

# SquareFold<sup>®</sup> Trimmer Module

## User Guide



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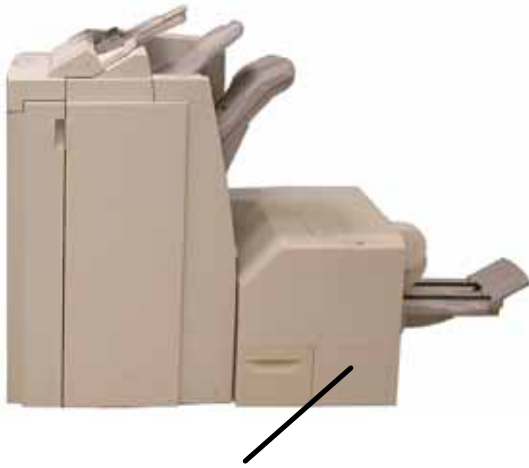


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## Overview

### Introduction

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SquareFold Trimmer Module

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with another optional finishing device that contains a booklet maker.

The SquareFold Trimmer Module:

- Receives the booklet from the booklet maker area of the finisher,
- Flattens the booklet spine, thereby reducing the booklet's thickness and giving it the appearance of a perfect-bound book, and
- Trims/cuts away the face (edge) of the booklet, resulting in a neat finished edge.

**Tip:** Always refer to the Hints and Tips section of this manual before using the SquareFold Trimmer Module. The Hints and Tips section provides valuable information about setting up your jobs, which in turn ensures the best possible output for your print/copy jobs.

**Note 1:** The booklet is assembled and stapled in the booklet area of the finisher; therefore, the booklet enters the SquareFold Trimmer Module already assembled. **Any adjustments to the image of the original and its placement on the booklet page must be done either from the machine's UI or from your print driver.**

**Note 2:** You may want to run one or more test prints/copies before running larger jobs.

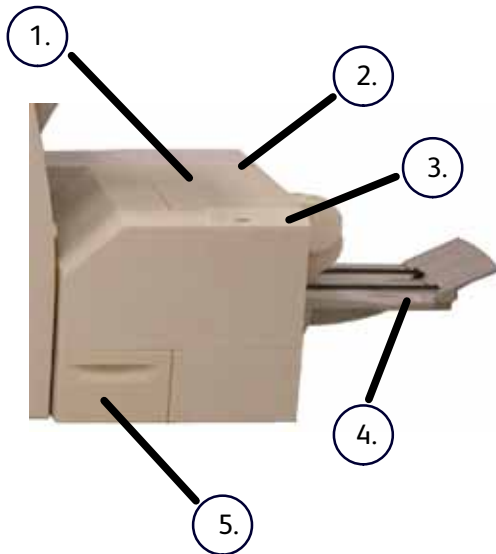
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## Identifying the components

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### Main components

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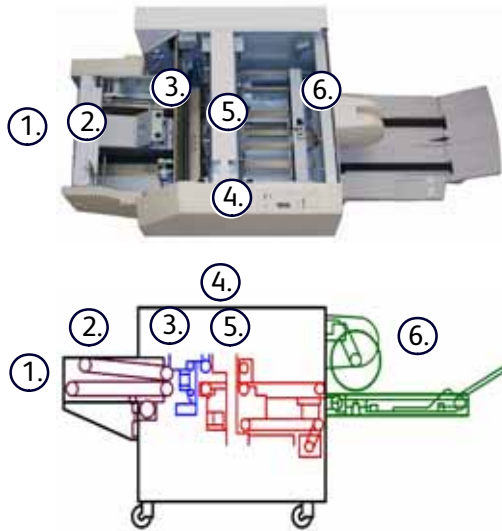
The main components consist of the following:

1. **Top Left Cover:** Open this cover to remove paper jams. The square fold mechanism is found in this area.
2. **Top Right Cover:** Open this cover to remove paper jams. The trimming mechanism is found in this area.

**Important!** The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit (refer to page 4) and a jam/fault occurs within the SquareFold Trimmer Module.

