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Xerox ASF135 BookletMaker

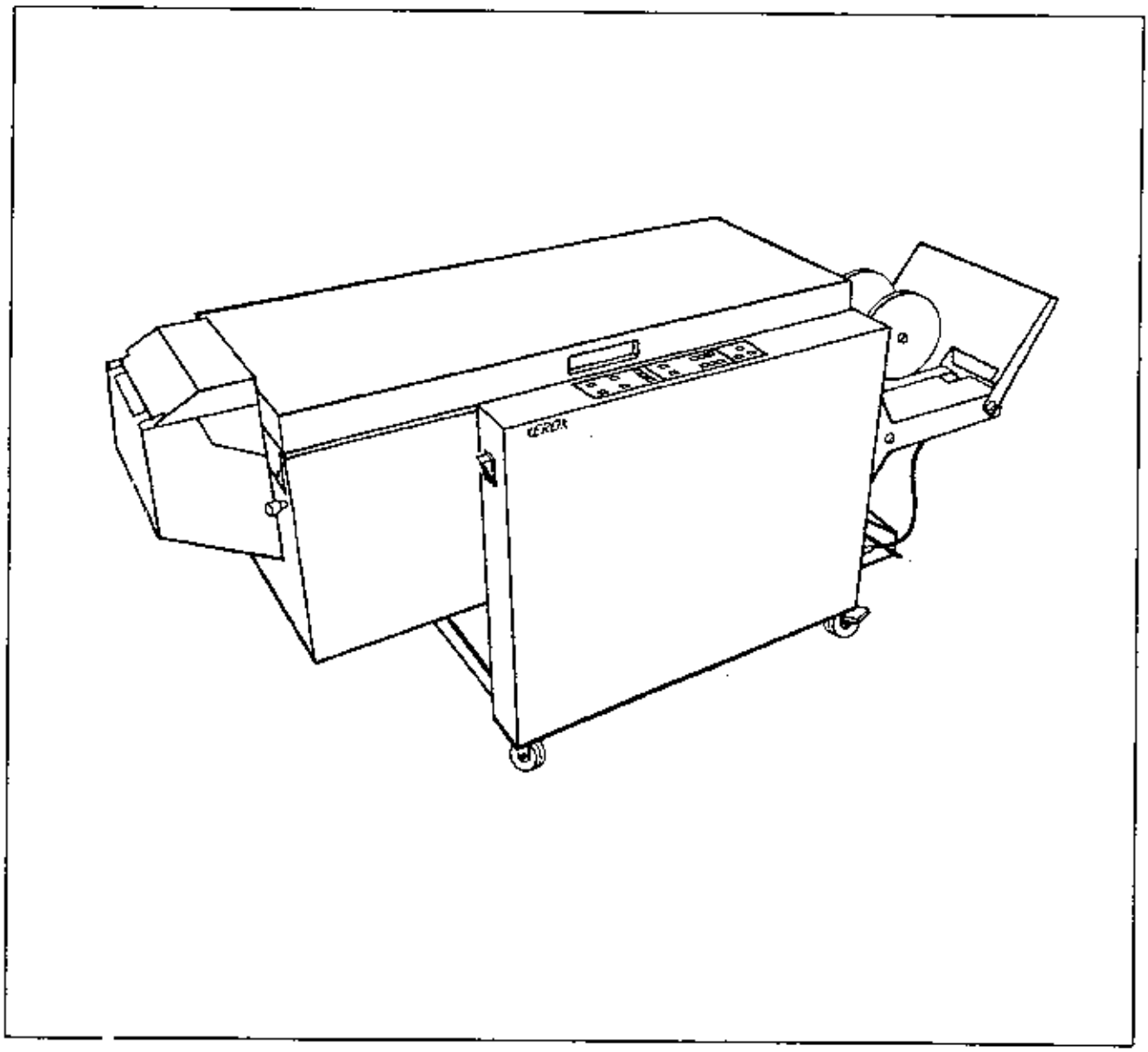
Instruction Manual

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XEROX

Xerox ASF135
Operator Reference Guide



MAY 1993
700P96857

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Prepared by:

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Table of Contents

1. Introduction

Organization and Content of the Guide 1–1
Symbols and Terminology Used in the Guide 1–2
Information Sources 1–2
Product Specifications 1–3
Paper Specifications 1–3
Product Orientation 1–4

2. Getting to Know the ASF135

Main Components 2–2
The Control Panel 2–4
The Set Input Assembly 2–5
The Set Output Area and the Fold Stop Area 2–6
Output Wheel Adjustment 2–7
Paper Path through the ASF135 2–8

3. Mak .g Booklets

ASF135 Modes 3–1
Connecting the ASF135 to the Host Machine 3–2
Prepare the Host Machine 3–2
Prepare the ASF135 3–2
Align the ASF135 with the Host Machine 3–3
Switching on the ASF135 Power 3–4
Setting up the ASF135 3–5
Select a Paper Feed 3–5
Select the Finishing Options 3–5
Select a Paper Size Program 3–6

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3. Making Booklets (continued)

Feeding and Adjusting the Test Set 3–7
Coarse Adjustments 3–7
Checking the Test Set 3–11
Making the Fine Adjustments 3–12
Beginning Production 3–14
Automatic Operation 3–14
Manual Operation 3–14
Restoring the Factory Set Paper Size Program 3–15
Select a Preprogrammed Button 3–15
Restore the Factory Set Program 3–15
Programming the Custom Paper Size Button 3–15
Removing the ASF135 from the Host Machine 3–16
Storing the ASF135 3–17

4. Maintenance and Supplies

Maintaining the ASF135 4–1
Resetting the Ground Fault Interrupter (GFI) 4–2
Removal/Replacement of the Staple Cartridge 4–3
Removal/Replacement of the Stapler Head 4–6
Lubrication 4–9
Lubrication Schedule 4–11
Removing the Paper and the Staple Debris 4–11
Cleaning the Paper Guide Rails 4–12
Cleaning the Staple Heads 4–14
Storing the Paper 4–15
Parts and Supplies List 4–16

5. Problem Solving

Status Indicators 5–1
Troubleshooting 5–2
The Jam Locator Illustration 5–2
The Jam Clearance Procedure 5–3
The Troubleshooting Table 5–4

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Certifications

Notices and certifications should be included in the customer documentation that supports the basic operation, and maintenance of the product (ie., operator reference guides for printers, copiers, workstations, FAX machines, servers, etc.). It should not be repeated in the other supportive documentation (ie., software applications, advanced feature usage, auditron manual, reference guides, etc.).

Approvals and Certification

60HZ, 115V The equipment is listed by the Underwriters Laboratories, UL1950, certified by Canadian Standards Association, CSA22.2, No. 1950.

Radio Frequency Emissions

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

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Safety statements

The unit and its supplies have been designed and tested to meet strict safety requirements. These requirements include examination and approval by safety agency and compliance with established environmental standards.

To make sure that the hardware operates safely, follow the safety tips

Operational safety

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

Attention to the following notes ensures the continued safe operation of your equipment.

Always connect the equipment to a properly grounded power source receptacle. If in doubt, have the receptacle checked by a qualified electrician.

WARNING: Improper connection of the equipment grounding conductor can result in electrical shock.

Always follow all warnings and instructions marked on, or supplied with, the equipment.

Always locate the equipment on a solid support surface (not on a thick pile carpet) with adequate strength for the weight of the machine.

Always exercise care in moving or relocating the equipment.

Always place the equipment in an area that provides adequate room area for ventilation and servicing.

Always use the materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance and possibly, a hazardous situation.

Never use a ground adaptor plug to connect the equipment to a power source receptacle that lacks a ground connection terminal

Never attempt any maintenance function that is not specifically described in this documentation.

Never obstruct ventilation openings. These are provided to prevent overheating.

Never remove the covers or guards that are fastened with screws.

Never install the equipment near a radiator or any other heat source.

Never override or "cheat" electrical or mechanical interlock devices.

Never push objects of any kind into the ventilation openings.

Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the power source receptacle and call your Customer Service Engineer (CSE) to correct the problem.

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1. Introduction

The *Automatic Stapler Folder 135 (ASF135) Operator Reference Guide* is intended for operators who were trained on the ASF135 by the Customer Service Engineer (CSE) during the installation of the ASF135. The *Operator Reference Guide* describes the operation and maintenance of the ASF135 when used as an automatic booklet maker accessory to the Xerox 5390, or as a standalone, manually fed booklet maker. The ASF135 accepts paper sets in a variety of sizes, and provides a fold and staple, or a fold only operation. The resulting booklets have sharp fold lines and, if stapling is selected, professional flat staples.

Organization and Content of the *Guide*

The information in the *Automatic Stapler Folder 135 (ASF135) Operator Reference Guide* is divided into the following chapters:

Chapter 1 The **Introduction** lists the product and paper specifications and tells how the *Guide* is organized.

Chapter 2 **Getting to Know the ASF135** describes the machine, its Control Panel, and the input and output components.

Chapter 3 A complete description of how to go from sets of paper to a finished booklet is provided in **Making the Booklets**.

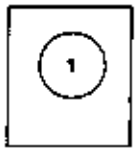
Chapter 4 You can find instructions for maintaining the machine and the removal/replacement of the Stapler Head and the Staple Cartridge in **Maintenance and Supplies**

Chapter 5 For your convenience, a **Problem Solving** section suggests how you should correct simple problems that do not require service calls.

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Symbols and Terminology Used in the *Guide*

The following symbols or words call special information to your attention.



Lines with circled numbers indicate the sequence of description.



Arrows indicate the path of movement



WARNING indicates an operation, maintenance procedure, practice, condition, or statement, which, if not strictly observed, could result in personal injury.



CAUTION is used to encourage the strict compliance with an operation, maintenance procedure, practice, condition, or statement, in order to prevent the following:

- Damage to the equipment
- Damage to your sets of copies



NOTE: is used whenever it is essential to highlight an operating or maintenance procedure, a condition, or a statement.

HINT A **HINT** is used to highlight an aspect within a sequence of steps.

Information Sources

Additional information beyond this *Guide* is available from the following source.

5090F Operator Manual For operation of the Xerox 5090F see your *Xerox 5090F Copier/Duplicator Operator Manual*.

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Product Specifications

The ASF135 specifications are as follows:

- Automatic operation is allowed only with the Xerox 5390.
- An electrical interface cable is packaged with the ASF135 which connects the 5390 with the ASF135.
- The ASF135 power requirements are 107 to 127 VAC, 50/60Hz. The power is supplied from a standard office wall outlet.
- Preprogrammed for standard paper sizes (8.5 x 11, 8.5 x 14, 11 x 17). One button is available for custom paper size programming (*).
- Booklets are made at a speed of up to 2040 booklets per hour (matches Host Machine output).
- Sets are saddle stapled by two Stapler Heads with easily replaceable Staple Cartridges (5000 staples per cartridge).
- The Output Tray of the ASF135 is a conveyor belt stacker which can retain completed booklets or direct the completed booklets into a container

ASF135 dimensions are as follows:

- Weight 286 lbs
- Height 28 inches
- Width 24 inches
- Length 65 inches

Paper Specifications

The paper specifications are as follows:

- Minimum paper size 8.5 x 11 inches
- Maximum paper size 11 x 17 inches

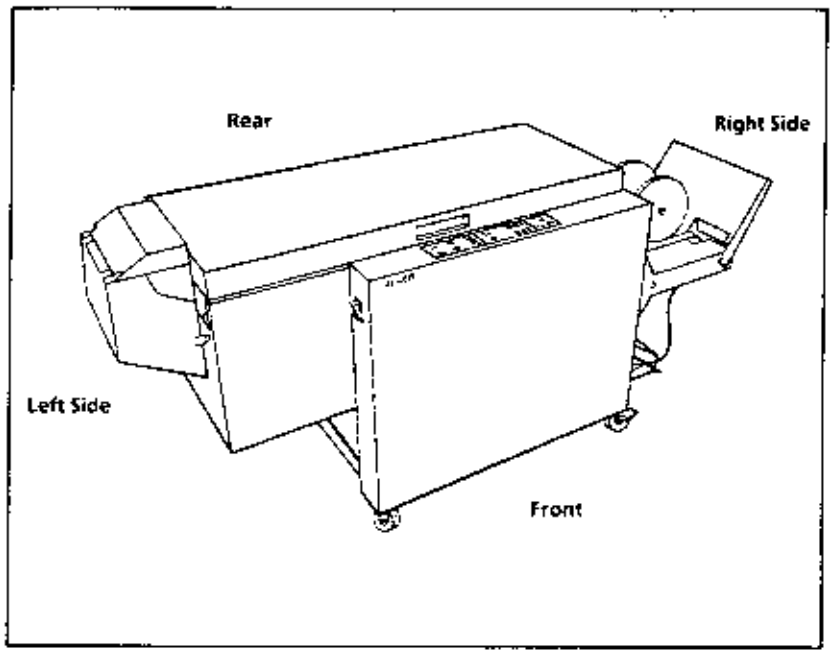


NOTE: For paper sizes smaller than the above specifications, call your CSE.

