FreeFlow® Accxes® Print Server V12.0
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Xerox® 6204® Wide Format Solution

Copy/Scan User Guide

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Contents

1 Before Using the Machine

Preface 1-2
Related Information Sources and CDs 1-3
Options 1-4
Using This Guide 1-5
Prerequisite Knowledge 1-5
Organization of this Guide 1-5
Conventions 1-7
Safety Notes 1-8
Operational Safety Information 1-10
Maintenance Information 1-11
Ozone Safety Information 1-11
For Consumables 1-11
Radio Frequency Emissions 1-11
Product Safety Certification 1-12
Regulatory Information 1-13
Environmental Compliance 1-13
Illegal Copies and Printouts 1-14
USA 1-14
Canada 1-15
Other Countries 1-16
Product Recycling and Disposal 1-17
WEEE Directive 2002/96/EC 1-17
Power Connection 1-18
Environment and Temperature 1-19
Warning and Caution Label Locations 1-20

2 Product Overview

Machine Components 2-22
Machine Components 2-23
Control Panel 2-28
Using the Touch Screen 2-29

Powering the System On/Off 2-34
Using the Power Saver Feature 2-34
Entering the Power Saver Mode 2-35
Exiting the Power Saver Mode 2-35
System Power On Procedure 2-36
System Power Off Procedure 2-37
Checking the Circuit Breaker 2-39
Usable Originals 2-40
Use the Document Carrier for These Originals 2-40
Precautions When Handling Originals 2-40
Size Series Settings for Originals 2-41
Media Types and Loading 2-43
Media Type 2-44
Handling and Storing Media 2-45
Loading Media 2-46
Cutting Roll Media 2-51
Media Settings 2-53

3 Copy

Copying Procedure 3-58
Step 1-Selecting Features 3-58
Step 2 - Entering the Copy Quantity 3-60
Step 3 - Scanning the Original 3-61
Stopping Scanning & Copying 3-62
Stopping a Scan 3-62
Stopping a Copy Job 3-63
Creating Collated Copies 3-67
Making Copies using the Manual Feed Tray (Bypass) 3-71
Interrupting a Print Job 3-74
Copying from Memory 3-76
Procedure 3-76
Setting up the [Basic Copy] selections 3-78
Reduce/Enlarge 3-79
Media Source 3-82
Media Type 3-83
Output Format 3-83
Setting up the [Image Quality] selections 3-85
Original Type 3-85
Copy Density 3-87
Background Suppression 3-87
Contrast 3-88

Setting up the [More Features] selections 3-90
Sample Copy 3-91
Image Location 3-93
Scan Width 3-95
Margins 3-96
Invert Image 3-98
Rendering 3-99
Mirror Image 3-100
Sharpness 3-101
Scan Offset 3-102

4 Scan

Preparation for Scanning 4-106
Establish the Network Settings 4-106
Create a Destination (Mailbox) 4-106
Scanning Overview 4-107
Step 1 - Selecting a Mailbox 4-107
Step 2 - Selecting Features 4-109
Step 3 - Scanning the Document 4-110
Stopping a Scan 4-111
Interrupting a Print Job to Scan a Document 4-112
Setting Up the [Basic Scan] selections 4-114
Original Type 4-115
Scan Resolution 4-116
File Format 4-116
Setting Up the [Image Quality] Selections 4-117
Rendering 4-117
Sharpness 4-118
Scan Density 4-119
Background Suppression 4-119
Contrast 4-120
Setting Up the [More Features] selections 4-122
Scan Width 4-123
Scan Offset 4-124
Invert Image 4-126
Mirror Image 4-127
Preview 4-129
Scan to Print 4-130
Deleting Documents from a Mailbox 4-131
Delete All Documents 4-131
Delete a Document 4-133
Creating & Deleting a Mailbox 4-135
Creating a Mailbox 4-135
Deleting a Mailbox 4-138

5 Store/Recall

Accessing the [Store/Recall] Menu 5-140
Recall Last Copy Job 5-141
Delete Last Copy Job 5-144
Copy Job Templates 5-145
Recall Template 5-147
Save Template 5-149
Delete Template 5-151
Save Default Template 5-153
Restore Factory Defaults 5-154

6 System Setup

Localization 6-156
Date and Time 6-157
Date Format 6-157
Clock 6-159
Control Panel 6-161
Custom Buttons 6-161
Audible Tones 6-164
Default Screen 6-167
Custom Menus 6-169
Network Settings 6-173
Timers 6-176
Low-power 6-176
Sleep 6-178
Features 6-179
Print Interrupt 6-181
File Deletion 6-183
Custom Original Series 6-185
Copy Options 6-187
Output Media Series 6-187
Custom R/E 6-189
Reduction Line Preservation 6-192
Custom Formats 6-194
Auto Rotate 6-197
Scan Start 6-199

7 System Administration

System Administration Overview 7-152
Entering the System Administration Mode 7-152
Exiting the System Administration Mode 7-154
System Administration Features 7-155
Job Accounting 7-156
Change Password 7-158
Diagnostic Prints 7-160

Shutdown. 7-162
Image Recall. 7-163

8 Machine Status

Overview of Machine Status 8-162
Printer Status. 8-163
Media Status. 8-165
Configuration Prints 8-167
Configuration Print Samples. 8-169
Billing Meters 8-173
Show Current Print Job. 8-175
System Description 8-178
Recent Faults. 8-180

9 Maintenance

Replacing Consumables 9-176
Loading Toner. 9-177
Replacing the Waste Toner Bottle 9-180
Cleaning the Machine 9-183

10 Problem Solving

Troubleshooting. 10-184
General Problems 10-185
Problems During Copying 10-186
Problems during Scanning 10-191
Problems during Printing. 10-193
Error Messages. 10-197
Document Jams. 10-198
Paper Jams 10-200
Paper Jams in Roll 1 or Roll 2 10-203
Paper Jams in Manual Feed Tray (Bypass). 10-207
Paper Jams in Upper Unit 10-208
Paper Jams in Fuser Unit. 10-211

11 Appendix

Space Requirements. 11-210
Specifications 11-211
Options. 11-220
Printer Drivers/Client Tools. 11-221
Cautions and Limitations 11-222
Notes and Restrictions on Use of the Machine. 11-222

1 Before Using the Machine

This chapter contains descriptions about how to use this document, as well as cautions on using the product safely and legally.

- Preface
- Related Information Sources and CDs
- Options
- Using this Guide
- Safety Notes
- Regulatory Information
- Illegal Copies and Printouts
- Product Recycling and Disposal
- Power Connection
- Warning and Caution Label Locations

Preface

Thank you for selecting the Xerox 6204® Wide Format Solution with FreeFlow® Accxes® Print Server. This machine provides high quality, low cost, 600 dpi monochrome copying, scanning, and printing, and is rated at four D-size (A1) prints per minute, or an optional five D-size (A-1) prints per minute. It can print on both roll and cut sheet media (bond, vellum, tracing paper, film), in sizes up to 36 inches (914mm) wide.

This guide provides procedures for setting up, operating, and maintaining the machine. Please read the guide thoroughly to obtain the best performance from the product. Also keep it handy for quick reference when you need help in performing a task or solving a problem.

Related Information Sources and CDs

We provide the following documentation to help you make optimum use of the machine.

User Guide

The *Xerox 6204® Wide Format Solution Copy/Scan User Guide for the FreeFlow Accxes Print Server* contains the procedures for setting up, operating, and maintaining the machine. This guide is provided in PDF format on the CD.

Quick Start Guide

The *Quick Start Guide* introduces the main features of the machine and provides basic operating instructions. It also is provided in PDF format on the CD.

CD-ROMs

Several CDs are provided with the machine, including the following:

- **Documentation CD**: Contains Printer and Copier/Printer user guides in PDF format, and installation instructions for client and driver software. The user guides for the client and driver software are included with the respective software.
- **Driver Software:** Contains all of the Accxes print drivers, including the version 12.0 Windows (HP-GL) print driver, the version 12.0 PostScript driver (functionality must be enabled using a Feature Key), and version 11.0 AutoCAD HDI drivers for AutoCAD 2002/2004/2005/2006.
- **Client Software CD:** Contains the version 11.00.06 Accxes Client Tool software and the Account Management Tool software.

Options

Both hardware and software options are available for the machine.

User guides are supplied for the optional software. These documents contain the procedures for software installation and operation.

Using This Guide

This guide was produced for people who operate the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server on a regular basis. When using this guide, read the chapter that relates to the operation you are performing for a broader understanding of the process.

Prerequisite Knowledge

This guide assumes that the operator has a basic knowledge of the operating environment of the personal computer being used, network environments, and how to operate a personal computer. For more information, refer to the manuals provided with the personal computer, the operating system, and the network.

Organization of this Guide

1 - Before Using the Machine

Provides guidelines for the safe and legal use of the machine.

2 - Product Overview

Describes the purpose and use of the machine's major components, how to power the machine on and off, how to correctly use originals, and how to choose and load media.

3 - Copy

Describes the copy features and how to make copies.

4 - Scan

Describes the use of the scan features and how to set up and manage mailboxes.

5 - Store/Recall

Describes the job recall (stored programming) feature and its use.

6 - System Setup

Describes the procedures for setting up the machine's feature defaults.

7 - **System Administration**

Describes the use of the system administration features.

8 - Machine Status

Describes the information that can be obtained using the Machine Status feature.

9 - Maintenance

Provides procedures for replacing consumables and cleaning the machine.

10 - Problem Solving

Provides solutions to problems that may occur with the machine.

11 - Appendix

Lists the machine specifications and options.

Conventions

In this document, computer refers to a personal computer or workstation.

The following icons are used in this guide.

CAUTION: The CAUTION symbol alerts you to an action that may cause damage to hardware, software, or result in the loss of data.

WARNING: The WARNING symbol alerts you to an action that may cause bodily injury.

Note

Indicates additional information on operations or features and also indicates important information which you should read.

The following conventions are used in this guide:

" " :The cross-reference is within this manual.

":Refers to CD-ROM, names of features, touch screen messages, and input text.

[]:Refers to folders, files, applications, button or menu names displayed on the touch screen, as well as the names of menus, commands, windows, or dialog boxes displayed on the computer screen, and their button and menu names.

< > button:Indicates a hardware button on the control panel.

< > key:Indicates a key on the keyboard of the computer.

Safety Notes

Read these Safety Notes carefully before using this product to ensure that you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Authorized Local Dealer for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

WARNINGS:

- This warning alerts users to areas of the product where there is the possibility of personal injury.
- This warning alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

WARNING: This product must be connected to a protective grounded circuit.

This product is supplied with a plug that has a protective grounding pin. This plug will only fit into a grounded electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the product to an electrical outlet that lacks a grounded connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not carry out any maintenance on this product which is not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, as the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, because they may be explosive and flammable under certain circumstances.

Electrical Safety Information

WARNINGS:

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.

If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.

- Improper connection of the equipment-grounding conductor can result in electrical shock.
- Do not place objects on the power cord.
- Do not place this equipment where people might step or trip on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings.
- Never push objects of any kind into slots or openings on this equipment.

If any of the following conditions occur, switch off the power to the machine immediately (power switch and circuit breaker) and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

- The equipment emits an unusual noise or odor.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the copier/printer.
- The equipment is exposed to water.
- Any part of the equipment is damaged.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
    - This equipment must be connected to a protective grounded circuit, and the equipment is supplied with a plug that has a protective grounding pin. This plug will only fit into a grounded electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and has room for servicing. See the Install Guide for minimum dimensions.
- Always use materials and supplies specifically designed for your Xerox equipment. The use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance function that is not specifically described in this documentation.
- This equipment should not be placed in a built-in installation unless proper ventilation is provided. Please contact your Authorized Local Dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedure unless you have been trained to do them by an Authorized Local Dealer or unless a procedure is specifically described in the user manuals.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox Installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication **Ozone** by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your Authorized Local Dealer or Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges, or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe, and Australia/New Zealand

Note

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

Changes and modifications to the equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency

TUV Rhineland of North America

NEMKO

Standard

UL60950-1 1st(2003) (USA/Canada)

IEC60950-1 Edition 1 (2001)

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/73/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer.

WARNINGS:

- In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.
- This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may to required to take adequate measures.

Environmental Compliance

Canada - Environmental Choice

Terra Choice Environmental Services, Inc. of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Illegal Copies and Printouts

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or securities of the United States Government, such as:
   - Certificates of Indebtedness
   - National Bank Currency
   - Coupons from Bonds
   - Federal Reserve Bank Notes
   - Silver Certificates
   - Gold Certificates
   - United States Bonds
   - Treasury Notes
   - Federal Reserve Notes
   - Fractional Notes
   - Certificates of Deposit
   - Paper Money
   - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
   - Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
   - Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)
   - Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.)
   - Postal Money Orders.
   - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights and provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:
    - Earnings or Income
    - Dependency Status
    - Court Records
    - Previous military service
    - Physical or mental condition
    - Exception: United States military discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as the FBI, Treasury, etc. (unless the photograph is ordered by the Head of such department or bureau).

    Reproducing the following is also prohibited in certain states:
    Automobile Licenses - Driver's Licenses - Automobile Certificates of Title

The above list is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner of kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

1. Currency notes.
2. Bank notes and checks.
3. Bank and government bonds and securities.
4. Passports and identification cards.
5. Copyrighted material or trademarks without the consent of the owner.
6. Postage stamps.
7. Other negotiable instruments.

This list is not all-inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury, and other materials whose disposal may be regulate due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer.

WEEE Directive 2002/96/EC

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed with agreed procedures.

Prior to disposal, please contact your local dealer or Xerox Representative for end of life take back information.

Power Connection

Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration and the requirements in your country. Connect the power plug only to a properly rated and grounded power outlet to avoid the chance of electric shock. If in doubt, contact your Xerox Customer Support Center.

1. Rated voltage120 VAC (+/- 10%) @ 12A current
   Rated frequency50/60Hz
2. Rated voltage220-240VAC (-10% to +6%) @ 10.0A current
   Rated frequency50/60Hz

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can cause connection problems over time.

Do not attempt to rework, pull, bend, chafe, or damage the power cord in any way. Do not place heavy objects on the cord because that can also damage the cord.

Stop operation immediately if your machine produces smoke, excessive heat, unusual noises or smells, or if water, coffee, or other liquids are spilled on the machine. Immediately turn off the machine and unplug it. Then contact your Xerox Customer Support Center.

Environment and Temperature

The machine is designed to operate normally within the following recommended limits:

Temperature range: 50 - 90˚F (10 - 32˚C)

Humidity range: 15 - 85 % (no condensation)

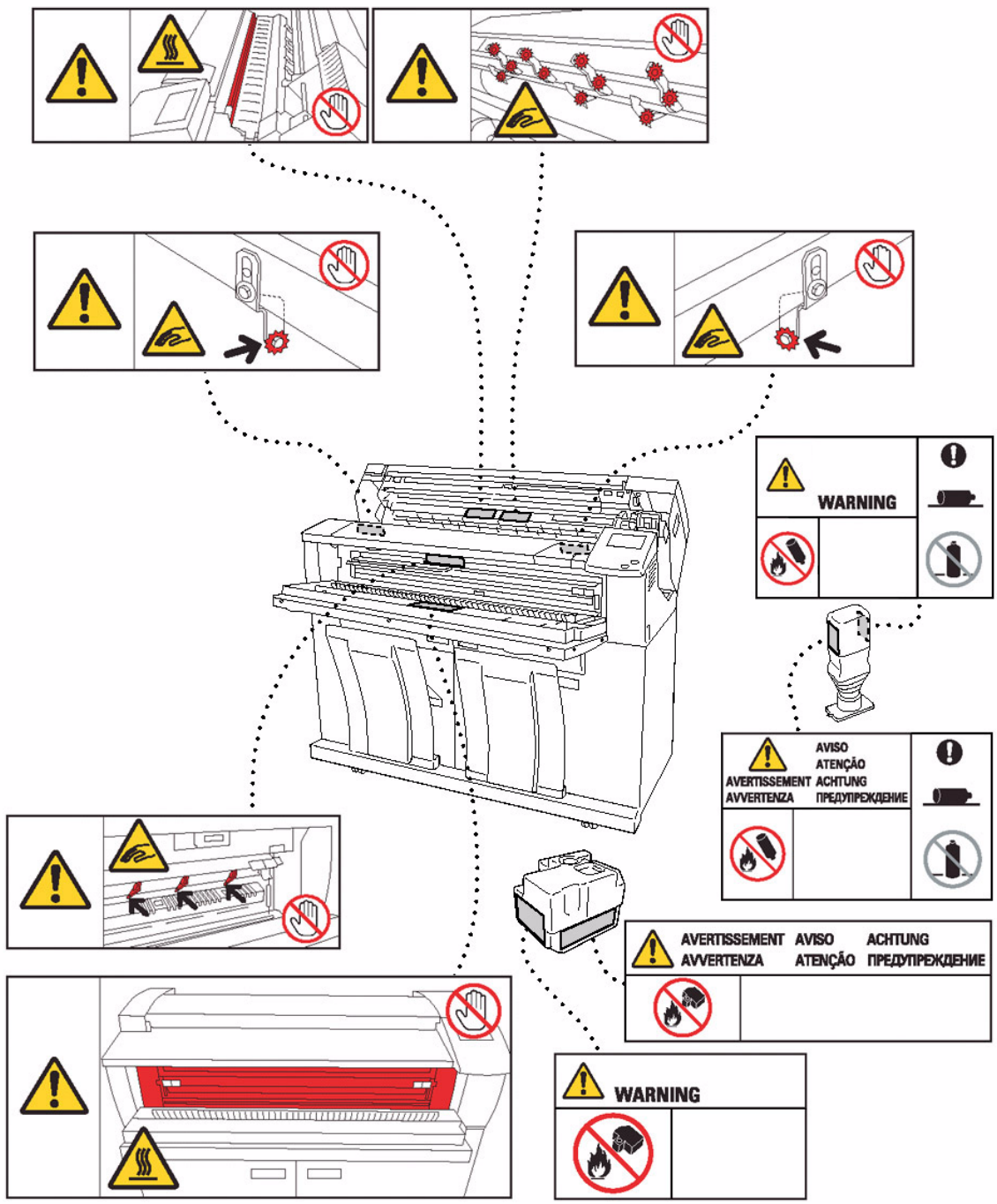
At 47.5 % humidity, the temperature should be 90˚F or below; at 85 % humidity, the temperature should be 82˚F or below.

Note

Sudden temperature fluctuations can affect copy quality. Heating a cold room too quickly can cause condensation to form inside the machine, which can interfere with image transfer.

Warning and Caution Label Locations

These are the locations of warning and caution labels on the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server.



Product Overview 2

This chapter describes the overall operation of the machine and the functions of the major components, how to power the machine on and off correctly, how to use the Power Saver feature, and how to use the control panel. The chapter also describes the characteristics of the originals that may be copied and scanned, the types of media that can be used, and how to make the media size, type, and thickness settings.

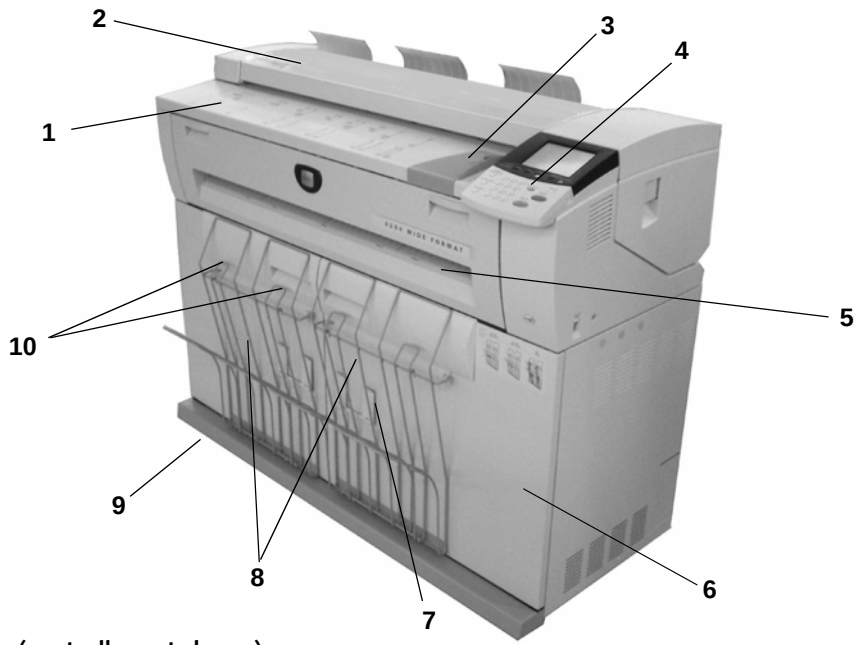
- Machine Components
- Powering the System On/Off
- Checking the Circuit Breaker
- Using the Power Saver Feature
- Size Series Settings for Originals
- Media Types and Loading
- Media Settings

Machine Components

This section describes the main components of the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server.

Machine Components

Front View

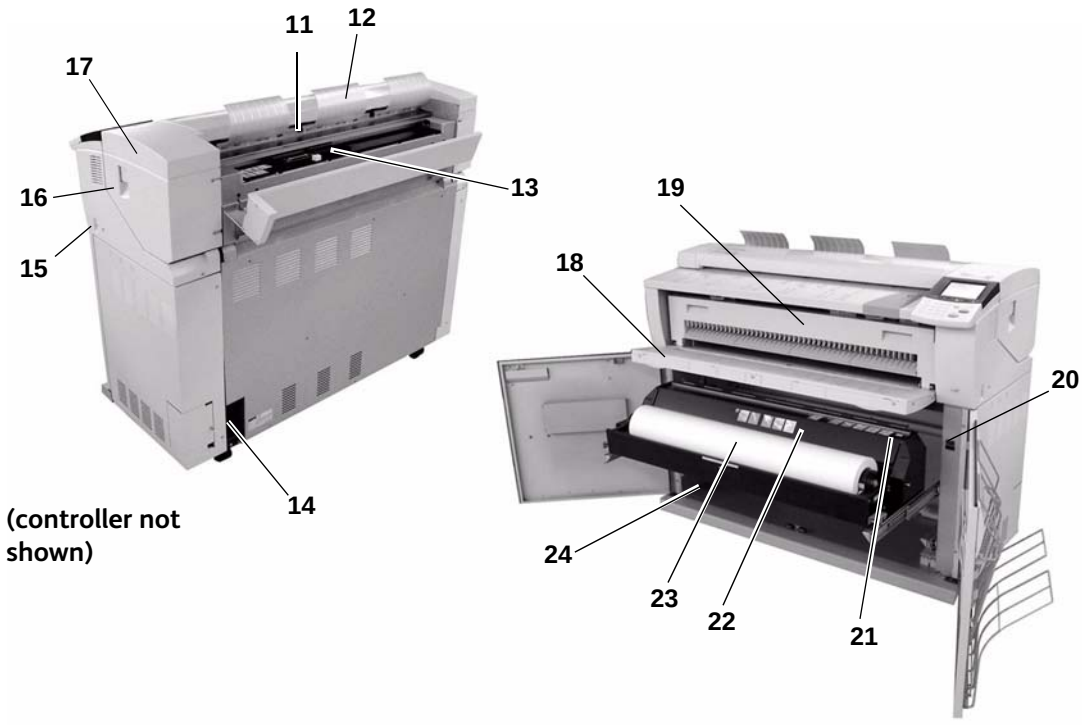


(controller not shown)

No.	Component	Function
1	Feed-in shelf	Load original here, face down.
2	Document handler cover	Remove this cover to clear a document jam.
3	Original guide	Align the right edge of original with this guide.
4	Control panel	This consists of operation buttons, LED indicators and a touch screen. For more details, refer to the "Control Panel" section of this chapter.
5	Printer exit port	Copies and prints are delivered here, face up.
6	Front doors	Open these doors to clear media jams and load media.
7	Small size paper flap	Receives and stacks small size copies and prints (8.5" to 18"/216mm to 457mm) when in the open position. About 20 sheets of Bond paper can be stacked. Refer to the label for usage information.
8	Copy catch tray	Assembly that receives and stacks medium and large size copies and prints. The assembly accommodates copies/prints of 17" to 48"/432mm to 1219mm when the Extender Assemblies are hooked at the rear of the wireform, and 48"/1219mm and larger when the Extender Assemblies are unhooked. About 20 sheets of Bond paper can be stacked. Refer to the label on the front of the machine for usage information.

No.	Component	Function
9	Caster	Used for locking the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Extender assemblies	When unhooked from the rear of the copy catch tray wireform, accommodate 48" (1219mm) and longer copies and prints.

Right and Rear Views



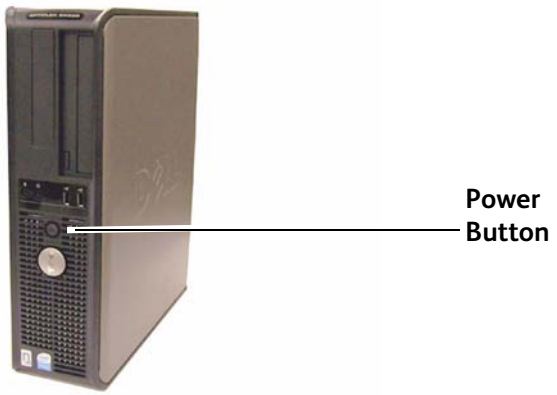
(controller not shown)

No.	Component	Function
11	Scanner exit port	Scanned originals exit here.
12	Front return guide	Returns scanned originals to the front. An optional Document Catch Tray may be installed on the rear of the machine. Ask your Xerox representative for more information about this option.
13	Toner supply port	Toner is added through this port.
14	Circuit Breaker	Switches the input power to the machine on/off and provides overcurrent and short circuit protection.
15	Power Switch	Switches the machine power on/off. (Also called the Standby switch.)
16	Upper unit release lever	Lift up this lever to open the upper unit.
17	Upper unit	Open this to clear a paper jam.
18	Manual feed tray (Bypass)	Open and load media here when making manual feed copies or prints.
19	Fuser cover	Open this to clear a paper jam.
20	Media heater switch	Switches the media heater on/off. Powering on the media heater helps prevent the media from wrinkling. The media heater switch is normally on.
21	Cutter button	Cuts the lead edge of roll media.

No.	Component	Function
22	Cutter cover	Covers the cutter to cut media. Normally, do not open this cover.
23	Roll 1	Load roll media here.
24	Roll 2 location	A second, optional roll (Roll 2) may be installed below Roll 1.

WARNING: Never touch a labeled area on hot or sharp parts. You may receive a burn or incur other injuries.

YKE-N Controller (front view)



YKE-N Controller (rear views)

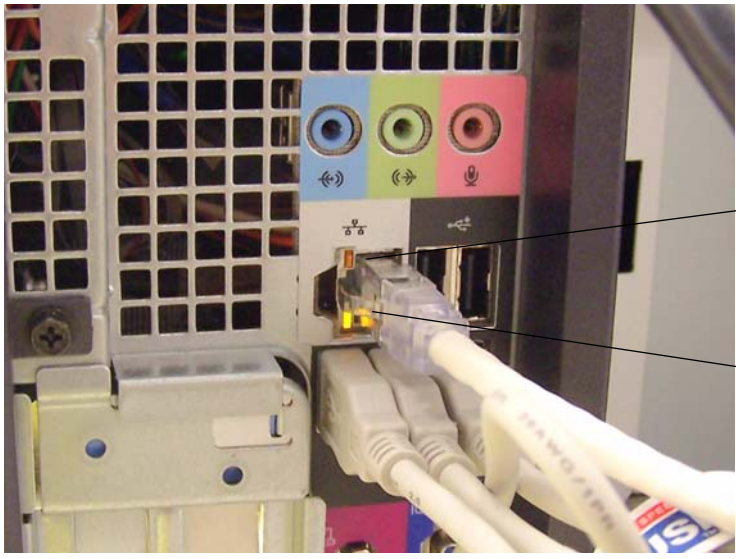
115/230V Selector Switch
This switch is set to the correct position during machine installation. ***Do not change its position.***

Power Cable

Ethernet Cable Connection

USB Cables:
2 on Printer model;
3 on Copier/Printer model
The USB cables provide communication pathways between the controller and the Xerox 6204 Wide Format Solution.

IEEE 1394 Firewire connectors
(for connecting the Wide Format Scan System)



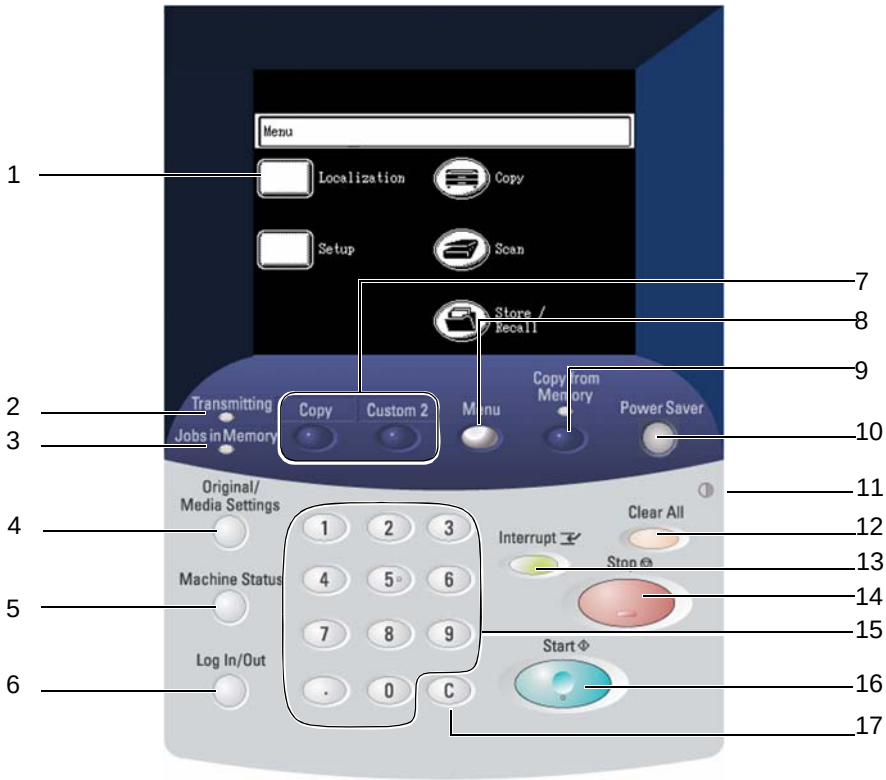
Link LED

Activity LED

On a system that is working normally and has a good network connection, the Link LED will be illuminated continuously; the Activity LED will blink in response to network activity.

Control Panel

The following describes the control panel components.



No.	Component	Function
1	Touch screen	Displays messages and on-screen buttons for selecting features. Touch the screen to select features and options.
2	<Transmitting> indicator	Illuminates while the machine is communicating with the controller.
3	<Jobs in Memory> indicator	Illuminates when data (from copying and scanning) are stored in memory.
4	<Original/Media settings> button	Displays the [Original/Media settings] screen. Select either or both of the tabs that display to view or change the Original Size Series, and the Media Size Series, Type, and Thickness.
5	<Machine Status> button	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.
6	<Log In/Out> button	Displays the System Administrator mode screen.
7	<Custom 1> <Custom 2>	Each button can be set up to display a custom feature when pressed.

No.	Component	Function
8	<Menu> button	Displays the [Menu] screen.
9	<Copy from Memory> button/indicator	Initiates reprinting of the most recently completed copy job (both single- and multiple originals).
10	<Power Saver> button	Pressing this button when the machine is ready to copy, scan, or print causes the machine to enter the [Power Saver mode]. When the machine is in the [Power Saver mode], the button illuminates. Press this button when the machine is in the [Power Saver mode] to resume normal operation.
11	Brightness dial	Adjusts the brightness of the touch screen. Use this dial to adjust the brightness of the touch screen when it is too dark or too bright to read.
12	<Clear All> button	Returns the status of all displayed services to their default values.
13	<Interrupt> button/indicator	Enables the user to temporarily interrupt a print job to run a higher priority copy or scan job. The <Interrupt> button will illuminate when pressed, and remain illuminated throughout the interrupt job. Pressing <Interrupt> again cancels the interrupt mode, allowing the suspended job to resume.
14	<Stop> button	Used to stop the scanning of the current original, and to stop the current copy, scan, or print job.
15	Numeric keypad	Used to enter numeric values in data entry fields.
16	<Start> button	Used to start the scanning of an original.
17	<C> button	Clears incorrect value(s) entered using the numeric keypad.

Using the Touch Screen

The touch screen displays messages and contains the selection and feature buttons for setting up copying and scanning jobs. Touch the screen to select a feature or option.

Note

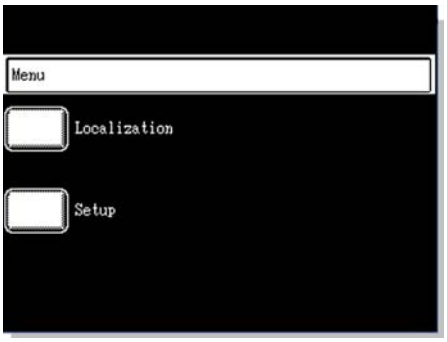
The features that display may vary, depending on the model, the options installed, and the machine settings.

The Default Screen

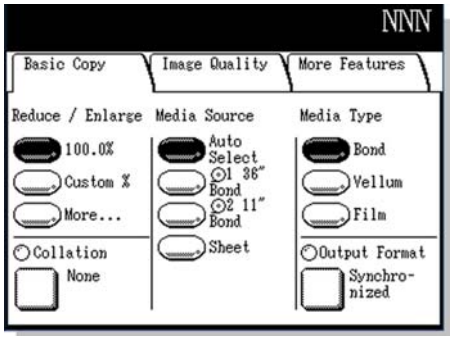
The default screen is the normal touch screen display that users interface with daily. It appears after the machine is powered on or exits the Power Saver mode, when the <Clear All> button is pressed, when the machine exits the System Administration mode, and after a user checks machine status.

You may select the default screen from the options below. The procedure for changing the default screen is located in the section on Default Screen.

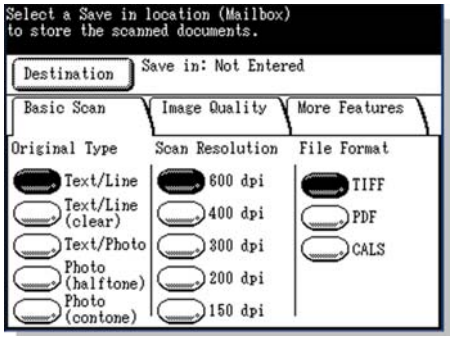
[Menu] screen



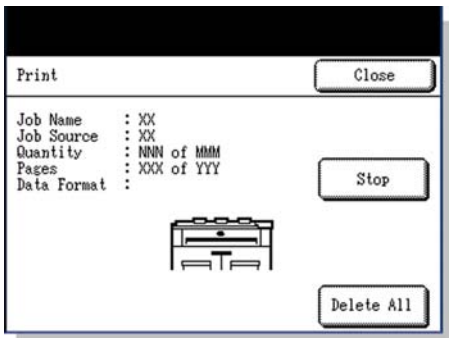
[Copy] screen



[Scan] screen

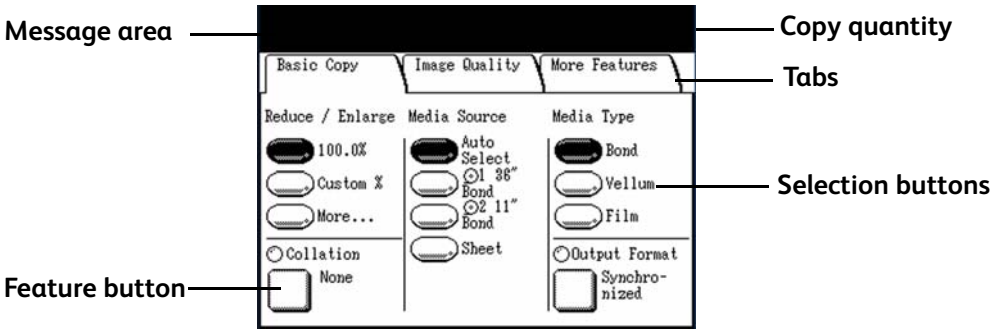


[Printer Status] screen



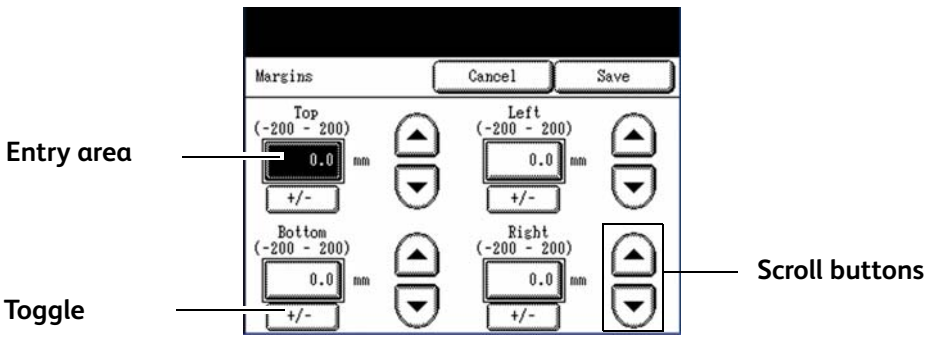
Features & Functions

The following describes the names and functions of the features on the touch screen.



Component	Function
Message area	Displays machine status messages and provides guidance for operating the machine.
Tab	Touch a tab to select and display the [Basic Copy], [Image Quality], and [More Features] menus.
Copy quantity	Enter the number of copies using the numeric keypad. The number of copies can be set from 1 to 999. Press the <C> button to clear an incorrect entry.
Selection buttons	Touch to select an option. When selected, the button highlights. Note: When you touch the on-screen button **More**..., another screen with additional options displays.
Feature button	Touch to display the feature setup screens.

Feature Setup Screen

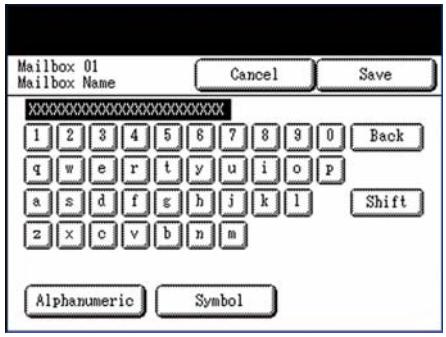


Component	Function
Entry area	Displays the characters entered on the numeric keypad. The numbers within the parentheses ( ) indicate the setting ranges.
Scroll buttons	Use the arrow buttons to scroll to and select a value. The items and buttons that cannot be selected are displayed in light gray.
Toggle buttons	Touching the toggle buttons switches the values in the selected entry area from positive to negative, or negative to positive. You also may use the scroll buttons to move to positive or negative values.

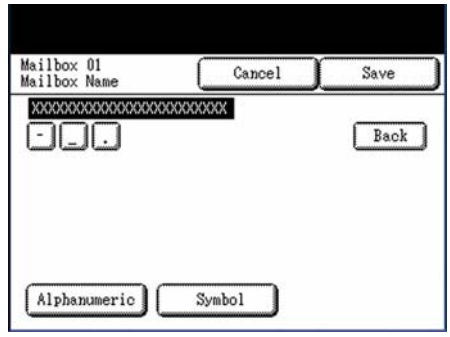
Entering Text

Screens may display that require you to enter text. This section describes how to enter text on the touch screen.

Alphanumeric keyboard



Symbols keyboard



Entering alphabetic characters and numbers	Select the [Alphanumeric] button, and then touch the desired characters. Select [Shift] to switch between lowercase and uppercase characters.
Entering symbols	Select the [Symbol] button to display the Symbols keyboard, and then touch the desired character.
Deleting a character	Select [Back] to delete one character at a time.
Canceling or saving your input	Select [Cancel] or [Save], as appropriate.

Powering the System On/Off

Although the printer and controller may be powered on and off manually, the recommended procedure is to allow the Power Saver feature to manage the machine power.

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 section on Timers 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.

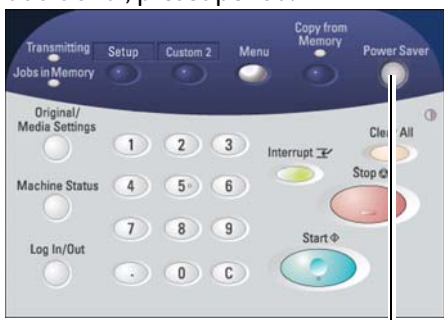
Sleep Mode

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 will remain dark and the <Power Saver> button will remain illuminated.

Entering the Power Saver Mode

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

Automatic Method: The machine will enter the [Low Power mode] after a preset period elapses. The machine will enter the [Sleep mode] from the [Low Power mode] if the machine remains idle for an additional, preset period.



<Power Saver>

Manual Method: Press the <Power Saver> button on the control panel. The button will illuminate, the machine will enter the [Low Power mode], and the touch screen's backlight will extinguish.

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 will extinguish, the touch screen will display the message Warming Up, and the machine will begin its warm up cycle.

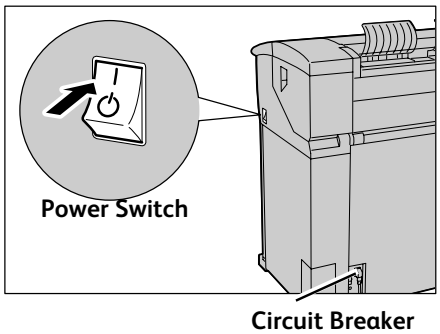
<Power Saver>

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

System Power On Procedure

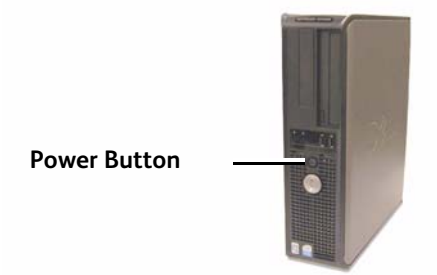
The procedure below describes the process for powering up the system from a cold start, that is, it assumes that both the printer and the controller are powered down completely.

1. Move the printer circuit breaker switch up, to the On [ı] position.



2. Move the printer power switch to the On [ı] position.

3. Press the power button on the front of the controller.



The power button lamp will illuminate. After about one-half minute, the control panel will display the message Printer Warming Up. The machine will be print-ready in about three minutes.

System Power Off Procedure

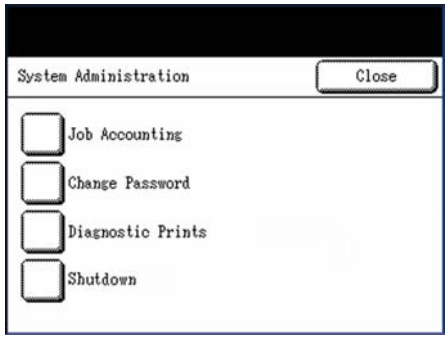
CAUTION: Powering down the system incorrectly may result in data corruption and a service call. The system shutdown procedure below allows the controller to power down correctly. Shutdown is best performed through the Web Print Management Tool or the System Administration menu's [Shutdown] feature. Only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

The procedure for powering down the entire system is described below. Follow this procedure to prevent data corruption and the possibility of a service call when a full system shutdown is called for.

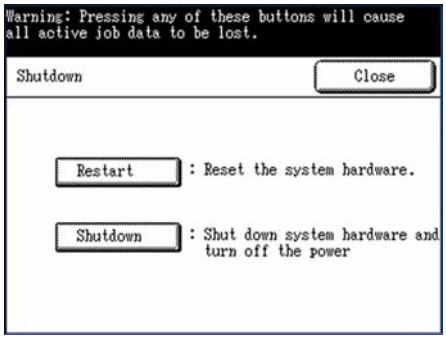
1. Make sure that all print jobs have finished processing and that the <Transmitting> indicator is not illuminated.
2. Select [Shutdown] from either the control panel or from the Web Print Management Tool.

Shutdown from the control panel:

1. Press the <Log In/Out> button on the control panel, enter the System Administration password when the [Password] screen displays, and then select the [Shutdown] button on the [System Administration] menu.



2. The [Shutdown] screen will display.



3. Select the [Shutdown] button.

   Note

   Do not select the [Restart] button. It is used to reboot the system when jobs in the print queue fail to process correctly.

   The [Power Off] screen will display briefly on the control panel, and then the control panel and the printer will shut down.

   The controller will complete its shutdown within 30 seconds from the moment the control panel and printer shut down. The controller's power button lamp will go out when the controller completes its shutdown.

Shutdown from Web Print Management Tool:

1. Open the Web Print Management Tool at your workstation.
2. Select Utilities > Shutdown > [Shutdown].

   Note

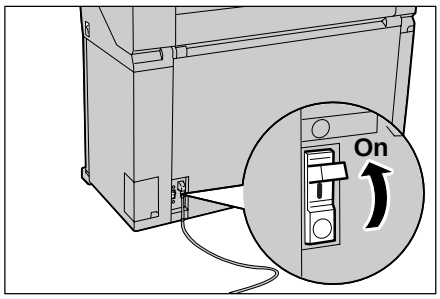
   Do not select the [Restart Controller] button. It is used to reboot the system when jobs in the print queue fail to process correctly.

The control panel, printer, and controller will undergo the same power down process as was described above.

3. Move the printer power switch to the off position.
4. Move the printer circuit breaker switch to the off position.

Checking the Circuit Breaker

The circuit breaker opens automatically and removes input power from the machine if a short circuit or overcurrent condition occurs.

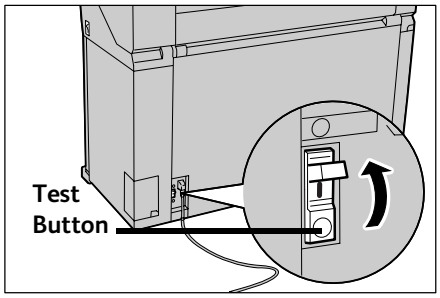


When the circuit breaker switch is in the up [ı] position, input power is supplied to the machine. If the machine will not be used for an extended period, the printer and the controller may be powered down as described in the System Power Off Procedure.

Check the Circuit Breaker once a month for correct operation. If you notice any unusual conditions, contact your Xerox Customer Support Center.

The procedure for checking the Circuit Breaker is as follows:

1. Perform steps 1 through 3 of the System Power Off Procedure.
2. Press the TEST button while the circuit breaker switch is in the on [ı] position. If the circuit breaker turns off, it is operating correctly.



3. Reset the circuit breaker switch and perform the System Power On Procedure.

Usable Originals

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

Original Type	Original Size	Thickness
Standard	See the **Original Size Series** table on the next page for a list of the sizes of originals that can be used with the Xerox 6204 Wide Format Solution.	Flat paper (0.05 - 3.2 mm)
Non-standard	Width: 7.2 - 36 inches (182 - 914.4 mm) Length: 8.3 - 59 inches (210-15000 mm)	

Use the Document Carrier for These Originals

Use the document carrier for the following:

- Originals that are perforated, creased, heavily curled, or torn
- Originals on which glue or adhesive tape has been applied.

Precautions When Handling Originals

Observe the following precautions when handling originals:

- The scanning area may become soiled if originals 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 originals that have been folded, wrinkled, torn, or had holes punched in them. These may result in document jams and tearing.
- When rolled originals 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.
- When scanning thick originals, support them lightly with your hands while they scan.

