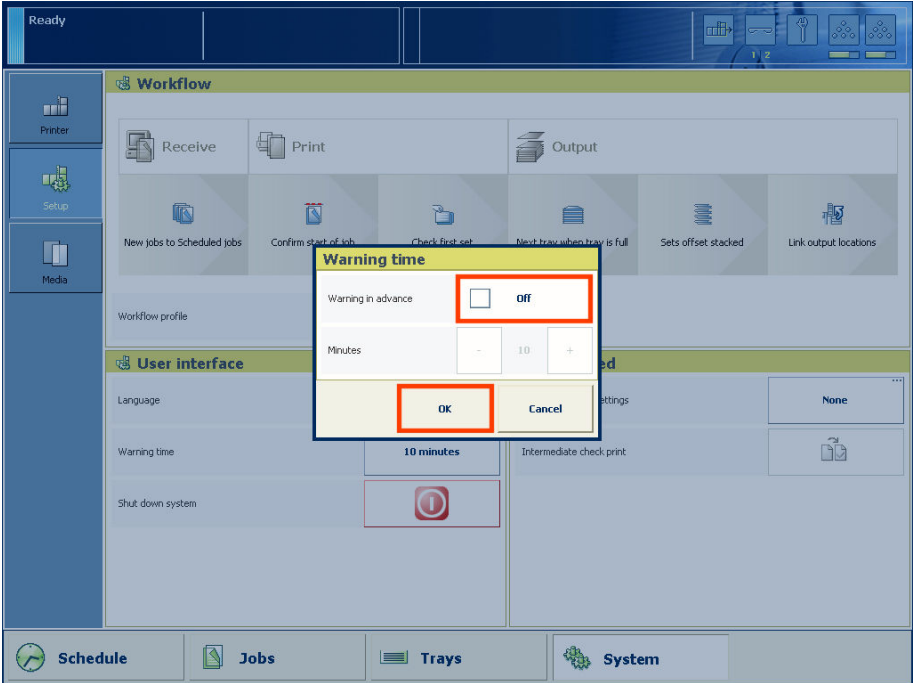
[71] Set the warning time

4. Press the - or + button to decrease or increase the warning time.
You can set a time from 1 - 60 minutes.
5. Press 'OK'.

Disable the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.
A dialog box appears. When the 'Warning in advance' function is enabled, the 'Warning in advance' button displays a check mark and the status 'On'.
4. Press the 'Warning in advance' button.

The check mark disappears. The status 'On' changes into 'Off'.



[72] Disable the warning time

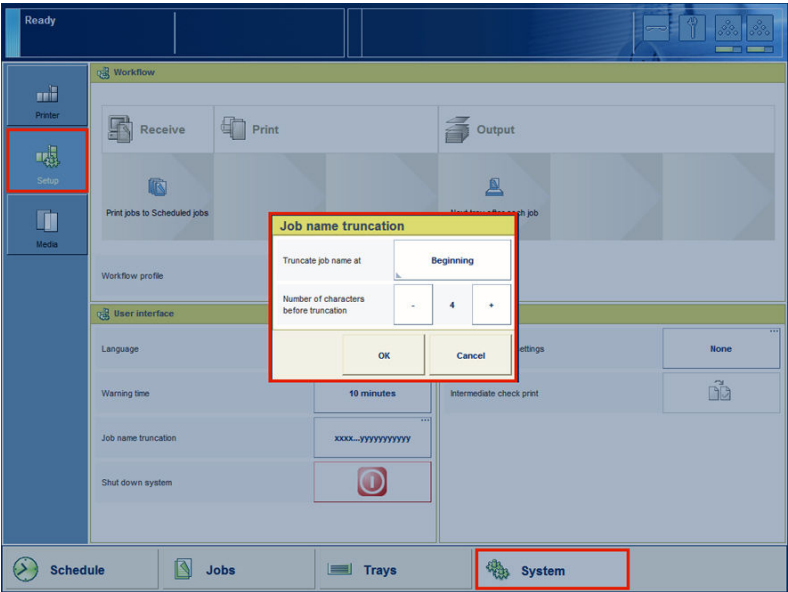
5. Press 'OK'.

Truncate the job name

Introduction

The operator panel displays all jobs with their job names in the schedule and jobs view. When you use long job names it can be difficult to distinguish the various jobs from each other. This function allows you to truncate the job name at the beginning or at the end of the name. This makes it easier for you to identify your jobs in the lists.

Illustration



[73]


Truncate the job name

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the **Job name truncation** button in the 'User interface' section.
4. Press the **Job name truncation** button to change the truncation method. You can choose to truncate at the **Beginning** or the **End** of the job name.
5. Press the - or + button to change the number of characters before truncation.

Change the advanced media settings

Introduction

The machine has various advanced media settings that can help you to solve possible problems when you print on certain special media.

When all the advanced media settings have their default value, the button for 'Advanced media settings' displays the word 'None'. After you changed one or more settings, this button shows one or more of the following icons: .

This means that 'Double-sheet detection' is 'Off', the 'Enhanced media mode' is 'On' and the 'Paper dust cleaning interval' is set to the indicated value.

This section describes when it is recommended to change the advanced media settings. Furthermore, this section describes how to change the settings.

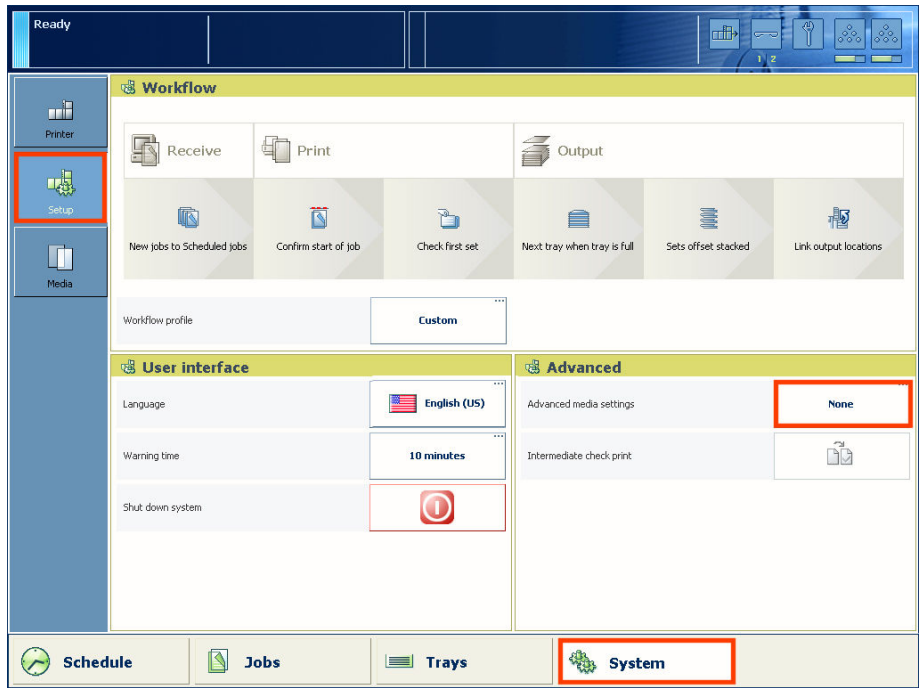
When to do

- 'Double-sheet detection'
Double-sheet detection warns you if 2 or more sheets have been separated from the media stack in a paper tray at the same time. However, it is not always convenient when the double-sheet detection is enabled, for example when you use transparent media with a cover sheet. Then you can set the 'Double-sheet detection' to 'Off'. By factory default, 'Double-sheet detection' is 'On'.
- 'Enhanced media mode'
Glossy media can cause a collating or stapling error in the finisher. You can set the 'Enhanced media mode' to 'On' to prevent the error. This will decrease the speed of the machine. By factory default, the 'Enhanced media mode' is 'Off'. When you set the 'Enhanced media mode' to 'On' and the machine status is 'Printing...', the dashboard displays a message that the enhanced media mode is enabled.
The 'Enhanced media mode' is only available on machines that are equipped with the optional finisher *'The output locations'* on page 29.
- 'Paper dust cleaning interval'
Media that contains a significant amount of paper dust will pollute the machine quicker than other media. If you see toner pollution on the first prints after paper dust cleaning, you can change the 'Paper dust cleaning interval'. You can select '600 (default)', '400' or '200'. When you select '400' or '200', the machine is automatically cleaned more often. The number indicates the number of sheets that can be processed before the machine requires cleaning. Please refer to the Troubleshooting chapter for more information (see *'Troubleshooting'* on page 201).
- 'Paper dust cleaning mode'
When your prints show toner pollution on the first sheets along the edge of the sheets (2 - 3 mm) after the automatic black image paper dust cleaning procedure, you can

set the 'Paper dust cleaning mode' to 'Enhanced'. Please refer to the Troubleshooting chapter for more information (see *'Troubleshooting' on page 201*).

Before you begin

- 1. On the operator panel, press the 'System' button.



[74] Access the advanced media settings

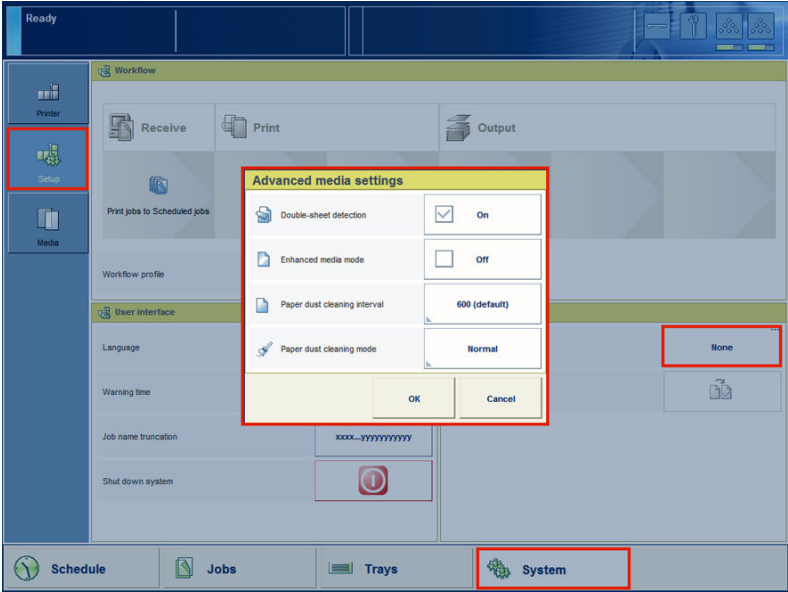
- 2. Press 'Setup'.
- 3. Press the 'Advanced media settings' button in the 'Advanced' section.
- 4. Enter the maintenance PIN.



Note:
The operator panel will only ask you to enter the maintenance PIN when a maintenance PIN is defined in the Settings Editor.

- 5. Press 'Start' to access the 'Advanced media settings'.

Illustration



[75] Change the advanced media settings

Disable the double-sheet detection

1. Press the 'Double-sheet detection' button.
The text on the button changes from 'On' to 'Off'.



Note:

Each time you press the button, the setting changes from 'On' to 'Off' and the other way round.

2. Press 'OK'.

Enable the enhanced media mode



Attention:

This setting is only available on machines that are equipped with the optional finisher.

1. Press the 'Enhanced media mode' button.
The text on the button changes from 'Off' to 'On'.



Note:

Each time you press the button, the setting changes from 'Off' to 'On' and the other way round.

2. Press 'OK'.

Change the paper dust cleaning interval

1. Press the 'Paper dust cleaning interval' button.
A drop-down list appears.
2. Press the desired value.
3. Press 'OK'.

Change the paper dust cleaning mode

1. Press the 'Paper dust cleaning mode' button.
A drop-down list appears.
2. Press the desired value.
3. Press 'OK'.

Make an intermediate check print

Introduction

The machine has a function that enables you to make a check print while a job is printed. This function is called the intermediate check print. When you use this function, the machine prints a copy of the sheet that is printed at the moment you press the 'Intermediate check print' button. You can use this sheet to check whether the quality and consistency of the prints still meet your requirements.