- Booklet thickness 2 to 20 sheets depending on stock weight.
  Standalone operation 19 sheets 20lb, plus one 80lb cover
- Paper weight All weights which the Host Machine can accept.
  Standalone operation 16 to 110 lb paper for standalone operation.

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Product Orientation



The ASF135 serial number is located near the rear left wheel.

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2. Getting to Know the ASF135

This chapter contains basic information about the ASF135 and its components.

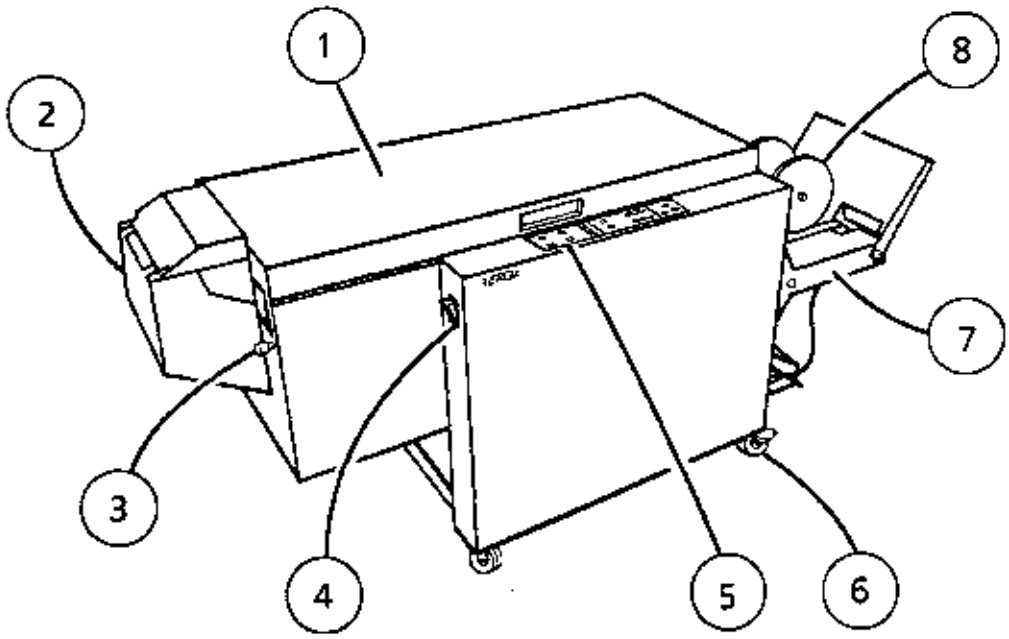
An Interface Box with two cables can be easily connected to the ASF135 and the Host Machine for automatic feed booklet making. The ASF135 also functions as a standalone manual feed booklet maker.

The ASF135 is equipped with two motor driven Stapler Heads. Each head contains an easily replaceable Staple Cartridge (5000 staples per cartridge). The anvils are of the *clinch* type, which ensure professional flat staples. The Fold Assembly provides a sharp booklet fold.

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Main Components

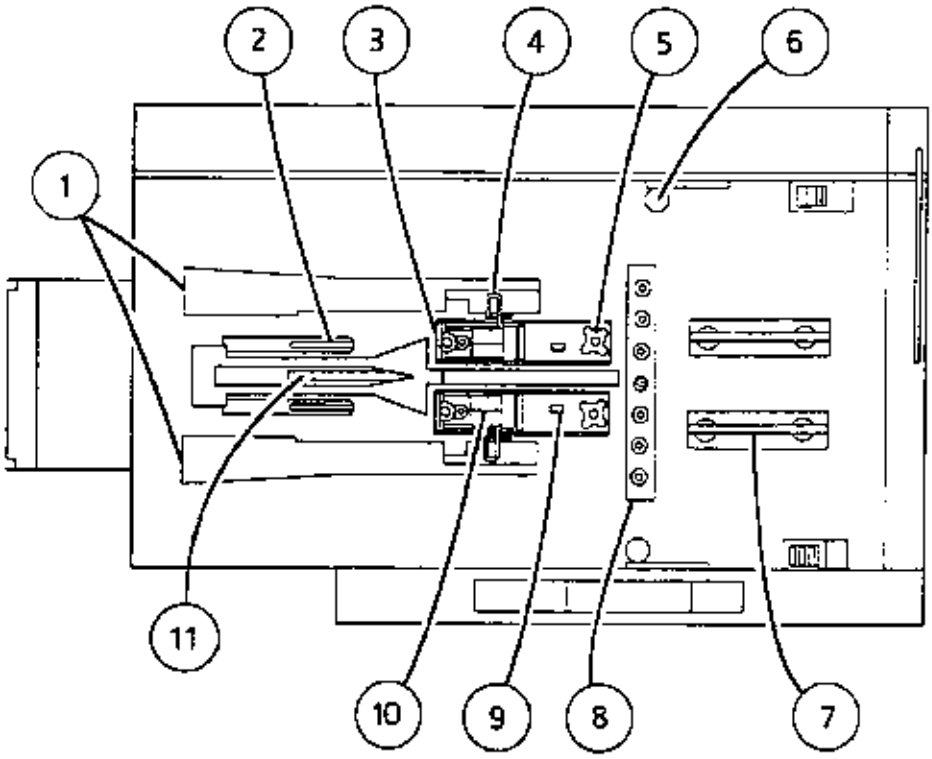
Take a few minutes to become familiar with the main components of the ASF135.



1 Top Cover
2 Left Feed-in Assembly
3 Alignment Guides
4 Power Switch
5 Control Panel
6 Caster Lock
7 Set Output Tray
8 Set Output Wheel

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The ASF135 has interior parts that you will come in contact with when you make fine adjustments to the booklet, or when you perform maintenance. Take a few minutes to become familiar with the interior components of the ASF135.



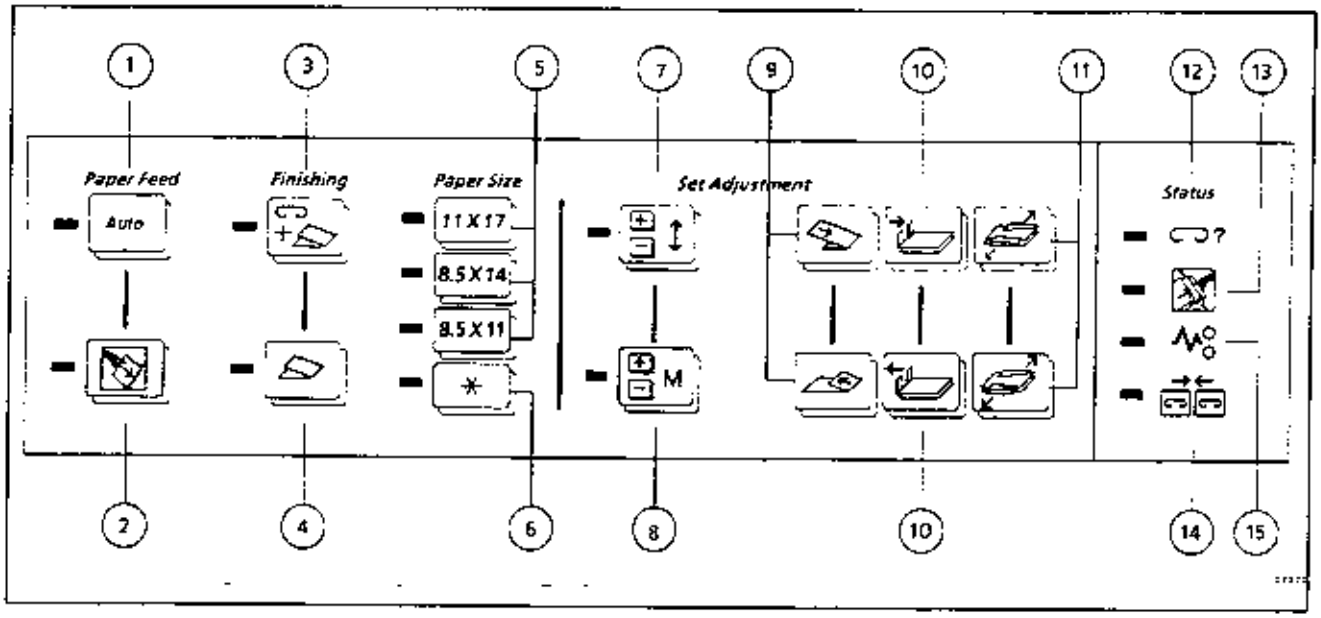
CE3004

1 Side Joggers
2 Rear Jogger
3 Stapler Head
4 Lock Spring
5 Stapler Head Thumb Screw
6 Fold Roller Tension Lever
7 Rear Paper Guide
8 Stop Fork
9 Staple Missing Jam Switch
10 Staple Cartridge
11 Paper Guide

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The Control Panel

The Control Panel has a the buttons used to program the ASF135 and to identify problems in operation.



1 Automatic Set Feed Mode

WARNING: The Transport Belt will start moving when the Manual button is pressed.

2 Manual Mode

3 Fold and Staple

4 Fold Only

5 Preprogrammed Paper Sizes

6 Programmable Paper Sizes

WARNING: The Transport Belt will start moving when the Program access button is pressed.

7 Program Access

8 Program Exit

9 Fold Adjustment Position

10 Rear Jogger Position

11 Side Jogger Position

12 Staple Missing Indicator

13 Stacker Full Indicator

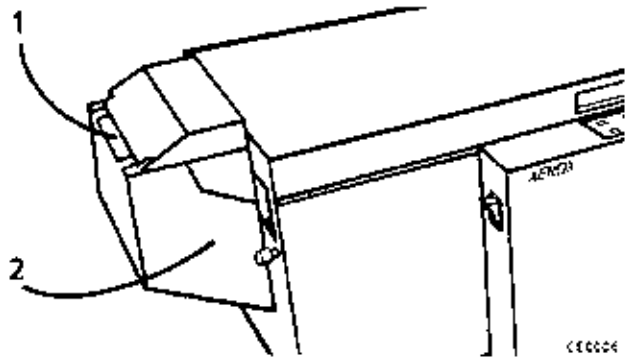
14 Staplers or Side Joggers Incorrectly Positioned Indicator

15 Set Jam Indicator

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The Set Input Assembly

The Left Feed-in Assembly automatically takes the prepared sets of paper from the Host Machine or accepts manually fed sets when used as a standalone device. Paper sets are fed one at a time into the Left Feed-in Assembly. The view shown below is for manual operation. For Automatic operation, the Left Feed-in Assembly is positioned against the Host Machines Finisher.



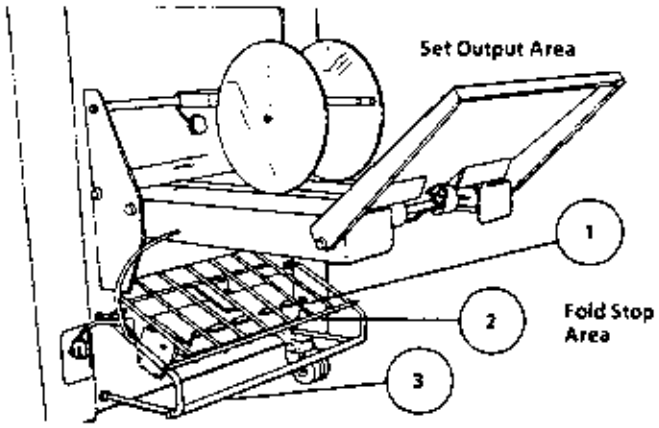
1 Transport Rolls

2 Left Feed-in Assembly

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The Set Output Area and The Fold Stop Area

The function of the Set Output Tray is the same whether used in automatic or manual mode. The adjustable Set Output Tray is normally angled upward (about 15 degrees to horizontal), but can be lowered to allow booklets to drop into a carton. The Fold Stop positions the paper set so that it is ready for the fold operation.