3. **Control Panel:** The Control Panel consists of a mimic display, buttons, and various indicator lights. The control panel is discussed in more detail on page 4.
4. **Booklet Output Tray:** This tray receives square-fold booklet output from the finisher.
5. **Trimmer Waste Container:** Collects scrap/waste from the trimmer. Pull open to remove and dispose of trimmer waste scraps.

## Paper path

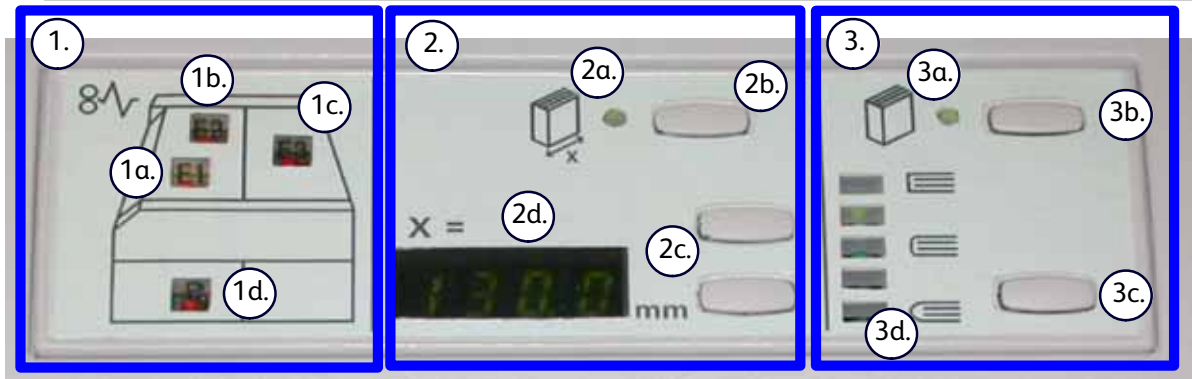


1. The booklet leaves the booklet area of the finisher and enters SquareFold Trimmer Module.
2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to square fold area.
3. Once the booklet spine reaches the square fold area, the booklet is clamped and the square-folding operation begins.
4. The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
 

For detailed information on each of Square Fold settings, refer to [page 6](#).
5. After the booklet is flattened and the spine squared, it is moved to the trimmer area.
  - a. Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter.
  - b. The trail edge is trimmed/cut (based on the finished booklet size entered for the Trimmer Mode Setting).
6. The booklet then moves to the exit area where it is transported to the Booklet Output Tray.

**Tip:** Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scrap from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scrap, simply remove and discard them.

## Control panel



The Control Panel consists of the following:

1. **Fault indicators:** These indicators light when a fault or jam occurs in either a particular area of the SquareFold Trimmer Module or in the finisher:
    - 1a. This indicator lights when a jam occurs as the booklet is leaving the exit area of the finisher.
    - 1b. This indicator lights when a jam occurs in the square fold area.
    - 1c. This indicator lights when a jam occurs in the trimmer area.

**Tip:** If one of these indicators (1a, 1b, 1c) is lit, the top covers can be opened, and the jam/fault cleared; otherwise, during normal operation or when the machine is idle, the top covers cannot be opened. For information on jam/fault clearance, refer to [page 12](#).

  - 1d. This indicator lights when the Trimmer Waste Container is pulled out or when it is full.
2. **Trimmer functions:** This area of the control panel contains the following:
    - 2a. Trimmer power indicator: This lights when the Trimmer Mode is on.
    - 2b. Trimmer on/off button: Press this button to switch on/off the Trimmer Mode.



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2c. Up/down buttons: Press the up or down button to adjust the Trimmer Mode setting; refer to [2d](#).

2d. Trimmer Mode Setting: This displays the trimmer setting in millimeters. The trimmer setting is based on the final output booklet size and is adjustable. This is discussed in more detail on [page 8](#).