Size Series Settings for Originals

Select the required size series for original size detection from [ISO A series], [JIS B series], [ISO B series], [SP. A-1 series], [SP. A-2 series], [ARCH-1 series], [ARCH-2 series], and [ANSI series]. *The factory default setting is [ANSI size series].*

Note

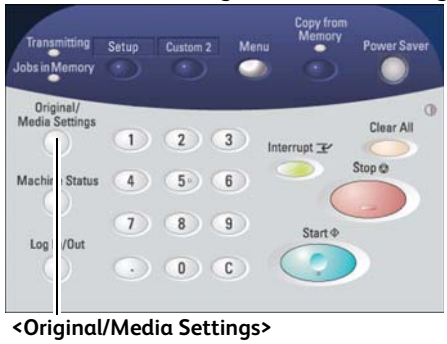
Be sure to change the original size series setting before you scan an original that differs from the current setting.

Original Size Series

Size Series	Original Sizes
ISO A series	A0, A1, A2, A3, A4
JIS B series	JIS B1, JIS B2, JIS B3, JIS B4
ISO B series	B1, B2, B3, B4
SP.A-1 series	880x1, 230mm, 620x871mm, 440x625mm, A3, A4
SP.A-2 series	860x1, 210mm, 620x871mm, A2, A3, A4
ARCH-1 series	36x48", 24x36", 18x24", 12x18", 9x12"
ARCH-2 series	30x42", 24x36", 18x24", 12x18", 9x12"
ANSI series	34x44", 22x34", 17x22", 11x17", 8.5x11"

Procedure

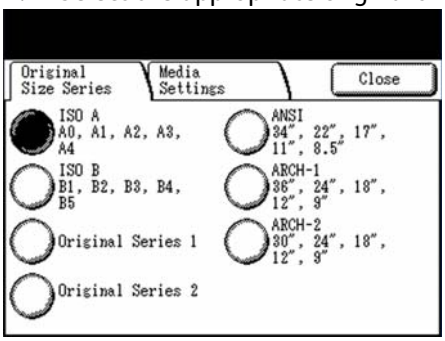
1. Press the <Original/Media Settings> button.



<Original/Media Settings>

The [Original Size Series/Media Settings] screen will display.

2. Select the appropriate original size series button on the [Original Size Series] tab.



3. Select [Close].

Media Types and Loading

This section describes the kinds of media which are available for this machine, as well as 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.

Notes

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

A [Media Mismatch] screen will display 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 will display 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 Type

Printable Media

When using supplier paper for copies or prints, make sure that it complies with the following specifications. However, it is recommended that you use the standard paper types introduced on the next page, to achieve clear copy and print results.

Note

The standard paper is recommended by Xerox.

Table 1. Roll Media

Roll/ Tray	Weight	Loadable media size	Standard Paper (including recommended paper)		
			Name	Grams/SquareMeter	Lbs.
Roll 1, Roll 2	**Bond Paper:** *20 lb.-500 ft.rolls:* Xerox Premium Bond or Xerox Performance Bond *18 lb.:* Translucent Bond **Tracing and Vellum:** 20 lb. Performance HPH Vellum *European:* Premium Tracing 90-112 g/m^2 **Film:** 4-mil Accu-Image Elite *Film - European:* 75-100 micron	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, 860mm) SP.A1 (620mm) SP.A2 (440mm) Outside diameter of the roll: less than or equal to 6.7 inches (170 mm)	Premium	75 g/m^2	20
			Premium Tints	80 g/m^2	N/A
			Premium Fluorescents	80 g/m^2	N/A
			Presentation	110g/m^2	N/A
			Performance	75g/m^2	20
			Translucent Bond	N/A	18
			HPH Vellum		20
			4-mil Accu-Image Film		
			Premium Tracing 90	90g/m^2	N/A
			Premium Tracing 112	112g/m^2	N/A
			Premium Translucent 75 micron		N/A
			Premium Translucent 100 micron		N/A
			Premium Opaque 100 micron		N/A

Table 1. Roll Media					
Roll/ Tray	**Weight**	**Loadable media size**	**Standard Paper (including recommended paper)**		
			Name	**Grams/SquareMeter**	**Lbs.**
Manual feed	**Plain Bond Paper:** *20 lb.-500 ft.rolls:* Xerox Premium Bond or Xerox Performance Bond *18 lb.:* Translucent Bond **Tracing and Vellum:** 20 lb. Performance HPH Vellum *European:* 90-112 g/m^2 **Film:** 4-Mil Zero-Solvent A-I Elite *Film - European:* 75-100 micron	ARCH-1: 36x48", 24x36", 18x24", 12x18", 12x9" ARCH-2: 30x42" ANSI: 34x44", 22x34", 17x22", 11x17", 11x8.5" ISO A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4 ISO B1, ISO B2, ISO B3, ISO B4 SP. A0 (880, 860mm) SP.A1 (620mm) SP.A2 (440mm) Width: 210-914.4mm Length: 297-15000mm	Premium	75g/m^2	20
			Business (A3, A4)	75g/m^2	20
			Translucent Bond	N/A	18
			HPH Vellum		20
			4-mil Accu-Image Film		
			Premium Tracing 90	90g/m^2	N/A
			Premium Tracing 112	112g/m^2	N/A
			Premium Translucent 75 micron		N/A
			Premium Translucent 100 micron		N/A
			Premium Opaque 100		N/A

Notes

- Jams may occur if the media being used differs from the current media settings. Always select the correct media size, type, and thickness to achieve the best results.
- G.S.M. (g/m^2) is a measure of a substance/weight of a paper expressed in grams per square meter, which does not depend on the number of sheets in the ream.

Handling and Storing Media

Handling Media

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

Storing Media

The optimum environment in which to store paper media is a humidity of 40 to 45 %. 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.

Loading Media

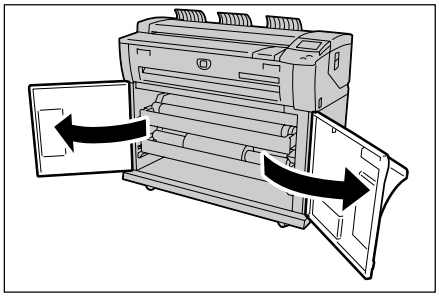
Roll Media

⚠ **WARNING:** Be careful not to pinch your fingers when you set the roll media in the media drawer.

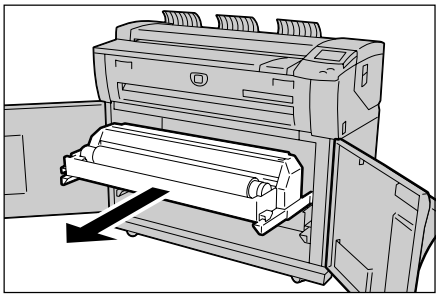
Load the roll media on Roll 1 or the optional Roll 2.

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

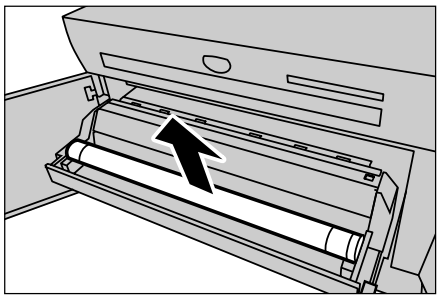
1. Open the front doors.



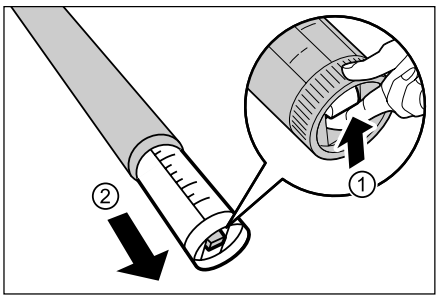
2. Pull out the drawer for Roll 1 or Roll 2.



3. Remove the shaft and the partial roll or core from the machine.



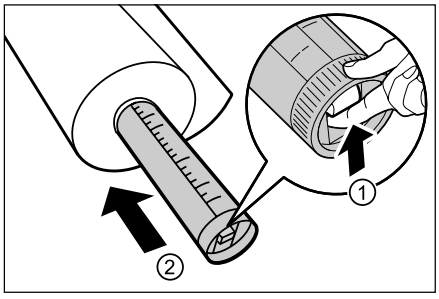
4. Pinch the lever at the end of the shaft, and remove the shaft from the core of the roll media.



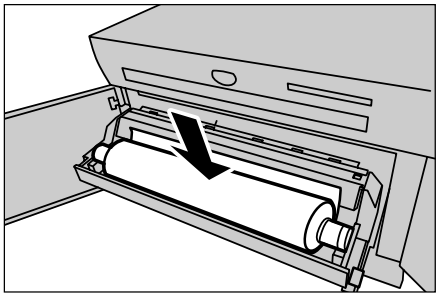
Note

Pinching the lever releases the spring tension roll media lock, making it possible for you can remove the shaft from the core.

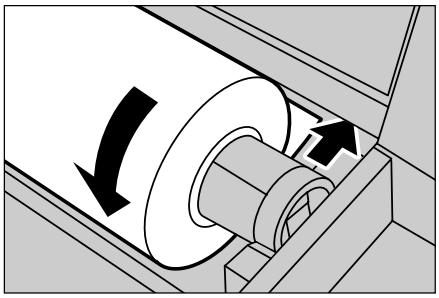
5. Pinch the lever at the end of the shaft, and insert the shaft into the new roll media. Be sure the roll ends align with the media size guide.



6. Adjust the roll media's orientation, and place the shaft on the shaft guide.



7. Rotate the roll media until the lead edge is gripped in the roller.



The roll media will automatically load, and then stop.

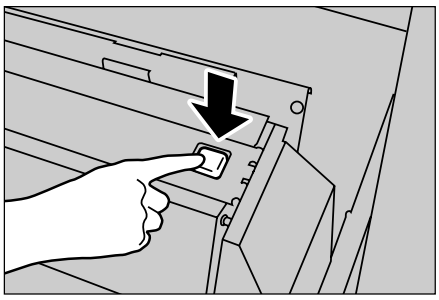
Note

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

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

8. Press the cutter button to cut the lead edge of roll media.

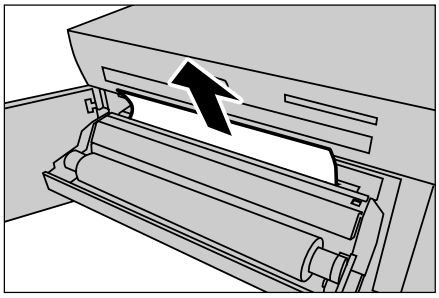
The lead edge of the roll media is cut.



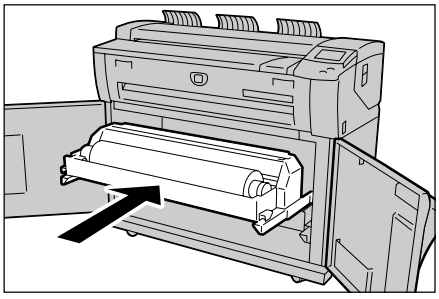
Note

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

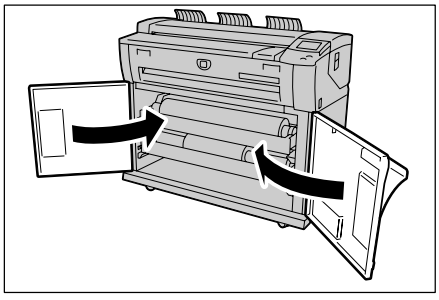
9. Remove the piece of paper that was cut.



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



11. Close the front doors.



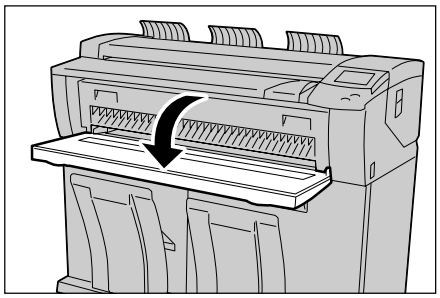
Using the Manual Feed Tray (Bypass)

When printing cut sheets, load the media in the manual feed tray (bypass).

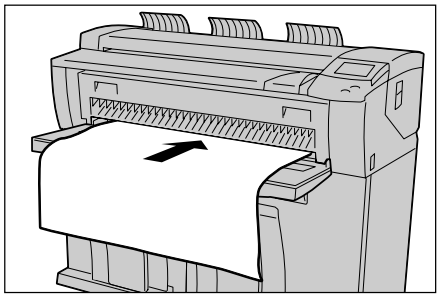
If you load different type, size, or thickness media, be sure to change the media settings before beginning to copy. For information about changing the media settings, refer to the section on Media Settings.

Procedure

1. Open the manual feed tray.



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



The machine will now feed the sheet into the starting position.

Note

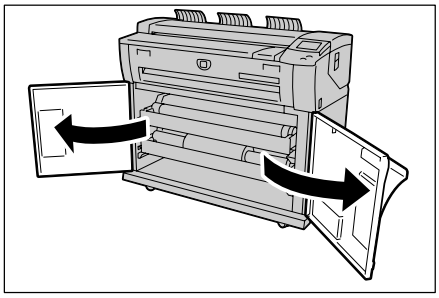
- Load single sheets only.
- When the lead edge of the media is curled, hold the curled portion with your hands as you insert it in the machine.
- Hold the media while it feeds. If you release the media too soon, a jam may occur.

Cutting Roll Media

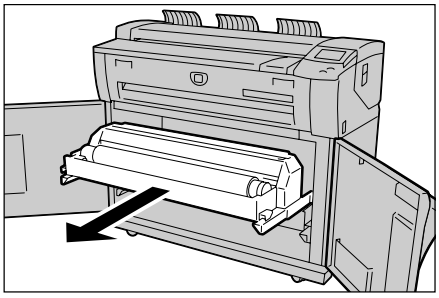
The following describes how to cut the lead edge of roll media.

Procedure

1. Open the front doors.

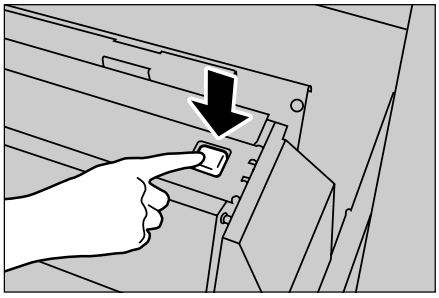


2. Pull out the drawer for Roll 1 or Roll 2.



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

3. Press the cutter button to cut the lead edge of the media.

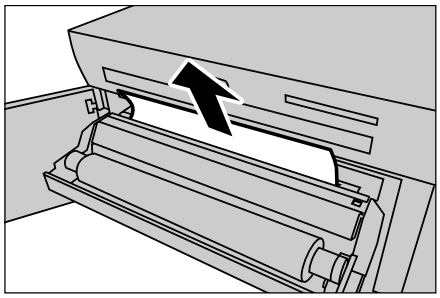


The lead edge of the media is cut.

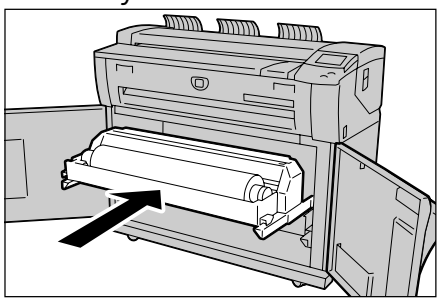
Note

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

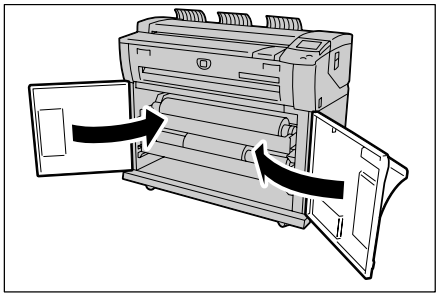
4. Remove the piece of paper that was cut.



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



6. Close the front doors.



Media Settings

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

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

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

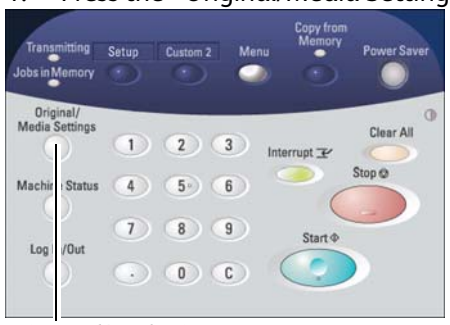
Media Thickness & Type			
Thickness	**Type**	**Name**	**Weight**
Light	Bond	Translucent Bond	18 lb.
	Vellum	HPH Vellum	20 lb.
	Film	4-mil AccuImage Elite	-
Ordinary	Bond	Premium	20 lb.
		Performance	20 lb.
		Premium Tints	80g/m^2
		Premium Fluorescent	80g/m^2
	Vellum	Premium Tracing 90	90g/m^2
	Film	Premium Translucent 75 micron	75µm

Media Thickness & Type			
Thickness	**Type**	**Name**	**Weight**
Heavy	Bond	Presentation	110g/m^2
	Vellum	Premium Tracing 112gsm	112g/m^2
	Film	Premium Translucent 100 micron	100µm

* Tracing paper is displayed as [Vellum].

Procedure

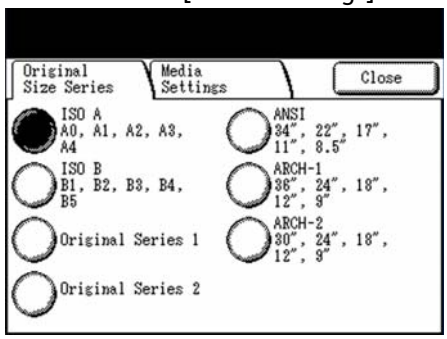
1. Press the <Original/Media Settings> button on the control panel.



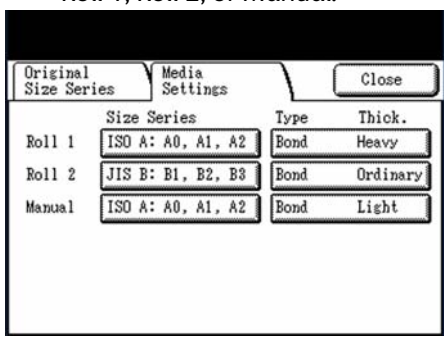
<Original/Media Settings>

The [Original Size Series/Media Settings] screen will display, with the [Original Size Series] tab on top.

2. Select the [Media Settings] tab to display the available options.

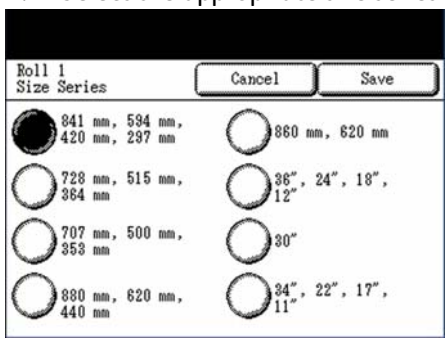


3. Under the Size Series heading, select the button for the media you are setting up, that is, either Roll 1, Roll 2, or Manual.



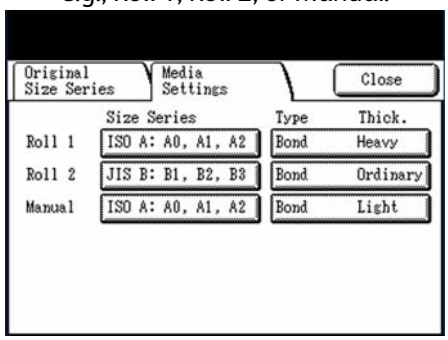
The corresponding setup screen will display, for example, [Roll 1 Size Series].

4. Select the appropriate size series button, and then press [Save].



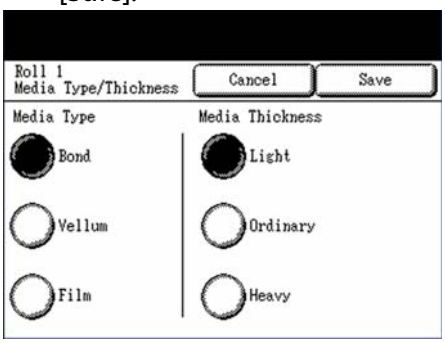
The [Media Settings] tab will redisplay.

5. Under the Type and Thickness headings, select the button for the new media you are setting up, e.g., Roll 1, Roll 2, or Manual.



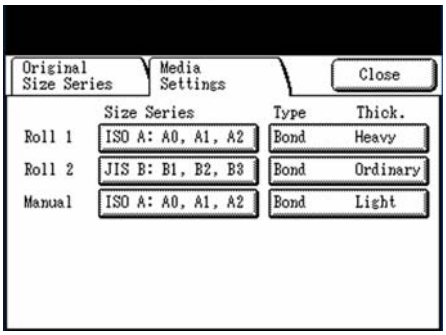
The corresponding [Media Type/Thickness] screen will display.

6. Select the Media Type and Media Thickness buttons that define the new media, and then select [Save].



The [Media Settings] tab will redisplay.

7. Select [Close].



Copy

3

This chapter describes the features and use of the [Copy] screen, how to make copies from both roll fed and manually fed cut sheet media, and how to set up the many copy features which can be accessed through the [Copy] screen.

- Copying Procedures
- Stopping Scanning and Copying
- Creating Collated Copies
- Making Copies using the Manual Feed Tray (Bypass)
- Interrupting a Print Job
- Copying from Memory
- Setting Up the Basic Copy Selections
- Setting up the Image Quality Selections
- Setting up the More Features Selections

Copying Procedure

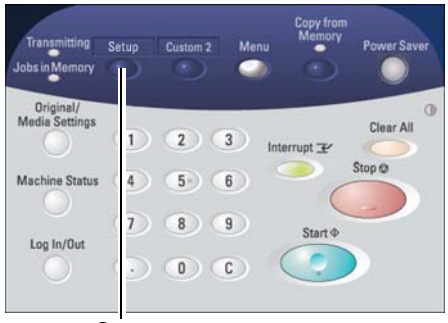
This section describes the procedures for making copies. Refer to the sections listed below for additional detail.

- Step 1 - Selecting Features
- Step 2 - Entering the Copy Quantity
- Step 3 - Scanning the Originals

Step 1-Selecting Features

Making a copy begins by displaying the [Copy] screen. Once that is done, set up the copy job by selecting the necessary features from the [Basic Copy], [Image Quality], and [More Features] tabs, and then enter the copy quantity.

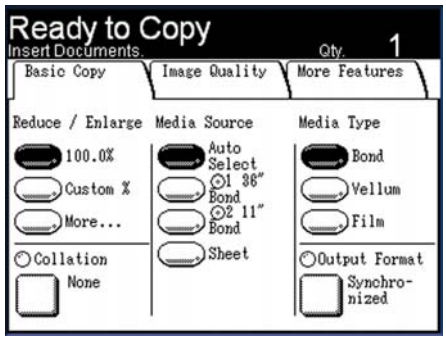
1. Press the <Copy> button on the control panel to display the [Copy] screen.



Notes

- You also can display the [Copy] screen by selecting [Copy] on the [Menu] screen. The [Menu] screen displays when you press the <Menu> button on the control panel.
- If the [Copy] screen is set up as the default screen, it will display whenever the machine is powered on, and after the machine exits Power Saver mode.

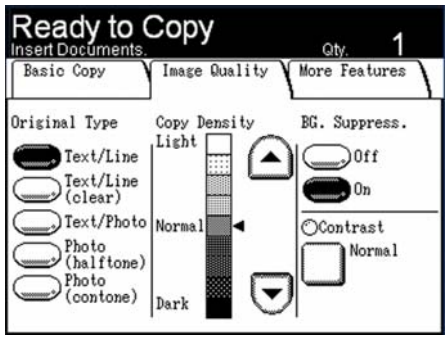
2. Select the required copy features from those displayed on the [Basic Copy] tab.



Note

For more information about this tab, refer to Setting up the [Basic Copy] selections which appears later in this chapter.

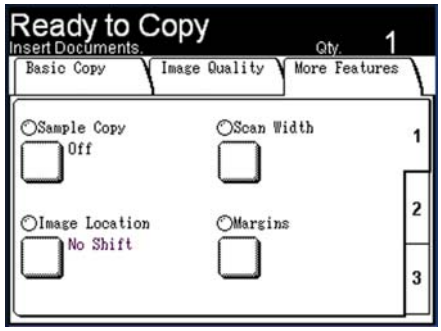
3. Select the required image quality features from those displayed on the [Image Quality] tab. Touching the tab moves it to the top.



Note

For more information about this tab, refer to Setting Up the [image Quality] selections which appears later in this chapter.

4. Select the features to be set up from those displayed on the [More Features] tabs.



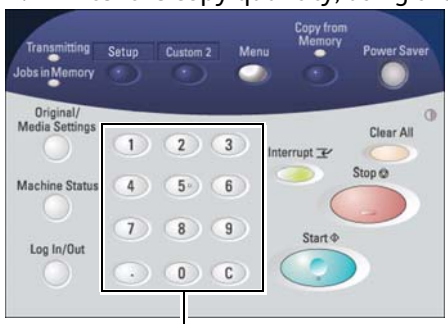
Notes

- Touching the [2] or the [3] at the lower, right edge of the touch screen will display additional features.
- For more information about this tab, refer to Setting up the [More Features] selections which appears later in this chapter.

Step 2 - Entering the Copy Quantity

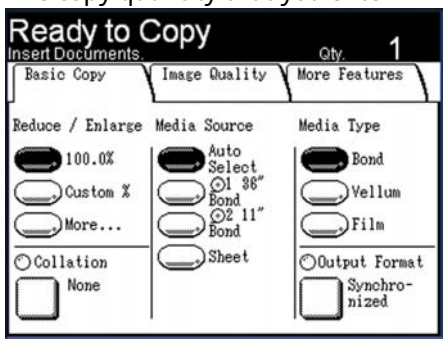
You may enter a copy quantity between 1 and 999.

1. Enter the copy quantity, using the numeric keypad.

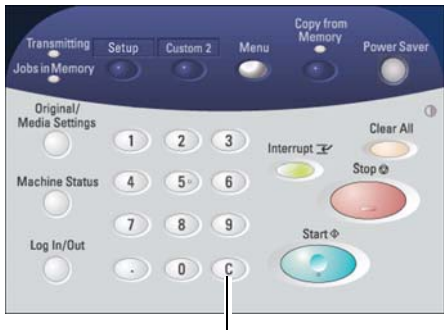


Numeric keypad

The copy quantity that you enter will appear at the upper right corner of the touch screen.



2. If you enter an incorrect value, press the <C> button to clear the entry, and then enter the correct value.



< C >

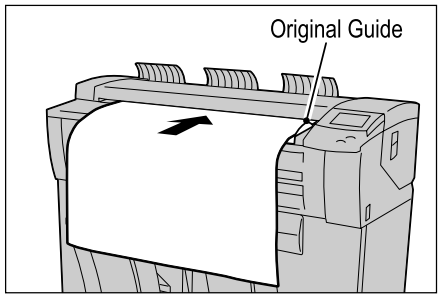
Step 3 - Scanning the Original

Follow the procedure below to scan the original.

Notes

- A document 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 feed in last.

1. Orient the original face down, with one edge aligned with the original guide, and then evenly insert the lead edge into the scanner. When the scanner detects the original, it will feed it a short distance and stop briefly, then complete the scan automatically.



Notes

- Hold the original down flat with two hands (one on either side of the arrow shown in the graphic) while it feeds into the starting position. Doing this helps prevent wrinkles that may result in dark areas on the copy. The document may jam if you release it before it stops feeding.
- If the document does not feed automatically, the Scan Start mode may be set to [Manual Start]. In this case, press the <Start> button. For more information, refer to the section on Scan Start.
- The original guide can be moved to the right to scan an oversized original, or an original with hanging holes.
- If a problem occurs during scanning, an error message will appear on the touch screen. Solve the problem as instructed in the message.

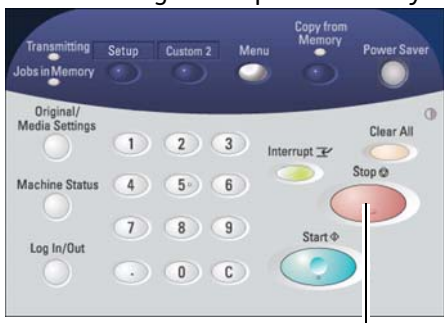
2. If the scanner is equipped with front return guides, the original will exit toward the front of the machine. You may wish to guide the lead edge of the original as it travels toward you.

Stopping Scanning & Copying

Stopping a Scan

Follow the procedure below to stop the scanning of a document.

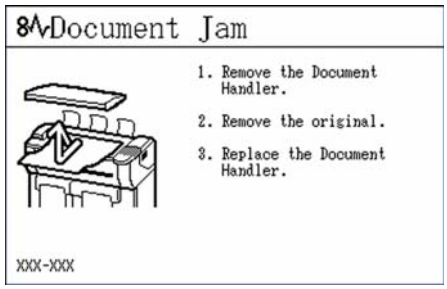
1. Press the <Stop> button while an original is being scanned or is just exiting the scanner. Scanning will stop immediately.



Note

If you press the <Stop> button after the document completes its scan and printing begins, the key press will have no effect. If this happens, refer to Stopping a Copy Job (below) to stop the job.

2. If the original is still in the scanner when scanning stops, a [Document Jam] message will display. Clear the document jam and remove the document by performing the steps listed on the touch screen.



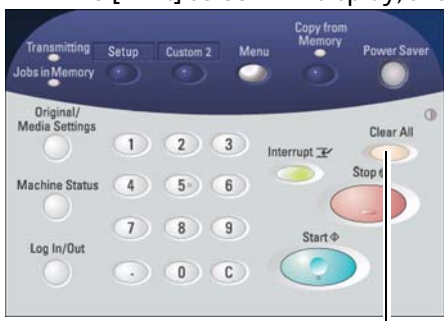
Stopping a Copy Job

There are two methods for stopping a copy job once it has begun - pressing the <Clear All> button or the <Machine Status> button.

Method 1: Pressing the <Clear All> button

1. Press the <Clear All> button.

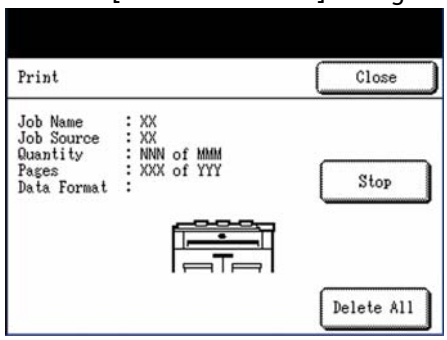
   The [Print] screen will display, showing the status of the current copy job.



<Clear All>

2. Press the [Stop] button on the [Print] screen.

   The [Print - Delete Job] dialogue will display.

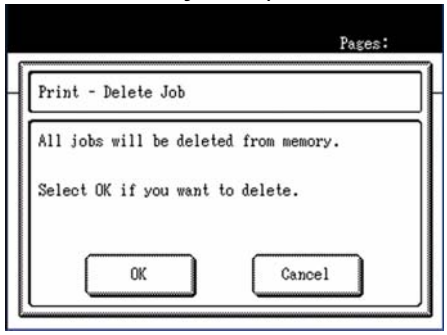


3. The selections on the [Print - Delete Job] dialogue permit you to either delete and stop the job, or allow it to continue.

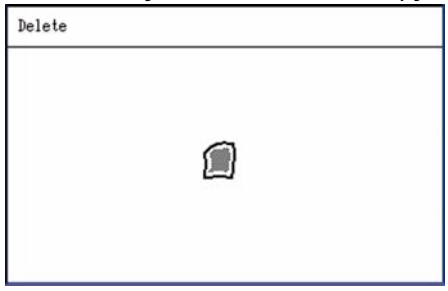
To Delete and Stop the Job

Select [OK].

An animated mimic will depict the job deletion process on the [Delete] screen, and the current job will stop printing and be deleted from memory. It is normal for several copies to exit the machine before the job stops.



After a job is deleted, the [Copy] (or other selected default screen) will reappear.



To Continue Printing

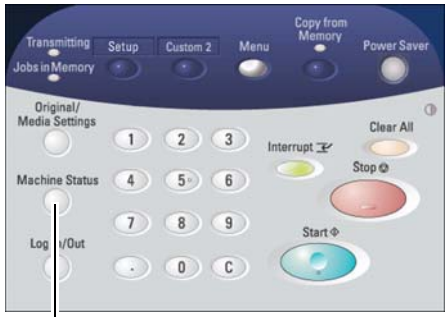
Select [Cancel].

The copy job will continue printing.

Method 2: Pressing the <Machine Status> button

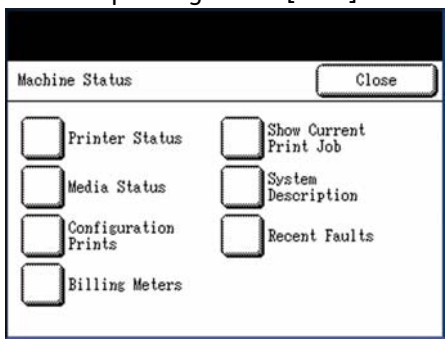
Pressing the <Machine Status> button will lead you through a path that is similar to the one described above.

1. Press the <Machine Status> button. The [Machine Status] menu will display.

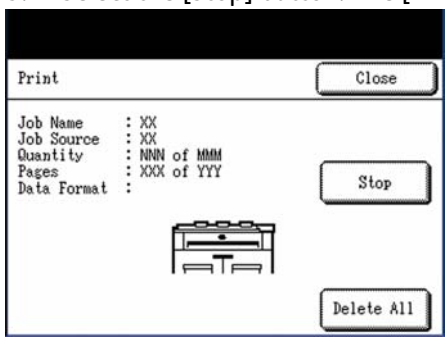


<Machine Status>

2. Select the [Show Current Print Job] button.
   The printing status [Print] screen will display.



3. Select the [Stop] button. The [Print - Delete Job] dialogue will display.



4. The selections on the [Print - Delete Job] screen permit you to either delete and stop the job or allow it to continue.

To Delete and Stop the Job

Select [OK].

An animated mimic will depict the job deletion process on the [Delete] screen, and the current job will stop printing and be deleted from memory. It is normal for several copies to exit the machine before the job stops.

After a job is deleted, the [Copy] (or other selected default screen) will reappear.

To Continue Printing

Select [Cancel]. The copy job will continue printing.

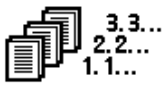
Creating Collated Copies

Collated copies can be produced for jobs that involve multiple originals. 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.

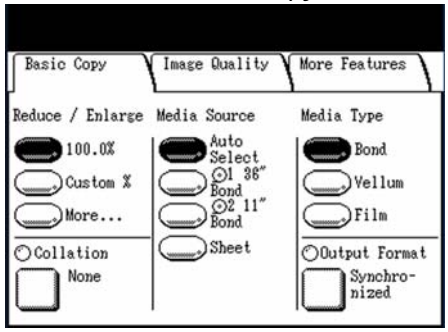
Uncollated



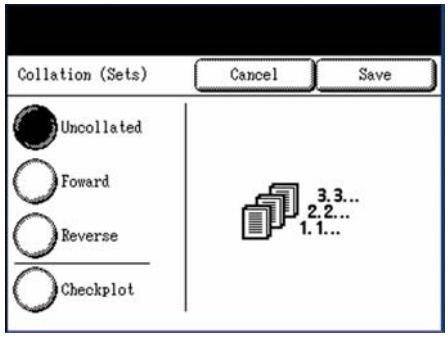
Collated

Procedure

1. Select the [Basic Copy] tab on the [Copy] screen.



2. Select the [Collation] button.
   The [Collation (Sets)] menu will display.



3. Select the desired collation option, that is, either [Forward] or [Reverse]. You also may select [Checkplot].

[Forward]

If the originals are scanned from number *1 to n*, page 1 will be at the top of the output stack.

[Reverse]

If the originals are scanned from number *n to 1*, page 1 will be at the bottom of the output stack.

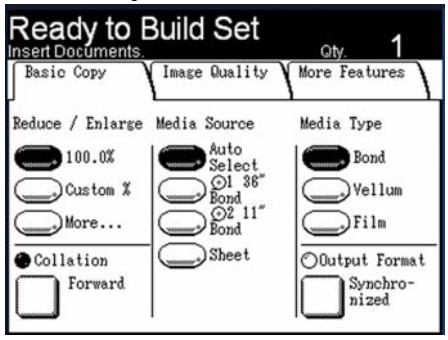
[Checkplot]

Select [Checkplot] if you want a printed, proof copy (checkplot) after you scan each document and before they are printed as sets.

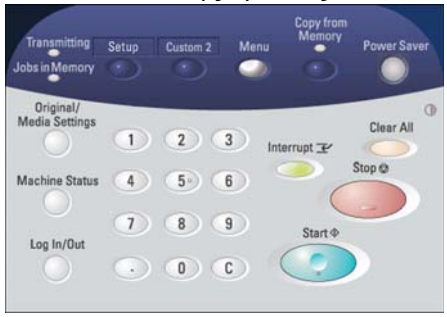
4. Select [Save].

   The [Copy] screen will display. [Ready to Build Set] will appear in the message area.

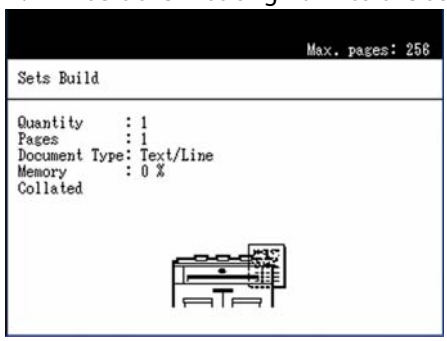
5. Set up the copy features for the first original from the selections on the [Basic Copy], [Image Quality], and [More Features] tabs.



6. Enter the copy quantity (1 to 999), using the numeric keypad.

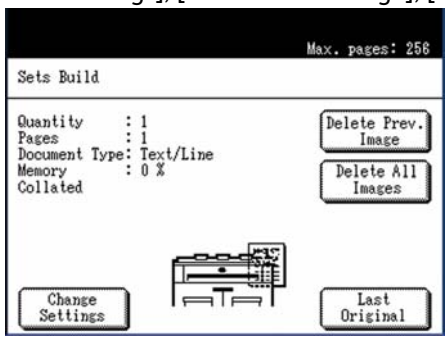


7. Insert the first original into the scanner.



The machine will scan the document. The scanning progress will be indicated on the [Sets Build] screen.

8. When the original exits the scanner, the [Sets Build] screen will display four buttons - [Change Settings], [Delete Prev. Image], [Delete All Images], and [Last Original].



If all of the originals to be scanned are the *same type and size*, you can continue to feed them at this time.

If there are *different types or sizes* of originals in the set, refer to step 9.

[Change Settings]

Displays the [Copy] screen, enabling you to change the settings for the next original, that is, such items as reduction/enlargement, original type, media selection, etc., from the [Basic Copy], [Image Quality], and [More Features] tabs.

[Delete Prev. Image]

You can delete the image data from the most recently scanned original. This is a useful feature if you earlier selected [Checkplot] and find that you need to modify one or more of the copy settings.

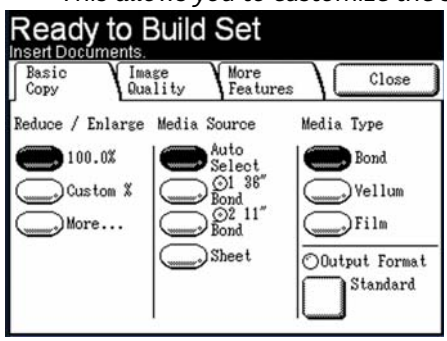
[Delete All Images]

Selecting this button causes all of the scanned images to be deleted.

[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.

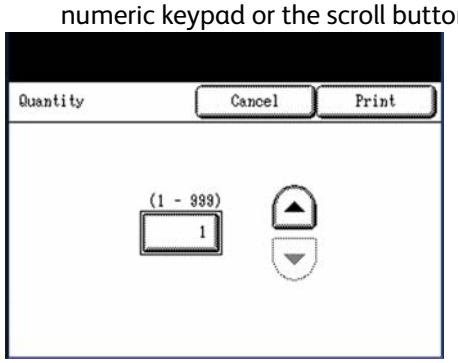
9. If there are *different types or sizes* of originals in the set, or you wish to select a different media source or apply a different feature, use the [Change Settings] button to display the [Copy] screen. *This allows you to customize the settings for the next original.*



Note

The [Copy] screen now displays a [Close] button in the upper, right corner. You may select this button 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.

10. Continue inserting the originals in the scanner, and making the required copy settings for each.
11. When the last original has scanned, select [Last Original].
12. Confirm the copy quantity on the [Quantity] screen, or enter a new quantity using either the numeric keypad or the scroll buttons.

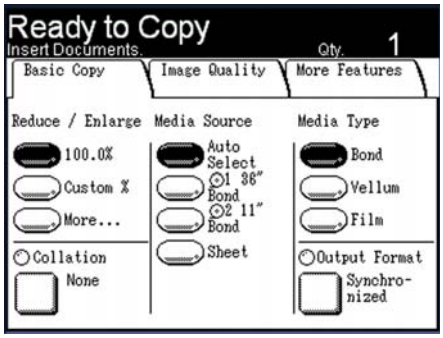


13. Press the [Print] button on the [Quantity] screen.
    The machine will start printing collated sets of copies.
14. Press <Clear All> to return the control panel to the default settings.

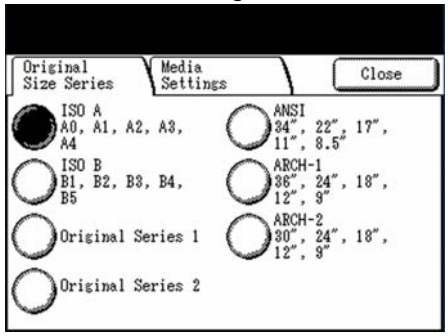
Making Copies using the Manual Feed Tray (Bypass)

The manual feed tray (bypass) feature enables you to copy on cut sheet media. Only one sheet may be loaded at a time.

1. Select the [Sheet] button under [Media Source] on the [Basic Copy] tab.

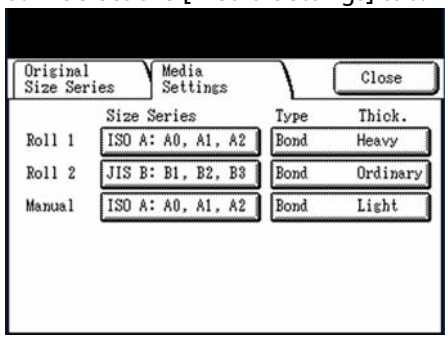


2. Select the <Original/Media Settings> button on the control panel.



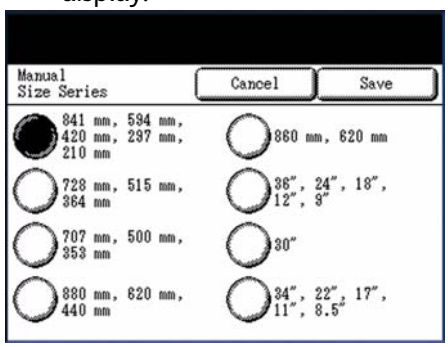
The touch screen will display the [Original Size Series] and [Media Settings] tabs.

3. Select the [Media Settings] tab.



The current settings for size, type, and weight will display for both roll and cut sheet (Manual) media.

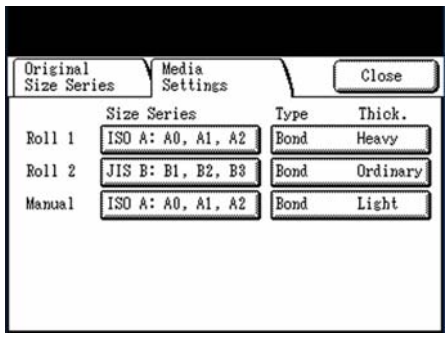
4. Select the [Manual] button under the Size Series heading. The [Manual Size Series] screen will display.



5. Select the button for the size series of the media to be printed, and then select [Save].

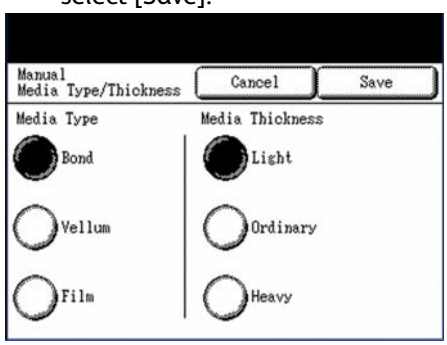
   The [Media Settings] tab will redisplay.

6. Select the [Manual] button under the Type Thick. heading. The example at the right indicates that the current selections are Bond and Light.



   The [Manual Media Type/Thickness] screen will display.

7. Select the appropriate buttons to define the [Media Type] and the [Media Thickness], and then select [Save].

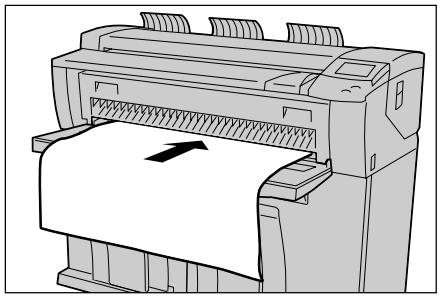


8. Select [Close] when the [Media Settings] tab redisplays.

9. Make any additional required settings on the [Basic Copy], [Image Quality], and [More Features] tabs.

10. Enter the copy quantity (1 to 999), using the numeric keypad.

11. Open the manual feed tray and manually insert the media, aligning the edges of the sheet with the appropriate size indicators.



The machine will prefeed the media a short distance after it detects the lead edge of the sheet and then stop.

Note

If, after selecting [Sheet] as the [Media Source], you scan the original before loading the media, a [Media Mismatch] screen will display. Follow the instructions on the screen to complete the job successfully.

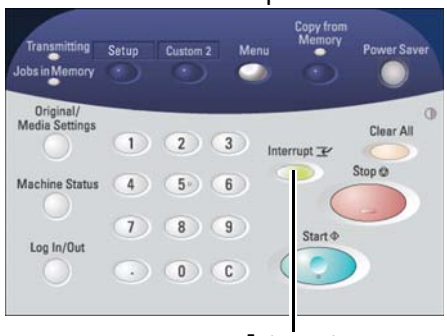
12. Scan the original.
    After the original scans, the media will feed into the machine and the copy will be made.

13. Close the manual feed tray (bypass) when the copy job is completed.

Interrupting a Print Job

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

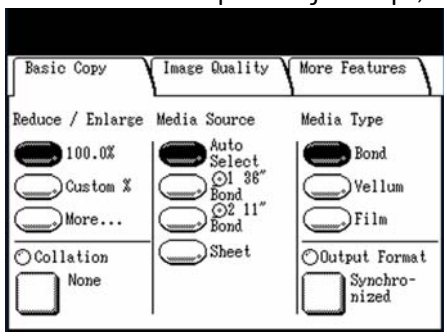
1. Press the <Interrupt> button on the control panel while the print job is processing.



<Interrupt>

The <Interrupt> button will illuminate and stay lit throughout the interrupt job. Typically, no more than two prints will exit the machine before printing stops.

