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Xerox® Wide Format 6604/6605 Solution™

User Guide

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8 Problem Solving

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Product Overview

This chapter describes the major components of the Xerox Wide Format 6604/6605 Solution, the way to power the machine on and off correctly, use the Power Saver feature, and use the User Interface.

This chapter also describes the characteristics of the originals that may be copied and scanned, the types of media that can be used, andthe way to make the media size, type, and thickness settings.

- Machine Components
- Controller
- Scanner
- User Interface
- Touch Screen
- Control Panel
- Powering the System On/Off
- Originals (Input Documents)
- Media Source
- Media Types
- Loading Media
- Media Settings

Product Software Tools Overview

Instructions for printing are located in the appropriate documentation for the tool that is being used to send the print job to the printer, such as Windows Drivers, Web Printer Management Tool, Accxes Client Tools, etc. Refer to the documentation for the appropriate tool.

Machine Components

This section describes the main components of the Xerox Wide Format 6604/6605 Solution.

Front View

Xerox® Wide Format 6604/6605 Solution™
User Guide
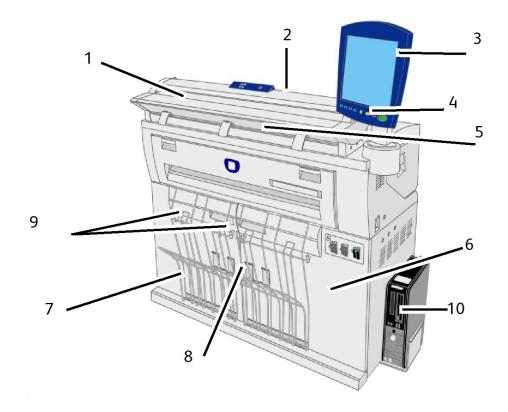
Table 1: Machine Components (Front View)

Num.	Component	Function
1	Scanner Feed-in Shelf	Load original here, face up.
2	Scanner	Lift the Scanner Lid to clean the main roller and sensors or to remove a paper jam.
3	User Interface	Also known as the UI, contains the Touch Screen and the Control Panel. This is where the operator programs jobs and configures the Xerox Wide Format 6604/6605 Solution settings.
4	Control Panel	Contains selection buttons and copy/print/scan services access.
5	Printer Exit Port	Copies and prints are delivered here, face up.
6	Front Doors	Open these doors to clear media jams and load media.
7	Small Size Paper Flaps (4 total)	Receives and stacks small size copies and prints (8.5" to 18"/216 mm to 457 mm) when in the open position. About 20 sheets of Bond paper can be stacked. Refer to the label for usage information.
8	Document Catch Guides	Assembly that receives and stacks medium and large size copies and prints. The assembly accommodates copies/prints of 17" to 48"/432 mm to 1219 mm when the Extender Assemblies are hooked at the rear of the wireform, and 48"/1219 mm and larger when the Extender Assemblies are unhooked. About 20 sheets of Bond paper can be stacked. Refer to the label on the front of the machine for usage information.
9	Extender Assemblies	When unhooked from the rear of the copy catch tray wireform, accommodate 48" (1219 mm) and longer copies and prints.
10	Accxess Controller	Contains communication software for the Print Engine.

Rear View
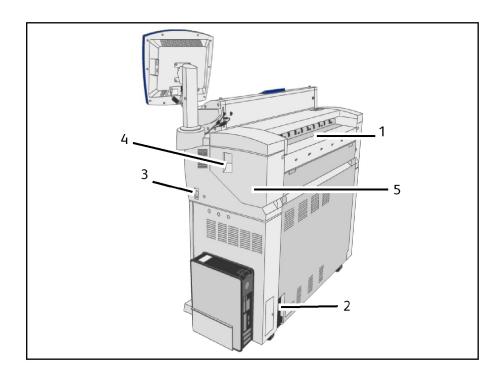
Table 2: Machine Components (Rear View)

Num.	Component	Function
1	Toner Supply Port	Toner is added through this port. Open the toner door to access the port. Refer to Loading Toner in the Maintenance chapter for details.
2	Circuit Breaker	Switches the input power to the machine on /off, and provides overcurrent and short circuit protection.
3	Power Switch	Switches the machine power on/off. (Also called the Standby switch.)
4	Upper Unit Release Lever	Lift this lever to open the Upper Unit.
5	Upper Unit	Open this to clear a paper jam.

Front View (Doors Open)

⚠️ **WARNING**

Never touch an area labeled hot or sharp parts. You may receive a burn or incur other injuries.
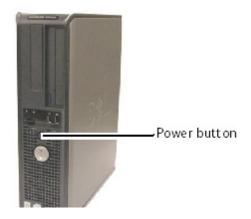
Table 3: Machine Components (Front View Doors Open)

Num.	Component	Function
1	Manual Feed-in Shelf (Bypass)	Open and load media here when making manual feed copies or prints.
2	Fuser Cover	Open the Manual Feed-in Shelf and then the Fuser Cover to clear a paper jam in the fuser.
3	Media Heater Switch	Switches the media heater on/off. Powering on the media heater helps prevent the media from wrinkling. The media heater switch is normally on.
4	Cutter Button	Cuts the lead edge of roll media.
5	Cutter Cover	Covers the cutter to cut media. Normally, do not open this cover.
6	Roll 1	Load the roll media here.
7	Roll 2	A second roll (shown here) may be installed below Roll 1. This roll is optional.

Controller Front View

The Accxes Controller communicates with the Print Engine/machine via the Command Status Interface. The Command Status Interface software provides status messages about the operation of the print engine.

Power button

Controller Rear View

This design may vary depending on your model.
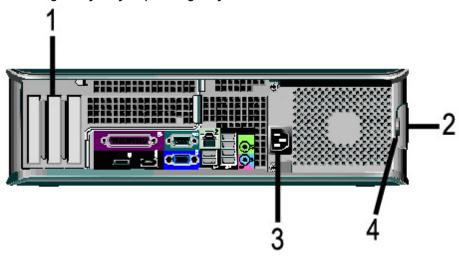
Table 4: Controller Rear View

No.	Description
1	Card Slide (location may vary depending on Controller model)
2	Cover Release Latch
3	Power Connector
4	Padlock Ring

Controller Back Panel Connectors

This design may vary depending on your model.
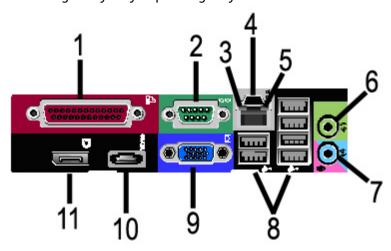
Table 5: Back Panel Connectors

No.	Description
1	Parallel Connector (not used)
2	Serial Connector
3	Link Integrity Light
4	Network Adapter Connector
5	Network Activity Light
6	Line-out Connector (Audio)
7	Line-in/Microphone Connector (not used)
8	USB 2.0 Connectors (6)
9	VGA Video Connector
10	eSATA Connector (not used)
11	DisplayPort Connector (not used)

NOTE

On a system that is working normally and has a good network connection, the Link Integrity Light illuminates continuously; the Network Activity Light blinks in response to network activity.

Controller Cables and Connectors

The six communication pathway cables (called out as item 8 on the Back Panel Connector) are described below.

- USB - Scanner to Controller - provides status and image information.
- USB - Printer to Controller - provides status and image information.
- USB - Power Module to Controller - provides status of the front Power Switch and enables power to the Printer.
- USB - User Interface to the Controller.
- Audio Cable - UI to Controller for speaker tones, such as key beeps and alert tones.
- Video Cable - UI to Controller for displaying monitor screen contents.

Both Video Data and Command Status information is transmitted via the same USB Interface. The Accxes Controller downloads Printer software/firmware through the command status interface on the USB Port.
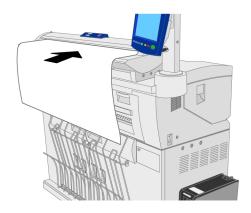
Scanner

The Xerox Wide Format 6604/6605 Solution is an integrated solution for basic copying and electronically scanning and printing copies of the images for engineering and architectural size documents. The scanner produces images up to 40 inches wide (1016 mm) and can send the image to a mailbox, a File Transfer Protocol (FTP) location or a remote printer.

Loading Documents

To minimize wasted media due to image quality defects, properly loading the original document is emphasized.

Documents are properly loaded when aligned with the Left Side Justified Line rather than center justified. Load image side **face up** into the Scanner. Take notice of feeding the document evenly so both left and right sides enter simaltaneously.The document feed has an instant detection mechanizm so inserting the document quickly ensures it is properly grasped and fed.

NOTE

Look for the **No Paper Zone Symbol** for the left hand boundary. Original documents loaded in this area may become damaged.

NOTE
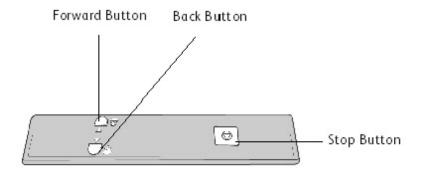
Also notice the **Left Side Justification Line**. Any image in this area will be missing in the output.

Should the document skew while feeding as indicated, clean the internal Scanner areas according to the maintenance procedure.

Scanner Panel

The Scanner Panel consists of the following buttons:

- **Stop** - During scanning, press the **Stop** button on the Scanner Panel to stop the Scanner or abort a scan.

- **Forward** - Press the **Forward** button to advance a document forward.

- **Back** - Press the **Back** button to rewind a scanned document back toward the user.
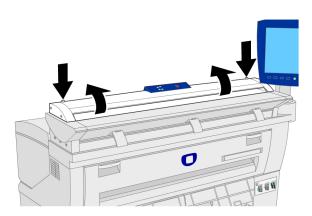
Opening and Closing the Scanner

The Scanner has a single part lid that opens toward the back of the Scanner. Opening the lid provides access to the five Scanner Contact Image Sensors and Main Roller, allowing them to be inspected or cleaned.

To Open the Scanner

1. Push down on the two buttons on each side of the Scanner Lid.
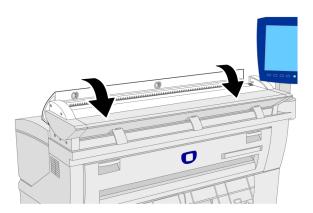
2. With both hands, push the lid up and away from you. The lid can support itself in the fully open position.

   NOTE

   Opening the Scanner Lid reveals the white, solid Main Roller and the five Contact Image Sensors. Refer to the Maintenance chapter for details on cleaning the Main Roller and Contact Image Sensors.
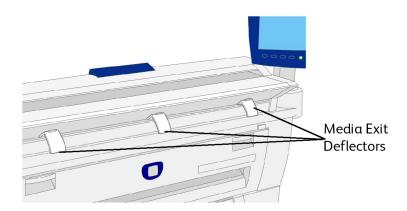
To Close the Scanner

With both hands, grasp each side of the Scanner Lid and lower it, allowing it to close gently under its own weight. Ensure that each side clicks into the locked position by pressing firmly on both the left and right ends.

Media Exit Deflectors

The Media Exit Deflectors are designed to allow a rolled original to be deflected downward as it exits the Scanner.

Media Exit Deflectors

Take each of the three Media Exit Deflectors and attach them to the brackets on the underside front of the Scanner. Ensure that they click fully into position.

NOTE

If the Paper Exit Deflectors are improperly installed, they will cause document feed jams. Contact your Xerox Customer Support Center for installation.

User Interface (UI)

The Printer User Interface and Web Printer Management Tool, accessed with a Web Browser, are the two sources that enable users to set up and perform print service operations.

The Printer User Interface is used to perform a variety of tasks using the Touch Screen and Control Panel Buttons.
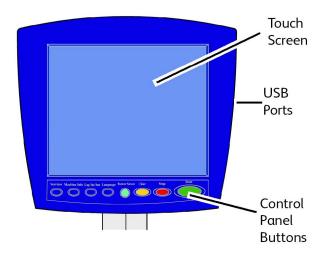
Table 6: User Interface Components

Component	Function
Touch Screen	Displays messages and on-screen buttons for selecting features. Touch the screen to select features and options.
USB Ports	Connect accessories like keyboards, mouse and USB storage devices to the Accxes Controller.
Control Panel Buttons	Contains the Services, Machine Info, Log In/Out, Language, Power Saver, Clear, Stop, and Start buttons.

Touch Screen

Some capabilities of the User Interface are:

- Media setup for roll media and the Manual Feed-in Shelf
- System Parameter Setup
- Printing of test patterns to verify Printer operation
- Job log and error log management
- Display of billing meter information

The Touch Screen displays messages and contains the selection and feature buttons for setting up copy and scan jobs. Touch the screen to select a feature or option.

> **NOTE**
>
> The features that display may vary, depending on the model, the options installed, and the machine settings.
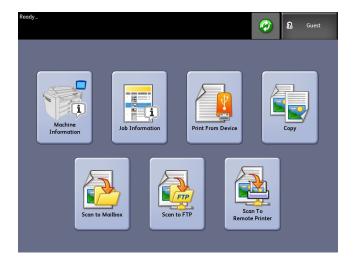
Using the Touch Screen

Features on the Services Menu

The Services Menu is the default page for the User Interface. It appears after the machine is powered on or exits the Power Saver mode, and when the machine exits the System Administration mode.

The screen below displays the copy/scan features. There is a scanner connected.

Product Overview

The following screen displays the printer only features. There is no scanner connected.
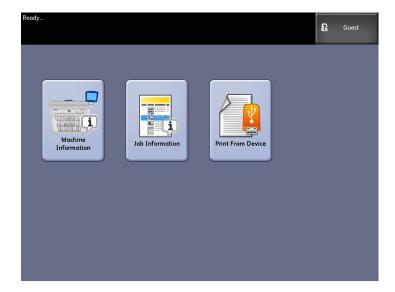
Table 7: Services Menu

Service	Function
Machine Info	Where system settings and configurations are enabled and changed.
Job Information	Jobs are listed with status. Users can reprint jobs from the queue list.
Print from Device	Scan to and print from a removable media device (USB).
Copy	Displays the Basic Copy tab, Image Quality tab, Advanced Settings tab and Recall tab.
Scan-to-Mailbox	Allows users to store scanned jobs in a mailbox for later retrieval and printing.
Scan-to-FTP	Allows users to send scan jobs to a networked file server destination.
Scan-to-Remote Printer	Allows users to send scan jobs to a remote printer.

Touch Screen Features and Functions

Table 8: Touch Screen

Touch Screen Component	Function
Message Area	Displays status information, user instructions and login access.
Feature Tabs	Touch tabs to select and display the Menu and additional features.
Copy Quantity	Enter the number of copies using the numeric keypad. The number of copies can be set from 1 to 999. Press the Control Panel **Clear** button to clear an incorrect entry.
Selection Buttons	Touch to select an option. When selected, the button highlights.
Scroll Buttons	Use the arrow buttons to scroll to and select a value.

Keyboards

Entering Text

Screens may display that require you to enter text. This section of the keyboard is used to enter text.

Table 9: Keyboard layout

Component	Function
Entry Area	Displays the characters entered on the numeric keypad.
Cursor Buttons	Use the cursor buttons to move to and insert text.

Table 10: Keyboard procedures

Function	Procedure
Entering alphabetic characters and numbers	Touch the desired characters. Select **Shift** to switch between lowercase and uppercase characters.
Deleting a character	Select **Backspace** to delete one character at a time.
Canceling or saving your input	Select **Cancel** or **Save**, as appropriate.

NOTE

You may get an Invalid Entry error message if you select a character that is unacceptable in the feature. For instance, when naming a mailbox, you may not use an apostrophe.

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Control Panel

Control Panel
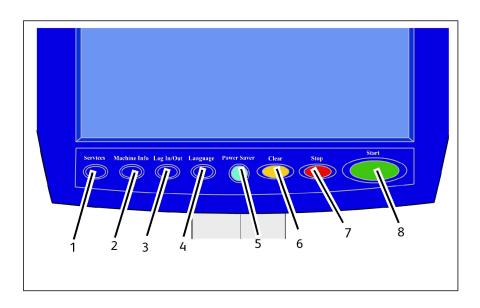
Table 11: Control Panel

Num.	Button Name	Function
1	Services	Displays the Services Menu, which has a button for Machine Information, Job Information, Copying, Scan to Mailbox, Scan to FTP and Scan to Remote Printer. These are the primary services.
2	Machine Information	Displays the machine status, media status, billing meter readings and serial number, system description (Configuration) and recent faults. Also enables the printing of configuration and settings information.
3	Login/out	Enables System Administrator and Job Accounting Login access. Administrator access requires a secured password. Job Accounting access requires an account name and User ID. Guest access does not require a login.
4	Language	Screen allows users to change text to an alternative language, select inches or millimeters for Units and select an Imperial or International Date Format.
5	Power Saver	The <Power Saver> button illuminates when the system is in the Low Power or Sleep modes.

Num.	Button Name	Function
6	Clear	Clears incorrect values entered when using the numeric keypad, and is used to reset scan defaults in any of the scan modes.
7	Stop	Used to Stop the scanning of an original.
8	Start	Used to Start the scanning of a copy or scan job.

Language

The Language feature enables you to select the default language, units of measurement, and date format that displays on the Touch Screen, web interface, controller-generated test prints, banner sheets, configuration pages, and so forth.

1. Press the **Language** button on the Control Panel.
2. Select the radio button of the desired language.
3. Select the Inches or the Millimeters radio button to set up the default units of measurement.
4. Select the appropriate radio button from the Date Format choices.

   - Imperial: The date displays in the format MM/DD/YYYY.

   - International: The date displays in the format DD/MM/YYYY.

5. Select **Save** to close the Language screen and return to the Services menu.

Powering the System On

The Printer and Controller are each equipped with a Power Switch. The Circuit Breaker Switch must be in the On (up) position to switch the Scanner and Printer power on and off.

Using the Power Saver Feature

The Power Saver feature automatically reduces the power consumption when no print data is received within a preset period. The Power Saver feature has two modes, Low Power Mode and Sleep Mode.

The machine enters the Low Power Mode after a preset period elapses. The machine transitions to the Sleep Mode from the Low Power Mode if the machine remains idle for an additional period.

NOTE

Refer to the Timers section to learn how to customize the Power Saver mode settings.

Low Power Mode

In this mode, the power to the control panel and the fuser is reduced. As the machine enters the Low Power Mode, the Touch Screen shuts down and the **Power Saver** button on the control panel illuminates.

Sleep Mode

In this mode, the power is reduced more than in the Low Power Mode. During the transition from the Low Power mode to the Sleep mode, the Touch Screen remains dark and the **Power Saver** button remains illuminated.

Entering the Power Saver Mode

The Power Saver Mode may be entered either automatically or manually.

Automatic Method

The machine enters the Low Power Mode after a preset period elapses. The machine enters the Sleep Mode from the Low Power Mode if the machine remains idle for an additional, preset period.

Manual Method

Press the **Power Saver** button on the Control Panel. The button illuminates, the machine enters the Low Power Mode and the Touch Screen backlight extinguishes.

Exiting the Power Saver Mode

The Power Saver mode may be exited either manually or automatically.

Manual Method

With the machine in the Power Saver mode, press the illuminated **Power Saver** button. The button's indicator light extinguishes, the Touch Screen displays the message Warming Up, and the machine begins its warm up cycle.

Automatic Method
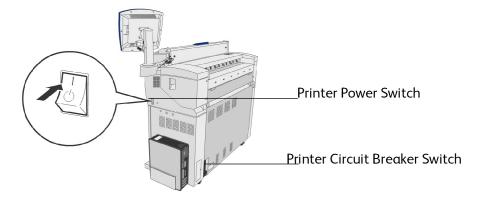
The machine exits the Power Saver mode when it detects a print job in the active queue.

> **NOTE**
> Refer to the System Administration chapter to learn how to customize the Power Saver mode settings. This is a System Administrator only setting.

System Power On

The procedure below describes the process for powering up the system from a cold start (the system assumes that both the Printer and the Controller are powered down completely).

Printer Power Switch

Printer Circuit Breaker Switch

1. Move the Printer Circuit Breaker Switch up, to the On [I] position.
2. Move the Printer Power Switch to the On [I] position.
3. Press the Power Button on the front of the Controller.

   The Power Button light illuminates. After about one-half minute, the Control Panel displays the Printer Warming Up message. The machine becomes print ready in about three minutes.

Document Input

Documents that match any of the following sizes may be used.

Table 12: Document Input

Original Size	Thickness
Width: 4.5 - 41 inches (114 - 1050 mm) (1016 mm Active Scan)	Flat paper (0.05 - 3.2 mm)
Length: 7.8 - 644 inches (200-16510 mm)	(0.3 mm max)

NOTE

The maximum length that can be scanned to the network is 650 inches. The maximum copy length is 590.55 inches (15 meters).

Precautions When Handling Documents

Observe the following precautions when handling documents:

- The Scanner Feed-in Shelf may become soiled if documents to which glue, adhesive tape or correction fluids have been applied are placed in the Scanner. Stick or spray glues may soil the scanning area, causing black lines to appear on copies.

- Use caution with documents that have been folded, wrinkled, torn or had holes punched in them. These may result in document jams and tearing.

- When rolled documents are used, ensure that the diameter of the roll is 1.6" (40 mm) or larger. Rolls with a diameter of less than 1.6" must be flattened on the lead edge to scan correctly.

Copy Strategies for Special Documents

When copying documents, always try the default Image Quality settings first. These settings have been designed to give the optimum image quality for most documents.

Select the **Original Type** when copying documents:

- Photo (Halftone)
- Photo (Contone)
- Text/Photo
- Text/Line
- Text/Line (Clear)
- Blue Line

  NOTE

  Saving customized jobs with special settings for different document types is saving time. After following the suggestions below, refer to the use of Templates to the Recall Tab of this chapter.

Table 13: Copy Strategies for Special Documents

Original Type	First	Second	Third
Color Photograph	**Copy Mode**: Set Original Type to Photo (Contone). **Scan Mode**: Set Original Document Type to Photo (Contone), set Rendering to Color (24-bit) and File Format to TIFF files.	**Copy and Scan Mode**: Adjust Image Quality by decreasing the Background Suppression.	**Copy Mode**: Continue with Image Quality adjustments as required. In the Advanced Setting tab, select Rendering settings to get desired results. **Scan Mode**: Continue with Image Quality adjustments as required.
Pencil Drawings and Blue-prints/line	**Copy Mode**: Set Original Type to Blue Line. Set Advanced Settings Rendering to Binary and enable Invert. **Scan Mode**: Set Original Document Type to Blue Line. Set Advanced Settings to Rendering, Snap to Black.	**Copy and Scan Mode**: Adjust Image Quality by decreasing the Background Suppression.	**Copy Mode**: Continue with Image Quality adjustments as required. **Scan Mode**: Continue with Image Quality adjustments as required.
Color Map	**Copy and Scan Mode**: Set Original Document Type to Text/Photo to capture lines clearly. To capture other details like mid-tones and half-tones select Original Document Type of Photo.	**Copy Mode**: Adjust Image Quality by decreasing the Background Suppression. **Scan Mode**: Continue with Image Quality adjustments as required.	**Copy Mode**: Continue with Image Quality adjustments as required.
Old Blueprints	**Copy Mode**: Set Original Type to Text/Line. Set Advanced Settings Rendering to Binary and enable Invert. **Scan Mode**: Set Original Document Type to Text/Line. Set Advanced Settings to Rendering, Snap to Black.	**Copy and Scan Mode**: Adjust Background Suppression to the Maximum setting.	**Copy Mode**: Adjust the copy Contrast as required for best image quality. **Scan Mode**: Adjust the copy Contrast as required for best image quality.

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Original Type	First	Second	Third
Old blueprint with dark background and side-to-side fading	**Copy Mode**: Set Original Type to Text/Line. Advanced Settings Rendering to Binary and enable Invert. **Scan Mode**: Set Original Document Type to Text/Line. Set Advanced Settings to Rendering, Snap to Black.	**Copy and Scan Mode**: Rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results. Adjust Image Quality by increasing the Background Suppression.	**Copy Mode**: Adjust the copy Contrast as required for best image quality. **Scan Mode**: Adjust the copy Contrast as required for best image quality.
Faded line/text drawing, uneven density	**Copy Mode**: Set Original Type to Text/Line and increase Background Suppression. **Scan Mode**: Set Original Document Type to Text/Line.	**Copy Mode**: If fade is still visible in the copy, rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results. **Scan Mode**: Set the Image Quality Background Suppression to minimum.	**Copy Mode**: In Reduction mode, use Reduction Line Preservation. Adjust the copy Contrast as required for best image quality. **Scan Mode**: Adjust the copy Contrast as required for best image quality.
Clear film, vellum, mylar or translucent media with lines, photos or mixed original	**Copy and Scan Mode**: Set Original Document Type to Blue Line. Adjust the Image Quality Density to -4. Adjust Contrast and Sharpness for best results.	**Copy and Scan Mode**: Set Original Document Type to Text/Line to reduce density. Set Background Suppression to the minimum setting.	**Copy Mode**: Change Rendering in the Advanced Settings tab as required for best results. **Scan Mode**: Set Original Type to Text/Line (Clear).
Sepia originals	**Copy and Scan Mode**: Set Original Type to Blue Line to clearly separate the foreground and background.		

Media Source

Before you load an original in the Xerox Wide Format 6604/6605 Solution, you must specify where the original is loaded.

To Specify the Media Source

1. Press the **Services** button on the Control Panel.

The Services menu displays.

2. Select the **Copy** button.

3. Choose from the following **Media Source** selections.

- **Auto Select** - The machine automatically selects the correct media based on the original size detected and the specified reduction and enlargement.

- **Roll Media** - Select from the roll media size(s) loaded in the Media Drawers.

- **Cut Sheet Media** - Select this to load media in the Manual Feed-in Shelf.

4. Load the original face up for scanning.

NOTE

Refer to the Copying Documents and Scanning Documents chapters, for complete Copy and Scan instructions, respectively.

Media Types and Loading

This section describes the available media which for this machine and the appropriate media handling, loading and storage procedures.
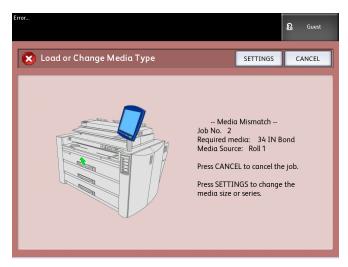
The use of inappropriate media may result in media jams, reduced print quality, malfunctions and other problems. To make the most effective use of the machine, we recommend that you use only the media recommended by Xerox.

NOTE

Media may be ordered from Xerox at www.xerox.com. From the home page, select **Supplies > Paper and Media Type > For Wide Format Products**.

NOTE

A Media Mismatch screen displays if the required media is not loaded in the machine when you make copies. Follow the instructions on the screen to resolve the condition. A Media Mismatch button displays on the Menu screen if the controller detects this condition when it receives a print job. Press the **Media Mismatch** button, and then follow the instructions on the screen.

If you choose to use media not recommended by Xerox, contact your Xerox Customer Support Center.

Printable Media

When using supplier paper for copies or prints, make sure that it complies with the following specifications. The standard paper is recommended by Xerox.