3. **Square Fold functions:** This area of the control panel contains the following:

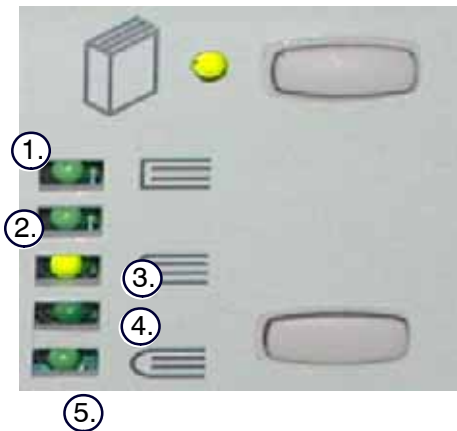
3a. Square Fold power indicator: This lights when the Square Fold Mode is on.

3b. Square Fold on/off button: Press this button to switch on or off the Square Fold Mode.

3c. Settings button: Press this button to adjust the Square Fold setting; refer to [3d](#).

3d. Square Fold Setting: Select the desired setting; these settings are discussed in more detail on [page 6](#).

## Square Fold Settings



**Note:** You may want to run one or more test prints/copies before running larger jobs.

The Square Fold Settings are found on the SquareFold Trimmer Module control panel. The settings can be switched on or off based on user preference. When the settings are switched on, you can select one of five options depending on your requirements for the finished booklet job:

1. **+2:** Use this setting when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied to the booklet, the more square the booklet spine will be. **+2** is the **greatest** amount of pressure that can be applied to the booklet.  
  
Additionally, you may want to select this setting when your finished booklet is five pages or less and on heavier weight paper (200 g/m<sup>2</sup> or greater).
2. **+1:** Use this setting when you want a greater amount of pressure applied to the spine of the booklet, but not as much pressure as the +2 setting uses.
3. **Auto:** This is the machine default setting and is used for most jobs.
4. **-1:** Use this setting when you want less pressure applied to the spine of the booklet. The less pressure applied to the booklet, the more rounded the booklet spine will be.
5. **-2:** Select this setting when your finished booklet is five pages or less and on lighter weight paper (100 g/m<sup>2</sup> or lower). -2 is the **least** amount of pressure that can be applied to the booklet.

Choose the setting that best fits your needs for the booklet output.



The following illustration shows two different booklets: one booklet which was square-folded and one booklet that was not square-folded.

This booklet was not square-folded. It has a more rounded, thicker appearance to the spine of the booklet.

This booklet was square-folded. The booklet spine is flattened and squared, giving it the appearance of a perfect-bound book.

## Trimmer Mode Settings

**Tip:** Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scrap from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scrap, simply remove and discard them.



The Trimmer Mode Settings are found on the SquareFold Trimmer Module control panel. The settings can be switched on or off based on user preference. When the settings are **switched on**, you can enter a desired setting by pressing the up/down buttons.

### 1. Trimmer setting up/down buttons

Adjustments can be made in 0.1 mm increments by pressing the up/down buttons on the Control Panel.

### 2. Trimmer setting

The trimmer setting is based on:

- The number of sheets in the finished booklet,
- The finished booklet **width** size (such as 8.5 in./210 mm or 5.5 in/149 mm),
- The media type (coated/uncoated, glossy, etc.), and
- The media weight

*Note: Trim settings are always entered using millimeters (mm).*

**Important!** You may have to experiment with various settings in order to determine the best settings for your particular job. Also, you may want to run one or more test prints/copies before running larger jobs in order to ensure the best possible booklet output.

*Note: Trim settings **cannot** be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm (0.078 in.) may produce poor trim quality, and adjustments greater 20 mm (0.078 in.) will result in **no** trimming to the booklet edge.*

**Tip:** The following table shows various scenarios using different paper weights, media types, and trim setting selections. Use this table as a **guideline** when selecting a trim setting for your specific job. **The settings shown in the following table are provided as examples** and are not meant to represent every possible job scenario; again, use this table as a guideline only.

