

FreeFlow® Accxes® Print Server V15.0

August 2010

701P50906



Xerox® 6279® Wide Format Solution

Copy/Scan User Guide



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Table of Contents

1

Product Overview

The 6279 Wide Format Printer processes print jobs that it receives from a client workstation as well as scanned and copied jobs. The 6279 Wide Format Printer enables all types of image data to be printed in the supported formats, including standard and non-standard sized documents. It also allows the user to view the status of print jobs, cancel print jobs, and change print job priority.

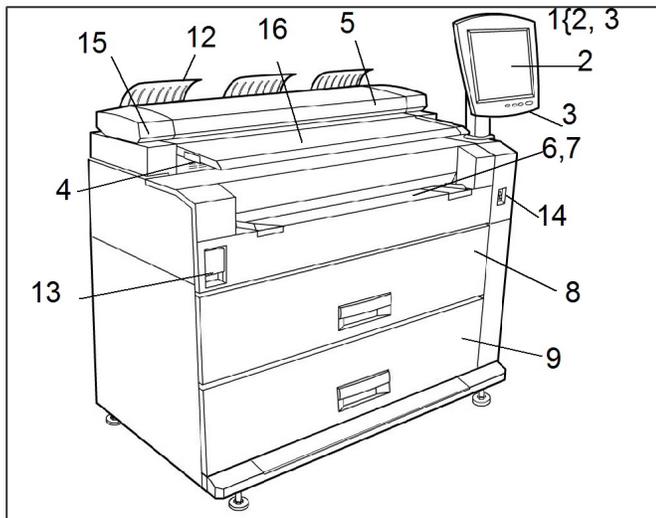
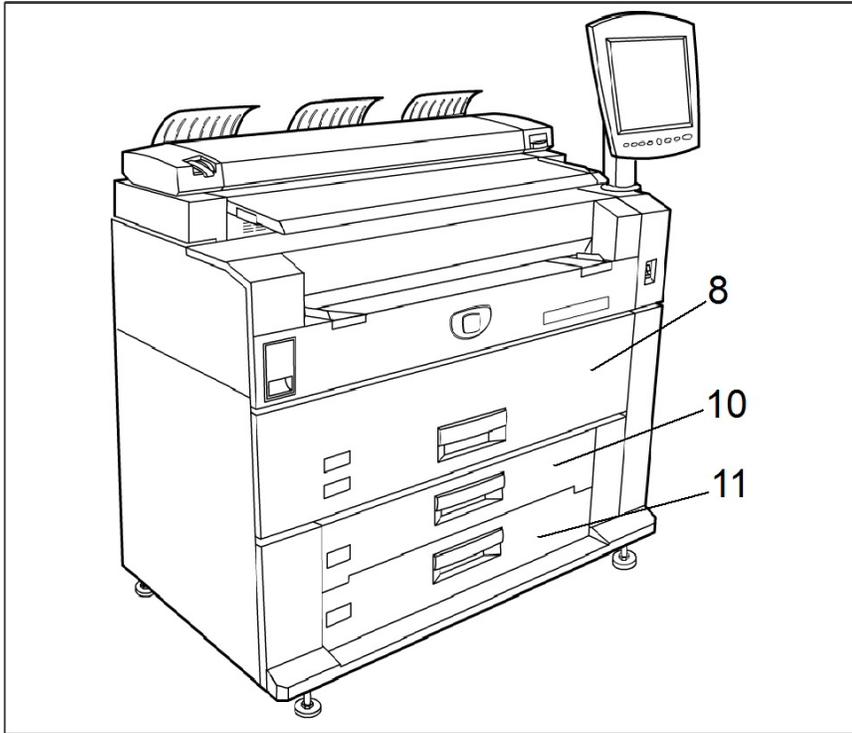
This chapter describes the overall operation of the 6279 Wide Format Printer and the functions of the major components. You will see information on powering on and off correctly, the Power Saver feature, the User Interface features and media requirements.

- Machine Components
- Language
- Powering the System On/Off
- Checking the Circuit Breaker
- About Media and Originals
- Loading Roll Media
- Loading Originals into the Scanner
- Loading Cut Sheet Media

Machine Components

This section describes the main components of the Xerox 6279 Wide Format Solution with the FreeFlow Accxes Print Server.

Front View



See the table below for details describing the call-out items.

Table 1: System Components

No.	Component	Function
1	User Interface (consists of #2, 3)	Also known as the UI, is contained of the Touch Screen and the Control Panel. This is where the operator will program jobs and configure the features of the 6279 Wide Format System.
2	Touch screen	Used to set up copy jobs, map originals to the installed media, display messages and procedures, and provide troubleshooting help, e.g., for jam clearance.
3	Control Panel	Contains selection buttons and copy/print services access.
4	Original Guide	Helps the user align the edge of a document when feeding it into the scanner.
5	Scanner	The document glass area where images are scanned.
6	Manual Feed-in Shelf (Bypass)	Used for printing or copying on cut sheet media.
7	Size Indicator Label	The label used as a guide for aligning originals in the center for scanning.
8	Roll 1 and 2 Drawer	A dual-roll media drawer that feeds roll paper.
9	Roll 3 and 4 Drawer	A dual-roll media drawer that feeds roll paper.
10	Tray 3 Drawer	Cut sheet media tray.
11	Tray 4 Drawer	Cut sheet media tray.
12	Turn Around Guide	Assists the original document as it exits the printer.
13	Upper Unit Release Lever	Lift to open the Upper Unit of the printer and access jammed media or to open the Waste Toner Bottle Door.
14	Printer Power Switch	Power to the Printer and UI.
15	Original Thickness Lever	Adjusts for paper thickness from 0-0.5 inch/0-12 mm (increments of 2 mm).
16	Scanner Feed-in Shelf	Documents to be scanned are input here.

Rear View

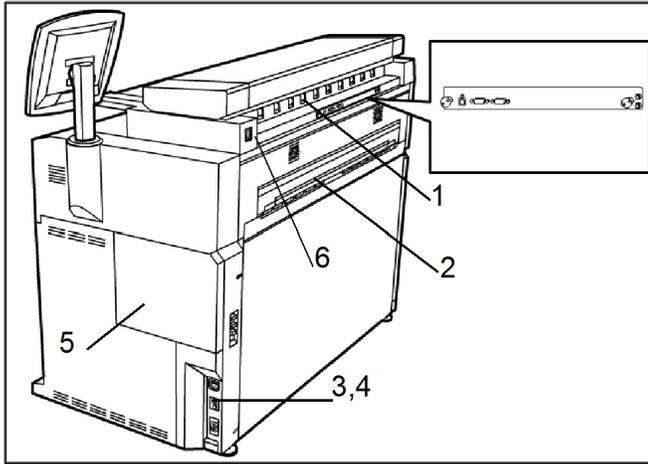


Table 2: System Components

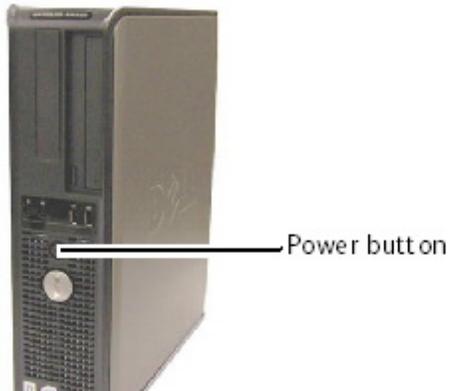
No.	Component	Function
1	Document Ejection Port	Where your original scanned document exits the printer.
2	Print Ejection Port	Where your output/print exits the printer.
3	Circuit Breaker Switch	Used to supply main power to the printer and removes power during a surge for safety purposes.
4	Circuit Breaker Test Button	Used to check the Circuit Breaker is functional.
5	Waste Toner Bottle Door	The Service Log and Test Prints are kept inside this door.
6	Scanner Power Cord Receptacle	Used to reset the power on the Scanner as required.

! WARNING

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

Controller Front View

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



Controller Rear View

This design may vary depending on your model.

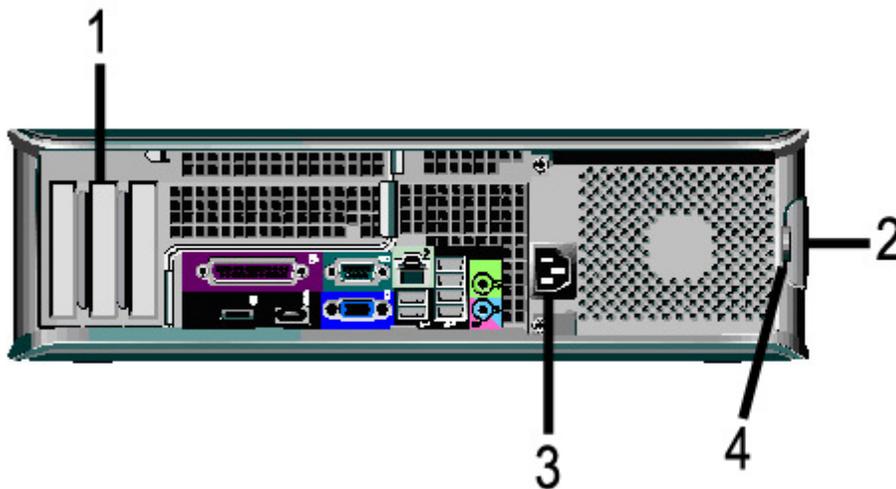


Table 3: Controller Rear View

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

Controller Back Panel Connectors

This design may vary depending on your model.

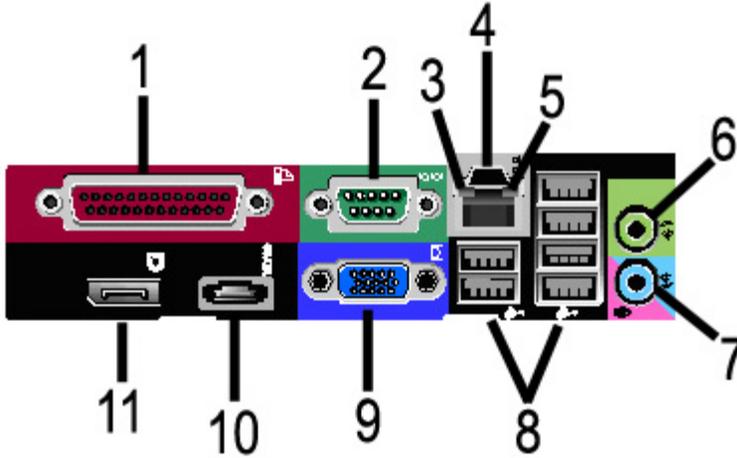


Table 4: Back Panel Connectors

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

NOTE

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

Controller Cables and Connectors

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

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

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

User Interface (UI)

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

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

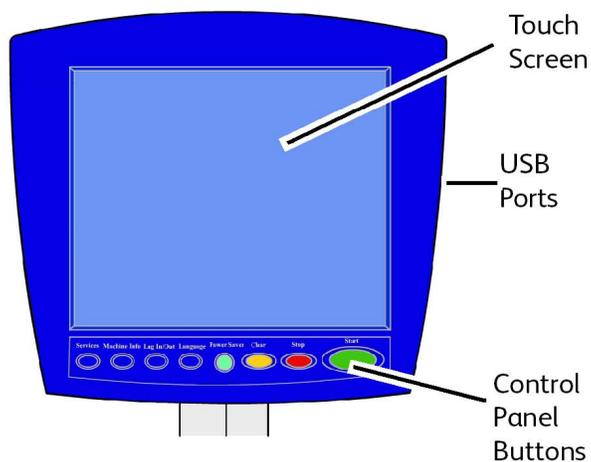


Table 5: User Interface Components

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

Touch Screen

Some capabilities of the User Interface are:

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

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

NOTE

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

Using the Touch Screen

Features on the Services Menu

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

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



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

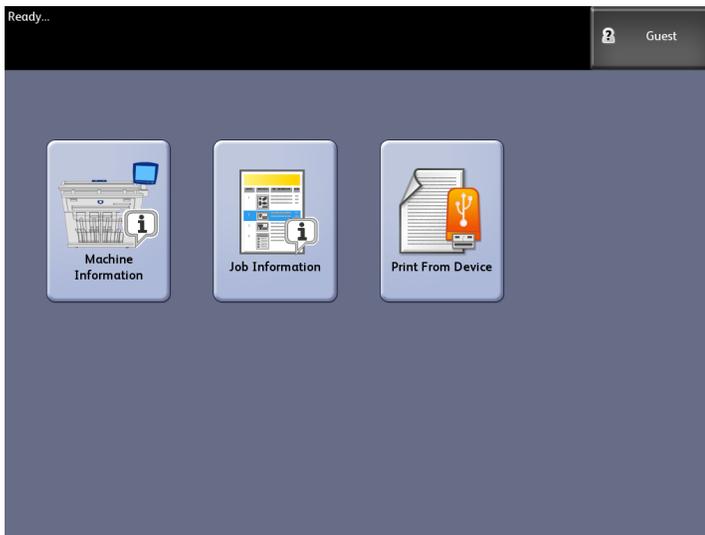


Table 6: Services Menu

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

Touch Screen Features and Functions



Table 7: Touch Screen

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

Keyboards

Entering Text

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

Table 8: Keyboard layout

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

Table 9: Keyboard procedures

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

NOTE

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

Control Panel

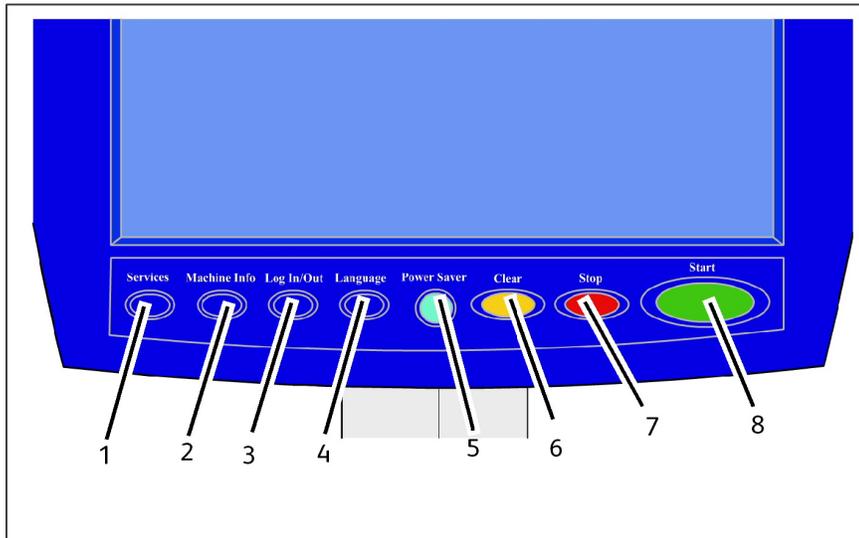


Table 10: Control Panel

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

Num.	Button Name	Function
7	Stop	Used to Stop the scanning of an original.
8	Start	Used to Start the scanning of a copy or scan job.