2. When the suspended job stops, the [Copy] screen will appear.



3. Select the required copy settings from the [Basic Copy], [Image Quality], and [More Features] screens.

4. Enter the copy quantity (1 to 999), using the numeric keypad.

5. Scan the original(s). The copy job will run.

6. When the copy job is finished, press the <Interrupt> button again.

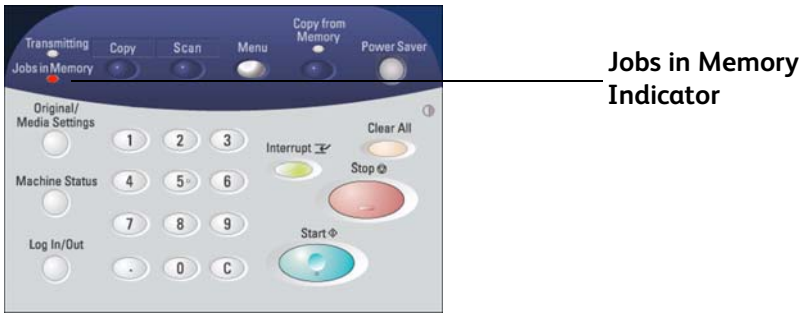
   The interrupt mode will be cancelled, the <Interrupt> button will go out, and the suspended print job will resume printing.

   Notes

   - If you forget to press the <Interrupt> button to cancel the interrupt mode, it will be canceled automatically after the default [Print Interrupt] timer times out.
   - The print interrupt timeout period may be changed from the 60 second default to as long as 99 minutes. This is accomplished by selecting the [Setup] button on the control panel, then selecting the [Timers] feature, and finally, [4. Print interrupt]. Use either the numeric keypad or the scroll buttons to select a different timeout period.

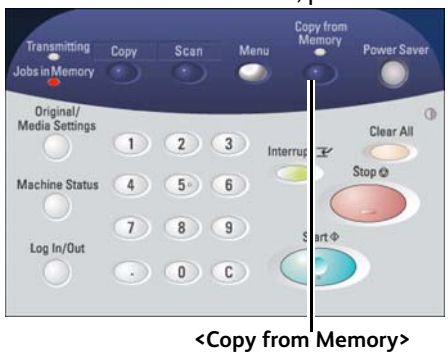
Copying from Memory

The Copy from Memory (Job Recall) feature enables you to reprint the most recently copied original or set of originals. When image information from a recent copy job is stored in memory, the <Jobs in Memory> indicator will be illuminated.

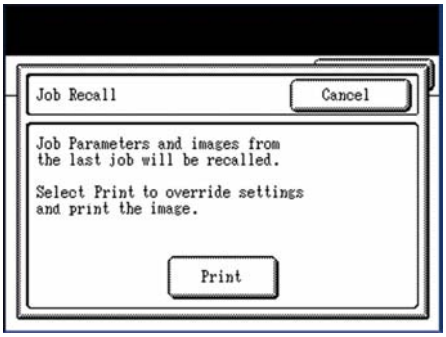


Procedure

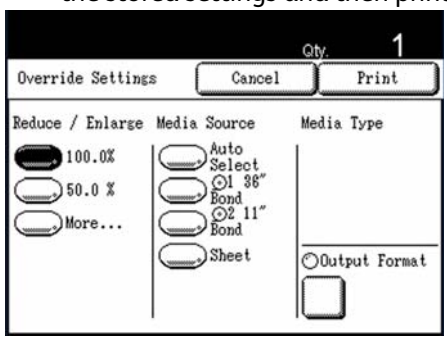
1. To initiate Job Recall, press the <Copy from Memory> button. The [Job Recall] dialogue will display.



2. Select the [Print] button on the [Job Recall] dialogue. The [Override Settings] screen will display and the <Copy from Memory> indicator will illuminate.



3. The [Override Settings] screen enables you to either print the stored copy job as is or to override the stored settings and then print the job. You may change the copy quantity in either case.



To Print the Job As Is:

To print the job as is, select [Print].

The <Transmitting> indicator will illuminate, the <Copy from Memory> indicator will go out, the [Copy] screen will display, and the stored job will print.

To Change Job Settings and then Print:

To change the job settings and then print the stored job, first set up the necessary options on the [Override Settings] screen, that is, select from the available [Basic Copy], [Image Quality], and [More Features] settings, and then select [Print].

The <Transmitting> indicator will illuminate, the <Copy from Memory> indicator will go out, the [Copy] screen will display, and the stored job will print.The changed settings are applied only to the reprints. The original copy job settings are retained unchanged in memory.

Note

The Copy from Memory mode will cancel automatically after a predetermined period elapses without a copy being made.

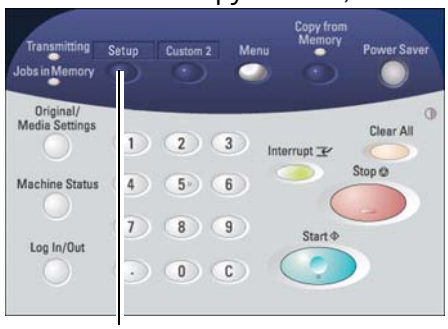
Setting up the [Basic Copy] selections

When the requirements of a particular copy job differ from the machine's default settings, you can make job-specific settings on the [Copy] screen and its [Basic Copy], [Image Quality], and [More Features] tabs. The following options may be selected from the [Basic Copy] tab.

- Reduce/Enlarge
- Media Source
- Media Type
- Output Format

To access the [Copy] screen and the [Basic Copy] tab:

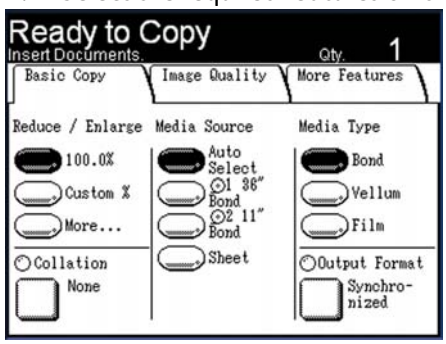
1. Press the <Copy> button, or select [Copy] on the [Menu] screen.



<Copy>

The [Copy] screen will display.

2. Select the required features on the [Basic Copy] tab.

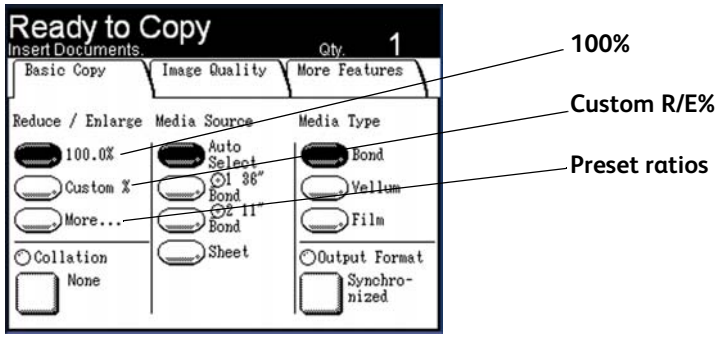


Reduce/Enlarge

You can select a reduction/enlargement ratio for making reduced or enlarged copies. *The factory default setting is [100.0%].*

Procedure

1. Display the [Copy] screen.
2. Select the [Reduce / Enlarge] percentage from the three available options.



100.0%

Copies are made at the same size as the original.

Custom R/E %

The middle button represents a custom, previously defined reduction/enlargement setting, in a range from 25 to 400 percent.

More

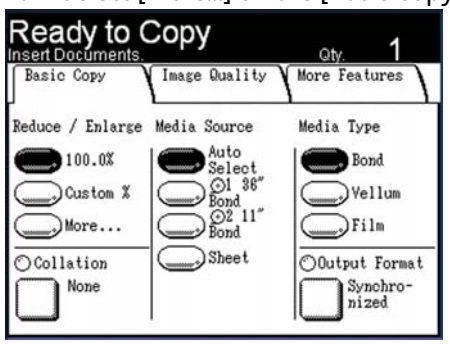
Selecting [More] displays the [Reduce / Enlarge] screen, on which you can select among three additional options - [Auto], [Manual], or [Preset].

> Note
>
> The reduction and enlargement ratios that display when you select either the [Custom %] or the [More...] button can be customized to meet your unique needs. To learn how to change the default settings, refer to the section on Custom Menus ad Custom R/E.[Reduce / Enlarge] Screen

To select a reduction/enlargement ratio that does not appear on the [Basic Copy] screen, follow the procedure below.

Procedure

1. Select [More...] on the [Basic Copy] tab.

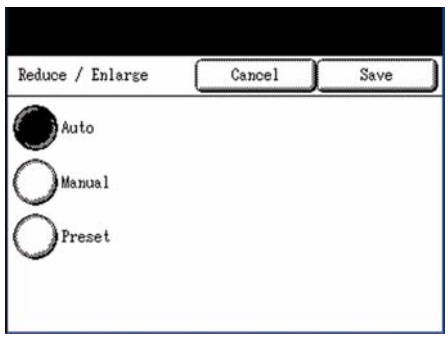


   The [Reduce / Enlarge] screen will display.

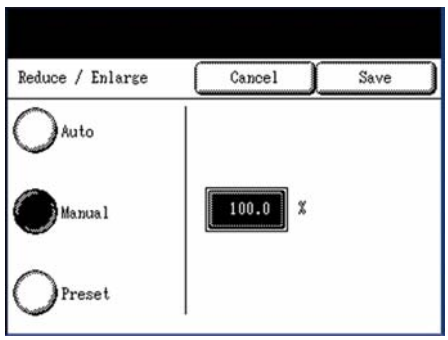
2. Select the feature button that will provide the desired reduction or enlargement.

Auto

The ratio is automatically set up based on the original size and the installed media size. The original is copied to fit the selected media.



Manual



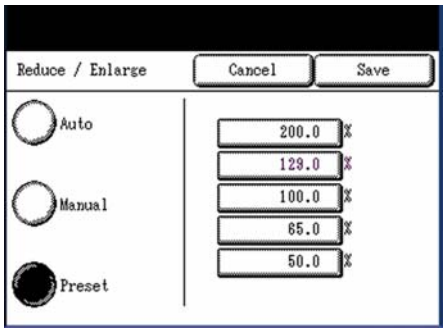
You can enter any ratio between 25 % and 400 %, in 0.1 % increments. Enter the value using the numeric keypad. The machine will not accept a value that is out of range.

Presets

Select any one of the six preset ratios.

Note

You can change the presets. For information about this procedure, refer to “Custom R/E”



3. Select [Save].

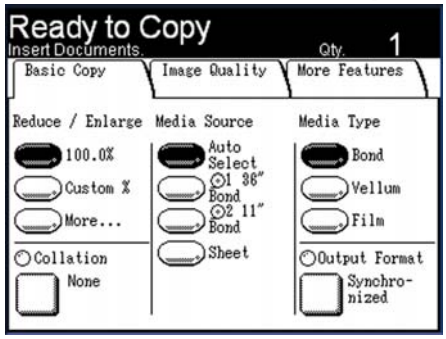
Media Source

The Media Source selections enable you to select the media for the copy job. *The factory default setting is [Auto Select].*

If you must load different media than that which is currently in the machine, be sure to select the [Original/Media Size] button on the control panel, and update the media size, type, and thickness settings.

Procedure

1. Select the media from the [Media Source] selections.



Auto Select

The machine automatically selects the correct roll media based on the original size detected and the specified reduction and enlargement.

Roll Media (2nd & 3rd buttons)

Select from the roll media size(s) loaded in the tray(s).

Note

Drawer 2 is an option.

Sheet

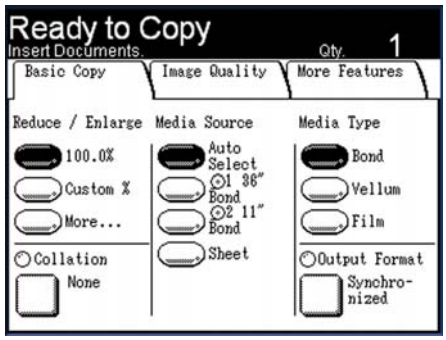
Enables you to specify the media size series, type, and thickness of the cut sheet media to be printed from the manual feed tray (bypass).

Media Type

You can select as the media type [Bond], [Vellum], or [Film]. The [Vellum] setting should be selected when using tracing paper. *The factory default setting is [Bond].*

Procedure

1. Press either the <Copy> key or select the [Copy] button on the [Menu] screen to display the [Copy] screen.



2. Select the [Bond], [Vellum], or [Film] button to specify the media type.

   Note

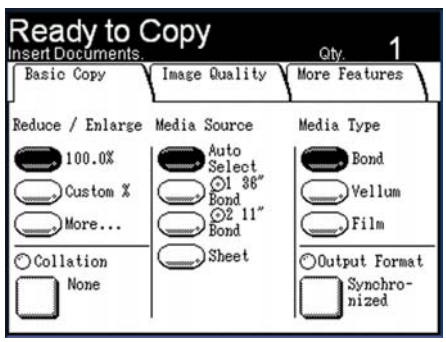
   When [Media Source] is selected, the media type loaded in the tray is automatically selected.

Output Format

The Output Format feature permits you to specify the media cut mode. *The factory default setting is [Synchronized].*

Procedure

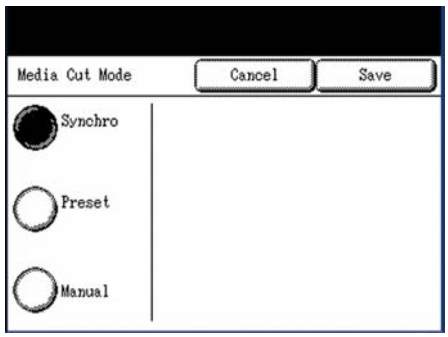
1. Select the button that appears under [Output Format] at the lower right corner of the [Basic Copy] tab.



2. Select the media cut mode from the options which are displayed.

Synchronized

The roll media will be cut the same size as the original.



Preset

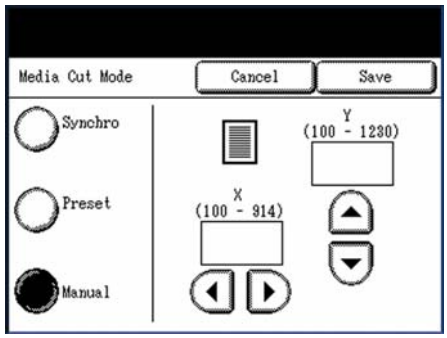
The roll media will be cut to a standard size that you select. The standard size options will display when you select the [Preset] button.

Select the desired option, and press [Save].

Manual

The roll media will be cut to a customized size that you specify. A screen with data entry fields will display when you select [Manual]

Enter the desired size information, and press [Save].



Setting up the [Image Quality] selections

You can configure the image quality features displayed on the [Image Quality] screen to ensure that you obtain the best image quality from each original. This section provides procedures for setting up the following:

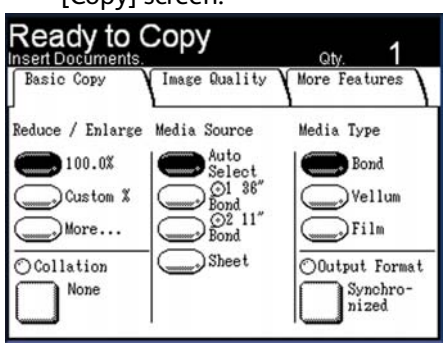
- Original Type
- Copy Density
- Background Suppression
- Contrast

Original Type

The Original Type option allows you to specify the type classification of your document. The selected setting allows the controller to apply the optimum image processing to achieve the best image quality. The factory default setting is [Text/Line].

Procedure

1. Press either the <Copy> button or select the [Copy] button on the [Menu] screen to display the [Copy] screen.

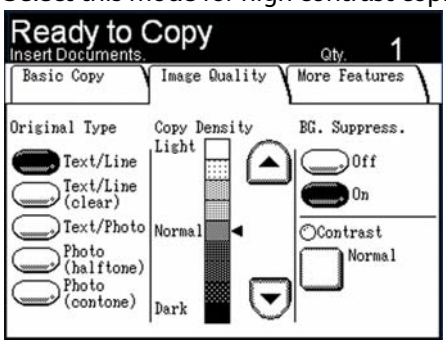


2. Select the [Image Quality] tab.

3. Select the [Original Type] that best matches the original.

Text/Line

Select this mode for high contrast copies of documents that contain text and lines.



Text/Line (clear)

Select this mode to make copies of transparent (clear) originals. This option is suitable for film and vellum originals where the background color is water-clear, white, bluish, or brown.

Text/Photo

Select this mode to make copies of originals that contain both text and photos.

Photo (halftone)

Select this mode when documents contain a grayscale or half tone color image, such as a printed graphic.

Photo (contone)

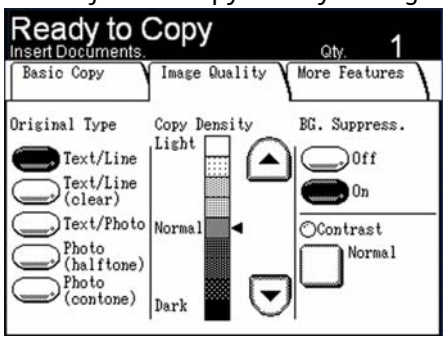
Select this mode when documents contain a continuous tone, black and white or color image, such as a photograph.

Copy Density

The Copy Density option allows you to adjust the lightness or darkness of the copies relative to the original. *The factory default setting is [Normal].*

Procedure

1. Adjust the copy density setting using the [arrow up] and [arrow down] buttons.



You can select from nine levels between [Light] and [Dark]. The copy density increases as the level approaches [Dark], and decreases as the level approaches [Light].

Background Suppression

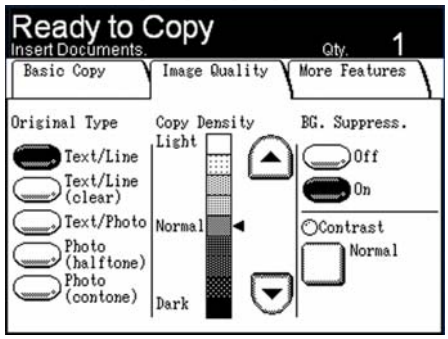
The Background Suppression feature enables you to make adjustments for documents that exhibit poor contrast between the foreground image and the background. This feature is particularly useful for enhancing copy quality when the originals contain cut-and-pastes, uneven density, or dark or colored backgrounds. *The factory default setting is [On].*

Notes

- In may be necessary to rotate the image 90 degrees to obtain the correct amount of background suppression when copying or scanning originals.
- The Background Suppression feature is unavailable when [Original Type] is set to either [Photo (halftone)] or [Photo (contone)].

Procedure

1. Select [Off] or [On].



Off

Background suppression is disabled.

On

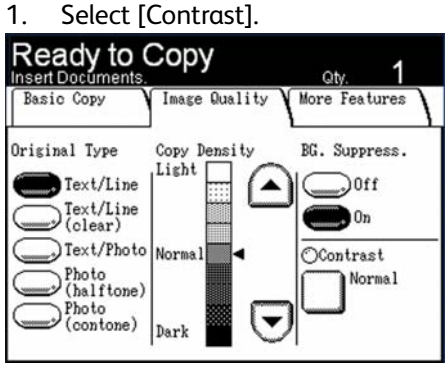
The system applies background suppression to remove from the copies the background that may be present on the original.

Contrast

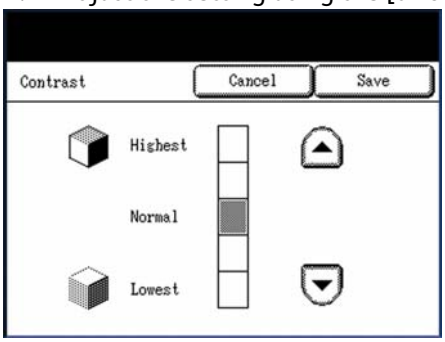
The Contrast option increases or decreases the contrast of the copy relative to the original. High contrast settings increase the difference between the light and the dark areas of an image by making the light areas lighter and the dark areas darker. Low contrast settings exhibit smaller differences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

Procedure

1. Select [Contrast].



2. Adjust the setting using the [arrow up] and [arrow down] buttons, and then select [Save].



You can select from five contrast levels between [Lowest] and [Highest].

The closer the level is to [Highest], the greater the difference between the light and dark portions.

Setting up the [More Features] selections

You can configure any item on the [More Features] tab by selecting the item, making the appropriate selection(s), and saving the change. The procedures in this section are listed below.

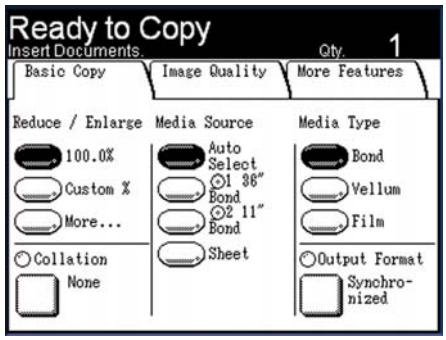
- Sample Copy
- Image Location
- Scan Width
- Margins
- invert Image
- Rendering
- Mirror Image
- Sharpness
- Scan Offset

Sample Copy

The Sample Copy feature produces a partial, proof copy of the original, enabling you to either accept or modify the copy settings before making copies. *The factory default setting is [No Sample Copy].*

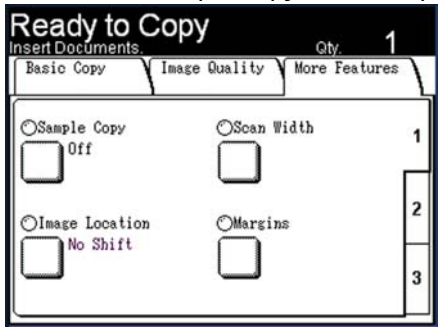
Procedure

1. Press either the <Copy> key or select the [Copy] button on the [Menu] screen to display the [Copy] screen.



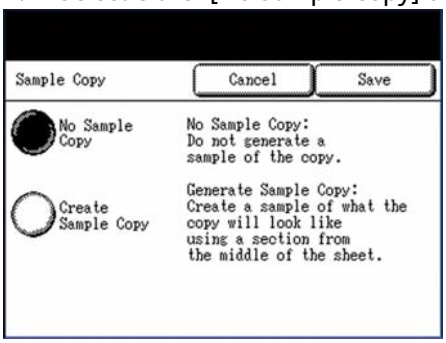
2. Select the [More Features] tab.

3. Select [Sample Copy] on the top [1] [More Features] tab.



The [Sample Copy] screen will display.

4. Select either [No Sample Copy] or [Create Sample Copy], and then select [Save].



No Sample Copy

A sample of the copy will not be generated.

Create Sample copy

A sample of what the copy will look like will be generated from the middle of the sheet.

A confirmation screen will display after the sample copy prints. If the image quality and other selected features are acceptable, select [Print]. If additional adjustments need to be made on the [Copy] screen, select [Cancel].

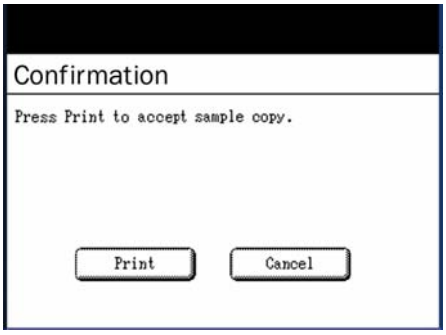
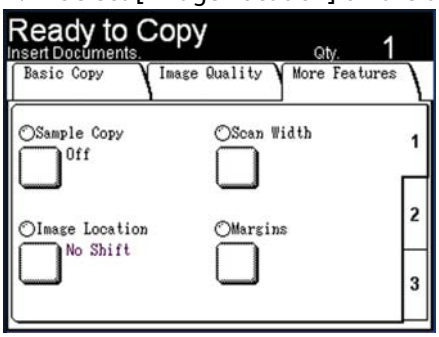


Image Location

Procedure

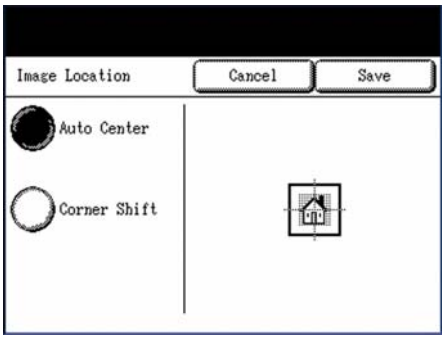
You may change the location on the copy where the image will be printed by shifting the image to the left, right, top, or bottom. You also can set up the feature to automatically center the image on the media. *The factory default setting is [Corner Shift].*

1. Select [Image Location] on the top [1] [More Features] tab.



The [Image Location] screen will display.

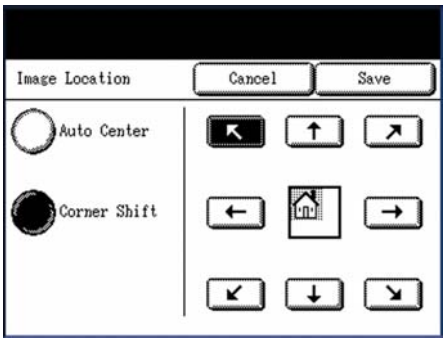
2. Select [Auto Center] or [Corner Shift].



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.

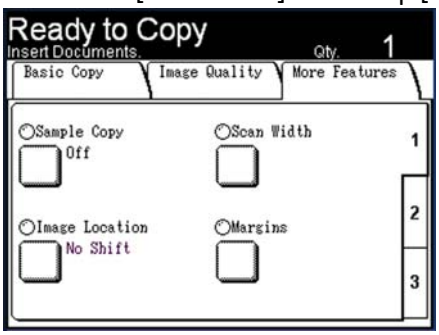
3. Select [Save] after making your selections.

Scan Width

Procedure

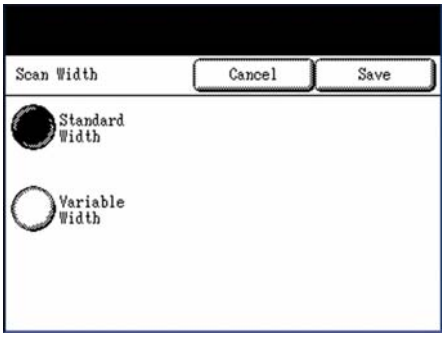
The 6204 Wide Format Solution is set up by default to scan standard size originals. If you wish to copy a non-standard width original, define the width using the [Scan Width] selection. This feature allows you to define a variable scan width of from 8.2 to 36 inches, in increments of 0.1 inch. *The factory default setting is [Standard Width].*

1. Select [Scan Width] on the top [1] [More Features] tab.



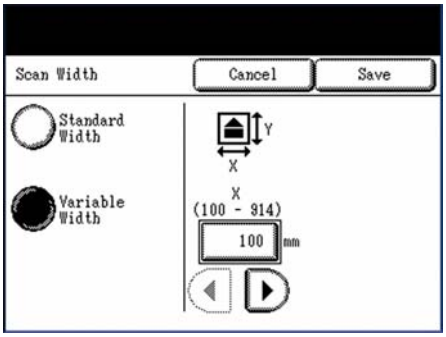
The [Scan Width] screen will display.

2. Select [Variable Width] when scanning a non-standard width original.



The [Scan Width] selection screen will display.

3. Using either the numeric keypad or the scroll buttons, enter the desired scan width, and then select [Save].



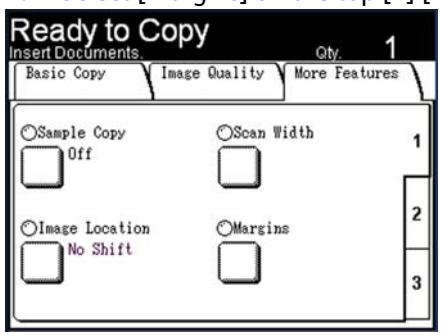
Margins

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.

Procedure

1. Select [Margins] on the top [1] [More Features] tab.

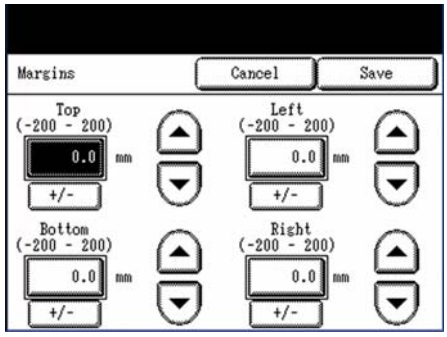


The [Margins] screen will display.

2. Select the input field or fields where you wish to add margins, then enter the desired value using either the numeric 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.

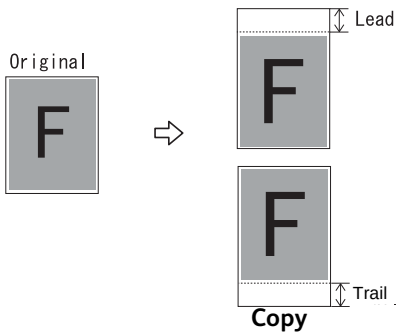


3. Select [Save] after making the required settings.

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

Note

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



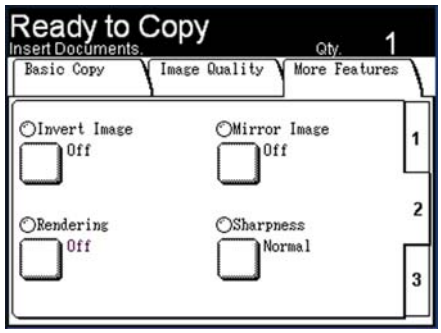
Copy

Invert Image

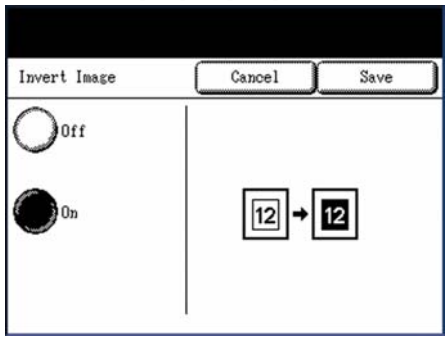
The Invert Image feature reverses the black and white portions of the original image on the copy. *The factory default setting is [Off].*

Procedure

1. Select tab [2] at the right edge of the [More Features] tab to display the [Invert Image] feature button.



2. Select [Invert Image]. The [Invert Image] screen will display.
3. Select [On] or [Off], and then select [Save].



On - Negative image is applied to copies, so that the black and white colors are reversed.

Off - Negative Image is not applied to copies

Note

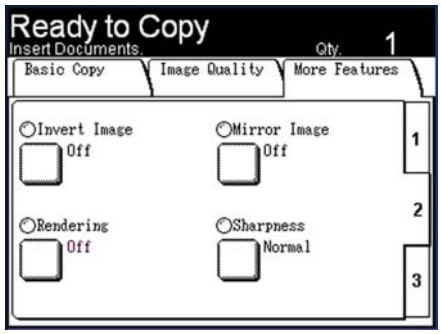
When the original size is smaller than the media size, white margins will appear.

Rendering

The Rendering option permits you to specify the type of image processing that will be applied to the scanned image information, that is, either [Binary] or [Error Diffusion]. Binary processing is best suited to originals which consist of line and text. Error Diffusion processing is best suited to photographs. *The factory default setting is [Binary].*

Procedure

1. Select tab [2] at the right edge of the [More Features] tab to display the [Rendering] feature button.

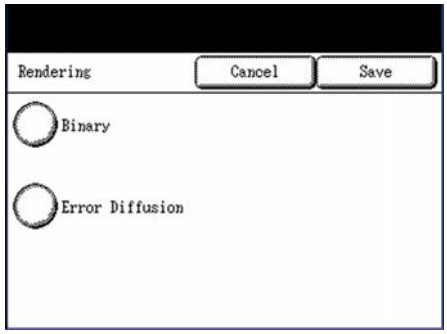


2. Select [Rendering]. The [Rendering] screen will display.

3. Select the appropriate option, either [Binary] or [Error Diffusion]

Binary

This reproduces images with white and black in two gradations.



Error Diffusion

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

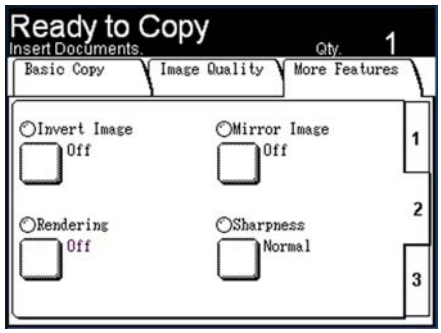
4. Select [Save].

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].*

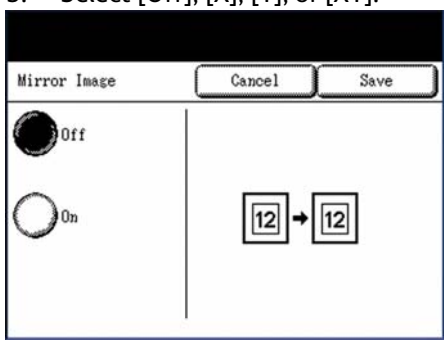
Procedure

1. Select tab [2] at the right edge of the [More Features] tab to display the [Mirror Image] feature button.



2. Select [Mirror Image]. The [Mirror Image] screen will display.

3. Select [Off], [X], [Y], or [XY].



Off - Mirror image is not applied to copies.

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

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

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

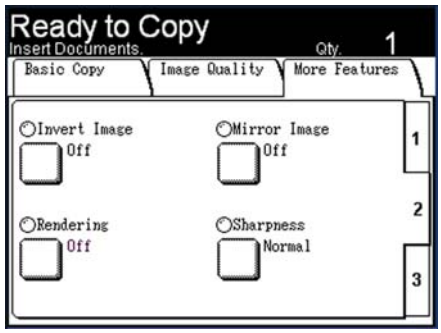
4. Select [Save].

Sharpness

The Sharpness feature enables you to enhance lines and fine detail in the scanned image. *The factory default setting is [Normal].*

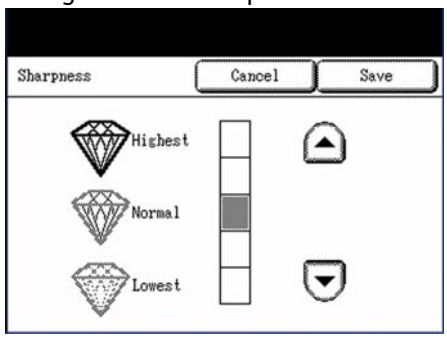
Procedure

1. Select tab [2] at the right edge of the [More Features] tab to display the [Sharpness] feature button.



2. Select [Sharpness]. The [Sharpness] screen will display.

3. Use the arrow buttons to scroll to a higher or a lower sharpness level. The higher the setting, the greater the sharpness.

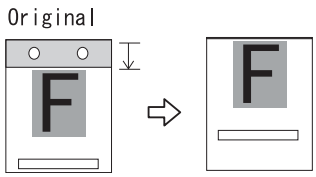


4. Select [Save].

Scan Offset

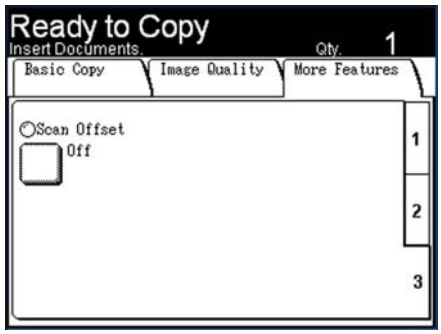
When the Scan Offset feature is enabled, and a scan offset position is defined, the machine will ignore image information from the lead edge to the scan offset position. This enables you to eliminate unnecessary detail from the lead edge of an original.

The scan offset position can be set up from 0 to 39.3 inches, in 0.1 inch increments. *The factory default setting is [Disabled].*



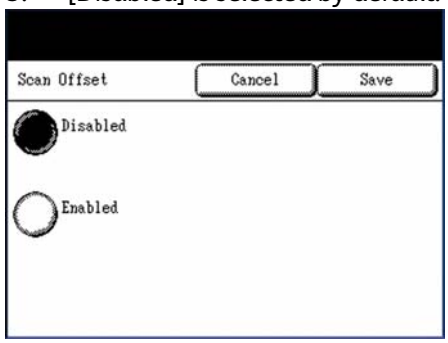
Procedure

1. Press tab [3] at the lower, right corner of the [More Features] screen to display the [Scan Offset] feature button.



2. Select [Scan Offset]. The [Scan Offset] screen will display.

3. [Disabled] is selected by default. Select [Enabled] to define the amount of scan offset.



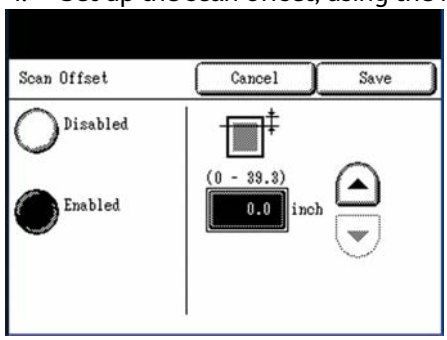
Disabled

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.

4. Set up the scan offset, using the numeric keypad or the scroll buttons, and then select [Save].



Note

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

Scan

4

This chapter describes the scan features of the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server.

Scan features are not available for some models. An optional package is necessary. For more information, contact your Xerox Customer Support Center.

- Preparation for Scanning
- Scanning Overview
- Stopping a Scan
- Interrupting a Print Job to Scan a Document
- Setting Up the [Basic Scan] Selections
- Setting Up the [Image Quality] Selections
- Setting Up the [More Features] Selections
- Deleting Documents from a Mailbox
- Creating and Deleting a Mailbox

Preparation for Scanning

This section describes the steps you must take before you can begin scanning with the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server.

The following must be set up:

- The network settings
- A destination (mailbox) to receive the image information from the documents you scan

Items to install on your computer:

- Accxes Client Tools for document retrieval and submission
- Application software for image editing
- Print drivers

Establish the Network Settings

Set up the network settings on the machine.

Note

Refer to the Network Settings section for additional information.

Create a Destination (Mailbox)

Although there are 50 mailboxes on the machine, four are reserved for Scan-to-FTP usage. You may set up the remaining 46 mailboxes to store scanned image files which can be retrieved to users' workstations.

Note

Refer to the section on Creating and Deleting a Mailbox in this chapter for more details.

Mailbox Name

Name the mailbox using the touch screen keyboard or the numeric keypad. Up to 20 characters may be entered.

Note

For additional information about entering characters, refer to the section on Entering Text.

Automatic File Deletion

Documents stored in a mailbox will be deleted automatically, based on the [File Deletion] setting found under [Timers] on the [Setup] screen. The [File Deletion] setting range is from 1 to 24 hours, in increments of one hour. Be sure to retrieve your files in a timely manner to prevent data loss.

Note

Refer to the section of [File Deletion] for more information.

Scanning Overview

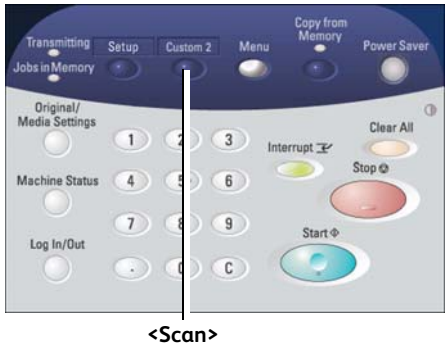
This section describes the scanning procedure, and assumes that a mailbox has already been set up. Listed below are the steps involved in the scanning process.

1. Selecting a Mailbox
2. Selecting Features
3. Scanning the Document
4. Importing scanned Data

Step 1 - Selecting a Mailbox

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

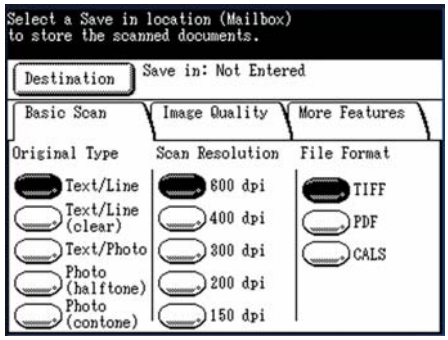
1. Press the <Scan> button.



Notes

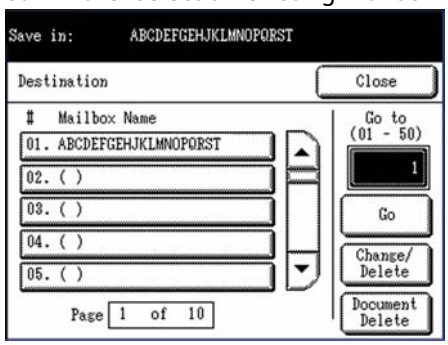
- You also can display the [Scan] screen by selecting [Scan] on the [Menu] screen.
- The [Scan] screen will display.

2. Select [Destination].



The [Destination] screen will display.

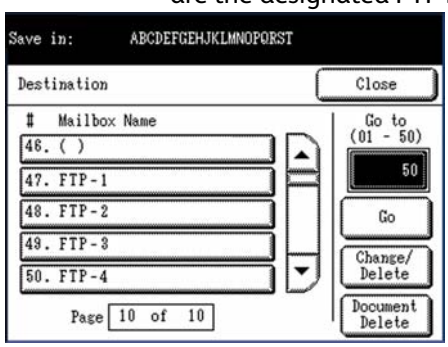
3. Either select an existing mailbox or create a new mailbox to store the image file(s).



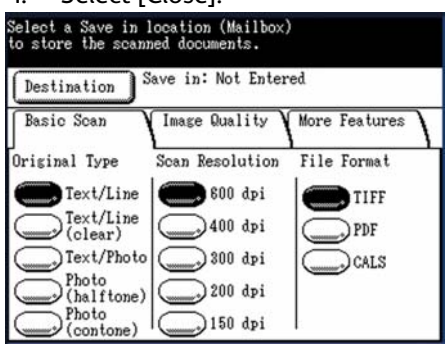
In the example, mailbox 01 is set up already, while mailboxes 02 - 05 are not in use.

Notes

- Refer to the section on Creating a mail to learn how to set up a new mailbox.
- You may select an upward arrow to display the previous screen or a downward arrow to display the next screen. You also can access a mailbox by entering its two-digit number in [Go to], using the numeric keypad, and then selecting [Go].
- When scanning to FTP, be sure to select the correct mailbox. Mailboxes 47 through 50 are the designated FTP mailboxes.



4. Select [Close].

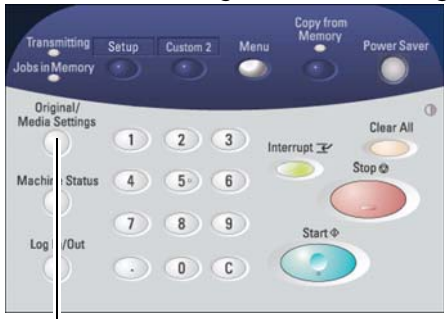


The [Scan] screen will redisplay.

Step 2 - Selecting Features

You may select the features for each scan job from the options which appear on the [Scan] screen's [Basic Scan], [Image Quality], and [More Features] tabs.

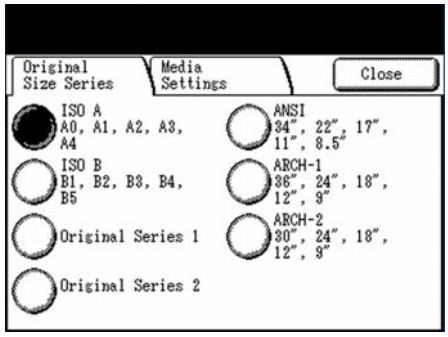
1. Press the <Original/Media Settings> button.



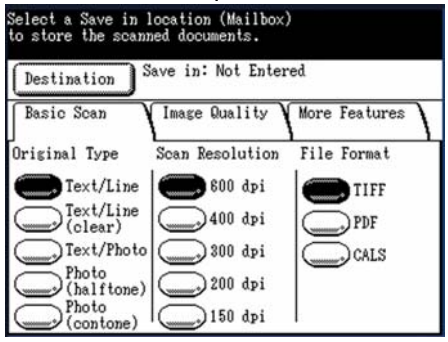
<Original/Media Settings>

The [Original Size Series] and [Media Settings] tabs will display.

2. Select the [Original Size Series] option that corresponds with the original to be scanned, and then select [Close].



3. Select the required features from each tab of the [Scan] screen.



Note

The features located on each tab are described later in this chapter.

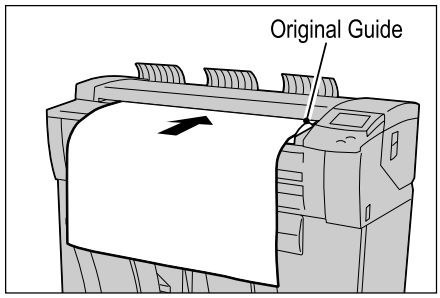
Step 3 - Scanning the Document

Follow the procedure below to scan a document.

Notes

- 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.
- To prevent document jams when copying originals that contain holes, orient the original so that the holes feed in last.
- The original guide can be moved to the right to scan an oversized original, or an original with hanging holes.

1. Orient the original face down, with one edge aligned with the original guide, and then evenly insert the lead edge into the scanner. When the scanner detects the original it will feed it a short distance (prefeed) and stop briefly, then complete the scan automatically.



Notes

- If the document does not feed automatically, the Scan Start mode may be set to [Manual Start]. In this case, press the <Start> button. For more information refer to the section on the Scan Start mode.
- If a problem occurs during scanning, an error message will appear on the touch screen. Solve the problem as instructed in the message.

2. If the scanner is equipped with front return guides, the original will exit to the front of the machine. You may wish to guide the lead edge of the original as it travels toward you.
3. The system will automatically assign a file name, in the format “0000nnnn.xxx” (where “n” is the sequential number assigned to the image file, and "xxx" is the selected file type extension, e.g., TIF, PDF, etc.).

If the [Preview] option on the [More Features] tab is enabled, a thumbnail will be created, in a.JPG format.

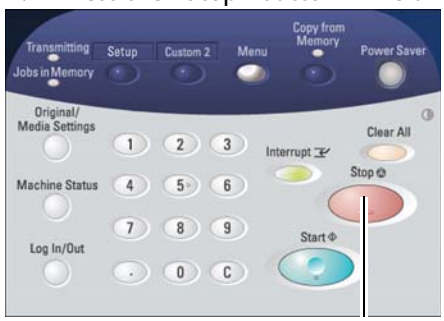
Step 4 - Importing Scanned Data

Import the scanned data stored in a mailbox to your computer. Importing can be performed using the Accxes Client Tools Document Retrieval Tool. Refer to the Accxes Client Tools User Guide for additional information.

Stopping a Scan

Follow the procedure below to stop scanning a document once it has begun to feed.

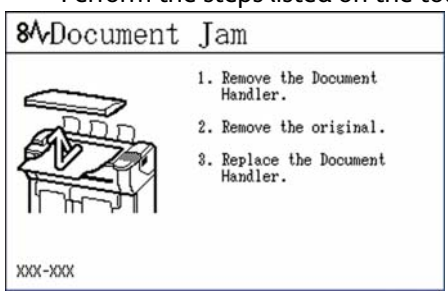
1. Press the <Stop> button while an original is being scanned or is just exiting the scanner.



<Stop>

Scanning will stop immediately.

2. If the original is still in the scanner when scanning stops, a [Document Jam] message will display. Perform the steps listed on the touch screen to remove the document and clear the jam.