| Scenario number | Paper Size                     | Finished booklet size          | Paper weight (lbs./g/m <sup>2</sup> ) | Approximate Trim setting (mm) | Number of pages in finished booklet |
|-----------------|--------------------------------|--------------------------------|---------------------------------------|-------------------------------|-------------------------------------|
| 1               | 8.5 x 11 in./A4 (210 x 297 mm) | 5.5 x 8.5 in./149 x 210 mm     | 20 lbs./75g/m <sup>2</sup>            | 130                           | 20                                  |
| 2               | 8.5 x 11 in./A4 (210 x 297 mm) | 5.5 x 8.5 in./149 x 210 mm     | 24 lbs./90 g/m <sup>2</sup>           | 125                           | 14                                  |
| 3               | 8.5 x 11 in./A4 (210 x 297 mm) | 5.5 x 8.5 in./149 x 210 mm     | 32 lbs./120 g/m <sup>2</sup>          | 135                           | 10                                  |
| 4               | 8.5 x 11 in./A4 (210 x 297 mm) | 5.5 x 8.5 in./149 x 210 mm     | 20 lbs./75g/m <sup>2</sup>            | 125                           | 10                                  |
| 5               | 8.5 x 11 in./A4 (210 x 297 mm) | 5.5 x 8.5 in./149 x 210 mm     | 80 lbs./120 g/m <sup>2</sup>          | 135                           | 12                                  |
| 6               | 8.5 x 14 in./B4 (250 x 353 mm) | 8.5 x 7 in./250 x 176.5 mm     | 20 lbs./75g/m <sup>2</sup>            | 172                           | 6                                   |
| 7               | 8.5 x 14 in./B4 (250 x 353 mm) | 8.5 x 7 in./250 x 176.5 mm     | 24 lbs./90 g/m <sup>2</sup>           | 170                           | 6                                   |
| 8               | 11 x 17 in./A3 (297 x 420 mm)  | 8.5 x 11 in./A4 (210 x 297 mm) | 24 lbs./90 g/m <sup>2</sup>           | 200                           | 14                                  |
| 9               | 11 x 17 in./A3 (297 x 420 mm)  | 8.5 x 11 in./A4 (210 x 297 mm) | 80 lbs./216 g/m <sup>2</sup>          | 205                           | 5                                   |
| 10              | 11 x 17 in./A3 (297 x 420 mm)  | 8.5 x 11 in./A4 (210 x 297 mm) | 20 lbs./80 g/m <sup>2</sup>           | 210                           | 22                                  |
| 11              | 11 x 17 in./A3 (297 x 420 mm)  | 8.5 x 11 in./A4 (210 x 297 mm) | 24 lbs./90 g/m <sup>2</sup>           | 210                           | 8                                   |
| 12              | 11 x 17 in./A3 (297 x 420 mm)  | 8.5 x 11 in./A4 (210 x 297 mm) | 80 lbs./120 g/m <sup>2</sup>          | 205                           | 10                                  |
| 13              | 12 x 18 in./305 x 458 mm       | 6 x 9 in./152 x 229 mm         | 80 lbs./120 g/m <sup>2</sup>          | 220                           | 6                                   |
| 14              | 12 x 18 in./305 x 458 mm       | 6 x 9 in./152 x 229 mm         | 80 lbs./216 g/m <sup>2</sup>          | 215                           | 5                                   |
| 15              | 12 x 18 in./305 x 458 mm       | 6 x 9 in./152 x 229 mm         | 80 lbs./210 g/m <sup>2</sup>          | 210                           | 4                                   |
| 16              | 12 x 18 in./305 x 458 mm       | 6 x 9 in./152 x 229 mm         | 28 lbs./ 105 g/m <sup>2</sup>         | 220                           | 16                                  |
| 17              | 12 x 18 in./305 x 458 mm       | 6 x 9 in./152 x 229 mm         | 80 lbs./120 g/m <sup>2</sup>          | 210                           | 14                                  |

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## Hints and tips

### Printing full-page images on booklets

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When using full-page images, ensure that the finished booklet size accommodates any full-page images, and that when the booklet is trimmed, these images are not truncated. Refer to the illustration.