1 Fold Stop

2 Grate

3 Guard

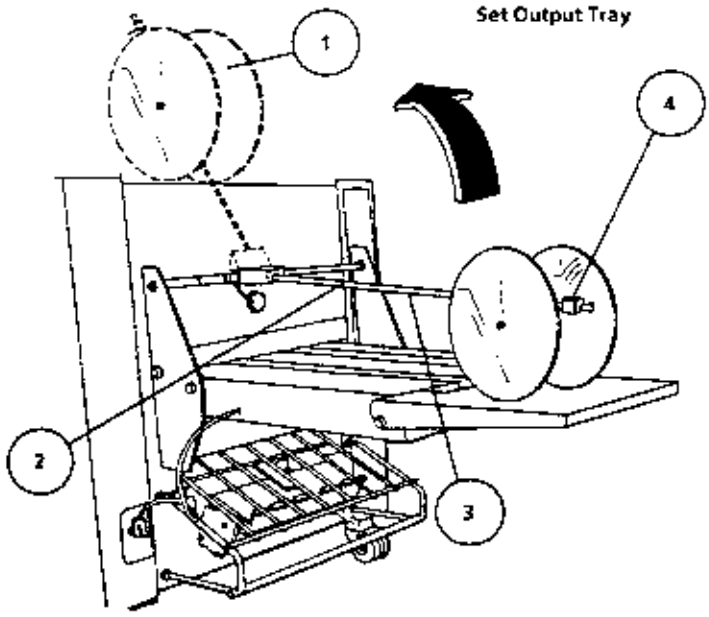
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Output Wheel Adjustment

The Output Wheels press the booklets downwards upon the Output Transport Belt which then stacks the booklets.

The Output Wheels are adjustable and must be positioned properly in order to match the selected paper size. Notches are provided on the Output Wheel Shaft for for different paper sizes. The outermost notch is used when the Output Wheel and Tray are folded upward for storage. The Output Wheels may also be positioned on the outermost notch and rotated into the upward position when making a thick booklet (19 sheets with a cover).

CAUTION *If the Output Wheels are bumped while in the upward position, the Wheels may fall and damage may occur to the Output Wheels or Output Tray.*



1 Folded or Storage Position

2 8.5 x 11 Paper Size Notch

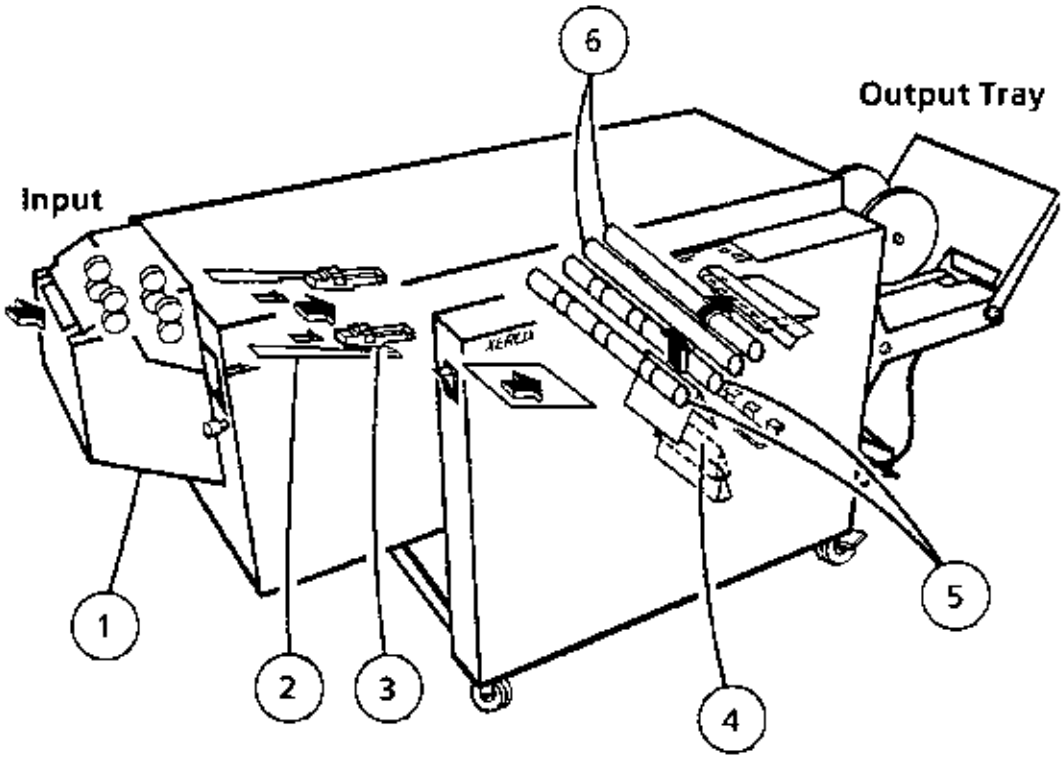
3 8.5 x 14 Paper Size Notch

4 11 x 17 Paper Size, Storage, or Thick Booklet Notch

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Paper Path through the ASF135

The arrows in the illustration below show the movement of the set along the ASF135 paper path.



1 The Input Assembly moves the set into the ASF135.

2 The set moves between the Side Joggers until it makes contact with the Paper Stop.

The set is then jogged to register the sheets.

3 If the finishing is programmed for folded booklets with staples, the Staple Heads and Clinchers set the staples into the booklet.

4 The set is moved through the staple area until it makes contact with the Fold Stop. The Fold Stop positions the set for the fold operation.

The Fold Knife moves up to make the booklet fold.

5 The Metal Rollers stop the Fold Knife and complete the fold.

6 The Rubber Rollers finish the fold and move the booklet to the Output Tray.

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3. Making the Booklets

This chapter explains the booklet making procedures for operation in both the automatic and manual mode. It also includes guidelines for determining whether or not the finished booklet is in standard form.

ASF135 Modes

The ASF135 can be used in the following situations:

- Automatic operation at all times. In this situation, the ASF135 connection to the Host Machine is continually maintained and the operator uses the ASF135 only in the Auto mode.
- Automatic operation at some times and manual operation at other times. In this situation, the ASF135 is occasionally connected to the Host Machine and sometimes disconnected and moved away for manual operation. The operator uses the Auto mode when the ASF135 is connected to the Host Machine, and the manual mode when the ASF135 is used alone.
- Manual operation only. In this situation, the ASF135 stands by itself and the operator uses only the manual mode.



CAUTION: *We recommended that the ASF135 be moved away from the Host Machine when the ASF135 is not in use. This will prevent damage to the Host Machines Output Tray.*

DO NOT push or pull the ASF135 by the Left Feed-in Assembly when moving the ASF135.

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Connecting the ASF135 to the Host Machine

If you are using the manual mode of operation, disregard this section and go directly to *Switching on the ASF135 Power*. If you are doing automatic feed to the ASF135, perform the following steps:

Prepare the Host Machine

1 Ensure that the Set Transfer Device [STD] Output selection on the Host Machine has been selected.

2 Discard any paper in the Output Tray and Finisher of the Host Machine.

Prepare the ASF135

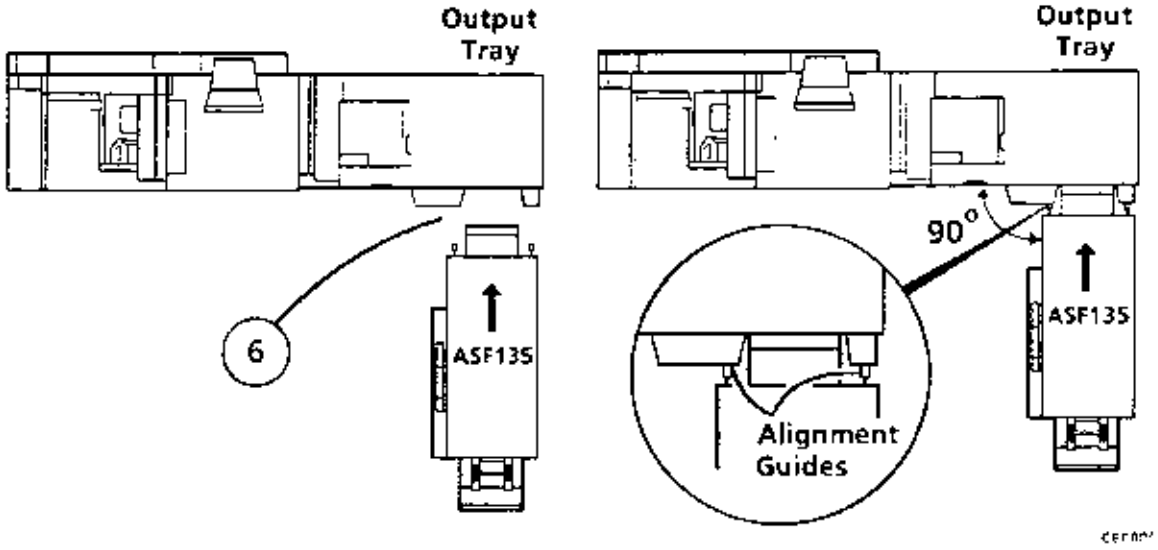
3 Switch off the power to the ASF135 and remove the power plug from the power source.

4 Discard any paper in the Output Tray of the ASF135.

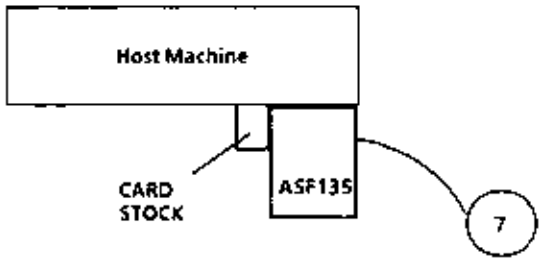
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Align the ASF135 with the Host Machine

5 Roll the ASF135 up to the Host Machine Finisher. Use the Alignment Guides on the ASF135 to position the ASF135 against the Host Machine Finisher.



6 Use a sheet of card stock as a measuring device to ensure that the alignment angle is exactly 90 degrees.



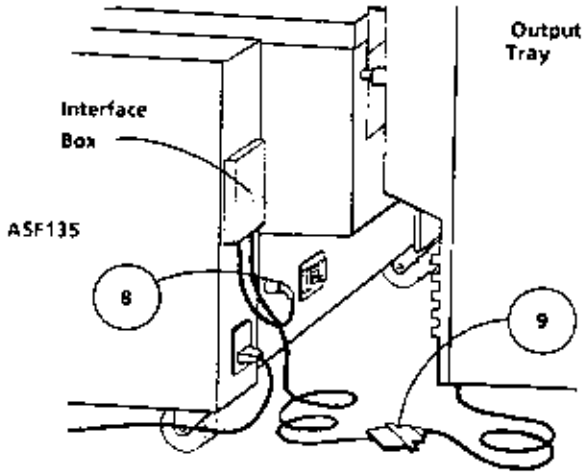
NOTE: *The alignment angle of 90 degrees must be maintained at all times, in order to ensure that the Left Feed-in Assembly will successfully receive the sets from the Host Machine Output Tray. Failure to align the ASF135 correctly could result in the sets not being received or the sets being received improperly. ASF135 Input Jams could occur or sets could be damaged.*

7 When the ASF135 is in the correct position, lock the casters by pushing down the levers that are on the casters with your foot .

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8 Plug the ASF135 Interface Cable (short cable) from the Interface Box into the DIN style plug located on the lower left cover of the ASF135.

9 Plug the ASF135 Interface Cable (long cable) from the Interface Box into the plug that comes from the Host Machine, located near the end cover of the Host Machine.



10 Go to the section, Switching on the ASF135 Power.

Switching on the ASF135 Power

NOTE: *The following steps apply to both the Automatic feed and Manual feed mode.*

1 Plug the ASF135 power cord into the power source. Make sure the ASF135 is plugged in securely. If an extension cord is being used, check all cord connections.



2 Set the ON/OFF switch to the **ON** position.

NOTE: *The ASF135 will perform an initialization procedure for approximately 20 to 30 seconds, during which time the Control Panel indicators will blink.*

3 Wait until there is steady illumination of the paper size indicator. If you previously used the ASF135, the paper size that was last selected will illuminate.