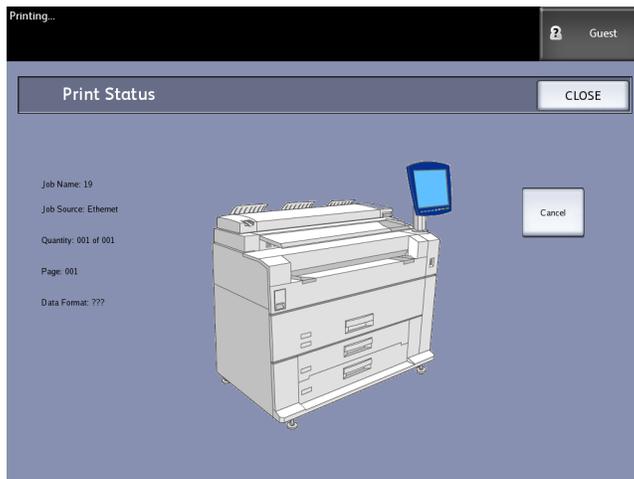
Language

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

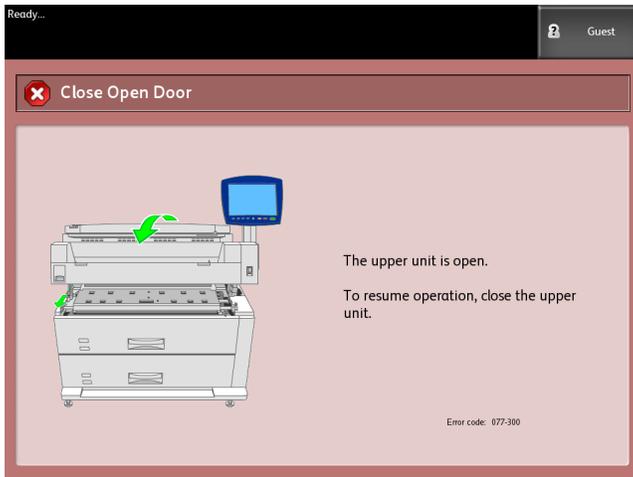
1. Press the **Language** button on the Control Panel.
2. Select the radio button of the desired language.
3. Select the Inches or the Millimeters radio button to set up the default units of measurement.
4. Select the appropriate radio button from the Date Format choices.
 - Imperial: The date displays in the format MM/DD/YYYY.
 - International: The date displays in the format DD/MM/YYYY.
5. Select **Save** to close the Language screen and return to the Services menu.

Status and Error Messages

Machine status messages display on the Touch Screen. For example, when the system is printing, the Print Status message displays.



In addition, error messages display when a problem occurs. Error messages displayed will vary depending on your particular situation and the error involved. The error screen will provide a diagram and a textual description of the problem and any directions to follow. See the example below.



Refer to Chapter 7, Problem Solving, to learn more about errors and problem solving information.

Powering the System On/Off

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

Using the Power Saver Feature

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

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

NOTE

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

Low Power Mode

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

Sleep Mode

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

Entering the Power Saver Mode

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

Automatic Method

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

Manual Method

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

Exiting the Power Saver Mode

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

Manual Method

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

Automatic Method

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

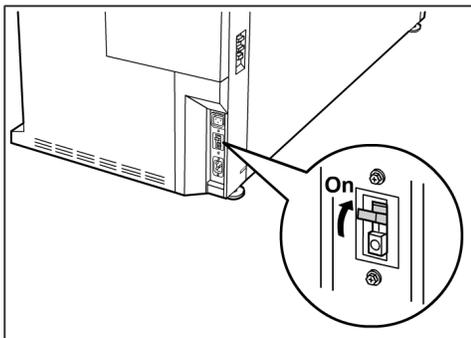
NOTE

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

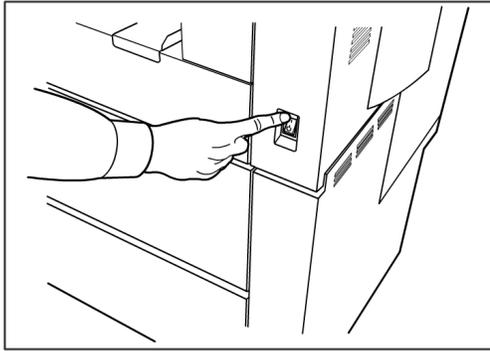
System Power On Procedure

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

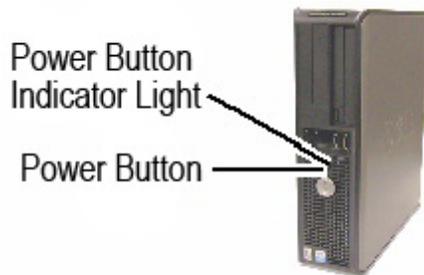
1. Move the printer Circuit Breaker switch to the On position (up).



2. Move the printer Power switch to the On position (up).



3. Press the **Power** button on the front of the Controller to turn it on.



The Power button indicator will illuminate. The Control Panel will display the message “Printer Warming Up”. The machine will be print-ready in about 3 minutes.

System Power Off Procedure

⚠ CAUTION

Powering down the system incorrectly may result in data corruption and a service call.

The system shutdown selection allows the Controller to power down correctly. System Shutdown is performed through the Web Printer Management Tool or through the System Administration screen. In some environments, only authorized persons will be allowed to power down the system, therefore requiring the System Administrator password.

Shutdown from the User Interface

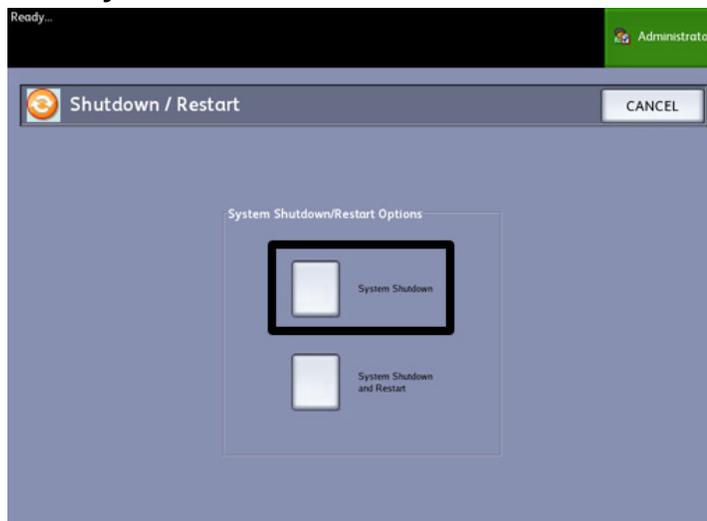
NOTE

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

NOTE

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

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



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

Shutdown from Web Printer Management Tool

1. Open the Web Printer Management Tool at your workstation.

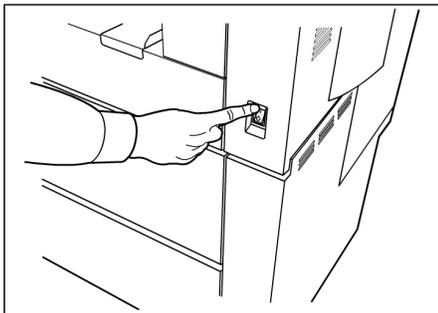
2. Select **Utilities > Shutdown > Shutdown**.



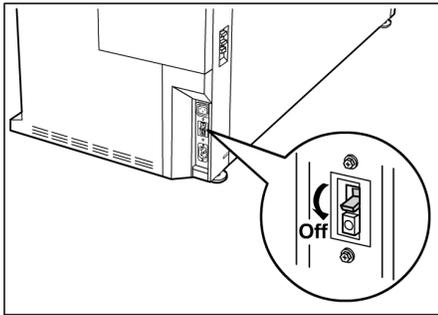
NOTE

Do not select **Restart Controller**. It is used to reboot the system when jobs in the print queue fail to process correctly. Rather, wait for the system to shut down.

3. Move the printer Power Switch to the Off (down) position.



4. Move the printer Circuit Breaker switch to the Off (down) position.



Checking the Circuit Breaker

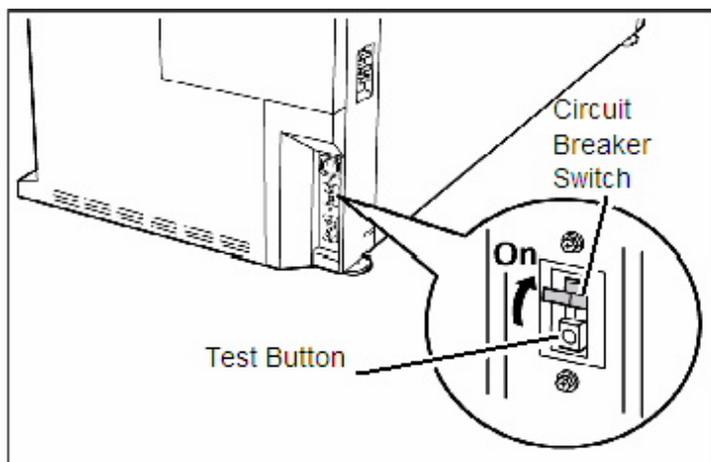
The Circuit Breaker opens automatically and removes input power from the machine if a short circuit or current condition occurs.

When the Circuit Breaker Switch is in the up position, input power is supplied to the machine. If the machine will not be used for an extended amount of time, the printer and controller may be powered down.

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 and 2 of the [System Power Off Procedure](#).
2. Press the **Test** button while the Circuit Breaker switch is in the on (up) position. If the Circuit Breaker turns off, it is operating correctly.
3. Reset the printer Circuit Breaker switch and perform the [System Power On Procedure](#).



About Media and Originals

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 suggest that you use only the media recommended by Xerox.

There are several configurations of the 6279 Wide Format Printer for media input. The standard is a one Drawer machine with two rolls. You have the option to upgrade to add a second drawer with two rolls or two cut-sheet media trays.

NOTE

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

NOTE

A Load or Change Media Type selection will display on the UI, if the Accxes Controller detects that the required media is not loaded in the machine when it receives a print job.

Media Parameters

TIP

The media parameters (size series, type, weight) must be set up when new media is loaded or when the size and type of the media is changed. This information enables the machine's Accxes Controller to optimize imaging, printing, and fusing based on the media which is selected for a copy or print job.

Refer to Chapter 3 for details on making Media Setups on the User Interface (UI).

Refer to the Accxes Client Tools Overview and Quick Start sections of the HELP menu for details on sending jobs to the printer.

Refer to Chapter 9 for many more details on media specifications.

Originals (Input Documents)

When copying documents, always try the default Image Quality settings first.

These settings have been designed to give the optimum image quality for most documents.

Select the Original/Document type: **Photo (Half-tone)**, **Photo (Continuous-tone)**, **Text/Photo**, **Text/Line**, and **Text/Line (Clear)** default type for that type.

Table 11: Strategies for Special Documents

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

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

Media Types and Weights

Table 12: Media Types and Weights

Media Source	Type	EO Weight	NACO Weight
Roll	Bond Tracing Paper Film T-Bond	60-110 gsm 90-112 gsm 75- 100 µm	18-20 lb 90-112 gsm 4 mil 18 lb
Tray	Bond	60-110 gsm	18-20 lb
Manual Feed-in Shelf	Bond Tracing Paper Film T-Bond	60-110 gsm 90-112 gsm 75-100 µm	18-20 lb 90-112 gsm 4 mil 18 lb

NOTE

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

Roll Media Specifications

Table 13: Roll Media Specifications

Size Series	Roll Media Sizes
ANSI	E (34"), D (22"), C (17"), B (11")
ARCH 1	E (36"), D (24"), C (18"), B (12")
ARCH 2	30", 24", 15", 12
ISO A	A3 (297mm wide) A2 (420mm wide) A1 (594mm wide) A0 (841mm wide)
ISO B	B1, B2, B3
JIS B	B1, B2, B3
Special A 1	A3, A2 (440mm), A1 (625mm), A0 (880mm)
Special A 2	A3, A2+ (435mm), A1+ (620mm), A0+ (860mm)

Tray Media Sizes

Table 14: Tray Media Sizes

Size Series	Media Tray Sizes
ANSI	Landscape/Portrait (8.5"x11") Landscape/Portrait (11"x17") Landscape (17"x22")
ARCH	Landscape/Portrait (9"x12") Landscape/Portrait (12"x18") Landscape (18"x24")
ISO A (JIS)	A4/Landscape/Portrait (210X297mm) A3/Landscape/Portrait (297x420mm) A2/Landscape (420x594mm)
ISO B	B3/Landscape/Portrait B4/Landscape/Portrait
JIS B	B3/Landscape/Portrait B4/Landscape/Portrait

Manual Feed-in Shelf (Bypass) Sizes

Table 15: Manual Feed-In Shelf (Bypass) Sizes

Size Series	Manual Feed Original Sizes
ANSI	A (8.5"), B (11"), C (17"), D (22"), E (34")
ARCH 1	A (9"), B (12"), C (18"), D (24"), E (36")
ARCH 2	A (9"), B (12"), 15", D (24"), 30"
ISO	B1, B2, B3, B4
JIS	B1, B2, B3, B4
JIS (ISO)	A0, A1, A2, A3, A4
SPECIAL A 1	A0 (880mm), A1 (625mm), A2 (440mm), A3, A4
SPECIAL A 2	A0+ (860mm), A1+ (620mm), A2+ (435mm), A3+

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. Refer to Chapter 7, *Maintenance* for cleaning procedures.

- 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.

Copy Strategies for Special Documents

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

Select the Original Type:

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

NOTE

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

Table 16: Copy Strategies for Special Documents

Original Type	First	Second	Third
Color Photograph	<p>Copy Mode: Set Original Type to Photo (Continuous-Tone).</p> <p>Scan Mode: Set Original Document Type to Photo (Contone), set Rendering to Color (24-bit) and File Format to TIFF files.</p>	<p>Copy Mode: Adjust Image Quality by setting the Background Suppression to Disabled (unchecked).</p> <p>Scan Mode: Adjust Image Quality by setting the Background Suppression to Enabled (checked).</p>	<p>Copy Mode: Continue with Image Quality adjustments as required. In the Advanced Setting tab, select Rendering settings to get desired results.</p> <p>Scan Mode: Continue with Image Quality adjustments as required.</p>

<p>Pencil Drawings and Blue-prints/line</p>	<p>Copy Mode: Set Original Type to Text/Line. Set Advanced Settings Rendering to Binary and enable Invert. Scan Mode: Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p>Copy Mode: Set Background Suppression to Disabled (unchecked). Scan Mode: Set Background Suppression to Disabled (unchecked).</p>	<p>Copy Mode: Continue with Image Quality adjustments as required. Scan Mode: Continue with Image Quality adjustments as required.</p>
<p>Color Map</p>	<p>Copy Mode: Set original document type to Text/Photo. Scan Mode: Set Original Document Type to Photo (Half-Tone) or Text/Photo.</p>	<p>Copy Mode: Set Image Quality to Background Suppression to Disabled (unchecked). Scan Mode: Continue with Image Quality adjustments as required.</p>	<p>Copy Mode: Continue with Image Quality adjustments as required.</p>
<p>Old Blueprints</p>	<p>Copy Mode: Set Original Type to Text/Line. Set Advanced Settings Rendering to Binary and enable Invert. Scan Mode: Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p>Copy Mode: Set Background Suppression to Enabled (checked). Set Background Suppression to Max. Scan Mode: Set Background Suppression to Enabled (checked). Set Background Suppression to Max.</p>	<p>Copy Mode: Adjust the copy Contrast as required for best image quality. Scan Mode: Adjust the copy Contrast as required for best image quality.</p>
<p>Old blueprint or sepia with dark background and side-to-side fading</p>	<p>Copy Mode: Set Original Type to Text/Line. Advanced Settings Rendering to Binary and enable Invert. Scan Mode: Set Original Document Type to Text/Line. Set Rendering to Snap to Black.</p>	<p>Copy Mode: Rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results. Set Background Suppression to Enabled (checked). Scan Mode: Set Background Suppression to Enabled (checked). Set Background Suppression to Max.</p>	<p>Copy Mode: Adjust the copy Contrast as required for best image quality. Scan Mode: Adjust the copy Contrast as required for best image quality.</p>

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

Storing Media

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

- Moisture is not good for media. For storage, wrap the media in wrapping paper and store it in a comparatively dry place. Tracing paper, especially, should be put in a plastic or moisture-proof bag that contains desiccant.
- When the machine is not used for a long period of time, remove the media and store it appropriately.
- The printer has a paper heater. This goes on when the system detects humidity. The switch is located next to the waste toner bottle on the right hand side of the machine.
- Store the media on a flat surface to prevent curl.