1. This booklet has preprinted front and back covers with a full-page image. It was printed on 8.5 x 14 in./B4 paper. The front cover, which was trimmed, displays the entire image.
2. This same booklet was printed on 8.5 x 11 in./A4 paper. The image on the front cover is truncated after trimming it.

**Before you print/copy any booklet job, you should consider your whole job, including the following:**

- What is the desired size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?
- Do you need to shift any full-page images in order to ensure they fit on the finished booklet?

These are important questions which can affect the output of your booklet jobs, especially if you are using full-page images and trimming the booklet edges.

## Follow these tips

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Follow these tips to ensure you get your desired output

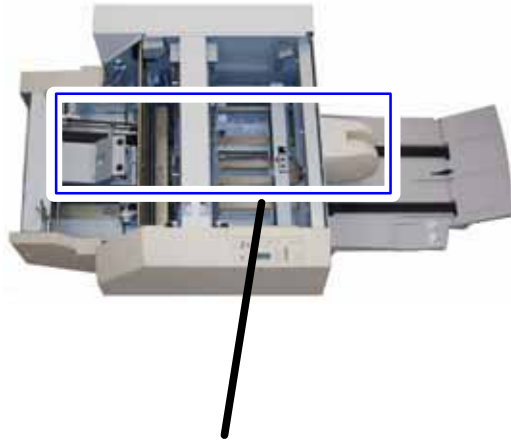
- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images/text need shifting:
  - Use the various selections from your application's print driver; refer to your print driver's Help information, and/or
  - Use the various selections from the machine's UI for the booklet creation and image shift features; refer to your machine's user guide for more information
- Remember: it may take one or more test prints/copies before you achieve your desired output.

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## Problem solving

### Jam clearance

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Clear any paper jams that may occur along the paper path

**Important!** The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit (refer to page 4) and a jam/fault occurs within the SquareFold Trimmer Module.

If a jam occurs, the machine stops printing a fault code appears on the SquareFold Trimmer Module Control Panel, and a message may be displayed on the User Interface (UI).

**Note:** If a message is displayed on the machine's UI, it will always indicate a jam/fault within the finisher.

**Tip:** To determine if the jam/fault is within the finisher or with the SquareFold Trimmer Module, always begin your troubleshooting with the SquareFold Trimmer Module.

Use the following procedure to clear the jam or fault and resume printing:

1. The Control Panel on the SquareFold Trimmer Module is displaying a fault code and/or a fault indicator is lit:
  - Yes: Continue to the next step of this procedure
  - No: Refer to the machine's UI and clear any possible finisher jam/fault.
2. Open the Top Left Cover and the Top Right Cover.



3. Look for any jammed booklets within the SquareFold Trimmer Module paper path and remove them.
4. Check for loose trim scraps along the paper path and remove them.
5. Close the Top Left and Right Covers.
6. Empty the Trimmer Waste Container.
7. Ensure that the Trimmer Waste Container is completely pushed in/closed.
8. Ensure that all covers on the SquareFold Trimmer Module are closed.
9. If the SquareFold Trimmer Module Control Panel and/or the machine's UI indicate there is a still a jam, recheck the SquareFold Trimmer Module (steps 1-8).
10. If necessary, open the finisher to look for jams/faults along the finisher path.
11. Follow the instructions displayed on the machine's UI to resume printing/copying.

## Fault Codes

If a jam/fault occurs in the SquareFold Trimmer Module, a fault code is displayed on the Control Panel. The machine's UI may also display a jam/fault message. The following table provides a list of fault codes for the SquareFold Trimmer Module and also provides a list of related finisher fault codes.