Table 14: Media

Roll/Tray	Weight	Loadable Media Size	Standard Paper (including recommended paper)		
			Name	Grams Square Meter	Lb.
Roll 1, Roll 2	Bond Paper: 20 lb.-500 ft. rolls: Xerox Premium Bond or Xerox Performance Bond 18 lb.: Translucent Bond Film: 4-mil Accu-Image Elite Film - European: 75-100 micron Tracing Paper 90-112 g/m2	ARCH-1 36", 24", 18", 12" ARCH-2 30", 24", 18", 12" ANSI 34", 22", 17", 11" ISO A0, A1, A2, A3, A4 JIS B1, B2, B3 ISO B1, B2, B3 SP. A0 (880, 860 mm) SP.A1 (620 mm) SP.A2 (440 mm) Outside diameter of the roll: less than or equal to 6.7 inches (170 mm)	Premium	80 g/m2	20
			Performance	75g/m2	20
			Translucent Bond 4-mil Accu-Image Film Premium Tracing 90	N/A 90g/m2	18 N/A
			Premium Tracing 112	112g/m2	N/A
			Premium Translucent 100 micron		N/A
Manual feed	Plain Bond Paper: 20 lb.-500 ft.rolls: Xerox Premium Bond or Xerox Performance Bond 18 lb.: Translucent Bond Tracing Paper 90-112 g/m2 Film: 4-Mil Zero-Solvent A-I Elite Film - European: 75-100 micron	ARCH-1: 36x48", 24x36", 18x24", 12x18", 12x9" ARCH-2: 30x42" ANSI: 34x44", 22x34", 17x22", 11x17", 11x8.5" ISO A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4 ISO B1, ISO B2, ISO B3, ISO B4 SP. A0 (880, 860 mm) SP.A1 (620 mm) SP.A2 (440 mm) Width: 210-914.4 mm Length: 297-15000 mm	Premium	75 g/m2	20
			Business (A3, A4)	75 g/m2	20
			Translucent Bond	N/A	18
			Premium Tracing 90 Premium Tracing 112 Premium Translucent 100 micron 4-mil Accu-Image Film	90 g/m2 112 gm2	N/A N/A N/A

NOTE

Jams may occur if the media being used differs from the current media settings. Always select the correct media size, type and thickness to achieve the best results.

G.S.M. (g/m2) is a measure of a substance/weight of a paper expressed in grams per square meter, which does not depend on the number of sheets in the ream.

Handling and Storing Media

Handling Media

Do not use media that have been folded, creased or heavily curled, because media jams may result.

Storing Media

The optimum environment in which to store paper media is a humidity of 40 to 45 % .Moisture is not good for media.

Keep the following in mind when storing paper media:

- For storage, wrap the media in wrapping paper and store it in a comparatively dry place.
- Tracing paper, especially, should be put in a plastic or moisture-proof bag that contains desiccant.
- When the machine is not used for a long period of time, remove the media and store it appropriately.
- Store the media on a flat surface to prevent curl.

Loading Roll Media

⚠ **WARNING**

Be careful not to pinch your fingers when you install the roll media in the media drawer.

⚠ **WARNING**

Never touch a labeled area attached to hot or sharp parts. You may receive a burn or incur other injuries.

The following describes how to load the Roll Media on Roll 1 or the optional Roll 2.

When changing the media type, size or weight, make sure to change the media settings before starting copying. For information about the setup procedure, refer to the Media Settings section.

To Load Roll Media

1. Open the Front Doors.
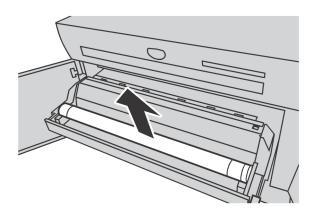
2. Pull out the Media Drawer for Roll 1 or Roll 2.
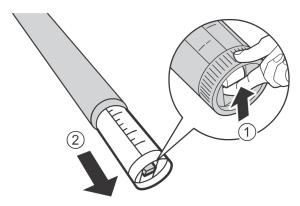
3. Remove the Media Shaft and the partial roll or core from the machine.
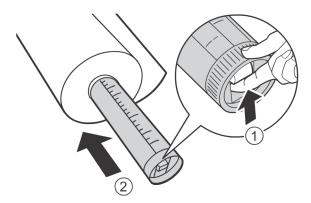
4. Pinch the Green Lever at the end of the Media Shaft, and remove the shaft from the core of the Roll Media.

   NOTE
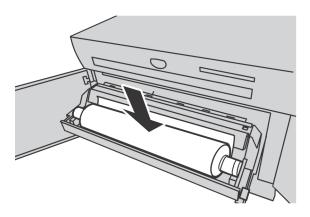
   Pinching the Green Lever releases the spring tension roll media lock, making it possible for you to remove the Media Shaft from the core.

5. Pinch the Green Lever at the end of the Media Shaft, and insert the shaft into the new roll media. Be sure the roll ends align with the media size guide.
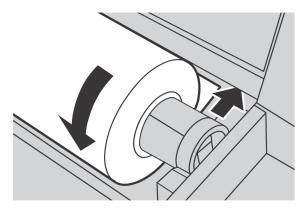
6. Adjust the roll media's orientation, and place the shaft on the Shaft Guide.

7. Rotate the Roll Media until the lead edge is gripped in the roller.

   The Roll Media will automatically load, and then stop.

   NOTE

   If the Roll Media cannot be loaded correctly because its lead edge is damaged, trim the lead edge before setting it in place.

   ⚠ **WARNING**
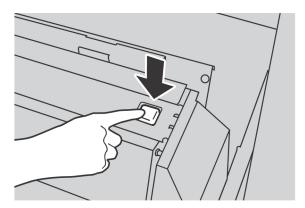
   Do not open the Roll 1 or Roll 2 Cutter Cover unless you are specifically directed to do so.

8. Press the Cutter Button to cut the lead edge of roll media.
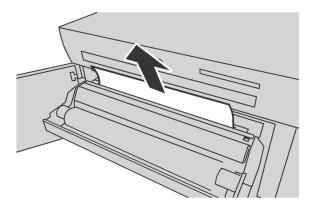
   The lead edge of the Roll Media is cut.

   NOTE

   Pressing the Cutter Button one time cuts about 8.3 inches (210 mm) of media from the lead edge of the roll. When the Cutter Button is held down, the Roll Media feeds continuously until the cutter button is released. The Roll Media is cut when the Cutter Button is released.

9. Remove the piece of paper that was cut.

10. Gently slide the Roll 1 or Roll 2 Drawer into the machine until it stops.

11. Close the Front Doors.

Manual Feed-in Shelf (Bypass)
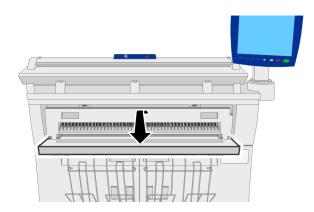
When printing cut sheets, load the media into the Manual Feed-in Shelf (Bypass).

NOTE
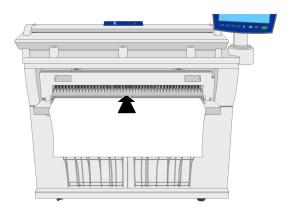
If you load different type, size or thickness media, be sure to change the media settings before beginning to copy. For information about changing the media settings, refer to the Media Settings section.

To Print Cut Sheets

1. Open the Manual Feed-in Shelf.

2. Align the edges of the media with the size indicators, and insert the lead edge into the machine until it stops.

The machine now feeds the sheet into the starting position.

• Load single sheets only.

• When the lead edge of the media is curled, hold the curled portion with your hands as you insert it in the machine.

• Hold the media while it feeds. If you release the media too soon, a jam may occur.

Cutting Roll Media

The following describes how to cut the lead edge of Roll Media.

To Cut Roll Media

1. Open the Front Doors.
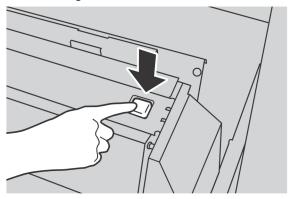
2. Pull out the Media Drawer for Roll 1 or Roll 2.

   ⚠ **WARNING**

   Do not open the Roll 1 or Roll 2 Cutter Cover unless you are specifically directed to do so.

3. Press the **Cutter** Button to cut the lead edge of the media.
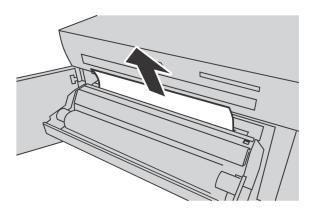
    The lead edge of the media is cut.
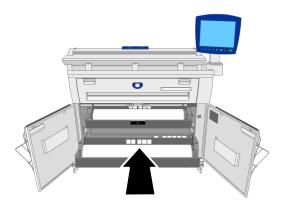
    NOTE

    Pressing the **Cutter** Button one time cuts about 8.3 inches (210 mm) of media from the lead edge of the roll. When the **Cutter** Button is held down, the roll media feeds continuously until the button is released. The Roll Media is cut when the **Cutter** Button is released.

4. Remove the piece of paper that was cut.

5. Gently slide the Roll 1 or Roll 2 Media Drawer into the machine until it stops and latches.

6. Close the Front Doors.

Media Settings

The media settings (Media Size Series, Media Type and Media Thickness) must be defined the first time media is loaded in the machine, and any time the media being loaded differs from the current settings.

The following are the acceptable media size series, media types and media thicknesses. The procedure for setting up the media begins on the next page.

Table 15: Media Size Series
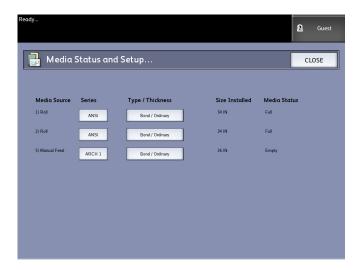
Series	Size
ISO A	841 mm (A0), 594 mm (A1), 420 mm (A2), 297 mm (A3)
JIS B	728 mm (B1), 515 mm (B2), 364 mm (B3)
ISO B	707 mm (B1), 500 mm (B2), 353 mm (B3)
SP. A-1	880 mm, 620 mm, 440 mm
SP. A-2	860 mm
ARCH-1	36", 24", 18", 12"
ARCH-2	30"
ANSI	34", 22", 17", 11"

Table 16: Media Thickness and Type

Thickness	Type	Name	Weight
Light	Bond	Translucent Bond	18 lb.
	Film	4-mil AccuImage Elite	-
Ordinary	Bond	Premium	20 lb.
		Performance	20 lb.
	Vellum	Premium Tracing 90	90g/m2
	Film	Premium Translucent 75 micron	75µm
Heavy	Bond	Presentation	110g/m2
	Vellum	Premium Tracing 112 gsm	112g/m2
	Film	Premium Translucent 100 micron	100µm
* Tracing paper is displayed as [Vellum].			

To Set Up the Media

1. Select the **Machine Info** button on the Control Panel.
2. Select **Media Status and Setup...**.
   The Media Status and Setup... screen displays.
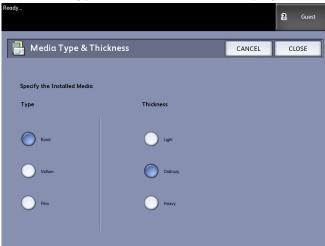
3. Under the Series heading, select the button for the media you are setting up, either Roll 1, Roll 2 (if your machine has a Roll 2 installed) or Manual Feed.

   The Media Series screen displays.

4. Select the appropriate size series radio button, and then press **Close**.
5. Select the **Type/Thickness** button for the media you are setting up, such as, Roll 1, Roll 2 or Manual Feed.

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The Media Type and Thickness screen displays.

6. Select the **Media Type** and **Thickness** buttons that define the new media, and then select **Close**.

7. Select **Close** again.

2

Printing and Copying Documents

This chapter describes the copy features of the Xerox Wide Format 6604/6605 Solution, including how to make copies from both roll fed and manually fed cut sheet media, and how to use the many copy features from basic through advanced settings.

The color scanner runs up to 600 DPI resolution and accepts documents up to 40 inches wide. The scanner produces images up to 36 inches wide. The documents exit through the front of the printer. If you desire to copy a rolled up original, three Media Exit Deflectors can be attached to assist with the large document exiting the scanner.

- Print from Device
- Copying Procedures
- Making Copies Using the Manual Feed-in Shelf (Bypass)
- Interrupting a Print Job
- Setting Up the Basic Copy Selections
- Setting Up the Image Quality Selections
- Setting Up the Advanced Settings Selection
- Setting Up the Recall Selections

Print from Device

There are several removable device types such as Universal Serial Bus (USB), flash drives, CD/DVD and memory cards etc., that are supported by FreeFlow Accxes.

Job Accounting is also available to log jobs using the Removeable Media feature.

Files stored on removable devices are printed using the FreeFlow Accxes default settings. To locate the desired files for print, simply browse the files and file folders of the device.

1. Insert the Removeable Media.

2. Select **Print-from-Device** from the Services menu.

The Print from Device screen displays.

Here you can browse the attached device and eject it.

3. Browse then select the file desired.

- Current Directory - lists the device being read.
- The arrow key takes you back.
- Delete files using the red selection.
- The **View All** selection displays all file types beyond the primary FreeFlow Access recognizes.

4. Select **Print**.

A message indicates the spooling progress and a cancel option.

NOTE

Should an error occur while printing, the Print from File screen displays with details and the job is cancelled.

5. If desired, press **Cancel** to stop the job and return to the **Print from File** screen.
6. Always press **Eject** before removing the USB device. Properly removing the device can prevent damaged or corrupted files.

NOTE

If multiple devices are attached, you will be requested to choose which to eject from a list.

Copying Procedures

This section describes the procedures for making copies using the Xerox Wide Format 6604/6605 Solution.

Refer to the sections listed below for instructions:
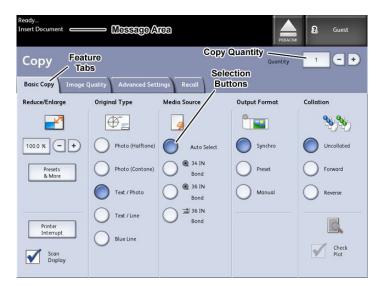
Step 1: Selecting Features

Making a copy begins by displaying the Copy screen on the User Interface. Once that is done, setup the copy job by selecting the necessary features from the Basic Copy, Image Quality, and Advanced Settings and Recall tabs, and then enter the copy quantity.

Basic Copy Tab

1. Select **Copy** from the Services menu.
    The Copy screen displays with the list below:

    - Quantity
    - Reduce/Enlarge
    - Original Type
    - Media Source
    - Output Format
    - Collation and Check Plot
    - Scan Display

2. Select the required copy features from those displayed on the Basic Copy tab.

For more information about this tab, refer to Setting Up the Basic Copy Selections, which appears later in this chapter.

Image Quality Tab

Select the required Image Quality features from those displayed on the Image Quality tab.

The Image Quality screen displays the following options:

- **Density**
- **Contrast**
- **White Point**
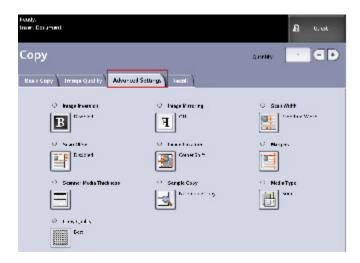
   ### NOTE

   Adjusting Background Suppression is only available in Scan modes.

For more detailed information about these features and the procedure to enable them, refer to Setting Up the Image Quality Selections,which appears later in this chapter.

Advanced Settings Tab

Select the features to be setup from those displayed on the Advanced Settings tab.

The Advanced Settings screen displays the following options:

- Image Inversion
- Scan Offset
- Scanner Media Thickness
- Copy Quality
- Image Mirroring
- Image Location
- Sample Copy
- Scan Width
- Margins
- Media Type
- Finishing (optional-not shown)

For more information about this area, refer to Setting Up the Advanced Settings Selections which appears later in this chapter.

Step 2: Entering the Copy Quantity

You may enter a copy quantity between 1 and 999 using the Numeric Entry screen. This screen displays automatically when required.

1. Enter the copy **Quantity** using the up and down arrow in the Copy screen.
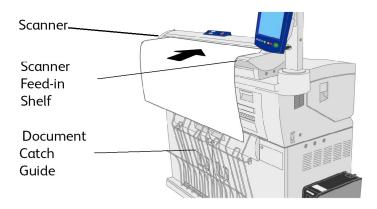
2. If you enter an incorrect value, press the **C** button to clear the entry and then enter the correct value.

Step 3: Copying the Original

The Scanner has a fixed timer between seeing the document and starting the document load action. Therefore, it is essential that you follow the details below paying close attention to the orientation and timing as you load the original. Improperly loading the original may cause misfeed and skewed images.

1. Align the original (image face up) with the Left Justified ruling on the Feed-in Shelf. Do not load the original beyond the "no paper zone" as this is where the Drive Gears are located and may cause a jam. Hold the origina both hands and quickly slide it into the Scanner until it stops. Do not let go. The motor will start as the document is detected. Once the Scanner detects the original, it prefeeds in and out, in again and completes the scan and exits just below the scanner.
    If the document does not feed automatically, the **Scan Start** mode may be set to **Use Start Key**. In this case, press the **Start** button on the Control Panel. For more information refer to System Administration, Set Start Scan mode.

Scanner

Scanner Feed-in Shelf

Document Catch Guide
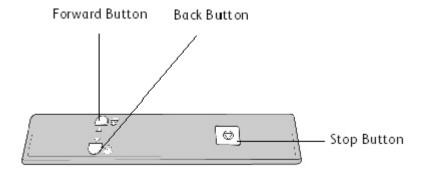
2. If there are Document Catch Guides in the front of the machine, you may wish to guide the lead edge of the documents as they travel downward into the guides.

    Refer to Making Copies using the Manual Feed-in Shelf (Bypass)next in this chapter for more details and options available.

Step 4: Stopping the Copy Job

Press the **Stop** button on the Control Panel or the Scanner. If the scanner is in the prefeed mode, press the Scanner **Forward** or **Reverse** button to eject the original document.

Forward Button   Back Button

Stop Button

NOTE

The Clear Pathway message screen displays if the scan is not in the prefeed mode. In this case, follow the instructions on the User Interface as indicated.

Making Copies Using the Manual Feed-in Shelf (Bypass)

The Manual Feed-in Shelf (Bypass) feature enables copying using cut sheet media. Only one sheet may be loaded at a time.

1. Select **Copy** on the Services menu.
2. Select the **Manual Feed-in Shelf** (Bypass) from the Copy screen above.
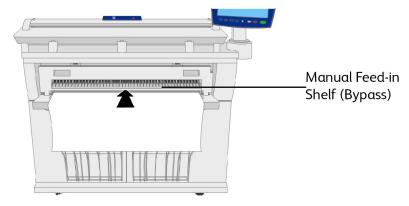
NOTE

Listed under Media Source are the current settings for size and type of media for both roll and cut sheet media.

NOTE

If after selecting this **Media Source**, you start scanning the original before loading the cut sheet media, a Load or Change Media Type message will display.

3. Load your cut sheet media into the Manual Feed-in Shelf (Bypass) before loading the original into the Scanner.

Manual Feed-in
Shelf (Bypass)

NOTE

The Scanner has a fixed timer between seeing the document and starting the document load action. Therefore, it is essential that you follow the details below paying close attention to the orientation and timing as you load the original. Improperly loading the original may cause misfeed and skewed images.

4. Align the original (image face up) with the Left Justified ruling on the Feed-in Shelf. Keep hold of it with both hands and quickly slide it into the Scanner until it stops. Ensure the lead edge maintains perpendicularity. Do not load the original beyond the "no paper zone" as this is were the Drive Gears are located and may cause a jam.

NOTE

If the original does not feed automatically, the **Scan Start** mode may be set to Use Start Key. In this case, press the **Start** button on the Control Panel. This is a System Administrator configuration setting. Refer to the System Administration chapter, Set Start Scan Mode, for more details.

Do not let go of the original until the motor detects it and starts.

NOTE

When the Scanner detects the original, it prefeeds in an out of the scanner, feeds again, completes the scan and finally exits just below the scanner.

5. If there are Document Catch Guides in the front of the machine, you may wish to guide the lead edge of the documents as they travel downward into the guides.

> **NOTE**
>
> Refer to the key points about additional Media Source options later in this chapter under Setting Up Basic Copying selections, Media Source.

Setting Up the Copy Selections

When the requirements of a particular copy job differ from the machine default settings, you can make job-specific changes on the Basic Copy, Image Quality and More Features tabs.

The following options may be selected from the Basic Copy tab:

- Reduce/Enlarge
- Original Type
- Media Source
- Output Format
- Collation and Check Plot
- Scan Display
- Printer Interrupt
- Scanned Image

To access the Copy screen and the Basic Copy tab:
1. Select **Copy** on the Services menu.
2. Select the required features from the Basic Copy tab.

Reduce/Enlarge

The Reduce/Enlarge feature has variable options for scaling the images being copied. The Copy Option feature provides the ability to customize the preset reduction/enlargement settings beyond the basics discussed here.

Refer to the System Administration chapter under Copy Options, Select Custom Reduction and Enlargement for more details.

The factory default setting is 100 %. Once a job has been scaled to a different percentage, that percentage then becomes the new image and setting. This is seen during Job Recall and is considered 100 % of the document.

There are two features available:

- Scale Factor: The Scale Factor is set by pressing the increase and decrease arrows for 25-400 % in single increments and selecting **Auto**, or by entering in numbers using the numeric entry keypad.

- **Presets and More**: The Presets and More feature displays a Scale Factor screen to allow Variable or Perset Percentages. You can customize one percentage value as desired.

Reduce/Enlarge Using the Scale Factor

1. Select **Copy** on the Services menu.
2. Select the **Reduce/Enlarge** percentage using the scale factor increase and decrease buttons or select the 100 % button.
3. If you select the 100 %, you can then enter the desired percentage manually from the numeric entry keypad.
4. Select **Enter**.

Reduce/Enlarge Using Presets and More

To select a reduction/enlargement ratio that does not appear on the Copy screen, follow the steps below:

1. Select **Presets and More** on the **Basic Copy** tab below Reduce/Enlarge.
   The Scale Factor screen displays.
2. Select from either the **Variable Percentage** or **Preset Percentage** as desired.

   - Manual: You can enter any ratio between 25 % and 400 % in 0.1 % increments. Enter the value using the numeric keypad. The machine does not accept a value that is out of range.

   - Auto: The ratio is automatically set up based on the original document size and the installed media size. The document is copied to fit the currently selected media.

   - Presets: Select any of the preset ratios.

   Refer to Media Settings in the Product Overview chapter and verify the correct settings are present.

3. Select **Save**.

Refer to Select Custom Reduction and Enlargement in the System Administration chapter, for details on changing these custom presets percentages.

Original Type

Select the **Original Type** from the available options on the Basic Copy tab.

- Photo (Halftone)
- Photo (Contone)
- Text/Photo
- Text/Line
- Blue Line

Refer to Document Input in the Product Overview chapter, for details on copying special original types.

Media Source

The Media Source selections enable you to select where the media for the copy job is fed. The definition describing each selection under Media Source is that which is currently loaded. The Media Source indicates the type of media that is currently loaded.

The factory default setting is **Auto Select**.

> **NOTE**
>
> If you prefer a different media series (ARCH, ANSI, etc.), go to **Machine Info > Media Status and Setup** and change the series.

1. Select Copy on the Services menu.
2. Choose from the following Media Source selections:

- **Auto Select**: The machine automatically selects the correct media based on the original size detected and the specified reduction and enlargement.
- **Roll Media**: Select from the roll media size(s) loaded in the Media Drawers.
- **Cut Sheet Media**: Cut sheet media is the media type which is loaded in the Manual Feed-in Shelf (Bypass). The Media Feed-in Shelf is the last choice shown in the column.

Output Format

The Output Format feature permits you to specify the media cut mode.

The factory default setting is Synchronized.

1. Select **Copy** on the Services menu.

The Copy screen displays.

2. Select the button that appears under Output Format for the media cut mode desired:

- **Synchronized:** The Media Roll is cut the same size as the original.

- **Preset:** The Media Roll is cut to a standard size that you select. The standard size options displays when you select the Preset.

- **Manual:** The Media Roll is cut to a customized size that you specify (x and y coordinates). A screen with data entry fields displays when you select **Manual**.

3. Enter the desired size information, and press **Save.**

Collation

Collated copies can be produced for jobs that involve multiple originals. The originals in the set also can be mixed (of different types, such as text, photo, etc.). A maximum of 256 pages may be scanned in each collation job. The factory default setting for Collation is None.

> **NOTE**
>
> For uncollated copies, the machine prints the specified quantity of the first page, the specified quantity of the next, and so on. For collated output, the machine sorts the copies into sets.

1. Select **Copy** on the Services menu.
   The Copy screen displays.
2. Select from the **Collation** options.

- **Uncollated:** Non-sets build mode. Pages are printed as they are copied.

- **Reverse Collation:**Page (n) is on the top of the output stack.

- **Forward Collation:** Page 1 is on the top of the output stack.

- **Checkplot**: Select this if you want a printed proof copy (check the plot) after you scan each original and before they are printed as sets.

3. Place the originals in 1-(n) order with the image face up.
4. Load the (n) document face up into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

> **NOTE**
>
> When collation is desired and selected, the Building Sets Insert Documents message appears in the top right of the screen.

Collation (Making Sets)

Collated copies can be produced for jobs that involve multiple originals. When forward or reverse collation is selected, the machine prints sheets sorted into sets that are arranged in page order. The originals in the set also can be mixed, that is, of different types (text, photo, etc.). A maximum of 256 pages may be scanned in each collation job.

Refer to the following table for details on making sets.

NOTE

For uncollated copies, the machine prints the specified quantity of the first page, then the specified quantity of the next and so on. For collated output, the machine sorts the copies into sets.

NOTE

When collation is desired and selected, the Building Sets Insert Documents message appears on the top right of the screen.

Copy Set Specifications (photos only)

The following table provides the copy set maximums according to the Document Size for Original Type set to Photo (Halftone/Contone) exclusively.

This information is useful to ensure the memory can accept the copy set capacity.

Document Size	Copy Quality	Maximum Pages
Ansi A (8.5x11)	Best Quality	256
Ansi B (11x17)	Best Quality	239
Ansi C (17x22)	Best Quality	119
Ansi D (22x34)	Best Quality	59
Ansi E (34x44)	Best Quality	29
Ansi A (8.5x11)	Normal Quality	256
Ansi B (11x17)	Normal Quality	256
Ansi C (17x22)	Normal Quality	256
Ansi D (22x34)	Normal Quality	239
Ansi E (34x44)	Normal Quality	119
Arch A (9x12)	Best Quality	256
Arch B (12x18)	Best Quality	207
Arch 15 (15x21)	Best Quality	142

Document Size	Copy Quality	Maximum Pages
Arch C (18x24)	Best Quality	103
Arch D (24x36)	Best Quality	51
Arch 30 (30x42)	Best Quality	35
Arch E (36x48)	Best Quality	25
Arch A (9x12)	Normal Quality	256
Arch B (12x18)	Normal Quality	256
Arch 15 (15x21)	Normal Quality	256
Arch C (18x24)	Normal Quality	256
Arch D (24x36)	Normal Quality	207
Arch 30 (30x42)	Normal Quality	142
Arch E (36x48)	Normal Quality	103
ISO A4 (8.3x11.7)	Best Quality	256
ISO A3 (11.7x16.5)	Best Quality	256
ISO A2 (16.5x23.4)	Best Quality	256
ISO A1 (23.4x33.1)	Best Quality	256
ISO A0 (33.1x46.8)	Best Quality	230
ISO A4 (8.3x11.7)	Normal Quality	256
ISO A3 (11.7x16.5)	Normal Quality	256
ISO A2 (16.5x23.4)	Normal Quality	256
ISO A1 (23.4x33.1)	Normal Quality	231
ISO A0 (33.1x46.8)	Normal Quality	115

Copy Set Specifications

The following table provides the copy set maximums according to the Document Size for Original Types set to Photo (Text/Line) and Blue Line exclusively.