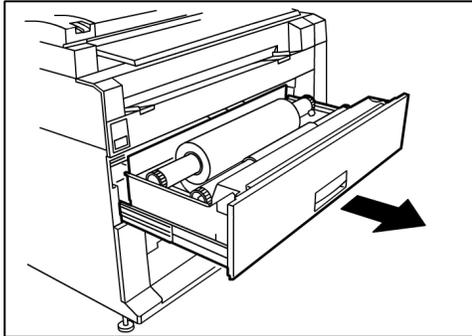
Loading Roll Media

A **Load or Change Media Type** selection will display on the UI, if the Accxes Controller detects that the required media is not loaded in the machine when it receives a print job.

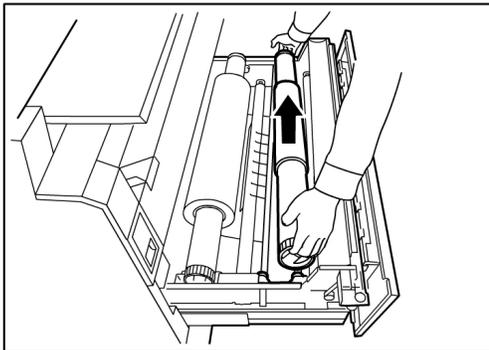
When changing the Media Type, Size or Weight, make sure you change the media settings before printing jobs.

For information about changing media, refer to Chapter 6, Machine Info, [Media Status and Setup](#).

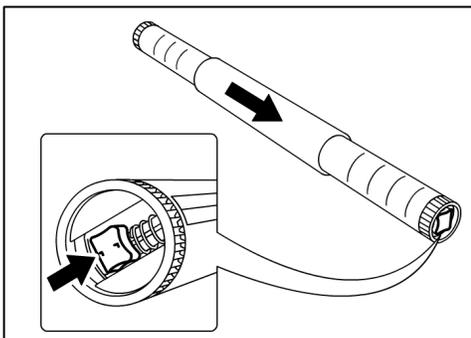
1. Gently pull out the Media Drawer.



2. Lift and remove the Media Roll that needs to be replaced.



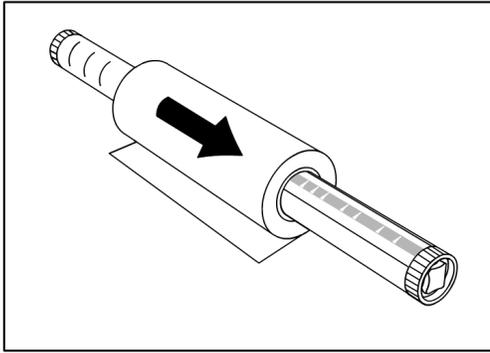
3. Pinch the Green Lever at the end of the Media Shaft in the direction of the Media Size Label to release the roll from the shaft.



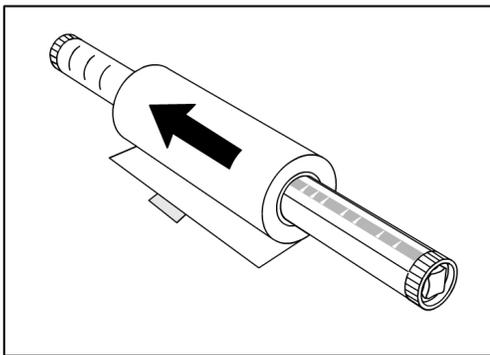
NOTE

Pinching the Green Lever releases the spring tension lock, making it possible for you to remove the shaft from the core.

4. Slowly pull the Media Shaft from the core of the Media Roll.



5. Pinch the Green Lever again to insert the new Media Shaft into a new media roll. Be sure the roll ends are aligned according to the Media Size Label.



6. Remove the manufacturer's piece of tape holding the edge of the roll from unraveling.

NOTE

If when removing the tape from a new roll you see any remaining glue, wipe it clean. This can cause misfeeds.

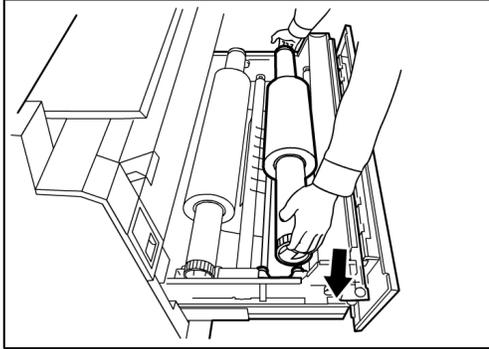
NOTE

If the media roll is damaged, trim the damaged edge with scissors before proceeding to the next step.

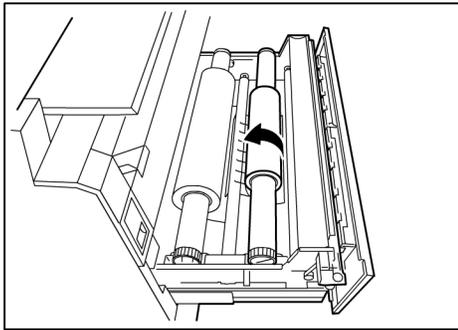
⚠ WARNING

Be careful not to pinch your fingers when you set the roll media in the Media Drawer.

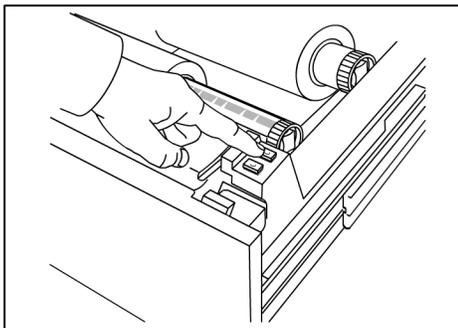
7. Return the Media Roll into the Shaft Guide with the paper's lead edge feeding under the roll and towards you.



8. Rotate the Media Roll until the lead edge of the paper is gripped in the Feed Roll Area. The roll will feed and stop automatically.



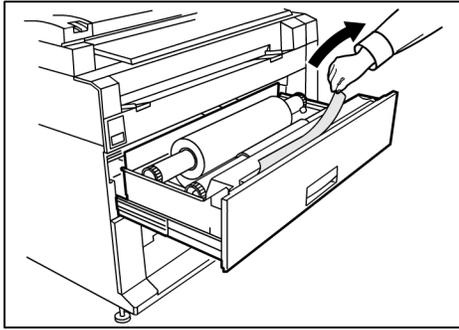
9. Press the **Media Advance** button, corresponding to the Media Roll, and release it to cut the lead edge and position the media into the feeder.



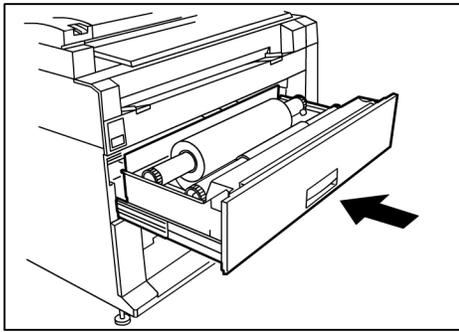
NOTE

If you wish to cut a longer length of the roll, press and hold the **Media Advance** button.

10. Remove the trimmed piece of paper from the Cutter Area.

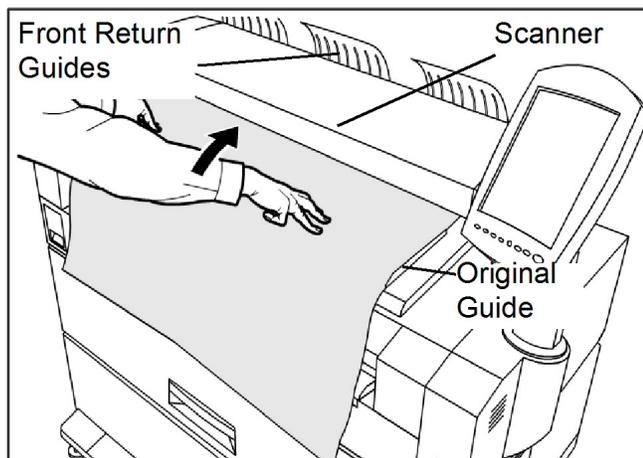


11. Gently close the Media Drawer until it latches.



Loading Originals into the Scanner

1. Orient the original image face down in the Scanner with one edge aligned with the Original Guide
2. Evenly and gently insert the lead edge into the Scanner as it feeds.



NOTE

When the Scanner detects the original, it will feed it a short distance and stop briefly, then complete the scan automatically.

3. The scanner is equipped with Front Return Guides so that 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.

NOTE

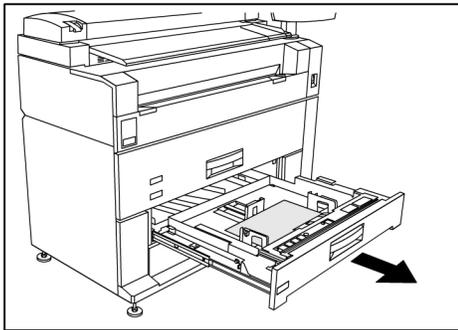
Remove the Front Return Guides guides before copying an original that may not flex and flow easily along them. This will prevent the guides from falling off of the machine and getting damaged.

4. Make the required media settings on the User Interface and scan your original.

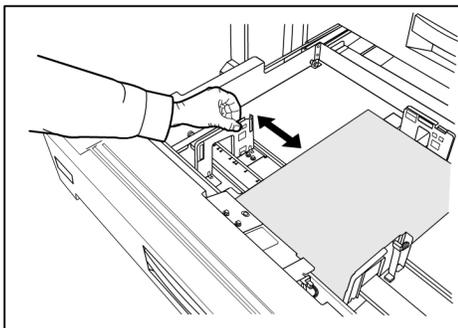
Refer to Chapter 3 *Copying Procedures* for details on media source selections.

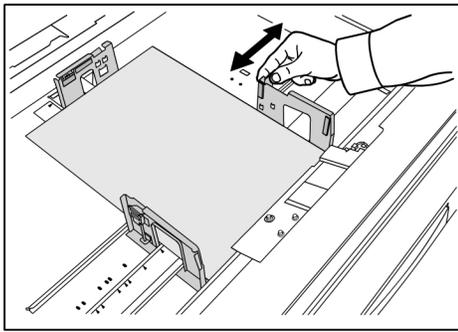
Loading Cut Sheet Media

1. Slowly pull out the Media Drawer towards you until it stops.

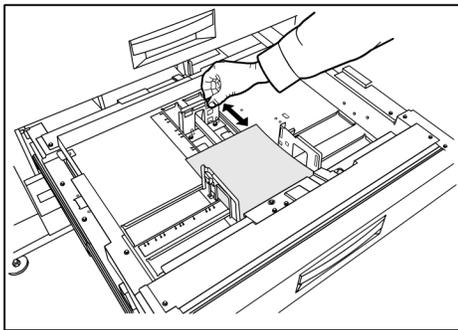


2. Load the paper in the tray below the Max Fill Line located on the back of the tray.
3. Squeeze the left and right Paper Guide Levers and adjust the guides to match the size of your paper.

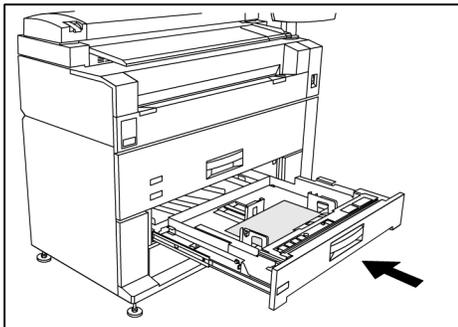




4. Squeeze the rear Paper Guide Lever and adjust it to match the size of your paper.



5. Push the Media Drawer in gently until it stops.



TIP

Remember anytime you change the size of the paper in a Media Drawer, you have to update the **Media Source** located on the **Machine Info > Media Status and Setup** screen.

Refer to Chapter 6, Machine Info [Media Status and Setup](#) for details.

2

Copying and Printing Documents

This chapter describes the copy and print features of the Xerox 6279 Wide Format Solution.

Programming the **Image Quality** and **Advanced Settings** described, are also done when scanning documents to Mailbox and Network destination.

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

Print from Device

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

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

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

1. Insert the Removeable Media.

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

The Print from Device screen displays.



Here you can browse the attached device and eject it.



3. Browse then select the file desired.

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

4. Select **Print**.

A message indicates the spooling progress and a cancel option.

NOTE

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

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

NOTE

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

Copying Procedures

This section describes the procedures for making copies using the Xerox Wide Format printer.

Refer to the sections listed below for instructions.

Step 1: Selecting Features

Step 2: Entering the Copy Quantity

Step 3: Copying the Original

Step 4: Stopping a Copy Job

Step 1: Selecting Features

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

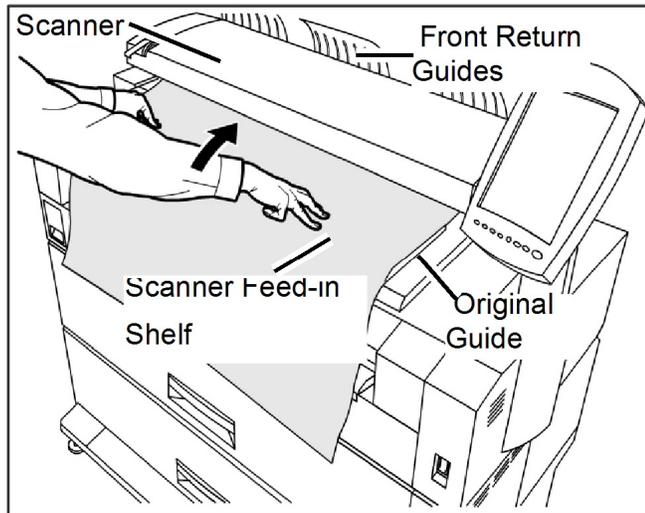
Step 2: Entering the Copy Quantity

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

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

Step 3: Copying the Original

1. Orient the original, image face down, in the Scanner Feed-in Shelf with one edge aligned with the Original Guide.



2. Evenly and gently insert the lead edge of the document into the Scanner Feed-in Shelf.

NOTE

When the Scanner detects the original, it will feed it a short distance and stop briefly, then complete the scan automatically.

