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# Xerox® Wide Format 6622 Solution™ User Guide



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# 1

## Product Overview

The Xerox Wide Format 6622 Solution processes print jobs that it receives from a client workstation, a USB device and scanned and copied jobs. The Xerox Wide Format 6622 Solution enables all types of image data to be printed in the supported formats, including standard and non-standard sized documents. It also allows the user to view the status of print jobs, cancel print jobs, and change print job priority.

This chapter describes the overall operation of the Xerox Wide Format 6622 Solution and the functions of its major components. You will see the following information:

- Machine Components
- Controller
- Scanner
- User Interface (UI)
- Operator Panel and Status Display
- Media and Toner Status Panel
- Powering the System Off and On
- Document Input
- Media Source
- Media Types and Loading
- About Media and Originals
- Loading Media Roll
- Loading Originals into the Scanner
- Loading Cut Sheet Media

# 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.

## Main Components

### Front View

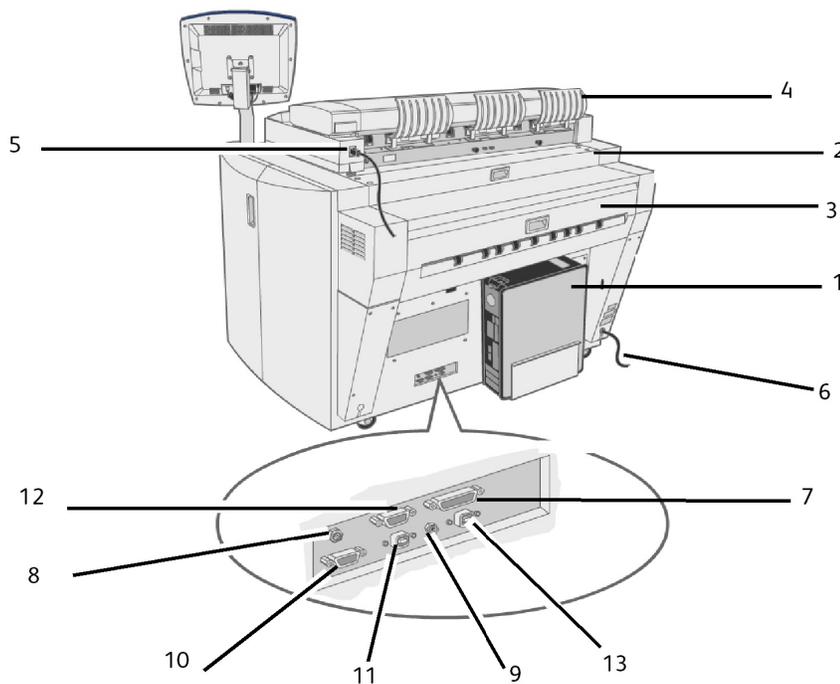


**Table 1: Machine Components (Front View)**

Num.	Subject	Specifications for Xerox 6622
1.	User Interface	Also known as the UI, contains the Touch Screen, Control Panel and USB ports. This is where the operator programs jobs and configures the settings.
2.	Scanner (Optional)	The Document Glass area where images are scanned.
3.	Toner Display Level and Media Display	Displays remaining toner and media selection and level.
4.	Printer	The printer is used to image and output all jobs.
5.	Printer Power On/Off Switch	Press to switch the printer on and off.

6.	Manual Feed-in Shelf (Bypass) and Bypass Guides	Load cut sheet media in the Manual Bypass Feeder. Adjust guides to the size of cut sheet media.
7.	Wire Form Holder	Used to hold large cut sheets when loading the Manual Feed-in Shelf (Bypass).
8.	Drawer 1 - (Roll 1)	Open to load media roll and clear media jams.
9.	Drawer 2 - (Roll 2)	Open to load media roll and clear media jams.
10.	Drawer 3/4 - (Roll 3 &4)	Open to load media rolls and clear media jams.
11.	Left and Right Side Doors	Open to clear media jams and load toner.
12.	Operator Panel and Status Display	Displays messages and status indicators.

Rear Side View



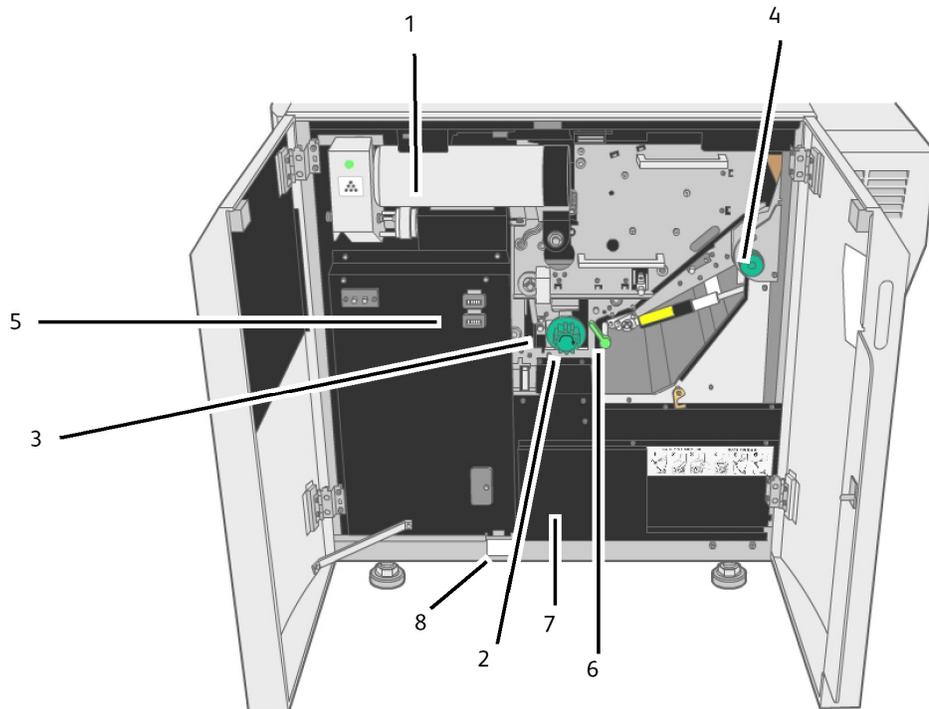
**Table 2: Machine Components (Rear View)**

Num.	Subject	Specifications for Xerox 6622
1	Controller	Contains selection buttons and copy/print services access.
2.	Top Rear Cover	Pull the handle and open to clear media jams.
3.	Exit Cover	Open to clear media jams.
4.	Catch Tray	Assists the original document as it exits the printer.

Product Overview

5.	Scanner Power Cord and Scanner Interface	Connect the Scanner Power Cord to a receptacle. I/F Connector (USB)
6.	Power Cord (220 VAC)	Connect to a suitable power outlet.
7.	IF-VIII Connector	Connect the Interface Cable from the Accxes Controller (37 pins).
8.	12Vdc	A Power Cable (12Vdc) for the Touch Screen Monitor.
9.	S. T. Jack	A Stereo Cable for the Touch Screen Monitor.
10.	S. L. SIG Port	Connect the Shutdown Signal Cable here. This is used for shutting down as well as for starting the Sleep Mode. 12Vdc maximum.
11.	DIAG Port	Service use only. 5Vdc maximum, USB Connector Type B.
12.	VGA Port	Connect the cable here which comes from the Controller VGA port for Touch Screen LCD. 5Vdc maximum.
13.	USB Port	Connect the cable here which comes from the Controller USB Key Connector Type B for the Touch Screen LCD. 5Vdc Maximum.

Right Side View with Doors Open

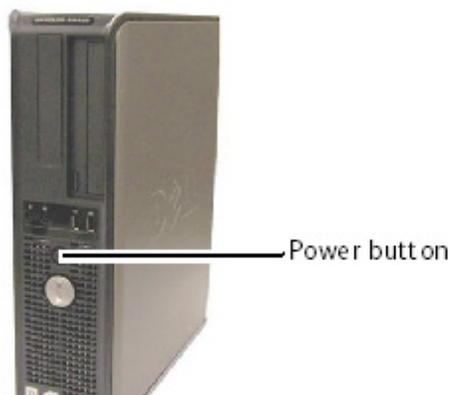


**Table 3: Machine Components (Right Side View Doors Open)**

Num.	Subject	Specifications for Xerox 6622
1.	Toner Cartridge	Contains ink for imaging.
2.	Media Cutter Knob	Turn to cut media during jam clearance.
3.	Cutter Home Indicator	Indicates cutter positions.
4.	Fuser Knob	Used to eject the mis-fed media from the Fuser.
5.	Meter A - Billing Meter B - Service	Square Counter for billing purposes. Linear Counter for service purposes.
6.	Inner Transport Unit	Open to clear media jams.
7.	Service Record Cover	Contains service information.
8.	Serial Number Name Plate	Use to identify specific machine hardware.

## 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.



## Controller Rear View

This design may vary depending on your model.

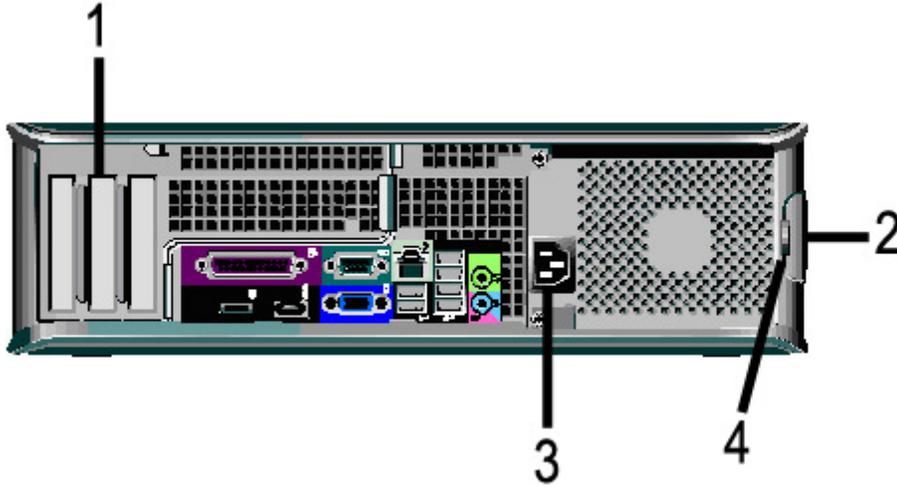


Table 4: Controller Rear View

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.

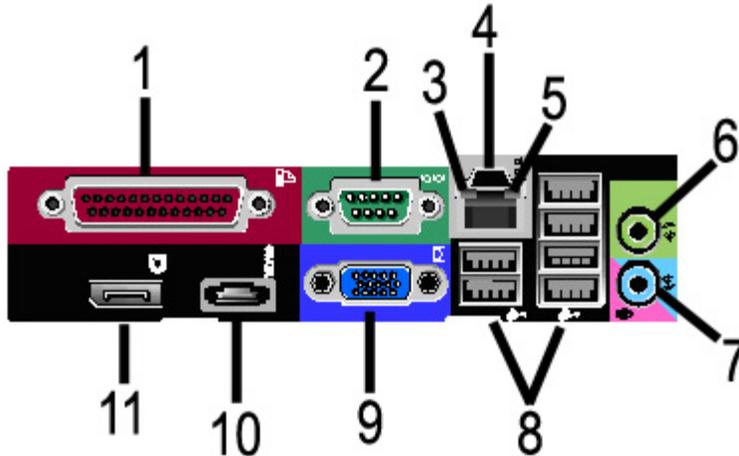


Table 5: Back Panel Connectors

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 (Optional)

The Xerox Wide Format 6622 Solution is an integrated printing system 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.

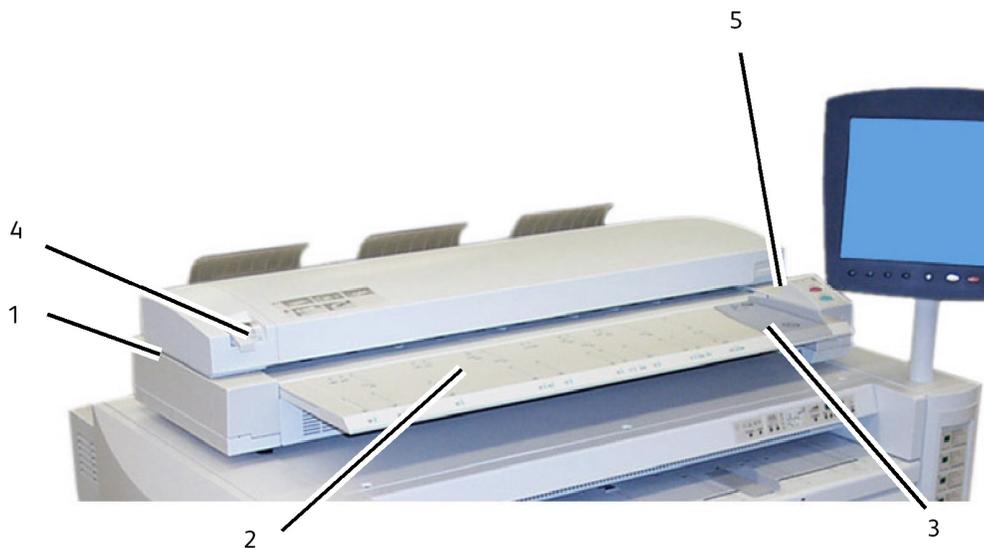


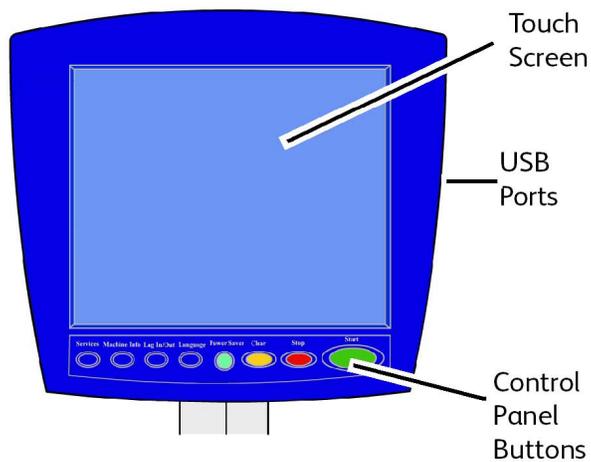
Table 6: Scanner Components

Num.	Component	Description
1.	Scanner	In addition to the Printer configuration, the Scanner is optional for copying and scanning to remote locations.
2.	Scanner Feed-in Shelf	Documents to be scanned are input here.
3.	Original Guide	Helps the user align the edge of a document when feeding it into the scanner.
4.	Original Thickness Lever	Adjusts for paper thickness. (0-0.5 in/0-12 mm.)
5.	Scanner Control Panel	Manual controls for the Scanner (inactive). Use the Start and Stop buttons located on the User Interface Control Panel instead.

## 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 7: 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 Media Roll 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

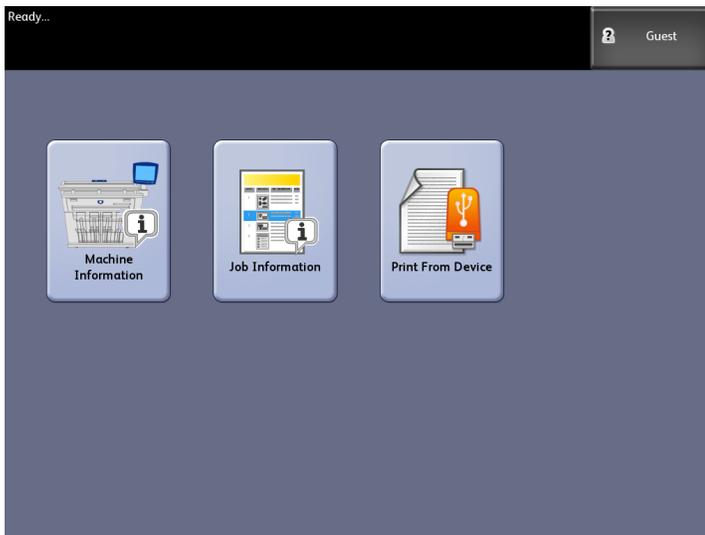
Features on the Services Menu

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.



The following screen displays the printer only features. There is no scanner connected.



**Table 8: 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 9: 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 <b>Clear</b> 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 10: 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 11: Keyboard procedures

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

# Control Panel

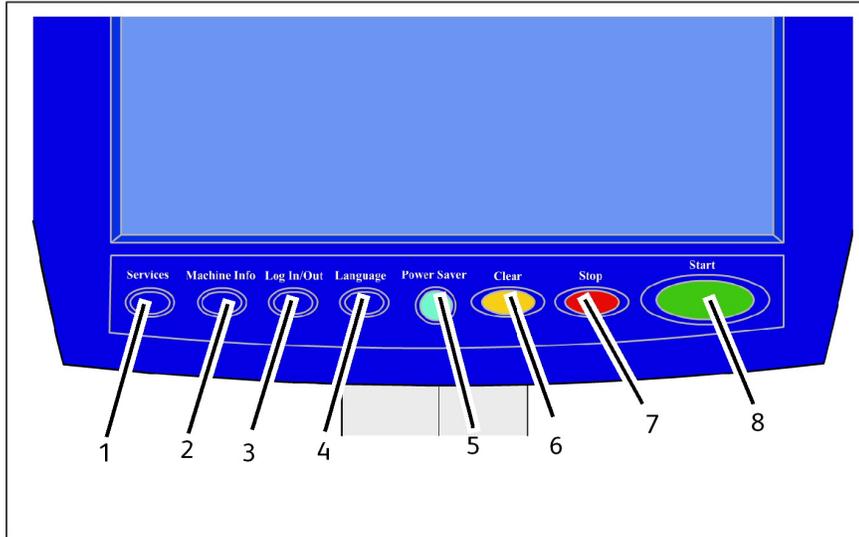


Table 12: Control Panel

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.
6	Clear	Clears incorrect values entered when using the numeric keypad, and is used to reset scan defaults in any of the scan modes.

Num.	Button Name	Function
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.

## 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.

# Operator Panel & Status Display

The operator panel is located on top of the front side of the printer. It consists of a graphic display, a message display and several function keys.

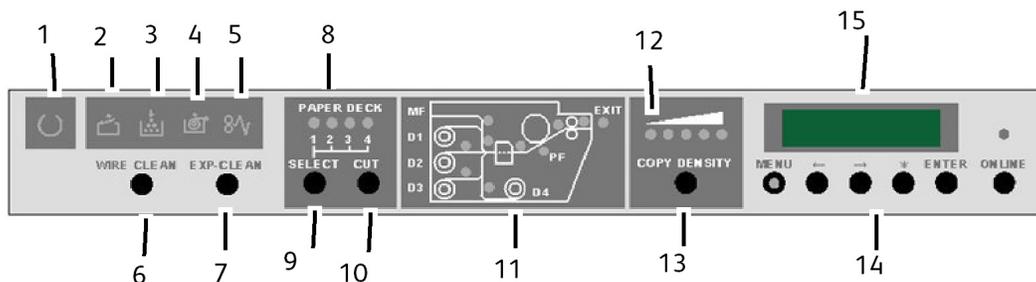


Table 13: Operator and Status Displays

Num.	Subject	Specifications for Xerox 6622
1.	Ready Indicator	Flashes when the printer is warming up, and remains on steady when the printer is ready to operate.
2.	Door Open Indicator	This indicator flashes and an error code is displayed when a door is opened, or the Inner Transport Unit is opened.
3.	Toner Empty Indicator	This indicator flashes when the toner level is low. When the toner supply is empty, the indicator is on steady and no more prints can be made. You can replace the Toner cartridge even if the printer is operating.
4.	Media Empty Indicator	This indicator flashes when the selected media roll is depleted.
5.	Media Jam Indicator	This indicator flashes when media is jammed in the printer.
6.	Wire-Clean key	The Charge Scorotron Wire is cleaned when this key is pressed. The Ready Indicator flashes during the cleaning process.
7.	Exp-Clean key	Lens Array of LED Print Head is cleaned when this button is pressed. The Ready Indicator flashes during the cleaning process.
8.	Media Roll Indicator	Displays the selected media roll for lead edge cut when the SELECT key is pressed.
9.	Select key	Press this key to select the media roll desired for a lead edge cut.
10.	Cut key	Press this key to feed and cut 240mm of the lead edge of the selected roll.
11.	Media Jam Location Indicator	Indicates the location where Jam has occurred.
12.	Copy Density Indicator	The selected Print Density level is illuminated.
13.	Copy Density Key	Use this key to increase or decrease the image density.
14.	Menu, , *, Enter, Online	These keys are used for changing User Modes. The Online Key is also used to place the printer Offline and Online.
15.	Status Display	Error Codes, Status Codes and messages are displayed here.

## Media and Toner Status Panel

The Media and Toner Panel is located on the front right face of the printer. It displays the size of the media, the type of the media, the media in use, and how much media and toner is remaining.



Table 14: Media and Toner Status Panel

Num.	Subject	Specifications for Xerox 6622
1.	Roll Size Displays	Displays the size of the Media Roll.
2.	Media Type Indicators	Displays “Plain Paper,” “Vellum/Tracing” or “Film” depending on the media loaded in the drawer.
3.	In Use Indicators	Illuminates to indicate that the drawer is “In Use”. Even if the printer is in the print cycle, you can replace media rolls 1, 3 and 4 if “In Use” indicator is off. Also, the drawer in use is identified in the message display as “-dx-” (x being the drawer number).
4.	Roll Level Indicators	This indicator displays the remainder of the Media Roll. Lamps go off from right to left as the media diminishes.
5.	Toner Level Indicator	This indicator displays the remainder of toner in the toner cartridge. Lamps go off from right to left as the toner diminishes.

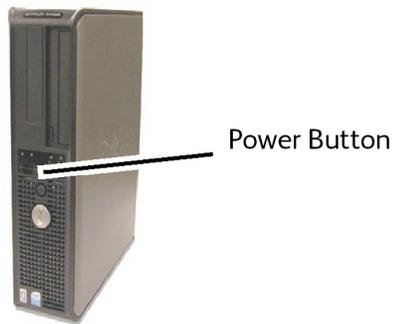
## Powering the System On

The Printer and Controller are each equipped with a Power Switch.

### System Power On

1. Always move the Printer Power Switch to the On [ I ] position before turning on the Controller.

2. Press the **Power Button** on the front of the Controller.



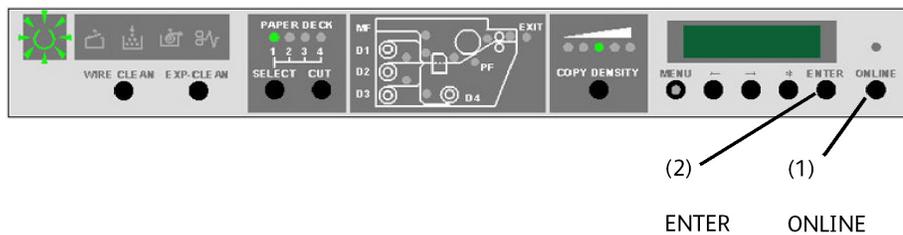
The Power Button light illuminates. After about one-half minute, the Control Panel displays the Printer Warming Up message. The machine becomes print ready in about three minutes.

## Off Line/On Line

1. Press the Online Key to take the printer Offline.

The green LED light goes off, the page in process finishes and the printer enters the Offline Mode. Print jobs are still accepted to the job queue.

2. To return the printer to the Online Mode, press the Online Key.



The green LED light goes on and the printer returns to the Online Mode.

## Document Input

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

**Table 15: Document Input**

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

**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:

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

**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 on the Recall Tab of this chapter.

Table 16: Copy Strategies for Special Documents

Original Type	First	Second	Third
Color Photograph	<p><b>Copy Mode:</b> Set Original Type to Photo (Continuous-Tone).</p> <p><b>Scan Mode:</b> Set Original Document Type to Photo (Contone), set Rendering to Color (24-bit) and File Format to TIFF files.</p>	<p><b>Copy Mode:</b> Adjust Image Quality by setting the Background Suppression to Disabled (unchecked).</p> <p><b>Scan Mode:</b> Adjust Image Quality by setting the Background Suppression to Enabled (checked).</p>	<p><b>Copy Mode:</b> Continue with Image Quality adjustments as required. In the Advanced Setting tab, select Rendering settings to get desired results.</p> <p><b>Scan Mode:</b> Continue with Image Quality adjustments as required.</p>
Pencil Drawings and Blue-prints/line	<p><b>Copy Mode:</b> Set Original Type to Text/Line. Set Advanced Settings Rendering to Binary and enable Invert.</p> <p><b>Scan Mode:</b> Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p><b>Copy Mode:</b> Set Background Suppression to Disabled (unchecked).</p> <p><b>Scan Mode:</b> Set Background Suppression to Disabled (unchecked).</p>	<p><b>Copy Mode:</b> Continue with Image Quality adjustments as required.</p> <p><b>Scan Mode:</b> Continue with Image Quality adjustments as required.</p>
Color Map	<p><b>Copy Mode:</b> Set original document type to Text/Photo.</p> <p><b>Scan Mode:</b> Set Original Document Type to Photo (Half-Tone) or Text/Photo.</p>	<p><b>Copy Mode:</b> Set Image Quality to Background Suppression to Disabled (unchecked).</p> <p><b>Scan Mode:</b> Continue with Image Quality adjustments as required.</p>	<p><b>Copy Mode:</b> Continue with Image Quality adjustments as required.</p>

<p>Old Blueprints</p>	<p><b>Copy Mode:</b> Set Original Type to Text/Line. Set Advanced Settings Rendering to Binary and enable Invert. <b>Scan Mode:</b> Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p><b>Copy Mode:</b> Set Background Suppression to Enabled (checked). Set Background Suppression to Max. <b>Scan Mode:</b> Set Background Suppression to Enabled (checked). Set Background Suppression to Max.</p>	<p><b>Copy Mode:</b> Adjust the copy Contrast as required for best image quality. <b>Scan Mode:</b> Adjust the copy Contrast as required for best image quality.</p>
<p>Old blueprint or sepia with dark background and side-to-side fading</p>	<p><b>Copy Mode:</b> Set Original Type to Text/Line. Advanced Settings Rendering to Binary and enable Invert. <b>Scan Mode:</b> Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p><b>Copy Mode:</b> Rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results. Set Background Suppression to Enabled (checked). <b>Scan Mode:</b> Set Background Suppression to Enabled (checked). Set Background Suppression to Max.</p>	<p><b>Copy Mode:</b> Adjust the copy Contrast as required for best image quality. <b>Scan Mode:</b> Adjust the copy Contrast as required for best image quality.</p>
<p>Faded line/text drawing, uneven density</p>	<p><b>Copy Mode:</b> Set Original Type to Text/Line and increase Image Quality, Background Suppression. <b>Scan Mode:</b> Set Original Document Type to Text/Line.</p>	<p><b>Copy Mode:</b> If fade is still visible in the copy, rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results. <b>Scan Mode:</b> Set the Image Quality Background Suppression to minimum.</p>	<p><b>Copy Mode:</b> In Reduction mode, use Reduction Line Preservation located in Machine Info &gt; Admin &gt; Copy Options. Adjust the copy Contrast as required for best image quality. <b>Scan Mode:</b> Adjust the copy Contrast as required for best image quality.</p>
<p>Clear film, vellum, or translucent media with lines, photos or mixed original</p>	<p><b>Copy Mode:</b> Set Original Type to Text/Line (Clear). <b>Scan Mode:</b> Set Original Document Type to Text/Line (Clear).</p>	<p><b>Copy Mode:</b> Set the Image Quality, Background Suppression to Disabled (unchecked). <b>Scan Mode:</b> Set the Image Quality, Background Suppression to Disabled (unchecked).</p>	<p><b>Copy Mode:</b> Change Rendering in the Advanced Settings tab as required for best results. <b>Scan Mode:</b> Adjust the Image Quality Density, Contrast and Sharpness for best results.</p>

## Media Source

Before you load an original in the Xerox Wide Format 6622 Solution, you must specify where the media (paper) is going to be feeding from. This is referred to as the Media Source which provides the output.

### 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.
  - Media Roll - Select from the Media Roll 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 down 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 for this machine and the appropriate media handling, loading and storage procedures.