This information is useful to ensure the memory can accept the copy set capacity.

Document Size	Maximum pages
Ansi A (8.5x11)	256
Ansi B (11x17)	256
Ansi C (17x22)	256
Ansi D (22x34)	256
Ansi E (34x44)	239

Document Size	Maximum pages
Arch A (9x12)	256
Arch B (12x18)	256
Arch 15 (15x21)	256
Arch C (18x24)	256
Arch D (24x36)	256
Arch 30 (30x42)	256
Arch E (36x48)	207
ISO A4 (8.3x11.7)	256
ISO A3 (11.7x16.5)	256
ISO A2 (16.5x23.4)	256
ISO A1 (23.4x33.1)	256
ISO A0 (33.1x46.8)	230

Check Plot

Select this box if you want a printed, proof copy (check plot) after you scan the originals and before they are printed as sets. Check Plot jobs are not intended to be the final job but rather a preview.

NOTE

Check Plot only works on Collated Sets.

NOTE

When collation is selected, the Building Sets, Insert Documents message appears in the upper right corner of the screen.

1. Set up the copy features for the first original from the selections on the Basic Copy, Image Quality and Advanced Settings tabs.
2. Enter a copy quantity from 1 to 999, using the numeric keypad.
3. Insert the first original face down into the scanner. The machine scans the document. The scanning progress message displays on the Sets Build screen.
4. When the original exits the scanner, the Sets Build screen displays four buttons (listed below). If all of the originals to be scanned are the same type and size, you can continue to feed them at this time.

- **Delete Previous Image**: You can delete the image data from the most recently scanned original. This is a useful feature to modify one or more of the copy settings.

- **Delete All Images**: Selecting this button causes all the scanned images to be deleted.

- **Change Settings**: Displays the Copy screen, enabling you to change the settings (reduction/enlargement, original type, media selection, etc.,) from the Basic Copy, Image Quality and More Features tabs.

- **Media Status and Setup**: This area is where you can set media type and size in the printer while in the middle of a build job.

- **Last Original**: This selection informs the machine that scanning is done and printing can begin. Select this button after the final original in the set has been scanned.

5. If there are different types or sizes of originals in the set or you wish to select a different media source or apply a different feature, use the **Change Settings** button to display the Copy screen. This allows you to customize the settings for the next original.

> **NOTE**
>
> The Copy screen now displays a Close selection in the upper, right corner. You may select it to close the Copy screen and return to the Sets Build screen if you choose not to make any settings changes for the next original.

6. Continue inserting the originals in the scanner and making the required copy settings for each.
7. When the last original has scanned, select **Last Original**.
8. Confirm the copy quantity on the Quantity screen, or enter a new quantity using either the numeric keypad or the scroll buttons.
9. Select **Print** on the Quantity screen.
   The machine starts printing collated sets of copies.

Printer Interrupt

You can interrupt a print job to make a high priority copy. The interrupted print job resumes after the copy job finishes.

1. Select **Printer Interrupt** on the **Copy > Basic Copy** screen while a print job is processing.

   The Printer Interrupt selection remains illuminated throughout the interrupt job. Typically, no more than two prints exit the machine from the interrupted job.

2. When the suspended job stops, the Copy screen reappears.
3. Select the required copy settings.
4. Enter the copy quantity desired.
5. Scan the original(s).

6. When the copy job is finished, select the **Printer Interrupt** button again to resume the print job.

> **NOTE**
>
> If you forget to select **Printer Interrupt** to resume the print job, it will be canceled automatically as a default.
>
> **NOTE**
>
> The Print Interrupt Timeout period may be changed from the one minute default up to 99 minutes. Print Interrupt Timeout can be reset by the Administrator. Refer to the System Administration chapter for details.

Scan Display

This feature displays a scanned preview as your original is fed into the Scanner. The preview reflects data taken directly from the Scanner and may not represent the quality of the final output. Depending on the scan mode, additional image conversion takes place beyond the initial scan.

Check mark the **Scan Display** box located on the Basic Copy screen to enable.

If the Scan Display box is not visible on the Basic Copy screen, it has been disabled by the System Administrator in **Machine Information > Administration > General Administration > Set Scan Display**.

Setting Up the Image Quality Selections

You can configure the Image Quality features displayed to ensure that you obtain the best image results from each original.

This section provides procedures for setting up the following:

- Density
- Contrast
- White Point

Density

The Density option allows you to adjust the lightness or darkness of the copies relative to the original.

1. Select **Copy** on the Services menu.

   The Copy screen displays.
2. Select the **Image Quality** tab.
3. Select the best **Density** match using the scroll key.
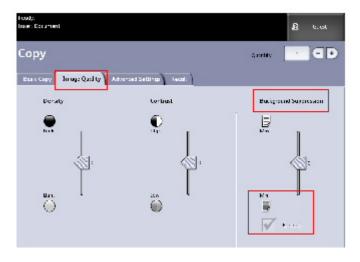
Contrast

The Contrast option increases or decreases the contrast of the copy relative to the original. High contrast settings increase the difference between the light and dark areas of an image by making the light areas lighter and the dark areas darker. Low contrast settings exhibit smaller differences between the light and dark areas. Use this feature to copy photographs and posters.

1. Select **Copy** on the Services menu.

   The Copy screen displays.
2. Select the **Image Quality** tab.
3. Select the **Contrast** setting, using the scroll keys, to obtain the desired results.

Background Suppression

The Background Suppression feature enables you to make adjustments for documents that exhibit poor contrast between the foreground image and the background. This feature is particularly useful for enhancing copy quality when the originals contain cut and pastes, uneven density, dark or colored backgrounds. You can easily erase the unwanted background color of the original.

1. Select **Copy**. The Copy screen displays.
2. Select the **Image Quality** tab.
3. Select the **Background Suppression** setting from the Image Quality screen using the scroll key to obtain the desired background results.

4. Select the **Enabled** key to save your setting.

Setting Up the Advanced Settings Selections

You can configure items such as scanned image size and the scan start position on the Advanced Features screen.

1. Select **Copy** on the Services menu.

   The Copy screen displays.

2. Select the **Advanced Settings** tab.

The Advanced Settings tab allows you to configure the layout, processing and finishing of your jobs output. The selections are defined below:

- Image Inversion
- Scan Offset
- Scanner Media Thickness
- Copy Quality
- Image Mirroring
- Image Location
- Sample Copy
- Scan Width
- Margins
- Media Type
- Finishing (optional-not shown)

3. Set up the features on the **Advanced Features** tab for the documents you are scanning.

Media Type

The media types are Bond, Vellum or Film. If the media type chosen is not loaded in the printer Media Roll Tray or Manual Feed-in Shelf, the selection is not available (grayed out).

The default is Bond.
1. Select **Copy** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Media Type** and select the type desired from those available.

> **NOTE**
>
> If the Media Type desired is not selectable, load the desired media and program the media source.

Sample Copy

The **Sample Copy** feature produces a proof copy of a section in the middle of the originals image. You can then accept or modify the copy settings before making copies, or reject and cancel the job.

The factory default settings is **Disabled**, no sample copy generated.
1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Copy** as an option.
2. Select **Copy**.

   The **Copy** screen will display.
3. Select the **Advanced Settings** tab.
4. Select **Sample Copy** and one of the two choices.

Mirror Image

The Mirror Image feature enables you to reverse the left and right sides of the original, the top and bottom of the original or a combination of both.

Perform the following steps to set up Mirror Image:
1. Select **Copy** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Mirror Image**.
4. Select **Off, X, Y, or XY**.

- **X Axis** - Copies are made with the left and right sides of the original image reversed.

- **Y Axis** - Copies are made with the top and bottom of the original image reversed.

- **XY Axis** - Copies are made with the top and bottom of the original image and with the left and right sides of the original image reversed.

5. Select **Save**.

The factory default setting is Off.

Image Inversion

The Image Inversion]feature reverses the black and white portions of the original image on the copy. Pixels that were white in the scanned image are printed black, and black pixels in the scanned image are printed white.

1. Select Copy on the Services menu. The Copy screen displays as the default.
2. Select the Advanced Settings tab.
3. Select Image Inversion.
4. Select No Image Inversion or Image Inversion.
5. Select Save.

Image Location

Image Location shifts the image copy position. Use this feature when copying letters on the edge of the original or makingpunch holes. The image can be printed by shifting the image to theleft, right, top or bottom. You can also set up the feature to automatically center the image on the media.

The factory default is Corner Shift.

- Auto Center: The center of the original is centered on the copy.

- Corner Shift: The original image is shifted to the edges or corners of the media. Use the arrow buttons to shift the image to the desired location.

1. Select **Copy** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Image Location**.
4. Select **Auto Center** or **Corner Shift**.
5. If you choose **Corner Shift**, continue by selecting from the options provided.
6. Select **Save** when finished.

Scanner Media Thickness

The Scanner Media Thickness setting adjusts the scanner controls to provide the best image quality available for either thin or thick originals. The default is zero for normal bond type.

> **NOTE**
>
> Skewed images can be incorrectly diagnosed as a need for Stitch Alignment when a simple Scanner Media Thickness adjustment was needed instead.

1. Select **Copy** on the Services menu.

   The Copy screen displays.
2. Select the **Advanced Settings** tab.
3. Select **Scanner Media Thickness**.

   Prior to scanning the original, specify the thickness of it as listed below:

Setting	Thickness	Type	Name	Weight
-1	Light	Bond	Newsprint	3 mil
-1			Translucent Bond	18 lb. 3.5 mil.
-1		Card stock	Light Card stock	110 lb 7 mil
-1		Film	AccuImage Elite and Mylar	4 mil
-1		Photo Paper	Light	7-8 mil
0	Ordinary	Bond	Premium	20 lb. 4 mil
0			Performance	20 lb. 4 mil
0		Card stock	Media Card stock	80 lb 9 mil
0		Vellum	Premium Tracing 90	90 g/m2
0		Film	Premium Translucent 75 micron	75 µm
0		Photo Paper	Premium	80 lb 9 mil
2	Heavy	Bond	Presentation	110 g/m2
2		Card stock	Heavy Card stock	110 lb 11 mil
2		Photo Paper	Heavy	10 mil
2		Film	Premium Translucent 100 micron	100 µm
3		Vellum	Premium Tracing	112 g/m2
3		Card stock	Extra Heavy Card stock/Cover	110 lb 13 mil
	* Tracing paper is displayed as [Vellum].			

4. Adjust the setting as required.
5. Select **Save** when finished.

Margins

The Margins feature enables you to add margins (white space) at the top, bottom, left and/or right edges of copies. All margins may be defined in a range from -8.0 to +8.0 inches, in increments of 0.1 inch.

The factory default setting is **0** for the top, bottom, left and right margins.

1. Press the **Services** button on the Control Panel.

    The **Services** menu will display with **Copy** as an option.
2. Select **Copy**.

    The **Copy** screen will display.
3. Select **Advanced Settings** tab.
4. Select **Margins**.

    The Margins screen will display.
5. Select the input field or fields where you wish to add margins, then enter the desired value using either the numbers keypad or the scroll buttons.

    ### NOTE

    To enter a negative number on the numeric keypad, either scroll to the negative number or press the toggle button.

6. Select **Save** when finished.

    ### TIP

    When making copies from a book or other unique originals, black shadows sometimes appear in the margins on the edge of the paper. If this happens, you can make copies with the shadows erased.

    When Reduce/Enlarge is set up, the border erase amount is proportionately changed.

Scan Width

Scan Width is used if the Auto Width dectection causes undesireable results. The Scan Width can be changed from the standard sizes of originals if you wish. Simply define the new width using the **Variable** selection.

The factory default is **Standard Width Detection** which does not get adjusted by users.

*   **Standard Width**

    This feature lets the scanner determine the actual original documents width by detecting the image as it is seen. It is best to align the input document against the left edge registration mark, rather than the center.

*   **Variable Width**

This feature allows you to set variable scan widths from 4.0 to 36 inches, in increments of 0.1 inch. Variable Width detects the image from aligning the original document to the left registration mark.

1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Copy** as an option.
2. Select **Copy**.
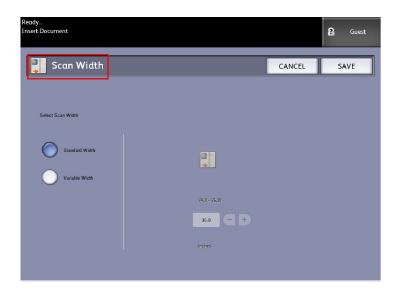
   The **Copy** screen will display.
3. Select the **Advanced Settings** tab.
4. Select **Scan Width**.

5. Select **Variable Width** when scanning a non-standard width original.
6. Then enter the desired scan width using either the numbers keypad or the scroll buttons.
7. Select **Save** when finished.

Scan Offset

When the Scan Offset feature is enabled, and a scan offset position is defined, the machine will ignore image information from the lead edge to the scan offset position. This enables you to eliminate unnecessary detail from the lead edge of an original.

The scan offset position can be set up from 0 to 36.0 inches, in 0.1 inch increments.

The factory default is **Disabled**.

- Disabled: Scan offset will not be applied to the original

- Enabled: A scan offset equivalent to the dimension you specify will be applied to the original when it is scanned.

1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Copy** as an option.

2. Select **Copy**.
3. Select the **Advanced Settings** tab.
4. Select **Scan Offset**.

5. Select **Enabled** to define the amount of scan offset.
6. Set up the scan offset, using either the numbers keypad or the scroll buttons.
7. Select **Save** when finished.

> **TIP**
>
> When a Reduce/Enlarge ratio of other than 100 % has been set up for the copy job, the scan start position will be enlarged or reduced proportionately.

Copy Quality

This feature is only Enabled when **Text/Photo** is selected as the Original Type on the Basic Copy screen.

- **Normal**: The default for 300 DPI.

- **Best**: The setting for 600 DPI.

1. Select **Copy** on the Services menu.

   The Copy screen displays.
2. Select the **Advanced Settings** tab.
3. Select **Copy Quality**.
4. Choose **Normal** or **Best** depending on the desired resolution.

Finishing

The Finishing feature is an option, requiring a feature key to activate. If you obtain this feature, the System Administrator can enable it at any time by sending a special feature key file to the machine. Contact your Xerox Sales Representative for ordering information.Finishing is displayed on the Web Printer Management Tool, test prints and on the User Interface as indicated below.

1. Select **Copy** on the Services menu.

    The Copy screen displays.
2. Select **Finishing**.

    The Finishing selections display.
3. Select the required **Folder Program**.
4. Select **More...** for additional finishing options.

    The More Finishing screen displays with the following:

    - Punch

    - Tab

    - Margins

    - Crossfold

Setting Up the Recall Selections

Recall Tab

This feature enables you to recall the last job run and all the settings associated with it. The recalled image can then be printed without rescanning the originals.

This feature is enabled or disabled by the System Administrator within
**Machine Information > Administration > General Administration
 > Enable/Disable Image Recall**.
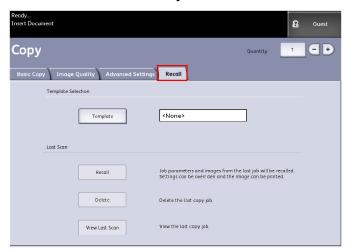
The default setting is Enabled.

If Immediate Image Overwrite is disabled and Image Recall is enabled, you can recall the last copy. However, this feature is not available if the System Administrator has enabled Immediate Image Overwrite.

Refer to the Image Recall section of the System Administration chapter for more details.

1. Select **Copy** on the Services menu.

2. Select the **Recall** tab.This feature allows you to do the following:

- Templates - save commonly run jobs with special settings for document types and image quality enhancements. Refer to the Copy Strategies for Special Documents section in the Product Overview for examples.

- Recall - stores the last scanned job run at the final state whether complete or incomplete due to an interuption. The incomplete job can be resumed and finished. The job is retained until printed or deleted.

- Delete - removes the file and eliminates the storage consumed in memory.

- **View Last Scan** - allows you to review the last scanned image.

.

A System Power On Default template can be set to save time and redundancy programming features for commonly run jobs.

3. Select **Template**.
4. Check off **System Power On Default**.

The customized saved template displays at power up.

View Last Scan

After scanning your document, you are given a scaled down image on which you can zoom in and out on the areas you select.

If the **View Last Scan** button is not present on the Recall tab, it has been disabled by the System Administrator and View Last Scan is not available.
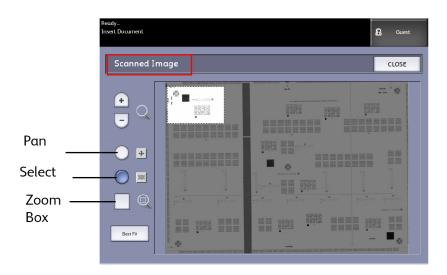
This feature is enabled or disabled by the System Administrator within **General Administration > Control Panel > Set Scan Display**.

The View Last Scan features are:

- Zoom In
- Zoom Out
- Pan
- Select
- Best Fit

Perform the following:
1. Select **Copy** on the Services menu.
2. Scan in your original.
3. Select the Recall tab.
4. Select **View Last Scan**.

- **Zoom Plus and Minus**

  Incrementally zooms in and out on the image.

- **Pan**

  In this mode, the image may be dragged left, right, up, and down.

- **Select**

  In this mode, a portion of the image may be selected by touching and dragging over the image. The zoom box may be moved by touching the center of the box dragging. The zoom box may be resized by touching and dragging a corner of the box.

- **Zoom Box**

Displays only when in the Select mode. Zooms to the box drawn over the image and changes to the Pan mode.

- **Scroll Bars**

  Used to also move the entire image left, right, up, and down. Scroll bars appear when the image does not fit on the entire screen. Scroll bars appear in both Pan and Select modes.

- **Best Fit**

  Returns the image to the original scanned view. Changes to the Pan mode.

5. Touch the **Select** button to highlight the image.
6. Touch the image on the User Interface then drag and box off an area of interest.

   This selected area is highlighted.
7. Select the **Plus** or **Minus** sign and zoom in or out on the highlighted area.
8. Select **Best Fit** to return to the original view.

Xerox® Wide Format 6604/6605 Solution™
User Guide

3

Scanning Documents

This chapter introduces the multiple scan features of the Xerox Wide Format Solution available with the attached Scanner configuration. FreeFlow Accxes, the software of the controller, has the capability to configure scan destinations to the following locations:

- **Scan-to-Mailbox** - Stores your files on the FreeFlow Accxes Print Server (hard drive) or a removable media device (USB) for later retrieval.

- **Scan-to-Mailbox Removable Devices** - Used to scan and view files on a removable device (USB).

- **Scan-to-FTP** - Sends the scanned images to a File Transfer Protocol (FTP) directory destination. There are 16 possible directory destinations available.

- Scan-to-Remote Printer- Sends the scanned images to be printed on a network printer. There are 16 printer destinations available.

In this chapter, you will find the following information for scanning:

- Preparation for Scanning
- Creating a Mailbox
- Scanning To a Standard Mailbox
- Naming Scanned Files
- Scanning to Removable Devices (USB)
- Scanning to FTP
- Scanning to Remote Printers
- Color Calibration

Preparation for Scanning

Prior to being able to communicate with your FreeFlow Accxes Scanner and Printer, the FreeFlow Accxes Print Server needs to be configured to the network.

The following must be prepared prior to scanning to network or mailbox:

- Network Setup
- A destination (mailbox) to receive the image information from the documents you scan

Items to install on your computer:

- FreeFlow Accxes Client Tools (ACT) for document retrieval and submission
- Application software for image editing
- Accxes Printer Drivers (www.xerox.com)

Establish the Network Setup
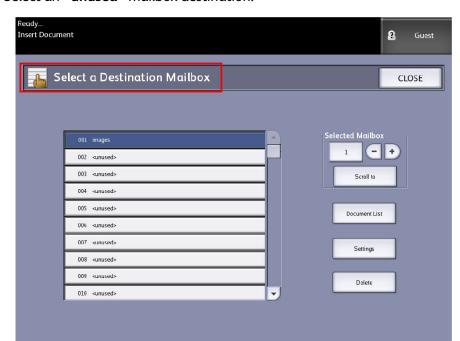
NOTE

Refer to System Administration Network Setup, for additional information or use the Xerox FreeFlow Accxes Printer Server and Web Printer Management Tool Setup Guide for detailed instructions.

Creating a Mailbox

Before using the Scan-to-Mailbox service, you need to define a mailbox as a Destination. This section reviews all the areas for mailbox options and settings. The Destination feature includes the ability to change or delete the settings of a given mailbox and review a scrolling list of documents previously scanned.

1. Select **Scan to Mailbox** on the Services menu.
2. Select **Destination**.

3. Select an **<unused>** mailbox destination.

The Enter a Mailbox Name screen appears with a keyboard displayed.

4. Use the keyboard to enter your mailbox name. You can enter up to 16 alphanumeric characters.
5. Select **Save**. The Select a Destination Mailbox screen redisplays. The assigned name appears on the Mailbox Name.
6. Select **Close** to return to the Scan to Mailbox screen or continue setting up new mailboxes.

Options of the **Select a Destination Mailbox** are:

*   **Standard Mailboxes** - up to 50 total

*   **Document List** - within a mailbox

*   **Settings** - of a mailbox

*   **Delete** - a mailbox

Selecting Mailboxes

The Scroll to selection is used to link you to a mailbox or you may enter the mailbox number (if known) in the **Selected Mailbox** field using the numeric keypad.

Standard Mailbox Document Lists
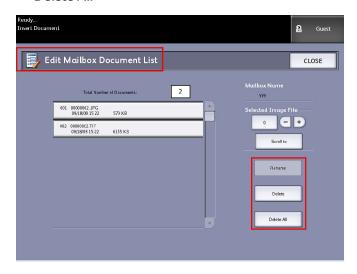
Jobs scanned to a Standard Mailbox as the destination, are provided as thumbnail preview .jpg files, if **Preview Generation** is enabled under the Advanced Settings tab. Also provided are the documents in the File Format you chose on the Scan to Mailbox tab.

The **Document List** selection displays the documents scanned to the Standard Mailbox selected.

The Edit Mailbox Document List screen is where you can do the following to your documents:

- Scroll the list
- Delete
- Delete All

Document List

The **Document List** section located on the **Select a Destination Mailbox** screen, displays the **Edit Mailbox Document List** where you can do the following to your documents:

- Rename
- Delete
- Delete All

Settings

The Settings section located on the Select a Destination Mailbox screen, displays the Mailbox Settings screen. If you want to prevent others from changing your mailbox settings, scanning documents to it or retrieving your documents from it, you can assign a mailbox password.

There you can set up the following:

- Password Protection Settings
- Mailbox Name
- Default Mailbox Settings

Deleting a Mailbox

1. Press the **Services** button on the Control Panel.
2. Select **Scan to Mailbox** on the screen.
3. Select **Destination**.
   The Select a Destination Mailbox screen displays.
4. Select the mailbox you wish to delete.
5. Then select **Delete**.

   A **Delete Confirmation** window displays.

   ⚠ Delete Confirmation

   Are you sure you want to delete the selected mailbox?

   [YES]   [NO]

   NOTE

   Once a mailbox is deleted, it can not be recovered. All documents in the mailbox will be deleted.

6. Select **Yes** on the **Confirmation** window.

Mailbox Passwords

1. Select **Scan to Mailbox**.
2. Select **Destination**.
   The Select a Destination Mailbox screen displays.
3. Select **Settings**.
   The Mailbox Settings screen displays.
4. Select any one of the **Password Protection Setting** options followed by **Set Password**.
   The Create Password screen displays.
5. Use the alphanumeric keyboard to enter your password.
6. Select **Save** when finished.

Rename Mailboxes

1. Select **Scan to Mailbox**.
2. Select **Destination**.
3. Select **Settings**.
   The Mailbox Settings screen displays.
4. Select **Rename**.
   The Enter a Mailbox Name screen displays.
5. Use the alphanumeric keyboard to enter your password.
6. Select **Save** when finished.

> **NOTE**
> When renaming a mailbox, a warning message informs you that doing so deletes all mailbox contents.

Setting up a Default Mailbox

This is a useful feature when there is a frequently used mailbox for running jobs.

1. Select **Scan to Mailbox**.
2. Select **Destination**.
3. To designate a destination as the default mailbox, select the mailbox from the **Select a Destination Mailbox** screen.
4. Select **Settings**.

   The Mailbox Settings screen displays.

5. Select the **Set this Mailbox as the default** to set.

> **NOTE**
> The default mailbox appears as the selected mailbox when the machine enters the Scan mode.

6. Select **Save** when finished.

Delete

The **Delete** option on the Select a Destination Mailbox screen simply deletes the selected mailbox, the mailbox name and all of the contents. The mailbox name default is <unused>.

Deleting Documents from a Mailbox

TIP

Documents stored in a mailbox will be deleted automatically, based on the System Administrator configured **File Deletion** setting. The **File Deletion** setting range is from 1 to 24 hours in increments of 1 hour. Be sure to retrieve your file in a timely manner to prevent data loss.

Delete All Documents

1. Press the **Services** button on the Control Panel.
2. Select the **Scan to Mailbox** feature on the screen.
3. Select **Destination**.
4. Select the plus and minus keys or enter your mailbox number in the entry box using the numeric keypad.
5. Select **Document List**.

   The **Edit Mailbox Document List** screen displays.

6. Select **Delete All**.

   NOTE

   Once the documents are deleted, they cannot be recovered. All documents in the mailbox will be deleted, and a confirmation message will display.

7. Select **Yes** on the **Confirmation** window.

Delete a Document

1. Press the **Services** button on the Control Panel.
2. Select the **Scan to Mailbox** feature on the screen.
3. Select **Destination**.
4. Select the plus and minus keys or enter your mailbox number in the entry box using the numeric keypad.
5. Select **Document List**.
   The Edit Mailbox Document List screen will display.
6. Select and highlight the image file you wish to delete.
7. Select **Delete**.

   NOTE

   Do not select **Delete All** because this will delete all files from the mailbox.

8. Select **Yes** on the **Confirmation** window.
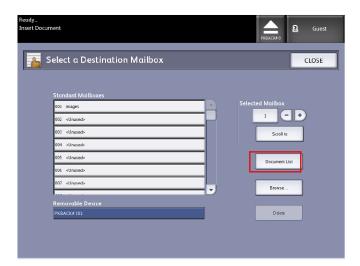
> **NOTE**
>
> Once a document is deleted, it cannot be recovered. The remaining documents will renumber, with the previous number 002 document becoming 001, and so on.
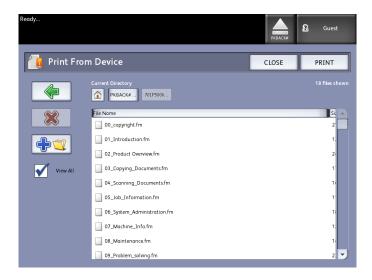
Removable Device Document Lists

The **Removable Device** selection of the Scan-to-Mailbox feature, displays the name of the attached device.