4 If the Control Panel fails to illuminate, set the ON/OFF switch to the **OFF** position, check the power cord connections, then set the ON/OFF switch to the **ON** position. If the Control Panel still fails to illuminate, call the Xerox Service Department for service.

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Setting up the ASF135

This section explains how to set up the ASF135 in order to produce a test set. After producing a test set, you can make any necessary fine adjustments to the ASF135 settings. When you are satisfied with the standard form of the test set you can begin production.

Select a Paper Feed

If you plan to use the automatic feed from the Host Machine to the ASF135, you should have already connected the ASF135 with the Host Machine. The Host Machine power is **ON** at this time. The ASF135 power is **ON**.



1 If you are using the automatic feed from the Host Machine to the ASF135, press the **Auto** button.



2 Or, if you are using manual feed, press the **Manual** button.

Select the Finishing Option

You can select folded booklets with staples, or folded booklets only.



3 Press this button for folded booklets with staples.

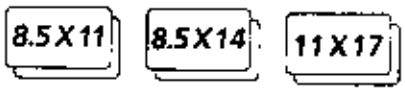


4 Or, press this button for folded booklets without staples.

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Select a Paper Size Program

For your convenience, the standard paper size programs are factory set with the appropriate jogger, stapler, and folder position settings. The jogger, stapler, and folder position settings may need fine adjustments, depending on the dimensions of the paper which you are using. Fine adjustments will be explained later.

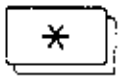


5 Press one of the paper size program buttons.

If you pressed the **8.5 x 11** button, position the Set Output Wheels at the innermost notch.

If you pressed the **8.5 x 14** button, position the Set Output Wheels at the middle notch.

If you pressed the **11 x 17** button, position the Set Output Wheels at the outermost notch.



If you pressed the Custom Size (*) button, position the Set Output Wheels as appropriate.



NOTE: For large booklets (15 or more sheets) position the Set Output Wheel at the outermost notch to help in the stacking of the booklets.

6 Go to the section, Feeding and Adjusting the Test Set.

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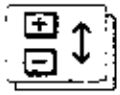
Feeding and Adjusting the Test Set

The first time you use the ASF135, or when you change to a different paper size, you will visually adjust the ASF135 so that a set of the selected size paper will fit between the Side Joggers and successfully enter the stapling area. Further coarse adjustments are then made and a test set produced. The test set is then compared to the standard booklet form specifications and fine adjustments are made, if necessary, before beginning production. You can use the automatic feed from the Host Machine into the ASF135 or the manual feed into the ASF135 when adjusting and producing the test set.

Coarse Adjustments

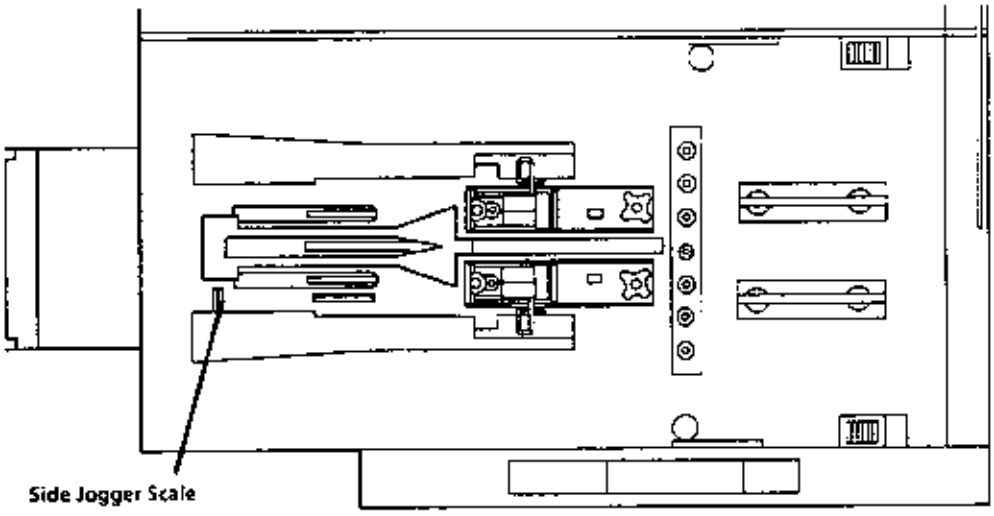
You have already selected either automatic or manual feed, folding with or without staples, and a paper size. Note the size of the selected paper.

1 Press the Program Access button on the ASF135.



2 Open the ASF135 Top Cover.

3 Look at the Side Joggers Scale.



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4 Press and hold the Side Jogger adjustment button as needed to move the Side Joggers to the mark on the Side Jogger Paper Size Scale which is slightly greater than the paper size of the test set you intend to feed. The space between the Side Joggers should allow the test set to enter between the Side Joggers and proceed to the stapling area.



5 Press and hold the Rear Jogger button until the Rear Jogger moves all the way to the left.



6 Press and hold the Fold Adjustment button to move the Stapling Stop Fork all the way to the right.

7 Feed the test set as instructed below:

Auto mode

The ASF135 is **ON** and connected to the Host Machine. The Host Machine is **ON** and the **[STD]** selection has been made on the User Interface.

Place the set of originals in the Host Machine Document Handler. Press the **Start** button on the Host Machine. The originals are copied and the test set is delivered to the Host Machine Output Tray.

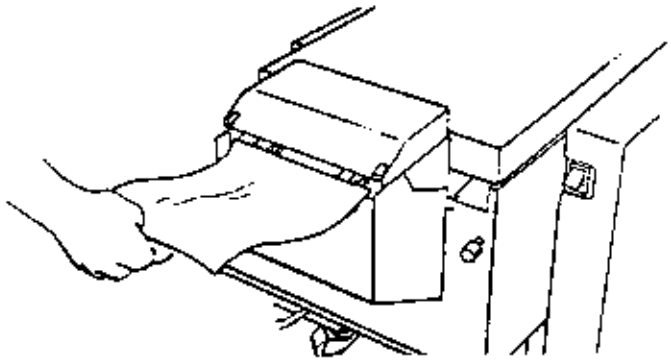
The set moves into the ASF135 and it stops at the stapling position. The Side Joggers and the Rear Jogger begin to cycle repeatedly.

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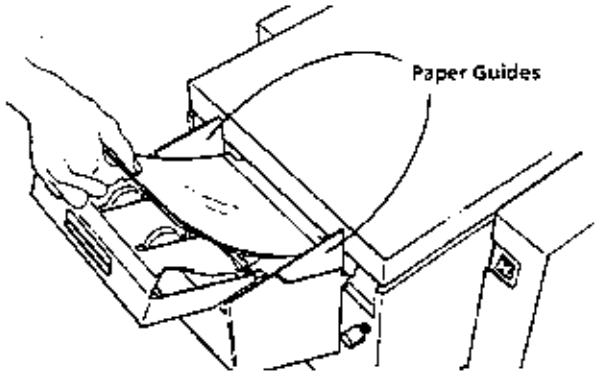
Manual mode

The ASF135 is **ON**. Select the Manual button on the ASF135 Control Panel. Refer to the following illustrations to ensure that the sets are properly feed into the Left Feed-in Assembly:

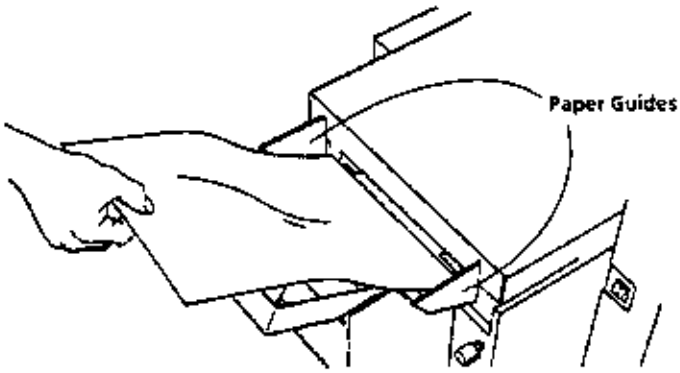
Feeding the 8.5 x 11 or 8.5 x 14 sets with the Left Feed-in Cover closed.



Feeding the 8.5 x 11 or 8.5 x 14 sets with the Left Feed-in Cover open and the Paper Guides in the closed or in position.



Feeding the 11 x 17 sets with the Left Feed-in Cover open and the Paper Guides in the open or out position.



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Pick up one test set.

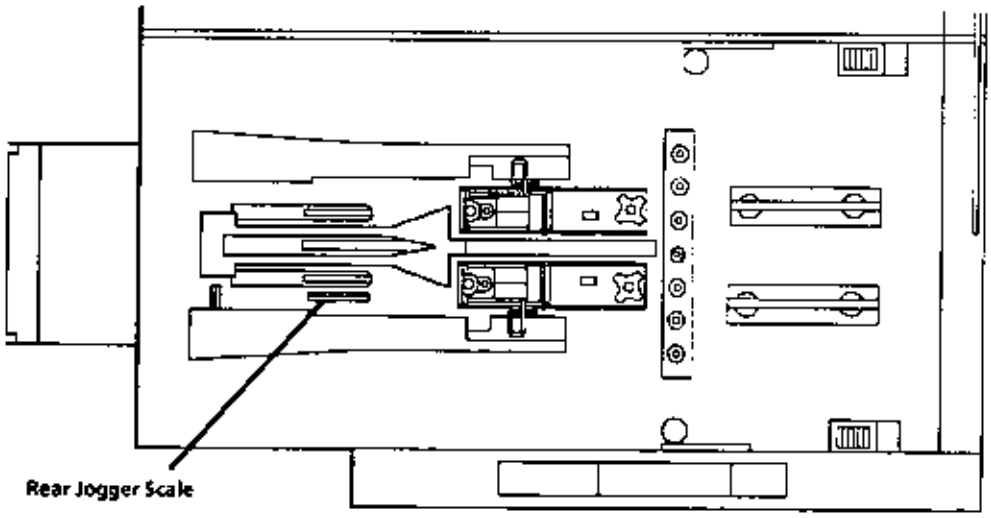
Hand feed the booklet into the Left Feed-in Assembly. The booklet moves into the ASF135 and stops at the stapling position. The Side Joggers and the Rear Jogger begin to cycle repeatedly.



8 Press and hold the Stop Fork Adjustment button in order to move the Paper Stop Fork and the test set to the left, until the trail edge of the test set reaches the paper size mark on the Rear Jogger Scale equal to the length of the test set.



9 Press and hold the Rear Jogger button until the Rear Jogger taps the trail edge of the test set each time the Rear Jogger cycles.





10 Press the Side Jogger buttons until the Side Joggers tap the front and rear edges of the test set each time the Side Joggers cycle.



11 Press the Program Exit button on the ASF135 Control Panel. The adjustments are entered into the ASF135 memory.

12 Close the ASF135 Top Cover. The test set is folded and/or stapled into a booklet and the test booklet moves to the Set Output Tray.

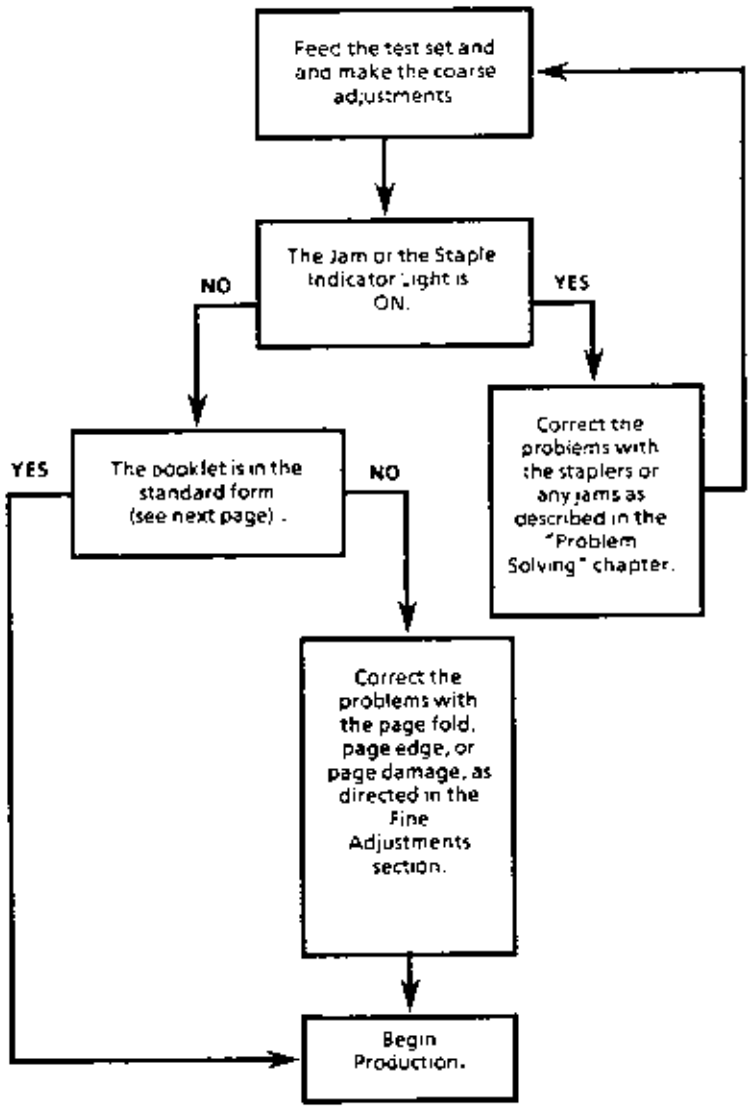
13 Go to the section, Checking the Test Set.