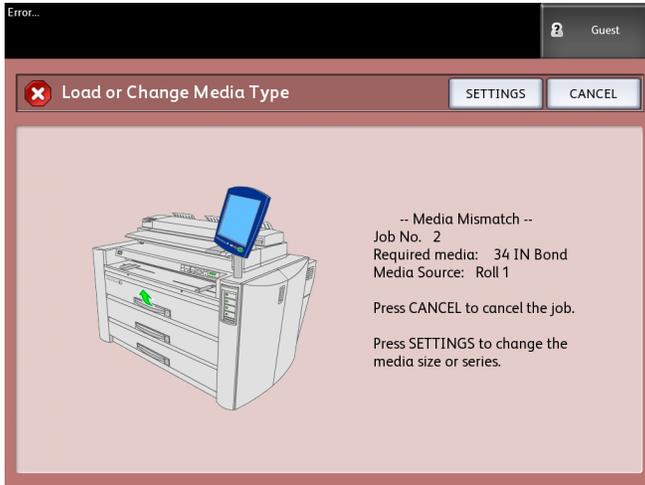
The use of inappropriate media may result in media jams, reduced print quality, malfunctions and other problems. To make the most effective use of the machine, we recommend that you use only the media recommended by Xerox.

## NOTE

Media may be ordered from Xerox at [www.xerox.com](http://www.xerox.com). In the US, 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.

## Media Types

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 17: Media Types

Roll/Tray	Weight	Loadable Media Size	Standard Paper (including recommended paper)		
			Name	Grams/Square Meter	Lb.
Roll 1, Roll 2 Roll 3, Roll 4	<b>Bond Paper:</b> 20 lb.-500 ft. rolls: Xerox Premium Bond or Xerox Performance Bond 18 lb.: Translucent Bond	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	75 g/m2	20
			Translucent Bond	N/A	18
	<b>Film:</b> 4-mil Accu-Image Elite		4-mil Accu-Image Film		
	<b>Film - European:</b> 75-100 micron				N/A
	<b>Tracing Paper</b> 90-112 g/m2		Premium Tracing 90	90 g/m2	N/A
			Premium Tracing 112	112 g/m2	N/A
			Premium Translucent 100 micron		N/A
	<b>Vellum</b> 20 lb. - 500ft.		Performance Production	80 g/m2 80 g/m2	20 20

Roll/Tray	Weight	Loadable Media Size	Standard Paper (including recommended paper)		
			Name	Grams/Square Meter	Lb.
Manual feed	<b>Plain Bond Paper:</b> 20 lb.-500 ft.rolls: Xerox Premium Bond or Xerox Performance Bond 18 lb.: Translucent Bond	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
	<b>Tracing Paper</b> 90-112 g/m2		Premium Tracing 90 Premium Tracing 112	90 g/m2 112 g/m2	N/A
	<b>Film:</b> 4-Mil Zero-Solvent A-I Elite		Premium Translucent 100 micron		N/A
	<b>Film - European:</b> 75-100 micron		4-mil Accu-Image Film		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.

**NOTE**

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.

## Adding Media Rolls

When the Media Roll in use is empty, the Media Empty Indicator on the Operation Panel remains on steady.

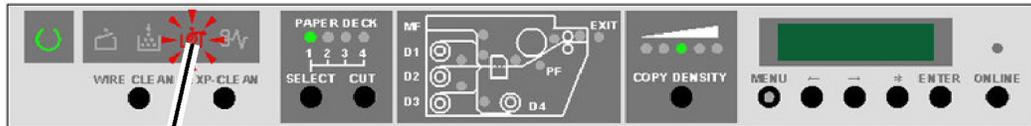
To load a new Media Roll, follow the instructions in the “Loading The Media Roll” sections of this chapter.

**NOTE**

Roll sizes 880 mm, 891 mm and 900 mm can be loaded in Media Drawer 1 only. The printer is set for 900 mm size. To enable 880 mm or 891 mm sizes, contact Xerox Service.

**NOTE**

B3 media should not be loaded in drawer 1. If B3 media is loaded in drawer 1, the printer reports the size as either A3 or 11" media.



Media Empty Indicator

## Handling and Storing Media

### Handling Media

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

### Storing Media

The optimum environment in which to store paper media is a humidity of 40 to 45%. Keep the following in mind when storing paper media:

- Moisture is not good for 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.
- The printer has a paper heater. This goes on when the system detects humidity. The switch is located next to the waste toner bottle on the right hand side of the machine.
- Store the media on a flat surface to prevent curl.

## Dehumidifier

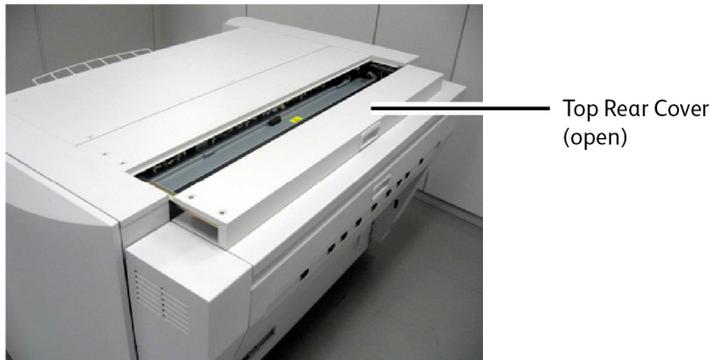
The printer is equipped with a Dehumidifier, which, when enabled, maintains the media at a constant temperature. The Dehumidifier operates at night and in high-humidity conditions in order to avoid moisture-related problems with the media such as wrinkling and deletions in the print.

Your Xerox Service Representative can enable the heaters to operate in one of three modes:

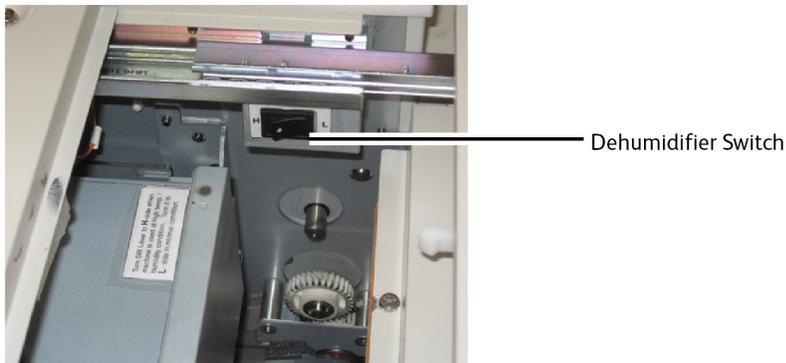
- Off all the time.
- Off when printer is switched on. The heaters continue to operate when the printer is switched off, as long as the printer is connected to a live power outlet.
- On all the time.

If the Xerox Service Representative has enabled the Dehumidifier, the heaters can be switched on or off by the Operator as environmental conditions change.

1. Open the Top Rear Cover in order to locate the Dehumidifier Switch.



2. Set the switch to the correct position for humid or dry conditions:
  - a) In humid conditions, the Dehumidifier Switch should be set to H (on).
  - b) In dry conditions, the Dehumidifier Switch should be set to L (off).



## Loading the Media Roll (Roll 1, 2, and 3)

1. Pull the handle and open the desired drawer.

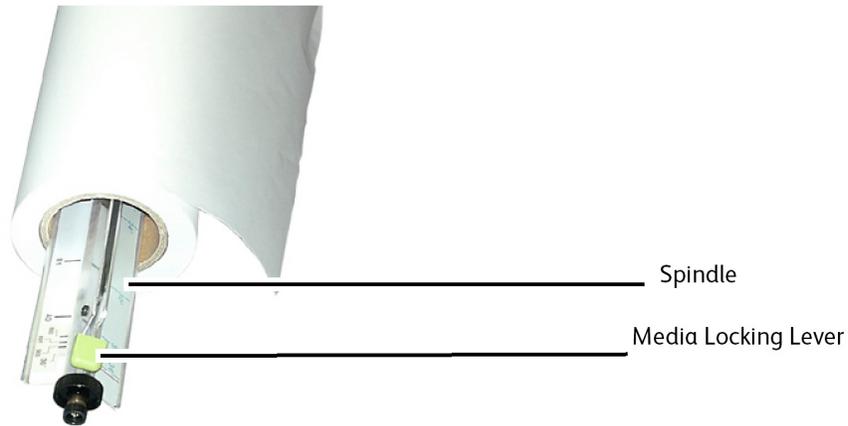
2. Rewind the media remaining on the roll.
3. Hold the roll at both ends and lift the roll out of the drawer. The roll must remain parallel when removed.
4. Place the roll on a flat surface to change the roll.



**CAUTION**

Failure to keep the spindle parallel may cause the gear at the left end to break.

5. Press the green Media Locking Lever at the end of the Spindle.
6. Slide the Spindle out of the Media Core.



7. Press the green Media Locking Lever and insert the Spindle into the new roll of media.
8. Align the edge of the media with the appropriate Media Width Indicator.



**NOTE**

To ensure that the media roll will not slip on the Spindle, lift up on the green Media Locking Lever after the roll is in position. This action provides a positive grip on the Media Core.

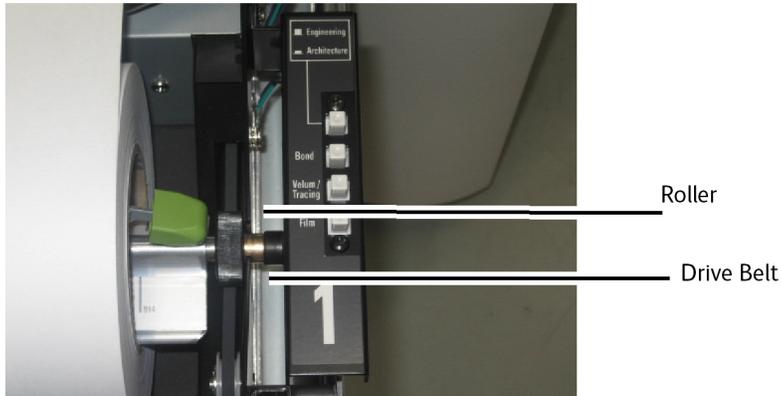
**NOTE**

To avoid unnecessary strain, load the heaviest roll in the top drawer and the lightest rolls in the bottom drawer.

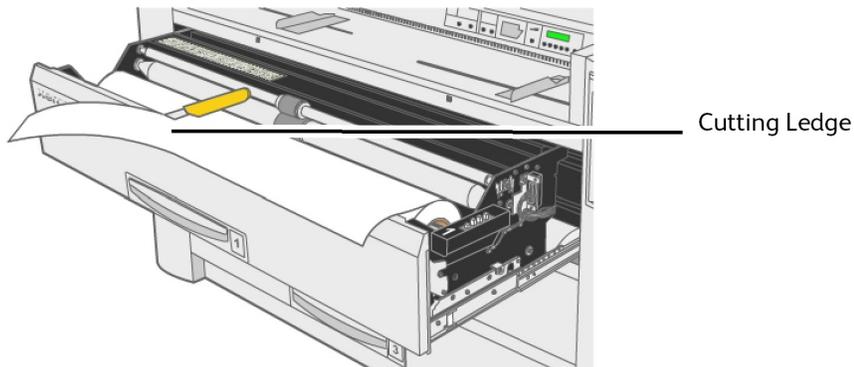
9. Hold the roll at both ends and place the roll into the drawer.
10. Notice the placement of the gears located on the left of the roll when installing it.

**NOTE**

Ensure that the Drive Belt (located on the right side) is lying flat underneath the plastic Roller on the right side of the Spindle. If the belt is not correctly positioned, the printer indicates an out-of-media condition.

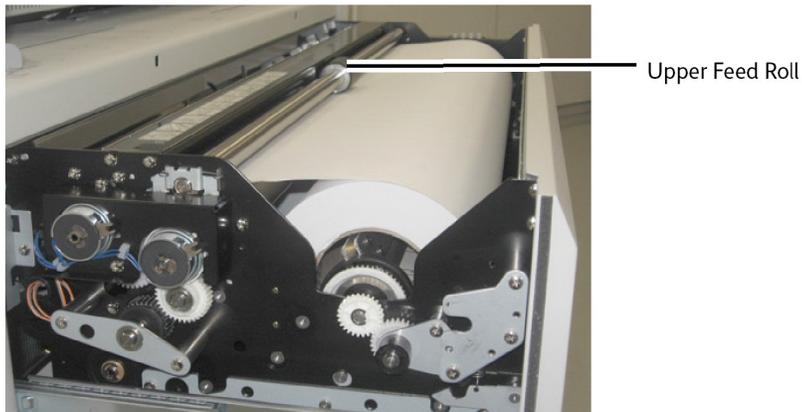


11. If the leading edge of the Media Roll is taped, cut enough to eliminate the possibility of glue from the tape contaminating internal printer components. If the leading edge is torn, folded, or very ragged, cut the leading edge using a sharp blade and the slit mounted to the inside of the drawer.



12. Insert the lead edge of the media between the Upper and Lower Feed Rollers.

13. Rotate the Lower Roller, approximately 1/4 turn, by hand in order to feed the media between the rollers.

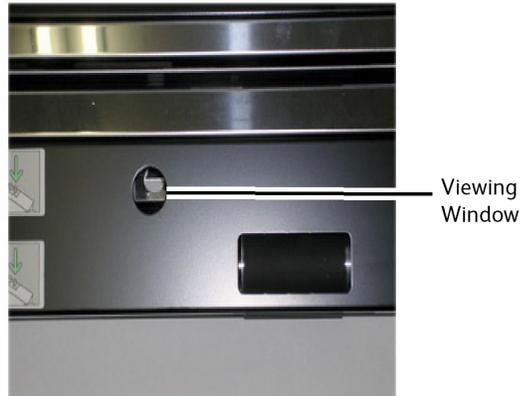


Roll 3 only:

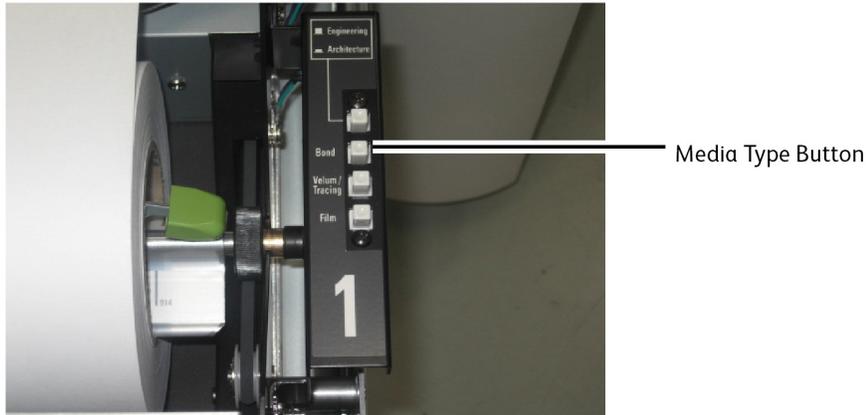
**NOTE**

Roll 3 is the only roll with the Viewing Window used to confirm the position of the lead edge of the media.

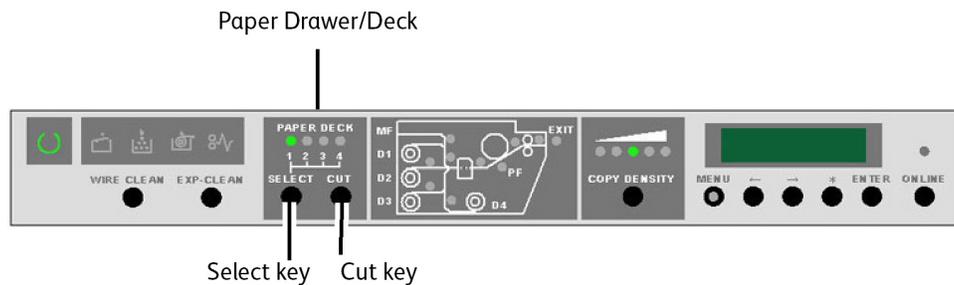
14. Rotate the feed roller until the lead edge is visible in the center of the Viewing Window hole.



15. Set the Media Type Button according to the media installed.



16. Push in on the drawer until it is closed and latched.
17. Press the **Select** key on the Operator Panel to select the appropriate Paper Deck, then press the **Cut** key. This ensures the lead edge of the paper has a clean cut and prevents problems.



## Loading the Media Roll (Roll 4)

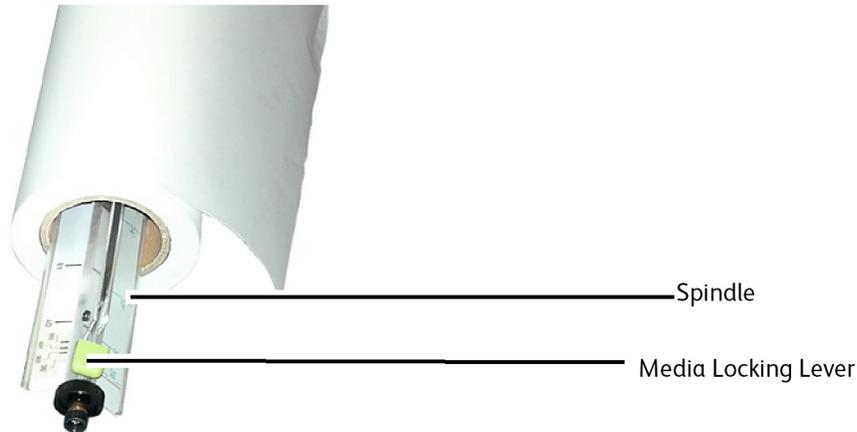
1. Pull the Drawer Handle and open Media Drawer 3/4.
2. Rotate the Spindle in the rewind direction even if the paper is not in the rollers but is loose. Failure to perform this step may cause the gear at the left end of the Spindle to be broken.
3. Hold the roll at both ends and lift the roll out of the Media Drawer. The Spindle must remain parallel when removed.
4. Place the Media Roll on a flat surface to change the roll.



### CAUTION

Failure to keep the spindle parallel may cause the gear at the left end to break.

5. Press the green Media Locking Lever at the end of the Spindle and slide the Media Roll off.



6. Press the green Spindle Lever and insert the new roll of media.



7. Align the edge of the media with the appropriate Media Width Indicator.

**NOTE**

To ensure that the Media Roll will not slip on the Spindle, lift up on the green Media Locking Lever after the roll is in position. This action provides a positive grip on the Media Roll.

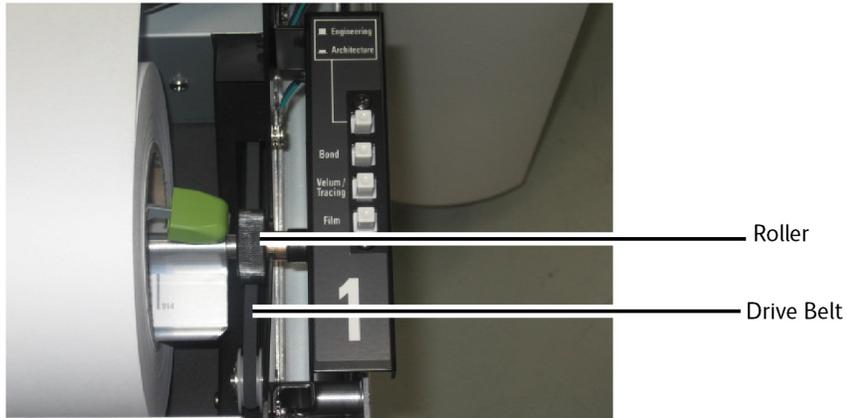
**NOTE**

To avoid unnecessary strain, load the heaviest roll in the Drawer 1 and the lightest rolls in the Drawer 3/4.

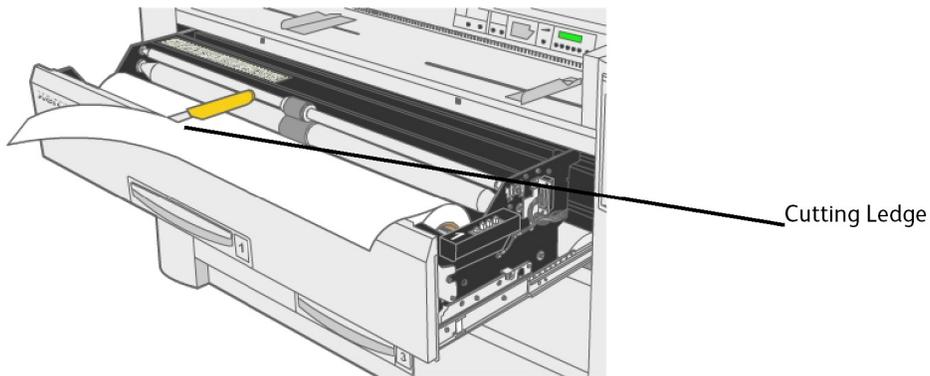
8. Hold the roll at both ends and place the roll into the Media Drawer.

**NOTE**

Ensure that the Drive Belt is underneath the plastic Roller on the right side of the Spindle. If the belt is not correctly positioned, the Printer indicates an out-of-media condition.



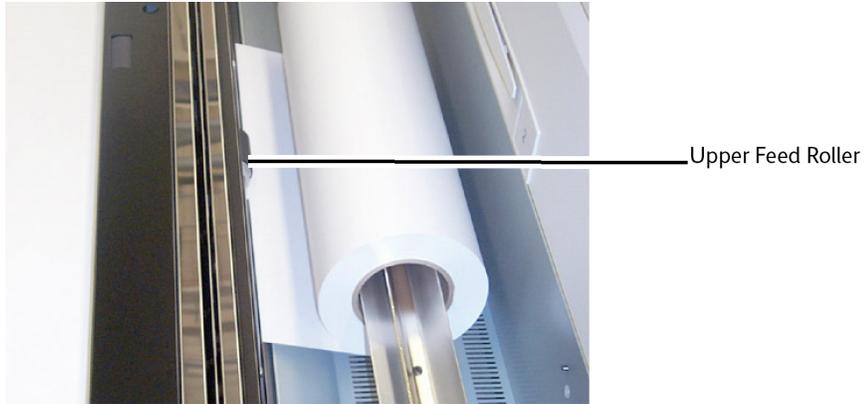
9. If the leading edge of the Media Roll is taped, cut enough to eliminate the possibility of glue from the tape contaminating internal printer components. If the leading edge is torn, folded, or very ragged, cut the leading edge using a sharp blade and the slit mounted to the inside of the drawer.



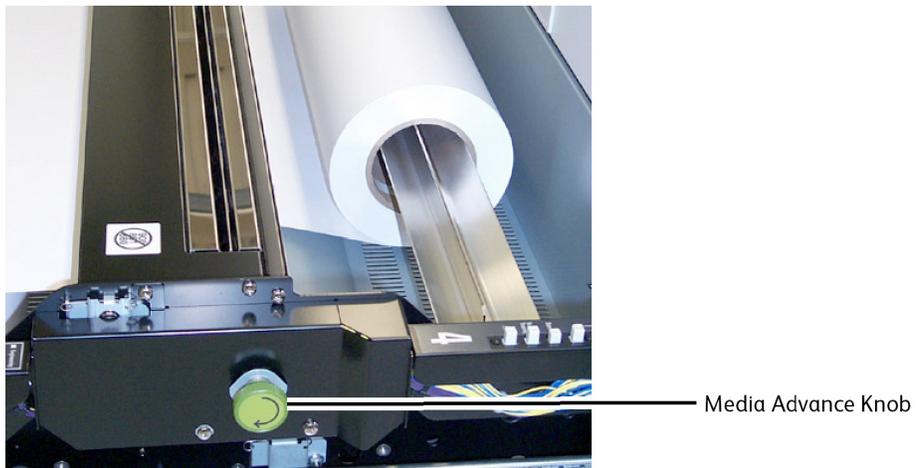
10. Insert the lead edge of the media between the Upper and Lower Feed Rollers.

**NOTE**

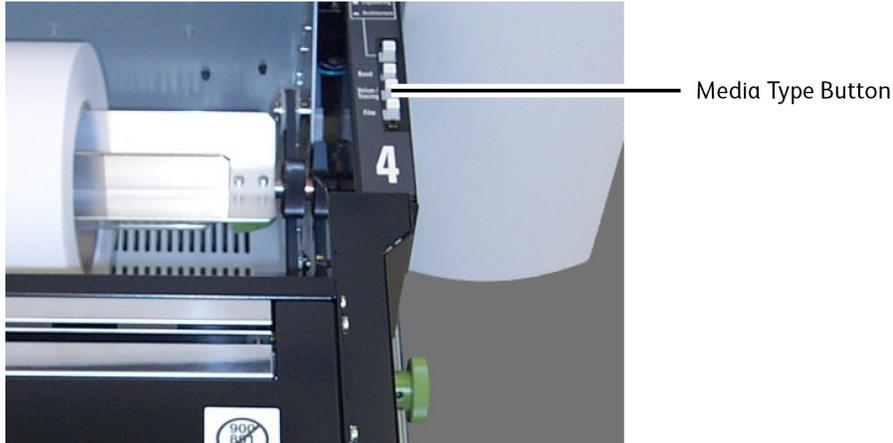
Notice the media in Media Roll 4 feeds from underneath.



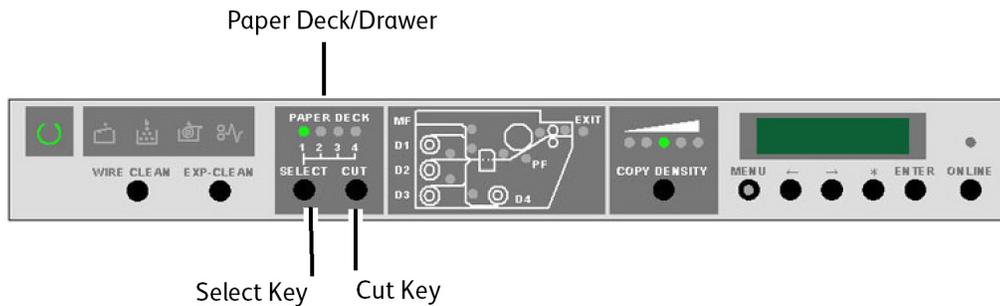
11. Rotate the Media Advance Knob in order to feed approximately 1 inch (25 mm) of media between the feed rollers.



12. Set the Media Type button according to the media installed.



13. Push in on the Media Drawer until it is closed and latched.
14. Press the **Select** key on the Operator Panel to select the appropriate Paper Deck, then press the **Cut** key. This ensures the lead edge of the paper has a clean cut and prevents problems.



## Loading the Media Roll when Printing

Media Drawers 1, 3 and 4 may be loaded when the Xerox Wide Format 6622 Solution is in progress.

Media Roll 2 can not be loaded when the 6622 is operating.

1. Ensure that the Media Roll is not currently being used by observing that the “In Use” indicator (located on the Operator Panel) is OFF for the roll to be loaded and the message display does not indicate that the roll is in use (“-dx-”, x being the roll number).
2. Refer to the Loading Media Roll instructions previously shown in this chapter for details.

## Using Manual Feed-in Shelf (Bypass)

When the desired media is not loaded in the Media Drawers, you can bypass using the drawers and manually load cut sheet media into the Manual Feed-in Shelf (Bypass).

### NOTE

The Xerox Wide Format 6622 Solution accepts any media type, regardless of the media type specified. Ensure that the media type is correct or the toner image may rub off of the print as the printer uses media type to determine fusing temperature.

## To load cut sheets into the Manual Feed-in Shelf (Bypass):

1. Select the appropriate cut sheet for the print job.
2. Position the media Long Edge Lead (LEL).



### NOTE

The 6622 expects all cut sheet media to be fed with the Long Edge Leading (LEL) except for E-size (A0 size) documents. Any image attempted to be printed on a sheet of media beyond the width of a standard ISO, ANSI, or ARCH series document will be truncated.

### NOTE

As an example, if an Arch C 18" x 24" print is desired but the 18" x 24" media is loaded Short Edge Lead (SEL), or 18" edge first, the image will stop after a length of 12" because the 6622 assumes the media loaded is Arch B size (12" x 18").

3. Adjust the Bypass Media Guides to the correct size.



4. Feed the cut sheet media squarely into the shelf, curl side down and between the Bypass Media Guides. For media 24" or wider, the 6622 pre-feeds the sheet into the Manual Feed-in Shelf (Bypass). For media smaller than 24", the 6622 feeds the media when the print job starts.
  - 841mm or wider (greater than 24"): 1 sheet only
  - 279mm (11") to 609mm (24") width: up to 50 sheets (457mm - 18 inch length maximum) fed long edge.
  - Install the Wire Form Holder for paper larger than 18" (447mm).
5. From the client workstation or the scanner, specify Manual Feed as the media source.
6. Submit the print job or scan the document.