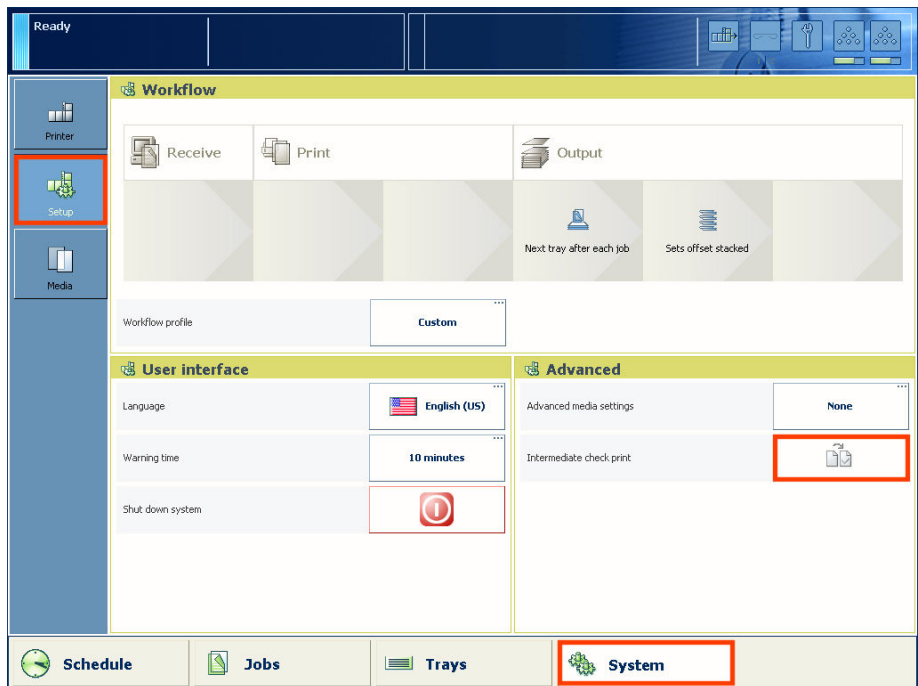
This section describes how to make an intermediate check print.



Note:

You can also press the 'Intermediate check print' button when a job has not yet started. As soon as you press the Release key ▸, a copy of the first sheet of the job will be printed.

Illustration



[76] Make an intermediate check print

Make an intermediate check print

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Intermediate check print' button in the 'Advanced' section.
The intermediate check print is sent to the system output *'The output locations'* on page 29.

The Media section

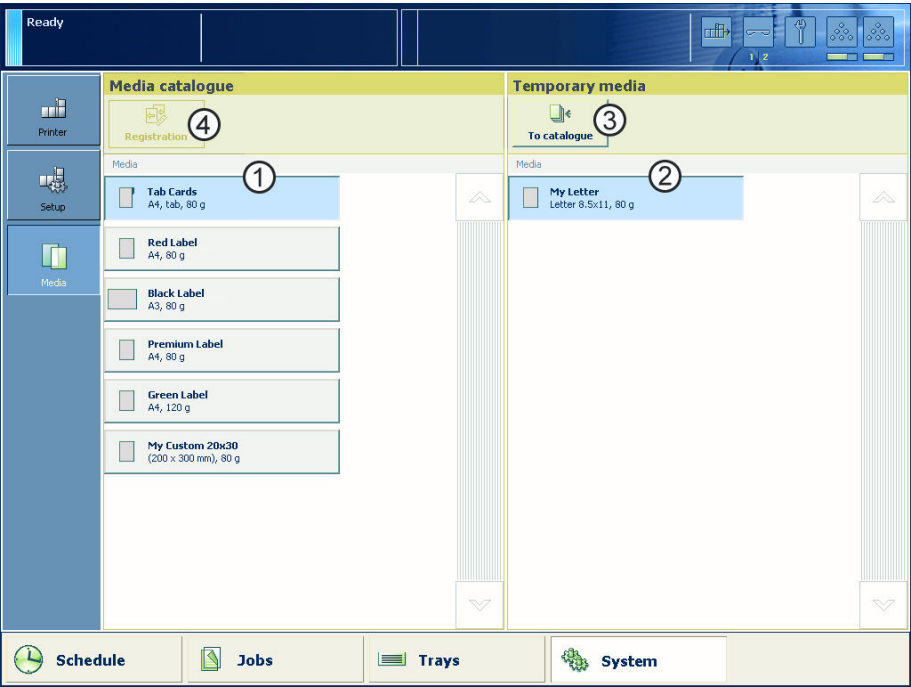
Introduction to the 'Media' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.

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

Overview of the 'Media' section



[77] Overview of the 'Media' section

The items of the 'Media' section

Description of the 'Media' section

Num-ber	Item	Function
1	List of all the media that are available in the 'Media catalog'.	Display the current content of the 'Media catalog' <i>Introduction to the 'Trays' view</i> on page 96.

Num-ber	Item	Function
2	List of temporary media	Display the temporary media that are currently available on the system <i>'What are temporary media'</i> on page 134.
3	'To catalog' button	Add temporary media to the media catalog <i>'Add temporary media to the 'Media catalog''</i> on page 135.
4	'Registration' button	Print test sheets and perform the registration for individual media. You can do a media registration for standard-size media <i>'Perform a media registration for standard-size media'</i> on page 137 and large media <i>'Perform a media registration for large media'</i> on page 144.

Introduction to the media handling

Introduction

The machine supports a wide range of media, including tabs and inserts. The supported media sizes range from 8 x 8 inch (minimum) to 12.5 x 19.2 inch (maximum). The supported media weights range from 33 - 202 lb bond for media that are recommended by the manufacturer, and 40 - 135 lb bond for other media.

This section describes the following:

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



Note:

You can place all the supported media in any paper tray.

General introduction to the media handling

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

What is the 'Media catalog'

The 'Media catalog' is a list of predefined media and media attributes which you can define in the Settings Editor application on the controller. The use of the 'Media catalog' is only recommended, not compulsory.

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



Note:

Refer to the Online Help of the Settings Editor for information about the media attributes that you can define. The Online Help also describes how to adapt the 'Media catalog' (add, edit or delete media).

What are temporary media

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

The temporary media remain available on the system until:

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

When you plan to use these media more often, you can add these temporary media to the 'Media catalog' *['Add temporary media to the 'Media catalog' on page 135](#)*.

Add temporary media to the 'Media catalog'

Introduction

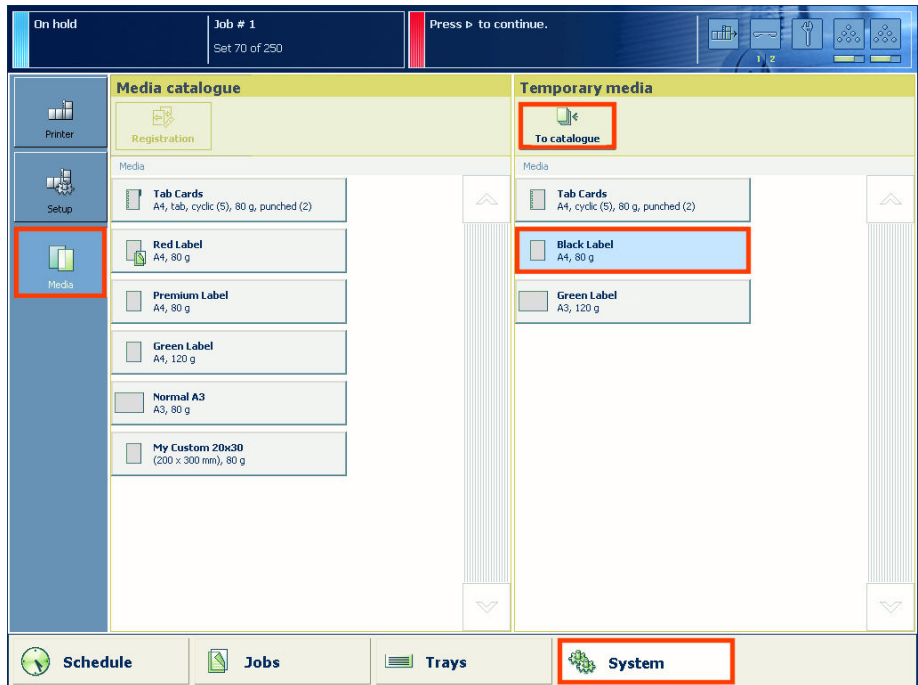
When a job is submitted that requires media that are not included in the 'Media catalog', these media become temporary media. The operator panel displays the temporary media in the following places.

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

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

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

Illustration



[78] Temporary media

Add temporary media to the 'Media catalog'

1. On the operator panel, press the 'System' button.

2. Press 'Media'.
The names of the temporary media are displayed in the 'Temporary media' section.
3. Select the media you want to add to the 'Media catalog'.
4. Press 'To catalog'.
The media is added to the 'Media catalog'.



Note:

If required, you can edit the attributes of the media in the 'Media catalog' that is part of the Settings Editor.

Perform a media registration for standard-size media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for standard-size media (media with a length of less than 390 mm / 15.35").



Note:

It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.

Before you begin

1. On the operator panel, press the 'System' button.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.
4. Press 'Registration'.
When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

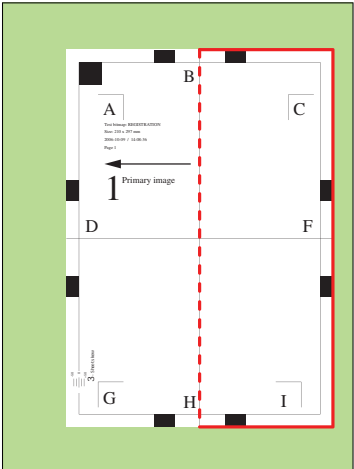


Note:

The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

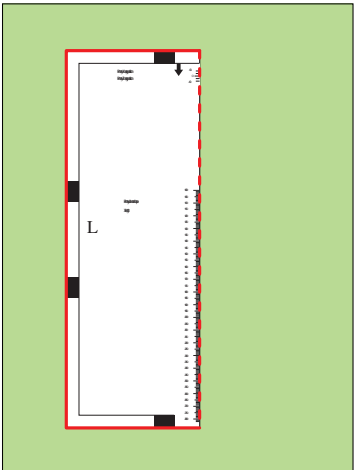
Print the test sheets and create the ruler

- 1. Read the introduction on the screen. Then press 'Next'.
The printed test sheets go to the system output.
- 2. Take the first printed sheet.
- 3. Fold the sheet along the line 'B-H' on side 1.



[79] Fold the sheet to create a ruler

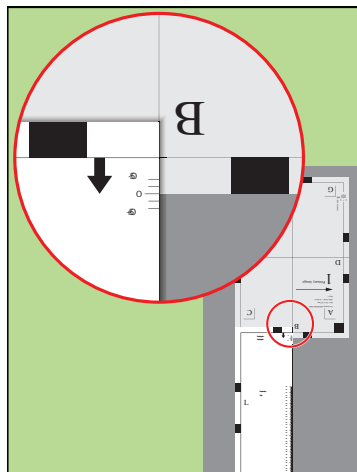
This is your ruler.



[80] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.



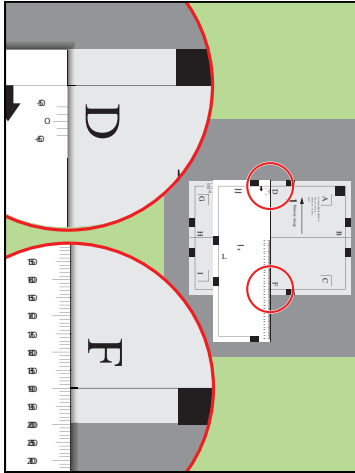
[81] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Adjust the X-length of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with point 'D' of the test sheet.



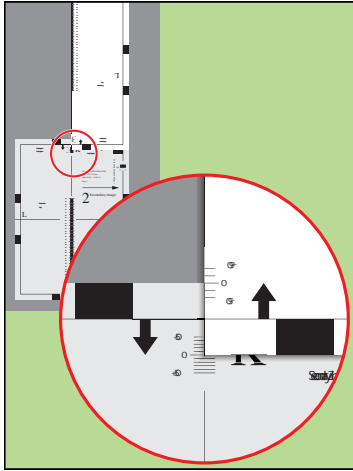
[82] Align the ruler with 'D'

4. Read the value at point 'F'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.

2. Align the start of the ruler with point 'K' of the test sheet.



[83] Align the ruler with 'K'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.



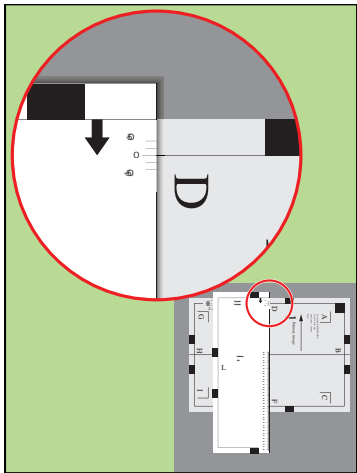
Note:

After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with the left edge of the test sheet.

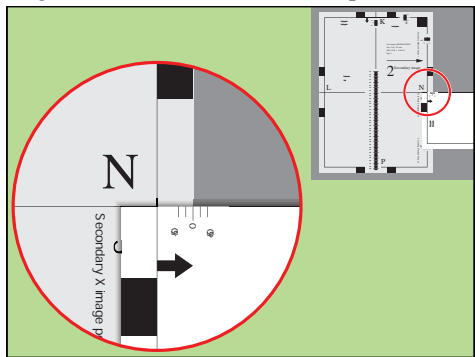


[84] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.