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Checking the Test Set

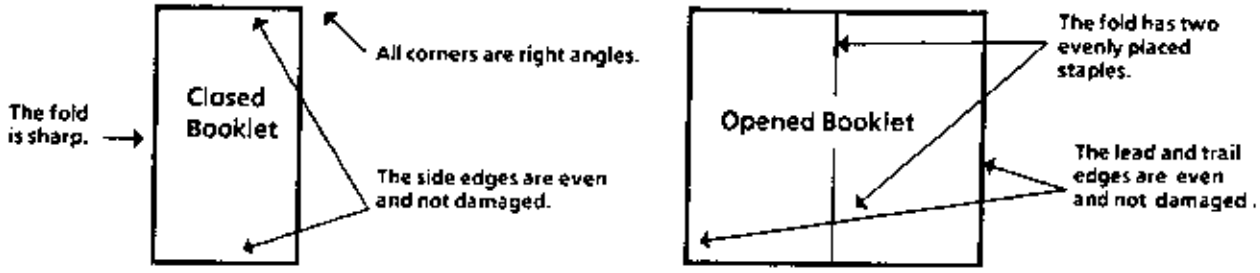
This section helps you evaluate the form of the test booklet. If the test set does not appear in the Set Output Tray, go to the *Jam Locator* illustration in the "Problem Solving" chapter. If the test set appears in the Set Output Tray, go to step 2.

1 Refer to the flowchart that follows.



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2 Check the booklet for the standard form shown in the following illustration.



3 If the test set is not in the standard form, go to the Making the Fine Adjustments section that follows.

4 If there are no adjustments, go to the Beginning Production section.

Making the Fine Adjustments

This section helps you make fine adjustments to the form of the booklet. The test run has just been completed and the ASF135 is **ON**. The Host Machine is also **ON** if you are doing automatic feed. Your selection for the paper size program and the fold and staple format is still in effect.



1 Press the Program Access button on the ASF135 Control Panel.

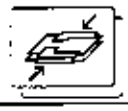
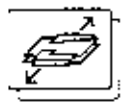
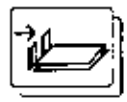
2 Open the ASF135 Top Cover.

3 Program the Host Machine to feed a single set, or prepare a set to feed by hand if the ASF135 is being used in the manual mode.

4 Press the Host Machine Start button to feed the set or hand feed the set. The Side Joggers and Rear Jogger cycle repeatedly. Refer to the chart on the following page and use the appropriate buttons to correct the problems.

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NOTE: When making a Fine Adjustment, press and release the appropriate button as often as needed to obtain the Fine Adjustment.

PROBLEM	CORRECTION	BUTTON
The side edges of the pages are not even.	Move the Side Joggers slightly closer to the set.	
The side edges of the pages are deformed.	Move the Side Joggers slightly farther from the set.	
The trail edge of each page is not even with all the other pages.	Move the Rear Jogger slightly to the right (closer to the set).	
The cover or back of the booklet is damaged.	Move the Rear Jogger slightly to the left (away from the set).	
The fold is not centered (the top pages are too short).	Move the Stop Fork slightly to the left. The Rear Jogger must always be readjusted after you adjust the fold position.	
The fold is not centered (the top pages are too long).	Set the Stop Fork slightly to the right. The Rear Jogger must always be readjusted after you adjust the fold position.	



5 Press the Program Exit button on the ASF135 Control Panel.

6 Close the ASF135 Top Cover. The booklet moves to the Set Output Tray.

7 Check the test booklet. If the booklet is not in the standard form, repeat the fine adjustments. If the set is in the standard form, go to the Beginning Production section.

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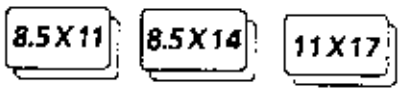
Beginning Production

This section shows you how to begin production. You have run a test set and made any necessary adjustments to the booklet. The ASF135 is **ON**. If you are doing automatic feed from the Host Machine to the ASF135, the Host Machine is **ON**. The ASF135 cover is closed.

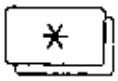
NOTE: If you change the paper size or weight after successful booklet production, you may need to repeat the coarse and fine adjustments for the new set.

Automatic Operation

1 Place the originals for copying into the Host Machine Document Handler. The Host Machine output will be the production sets.



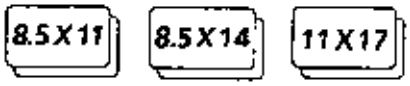
2 Verify that the Indicator Light, associated with the paper size button that you selected, is on.



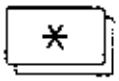
If you pressed the custom size (*) button, position the Set Output Wheels as appropriate.

3 Press the **Start** button on the Host Machine. The sets are automatically fed into the ASF135 and the production booklets appear in the Set Output Tray.

Manual Operation

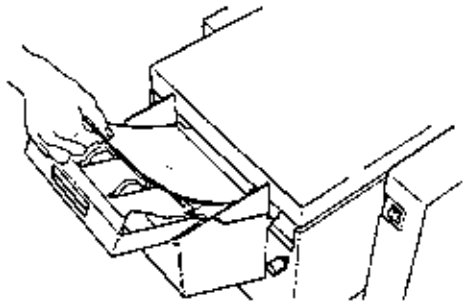


1 Verify that the Indicator Light, associated with the paper size button that you selected, is on.



If you pressed the custom size (*) button, position the Set Output Wheels as appropriate.

2 Hand feed each production set. The production set should be centered in the Left Feed-in Transport. Check the Feeding and Adjusting the Test Set section for other feed illustrations.



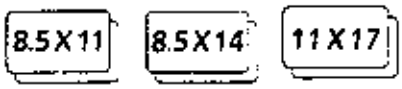
The resulting production booklets appear in the Output Tray.

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Restoring the Factory Set Paper Size Program

This section shows you how to restore the factory set program. You might want to do this after you have made fine adjustments to the **8.5 x 11, 8.5 x 14, or 11 x 17** program but no longer need those adjustments. If you wish to keep the fine adjustments for use at a later time, go to the Programming the Custom Paper Size Buttons section.

Select a Preprogrammed Button



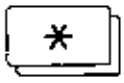
1 Press the paper size button which you wish to restore with the factory program. The ASF135 will need a minute to reset to the newly selected paper size.

Restore the Factory Set Program

2 Press and hold the same button you chose in Step 1 for approximately 5 seconds, until the indicator light goes off and then comes back on. The adjustments are now cleared from memory and the factory set program is restored.

Programming the Custom Paper Size Button

This section shows you how to program a custom paper size button. You might want to do this when you are using a paper that is not exactly **8.5 x 11, 8.5 x 14, or 11 x 17**. In preparation for programming, the ASF135 is **ON**; if you are using a Host Machine, the ASF135 is aligned with the Host Machine and is also **ON**. You have selected either automatic or manual operation, with or without staples.



1 Press the Programmable Paper Size (*) button.

2 Perform the steps in the Feeding and Adjusting the Test Set and the Coarse Adjustment section.

3 Perform the steps in the Checking the Test Set section.

4 If necessary, perform the steps in the Making the Fine Adjustments section.

5 When the booklet is satisfactory, perform the steps in the Beginning Production section.

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Removing the ASF135 from the Host Machine

After a period of automatic operation of the ASF135, you may wish to remove the ASF135 from alignment with the Host Machine and do manual operation. The steps for removing the ASF135 from the Host Machine are described below. You may leave the Host Machine **ON** as you follow the steps.

1 Disconnect the Interface Cable from the Host Machine and then from the ASF135. Store the cable where it can be easily located whenever you want to use the automatic operation in order to make booklets.



2 Switch OFF the ASF135.

3 If you intend to use the ASF135 in this location, you can leave the power cord plugged into the power source. Otherwise, remove the ASF135 power cord from the power source.

4 Move the ASF135 away from the Host Machine.

5 If you are unfamiliar with manual operation, go to the section in this chapter, Switching on the ASF135 Power.

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Storing the ASF135

In preparation for storage, the ASF135 is OFF and unplugged.

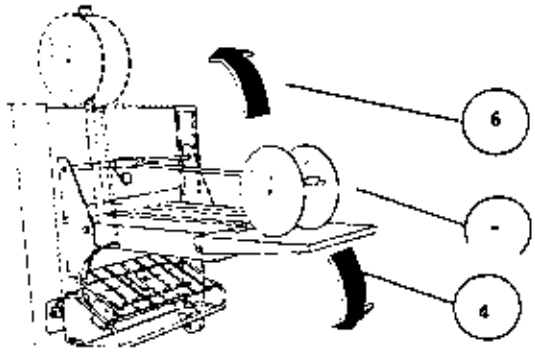
1 Open the ASF135 Top Cover .

2 Store the ASF135 Interface Box with Cables and the power cord in the interior of the ASF135.

3 Close the ASF135 Top Cover.

4 Fold the extension portion of the Set Output Tray under the Set Output Tray.

5 Move the Set Output Wheels to the outermost notch on the Wheel Position Bar.



6 Push the Set Output Tray upward from the bottom of until the Output Wheels and the Set Output Tray rest against the ASF135 in a vertical position. The ASF135 is ready for storage.

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4. Maintenance and Supplies

This chapter explains how to do routine maintenance of the ASF135 and order the supplies.

Maintaining the ASF135

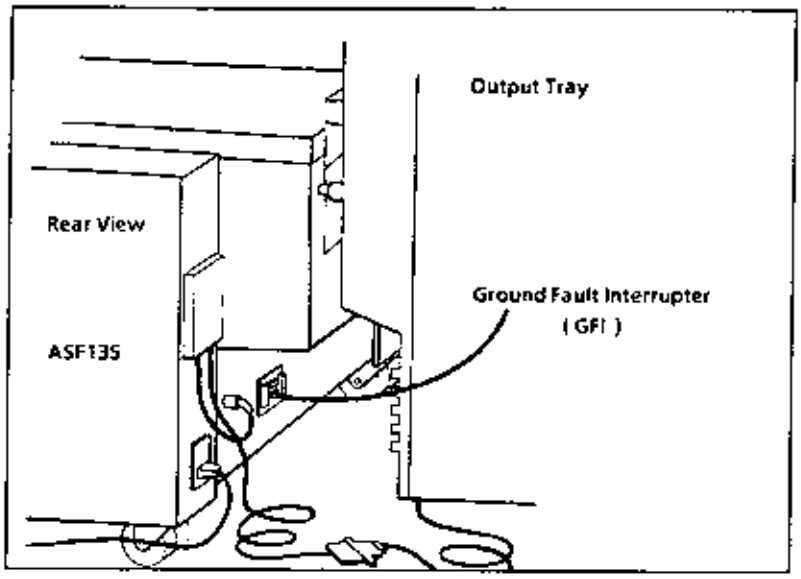
Maintenance of the ASF135 consists of the following operator tasks:

- Resetting the Ground Fault Interrupter (GFI).
- Removal / replacement of the Staple Cartridge.
- Removal / replacement of the Stapler Head.
- Lubrication of the parts associated with the Staplers.
- Cleaning the Paper Guide Balls and the Staple Heads .
- Removing the paper and the staple debris.