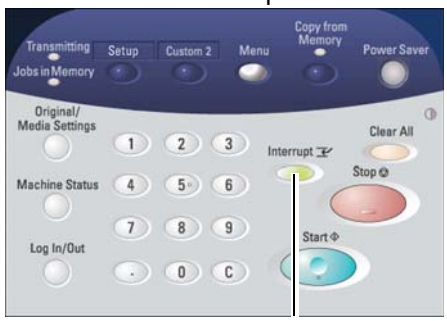
Interrupting a Print Job to Scan a Document

You can interrupt the current print job to perform an urgent scan.

Note

You cannot interrupt a copy job to run a scan job.

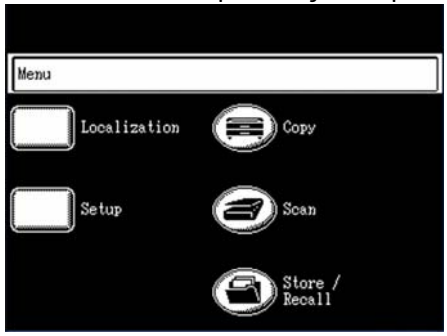
1. Press the <Interrupt> button on the control panel.



<Interrupt>

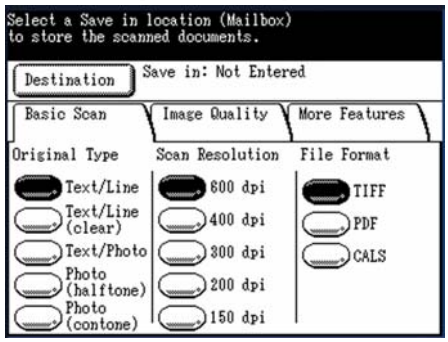
The <Interrupt> button will illuminate and stay lit throughout the interrupt job. Typically, no more than two prints will exit the machine before printing stops.

2. When the suspended job stops, the [Menu] screen will appear. Select [Scan].

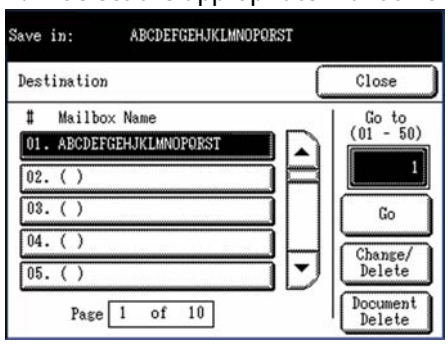


The [Scan] screen will appear.

3. Select [Destination].



4. Select the appropriate mailbox on the [Destination] screen.



5. When the [Scan] screen reappears, set up the necessary [Basic Scan], [Image Quality], and [More Features] selections.

6. Scan the original(s).

7. When scanning is done, press the <Interrupt> button again.

   The interrupt mode will be cancelled, the <Interrupt> button's indicator lamp will extinguish, and the suspended print job will resume.

   Notes

   - If you forget to press the <Interrupt> button to cancel the interrupt mode, the mode will be canceled automatically after the default [Print Interrupt] timer times out.
   - The print interrupt timeout period may be changed from the 60 second default to as long as 99 minutes. This is accomplished by selecting the [Setup] button on the control panel, then selecting the [Timers] feature, and finally, [4. Print interrupt]. Use either the numeric keypad or the scroll buttons to select a different timeout period.

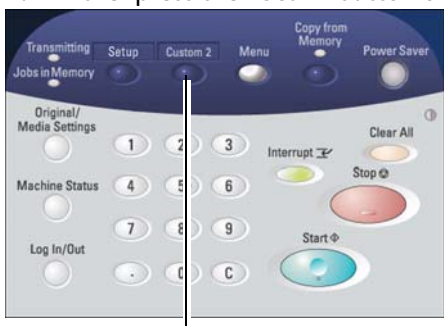
Setting Up the [Basic Scan] selections

You may select the features which appear on the [Scan] screen for each scan job.

Refer to the following for more information:

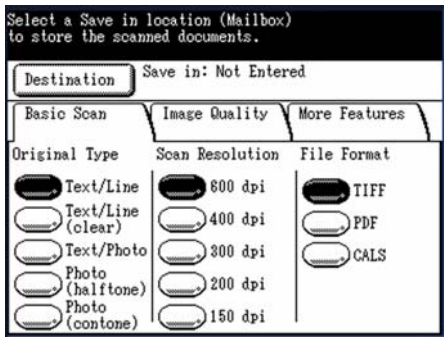
- Original Type
- Scan Resolution
- File Format

1. Either press the <Scan> button or select [Scan] on the [Menu] screen.



The [Scan] screen will display.

2. Set up the features on the [Basic Scan] tab for the document(s) you will be scanning.

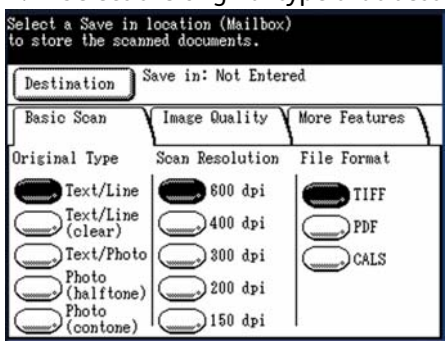


Original Type

The Original Type feature allows you to specify the type classification of your document. The selected setting allows the controller to apply the optimum image processing to achieve the best image quality. *The factory default setting is [Text/Line].*

Procedure

1. Select the original type that best matches the document to be scanned.



Text/Line

Select this mode for high contrast scans of documents that contain text and lines.

Text/Line (clear)

Select this mode to scan transparent (clear) originals. This option is suitable for film and vellum originals where the background color is water-clear, white, bluish, or brown.

Text/Photo

Select this mode to scan originals that contain both text and photos.

Photo (halftone)

Select this mode when documents contain a gray scale or color image, such as a photograph.

Photo (contone)

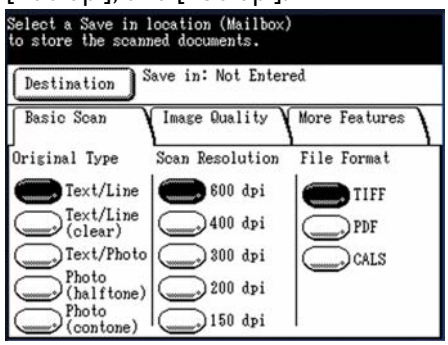
Select this mode when documents contain a continuous tone, black and white or color image, such as a photograph.

Scan Resolution

As the resolution increases, the scan becomes more detailed, but the data size also increases. As the data size increases, scan and transfer times will increase. *The default is 600 dpi*.

Procedure

Select the appropriate [Scan Resolution] from the available options: [600 dpi], [400 dpi], [300 dpi], [200 dpi], and [150 dpi].

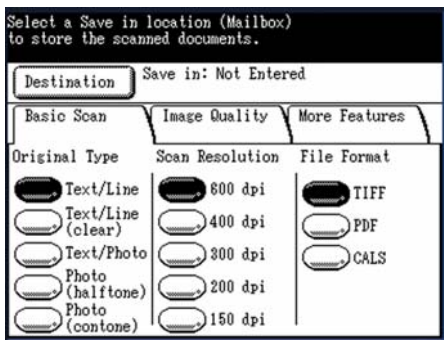


File Format

Scanned image data may be saved in TIFF, PDF, or CALS formats. *The default is [TIFF].*

Procedure

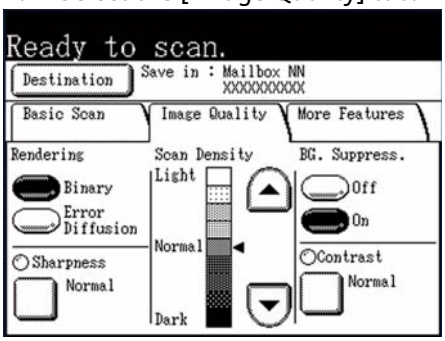
Select the file format in which the scanned image data will be stored: [TIFF], [PDF], or [CALS].



Setting Up the [Image Quality] Selections

You can configure the image quality features on the [Image Quality] tab for every scan job.

1. Select the [Image Quality] tab.



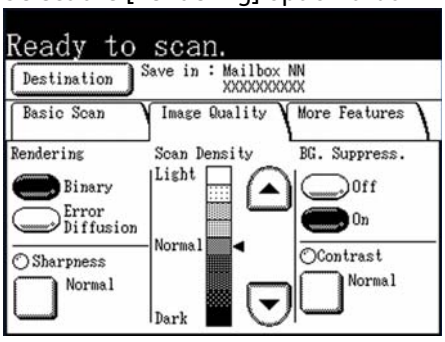
2. Set up the features on the [Image Quality] tab for the document(s) you will be scanning.

Rendering

The Rendering option permits you to specify the type of image processing that will be applied to the scanned image information, that is, either [Binary] or [Error Diffusion]. Binary processing is best suited to originals which consist of line and text. Error Diffusion processing is best suited to photographs. *The factory default setting is [Binary].*

Procedure

Select the [Rendering] option that will produce the best results:



Binary - This reproduces images with white and black in two gradations.

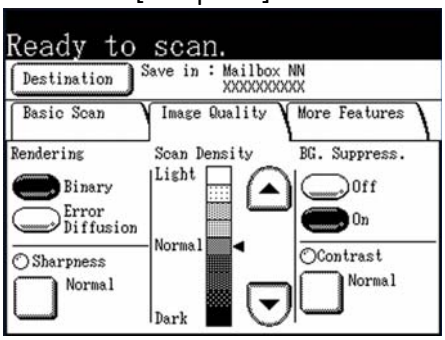
Error Diffusion - Select this item when scanning an original that needs to be reproduced with halftones, such as photos.

Sharpness

The Sharpness feature enables you to enhance lines and fine detail in the scanned image. *The factory default setting is [Normal].*

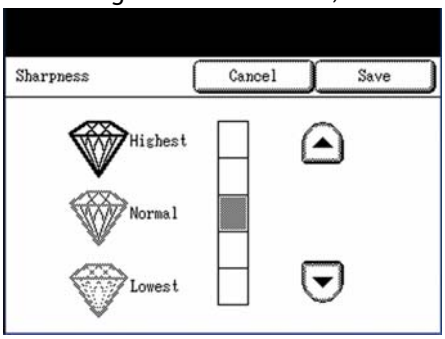
Procedure

1. Select [Sharpness].



The [Sharpness] screen will display.

2. Using the scroll buttons, select the desired sharpness level, and then select [Save].

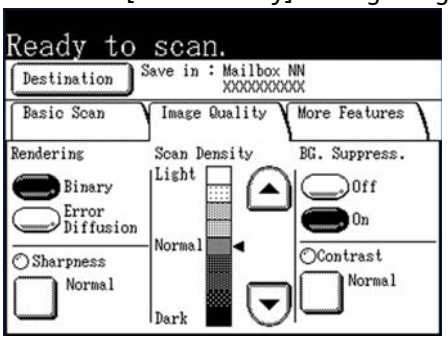


Scan Density

The Scan Density option allows you to adjust the lightness or darkness of the image data relative to the original. *The factory default setting is [Normal].*

Procedure

Select the [Scan Density] setting using the scroll buttons.



You can select from nine levels between [Light] and [Dark]. The density increases as the level approaches [Dark], and decreases as the level approaches [Light].

Background Suppression

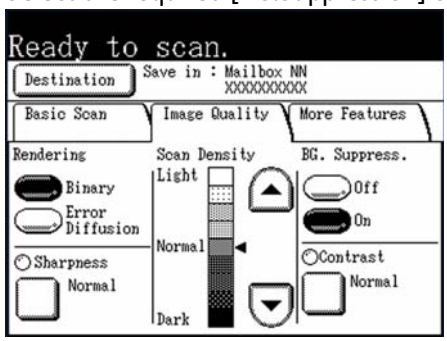
The Background Suppression feature enables you to make adjustments for documents that contain poor contrast between the foreground image and the background. This feature is particularly useful for enhancing image quality when the originals contain cut-and-pastes, uneven density, or dark or colored backgrounds. *The factory default setting is [On].*

Notes

- The [BG Suppress.] (Background Suppression) feature is disabled when [Original Type] is set to either of the [Photo] options.
- It may be necessary to rotate the image 90˚ to obtain the correct amount of background when copying or scanning originals.

Procedure

Select the required [BG.Suppression] option:



Off

The background of the original is included during scanning.

On

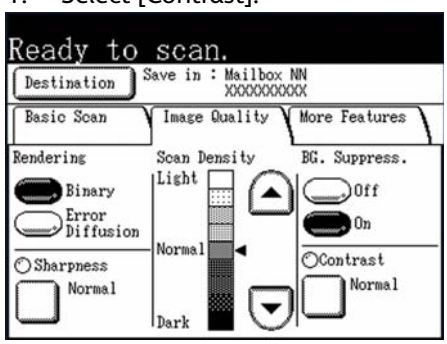
The background of the original is excluded during scanning.

Contrast

The Contrast option increases or decreases the contrast of the scan data relative to the original. High contrast settings increase the difference between the light and the 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. *The factory default setting is [Normal].*

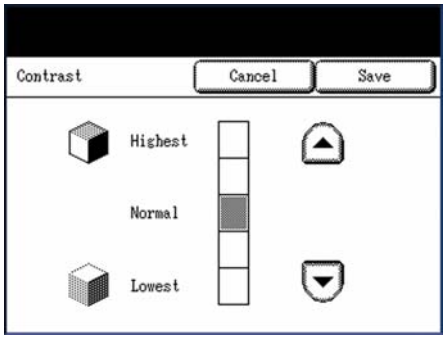
Procedure

1. Select [Contrast].



The [Contrast] screen will display.

2. Adjust the settings using the scroll buttons.



You can select from five contrast levels between [Lowest] and [Highest].

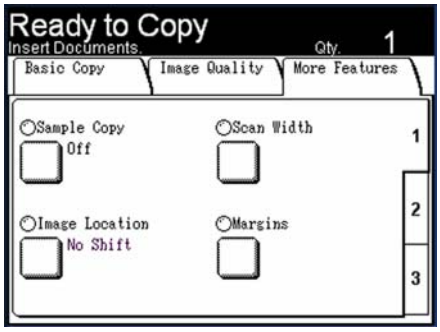
3. Select [Save].

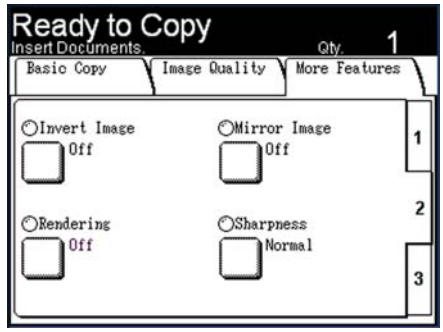
Setting Up the [More Features] selections

You can configure items such as scanned image size and the scan start position on the [More Features] screen. For more information, refer to the following:

- Scan Width
- Scan Offset
- Invert Image
- Mirror Image
- Preview
- Scan to Print

1. Select the [More Features] tab and configure each feature.





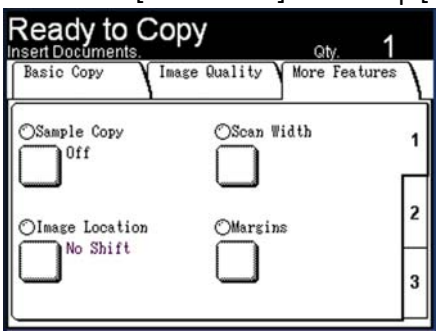
2. Set up the features on the [More Features] tab for the document(s) you will be scanning.

Scan Width

The 6204 Wide Format Solution is, by default, set up to scan standard size originals. If you wish to copy a non-standard width original, define the width using the [Scan Width] selection. This feature allows you to define a variable scan width of from 8.2 to 36 inches, in increments of 0.1 inch. *The factory default setting is [Standard Width].*

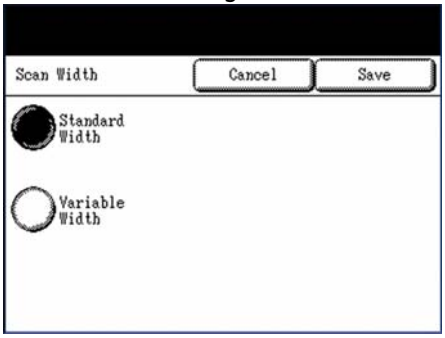
Procedure

1. Select [Scan Width] on the top [1] [More Features] tab.



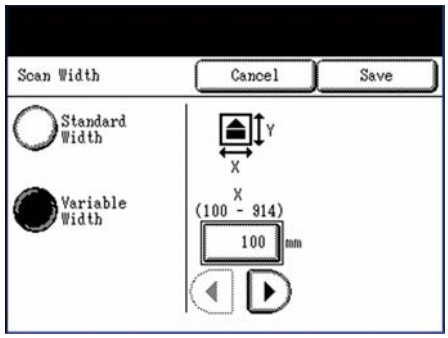
The [Scan Width] screen will display.

2. When scanning a non-standard width original, select [Variable Width].



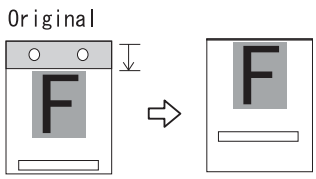
The [Scan Width] selection screen will display.

3. Using either the numeric keypad or the scroll buttons, enter the desired scan width, and then select [Save].



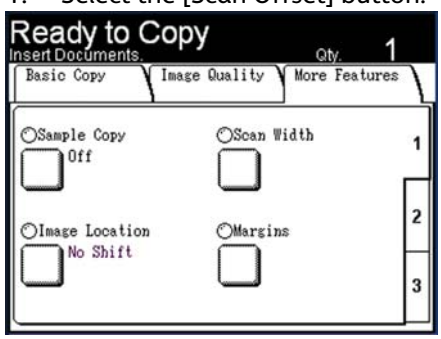
Scan Offset

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 39.3 inches, in 0.1 inch increments.*The factory default setting is [Disabled].*



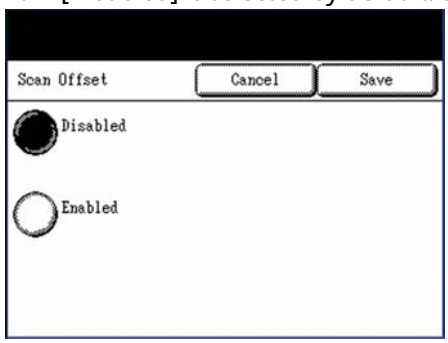
Procedure

1. Select the [Scan Offset] button.



The [Scan Offset] screen will display.

2. [Disabled] is selected by default. Select [Enabled] to define the amount of scan offset.



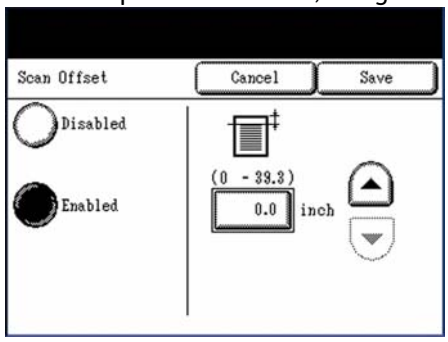
Disabled

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.

3. Set up the scan offset, using the numeric keypad or the scroll buttons, and then select [Save].

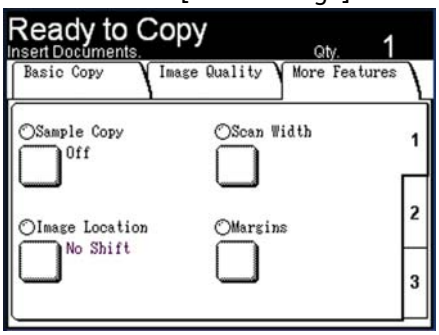


Invert Image

The Invert Image feature reverses the black and white portions of the original image. *The factory default setting is [Off].*

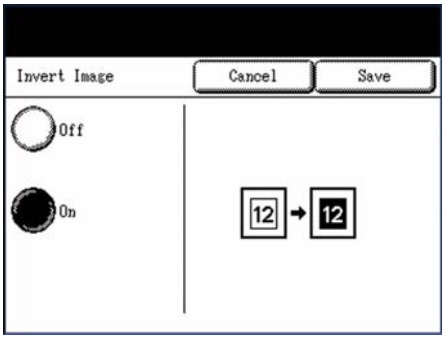
Procedure

1. Select the [Invert Image] button.



The [Invert Image] screen will display.

2. Select [On] or [Off].



Off

Negative Image is not applied.

On

Negative image is applied, and the black and white colors are reversed.

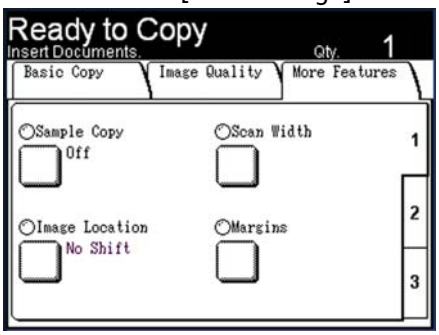
3. Select [Save].

Mirror Image

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

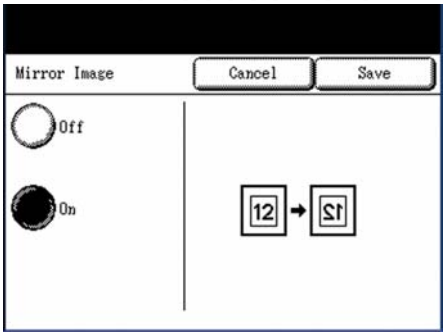
Procedure

1. Select the [Mirror Image] button.



   The [Mirror Image] screen will display.

2. Select [Off], [X], [Y], or [XY].



Off

Mirror image is not applied to copies.

X

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

Y

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

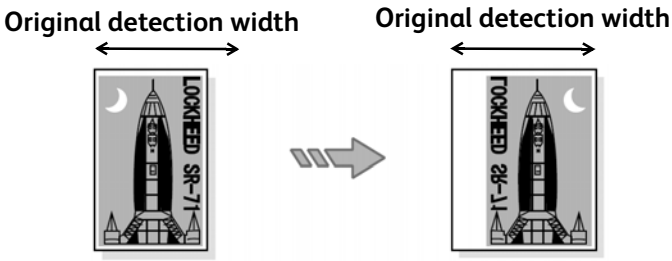
XY

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

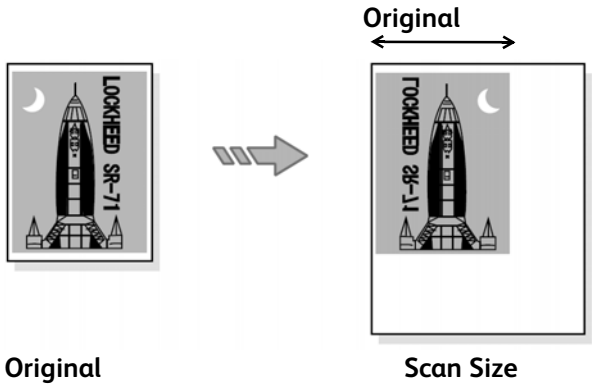
3. Select [Save].

Notes

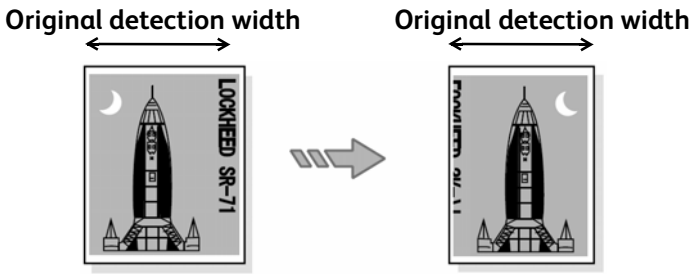
- When the width of the original is less than the Scan Width, such as occurs with non-standard originals, a margin will be present on the left side.



- When the Scan Width is larger than the original width, the original is reversed within the original image area, and a margin is placed on the right side.



- When the original width is slightly larger than the original detection width, the non-scanned portion is omitted.

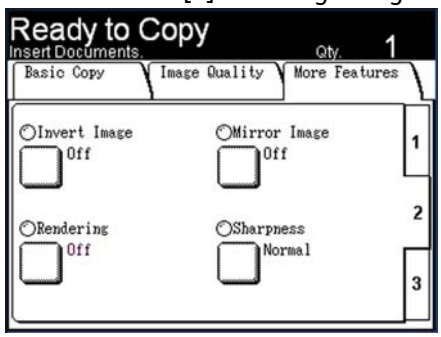


Preview

Use the Preview option to enable or disable the generation of a preview image for your scanned document. *The default setting is [Create Preview Image].*

Procedure

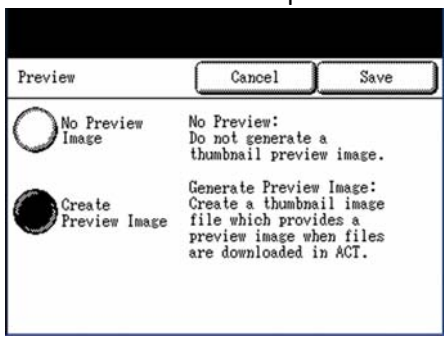
1. Select tab [2] at the right edge of the [More Features] tab to display the [Preview] feature button.



2. Select [Preview].

   The [Preview] screen will display.

3. Select the desired option.



No Preview Image

The controller will not create a thumbnail image file.

Create Preview Image

The controller will create a thumbnail image file which can be downloaded into Accxes Client Tools.

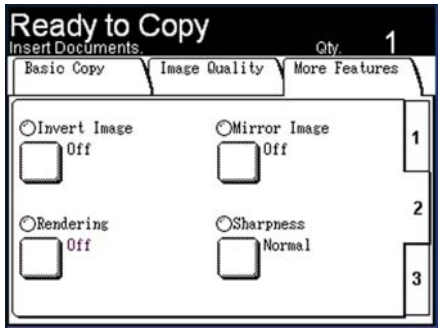
4. Select [Save].

Scan to Print

The Scan to Print feature generates a proof print of the scanned document, enabling you to change the [Basic Scan], [Image Quality], or [More Features] settings to achieve the results you want. *The default setting is [Do not print image].*

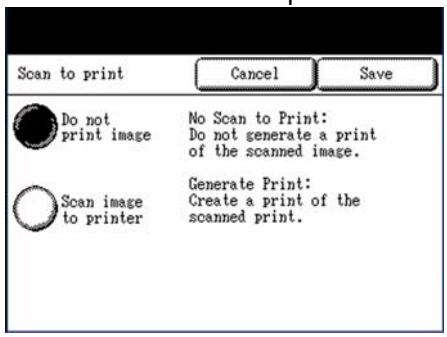
Procedure

1. Select tab [2] at the right edge of the [More Features] tab to display the [Scan to Print] feature button.



2. Select [Scan to Print].
   The [Scan to Print] screen will display.

3. Select the desired option.



Do not print image

The controller will not generate a print of the scanned image.

Scan image to printer

The controller will print the scanned image.

4. Select [Save].

Deleting Documents from a Mailbox

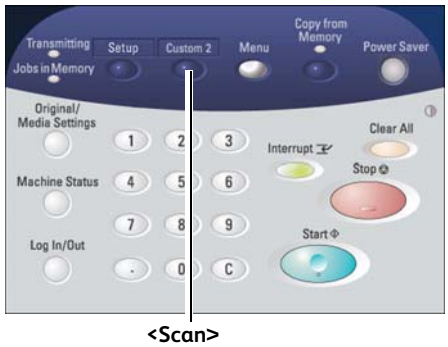
The procedures for deleting documents from a mailbox are described below.

Note

Documents stored in a mailbox will be deleted automatically, based on the [File Deletion] setting found under [Timers] on the [Setup] screen. The [File Deletion] setting range is from 1 to 24 hours in increments of 1 hour. Be sure to retrieve your files in a timely manner to prevent data loss.

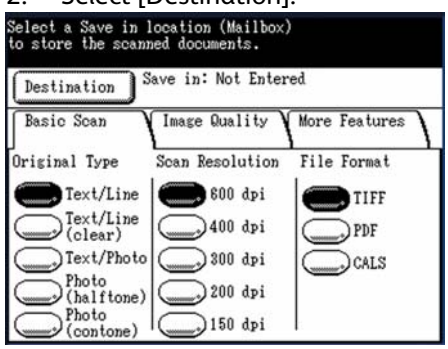
Delete All Documents

1. Press the <Scan> button, or select [Scan] on the [Menu] screen.



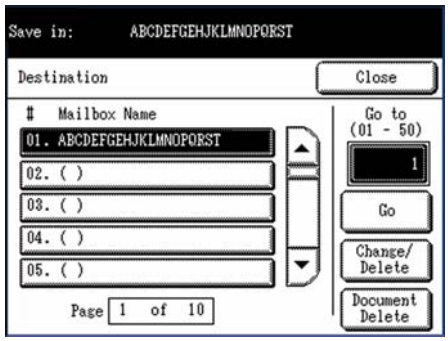
The [Scan] screen will display.

2. Select [Destination].



The [Destination] screen will display.

3. Select the mailbox that contains the documents you wish to delete.



Note

Select to display the previous five mailboxes and select to display the next five mailboxes. You also can access a Mailbox by using the numeric keypad to enter the two-digit mailbox number in [Go to], and then select the [Go] button.

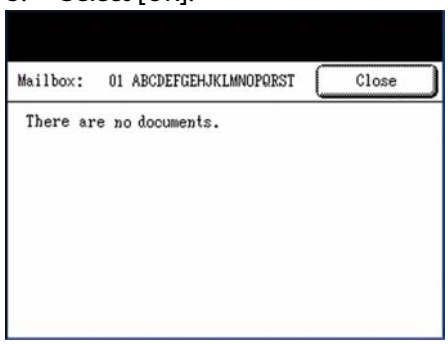
4. Select [Document Delete] on the [Destination] screen.

Note

Once the documents are deleted, they cannot be recovered.

The [Mailbox - Delete] dialogue will display.

5. Select [OK].



All documents in the mailbox will be deleted, and a confirmation message will display.

6. Select [Close] on the [Confirmation] screen.

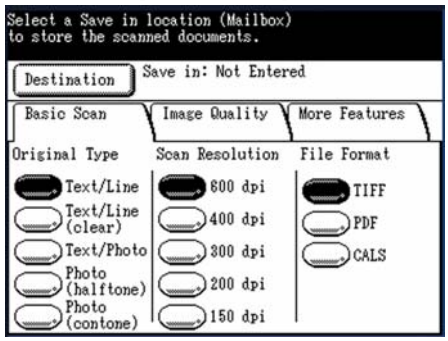
Delete a Document

1. Press the <Scan> button, or select [Scan] on the [Menu] screen.

<Scan>

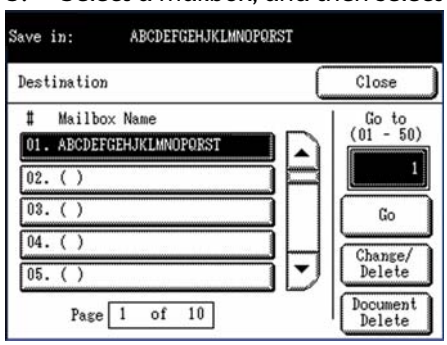
The [Scan] screen will display.

2. Select [Destination].



The [Mailbox] screen will display.

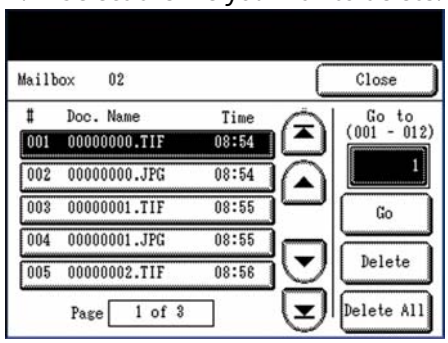
3. Select a mailbox, and then select [Document Delete]. The contents of the mailbox will display.



Notes

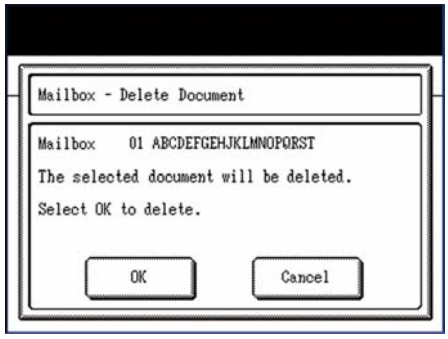
- Do not select [Delete All] because this will delete all files from the mailbox.
- Select to display the previous five mailboxes and select to display the next five mailboxes. You also can access a Mailbox by using the numeric keypad to enter the two-digit mailbox number in [Go to], and then select the [Go] button.

4. Select the file you wish to delete.

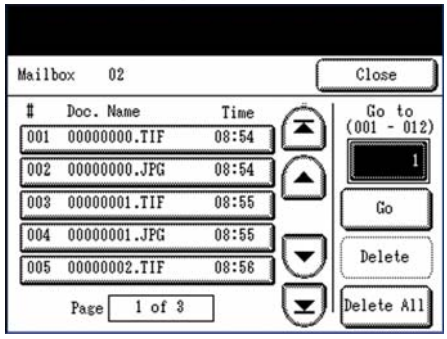


The [Delete] button will enable.

5. Select [Delete]. A confirmation screen will display.



6. Select [OK].



Notes

- A deleted document cannot be recovered.
- The document will be deleted, and the [Mailbox: xx] screen will redisplay.
- The remaining documents will renumber, with the previous number 002 document becoming 001, and so on.

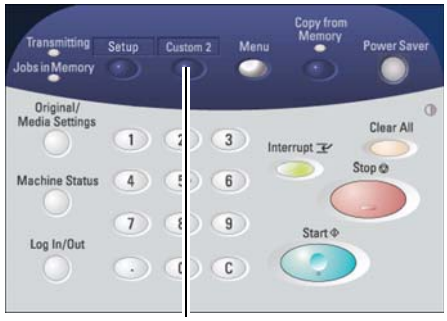
Creating & Deleting a Mailbox

This section describes the processes for creating and deleting mailboxes.

- Creating a Mailbox
- Deleting a Mailbox

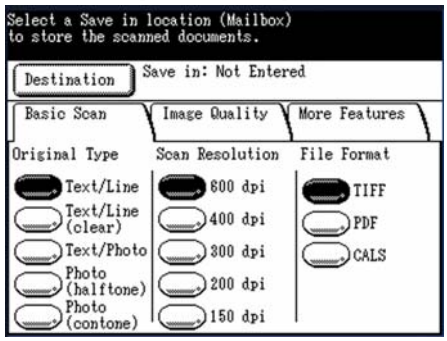
Creating a Mailbox

1. Press the <Scan> button, or select [Scan] on the [Menu] screen.



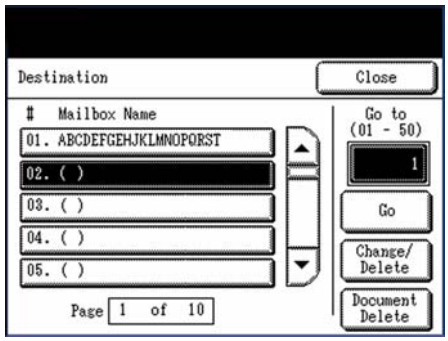
The [Scan] screen will display.

2. Select [Destination].



The [Destination] screen will display.

3. Select a mailbox that is not in use, and then select [Change/Delete].

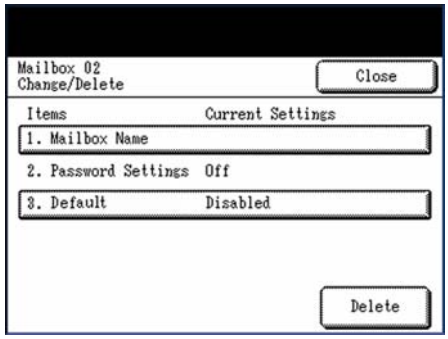


Note

Select to display the previous five mailboxes and select to display the next five mailboxes. You also can access a Mailbox by using the numeric keypad to enter the two-digit mailbox number in [Go to], and then select the [Go] button.

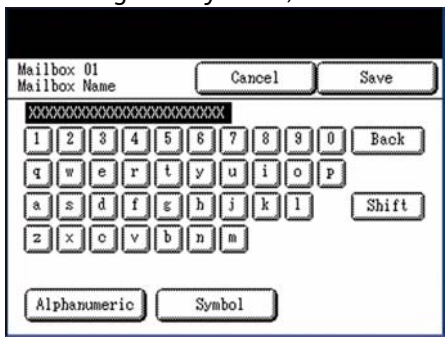
The [Change/Delete] screen will display

4. Select [1. Mailbox Name].



The alphanumeric keyboard will display.

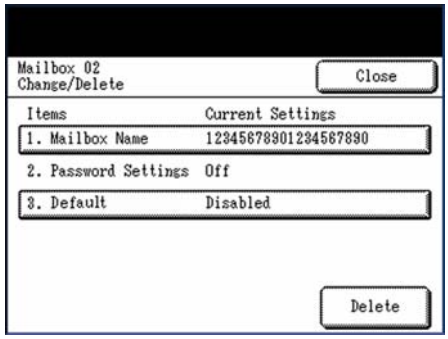
5. Using the keyboard, enter the mailbox name. You can enter up to 20 alphanumeric characters.



Note

For information about how to enter characters, refer to the section on Entering Text.

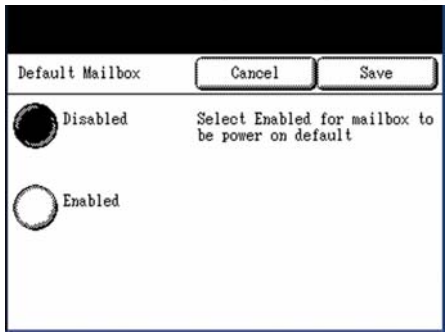
6. Select [Save].



The [Change/Delete] screen will redisplay. The assigned name will appear on the [Mailbox Name] button, under the Current Settings heading.

7. Select [Close] to return to the [Destination] screen, or continue setting up the mailbox.

8. To designate a destination as the default mailbox, select [3. Default] on the [Change/Delete] screen, select [Enabled] on the [Default Mailbox] screen, and then select [Save].



Note

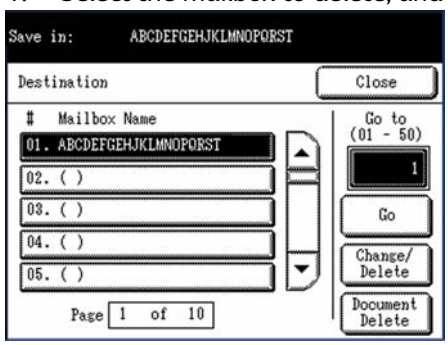
The default mailbox appears as the selected mailbox when the machine enters the Scan mode.

9. Select [Close] on the screens that display until you return to the [Scan] screen.

Deleting a Mailbox

This section describes the procedure for deleting a mailbox.

1. Select the mailbox to delete, and then select [Change/Delete].

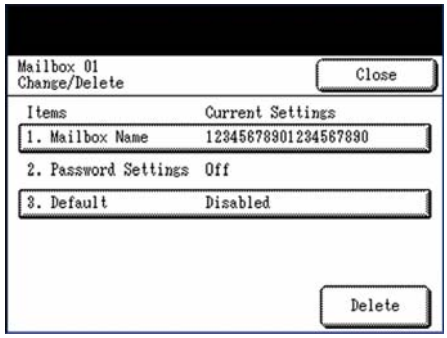


Note

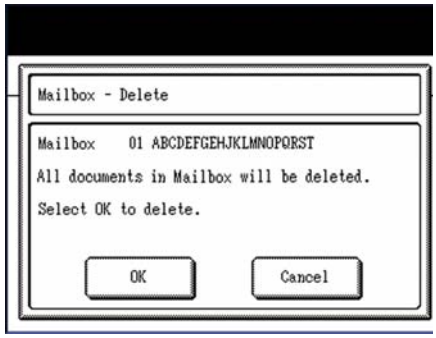
Select to display the previous screen and select to display the next screen.

The [Change/Delete] screen will display.

2. Select [Delete]. A confirmation screen will display.



3. Select [OK] to delete the selected mailbox. The mailbox will be deleted.



Store/Recall

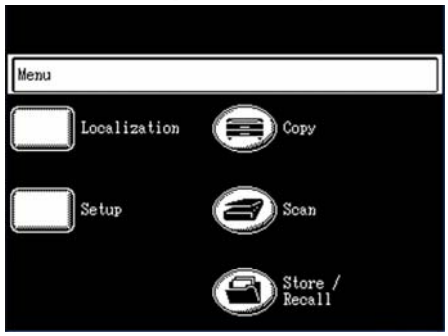
5

The Store/Recall feature provides the following options:

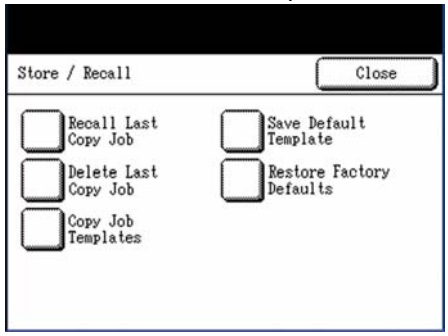
- [Recall Last Copy Job] enables you to recall and reuse the settings from the last copy job.
- [Delete Last Copy Job] enables you to delete the last copy job.
- [Copy Job Templates] enables you to recall, save, and delete templates.
- [Save Default Template] enables you to save the settings from the current job as the default template.
- [Restore Factory Defaults] enables you to recall the factory default settings as the active default settings.

Accessing the [Store/Recall] Menu

1. Press the [Store/Recall] button on the [Menu] screen. The [Store/Recall] menu will display.



2. Select the desired option.



The menu or screen for the selected option will display.

Recall Last Copy Job

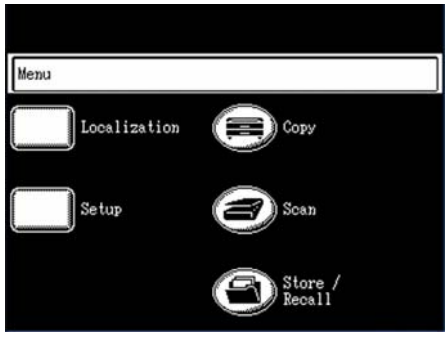
Use the Recall Last Copy Job option to recall and print the last copy job. This feature allows you to add documents to the existing set, and to change selected settings.

Notes

- When Immediate Image Overwrite is enabled on the Web Printer Manager Tool, and is running, all the scanned images and image sets will be deleted from FreeFlow Accxes as soon as they are processed. The FreeFlow Accxes controller will reboot, causing a "DISK IMAGE OVERWRITE IN PROGRESS" message on the printer and scan system during the reboot. Scan System users will not be able to recall the last job.
- If the Invert feature (changes dark to light and vice versa) is selected before printing the recalled document, the document will not be inverted. It will need to be rescanned to get the inverted image.

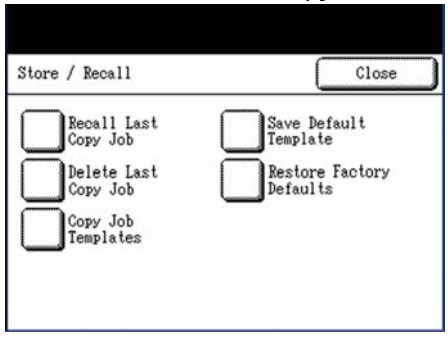
Procedure

1. Press the [Store/Recall] button.



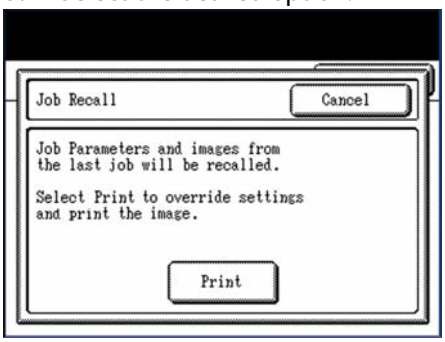
The [Store/Recall] menu will display.

2. Select [Recall Last Copy Job].



The [Job Recall] dialogue will display.

3. Select the desired option:



[OK]

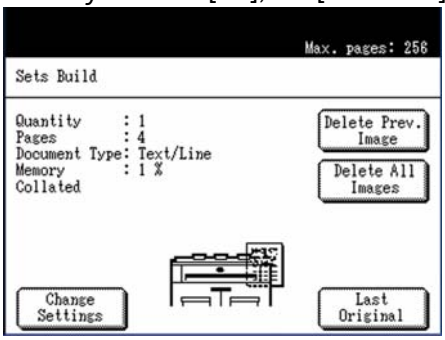
Select this option to add one or more documents to the set, or to change the recalled settings.

[Print Set]

Use this option to print the recalled copy job as is.

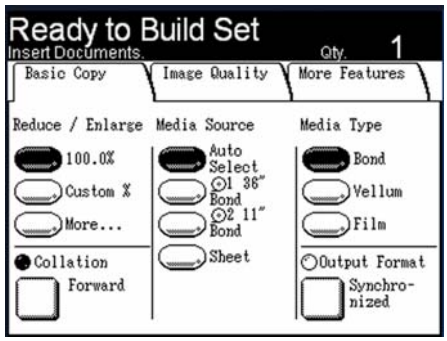
> Note
>
> The recalled job must be printed or cleared before the next document can be scanned. If there is no last job to be restored, as is the case at power up or after the last job has been deleted, a warning message will advise you.

4. If you select [OK], the [Sets Build] screen will display. Select the appropriate option:



[Change Settings]

Displays the [Copy] screen, enabling you to change the settings for the next original, that is, such items as reduction/enlargement, original type, media selection, etc., from the [Basic Copy], [Image Quality], and [More Features] tabs.



[Delete Prev. Image]

You can delete the image data from the most recently scanned original if image quality or other adjustments are needed.

Select [OK] on the confirmation screen that displays to delete the scanned image.

[Delete All Images]

Selecting this button causes all of the scanned images to be deleted.

Select [OK] on the confirmation screen that displays to delete all of the scanned images.

[Last Original]

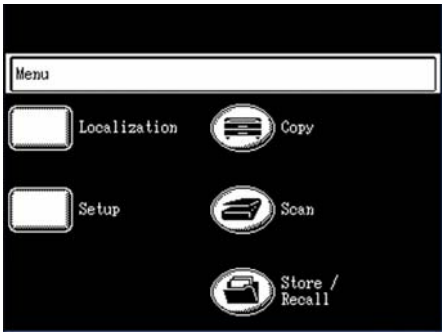
This selection informs the machine that scanning is done and printing can begin. Select this button after the final original in the set has been scanned.

Delete Last Copy Job

If, for security reasons, the parameters and images of the last job should not be left stored, use the [Delete Last Copy Job] option.