1. Select **Removable Device** to highlight.
2. Select **Document List**.

The Print From Device screen displays. Here you see the removable device list of contents.

3. Browse the **Document List**, select the document desired and then **Print**.

Refer to the Printing and Copying document chapter for more on the **Print-from-Device** feature.

Scanning To a Standard Mailbox

This section describes scanning to a standard mailbox, and assumes that a mailbox has already been setup. Listed below are the steps involved in the scanning process:

Step 1: Selecting a Standard Mailbox

Step 2: Selecting Scan to Mailbox Features

Step 3: Select Image Quality Features

Step 4: Select Advanced Settings Features

Step 5: Scanning the Document

Step 6: Stopping a Scan Job

Step 7: Retrieving Files Stored in a Mailbox

Step 1: Selecting a Mailbox and Using Templates

Scanning a copy begins by displaying the Scan to Mailbox screen on the User Interface. Once that is done, set up the scan job by selecting the necessary features from the Scan to Mailbox, Image Quality and Advanced Settings tabs.

NOTE

You must first specify the destination of the scanned image data before scanning can begin.

1. Select **Scan to Mailbox**.

   The screen displays with the following:

   1. **Destination** (mailbox or removable device name)
   2. **Template** (customized format)

2. Select **Destination**.

   The Select a Destination screen displays.

- **Standard Mailboxes**

  The destination feature includes the ability to change or delete the settings of a mailbox and review a scrolling list of documents previously scanned.

- **Document List**

  Lists documents in the format selected on the Scan to Mailbox tab. If **Preview Generation** located under Advanced Settings tab is enabled, you also get a thumbnail in the form of a .jpg file. The thumbnail image can be downloaded into Accxes Client Tools.

- **Settings**

  To prevent others from changing your mailbox settings, scanning documents to it or retrieving your documents from it, you can assign a mailbox password.

- **Delete**

  You can delete a mailbox. A confirmation message diplays since the mailbox cannot be retrieved once deleted.

3. Either select an existing mailbox by scrolling the list or enter the mailbox number (if known) and select **Scroll to**. Touch the mailbox to highlight it.
4. Select **Close** to return to the Scan to Mailbox screen.

   NOTE

   If required, you can save the job settings from the Scan to Mailbox and Advanced Settings you choose as a Template for future use. A System Power On Default template can be set as well to save time and redundancy by programming features for commonly run jobs.

Follow steps 5 through 7 for default templates:

5. Select **Template** from the Scan to Mailbox screen.
6. Choose from a previously saved template or select an **Unused** one and create a new uniquely named one and save it.
7. Check off **System Power On Default** if desired. The customized saved template displays at power up.

Step 2: Selecting Scan to Mailbox Features

Additional selections from the **Scan to Mailbox** screen are shown below:

- Rendering (Output Type)
- File Format (Single-page and Multi-page)
- Original Type
- Compression
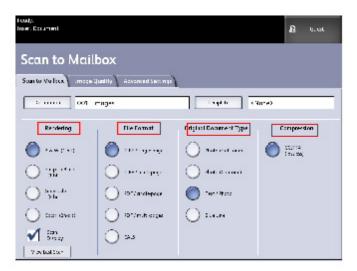
Table 17: Scan to Mailbox Features

Rendering	File Format	Original Type	Compression
B & W (1-bit)	TIFFS PDF CALS	Photo (Halftone) Photo (Contone) Text/Photo Blue Line	CCITT4
Snap to Black (1-bit)	TIFFS PDF CALS	Text/Line	CCITT4
Grayscale (8-bit)	TIFF	Text/Photo	Packbits Raw
Grayscale (8-bit)	PDF JPEG	Text/Photo	Normal, Best Compression, Best Image Quality
Color (24-bit)	TIFFS PDF JPEG	Text/Photo	Packbits Index Index ED

Selecting Scan-to-Mailbox features:

1. Select the output type **Rendering** to generate the electronic file.
2. Select the output **File Format** type desired.
3. Select the input **Original Document Type** you are scanning.

4. Select **Compression** to reduce the size of large files.

Step 3: Select Image Quality Features

You can configure the Image Quality features displayed on the **Scan to Mailbox > Image Quality** screen to ensure that you obtain the best image results from each original.

This Image Quality section provides procedures for setting up the following:

- Density
- Contrast
- White Point

1. Select **Scan to Mailbox**.
2. Select the **Image Quality** tab and the required image quality features from those displayed on the screen.

Density

The **Density** option allows you to adjust the lightness or darkness of the copies relative to the original.

1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Scan to Mailbox** as an option.

2. Select **Scan to Mailbox**.
3. Select the **Image Quality** tab.
4. Select the best **Density** match using the scroll key.

Contrast

The **Contrast** option increases or decreases the contrast of the copy relative to the original. High contrast settings increase the difference between the light and dark areas of the image by making the light areas lighter and the dark areas darker. Low contrast settings exhibit smaller differences between the light and dark areas.

1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Scan to Mailbox** as an option.
2. Select **Scan to Mailbox**.
3. Select the **Image Quality** tab.
4. Select the best **Contrast** match using the scroll key.

White Point

The **White Point** feature enables you to make adjustments for documents that exhibit poor contrast between the foreground image and the background. This feature is particularly useful for enhancing copy quality when the originals contain cut and paste, uneven density or either dark or colored backgrounds.

> **NOTE**
>
> The White Point feature is unavailable when Original Document Type is set to either Photo-Halftone or Photo-Contone.

1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Image Quality** tab.
3. Select the **Enable** key to save your settings.
4. Select the best **White Point** using the scroll key.

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Step 4: Select Advanced Settings Features

You can configure items such as scanned image size and the scan start position on the Advanced Features screen. The Advanced Settings tab allows you to configure the layout and processing of your jobs output.

1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Advanced Settings** tab.

The selections are listed below:

- Image Inversion
- Scan Offset
- Scanner Media Thickness
- Image Mirroring
- Scan to Printer
- Preview Generation
- Scan Width
- Resolution
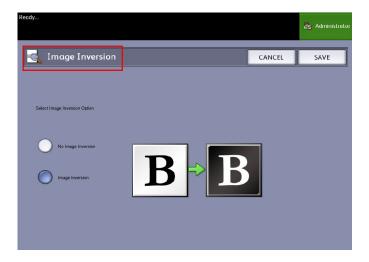
Image Inversion

The **Image Inversion** feature reverses the black and white portions of the original image on the copy (shown below). Pixels that were white in the scanned image are printed black, and black pixels in the scanned image are printed white.

1. Press the **Services** button on the Control Panel.

    The **Services** menu will display with **Scan to Mailbox** as an option.

2. Select **Scan to Mailbox**.
3. Select the **Advanced Settings** tab.
4. Select **Image Inversion**.

5. Select **Image Inversion** or **No Image Inversion**.
6. Select **Save** when finished.

Scan Offset

When the **Scan Offset** feature is enabled, and a scan offset position is defined, the machine will ignore image information from the lead edge to the scan offset position. This enables you to eliminate unnecessary detail from the lead edge of an original.

The scan offset position can be set up from 0 to 36.0 inches, in 0.1 inch increments.

The factory default is **Disabled**.

- **Disabled**: Scan offset will not be applied to the original.

- **Enabled**: A scan offset equivalent to the dimension you specify will be applied to the original when it is scanned.

1. Press the **Services** button on the Control Panel.

   The **Services** menu will display with **Scan to Mailbox** as an option.

2. Select **Scan to Mailbox**.
3. Select the **Advanced Settings** tab.

4. Select **Scan Offset**.

5. Select **Enabled** to define the amount of scan offset.
6. Set up the scan offset, using either the numbers keypad or the scroll buttons.
7. Select **Save** when finished.

> **TIP**
>
> When a Reduce/Enlarge ratio of other than 100 % has been set up for the copy job, the scan start position will be enlarged or reduced proportionately.

Scanner Media Thickness

The Scanner Media Thickness setting adjusts the scanner controls to provide the best image quality available for either thin or thick originals. The default is zero for normal bond type.

> **NOTE**
>
> Skewed images can be incorrectly diagnosed as a need for Stitch Alignment when a simple Scanner Media Thickness adjustment was needed instead.

1. Select **Copy** on the Services menu.

   The Copy screen displays.
2. Select the **Advanced Settings** tab.
3. Select **Scanner Media Thickness**.

   Prior to scanning the original, specify the thickness of it as listed below:

Setting	Thickness	Type	Name	Weight
-1	Light	Bond	Newsprint	3 mil
-1			Translucent Bond	18 lb. 3.5 mil.
-1		Card stock	Light Card stock	110 lb 7 mil
-1		Film	AccuImage Elite and Mylar	4 mil
-1		Photo Paper	Light	7-8 mil
0	Ordinary	Bond	Premium	20 lb. 4 mil
0			Performance	20 lb. 4 mil
0		Card stock	Media Card stock	80 lb 9 mil
0		Vellum	Premium Tracing 90	90 g/m2
0		Film	Premium Translucent 75 micron	75 µm
0		Photo Paper	Premium	80 lb 9 mil
2	Heavy	Bond	Presentation	110 g/m2
2		Card stock	Heavy Card stock	110 lb 11 mil
2		Photo Paper	Heavy	10 mil
2		Film	Premium Translucent 100 micron	100 µm
3		Vellum	Premium Tracing	112 g/m2
3		Card stock	Extra Heavy Card stock/Cover	110 lb 13 mil
	* Tracing paper is displayed as [Vellum].			

4. Adjust the setting as required.
5. Select **Save** when finished.

Mirror Image

The Mirror Image feature enables you to reverse the left and right sides of the original, the top and bottom of the original or a combination of both. The factory default setting is **Off**.

Selections include:

- X Axis - Copies are made with the left and right sides of the original image reversed.

- Y Axis - Copies are made with the top and bottom of the original image reversed.

- XY Axis - Copies are made with the top and bottom and with the left and right sides of the original image reversed.

Perform the following steps to set Mirror Image:
1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Mirror Image**.

4. Select **Off**, **X**, **Y**, or **XY**.

5. Select **Save**.
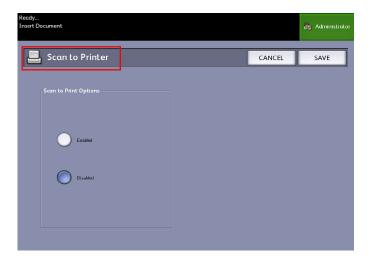
Scan to Printer

The **Scan to Printer** feature generates a proof print of the scanned document, enabling you to change the **Basic Scan**, **Image Quality** or **Advanced Settings** to achieve the results you want. The factory default is **Do Not Print Image**.

1. Press the **Services** button on the Control Panel.

 The **Services** menu will display with **Scan to Mailbox** as an option.

2. Select **Scan to Mailbox**.

3. Select the **Advanced Settings** tab

4. Select **Scan to Printer**.

5. Select the desired option.

 • **Disabled**: The controller will not generate a print of the scanned image.

 • **Enabled**: The controller will print the scanned image.

6. Select **Save** when finished.

Preview Generation

Use the Preview Generation option to enable or disable the generation of a preview image for your scanned document. The thumbnail image is a.jpg file, which can be downloaded into Accxes Client Tools.

The factory default setting is Create Preview Image.

1. Select **Scan to Mailbox** on the Services menu.

2. Select the **Advanced Settings** tab.

3. Select **Preview Generation**.

4. Select the desired option:

- **Disable**: The controller does not create a thumbnail image file.
- **Enable**: The controller creates a thumbnail image file, which can be downloaded into Accxes Client Tools.

5. Select **Save** when finished.

Scan Width

The Scan Width can be changed from the standard sizes of originals. Simply define the new width using the Variable selection.

The factory default is **Standard Width Detection**.

- **Standard Width**
  This features lets the scanner determine the width of the original document by detecting the image as it is seen. It is best to align the input document against the Left Edge Registration Mark, rather than center.
- **Variable Width**

  This feature allows you to set variable scan widths from 8.2 to 36 inches, in increments of 0.1 inch. Variable Width detects the image from aligning the original document to the Left Registration Mark.

1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Scan Width**.
4. Select **Variable Width** when scanning a non-standard width original.
5. Then enter the desired scan width using either the numbers keypad or the scroll buttons.
6. Select **Save** when finished.

Resolution

The printer measures how fine a printer can print the images. This measurement is known as dots per inch, or "dpi." The greater the dpi, the better the image. Select from the available options below:

- 600 DPI
- 400 DPI
- 300 DPI
- 200 DPI
- 150 DPI

Step 5: Scanning the Document

Follow the procedure below to scan your document(s).

NOTE

A document jam may occur if you press down too hard on the original, pull it during scanning or release it before it stops feeding.
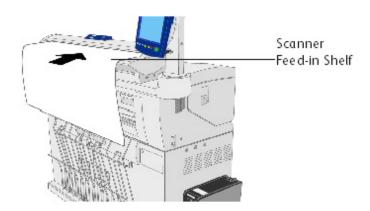
NOTE

To prevent document jams when copying originals that contain holes, orient the original so that the holes feed in last.

1. Orient the original, image face up, in the Scanner Feed-in Shelf aligned with the graphic size indicator labels. Pay close attention to the "no paper zone" as the original will jam in the drive gears of the scanner if it is fed too far to the left.

2. Evenly insert the lead edge of the original into the scanner. When the scanner detects the original, it feeds it a short distance, stops briefly and completes the scan.

NOTE

If the document does not feed automatically, the Scan Start mode may be set to Use Start Key. In this case, press the **Start** button on the Control Panel. This is a System Administrator configuration setting. Refer to the System Administration chapter, Set Start Scan Mode, for more details.
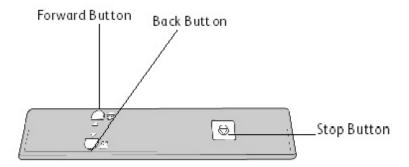
If the problem occurs during scanning, an error message appears on the Touch Screen. Solve the problem as instructed in the message.

The system automatically assigns a file name, "0000nnnn.xxx" (where "n" is the sequential number assigned to the image file, and "xxx" is the selected file type extension, e.g., TIFF, PDF, etc.).

If the Preview Generation option on the Advanced Settings tab is enabled, a thumbnail is created on the controller in a JPG format. The thumbnail image file can be downloaded into Accxes Client Tools.

Step 6: Stopping a Scan Job

Press either the **Stop** button on the Control Panel or the Scanner **Stop** button. If the scanner is in the prefeed mode, press the Scanner **Forward** or **Reverse** button to eject the original document.

NOTE

The Clear Pathway message screen displays if the scan is not in the prefeed mode. In this case, follow the instructions on the User Interface as indicated.

Step 7: Retrieving Files Stored in a Mailbox

Import the scanned data stored in your mailbox to your computer.

Refer to the FreeFlow Accxes Client Tools Customer Training Guide for instructions on importing files to your computer.

Naming Scanned Files

When scanning jobs to a file destination you assign a filename and organize them within groups using a customized naming convention or allow default naming to occur.

This feature is available for the following:

- Scan-to-Mailbox
- Scan-to-Removable Devices
- Scan-to-FTP

Auto Indexing:

When Auto Indexing is enabled, files get a default name of XWF-0000.tif (Xerox Wide Format - XWF).

The Base File Name, or prefix, is used with the number indexing automatically for each scanned document that follows.

The default is **Auto Indexing** on.

Base Files Names can also be customized for easy filing and identification.

Each Destination is independant, therefore, names can be duplicated and not conflict and be invalid. If a filename is posted as <invalid> there are three options for resolution:

- **Select Auto Indexing**
- **Rename the file**
- **Change the destination**

Without Auto Indexing:

When Auto Indexing is deselected, you enter the name manually and save it.

If the name already exists, an "Invalid Base File Name" error message displays after each successful scan. Change the Base File Name to resolve.

To reset the Base File Name and Destination, select the **Clear** button located on the Control Panel.

To reset indexing to zero, remove or retrieve scanned files from that destination.

Scan to Removable Devices

There are several removable device types that jobs can be scanned to. Universal Serial Bus (USB) Flash Drives, CD/DVD, and Memory Cards. Multiple devices can be attached at one time. The display naturally presents the newly added device as it is inserted. Should you prefer another device, those media choices are also available in the file browser.

Starting at the Services screen, if a removable device is inserted into the User Interface USB port, device related options will display. If the device is not supported, you will get an "Invalid Mailbox" message instead.

The choices presented are Scan-to-Mailbox or Print-from-Device.

Scanning to the removable device is an extension of the Scan to Mailbox feature. This is a second pathway from the Destination selection.

Scan to Device

1. Insert the removable device into the USB port located on the right side of the User Interface.

    Notice the green icon in the upper right on the Touch Screen as it recognizes your device.

    The Device Services screen displays with two choices.

    - **Print from Device**
    - **Scan-to-Mailbox**

        NOTE

        If the selections are unavailable the System Administrator has enabled Job Accounting. Enter your Job Accounting User ID and Account ID Login to access.

        NOTE

        The Scan-to-Mailbox feature will not be displayed if the Scan-to-Network feature key is not present and enabled. See your System Administrator.

2. Select **Scan to Mailbox** followed by the features and settings desired from the Scan to Mailbox, Image Quailty and Advanced Settings tabs.
3. Select **Destination**.
4. Select **Removable Device**.
5. Insert your document into the Scanner.

A screen displays with the transferring status of the scan as it processes. The transfer can be cancelled at anytime during the busy cycle. Once finished, the file is present on the device. At completion, the User Interface display returns to the beginning state.

6. Select the **Eject** button to safely remove the device.

Scan Multiple Pages to Device
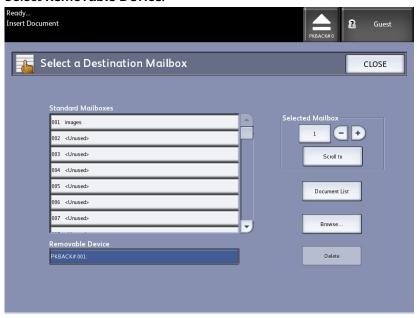
1. Insert the removable device into the USB port located on the right side of the User Interface.

   Notice the green icon in the upper right on the Services screen as it recognizes your device.

2. The **Device Services** screen displays the name of the device and two options.

   - Print from Device

   - Scan-to-Mailbox

3. Select **Scan to Mailbox** followed by the features and settings desired from the **Scan to Mailbox**, **Image Quailty** and **Advanced Settings** tabs.

4. Ensure **File Format type > Multiple-pages** on the Scan-to-Mailbox screen is selected.

5. Select **Destination**.
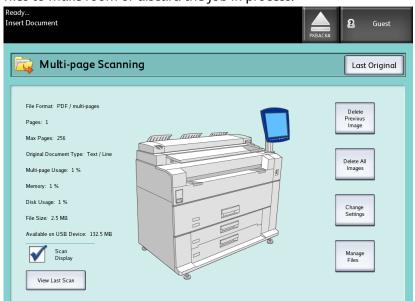
   The Select a Destination Mailbox screen displays.

6. Select **Removable Device**.

7. Insert the first of the multiple documents.

   The Multi-page Scanning screen displays with current file size and available space information on the USB device.

Should the USB device get full, a warning message displays. You can remove some files to make room or discard the job in process.

- Multi-page Usage - the percent used of a 4GB maximum.

- Memory - the percent of scanner input memory used.

- Disk Usage - the percent of storage used on the hard drive.

- File Size - the size in MB or status of the file being created.

- Available on USB Device - the space in MB. If the file size exceeds the space transferring files is prohibited.

8. Select **Last Original** when finished.
9. Select the **Eject** button in the upper right hand on the User Interface to safely remove the device.

Scan to FTP

The Scan to FTP feature allows users to:

- Submit scanned jobs, up to 16 Destinations, to File Transfer Protocol (FTP) destinations for the scan.

- Use a Default Template to save commonly run jobs.

FTP Destination setup is accomplished using Web Printer Management Tool software and require an FTP server application running on the target destination.

Refer to the Xerox FreeFlow Access Print Server and Web Printer Management Tool Setup Guide for more detailed instructions on configuring FTP Destinations.

See your System Administrator for details on this feature or if a password is required.

How to Scan to an FTP Site

1. Select **Scan to FTP** from the Services menu.
2. Select **Destination**.

   The Select a Destination FTP Site screen displays.
3. Select an **FTP destination** from those already configured or have your System Administrator create a new destination as required.
4. Load the document face down into the Scanner Feed-in Shelf.

   A Scan Preview appears if it is enabled

   NOTE

   After the job has processed, the file will be delivered to the FTP destination. This could be a server or client workstation. There you see data files of the scanned documents. If Preview Generation was enabled in Advanced Settings, a thumbnail .jpg file was also created.

   NOTE

   Refer to **Naming Scanned Files** for details if required.

Color Calibration

The Color Calibration process is used to improve color consistency when sending jobs to a remote printer from the Xerox Wide Format 6604/6605 Scanner.

Creating color profiles is the procedure that is used to correlate the scanner input with the remote printer output.

In the calibration process, targets are printed and scanned for multiple quality levels and then stored as profiles sets that can be reused. Profile sets should be logically named when created so that switching among previously created profile sets is easy. For example, when changing media type from Bond to Glossy, a user can then identify and select a Bond or Glossy set that was previously created.

The System Administrator is required to create, rename and delete color profiles. But you do not have to be a System Administrator to use Color Calibration.

Note that any change to the Scanner, Printer or printer Media Type is reason to recreate a new color calibration profile. The System Administrator will also want to create new profile sets for a newly networked printer.

   NOTE

   Before getting started, ensure that the desired remote color printer is set up in the Web Printer Management Tool. Currently, the Web Printer Management Tool is the only way to set up a remote printer. Contact your System Administrator for this if required.

NOTE

Refer to the Maintenance chapter for cleaning the scanner prior to scanning the Color Calibration targets. Cleaning the five Contact Image Sensors and the Document Feed Rollers ensures improved image quality if it has been some time since it was last done. Ensure the areas are fully dry before scanning your originals.

Creating a new Color Calibration

1. Select **Scan to Remote Printer** from the Services menu.
2. Select **Destination**.

   The Select a Destination Remote Printer screen displays.
3. Select your destination color printer.
4. Select **Color Calibration**.
5. Select **Create**.

   The Enter a Profile Set Name screen displays.

   NOTE

   When you select the **Create** button in the step above, if there had been a previously started calibration session that was incomplete or not saved, you have the option to resume where you left off or start fresh with creating a new calibration. The Current Color Calibration Session screen displays with these choices. Be advised that if you select the **Create** button, the calibration previously started is deleted.

6. Enter a profile set name. Select **Save**.

   The Create Color Profile Set screen displays.

   NOTE

   By default, the available quality level options supported on the Remote Printer are shown. A calibration target prints for each selected quality level.

7. Deselect the Quality Levels you wish to exclude in the calibrated profile set.
8. Select **Print**.

The Printing Color Calibration Targets screen displays.

> **NOTE**
>
> During the calibration target print time, other copy and print jobs may still be processed. To do this, select the **Services** button on the Control Panel and proceed.

9. Select **Close** and collect your calibration targets from the remote printer.

> **NOTE**
>
> If any of the targets failed to print or were damaged in the print process, you can select the **Print** button located on the Printing Color Calibration Targets screen again. If you need to resume, start at the Current Color Calibration Session screen.

10. You may choose to trim off the excess paper from the printed calibration targets to reduce the size to be more manageable. Insert each calibration target into the scanner. When you scan the printed calibration targets from the remote printer into the scanner, it doesn't matter in which order you insert them. Only the direction matters. The arrow on the target gets fed first into the scanner.

    The Processing Color Calibration Targets screen displays, followed by an hourglass, while it processes each calibration target.

    Once you scan all of the calibration targets, the **Save** button becomes active.

11. Select the **Save** button on the Create Color Profile Set screen to see the newly created profile set in the list on the Select Color Profile Set screen. You have created your first color profile set. The date and time it was created and the image quality levels included in the profile set are printed on the target for your convenience.

> **NOTE**
>
> You can create specific profile sets for different types of media, such as glossy or vellum. The profile set names should match the media types your remote printer feeds.

Problems During Color Calibration

In some rare cases, you may experience problems when creating Color Calibrations. To prevent problems, ensure the originals used for calibration are not damaged or missing information. If incorrect calibration targets are used, color images may be jeopardized.

Color Calibration Processing Failure - error screen

- Ensure you are feeding a calibration target rather than another document into the Scanner. Targets are marked with a title for identification.
- Check that the color calibration target is inserted in the correct orientation (loaded face down and arrows forward).
- Ensure that the printer is not out of color ink.
- Ensure the color calibration target does not have streaks or blotches of ink.
- Ensure all color patches are present.

Mismatch session or wrong printer message displays in the following instances:

- If a calibrated target from a different printer was inserted inadvertently.
- If a calibration target from a different calibration session, other than the current one, was inserted.

A possible solution is to verify the label on the calibration target matches the current job. The label lists the identity of the calibration target.

Scan to Remote Printer
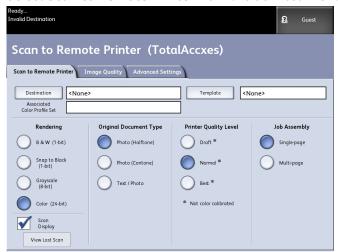
The Scan to Remote Printer feature allows users to submit scanned jobs to network printers to be printed. You can also save commonly run jobs as Default Templates.

The remote printer destinations are set up using the Web Printer Management Tool. See your System Administrator for more details on this feature.

Refer to the Xerox FreeFlow Accxes System and Web Printer Management Tool Setup Guide or Help files in the Web Printer Management Tool for detailed instructions on setup if needed.

Once the destinations are set up on Web Printer Management Tool, you can find the destinations on the Scan to Remote Printer screen and then proceed with scanning.

1. Select **Scan to Remote Printer** from the Services menu.

> **NOTE**
>
> Notice the Printer Quality Level indication "*" shown as a result of performing Color Calibration on the remote printer.

2. Select **Destination**.

    The Select a Destination Remote Printer screen displays.

3. Select your destination color printer.

4. Select **Close**.
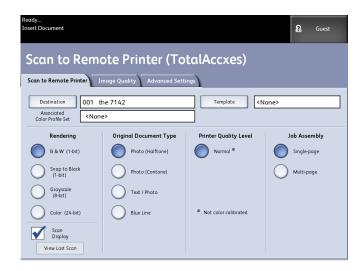
> **NOTE**
>
> Notice the remote printer name is now present in the Destination field.

5. Select **Scan to Remote Printer**, **Image Quality** and **Advanced Settings** features as desired.

6. Load your document into the Scanner.

7. You may now get your output from the remote printer you had previously selected. You can also locate the newly scanned job in the Web Printer Management Tool under the Printer Queue tab.

How to Scan to Remote Printer

1. Select **Scan to Remote Printer** from the Services menu.

> **NOTE**
>
> Notice the Printer Quality Level identification status above that results from performing Color Calibration on the remote printer.