If the document does not feed automatically, the **Scan Start** mode may be set to **Manual Start**. In this case, press the **Start** button on the Control Panel. For more information about the Scan Start mode, refer Chapter 5, System Administration

3. If the Scanner is equipped with the 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.

TIP

Remove the Front Return Guides guides before copying an original that may not flex and flow easily along them. This will prevent the guides from falling off of the machine and getting damaged.

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

Step 4: Stopping a Copy Job

1. Press the **Stop** button on the Control Panel.
The Clear Pathway message screen will display.
2. Follow the instructions on the User Interface as indicated.

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

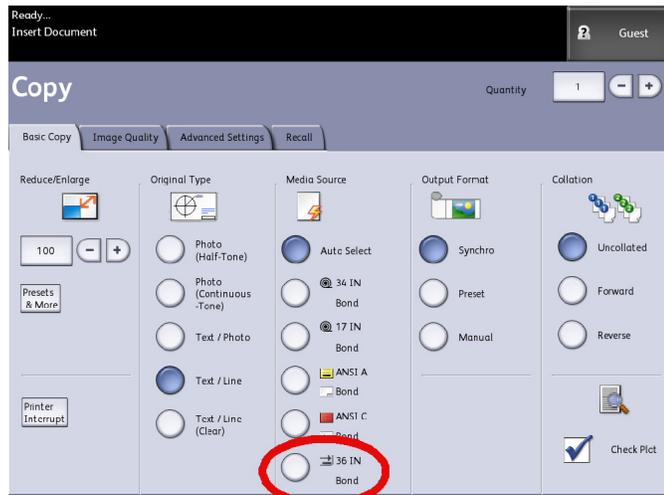
The Manual Feed-in Shelf (Bypass) feature enables you to copy on cut sheet media. Only one sheet may be loaded at a time.

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

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

2. Select **Copy**.

The **Copy** screen will display.

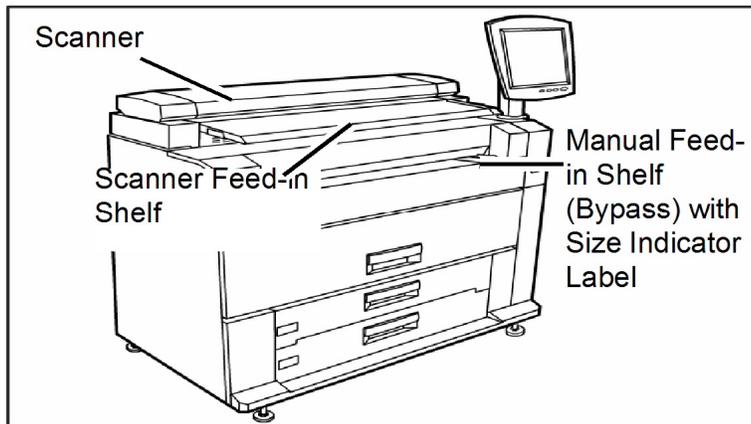


3. Select the **Manual Feed Shelf (Bypass)** from the **Copy** screen above.

NOTE

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

Main Components of this task:

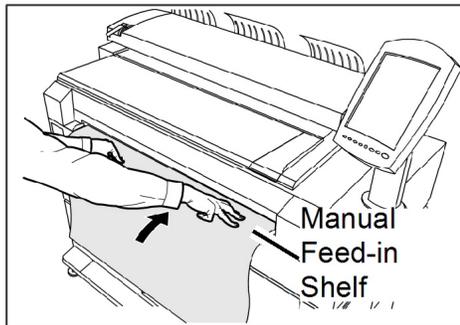


TIP

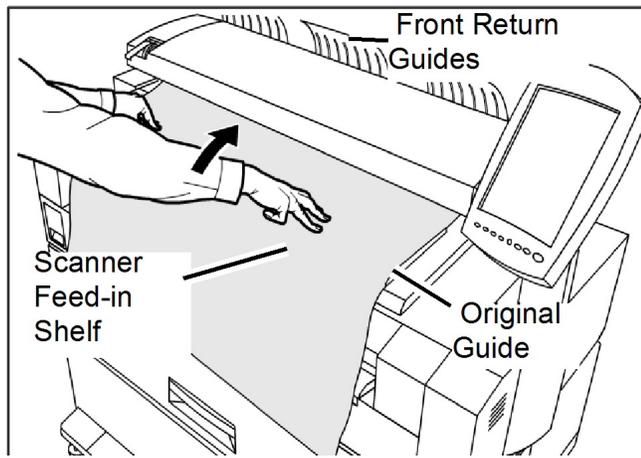
If after selecting this **Media Source**, you start scanning the document before loading the cut sheet media, a **Load or Change Media Type** message will display.

Follow the instructions on the screen to complete the job successfully.

4. Load your cut sheet media into the **Manual Feed-in Shelf**, before loading the document into the **Scanner**.



5. Evenly and gently insert the lead edge of the document into the **Scanner Feed-in Shelf**.



- 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 about the Scan Start mode, refer Chapter 5, System Administration, [Set Start Scan Mode](#).
- 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 are feed in last (trail edge)
- Hold the original down flat with two hands (one on either side of it) while it feeds into the starting position. Doing this helps prevent wrinkles that can cause dark areas on the copy.
- Keep guiding the original until it feeds automatically.

For more information about this feature, refer to the section in Chapter 5 System Administration of this manual.

NOTE

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

6. If the scanner is equipped with the 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.

NOTE

Remove the Front Return Guides guides before copying an original that may not flex and flow easily along them. This will prevent the guides from falling off of the machine and getting damaged.

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

Setting Up the Copy Selections

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

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

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

To access the Copy screen and the Basic Copy tab:

1. Select **Copy** on the Services menu.
2. Select the required features from the Basic Copy tab.

Reduce/Enlarge

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

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

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

There are two features available:

- **Scale Factor:** The Scale Factor is set by pressing the increase and decrease arrows for 25-400 % in single increments and selecting **Auto**, or by entering in numbers using the numeric entry keypad.
- **Presets and More:** The Presets and More feature displays a Scale Factor screen to allow Variable or Preset Percentages. You can customize one percentage value as desired.

Reduce/Enlarge Using the Scale Factor

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

Reduce/Enlarge Using Presets and More

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

1. Select **Presets and More** on the **Basic Copy** tab below Reduce/Enlarge. The Scale Factor screen displays.
2. Select from either the **Variable Percentage** or **Preset Percentage** as desired.
 - **Manual:** You can enter any ratio between 25 % and 400 % in 0.1 % increments. Enter the value using the numeric keypad. The machine does not accept a value that is out of range.
 - **Auto:** The ratio is automatically set up based on the original document size and the installed media size. The document is copied to fit the currently selected media.
 - **Presets:** Select any of the preset ratios.

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

3. Select **Save**.

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

Original Type

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

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

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

Media Source

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

The factory default setting is Auto Select.

NOTE

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

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

The Copy screen displays.

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

Output Format

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

The factory default setting is Synchronized.

1. Select **Copy** on the Services menu.
The Copy screen displays.
2. Select the button that appears under Output Format for the media cut mode desired:
 - **Synchronized:** The Media Roll is cut the same size as the original.
 - **Preset:** The Media Roll is cut to a standard size that you select. The standard size options displays when you select the Preset.
 - **Manual:** The Media Roll is cut to a customized size that you specify (x and y coordinates). A screen with data entry fields displays when you select **Manual**.
3. Enter the desired size information, and press **Save**.

Collation

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

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

NOTE

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

1. Select **Copy** on the Services menu.
The Copy screen displays.
2. Select from the collation options:
 - **Uncollated:** Non-sets build mode. Pages are printed as they are copied.
 - **Reverse Collation:** Page (n) is on the top of the output stack.
 - **Forward Collation:** Page 1 is on the top of the output stack.
 - **Checkplot:** Select this if you want a printed proof copy (check the plot) after you scan each original and before they are printed as sets.
3. Place the originals in 1-(n) order with the image face down.
4. Load the (n) document face down into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

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

Collation (Making Sets)

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

Refer to the following table for details on making sets.

NOTE

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

NOTE

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

Copy Set Specifications

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

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

Document Size	Maximum pages
Ansi A (8.5x11)	256
Ansi B (11x17)	256
Ansi C (17x22)	256
Ansi D (22x34)	256
Ansi E (34x44)	239
Arch A (9x12)	256
Arch B (12x18)	256
Arch 15 (15x21)	256
Arch C (18x24)	256
Arch D (24x36)	256
Arch 30 (30x42)	256
Arch E (36x48)	207
ISO A4 (8.3x11.7)	256

Document Size	Maximum pages
ISO A3 (11.7x16.5)	256
ISO A2 (16.5x23.4)	256
ISO A1 (23.4x33.1)	256
ISO A0 (33.1x46.8)	230

Check Plot

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

NOTE

Check Plot only works on Collated Sets.

NOTE

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

1. Set up the copy features for the first original from the selections on the Basic Copy, Image Quality and Advanced Settings tabs.
2. Enter a copy quantity from 1 to 999, using the numeric keypad.
3. Insert the first original face down into the scanner. The machine scans the document. The scanning progress message displays on the Sets Build screen.
4. When the original exits the scanner, the Sets Build screen displays four buttons (listed below). If all of the originals to be scanned are the same type and size, you can continue to feed them at this time.
 - **Delete Previous Image:** You can delete the image data from the most recently scanned original. This is a useful feature to modify one or more of the copy settings.
 - **Delete All Images:** Selecting this button causes all the scanned images to be deleted.
 - **Change Settings:** Displays the Copy screen, enabling you to change the settings (reduction/enlargement, original type, media selection, etc..) from the Basic Copy, Image Quality and More Features tabs.
 - **Media Status and Setup:** This area is where you can set media type and size in the printer while in the middle of a build job.
 - **Last Original:** This selection informs the machine that scanning is done and printing can begin. Select this button after the final original in the set has been scanned.
5. If there are different types or sizes of originals in the set or you wish to select a different media source or apply a different feature, use the **Change Settings** button

to display the Copy screen. This allows you to customize the settings for the next original.

NOTE

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

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

Printer Interrupt

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

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

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

2. When the suspended job stops, the Copy screen reappears.
3. Select the required copy settings.
4. Enter the copy quantity desired.
5. Scan the original(s).
6. When the copy job is finished, select the **Printer Interrupt** button again to resume the print job.

NOTE

If you forget to select **Printer Interrupt** to resume the print job, it will be canceled automatically as a default.

NOTE

The Print Interrupt Timeout period may be changed from the one minute default up to 99 minutes. Print Interrupt Timeout can be reset by the Administrator. Refer to the System Administration chapter for details.

Scan Display

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

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

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

Setting up the Image Quality selections

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

This section provides procedures for setting up the following:

- Density
- Contrast
- Sharpness
- Background Suppression

Density

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

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

The Copy screen displays.

2. Select the **Image Quality** tab.
3. Select the best **Density** match using the scroll key.

Contrast

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

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

The Copy screen displays.

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

Sharpness

The **Sharpness** feature enables you to enhance lines and fine detail in the scanned image.

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

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

2. Select **Copy**.

The **Copy** screen will display.

3. Select the **Image Quality** tab.
4. Select the **Sharpness** setting from the **Image Quality** screen using the scroll key to obtain the desired sharpness level.

Background Suppression

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

NOTE

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

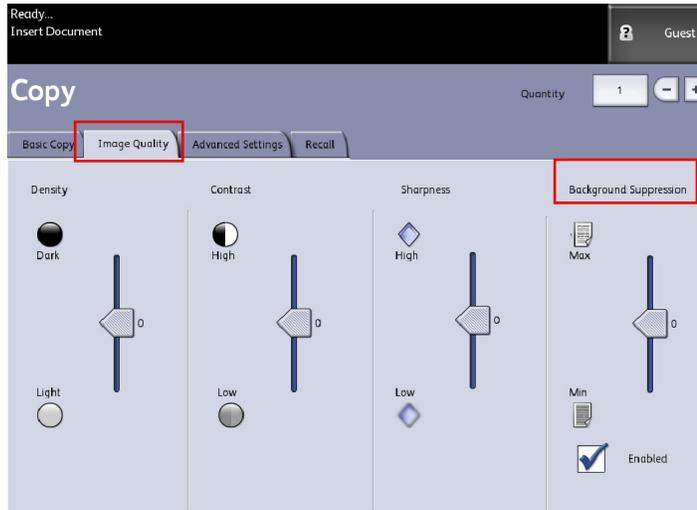
1. Press the **Services** button on the Control Panel.

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

2. Select **Copy**.

The **Copy** screen will display.

3. Select the **Image Quality** tab.
4. Select **Background Suppression** from the **Image Quality** screen.



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

NOTE

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

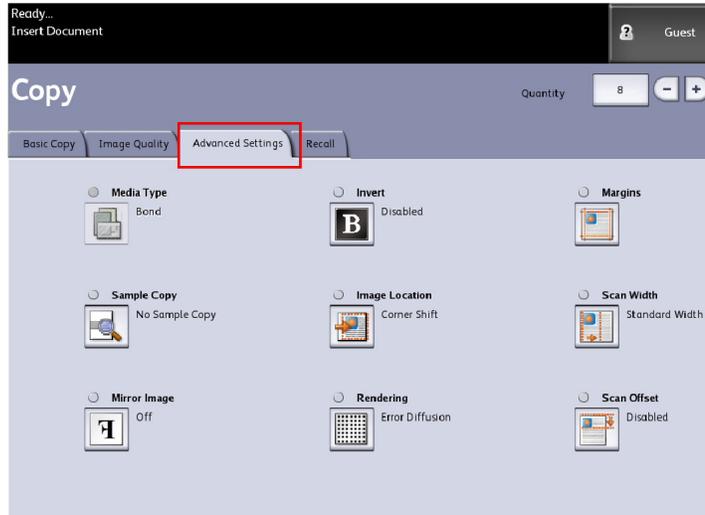
Setting up the Advanced Settings selections

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

1. Select the features to be set up from those displayed on the **Advanced Settings** tab.

The **Advanced Settings** tab allows you to configure the layout, processing and finishing of your jobs output.

Copying and Printing Documents



The selections are defined below:

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

Media Type

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

The default is Bond.

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

The Copy screen displays.

2. Select the Advanced Settings tab.

3. Select **Media Type** and select the type desired from those available.

NOTE

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

Sample Copy

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

The factory default settings is **Disabled**, no sample copy generated.

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

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

2. Select **Copy**.

The **Copy** screen will display.

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

Mirror Image

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

Perform the following steps to set up Mirror Image:

1. Select **Copy** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Mirror Image**.
4. Select **Off, X, Y, or XY**.
 - **X Axis** - Copies are made with the left and right sides of the original image reversed.
 - **Y Axis** - Copies are made with the top and bottom of the original image reversed.
 - **XY Axis** - Copies are made with the top and bottom of the original image and with the left and right sides of the original image reversed.

5. Select **Save**.

The factory default setting is Off.

Image Inversion

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

1. Select **Copy** on the Services menu.
2. Select the **Advanced Settings** tab.

3. Select **Image Inversion**
4. Select **Enable** or **Disable**.
5. Select **Save**.

Image Location

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

The factory default is Corner Shift.