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Resetting the Ground Fault Interrupter (GFI)

Location of the Ground Fault Interrupter:



1 Press the Red Test Button.

2 Press the Black Reset Button. The Red flag should appear in the window on the GFI.

3 Press the Test Button. The Red flag should disappear.

4 Press the Black Reset Button again. The ASF135 should be ready to use.

WARNING: Do NOT use the ASF135 if the above test fails.

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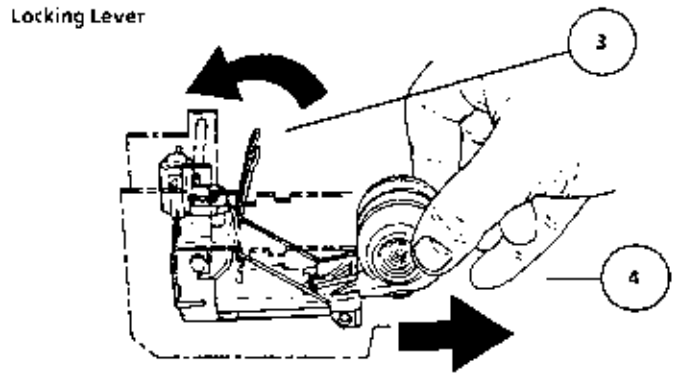
Removal/Replacement of the Staple Cartridge

You may remove and replace the Staple Cartridge while the Stapler Head Assembly is in place. The Staple Cartridges are replaced as often as necessary. There are approximately 5000 staples per cartridge.

1 Switch **OFF** the ASF135

2 Open the ASF135 Top Cover.

3 Raise the Staple Cartridge Locking Lever.

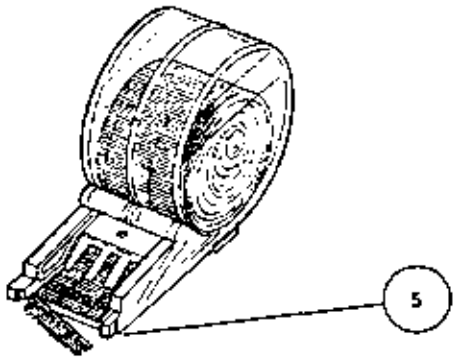


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4 Remove the Staple Cartridge from the Stapler Head by **sliding** it to the **right**.

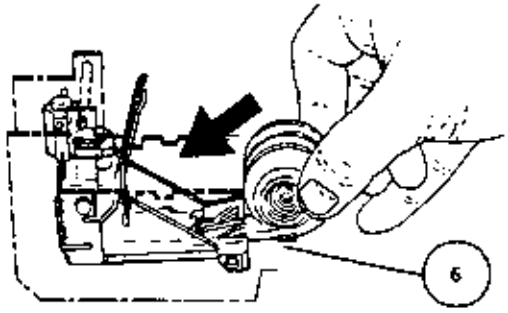
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5 If the Staple Cartridge is empty, discard it and replace it with a new one. Before replacing the cartridge, pull 1 inch (25 mm) of staples out of the cartridge and tear the staples downward against the staple tear edge. The location of the staple tear edge is marked on the side of the Staple Cartridge. If there has been a misfeed, and if it is necessary to remove the cartridge in order to clear the misfeed, pull 1 inch (25 mm) of staples out of the cartridge and tear the staples downward against the staple tear edge before reinstalling the cartridge.



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6 Insert the cartridge into the Stapler Head with the staples facing toward the head of the Stapler mechanism. The cartridge should be placed flat on the metal slide on the bottom of the stapler head and pushed firmly to the left.

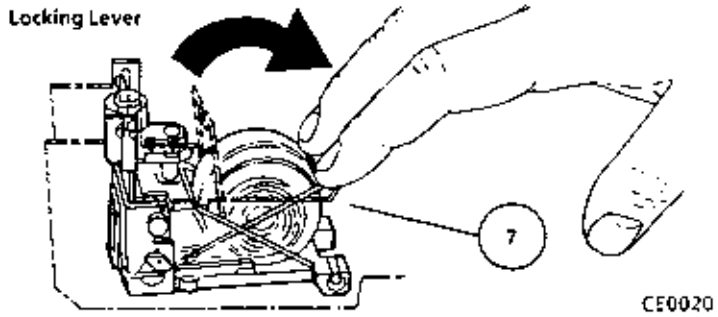


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7 Hold the Staple Cartridge firmly in place and push down the Cartridge Locking Lever.

NOTE: If the cartridge is allowed to move to the right before the Locking Lever is engaged, pull 1 inch (25 mm) of staples out of the cartridge and tear the staples downward against the staple tear edge. Then, reinstall the cartridge.



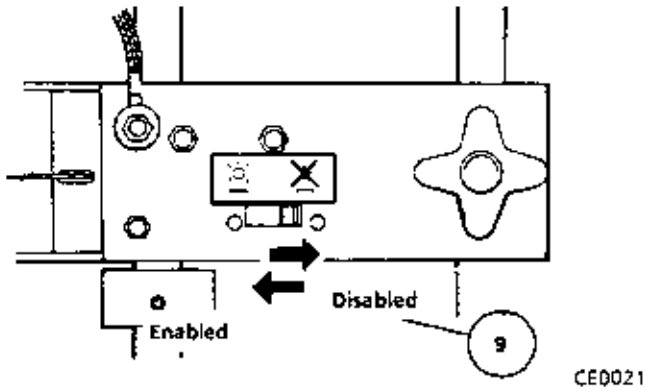
8 It is normal for the staples not to fully advance into the stapling position after you install a new cartridge. Because of this, five booklets may pass through the ASF135 before the booklets are stapled.

9 Move the Staple Missing Detection Switch to the right, **Disabled** position. This will prevent the shutdown of the ASF135 it detects the missing staples in the first few booklets that pass through the machine.

NOTE: If stapling does not resume after five booklets, remove and then reinstall the Staple Cartridge.

10 Close the ASF135 Top Cover and continue production.

11 When the stapling resumes, move the Staple Missing Detection Switch to the left, **Enabled** position.



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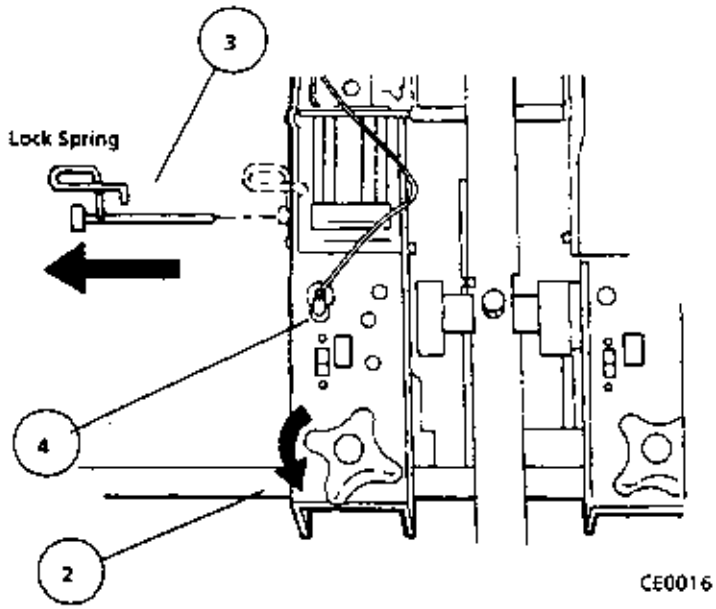
Removal/Replacement of the Stapler Head

The Staple Heads should be replaced when you observe that the staples are not clinched properly in the booklets. The Staple Heads may also need to be replaced if you continue to experience missing staple faults.

1 Select the **11 x 17** position to ensure that the Side Joggers are away from the Stapler Heads.

2 Loosen the black thumbscrew.

3 Rotate the Lock Spring to the right and withdraw the Lock Spring from the Stapler Head.



4 Disconnect the red wire.

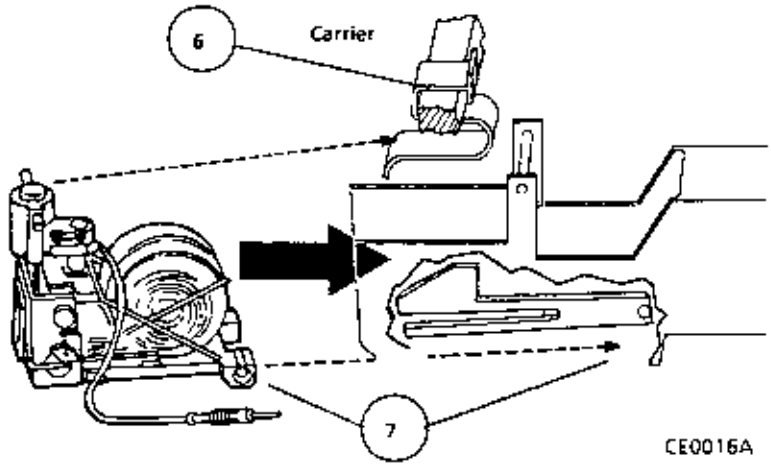
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5 Push the Stapler Head to the left, out of the Stapler Assembly.

NOTE: Whenever you remove the Stapler Head, be sure to manually eject some staples before reinstalling it into the ASF135. To do this, rest the stapler on the edge of a firm surface (for example, the top of a table or the ASF135), and actuate the stapler up/down through full travel. Do this a number of times to ensure that the staples are ejected on each down ward movement. (If you need to change the Staple Cartridge, see the previous section, Removal/Replacement of the Staple Cartridge.)

6 Before reinstalling the Stapler Head, center the carrier over the Stapler Head housing.

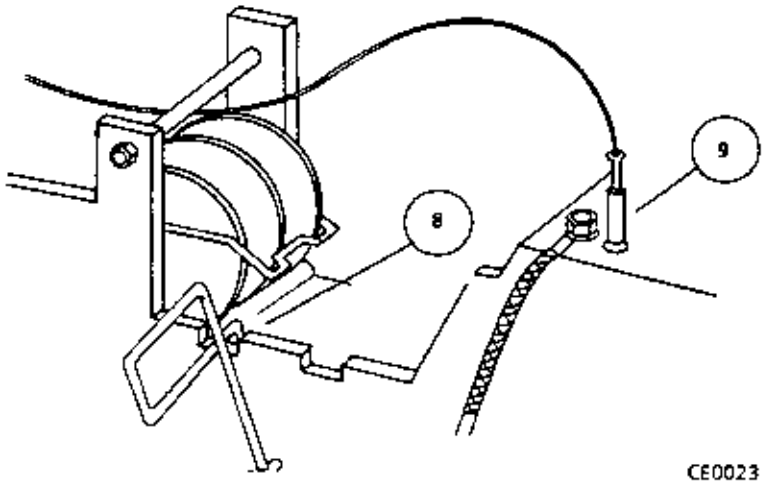
7 Reinstall the Stapler Head into the ASF135. The Stapler Head tabs must be positioned below the nylon tension spring and the Drive Post Arm must be placed into the Carrier.



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8 Insert the Lock Spring so that it engages the Stapler Head and the metal sides of the Stapler Assembly. Rotate the Lock Spring to the left until is secure in the detent slot.

HINT: The hooked end of the thumb loop of the Lock Spring snaps into the side of the Stapler Head Assembly at the detent and must move over the high point of the detent before it is properly locked into position.



9 Insert the red wire into its outlet.

10 Slide the Staple Head housing as far as possible toward the center of the the machine until the Staple Head housing is firmly against the fixed stops.

11 Tighten the black thumbscrew by turning it clockwise.

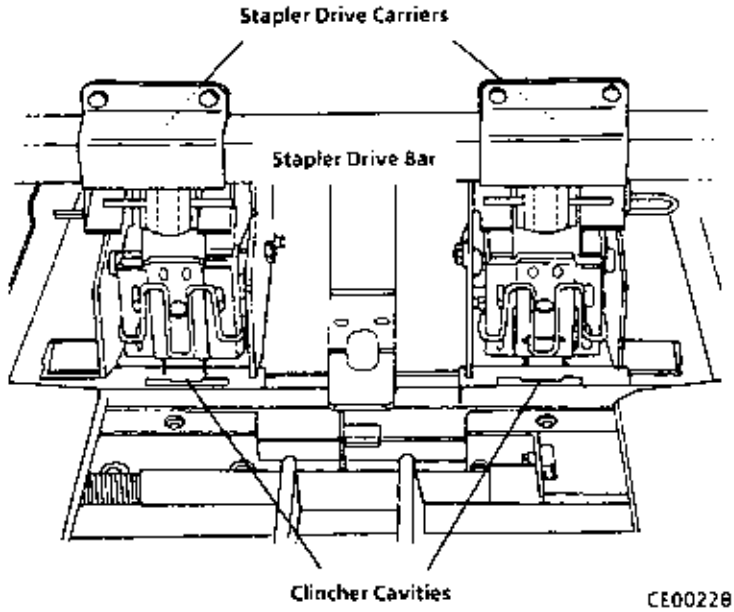
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Lubrication

The ASF135 parts that need lubrication are shown in the illustrations below. A lubrication schedule and lubrication instruction table follows the illustrations.