[85] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.

5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result.
Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

Perform a media registration for large media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for large media (media with a length of 390 mm / 15.35" or more).



Note:

It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.

Before you begin

1. On the operator panel, press the 'System' button.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.
4. Press 'Registration'.
When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

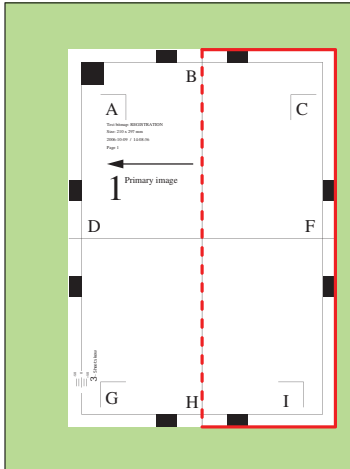


Note:

The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

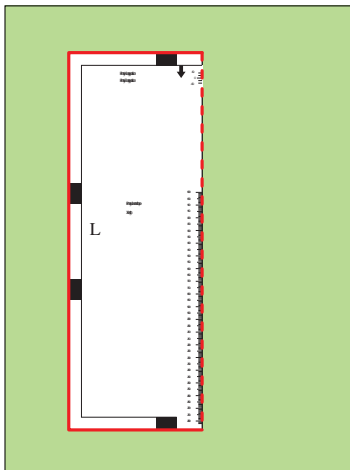
Print the test sheets and create the ruler

1. Read the introduction on the screen. Then press 'Next'.
The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.



[86] Fold the sheet to create a ruler

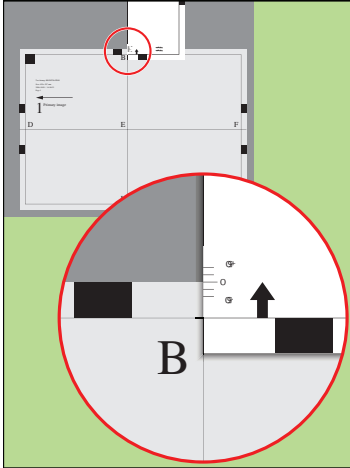
This is your ruler.



[87] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.



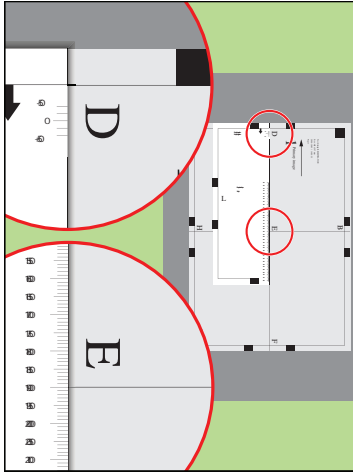
[88] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Adjust the X-length of side 1

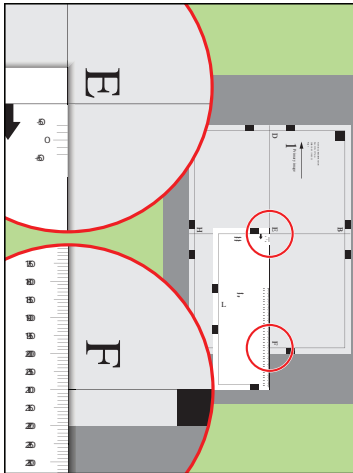
1. Take the first test sheet.

2. Align the start of the ruler with point 'D' and read the value at point 'E'.



[89] Align the ruler with 'D' and read the value at 'E'

3. Open the 'Calculator assistant', enter the 'DE' value and press 'OK'.
4. Align the start of the ruler with point 'E' and read the value at point 'F'.

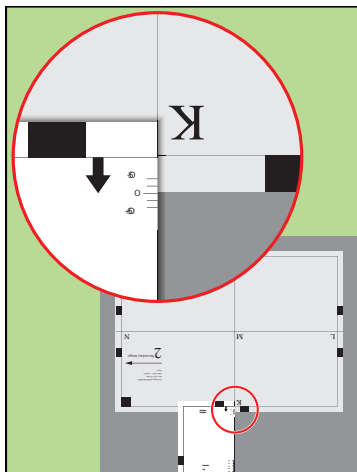


[90] Align the ruler with 'E' and read the value at 'F'

5. Open the 'Calculator assistant', enter the 'EF' value and press 'OK'.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.



[91] Align the ruler with 'K'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.



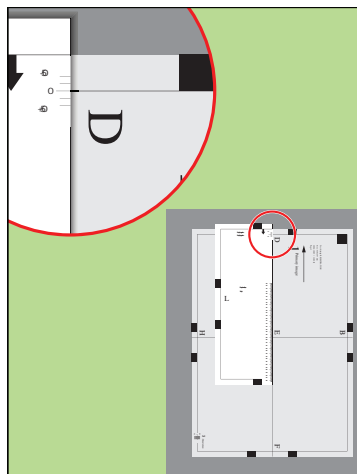
Note:

After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with the left edge of the test sheet.



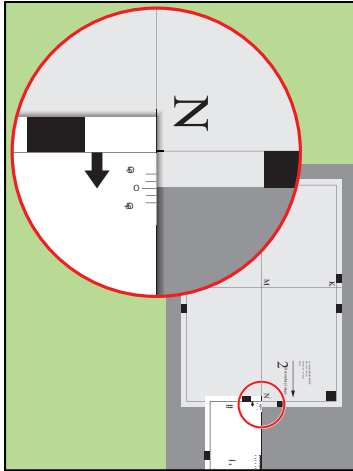
[92] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.

2. Align the start of the ruler with point 'N' of the test sheet.



[93] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result.
Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

The Transaction section (optional)

Introduction to the 'Transaction' section

Introduction

When the printer contains the optional IPDS or PCL license for transaction printing, the printer can be used both for document printing and transaction printing. Then you can print typical transactional documents like invoices, salary slips or other variable data streams. If you want to use the printer for transaction printing, you must first switch the printer from the document printing mode to the transaction printing mode. This is only possible when the list of 'Scheduled jobs' is empty. When the list of 'Scheduled jobs' is empty, you can activate the transaction printing function on the operator panel and send jobs from a server or mainframe. The 'Transaction' section on the operator panel contains the settings that you need to prepare the printer for transaction printing.

The following information is described below.

- An overview of the items in the 'Transaction' section on the operator panel
- The sequence of steps for transaction printing on this printer.

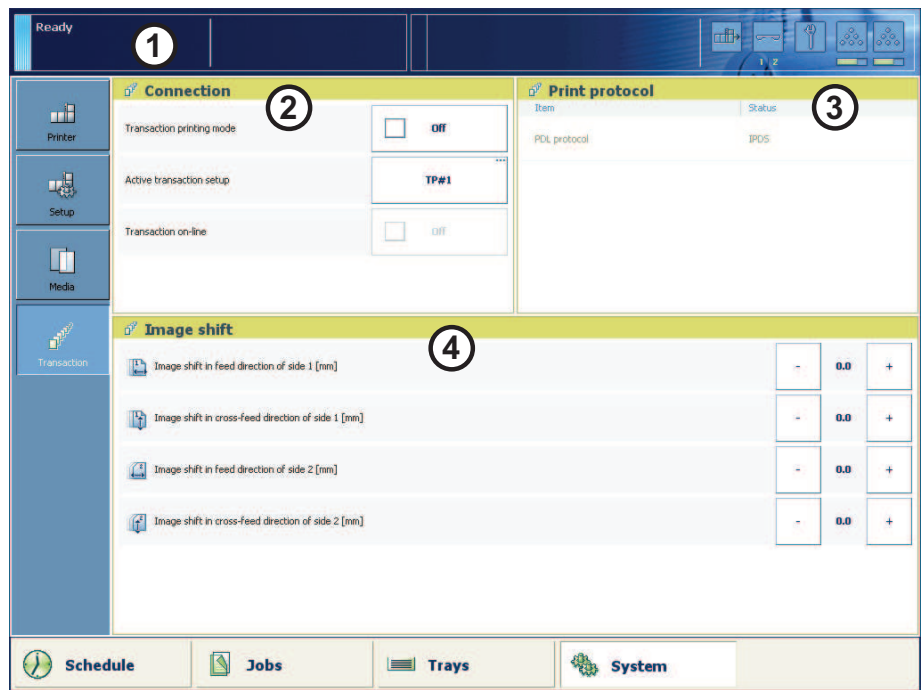
The activation of the transaction printing function on the printer is described in a separate section (see ['Activate the transaction printing function' on page 155](#)).



Note:

The operator panel displays the 'Transaction' section only when the printer has a license for transaction printing.

Overview of the 'Transaction' section



[94] Overview of the 'Transaction' section

The items of the 'Transaction' section

Description of the 'Transaction' section

Num-ber	Item	Function
1	Dashboard	The dashboard displays the following information for transaction printing. <ul style="list-style-type: none">■ The connection status■ The IP address of the server sending the jobs■ The name of the transaction stream■ The progress of the transaction stream

Number	Item	Function
2	'Connection'	The 'Connection' section gives access to the following functions. <ul style="list-style-type: none"> ■ Turn the transaction printing function on or off ■ Put the printer on-line. This is required to connect the printer to the server ■ Select the setup for the transaction stream
3	'Print protocol'	Display the active printer description language (read-only)
4	'Image shift'	Display and change the image shift

Sequence of steps for transaction printing

The following table describes the sequence of steps for transaction printing in general.

Actions at the printer side	Actions on the server side
1. Switch the printer into the transaction printing mode	
2. Select the required job setup via the operator panel. You must define the properties of the job setup in the Settings Editor application on the Controller	
3. Load the required media into the paper trays	
4. Place the printer on-line	
	5. Connect to the printer
	6. Start the transaction stream
7. Print the transaction stream <div> <i>i</i> Note: You must perform all the regular activities, for example loading the media, emptying the output locations, adding supplies and solving errors </div>	

Actions at the printer side	Actions on the server side
8. Place the printer off-line when the transaction stream is ready	
9. Switch the printer back to document printing mode	

Activate the transaction printing function

Introduction

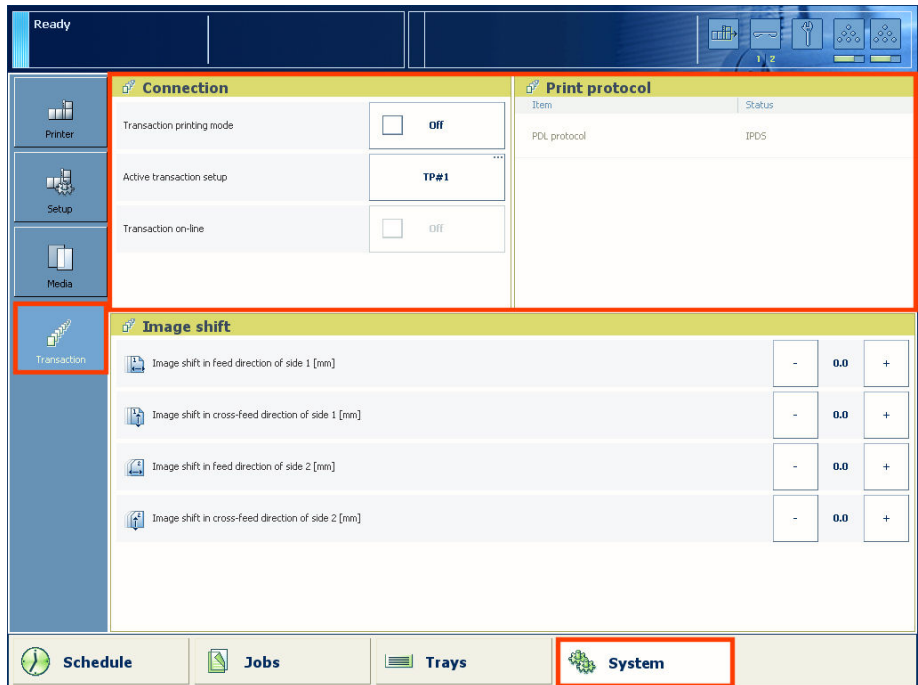
To use the transaction printing function, you must first activate this function (see [Introduction to the 'Transaction' section 'on page 151](#)). This section describes the following:

- How to activate transaction printing mode
- How to switch back to document printing mode.

Before you begin

Make sure that the list of 'Scheduled jobs' is empty.

Illustration



[95] The transaction printing pane

Switch to transaction printing mode

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

3. Press the 'Transaction printing mode' button.
The text on the button changes from 'Off' to 'On'.
4. Press the 'Active transaction setup' button and select the required setup.
The attributes of the transaction setup are defined in the Settings Editor application on the Controller.
5. Load the required media into the paper trays.
6. Press the 'Transaction on-line' button.
The text on the button changes from 'Off' to 'On'.
7. On the server, connect to the printer and start the job.



Note:

When a job is ready, you can start another transactional job or switch back to the document printing mode.