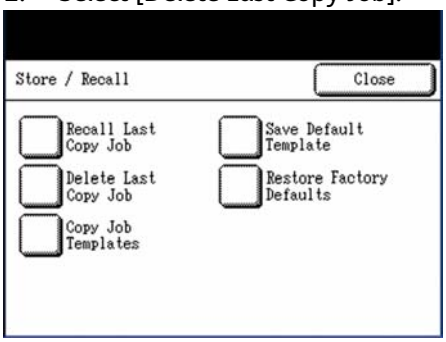
Procedure

1. Press the Store/Recall button.



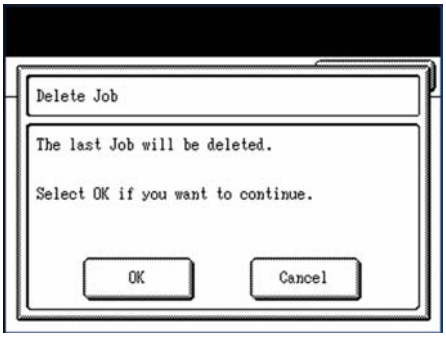
The [Store/Recall] menu screen will display.

2. Select [Delete Last Copy Job].



The [Delete Job] dialogue will display.

3. Select [OK].



The last job images and parameters will be deleted.

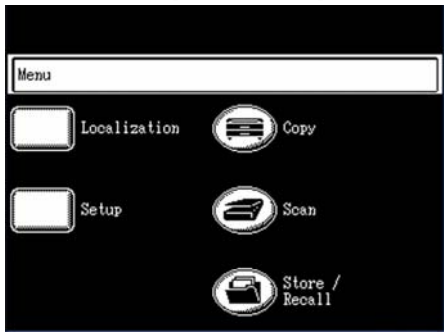
Copy Job Templates

Copy Job Templates provides the following options:

- The [Recall Template] option enables you to recall saved copy job settings.
- The [Save Template] option enables you to save copy job settings in memory.
- The [Delete Template] option enables you to delete saved copy job settings.

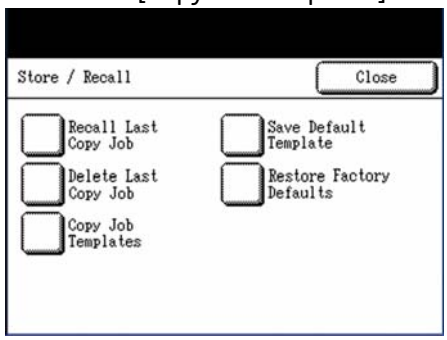
Accessing the Copy Job Templates

1. Press the [Store/Recall] button.



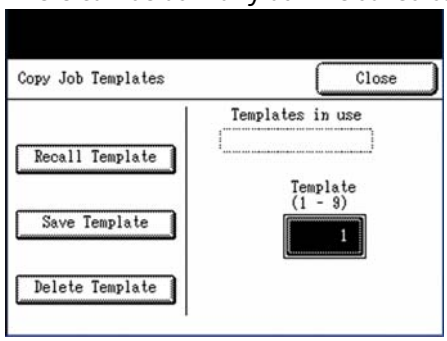
The [Store/Recall] menu screen will display.

2. Select [Copy Job Templates].



The [Copy Job Templates] screen will display.

There can be as many as nine saved templates.



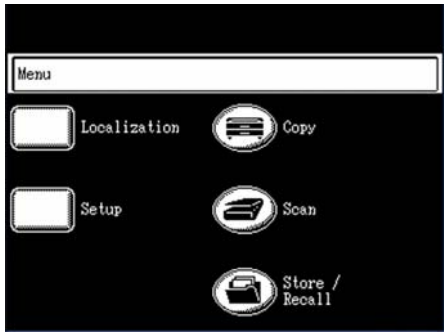
- A template may be recalled from the saved templates that appear in the [Templates in use] field. This is done by entering the template number using the numeric keypad.
- Current copy job settings may be saved as a template by either assigning a number that is not in use, or by overwriting another, saved template.
- To save a template, the user assigns it a number (0 - 9), using the numeric keypad. This number will appear in the [Templates in use] field after it is saved.
- Templates that are no longer in use should be deleted to free up space in memory.

Recall Template

The [Recall Template] option allows you to recall job parameters that were previously saved as templates and use them for the current job.

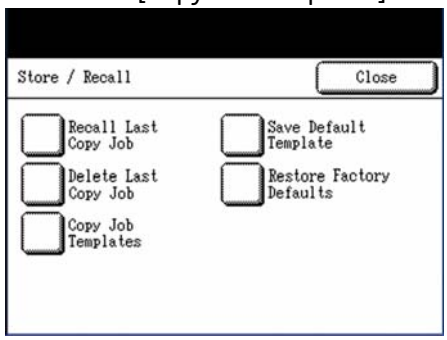
Procedure

1. Press the [Store/Recall] button.

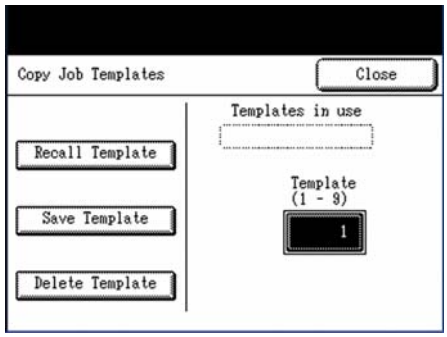


The [Store/Recall] menu screen will display.

2. Select [Copy Job Templates].



The [Copy Job Templates] screen will display.



3. Using the numeric keypad, enter the number of template that you wish to recall. The number of the recalled template must appear in the [Templates in use] field to be selected.

   The number of the selected template will display in the [Template] field.

4. Select [Recall Template].

5. Select [Close] on the [Copy Job Templates] and [Store/Recall] screens to return to the [Menu] screen.

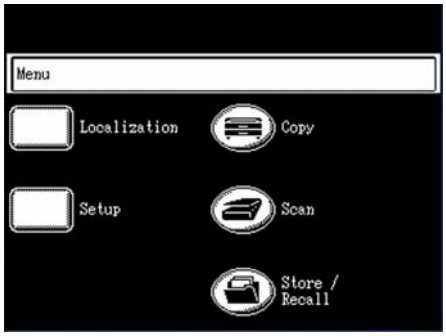
6. Insert the documents in the scanner and run the recalled job.

Save Template

The Save Template option allows you to save the settings that are associated with a copy job as a template that can be recalled later. Up to nine templates can be saved. Before you can save a copy job as a template, you must set it up and run it, so that its settings are in memory.

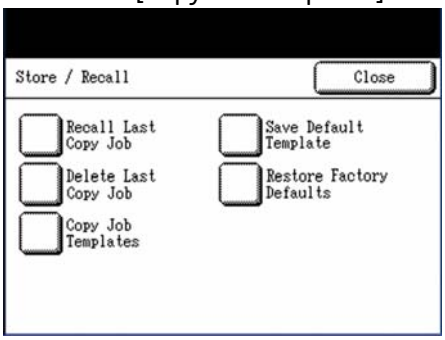
Procedure

1. Press the [Store/Recall] button.

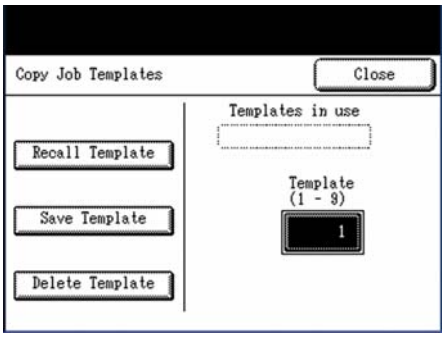


The [Store/Recall] menu screen will display.

2. Select [Copy Job Templates].



The [Copy Job Templates] screen will display.



3. Choose a number that is not already displayed in the [Templates in use] field, and then enter the number on the numeric keypad.

The number you enter will appear in the [Template] field.

4. Select [Save Template].

The settings for the current copy job will be saved at the designated location (0 - 9).

Delete Template

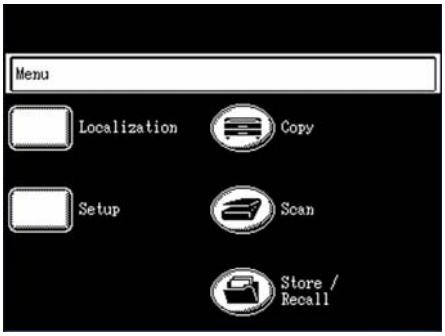
Use the Delete Template option to delete saved templates. Deleting a template removes the template number from the touch screen, and removes the associated stored settings from memory.

Note

A deleted template cannot be recalled.

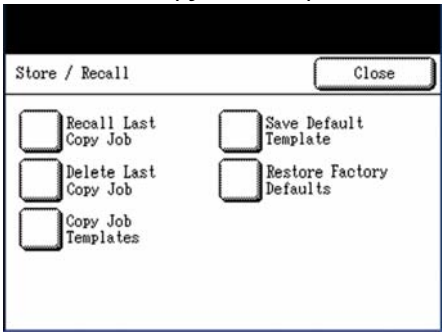
Procedure

1. Press the [Store/Recall] button.



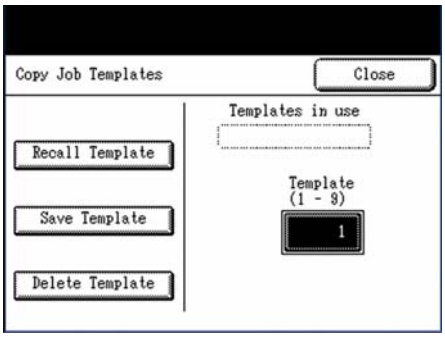
The [Store/Recall] menu will display.

2. Select [Copy Job Templates].



The [Copy Job Templates] screen will display.

3. This screen shows the locations, 0 - 9, of the stored templates.



Use the numeric keypad to enter the location of the template to be deleted, and then select [Delete Template].

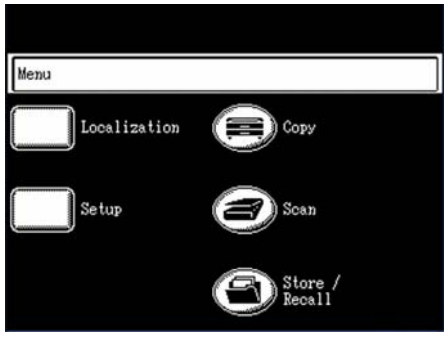
The template and saved job settings are deleted, and the template number is removed from the list in the [Templates in use] field.

Save Default Template

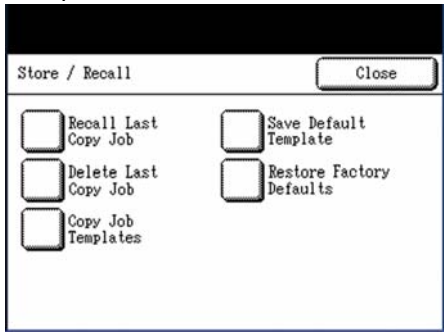
The Save Default Template option enables you to save the settings from the current job as the default settings.

Procedure

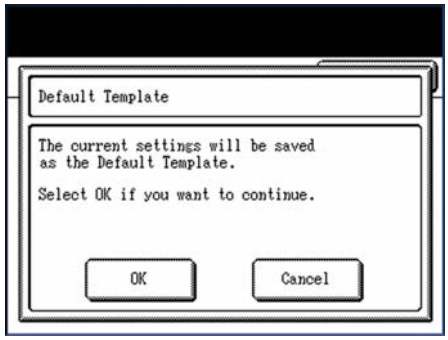
1. Ensure that all of the copy job settings are set up as desired, and then run the copy. Running the job will store its settings in memory.
2. Press the Store/Recall button. The [Store/Recall] menu will display.



3. Select [Save Default Template]. A confirmation screen will display, indicating that the job parameters have been saved.



4. Select [OK] to save the current settings as the default template.

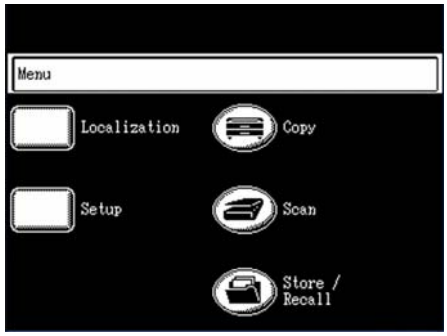


Restore Factory Defaults

The factory default job settings are permanently stored in memory. The Restore Factory Defaults option enables you to retrieve these settings as the active default settings.

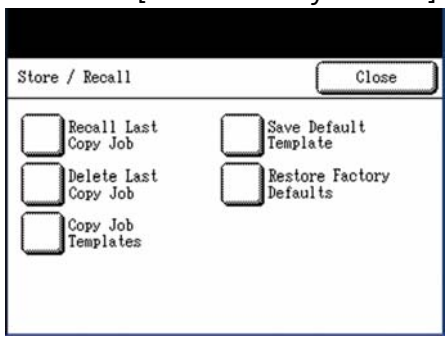
Procedure

1. Press the Store/Recall button.



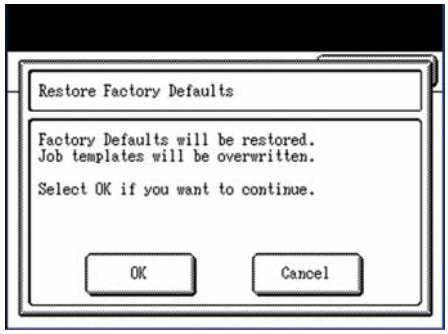
The [Store/Recall] menu will display.

2. Select [Restore Factory Defaults].



A confirmation dialogue will display.

3. Select [OK] to continue. The factory default settings are restored immediately.



System Setup

6

The [Localization] and [Setup] buttons on the [Menu] screen provide access to a large number of options for setting up the system defaults. Contained in this chapter are the setup procedures for the following:

- Localization
- Date and Time
- Control Panel
- Network Settings
- Timers
- Custom Original Series
- Copy Options

Localization

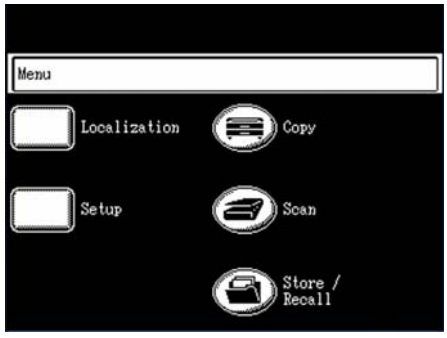
The [Localization] feature enables you to select the default language and dimensions that will display on the touch screen and web interface, and on controller-generated test prints, banner sheets, configuration pages, etc.

Note

The [Custom] language selection affects only the touch screen display.

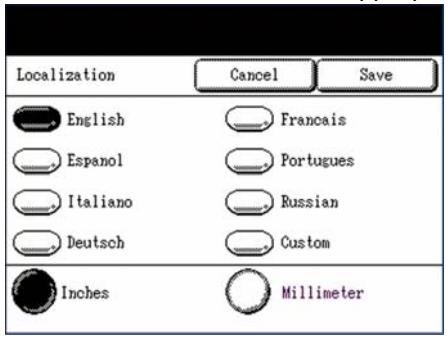
Procedure

1. Select the [Localization] button on the [Menu] screen.



The [Localization] screen will display.

2. Select the button of the appropriate language.



3. Select the [Inches] or the [Millimeters] button to set up the default units of measurement.

4. Select [Save].

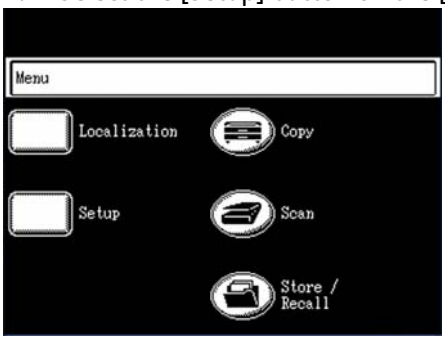
Date and Time

Date Format

The date that displays on the touch screen and appears on controller-generated prints (banner sheets, reports, error messages, etc.) can be set up using the [Date and Time] feature button on the [Setup] screen.

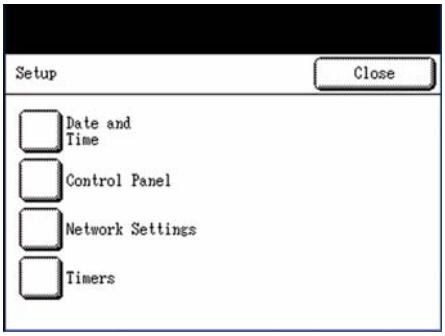
Procedure

1. Select the [Setup] button on the [Menu] screen.



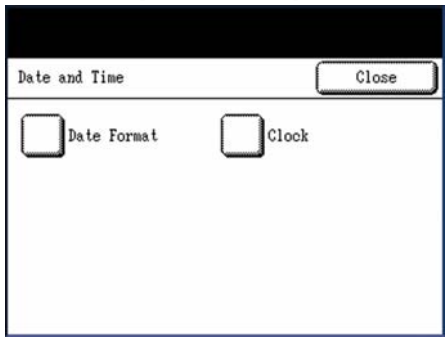
The [Setup] menu will display.

2. Select [Date and Time].



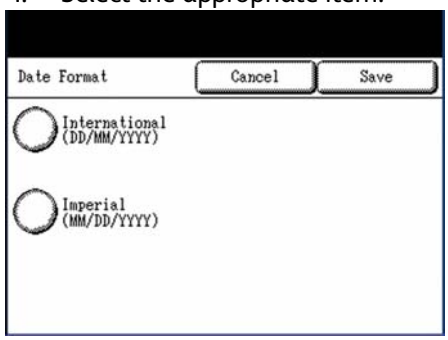
The [Date and Time] menu will display.

3. Select [Date Format].



The [Date Format] screen will display.

4. Select the appropriate item:



International

The date will display in the format DD/MM/YYYY.

Imperial

The date will display in the format MM/DD/YYYY.

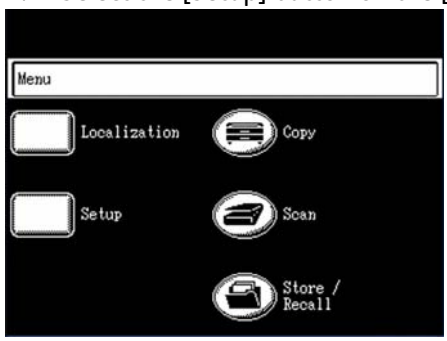
5. Select [Save].

Clock

The time that displays on the touch screen, and also appears on controller-generated prints (banner sheets, reports, error messages, etc.), is set up using the [Date and Time] feature button on the [Setup] menu.

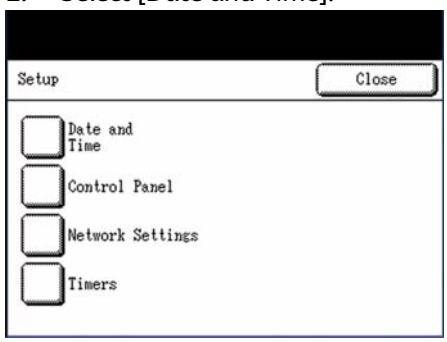
Procedure

1. Select the [Setup] button on the [Menu] screen.



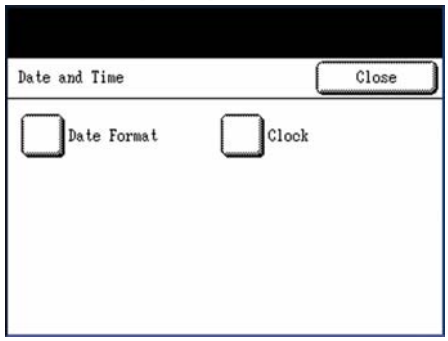
The [Setup] menu will display.

2. Select [Date and Time].



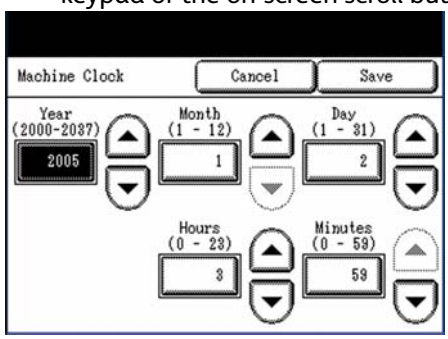
The [Date and Time] menu will display.

3. Select [Clock].



The [Machine Clock] screen will display.

4. The [Year] field will be selected when the [Machine Clock] screen displays. Use either the numeric keypad or the on-screen scroll buttons to enter the current year.



5. Continue setting up the Machine Clock by selecting the [Month], [Day], [Hours], and [Minutes] numeric entry fields, and for each, using either the numeric keypad or the scroll buttons to enter the correct setting.

6. Select [Save].

Control Panel

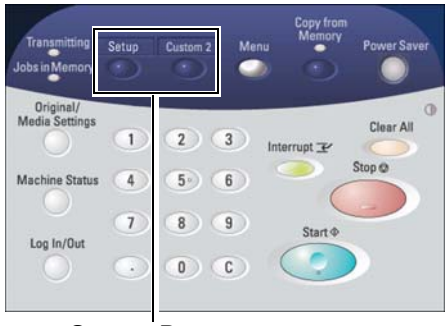
The Control Panel options enable you to the change the functions of the custom buttons, enable or disable the audible tones associated with key presses, invalid entries, and faults, change the default touch screen display, and substitute custom menus for standard menus.

- Custom Buttons
- Audible Tones
- Default Screen
- Custom Menus

Custom Buttons

When you select a custom button (<Copy> or <Scan> in the figure below), the touch screen displays the screen that currently is associated with that button. You can change the screen that displays when a custom button is selected, if doing so proves more convenient.

You can assign one of five feature screens to each custom button: [Copy], [Scan], [Setup], [Localization], and [Destination]. To leave a custom button unassigned, select [Not Entered].

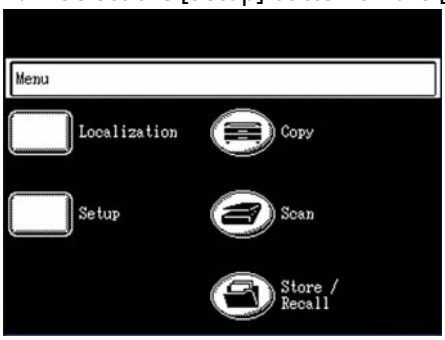


<Custom Buttons>

The factory default custom button settings are [Copy] for the <Custom 1> button, and [Scan] for the <Custom 2> button.

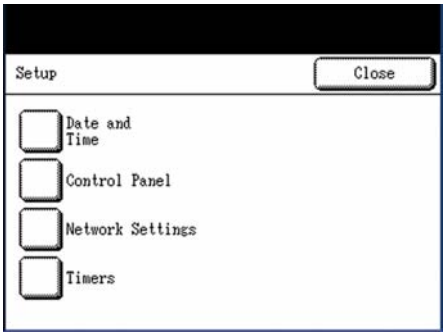
Procedure

1. Select the [Setup] button on the [Menu] screen.



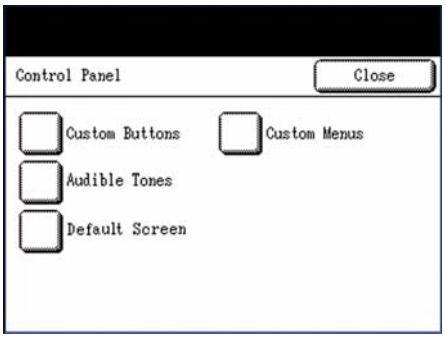
The [Setup] menu will display.

2. Select [Control Panel] on the [Setup] menu.



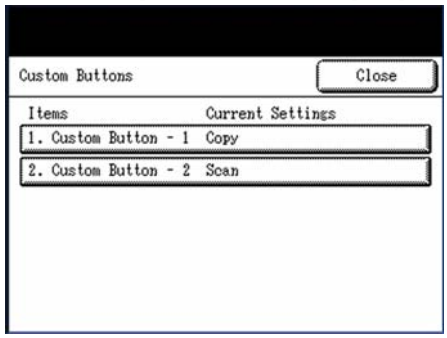
The [Control Panel] menu will display.

3. Select [Custom Buttons].



The [Custom Buttons] menu will display.

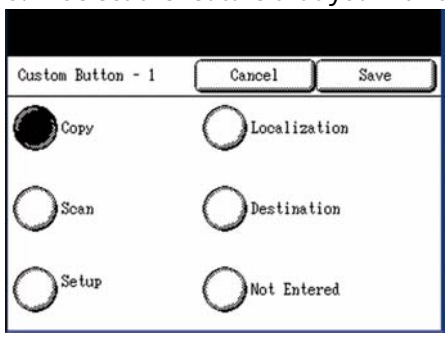
4. Select [Custom Button -1] or [Custom Button -2].



Notes

- The current settings appear on the buttons.
- The corresponding setup screen will display.

5. Select the feature that you wish to display when the custom button is selected.



6. Select [Save] to return to the [Custom Buttons] screen, where you can set up the other <Custom Button>.

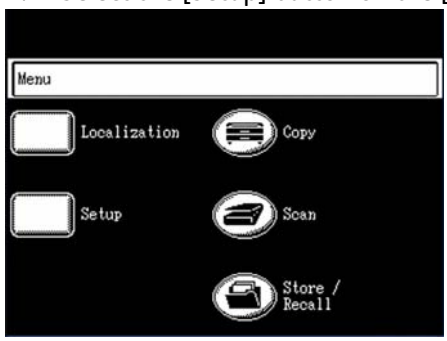
7. Select [Close] to return to the [Control Panel] menu.

Audible Tones

The Audible Tones options determine whether or not a tone or tones will sound when the user presses control panel buttons, makes an invalid entry, or when a fault occurs. *The factory default setting for all audible tones is [On].*

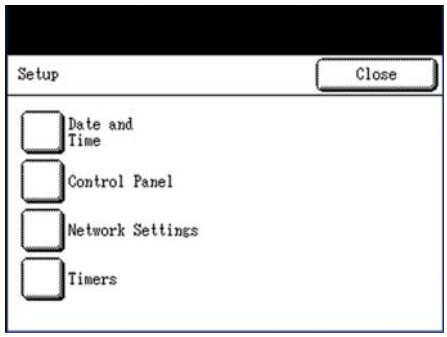
Procedure

1. Select the [Setup] button on the [Menu] screen.



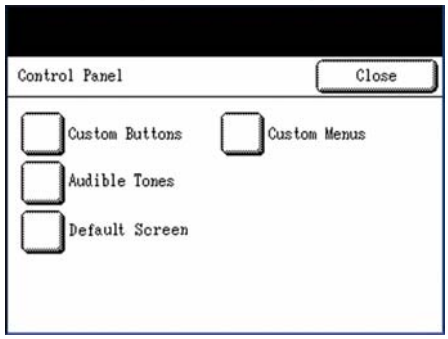
The [Setup] menu will display.

2. Select [Control Panel] on the [Setup] menu.



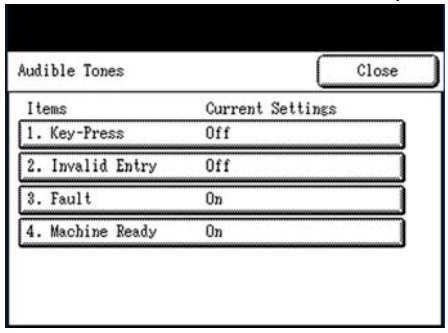
The [Control Panel] menu will display.

3. Select [Audible Tones].



The [Audible Tones] menu will display.

4. Select the feature to be set up.



Note

A setup screen for the selection will display.

1. Key Press

A single, short tone will sound when the user makes a valid selection of a key on the control panel or a button on the touch screen.

2. Invalid Entry

A short tone followed by a slightly longer tone will sound when the user makes an invalid selection on the control panel or touch screen.

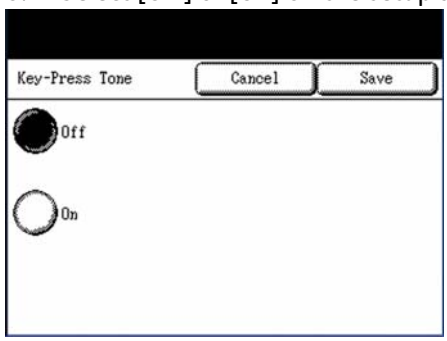
3. Fault

Five sets of five warning tones will sound when the controller detects a fault condition, such as a jam, toner low or empty condition, media out, etc.

4. Machine Ready Tone

Two medium length tones indicate that the machine is in a ready state, that is, ready to copy, scan, or print.

5. Select [Off] or [On] on the setup screen.



Note

[On] enables a tone; [Off] disables it.

6. Select [Save].

7. Repeat steps 4 and 5 to set up additional Audible Tones.

8. Select [Close] on the [Audible Tones] menu to return to the [Control Panel] menu.

Default Screen

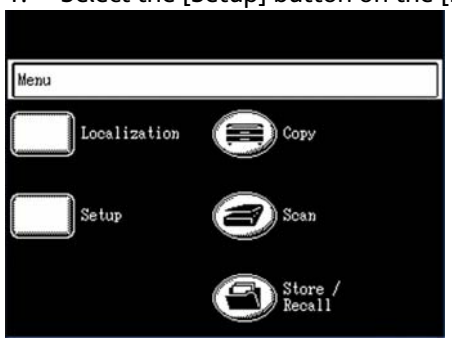
The Default Screen option enables you to select the default touch screen display. The selected default screen will display when the following occur:

- The machine power is switched on the machine exits the Power Saver mode
- The machine exits the System Administration mode
- The user finishes checking the machine status
- The user presses the <Clear All> button

The default setting is [Copy].

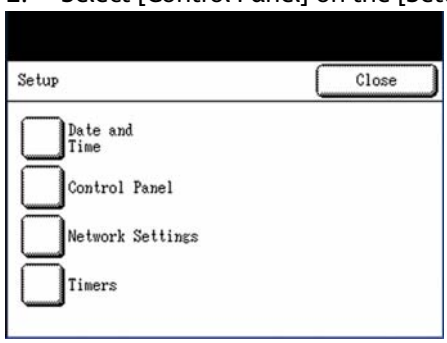
Procedure

1. Select the [Setup] button on the [Menu] screen.



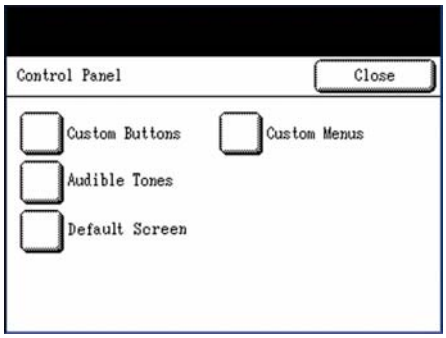
The [Setup] menu will display.

2. Select [Control Panel] on the [Setup] menu.



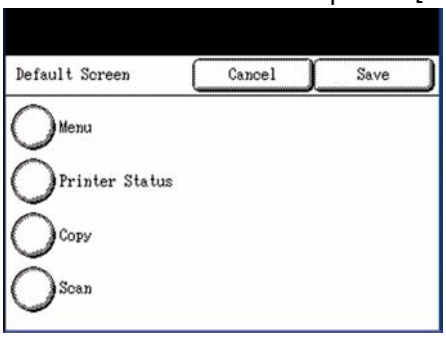
The [Control Panel] menu will display.

3. Select [Default Screen].



The [Default Screen] selections will display.

4. Select one of the four options: [Menu], [Printer Status], [Copy], or [Scan], and then select [Save].

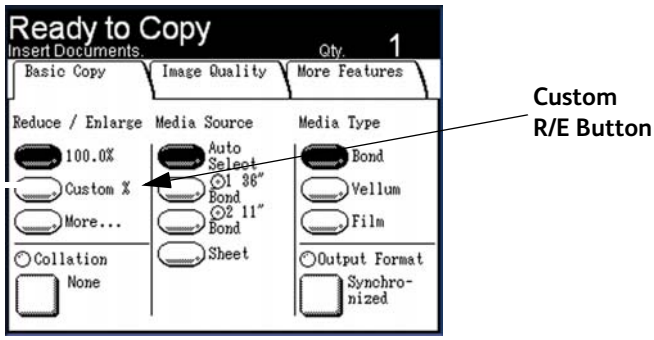


5. Select [Close] on the [Control Panel] menu to return to the [Setup] menu, or continue making [Control Panel] settings.

Custom Menus

The Custom Menus options enable you to do the following:

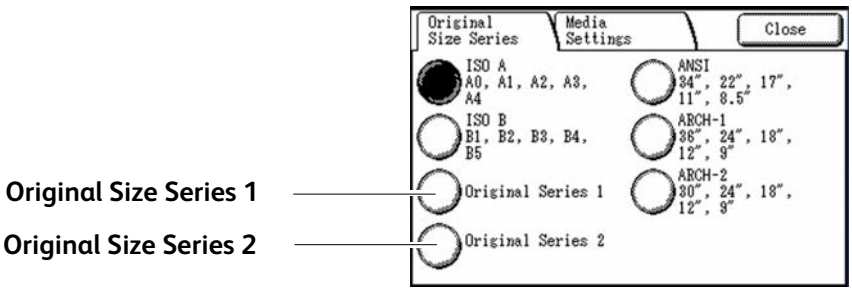
- Define a custom Reduction/Enlargement setting. The R/E setting defined here will appear on the [Basic Copy] screen as the middle of the three R/E buttons. The R/E setting should be one that is used frequently in your daily operations. *The default custom R/E setting is [50%].*



- Define up to two custom Original Series. These will appear on the [Original Size Series] tab that displays when the user selects the <Original/Media Settings> button. *The default custom original size series are [SP. A-1] and [Sp. A-2].*

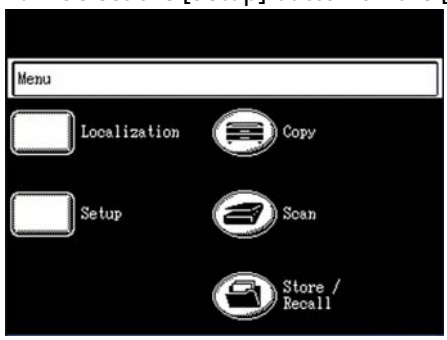
  Note

  If you define a custom original series using the [Custom Original Series] feature on the [Setup] screen, you can select it to appear as one of the two custom series on the [Original Size Series] tab.



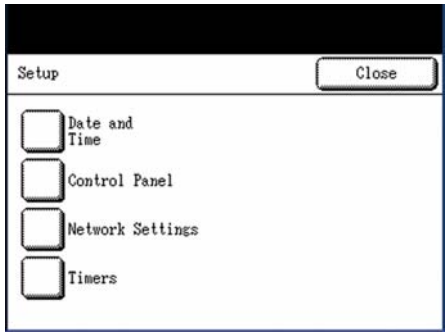
Procedure

1. Select the [Setup] button on the [Menu] screen.



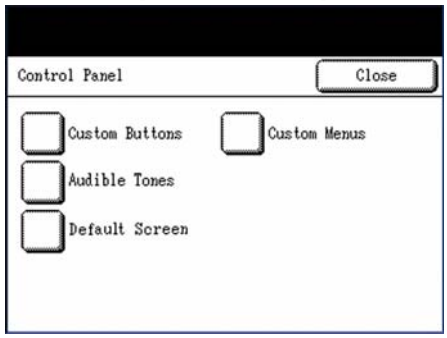
The [Setup] menu will display.

2. Select [Control Panel] on the [Setup] menu.



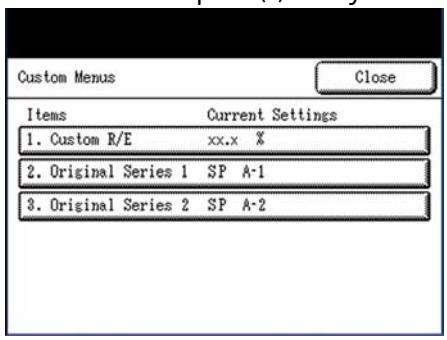
The [Control Panel] menu will display.

3. Select [Custom Menus].



The [Custom Menus] menu will display.

4. Select the option(s) that you wish to set up:

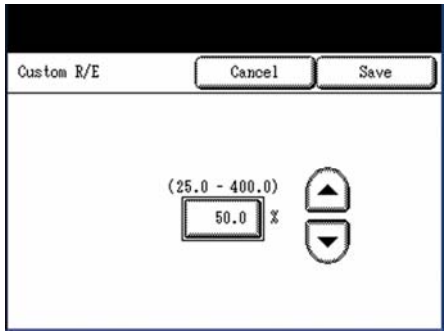


[1. Custom R/E]

[2. Original Series 1...]

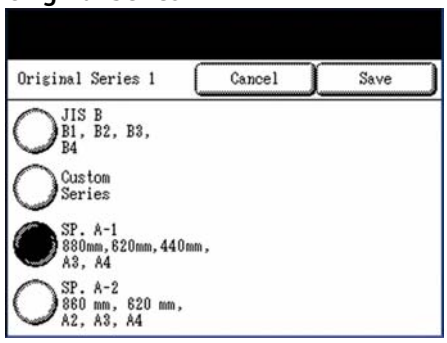
[3. Original Series 2...]

Custom R/E



After selecting [1. Custom R/E], use the numeric keypad or the scroll buttons to enter the desired R/E setting. The setting range is from 25.0 to 400.0 percent, in 0.1 percent increments.

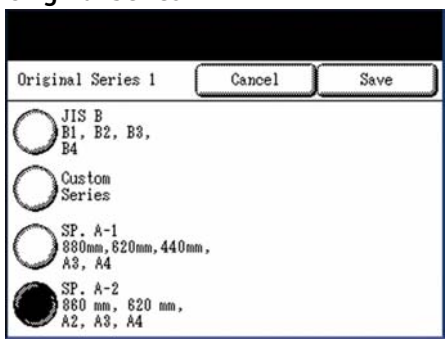
Original Series 1



Selecting [2. Original Series 1] displays the [Original Series 1] screen. You may select any one of the four options.

Notice that the default series selections shown here and on the next screen display as options on the [Original Size Series] tab shown on the previous page.

Original Series 2



Selecting [3. Original Series 2] displays the [Original Series 2] screen. You may select any one of the four options.

5. Select [Save].
6. Select [Close] on the [Custom Menus] menu to return to the [Control Panel] menu.

Network Settings

You can set up DHCP (Dynamic Host Configuration Protocol), or the static IP address, Subnet Mask, and Gateway on the [Network Settings] screens. The new settings will take effect immediately.

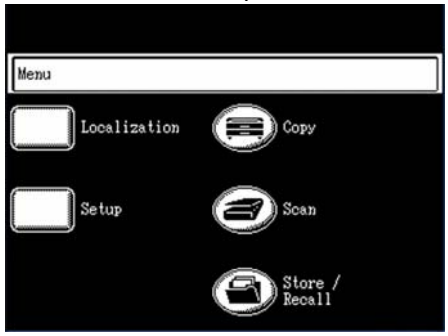
- If installing in a DHCP environment, complete the steps in "Procedure (DHCP)."
- If setting up a static IP address, complete the steps in "Procedure (Static IP Address)."

Note

The network settings also can be set up using the Web Print Management Tool. Refer to the Web Print Management Tool online help for more information.

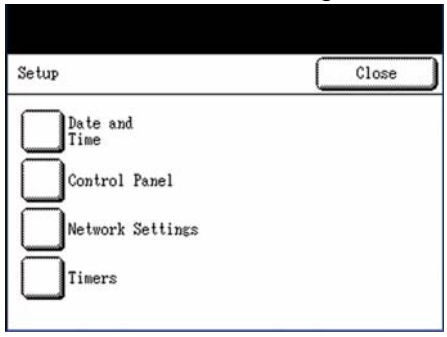
Procedure (DHCP)

1. Select the [Setup] button on the [Menu] screen.



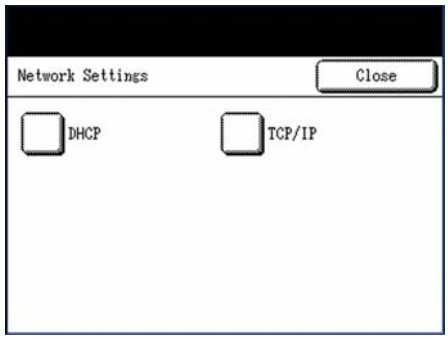
The [Setup] menu will display.

2. Select [Network Settings] on the [Setup] menu.



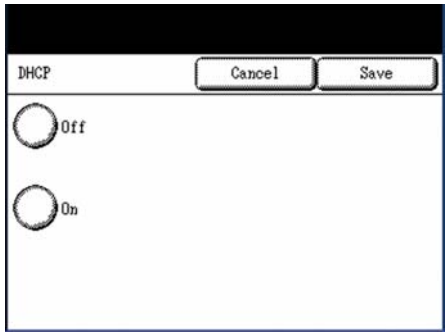
The [Network Settings] menu will display.

3. Select [DHCP].



The [DHCP] screen will display.

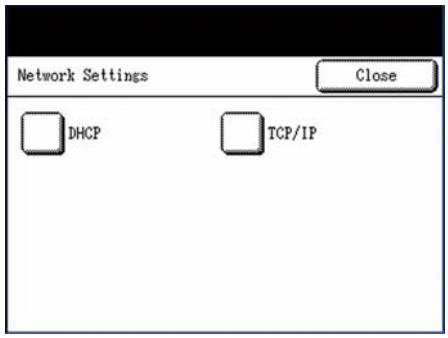
4. Set DHCP to either [Off] or [On], and then select [Save].



5. Select [Close] on the [Network Settings] menu to return to the [Setup] menu.

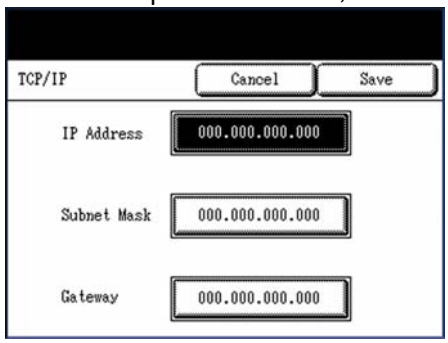
Procedure (Static IP Address)

1. Select [TCP/IP] on the [Network Settings] menu.



The [TCP/IP] screen will display.

2. To set up the IP Address, Subnet Mask, and Gateway:



IP Address

Enter the IP address in the format XXX.XXX.XXX.XXX.

Subnet Mask

Enter the Subnet Mask in the format XXX.XXX.XXX.XXX.

Gateway

Enter the Gateway in the format XXX.XXX.XXX.XXX.

3. Select [Save].

4. Select [Close] on the [Network Settings] menu to return to the [Setup] menu.

Timers

The [Timers] selection of the [Setup] menu allows you to set up the values for the time-out features. Five timeout features may be set up:

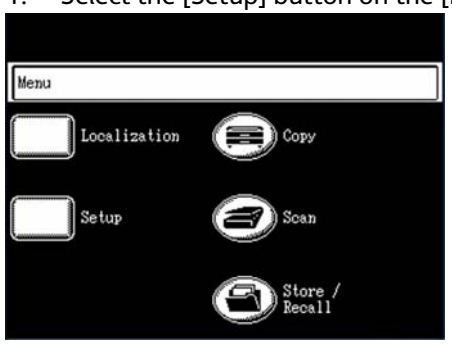
- Low Power
- Sleep
- Features
- Print Interrupt
- File Deletion

Low-power

The procedure for setting up the Low-power mode follows. The setting range is 5 to 240 minutes. *The factory default setting for [1. Low-power] is 15 minutes.*

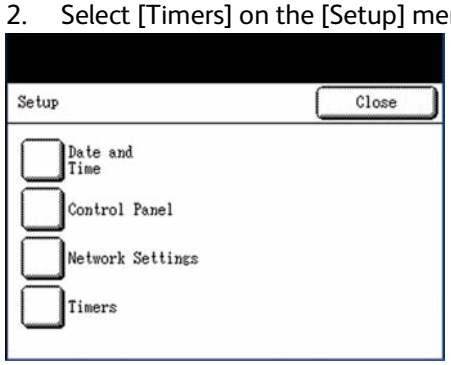
Procedure

1. Select the [Setup] button on the [Menu] screen.



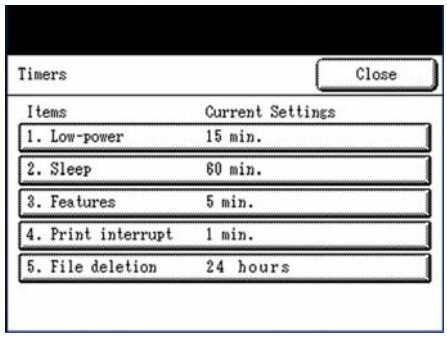
   The [Setup] menu will display.

2. Select [Timers] on the [Setup] menu.



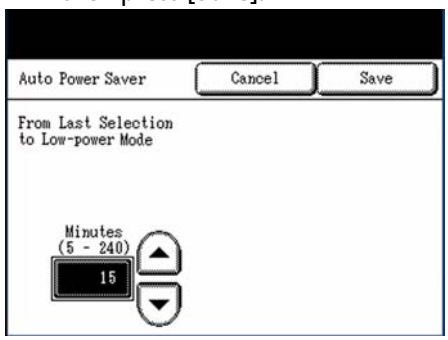
   The [Timers] menu will display.

3. Select [1. Low Power].



The [Auto Power Saver] screen will display.

4. Using the numeric keypad or the scroll buttons, enter the desired [Low Power mode] setting, and then press [Save].



Note

This setting is the amount of time that must elapse since the last user operation, e.g., a button press or document scan, until the machine enters the [Low Power mode].

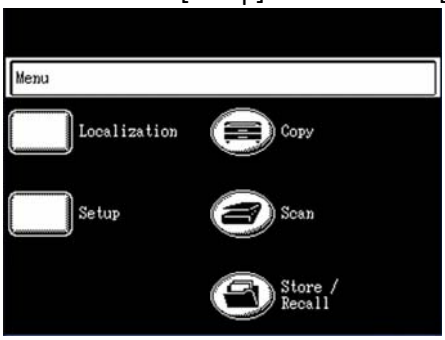
5. Select [Close] on the [Timers] menu to return to the [Setup] menu.

Sleep

The procedure for setting up the [Sleep mode] follows. The setting range is 5 to 240 minutes. *The factory default setting for [2. Sleep] is 30 minutes.*

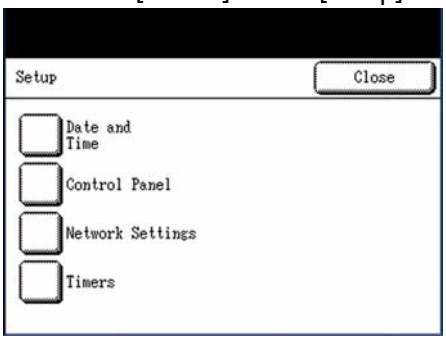
Procedure

1. Select the [Setup] button on the [Menu] screen.



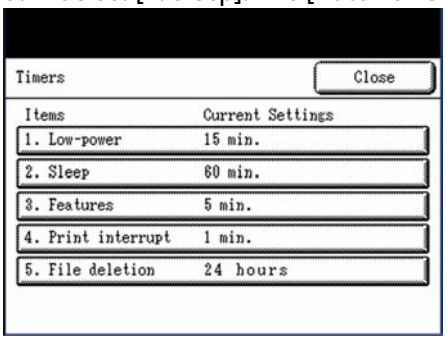
The [Setup] menu will display.