- **Auto Center:** The center of the original is centered on the copy.
 - **Corner Shift:** The original image is shifted to the edges or corners of the media. Use the arrow buttons to shift the image to the desired location.
1. Select **Copy** on the Services menu.
 2. Select the **Advanced Settings** tab.
 3. Select **Image Location**.
 4. Select **Auto Center** or **Corner Shift**.
 5. If you choose **Corner Shift**, continue by selecting from the options provided.
 6. Select **Save** when finished.

Margins

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

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

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

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

2. Select **Copy**.

The **Copy** screen will display.

3. Select **Advanced Settings** tab.
4. Select **Margins**.

The Margins screen will display.

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

NOTE

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

6. Select **Save** when finished.

TIP

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

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

Scan Width

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

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

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

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

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

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

Scan Offset

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

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

The factory default is **Disabled**.

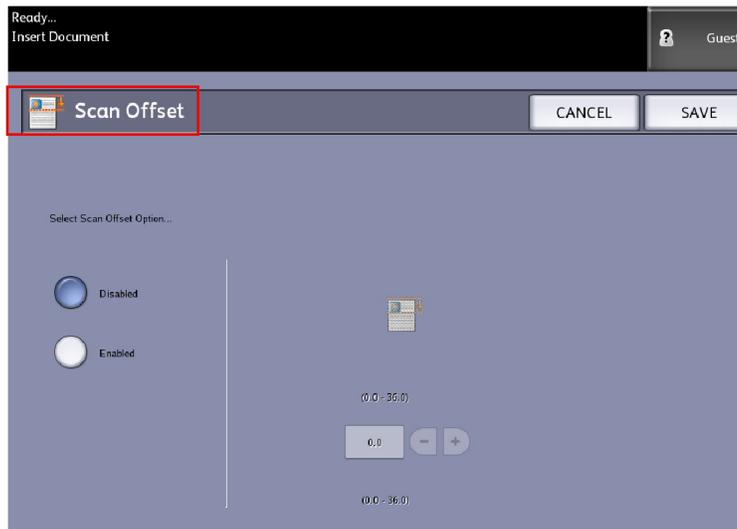
- **Disabled:** Scan offset will not be applied to the original
- **Enabled:** A scan offset equivalent to the dimension you specify will be applied to the original when it is scanned.

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

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

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

4. Select **Scan Offset**.



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

TIP

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

Rendering

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

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

- Error Diffusion

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

- Binary

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

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

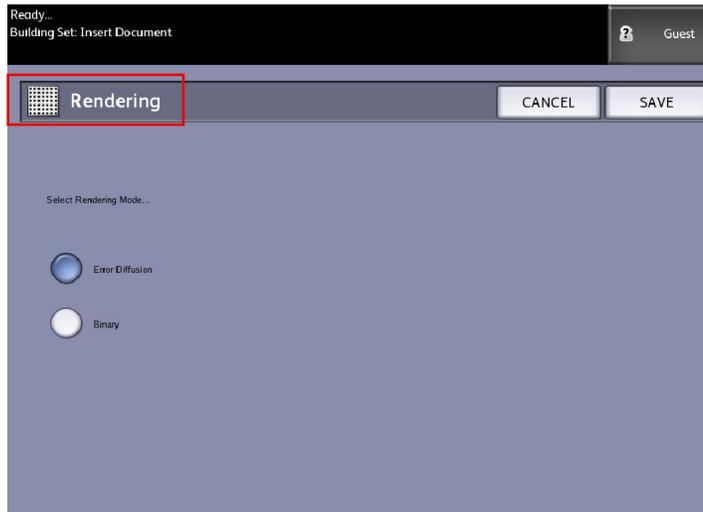
The **Services** menu will display with **Copy** as an option.

2. Select **Copy**.

The **Copy** screen will display.

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

4. Select Rendering.



5. Select Rendering.
6. Select the appropriate option **Error Diffusion** or **Binary**.
7. Select **Save** when finished.

Setting up the Recall Selections

Recall Tab

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

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

The default setting is Enabled.

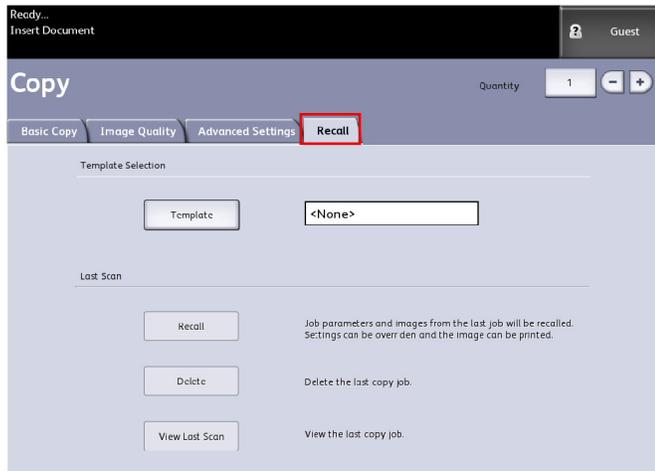
If Immediate Image Overwrite is disabled and Image Recall is enabled, you can recall the last copy. However, this feature is not available if the System Administrator has enabled Immediate Image Overwrite.

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

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

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

- **Templates** - save commonly run jobs with special settings for document types and image quality enhancements. Refer to the Copy Strategies for Special Documents section in the Product Overview for examples.
- **Recall** - stores the last scanned job run at the final state whether complete or incomplete due to an interruption. The incomplete job can be resumed and finished. The job is retained until printed or deleted.
- **Delete** - removes the file and eliminates the storage consumed in memory.
- **View Last Scan** - allows you to review the last scanned image.



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

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

The customized saved template displays at power up.

View Last Scan

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

If the **View Last Scan** button is not present on the Recall tab, it has been disabled by the System Administrator and View Last Scan is not available.

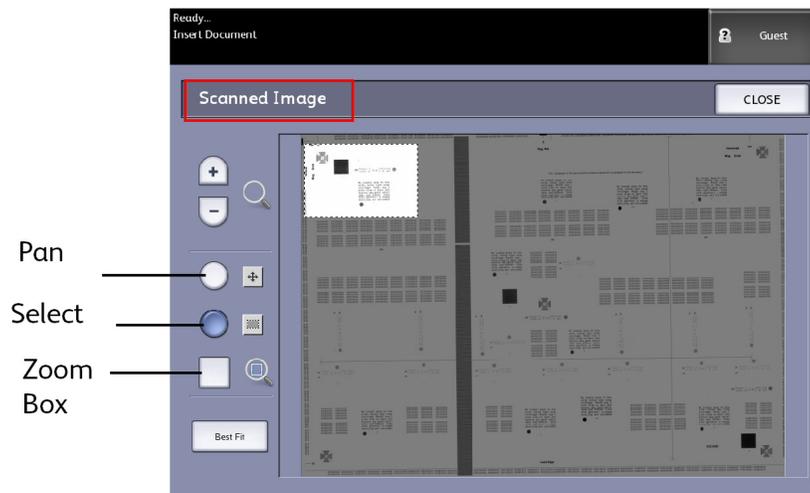
This feature is enabled or disabled by the System Administrator within **General Administration > Control Panel > Set Scan Display**.

The View Last Scan features are:

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

Perform the following:

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



- **Zoom Plus and Minus**

Incrementally zooms in and out on the image.

- **Pan**

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

- **Select**

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

- **Zoom Box**

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

- **Scroll Bars**

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

- **Best Fit**

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

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

This selected area is highlighted.

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

3

Scanning Documents

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

- **Scan-to-Mailbox** - Stores your files on the FreeFlow Accxes Print Server (hard drive) or a removable media device (USB) for later retrieval.
- **Scan-to-Mailbox Removable Devices** - Used to scan and view files on a removable device (USB).
- **Scan-to-FTP** - Sends the scanned images to a File Transfer Protocol (FTP) directory destination. There are 16 possible directory destinations available.
- **Scan-to-Remote Printer** - Sends the scanned images to be printed on a network printer. There are 16 printer destinations available.

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

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

Preparation for Scanning

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

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

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

Items to install on your computer:

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

Establish the Network Setup

NOTE

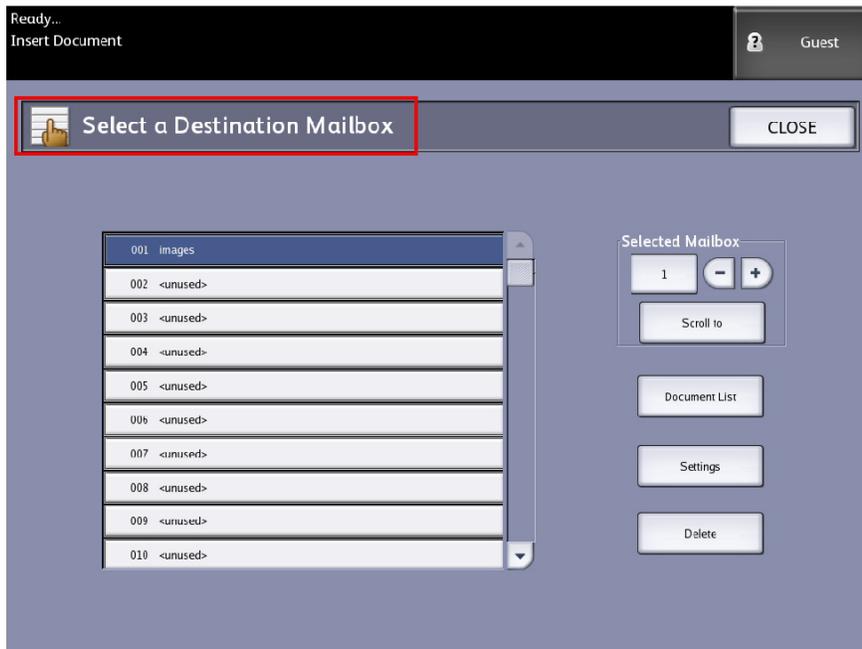
Refer to System Administration Network Setup, for additional information or use the Xerox FreeFlow Accxes Printer Server and Web Printer Management Tool Setup Guide for detailed instructions.

Creating a Mailbox

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

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

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



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

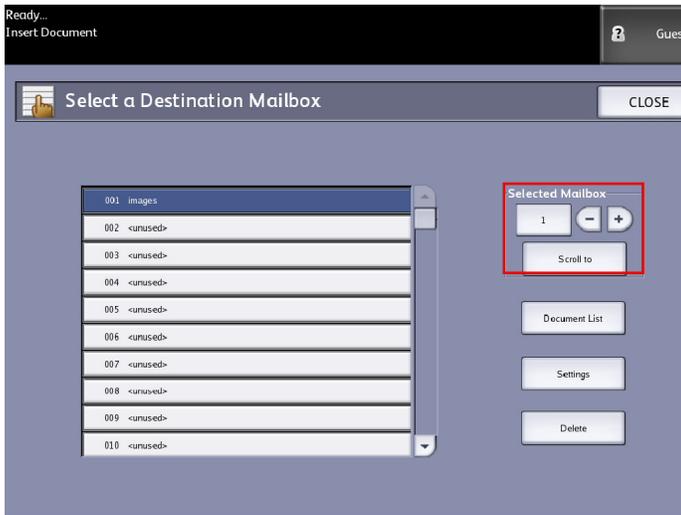
4. Use the keyboard to enter your mailbox name. You can enter up to 16 alphanumeric characters.
5. Select **Save**. The Select a Destination Mailbox screen redisplay. The assigned name appears on the Mailbox Name.
6. Select **Close** to return to the Scan to Mailbox screen or continue setting up new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

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

- **Standard Mailboxes** - up to 50 total
- **Document List** - within a mailbox
- **Settings** - of a mailbox
- **Delete** - a mailbox

Selecting Mailboxes

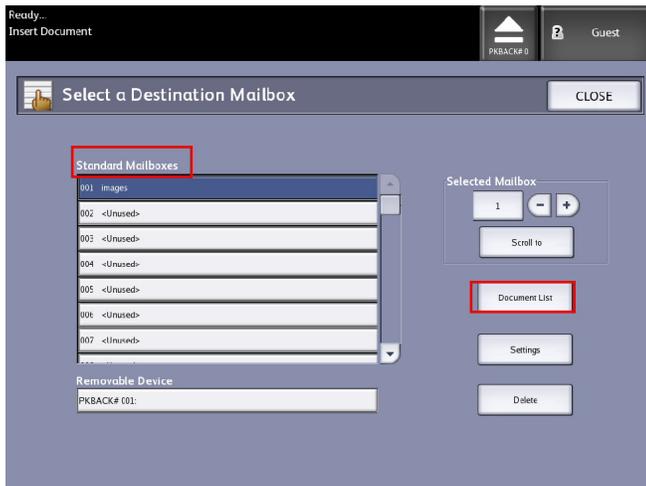
The **Scroll To** selection is used to link you to a mailbox or you may enter the mailbox number (if known) in the **Selected Mailbox** field using the numeric keypad.



Standard Mailbox Document Lists

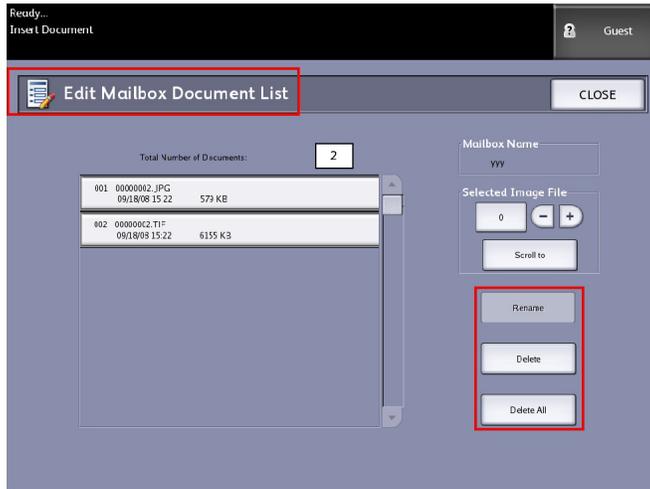
Jobs scanned to a Standard Mailbox as the destination, are provided as thumbnail preview .jpg files, if **Preview Generation** is enabled under the Advanced Settings tab. Also provided are the documents in the File Format you chose on the Scan to Mailbox tab.

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



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

- Scroll the list
- Delete
- Delete All



Document List

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

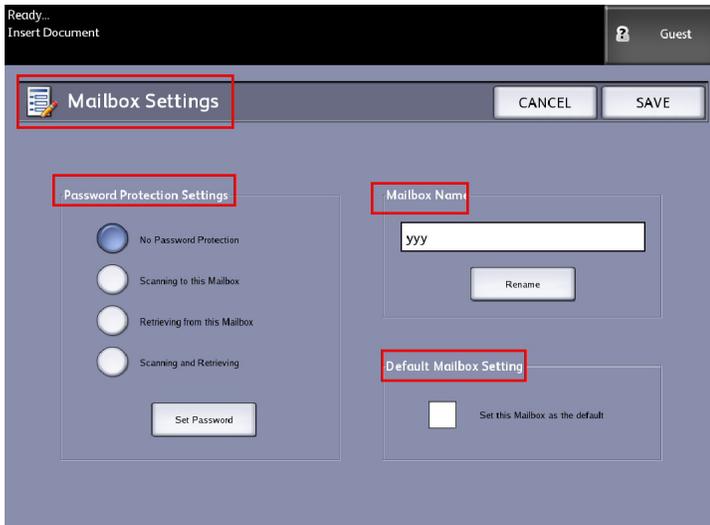
- Rename
- Delete
- Delete All

Settings

The **Settings** section located on the **Select a Destination Mailbox** screen, displays the **Mailbox Settings** screen.