# 2

## Printing and Copying Documents

This chapter describes the Print-from-Device and Copy features of the Xerox 6622 Wide Format Solution available with the attached Scanner configuration. Included are instructions on how to make copies from both the Media Drawers and the Manual Feed-in Shelf (Bypass). Details about using these features, from basic jobs through jobs requiring advanced settings are provided in the chapter.

- Print from Device (Removable Devices)
- 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 "X" 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 printer.

Refer to the sections listed below for instructions.

Step 1: Selecting Features

Step 2: Entering the Copy Quantity

Step 3: Copying the Original

Step 4: Stopping a Copy Job

### 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

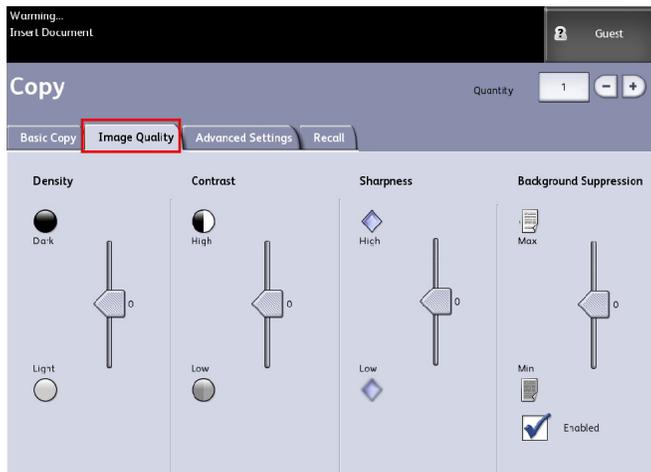
2. Select the required copy features from those displayed on the Basic Copy tab.



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
- Sharpness
- Background Suppression

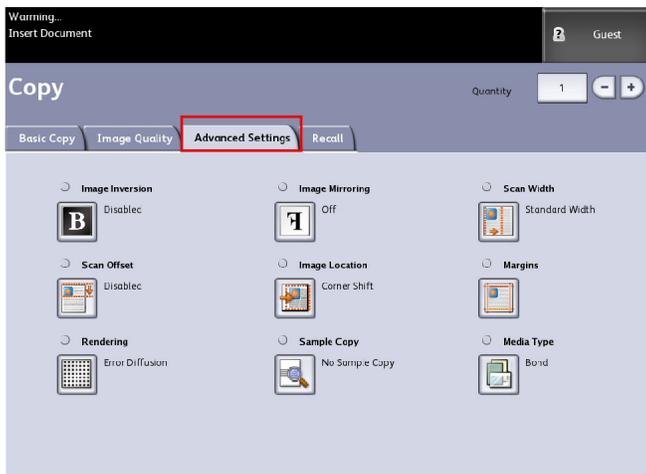
**NOTE**

The Background Suppression feature is unavailable when [Original Type] is set to either [Photo-Halftone] or [Photo-Continuous Tone].

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
- Rendering
- 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

1. Orient the original, image face down, in the Scanner Feed-in Shelf aligning the document with the Document Input Guide.

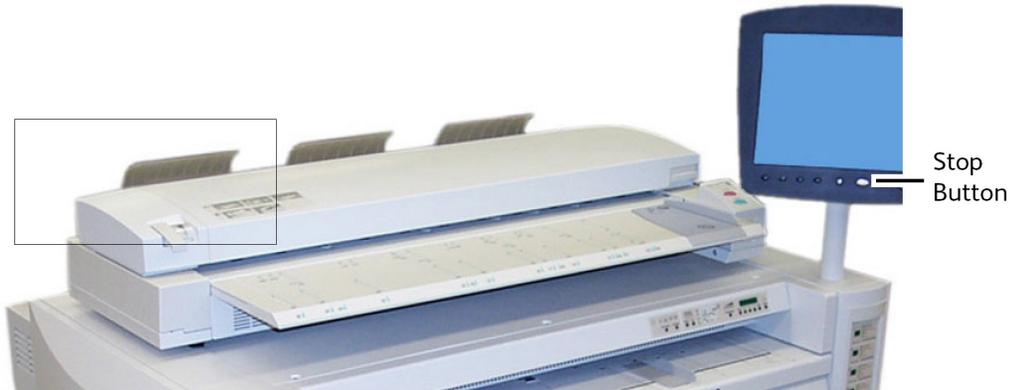


2. Evenly and gently insert the lead edge of the original into the Scanner.

If the document does not feed automatically, the **Scan Start** mode may be set to **Manual Start**. In this case, press the **Start** button on the Control Panel. For more information about the **Scan Start** mode, refer to System Administration, Set Start Scan mode.

## Step 4: Stopping the Copy Job

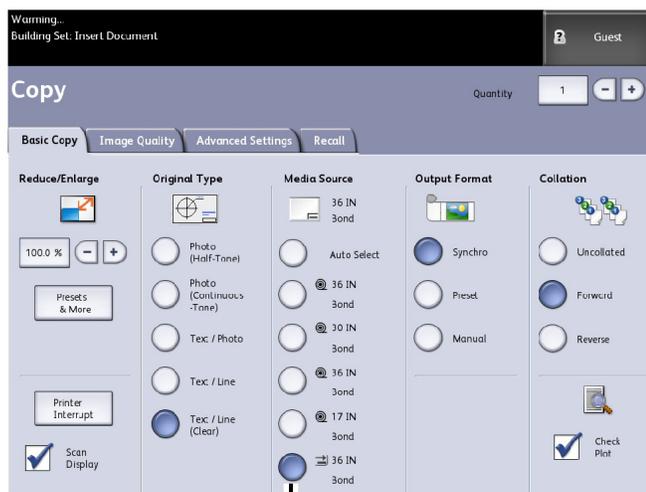
Press the **Stop** button on the User Interface Control Panel.



## 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.



Manual Feed selection

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.

## Main Components of This Task



**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 displays.

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

Evenly and gently insert the original face down into the Scanner Feed-in Shelf.

- If the original does not feed automatically, the **Scan Start** mode may be set to **Manual Start**. In this case, press the **Start** button on the Control Panel.
- For more information about the **Scan Start** mode, refer to the System Administration chapter.
- An original jam may occur if you pull or press down too hard on an original while it scans.
- To prevent document jams when copying originals that contain holes, orient the original so that the holes are fed in last (trail edge).
- Hold the original down flat with two hands (one on either side of it) while it feeds into the starting position. Doing this helps prevent wrinkles that can cause dark areas on the copy.
- Keep guiding the original until it feeds automatically.

**NOTE**

When the Scanner detects the original, it feeds it a short distance and stops briefly, you can then feed the cut sheet media into the machine and the copy is made automatically.

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

## 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 Preset 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
- Text/Line (Clear)

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.

The Copy screen displays.

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

## 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. 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.

The factory default setting for Collation is **None**.

### 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.

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 down.
4. Load the (n) document face down into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

When collation is desired and selected, the Building Sets Insert Documents message appears on 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**

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
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**
- Sharpness
- **Background Suppression**

## 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.

## Sharpness

The **Sharpness** feature enables you to enhance lines and fine detail in the scanned 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 **Image Quality** tab.
4. Select the best **Sharpness** setting 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.

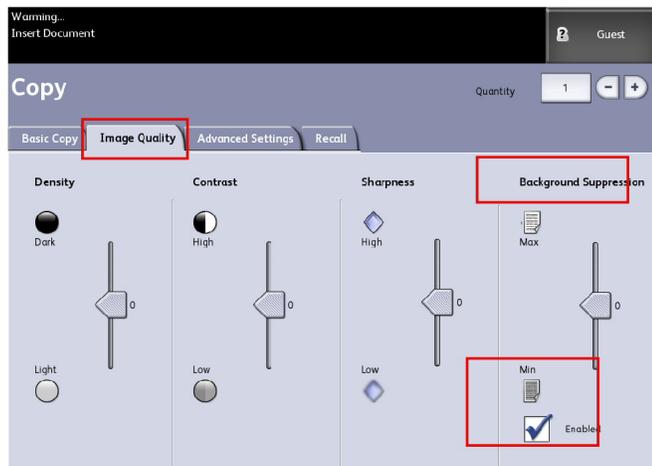
### NOTE

The Background Suppression feature is unavailable when Original Type is set to either Photo-Halftone or Photo-Continuous Tone.

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

The Copy screen displays.

2. Select the **Image Quality** tab.



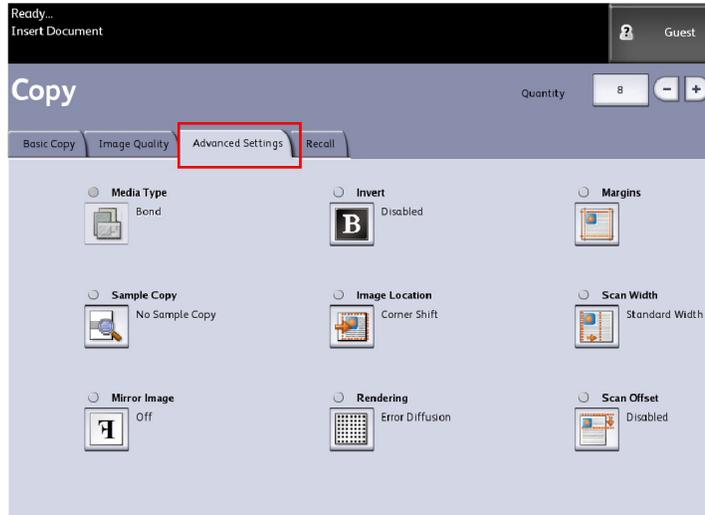
3. Select **Background Suppression** from the Image Quality screen.
4. Select the **Background Suppression** setting from the Image Quality screen using the scroll key to obtain the desired background results.
5. Select the **Enabled** key to save your setting.

## 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 the features to be set up from those displayed on 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:

- Media Type
  - Sample Copy
  - Mirror Image
  - Invert Image
  - Image Location
  - Rendering (Binary or Error Diffusion)
  - Margins
  - Scan Width
  - Scan Offset
  - Finishing (optional)
2. Select the **Advanced Features** tab from the **Copy** screen and configure each feature.
  3. Set up the features on the **Advanced Features** tab for the documents you will be scanning.

### Media Type

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

The default is Bond.

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

The Copy screen displays.

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.

## Rendering

The **Rendering** option permits you to specify the type of image processing that will be applied to the scanned image information, that is **Error Diffusion** or **Binary**.

The factory default setting is **Error Diffusion**.

- Error Diffusion

Select Diffusion when scanning an original that needs to be reproduced with halftones, such as photos.

- Binary

Select Binary processing for originals which consist of line and text images.

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

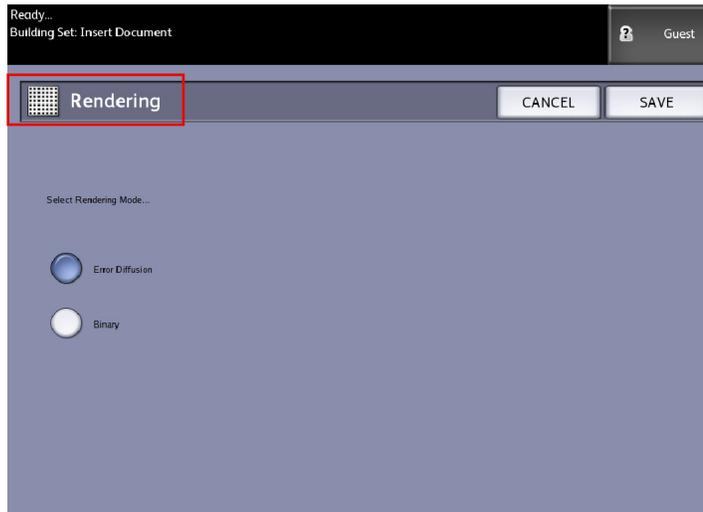
The **Services** menu will display with **Copy** as an option.

2. Select **Copy**.

The **Copy** screen will display.

3. Select the **Advanced Settings** tab.

4. Select Rendering.



5. Select Rendering.

6. Select the appropriate option **Error Diffusion** or **Binary**.

7. 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.

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 (shown below). 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.

2. Select the **Advanced Settings** tab.
3. Select **Image Inversion**
4. Select **Enable** or **Disable**.
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 making punch holes. The image can be printed by shifting the image to the left, 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.

## 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

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**.

- Standard Width: This features lets the scanner determine the actual original documents width.
- Variable Width: This feature allows you to set variable scan widths from 8.2 to 36 inches, in increments of 0.1 inch.

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 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.

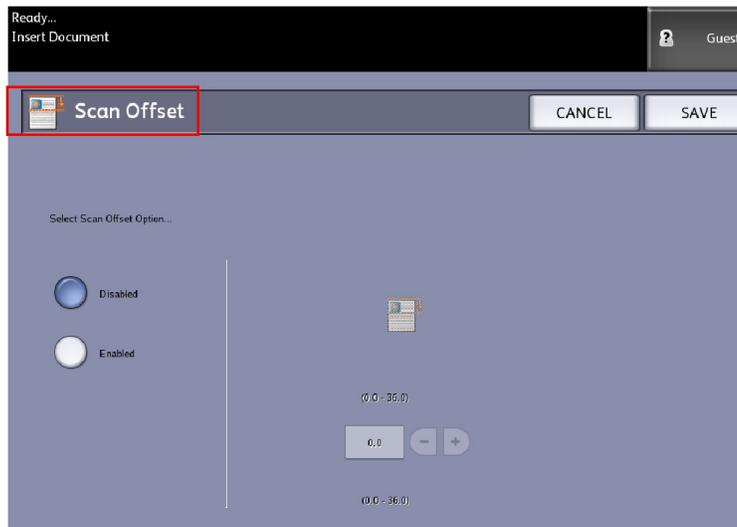
The factory default is **Disabled**.

- 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.

## Finishing

This feature is only available if the printer is attached to a folding device.

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

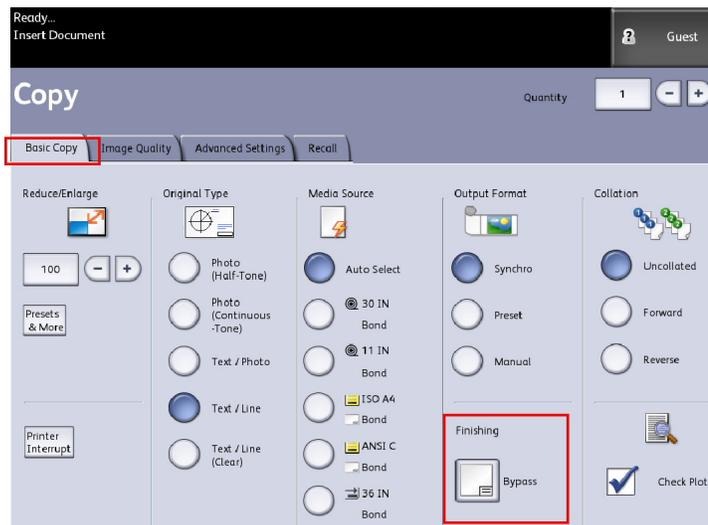
The **Services** menu will display with **Copy** as an option.

2. Select **Copy**.

The **Copy** screen will display.

3. Select the **Finishing**.

The **Finishing** selections will display.

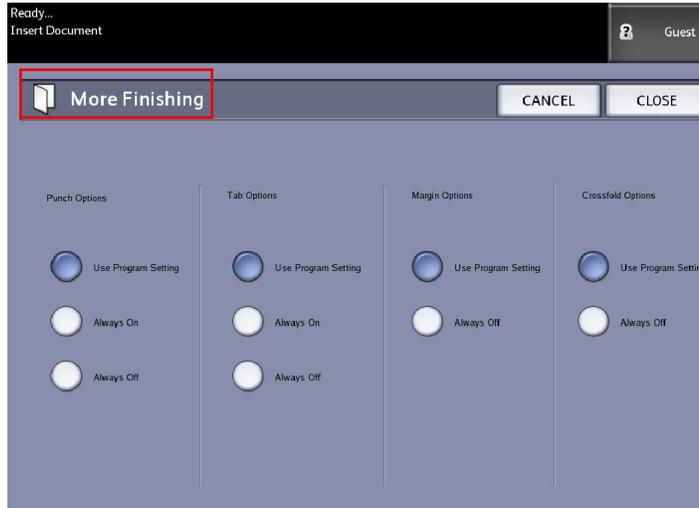


4. Select the required **Folder Program**



5. Select **More** for additional finishing options:

- 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.

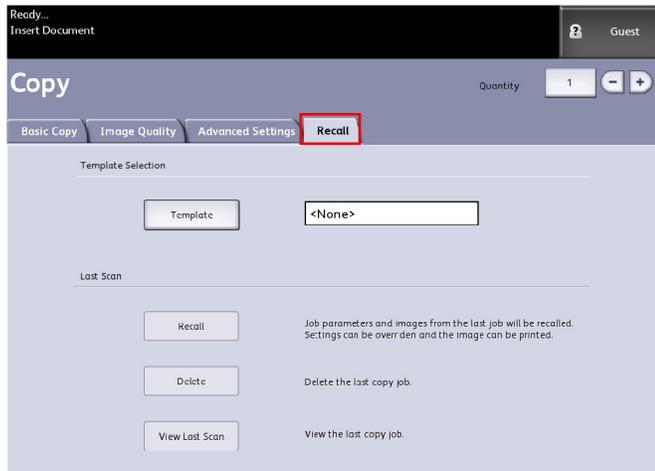
If Immediate Image Overwrite is disabled and Image Recall is enabled, you can recall the last copy. However, this feature is not available if the System Administrator has enabled Immediate Image Overwrite.

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 interruption. 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.

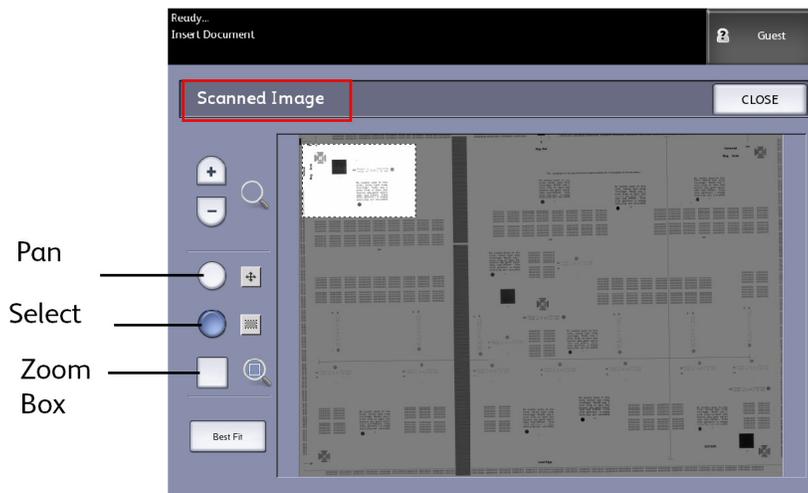
This feature is enabled or disabled by the System Administrator within **General Administration > Control Panel > Set Scan Display**.

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.

# 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](http://www.xerox.com))

## Establish the Network Setup

### NOTE

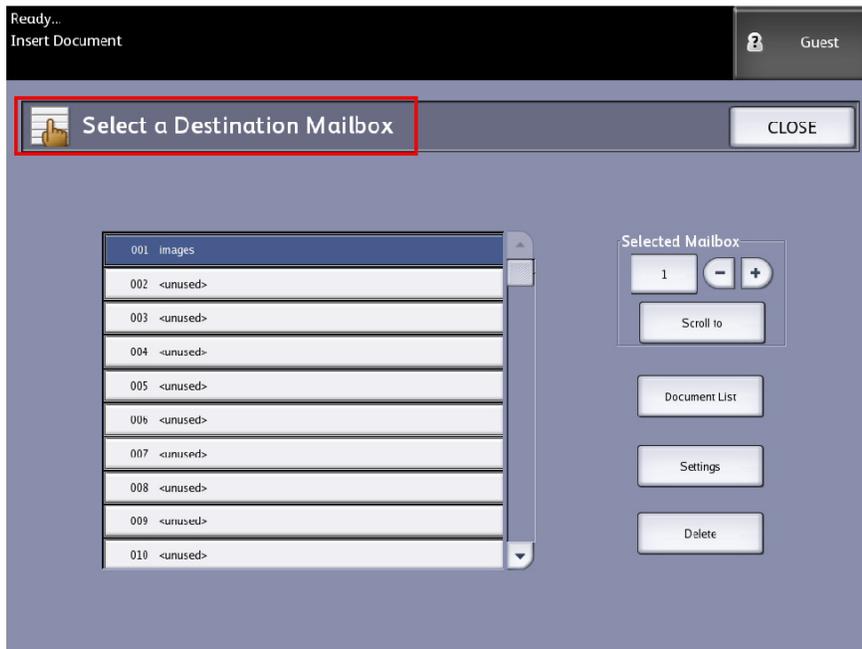
Refer to System Administration Network Setup, for additional information or use the Xerox FreeFlow Accxes Printer Server and Web Printer Management Tool Setup Guide for detailed instructions.

## 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 redisplay. 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

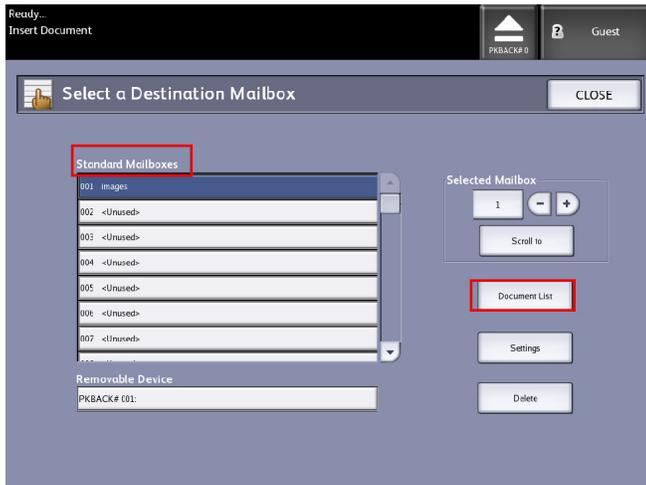
## Selecting Mailboxes

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

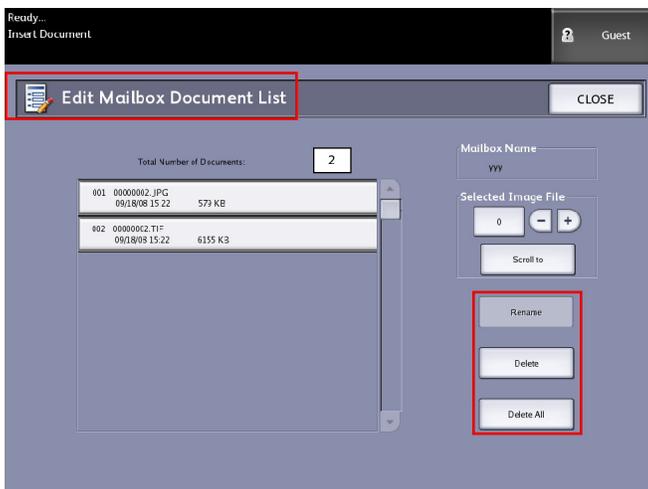
Jobs scanned to a Standard Mailbox as the destination, are provided as thumbnail preview .jpg files, if **Preview Generation** is enabled under the Advanced Settings tab. Also provided are the documents in the File Format you chose on the Scan to Mailbox tab.

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.

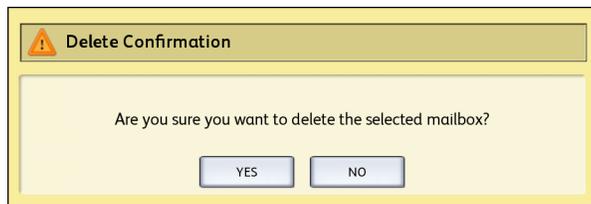
There you can set up the following:

- 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.



### 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.

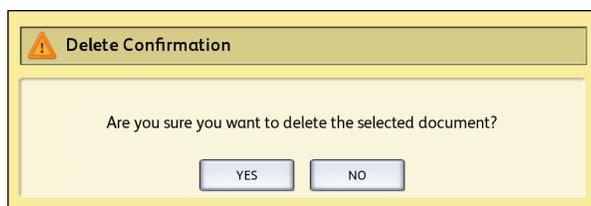
7. Select **Yes** on the **Confirmation** window.

## 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.

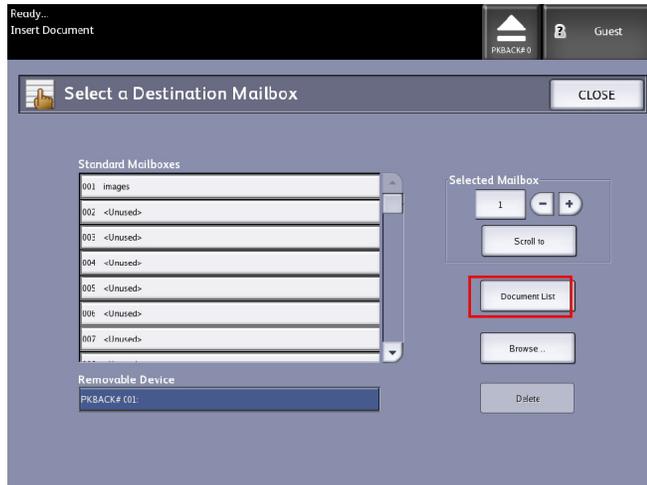
### NOTE

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.

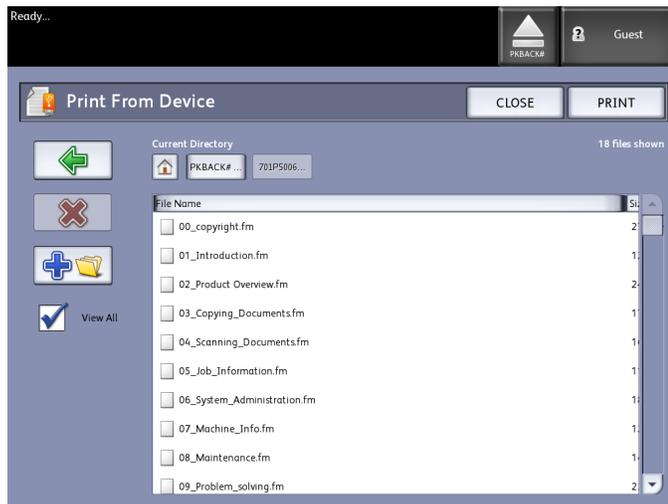
## Removable Device Document Lists

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:

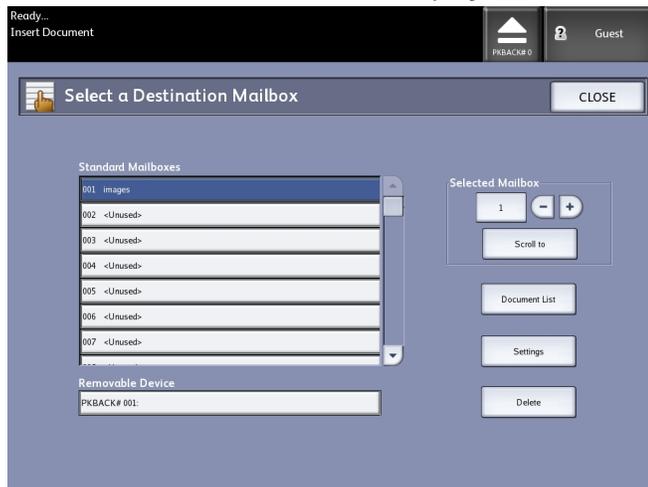
1. **Destination** (mailbox or removable device name)
2. **Template** (customized format)

## Scanning Documents



### 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**

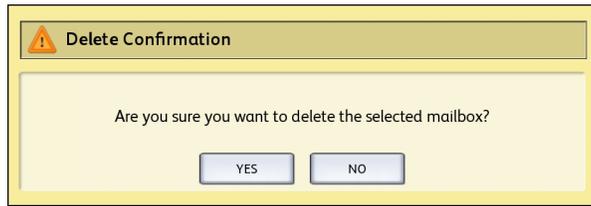
Lists documents in the format selected on the Scan to Mailbox tab. If **Preview Generation** located under Advanced Settings tab is enabled, you also get a thumbnail in the form of a .jpg file. The thumbnail image can be downloaded into Accxes Client Tools.