2. Select [Timers] on the [Setup] menu.

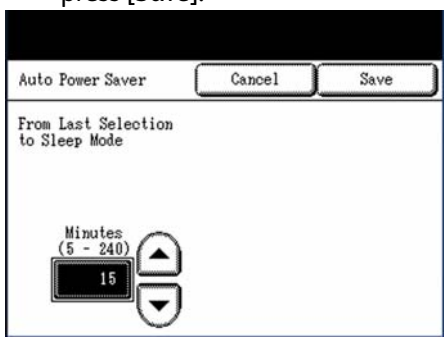


The [Timers] menu will display.

3. Select [2. Sleep]. The [Auto Power Saver] screen will display.



4. Using the numeric keypad or the scroll buttons, enter the desired [Sleep Mode] setting, and then press [Save].



Notes

- This setting is the amount of time that must elapse since the last user operation, e.g., a button press or document scan, until the machine enters the [Sleep mode].
- The [Sleep Mode] setting cannot be less than the [Low-Power Mode] setting.

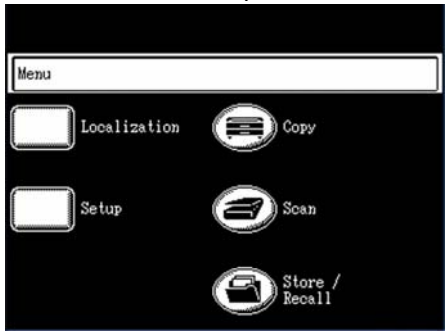
5. Select [Close] on the [Timers] menu to return to the [Setup] menu.

Features

Controls how long the current feature parameters remain in effect after the last key press, scan completion, or insertion of a document into the scanner. The [Feature] timer can be set between 0 and 99 minutes. A value of 0 means that the feature will never time out. *The default value for [3. Features] is [1 Minute].*

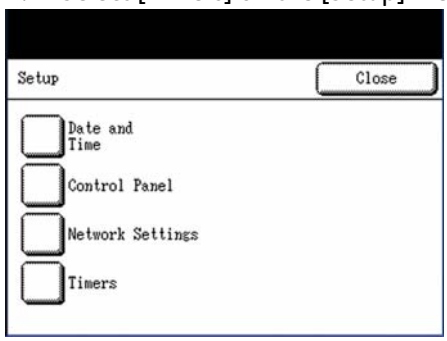
Procedure

1. Select the [Setup] button on the [Menu] screen.



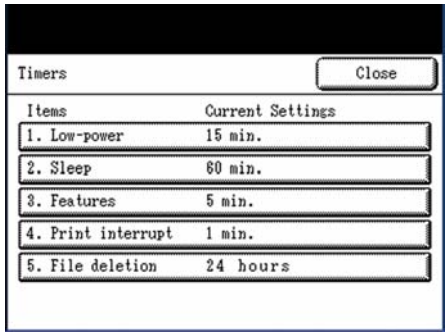
The [Setup] menu will display.

2. Select [Timers] on the [Setup] menu.



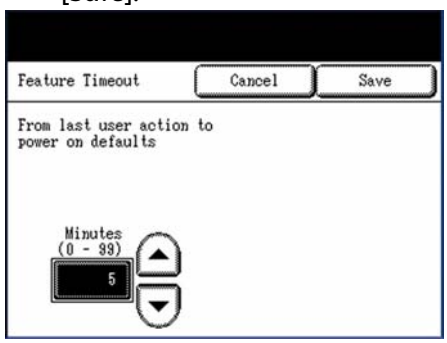
The [Timers] menu will display.

3. Select [3. Features].



The [Feature Timeout] screen will display.

4. Use either the scroll buttons or the numeric keypad to select the desired setting, and then select [Save].



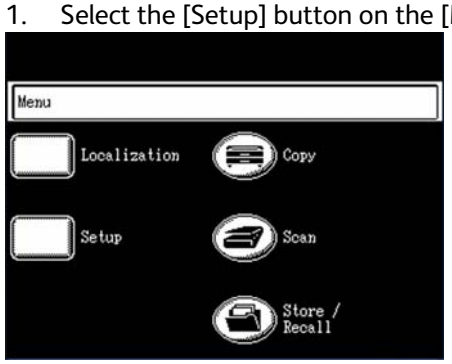
5. Select [Close] on the [Timers] menu to return to the [Setup] menu.

Print Interrupt

The Print Interrupt feature controls how long the Printer remains in the interrupted state with no interruption at the control panel. This timer pertains to print jobs that have been interrupted to allow a copy job to process. The allowed range is 1 to 99 minutes. *The factory default value for [4. Print interrupt] is [1 minute].*

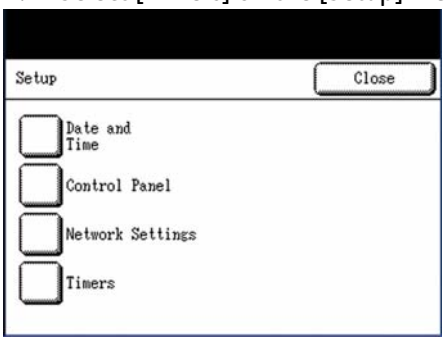
Procedure

1. Select the [Setup] button on the [Menu] screen.



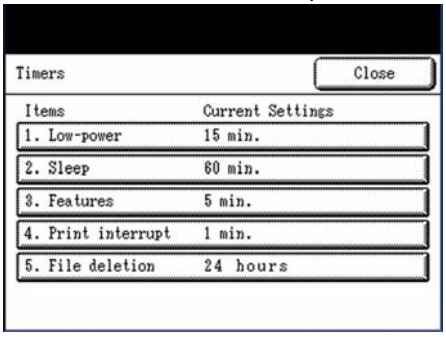
The [Setup] menu will display.

2. Select [Timers] on the [Setup] menu.



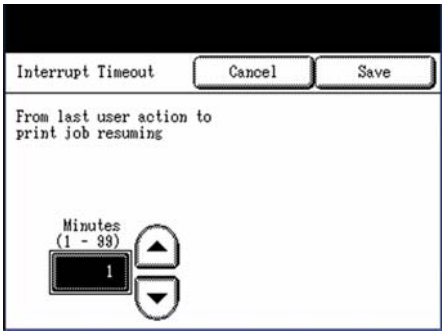
The [Timers] menu will display.

3. Select [4. Print interrupt].



The [Print Interrupt] screen will display.

4. Use the scroll buttons or the numeric keypad to select a timeout setting, and then select [Save].



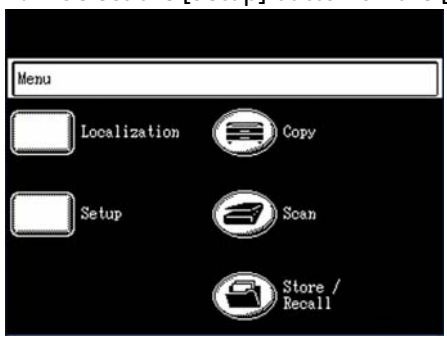
5. Select [Close] on the [Timers] menu to return to the [Setup] screen.

File Deletion

Specifies the maximum amount of time a scanned image file remains on the server before being deleted. This timer pertains only to files scanned when the 6204 Wide Format Solution with FreeFlow Accxes Print Server is in the READY TO SCAN mode. This timer can be set between 1 and 24 hours in increments of 1 hour. When a file is scanned in, it is given a time stamp. When the age of the file on the hard disk 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 [5. File Deletion] is [24 hours].*

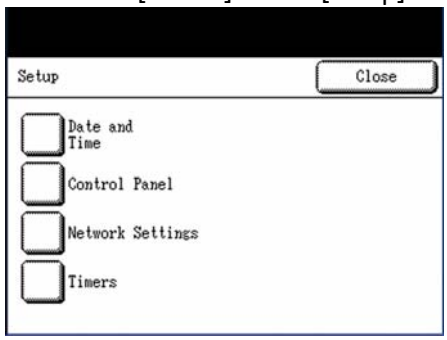
Procedure

1. Select the [Setup] button on the [Menu] screen.



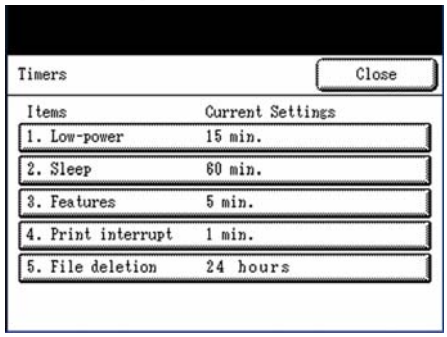
The [Setup] menu will display.

2. Select [Timers] on the [Setup] menu.



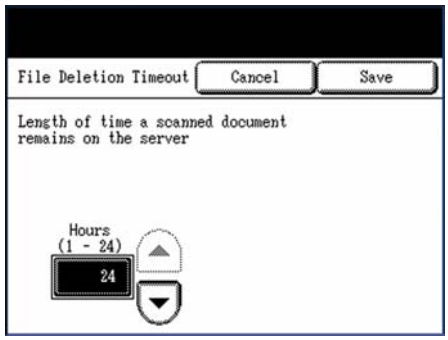
The [Timers] screen will display.

3. Select [5. File deletion].



The [File Deletion Timeout] screen will display.

4. Using either the scroll buttons or the numeric keypad, enter the timeout setting, and then select [Save].



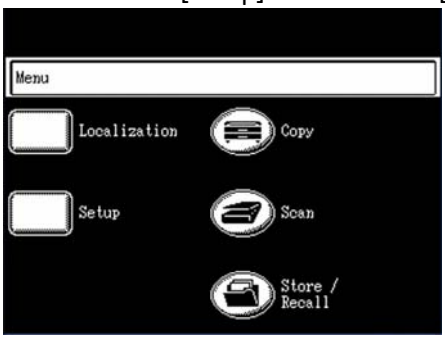
5. Select [Close] on the [Timers] menu to return to the [Setup] screen.

Custom Original Series

The Custom Original Series option enables you to set up an original size series that differs from the normal standard size series. This feature is useful if you routinely scan common sized, but non-standard, originals. *The default original series is [ANSI].*

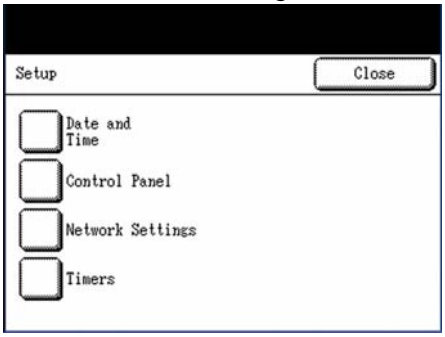
Procedure

1. Select the [Setup] button on the [Menu] screen.



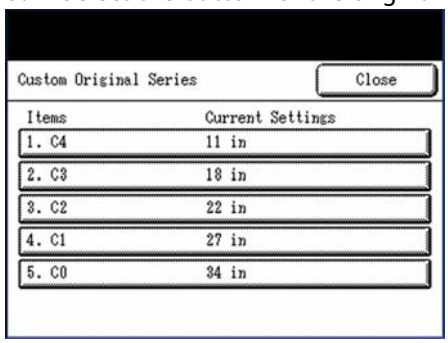
   The [Setup] menu will display.

2. Select [Custom Original Series] on the [Setup] menu.



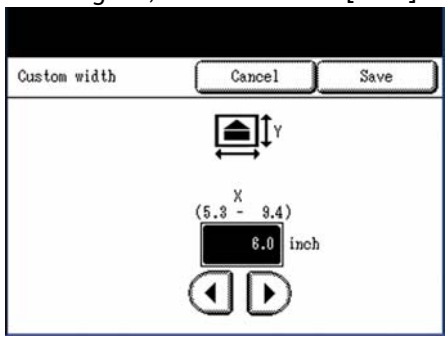
   The [Custom Original Series] menu will display.

3. Select the button for the original size that you wish to customize.



The [Custom width] screen will display.

4. Using either the numeric keypad or the scroll buttons, enter a value for the width of the custom original, and then select [Save].



Note

The permissible size range for each custom size appears within the parentheses.

5. Repeat steps 3 and 4 to set up additional custom original sizes.

6. Select [Close] on the [Custom Original Series] menu to return to the [Setup] menu.

Copy Options

The Copy Options menu allows you to set up the configuration settings that will be applied to all documents.

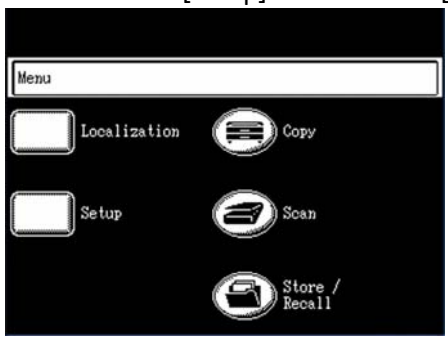
- Output Media Series
- Custom R/E
- Reduction Line Preservation
- Custom Format
- Auto Rotate

Output Media Series

This setting determines which media size series will appear in the Output Format Presets (refer to *Output Format on page 83*) and in the Reduction and Enlargement Presets (refer to *Custom R/E on page 189*). The selection should match the size series of the originals that you typically copy. *The default setting is [ANSI].*

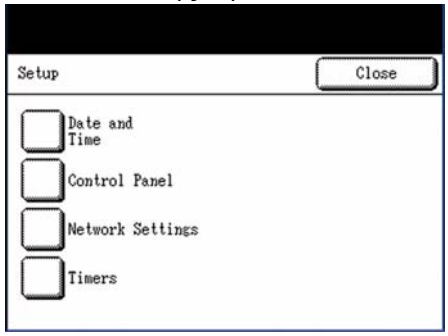
Procedure

1. Select the [Setup] button on the [Menu] screen.



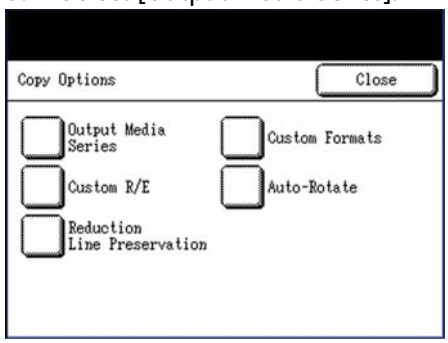
   The [Setup] menu will display.

2. Select [Copy Options] on the [Setup] menu.



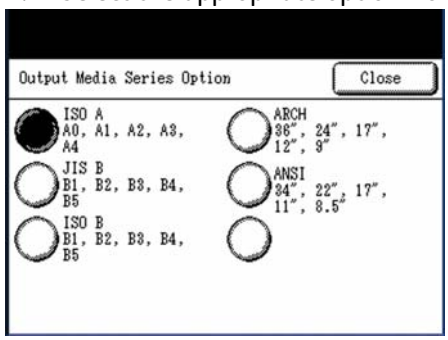
   The [Copy Options] menu will display.

3. Select [Output Media Series].



The [Output Media Series] screen will display.

4. Select the appropriate option from the available selections.



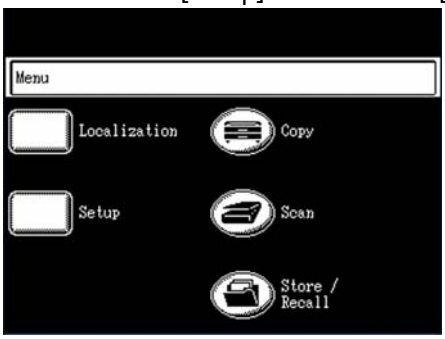
5. Select [Close] to return to the [Copy Options] menu.

Custom R/E

The Custom R/E option controls which reduction/enlargement ratios display when [More] is selected from the Reduction/Enlargement options on the [Basic Copy] screen. You can specify up to seven reduction/enlargement presets. *The factory default R/E presets are [25.0%], [33.3%], [35.3%], [66.6%], [70.7%], [133.3%], and [141.4%].*

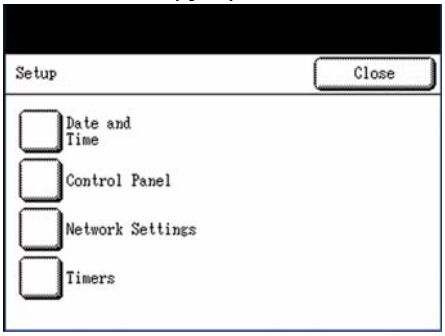
Procedure

1. Select the [Setup] button on the [Menu] screen.



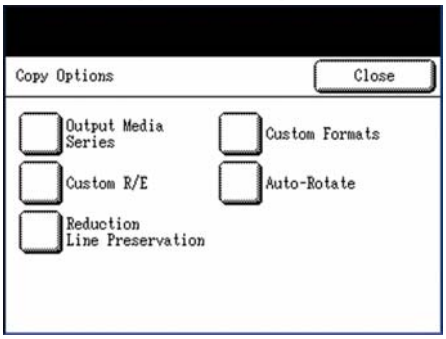
The [Setup] menu will display.

2. Select [Copy Options] on the [Setup] menu.



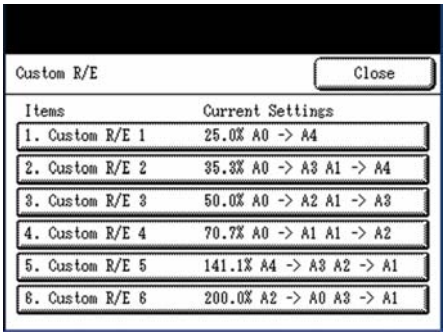
The [Copy Options] menu will display.

3. Select [Custom R/E].



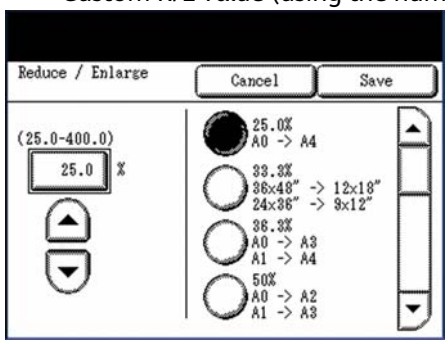
The [Custom R/E] menu will display.

4. Select one of the [Custom R/E...] items.



The corresponding [Reduce / Enlarge] setup screen will display.

5. Either select one of the displayed 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).



Note

The value entered may range from 25.0 % to 400.0 %, on 0.1 % increments. An out of range message will appear if the entered value is too large or too small.

6. Select [Save].

7. Repeat steps 4 through 6 to set up the remaining [Custom R/E...] presets.

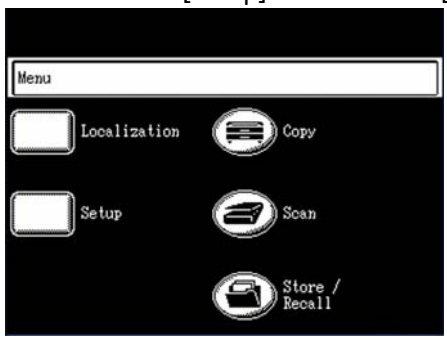
8. Select [Close] to return to the [Copy Options] menu.

Reduction Line Preservation

Use this feature to enable/disable line preservation when reducing normal and line-mode documents. The default setting is [Enabled].

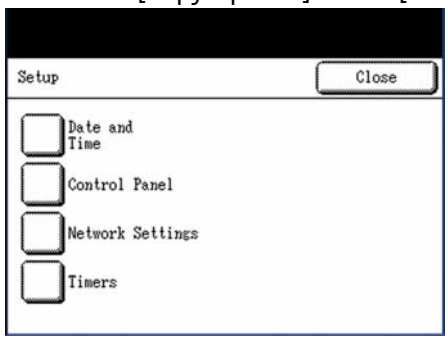
Procedure

1. Select the [Setup] button on the [Menu] screen.



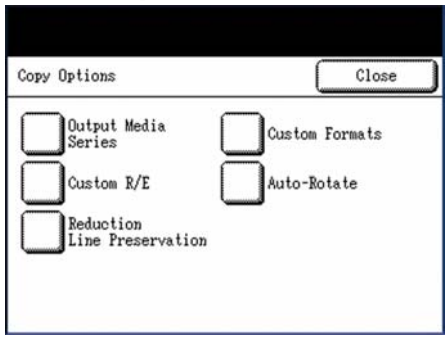
   The [Setup] menu will display.

2. Select [Copy Options] on the [Setup] menu.



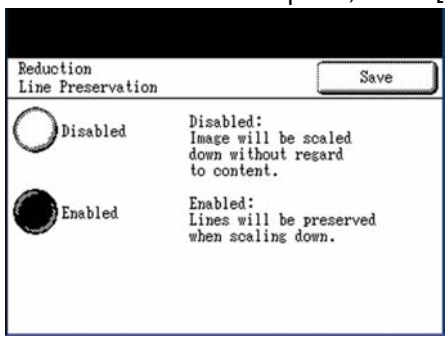
   The [Copy Options] menu will display.

3. Select [Reduction Line Preservation].



The [Reduction Line Preservation] screen will display.

4. Select the desired option, either [Disabled] or [Enabled].



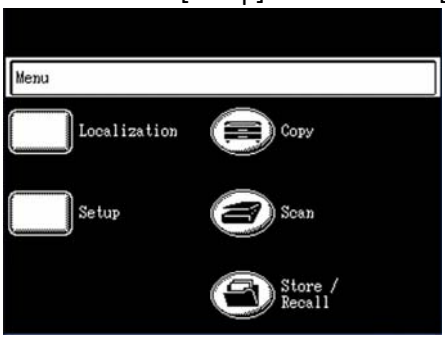
5. Select [Save] to return to the [Copy Options] menu.

Custom Formats

Use the Custom 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. For more information, refer to the section on Output Format.

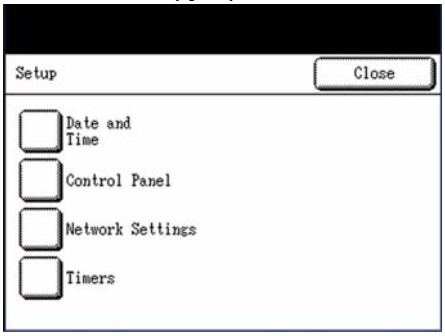
Procedure

1. Select the [Setup] button on the [Menu] screen.



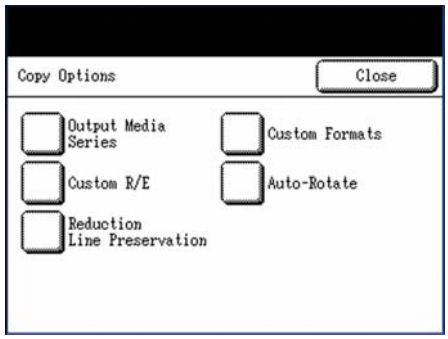
   The [Setup] menu will display.

2. Select [Copy Options] on the [Setup] menu.



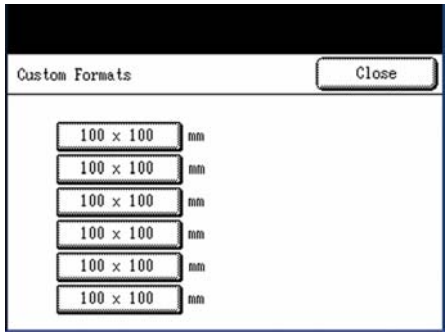
   The [Copy Options] menu will display.

3. Select [Custom Formats].



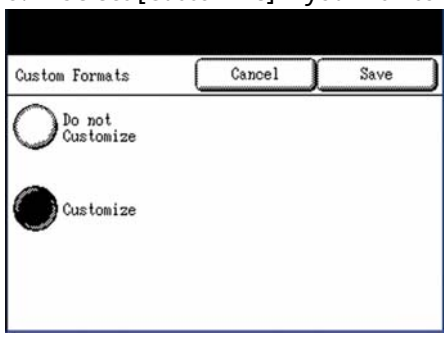
The [Custom Formats] screen will display.

4. Select a [Custom Formats] buttons.



The [Custom Formats] setup screen will display.

5. Select [Customize] if you wish to define a customized output media size.



6. Enter the dimensions of the customized output format, and then select [Save].

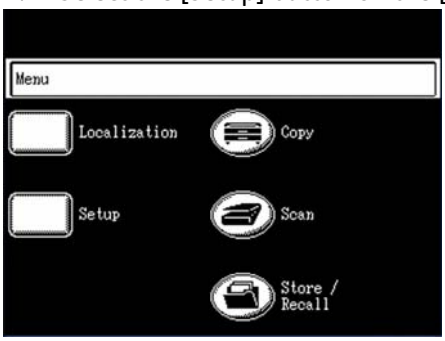
7. Repeat steps 4 through 6 to set up additional custom formats.

Auto Rotate

If Auto Rotate is enabled, the scanned image will be electronically rotated 90 degrees only to match one of the page dimensions, prevent clipping on the selected roll, or to correct the orientation for use with the folder. *The default setting is [Enabled].*

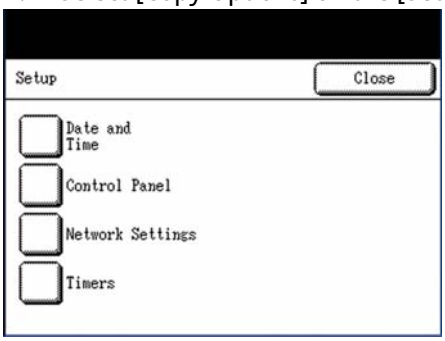
Procedure

1. Select the [Setup] button on the [Menu] screen.



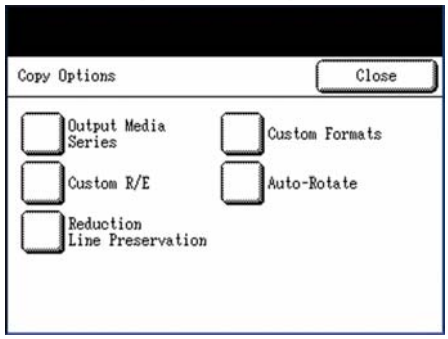
   The [Setup] menu will display.

2. Select [Copy Options] on the [Setup] menu.



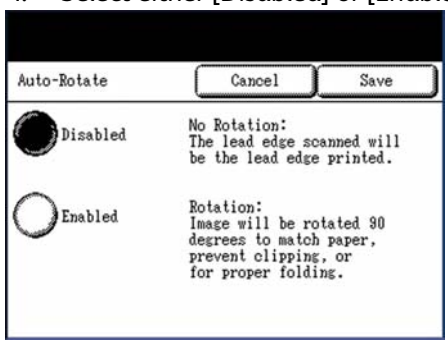
   The [Copy Options] menu will display.

3. Select [Auto-Rotate].



The [Auto-Rotate] screen will display.

4. Select either [Disabled] or [Enabled].



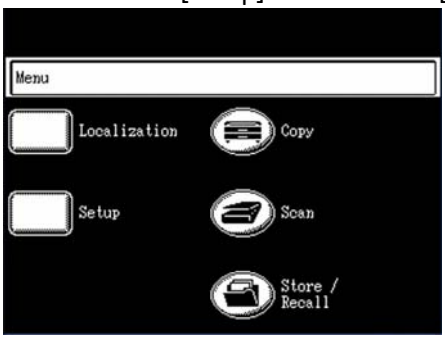
5. Select [Save] to return to the [Copy Options] menu.

Scan Start

You can select whether a document will begin scanning automatically once it is detected by the scanner, or whether it will be necessary to press the <Start> button to initiate the scan after the document prefeeds. *The factory default value is [Auto Start].*

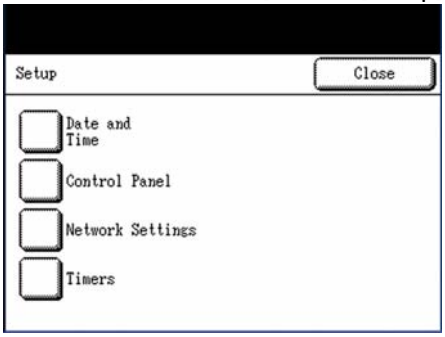
Procedure

1. Select the [Setup] button on the [Menu] screen.



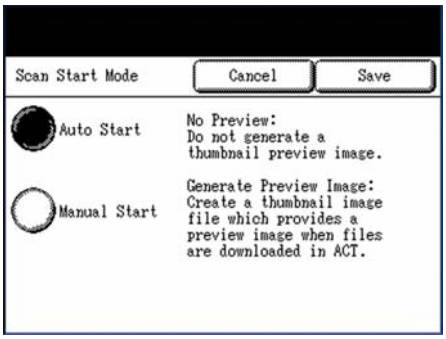
The [Setup] menu will display.

2. Select [Scan Start] on the [Setup] menu.



The [Scan Start Mode] screen will display.

3. Select [Auto Start] or [Manual Start], and then select [Save].



Auto Start

Scanning starts automatically after an original is inserted in the scanner and prefeeds.

Manual Start

You must press the <Start> button to initiate scanning after the document prefeeds.

4. Select [Close] on the [Setup] menu to return to the [Menu] screen.

System Administration 7

The System Administration features of the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server allow the administrator to enable or disable job accounting, change the system administration password, output diagnostic prints from images stored on the controller, and enable or disable the image recall feature. The contents of this chapter appear below.

- Systems Administration Overview
- Job Accounting
- Change Password
- Diagnostic Prints
- Shutdown
- Image Recall

System Administration Overview

Although most of the features of the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server can be selected from the [Menu] screen, which is accessible to all users, the System Administration features must be accessed by logging in to the system.

Note

Access to the System Administration features can and should be password protected.

The information in this chapter includes the procedure for setting up and using the system administration login. The following topics appear within this first section of this chapter:

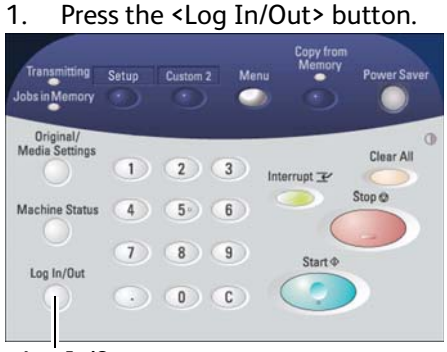
- Entering the System Administration Mode
- Exiting the System Administration Mode
- System Administration Feature

Entering the System Administration Mode

The procedure for entering the System Administration mode is as follows.

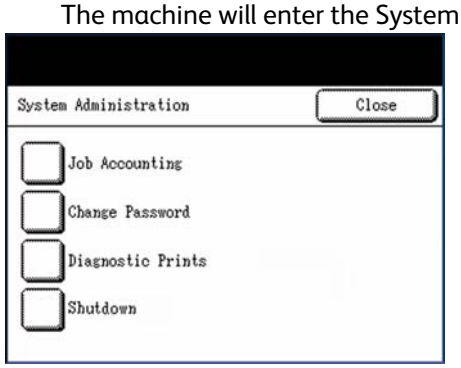
Procedure

1. Press the <Log In/Out> button.



<Log In/Out>

The machine will enter the System Administration mode.



Notes

- The factory default system password is "0" (zero). At this setting, the touch screen will display the [System Administration] menu screen when anyone selects the <Log In/Out> button.
- To prevent unauthorized access to the System Administration features, a system password should be entered as soon as possible after installation (refer to the section on Change Password.).
- After the system password is set up, a login screen will display when the <Log In/Out> button is selected, restricting access to the authorized individual(s).

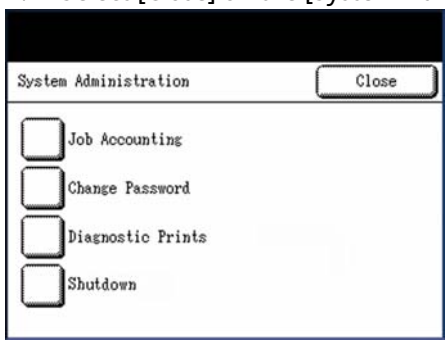
2. Create a system password following the procedure in Change Password.

Exiting the System Administration Mode

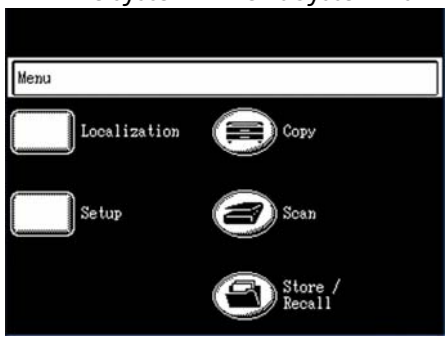
The procedure for exiting the System Administration mode is as follows.

Procedure

1. Select [Close] on the [System Administration] menu.



The system will exit System Administration mode and the default screen will display.

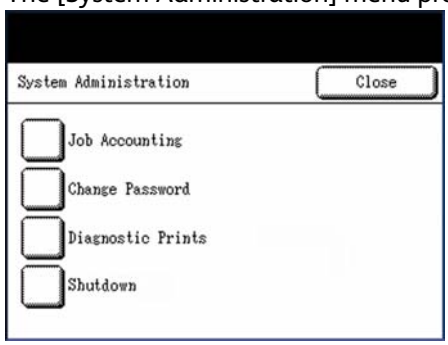


Note

The default screen may be changed from the [Menu] screen by selecting [Setup] > [Control Panel] > [Default Screen], and selecting one of the available options.

System Administration Features

The [System Administration] menu provides access to the features described below.



Job Accounting

You can enable or disable job accounting, or select an optional job accounting setting.

- Refer to the section on Job Accounting.

Change Password

You can create or change the system password.

- Refer to the section on Change Password.

Diagnostic Prints

You can select and print one or more of three diagnostic test prints.

- Refer to the section on Diagnostic Prints.

Image Recall

You can enable or disable the [Copy from Memory] feature.

- Refer to the section on Image Recall.

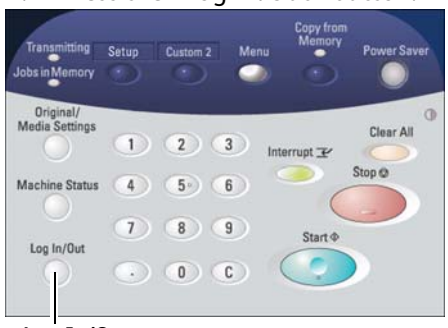
Job Accounting

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. Once the feature is enabled, it remains enabled (even following upgrades to the system software). Contact your Xerox sales representative for ordering information.

Job accounting tracks copy, scan, and print media usage. Usage is expressed as the area and length of the media scanned or used. The Account Management Tool (AMT), or another external 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. For the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server, Job Accounting can be set up from both the control panel and the Web Printer Manager Tool. *The default setting is [Disabled].*

Procedure

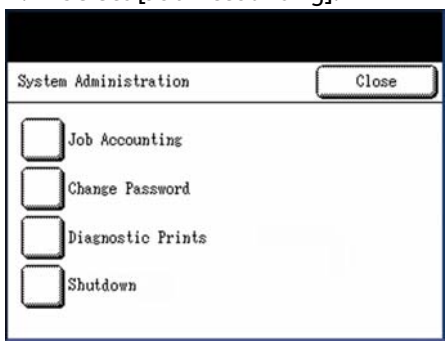
1. Press the <Log In/Out> button.



<Log In/Out>

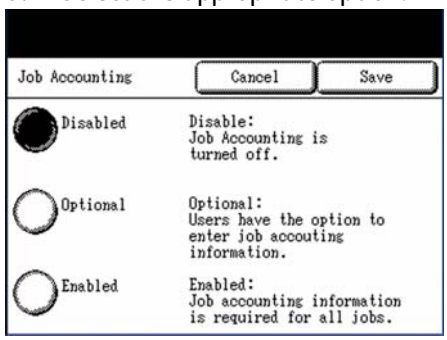
The machine will enter the System Administration mode and display the [System Administration] menu.

2. Select [Job Accounting].



The [Job Accounting] screen will display.

3. Select the appropriate option:



Disabled

Job accounting is turned off.

Optional

Users have the option to enter job accounting information.

Enabled

Job accounting information is required for all users.

4. Select [Save].

Change Password

The following describes the procedure for creating or changing a system password. This is the same system password that is required when accessing the machine from the Web Print Management Tool.

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

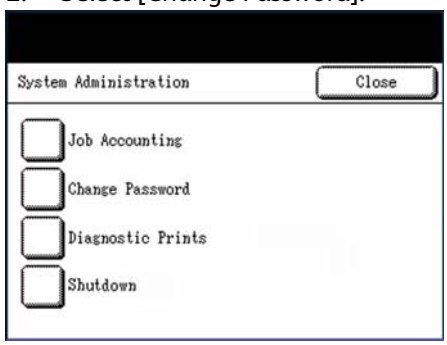
Procedure

1. Press the <Log In/Out> button.

<Log In/Out>

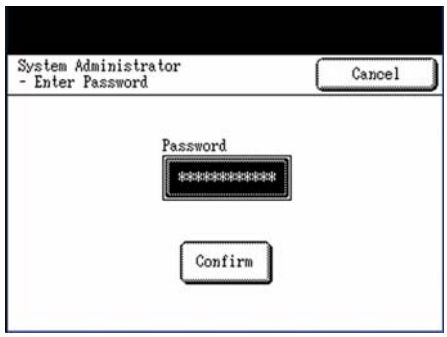
The machine will enter the System Administration mode and display the [System Administration] menu.

2. Select [Change Password].



The [System Administrator - Password] screen will display.

3. Using the numeric keypad to enter the digit(s), enter a system password in the [New Password] field.



Note

The password must be a number that consists of from one to five digits.

4. Select the [Confirm Password] field.

   The [Confirm Password] field will highlight and accept a numeric entry.

5. Enter the password in the [Confirm Password [field], and then press the [Save] button.

   The new password will take effect immediately.

Diagnostic Prints

The Diagnostic Prints feature enables you to select and print two test patterns which can be checked when an image quality problem occurs. The use of known-good test patterns as a standard helps differentiate between problems which are scanner (or document quality) related and those that are printer related.

Procedure

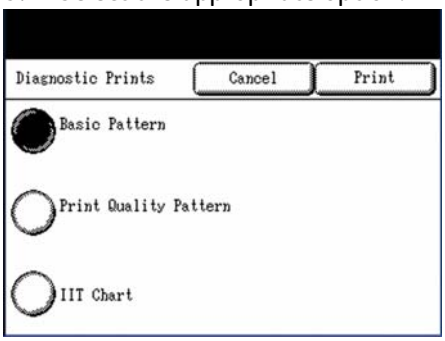
1. Press the <Log In/Out> button. The machine will enter the System Administration mode and display the [System Administration] menu.

<Log In/Out>

2. Select [Diagnostic Prints].

The [Diagnostic Prints] screen will display.

3. Select the appropriate option:



- Basic Pattern
- Print Quality Pattern
- IIT Chart

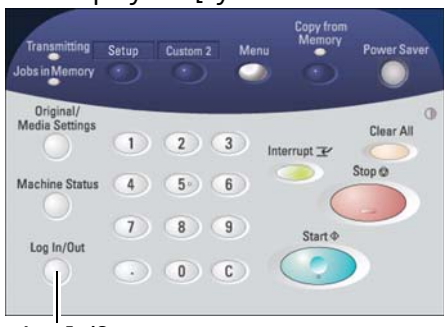
4. Select [Print].
   The selected item will print.

Shutdown

The Shutdown feature permits you to either fully power down the system (Copier/Printer and controller) or reboot the system.

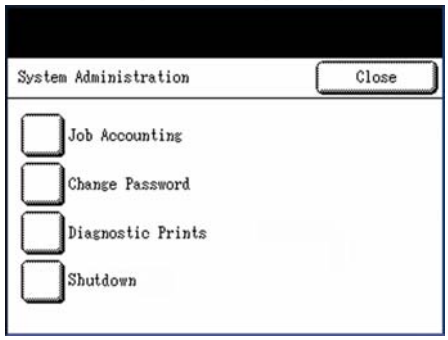
Procedure

1. Press the <Log In/Out> button. The machine will enter the System Administration mode and display the [System Administration] menu.

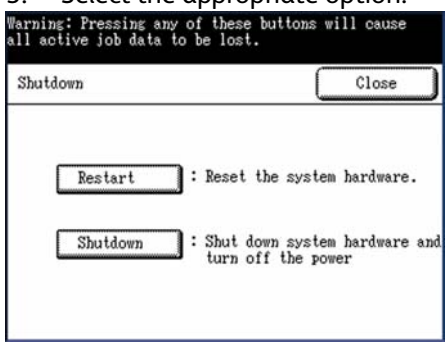


<Log In/Out>

2. Select [Shutdown]. The [Shutdown] menu will display.



3. Select the appropriate option:



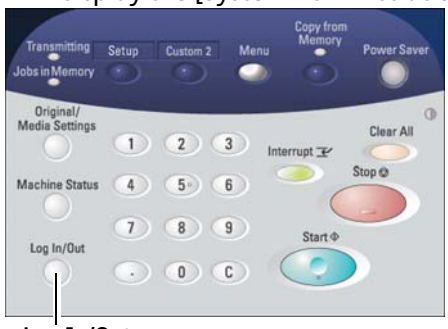
Shutdown - Selecting [Shutdown] safely powers down the system (Copier/Printer and controller).
Restart - Selecting [Restart] reboots the system. Use this selection if there appear to be problems with queued jobs not printing.

Image Recall

At most installations, users are able to recall the last copy job and all the settings associated with it. The recalled image(s) then can be printed without having to rescan the originals. Security concerns at certain installations might require that the image recall feature be disabled. The Image Recall feature allows the system administrator to enable or disable [Copy from Memory]. *The default setting is [Enabled].*

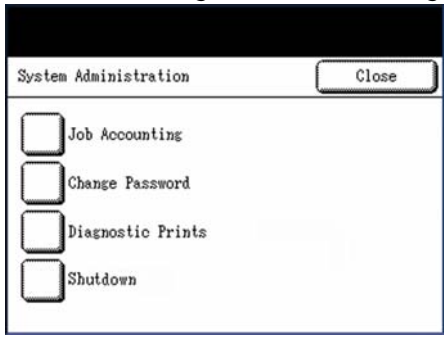
Procedure

1. Press the <Log In/Out> button. The machine will enter the System Administration mode and display the [System Administration] menu.

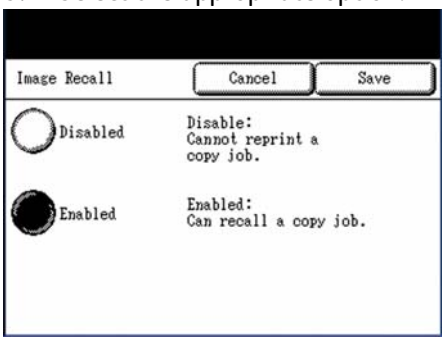


<Log In/Out>

2. Select [Image Recall]. The [Image Recall] screen will display.



3. Select the appropriate option:



Disabled

Users cannot reprint copy jobs.

Enabled

Users can recall and reprint copy jobs.

4. Select [Save].

Machine Status

8

This chapter describes the features for checking the machine status.

- Overview of Machine Status
- Printer Status
- Media Status
- Configuration Prints
- Printer Settings Report
- Show Current Print Job
- System Description
- Recent Faults

Overview of Machine Status

The Machine Status feature enables you to perform the following:

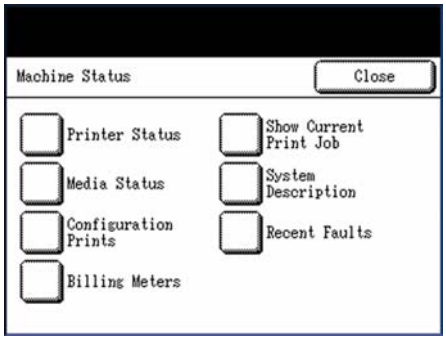
You can check the machine status and meter readings on the touch screen.

1. Press the <Machine Status> button.

<Machine Status>

The [Machine Status] menu will display.

2. You can perform the following checks and activities using the selections on the [Machine Status] menu.



Printer Status

This indicates the online/offline state of the machine, and the media status (amount of media remaining), installed media size(s), and installed media type(s). Refer to the section on Printer Status.

Media Status

This indicates the media status (amount of media remaining), installed media size(s), and installed media type(s). Refer to the section on Medial Status.

Configuration Prints

These selections enable you to obtain printouts that thoroughly describe the machine's configuration and settings. Refer to the section on Configuration Prints.

Billing Meters

The Billing Meter information includes the number of linear feet/meters and square feet/square meters of media printed up to the current time, and also displays the machine serial number. Refer to the section on Billing Meters.

Show Current Print Job

This selection displays the status of the current print job, or will indicate none if no print job is processing. Refer to the section on Show Current Print Job.

System Description

The System Description option provides information about the model identity and firmware version for each component installed on the Xerox 6204 Wide Format Solution with Accxes FreeFlow Print Server. Refer to the section on System Description.

Recent Faults

This feature lists the fault codes and copy count of the 20 most recent faults. Refer to the section on Recent Faults.

Printer Status

The Printer Status feature enables you to see if the printer is online or offline, to set the printer to either an online or an offline state, and to verify the media sizes, types, and thicknesses that are loaded.

Note

Roll 2 is optional. It will appear on the [Printer Status] screen if it is installed and enabled.

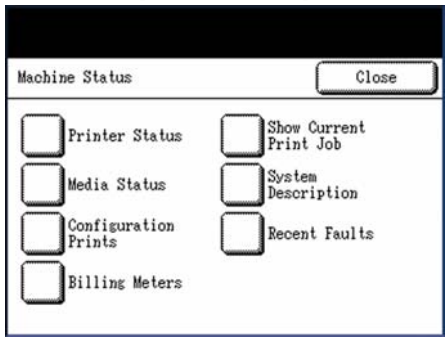
Procedure

1. Press the <Machine Status> button.

<Machine Status>

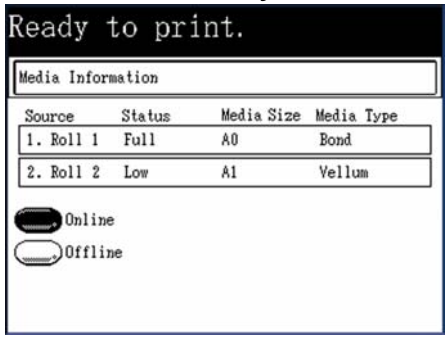
The [Machine Status] menu will display.

2. Select [Printer Status].



The [Printer Status] screen will display.

3. The [Printer Status] screen displays both Media Information and the online/offline status of the machine. You may select either [Online] or [Offline], as required.



Online

Select [Online] to enable the printer to accept a print job.

Offline

Select [Offline] to prevent the printer from accepting print data. If a print job is in process when [Offline] is selected, the job will print to completion.

Note

You must use the Print Management Tool to view the print queue.

Media Status

The Media Status feature displays the Media Source, status (amount remaining on the roll), the media size, and the media type.

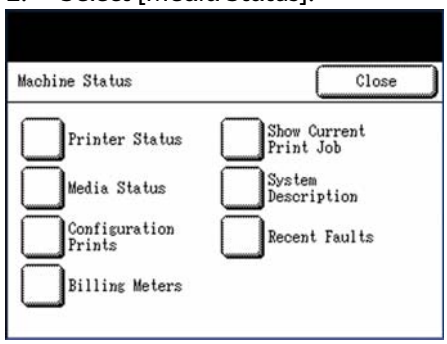
Procedure

1. Press the <Machine Status> button.

<Machine Status>

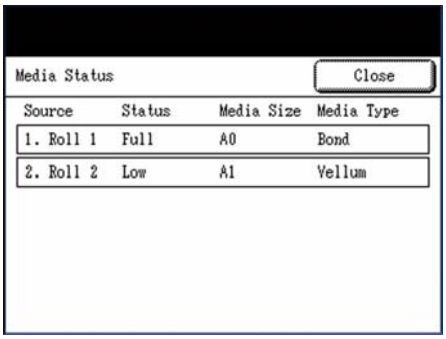
The [Machine Status] menu will display.