2. Select the **Destination** button.

   The Select a Destination Remote Printer screen displays.

3. Select your destination color printer.

4. Select the **Close** button.

   > **NOTE**
   >
   > Notice the remote printer name is now present in the Destination field.
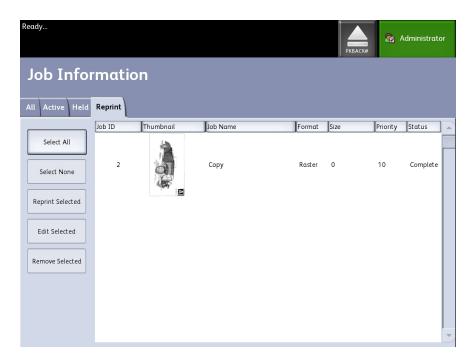
5. Select **Scan to Remote Printer**, **Image Quality** and **Advanced Settings** features as desired.

6. Load your document into the Scanner.

7. You may now get your output from the remote printer you had previously selected.

   You can also locate the newly scanned job in the Web Printer Management Tool under the Printer Queue tab.

4

Job Information

All print and copy jobs are placed in the Job Information queue on the User Interface. Print jobs are jobs sent to the Xerox Wide Format System from either a remote client workstation using Web Printer Management Tool or a network Printer Driver.

All Tab

The contents of this tab is a list of all jobs in their various stages of completion. Jobs are displayed whether sent via Web Printer Management Tool or scanned at the printer.

Active Tab

Jobs that are in progress are shown in the Active queue.

Jobs in the Active queue can be placed on hold by selecting them and choosing **Hold Selected**.

Jobs can be cancelled from this queue and will remain only on the All tab. This is done by selecting the job and choosing **Cancel Selected**. More information can be seen for any given job by selecting **Details**.

> **NOTE**
>
> If Immediate Image Overwrite is enabled, there is no Hold function available.

Held Tab

The Hold Queue feature can be used to manage your job workflow by:

- scheduling jobs for printing at a specific time (YYYYMMDDHHDD)
- stopping active jobs to prioritize another
- preventing down-time if a job requires an install of specific media
- retains print jobs that have been fully submitted but not yet finished printing
- retains incomplete copy sets in queue should there be an interruption while in process

The Hold queue feature enables users to release jobs and place them in the Active queue. The job will then print automatically.

Jobs may be submitted to the printer, viewed and released using either Web Printer Management Tool or the User Interface. Jobs can also be placed on hold from the same locations.

Jobs in the Hold Queue consume memory and disk space in Accxes. Therefore, jobs in the hold queue are intended to be temporarily stored there. This queue needs to be monitored and managed as jobs accumulate. Jobs should be either cancelled or printed to free up space.

Administrator Managed Queue

This feature is most often used in a centralized print environment where a System Administrator sets a secured password for access to manage jobs.

When the Administrator Managed Queue is enabled, all incoming print jobs are placed on hold.

The ability to release, hold and cancel jobs with the administrator manager queue enabled is restricted to the System Administrator if there is a secure password set. Without a secure password set, any user can perform these operations.

Placing all jobs on hold:
1. Select **Machine Info** from the Services screen.
2. Select **General Administration**.
3. Select **Enable/Disable Administration-Managed Queue**.
4. Select **Enable**.

5. Select **Save**.
6. Submit the print job.
7. Locate the job in the Hold queue from Job Information on the UI or Print Queue on Web Printer Management Tool.

Job Reprint

Completed copy and print jobs are available for reprint if the Administrator has enabled the Job Reprint feature. The Job Reprint feature is Disabled as the default.The enable/disable option is controlled in Machine Info > Administration > General Administration > Configure Job Reprint.

Reprinting jobs is also available on the Web Printer Management Tool.

If the System Administrator disables Job Reprint, the Reprint tab is no longer available or present on the Job Information screen.

Whether you are submitting a reprint job with or without edits, it is moved from the Reprint queue to the Active queue.

Reprint Jobs with Edits

Perform the following to Reprint a Job with Edits:
1. Select **Job Information** from the Services menu.
2. Select the **Reprint** tab.
3. Select a single job.
4. Press the **Edit Selected** button.

    The Edit Job Settings screen displays.
5. Select the **Override** checkbox.

    This enables changes from the original job to the job you are preparing to reprint.
6. Edit the job settings as desired. (Details on features are below.)
7. Press the **Print** button.

    NOTE

    The edited job moves from the Job Information queue to the Active Queue. Once it is printed, it returns to the list in the Job Information Reprint Queue.

Edit Job Settings

Reduce/Enlarge

The Reduction/Enlarge feature has variable options for scaling the images being copied. The feature provides the ability to customize the preset reduction/enlargement settings beyond the basics discussed here. The factory default setting is 100 %.

The reduction and enlargement features available are:

- **Scale Factor**: The Scale Factor from 25 % to 400 % is set by pressing the increase and decrease arrows in single increments. The numbers pause at standard reduction and enlargement settings. You can quickly change the percentage by entering in the numbers using the numeric entry keypad. Touch the percent field to get a keypad. Here you type in the number desired.

- **Presets and More...**: The Presets and More... feature displays a Scale Factor screen to allow Variable or Preset Percentages. You can customize one percentage value as desired.

- **Auto**: The ratio is automatically set up based on the original document size and the installed media size. The document is copied to fit the currently selected media.

- **Media Types**: Bond, Vellum and Film

Media Types

- Bond
- Vellum
- Film

Media Source

The Media Source selections enable you to select from where the media for the copy job is fed. The factory default setting is Auto Select. The definition describing each selection under Media Source is the media currently loaded.

Output Format

Print jobs default to the best fit for the selected media size.

- Synchronized: The Media Roll is cut the same size as the original.

- Preset:The Media Roll is cut to a standard size that you select. The standard size options displays when you select the **Preset** option.

- Manual:The Media Roll is cut to a customized size that you specify (x and y coordinates). A screen with data entry fields displays when you select **Manual**.

Output Format (Print Jobs)

This feature lists Output Format preset sizes for print jobs.

Output Format (Copy Jobs)

1. Choose from the list of Output Formats.
2. Select the **Save** button.
3. Ensure that the output format media size is loaded into the drawer.

   NOTE

   If the output media size selected is not present in the media drawer, a media mismatch error displays.

The Copy Option feature **Machine Information > Administration > Copy Options** provides the ability to Configure Custom Output Format settings beyond the basic for jobs often run with special output needs. Refer to System Administration, Copy Options, Configure Custom Output Formats, for more details.

Collation

Collated copies can be produced for jobs that involve multiple originals. The originals in the set also can be mixed (of different types, such as text, photo, etc.). A maximum of 256 pages may be scanned in each collation job. The factory default setting for Collation is None.

   NOTE

   For uncollated copies, the machine prints the specified quantity of the first page, the specified quantity of the next, and so on. For collated output, the machine sorts the copies into sets.

1. Select **Copy** on the Services menu.
   The Copy screen displays.
2. Select from the **Collation** options.

   - **Uncollated:** Non-sets build mode. Pages are printed as they are copied.

   - **Reverse Collation**:Page (n) is on the top of the output stack.

   - **Forward Collation:** Page 1 is on the top of the output stack.

   - **Checkplot**: Select this if you want a printed proof copy (check the plot) after you scan each original and before they are printed as sets.

3. Place the originals in 1-(n) order with the image face up.
4. Load the (n) document face up into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

   NOTE

   When collation is desired and selected, the Building Sets Insert Documents message appears in the top right of the screen.

Finishing

If a Finisher is attached to the machine:

1. Select the **Finishing Override** checkbox.
2. Select the **Bypass** button to override the finishing settings.

    The Finishing screen displays.
3. Choose a Select Folder Program from those listed.
4. Select **Bin** choices.
5. Select the **Title Block Location**. This selection tells the machine how to fold the document with the title block showing as indicated. Title blocks are found on engineering drawings.

Remove Selected Jobs

This feature eliminates the job altogether from the Reprint queue. It is permanently deleted. You must have System Administrator privileges to perform this task. If you are not logged in as a System Administrator, the **Remove Selected** button is not present.

Perform the following:

1. Select **Job Information** from the Services menu.
2. Select the **Reprint** tab.
3. Select the job(s) you wish to delete.
4. Select the **Remove Selected** button.

> **NOTE**
>
> Jobs removed from the list located on the Reprint tab still appear on the **Job Information > All** tab which is a job queue list. The removed jobs, however, are no longer reprintable.

Job Reprint from Web Printer Management Tool

To access the Web Printer Management Tool, go to your internet browser and enter the IP address of the access controller or your designated printer.

There are multiple ways to bring jobs through the Web Printer Management Tool to your remote printer. The first and primary way is done by connecting from a client workstation or a printer driver. Refer to the Xerox FreeFlow Accxes V15.0 Drivers and Client Tools Software Install Guide for detailed instructions.
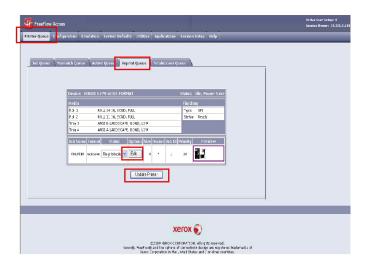
The second choice, shown below, is done by browsing to and uploading a file. This may be easier than installing a driver. However, you have to manually adjust the printer settings (e.g., 5 copies vs. 1) prior to submission and then change them back. You are also limited to file formats that FreeFlow Accxes can directly support.

To Enable Job Reprint:

1. Launch an internet browser and enter in the IP address of the access controller or your printer. (http://xx.xxx.xx.xx)
2. Select the **Configuration > Miscellaneous** tabs.
3. Ensure the **Thumbnail Creation** and **Job Reprint Enable** boxes are check marked.
4. Notice the **Job Reprint Policy** pull-down options and choose the desired outcome.
5. Select **Update Printer** to engage the above changes.

   To Reprint a Job:

6. In Web Printer Management Tool, select the **Utilities** tab.
   The **Upload** tab is the default shown.
7. Select the **Browse** button and navigate to the file you would like to print.
8. Select the **Upload** button.
9. Select **Printer Queue**.
10. Select **Reprint Queue**, the **Status** pull-down, and **Print**.
11. Select the **Update Printer** button.

As shown in the above screen, the Web Printer Management Tool Reprint Queue now has an Edit button where the user can Edit Job Options specific for printing and then submit the job to the designated remote printer.

Edit Job Options

☐ Override	Copies:	1
☐ Override	Scaling:	Fixed ∨ 100 [25 - 400]
☐ Override	Media Size:	BEST FIT ∨
☐ Override	Media Type:	BOND ∨
☐ Override	Media Source:	ANY ∨
☐ Override	Collation:	None ∨
☐ Override	Finishing:	Bypass ∨
	Title Block Location:	LOWER RIGHT ∨
	Output Bin:	∨
☐ Override	User ID:	
	Account ID:	

OK   Cancel

The selected jobs disappear from the Reprint Queue and reappear in the Active Queue.

5

System Administrator

The System Administrator Log In feature allows the administrator to log in and out of the administrator account with a password. If the user has logged in as the administrator, the account indicator in the upper right corner of the screen displays Administrator. If not logged in, the indicator displays Guest.

System Administration

This chapter describes features on the Administration tab of the Machine Information menu.

The Administration tab allows the System Administrator to manage the following:

- **General Administration**
- **Control Panel**
- **Copy Options**
- **Network Setup**

System Administration Overview

Most of the features available using the Xerox Wide Format Solution are accessible to all users. Some features, however, are restricted to the System Administrator if the environment warrants it. Those features are then only accessible by logging into the system with a secured password.
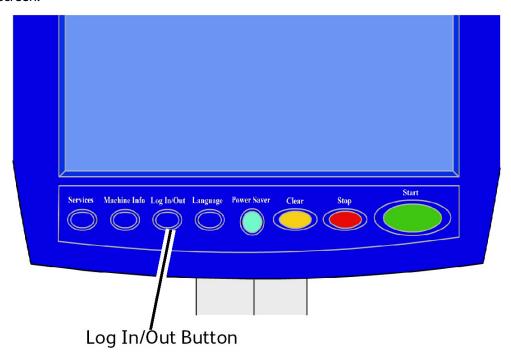
NOTE
To prevent unauthorized access to the System Administration features, a system password should be entered as soon as possible after installation.

Entering System Administration Mode
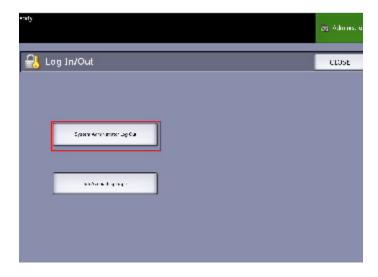
To enter the System Administration mode:

Press the **Log In/Out** button on the Control Panel to access the System Administrator screen.

Log In/Out Button

Login Options

The Log In/Out screen, shown below, allows the user or administrator to log in to the system in one of two ways.

System Administrator

The Administrator login tab will allow the administrator to log in to the administrator account or log out if already logged in. If the user has logged in as the administrator, the account indicator in the upper right hand corner of the screen displays Administrator. If not logged in, the indicator displays Guest.

Job Accounting

The Accounting tab will either state that accounting is not enabled or allow the user to enter a user ID and account ID to log in. If the user is already logged in, he or she will be allowed to log out. Once the user is logged in, the account indicator at the top right corner to the User Interface displays the first 16 characters of the user ID and account ID.

> **NOTE**
>
> You can also get to the Log In/Out menu by pressing the user level box in the upper right hand corner of the screen.

> **NOTE**
>
> You can be logged on as an administrator and as an accounting user at the same time. You are prompted to enter your login information as you try to access the appropriate features.

1. Select **System Administrator Log In**.

   The Enter SA Password screen displays.
2. Enter the System Administration password on the Numeric Keypad.
3. Select **Enter**.

Once you are logged in as an Administrator, the system displays the Administrator icon in the upper right hand corner of the screen.

If there is no system activity for a period of time specified in the Timers setup, (scanning documents or screen touches or key presses), a timeout screen will be displayed for four seconds, and then the user will be logged out automatically.

For more detailed information about Timers setup, see the Configuring Timers section of this chapter.

Once you are logged in as an Administrator, you are able to view and make changes on the Administration tab of the Machine Info screen.

> **NOTE**
>
> The buttons on the Administration tab may require an administrator log in. If you are logged out, the system will prompt for the System Administrator password if one of these buttons is selected and access is denied.

System Administrator

The System Administrator Log In feature allows the administrator to log in and out of the administrator account with a password. If the user has logged in as the administrator, the account indicator in the upper right corner of the screen displays Administrator. If not logged in, the indicator displays Guest.

Job Accounting

The Job Accounting feature either states that accounting is not enabled or allows the user to enter a user ID and account ID to log in. A user who is already logged in is allowed to log out. Once the user is logged in, the account indicator at the top right corner of the User Interface displays the first 16 characters of the user ID and account ID.

> **NOTE**
>
> You can also get to the Log In/Out menu by pressing the user level indicator in the upper right corner of the screen.

> **NOTE**
>
> You can be logged in as an administrator and as a Job Accounting user at the same time. You are prompted to enter your login information when accessing the appropriate features.

> **NOTE**
>
> For more detailed information about logging into Job Accounting mode, see the Job Accounting Overview section of this chapter.

To enter the System Administrator Mode:
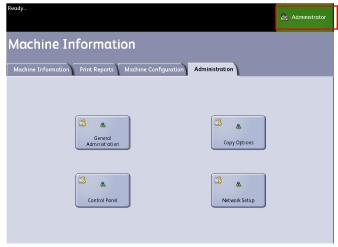
1. Select **System Administrator Log In**.
   The Enter SA Password screen displays.
2. Enter the System Administration password on the Numeric Keypad.
3. Select **Enter**.

Once you are logged in as an Administrator, the system displays the Administrator icon in the upper right corner of the screen.

If there is no system activity for a period of time specified in the Timers setup (scanning documents, screen touches, or key presses), a timeout screen displays for four seconds, and the user is logged out automatically.

For more detailed information about timers setup, see the Configure Timers section of this chapter.

Once you are logged in as an Administrator, you are able to view and make changes on the **Administration** tab of the Machine Information screen.

Exiting System Administration Mode

To exit the System Administration mode:

1. Select the **Log In/Out** button to access the System Administrator screen.
2. Select **System Administrator Log Out**.
3. Select **Yes** to confirm that you wish to log out.

The system will exit System Administration mode and the Guest icon will appear in the upper right corner of the screen.

General Administration Settings
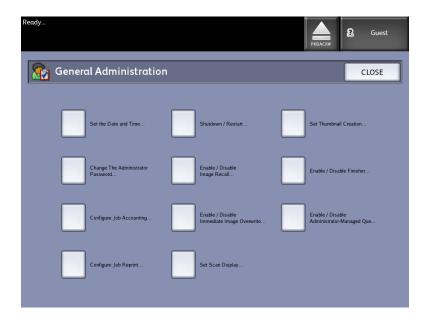
The General Administration settings enable you to display and set the time on the machine, change the administrator password, shut down and restart the system, and perform job accounting tasks. If you are not already logged in as an System Administrator, you are prompted to enter a System Administrator password to access the General Administration settings.

General Administration provides the following functions:

- **Setting the Date and Time**
- **Changing the Administrator Password**
- **Configuring Job Accounting**
- **Configuring Job Reprint**
- **Shutting down and restarting the system**
- **Enabling/Disabling Image Recall**
- **Enabling/Disabling Immediate Image Overwrite**
- **Setting Scan Displays**

- **Setting Thumbnail Creation**
- **Enable/Disable Finisher**
- **Setting Administrator-Managed Queues**

Navigation: Select **Machine Information > Administration > General Administration.**

Setting the Date and Time

The administrator sets the date and time that displays on the Touch Screen and also on controller-generated prints (banner sheets, reports, error messages, etc.) The machine uses a 24 hour clock (0 - 23).

1. Select **Machine Information** from the Services menu.
2. Select the **Administration** tab.

   Refer to the Machine Information chapter for more details on the feature.
3. Select **General Administration** from the Administration tab.

   ### NOTE
   If you are logged out, the system prompts you to log in as a System Administrator.

4. Select **Set the date and time...**
5. Enter the following:

   - Year
   - Month
   - Day
   - Hour
   - Minute

6. Select **Save**.
7. Select **Close** on the General Administration screen to return to the Administration tab screen.

Changing the Administrator Password

The following describes the procedure for changing the System Administrator password. This is the same system password that is required when accessing the machine from the Web Printer Management Tool.

If required, create a new system password immediately after machine installation and periodically thereafter. Be sure to record the password in a secure location.

> **NOTE**
>
> The password can contain one to five numbers, from 0 to 99999.

1. Select **Machine Info** from the Services menu.

   The Machine Information screen displays.
2. Select the **Administration** tab.
3. Select **General Administration**.

   The General Administration screen displays.
4. Select **Change The Administrator Password**....

   The Enter SA Password menu displays.
5. Using the numeric keypad to enter the digit(s), enter a system password.
6. Select **Enter**.
7. Select **Close** to exit the General Administration screen.

Job Accounting Overview

> **NOTE**
>
> The job accounting feature is an option, requiring a Feature Key to activate. If you obtain this feature, the System Administrator can enable it at any time by sending a special feature key file to the machine. Contact your Xerox Sales Representative for ordering information.

Job Accounting is set up on Web Printer Management Tool **Configuration > Accounting > Optional**.

Job Accounting tracks copy, scan, and print media usage. Usage is expressed as the area and length of the media scanned or used.

The Account Management Tool (AMT), or another third party accounting tool, is used to assign a User ID, Account ID, and Printer ID. It then collects and tallies the stored data from the networked devices. When the management tool is set up, an administrator sets up and provides the required IDs to the users.

If you are using the Account Management Tool for Job Accounting, see the FreeFlow Accxes Software Tools Customer Training Guide for more detailed information about assigning IDs to users. The Xerox FreeFlow Accxes V15.0 Drivers and Client Software Installation Guide provides instructions for installing the Account Management Tool.

For the Xerox Wide Format system with FreeFlow Accxes Print Server, Job Accounting can be enabled from both the Control Panel and the Web Printer Management Tool. The default setting is Disabled.

Entering Job Accounting Mode

To enable Job Accounting:

1. Select **Machine Info** from the **Services** menu screen.

   The **Machine Info** Screen displays.

2. Select the **Administration** tab.
3. Select **General Administration**.
4. Select **Configure job accounting....**

   The **Set Job-based Accounting Mode** screen displays.

5. Select the radio button for the appropriate option:

   - **Enabled**: Job accounting information is required for all users. If a user supplies a valid user name and account ID, he/she can perform printer, copy and scan operations. If the user does not supply a valid user name and account ID, only printer operations can be accessed and copy and scan options do not display on the screen.

   - **Disabled**: Job accounting is turned off. The user can access the printer, copy, and scan operations listed on the **Services** menu screen.

   - **Optional**: Users can either enter a valid user name and account ID or enter no characters when prompted for a user name and account ID to enter a generic account. When the optional account is accessed with either the valid user name and account ID or generic account, the user can perform printer, copy, and scan operations.

6. Select **Save**.
7. Select **Close** to exit the **General Administration** screen.

Logging in as a Job Accounting User

1. Press the **Log In/Out** button on the Control Panel to access the System Administrator screen.

   The **Log In/Out** menu displays.

2. Select **Job Accounting Log In**.

   The **Enter User Name** screen displays.

3. Enter the user name and account ID provided when Job Accounting was set up at your location.

NOTE
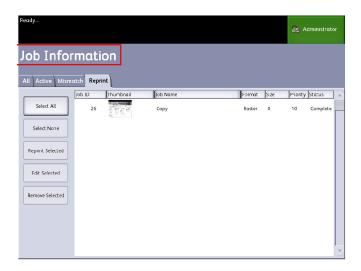
Accounting must be set up from a third party job management tool, such as the Account Management Tool offered by Xerox.

4. Select **Enter**.

The Accounting icon will display in the upper right hand corner of the screen.

Configure Job Reprint

This feature gives the assigned System Administrator the rights to enable or disable reprinting jobs. This prevents confidential information from getting into the wrong hands. It also prevents jobs from being deleted erroneously. The System Administrator has a data control policy for this feature.

System Power Off

⚠️ **CAUTION**

Powering down the system incorrectly may result in data corruption and a service call. The system shutdown procedure below allows the controller to power down correctly. Shutdown is best performed through the Web Printer Management Tool or the System Administration menu Shutdown feature. Only authorized persons should power down the system fully.

Power Outage Job Status

Should the system loose power unexpectedly and reboot, jobs are restored to their previous state. This is similar to using the **Shutdown and Restart** button.

- All Copy/Scan jobs in progress will restart from the beginning automatically, when power is resumed unless job reprint was disabled.

- Completed, cancelled, checkplot and sample copy jobs are discarded since they are not considered reprintable.

- Jobs that were processing during the power outage are placed in the **Job Information > Hold** queue.

- Jobs finished processing and ready to start printing during the power outage are placed in the **Job Information > Active** queue.

If Job Reprint is enabled:
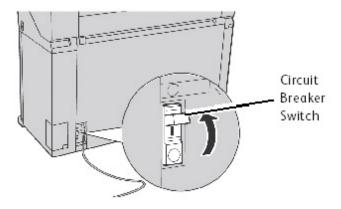
Copy/Scan jobs that finished processing are automatically resubmitted for printing. Copy jobs run before print jobs.

Copy/Scan jobs finished processing are displayed in the **Job Information > Reprint** queue.

Copy/Scan jobs that did not finish processing are cancelled.

Checking the Circuit Breaker
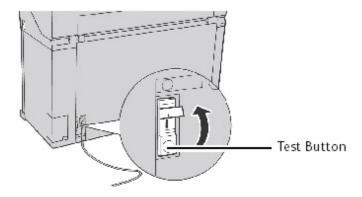
The Circuit Breaker opens automatically and removes input power from the machine if a short circuit or over-current condition occurs.

When the Circuit Breaker Switch is in the up or On [I] position, input power is supplied to the machine. If the machine is not used for an extended period, the Printer and the Controller may be powered down. See the System Administrator for this task. Check the Circuit Breaker once a month for correct operation. If you notice any unusual conditions, contact your Xerox Customer Support Center.

To check the Circuit Breaker:
1. Ensure that all print jobs have finished processing before proceeding.
2. Select **Shutdown** from either the User Interface or from the Web Printer Management Tool.
3. Press the **Test** button while the Circuit Breaker Switch is in the On I position. If the Circuit Breaker turns off, it is operating correctly.

Test Button

4. Reset the Circuit Breaker Switch and perform the System Power On procedure in Product Overview Chapter.

Shutdown from the User Interface

NOTE
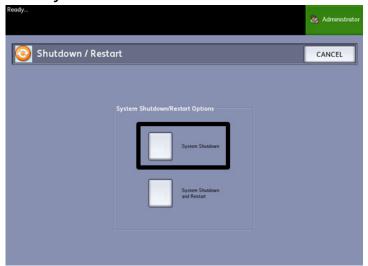
Many of the features within the Administration tab require a password for access. See your System Administrator for the password prior to getting started unless the Administrator mode is already active.

NOTE

System Shutdown and Restart is used to reboot the system. This option will not completely shut down the controller

1. Select **Machine Info** from either the Services menu, or by pressing the **Machine Info** button located on the Control Panel.
2. Select the **Administration** tab.
3. Select **General Administration**.
4. If the Enter SA Password screen displays, enter the System Administrator password, then press **Enter**.
5. Select **Shutdown/Restart. . .**from the General Administration screen.

6. Select **System Shutdown**.

The Controller will completely shut down within 30 seconds from the moment the Printer shuts down. The Controller's Power Button Indicator Light will extinguish when the Controller shuts down.

Shutdown from the Web Printer Management Tool

You can also shut down the system from the Web Printer Management Tool.

1. Open the Web Printer Management Tool at your workstation by entering the IP Address of the machine in the web browser.
2. Select **Utilities > Shutdown > Shutdown**.

> **NOTE**
>
> Do not select the **Restart Controller** button. It is used to Reboot the system when jobs in the print queue fail to process correctly.

3. Move the Printer Power Switch to the Off position.

Image Recall

System Administrator access is required to change the Image Recall feature. When Image Recall is enabled, users are able to recall the last copy job and all the associated settings. The recalled image(s) can then be printed without rescanning the originals.

The default setting is Enabled.

If Image Recall is enabled and Immediate Image Overwrite is disabled, you can recall the last copy.

1. Select **Machine Info** from the Services menu screen.
2. Select the **Administration** tab.
3. Select **General Administration**.
4. Select **Enable / Disable Image Recall....**
   The Enable/Disable screen displays.
5. Select the **Enabled** or **Disabled** button.

   • Enabled: Users can recall and reprint copy jobs.

   • Disabled: Users cannot reprint copy jobs.

Immediate Image Overwrite

At most installations, users are able to recall the last copy or scan job and all the associated settings. The recalled image(s) then can be printed without rescanning the originals. This is the case when the Image Recall function (discussed above) is enabled.

Security concerns in some work environments might require that the image recall feature be disabled so that sensitive materials are eliminated from the Accxes controller hard drive.

> **NOTE**
>
> Immediate Image Overwrite cannot be enabled if either Job Reprint or Administrator-Managed Queue features are enabled.