Switch to the document printing mode

1. On the operator panel, press the 'System' button.
2. Press the 'Transaction' button.
3. Press the 'Transaction on-line' button.
The text on the button changes from 'On' to 'Off'.
Note that you can only switch the 'Transaction on-line' function to off-line when
 - the transaction stream is ready
 - the printer contains no more print data
 - the printer has stopped normally (not due to an error).

When you switch the 'Transaction on-line' function to off-line, the connection to the host is disconnected.

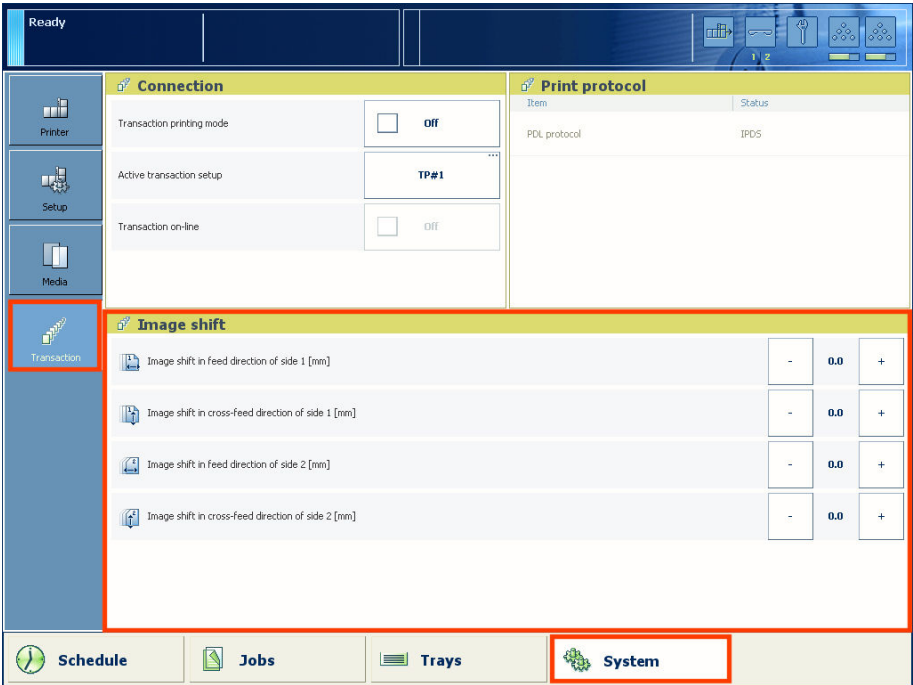
4. Press the 'Transaction printing mode' button.
The text on the button changes from 'On' to 'Off'.

Shift the image in the transaction printing mode

Introduction

When you use pre-printed media with marked locations for specific text, for example, a misalignment of the text can occur. For example, an address is not exactly placed in the center of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically. This section describes how to shift the image.

Illustration



[96] Shift the image

Shift the image



Note:

Only use the image shift function if you want to shift the image of the whole job. The image shift applies to all the media in all the paper trays.

1. On the operator panel, press the 'System' button.
2. Press 'Transaction'.
3. Press the - or + buttons to shift the image on the front side or back side of the sheet.

Handle the media messages

Introduction

The media catalog

- contains a list of predefined media and their attributes
- is an essential part of the system behavior of the Océ VarioPrint® 6000 series
- helps you to print your jobs more easily while using the correct media

For transaction printing, the content of the paper trays (in terms of media from the media catalogue) is translated into a format that the SRA controller understands. However, the controller receives only a limited amount of information (name or size of the media). This can lead to miscommunication where the controller misses a media requirement. The controller will then ask for the required media via a message on the operator panel. This 'Media message' indicates the name or size of the missing media.

Your response to the 'Media message' depends on the mode in which the printer works, either:

- The tray-to-tray mode, or
- The tray-to-media mode.

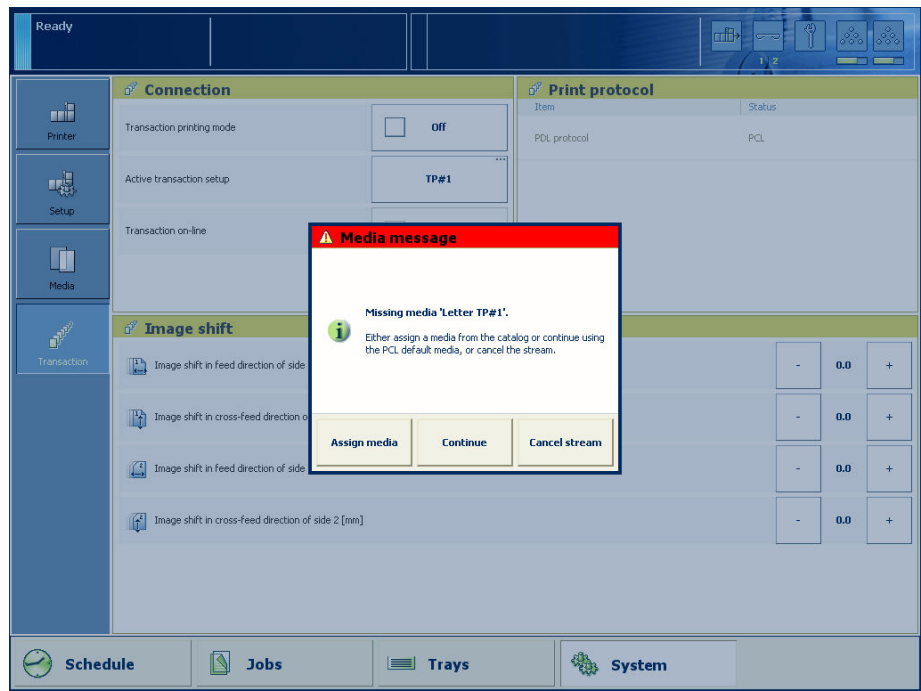
This section describes how to respond to the 'Media message' for both modes.



Note:

A 'Media message' will only occur when the printer description language is PCL.

Illustration



[97] Example of a 'Media message'

How to handle the 'Media message' in the tray-to-tray mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
 - Press 'Assign media'.
Continue with step 2 when you select this option.
 - Press 'Continue'.
The controller will use the PCL default media and continue the print job.
Note that this might be an incorrect media.
 - Press 'Cancel stream'.
The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.



Note:
Steps 2 and 3 apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.

Note that this might be an incorrect media.

The media will now be displayed with the name that is defined in the media catalog.

3. Select the paper tray where you want to load the required media and press 'OK'.
4. Load the media.
5. Close the paper tray.
6. Press 'OK'.

Now you can assign other media or continue the print job.

How to handle the 'Media message' in the tray-to-media mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
 - Press 'Assign media'.
Continue with step 2 when you select this option.
 - Press 'Continue'.
The controller will use the PCL default media and continue the print job.
Note that this might be an incorrect media.
 - Press 'Cancel stream'.
The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.



Note:

The following steps apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.
Note that this might be an incorrect media.
3. Select one of the 16 memory locations of the logical-tray table to be used for the required media.
Note that the media that was previously allocated to that memory position in the setup will be overwritten. Then that media will no longer be available to the transaction stream.
Now you can assign other media or continue the print job.

Create a transaction setup

Introduction

When you want to use transaction printing, you have to create the necessary transaction setups. You can create these setups in the settings editor.



Note:

If the settings editor does not display the correct language, you can change the preferred language in the internet options of your internet browser. The desired language must be first in the list of languages.

How to create a new transaction setup

1. Go to 'Transaction Printing' - 'Setups' .
2. Click the 'Add' button.
A pop-up window appears.
3. Type in the name and the description of the transaction setup.
4. Click 'Ok'.
5. Place a checkmark in front of the transaction setup to select the setup.
6. Click 'Open'.
The status of the setup will change to opened.
7. Change the settings under the 'IPDS setup' tab (see *'How to change the IPDS parameters' on page 163*).
You can change the settings:
 - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
 - by item (click the pencil behind the individual settings).
8. Change the settings under the 'PCL setup' tab (see *'How to change the PCL parameters' on page 163*).
9. Change the values under the 'Settings' tab.



Note:

The status of the setup is changed to modified. You have to load the setup to make these modifications available on the printer.

Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

10. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
11. Go to 'Transaction Printing' - 'Setups', and click 'Load'.

The setup is now available on your operator panel.

How to change the IPDS parameters

1. Go to 'Transaction Printing' - 'IPDS setup'.
2. Make sure that the Tray selection mechanism is set to Tray to Media.
This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the 'IPDS setup' tab.
You can change the settings:
 - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
 - by item (click the pencil behind the individual settings).
4. For 'IPDS Tray to media for media 1' assign the 'Media catalog item' from the list. The list displays all the media in the media catalog. The system copies the media attributes from the selected media to the transaction setup.
When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.



Note:

The settings editor displays only the media for which the media name is consistent with the IPDS media name definitions. Valid characters for an IPDS media name are: A-Z, a-z, 0-9, blank.

5. Repeat step 4 for all the logical trays in your setup.

How to change the PCL parameters

1. Go to 'Transaction Printing' - 'PCL setup'.
2. Make sure that the Tray selection mechanism is set to Tray to Media.
This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the 'PCL setup' tab.
You can change the settings:
 - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
 - by item (click the pencil behind the individual settings).
4. For 'PCL Tray to media for media 1' assign the 'Media catalog item' from the list. The list displays all the media in the media catalog.

When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.

5. Repeat Step 4 for all the logical trays in your setup.



Note:

When you have more than one printer, you can exchange transaction setups. Go to 'Transaction Printing' - 'Setups' and use the 'Import' and 'Export' functions.

How to modify a transaction setup

1. Go to 'Transaction Printing' - 'Setups'.
2. Put a checkmark in front of the transaction setup to select the setup you want to modify.
3. Click the 'Edit' button, if you want to change the name of the setup.
4. Change the settings under the 'IPDS setup' tab (see ['How to change the IPDS parameters' on page 163](#)).
You can change the settings:
 - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
 - by item (click the pencil behind the individual settings).
5. Change the settings under the 'PCL setup' tab (see ['How to change the PCL parameters' on page 163](#)).
6. Change the values under the 'Settings' tab.



Note:

The status of the setup is changed to modified. You have to load the setup to make these modification available on the printer.

Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
8. Go to back 'Transaction Printing' - 'Setups'.
9. Click 'Load'.
The setup is now available on your operator panel.

Chapter 5

Optional finishers and other devices

iXDP (integrated eXchangeable Die Punch) - VarioPrint® 6160 only

Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint® 6000 series. The manual contains a description of the product and guidelines to use and operate the Océ VarioPrint® 6000 series.

Definition

Attention-Getters




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







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

Note, Attention, and Caution

The words **Note**, **Attention** and **Caution** draw your attention to important information.

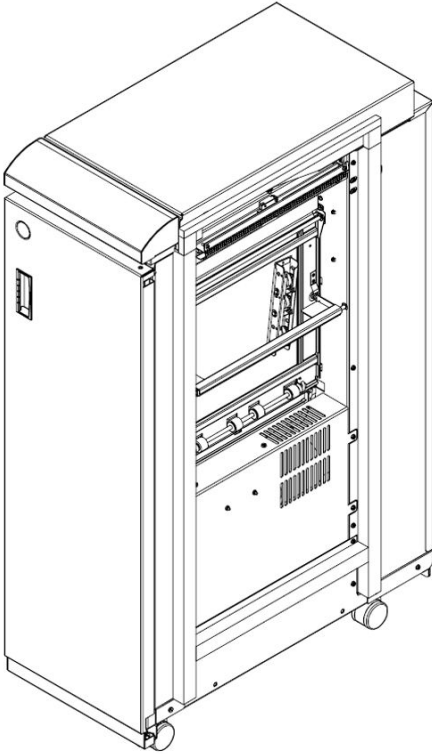
Overview of the attention-getters

Word	Icon	Indicates
Note		Tips or additional information about the correct use of the product.
Attention		Information to prevent property damage, for example damage to the product, documents, or files.
Caution		Information to prevent personal injuries. The Caution indication has several icons that warn against various hazards. The icons are shown below.

Word	Icon	Indicates
Caution		General hazard
Caution		Hot surface
Caution		Electric shock
Caution		Moving parts
Caution		Laser beam
		The use of heat-resistant gloves is mandatory when you carry out these actions.

Introduction

Illustration



[107] The puncher (iXDP)

"The puncher enables you to finish documents for various types of binding. Simply replace the die set inside the puncher to get another type of binding.