2. Select [Media Status].



The [Media Status] screen will display.

3. The Status of Roll 1 and Roll 2 is as follows:



Roll 1/Roll 2

The status is displayed in three levels: Full, Low, and No Media. Low appears when the amount of remaining media is about one-fifth of a roll.

4. Select [Close] to return to the [Machine Status] menu.

Configuration Prints

The Configuration Prints feature enables you to print detailed reports about the machine, including its configuration, current printer settings, and pen palette settings.

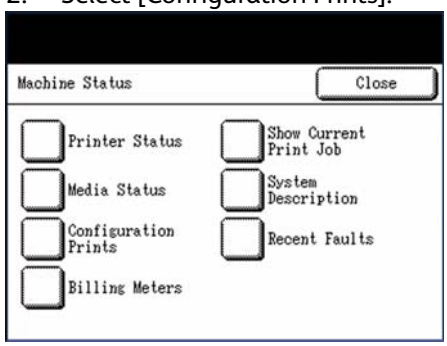
Procedure

1. Press the <Machine Status> button.

<Machine Status>

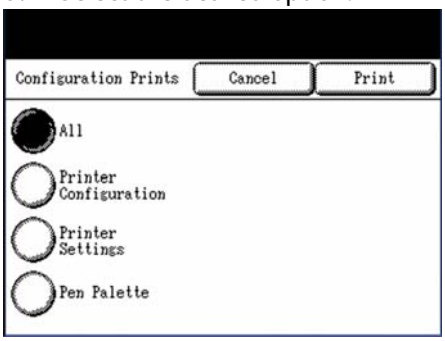
The [Machine Status] menu will display.

2. Select [Configuration Prints].



The [Configuration Prints] screen will display.

3. Select the desired option:



[All]

All of the reports listed on the screen will print.

To view samples of these reports, refer to the section on Configuration Print Samples.

[Printer Configuration]

Prints a one page Printer Configuration report.

[Printer Settings]

Prints a one page Printer Settings report.

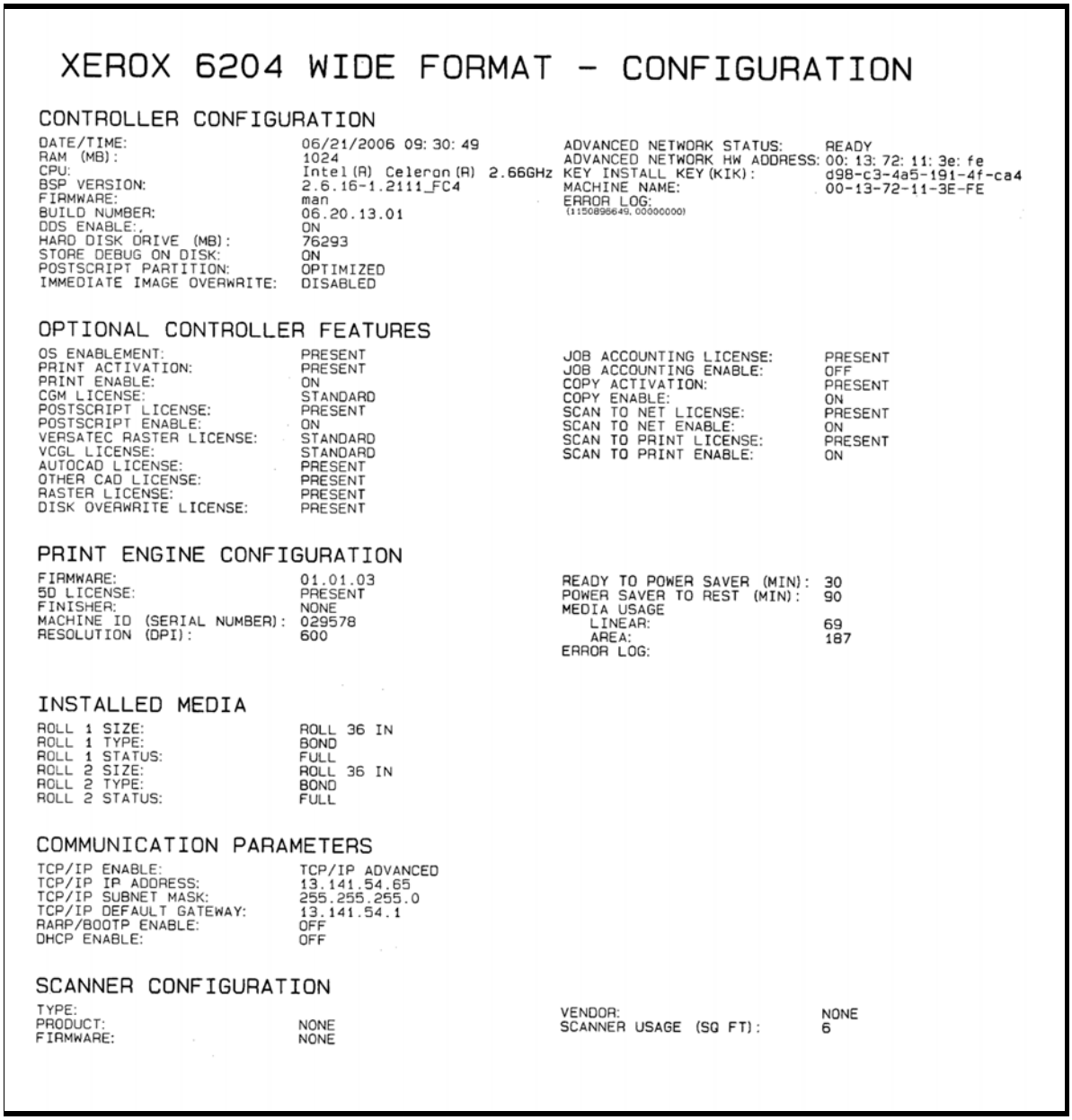
[Pen Palette]

Prints a multi-page Pen Palette Settings report.

4. Select [Print] to obtain the selected report(s), or [Cancel] to return to the [Machine Status] menu.

Configuration Print Samples

Printer Configuration Report



XEROX 6204 WIDE FORMAT - CONFIGURATION

CONTROLLER CONFIGURATION

DATE/TIME:	06/21/2006 09:30:49	ADVANCED NETWORK STATUS:	READY
RAM (MB):	1024	ADVANCED NETWORK HW ADDRESS:	00:13:72:11:3e:fe
CPU:	Intel(R) Celeron(R) 2.66GHz	KEY INSTALL KEY(KIK):	d98-c3-4a5-191-4f-ca4
BSP VERSION:	2.6.16-1.2111_FC4	MACHINE NAME:	00-13-72-11-3E-FE
FIRMWARE:	man	ERROR LOG:	
BUILD NUMBER:	06.20.13.01	(115089649, 00000000)	
DDS ENABLE:,	ON		
HARD DISK DRIVE (MB):	76293		
STORE DEBUG ON DISK:	ON		
POSTSCRIPT PARTITION:	OPTIMIZED		
IMMEDIATE IMAGE OVERWRITE:	DISABLED		

OPTIONAL CONTROLLER FEATURES

OS ENABLEMENT:	PRESENT	JOB ACCOUNTING LICENSE:	PRESENT
PRINT ACTIVATION:	PRESENT	JOB ACCOUNTING ENABLE:	OFF
PRINT ENABLE:	ON	COPY ACTIVATION:	PRESENT
CGM LICENSE:	STANDARD	COPY ENABLE:	ON
POSTSCRIPT LICENSE:	PRESENT	SCAN TO NET LICENSE:	PRESENT
POSTSCRIPT ENABLE:	ON	SCAN TO NET ENABLE:	ON
VERSATEC RASTER LICENSE:	STANDARD	SCAN TO PRINT LICENSE:	PRESENT
VCGL LICENSE:	STANDARD	SCAN TO PRINT ENABLE:	ON
AUTOCAD LICENSE:	PRESENT		
OTHER CAD LICENSE:	PRESENT		
RASTER LICENSE:	PRESENT		
DISK OVERWRITE LICENSE:	PRESENT		

PRINT ENGINE CONFIGURATION

FIRMWARE:	01.01.03	READY TO POWER SAVER (MIN):	30
5D LICENSE:	PRESENT	POWER SAVER TO REST (MIN):	90
FINISHER:	NONE	MEDIA USAGE	
MACHINE ID (SERIAL NUMBER):	029578	LINEAR:	69
RESOLUTION (DPI):	600	AREA:	187
		ERROR LOG:	

INSTALLED MEDIA

ROLL 1 SIZE:	ROLL 36 IN
ROLL 1 TYPE:	BOND
ROLL 1 STATUS:	FULL
ROLL 2 SIZE:	ROLL 36 IN
ROLL 2 TYPE:	BOND
ROLL 2 STATUS:	FULL

COMMUNICATION PARAMETERS

TCP/IP ENABLE:	TCP/IP ADVANCED
TCP/IP IP ADDRESS:	13.141.54.65
TCP/IP SUBNET MASK:	255.255.255.0
TCP/IP DEFAULT GATEWAY:	13.141.54.1
RARP/BOOTP ENABLE:	OFF
DHCP ENABLE:	OFF

SCANNER CONFIGURATION

TYPE:		VENDOR:	NONE
PRODUCT:	NONE	SCANNER USAGE (SQ FT):	6
FIRMWARE:	NONE		

Printer Settings Report

XEROX 6204 WIDE FORMAT - SETTINGS

SYSTEM SETTINGS

ACTIVE PARAMETER SET:	0
APPLETALK NAME:	XEROX PRINTER
ERROR PAGE ENABLE:	LEVEL1
MISMATCH QUEUING ENABLED:	OFF
LANGUAGE:	US ENGLISH
DATE FORMAT:	IMPERIAL (MM/DD/YYYY)
PORT TIMEOUT (SEC):	5
TONER DENSITY:	3
MAXIMUM PLOT LENGTH (CM):	1499.996
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
PDF TO PS LEVEL:	3

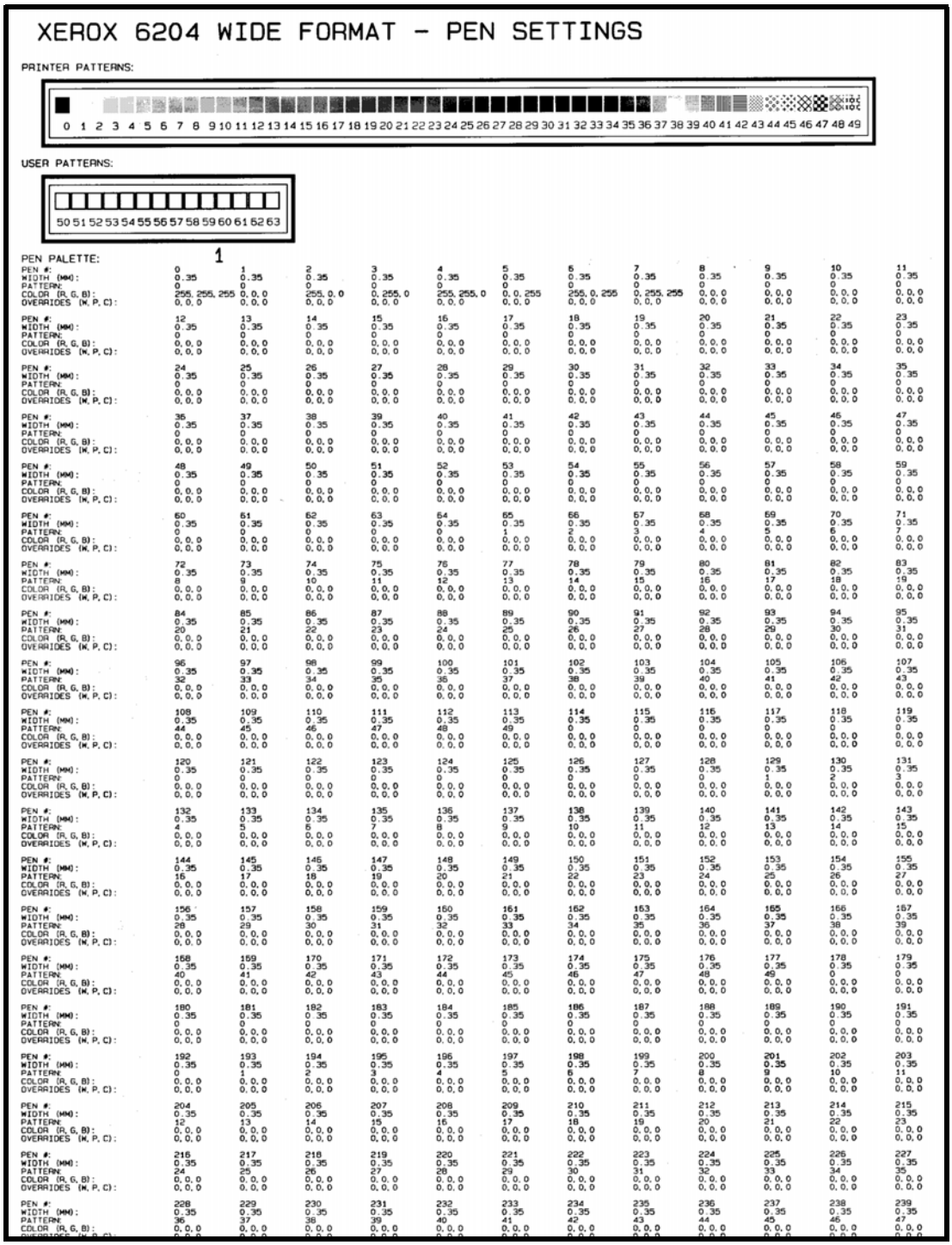
HPGL PARAMETERS	
HPGL MODE:	HPGL2
PALETTE NAME:	0
PALETTE SOURCE:	JOB
MERGE CONTROL DEFAULT:	OFF
REINITIALIZE AFTER EOF:	OFF
HP RTL RESOLUTION:	300
AF TERM:	ON
AH TERM:	ON
FR TERM:	ON
NR TERM:	OFF
PG TERM:	ON
RP TERM:	ON
SP TERM:	OFF
PLOT OFF TERM:	ON
IGNORE PS:	OFF
FORCE ROUND LINE ENDS:	OFF
FORCE PP=0:	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:	AUTO
MEDIA TYPE:	BOND
MIRRORING:	OFF
MEDIA SIZE:	ANY
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 Palette Report



XEROX 6204 WIDE FORMAT - PEN SETTINGS

PRINTER PATTERNS:

0 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 49

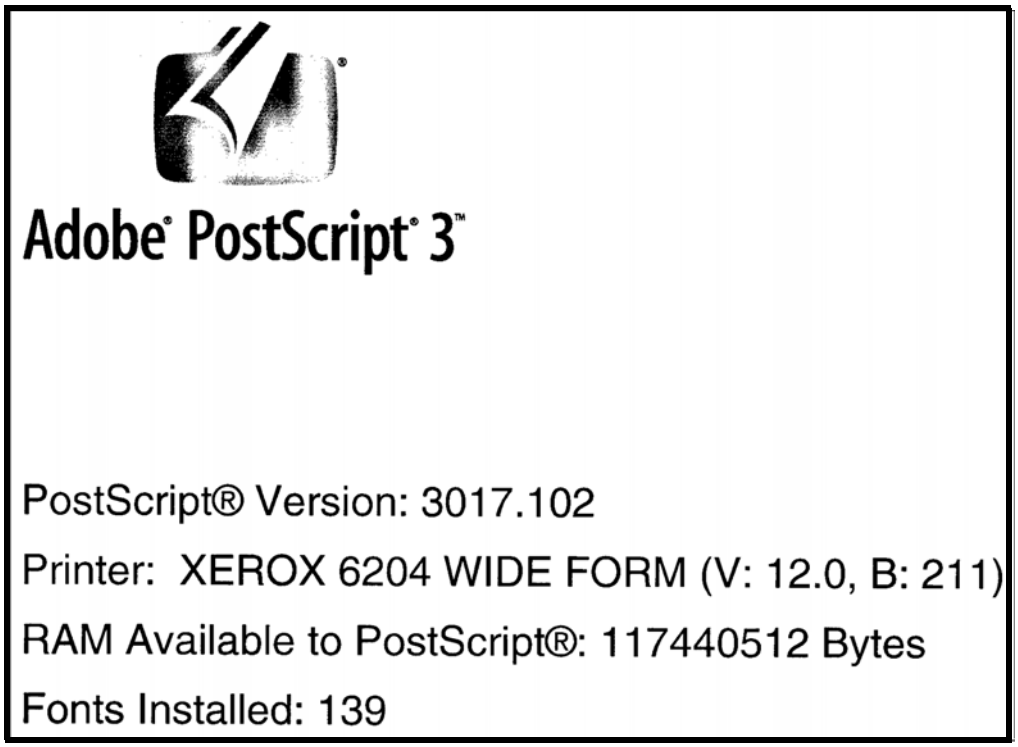
USER PATTERNS:

50 51 52 53 54 55 56 57 58 59 60 61 62 63

PEN PALETTE: 1

PEN #:	0	1	2	3	4	5	6	7	8	9	10	11
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	255, 255, 255	0, 0, 0	255, 0, 0	0, 255, 0	255, 255, 0	0, 0, 255	255, 0, 255	0, 255, 255	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	12	13	14	15	16	17	18	19	20	21	22	23
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	24	25	26	27	28	29	30	31	32	33	34	35
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	36	37	38	39	40	41	42	43	44	45	46	47
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	48	49	50	51	52	53	54	55	56	57	58	59
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	60	61	62	63	64	65	66	67	68	69	70	71
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	1	2	3	4	5	6	7
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	72	73	74	75	76	77	78	79	80	81	82	83
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	8	9	10	11	12	13	14	15	16	17	18	19
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	84	85	86	87	88	89	90	91	92	93	94	95
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	20	21	22	23	24	25	26	27	28	29	30	31
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	96	97	98	99	100	101	102	103	104	105	106	107
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	32	33	34	35	36	37	38	39	40	41	42	43
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	108	109	110	111	112	113	114	115	116	117	118	119
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	44	45	46	47	48	49	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	120	121	122	123	124	125	126	127	128	129	130	131
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	1	2	3
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	132	133	134	135	136	137	138	139	140	141	142	143
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	4	5	6	7	8	9	10	11	12	13	14	15
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	144	145	146	147	148	149	150	151	152	153	154	155
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	16	17	18	19	20	21	22	23	24	25	26	27
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	156	157	158	159	160	161	162	163	164	165	166	167
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	28	29	30	31	32	33	34	35	36	37	38	39
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	168	169	170	171	172	173	174	175	176	177	178	179
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	40	41	42	43	44	45	46	47	48	49	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	180	181	182	183	184	185	186	187	188	189	190	191
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	0	0	0	0	0	0	0	0	0	0	0
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	192	193	194	195	196	197	198	199	200	201	202	203
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	0	1	2	3	4	5	6	7	8	9	10	11
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	204	205	206	207	208	209	210	211	212	213	214	215
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	12	13	14	15	16	17	18	19	20	21	22	23
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	216	217	218	219	220	221	222	223	224	225	226	227
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	24	25	26	27	28	29	30	31	32	33	34	35
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
PEN #:	228	229	230	231	232	233	234	235	236	237	238	239
WIDTH (MM):	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PATTERN:	36	37	38	39	40	41	42	43	44	45	46	47
COLOR (R, G, B):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0
OVERRIDES (M, P, C):	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0

Adobe PostScript Configuration Report



Billing Meters

The Billing Meters feature enables you to view the total media usage, reported in both area (square feet and meters) and linear values, and the machine serial number.

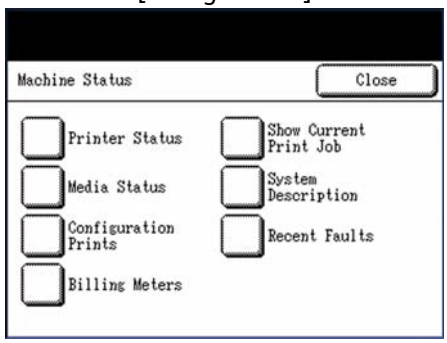
Procedure

1. Press the <Machine Status> button.

<Machine Status>

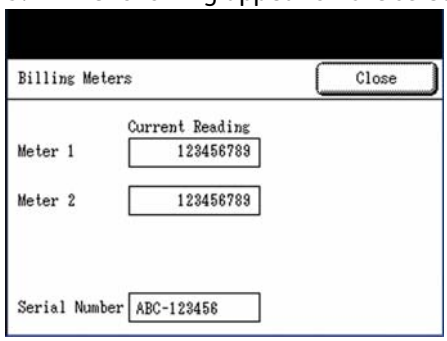
The [Machine Status] menu will display.

2. Select [Billing Meters].



The [Billing Meters] screen will display.

3. The following appear on the screen:



Meter 1

Reports the total area of media printed until now in either square feet or square meters, depending on the installation location.

Meter 2

Reports the total length of media printed until now in feet or meters, depending on the installation location.

Serial Number

The machine serial number is displayed.

4. Select [Close] to return to the [Machine Status] menu.

Show Current Print Job

Show Current Print Job displays the status of the current copy or print job. It also enables you to stop and/or delete one or all copy jobs from memory.

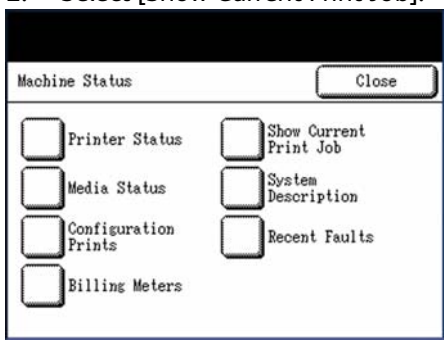
Procedure

1. Press the <Machine Status> button.

<Machine Status>

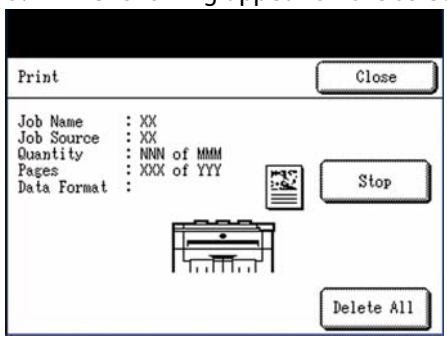
The [Machine Status] menu will display.

2. Select [Show Current Print Job].



The [Print] status screen will display.

3. The following appear on the screen:



Ready to print/Printing

This message indicates that the printer is either currently processing a print or copy job, or is idle.

Job Name

The file name or name assigned by Accxes Client Tools.

Job Source

The source of the job data, for example, Ethernet, Scanner, Internal.

Quantity

The current count of completed copies or prints.

Page

The page that is currently printing.

Data Format

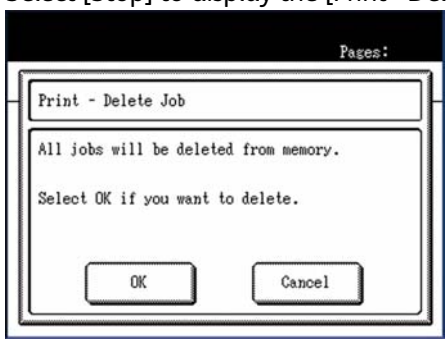
The name of the data format will display, for example, HP-GL, PDF, TIFF, etc.

[Close]

Closes the screen and returns you to the [Machine Status] menu.

[Stop]

Select [Stop] to display the [Print - Delete Job] confirmation dialogue.

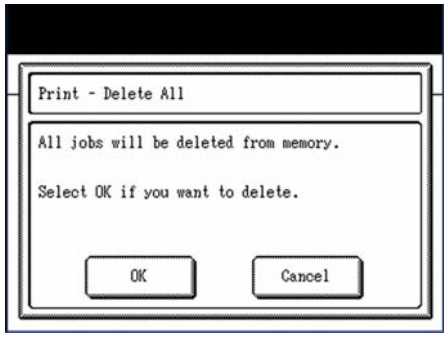


Note

You must select [OK] to stop the job, otherwise it will continue to print.

[Delete All]

Select [Delete All] to delete all jobs stored in memory. Select [OK] on the [Print - Delete All] dialogue to confirm the choice.



4. Select [Close] to return to the [Machine Status] menu.

System Description

The System Description option provides information about the model identity and firmware version for each component installed on the Xerox 6204 Wide Format Solution with Accxes FreeFlow Print Server.

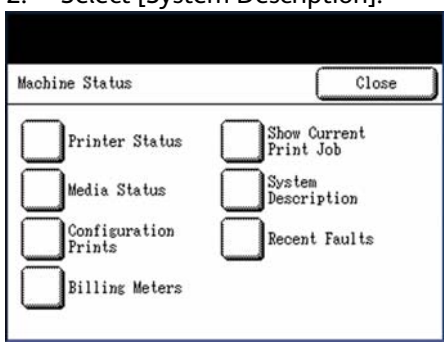
Procedure

1. Press the <Machine Status> button.

<Machine Status>

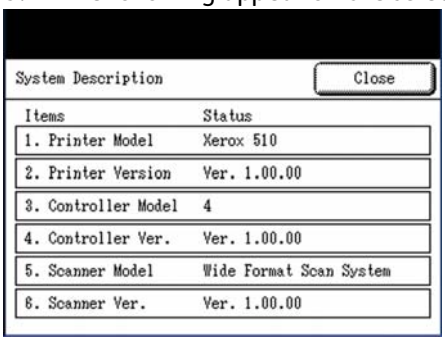
The [Machine Status] menu will display.

2. Select [System Description].



The [System Description] screen will display.

3. The following appear on the screen:



Model

Displays the model identity of the installed hardware.

Version

Displays the current firmware versions.

4. Select [Close] to return to the [Machine Status] menu.

Recent Faults

The Recent Faults option displays the 20 most recent faults which have been detected in the printer and/or the scanner.

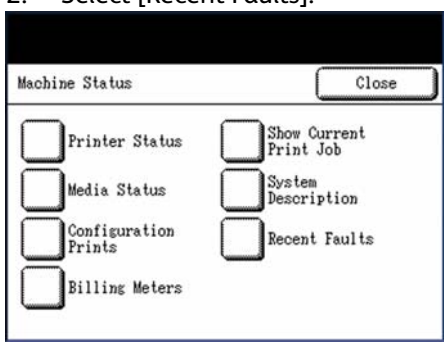
Procedure

1. Press the <Machine Status> button.

<Machine Status>

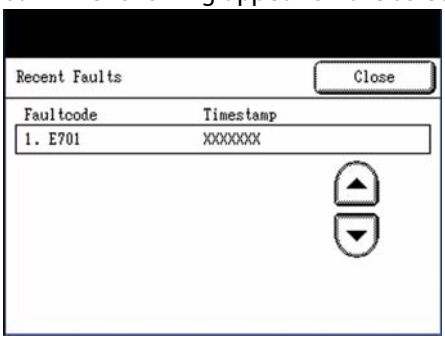
The [Machine Status] menu will display.

2. Select [Recent Faults].



The [Recent Faults] screen will display.

3. The following appear on the screen:



Fault code

This is the numeric code that is associated with the listed fault.

Copy Count

This is the copy count at the time the fault occurred.

Select the up and down arrows to display the next or previous screens and view additional fault information.

4. Select [Close] to return to the [Machine Status] menu.

Maintenance

9

This chapter describes how to replace consumables and clean the machine.

- Replacing Consumables
- Cleaning the Machine

Replacing Consumables

The machine comes with the following consumables. We recommend using these consumables because they have been made according to standards that match the specifications of the machine.

The use of consumables not recommended by Xerox may impair image quality and machine performance. Use only consumables recommended by Xerox for the machine.

Type of consumable	Product code	Qty/Box
Toner cartridge	6R1238	1 item/1 box
Waste Toner Bottle	8R13014	1 item/1 box

Notes

- We recommend having a spare toner cartridge ready.
- The way you order new toner bottles varies depending on your contract.

Handling Consumables

- Follow the instructions on the packaging when storing consumables.
- When storing toner cartridges, it is best to store them horizontally rather than upright.
- Do not unpack consumables until they are needed. Avoid storing consumables in the following locations:
  - Hot and humid locations
  - Locations close to a fire
  - Locations exposed to direct sunlight
  - Dusty locations
- Before using consumables, carefully read the instructions and precautions on the packaging.
- Check the product code of the consumables and contact your Xerox Customer Support Center to place your orders.
- Follow the disposal instructions for used toner and waste toner bottles.

Loading Toner

When the remaining amount of toner is insufficient, messages such as the following will appear on the touch screen. Solve the problem as instructed in the message, being careful to follow any precautions listed on the toner label.

Message	Number of pages*1
Load Toner soon.*2	About 500 pages
Load toner.	-

1. *1The number of pages is based on using A4 paper. The number of pages that you can copy or print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the print area coverage.
2. *2The "Load Toner Soon" message will display.

Note

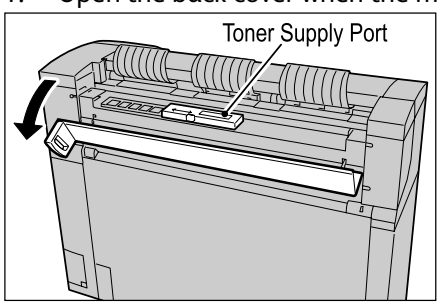
If only a small amount of toner remains in a toner cartridge, the machine may stop during printing and display a message. If this happens, load the toner and continue copying or printing.

Procedure

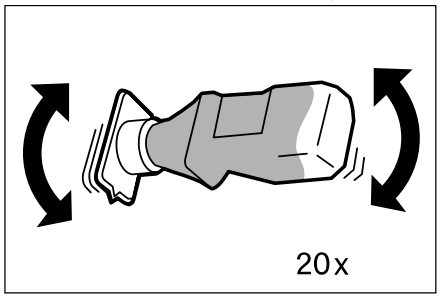
Note

When loading toner, it may spill and dirty the floor. We recommend laying paper on the floor beforehand.

1. Open the back cover when the machine stops.



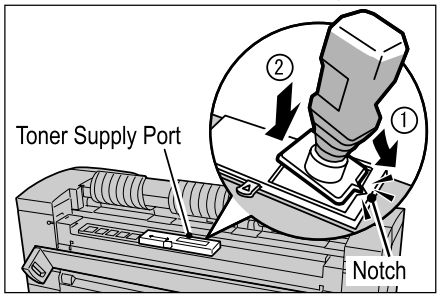
2. Shake the toner cartridge well so the toner will load smoothly.



Note

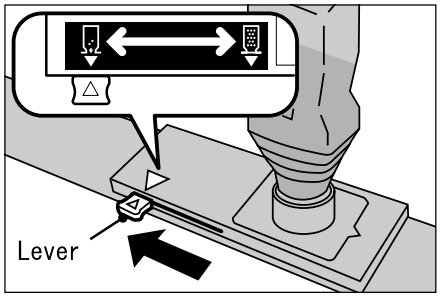
You should shake the toner cartridge about 20 times.

3. Attach the toner cartridge to the toner supply port.

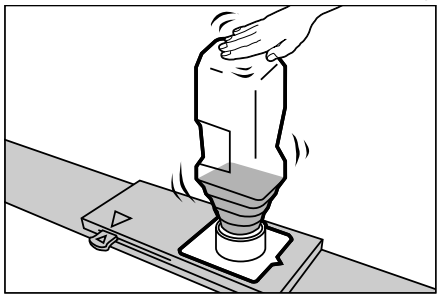


a. Align the notch on the toner cartridge with the right side of the toner supply port.
b. Lower the left side of the toner cartridge, and push the toner cartridge into the toner supply port until it clicks.

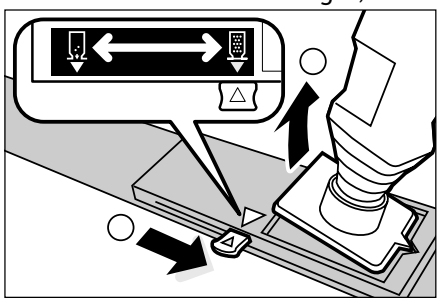
4. Slide the lever to the left, and align it with the triangular symbol.



5. Tap the top of the toner cartridge repeatedly until all toner in the cartridge is loaded.



6. Slide the lever to the right, and align it with the triangular symbol.

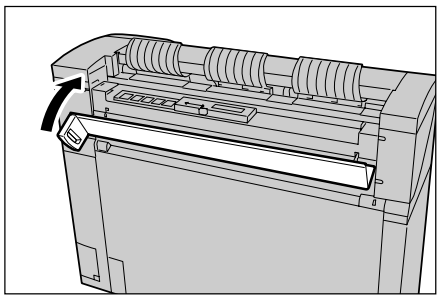


7. Remove the toner cartridge.

   Notes

   - Toner may adhere to the bottom surface of the toner bottle. Be careful not to get toner on your hands or clothes.
   - Follow the instructions provided for disposal.

8. Close the back cover.



Replacing the Waste Toner Bottle

When the waste toner bottle is full, a message appears on the touch screen.

Solve the problem as instructed in the message.

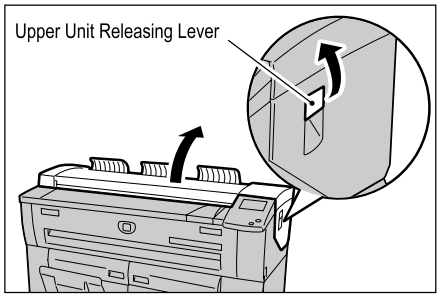
Message	Number of pages*1
Replace the Waste Toner Bottle soon.*2	About 500 pages
Replace the Waste Toner Bottle.	-

1. *The number of pages is based on using A4 paper. The number of pages that you can copy or print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the computer environment.
2. *2The "Replace the Waste Toner Bottle Soon" message will display.

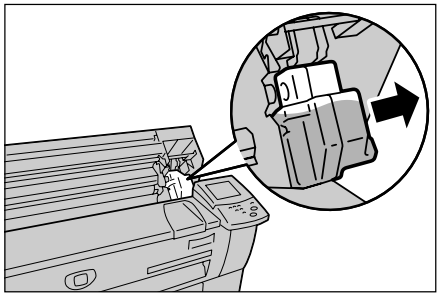
WARNINGS:

- See the warning and special instructions on toner bottles regarding safe handling and disposal.
- When replacing the waste toner bottle, toner may spill and dirty the floor. We recommend placing paper on the floor beforehand.

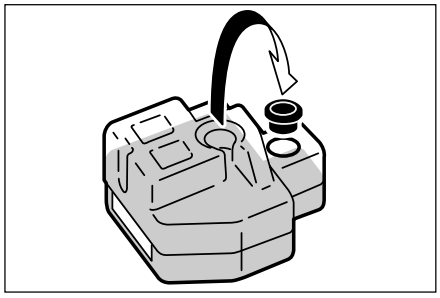
1. Make sure that the machine has stopped, and open the upper unit with the upper unit releasing lever.



2. Remove the waste toner bottle gently.



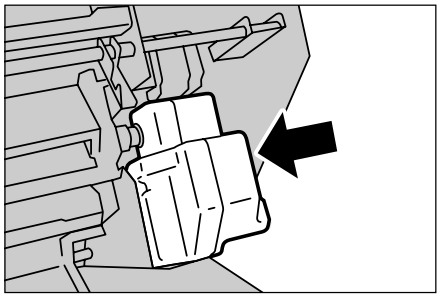
3. Cover the hole of the removed waste toner bottle with the provided cap.



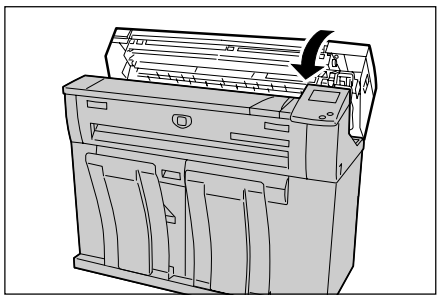
Note

Follow the instructions provided for disposal of the waste toner bottle.

4. Install the new waste toner bottle.



5. Close the upper unit.



Note

If you do not attach the waste toner bottle correctly, a message will appear on the touch screen when you close the upper unit, and the machine will not come to Ready.

Cleaning the Machine

If the reflection plate or scanner glass is dirty, image quality defects such as black lines or grids may appear on copies.

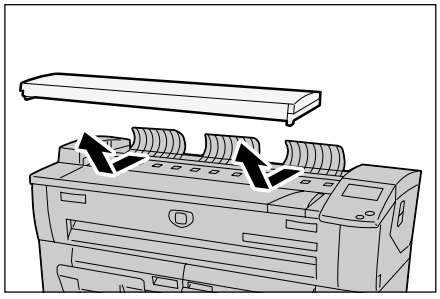
WARNING: To reduce the risk of electric shock, power off the machine before cleaning, as directed in the section on “Powering the System On/Off”.

CAUTIONS:

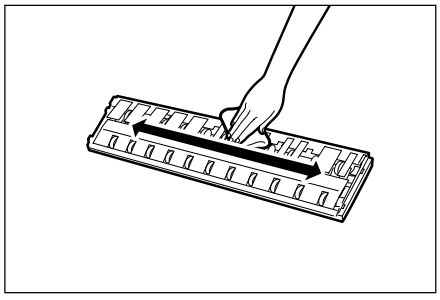
- Do not use benzene, paint thinner, other volatile liquids, or insect sprays/repellents on the machine. These substances may discolor, deform, or crack covers.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction.

To clean the machine:

1. Power off the machine as indicated in the above Warning.
2. Pull the document handler toward you until it stops, and lift it up to remove.

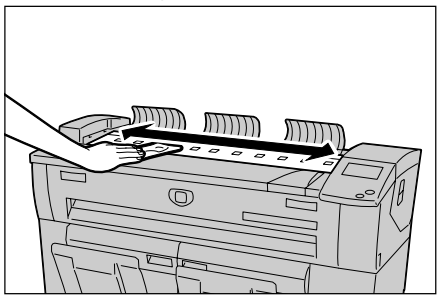


3. Wipe the white reflection plate at the backside of the document handler cover with a clean, dry cloth. If the dirt is difficult to remove, try gently wiping with a firmly wrung out soft cloth moistened with a small amount of Xerox lens/glass cleaner. Then, wipe again with a dry cloth.



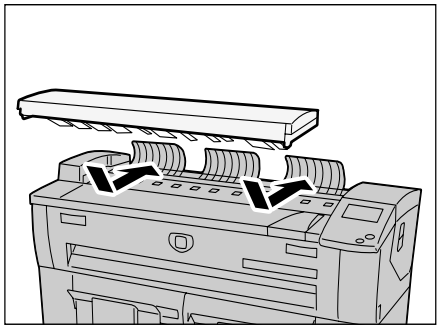
Do not use cleaning agents other than water, a neutral detergent, or Xerox lens/glass cleaner.

4. Wipe the scanner glass with a clean, dry cloth. It the dirt does not come off easier, try gently wiping with a moistened soft cloth with a small amount of neutral detergent. Then, wipe again with a dry cloth.



Using excessive force when cleaning the glass, may damage the it and affect your copies.

5. Replace the document handler.



6. Power the machine on, as directed in the section on Powering the System On/Off.

Problem Solving 10

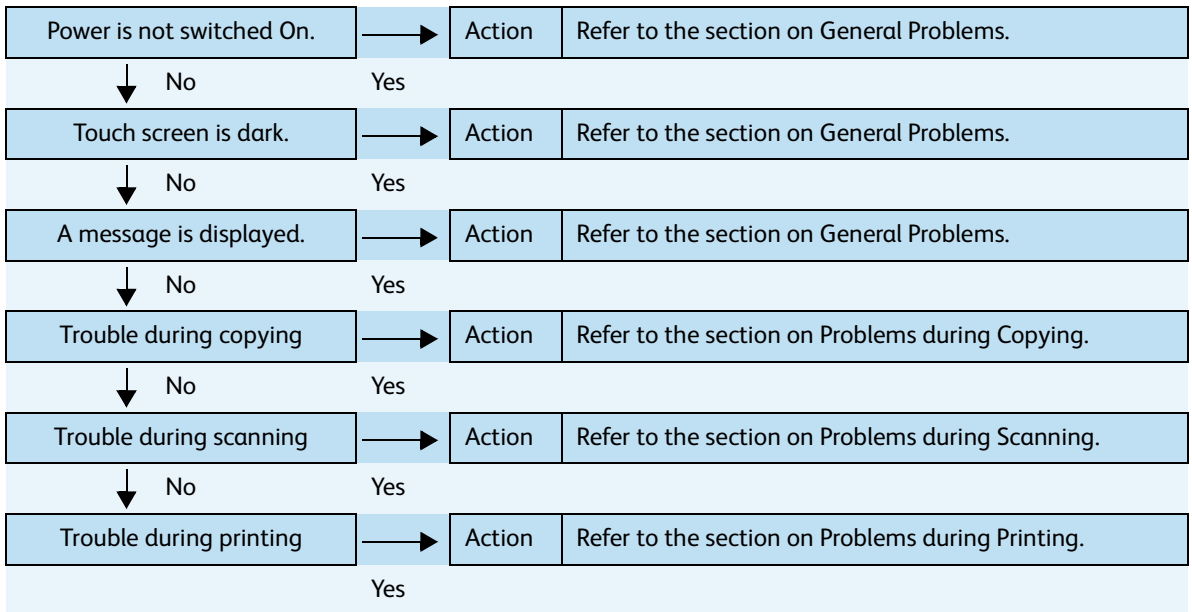
This chapter describes problems that may occur with the machine and the recommended solutions.

- Troubleshooting
- General Problems
- Problems during Copying
- Problems during Scanning
- Problems during Printing
- Error Messages
- Document Jams
- Paper Jams

Troubleshooting

This section describes problems that may occur with the machine and their solutions.

See the following for troubleshooting procedures to solve the problems.



If the machine does not work properly even after performing the troubleshooting recommended above, then contact your Xerox Customer Support Center.

General Problems

If you think a problem is occurring with the machine, check the machine status again.

⚠ **WARNING:** The machine contains precision measuring equipment and uses a high-voltage power supply, so never open or remove machine covers that are secured with screws unless specifically instructed to do so in the User Guide because high voltage components can cause electric shock. Always follow the instructions in the User Guide when opening panels or covers that are secured with screws in order to retain your install/reinstall options. Do not attempt to alter the machine or change the parts because it may result in fire or smoke.

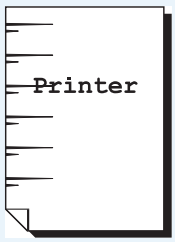
Symptoms	Check	Remedy
Power is not switched On.	Is the circuit breaker (main power switch) or the power switch of the machine off?	Turn on the circuit breaker and then the power switch. Refer to section on Powering the System On/Off.
	Is the power cord plugged into the power outlet?	Turn off the circuit breaker and power switch, and firmly plug in the power cord. Then turn on the circuit breaker (main power switch) and power switch. Refer to the section on Powering the System On/Off.
	Is the power cord disconnected from the machine?	
	Is power of the correct voltage being supplied?	The machine must be connected to a 120V (volts), 15A (amperes) supply in the U.S., and to a 220-240V supply in Europe. Refer to the section on Power Connection.
Touch screen is dark.	Is the <Power Saver> button illuminated?	The machine is in the Power Saver mode. Press the <Power Saver> button on the control panel to cancel the Power Saver mode. Refer to the section on Using the Power Saver Feature.
	Is the brightness dial set too low?	Use the brightness dial to adjust display brightness. Refer to the section on the Control Panel.
A message is displayed.	Did a paper jam occur?	Refer to the section on Paper Jams.
	Did the original jam?	Refer to the section on Document Jams.
	Is the message "Initializing" displayed?	If the message is displayed for more than 3 minutes, contact your Xerox Customer Support Center.

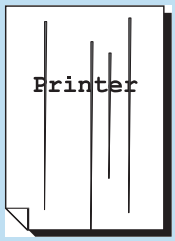
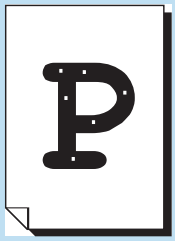
Problems During Copying

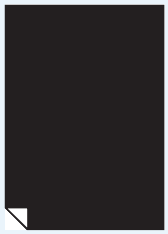
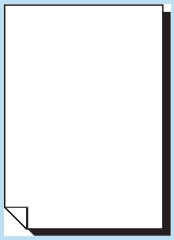
The following helps you solve problems encountered during copying.

Symptoms	Check	Remedy
Copy does not print at the desired size.	Did you select the correct original size series?	Select the original size series that matches with the original size. Refer to the section on Size Series Settings for Originals.
	Did you select the correct media size series?	Select the media size series that matches the media size. Refer to the section on Media Settings.
	Is the original inserted correctly in the scanner?	Load the original correctly. Refer to Step 3 - Scanning the Original.
	Is the original guide at the correct position?	Correctly set the original guide. Refer to Step 3 - Scanning the Original.
	Is the original folded or bent?	Straighten and correctly insert the original. Refer to Step 3 - Scanning the Original.
Original does not feed into the original feeder.	Is the original too small?	The minimum size original that can be fed is approximately 182mm/7inches wide by 210mm/8.25 inches long. Refer to the section on Usable Originals.
Unable to copy using the manual feed tray (Bypass).	Is the media correctly loaded in the manual feed tray?	Correctly load the paper media. Refer to the section on Using the Manual Feed Tray (Bypass).
Original often jams.	Is the original in good condition?	Insert a usable type of original. Refer to the section on Usable Originals and Step - 3 Scanning the Original.
	Is the original too small or too thick?	The minimum size original that can be fed is approximately 182mm/7inches wide by 210mm/8.25 inches long. Some thick originals may require the removal of the front return guides. Refer to the section on Usable Originals.
A corner of the original is folded.	Is the original curled?	Flatten out the curl and insert the original again.

Symptoms	Check	Remedy
Media often jams or is wrinkled.	Is the correct type of media used?	Load a correct type of media. Refer to the section on Media Type.
	Is the media loaded correctly?	Correctly load the media. Refer to the section on Loading Media.
	Is the media tray set up correctly?	Firmly push in the media tray until it stops. Refer to the section on Loading Media.
	Is the media damp?	Replace with media from a new supply. Refer to the section on 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 the section on Media Settings.
	Are there torn pieces of media or foreign objects in the machine?	Open the front cover or pull out the media trays to remove the torn media or the foreign object. Refer to the sections on Paper Jams and Loading Media.
The copy is dirty.	Is the scanning area contaminated?	Clean the platen glass. Refer to the section on Cleaning the Machine.
	Is the original printed on colored paper, rough paper, or blueprint paper?	Adjust the copy density, image quality, or background suppression. Refer to the sections on Original Type, Copy Density and Background Suppression.
The copy has black lines.	Is the scanning area contaminated?	Clean the platen glass. Refer to the section on Cleaning the Machine.
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density. Refer to the section on Copy Density.
The copies are too light.	Is the density of the original too light?	Adjust the copy density. Refer to the section on Copy Density.
	Is the copy density set to [Lighten]?	
	Is the original type setting correct?	Correctly select the original type. Refer to the section on Original Type.
	Is the message for load toner displayed?	Load toner. Refer to the section on Loading Toner.
	Is the toner density appropriate?	Adjust the toner density using Web Printer Management Tool.