- **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 displays 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 18: Scan to Mailbox Features

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

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

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

The screenshot shows the 'Scan to Mailbox' software interface. At the top, there's a status bar with 'Ready... Insert Document' and a 'Guest' user profile. Below that, the main title is 'Scan to Mailbox'. There are three tabs: 'Scan to Mailbox', 'Image Quality', and 'Advanced Settings'. The 'Image Quality' tab is active. It contains several input fields: 'Destination' set to '001 images', 'File Name' set to 'XWF-0000.TIF', and 'Template' set to '<None>'. There is a checked 'Auto Index' checkbox. Below these are four columns of radio button options: 'Rendering' (B & W (1-bit), Snap to Black (1-bit), Grayscale (8-bit), Color (24-bit)), 'File Format' (TIFF / single-page, TIFF / multi-pages, PDF / single-page, PDF / multi-pages, CALS), 'Original Document Type' (Photo (Halftone), Photo (Contone), Text / Photo, Text / Line, Text / Line (Clear)), and 'Compression' (CCITT4 (lossless)). A checked 'Scan Display' checkbox and a 'View Last Scan' button are also present.

### 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
  - Sharpness
  - Background Suppression
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.

## Sharpness

The **Sharpness** feature enables you to enhance lines and fine detail in the scanned 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 **Image Quality** tab.
4. Select the best **Sharpness** setting using the scroll key.

## 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 past, uneven density, or dark or colored backgrounds.

### NOTE

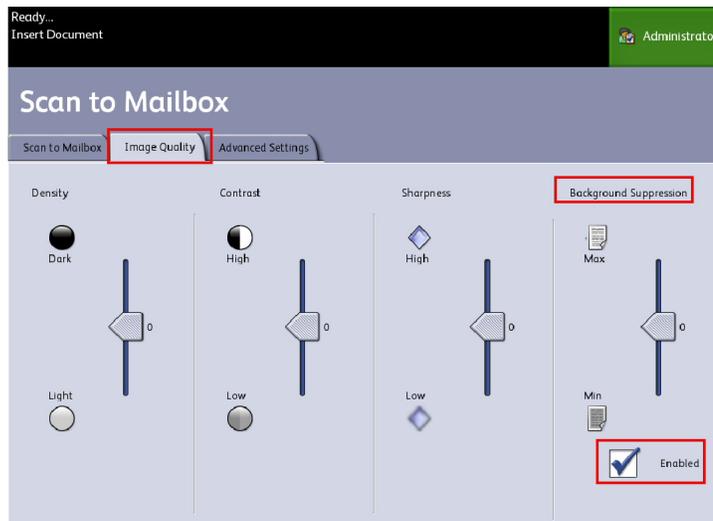
The Background Suppression feature is unavailable when **Original Type** is set to either **Photo-Halftone** or **Photo-Continuous Tone**.

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 **Background Suppression** using the scroll key.

### 5. Select the **Enable** key to save your setting.

#### NOTE

Background Suppression is the only image quality adjustment that requires the check mark to enable.

## 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
- Color Space
- Image Mirroring
- Scan to Printer
- Preview Generation
- Scan Width
- Resolution

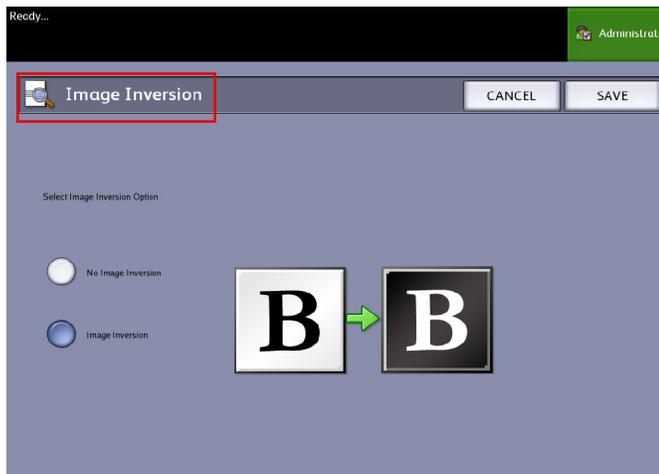
## Image Inversion

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.

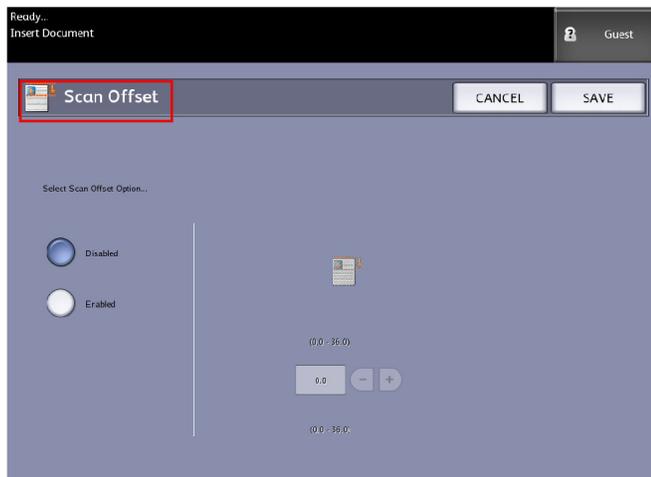
## Scan Offset

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.

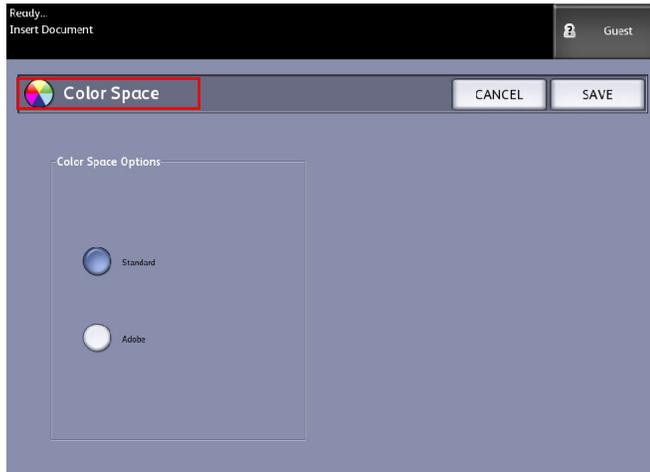
## Color Space

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 **Color Space**.
  - Standard
  - Adobe



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**.

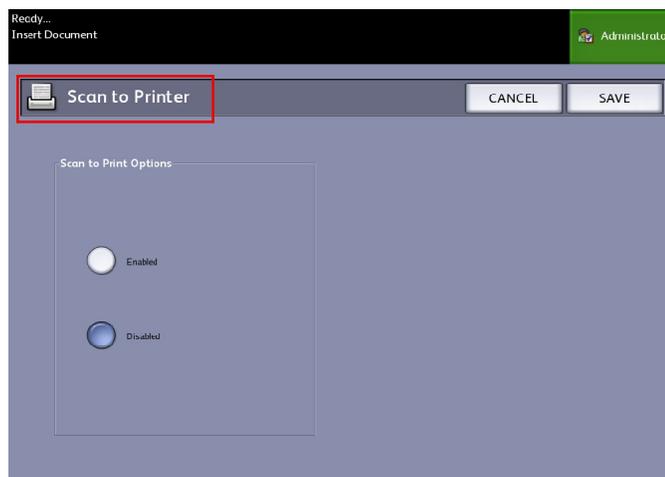
## Scan to Printer

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 if you wish. Simply define the new width using the **Variable** selection.

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

- **Standard Width:** This feature lets the scanner determine the actual original documents width.
- **Variable Width:** This feature allows you to set variable scan widths from 8.2 to 36 inches, in increments of 0.1 inch.

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 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.

## 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 down, in the **Scanner Feed-in Shelf** aligned with the graphic size indicator labels.
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.



## Additional Information

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 User Interface Control Panel. This is a System Administrator configuration setting.

Refer to the System Administration chapter, Set Start Scan Mode, for more details.

If a 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 the **Stop** button on the User Interface Control Panel.

### 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 Quality 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

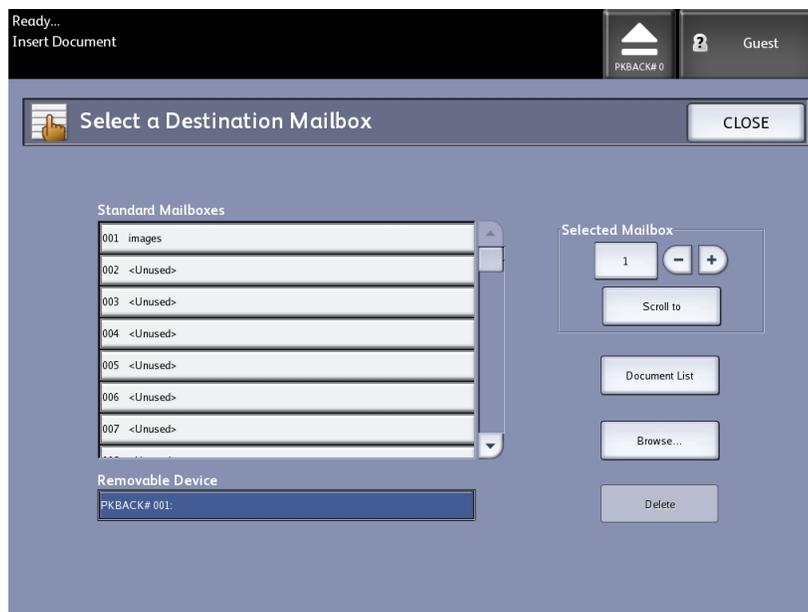
1. Insert the removable device into the USB port located on the right side of the User Interface.

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 Quality** 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.

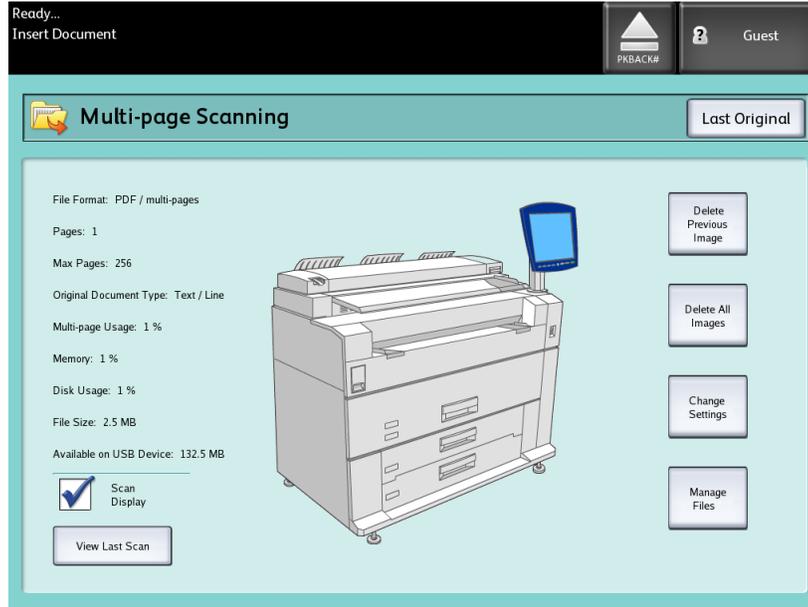
6. Select **Removable Device**.



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.

## Scan to Remote Printer

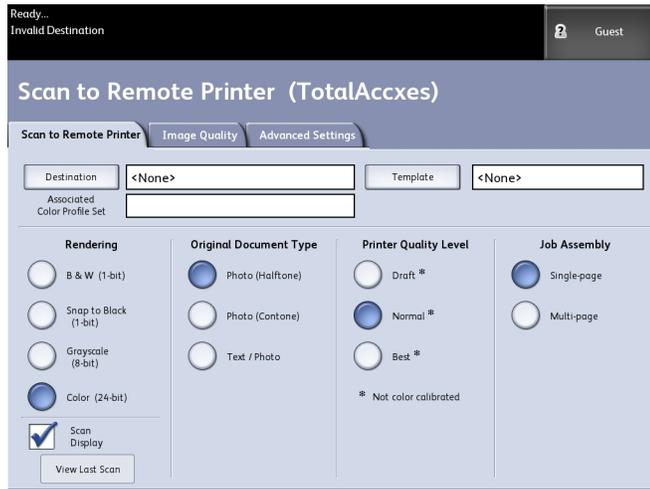
The Scan to Remote Printer feature allows users to submit scanned jobs to network printers to be printed. You can also save commonly run jobs as Default Templates.

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.

## Color Calibration

The Color Calibration process is used to improve color consistency when sending jobs to a remote printer from the Xerox Wide Format 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 profile 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 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**.

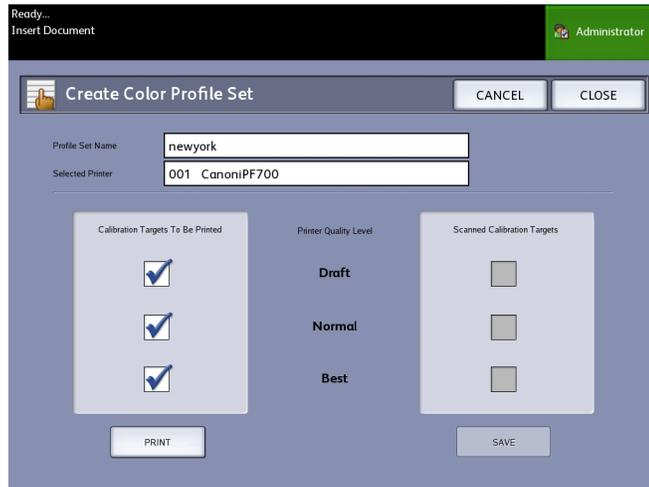
The Enter a Profile Set Name screen displays.

#### 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.

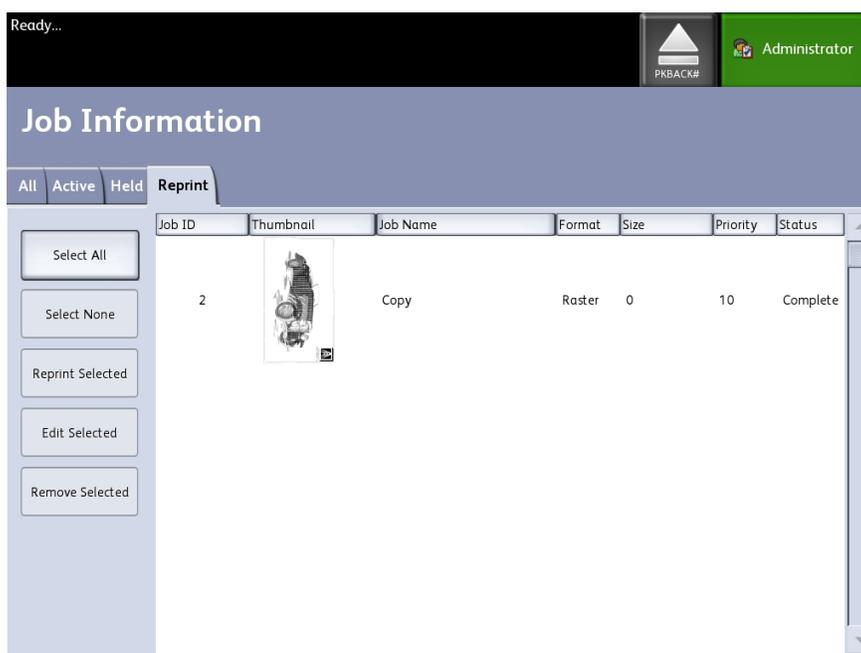
A possible solution is to verify the label on the calibration target matches the current job. The label lists the identity of the calibration target.



# 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. 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.

The factory default setting for Collation is **None**.

### 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.

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 down.
4. Load the (n) document face down into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

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

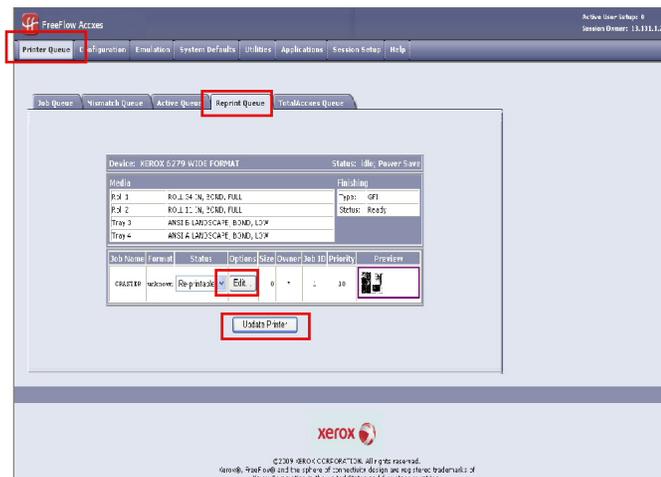
The second choice, shown below, is done by browsing to and uploading a file. This may be easier than installing a driver. However, you have to manually adjust the printer settings (e.g., 5 copies vs. 1) prior to submission and then change them back. You are also limited to file formats that FreeFlow 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**

<input type="checkbox"/> Override	Copies:	<input type="text" value="1"/>
<input type="checkbox"/> Override	Scaling:	<input type="text" value="Fixed"/> <input type="text" value="100"/> [ 25 - 400 ]
<input type="checkbox"/> Override	Media Size:	<input type="text" value="BEST FIT"/>
<input type="checkbox"/> Override	Media Type:	<input type="text" value="BOND"/>
<input type="checkbox"/> Override	Media Source:	<input type="text" value="ANY"/>
<input type="checkbox"/> Override	Collation:	<input type="text" value="None"/>
<input type="checkbox"/> Override	Finishing:	<input type="text" value="Bypass"/>
<input type="checkbox"/> Override	Title Block Location:	<input type="text" value="LOWER RIGHT"/>
<input type="checkbox"/> Override	Output Bin:	<input type="text"/>
<input type="checkbox"/> Override	User ID:	<input type="text"/>
<input type="checkbox"/> Override	Account ID:	<input type="text"/>

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

# 5

## 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.

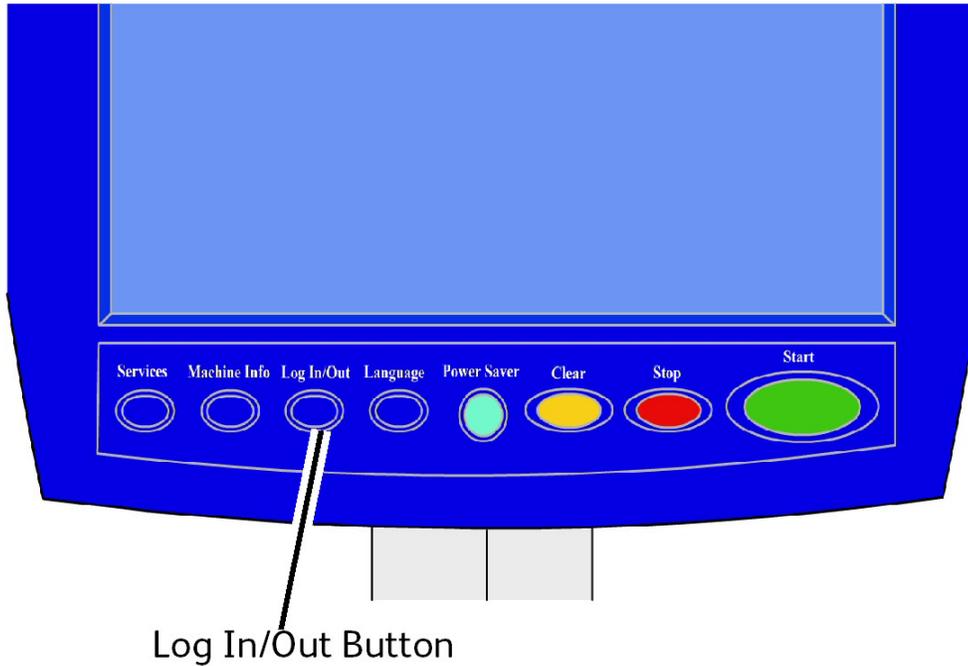
#### **NOTE**

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.



## 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:

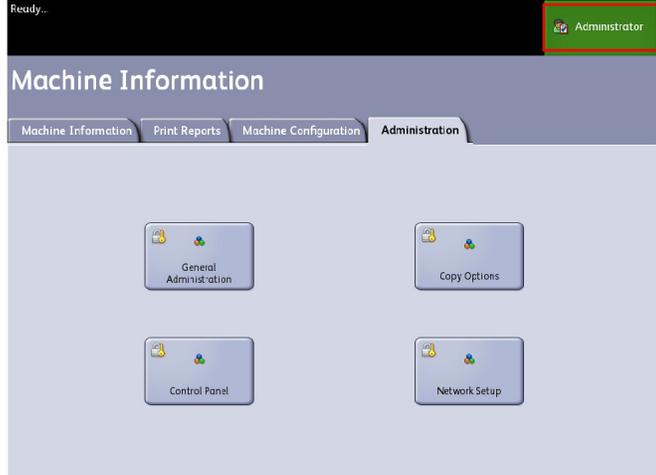
1. Select **System Administrator Log In**.  
The Enter SA Password screen displays.
2. Enter the System Administration password on the Numeric Keypad.
3. Select **Enter**.

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

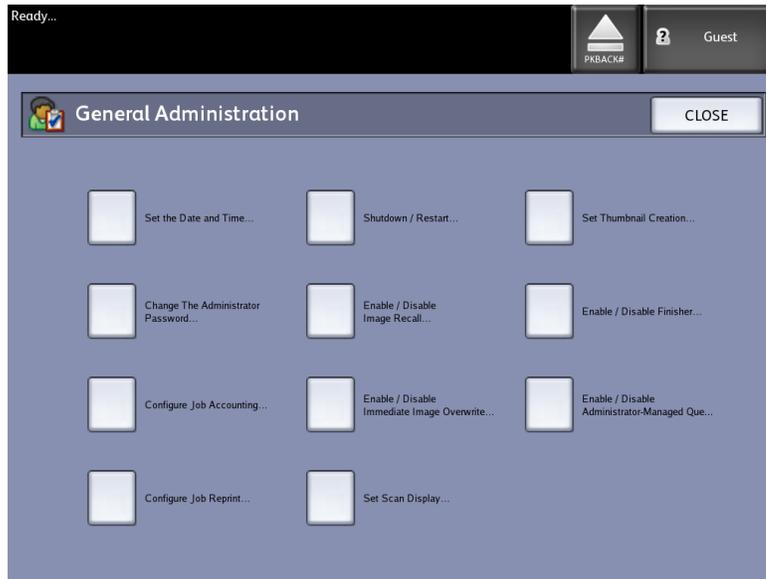
The General Administration settings enable you to display and set the time on the machine, change the administrator password, shut down and restart the system, and perform job accounting tasks. If you are not already logged in as a System Administrator, you are prompted to enter a System Administrator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

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

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 Copier/Printer. Contact your Xerox Sales Representative for ordering information.

Job Accounting can be enabled from both the User Interface and the Web Printer Management Tool.

The default setting is Disabled.

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 Account Management Tool is set up, a System Administrator generates and provides the required IDs to the users.

If you are using the Account Management Tool for Job Accounting, refer to the Xerox FreeFlow Accxes Drivers and Client Software Installation Guide for instructions on installation and the Accxes Account Management Tool Administrator's Guide for additional Job Accounting details.

## 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**.

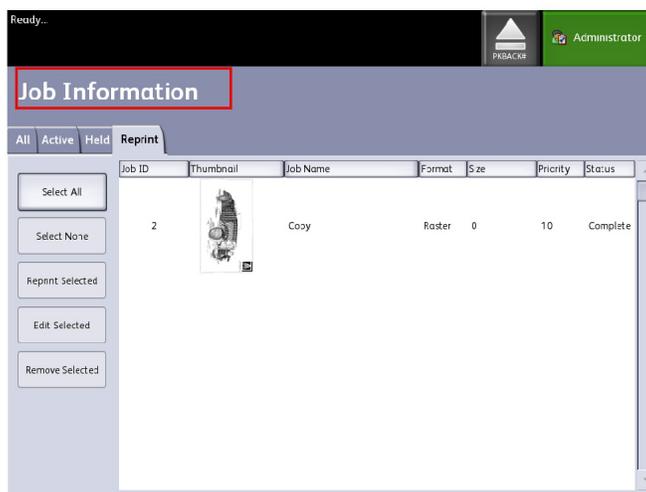
The Accounting icon will display in the upper right hand corner of the screen.

## 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.

1. Select **Machine Information > Administration tab > General Administration**.
2. Select **Configure Job Reprint....**

The Job Reprint Options screen displays.



## Shutdown/Restart

### 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 and Restart feature.

#### **CAUTION**

Only authorized persons should power down the system fully.

## Power Outage Job Status

Should the system lose 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.

## 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.

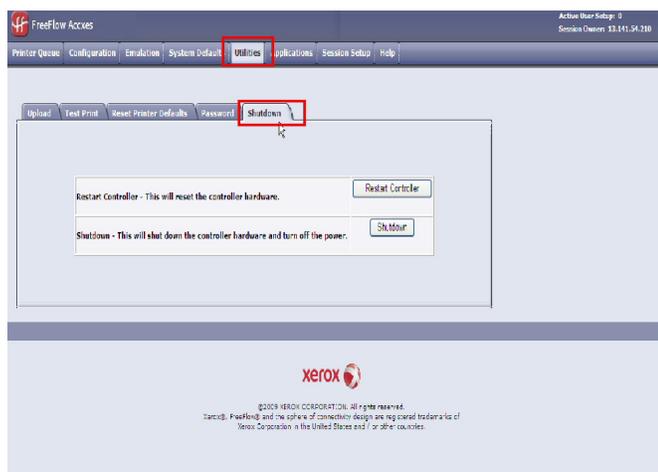
## Shutdown from the Web Printer Management Tool

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 than 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.

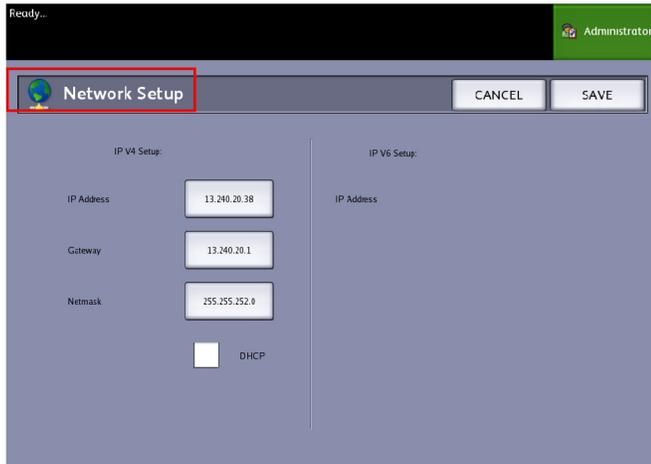
If you are not already logged in as System Administrator, you are prompted for the Administrator password when you select **Network Setup**. Contact your System Administrator for the password if required.

### 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**

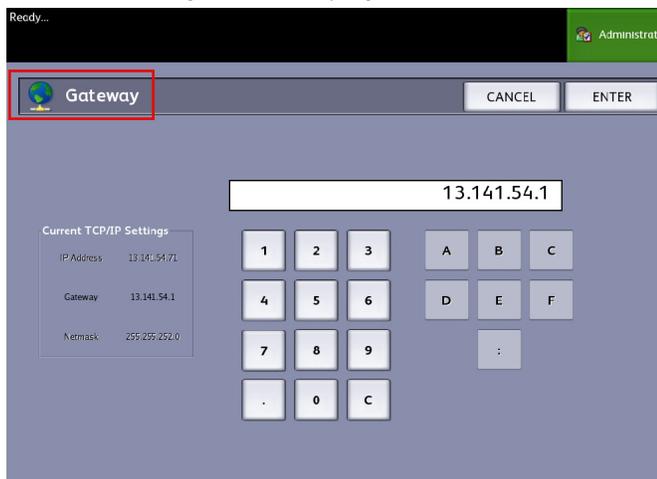
Make sure the DHCP checkbox is not checked. Otherwise the IP Address, Gateway and Netmask options cannot be selected.

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.