**Important!** The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit (refer to page 4) and a jam/fault occurs within the SquareFold Trimmer Module.

| Fault code   | Possible cause                               | Recommended solution   |
|--|--|--|
| E100<br>E101<br>E102<br>E103<br>E104<br>E105<br>E106<br>E915<br>E916<br>E917<br>E918<br>E919 | Jam/fault with the SquareFold Trimmer Module | <ol style="list-style-type: none"> <li>1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.</li> <li>2. Carefully remove all sheets and paper scraps from jam clearance areas.</li> <li>3. Close the SquareFold Trimmer Module Top Left and Right Covers.</li> <li>4. Check the Trimmer Waste Container:                             <ul style="list-style-type: none"> <li>• If full, empty the container and reinsert it into the SquareFold Trimmer Module.</li> <li>• If the container is partially pulled out, push it completely in.</li> </ul> </li> <li>5. If necessary, follow any remaining instructions on the machine's UI.</li> <li>6. If fault persists, repeat Steps 1-5; if fault persists after that, call for service.</li> </ol> |

| Fault code   | Possible cause  | Recommended solution  |
|--|---|---|
| E221 E222<br>E223 E224<br>E225 E226<br>E227 E228<br>E229 E230<br>E231 E232<br>E233 E234<br>E235 E236<br>E237 E238<br>E239 E240<br>E241 E242<br>E243 E246 | Jam or communication error with the SquareFold Trimmer Module | <ol style="list-style-type: none"> <li>1. Power off/on the copier/printer.</li> <li>2. If fault persists, call for service.</li> </ol>  |
| E303<br>E101<br>E102<br>E103<br>E104<br>E105<br>E106   | Jam/fault with the SquareFold Trimmer Module                  | <ol style="list-style-type: none"> <li>1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.</li> <li>2. Carefully remove all sheets and paper scraps from jam clearance areas.</li> <li>3. Close the SquareFold Trimmer Module Top Left and Right Covers.</li> <li>4. Check the Trimmer Waste Container:             <ul style="list-style-type: none"> <li>• If full, empty the container and reinsert it into the SquareFold Trimmer Module.</li> <li>• If the container is partially pulled out, push it completely in.</li> </ul> </li> <li>5. If machine's UI continues to reflect a fault/jam, open the finisher and remove any jams.             <ul style="list-style-type: none"> <li>• Close the finisher cover(s).</li> </ul> </li> <li>6. Follow the instructions shown on the machine's UI to resume printing/copying.</li> </ol> |

| Fault code           | Possible cause   | Recommended solution   |
|----------------------|--|--|
| E303<br>E304         | A top cover is open.                                   | <ol style="list-style-type: none"> <li>1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.</li> <li>2. Close the SquareFold Trimmer Module Top Left and Right Covers.</li> <li>3. If fault persists, power off/on the copier/printer.</li> <li>4. If fault persists, call for service.</li> </ol>  |
| E308<br>E940<br>E941 | The Trimmer Waste Container is full or has a fault.    | <ol style="list-style-type: none"> <li>1. Pull open the container and empty any trimmer scraps from it.</li> <li>2. Reinsert the container into the SquareFold Trimmer Module.</li> <li>3. Ensure that the container is fully pushed in, and that the indicator light is not lit.</li> <li>4. If fault persists, repeat Steps 1-3.</li> <li>5. If fault persists, power off/on the copier/printer.</li> <li>6. If fault persists, call for service.</li> </ol> |
| E943                 | Booklet Tray on the SquareFold Trimmer Module is full. | <ol style="list-style-type: none"> <li>1. Remove any booklets from the tray.</li> <li>2. If fault persists, power off/on the copier/printer.</li> <li>3. If fault persists, call for service.</li> </ol>   |

| Fault code                    | Possible cause     | Recommended solution   |
|-------------------------------|--------------------|--|
| 012 115<br>012 264<br>012 302 | Finisher jam/fault | <ol style="list-style-type: none"><li>1. If machine's UI continues to reflect a fault/jam, open the finisher and remove any jams.<ul style="list-style-type: none"><li>• Close the finisher cover(s).</li></ul></li><li>2. Follow the instructions shown on the machine's UI to resume printing/copying.</li><li>3. If necessary, power off/on the copier/printer.</li><li>4. If fault persists, call for service.</li></ol> |

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## Technical data

### Specifications

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#### Physical characteristics

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SquareFold Trimmer Module size: 50 in. (1271.4 mm) width x 28.5 in. (724.3 mm) depth x 22 in. (558.8 mm) height

Weight: 209 lb. (95 kg)



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