Once the Immediate Image Overwrite (IIO) feature is enabled, images that are scanned in are immediately deleted from the Accxes hard drive. In addition, the administrator can go a step further to enable On Demand Image Overwrite (ODIO), which restarts the system and completely eliminates from the hard drive files that are already scanned in and files that are scanned in the future.

1. Select **Machine Info** from the Services menu screen.
   The Machine Information screen displays.
2. Select the **Administration** tab.
3. Select **General Administration**.
4. Select the **Enable / Disable Immediate Image Overwrite**.
   The Set Immediate Image Overwrite Mode screen displays.
5. Select **Enabled** or **Disabled**.

See Online Help in Web Printer Management Tool for more details about using the Immediate Image Overwrite feature.

Immediate Image Overwrite Algorithm

The overwrite algorithm for both IIO and ODIO conforms to the U.S. Department of Defense Directive 5200.28-M (Section 7, Part 2, paragraph 7-202), and is common to all WorkCentre/WorkCentre Pros and Accxes controllers.

The algorithm for the Image Overwrite feature is:

- Pattern #1 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0x35 (ASCII "5")).

- Pattern #2 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0xCA (ASCII compliment of 5)).

- Pattern #3 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0x97 (ASCII "ú")).

- 10 % of the overwritten area is sampled to ensure Pattern #3 was properly written. The 10 % sampling is accomplished by sampling a random 10 % of the overwritten area.

See Online Help in Web Printer Management Tool for more details about using the Immediate Image Overwrite feature.

Scan Display

This feature displays a scanned preview as your original is fed into the Scanner. The preview reflects data taken directly from the Scanner and may not represent the quality of the final output. Depending on the scan mode, additional image conversion takes place beyond the initial scan.

Check mark the **Scan Display** box located on the Basic Copy screen to enable.

If the Scan Display box is not visible on the Basic Copy screen, it has been disabled by the System Administrator in **Machine Information > Administration > General Administration > Set Scan Display**.

Set Thumbnail Creation

Thumbnails are miniature images of the scanned document that display on the Job Information screen.

Thumbnails are the first page of a multipage job. They are used for job recognition.

Thumbnails only display if the feature has been enabled in the General Administration screen and can be disabled when the System Administrator sets up a lockout password to the feature.

This is a security feature that can be set to prevent exposure of confidential information to any user.

The procedure to Set Thumbnail Creation is listed below:
1. Select **Machine Info** from the Services menu screen.
   The Machine Information screen displays.
2. Select the **Administration** tab.
3. Select **General Administration**.
4. Select **Set Thumbnail Creation...**
   The Thumbnail Creation screen displays.
5. Select the **Enabled** or **Disabled** button.

Administrator Managed Queue

This feature is most often used in a centralized print environment where a System Administrator sets a secured password for access to manage jobs.

When the Administrator Managed Queue is enabled, all incoming print jobs are placed on hold.

The ability to release, hold and cancel jobs with the administrator manager queue enabled is restricted to the System Administrator if there is a secure password set. Without a secure password set, any user can perform these operations.

Placing all jobs on hold:
1. Select **Machine Info** from the Services screen.
2. Select **General Administration**.
3. Select **Enable/Disable Administration-Managed Queue**.
4. Select **Enable**.
5. Select **Save**.
6. Submit the print job.
7. Locate the job in the Hold queue from Job Information on the UI or Print Queue on Web Printer Management Tool.

Control Panel Settings

The Control Panel Settings enable you to control the sound level of the machine, set up timers for machine time-out features and calibrate the Touch Screen. If you are not already logged in as a System Administrator, you are prompted to enter a System Administrator password to access the Control Panel settings.

The Control Panel options allows you to set the following features:

- **Sound Settings**
- **Configure Timers**
- **Set Scan Start mode**
- **Calibrate Touch Screen**

Sound Settings

The Sound Settings options determine whether or not tones will sound when the user presses control panel buttons, makes an invalid entry on the control panel or touch screen, or when a fault occurs. The factory default setting for all audible tones is On.

1. Press the **Services** button on the Control Panel.
2. Select **Machine Info** from the **Services** menu screen.

   The Machine Info Screen displays.
3. Select the **Administration** tab.
4. Select **Control Panel**.

   The **Control Panel** menu displays.
5. Select **Sound Settings**.

   The **Sound Settings...** screen displays.
6. Move the slider to the desired sound volume.
7. Select **Save** and **Close**.

Configure Timers

The **Configure Timers** selection of the Control Panel screen allows you to set up the values for the time-out features. The timeout features are defined on the following pages.

Low Power Timeout

Sleep Timeout

Features Timeout

File Deletion Timeout

Print Interrupt Timeout

Low Power Timeout

This setting is the amount of time that must elapse since the last user operation, such as a button press, until the machine enters the Low Power mode. The setting range is 5 to 240 minutes. The default setting for Low Power mode is 15 minutes.

1. Press the **Services** button on the Control Panel.
2. Select **Machine Info** from the **Services** menu screen.

The Machine Info screen displays. .

3. Select the **Administration** tab.
4. Select **Control Panel**.
5. Select **Configure timers...**

    The **Set Timeout Durations** Screen displays.

6. Select **Low Power Timeout**.

    The Set Timeout Duration Low Power Timeout screen displays.

7. Using either the scroll buttons or the numeric keypad, select the desired setting, and then select **Save**.
8. Select **Save** to return to the **Control Panel** screen.

Sleep Timeout

The procedure for setting up the Sleep mode is as follows. The setting range is 5 to 240 minutes. The factory default setting for Sleep mode is 55 minutes.

1. Press the **Services** button on the Control Panel.

    The **Services** menu screen displays.

2. Select **Machine Info**.

    The Machine Info screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel**.
5. Select **Configure timers....**

    The **Set Timeout Durations** screen displays.

6. Select **Sleep Timeout**.

    The Sleep Timeout Duration Sleep Timeout screen displays.

7. Using either the scroll buttons or the numeric keypad, select the desired setting, and then select **Save**.
8. Select **Save** to return to the **Control Panel** screen.

    ### NOTE

    The Sleep Mode setting cannot be less that the Low Power Mode setting.

    ### NOTE

    In European markets, the legally mandated EMC directive is to keep the Sleep Timer setting below 1 hour (60 minutes).

Feature Timeout

The Feature Timeout option controls how long the current feature parameters will remain in effect after the user action, such as a key press. The Feature timer can be set between 10 and 300 seconds. The default value for this feature is 5 minutes.

1. Press the **Services** button on the Control Panel.

    The **Services** menu screen displays.

2. Select **Machine Info**.

The Machine Info screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel** from the **Administration** tab.
5. Select **Configure timers...**.

    The **Set Timeout Durations** screen displays.

6. Select **Feature Timeout**.

    The **Set Timeout Durations Feature Timeout** screen displays.

7. Using either the scroll buttons or the numeric keypad, select the desired setting, and then select **Save**.
8. Select **Save** to return to the **Control Panel** screen.

File Deletion Timeout

The File Deletion feature specifies the maximum amount of time a scanned image file remains on the FreeFlow Accxes Print Server before it is deleted.

This timer can be set between 1 and 24 hours in increments of 1 hour. When a file is scanned, it is given a time stamp. When the age of the file on the hard drive exceeds the value of the File Deletion timer, the file is automatically deleted to allow space for new files. After the files have been deleted, the directory will also be deleted if no other files are scanned to it. The default value for File Deletion is 24 hours.

1. Press the **Services** button on the Control Panel.

    The **Services** menu screen displays.

2. Select **Machine Info**.

    The Machine Info screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel** from the **Administration** tab.
5. Select **Configure timers...**.

    The **Set Timeout Durations** screen displays.

6. Select **File Deletion Timeout** from the Timers menu.

    The second **Set Timeout Duration** screen displays.

7. Using either the scroll buttons or the numeric keypad, select the desired setting, and then select **Save**.
8. Select **Save** to return to the **Control Panel** screen.

Print Interrupt Timeout

The print interrupt timeout feature is enabled when a user needs to interrupt the printer for a period longer than one minute.

1. Press the **Services** button on the Control Panel.
2. Select **Machine Info**.
3. Select the **Administration** tab.
4. Select **Control Panel** from the **Administration** tab.

5. Select **Configure Timers . . .**

   The **Set Timeout Duration** screen displays.

6. Select **Print Interrupt Timeout**

   The **Print Interrupt Timeout** screen displays.

7. Using either the scroll buttons or the numeric keypad, select the desired setting, and then select **Save**.

8. Select **Save** to return to the **Control Panel** screen.

Set Start Scan Mode

You can select whether a document will begin scanning automatically once it is detected by the Scanner, or whether it is necessary to press the **Start** button on the Control Panel to initiate the scan after the document prefeeds.

The factory default setting is Automatic.

When you insert the document and manual start is enabled, you will not receive a message to press the **Start** button.

1. Press the **Services** button on the Control Panel.

   The **Service** menu displays.

2. Select **Machine Info**.

   The Machine Info screen displays.

3. Select the **Administration** tab.

4. Select **Control Panel**.

   The **Control Panel** screen displays.

5. Select **Set scan start mode....**

   The **Set Scan Start Mode** screen displays.

6. Select the **Automatic** or **Use Start key** radio button.

   - Automatic: Scanning starts automatically after an original is inserted into the Scanner and prefeeds.

   - Use Start key: You must press the **Start** button to initiate scanning after the document prefeeds.

7. Select **Save**.

8. Select **Close** on the Control Panel screen to return to the **Machine Info** screen.

9. Select the **Services** button on the Control Panel and **Copy** if you intend to scan a document at this time.

   ### NOTE

   Once this feature is enabled, users selecting options from the **Services** menu will get a "press start" message.

Calibrate Touch Screen

Your User Interface Touch Screen is calibrated when it is installed. Calibration aligns the cursor to the place on the screen that you touch. The user interface does not typically need to be recalibrated, unless it is not working correctly or you reinstall the controller.

1. Press the **Services** button on the Control Panel.

   The **Services** menu screen displays.

2. Select **Machine Info** from the **Services** menu screen.

   The Machine Info screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel**.
5. Select **Calibrate Touch Screen**.
6. Press and hold your finger on the calibration symbol in each corner of the screen until it moves to the next corner. It will touch all four corners.
7. Once the symbol moves to all four corners, the user interface prompts you to touch anywhere on the screen to save the calibration data.
8. The User Interface saves the calibration data and displays the **Control Panel** screen.

Network Setup

Prior to being able to communicate with your FreeFlow Accxes scanner and printer, the FreeFlow Accxes controller needs to be configured to the network.

The **Network Setup** settings allow the System Administrator to setup the following TCP/IP settings:

- **IP Address**
- **Gateway**
- **Submask**
- **DHCP**

If you do not know the above information, perform the following steps to generate a Configuration Report:

1. Select **Machine Info** on the Services menu.
2. Select the **Print Reports** tab.
3. Select **Printer Configuration**.

   Instead of entering the IP Address, Subnet Mask, and Gateway Address, you may enable Dynamic Host Configuration Protocol (DHCP) on the Network Setup screen.
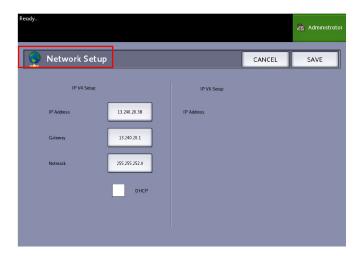
   For more information on DHCP, see the Setting Up DHCP section of this chapter for details.

If you are not already logged in as System Administrator, you are prompted for the Administrator password when you select **Network Setup**. Contact your System Administrator for the password if required.

> **NOTE**
> Whether you enter the network settings using the Web Printer Management Tool or the User Interface, entering them in one place affects the other.

4. Select **Machine Info** from the Services menu.
5. Select the **Administration** tab.
6. Select **Network Setup**.

> **NOTE**
> The network settings can also be setup using the Web Printer Management Tool. Refer to the Xerox FreeFlow Accxes System and Web Printer Management Tool Setup Guide or Web Printer Management Tool Online Help for network settings instructions.

Setting up a Static IP Address

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab > Network Setup**.
2. Select **IP Address** from the **Network Setup** screen.
   The IP Address window displays.

NOTE
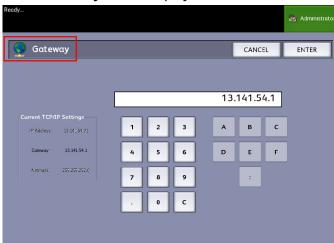
Make sure the DHCP checkbox is not checked. Otherwise the IP Address, Gateway and Netmask options cannot be selected.

3. Use the numeric touch pad to enter the IP Address in the format nn.nnn.nn.nnn.
4. Select **Enter**.

Setting up IP Gateway

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab > Network Setup**.
2. Select **Gateway** from the **Network Setup** screen.

    The **IP Gateway** screen displays.
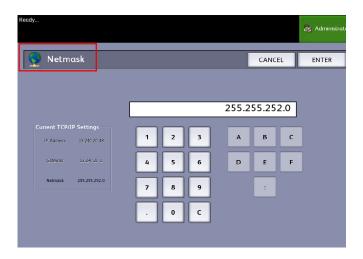
3. Enter the Gateway in the format XXX.XXX.XXX.XXX.
4. Select **Enter**.

Setting up Netmask

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab > Network Setup**.
2. Select **Netmask** from the **Network Setup** screen.

    The **IP Netmask** screen displays.

3. Enter the Subnet Mask in the format XXX.XXX.XXX.XXX.
4. Select **Enter**.
    The Network Setup screen displays.
5. Select **Save**.
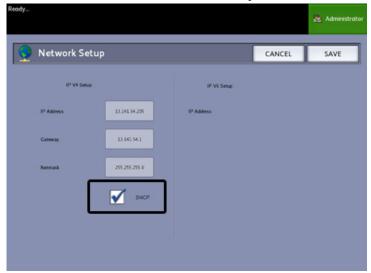
Setting up DHCP

If you are unaware of the IP Address, Gateway, or Subnet Mask information, you can utilize the Dynamic Host Configuration Protocol (DHCP) option. When this box is checked (enabled), the network interface utilizes the DHCP to acquire a temporary IP Address for the networked device from a client that is supplying DHCP services on the network. Since constantly changing IP addressing can cause problems for users in network communications, the default value for this feature is not checked (disabled).

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab > Network Setup**.

2. Select the **DHCP** checkbox.

   This will disable the IP Address, Gateway, and Netmask fields.

3. Select **Save** to return to the Administration tab.

It is recommended that you reboot the controller after changing to the DHCP option.

If you choose to set up the network settings using the Web Printer Management Tool, refer to the Web Printer Management Tool online Help or the *FreeFlow Accxes Print Server and Web Printer Management Tool Setup Guide* for more information.

> **NOTE**
>
> When configuring a network connection via DHCP, the Host Name field on the network page of Web Printer Management Tool will be enabled. This allows the administrator to enter the Accxes Server host name he or she would like to associate with the resulting DHCP address via Dynamic DNS. This feature was originally designed to work with BIND DNS servers (version 9.0 or greater), but has been shown to also function with some configurations of Windows DHCP servers. A delay of several minutes may be required for the new host name to propagate through the DNS servers once the network page changes are submitted. Upon successful configuration of Accxes and the DHCP/DDNS server(s), the Accxes Controller can be referenced by name from that point forward.

Copy Options

The Copy Options menu allows you to set up the configuration settings that are applied to all documents. If you are not already logged in as System Administrator, you are prompted for the Administrator password when you select **Copy Options**. Contact your System Administrator for the password if required.

Copy Options allows you to set the following features:

- Select Output Media Series (to populate preset lists)
- Select Custom Reduction and Enlargement Preset
- Set Line Preservation Mode for Reduction
- Configure Custom Output Formats
- Enable/Disable Auto Rotation
- Scanner Setup

Select Output Media Series

This setting determines which media size series appear in the Output Format Presets and in the Reduction and Enlargement Presets. The selection should match the size series of the originals that you typically copy. The default setting is ANSI.

1. Select **Machine Info** from the Services menu.
2. Select the **Administration** tab.
3. Select **Copy Options**. The Copy Options screen displays.
4. Select **Select Output Media Series**….
   The Enable Output Media Series screen displays.
5. Select the appropriate media size series.
6. Select **Save** to return to the Copy Options menu.
7. Select **Close** to return to the Machine Information screen.

Select Custom Reduction and Enlargement

The Custom Reduction and Enlargement option in the **System Administration** tab, controls which reduction and enlargement ratios display when **Preset & More…** is selected from the Reduction and Enlargement area on the **Basic Copy** screen.

The factory default R/E presets are 25 %, 33.3 %, 35.3 %, 66.6 %, 70.7 %, 133.3 %, and 141.4 %.

1. Select the **Services** button on the Control Panel, followed by **Machine Info**
    > Administration Tab.
2. Select the **Copy Options** button.
   The **Copy Options** menu displays

3. Select **Select Custom Reduce / Enlarge Size Presets.**...

    The **Specify Custom R/E Presets** screen displays.
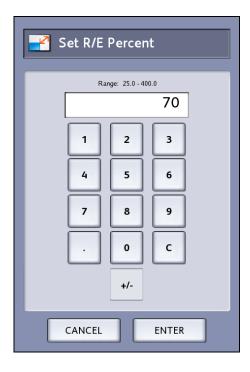
4. Select one of the six preset **Custom Reduction/Enlargement** settings.

5. Select one of the displayed Targeted R/E preset buttons or select the numeric entry field and enter a Custom R/E value (using the numeric keypad or the scroll buttons). Numeric Keypad (shown below) displays after selecting the **Custom Reduction/Enlargement Percent** box. Here you can enter the new value.

NOTE
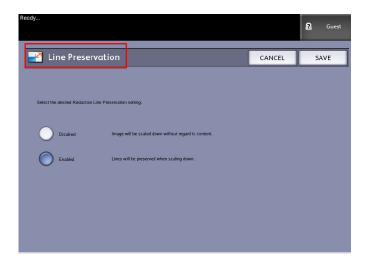
The value entered may range from 25 % to 400 %, in 0.1 % increments.

6. Select **Enter** then **Save**.
7. Repeat steps 4 and 5 to set up the remaining Custom R/E presets.
8. Select **Save** to return to the **Copy Options** screen.
9. Select **Close** to return to the **Administration** tab.

Set Reduction Line Preservation

Use this feature to enable/disable line preservation when reducing normal and line mode documents. The default setting is **Enabled**.

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab**.
2. Select the **Copy Options** button.

   The **Copy Options** menu displays

3. Select **Set Line Preservation mode for reductions**.
   The **Line Preservation** screen displays.

4. Select the **Disabled** or **Enabled** radio button.

   If you select **Disabled**, the image will be scaled down without regard to content.

   If you select **Enabled**, the lines will be preserved when scaling down.

5. Select **Save** to return to the **Copy Options** menu.
6. Select **Close** to return to the **Administration** tab.

Configure Custom Output Formats

Use the Configure Custom Output Formats option to define non-standard sizes that you expect to print frequently. You can define up to six custom output media sizes. The sizes that you set up here will appear in the Output Format Presets list, for easy selection from the **Copy** screen.

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab**.
2. Select **Copy Options**.
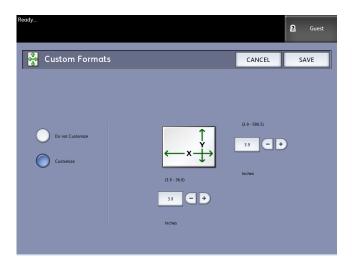
   The **Copy Options** screen displays

3. Select **Configure Custom Output Formats**.

    The **Custom Formats** screen displays.

4. Select one of the unused Custom Output Format choices to configure.
    The second Custom Formats screen displays.

5. Select **Customize** if you wish to define a customized output media size.

    NOTE

    The permissible size range for each custom size appears within the parentheses.

6. Perform one of the following:

    -   Using the scroll buttons, enter the dimensions of the customized output format, and then select **Save**.

    -   Using the numeric keypad, enter the dimensions of the customized output format, then select **Enter** and then **Save**.

7. Repeat steps 4 through 6 to set up additional custom formats.
8. Select **Close** to return to the **Copy Options** menu.
9. Select **Close** to return to the **Administration** menu.
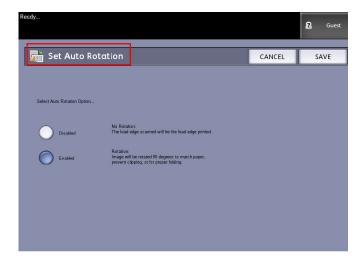
Auto Rotate

If the Auto Rotate feature is enabled, the scanned image will be electronically rotated 90 degrees to match one of the page dimensions, prevent clipping on the selected roll, or to correct the orientation for use with an attached folder (if you have one). The default setting is Enabled.

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab**.
2. Select the **Copy Options** button.

    The **Copy Options** menu displays.

3. Select **Enable/Disable Auto Rotate**.
    The **Set Auto Rotation** screen for Auto Rotation appears.

4. Select the **Disabled** or **Enabled** radio button.

    If you select **Disabled**, no rotation will be applied.

    If you select **Enabled**, the image will be rotated 90 degrees to match paper, prevent clipping, or for proper folding.

5. Select **Save** to return to the **Copy Options** menu.
6. Select **Close** to return to the **Administration** menu.

Scanner Set Up

Scanner Set Up is also known as Normalization and Stitch Alignment. The Normalization process is required to ensure there is a known black and white point of calibration for your image files. Normalization is performed to maintain uniform image quality. This process should be performed if the image quality appears to be less than optimal. Stitch Alignment is also required when the intersection of the scanner five Contact Image Sensors becomes visible on the image of the output document. The printed image then displays an upward or downward alignment in the lines.

NOTE

Refer to the maintenance process in Chapter 8 for cleaning the scanner prior to scanning the normalization and stitch alignment originals. Cleaning the five Contact Image Sensors, the Main Roller and the Pinch Rollers ensures improved image quality if it has been some time since it was last done. Ensure the areas are fully dry before scanning your originals.

NOTE

When scanning thinner or thicker documents, it may be necessary to use the Media Thickness Control. This can be incorrectly diagnosed as a need for stitch alignment. Stitch alignment is calculated using a normal bond thickness as the target, because the precision of the stitch alignment process is dependant on the thickness of the media.

Normalization

Normalization allows control of the brightness and color of the image. Normalization ensures both image pixels and light intensity are synchronized.

Stitch Alignment

Stitch Alignment is needed when image line disconnects are seen in the scan. When the intersection of the five Contact Image Sensors becomes visible on the image, the printed image displays an upward or downward broken alignment in the lines.
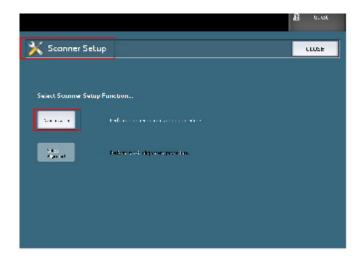
NOTE

If the System Administrator password is enabled, the scanner setup tasks below can only be performed by the System Administrator.

Performing Scanner SetUp routines:

1. Select **Machine Info**.
2. Select the **Administration** tab.
3. Select **Copy Options**.

4. Select **Scanner SetUp**.
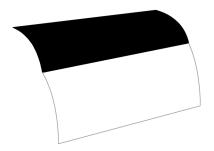
5. Select the **Normalization** button to start the scanner normalization process.

   NOTE
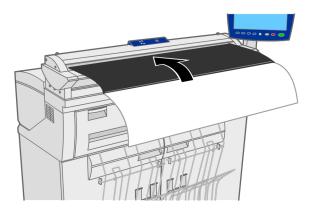
   Normalization should be performed before Stitch Alignment.

   The normalization target that came with your system is shown below.
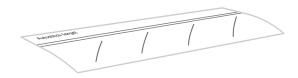
   This target normalizes both black and white, and grayscale and color.

6. Insert the black and white target document face up with the black edge feeding into the Scanner first.

7. If Stitch Alignment is required, select the **Stitch Alignment** button.
   The Autostitch target that came with your system is shown below.

8. Insert the Autostitch target document face up with the labeled text feeding into the Scanner first.
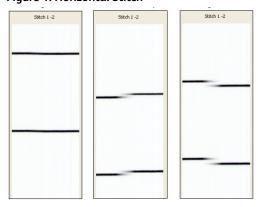
9. To test the results, copy the target sample and verify that the lines are all perfectly straight lines.

In both figures below, the left image shows an ideal state, the middle image shows a rising stitch problem, and the third image shows a falling stitch problem.
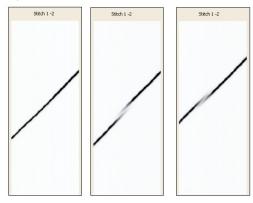
The stitch alignment should only be required if the scanner has been moved or if there is a visual problem with broken lines in the images as seen below. When broken lines occur, normalization is needed to correct the problem.

Figure 1: Horizontal Stitch

The broken lines can also be seen on a vertical image as well. This is shown in the following graphic.

Figure 2: Vertical Stitch

6

Machine Info

This chapter describes the features available within the Machine Info Services menu. A quick overview of each of the Machine Info menus is provided, followed by the detailed steps to access and modify settings to meet your requirements.

The Machine Info screen contains the following:

- Machine Information Tab
- Print Reports Tab
- Machine Configuration Tab
- Administration Tab (Reference: System Administration)

Specific areas defined further are the following:

- Media Status and Setup
- Printing Configuration Reports and Diagnostic Reports

Overview of Machine Info

The Machine Info menu allows the general users to access some information about the system without requiring a System Administration password.

The Machine Info tab is where you quickly locate the Printer IP Address required for network connections.

Within Machine Info, the System Administrator maintains control of the functionality of certain features and options. The System Administrator is also responsible for customizing the printer for your work environment.

Refer System Administration, for all the details of the printer Administration tab features.

Select **Machine Info** on the Services menu.

The Machine Information screen displays the following fields of information.

- Linear Usage - The amount of media that has passed through the machine.

- Area Usage - The media used in square foot measurement.

- Control SW (Software Version) - The FreeFlow Accxes Print Server software version displays.

- IP Address - The IP Address displays the IPv4 address. To access an IPv6 address, go to **Machine Configuration > Network Setup**.

- Printer Status - online and offline

Media Status and Setup

The **Media Status and Setup** feature displays the media status as the amount of media remaining, the installed media sizes and media types. Changing the setup for different media is accomplished here.

This is done prior to scanning your job if the settings on the **Copy > Media Source** screen (below) do not meet your needs.

Refer to the Product Overview, Media Source, in this guide for media details.

1. Select the **Media Source** desired from the Basic Copy tab if it is present. If not, go to step 2.
2. Select the **Machine Info** button on the Control Panel.

3. Select **Media Status and Setup**.
   Once **Media Status and Setup** is selected the following screen displays.

4. Select the same media you load, which is your desired output media.
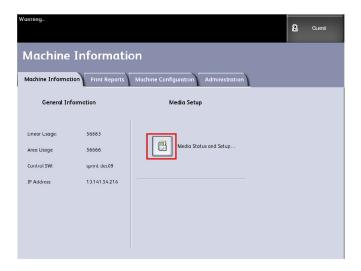
NOTE

If you change the roll, media type, or media series (such as changing from ARCH-1 to ANSI), you must specify the new media type and series on the Media Status and Setup screen.