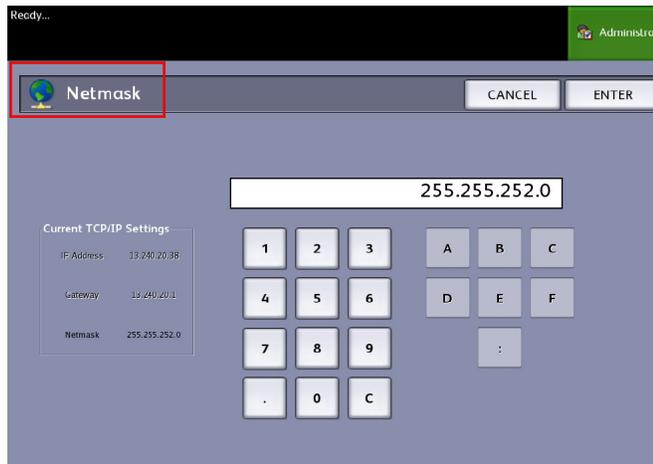


3. Enter the Gateway in the format XXX.XXX.XXX.XXX.
4. Select **Enter**.

**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**.

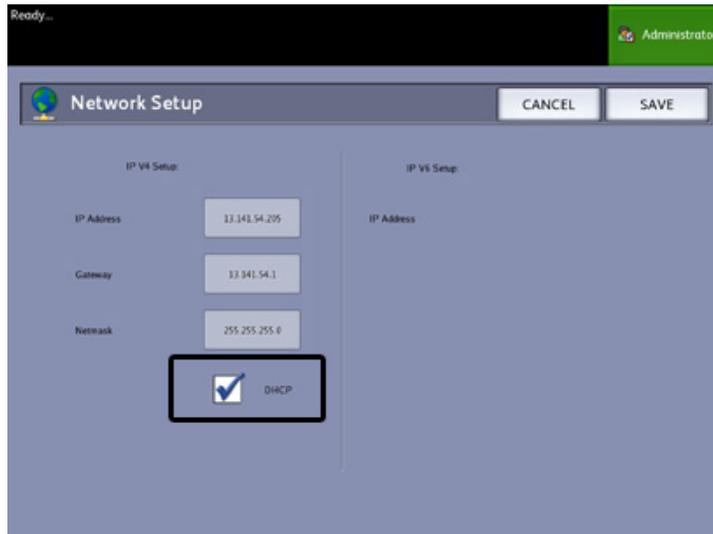
## Setting up DHCP

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

## 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....**

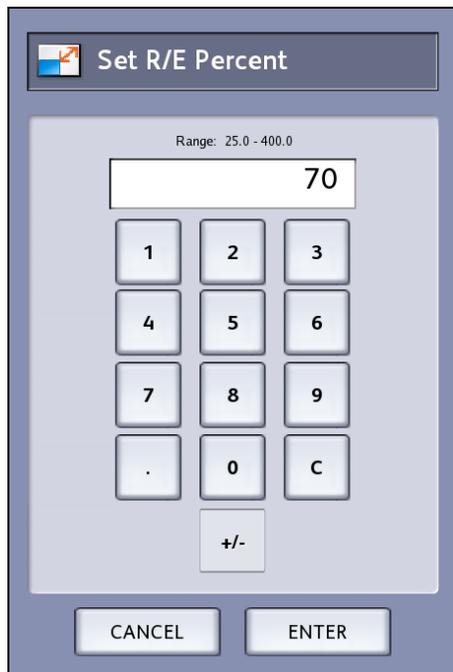
The **Specify Custom R/E Presets** screen displays.



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

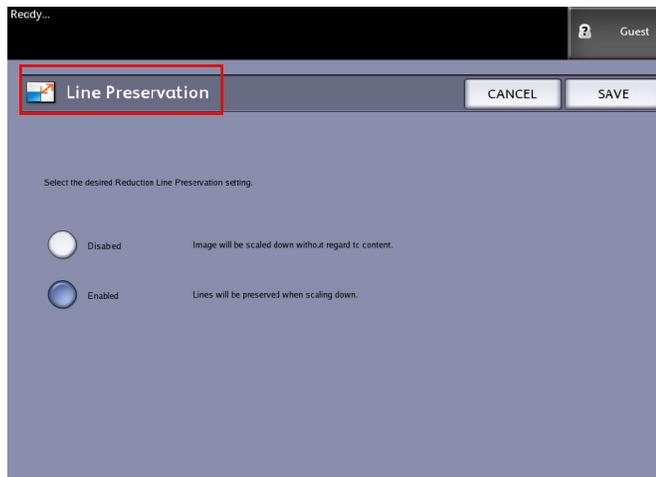
The value entered may range from 25 % to 400 %, in 0.1 % increments.

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**.

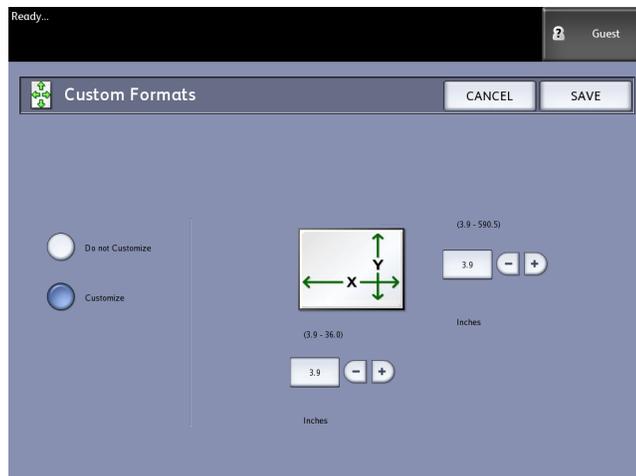
The **Copy Options** screen displays

### 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.

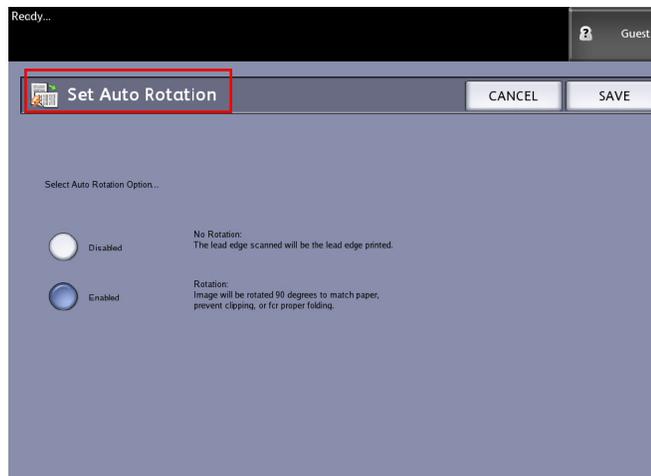
### 8. Select **Close** to return to the **Copy Options** menu.

### 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.



# 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

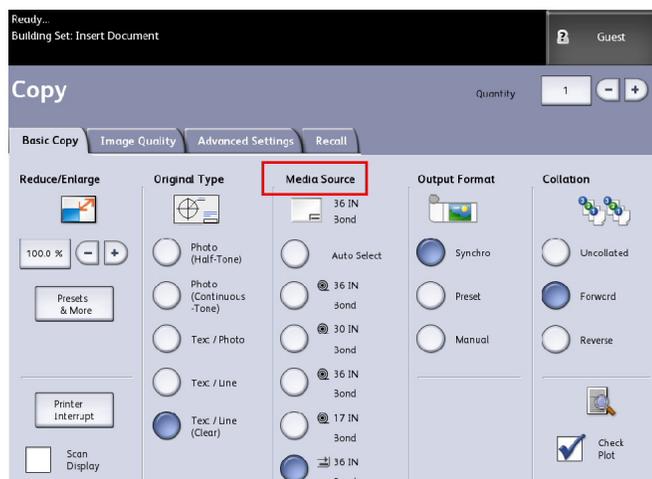
## Media Status and Setup

The Media Status and Setup feature displays the media status as the amount of media remaining, the installed media sizes and media types. The setup information is driven by sensors in the machine, therefore this is automatically updated as the media is changed in the drawers.

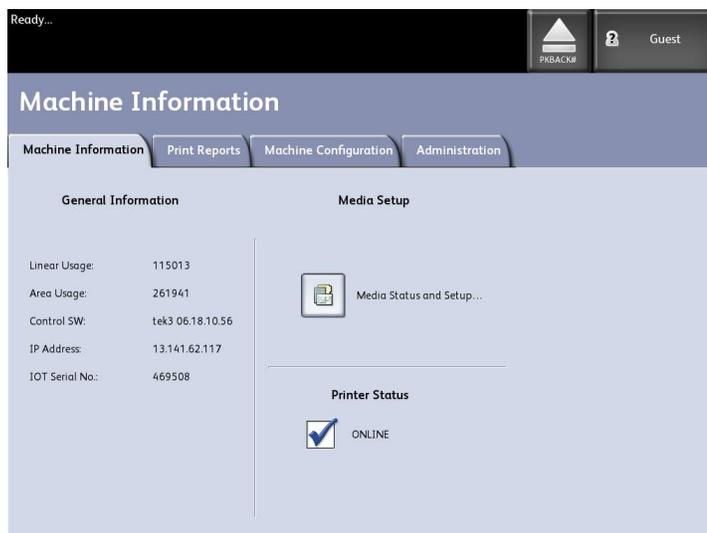
This is done prior to scanning your job if the settings on the **Copy > Media Source** screen (below) do not meet your needs.

Refer to the Product Overview chapter, Media Source, 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 or User Interface.

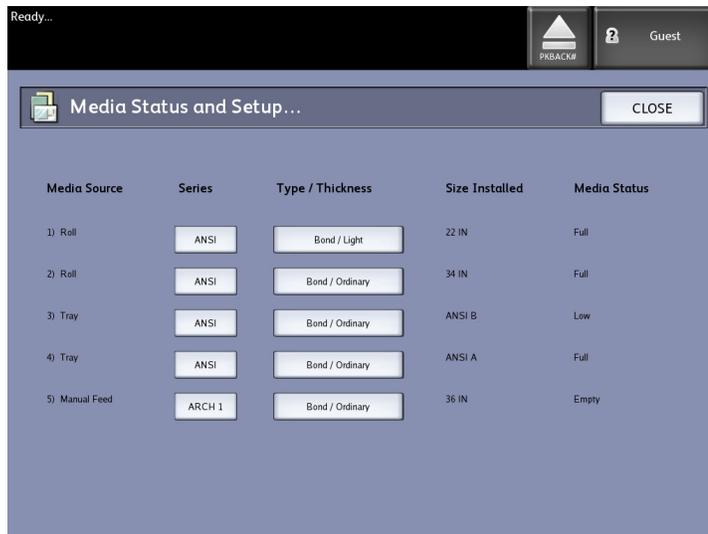


3. Select **Media Status and Setup**. Once Media Status and Setup is selected the following screen displays.



## Machine Info

4. The setup details listed here represent that which is installed and selected in the Media Drawers.



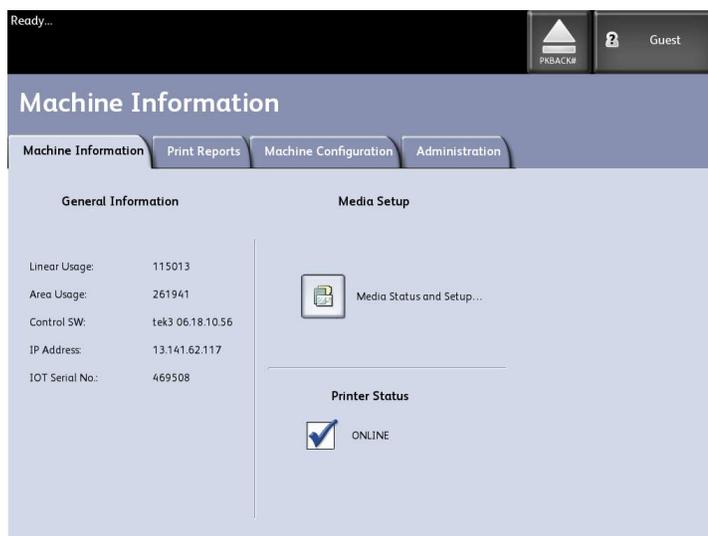
Media Source	Series	Type / Thickness	Size Installed	Media Status
1) Roll	ANSI	Bond / Light	22 IN	Full
2) Roll	ANSI	Bond / Ordinary	34 IN	Full
3) Tray	ANSI	Bond / Ordinary	ANSI B	Low
4) Tray	ANSI	Bond / Ordinary	ANSI A	Full
5) Manual Feed	ARCH 1	Bond / Ordinary	36 IN	Empty

### NOTE

If you change the roll, media type, or media series you must select the Media Type button located inside the Media Drawer to match that which you are using.

## How to Access Media Settings

1. Select **Machine Information** on the Services menu.



Ready... PKBACK# Guest

### Machine Information

Machine Information | Print Reports | Machine Configuration | Administration

**General Information**

Linear Usage: 115013  
Area Usage: 261941  
Control SW: tek3 06.18.10.56  
IP Address: 13.141.62.117  
IOT Serial No.: 469508

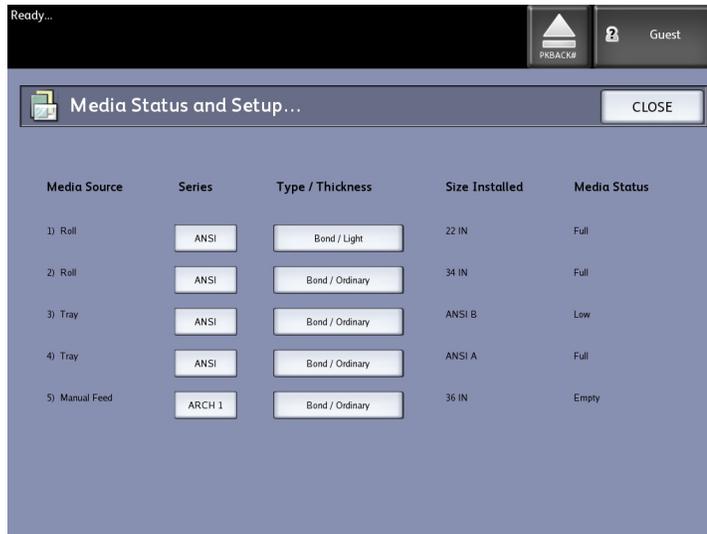
**Media Setup**

Media Status and Setup...

**Printer Status**

ONLINE

## 2. Select Media Status and Setup.



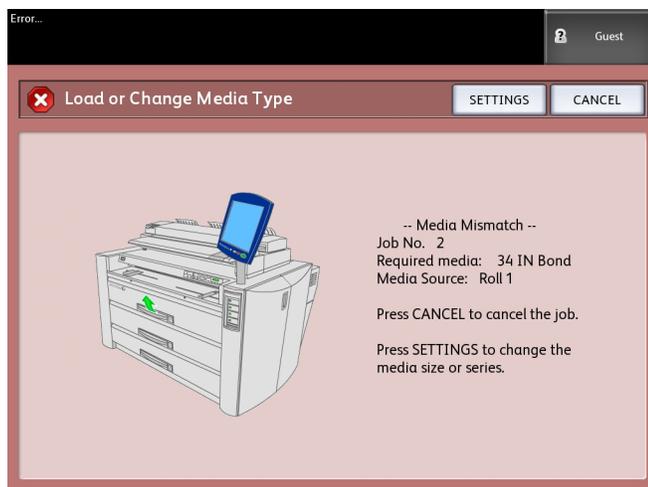
The Media Status and Setup menu includes the following information:

- Media Source (Roll/Manual Feed)
- Media Type (Bond, Vellum, Film)
- Size Installed (currently loaded)
- Media Status (Amount Remaining (Full, Low, Empty))

### 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.

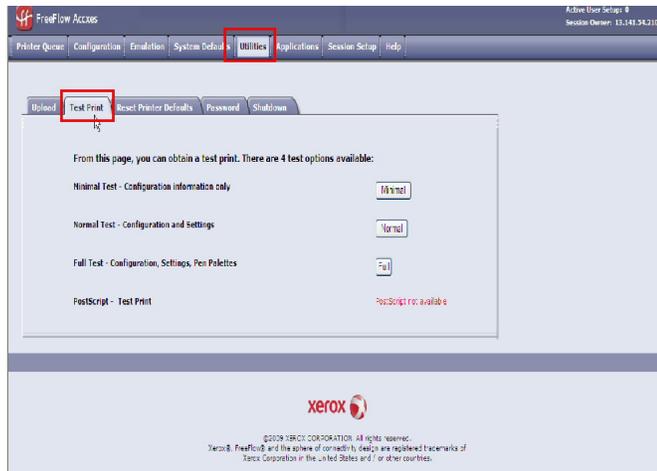
## From the User Interface

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 6622 WIDE FORMAT – CONFIGURATION			
<b>CONTROLLER CONFIGURATION</b>			
DATE/TIME:	09/23/2009 13:58:53	ADVANCED NETWORK STATUS:	READY
RAM (MB):	2048	ADVANCED NETWORK HW ADDRESS:	00:23:ae:75:30:44
CPU:	Intel(R) Core(TM)2 Duo	KEY INSTALL KEY (KIK):	e4e-ca-390-cb5-9f-502
BSP VERSION:	2.6.22.9-61.fc6	MACHINE NAME:	00-23-AE-75-30-44
FIRMWARE:	14.0	ERROR LOG:	
BUILD NUMBER:	140		
DDS ENABLE:	ON		
HARD DISK DRIVE (MB):	152587		
STORE DEBUG ON DISK:	ON		
POSTSCRIPT PARTITION:	OPTIMIZED		
IMMEDIATE IMAGE OVERWRITE:	DISABLED		
<b>OPTIONAL CONTROLLER FEATURES</b>			
OS ENABLEMENT:	PRESENT	JOB ACCOUNTING LICENSE:	PRESENT
PRINT ACTIVATION:	PRESENT	JOB ACCOUNTING ENABLE:	OFF
PRINT ENABLE:	ON	COPY ACTIVATION:	PRESENT
COM LICENSE:	STANDARD	COPY ENABLE:	ON
POSTSCRIPT LICENSE:	PRESENT	SCAN TO NET LICENSE:	PRESENT
POSTSCRIPT ENABLE:	ON	SCAN TO NET ENABLE:	ON
VERSATEC RASTER LICENSE:	STANDARD	SCAN TO PRINT LICENSE:	PRESENT
VGL LICENSE:	STANDARD	SCAN TO PRINT ENABLE:	ON
AUTOCAD LICENSE:	PRESENT		
OTHER CAD LICENSE:	PRESENT		
RASTER LICENSE:	PRESENT		
DISK OVERWRITE LICENSE:	PRESENT		
<b>PRINT ENGINE CONFIGURATION</b>			
FIRMWARE:	22000201	MEDIA USAGE:	
FINISHER:	NONE	LINEAR:	378
RESOLUTION (DPI):	600	AREA:	1099
MAXIMUM PLOT LENGTH (CM):	599.44		
MEDIA MODE:	ANSI		
<b>INSTALLED MEDIA</b>			
ROLL 1 SIZE:	ROLL 36 IN	ROLL 3 SIZE:	ROLL 36 IN
ROLL 1 TYPE:	BOND	ROLL 3 TYPE:	BOND
ROLL 1 STATUS:	FULL	ROLL 3 STATUS:	FULL
ROLL 2 SIZE:	ROLL 30 IN	ROLL 4 SIZE:	ROLL 17 IN
ROLL 2 TYPE:	BOND	ROLL 4 TYPE:	BOND
ROLL 2 STATUS:	FULL	ROLL 4 STATUS:	FULL
<b>COMMUNICATION PARAMETERS</b>			
TCP/IP IP ADDRESS:	13.141.54.220		
TCP/IP SUBNET MASK:	255.255.255.0		
TCP/IP DEFAULT GATEWAY:	13.141.54.1		
RARP/BOOTP ENABLE:	OFF		
DHCP ENABLE:	ON		
<b>SCANNER CONFIGURATION</b>			
TYPE:	ON-BOARD SCANNER	VENDOR:	Xerox
PRODUCT:	6279	SCANNER USAGE (SQ FT):	16
FIRMWARE:	1.1.6-0	MAXIMUM PLOT LENGTH (CM):	599.44
SCANNER HW ADDRESS:	26.02.00.00.00.07		
COLOR LICENSE:	PRESENT		
COLOR ENABLE:	ON		
SCANNER SPEED:	PRESENT		

## Setup Test Print Sample Report (Printer Settings)

This report is a sample printout.

```

XEROX 6622 WIDE FORMAT - SETTINGS

SYSTEM SETTINGS
ACTIVE PARAMETER SET: 0
ERROR PAGE ENABLE: LEVEL 1
MISMATCH QUEUING ENABLED: OFF
LANGUAGE: US ENGLISH
DATE FORMAT: IMPERIAL (MM/DD/YYYY)
PORT TIMEOUT (SEC): 5
TONER DENSITY: 6
MAXIMUM PLOT LENGTH (CM): 599.44
BANNER PAGE ENABLE: OFF
BANNER PAGE POSITION: BEFORE JOB
DIAGNOSTIC PAGE: OFF
SINGLE PAGE JOB: DISABLED
PLOT NESTING PARAMETERS
MODE ENABLE: OFF
EXCLUSIVE ENABLE: OFF
TIMEOUT: 5
MARGIN (MM): 0
MAXIMUM LENGTH (CM): 60.96
CALCOMP PARAMETERS
PALETTE NAME: 0
PALETTE SOURCE: JOB
FORCE PLOT: ON
MANUAL COMMAND: OFF
NEW PLOT COMMAND: OFF
START PLOT COMMAND: ON
TOP FORM COMMAND: ON
EOP SEARCH ADDRESS: BOTH
EOP COMMAND: 2
PAUSE COMMAND: ON
CHECKSUM ENABLE: ON
EOM CHARACTER: 13
# SYNCH CHARACTERS: 2
SYNCH CHARACTER: 22
RESOLUTION: 2032
POSTSCRIPT PARAMETERS
PAPER SIZE: ANSI A
EPS: OFF
USE CIE COLOR: OFF
PDF OPTIMIZE: ON
IGNORE PS COLLATION: OFF
POP TO PS LEVEL: 3
PDF FLATTENING: 5

HPGL PARAMETERS
HPGL MODE: HPGL2
PALETTE NAME: 0
PALETTE SOURCE: JOB
MERGE CONTROL DEFAULT: OFF
REINITIALIZE AFTER EOF: OFF
HP RTL RESOLUTION: 300
AF TERM: ON
AH TERM: ON
FR TERM: ON
NR TERM: OFF
PG TERM: ON
RP TERM: ON
SP TERM: OFF
PLOT OFF TERM: ON
IGNORE PS: OFF
FORCE ROUND LINE ENDS: OFF
FORCE PP+O: ON
CGM PARAMETERS
PALETTE NAME: 0
PALETTE SOURCE: JOB
PAPER SIZE: ANSI A
CGM BACKGROUND: FILE CONTROL
VERSATEC PARAMETERS
CHARACTER SET: ASCII
DEVICE EMULATION: 8830
DEVICE BYTES PER LINE: 128
DEVICE CHARS PER LINE: 128
DEVICE RESOLUTION: 100
VDS PARAMETERS
PALETTE NAME: 0
PALETTE SOURCE: JOB
CHAR ENCODING: ASCII
TIFF PARAMETERS
TIFF PHOTOMETRY TAG: FILE CONTROL
VCGL PARAMETERS
PALETTE NAME: 0
PALETTE SOURCE: JOB
VCGL COLOR MODE: FILE CONTROL
VCGL RESOLUTION: 400

PROCESSING DEFAULTS
LABEL PARAMETERS:
LABEL STRING:
LABEL FONT: OCRB
LABEL X LOCATION: TRAILING
LABEL Y LOCATION: BOTTOM
LABEL ROTATION: 90
LABEL SHADING: 100
LABEL SIZE: 18
BOTTOM MARGIN (MM): 4.97
LEFT MARGIN (MM): 4.97
RIGHT MARGIN (MM): 4.97
TOP MARGIN (MM): 4.97
JUSTIFICATION X (MM): LEFT
JUSTIFICATION Y (MM): BOTTOM
DATA FORMAT: AUTO
DEFAULT JOB PRIORITY: 5
FINISHER OPTIONS: NO FOLD
COPIES: 1

COLLATION ENABLE: OFF
OVER SIZE MARGIN (%): 1
UNDER SIZE MARGIN (%): 2
PAPER SIZE DETECT: PLOT SPECIFIED
MEDIA SOURCE: ANY
MEDIA TYPE: BOND
MIRRORING: OFF
MEDIA SIZE: BEST FIT
ROTATION (DEG): AUTO
SCALING (%): 100
LINE SCALE MODE: OFF
RASTER STAMP PARAMS:
ID:
X LOCATION (MM): CENTER
Y LOCATION (MM): CENTER
ROTATION: 0
SCALING MODE: RELATIVE
SCALING (%): 100

```

# Pen Settings

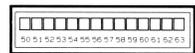
This report is a sample printout.

XEROX 6622 WIDE FORMAT - PEN SETTINGS

PRINTER PATTERNS



USER PATTERNS



PEN PALETTE

PEN #	NAME	TYPE	LINE	W	H	D	...
1	...	...	...	...	...	...	...
2	...	...	...	...	...	...	...
3	...	...	...	...	...	...	...
4	...	...	...	...	...	...	...
5	...	...	...	...	...	...	...
6	...	...	...	...	...	...	...
7	...	...	...	...	...	...	...
8	...	...	...	...	...	...	...
9	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...
11	...	...	...	...	...	...	...
12	...	...	...	...	...	...	...
13	...	...	...	...	...	...	...
14	...	...	...	...	...	...	...
15	...	...	...	...	...	...	...
16	...	...	...	...	...	...	...
17	...	...	...	...	...	...	...
18	...	...	...	...	...	...	...
19	...	...	...	...	...	...	...
20	...	...	...	...	...	...	...
21	...	...	...	...	...	...	...
22	...	...	...	...	...	...	...
23	...	...	...	...	...	...	...
24	...	...	...	...	...	...	...
25	...	...	...	...	...	...	...
26	...	...	...	...	...	...	...
27	...	...	...	...	...	...	...
28	...	...	...	...	...	...	...
29	...	...	...	...	...	...	...
30	...	...	...	...	...	...	...
31	...	...	...	...	...	...	...
32	...	...	...	...	...	...	...
33	...	...	...	...	...	...	...
34	...	...	...	...	...	...	...
35	...	...	...	...	...	...	...
36	...	...	...	...	...	...	...
37	...	...	...	...	...	...	...
38	...	...	...	...	...	...	...
39	...	...	...	...	...	...	...
40	...	...	...	...	...	...	...
41	...	...	...	...	...	...	...
42	...	...	...	...	...	...	...
43	...	...	...	...	...	...	...
44	...	...	...	...	...	...	...
45	...	...	...	...	...	...	...
46	...	...	...	...	...	...	...
47	...	...	...	...	...	...	...
48	...	...	...	...	...	...	...

## PostScript Test Sample Report

This report is a sample printout.



### Adobe® PostScript® 3™

3019.101

XEROX WIDE FORMAT 66 (V: 14.0, B: 140)

RAM:243269632

## 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

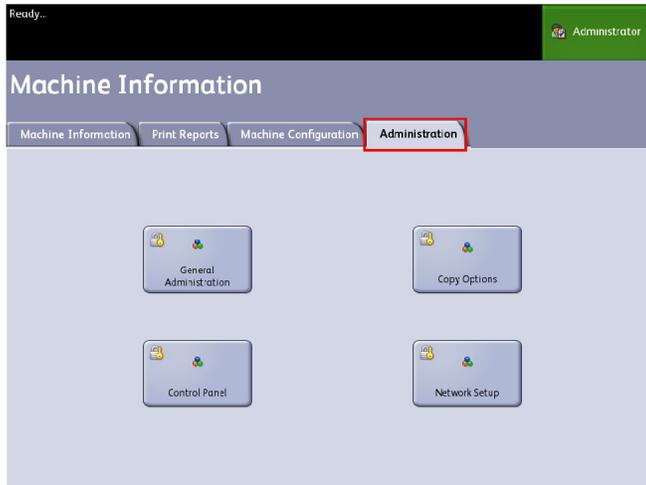
1. Select **Machine Information** on the Services menu.
2. Select the **Machine Configuration** tab.