There you can setup the following:

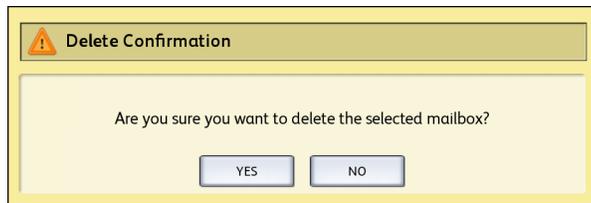
- Password
- Rename Mailboxes
- Default Mailbox



Deleting a Mailbox

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

A **Delete Confirmation** window displays.



NOTE

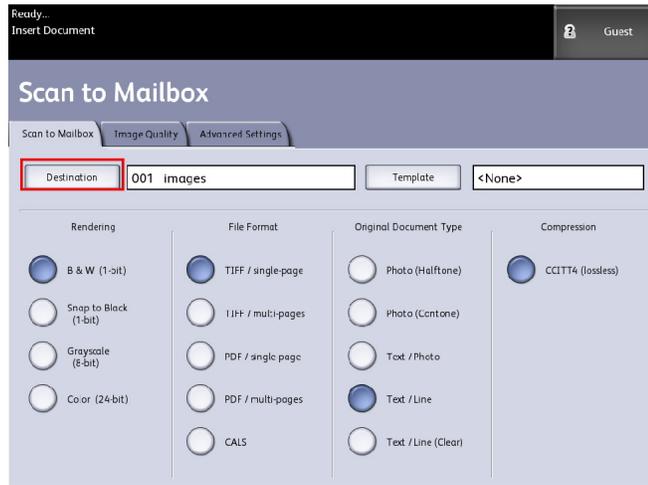
Once a mailbox is deleted, it can not be recovered. All documents in the mailbox will be deleted.

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

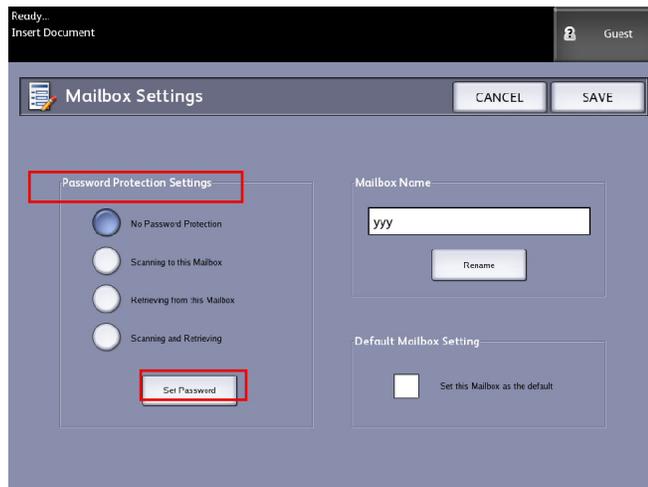
Mailbox Passwords

1. Press the **Services** button on the Control Panel.
2. Select the Scan to Mailbox feature on the screen.

3. Select Destination.



4. Select Settings. The Mailbox Settings screen displays.



5. Select any one of the **Password Protection Setting** choices followed by **Set Password**. The Create Password screen will display.

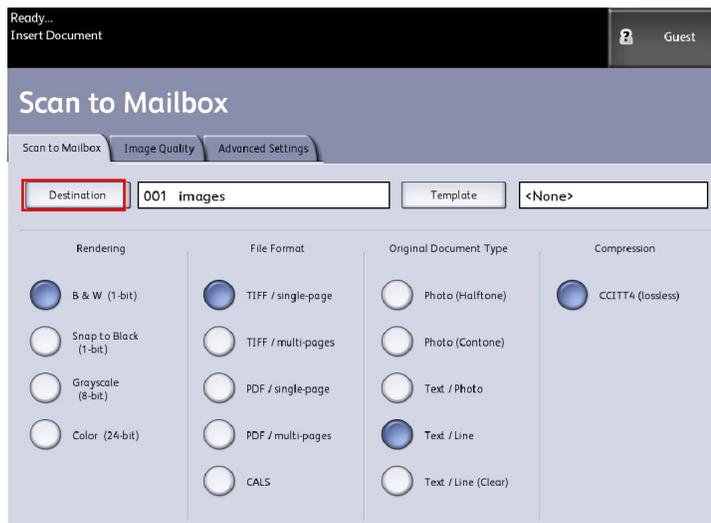
Scanning Documents



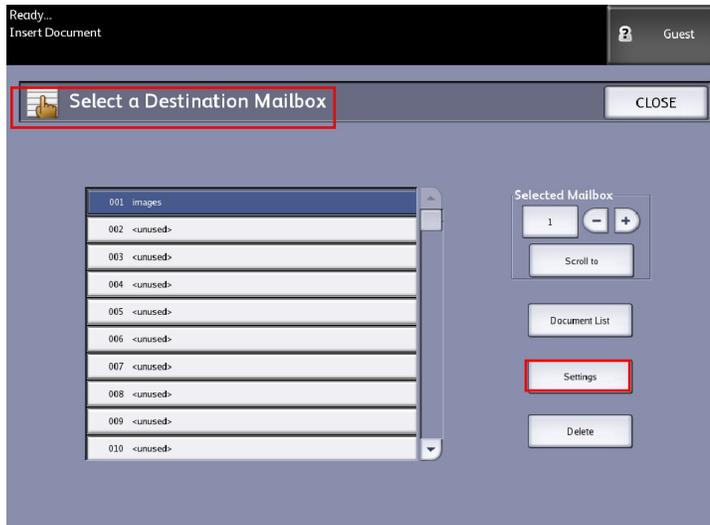
6. Use the alphanumeric keyboard to enter your password.
7. Select **Save** when finished.

Rename Mailboxes

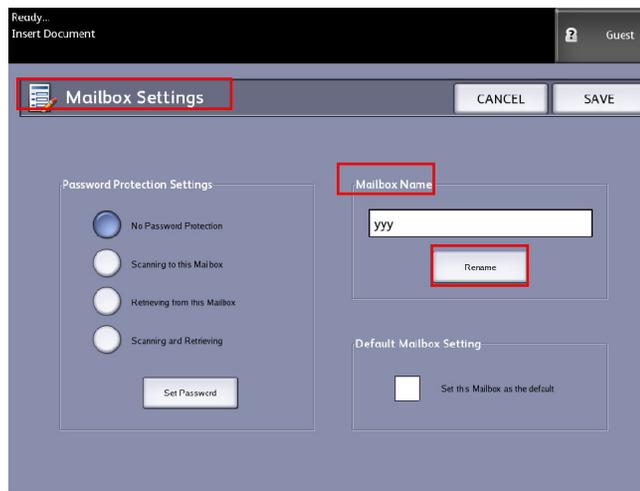
1. Press the **Services** button on the Control Panel.
2. Select the **Scan to Mailbox** feature on the screen.
3. Select **Destination**



4. Select **Settings**.
The **Mailbox Settings** screen will display.



5. Select **Rename**.
The Enter a Mailbox Name screen will display.



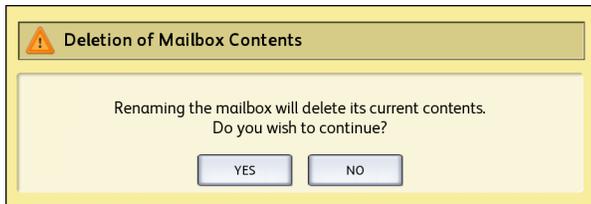
6. Use the alphanumeric keyboard to enter your password.



7. Select **Save** when finished.

NOTE

When renaming a mailbox you will get a warning message informing you that doing so will cause all the mailbox content to get deleted.

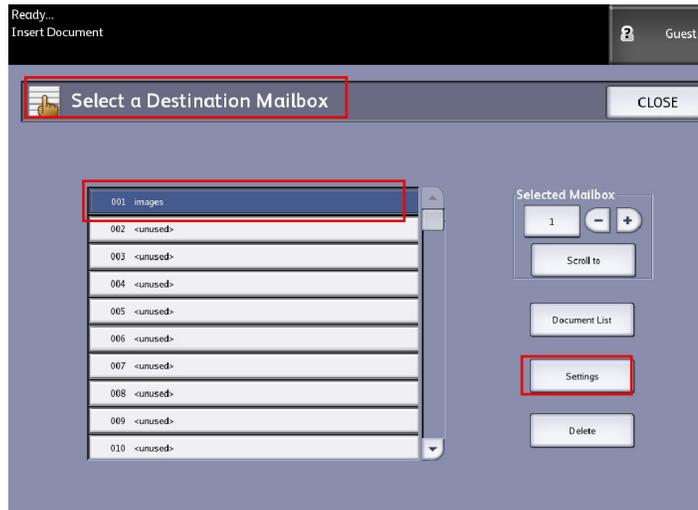


Setting up a Default Mailbox

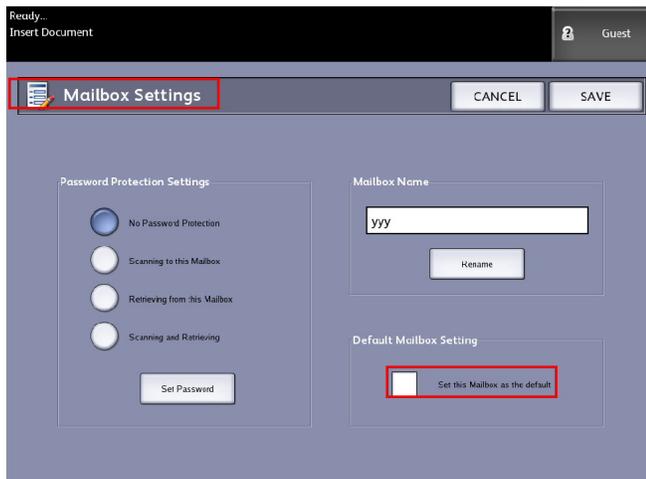
This is a useful feature when there is a frequently used mailbox for running jobs.

1. Press the **Services** button on the Control Panel.
2. Select **Scan to Mailbox** on the screen.
3. Select **Destination**.
4. To designate a destination as the default mailbox, select the mailbox from the **Select a Destination Mailboxes** screen.

5. Select **Settings**.



The **Mailbox Settings** screen will display.



6. Press the **Set this Mailbox as the Default** to set.

NOTE

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

7. Select **Save** when finished.

Delete

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

Deleting Documents from a Mailbox

TIP

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

Delete All Documents

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

NOTE

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

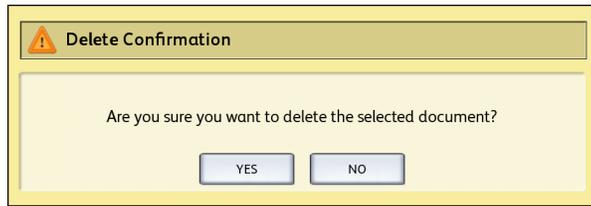
7. Select **Yes** on the **Confirmation** window.

Delete a Document

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

NOTE

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



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

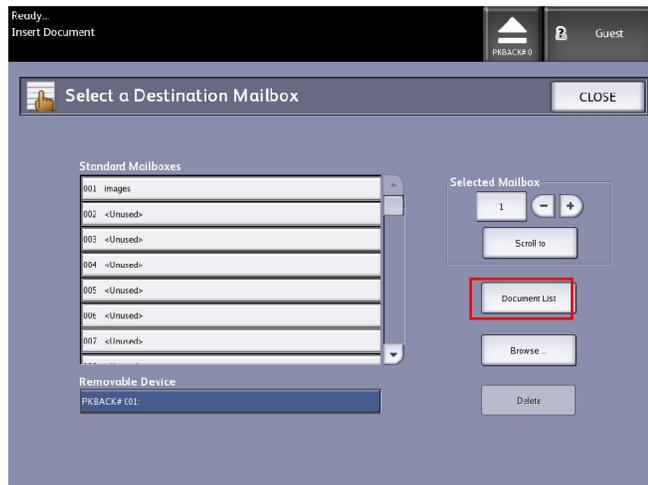
NOTE

Once a document is deleted, it cannot be recovered. The remaining documents will renumber, with the previous number 002 document becoming 001, and so on.

Removable Device Document Lists

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

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



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



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

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

Scanning To a Standard Mailbox

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

Step 1: Selecting a Standard Mailbox

Step 2: Selecting Scan to Mailbox Features

Step 3: Select Image Quality Features

Step 4: Select Advanced Settings Features

Step 5: Scanning the Document

Step 6: Stopping a Scan Job

Step 7: Retrieving Files Stored in a Mailbox

Step 1: Selecting a Mailbox and Using Templates

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

NOTE

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

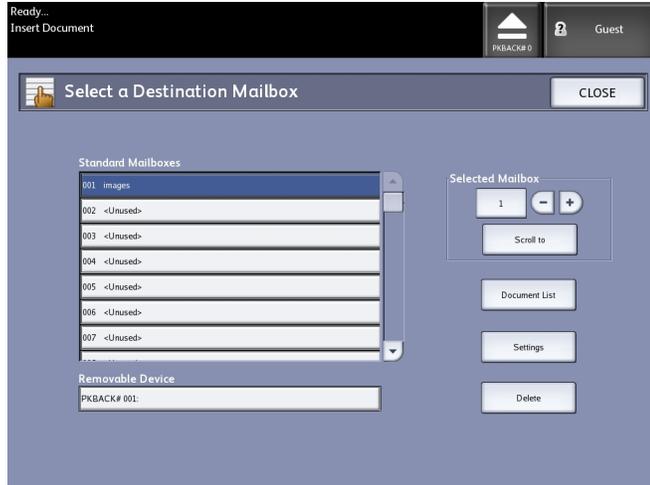
1. Select **Scan to Mailbox**.

The screen displays with the following:

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

2. Select **Destination**.

The Select a Destination screen displays.



- **Standard Mailboxes**

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

- **Document List**

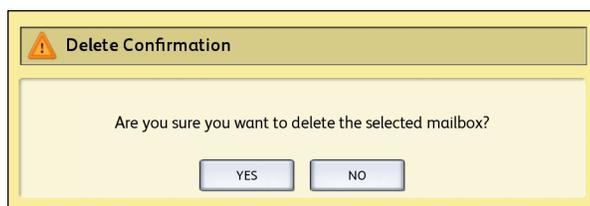
Lists documents in the format selected on the Scan to Mailbox tab. If **Preview Generation** located under Advanced Settings tab is enabled, you also get a thumbnail in the form of a .jpg file. The thumbnail image can be downloaded into Accxes Client Tools.

- **Settings**

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

- **Delete**

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



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

NOTE

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

Follow steps 5 through 7 for default templates:

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

Step 2: Selecting Scan to Mailbox Features

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

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

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

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

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



Step 3: Select Image Quality Features

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

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

- Density
 - Contrast
 - Sharpness
 - Background Suppression
1. Select **Scan to Mailbox**.
 2. Select the **Image Quality** tab and the required image quality features from those displayed on the screen.