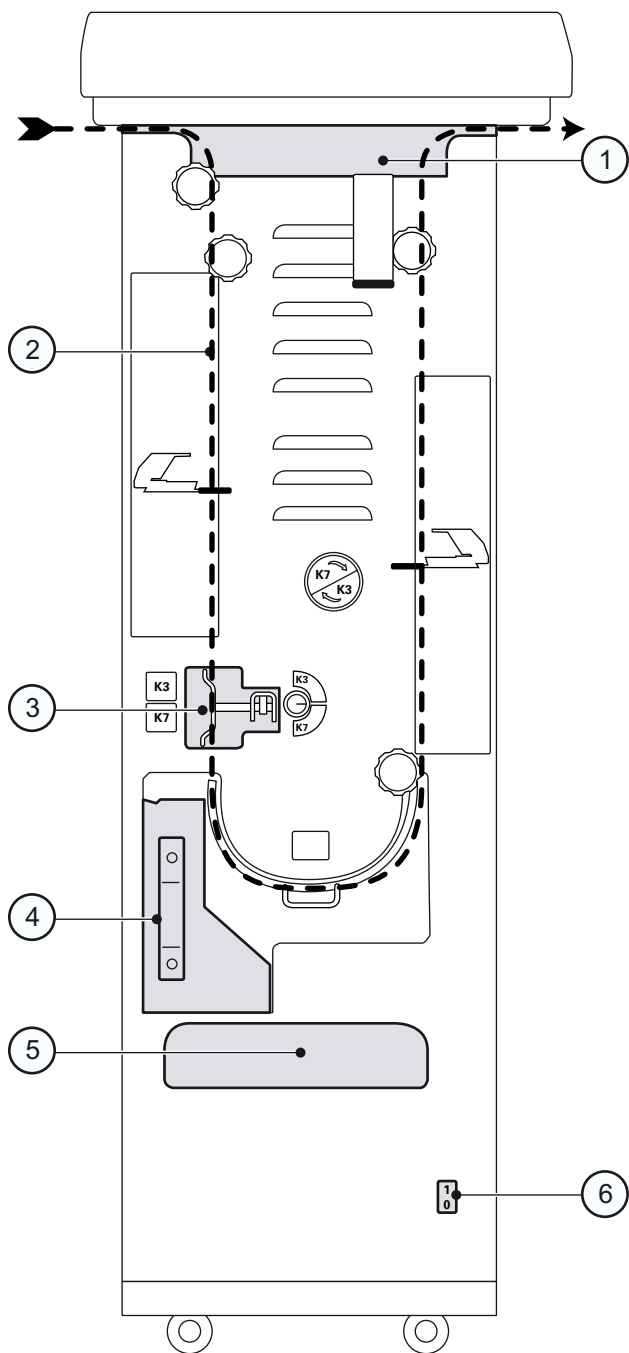
Information about the die sets.

- The die sets are self-latching. You do not need tools or levers to replace a die set.
- Each die set has an identification label that shows the hole pattern and name.
- You can store 3 additional die sets in a storage area inside the puncher (see '[Main parts](#)' on page 169).

Operating information

Main parts




Illustration



[108] Main parts of the puncher

Description of the main parts

Description of the main parts

	Part	Description
1	Bypass	The bypass is a short straight-through paper path for documents that must not be punched.
2	Punch path	Documents that must be punched follow the U-shaped punch path. The puncher can handle media up to 216 g/m ² (80 lb. cover).
3	Die set	The puncher can use many different die sets (see ‘Die set summary’ on page 172). The various die sets make different types of holes in your documents for different types of binding. You do not need tools or levers to replace a die set (see ‘Replace a die set’ on page 176).
4	Chip tray	The chip tray collects the paper chips that arise from the punching process. You can easily access and empty the chip tray (see ‘Empty the chip tray’ on page 174).
5	Storage area for die sets	The storage area K6 inside the puncher can keep 3 die sets.
6	Power switch 	The power switch  turns the puncher on and off. The puncher can only operate when the power switch  is in the 'I' position.

Die sets available

Introduction

The puncher can use many different die sets to punch your documents. The punching pattern of a die set determines the binding style of your document. This section describes the die sets available for the puncher.



Note:
The puncher is available in 2 versions: one version for A4 media and one version for Letter media. A4 punchers require an A4 die set. Letter punchers require a Letter die set. You cannot use A4 die sets in Letter punchers, or the other way round.

Die set summary

Each punching style listed in the tables below requires a separate die set. All the die sets can handle media up to 216 g/m² (80 lb. cover).

Die sets available for A4 punchers

Number of holes, shape	Type of binding	Type of die set
2, round	Loose-leaf binding	2-Hole
4, round	Loose-leaf binding	4-Hole
12, round	VeloBind® binding	VeloBind®
20, rectangular	Plastic Comb binding	Plastic Bind
21, rectangular	Plastic Comb binding	Plastic Bind
23, round	Wire binding	Wire 02:01 AM (2 holes/inch)
34, round	Wire binding	Wire 03:01 AM (3 holes/inch)
47, round	Plastic Coil binding	Color Coil

Die sets available for Letter punchers

Number of holes, shape	Type of binding	Type of die set
3, round	Loose-leaf binding	3-Hole
11, round	VeloBind® binding	VeloBind®
19, rectangular	Plastic Comb binding	Plastic Bind

Number of holes, shape	Type of binding	Type of die set
32, square	Wire binding	Wire 03:01 AM (3 holes/inch)
44, round	Plastic Coil binding	Color Coil

Empty the chip tray

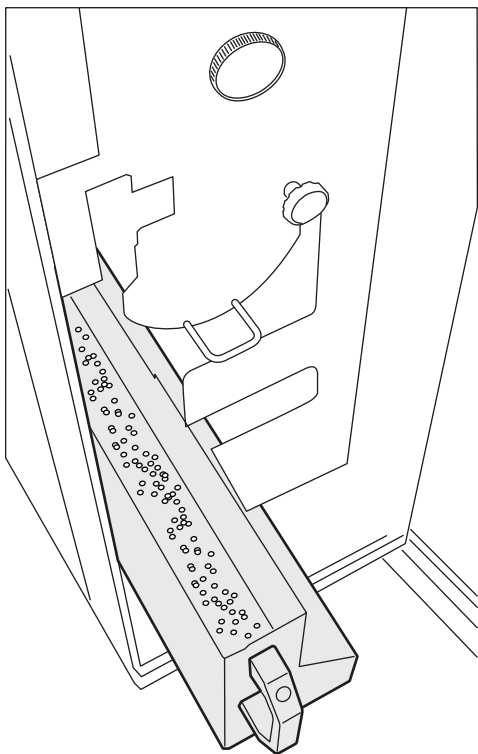
Introduction

The chip tray contains the paper chips that result from the punching process. The chip tray is located at the lower left-hand side of the puncher (see *'Main parts' on page 169*).

When to do

The printer stops when the chip tray is full. The operator panel displays a message. The message asks you to empty the chip tray of the puncher.

Illustration





[109] Empty the chip tray

Empty the chip tray

1. Open the front door of the puncher.

**Note:**

Make sure that you empty the chip tray while the power switch  of the puncher is in the 'I' position. This enables the sensors to detect the action and automatically reset the punch counter.

2. Grasp handle K8 and pull out the chip tray.
3. Empty the chip tray.
4. Slide the chip tray back into place.
5. Close the front door of the puncher.
6. Press the Release key  on the printer operator panel to continue printing.

Replace a die set

Introduction

The puncher can use many different die sets to punch your documents (see [‘Die sets available’ on page 172](#)). The die set determines the punching pattern.

Please contact your puncher supplier for additional or replacement die sets.

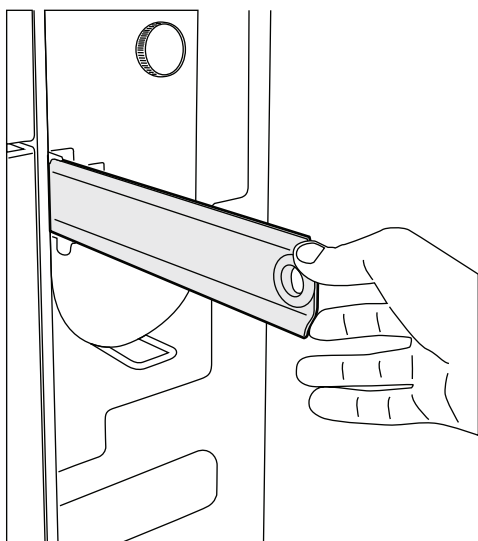
This section describes how to remove and install a die set.



Note:

Only replace a die set when the printer is on hold.

Illustration



[110] Replace a die set

Remove and install a die set

1. Open the front door of the puncher.
2. Grasp the finger hole of the die set and pull firmly. Slide the die set out of the slot. Make sure that you support the die set with both hands.
3. If possible, place the removed die set into the storage area inside the puncher cabinet.

**Caution:**

The next 2 steps include a possible pinching hazard! Keep your fingers and other body parts away from the die set slot and the die set pins.

4. Support the die set with both hands and slightly slide the die set into the slot.
5. Grasp the finger hole of the die set and push until the die set locks. A firm push can be required.
6. Close the front door of the puncher.

Service information

Inspect the die sets

Introduction

Die sets have a life expectancy of approximately 500,000 punched sheets. The life expectancy depends partially on the used media types. The life expectancy of the die sets can increase, for example:

- When you observe the lubrication schedule (see *Lubricate the die sets* on page 180).
- When you punch the same media type most of the time.
- When you punch less cover stocks.

You must periodically inspect the die sets for wear. The result of the inspection can be one of the following.

- The die set is not worn. You can continue to use the die set.
- The die set shows signs of wear. You must replace the die set.



Note:

When a die set reaches the end of life, the die set can cause paper jams.

When to do

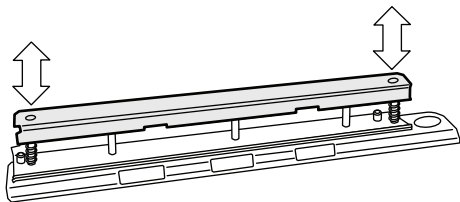
Inspect the die sets after 500,000 punched sheets and consequently each time you lubricate the die sets.



Note:

See *Replace a die set* on page 176 for information about how to remove and insert a die set into the die set slot.

Illustration



[111] Inspect the die sets

Inspect the die sets

1. Put the die set on a table.
2. Put your hands on both ends of the die set and push the top plate straight down. Check if the die set functions smoothly. If not, the die set is worn.
3. When the die set seems OK, insert the die set into the die set slot.
4. Run a number of sheets through the machine and inspect the holes.
 - The holes must be clean and even. Torn or frayed edges indicate wear.
 - The holes must be punched completely. Chips that are still attached to the holes indicate wear.
 - The holes must be straight, evenly spaced from the paper edge and correctly aligned. Skewed holes indicate wear.

Lubricate the die sets

Introduction

The die sets have a life expectancy of approximately 500,000 punched sheets. However, when you lubricate the die sets on a regular basis, the life expectancy can increase. You must regularly lubricate the following parts.

- The punch pins.
- The shoulder bolts and springs.
- The felt oil pad, if applicable.

Some die sets have a felt oil pad that must be lubricated. The following table indicates which types of die set do or do not have a felt oil pad.

Types of die sets with and without a felt pad

Type	Description	Die sets
1	No felt oil pad	2-, 3-, 4-Hole and VeloBind®
2	A felt oil pad on 1 side, including a magnet and retaining plate	02:01 AM and 03:01 AM Wire (round and square holes)
3	A felt oil pad surrounds the punch pins	19-, 20-, 21-Hole comb 44-, 47-Hole coil

When to do

- Lubricate the punch pins every 50,000 punched sheets.
- Lubricate the shoulder bolts and springs every 200,000 punched sheets.

Required tool

- Use a high quality machine oil to lubricate the die sets.



Attention:

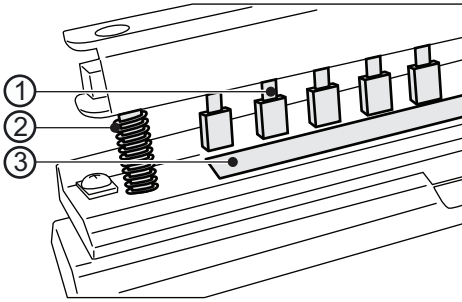
Do not use an aerosol (spray) type of oil. This type of oil leaves a sticky residue on the pins and attracts paper dust.



Note:

See [‘Replace a die set’ on page 176](#) for information about how to remove and insert a die set into the die set slot.

Illustration



[112] Lubrication points

1. Punch pins
2. Shoulder bolts and springs
3. Felt oil pad

Lubricate the punch pins

1. Push the die set down until the punch pins protrude from the bottom plate.
2. Apply a drop of oil to the end of each punch pin.
3. Wipe down the punch pins.
Make sure that a thin layer of oil remains on the punch pins.

Lubricate the shoulder bolts and springs

1. Apply a thin layer of oil on the shoulder bolts and springs.
2. Wipe down the shoulder bolts and springs.
Make sure that a thin layer of oil remains on the shoulder bolts and springs.