The screenshot shows a software interface with a top bar containing 'Ready...' and 'Guest'. Below this is a 'Machine Information' section with four tabs: 'Machine Information', 'Print Report', 'Machine Configuration' (highlighted with a red box), and 'Administration'. The 'Machine Configuration' tab displays a table titled 'XEROX 6204 WIDE FORMAT - CONFIGURATION' with the following data:

CONTROLLER CONFIGURATION	
DATE/TIME:	05/08/2009 14:30
CPU:	Intel(R) Core(TM)2 Duo E8400
BSP VERSION:	2.6.22.9-61.fc6
FIRMWARE:	bfm
BUILD NUMBER:	05.08.13.52
RAM (MB):	2048
HARD DISK DRIVE (MB):	152587
ADVANCED NETWORK STATUS:	READY
ADVANCED NETWORK HW ADDRESS:	00:23:AE:75:38:E8
KEY INSTALL KEY(K,K):	5F08F-217-34C-53-0EF
MACHINE NAME:	00.23.AE.75.38.E8

## 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.

# 7

## User Modes

This chapter provides information for the 13 User Modes available on the Xerox 6622 Wide Format Solution.

**Table 19: User Modes**

User Mode	Description	User Mode Code
User Mode 1	Test Print	U1
User Mode 2	Date and Time	U2
User Mode 3*	Low Power Saver Mode	U3
User Mode 4*	High Power Saver Mode	U4
User Mode 5	Automatic Initial Cut at Power On	U5
User Mode 6	Detack Lamp Control Mode	U6
User Mode 7	Attention Beeper On/Off	U7
User Mode 8	Custom Setting - Plain Media	U8
User Mode 9	Custom Setting - Vellum/Tracing Media	U9
User Mode A	Custom Setting - Film	UA
User Mode b	Image Enhancement	Ub
User Mode d	Temporary Clearance of E-26 Error	Ud
User Mode E	Temporary Clearance of E-28 Error	UE

### NOTE

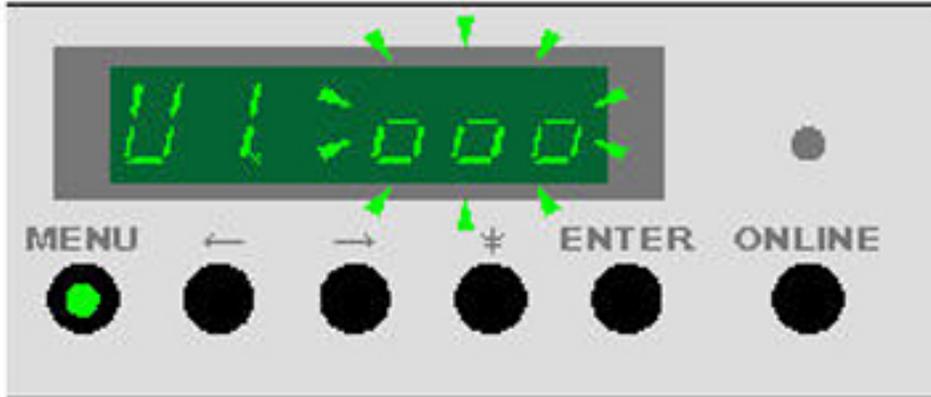
Specific manual settings are discussed as needed in the procedures for setting each User Mode.

### NOTE

An asterisk (\*) indicates User Modes that have been enabled by the User Interface (UI).

## User Mode 1- U1(Test Print)

An electronically stored test print can be printed. The pattern of the test print and the width of the test print are preset and cannot be changed.



1. To enter User Mode 1 press the **Menu** Key once when the printer is in the Standby (idle) Mode.

The **Menu** Key lights green and the left side of the Status Display indicates U1 flashing. The right side of the Status Display indicates the test print status.

- - - - (on steady): Test print mode is not available, printer warming
- 000 (on steady): Test print is available.
- 000 (flashing): Test print in process

2. Press the **Enter** Key when "000" on the Status Display is on steady.

The test print begins and "000" on the Status Display flashes.

When the printer finishes the test print, "000" on the Status Display stops flashing.

3. Press the **Online** Key to exit the User Mode.

## User Mode 2 - U1(Date and Time)

Enter User Mode 2 to set the correct date and time.



- To enter User Mode 2 press the **Menu** Key twice when the printer is in the Standby (idle) Mode.  
The **Menu** Key lights green and the Status Display indicates U2 flashing on the left side of the display.
- Press the --> Key.  
C6 appears in the left side of the display and the scrolling seconds time is displayed in the right side of the display. The seconds can now be changed.

Table 20: User Mode 2

Order of Selection	Sub Mode	Example	
1	Confirmation Mode - Date	020531	
2	Confirmation Mode - Time	12.00.30	
3	Correction Mode - Year	C1	02
4	Correction Mode- Month	C2	05
5	Correction Mode - Day	C3	31
6	Correction Mode - Hour	C4	12
7	Correction Mode - Minute	C5	00
8	Correction Mode - Second	C6	30

- To change the seconds, press **Enter**.  
The seconds stop scrolling and begin to flash.
- To change the value, press the <-- Key to increase the value and --> Key to decrease the value.
- Press **Enter** to store the value.

There are 6 setting locations: C6 - seconds, C5 - minutes, C4 - hour, C3 - day, C2 - month, C1 - year, in sequence with each press of the --> Key.

Table 21: Correction Mode

Correction Mode	Description
C1	Correction Mode - Year
C2	Correction Mode - Month
C3	Correction Mode - Day
C4	Correction Mode- Hour
C5	Correction Mode -Minute
C6	Correction Mode - Second

- Press the --> Key again to view and correct the next location, C5 = minute.

Repeat the process to change the minutes if required

- To change the minutes, press **Enter**.

The minutes begin to flash.

8. To change the value, press the <-- Key to increase the value and --> Key to decrease the value.
9. Press **Enter** to store the value.
10. Continue pressing the --> Key to scroll to the remainder of the setting locations and repeat the process until all of the time and date corrections have been made
11. After the last location has been changed (C1 = year), pressing the --> Key again displays the corrected time.

Example: 12:00 and 30 seconds.

Pressing the --> Key again displays the corrected date.

Example 2002, May 31

#### NOTE

Although there will be no performance problems if the date and time are incorrect, the printer automatically records the date and time that errors occur. This information can be critical for service problem solving. It is recommended the date and time be set correctly.

#### NOTE

It is recommended to set the date and time manually as well as on the User Interface to avoid problems if power to the controller is interrupted.

12. Press the **Online** Key to exit the User Mode.

## User Mode 3 - UE (Low Power Saver Mode)

#### NOTE

The User Interface has a default setting for this feature and will override (disable) manual settings in this user mode.

If the Low Power Saver Mode is enabled, the printer reduces power to the Printer Fuser Assembly from 178oC/352oF to 100oC/212oF after a predetermined period of inactivity. If the printer does not receive a print job or copy job for the time selected in this mode the printer will enter the Low Power Saver Mode to save power consumption.

If a print or copy job is detected by the printer, the printer will then enter the Warm up Mode prior to the start of the job to heat the Fuser Assembly to 178oC/352oF.

The green LED Light inside of the Menu Button flashes when the printer is in a power saver mode.

1. To enter User Mode 3 press the **Menu** Key 3 times when the printer is in the Standby (idle) Mode.

The **Menu** Key lights green and the Status Display indicates U3 flashing on the left side of the display. The right side of the display shows the current setting (in minutes).

2. Press **Enter** and then the --> Key or the <-- Key, to change the status.  
The status (on or off) is displayed. If the status is off, Low Power Saver is disabled.
3. Press **Enter** again for access to the time interval.

The current setting (in minutes) is displayed.

The selectable ranges are 10, 15, 20, 30, 40, 50, 60, 90, 120, 180 and 240 minutes.  
(Factory default is On and set to 15 minutes)

4. To change the time, press the <-- Key to increase and the --> Key to decrease, then press **Enter** to save the data.
5. After you enter the desired time interval, press the **Online** Key to exit the User Mode.

#### NOTE

After 15 minutes of inactivity, the printer will reset the developer motor and enter an idle state. A loud “thump” noise will be heard as the motor resets. This is normal.

## User Mode 4 - U4 (High Power Saver Mode)

#### NOTE

The User Interface has a default setting for this feature and will over ride (disable) manual settings in this user mode.

When the High Power Saver Mode is enabled, the printer switches off power to the Printer Fuser Assembly after a predetermined time of inactivity. If the printer does not receive a print job or a copy job for the time selected in this mode, the printer will enter the High Power Saver Mode to save power consumption.

The High Power Saver Mode saves more power than the Low Power Saver Mode and the recovery time is longer.

If a print or copy job is detected by the printer, the printer will then enter the Warm up Mode prior to the start of the job to heat the Fuser Assembly to 178oC/352oF.

The green LED Light inside of the Menu Button flashes when the printer is in a power saver mode.

1. To enter User Mode 4 press the **Menu** Key 4 times when the printer is in the Standby (idle) Mode.

The **Menu** Key lights green and the Status Display indicates U4. Flashing on the left side of the display. The time interval is shown on the right side of the display.

#### NOTE

Factory default is **On** and set to 90 minutes.

2. Press **Enter** and then the --> Key or the <-- Key.

The status (On or Off) is displayed. If the status is off, High Power Saver is disabled.

3. Press **Enter** again to gain access to the time interval.
4. To change the time, press <-- Key to increase and --> Key to decrease, then press **Enter** to save the data.

The display value is in minutes, and the selectable ranges are 10, 15, 20, 30, 40, 50, 60, 90, 120, 180 and 240.

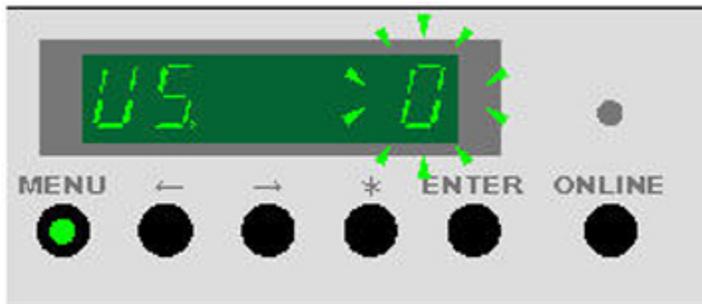
5. After you enter the desired time interval, press the **Online** Key to exit the User Mode.

**NOTE**

After 90 minutes of no use, the printer will reset the developer motor and enter an idle state. A loud “thump” noise will be heard as the motor resets. This is normal.

## User Mode 5 - U5 (Automatic Initial Media Cut)

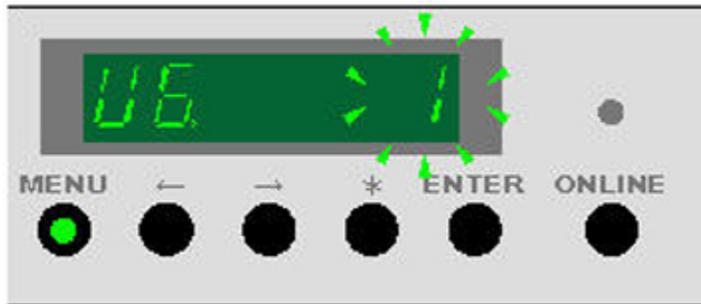
You can enable an Initial Media Cut when the printer power is turned on or after Sleep Mode. If this feature is enabled, the printer will feed and cut 240 mm/9.5 inches of all 4 roll media when the machine is powering up.



1. Press the **Menu** Key 5 times when the printer is in the Standby mode. The **Menu** Key lights green and the Status Display indicates “U5” flashing in the left side of the display. The current setting is displayed on the right side.
2. Press **Enter**.
3. To change the value, press --> Key to increase then press **Enter** to save the data. Selectable values are **0** and **1**.
  - 0 is No initial cut at Power On which is the factory default.
  - 1 is an initial cut will be made when the printer is turned On.
4. Press the **Online** Key to exit the User Mode.

## User Mode 6 - U6 (Detack Lamp Control Mode)

If the print quality of prints made on Film media lack sharpness or are too light in appearance, a Detack Lamp in the print process can be switched Off using Mode 6. This setting increases the amount of Toner transferred to the print.



1. With the printer in the Standby (idle) condition, press the **Menu** Key 6 times to enter Mode 6.  
The **Menu** Key lights and the display indicates U6 on the left side of the display and the current setting on the right side.
2. Press **Enter**
3. Press the <-- key to decrease the value to **0** (Off)  
  
The range is 1- On and 0 - Off
4. Press the **Online** Key to exit the User Mode.

### NOTE

If a higher than normal jam rate is experienced, the Detack Lamp may have to be switched on again.

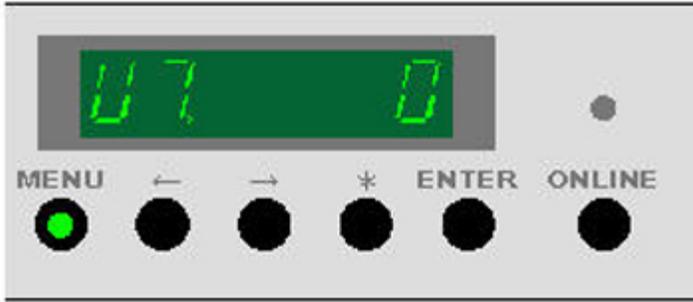
### NOTE

Factory default is **0**, Off.

## User Mode 7 - U7 (Attention Beeper Enable Mode)

This mode controls a beeper sound whenever the printer needs attention. For example, the printer will beep if it is out of paper or out of toner.

The beeper will switch off when the situation is corrected. It can also be temporarily switched off by pressing the \* key.



The beeper will sound during an automatic media roll switch. This is normal.

1. With the printer in the Standby (idle) condition, press the **Menu** Key 7 times to enter Mode 7.

The **Menu** Key lights and the display indicates U7

2. Press **Enter**
3. Press the <-- key to change the value to 0 (Off)
  - Beeper On = 1
  - Beeper Off = 0

4. Press the **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

**NOTE**

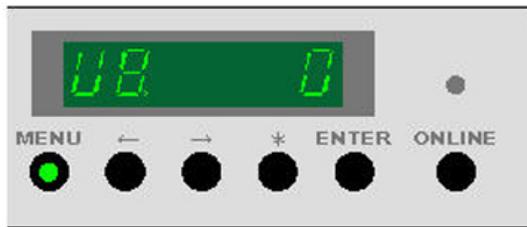
Factory default is “1”, On.

## User Mode 8 - U8 (Custom Setting Plain Paper)

This mode switches between the standard setting for plain paper and the custom setting for plain paper. This feature enables the Service Representative to custom set the printer for a brand of media that has different handling characteristics.

**NOTE**

The custom setting parameters (Fuser Temperature, Fuser Motor Speed, Lead Edge Registration etc.) must first be set by the Service Representative in order to be effective.



1. With the printer in the Standby (idle) condition, press the **Menu** Key 8 times to enter Mode 8.

The **Menu** Key lights and the display indicates U8

2. Press **Enter**
3. Press the--> key to change the value to 1 (On)
  - Standard Setting - 0
  - Custom Setting - 1
4. Press **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

## User Mode 9 - U9 (Custom Setting Vellum/Tracing Paper)

This mode switches between the standard setting for vellum/tracing paper and the custom setting for tracing paper. This feature enables the Service Representative to custom set the printer for a brand of vellum/tracing paper that has different handling characteristics.

### NOTE

The custom setting parameters (Fuser Temperature, Fuser Motor Speed, Lead Edge Registration etc.) must first be set by the Service Representative in order to be effective.

1. With the printer in the Stand by (idle) condition, press the **Menu** Key 9 times to enter Mode 9.

The **Menu** Key displays U9

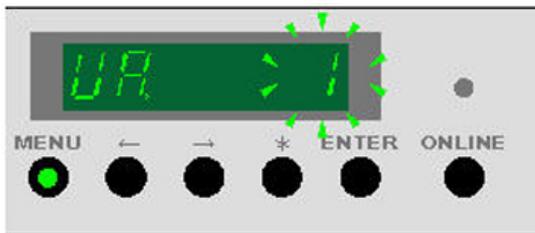
2. Press **Enter**
3. Press the --> key to change the value to 1 (On)
  - Standard Setting - 0
  - Custom Setting - 1
4. Press **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

## User Mode A - UA (Custom Setting Film)

This mode switches between the standard setting for film and the custom setting for film. This feature enables the Service Representative to custom set the printer for a brand of film that has different handling characteristics.

### NOTE

The custom setting parameters (Fuser Temperature, Fuser Motor Speed, Lead Edge Registration etc.) must first be set by the Service Representative in order to be effective.



1. With the printer in the Standby (idle) condition, press the **Menu** Key 10 times to enter Mode A.  
The **Menu** Key lights and the display indicates UA
2. Press **Enter**
3. Press the --> key to change the value to 1 (On)
  - Standard Setting - 0
  - Custom Setting - 1
4. Press **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

## User Mode b - Ub (Image Enhancement)

There are 4 Image Enhancement Modes that can be set to improve reproduction of gray scale. Increasing the setting of this feature increases the density of single pixels. There can be, however, a noticeable overall degradation in gray scale images as the setting is increased. Experimentation will be required to achieve the correct balance.



1. With the printer in the Standby (idle) condition, press the **Menu** Key 11 times to enter Mode b.

The **Menu** Key lights and the display indicates Ub

2. Press **Enter**
3. Press the --> key to change the value:
  - **0** = No Image Enhancement
  - **1** = Low Image Enhancement
  - **2** = Medium Image Enhancement
  - **3** = High Image Enhancement
4. Press **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

**NOTE**

Factory default is **0**, No Enhancement

**NOTE**

This setting can also be made on the Service Mode (4-C7)

**NOTE**

The last setting will remain until it is manually reset.

**Table 22: Settings**

Setting Value	Image Enhancement Mode	Description
0	Mode 0 - Off	Image is not enhanced (Default setting)
1	Mode 1	Image is enhanced (darker)
2	Mode 2	Image is more enhanced (darker)
3	Mode 3	Image is most enhanced (darkest)

## User Mode D - Ud (Temporary Clearance of Error E-26)

When the error UD has occurred, please call your Xerox Service Representative.

It may be possible to temporarily clear the error until the Xerox Service Representative can properly service the machine. However, the image quality may not be satisfactory and the procedure may not clear the error.



### CAUTION

The User Mode procedure does not remove the root cause of the error although the printer may appear to be working.

1. With the printer in the Standby (idle) condition, press the **Menu** Key 13 times to enter Mode d.  
The **Menu** Key lights and the display indicates Ud.
2. Press **Enter**.
3. Press the --> key to change the value:
  - **0** = Off - The printer is Not checking for the E-26 error
  - **1** = On - The printer is checking for the E-26 error
4. Press **Enter** key to store the value.
5. Press the **Online** Key to exit the User Mode.

## User Mode E - UE (Temporary Clearance of Error E-28)

When the error UE has occurred, please call your Xerox Service Representative.

It may be possible to temporarily clear the error until the Xerox Service Representative can properly service the machine. However, the image quality may not be satisfactory and the procedure may not clear the error.



### CAUTION

The User Mode E procedure does not remove the root cause of the error although the printer may appear to be working.

1. With the printer in the Standby (idle) condition, press the **Menu** Key 14 times to enter Mode E.  
The **Menu** Key lights and the display indicates UE.
2. Press **Enter**.
3. Press the --> key to change the value:

- **0** = Off - The printer is Not checking for the E-28 error
  - **1** = On1 - The printer is checking for the E-28 error at a normal check level
  - **2** = On2 - The printer is checking for the E-28 error at a higher check level
4. Press **Enter** key to store the value.
  5. Press the **Online** Key to exit the User Mode.



# 8

## Maintenance

The Xerox Wide Format 6622 Solution requires minimum operator maintenance. You will need to replace the toner cartridge when the cartridge is empty. You also will need to clean the outside surface of the printer when necessary.

This chapter provides the procedures for performing the required tasks and for ordering supplies and cleaning the machine.

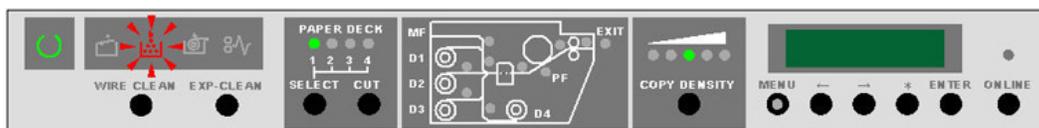
- Replacing the Toner Cartridge (C-01 code)
- Cleaning the Charge Scorotron Wire
- Cleaning the LED Print Head
- Cleaning the Machine Surface
- Cleaning the Scanner
- Ordering Supplies

## Toner Cartridge Replacement (C-01)

When the Toner Cartridge is empty, the Toner Empty indicator on the Operator Panel flashes.

The printer will continue to operate during a low toner condition. However, when the Toner Empty light remains on continuously, the printer will not operate.

The Toner Cartridge can be replaced even when the printer is operating. To replace the Toner Cartridge, follow the instructions in the Replacing the Toner Cartridge section of this chapter.



**NOTE**

The 6622 Toner Cartridge is equipped with an IC Tag indicating exclusive use on this product. If other toner cartridges are installed, the printer will not operate and will indicate an error code C-01.

**NOTE**

Once the Toner Cartridge is empty, the printer will recognize the IC Tag information preventing the same cartridge from being reinstalled.

**NOTE**

Error Code C-01 may also indicate that the Toner Cartridge has been installed incorrectly or is the wrong Toner Supply type.

## Replacing the Toner Cartridge (C-01)

Several Toner Cartridges are supplied as part of a kit including installation instructions.

Store the remaining Toner Cartridges in a cool, dry place until they are required.

The Toner Cartridge can be replaced when the Printer is operating.

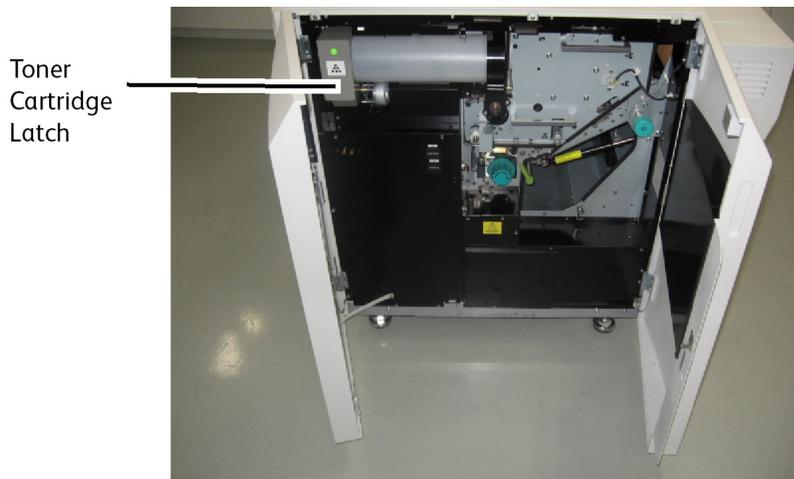


**CAUTION**

The Xerox Wide Format 6622 Solution has a unique toner supply system. Use of toner or toner cartridges not specifically designed for the Xerox Wide Format 6622 Solution can reduce image quality and may cause service problems or damage to the unit. Such damage will void warranty and maintenance agreements and may require additional service cost

1. Open both the Left and Right Side Doors.

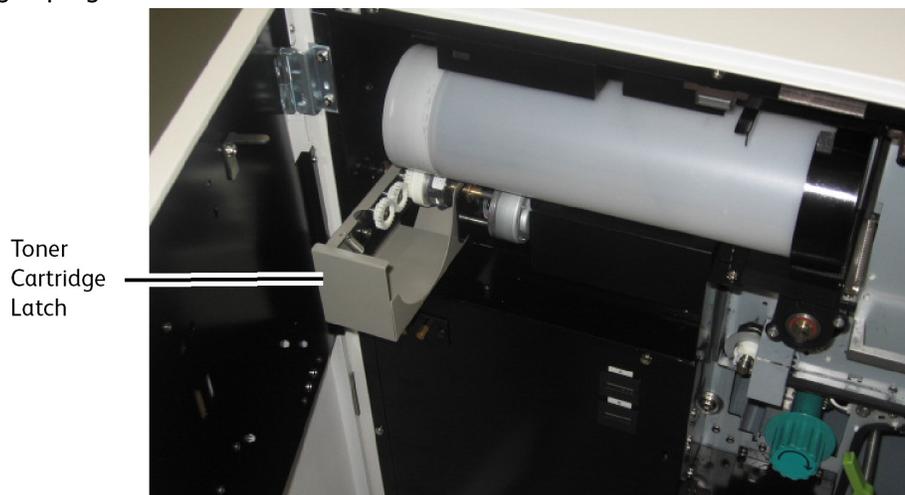
Status Code U-06 displays.



2. Open the Toner Cartridge Latch and rotate the Toner Cartridge 180 degrees in an upward direction until the notch near the Toner Supply Hole on the cartridge is visible.



3. Pull down on the left end of the Toner Cartridge Latch and remove the cartridge by grasping the left end.

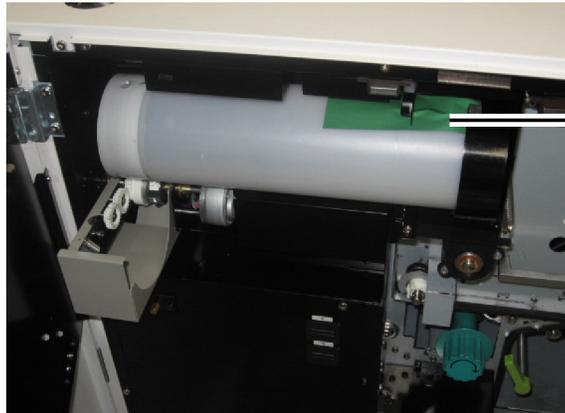


4. Shake the new cartridge several times in order to prepare the contents for use and remove the foam band from the cartridge.

**NOTE**

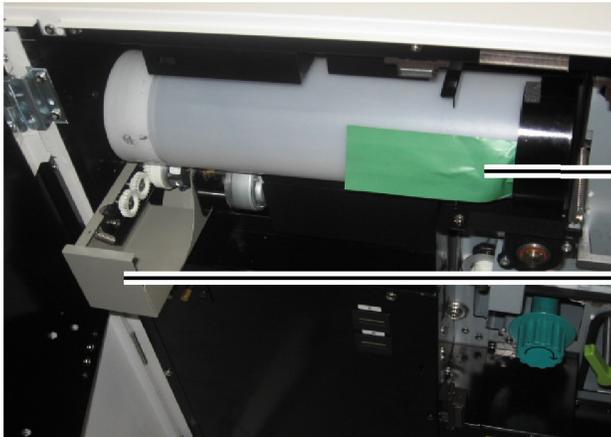
Do not apply pressure to the center of the cartridge. Pressure may cause the toner to spill from the ends of the cartridge.

5. Install the cartridge into the Toner Supply Mechanism while keeping the green sealed opening on the upper side of the cartridge.



Toner Cartridge Green Seal

6. Close the Toner Supply Latch.
7. Rotate the Toner Cartridge downward 90°F to access the seal, then gently remove the seal by pulling to the left.



Toner Cartridge Green Seal

Toner Supply Latch

**NOTE**

If the cartridge is in any other position, toner will spill out of the cartridge.

8. Continue to rotate the Toner Cartridge downward into position until it stops.
9. Close the both the Left and Right Side Doors.

Status Code U-06 will go out.

The Toner Level Display on the display panel will scroll until the new level is read and the new toner level is displayed.

10. Dispose of the empty Toner Cartridge properly by sealing the opening of the cartridge with tape or put the cartridge in a plastic bag before recycling or discarding. Refer to the Xerox Wide Format 6622 Safety and Certification Guide for details.

## Cleaning the Charge Scorotron Wire

Periodic cleaning of the Charge Scorotron Wire will reduce print quality problems such as light prints or deletions in the print caused by accumulation of toner inside the printer.

### NOTE

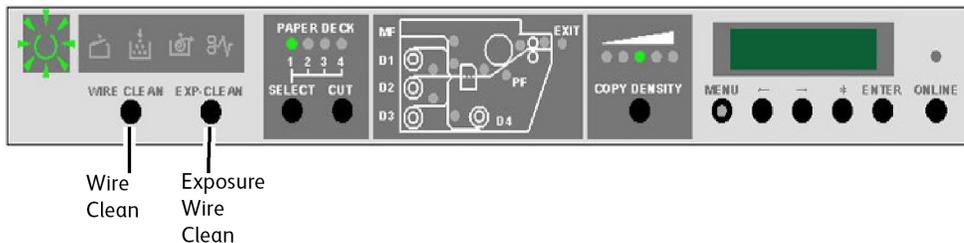
The Ready Indicator will flash during the cleaning process and will stop flashing when cleaning is completed.

### NOTE

It will take approximately 2 minutes for the cleaning process.