Density

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

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

The Copy screen displays.

2. Select the **Image Quality** tab.
3. Select the best **Density** match using the scroll key.

Contrast

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

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

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

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

Sharpness

The **Sharpness** feature enables you to enhance lines and fine detail in the scanned image.

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

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

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

Background Suppression

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

NOTE

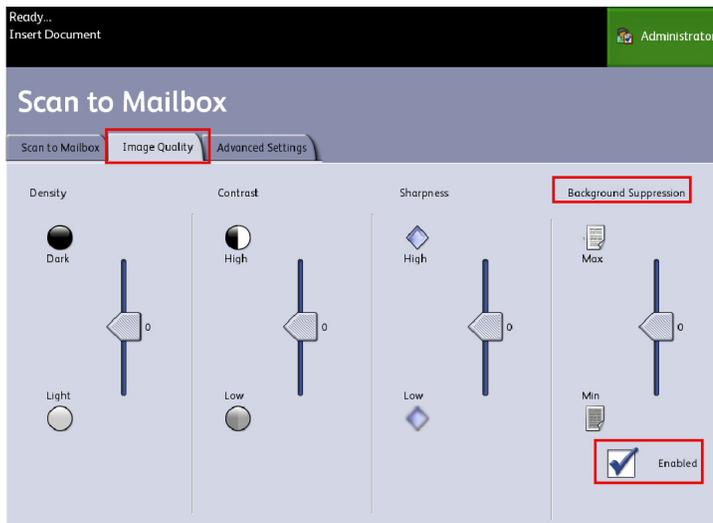
The Background Suppression feature is unavailable when **Original Type** is set to either **Photo-Halftone** or **Photo-Continuous Tone**.

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

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

2. Select **Scan to Mailbox**.

3. Select the **Image Quality** tab.



4. Select the best **Background Suppression** using the scroll key.

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

NOTE

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

Step 4: Select Advanced Settings Features

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

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



The selections are listed below:

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

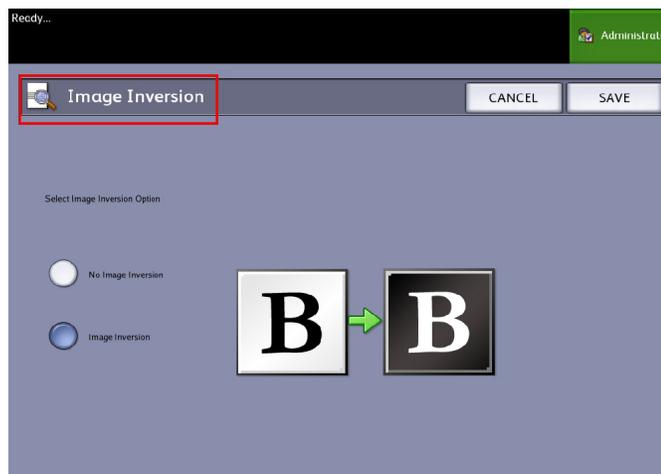
Image Inversion

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

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

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

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



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

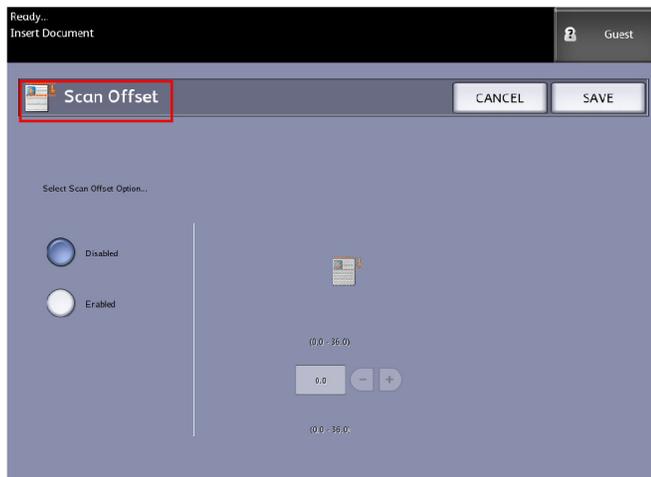
Scan Offset

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

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

The factory default is **Disabled**.

- **Disabled:** Scan offset will not be applied to the original.
 - **Enabled:** A scan offset equivalent to the dimension you specify will be applied to the original when it is scanned.
1. Press the **Services** button on the Control Panel.
The **Services** menu will display with **Scan to Mailbox** as an option.
 2. Select **Scan to Mailbox**.
 3. Select the **Advanced Settings** tab.
 4. Select **Scan Offset**.



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

TIP

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

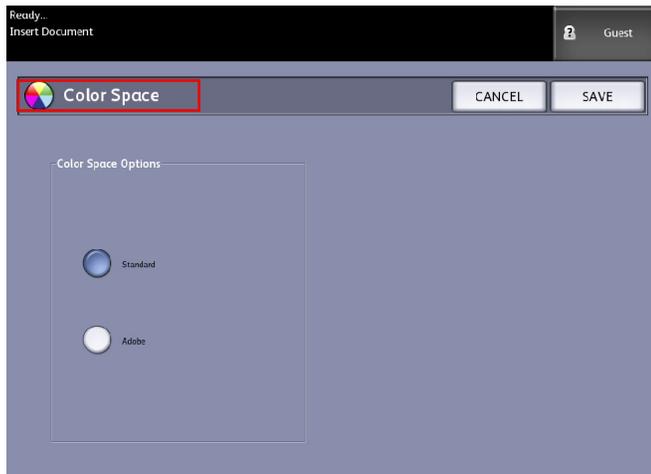
Color Space

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

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

2. Select **Scan to Mailbox**.

3. Select the **Advanced Settings** tab
4. Select **Color Space**.
 - Standard
 - Adobe



5. Select **Save** when finished.

Mirror Image

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

Selections include:

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

Perform the following steps to set Mirror Image:

1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Mirror Image**.
4. Select **Off, X, Y, or XY**.
5. Select **Save**.

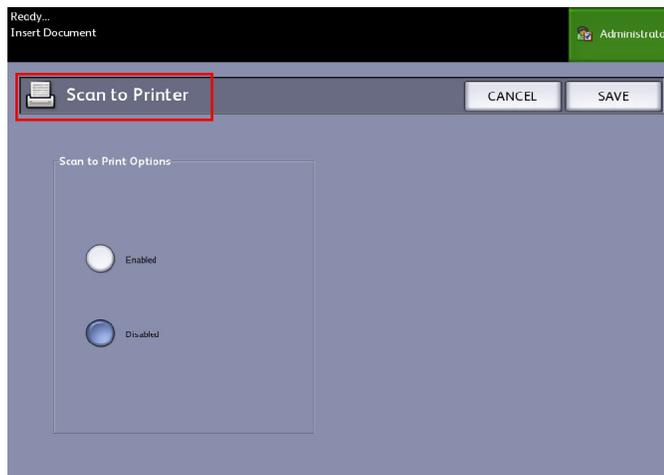
Scan to Printer

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

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

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

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



5. Select the desired option.

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

6. Select **Save** when finished.

Preview Generation

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

The factory default setting is Create Preview Image.

1. Select **Scan to Mailbox** on the Services menu.
2. Select the **Advanced Settings** tab.
3. Select **Preview Generation**.
4. Select the desired option:

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

5. Select **Save** when finished.

Scan Width

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

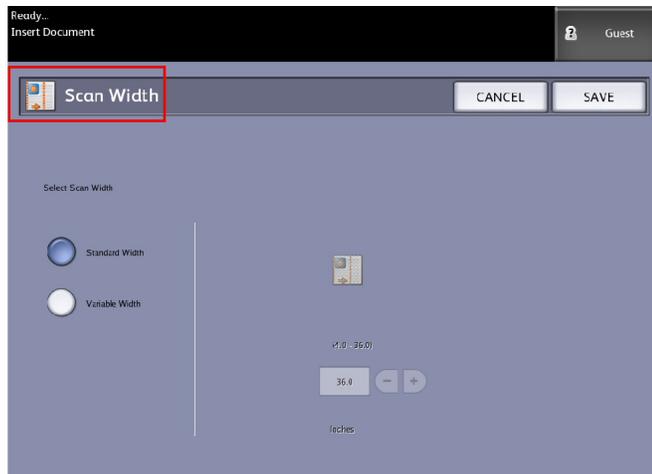
The factory default is **Standard Width Detection**.

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

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

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

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



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

Resolution

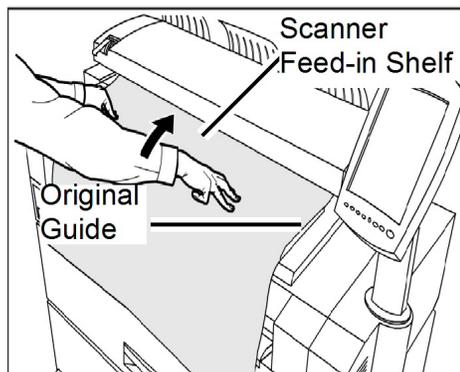
The printer measures how fine a printer can print the images. This measurement is known as dots per inch, or "dpi." The greater the dpi, the better the image. Select from the available options below:

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

Step 5: Scanning the Document

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

- 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, image face down on the Scanner Feed-in Shelf, with the one edge aligned with the Original Guide.
 2. 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.



If the document does not feed automatically, the Scan Start mode may be set to **Use Start Key**. In this case, press the **Start** button on the Control Panel. This is a System Administrator configuration setting. Refer to Chapter 5, System Administration [Set Start Scan Mode](#) for more details.

If the problem occurs during scanning, an error message will appear on the touch screen. Solve the problem as instructed in the message.

3. 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.

TIP

Remove the Front Return Guides before copying an original that may not flex and flow easily along them. This will prevent the guides from falling off of the machine and getting damaged.

NOTE

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

NOTE

If the **Preview Generation** option on the **Advanced Settings** tab is enabled, a thumbnail will be created in a JPG format for you.

Step 6: Stopping a Scan Job

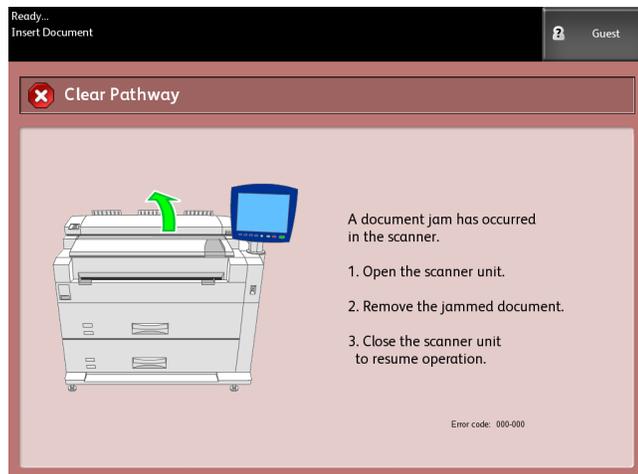
Follow the procedure below to stop the scanning of an original.

- 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 original completes its scan and printing begins, the key press will have no effect. If this happens, refer to the section below.

If the original is still in the scanner when scanning stops, a **Clear Pathway** message will display. Remove the original by performing the steps listed on the Touch Screen in the Message Display area.



Step 7: Retrieving Files Stored in a Mailbox

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

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

Naming Scanned Files

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

This feature is available for the following:

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

Auto Indexing:

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

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

The default is **Auto Indexing** on.

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

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

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

Without Auto Indexing:

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

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

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

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

Scan to Removable Devices

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

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

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

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

Scan to Device

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

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

The Device Services screen displays with two choices.

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

NOTE

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

NOTE

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



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

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

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

Scan Multiple Pages to Device

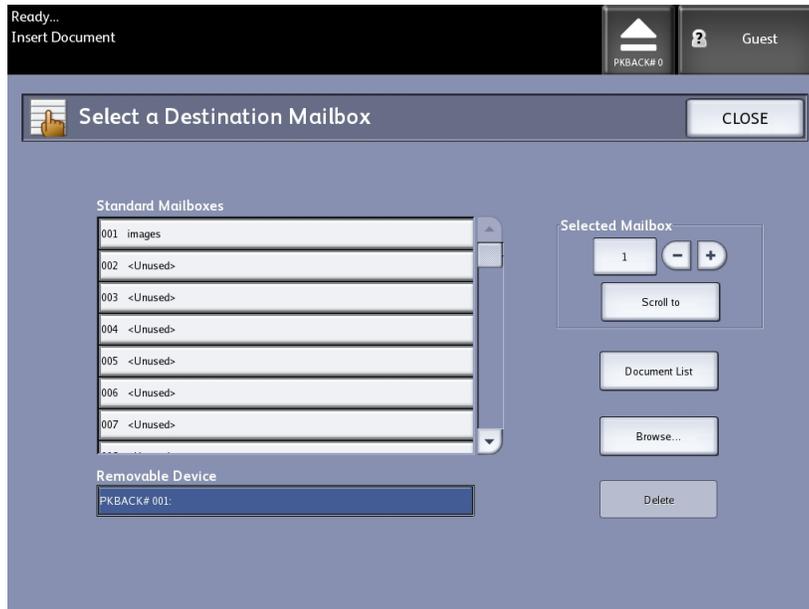
1. Insert the removable device into the USB port located on the right side of the User Interface.

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

2. The **Device Services** screen displays the name of the device and two options.
 - Print from Device
 - Scan-to-Mailbox
3. Select **Scan to Mailbox** followed by the features and settings desired from the **Scan to Mailbox**, **Image Quality** and **Advanced Settings** tabs.
4. Ensure **File Format type** > **Multiple-pages** on the Scan-to-Mailbox screen is selected.
5. Select **Destination**.

The Select a Destination Mailbox screen displays.

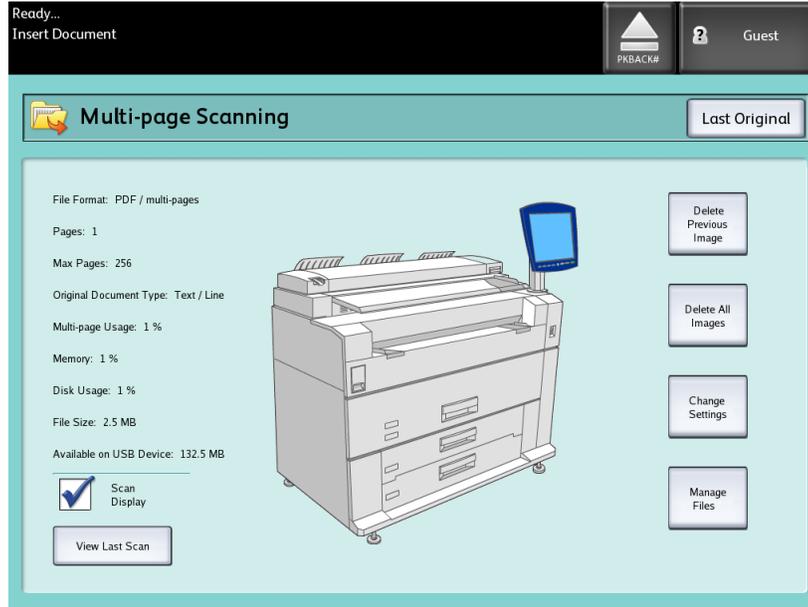
6. Select Removable Device.