NOTE: Send at least 10 two - page sets through the ASF135 after any lubrication procedure. Excess lubricant may stain the first 10 sets through the ASF135 following any lubrication procedure.

1 Remove the Stapler Heads go to the section Removal / Replacement of the Staple Head.



2 Slide the Stapler Drive Carrier away to expose the area of the Stapler Drive Bar.

CAUTION *Use only the lubricant supplied by Xerox. Other lubricants may damage the plastic components of the unit.*

3 Put a light coat of lubricant on the Stapler Drive Bar which the Stapler Drive Carriers normally cover.

NOTE: Clean the Clinchers before lubrication is added to the Clinchers.

4 Put a small amount of lubricant to the Clinchers and in each of the Clincher cavities.

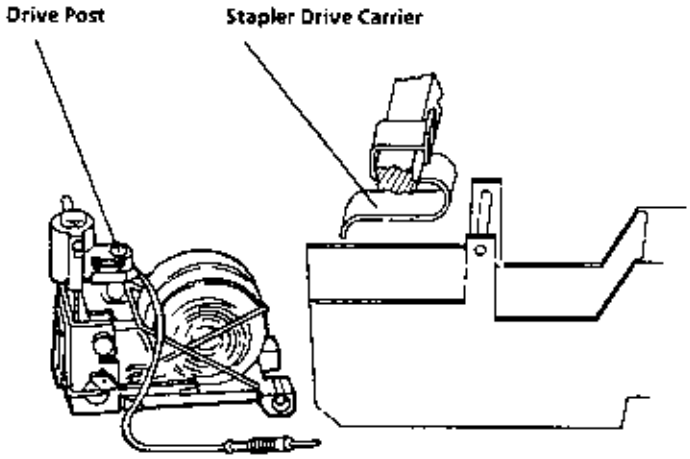
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5 Put a light coat of lubricant on the Stapler Drive Carrier surface

6 Put a light coat of lubricant on the Drive Post.

7 Slide the Stapler Drive Carrier back in place.

8 Replace the Stapler Heads.



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Lubrication Schedule

Part	Schedule	Lubrication Instructions
Clinchers	20K Sets	A small amount into the Clincher cavity.
Drive Posts	20K Sets	A light coating on the side surface of the Drive Posts.
Stapler Drive Bar	20K Sets	A light coating on the Drive Bar surface, between the Stapler Drive Bar and the Carrier slide. Move the Stapler Drive Carrier aside in order to access the surface.
Stapler Drive Carrier	20K Sets	A light coating upon the inner surface of the Carrier loop.

Removing the Paper and the Staple Debris

The normal use of the ASF135 may cause paper dust or staples to build up in the interior of the ASF135. The schedule and steps for maintenance are given below.

Schedule: On a regular basis.

1. Switch the ASF135 **OFF**.
2. Open the ASF135 Top Cover.
3. Clean the interior with a vacuum cleaner.
4. Close the ASF135 cover.
5. Switch the ASF135 **ON** and continue production.

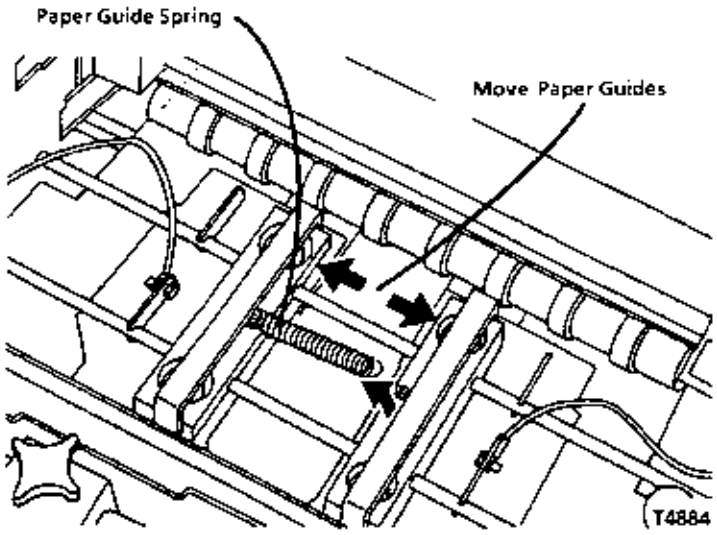
MyBinding.com When Image Matters.

Cleaning the Paper Guide Balls

The Paper Guide Balls should be cleaned if jams continue to occur in the fold area of the ASF135.

1 Press and hold the Fold Adjustment button to move the Paper Stop to the right.

2 Disconnect the Paper Guide Spring by pulling it off the screw.

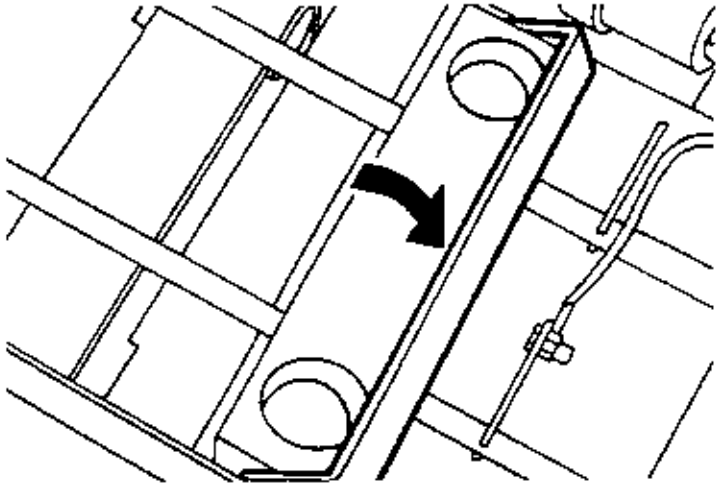


3 Switch **OFF** the ASF135.

4 Push the Paper Stop down and move each part of the Paper Guide to the outside of the ASF135.

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5 Rotate the Paper Guide Ball Holder away in order to expose the Paper Guide Balls.



6 Push out the Paper Guide Balls, one at a time, from underneath the Guide Holder.

7 Clean the Paper Guide Balls with Xerox Film Remover.

8 Reinstall the Paper Guide Balls.

9 Rotate the Paper Guide Ball Holder to cover the Paper Guide Balls.

10 Hold down the Paper Stop and move each part of the Paper Guide back into place.

11 Reconnect the Paper Guide Spring.

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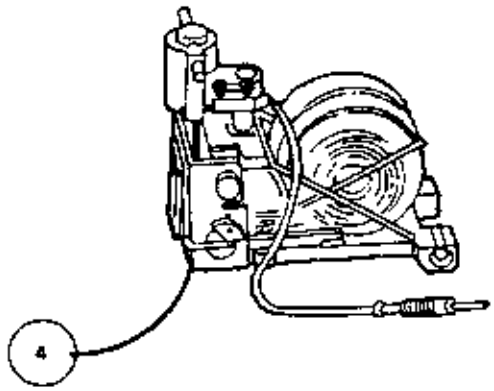
Cleaning the Staple Heads

One or both Staple Heads may need to be cleaned if you are experiencing Staple faults.

1 Switch **OFF** the ASF135.

2 Open the Top Cover.

3 Remove the Staple Head per the section, Removal/Replacement of the Stapler Head.



4 Clean the Staple Head of debris in the area that the Staple Wire exits the Staple Head. If the debris cannot be cleaned from the Staple Head, replace the Staple Head.

5 Replace the Staple Head per the section, Removal/Replacement of the Stapler Head.

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Storing the Paper

The paper should be stored in the following manner.

1. The paper should not be exposed for an extended period to extreme environmental conditions such as high humidity or temperature.
2. Keep the paper in the original wrapper and stacked flat on shelves or pallets.

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Parts and Supplies List

You may want to keep the following supplies on hand:

8R3838	**USCO** Staple Cartridges
8R3839	**RX** and **XCL** Staple Cartridges
72K170	Stapler Head
70P96	Lubricant

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5. Problem Solving

This chapter provides explanations of the four status indicators on the Control Panel and instructions for troubleshooting the various problems which may occur during the operation of the ASF135.

Status Indicators

The Status Indicators come on in response to the conditions listed in the table below. All are conditions that do not usually require a service call. After the condition is corrected you can continue production.

Indicator	Description	Action
	Staple misfeed. One or both staples have not been inserted into the set.	Go to problem 5 in the Troubleshooting Table that follows.
	The ASF135 Output Tray is full.	Remove the booklets from the ASF135 Output Tray.
	A set has jammed somewhere in the ASF135 paper path.	Use the Problem Locator illustration and the Troubleshooting Table that follows in order to correct the problem.
	The Side Joggers are touching the sides of the Staplers.	Go to the Coarse Adjustments section in chapter 3 and adjust the Side Joggers farther away from each other. Check that the Staplers are against the Stapler Stops at the center of the machine and that the black thumbscrews are tightened.

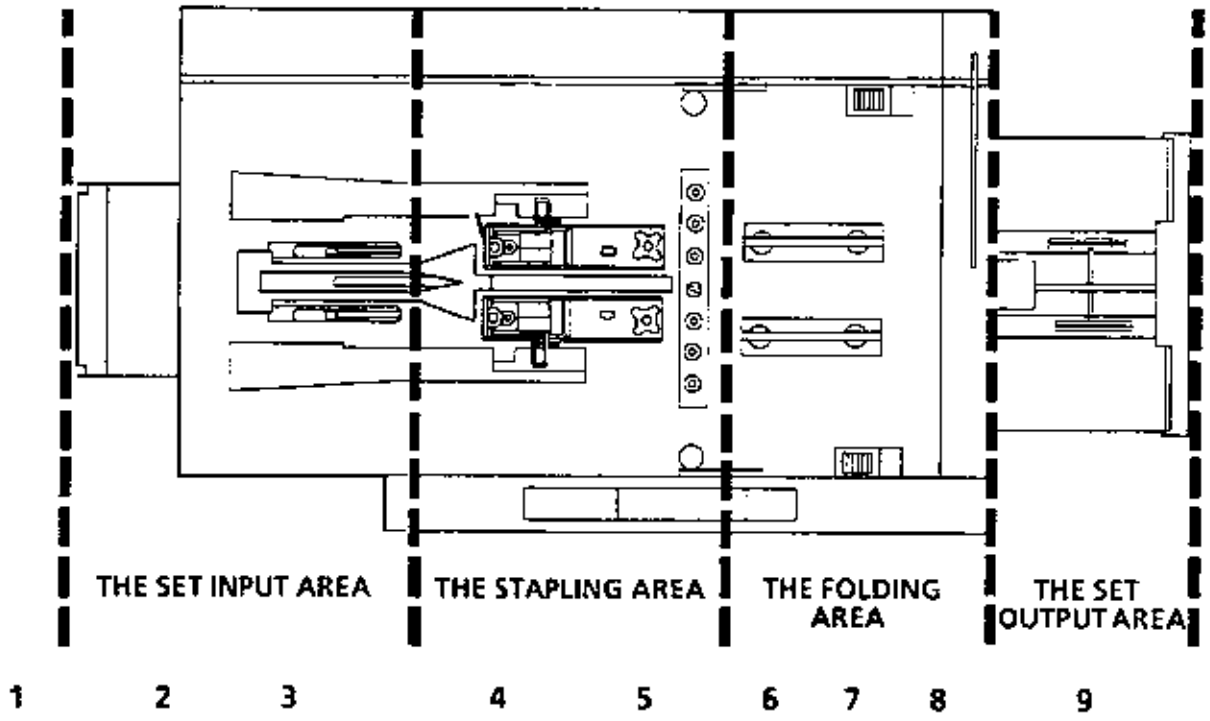
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Troubleshooting

This section tells you how to correct the jams that may occur during the operation of the ASF135. You can correct the following jams without calling for service by doing the solutions suggested in the Troubleshooting Table. After correcting the jam, you can continue production.