Symptoms	Check	Remedy
The image on the copy is skewed.	Is the original inserted correctly in the scanner?	Insert the original correctly. Refer to Step 3 - Scanning the Original.
	Is the media loaded correctly?	Load the media correctly. Refer to the section on Loading Media.
	Is the original guide at the correct position?	Correctly insert the original, with the edge of the original aligned with the original guide. Refer to Step 3 - Scanning the Original.
	Is the media tray set up correctly?	Firmly push in the media tray. Refer to the section on 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 the section on Loading Media.
	Is the loaded media folded or wrinkled?	Remove the defective media and replace with new media. Refer to the section on Loading Media.
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Copy a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Black dots are printed. 	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Black lines are printed. 	Is the scanning area dirty?	Clean the platen glass. Refer to the section on Cleaning the Machine.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
White dots appear in black filled areas. 	Is the correct type of media used?	Correctly load the appropriate media. Refer to the section on Loading Media.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner. 	Is the media damp?	Replace with new media. Refer to the section on Loading Media.
	Is the correct type of media used?	Correctly load the appropriate media. Refer to the section on Loading Media.
	Are the media settings correct?	Correctly select the media settings. Refer to the section on Media Settings.

Symptoms	Check	Remedy
The entire paper area is printed black. 	A probable cause is some type of internal machine error.	Contact your Xerox Customer Support Center.
Nothing is copied. 	Was the original scanned face up?	Place the original face down to scan.
	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the original image is lost on the copy.	Was the original positioned correctly in the scanner?	Correctly insert the original. Refer to Step3 - Scanning the Original.
	Is the media loaded correctly?	Load the media correctly. Refer to the section on Loading Media.
	Are the copy density, media supply, margins, and scan offset settings correct?	Correctly configure the settings.
The copy has shadows.	Is the original pasted together or folded in?	Adjust the copy density and original type settings. Refer to the sections on Copy Density and Original Type.
	Is the original made of highly transparent material?	

Problems during Scanning

The following helps you solve problems encountered during scanning.

To learn about scan features, click on [Help] in the scan driver screen and refer to the network scan driver's online help.

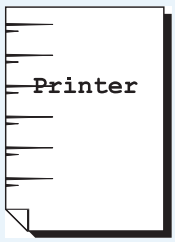
Symptoms	Check	Remedy
Original doesn't feed into the scanner.	Is the original too small?	The minimum size original that can be fed is approximately 182mm/7inches wide by 210mm/8.25 inches long. Refer to the section on Usable Originals.
Original jams often.	Is the correct type of original used?	Correctly scan the correct type of original. Refer to the sections on Usable Originals and Step 3 - Scanning the Document.
A corner of the original is folded.	Is the original curled?	Flatten out the curl and scan the original again.
Scanning is not made at the desired size.	Did you correctly select the original size series?	Select an original size series that matches the original size. Refer to the section on Size Series Settings for Originals.
	Was the original inserted in the correct position?	Correctly load the original. Refer to Step 3 - Scanning the Document.
	Is the original guide in the correct position?	Correctly set up the original guide. Refer to Step 3 - Scanning the Document.
	Is the original folded or bent?	Straighten and correctly rescan the original. Refer to Step 3 - Scanning the Document.
The scanned image is dirty.	Is the scanning area contaminated?	Clean the scanning area. Refer to the section on Cleaning the Machine.
	Is the original printed on colored paper, rough paper, or blueprint paper?	Adjust the scan density, image quality, or background suppression. Refer to the sections on Original Type and Background Suppression.
The scanned image has black lines.	Is the scanning area contaminated?	Clean the scanning area. Refer to the section on Cleaning the Machine.
The scanned image is too dark.	Is the scan density set to [Darken]?	Adjust the scan density. Refer to the section on Scan Density.

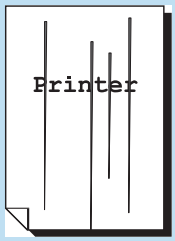
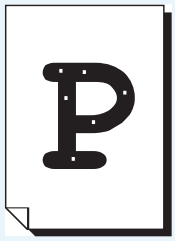
Symptoms	Check	Remedy
The scanned image is too light.	Is the density of the original too light?	Adjust the scan density. Refer to the section on Scan Density.
	Is the scan density set to [Lighten]?	
	Is the original type setting correct?	Select the correct original type. Refer to the section on Original Type.
The scanned images are skewed.	Was the original loaded correctly in the scanner?	Load the original correctly. Refer to Step 3 - Scanning the Document.
	Is the original guide in the correct position?	Correctly load the original, with the edge of the original aligned with the original guide. Refer to Step 3 - Scanning the Document.
Part of the original image is not present on the scanned image.	Was the original loaded correctly in the scanner?	Load the original correctly. Refer to Step 3 - Scanning the Document.
	Are the scan feature settings copy density, media supply, margins, and scan offset correct?	Correctly configure these settings.
The scanned image has shadows.	Is the original pasted together or folded in?	Adjust the scan density and original type settings. Refer to the section on Original Type.
	Is the original made of highly transparent material?	
The scanned image is coarse.	Is the scan resolution set too low?	Select a higher resolution. Refer to the section on Scan Resolution.
	Did you select the correct rendering setting?	Select the correct rendering setting. Refer to the section on Rendering.

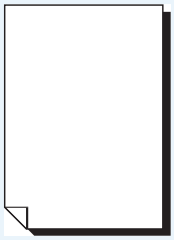
Problems during Printing

The following helps you solve problems encountered during printing.

Symptoms	Check	Remedy
Unable to print.	Is the machine's circuit breaker or power switch off?	Turn on the circuit breaker (main power switch) and the power switch. Refer to the section on Powering the System On/Off.
	Is the printer [Offline]?	Press the <Machine Status> button, and confirm that the printer is online. If [Print Mode] is [Offline], select [Online] in the [Print Mode] screen.
	Is the network cable disconnected?	Connect the network cable.
	Does an error occur in the machine?	Check the error message, and follow the instructions to solve the problem.
	Is the IP address set up correctly?	Correctly set up the IP address.
	Is an interrupt operation being performed?	Cancel the interrupt operation.
Unable to print using the manual feed tray (Bypass).	Is the specified size media loaded correctly?	Load the correct size media according to the message that appears, and then print again. Refer to the section on Using the Manual Feed Tray (Bypass).
Media often jams or is wrinkled.	Is the correct type of media being used?	Load a correct type of media. Refer to the section on Media Type.
	Is the media loaded correctly?	Load the media correctly. Refer to the section on Loading Media.
	Is the media tray set correctly?	Firmly push in the media tray until it stops. Refer to the section on Loading Media.
	Is the media damp?	Replace with new media. Refer to the section on Loading Media.
	Do the media size series and the media type settings match the media loaded in the machine?	Select the media size series and the media type that match the media that is loaded in the machine. Refer to the section on Media Settings.
	Are there torn pieces of media or foreign objects in the machine?	Open the door of the machine or slide out the media tray to remove the torn media or foreign objects. Refer to the sections on Paper Jams and Loading Media.

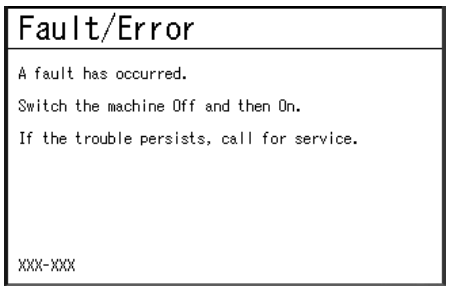
Symptoms	Check	Remedy
The prints are too light.	Is the load toner message displayed?	Load toner. Refer to the section on Loading Toner.
	Is the toner density appropriate?	Adjust the toner density using Web Print Management Tool.
Images on the print are skewed.	Is the media loaded correctly?	Load the media correctly. Refer to the section on Loading Media.
	Is the media tray set correctly?	Firmly push in the media tray until it stops. Refer to the section on Loading Media.
Part of the image is missing on the print, or is smudged or unclear. 	Is the media damp?	If the media is damp, some parts of the image may not print, or the print may be smudged and unclear. Replace the damp media with new, dry media. Refer to the section on Loading Media.
	Is the loaded media folded or wrinkled?	Remove the defective media and replace with new media. Refer to the section on Loading Media.
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Print a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
The print has black dots. 	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
The print has black lines. 	Internal components are dirty.	Contact your Xerox Customer Support Center.
White dots appear in black filled areas. 	Is the correct type of media being used?	Load a correct type of media. Refer to the section on Loading Media.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner. 	Is the media damp?	Replace with new, dry media. Refer to the section on Loading Media.
	Is the correct type of media used?	Load the correct type of media. Refer to the section on Loading Media.
	Are the media settings correct?	Select the correct media settings. Refer to the section on Loading Media.

Symptoms	Check	Remedy
The entire paper area is printed black. 	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Nothing is printed. 	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the image is "lost" on the edge of paper.	Was the correct media series used? Does the image exceed the machine's printable area?	Decrease the original print area. Refer to the Specifications "Image loss width".

Error Messages

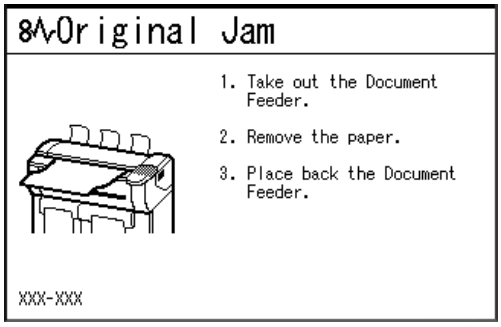
This section describes how to solve the problem when an error message appears. Error messages displayed will vary depending on your particular situation and the error involved.



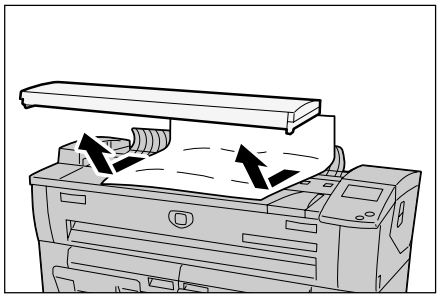
Error Message	Cause and Remedy
A fault has occurred. Switch Off the Machine and then On. (XXX-XXX)	[Cause] An error occurred. [Remedy]Turn off the power, wait until the touch screen goes dark (about 10 sec.), and then turn on power again. If the message persists, record the displayed contents for [(XXX-XXX)]. Switch off the machine immediately, wait for the touch screen to go dark, and contact your Xerox Customer Support Center.
A fault has occurred. Press [Restart] to start recovery. (XXX-XXX)	[Cause] An internal error occurred. [Remedy] Select the [Restart] button on the display. If the error persists, turn off the power (about 10 sec.), then turn on the power again. If the message persists, record the displayed contents for [(XXX-XXX)]. Switch off the machine immediately, wait for the touch screen to go dark, and contact your Xerox Customer Support Center.

Document Jams

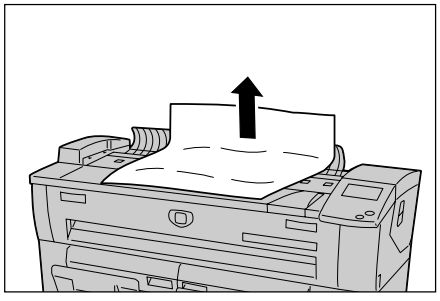
If the original becomes jammed in the scanner, the machine will stop and an error message will display on the touch screen. Clear the jammed original according to the instructions displayed, and then reload the original.



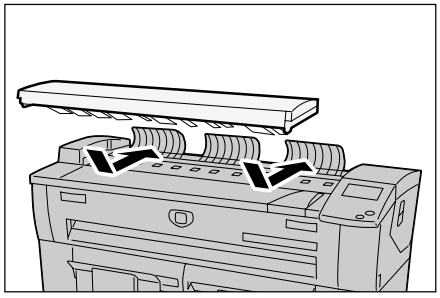
1. Pull the document handler toward you until it stops, and lift up to remove it.



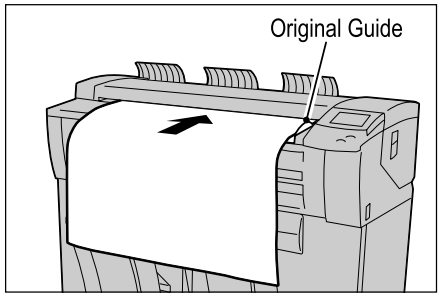
2. Remove the jammed original.



3. Replace the document handler.



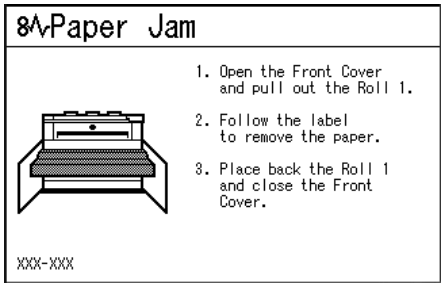
4. Confirm that the original is not torn, folded, or wrinkled, and load the original again according to the message on the touch screen.

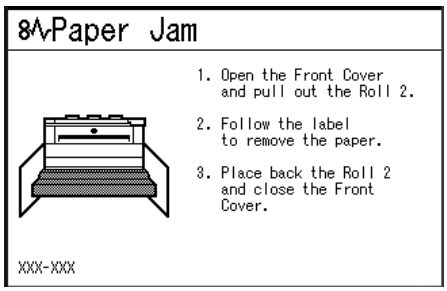


Paper Jams

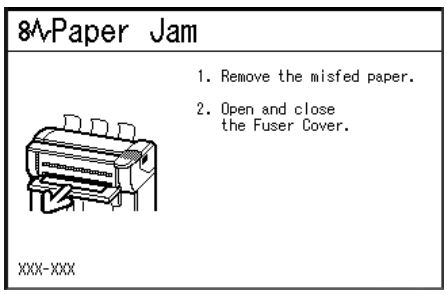
If paper jams occur, the machine stops and an alarm sounds. An error message also displays on the touch screen. Remove the jammed paper according to the message displayed.

Paper Jams in Roll 1 or Roll 2

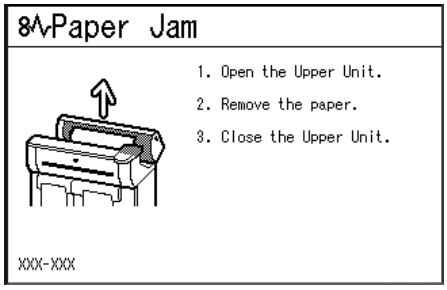


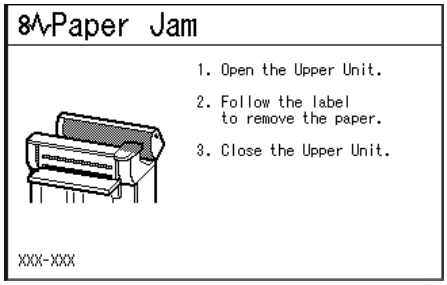


Paper jams in Manual Feed Tray (Bypass)

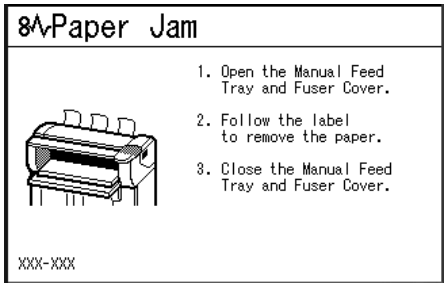


Paper Jams in Upper Unit





Paper James in Fuser Unit



Gently remove the paper, taking care not to tear it. If paper is torn while it is being removed from the machine, remove all torn pieces. Make sure that no paper scraps remain inside the machine.

If a paper jam message displays again after you have cleared the paper jam, paper is probably jammed at another location. Clear this by following the message's instructions.

When you finish cleaning a paper jam, printing automatically resumes from the state before the paper jam occurred.

WARNINGS:

- When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine potentially could cause a fire.
- If a sheet of paper is wrapped around the heat roller, or the jammed paper 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.

Notes

- Always check the touch screen message to identify the location of a paper jam before attempting to remedy the problem. Opening a media tray before knowing the paper jam location may tear the paper, leaving pieces inside the machine. This condition may cause machine malfunctions.
- If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the touch screen.
- Paper jams can be cleared with the machine still on. When the power is turned off, all information stored to the machine's memory will be erased.

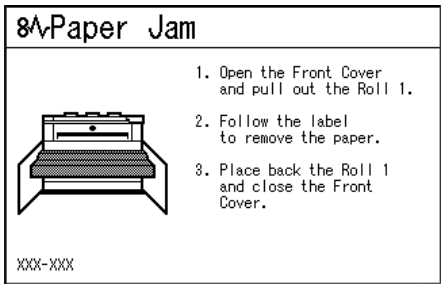
CAUTION: Do not touch the components inside the machine. Doing so can cause print defects.

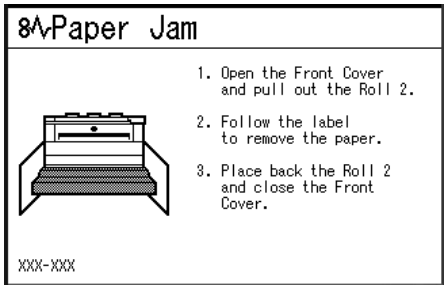
Paper Jams in Roll 1 or Roll 2

The following describes how to clear paper jams that occur in Roll 1 or Roll 2.

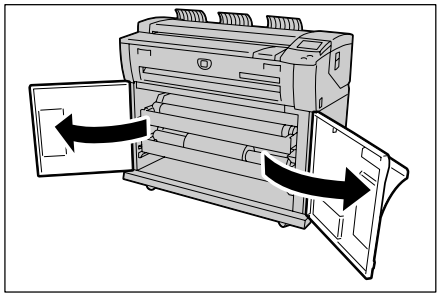
Note

The Roll 2 is optional.

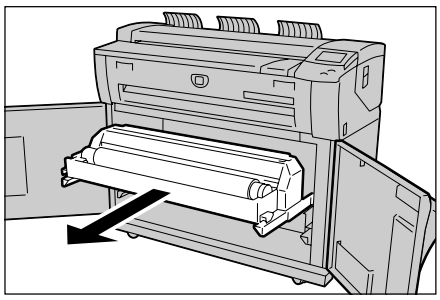




1. Open the front cover.



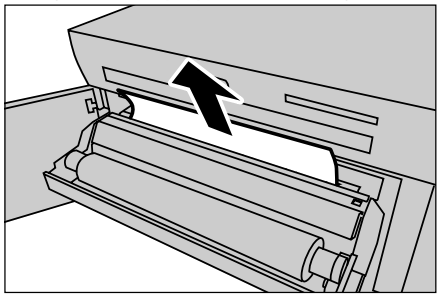
2. Pull out Roll 1 or Roll 2.



3. Check the state of the jammed paper, and remedy as follows.

WARNING: Do not open the Roll 1 cutter cover or the Roll 2 cutter cover unless you are specifically directed to do so.

The jammed paper is already cut.

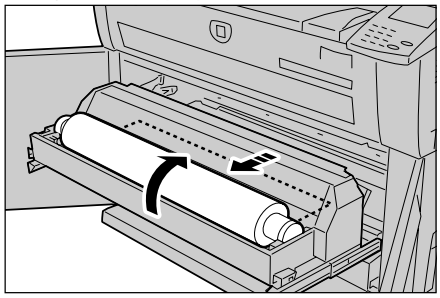


Remove the jammed paper.

Notes

- Gently remove the paper, taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.

The jammed paper is not cut.

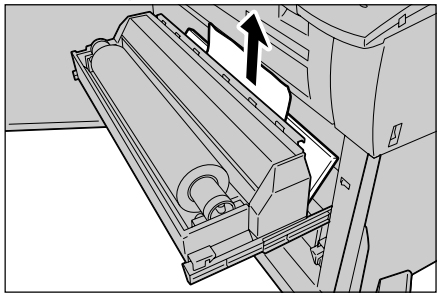


Rotate the roll media to reel in the paper. Then, set the roll media again.

Note

- Gently remove the paper, taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.
- Manually operate the cutter if necessary. Do not attempt to rewind the roll.
- For information about loading roll media, refer to the section on Loading Media.

When the jammed paper is not clearly visible in one of the rolls, even though the roll is jammed.

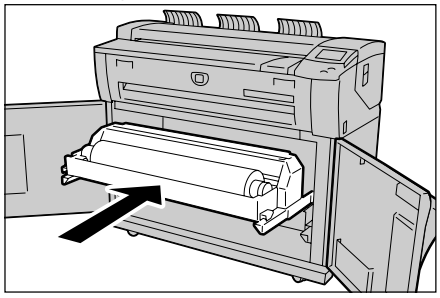


Pull out the appropriate roll drawer and remove the jammed paper.

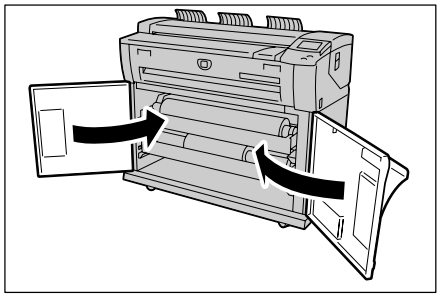
Note

- Gently remove the paper, taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.

4. Gently slide Roll 1 or Roll 2 until it is firmly in position.

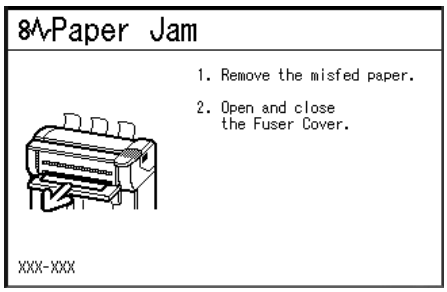


5. Close the front cover.

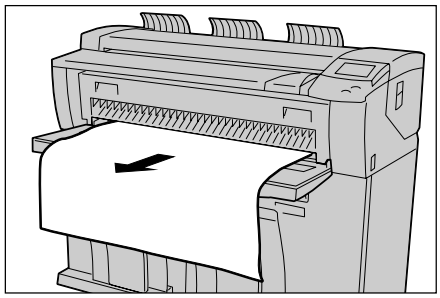


Paper Jams in Manual Feed Tray (Bypass)

The following describes how to clear paper jams that occur in the Manual Feed Tray (Bypass).



1. Pull the paper toward you gently, and remove it.

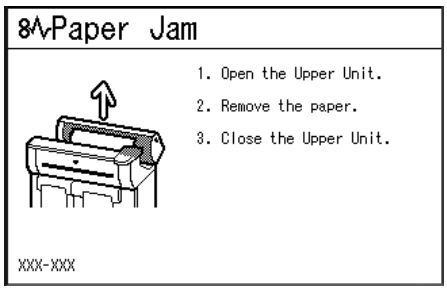


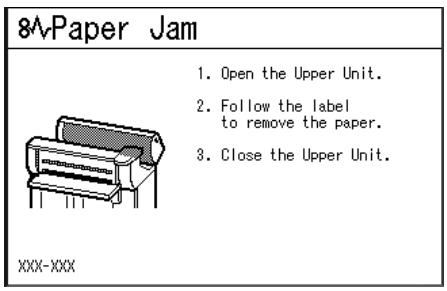
Note

Be careful not to tear the sheet.

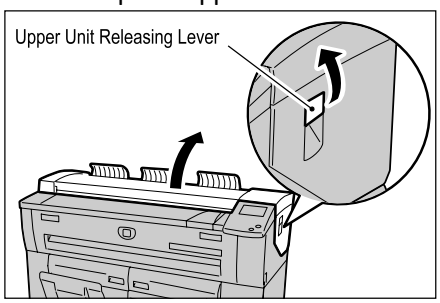
Paper Jams in Upper Unit

The following describes how to clear paper jams that occur in the upper unit.



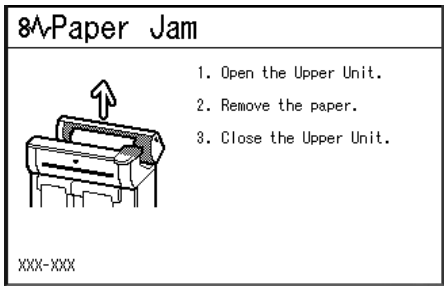


1. Lift up the upper unit release lever to open the upper unit.



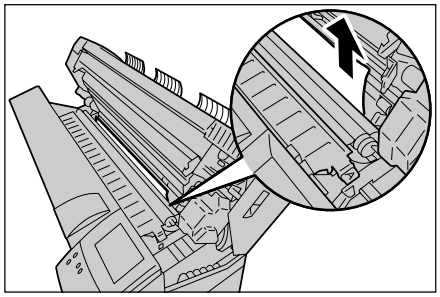
2. Check the state of the jammed paper, and solve the problem as follows.

The following message is displayed.



WARNING: Never touch a labeled area on hot or sharp parts. You can get burned or injured.

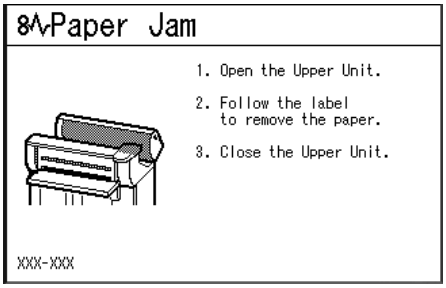
Remove the jammed paper through the opening.



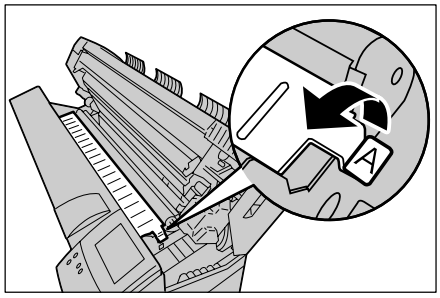
Notes

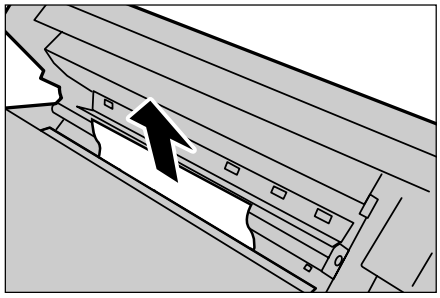
- Gently remove the paper, taking care not to tear it.
- If the paper is torn, make sure to remove all torn paper from the machine.

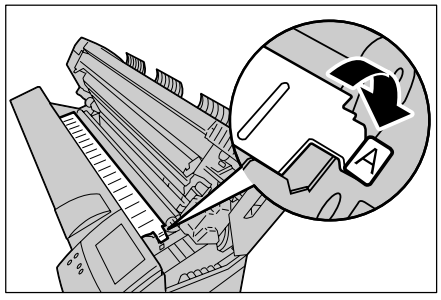
The following message is displayed.



Lift up the green knob (lever [A]), and remove the jammed paper from the paper feed path.

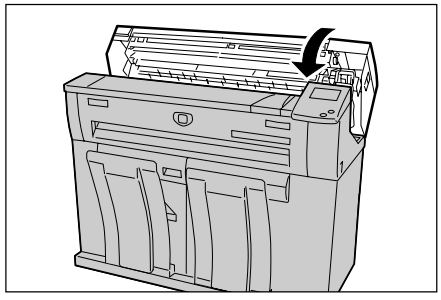






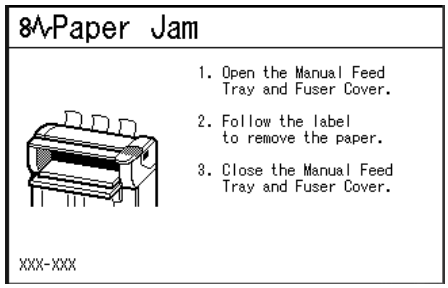
Lower the knob (lever [A]) to its original position.

3. Close the upper unit.

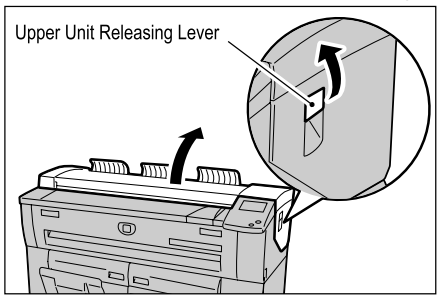


Paper Jams in Fuser Unit

The following describes how to clear paper jams that occur in the fuser unit.

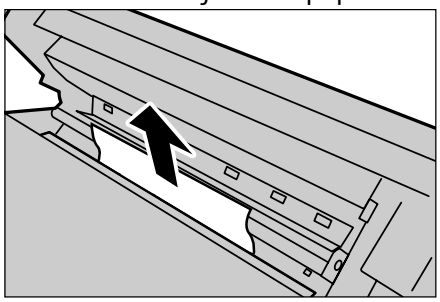


1. Lift up the upper unit releasing lever to open the upper unit.



WARNING: Never touch a labeled area on hot or sharp parts. You can get burned or injured.

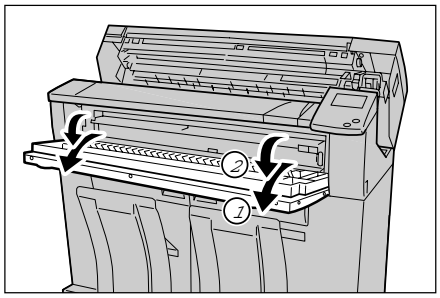
2. Remove the jammed paper through the opening.



Notes

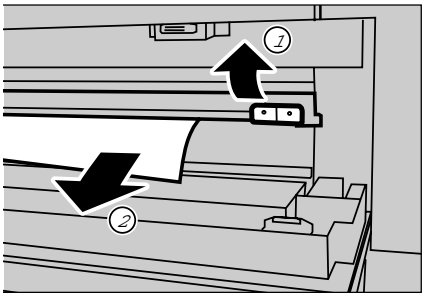
- Gently remove the paper, taking care not to tear it.
- If the paper is torn, make sure to remove all torn paper from the machine.

3. When the jammed paper is not visible from the opening, open the manual feed tray and the fuser cover.



WARNING: Never touch a labeled area on hot or sharp parts. You can get burned or injured.

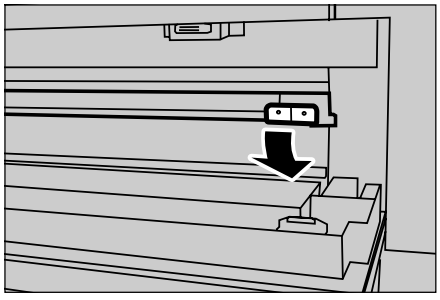
4. Lift up the green lever to hold the baffle, and remove the jammed paper through the output port.



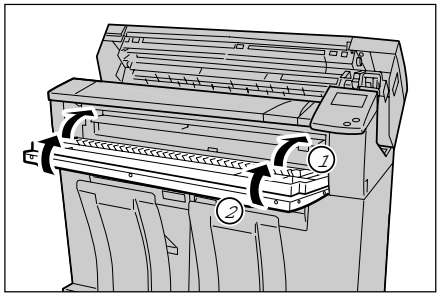
Notes

- Gently remove the paper, taking care not to tear it.
- If the paper is torn, make sure to remove all torn paper from the machine.

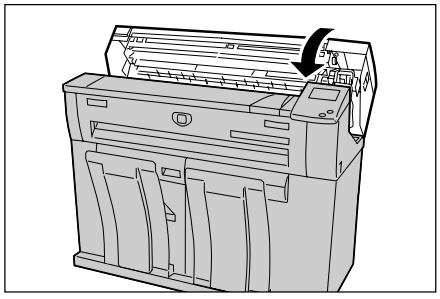
5. Lower the baffle.



6. Close the fuser cover and the manual feed tray.



7. Close the upper unit.



Appendix 11

This chapter contains descriptions about the following:

- Space Requirements
- Specifications
- Options
- Printer Drivers/Client Tools
- Cautions and Limitations

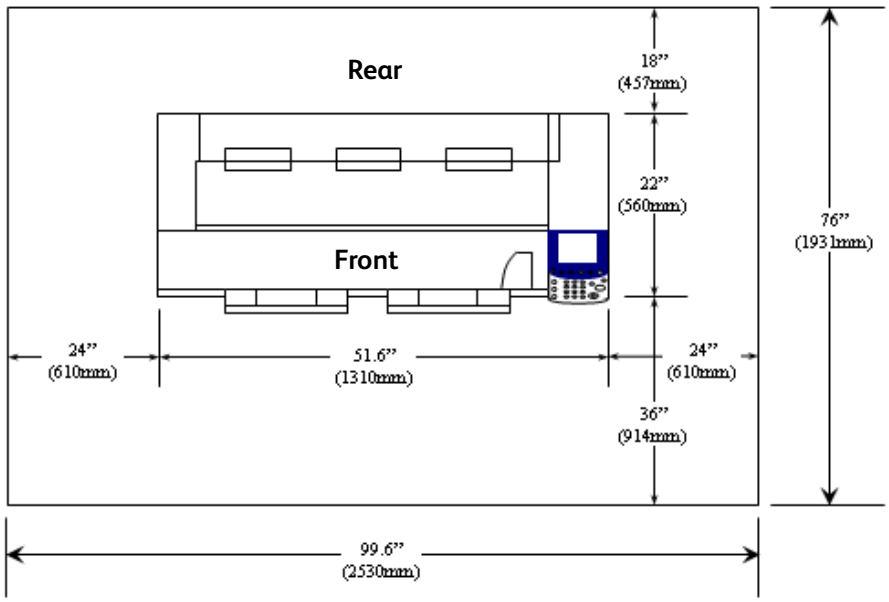
Space Requirements

The Xerox 6204 Wide Format Solution with FreeFlow Access Print Server occupies a minimum of 52.6 square feet (4.89m^2) of floor space, and requires a minimum of 18 inches (457mm) clearance from its rear vents to the wall. The required clearance from the floor to the nearest overhead obstruction within the floor space area is 84" (2135mm).

Note

An additional 14.9 inches (378mm) of clearance is required at the rear of the machine if the optional document catch tray is installed.

The diagram below illustrates the minimum clearances required for normal operation, consumables replacement, and maintenance. Your Xerox representative will provide the support that is necessary to install the machine correctly.



Specifications

This section lists the Xerox 6204 Wide Format Solution specifications. In the interest of product development, product specifications and external appearance are subject to change without prior notice.

Xerox 6204 Wide Format Solution Specifications

Table 1	
Type	Console Type
Recording method	LED exposure, xerographic development system
Development method	Dry development (one component)
Type of photo sensitive material	OPC
Fusing method	Heat roller and pressure roller
Resolution	Data processing resolution :600dpi (23.6dots/mm) X 600dpi (23.6dots/mm) Output resolution :600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Continuous copy / print speed at 4D/minute	US Sizes: ARCH: E : 2.1 pages/minute D LEF:4.0 pages/minute D SEF:2.6 pages/minute C LEF:4.8 pages/minute C SEF:4.0 pages/minute B LEF:6.8 pages/minute B SEF:4.8 pages/minute A LEF:8.4 pages/minute ANSI: E : 2.2 pages/minute D LEF:4.2 pages/minute D SEF:2.7 pages/minute C LEF:5.0 pages/minute C SEF:4.2 pages/minute B LEF:7.2 pages/minute B SEF:5.0 pages/minute A LEF:8.6 pages/minute European Sizes: A0 : 2.1 pages/minute A1 LEF:4.1 pages/minute A1 SEF:2.8 pages/minute A2 LEF:5.1 pages/minute A2 SEF:4.1 pages/minute A3 LEF:6.9 pages/minute A3 SEF:5.1 pages/minute A4 LEF:8.8 pages/minute The speed may be reduced depending on the image quality adjustment. The performance may be reduced depending on the paper type.

Media size	[1 Roll model] Roll X 1, Manual Feed [2 Roll model] Roll X 2, Manual Feed Width:210-914mm Length:210-15000mm (15m) Note: Optional memory is necessary for the 15m. Outside roll diameter:185mm or less A0, A1, A2, A3, A4, JIS B1, JIS B2, JIS B3, ISO B1, ISO B2, ISO B3, SP.A0 (880mm), SP.A1 (620mm), SP.A2 (440mm), 34 X 44", 22 X 34", 17 X 22", 11 X 17", 8.5 X 11", 36 X 48", 24 X 36", 18 X 24", 12 X18", 9 X12", 30 X 42"
Output Format	Preset (standard) cut, Synchronized cut, Manual (customer-defined) cut
Media	Roll 1, 2: Bond20 lb. Premium or Performance Bond (500 ft. roll) 18 lb. Translucent Bond Vellum20 lb. Performance HPH Vellum Film4-Mil Zero-Solvent Accu-Image Elite Manual paper feed Cut sheet 8.27" (210 mm) through 36" (914.4 mm) width inclusive of similar type and weight as roll-fed media. Minimum length is 11" (279.4 mm). We recommend that you use Xerox media to achieve the best results. Other media may not perform as well, depending on the printing conditions.
Image loss width	Lead 5mm, Trail 5mm, Right & Left 5mm (When outside diameter of the roll is 100mm or less: Lead 8mm, Trail 8mm)
Power source (Multifunction device)	Note: US: AC120V +/- 10%, 13.2A European: 220-240V, 10.0A Note: One 20A circuit with 2 receptacles is required for WFCP model.
Input voltage (Controller)	Voltage selection switch with settings for 115V or 220V
Power consumption (Multifunction configuration)	Standby: 420W or less (110V), 540W or less (220V) Running: 1440W or less (110V); 2160W or less (220V) Powersave mode: 250W or less (110V & 220V) Sleep mode: 25W or less (110V & 220V)
Power consumption (Controller)	220W
Warm-up time	2.5 minutes or less (when the room temperature is 72˚ F / 22˚ C)
Dimensions (Multifunction configuration)	Width 51.6" (1310mm) X Depth 22" (560mm) X Height 43" (1,090mm)

Dimensions (Controller)	Height 15.7 inches (39.9cm) X Width 4.5 inches (11.4cm) X Depth 13.9 inches (35.3cm)
Weight (Multifunction configuration - excludes media, toner, and options)	Printer: [1 Roll model] 518 lbs. (235kg) Copier/Printer: [1 Roll model] 536 lbs. (243kg) Second Roll: Adds 53 lbs. (24kg) to the weights of the above
Weight (Controller)	23 lbs. (10.4kg)
Power consumption when circuit breaker (main power switch) is off	Power consumption when circuit breaker is off:0 W Power consumption when circuit breaker is on:1.5 W or less
Heat dissipation (Multifunction configuration)	1440 BTU/h (Standby), and 5330 BTU/h (Running)
Heat dissipation (Controller)	50 watts maximum

Note

The machine consumes less than 1.5 watts of electricity when the power switch is off. Switching off the circuit breaker or disconnecting the power connector will completely cut off the consumption of electricity.

Copy Feature Specifications

Table 2	
Original positioning method	Original transfer type
Original size	Width: 182-914.4mm Length:210-15000mm(15m) The scanning length may vary depending on the memory capacity.
Original Thickness	0.05 - 3.2mm
Original Type	Text/Line, Text/Line (clear), Text/Photo, Photo (halftone), Photo (contone)
Scan Resolution	600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Copy size	Width:210-914mm Length:210-15000mm(15m) Outside diameter of the roll: 185mm or less A0, A1, A2, A3, A4, JIS B1, JIS B2, JIS B3, ISO B1, ISO B2, ISO B3, SP.A0 (880mm), SP.A1 (620mm), SP.A2 (440mm), 34 X 44", 22 X 34", 17 X 22", 11 X 17", 8.5 X 11", 36 X 48", 24 X 36", 18 X24", 12 X 18", 9 X 12", 30 X 42" and Custom Formats (user defined sizes)
Continuous copy pages	999 sheets The machine may pause temporarily to perform an image stabilization process.
Fast copy time	35 seconds or less (with A0 size original at 100 %) Values may differ by device configuration.
Copy reduction/enlargement ratios	Same magnification: 1:1 +/- 0.4 % (when the environmental conditions are: temperature 72˚F/22˚C, humidity 55 %) Presets: 25 %, 33 %, 35.3 %, 66.6 %, 70.7 %, 133.3 %, 141.4 % Custom reduction/enlargement ratios: 25 % to 400 (0.1 % units)
Copy and scanning original features	Electronic sorter, auto media feeding, auto magnification, background suppression, magnification fine adjustment (0.1 % unit), copy density adjustment (9 levels), scan start position adjustment, copy position adjustment, top/bottom/left/right margin, mirror image, invert (negative) image, copy from memory (additional copy), auto rotation

Scan Feature Specifications

Table 3	
Type	Monochrome scanner
Scan Size	Width: 100-914mm Length: 100-15000mm
Scan Resolution	600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Scan color graduation	Monochrome, 2 colors
Scan mode	Text/Line, Text/Line (clear), Text/Photo, Photo (halftone), Photo (contone)
Original scanning speed	76.2mm/second (100 %) Scanning speed may vary depending on magnification and resolution.
Interface	Ethernet (10Base-T/100Base-TX/1000Base-TX)
Scan to mailbox	Supported Protocol: FTP File formats:Monochrome 2 colors: TIFF version 6.0, PDF version 1.6, CALS (Type 1) Supported Operating Systems: Windows 2000/XP, Windows Server 2003, Sun Solaris 2.8 - 2.10

Print Feature Specifications

Table 4	
Print size	Same as copy size
Continuous printing speed	Same as continuous copy speed The performance may be reduced depending on the paper type used.
Fast print time	55 seconds or less (with A0 size original/1,434KB data)
Memory capacity	Standard:1GB
Interface	Ethernet (10Base-T /100Base-TX/1000Base-TX)
Supported protocols	lpr, lpd, TCP/IP (Ports 2000 & 9100), TFTP (put)
Emulation	Standard:HP-GL (in conformity with HP75XX series) HP-GL2/RTL (in conformity with HP Design Jet 750C) TIFF (Version 6.0) CALS (Type-1 and Type-2) CGM (Version 2) JPEG (JFIF Version 1.02) VCGL DDS Calcomp Filenet NIRS Optional:*PostScript 3 PDF (Version1.6) AutoCAD/AEC: DWF *All listed under Optional require enablement by Feature Key.
Supported Operating Systems (client)	Windows 2000/XP Windows Server 2003 Sun Solaris 2.8 - 2.10

Copy/Print Length

Table 5	
Roll media width/Media type	**1GB Memory**
A0 width/Bond	50 ft./15m
A1 width/Bond	50 ft./15m
A2 width/Bond	50 ft./15m
A3 width/Bond	50 ft./15m
A0 width/Tracing paper, Film	50 ft./15m
A1 width/Tracing paper, Film	50 ft./15m
A2 width/Tracing paper, Film	50 ft./15m
A3 width/Tracing paper, Film	50 ft./15m
36"width/Bond	50 ft./15m

Copy Magnification Lists

Table 6	Copy Size							
Original Size	**A4**	**A3**	**JIS B3**	**A2**	**JIS B2**	**A1**	**JIS B1**	**A0**
A4	100.0 %	141.4 %	173.2 %	200.0 %	245.0 %	282.8 %	XXX.X %	XXX.X %
A3	70.7 %	100.0 %	122.5 %	141.4 %	173.2 %	200.0 %	XXX.X %	XXX.X %
JIS B3	61.3 %	81.6 %	100.0 %	122.5 %	141.4 %	163.3 %	XXX.X %	XXX.X %
A2	50.0 %	70.7 %	86.6 %	100.0 %	122.5 %	141.4 %	173.2 %	200.0 %
A1	35.3 %	50.0 %	61.3 %	70.7 %	86.6 %	100.0 %	122.5 %	141.4 %
A0	25.0 %	35.3 %	43.3 %	50.0 %	61.3 %	70.7 %	86.6 %	100.0 %

Table 7	Copy Size				
Original Size	E	D	C	B	A
ANSI E	100.0 %	64.7 %	50.0 %	32.4 %	25.0 %
ANSI D	129.4 %	100.0 %	64.7 %	50.0 %	32.4 %
ANSI C	200.0%	129.4%	100.0%	64.7%	50.0%
ANSI B	258.8%	200.0%	129.4%	100.0%	64.7%
ANSI A	400.0%	258.8%	200.0%	129.4%	100.0%

Table 8	Copy Size				
Original Size	E	D	C	B	A
ARCH E	100.0%	66.7%	50.0%	33.3%	25.0%
ARCH D	133.3%	100.0%	66.7%	50.0%	33.3%
ARCH C	200.0%	133.3%	100.0%	66.7%	50.0%
ARCH B	266.7%	200.0%	133.3%	100.0%	66.7%
ARCH A	400.0%	266.7%	200.0%	133.3%	100.0%

Table 9	Copy Size				
Original Size	AO	A1	A2	A3	A4
ISO A0	100.0%	70.7%	50.0%	35.4%	25.0%
ISO A1	141.4%	100.0%	70.7%	50.0%	35.4%
ISO A2	200.0%	141.4%	100.0%	70.7%	50.0%
ISO A3	282.8%	200.0%	141.4%	100.0%	70.7%
ISO A4	400.0%	282.8%	200.0%	141.4%	100.0%

Options

The following are the principal options available. To purchase these, contact your Xerox Customer Support Center.

Table 10	
Product name	**Notes**
Document catch tray	Receives originals that are delivered to the rear of the machine.
2nd Roll Kit	Adds a second roll drawer to the machine.
5-D Speed Update	Increases the print speed from 4 to 5 D-size prints per minute.
Adobe PostScript (PostScript 3/PDF v1.6 interpreter	Feature Key is required to enable PostScript printing.
Scan-to-net	Feature Key is required to enable the scan functionality of the machine, so that documents may be scanned to mailboxes or FTP servers, and retrieved from mailboxes to users' workstations.
Auto CAD	When enabled by Feature Key, allows printing in the DWF format.

Printer Drivers/Client Tools

The following are the principal printer drivers and client tools.

Table 11	
Product name	**Notes**
XEROX WIDE FORMAT FreeFlow Accxes Client Tools	The FreeFlow Accxes Client Tools (ACT) are used to send document sets to a FreeFlow Accxes supported printer and to retrieve scanned images that were scanned at a FreeFlow Accxes supported scanner.
XEROX WIDE FORMAT FreeFlow Accxes Account Management Tool	The Account Management Tool provides a central point to administer accounts and users and track print, copy and scan usage for several FreeFlow Accxes based printers.
Windows print driver (GDI)	Allows printing from Microsoft Windows.
AutoCAD print driver (HDI)	Allows printing from AutoCAD.
Adobe PostScript print driver	PostScript printing requires the enablement (via Feature Key) of the Adobe PostScript option. Refer to the section on Options.

Cautions and Limitations

This section describes a few additional notes and restrictions on the use of the machine. Most of this type of information is contained in the Safety Notes section of Chapter 1 of this Guide.

Notes and Restrictions on Use of the Machine

Installing and Moving the Machine

- Contact your Xerox Customer Support Center if you are considering relocating the machine.
- Do not block the ventilation opening of the machine's exhaust fan.

CAUTIONS:

Cautions on Operating the Machine

- Always follow the correct procedures for powering the machine on and off. Failure to power the machine on and off correctly may damage the machine memory and cause malfunctions.
- Do not leave the upper unit open for more than ten minutes. Doing so may result in deterioration of the image quality.