You do not have to change any settings on the Media Status and Setup screen if you place the same roll or manual feed media that is listed on the screen into the machine.
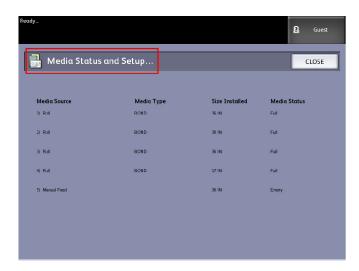
How to Access Media Settings

1. Select **Machine Information** on the Services menu.
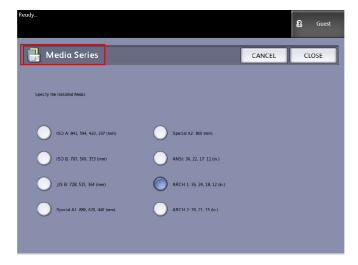
2. Select **Media Status and Setup**. The Media Status and Setup menu includes the following information:

- Media Source (Roll/Manual Feed)
- Series (ANSI, ARCH, ISO, etc.)
- Status (Amount Remaining = Full, Low, Empty)
- Type/Thickness (Type = Bond, Vellum, Film) (Thickness = (Light, Ordinary, Heavy)
- Size Installed (currently loaded)

3. Select the **Media Series** corresponding with the Media Source you intend to use. The following screen displays.
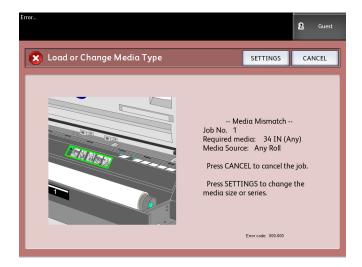
4. Select the specific installed Media that best defines the contents loaded.
5. Select **Close** to return to the Media Status and Setup... menu.
6. Select the **Type/Thickness** button to access the Media Type and Thickness options.

7. Select **Close**.

> **NOTE**
> For the printer to successfully complete a print job, the print job attributes, such as the media size and type, must be supported by the printer. The printer must be equipped with the print media in the correct size to print. If the attributes specified by the print job are not supported by the printer, a media mismatch occurs and the printer is unable to print the job or prints the job on different media.

If you get a Media Mismatch error screen like the one shown below, follow the instructions to resolve the media mismatch condition.

Print Reports Tab

The Print Reports selection allows you to print a report that shows the hardware and software configurations of your machine.

- **Configuration Test Print** (a Printer Configuration Report)
- **Setup Test Print** (a Printer Settings Report)
- **Pen Palettes Report** (All or One)
- **PostScript Test Print** (shows the configuration)
- **All Test Prints** (all four of the above printed as a single job)

The Print Reports tab also allows you to print diagnostic prints. The use of standard test patterns helps determine the root cause of image quality problems. The diagnostic print choices include

- **Scanner Test Print** (copy/scan only)

Print Reports

The procedure below explains how to print a configuration report that lists the hardware and software configuration, communication parameter (port) settings and system parameter settings of the printer. Configuration reports may be printed from either the User Interface or Web Printer Management Tool on your client workstation.

The Diagnostic Prints may be printed using the User Interface only. You may not print them using Web Printer Management Tool.

NOTE

Print Report jobs are stored in the Reprint Queue and are reprintable. If Immediate Image Overwrite is disabled and the Recall feature is enabled then a configuration report will become the last job in the queue.

From the User Interface
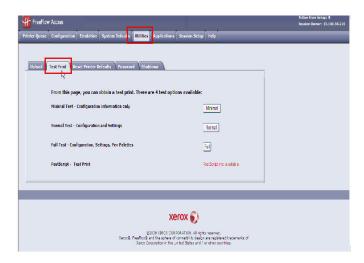
1. Select **Machine Information** on the Services menu.
2. Select the **Print Reports** tab.
3. Select from the **Configuration Reports** options:

    - **Configuration Test Print**- A one page printer configuration report.

    - **Setup Test Print** - A one page Printer Settings report prints.

    - **Pen Palette** - A multi-page Pen Palette Settings report prints.

    - **PostScript**® - A PostScript report prints if PostScript is loaded.

    - **All** - Listed all the reports as a single job

4. Select the **Diagnostic Prints** option:

    - **Scanner Test Print** - Only available for printers with a scanner upgrades.

5. Select **Print**.
    The selected item prints.

From the Web Printer Management Tool

1. Type in your URL using your web browser to access the FreeFlow Accxes Web Printer Management Tool.

2. Click on the **Utilities** tab.

3. Select the **Test Print** sub-task that appears.
4. Depending on your information requirements, select **Minimal**, **Normal**, **Full**, or **PostScript** test print.

    -   **Minimal** - Prints the configuration data.

    -   **Normal** - Prints the configuration data and settings information.

    -   **Full** - Prints the configuration data, settings information and pen palettes information.

    -   **PostScript** - Requires a license and prints a PostScript test page.

Configuration Test Sample Report (Printer)

This report is a sample printout.

```
XEROX WIDE FORMAT 6605 - CONFIGURATION

CONTROLLER CONFIGURATION
DATE/TIME:              07/29/2009 14:06:46      ADVANCED NETWORK STATUS:     READY
RAM (MB):               2048                     ADVANCED NETWORK HW ADDRESS: 00:14:22:37:72:bb
CPU:                    Intel(R) Celeron(R) 2.66GHz KEY INSTALL KEY(KIK):     bd8-19-371-ede-d3-e4b
BSP VERSION:            2.6.22.9-61.fc6          MACHINE NAME:                00-14-22-37-72-BB
FIRMWARE:               tek3                     ERROR LOG:
BUILD NUMBER:           07.28.11.31
DOS ENABLE:             ON
HARD DISK DRIVE (MB):   76293
STORE DEBUG ON DISK:    ON
POSTSCRIPT PARTITION:   OPTIMIZED
IMMEDIATE IMAGE OVERWRITE: DISABLED


OPTIONAL CONTROLLER FEATURES
OS ENABLEMENT:          PRESENT                  JOB ACCOUNTING LICENSE:      PRESENT
PRINT ACTIVATION:       PRESENT                  JOB ACCOUNTING ENABLE:       OFF
PRINT ENABLE:           ON                       COPY ACTIVATION:             PRESENT
CGM LICENSE:            STANDARD                 COPY ENABLE:                 ON
POSTSCRIPT LICENSE:     NOT PRESENT              SCAN TO NET LICENSE:         PRESENT
POSTSCRIPT ENABLE:      ON                       SCAN TO NET ENABLE:          ON
VERSATEC RASTER LICENSE: STANDARD                SCAN TO PRINT LICENSE:       PRESENT
VCGL LICENSE:           STANDARD                 SCAN TO PRINT ENABLE:        ON
AUTOCAD LICENSE:        PRESENT
OTHER CAD LICENSE:      PRESENT
RASTER LICENSE:         PRESENT
DISK OVERWRITE LICENSE: PRESENT


PRINT ENGINE CONFIGURATION
FIRMWARE:               01.01.04                 READY TO POWER SAVER (MIN):  15
5D LICENSE:             PRESENT                  POWER SAVER TO REST (MIN):   15
FINISHER:               NONE                     MEDIA USAGE:
MACHINE ID (SERIAL NUMBER) 028503                  LINEAR:                    117433
RESOLUTION (DPI):       600                        AREA:                      263918
                                                 ERROR LOG:


INSTALLED MEDIA
ROLL 1 SIZE:            ROLL 36 IN
ROLL 1 TYPE:            BOND
ROLL 1 STATUS:         FULL
ROLL 2 SIZE:            ROLL 22 IN
ROLL 2 TYPE:            BOND
ROLL 2 STATUS:         FULL


COMMUNICATION PARAMETERS
TCP/IP IP ADDRESS:      13.141.54.221
TCP/IP SUBNET MASK:     255.255.255.0
TCP/IP DEFAULT GATEWAY: 13.141.54.1
RARP/BOOTP ENABLE:      OFF
DHCP ENABLE:            ON


SCANNER CONFIGURATION
TYPE:                   ON-BOARD SCANNER         VENDOR:                      Xerox
PRODUCT:                Large Format Color       SCANNER USAGE (SQ FT):       180
FIRMWARE:               01.51                    SCANNER USAGE  (IN):         14336194
```

Setup Test Print Sample Report (Printer Settings)

This report is a sample printout.

```
XEROX WIDE FORMAT 6605 - SETTINGS

SYSTEM SETTINGS
ACTIVE PARAMETER SET:       0                       HPGL PARAMETERS
ERROR PAGE ENABLE:          LEVEL1                     HPGL MODE:               HPGL2
MISMATCH QUEUING ENABLED:   OFF                        PALETTE NAME:            0
LANGUAGE:                   US ENGLISH                 PALETTE SOURCE:          JOB
DATE FORMAT:                IMPERIAL (MM/DD/YYYY)      MERGE CONTROL DEFAULT:   OFF
PORT TIMEOUT (SEC):         6                          REINITIALIZE AFTER EOF:  OFF
TONER DENSITY:              3                          HP RTL RESOLUTION:       300
MAXIMUM PLOT LENGTH (CM):   2219.399                   AF TERM:                 ON
BANNER PAGE ENABLE:         OFF                        AH TERM:                 ON
BANNER PAGE POSITION:       BEFORE JOB                 FR TERM:                 ON
DIAGNOSTIC PAGE:            OFF                         NR TERM:                OFF
SINGLE PAGE JOB:            DISABLED                    PG TERM:                ON
PLOT NESTING PARAMETERS                                 RP TERM:                ON
   MODE ENABLE:             OFF                         SP TERM:                OFF
   EXCLUSIVE ENABLE:        OFF                         PLOT OFF TERM:          ON
   TIMEOUT:                 5                           IGNORE PS:              OFF
   MARGIN (MM):             0                           FORCE ROUND LINE ENDS:  OFF
   MAXIMUM LENGTH (CM):     60.96                       FORCE PP=0:             ON
CALCOMP PARAMETERS                                  CGM PARAMETERS
   PALETTE NAME:            0                           PALETTE NAME:           0
   PALETTE SOURCE:          JOB                         PALETTE SOURCE:         JOB
   FORCE PLOT:              ON                          PAPER SIZE:             ANSI A
   MANUAL COMMAND:          OFF                         CGM BACKGROUND:         FILE CONTROL
   NEW PLOT COMMAND:        OFF                      VERSATEC PARAMETERS
   START PLOT COMMAND:      ON                          CHARACTER SET:          ASCII
   TOP FORM COMMAND:        ON                          DEVICE EMULATION:       8830
   EOP SEARCH ADDRESS:      BOTH                        DEVICE BYTES PER LINE:  128
   EOP COMMAND:             2                           DEVICE CHARS PER LINE:  128
   PAUSE COMMAND:           ON                          DEVICE RESOLUTION:      100
   CHECKSUM ENABLE:         ON                      VDS PARAMETERS
   EOM CHARACTER:           13                          PALETTE NAME:           0
   # SYNCH CHARACTERS:      2                           PALETTE SOURCE:         JOB
   SYNCH CHARACTER:         22                          CHAR ENCODING:          ASCII
   RESOLUTION:              2032                     TIFF PARAMETERS
POSTSCRIPT PARAMETERS                                   TIFF PHOTOMETRY TAG:    FILE CONTROL
   PAPER SIZE:              ANSI A                   VCGL PARAMETERS
   EPS:                     OFF                         PALETTE NAME:           0
   USE CIE COLOR:           OFF                         PALETTE SOURCE:         JOB
   PDF OPTIMIZE:            ON                          VCGL COLOR MODE:        FILE CONTROL
   IGNORE PS COLLATION:     OFF                         VCGL RESOLUTION:        400
   PDF TO PS LEVEL:         3
   PDF FLATTENING:          5


PROCESSING DEFAULTS
LABEL PARAMETERS:
   LABEL STRING:
   LABEL FONT:              OCRB                     COLLATION ENABLE:          OFF
   LABEL X LOCATION:        TRAILING                 OVER SIZE MARGIN (%):      1
   LABEL Y LOCATION:        BOTTOM                   UNDER SIZE MARGIN (%):     2
   LABEL ROTATION:          90                       PAPER SIZE DETECT:         PLOT SPECIFIED
   LABEL SHADING:           100                      MEDIA SOURCE:              ANY
   LABEL SIZE:              18                       MEDIA TYPE:                BOND
BOTTOM MARGIN (MM):         4.97                     MIRRORING:                 OFF
LEFT MARGIN (MM):           4.97                     MEDIA SIZE:                BEST FIT
RIGHT MARGIN (MM):          4.97                     ROTATION (DEG):            AUTO
TOP MARGIN (MM):            4.97                     SCALING (%)                100
JUSTIFICATION X (MM):       LEFT                     LINE SCALE MODE:           OFF
JUSTIFICATION Y (MM):       BOTTOM                   RASTER STAMP PARAMS:
DATA FORMAT:                AUTO                        ID:
DEFAULT JOB PRIORITY:       5                           X LOCATION (MM):        CENTER
FINISHER OPTIONS:           NO FOLD                     Y LOCATION (MM):        CENTER
COPIES:                     1                           ROTATION:               0
                                                        SCALING MODE:           RELATIVE
                                                        SCALING (%):            100
```

Pen Settings

This report is a sample printout.

XEROX WIDE FORMAT 6605 - PEN SETTINGS

PostScript Test Sample Report

This report is a sample printout.

3019.101

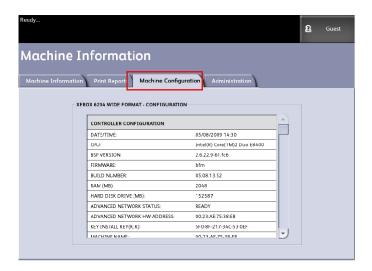XEROX WIDE FORMAT 66 (V: tek3, B: 07.28.11.31)

RAM:251658240

Machine Configuration Tab

The Machine Configuration tab displays configurations, software versions and the availability of the component options, as shown below:

How to Access Machine Configuration

1. Select **Machine Information** on the Services menu.
2. Select the **Machine Configuration** tab.

Administration Tab

The [Administration] tab is accessed and maintained by an assigned System Administrator, if warranted. The System Administrator can change features to be password protected if preferred. Once a password is set up the, [Services] menu screen displays a lock and key icon on the features that require a password to access.

See your System Administrator for requests associated with the features below if needed.

This feature provides many advanced printer settings, such as network settings to connect to a remote printer and control panel changes.

General Administration - Change date and time settings, job accounting, shutdown and restart, and change the password.

Network Setup - Connections required to a remote printer.

Control Panel -Audible tones, timers, and default screen.

Copy Options - Media series, custom reduction and enlargement, reduction line scaling, custom formats, and 90 % auto rotate images.

How to Access Administration

1. Select **Machine Information** on the Services menu.
2. Select the **Administration** tab.
3. Enter the Administrator password.

   Refer to the System Administration chapter for more details.

Machine Info

7

Maintenance

This chapter describes routine maintenance procedures for the Xerox Wide Format 6604/6605 Solution.

- Replacing Consumables

- Cleaning the Machine

- Scanner Setup (Normalization and Stitch Alignment)

Replacing Consumables

The machine comes with the following consumables. We recommend using these consumables because they have been made according to standards that match the specifications of the machine.

> **NOTE**
> The use of consumables not recommended by Xerox may impair image quality and machine performance. Use only consumables recommended by Xerox for the machine.

Type of Consumable	Product Code	Qty/Box
Toner Cartridge	6R1238	1 item/1 box
Waste Toner Bottle	8R13014	1 item/1 box

> **NOTE**
> We recommend having a spare Toner Cartridge ready. The way you order new Toner Bottles varies depending on your contract.

Handling Consumables

Follow the instructions on the packaging when storing consumables.

When storing Toner Cartridges, it is best to store them horizontally rather than upright.

Do not unpack consumables until they are needed. Avoid storing consumables in the following locations:

- Hot and humid locations
- Locations close to a fire
- Locations exposed to direct sunlight
- Dusty locations

Before using consumables, carefully read the instructions and precautions on the packaging.

Check the product code of the consumables and contact your Xerox Customer Support Center to place your orders.

Follow the disposal instructions for used toner and Waste Toner Bottles.

Loading Toner

When the remaining amount of toner is insufficient, a message appears on the Touch Screen indicating to load toner soon. About 500 pages can still be run at this point. The number of pages is based on using A4 paper. The number of pages that you can copy or print is only an estimate and varies depending on conditions such as the content, paper size, and the print area coverage.
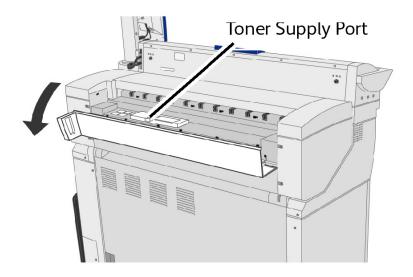
Solve the problem as instructed in the message, being careful to follow any precautions listed on the toner label.

NOTE

If only a small amount of toner remains in a Toner Cartridge, the machine may stop during printing and display a message. If this happens, load the toner and continue copying or printing.

When loading toner, it may spill and dirty the floor. We recommend laying paper on the floor beforehand.
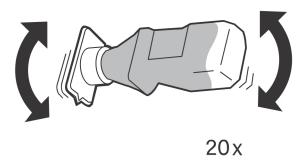
1. Open the Back Cover when the machine stops.

2. Shake the Toner Cartridge well so the toner loads smoothly.

NOTE
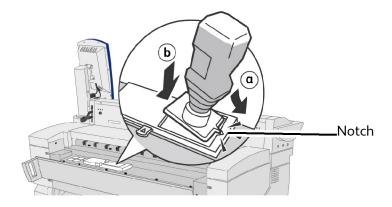
You should shake the Toner Cartridge about 20 times.
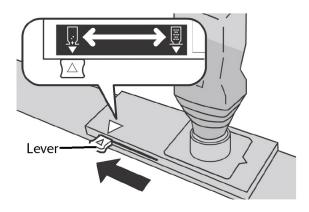
3. Attach the Toner Cartridge to the Toner Supply Port, as shown below.

Align the notch on the Toner Cartridge with the right side of the Toner Supply Port.
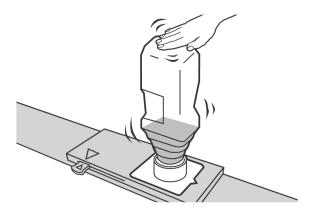
Lower the left side of the Toner Cartridge, and push the Toner Cartridge into the Toner Supply Port until it clicks.

Notch
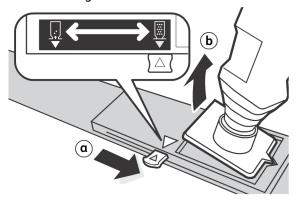
4. Slide the Lever to the left, and align it with the triangular symbol.

Lever

5. Tap the top of the Toner Cartridge repeatedly until the cartridge is empty.

6. Slide the lever to the right, aligning it with the triangular symbol and remove the Toner Cartridge.

NOTE

Toner may adhere to the bottom surface of the Toner Cartridge. Be careful not to get toner on your hands or clothes.

NOTE

Follow the instructions provided for disposal.

7. Close the Back Cover.

Replacing the Waste Toner Bottle

When the Waste Toner Bottle is full, a message will appear on the Touch Screen. Solve the problem as instructed below.
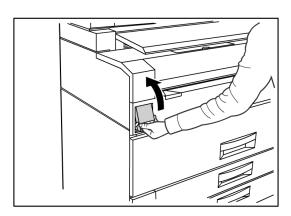
⚠️ **WARNING**

See the warning and special instructions on waste toner bottles regarding safe handling and disposal.
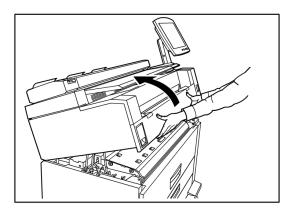
TIP

When replacing the Waste Toner Bottle, toner may spill and dirty the floor. We recommend placing paper on the floor beforehand.
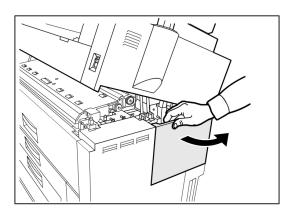
1. Make sure that the machine has stopped, and lift up the Upper Unit Release Latch to open the Upper Unit.
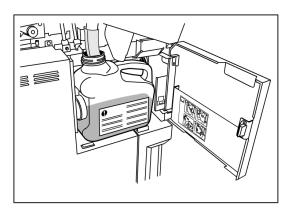
2. Using both hands, firmly lift the Upper Unit to the up position.
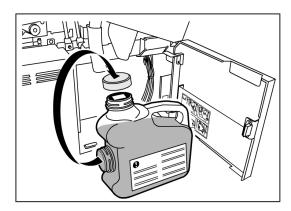
3. Pull open the Waste Toner Bottle Door on the right hand side of the machine to access the Waste Toner Bottle.

4. Remove the Waste Toner Bottle by gently lifting the bottle up and pulling it out toward you, then pulling the bottle down.

5. Cover the hole of the removed Waste Toner Bottle with the provided cap.

> **TIP**
>
> Dispose of the used Waste Toner Bottle as instructed in your replacement package.
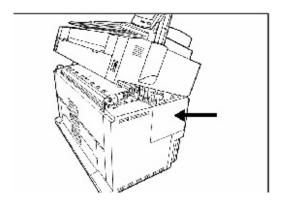
6. Install the new Waste Toner Bottle.
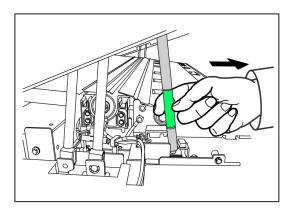
> **NOTE**
>
> When you install a new Waste Toner Bottle in the provided area, make sure the bottle rests behind the small lip at the bottom to hold the bottle firmly in place. Otherwise the machine may not detect that the bottle is in place.

7. Close the Waste Toner Bottle Door.
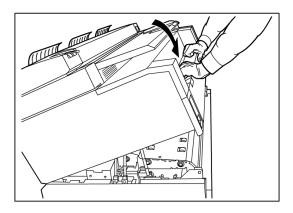
8. Move the Upper Unit Release Lever toward you.

TIP

This lever must be pulled toward you before you can close the Upper Unit. To avoid getting oil from your hands on the metal parts of the machine, touch only the green parts.

9. Firmly push the Upper Unit down until it latches.

NOTE

If you do not attach the Waste Toner Bottle correctly, a message will appear on the Touch Screen when you close the Upper Unit, and the machine will not come to a Ready state.

Cleaning the Machine

⚠️ **WARNING**

To reduce the risk of electric shock, power off the machine before cleaning, as directed in Powering the System On/Off in the Product Overview section of this guide.

⚠ **CAUTION**

Do not use benzene, paint thinner, other volatile liquids, or insect sprays/repellents on the machine. These substances may discolor, deform, or crack covers.

⚠ **CAUTION**

Cleaning the machine with an excessive amount of water may cause the machine to malfunction.

To Clean the Scanner

The **Scanner** and its components need to be cleaned on a regular basis to ensure optimal performance.
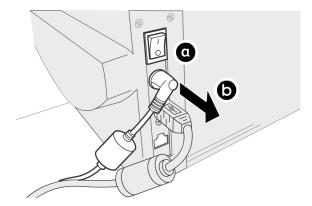
> **NOTE**
>
> The **Scanner Setup** (**Normalization**) procedure located in this chapter should follow cleaning the **Scanner**.
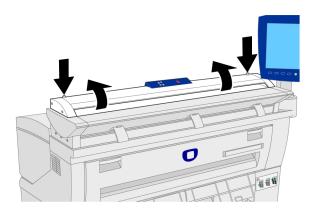
Opening the **Scanner Lid** provides access to the **Main Roller** and the five **Contact Image Sensors** (CIS), allowing them to be inspected or cleaned.

If the five **Scanner Contact Image Sensors** (CIS) become dirty, image quality defects such as black lines or streaks may appear on copies.
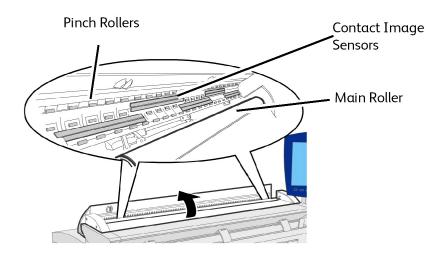
1. Press the **On/Off Switch** behind the **Scanner** to turn it to the Off (down) position.
2. Remove the power to the **Scanner** by removing the top **Power Cord** below the **On/Off Switch**.
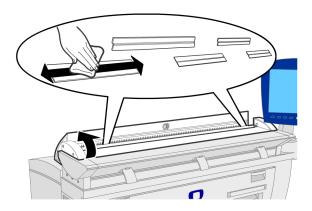
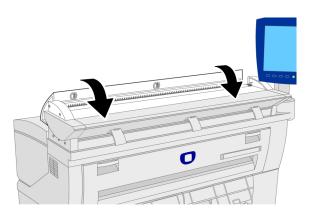3. Push down on the **two buttons** on each side of the **Scanner Lid**.

4. With both hands, push the lid up and away from you. The lid can support itself in the fully open position.

Pinch Rollers

Contact Image Sensors

Main Roller

5. Apply Xerox Film Remover or Isopropanol to the **Main Roller** with a clean cloth, turning the roller as you clean it.

6. Apply Xerox Platen Glass Lens and Mirror Cleaner to the five **Contact Image Sensors** with a clean cloth. Then, wipe again with a dry cloth.

7. Wipe the **Pinch Rollers** with a dry cloth.

8. With both hands grasp each side of the lid and pull it toward you, allowing it to close gently under its own weight. Ensure that each side clicks into the locked position by pressing firmly on both the left and right ends.
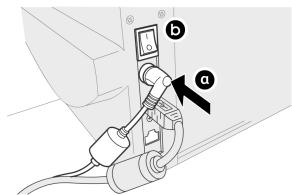
9. Wipe the outside of the **Scanner** with a damp cloth. If the dirt does not come off easily, try gently wiping it with a moistened soft cloth with a small amount of neutral detergent.

   NOTE

   Do not use cleaning agents other than water, a neutral detergent, Isopropanol, and Xerox Platen Glass Lens and Mirror Cleaner.

10. Replace the top **Power Cord** to restore power to the **Scanner**.

11. Press the **On/Off Switch** behind the **Scanner** to turn it to the On (up) position.

   NOTE

   Ensure the areas are fully dry before scanning.

To Clean the User Interface (UI)

The **User Interface Touch Screen** becomes soiled with fingerprints and needs to be cleaned on a regular basis. Apply Xerox Platen Glass Lens and Mirror Cleaner or Xerox Film Remover with a clean cloth.

To Clean the Machine

Wipe the machine with a damp cloth. If the dirt does not come off easily, try gently wiping with a moistened soft cloth with a small amount of neutral detergent.

Scanner Setup

Normalization

Contact Image Sensors (CIS) can be sensitive to variations in room temperature. For best results, the **Scanner** should be normalized on a regular basis. **Normalization** should be performed whenever image uniformity is visibly changing across the CIS sensor boundaries. This can happen when the Scanner is first installed or if the Scanner is exposed to a temperature change. The Scanner should also be normalized after cleaning it according to the scanner maintenance procedure.