The Jam Locator Illustration

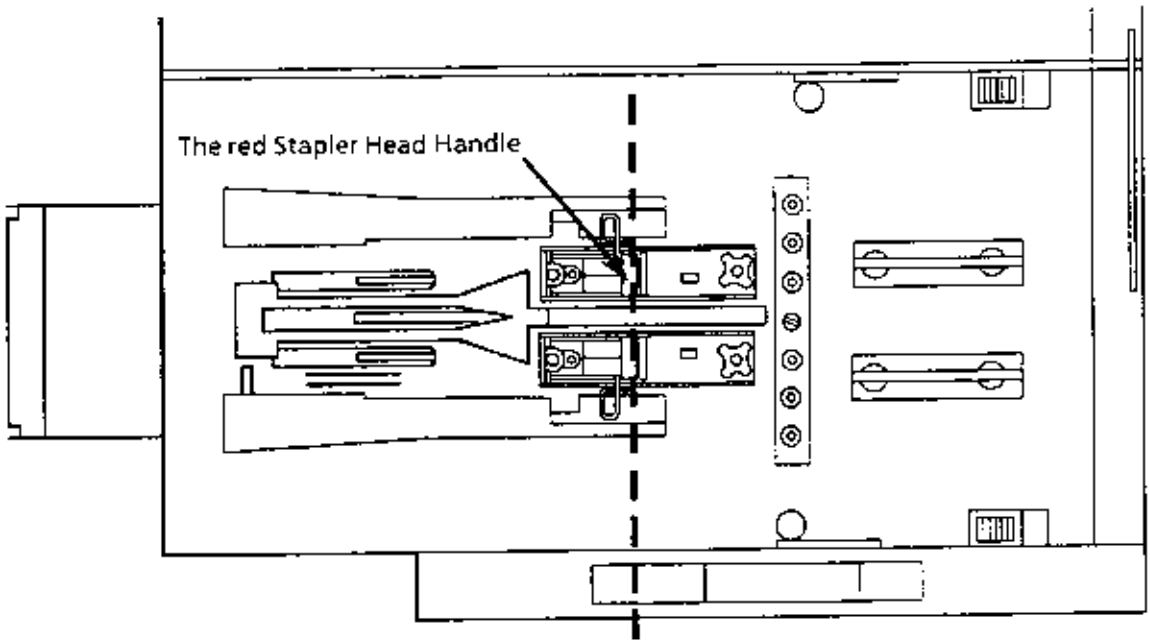
The jams in the ASF135 may occur within any of the areas designated by the dotted lines, or, within the Host Machine Finisher. Once you observe the area in which the jam occurs, you can then determine the problem number, shown below the illustration, which will direct you to the associated numbered problem in the Troubleshooting Table.



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The Jam Clearance Procedure

The following illustration describes the Jam Clearance Procedure. The red Stapler Head Handle is marked by the dotted line. This line indicates the direction in which the jammed booklet is to be removed.



Trail Edge of the booklet

Booklet removal

If any part of the jammed booklet is under the red Staple Head Handle, then remove the booklet by pulling it to the left.

Trail Edge of the booklet

Push booklet into the Fold area

If the jammed booklet is on this side of the red Staple Head Handle, then push the booklet down into the folding area and close the Top Cover. The ASF135 will purge the booklet.

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The Troubleshooting Table

For problems with the Host Machine beyond the scope of the Troubleshooting Table, go to the *Xerox Host Machine Operator Manual*. For problems with the ASF135 beyond the scope of the Troubleshooting Table, call the Xerox Service Department.

Problem Area and Associated Indicators	Problem Causes	Problem Solutions
1 Host Machine screen displays the Finisher jam message: "Not Ready - external device faulted." 12-401. The ASF135 Jam Indicator light may also be on. The Output Tray Full Jam Indicator light may also be on.	No power. The GFI is tripped. A false Finisher jam is created in the Host Machine when a problem occurs in the ASF135 This prevents further sets from being delivered to the Host Machine Output Tray. The Host Machine Finisher jam should be cleared after the ASF135 jam has been cleared. A paper set jam in the ASF135. A Staple Cartridge is empty. The Set Output Tray is full. The paper or the set thickness is not within specification.	For the ASF135: Check the On/Off Switch and ensure the switch is in the ON position. Check the GFI as described in the "Maintenance and Supplies" chapter The Problem Locator Illustration will help you select which numbered problem to read in the Troubleshooting Table. Clear the jam as directed in the *Jam* Clearance Procedure. Opening, then closing the Top Cover of the ASF135 will reset any of the ASF135 Jam Indicators. For the Host Machine: Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Output Tray following the jam clearance procedure.
2 Automatic or Manual feed: ASF135 paper set jam within the Left Feed-in area. ASF135 Jam Indicator light is on.	Manual feed: The edges of the papers in the set were not even with each other. The set was not centered in the Left Feed-in Assembly when it was fed into the ASF135. The Side Joggers were not adjusted properly. The paper or the set thickness is not within specification.	Manual feed: Open the Left Feed-in Cover, remove the set, align the edges of the set and feed it again. The set should be centered in the Left Feed-in Assembly as it is fed into the ASF135. Continue production. Readjust the Side Joggers (see the Making the Fine Adjustments section in Chapter 3).
Automatic feed: The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	Automatic feed: The ASF135 was not properly aligned with the Host Machine Finisher. The Side Joggers were not adjusted properly. The paper or the set thickness is not within specification.	Automatic feed: Align the ASF135 with the Host Machine. Clear the Host Machine jam message as directed by the Host Machine screen. Before resuming production, be sure to discard any paper ejected into the Host Machine Output Tray following the jam clearance procedure. Readjust the Side Joggers (see the Making the Fine Adjustments section in Chapter 3).

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Problem Area and Associated Indicators	Problem Causes	Problem Solutions
3 ASF135 paper set jam between the Side Joggers. The ASF135 Jam Indicator light is on.	**Manual feed:** The edges of the papers in the set were not even with each other. The set was not centered in the Left Feed-in Assembly. The Side Joggers were not adjusted properly The paper or the set thickness is not within specification.	**Automatic or Manual feed:** Switch the ASF135 **OFF**. With the ASF135 Top Cover closed, switch the ASF135 **ON**. The noise of the motor will stop when the Side Joggers reach their widest setting. Open the Top Cover. Remove the jammed papers as directed in the Jam Clearance Procedure. You may also need to readjust the Side Joggers (see the Making the Fine Adjustments section in Chapter 3) before you can continue production.
Automatic feed: The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic feed:** The ASF135 was not properly aligned with the Host Machine Finisher. The paper or the set thickness is not within specification.	**Automatic feed:** Align the ASF135 with the Host Machine. Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.
4 ASF135 paper jam in the stapling area. The ASF135 Jam Indicator light is on.	**Manual feed:** The edges of the papers in the set were not even with each other. The set was not centered in the Left Feed-in Assembly. The Side Joggers were not adjusted properly. Staples are jammed in the Stapler Head or Clincher, blocking the movement of the set. The paper or the set thickness is not within specification.	**Automatic or Manual feed:** Switch the ASF135 **OFF**. With the ASF135 Top Cover closed, switch the ASF135 **ON**. The noise of the motor will stop when the Side Joggers reach their widest setting. Open the ASF135 Top Cover. Remove the jammed papers as directed in the Jam Clearance Procedure. Readjust the Side Joggers (see the Making the Fine Adjustments section in Chapter 3). Clear any jammed staples or the staple debris.
Automatic feed: The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic feed:** The edges of the papers in the set were not even with each other. The Side Joggers were not adjusted properly. Staples are jammed in the Stapler Head or Clincher, blocking the movement of the set. The paper or the set thickness is not within specification.	**Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the jam clearance procedure.

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Problem Area and Associated Indicators	Problem Causes	Problem Solutions
5 ASF135 paper jam in the stapling area. ASF135 Staple Missing Jam Indicator light is on. **Automatic feed:** The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic or Manual feed:** The Staple Cartridge may be empty or not functioning. The staples are jammed in the Stapler Head or Clincher, blocking the movement of the set. The Stapler Head may be defective. The red sensor wire on the Stapler Head is not connected properly. The paper or the set thickness is not within specification.	**Automatic or Manual feed:** Check the last 10 sets to see if the staples are missing. If they are, open the ASF135 Top Cover. Remove the empty Staple Cartridge and replace it with a new Staple Cartridge as described in the "Maintenance and Supplies" chapter. If the cartridge is not empty, carefully remove the cartridge, tear off the staples at the tear line, and reinstall the cartridge. Close the Top Cover. Continue production. Check the red wire and make sure it is connected properly. Clear any jammed staples or the staple debris. **Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.
6 ASF135 paper jam in the folding area. The ASF135 Jam Indicator light is on. **Automatic feed:** The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic or Manual feed:** The paper or the set thickness is not within specification. The Paper Guide Balls in the Paper Guides are not turning freely. The Paper Guides are not in the operating position.	**Automatic or Manual feed:** Open the ASF135 Top Cover. Lift the black bars (Grate) under the ASF135 Output Tray. Lower the Fold Stop. Manually move the booklet to the right, along the paper path, until it exits past the Fold Stop. Raise the Fold Stop to its original position. Lower the black bars (Grate) to their original position. Close the Top Cover. Remove and clean the Paper Guide Balls and the Paper Guide. Position the Paper Guides as close to the center of the machine as possible. **Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.

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Problem Area and Associated Indicators	Problem Causes	Problem Solutions
7 ASF135 booklet jam in the rubber Fold Rollers. The ASF135 Jam Indicator light is on. **Automatic feed:** The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic or Manual feed:** The paper or the set thickness is not within specification. The Fold Roller Tension Adjust Lever may not be in the correct position. The set may not have been properly stapled. An incorrectly formed or placed staple may jam within the Fold Rollers.	**Automatic or Manual feed:** Open the ASF135 cover. One at a time, pull each Fold Roller Tension Adjust Lever out of its set position and move it to position number 6 in order to decrease the tension between the Fold Rollers. Remove the booklet from between the Fold Rollers. Reposition the Fold Roller Tension Adjust Levers to position number 2. Close the Top Cover. Continue production Check that the sets are properly stapled before entering the fold area **Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.
8 ASF135 booklet jam in the metal Fold Rollers. The ASF135 Jam Indicator light is on. **Automatic feed:** The Host Machine Finisher jam message is displayed on the Host Machine User Interface.	**Automatic or Manual feed:** The paper or the set thickness is not within specification. The set may not have been properly stapled. An incorrectly formed or placed staple may jam within the Fold Rollers.	**Automatic or Manual feed:** **CAUTION** *Do not insert any objects between the metal Fold Rollers in order to pry the rollers apart or to force the jammed booklet from between the rollers. The Fold Rollers may be damaged.* Open the ASF135 Top Cover. Carefully try to remove the booklet from between the metal Fold Rollers. If the booklet cannot be removed by hand, a service call is required. **Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.

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Problem Area and Associated Indicators	Problem Causes	Problem Solutions
9 ASF135 booklet jam in Set Output Tray. The ASF135 Output Tray Full Indicator light is on.	**Automatic or Manual feed:** The Output Tray is full. The Set Output Wheels may be in the wrong position for the paper size selected. The Set Output Wheels may be in the wrong position for the production of thick sets selected.	**Automatic or Manual feed:** Empty the Output Tray or lower the Output Tray in order to direct the sets into a collection container. Position the Output Wheels in the innermost notch for **8.5 x 11** (and similar sizes), in the middle notch for **8.5 x 14** (and similar sizes), or the outermost notch for **11 x 17** (and similar sizes). When producing thethick sets, it may be necessary to position the Output Wheels in the outermost notch or in the storage position. **CAUTION** *Avoid bumping the machine while the Set Output Wheels are in the upright position. The wheels may fall and damage the wheels or the Output Tray Assembly.*
Automatic feed: The Host Machine Finisher jam message is displayed on the Host Machine User Interface.		**Automatic feed:** Clear the Host Machine jam message as directed by the Host Machine screen display. Before resuming production, be sure to discard any paper ejected into the Host Machine Finisher Tray following the Jam Clearance Procedure.

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Notes:

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