Lubricate the felt oil pad

1. Apply a thin layer of oil along the whole felt oil pad.
Make sure that felt oil pad does not become oversaturated.

Troubleshooting

Introduction


When a paper jam occurs in the puncher, the printer will stop printing and go on hold. The printer operator panel displays a message that asks you to remove the sheets from the puncher. The printer operator panel does not display the required actions step by step. Therefore, you must check the following places for jammed media.

- The bypass
- The downward paper path
- The die set
- The bottom of the paper path
- The upward paper path.

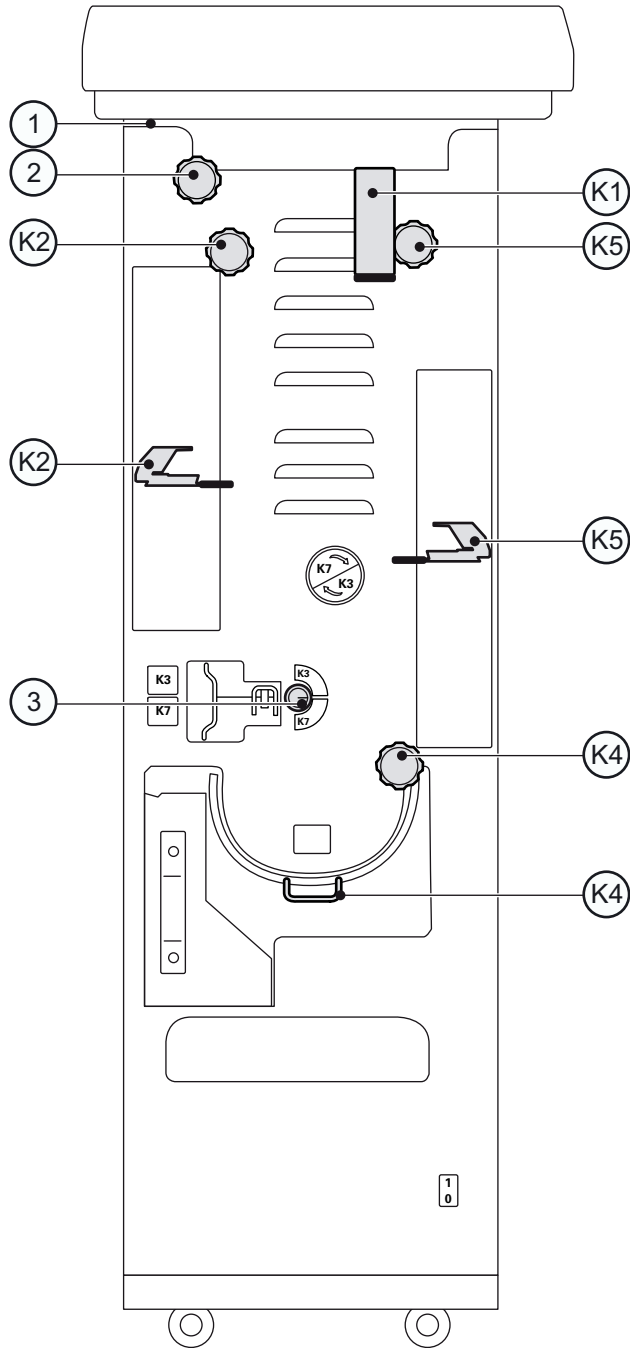
Besides a paper jam, there are other possible problems the puncher can face. This section describes the actions you must take to solve the problems.

Solve a problem

Solve a problem

Problem	Solution
The puncher does not punch	<ul style="list-style-type: none">■ Check if the power switch  of the puncher is in the 'I' position.■ Check if the power cord is correctly attached to the back of the puncher.■ Check if the power cord is correctly plugged into the wall socket.
You cannot easily pull out the die set	The die set is in a partial cycle. Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. The die set should now slide out easily.



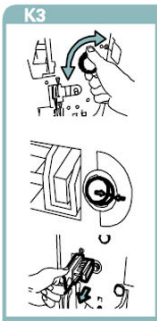
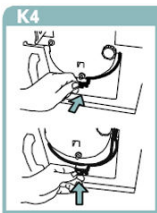

Illustration



[113] Clear a paper jam

Clear a paper jam

- 1. Open the front door of the puncher.
- 2. Check if the chip tray is not too full.
- 3. Follow the steps in the table.

Area	Description
	<p>Check the bypass:</p> <ul style="list-style-type: none">■ Lift lever K1.■ Check for jammed media in the bypass, the entrance guide (1) and the diverter (2).
	<p>Check the downward paper path:</p> <ul style="list-style-type: none">■ Open latch K2.■ Check for jammed media.■ If necessary, turn knob K2 anti-clockwise until the paper falls down.
	<p>Check the die set:</p> <ul style="list-style-type: none">■ Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned.■ Slide the die set out.■ Check for jammed media.■ Put the die set back.
	<p>Check the bottom of the paper path:</p> <ul style="list-style-type: none">■ Press lever K4 inward and lower the U-channel.■ Check for jammed media.■ If necessary, turn knob K4 until the paper falls down.
	<p>Check the upward paper path:</p> <ul style="list-style-type: none">■ Open latch K5.■ Check for jammed media.■ If necessary, turn knob K5 clockwise until the paper falls down.

4. Close K₁, K₂, K₄ and K₅.
5. Close the front door of the puncher.
6. Press the Release key ▸ on the printer operator panel to continue printing.

Specifications

Summary of the main specifications

Item	Specifications for 115 V machines	Specifications for 230 V machines
Supported media sizes	Letter (8.5" x 11")	A4 (210 mm x 297 mm)
Supported media weights	20 lb. bond to 80 lb. cover	75 g/m ² to 216 g/m ²
Media through the by-pass	All media that the printer supports	All media that the printer supports
Punch edge	11"	297.4 mm
Punch capacity	1 sheet	1 sheet
Power supply	115 V, 60 Hz, single phase	230 V, 50 Hz, single phase
Electrical	<ul style="list-style-type: none">■ BTUs/hour: 1160 BTU/HR■ Watts: 300 W	<ul style="list-style-type: none">■ BTUs/hour: 1160 BTU/HR■ Watts: 300 W
Safety certification	TÜV according to UL 60950-1 First Edition/CAN/CSA-C22.2 No. 60950-1 IEC60950-1	TÜV/GS, CE according to EN60950-1:A11 IEC60950-1
Dimensions H x D x W	44.6" x 28.2" x 13.0"	1,134 mm x 716 mm x 330 mm
Weight	165 lbs.	75 kg
Shipped weight	254 lbs.	115.5 kg

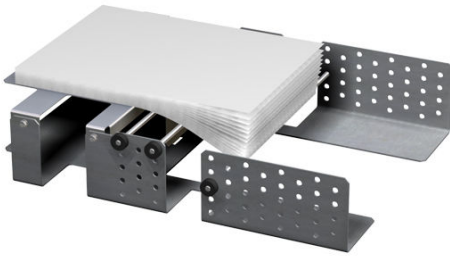
Form Assist Module

Form Assist Module

Introduction

The printer allows you to print on special media with irregular thickness. Examples of such media are media with glued-on (membership or bank) passes, folded media, or media with a slip attached. When you load a stack of special media with irregular thickness into the paper tray, the stack will tilt. When the stack tilts too much, it may cause paper jams. Therefore, you can only load a limited amount of special media with irregular thickness into the paper tray.

The Form Assist Module is a device you can insert in your paper tray without modifying your paper tray. It allows you to increase the media input capacity. When you use the Form Assist Module, your stack of special media will stay straight. This allows you to load more media into the paper tray and to increase your productivity. The Form Assist Module is delivered with 'Installation instructions'.



Attention:

The variety of special media makes it difficult to predict whether the printer can process the special media you want to use. Before you begin, test the special media and print a limited number of sheets.

Paper input capacity

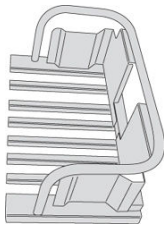
	Paper tray with Form Assist Module	Paper tray without Form Assist Module
Paper with irregular thickness (number of sheets)	100 - 200	20 - 50

EasyLift

EasyLift

Introduction

The EasyLift is a device that helps you to lift stacks of paper out of the stacker more easily. The EasyLift is delivered with an 'Information sheet'.



Caution:

The maximum lifting weight is 15 kg / 33 lb.
Caution: this is only a guideline, the amount may be lower/higher depending on your physical strength.



Caution:

Avoid physical injury. Bend your knees and keep your back straight when you use the EasyLift.

Maximum weight

The following table gives you an indication of the weight of the most common media you can lift with the EasyLift.

Media	Number of sheets / weight in kg/lbs			
	100 sheets	500 sheets	1000 sheets	2000 sheets
A4 (80 gr)	0.5 kg / 1.1 lbs	2.5 kg / 5.5 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22.0 lbs

Media	Number of sheets / weight in kg/lbs			
	100 sheets	500 sheets	1000 sheets	2000 sheets
A3 (80 gr)	1.0 kg / 2.2 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22 lbs	20.0 kg / 44.0 lbs <div><div>i</div><div>Not Too heavy!</div></div>
Letter (20 lbs)	0.5 kg / 1.0 lbs	2.3 kg / 5.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs
Legal (20 lbs)	0.6 kg / 1.3 lbs	2.9 kg / 6.4 lbs	5.8 kg / 12.7 lbs	11.6 kg / 25.5 lbs
Ledger (20 lbs)	0.9 kg / 2.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs	18.1 kg / 40.0 lbs <div><div>i</div><div>Not Too heavy!</div></div>

Chapter 6

Keeping the printer running

Add toner

Introduction

This section describes how to add toner to the 2 toner reservoirs of the machine.

When to do

When a toner reservoir is empty or almost empty *'Check the status of the toner reservoirs'* on [page 105](#).



Attention:

Only use the Océ VarioPrint 6000 toner.



Attention:

Never add more than 3 bottles at a time. The status bars of the toner indicators indicate the amount of bottles you are allowed to fill.



Attention:

The printer must be switched on to add the toner. You can add toner while the printer is busy.

Add toner

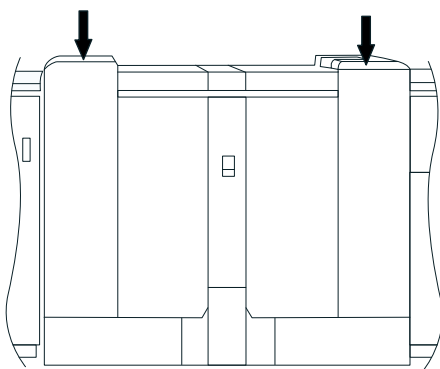
1. Shake the toner bottle well (see the instructions on the bottle).
 2. Remove the screw cap from the bottle.
-



Attention:

Do not remove the seal from the bottle.

3. Open the front door of the toner reservoir you want to fill.



[121] Open the front doors

4. Open the lid of the toner reservoir.
5. Put the toner bottle into the opening of the toner reservoir.



Note:

The toner bottle only fits one way.

6. When the toner bottle is empty, carefully tilt the toner bottle into the horizontal position. Make sure that the opening of the toner bottle remains over the opening of the toner reservoir.
7. Rotate the toner bottle a half turn to the right to remove the residual toner.
8. Remove the toner bottle.
9. Close the lid of the toner reservoir.
10. Close the front door of the toner reservoir.

Finisher: Add staples

Introduction

The optional finisher *'The output locations'* on page 29 on top of the stacker can staple your jobs. The finisher contains 2 staplers. Both staplers are located inside the finisher. Stapler 1 is located at the back side. Stapler 2 is located at the front side. This section describes how to add staples.

When to do

When a staple cartridge is empty or almost empty *'Check the status of the staple cartridges'* on page 107.



Note:

You can add short and long staples. It is important to add the correct staples. Use short staples when your documents contain up to 50 sheets. Use long staples when your documents contain more than 50 sheets. Only use staples of type S25 (long staples) or S37 (short staples).

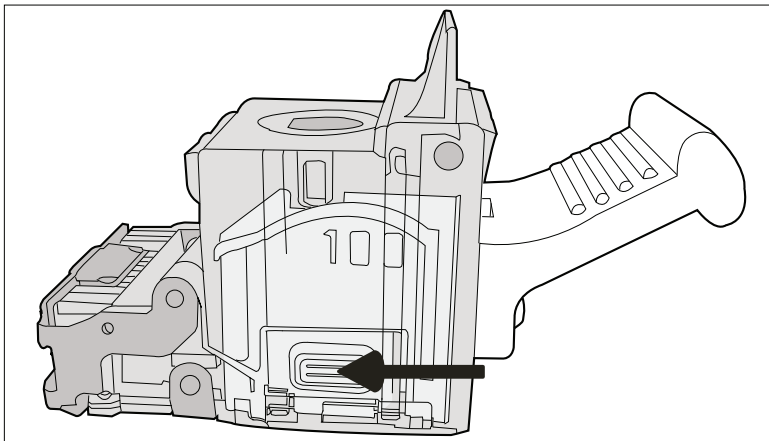
Get access to the staplers

1. Open the front door of the finisher.
2. Open top cover E1.
3. Open cover E5.
4. Lock cover E5 with the locking mechanism E6.
5. If required, slide stapler 1 to the center. This makes the access to the cartridge holder in stapler 1 easier.