The Normalization target that came with your system is used for this task. For detailed normalization instructions, see System Administration, **Scanner Setup** in this guide. Generally the System Administrator performs this task and may require a password to access.

Stitch Alignment

Stitch maintenance is needed when line discontinuities are seen in the scan at or near the four sensor boundaries. When the intersection of the sensors becomes visible on the image, the printed image displays an upward or downward alignment in the lines, and a Stitch Alignment is required. The Autostitch target that came with your system is used for this task. See System Administration, for Stitch Alignment instructions.

8

Problem Solving

This chapter describes problems that may occur with the Xerox Wide Format 6604/6605 Solution and the recommended solutions.

- General Problems
- Problems During Copying
- Problems During Scanning
- Problems During Printing
- Error Messages
- Document Jams
- Media Jams

General Problems

This section describes problems that may occur with the machine and the troubleshooting procedures to solve the problems.

If the machine does not work properly after you perform the troubleshooting recommended in the pages below, then contact your Xerox Customer Support Center.

If you think a problem is occurring with the machine, check the machine status and the following table.

⚠ **WARNING**

The machine contains precision measuring equipment and uses a high-voltage power supply; never open or remove machine covers that are secured with screws unless specifically instructed to do so, because high-voltage components can cause electric shock. Do not attempt to alter the machine or change the parts because it may result in fire or smoke.

Table 18: General Problems

Error	Remedy
The Touch Screen is dark.	• Verify that the machine is connected to a correctly rated power supply, that the power plug is plugged in, and that the power switches and the circuit breaker switch are in the On positions. • If the **Power Saver** button is on the Control panel is lit, the machine is in Power Saver mode. Select the **Power Saver** button to cancel the Power Saver mode. • Adjust the Touch Screen contrast using the thumbwheel on the right side of the Touch Screen.
It is not possible to insert documents	• Check the Touch Screen for error messages and perform any corrective measures indicated on the Touch Screen. • Reboot the system to see if that corrects the problem. • If the condition does not improve, contact your Service Representative.
Media jams occur frequently	• Check for and remove loose pieces of media from inside the machine. • Verify that the media is not curled, folded, wrinkled, or torn. Replace the media if any of these conditions apply. • Verify that the media is loaded correctly. Reload the media if necessary. • Verify that suitable media is being used. Use only the paper recommended by your Service Representative.
A fault or error message displays on the Touch Screen.	• Follow the specific instructions on the Touch Screen. • If the condition does not improve, contact your Service Representative.

Problems During Copying

The following helps you solve problems encountered during copying.

Symptoms	Check	Remedy
Copy does not print at the desired size.	Did you select the correct media size series?	Select the media size series that matches the media size. Refer to Media Settings.
	Is the document inserted correctly in the Scanner?	Load the document correctly. Refer to Scanning the Document.
	Is the document folded or bent?	Straighten and correctly insert the document. Refer to Scanning the Document.
	Is the problem the width of the image size?	Perform the normalization procedure to correct auto width detection problems.
Document does not feed into the Scanner.	Is the document too small?	The minimum size document that can be fed is approximately 114 mm/4.5 inches wide by 200 mm/7.8 inches long. Refer to Document Input.
Unable to copy using the Manual Feed-in Shelf (Bypass).	Is the document correctly loaded in the Manual Feed-in Shelf (Bypass)?	Correctly load the document. Refer to Using the Manual Feed-in Shelf (Bypass).
Document often jams.	Is the document in good condition?	Insert a usable type of document. Refer to Document Input and Scanning the Document.
	Is the document too small or too thick?	The minimum size document that can be fed is approximately 114 mm /4.5 inches wide by 200 mm/7.8 inches long. Some thick documents may require the removal of the front return guides. Refer to Document Input.
A corner of the document is folded.	Is the document curled?	Flatten out the curl and insert the document again.

Symptoms	Check	Remedy
Media often jams, is wrinkled or has bent corners (dogears).	Is the correct type of media used?	Load a correct type of media. Refer to Media Type.
	Is the media loaded correctly?	Correctly load the media. Refer to Loading Media.
	Is the media tray set up correctly?	Firmly push in the media tray until it stops. Refer to Loading Media.
	Is the media damp?	Replace with media from a new supply. Refer to Loading Media.
	Is the media loaded correctly and are the media settings correct?	Correctly set up the media size series and the media type/thickness to match the media that is loaded. Refer to Media Settings.
	Have you checked for torn pieces of media or foreign objects in the machine?	Open the Front Doors or pull out the media trays to remove the torn media or the foreign object. Refer to Loading Media.
The copy is dirty.	Have you cleaned the Scanner areas as a daily maintenance tasks?	Clean the Contact Image Sensors (CIS) and the main roller, followed by the Scanner Setup (Normalization) procedure. Refer to the Maintenance chapter for details.
	Is the document printed on colored media, rough media, or blueprint media?	Adjust the copy density, image quality, or background suppression. Refer to Original Type, Copy Density, and Background Suppression.
		Rotate the document 90 degrees.
The copy has black lines.	Have you cleaned the Scanner areas as a daily maintenance tasks?	Clean the Scanner Contact Image Sensors (CIS) and the Main Roller, followed by the Scanner Setup (Normalization) procedure. Refer to the Maintenance chapter for details.
The copy is too dark.	Is the copy density set to **Darken**?	Adjust the copy density. Refer to Copy Density.
		Rotate the document 90 degrees.

Symptoms	Check	Remedy
The copies are too light.	Is the density of the document too light?	Adjust the copy density. Refer to Copy Density.
	Is the copy density set to **Lighten**?	
	Is the original type setting correct?	Correctly select the original type. Refer to Original Type.
	Is the message for load toner displayed?	Load toner. Refer to Loading Toner.
	Is the toner density appropriate?	Adjust the toner density using Web Printer Management Tool.
		Rotate the document 90 degrees.
The image on the copy is skewed.	Is the document inserted correctly in the Scanner?	Insert the original document correctly. Refer to Scanning the Document for more on the Scanner behavior.
	Is the media loaded correctly?	Load the media correctly. Refer to Loading Media.
	Is the media tray set up correctly?	Firmly push in the media tray. Refer to Loading Media.
Part of the image is missing on the copy, or the image is smudged or unclear.	Is the media damp?	If the media is damp, some parts of the copy may not print or the copy may be smudged and unclear. Replace with media from a new supply. Refer to Loading Media.
		Rotate the document 90 degrees.
	Is the loaded media folded or wrinkled?	Remove the defective media and replace with new media. Refer to Loading Media.
Dirt appears at equal intervals.	Is there dirt in the media feed path?	Copy a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Black dots are printed.	Internal components are dirty.	Contact your Xerox Customer Support Center.
Black lines are printed.	Have you cleaned the Scanner areas as a daily maintenance tasks?	Clean the Contact Image Sensors (CIS) and the Main Roller. Refer to Cleaning the Machine.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
White dots appear in black filled areas.	Is the correct type of media used?	Correctly load the appropriate media. Refer to Loading Media.
	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Toner smudges when rubbed with your finger. Toner is not fused to the media.	Is the media damp?	Replace with new media. Refer to Loading Media.
	Is the correct type of media used?	Correctly load the appropriate media. Refer to Loading Media.
	Are the media settings correct?	Correctly select the media settings. Refer to Media Settings.
The entire media area is printed black.	A probable cause is some type of internal machine error.	Contact your Xerox Customer Support Center.
Nothing is copied.	Was the document scanned face down?	Place the document face up to scan.
	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the document image is lost on the copy.	Was the document positioned correctly in the Scanner?	Correctly insert the document. Refer to Scanning the Document.
	Is the media loaded correctly?	Load the media correctly. Refer to Loading Media.
	Are the copy density, media supply, margins, and scan offset settings correct?	Correctly configure the settings.
		Rotate the document 90 degrees.

Symptoms	Check	Remedy
The copy has shadows.	Is the document pasted together or folded in?	Adjust the copy density and original type settings. Refer to Copy Density and Original Type.
	Is the document made of highly transparent material?	

Problems During Scanning

The following helps you solve problems encountered during scanning.

To learn about scan features, click on **Help** in the scan driver screen and refer to the network scan driver's online help.

Symptoms	Check	Remedy
Document doesn't feed into the Scanner.	Is the document too small?	The minimum size document that can be fed is approximately 114 mm/4.5 inches wide by 200 mm/4.5 inches long. Refer to Document Input.
Document jams often.	Is the correct type of document used?	Correctly scan the correct type of document. Refer to Document Input and Scanning the Document.
A corner of the document is folded.	Is the document curled?	Flatten out the curl and scan the document again.
Scanning is not made at the desired size.	Was the document inserted in the correct position?	Correctly load the document. Refer to Scanning the Document
	Is the document folded or bent?	Straighten and correctly rescan the document. Refer to Scanning the Document.
	Is the problem the width of the image size?	Perform the normalization procedure to correct auto width detection problems.
The scanned image is dirty.	Have you cleaned the Scanner areas as a daily maintenance task?	Clean the scanning area. Refer to Cleaning the Machine.
	Is the document printed on colored media, rough media, or blueprint media?	Adjust the scan density, image quality, or background suppression. Refer to Original Type, and White Point sections for details.
The scanned image has black lines.	Have you cleaned the Scanner areas as a daily maintenance task?	Clean the scanning area. Refer to Cleaning the Machine scanner portion.

Symptoms	Check	Remedy
The scanned image contains gray bars outside of the document size.	Is the Main Roller soiled?	Clean the Main Roller. Refer to Cleaning the Machine.
Gray marks show up in the scanned image as stripes.	Does the Main Roller have Pinch Roller marks/stripes?	Clean the Main Roller. Refer to Cleaning the Machine, for cleaning the Scanner instructions.
The scanned image is too dark.	Is the scan density set to **Darken**?	Adjust the scan density.
		Rotate the document 90 degrees.
The scanned image is too light.	Is the density of the document too light?	Adjust the scan density.
	Is the scan density set to **Lighten**?	
	Is the original type setting correct?	Select the correct original type. Refer to Original type.
		Rotate the document 90 degrees.
The scanned images are skewed.	Was the document loaded correctly in the Scanner?	Load the document correctly. Refer to Scanning the Document for details on Scanner behavior.
Part of the document image is not present on the scanned image.	Was the document loaded correctly in the Scanner?	Load the document correctly. Refer to Scanning the Document.
	Are the scan feature settings copy density, media supply, margins, and scan offset correct?	Correctly configure these settings.
		Rotate the document 90 degrees.
The scanned image has shadows.	Is the document pasted together or folded in?	Adjust the scan density and original type settings. Refer to Original Type.
	Is the document made of highly transparent material?	
The scanned image is coarse.	Is the scan resolution set too low?	Select a higher resolution. Refer to Scan Resolution.
	Did you select the correct rendering setting?	Select the correct rendering setting. Refer to Rendering.

Symptoms	Check	Remedy
Color Calibration Processing Failure	Are you loading the calibration target face down? Are you feeding a document other than the calibration target? Is the remote printer out of color ink? Is the calibration target damaged?	Feed the calibration target face up. See Color Calibration. Make sure you are feeding the calibration target. See Color Calibration. Load color ink in the printer. See Color Calibration. Make sure the calibration target is not damaged. See Color Calibration.
Mismatch Session or Wrong Printer message	Did you insert a calibration target from a different session rather than the current one? Did you insert a calibration target from a different printer?	Make sure the label on the calibration target matches the job you are currently using. See Color Calibration.
Auto Width Detection Error	Does the original document contain pencil?	Clean the Scanner Pinch Rollers according to the cleaning procedure in the Maintenance chapter.
Static during Scanning	Have you cleaned the Scanner areas as a daily maintenance task?	Clean the Scanner and Sensors with Xerox Anti-static fluid and a clean dry cloth. Refer to the Maintenance procedure in this guide.
Background is dirty	Is the original document mylar?	Set Original Type to use **Blue Line**.

Problems During Printing

The following helps you solve problems encountered during printing.

Symptoms	Check	Remedy
Unable to print.	Is the machine's circuit breaker or power switch off?	Turn on the circuit breaker (main power switch) and the power switch. Refer to Powering the System On/Off.
	Is the network cable disconnected?	Connect the network cable.
	Did an error occur in the machine?	Check the error message, and follow the instructions to solve the problem.
	Is the IP address set up correctly?	Correctly set up the IP address.
	Is an interrupt operation being performed?	Cancel the interrupt operation.
Unable to print using the Manual Feed-in Shelf (Bypass).	Is the specified size media loaded correctly?	Load the correct size media according to the message that appears, and then print again. Refer to Using the Manual Feed-in Shelf (Bypass).

Symptoms	Check	Remedy
Media often jams, gets wrinkled or has bent corners (dogears).	Is the correct type of media being used?	Load a correct type of media. Refer to Media Type.
	Is the media loaded correctly?	Load the media correctly. Refer to Loading Media.
	Is the media tray set correctly?	Firmly push in the media tray until it stops. Refer to Loading Media.
	Is the media damp?	Replace with new media. Refer to Loading Media.
	Do the media size series and the media type settings match the media loaded in the machine?	Select the media size series and the media type that match the media that is loaded in the machine. Refer to Media Settings.
	Are there torn pieces of media or foreign objects in the machine?	Refer to the Media Jam clearance procedure in this chapter to check for and remove possible torn media or foreign objects. Refer to the Media Jam clearance procedures on the Upper Unit for the same.
The prints are too light.	Is the load toner message displayed?	Load toner. Refer to Loading Toner.
	Is the toner density appropriate?	Adjust the toner density using Web Printer Management Tool.
Images on the print are skewed.	Is the media loaded correctly?	Load the media correctly. Refer to Loading Media.
	Is the media tray set correctly?	Firmly push in the media tray until it stops. Refer to Loading Media.
Part of the image is missing on the print, or is smudged or unclear.	Is the media damp?	If the media is damp, some parts of the image may not print, or the print may be smudged and unclear. Replace the damp media with new, dry media. Refer to Loading Media.
	Is the loaded media folded or wrinkled?	Remove the defective media and replace with new media. Refer to Loading Media.

Symptoms	Check	Remedy
Dirt appears at equal intervals.	Is there dirt in the media feed path?	Print a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
The print has black dots.	Internal components are dirty.	Contact your Xerox Customer Support Center.
The print has black lines.	Internal components are dirty.	Contact your Xerox Customer Support Center.
White dots appear in black filled areas.	Is the correct type of media being used?	Load a correct type of media. Refer to Loading Media.
	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Toner smudges when rubbed with your finger. Toner is not fused to the media.	Is the media damp?	Replace with new, dry media. Refer to Loading Media.
	Is the correct type of media used?	Load the correct type of media. Refer to Loading Media.
	Are the media settings correct?	Select the correct media settings. Refer to Media Settings.
The entire media area is printed black.	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Nothing is printed.	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the image is lost on the edge of media.	Was the correct media series used? Does the image exceed the machine's printable area?	Decrease the document print area. Refer to Specifications and Image loss width.

Error Messages

This section describes how to solve the problem when an error message appears.

Error messages vary depending on your particular situation and the error involved. The messages display as a pop-up screen covering most of the screen. The error screen provides a diagram and a textual description of the problem and directions to follow. See the example below.

NOTE

Most errors remain on the screen until you fix them, but some allow you to close them. The amber-colored error screens are higher priority errors. The clay-colored error screens, such as the one above, are lower priority errors.
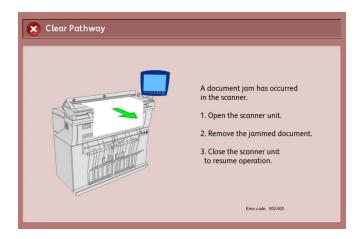
Scanner Jam Message

The Scanner Panel has a **Forward Feed** button and **Reverse Feed** button to assist with releasing misfed documents. This is the preferred method of removing the document from the Scanner if the scanned document is not jammed (bunched up) but has simply stopped. If the scanner stops but is not jammed and you see a scanner jam message, do the following:

1. Press the **Stop** button on the Scanner Panel.
2. Press the **Forward** or **Reverse** button to remove the document from the Scanner.

Document Jam

If the document becomes jammed in the Scanner, the machine stops and an error message displays on the Touch Screen. Clear the jammed document according to the instructions displayed, and then reload the document.
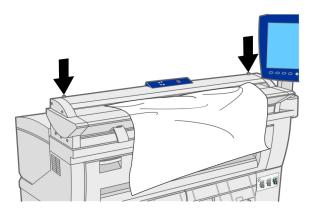
NOTE

If a Scanner jam message persists after you remove the document, check the Scanner Exit Tray for a document. A message remains on the screen until you remove it.

The Scanner has a single part lid that opens toward the back of the Scanner. Opening the Scanner Lid provides access to the document jam.

1. Push down on the two buttons on each side of the Scanner Lid.
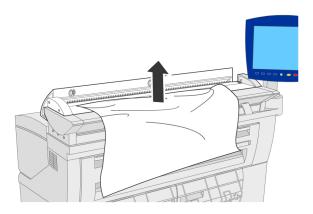
2. With both hands, lift the lid up and away from you. The lid can support itself in the fully open position.

NOTE
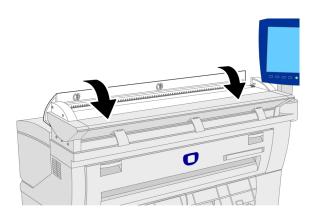
Opening the Scanner Lid reveals the Main Roller and the five optical Contact Image Sensors (CIS). See the Maintenance chapter for details on cleaning the Main Roller and Sensors.
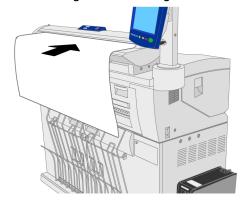
3. Remove the jammed document.

4. With both hands, grasp each side of the lid and lower it, allowing it to close gently under its own weight. Then push it closed until it snaps on both ends.

5. Confirm that the document is not torn, folded, or wrinkled, and load the document again according to the message on the Touch Screen.

NOTE

If a Scanner jam message persists after you remove the document, check the Scanner Exit Tray for a document. A message remains on the screen until you remove it.

Media Jams

If media jams occur, the machine stops, an alarm sounds, and an error message displays on the Touch Screen. Remove the jammed media according to the message displayed. Media jams can be cleared with the machine still on. When the power is turned off, all information stored to the machine's memory is erased.

NOTE

Always check the Touch Screen message to identify the location of a media jam before attempting to remedy the problem. Opening a media tray before knowing the media jam location may tear the media, leaving pieces inside the machine. This condition may cause machine malfunctions.

Gently remove the media, taking care not to tear it. If media is torn while it is being removed from the machine, remove all torn pieces. Make sure that no media scraps remain inside the machine.

NOTE

If a piece of jammed media remains inside the machine, the media jam message does not disappear from the Touch Screen.

If a media jam message displays again after you have cleared the media jam, media is probably jammed at another location. Clear this by following the message's instructions. When you finish cleaning a media jam, printing automatically resumes from the state before the media jam occurred.

⚠ WARNING

When removing jammed media, make sure that no pieces of torn media are left in the machine. A piece of media remaining in the machine potentially could cause a fire.

⚠ WARNING

If a sheet of media is wrapped around the heat roller, or the jammed media is difficult or impossible to see, do not try to remove it yourself. Doing so may cause injuries or burns. Switch off the machine immediately and contact your Xerox Customer Support Center.
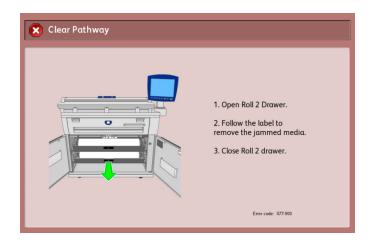
⚠ CAUTION

Do not touch the components inside the machine. Doing so can cause print defects.

Media Jams in Roll 1 or Roll 2

The following describes how to clear media jams that occur in Roll 1 or Roll 2.
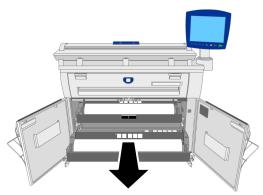
NOTE

Roll 2 is optional.

1. Open the Front Doors.

2. Pull out Roll 1 or Roll 2, as directed on the Touch Screen.

⚠ **WARNING**
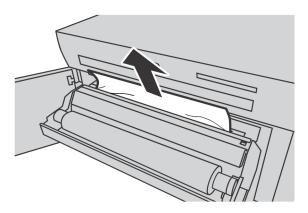
Do not open the Roll 1 Cutter Cover or the Roll 2 Cutter Cover unless you are specifically directed to do so.

3. Check the state of the jammed media and remedy as follows:

- If the jammed media is already cut and can be removed, gently remove it taking care not to tear it.

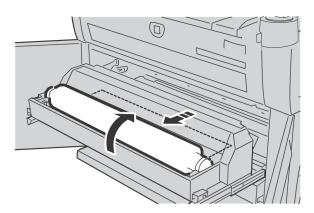 **NOTE**

  If media removed is torn, check for any torn pieces of media inside the machine.

  Remaining fragments may cause future jams and image quality defects.
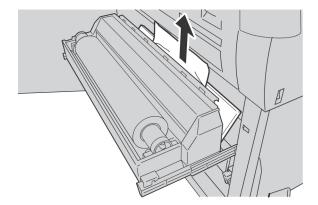
- If the jammed media is not cut and cannot be removed, rotate the Roll Media to reel in the media. Then set the roll media again.

  Manually operate the cutter if necessary. Do not attempt to rewind the roll.

  For information about loading roll media, refer to Loading Media.

- When the jammed media is not clearly visible in one of the rolls even though the roll is jammed, pull out the appropriate roll drawer and remove the jammed media.

4. Gently slide Roll 1 or Roll 2 until it is firmly in position.
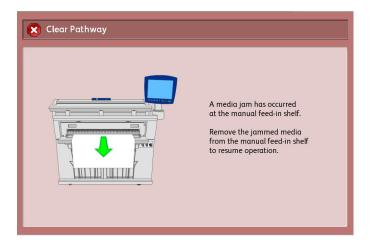
5. Close the Front Doors.

Media Jams in Manual Feed-in Shelf (Bypass)
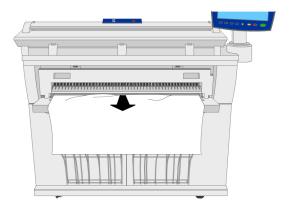
The following describes how to clear media jams that occur in the Manual Feed-in Shelf (Bypass).

Pull the media toward you gently to remove it.
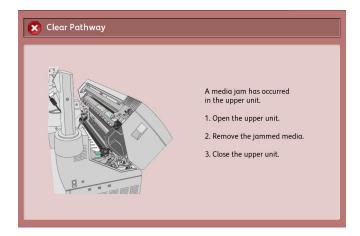
NOTE

Be careful not to tear the sheet.
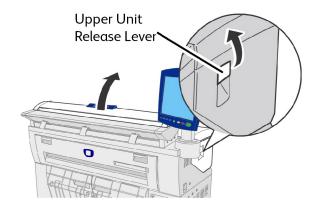

Media Jams in Upper Unit

The following describes how to clear media jams that occur in the Upper Unit.

1. Lift up the Upper Unit Release Lever to open the Upper Unit.

2. Check the state of the jammed media, and solve the problem as follows.

   ⚠ **WARNING**
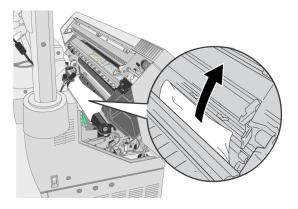
   Never touch a labeled area on hot or sharp parts. You can get burned or injured.

3. Remove the jammed media through the opening.
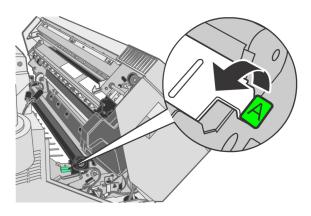
   NOTE
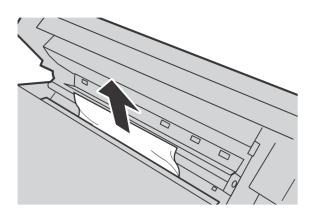
   Gently remove the media, taking care not to tear it. If the media is torn, make sure to remove all pieces from the machine. Media fragments left inside the machine can cause future jams and image quality defects.
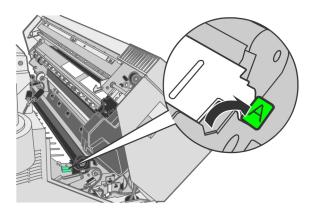
   If media is jammed in the Media Feed Path:

4. Lift up the green Lever A, and remove the jammed media from the Media Feed Path.

5. Lower the green Lever A to its original position.
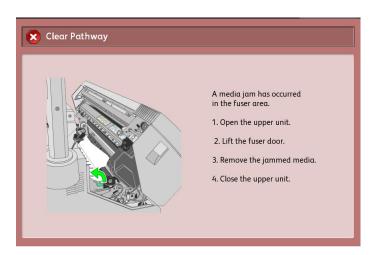
6. Close the Upper Unit.
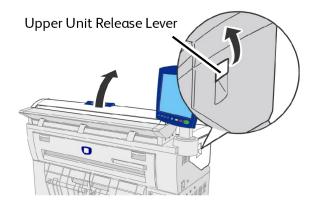
Media Jams in Fuser Unit

The following describes how to clear media jams that occur in the Fuser Unit.

1. Lift up the Upper Unit Releasing Lever to open the Upper Unit.
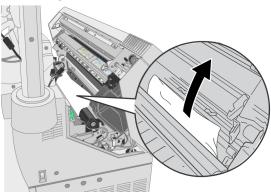
Upper Unit Release Lever

⚠️ **WARNING**

Never touch a labeled area on hot or sharp parts. You can get burned or injured.

2. Remove the jammed media through the opening.

Gently remove the media, taking care not to tear it.

If the media is torn, make sure to remove all torn media from the machine.

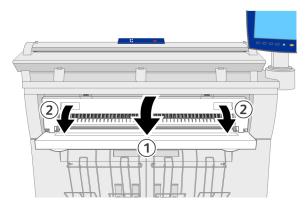Media fragments inside the machine can cause future jams and image quality defects.

3. When the jammed media is not visible from the opening, open the Manual Feed-in Shelf and the Fuser Cover.
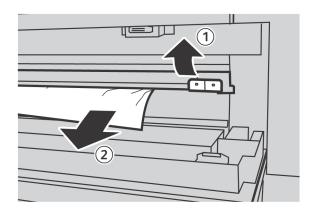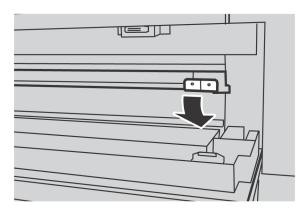
⚠ **WARNING**

Never touch a labeled area on hot or sharp parts. You can get burned or injured.
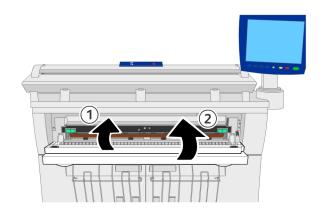

4. Lift up the green lever to hold the baffle, and remove the jammed media through the output port.

5. Lower the Baffle.

6. Close the Fuser Cover and the Manual Feed-in Shelf.

7. Close the Upper Unit.

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User Guide