### NOTE

The Wire Cleaning is performed automatically when the printer is switched on if the fuser temperature is below 200° F.



## Cleaning the LED Print Head

Periodic cleaning of the LED Print Head will reduce print quality problems such as light prints or deletions in the print caused by the accumulation of toner inside the printer.

### NOTE

The Ready Indicator will flash during the cleaning process and will stop flashing when cleaning is completed.

### NOTE

It will take approximately 2 minutes for the cleaning process.

### NOTE

The LED Print Head Cleaning is performed automatically when the printer is switched on if the fuser temperature is below 200° F.

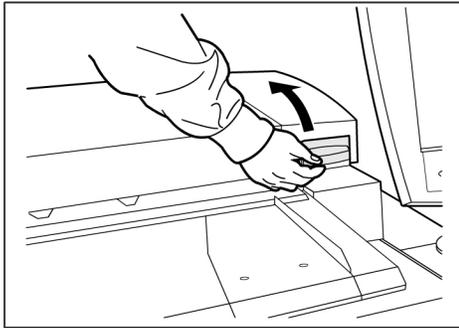
## Cleaning the Machine Surface

As needed, clean the outside surfaces of the printer. Use a clean cloth dampened with mild soap and water. Do not pour or spray liquid directly on any part of the printer.

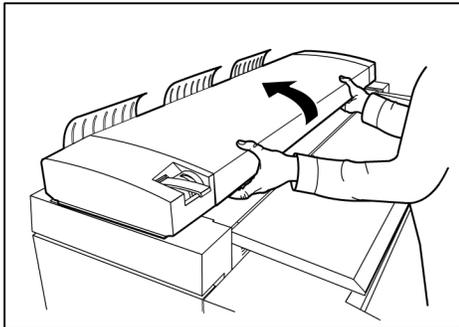
## Cleaning the Scanner

The Scanner Document Glass, Sensors, Document Feed Rollers, and Calibration Strip must be kept clean to ensure optimized image quality for scanned images. Clean these on a regular basis and whenever they become soiled.

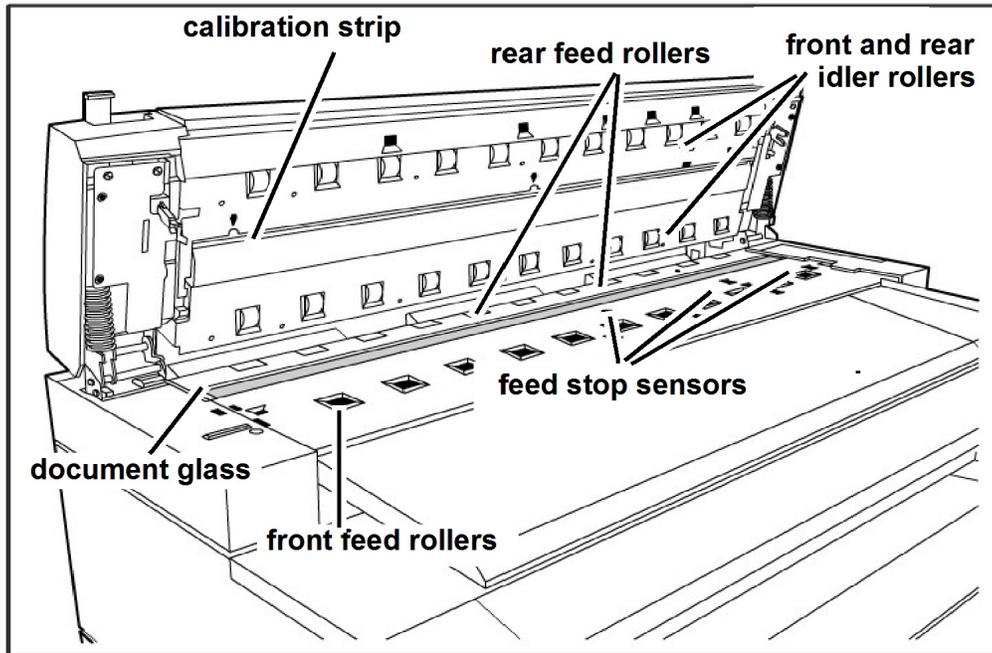
1. Power the machine off as directed in “Powering the System On/Off”.
2. Lift up the Scanner Latch.



3. Firmly lift the Scanner Unit to the open position.



The following illustration depicts the scanner components that require cleaning.



4. Dampen a clean, lint-free cloth with Xerox Platen Glass Lens and Mirror Cleaner and wipe the Document Glass.

**NOTE**

Using excessive force when cleaning the glass may damage the glass and cause poor copy quality.

5. Visually inspect the glass to ensure that all dirt, glue, and other residue have been removed.
6. Place a small amount of cleaning fluid on the cloth and clean the front and rear Feed Rollers.

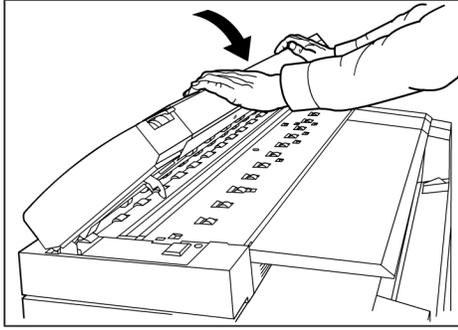
**NOTE**

Rotate the rolls as you clean them to ensure that the entire roll surface is clean.

7. Place a small amount of Xerox Platen Glass Lens and Mirror Cleaner on a clean, lint-free cloth, and clean the Calibration Strip.
8. Wipe the Scanner Sensors with a dry, lint-free cloth.
9. Lower the Scanner Unit to the closed position.

**NOTE**

Take care not to move the Media Thickness Lever when lowering the Scanner Unit.



10. Power the machine on, as directed in the “Powering the System On/Off” section of the User Guide.

## Ordering Supplies

This section provides information for obtaining supplies for your printer.

### Supply Order List

The Xerox Wide Format 6622 Solution uses the following supplies:

- Toner cartridge

The printer is shipped with eight toner cartridges. Use the part number indicated on the toner cartridge and ask your Xerox Service Representative for a list of consumables for this product.

Xerox also offers bond paper, vellum/tracing paper, and film in various sizes, weights, and grades to meet your printing needs.

### Supply Order Procedure

To order supplies for the Xerox Wide Format 6622 Solution, call:

North America and Canada: 1-877-937-3627

When ordering supplies, please be prepared to provide the following information to the sales representative:

- Customer account number: \_\_\_\_\_
- Machine type: Xerox Wide Format 6622 Solution
- Item descriptions/part numbers and quantities required

For more information, follow the Wide Format 6622 Solutions link at [www.Xerox.com](http://www.Xerox.com).

# 9

## Problem Solving

This chapter provides information for resolving various problems that can occur during the operation of the printer. It contains instructions for clearing media jams and also includes the error code list. If you are unable to resolve the problem, follow the procedure for calling for service at the end of this chapter.

- General Problems
- Problems during Copying
- Problems during Scanning
- Problems during Printing
- Document Misfeeds
- Media Misfeed Errors (J codes)
- Printer Errors (E codes)
- Interlock Errors (U codes)
- Image Quality Problems
- Service Call Error Codes (E codes)

## General Problems

Table 23: General Problems

Problem	Solution
The Touch Screen is dark.	<ul style="list-style-type: none"><li>- Verify that the machine is connected to a correctly rated power supply, that the power plug is plugged in, and that the Power Switch is on.</li><li>- If the &lt;Power Saver&gt; button on the Control Panel is lit, the machine is in Power Saver mode. Press the &lt;Power Saver&gt; button to cancel the Power Saver mode.</li><li>- Adjust the Touch Screen contrast (located on the side of the User Interface).</li></ul>

Problem	Solution
It is not possible to insert documents	<ul style="list-style-type: none"> <li>- Check the Touch Screen for error messages and perform any corrective measures indicated on the Touch Screen.</li> <li>- Reboot the system to see if that corrects the problem.</li> <li>- If the condition does not improve, contact your Service Representative.</li> </ul>
Media jams occur frequently	<ul style="list-style-type: none"> <li>- Check for and remove loose pieces of media from inside the machine.</li> <li>- Verify that the media is not curled, folded, wrinkled, or torn. Replace the media if any of these conditions apply.</li> <li>- Verify that the media is loaded correctly. Reload the media if necessary.</li> <li>- Verify that suitable media is being used. Use only the paper recommended by your Service Representative.</li> </ul>
A fault or error message displays on the Touch Screen.	<ul style="list-style-type: none"> <li>- Follow the specific instructions on the Touch Screen.</li> <li>- If the condition does not improve, contact your Service Representative.</li> </ul>

## Problems During Copying

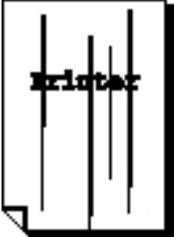
The following helps you solve problems encountered during copying.

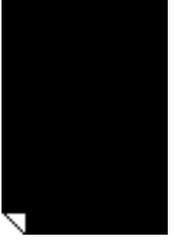
Symptoms	Check	Remedy
Copy does not print at the desired size.	Did you select the correct media size series?	Select the media size series that matches the media size. Refer to Media Settings.
	Is the document inserted correctly in the Scanner?	Load the document correctly. Refer to Scanning the Document.
	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).

Symptoms	Check	Remedy
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.
Media often jams or is wrinkled.	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.
	Are there 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.	Is the scanning area contaminated?	Clean the Contact Image Sensors (CIS) and the main roller. Refer to Cleaning the Machine.
	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.	Is the scanning area contaminated?	Clean the Contact Image Sensors (CIS) and the main roller. Refer to Cleaning the Machine.
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 document correctly. Refer to Scanning the Document.
	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
<p>Black dots are printed.</p> 	Internal components are dirty.	Contact your Xerox Customer Support Center.
<p>Black lines are printed.</p> 	Is the scanning area dirty?	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.
<p>White dots appear in black filled areas.</p> 	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
<p>Toner smudges when rubbed with your finger. Toner is not fused to the media.</p> 	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.
<p>The entire media area is printed black.</p> 	A probable cause is some type of internal machine error.	Contact your Xerox Customer Support Center.
<p>Nothing is copied.</p> 	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.
<p>Part of the document image is lost on the copy.</p>	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

Table 24: Problems During Scanning

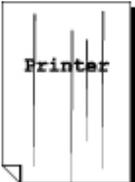
Problem	Solution
Original doesn't feed into the scanner.	<ul style="list-style-type: none"> <li>- Make sure the original is the right size. The minimum size original that can be fed is 6.9 inches wide x 8.3 inches length" (176 x 200mm).</li> <li>- From Machine Info, check the Scan Start mode.</li> <li>- Reboot the controller and rescan.</li> </ul>
The scanned image is dirty.	<ul style="list-style-type: none"> <li>- Make sure the scanning area is clean, and whenever it is soiled, clean the platen glass and scanner area.</li> <li>- Adjust the scan density or background suppression.</li> </ul>
The scanned image has black lines.	<ul style="list-style-type: none"> <li>- Make sure the scanning area is clean, and whenever it is soiled, clean the platen glass and scanner area.</li> <li>- If this does not solve the problem, contact your Xerox Customer Support Center. Internal parts may have become soiled.</li> </ul>
The scanned image is too light or too dark.	<ul style="list-style-type: none"> <li>- Make sure the Original Type is selected correctly.</li> <li>- Adjust the scan density by selecting <b>Services &gt; Scan to Network &gt; Scan to Mailbox &gt; Image Quality &gt; Density</b>. If you print the scanned document, you can adjust the toner density using Web Printer Management Tool. Select <b>Configuration &gt; Printer &gt; Printer Setup &gt; Toner Density</b>.</li> </ul>
The scanned images are skewed.	<ul style="list-style-type: none"> <li>- Verify that the original is inserted correctly.</li> <li>- Correctly insert the original, with the edge of the original aligned with the original guide.</li> </ul>
Part of the original image is not present on the scanned image.	<ul style="list-style-type: none"> <li>- From the Copy Screen, check the Reduce/Enlarge, Media Source, and Media Output settings.</li> <li>- From Machine Info, check the Auto Rotate setting.</li> <li>- In the Advanced Settings, check the Margins, Scan Width, Image Location and Scan offset settings.</li> </ul>
The scanned image has shadows.	<ul style="list-style-type: none"> <li>- Adjust the scan Density and Original Type settings.</li> </ul>
The scanned image is coarse or grainy.	<ul style="list-style-type: none"> <li>- Select the correct Rendering setting.</li> </ul>

Problem	Solution
Original often jams.	<ul style="list-style-type: none"> <li>- Correctly adjust the Media Thickness Lever on the Scanner.</li> <li>- Check if the original has folds or is curled. If so, flatten out the original and rescan.</li> <li>- Check if the original has shiny tape at the lead edge. If so, reorient the original and rescan.</li> <li>- Check if the lead edge of the original is damaged. If so, reorient the original and rescan.</li> <li>- Make sure the original is the right size. The minimum size original that can be fed is 6.9 inches wide x 8.3 inches length” (176 x 200mm).</li> </ul>

## Problems During Printing

Table 25: Problems During Printing

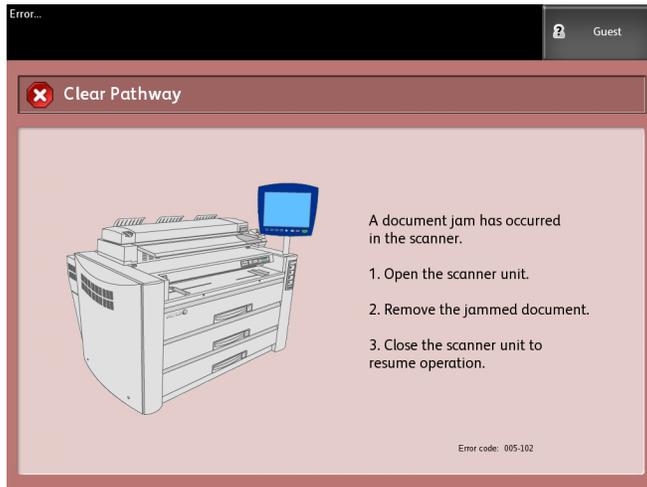
Problem	Solution
Unable to Print.	<ul style="list-style-type: none"> <li>- Press the <b>Machine Information</b> button on the Control Panel, and confirm that the printer is online. Check the online indicator on the Operator Panel is lit.</li> <li>- Make sure the network cable is connected.</li> <li>- Check for an error message, and follow instructions on the Touch Screen to solve the problem.</li> <li>- Correctly set up the IP address.</li> <li>- Check if an interrupt operation is being performed. If so, cancel the interrupt operation.</li> </ul>
Unable to print using the manual feed tray (Bypass).	<ul style="list-style-type: none"> <li>- Load the correct size media according to the message that appears, and then print again.</li> </ul>
Media often jams, gets wrinkled or has bent corners (dogears).	<ul style="list-style-type: none"> <li>- Make sure the correct type of media is loaded correctly.</li> <li>- If the media is damp, replace with new media.</li> <li>- Select the media size series and the media type that match the media that is loaded in the machine.</li> <li>- Open the Upper Unit of the machine and check for media pieces.</li> <li>- Slide out each of the media drawers and check for and remove any torn media or foreign objects.</li> </ul>
The prints are too light.	<ul style="list-style-type: none"> <li>- Check for a “toner empty” message, and load toner if the message appears.</li> <li>- Adjust the toner density via Web Printer Management Tool. Select [Configuration &gt; Printer &gt; Printer Setup &gt; Toner Density].</li> </ul>
Images on the print are skewed.	<ul style="list-style-type: none"> <li>- Make sure media is loaded correctly.</li> </ul>

Problem	Solution
<p>Part of the image is missing on the print, or is smudged or unclear.</p> 	<ul style="list-style-type: none"> <li>- 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.</li> <li>- If media is folder or wrinkled, remove the defective media and replace with new media.</li> <li>- Check the touch screen for a “toner empty” message.</li> </ul>
<p>Dirt appears at equal intervals.</p> 	<ul style="list-style-type: none"> <li>- Print a few pages to try to remove dirt that could have gotten into the paper feed path.</li> <li>- If this does not solve the problem, contact your Xerox Customer Support Center. Internal parts may have become soiled.</li> </ul>
<p>The print has black dots.</p> 	<p>Contact your Xerox Customer Support Center. Internal components may have become soiled.</p>
<p>The print has black lines.</p> 	<p>Contact your Xerox Customer Support Center. Internal components may have become soiled.</p>
<p>White dots appear in black filled areas.</p> 	<ul style="list-style-type: none"> <li>- Adjust the print Density.</li> <li>- Load the correct media type.</li> <li>- If the correct media type is loaded and the problem persists, contact your Xerox Customer Support Center. Internal components may have become soiled.</li> </ul>

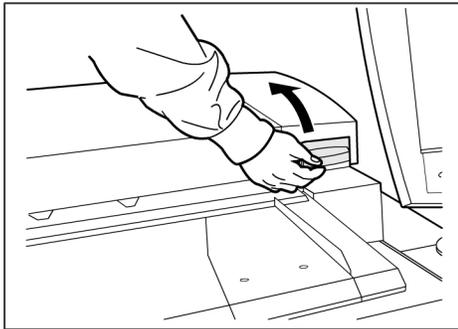
Problem	Solution
<p>Toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner.</p> 	<ul style="list-style-type: none"> <li>- Make sure media is not damp. If the media is damp, replace with new media.</li> <li>- Turn on the Dehumidifier Switch, if it is off. This switch is located under the Rear Top Cover.</li> <li>- Load the correct type of media.</li> <li>- Make sure the correct media settings are selected.</li> <li>- Change the Sharpness setting.</li> <li>- Set the Media Thickness and adjust the Media Thickness Lever, if necessary.</li> </ul>
<p>The entire paper area is printed black.</p> 	<p>Contact your Xerox Customer Support Center. There may be an internal machine error.</p>
<p>Nothing is printed.</p> 	<p>- Contact your Xerox Customer Support Center. There may be an internal machine error.</p>
<p>Part of the image is "lost" on the edge of paper.</p>	<ul style="list-style-type: none"> <li>- Make sure the correct media series is used.</li> <li>- If the image exceeds the machine's printable area, decrease the original print area.</li> </ul>
<p>The print displays excessive background.</p>	<ul style="list-style-type: none"> <li>- Verify that the image density setting is correct.</li> <li>- Check the quality of the original.</li> <li>- Reduce the Density setting.</li> <li>- Increase the Background Suppression setting.</li> </ul>

# Document Misfeeds

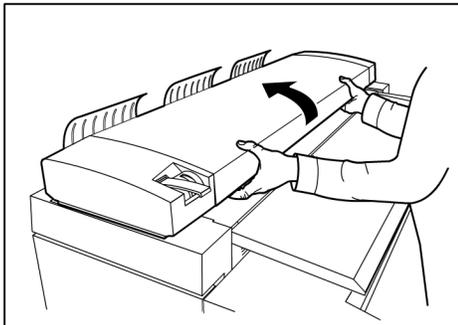
If the original misfeeds in the scanner, the machine will stop and the error message shown below displays on the touch screen. Clear the misfed original according to the instructions displayed.



1. Lift the Scanner Handle to release the scanner latch.



2. Lift the Scanner Unit to open it.



3. Remove the misfed original.

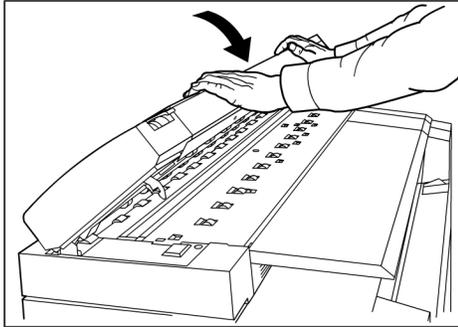
## NOTE

Pull the document slowly. The use of excessive force may result in damage to certain parts of the machine and the document.

4. Push down on the Scanner Unit to close.

**NOTE**

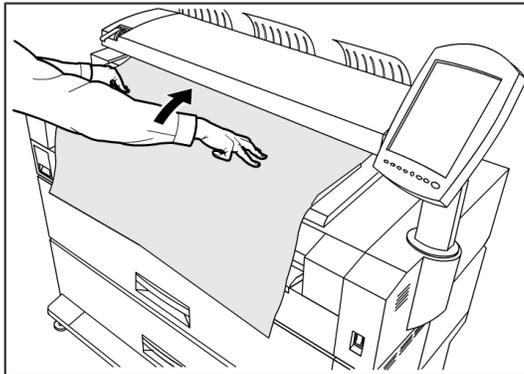
Take care not to move the Media Thickness Lever when lowering the Scanner Unit.



**NOTE**

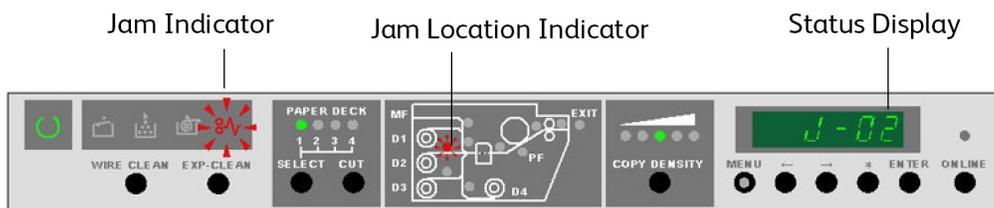
Confirm that the original is not torn, folded or wrinkled.

5. Reload the original again according to the message on the User Interface Touch Screen.



## Media jams information

If media jams occur, the machine stops, an alarm sounds, and the misfeed indicator lights red on the Operator Panel. Remove the jammed media according to the instructions in this chapter. Media jams can be cleared while the machine is powered on. When the power is turned off, all information stored to the machine's memory will be erased.



**NOTE**

Always check the Operator Panel 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.

**NOTE**

If a piece of jammed media remains inside the machine, the Jam Code will not clear.

**NOTE**

If a media jam displays again after you have cleared the first media jam, media is probably remaining in another location. Clear this by referring to the Jam Location Indicator. When you finish clearing a media jam, printing automatically resumes from the state before the 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.

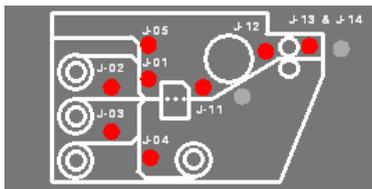
When the printer experiences a media jam, the following occurs:

- The Jam Indicator flashes.
- An jam code “J-XX” and the Jam Location Indicator light flashes.

**Media Jams**

To clear the jam:

1. Observe the location of the flashing indicator light of the Jam Location Indicator on the Operator Panel.
2. Follow the instructions in this chapter to clear the jam designated by the J-xx code.



**Table 26: Misfeed Code**

Misfeed Code	Location of the Misfeed
J-01	Media Roll 1 - Drawer 1
J-02	Media Roll 2 - Drawer 2
J-03	Media Roll 3 - Drawer 3/4
J-04	Media Roll 4 - Drawer 3/4
J-05	Bypass Feeder
J-11	Between Cutter and Photoreceptor Drum
J-12	Internal Transportation Assembly
J-13	Fuser Entrance
J-14	In Fuser Assembly
J-21	Folder Area
J-22	Auto Stacker Area

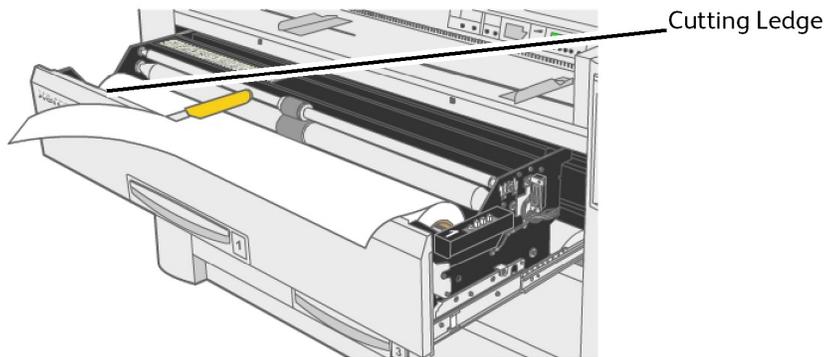
## Clearing Media Jam (J-01, J-02, J-03 & J-04)

**Table 27: Missfeed codes**

Misfeed Code	Location of Misfeed
J-01	Media Roll 1 - Drawer 1
J-02	Media Roll 1- Drawer 2
J-03	Media Roll 3- Drawer 3/4
J-04	Media Roll 4- Drawer 3/4

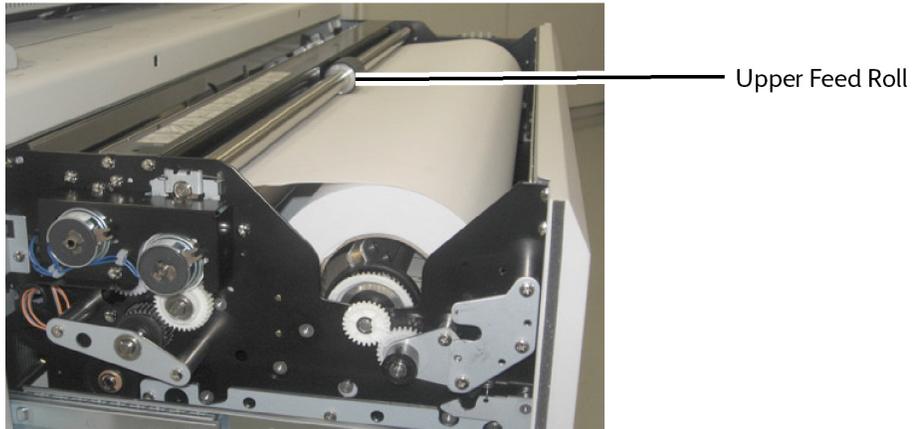
1. Open the drawer indicated by the code.
2. Manually rewind the roll until the lead edge of the media is freed from the feed rollers.

3. Trim the lead edge of the roll square to remove any torn or wrinkled media by using the Cutting Ledge if necessary.



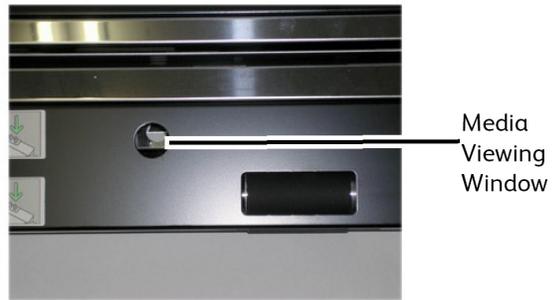
4. Insert the lead edge of the media between the upper and lower feed rollers.

- For Media Rolls 1 and 2, rotate the feed roller by hand in order to feed approximately an inch of media between the feed rollers.



**NOTE**

Roll 3 only:

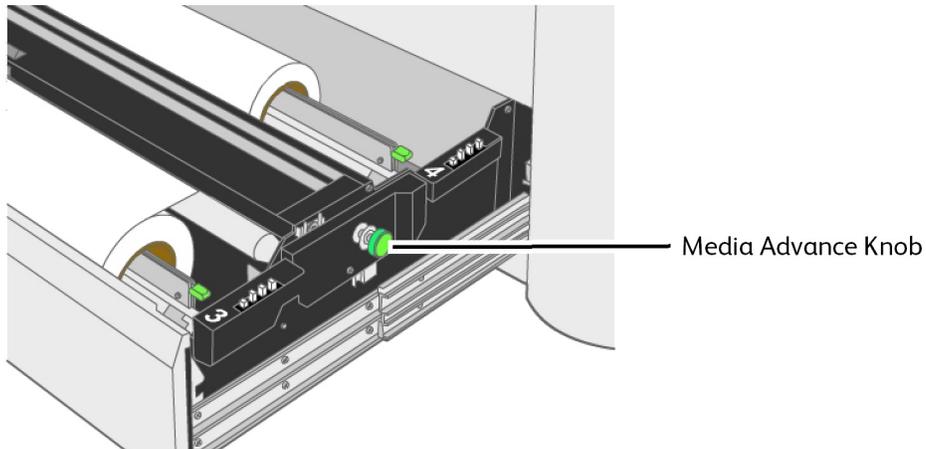


**NOTE**

Roll 3 is the only roll with the Media Viewing Window used to confirm the position of the lead edge of the media.

**NOTE**

Roll 4 is the only roll with a Media Advance Knob used to feed the media between the feed rollers. Always turn it clockwise.