Add staples

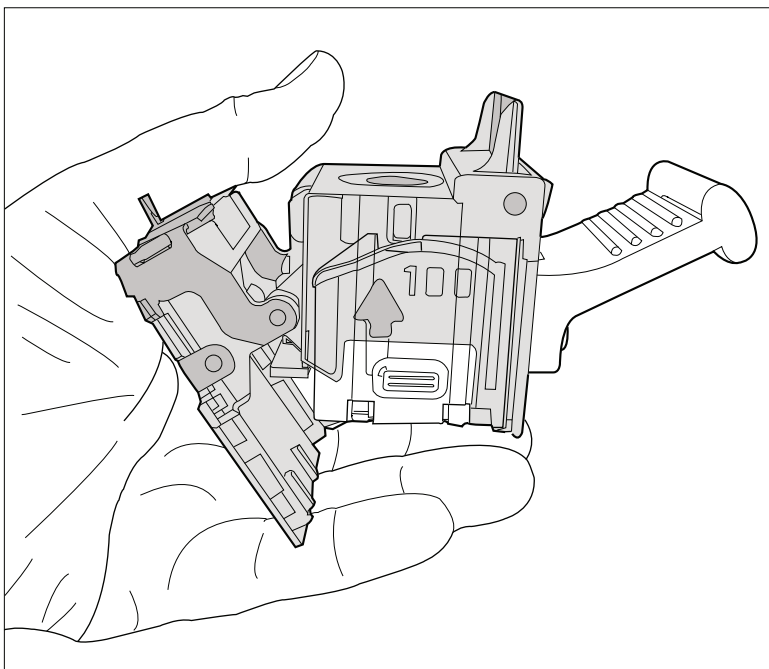
1. Remove the cartridge holder from the stapler.

2. Press the striped release buttons at both sides of the cartridge holder to unlock the lower cover.



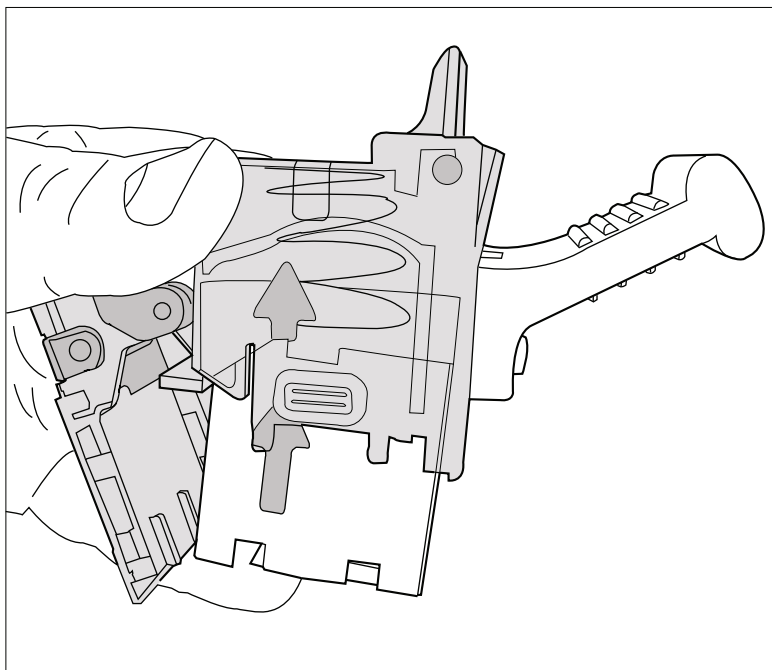
[122] Press the 2 release buttons simultaneously

The lower cover opens.



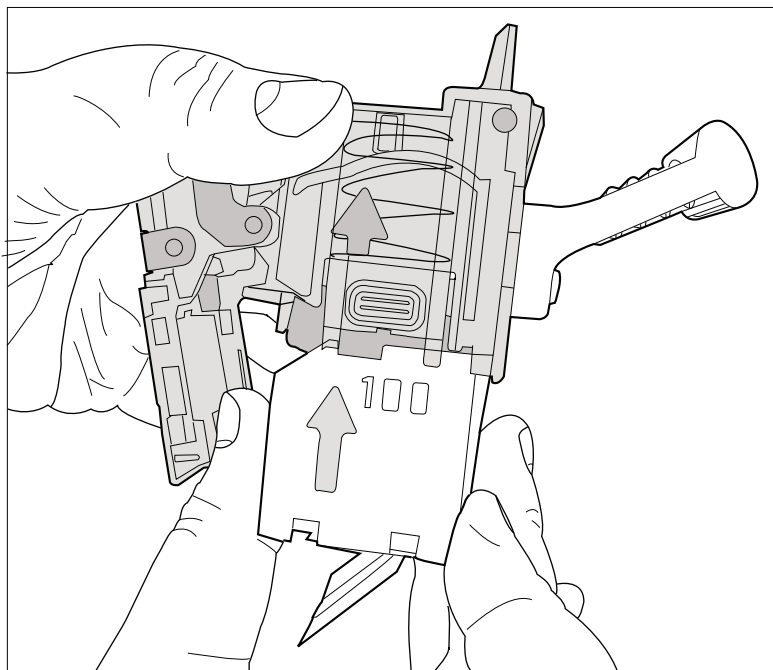
[123] The lower cover opens

3. Remove the empty staple cartridge in the opposite direction of the arrow.



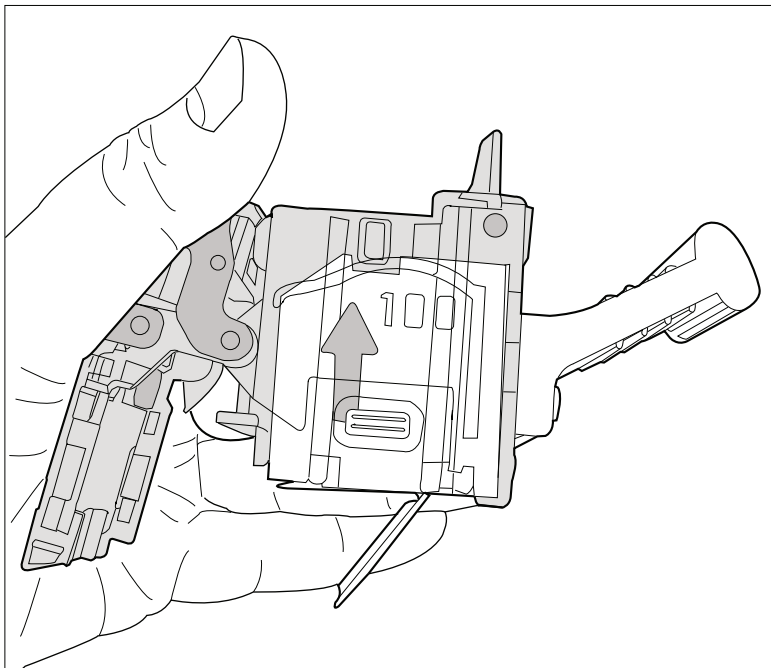
[124] Remove the staple cartridge

4. Slide a new staple cartridge into the cartridge holder, in the direction of the arrow.



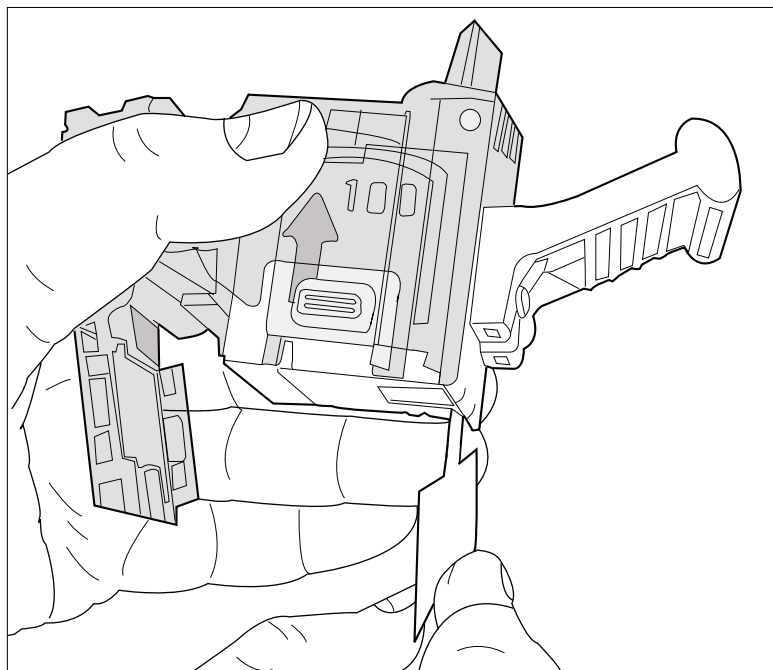
[125] Place a new staple cartridge

5. Push the staple cartridge into the cartridge holder until the cartridge clicks into place.



[126] Firmly push the staple cartridge into the holder

6. Remove the paper ribbon that secures the staples in the staple cartridge.



[127] Remove the paper ribbon

7. Close the lower cover.
8. Place the cartridge holder in the stapler.

Close the doors and covers

1. Hold cover E₅ while you unlock E₆.
2. Close cover E₅.
3. Close top cover E₁.
4. Close the front door of the finisher.

Stacker/stapler (iMFS): Replace the staple cartridge

Introduction

The optional stacker/stapler (see *'The output locations'* on page 29) contains 1 stapler that can put 1 or 2 staples into a document. This section describes how to replace the staple cartridge.



Note:

Only use staples of type S36.

Replace the staple cartridge

1. Open the front side of the stacker/stapler.
2. Pull the metal staple unit that contains the staple cartridge towards you.
3. Push and hold the little amber lever to the left to unlock the staple unit.
4. Pull the white, right-hand side of the staple unit towards you, at an angle of 90 degrees.
5. Hold the little metal ridge at the top of the staple unit to prevent that the staple unit slides to the front.
6. Take the staple cartridge from the holder and insert a new staple cartridge.
7. Push the little amber lever to the left to move the staple unit up again.
8. Close the front side of the stacker/stapler.

Troubleshooting

Introduction


- The main types of possible errors are the following.
- Errors that relate to the machine
 - Errors that relate to the jobs
 - Toner problems that relate to the use of fiber-rich media.
- This section gives an overview of the possible errors and the solutions to these errors.



Note:
Only operators who received the special maintenance training are allowed to replace or clean parts and solve paper jams in the process units.

Overview of the possible machine errors

Handle the machine errors

Error	Solution	Additional information
Paper jam	Follow the instructions on the operator panel.	After you solved the error, the machine starts from the point where the printing stopped due to the error. Please check for double prints.
Software error	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must restart the machine.
Service required	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must call Service.
Maintenance required	Follow the instructions on the operator panel.	<p>The maintenance wizard appears. You need the maintenance PIN to access the maintenance mode. The machine is automatically switched off.</p> <div>  Note: Only trained operators are allowed to perform maintenance tasks. </div>


Error	Solution	Additional information
Unit reconditioning	Follow the instructions on the operator panel.	After an error was solved, the machine checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the operator panel and check the output.	The system can sometimes not determine if the output is complete. Then you must check the output. Press the 'OK' button when the output is complete.

Overview of the possible job errors

Handle the job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the machine stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	<ul style="list-style-type: none">■ The controller corrects the settings.■ You must define a correct combination of job settings in the 'Properties' section of the 'Jobs' view on the operator panel.	<p>The solution depends on the place where the job settings are defined.</p> <ul style="list-style-type: none">■ When the job settings are defined in an application or printer driver, the controller automatically corrects the settings.■ When you define the job settings on the operator panel, the operator panel displays a message that the defined combination is not possible. The 'OK' button is disabled.