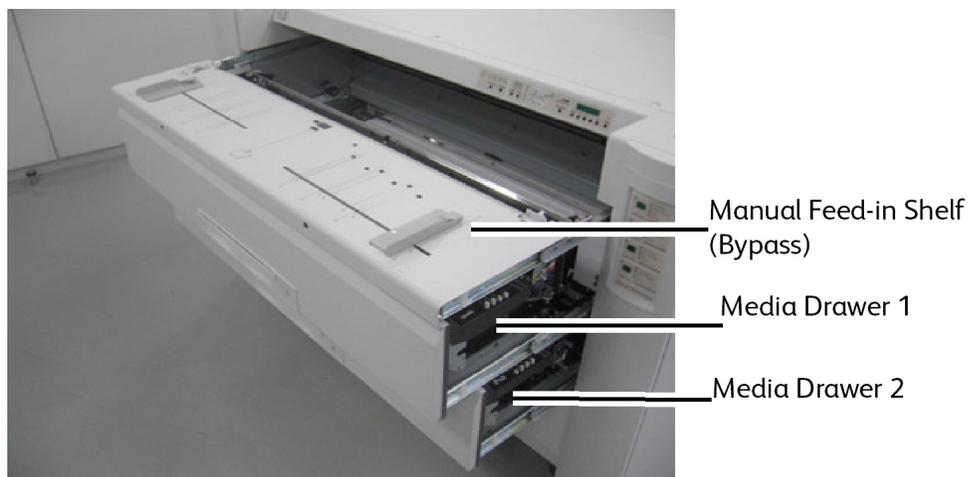


6. Push in the drawer until it is closed and latched.
7. If the leading edge is not sufficiently square, perform the automatic Initial Cut by pressing the [Select] key to select the appropriate drawer, and then pressing [Cut] key. Approximately 9.5" (240mm) media will be cut and fed from the printer.

## Clearing Media Jam (J-05)

When a J-05 occurs, the media mis-feed is located in the Manual Feed-in Shelf (Bypass).

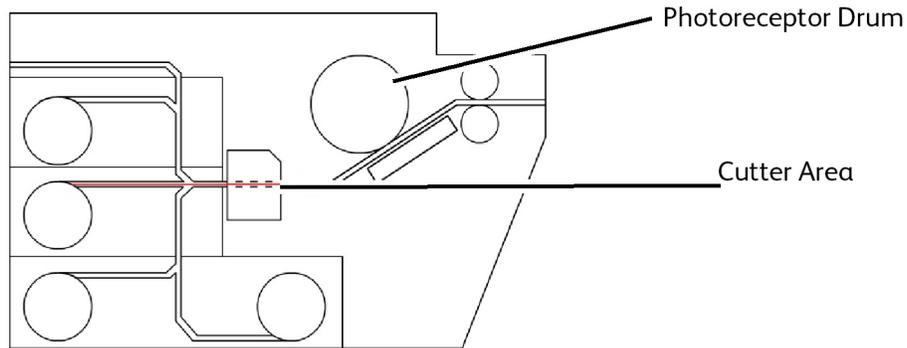
1. Pull to open Media Drawer 1, Drawer 2, and the Manual Feed-in Shelf (Bypass).



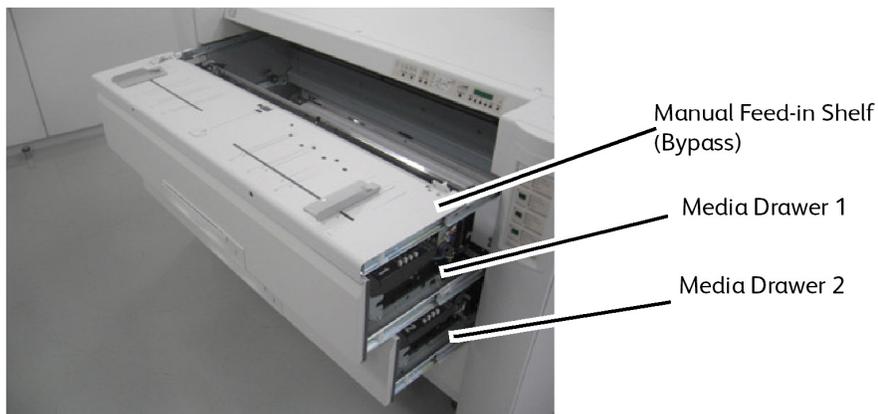
2. Reach into the opened machine and remove any visible media from the inside.
3. Close and latch both media drawers and the Manual Feed-in Shelf (Bypass).
4. Reload the media on the Manual Feed-in Shelf (Bypass), curl side down.

## Clearing Media Jam (J-11)

J-11 is indicated when the media is misfed between the Cutter and the Photoreceptor Drum.

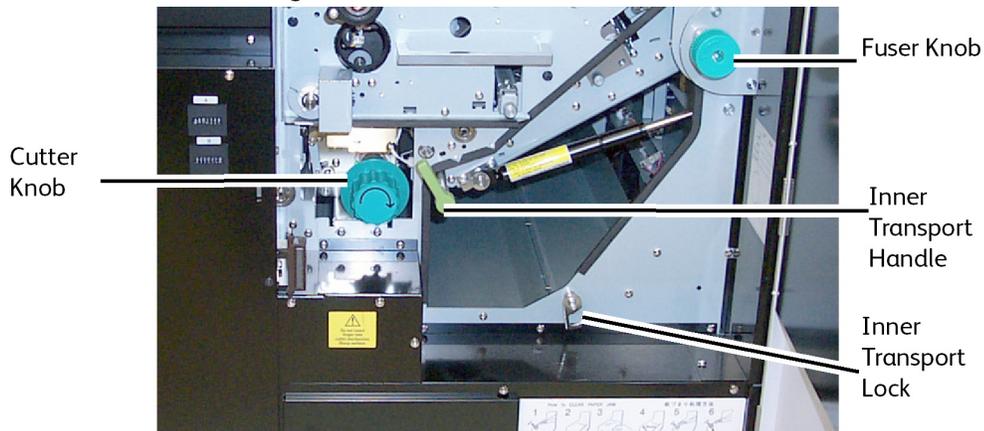


1. Pull out the Bypass Feeder, Drawer 1 and 2.



2. If a cut sheet of media is present, remove it and go to step 7.
  - If the media is not yet cut, continue with the next steps.

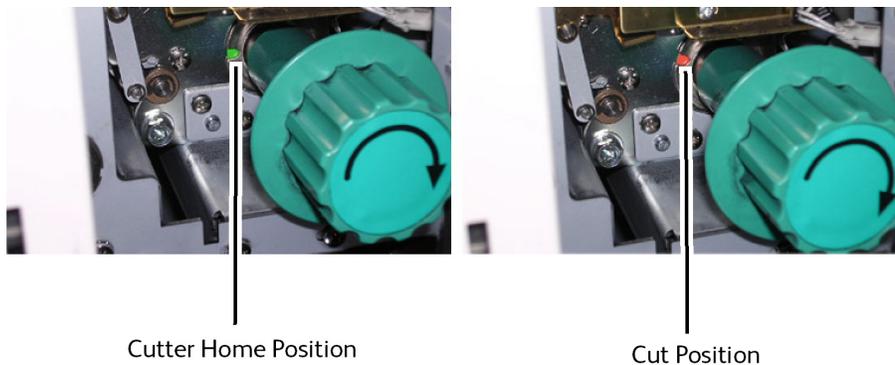
- Open both the Left and Right Side Doors.



- Turn the green Cutter Knob clockwise once and only one revolution to cut the roll media.

**NOTE**

Do not rotate the Cutter Knob more than once. If it is rotated several times, paper fragments may be left in the Cutter area and cause problems.



- Return the Cutter to the home position by rotating the green Cutter Knob until green is seen inside of the notch. Green indicates the home position.

**⚠ CAUTION**

Do not rotate the Cutter Knob counter-clockwise. It will damage the Cutter Blade.

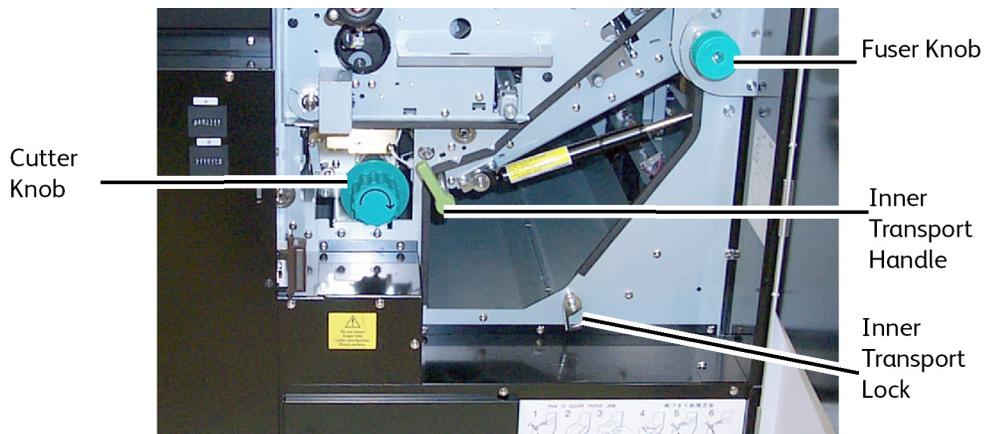
- Close the Side Doors.
- Remove the cut media from the front inside of the machine.
- Push in the Manual Feed-in Shelf (Bypass).
- Rewind the media rolls from both Media Drawer 1 and 2 to be in the original position which is slightly between the feed rolls. If too much media is advanced, it may misfeed.
- Close the Media Drawers.
- If the leading edge is not sufficiently square, perform the automatic Initial Cut by pressing the [Select] key to select the appropriate drawer, and then pressing [Cut] key. Approximately 9.5" (240mm) media will be cut and fed from the printer.

## Clearing Media Jam (J-12 & J-13)

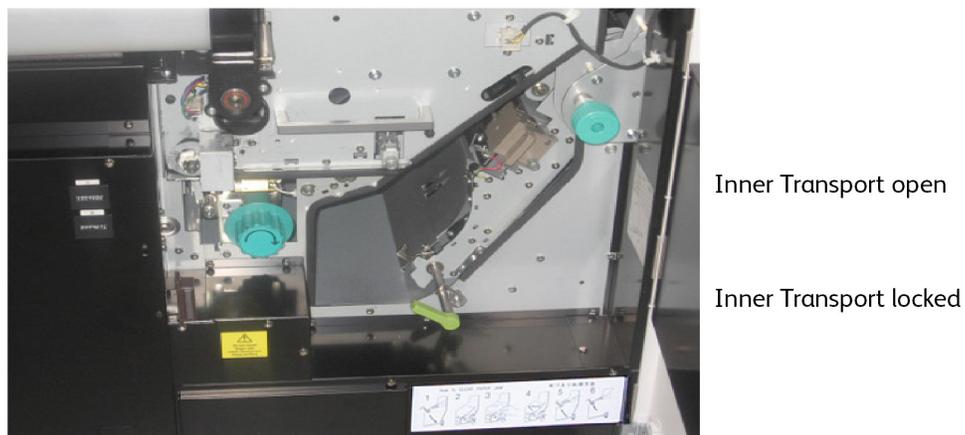
Table 28: Jam codes

Jam Code	Jam Location
J-12	Inner Transport Assembly
J-13	Fuser Assembly

1. Open both the Left and Right Side Doors.
2. Turn the Inner Transport Assembly Handle to release the Transport.



3. Lower the transport and lock it down by latching the Inner Transport Lock.

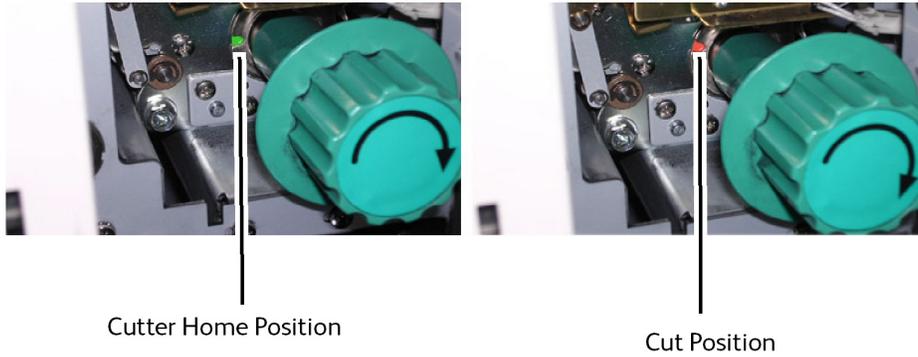


4. If a cut sheet of media is present, remove it and go to step 8.
  - If the media is not yet cut, continue with the next steps.

- Turn the green Cutter Knob clockwise once and only one revolution to cut the roll media.

**NOTE**

Do not rotate the Cutter Knob more than once. If it is rotated several times, paper fragments may be left in the Cutter area and cause problems.



- Return the Cutter to the home position by rotating the Cutter Knob until green is seen inside of the notch. Green indicates the home position.

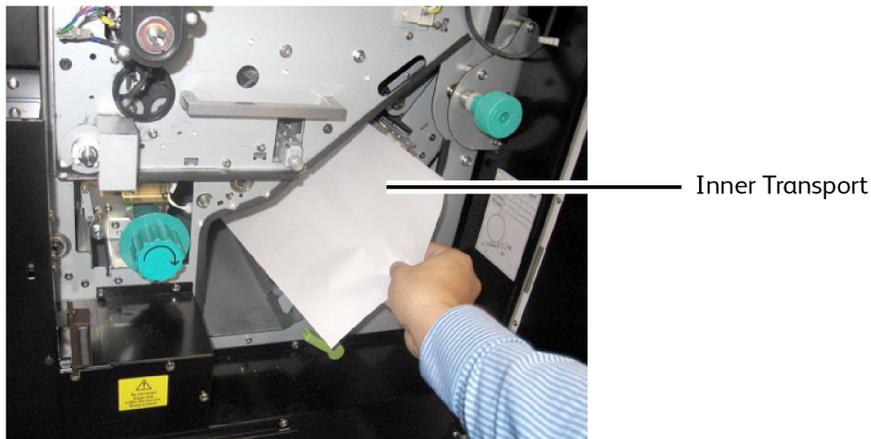
**⚠ CAUTION**

Do not rotate the Cutter Knob counter-clockwise. It will damage the Cutter Blade.

- Carefully remove the media from the Inner Transport area.

**⚠ CAUTION**

Do not touch, scratch or damage the Photoconductive Photoreceptor Drum located on the top inside of the transport area. This Photoreceptor Drum is very expensive and important in processing the image on the prints.



- Hold the Inner Transport Handle while releasing the Inner Transport Lock, and gently guide it back to the original position.

- Return the green Inner Transport Handle to the lock position ensuring it latches.

**NOTE**

If the Inner Transport Assembly is not locked firmly, the PF Indicator Light on the Operator Panel will light along with a U-04 Open Error Code on the Status Display.

- Close both the Left and Right Side Doors.
- Open the media drawer selected and rewind the media roll to the original position which is slightly between the feed rolls. If too much media had advanced, it may misfeed.
- Close the Media Drawers.
- If the leading edge is not sufficiently square, perform the automatic Initial Cut by pressing the [Select] key to select the appropriate drawer, and then pressing [Cut] key. Approximately 9.5" (240mm) media will be cut and fed from the printer.

## Misfeed in the Fuser Assembly (J-14)

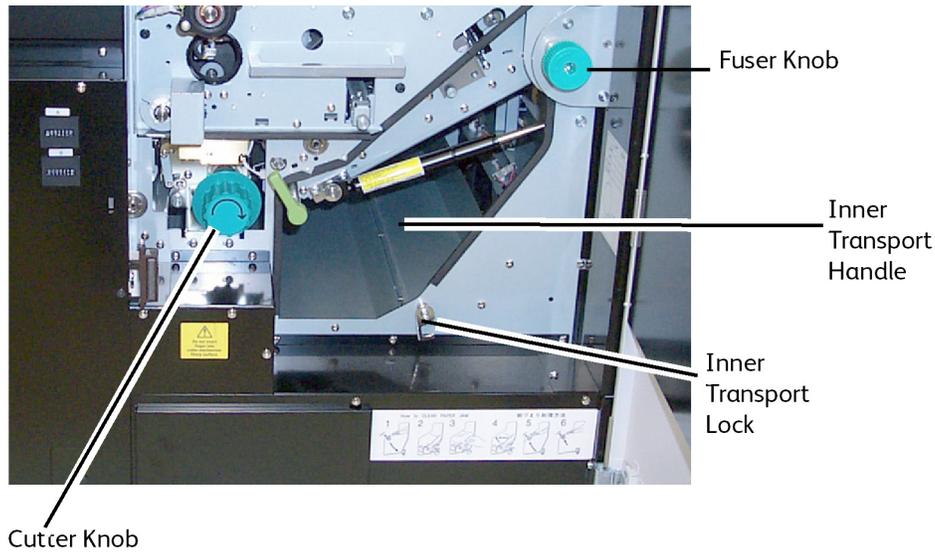
This error may have been caused if the Stacker was not powered on. Clear the misfeed and ensure the Stacker power is on.

- Open the Exit Cover.

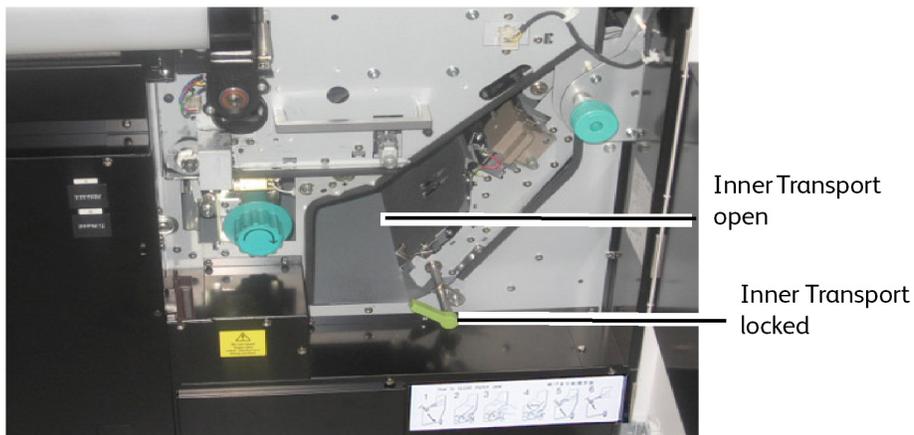


- Open both the Left and Right Side Doors.

3. Turn the Inner Transport Assembly Handle to release the Transport.



4. Lower the transport and lock it down by latching the Inner Transport Lock.



5. If a cut sheet of media is present, remove it and go to step 13.
6. If the media is not yet cut, continue with the next steps.
7. Turn the green Cutter Knob to the right once and only one revolution to cut the roll media.

**NOTE**

Do not rotate the green Cutter Knob more than once. If it is rotated several times, paper fragments may be left in the Cutter area and cause problems.

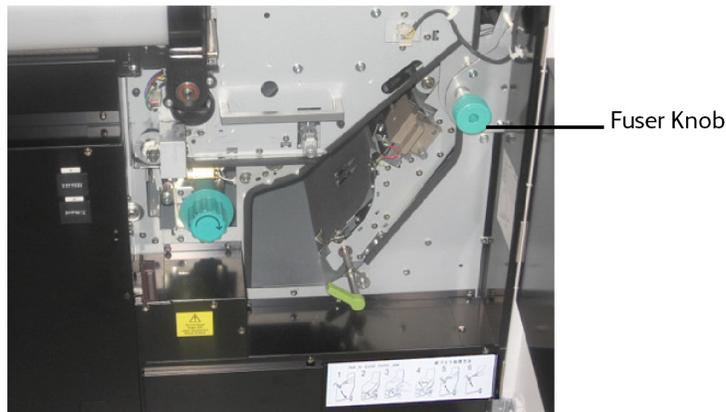


8. Return the Cutter to the home position by rotating the Cutter Knob until green is seen inside of the notch. Green indicates the home position.

 **CAUTION**

Do not rotate the Cutter Knob counter-clockwise (left). It will damage the Cutter Blade.

9. Rotate the Fuser Knob counter-clockwise to release the mis-fed media from the Fuser area.



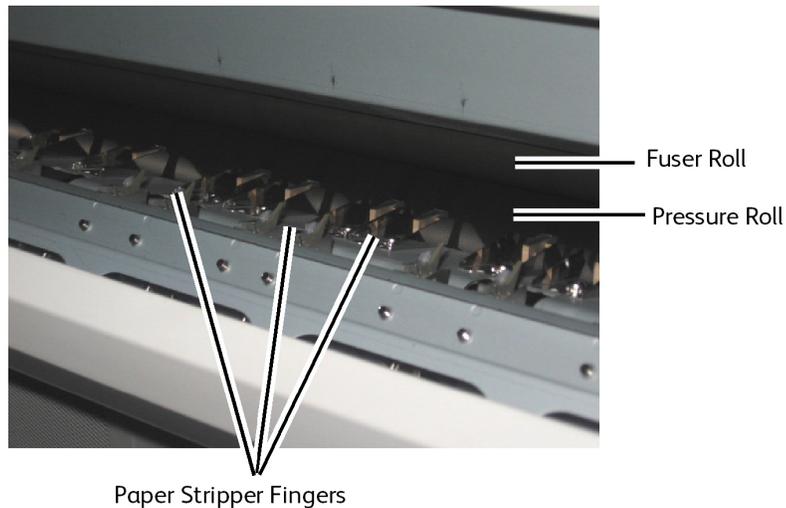
10. Open the Exit Cover to see the misfed media.

 **CAUTION**

There are many hot surfaces inside the Exit Cover. The Fuser Roll and Pressure Roll are especially hot. Do not touch such parts in the following procedure.

 **CAUTION**

There are Paper Stripper Fingers inside the Exit Cover as well. These have very sharp tips. Do not touch such parts in the following procedure.



11. Carefully remove the mis-fed media from the hot and sharp areas shown above.
12. Close the Exit Cover.
13. Hold the Inner Transport Handle while releasing the Inner Transport Lock, and gently guide it back into the original position.
14. Return the green Inner Transport Handle to the lock position ensuring it latches

#### NOTE

If the Inner Transport Assembly is not locked firmly, the PF Indicator Light on the Operator Panel will light along with a U-04 Open Error Code on the Status Display.

15. Close both the Left and Right Side Doors.
16. Open the media drawer selected and rewind the media roll to the original position which is slightly between the feed rolls. If too much media had advanced, it may misfeed.
17. Close the Media Drawers.
18. If the leading edge is not sufficiently square, perform the automatic Initial Cut by pressing the [Select] key to select the appropriate drawer, and then pressing [Cut] key. Approximately 9.5" (240mm) media will be cut and fed from the printer.
19. Ensure the Stacker power is on.

#### NOTE

Roll 3 only: Rotate the Lower Feed Roller by hand until the lead edge is visible in the center of the Viewing Hole.

## Clearing Misfeeds in the Folder (J-21)

When the media is misfed in the optional Folder, J-21 is indicated. See the User Guide of Folder and remove the misfed media.

## Clearing Misfeeds in the Auto Stacker (J-22)

When the media is misfed in the optional Stacker, J-22 is indicated. See the User Guide of the Auto Stacker and remove the misfed media.

## Printer Errors (E-XX)

When a printer error “E-XX” occurs, follow the instructions below and check the entire paper path for jams. If the problem cannot be solved, follow the “Calling for Service” instructions located at the end of this chapter.

**Table 29: Error codes**

Error Code	Cause	Treatment
E-01	The fuser is over-temperature.	Press power off, then on. If problem still exists, call for service.
E-02	There is a problem with the fuser temperature.	Press power off, then on. If problem still exists, call for service.
E-05	There is a Photoreceptor Drum motor error.	Clear all jams from the printer then press power off, then on. If problem still exists, call for service.
E-06	Counter A/B error.	Press power off, then on. If problem still exists, call for service.
E-07	There is a cutter motor error.	Clear all jams from the printer then rotate the green Cutter Knob so that the green indicator is in the cutout. Press power off, then on. If problem still exists, call for service.
E-13	There is a paper feed motor error.	Clear all jams from the printer then press power off, then on. If problem still exists, call for service.
E-14	There is a fuser motor error.	Press power off, then on. If problem still exists, call for service.
E-16	There is a wire cleaning motor error.	Press power off, then on. Perform the wire cleaning procedure again. If problem still exists, call for service.
E-21	There is a fuser thermostat error.	Press power off, then on. If problem still exists, call for service.
E-23	There is an LED Head cleaning error.	Press power off, then on. Perform the LED Head cleaning procedure again. If problem still exists, call for service.
E-49	There is a developer position motor error.	Press power off, then on. If problem still exists, call for service.

## Door Open Errors (U-XX)

When the printer experiences a door open error, the following occurs:

- The Door Open Indicator flashes orange.
- An error code “U-XX” flashes.
- For codes U-04 or U-14, the location of the open door is also shown by PF or EXIT.

Error Code	Cause	Treatment
U-01	The Drawer 1 is open.	Open and close the drawer.
U-02	The Drawer 2 is open.	Open and close the drawer.
U-03	The Drawer 3/4 is open.	Open and close the drawer.
U-04	The Inner Transport is open.	Close the Inner Transport. When you turn the latch, confirm that it is locked.
U-06	Left Door is open.	Close the Left Door.
U-11	Manual Feed-in Shelf (Bypass) is open.	Open and close the Manual Feed-in Shelf (Bypass).
U-10	A interlock is open.	Reset the Manual Feed-in Shelf (Bypass), Right Door, Top Rear Cover, Exit Cover
U-12	Right Door is open.	Close the Right Door.
U-13	Top Rear Cover is open.	Close the Top Rear Cover.
U-14	Exit Cover is open.	Close the Exit Cover.
U-21	Folder Door is open.	Close the Folder Door.

## Thumping Noise in Standby

After 30 minutes of no use, the printer will reset the Developer Motor and enter an idle state. A loud “thump” noise will be heard as the motor resets. This is normal.

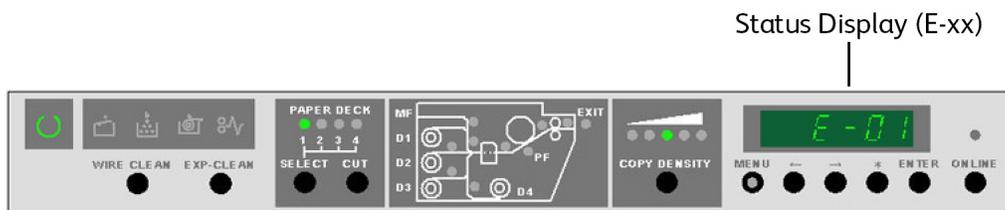
## Image Quality Problem Solving

Use the chart below as an aid to identifying and solving a variety of image quality problems.

Problem	Cause	Solution
Portions of the prints are deleted	Media may be damp	Check/replace media Ensure media is stored in a bag Enable media heaters.
Prints are light overall	The print density is too light	Increase the print density Check toner supply
	The image LED Print Head and charge wire may be dirty	Press the exposure and wire clean buttons
Wrinkles on Tracing Paper	Media may be too dry	Ensure media is stored in a bag. Disable media heaters.
Light or fuzzy image on film	Film characteristics	Refer to User Mode 6 and change the detack lamp control setting
Trail edge deletions	Media	Check/replace the media
	Image too close to trail edge	Adjust image size away from trial edge. Increase the trail edge margin setting using Accxes Tools

## Service Call Errors

If the Xerox Wide Format 6622 Solution has any abnormal error which the can not be cleared, the Status Display indicates Service Call Error Codes as “E-xx”. The machine can no longer print until these are cleared, therefore call Xerox Customer Service immediately and have the code with you.



Try to turn off/on the machine before calling for service. This may reset and clear the code.

If E-xx is indicated again, turn off and unplug the machine and call for service.

Error Code	Error Definition
E-01	Fuser temperature rising error
E-02	Abnormal fuser temperature
E-05	Photoreceptor Drum motor error
E-06	Counter A/B error
E-07	Cutter motor error

Error Code	Error Definition
E-09	Web end error
E-13	Paper feed motor error
E-14	Fuser motor error
E-16	Wire cleaning motor error
E-21	Fuser thermostat error
E-23	LED head cleaning motor error
E-26	Surface potential control error
E-27	Density sensor error
E-28	Density control error
E-30	Developer disconnection error
E-43	RFID (IC Tag) Error
E-49	Developer disconnection error
E-F0	Folder error
E-Fb	Flash ROM error