Overview of the possible toner pollution problems using media with high amounts of paper dust

Toner pollution problem	Solution
Toner pollution on first sheets after the automatic black image paper dust cleaning procedure.	<ul style="list-style-type: none"> ■ Change the 'Paper dust cleaning interval' from '600 (default)' to '400' or '200' (see ‘Change the paper dust cleaning interval’ on page 128). ■ When the first sheets still show toner pollution only along the edge of the sheets (2 - 3 mm) after the automatic black image paper dust cleaning procedure, you can set the 'Paper dust cleaning mode' to 'Enhanced' (see ‘Change the paper dust cleaning mode’ on page 128).
Toner pollution on first sheets along the edge of the sheet (2-3 mm) after the automatic black image paper dust cleaning procedure.	<ul style="list-style-type: none"> ■ Keep the 'Paper dust cleaning interval' at '600 (default)' (see ‘Change the paper dust cleaning interval’ on page 128). ■ Change the 'Paper dust cleaning mode' to 'Enhanced' (see ‘Change the paper dust cleaning mode’ on page 128). <p> Note: When the peripheral pollution mainly occurs at 1 side of the sheet, it is advised to rotate the media in the paper tray by 180 degrees.</p>
A combination of the above pollutions.	<ul style="list-style-type: none"> ■ Change the 'Paper dust cleaning mode' to 'Enhanced' (see ‘Change the paper dust cleaning mode’ on page 128). ■ When the toner pollution on the first sheets is still there after automatic black image paper dust cleaning procedure, you can change the 'Paper dust cleaning interval' from '600 (default)' to '400' or '200' (see ‘Change the paper dust cleaning interval’ on page 128).

Toner pollution problem	Solution
Ghost images in mid and high toner coverage areas.	<ul style="list-style-type: none">■ Change the 'Paper dust cleaning interval' from '600 (default)' to '400' or '200' (see <i>'Change the paper dust cleaning interval'</i> on page 128).■ When the print quality at a 'Paper dust cleaning interval' of '200' is still not optimal with respect to mentioned ghost images, you can change the 'Paper dust cleaning interval' to 'Enhanced' (see <i>'Change the paper dust cleaning mode'</i> on page 128).

Appendix A


Miscellaneous

Product specifications



Note:
The media specifications in the following table are based on plain paper of 80 g/m² or 20 lb bond.

Overview of the main product specifications

Product specifications	
Item	Specification
Technology	Océ Gemini Instant Duplex technology
Print speed (2-sided)	<p>Océ VarioPrint® 6140:</p> <ul style="list-style-type: none">■ 140 images/minute (A4/Letter)■ 76 images/minute (A3/Ledger) <p>Océ VarioPrint® 6160:</p> <ul style="list-style-type: none">■ 170 images/minute (A4/Letter)■ 88 images/minute (A3/Ledger) <p>Océ VarioPrint® 6200:</p> <ul style="list-style-type: none">■ 200 images/minute (A4/Letter)■ 106 images/minute (A3/Ledger) <p>Océ VarioPrint® 6250:</p> <ul style="list-style-type: none">■ 250 images/minute (A4/Letter)■ 132 images/minute (A3/Ledger) <p> Note: For 1-sided printing, the print speed of A4 or Letter like media is 125 images/minute for all machine types.</p>
Supported media sizes	<ul style="list-style-type: none">■ Minimum 8 x 8 inch■ Maximum 12.5 x 19.2 inch
Supported media weights	<ul style="list-style-type: none">■ 33 - 202 lb. bond for Océ recommended media■ 40 - 135 lb. bond for other media
Printable area	Long edge: maximum 19.1 inches Short edge: maximum 12.5 inches
Active registration	< .02 inches

Item	Specification
Input capacity per paper module	<ul style="list-style-type: none"> ■ Normal trays 1 and 2: 600 sheets each ■ Bulk trays 3 and 4: 1,700 sheets each
Output capacity per output location	<ul style="list-style-type: none"> ■ Stacker: 6,000 sheets in 2 stacks of 3,000 sheets each ■ Finisher: Top tray: 900 sheets Middle tray: 1,000 sheets each Lower tray: 1,800 sheets. Upper output: 500 sheets ■ Stacker/stapler: Output tray: 2,000 sheets Upper output: 250 sheets
Supported media sizes per output location	<ul style="list-style-type: none"> ■ Stacker: All media sizes between 8 x 8 inch and 12.5 x 19.2 inches ■ Finisher: Long edge: 10.8 - 12.04 inches Short edge: 8.18 - 8.66 inches ■ Stacker/stapler, output tray (stapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 297 mm ■ Stacker/stapler, output tray (unstapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 320 mm ■ Stacker/stapler, upper output: Long edge: 178 mm - 488 mm Short edge: 203 mm - 320 mm
Stapling capacity	<ul style="list-style-type: none"> ■ Finisher: 100 sheets ■ Stacker/stapler: 80 sheets. You can set a value from 30 - 80 in the Settings Editor application
Toner	Océ VarioPrint 6000 toner
Resolution	<ul style="list-style-type: none"> ■ 1200 dpi ■ 180 lpi
Warm-up time	< 12 minutes
Network connectivity	10/100 Mbit and 1 Gbit Ethernet

Item	Specification
Network protocols	<ul style="list-style-type: none">■ TCP/IP■ IPX■ SMB
Higher level protocols	<ul style="list-style-type: none">■ LPR/LPD for job submission■ Socket printing■ SNMP
Supported PDLs	<ul style="list-style-type: none">■ Adobe® PostScript® 3™ / streaming PostScript®■ PCL 6 (combines PCL5e and PCL XL)■ PDF 1.6■ Xerox® PPP support
Supported applications	<ul style="list-style-type: none">■ Océ VarioPrint® 6000 series printer driver■ Océ PRISMAprepare■ Océ PRISMAaccess■ Océ PRISMAproduction■ Océ DPlink emulation of Xerox® DocuTech™ 61xx (Xerox® DigiPath® 1.2, 2.0, 2.1, 3.x and 4.x, and Xerox® FreeFlow™ 2.x)■ Kodak® KDK Link

Reader's comment sheet

Questions

Have you found this manual to be accurate?

- ☐ Yes
- ☐ No

Were you able to operate the product, after reading this manual?

- ☐ Yes
- ☐ No

Does this manual provide sufficient background information?

- ☐ Yes
- ☐ No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

- ☐ Yes
- ☐ No

Could you find the information you were looking for?

- ☐ Always
- ☐ Most of the times
- ☐ Sometimes
- ☐ Not at all

What did you use to find the required information?

- ☐ Table of contents
- ☐ Index

Are you satisfied with this manual?

- ☐ Yes
- ☐ No

Thank you for evaluating this manual.

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<p>Océ Singapore Pte Ltd. P.O. Box 1024 MacPherson Road Singapore 913410</p>	<p>Océ Printing Systems (PTY) Ltd. P.O.Box 629 Rivonia 2128 South Africa</p>

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**Note:**

The web site <http://www.oce.com> gives the current addresses of the local Océ organisations and distributors.

**Note:**

The addresses of local Océ organisations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site <http://www.oce.com> for the addresses you need.

Index

1-sided

1-sided83

2-sided

2-sided83

A

Add

Toner192

Add staples

Finisher194

Stacker/stapler200

Add temporary media to the Media catalog

Add temporary media to the Media catalog ...135

Add toner

Add toner192

Assign media to paper tray

Assign media to paper tray100

Available documentation

Available documentation11

B

Billing counters

Billing counters108, 110

Bundle your jobs

Bundle your jobs67

Bundled job

Change the job order68

Change the number of sets68

Check the first set69

Split69

C

Change

Check first set75

Image shift85, 157

Language119

Media93

Number of sets73

Number of staples91

Output location89

Sorting method87

Type of offset stacking81

Warning time121

Check

Staple cartridges107

Toner level105

Check first set

Check first set75

Clean the operator panel

Clean the operator panel24

Content of the manuals

Content of the manuals11

Counters

Counters108, 110

Create a bundled job

Create a bundled job67

D

Dashboard

Dashboard36

Day counters

Day counters108

Delete a job

Delete a job58

Die sets

Die sets available172

Inspect178

Install176

Lubricate the felt oil pad181

Lubricate the punch pins181

Lubricate the shoulder bolts and springs181

Remove176

Replace176

Double-sheet detection

Double-sheet detection125

Disable127

Enable127

E

EasyLift

EasyLift189

Edit a bundled job

Change the job order68

Change the number of sets68

Check the first set69

Eject a stack

After a set46

As soon as possible46

Enable

Separator sheet	79
Enhanced cleaning mode	
Enhanced cleaning mode	125, 128
Enhanced media mode	
Enhanced media mode	125
Disable	127
Enable	127
Errors	
Job errors	201
Machine errors	201

F

Features

Features	9
----------------	---

Form Assist Module

Form Assist Module	187
--------------------------	-----

I

Image shift

Document printing mode	85
Transaction printing mode	157

Insert

Separator sheet	79
-----------------------	----

Inspect the die sets

Inspect the die sets	178
----------------------------	-----

Intermediate check print

Intermediate check print	129
--------------------------------	-----

J

Job

Change number of sets	73
Change the media	93
Change the number of staples	91
Change the output location	89
Change the sorting method	87
Change the type of offset stacking	81
Check the first set	75
Delete	58
Give priority	57
Make a proof	62
Print later	60
Print the job parameters	64
Reprint	55
Schedule	53
Shift the image	85, 157
To top	57

Job ticket

Job ticket	64
Jobs view	
Overview	49

L

Large media

Large media	108
-------------------	-----

Load the media

Load the media	43
----------------------	----

M

Machine

Shut down	18
Sleep mode	18
Turn on	17
Wake up	17

Make a proof

Make a proof	62
--------------------	----

Media

Icons	98
Information	98
Large	108
Standard	108

Media catalog

Media catalog	133
---------------------	-----

Media handling

Description	133
-------------------	-----

Media message

General	159
Tray-to-media mode	161
Tray-to-tray mode	160

Media quality factor

Media quality factor	125, 128
----------------------------	----------

Media registration

Large media	144
Standard-size media	137

Meter readings

Meter readings	110
----------------------	-----

N

Number of sets

Number of sets	73
----------------------	----

O

Offset stacking

Offset stacking	81
-----------------------	----

On/Off button	
On/Off button	14
Operator attention light	
Status colors	27
Operator panel	
Clean	24
Main components	24
Output locations	
External finisher	29
Finisher	29
Finisher upper output	29
Stacker	29
Stacker/stapler	29
Stacker/stapler upper output	29
System output	29

P

Paper module	
Control panel	32
Green check mark	32
LEDs	32
Not assigned button	32
Red arrows	32
Paper tray icons	
Paper tray icons	98
Power modes	
Power modes	14
Power switch	
Power switch	14
Print	
Job parameters	64
Job settings	64
Print a scheduled job later	
Print a scheduled job later	60
Print all jobs with available media	
Print all jobs with available media	70
Print sides	
1-sided	83
2-sided	83
Print the jobs with a label	
Print the jobs with a label	71
Print to stacker/stapler	
Print to stacker/stapler	45
Priority for a job	
Priority for a job	57
Product specifications	
Product specifications	206
Puncher	
Chip tray	174

Die sets available	172
Lubricate	180
Main parts	169
Replace die set	176
Specifications	186
Types of binding	172

R

Replace staple cartridge of stacker/stapler	
Replace staple cartridge of stacker/stapler	200
Reprint a job	
Reprint a job	55
Reset day counters	
Reset day counters	109

S

Schedule a job	
Schedule a job	53
Schedule view	
Introduction	39
Jobs pane	40
Media toolbar	41
Output locations pane	42
Required media pane	40
Streaming jobs	39
Zoom control	42
Separator sheets	
Separator sheets	79
Shut-down procedure	
Shut-down procedure	18
Sorting method	
Sorting method	87
Split a bundled job	
Split a bundled job	69
SRA controller	
Missing media	159
Stacker	
Eject a stack	46
Eject button	46
Stacker/stapler	
Media orientation	45
Standard media	
Standard media	108
Stapler icons	
Stapler icons	107
Staples	
Finisher	194
Stacker/stapler	200

Stop a job

After a job	47
After a page	47
After a set	47
As soon as possible	47
Streaming job	48
Transaction stream	48

Stop behavior

Stop after a job	46
Stop after a set	46
Stop as soon as possible	46

System components

Engine module	22
Finisher	22
Operator attention light	22
Operator panel	22
Paper module	22
Puncher (iXDP)	22
Roll feeder	22
Stacker	22
Stacker/stapler (iMFS)	22

System view

Media section	131
Printer section	102
Setup section	112
Transaction on-line	155
Transaction printing	155
Transaction section	151, 155
Transaction setup	155

T**Temporary media**

Temporary media	134, 135
-----------------------	----------

Ticket

Ticket	64
--------------	----

Toner

Toner	192
-------------	-----

Toner counter

Toner counter	108, 110
---------------------	----------

Toner icons

Toner icons	105
-------------------	-----

Toner indicator

Status bar	192
Toner icon	192

Toner pollution problems

Toner pollution problems	201
--------------------------------	-----

Trademarks

Trademarks	3
------------------	---

Transaction setups

Transaction setups	162
--------------------------	-----

Trays view

Overview	96
----------------	----

Troubleshooting

Troubleshooting	201
-----------------------	-----

W**Warning time**

Disable	122
Set	121

Workflow profiles

Check and print	115
Function	114
Job by job	115
Manual planning	115
Standard	115
Unattended	115

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