7. Insert the first of the multiple documents.

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

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



- Multi-page Usage - the percent used of a 4GB maximum.
 - Memory - the percent of scanner input memory used.
 - Disk Usage - the percent of storage used on the hard drive.
 - File Size - the size in MB or status of the file being created.
 - Available on USB Device - the space in MB. If the file size exceeds the space transferring files is prohibited.
8. Select **Last Original** when finished.
 9. Select the **Eject** button in the upper right hand on the User Interface to safely remove the device.

Scan to FTP

The Scan to FTP feature allows users to:

- Submit scanned jobs, up to 16 Destinations, to File Transfer Protocol (FTP) destinations for the scan.
- Use a Default Template to save commonly run jobs.

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

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

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

How to Scan to an FTP Site

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

The Select a Destination FTP Site screen displays.

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

A Scan Preview appears if it is enabled

NOTE

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

NOTE

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

Scan to Remote Printer

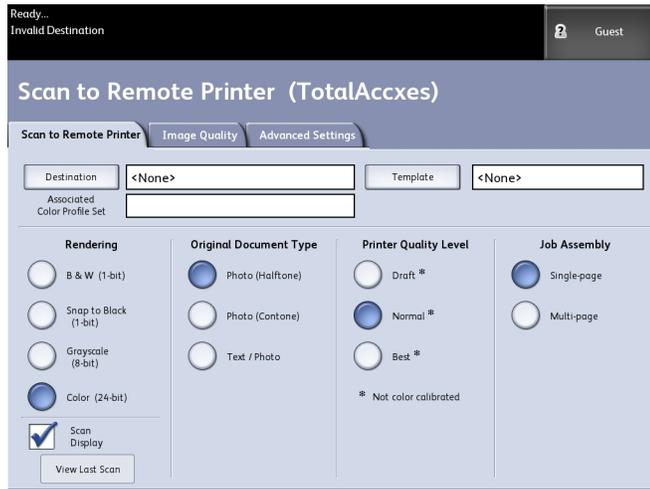
The Scan to Remote Printer feature allows users to submit scanned jobs to network printers to be printed. You can also save commonly run jobs as Default Templates.

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

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

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

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



NOTE

Notice the Printer Quality Level indication “*” shown as a result of performing Color Calibration on the remote printer.

2. Select **Destination**.

The Select a Destination Remote Printer screen displays.

3. Select your destination color printer.
4. Select **Close**.

NOTE

Notice the remote printer name is now present in the Destination field.

5. Select **Scan to Remote Printer**, **Image Quality** and **Advanced Settings** features as desired.
6. Load your document into the Scanner.
7. You may now get your output from the remote printer you had previously selected. You can also locate the newly scanned job in the Web Printer Management Tool under the Printer Queue tab.

Color Calibration

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

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

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

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

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

NOTE

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

NOTE

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

Creating a new Color Calibration

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

The Select a Destination Remote Printer screen displays.

3. Select your destination color printer.
4. Select **Color Calibration**.
5. Select **Create**.

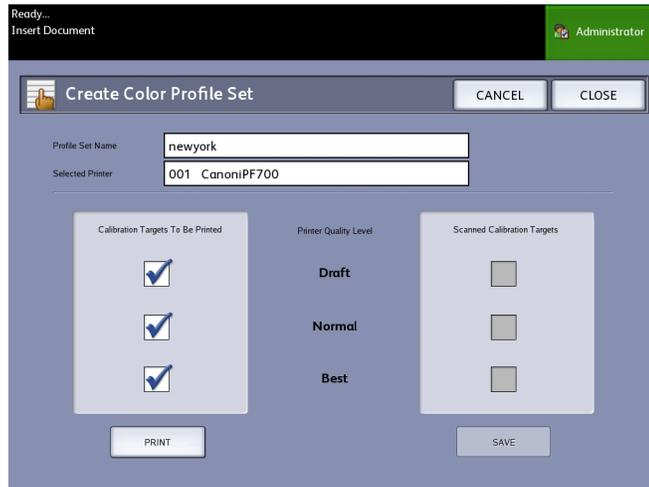
The Enter a Profile Set Name screen displays.

NOTE

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

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

The Create Color Profile Set screen displays.



NOTE

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

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

The Printing Color Calibration Targets screen displays.

NOTE

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

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

NOTE

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

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

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

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

11. Select the **Save** button on the Create Color Profile Set screen to see the newly created profile set in the list on the Select Color Profile Set screen. You have created your first

color profile set. The date and time it was created and the image quality levels included in the profile set are printed on the target for your convenience.

NOTE

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

Problems During Color Calibration

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

Color Calibration Processing Failure - error screen

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

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

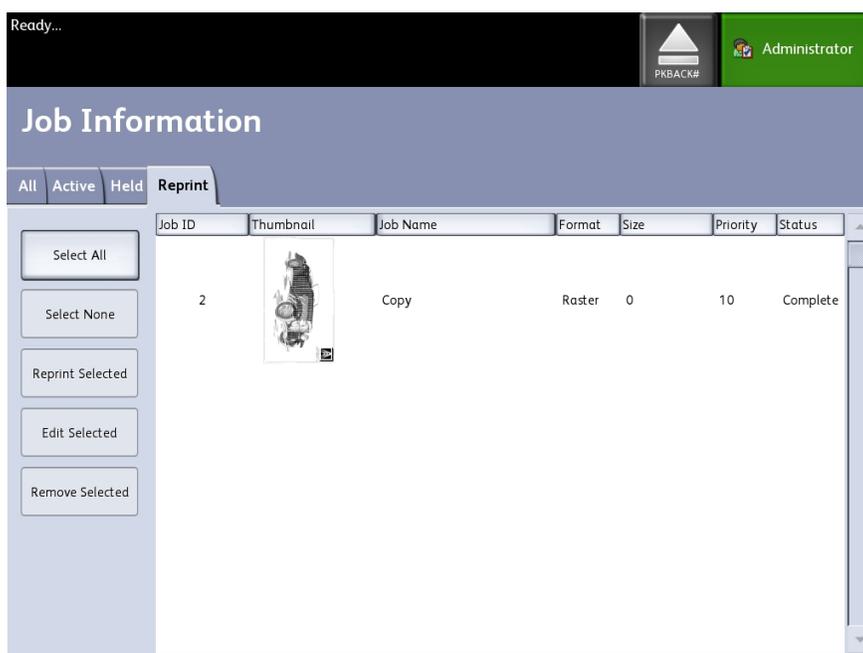
- If a calibrated target from a different printer was inserted inadvertently.
- If a calibration target from a different calibration session, other than the current one, was inserted.

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

4

Job Information

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



All Tab

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

Active Tab

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

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

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

NOTE

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

Held Tab

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

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

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

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

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

Administrator Managed Queue

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

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

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

Placing all jobs on hold:

1. Select **Machine Info** from the Services screen.
2. Select **General Administration**.
3. Select **Enable/Disable Administration-Managed Queue**.
4. Select **Enable**.

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

Job Reprint

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

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

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

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

Reprint Jobs with Edits

Perform the following to Reprint a Job with Edits:

1. Select **Job Information** from the Services menu.
2. Select the **Reprint** tab.
3. Select a single job.
4. Press the **Edit Selected** button.

The Edit Job Settings screen displays.

5. Select the **Override** checkbox.

This enables changes from the original job to the job you are preparing to reprint.

6. Edit the job settings as desired. (Details on features are below.)
7. Press the **Print** button.

NOTE

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

Edit Job Settings

Reduce/Enlarge

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

The reduction and enlargement features available are:

- **Scale Factor:** The Scale Factor from 25 % to 400 % is set by pressing the increase and decrease arrows in single increments. The numbers pause at standard reduction and enlargement settings. You can quickly change the percentage by entering in the numbers using the numeric entry keypad. Touch the percent field to get a keypad. Here you type in the number desired.
- **Presets and More...:** The Presets and More... feature displays a Scale Factor screen to allow Variable or Preset Percentages. You can customize one percentage value as desired.
- **Auto:** The ratio is automatically set up based on the original document size and the installed media size. The document is copied to fit the currently selected media.
- **Media Types:** Bond, Vellum and Film

Media Types

- Bond
- Vellum
- Film

Media Source

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

Output Format

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

- **Synchronized:** The Media Roll is cut the same size as the original.
- **Preset:** The Media Roll is cut to a standard size that you select. The standard size options displays when you select the **Preset** option.
- **Manual:** The Media Roll is cut to a customized size that you specify (x and y coordinates). A screen with data entry fields displays when you select **Manual**.

Output Format (Print Jobs)

This feature lists Output Format preset sizes for print jobs.

Output Format (Copy Jobs)

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

NOTE

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

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

Collation

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

NOTE

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

1. Select **Copy** on the Services menu.
The Copy screen displays.
2. Select from the **Collation** options.
 - **Uncollated:** Non-sets build mode. Pages are printed as they are copied.
 - **Reverse Collation:** Page (n) is on the top of the output stack.
 - **Forward Collation:** Page 1 is on the top of the output stack.
 - **Checkplot:** Select this if you want a printed proof copy (check the plot) after you scan each original and before they are printed as sets.
3. Place the originals in 1-(n) order with the image face up.
4. Load the (n) document face up into the Scanner Feed-in Shelf.
5. Continue in this order until your job is complete.

NOTE

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

Finishing

If a Finisher is attached to the machine:

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

The Finishing screen displays.

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

Remove Selected Jobs

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

Perform the following:

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

NOTE

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

Job Reprint from Web Printer Management Tool

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

There are multiple ways to bring jobs through the Web Printer Management Tool to your remote printer. The first and primary way is done by connecting from a client workstation or a printer driver. Refer to the Xerox FreeFlow Accxes V15.0 Drivers and Client Tools Software Install Guide for detailed instructions.

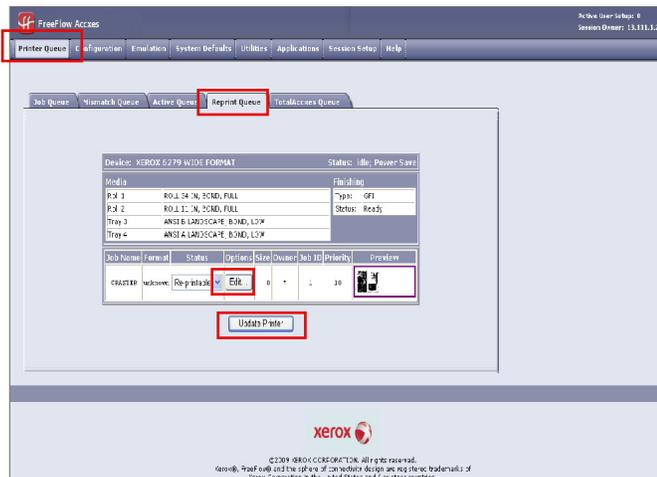
The second choice, shown below, is done by browsing to and uploading a file. This may be easier than installing a driver. However, you have to manually adjust the printer settings (e.g., 5 copies vs. 1) prior to submission and then change them back. You are also limited to file formats that FreeFlow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

To Enable Job Reprint:

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

To Reprint a Job:

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



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

Edit Job Options

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

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

5

System Administration

This chapter describes features on the **Administration** tab of the **Machine Info** menu. The **Administration** tab allows the system administrator to manage the following:

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

System Administration Overview

Most of the features available using the Xerox 6279 Printer are accessible to all users. Some features, however, are restricted to the System Administrator if the environment warrants it. Those features are then only accessible by logging in to the system with a secured password.

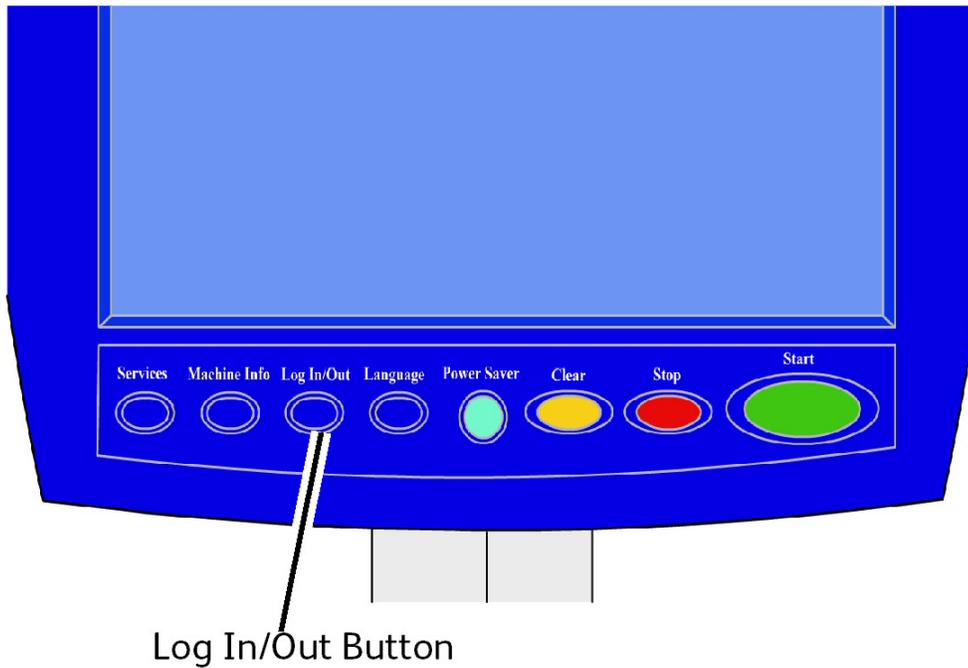
NOTE

To prevent unauthorized access to the System Administration features, a system password should be entered as soon as possible after installation.

Entering System Administration Mode

To enter the System Administration mode:

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



Login Options

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



System Administrator

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

Job Accounting

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

NOTE

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

NOTE

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

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

The Enter SA Password screen displays.

2. Enter the System Administration password on the Numeric Keypad.
3. Select **Enter**.

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

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

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

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

NOTE

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

System Administrator

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

Job Accounting

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

NOTE

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

NOTE

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

NOTE

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

To enter the System Administrator Mode:

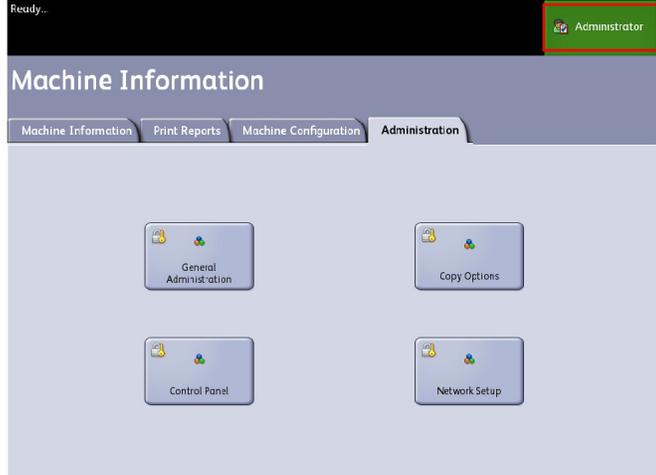
1. Select **System Administrator Log In**.
The Enter SA Password screen displays.
2. Enter the System Administration password on the Numeric Keypad.
3. Select **Enter**.

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

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

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

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



Exiting System Administration Mode

To exit the System Administration mode:

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

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

General Administration Settings

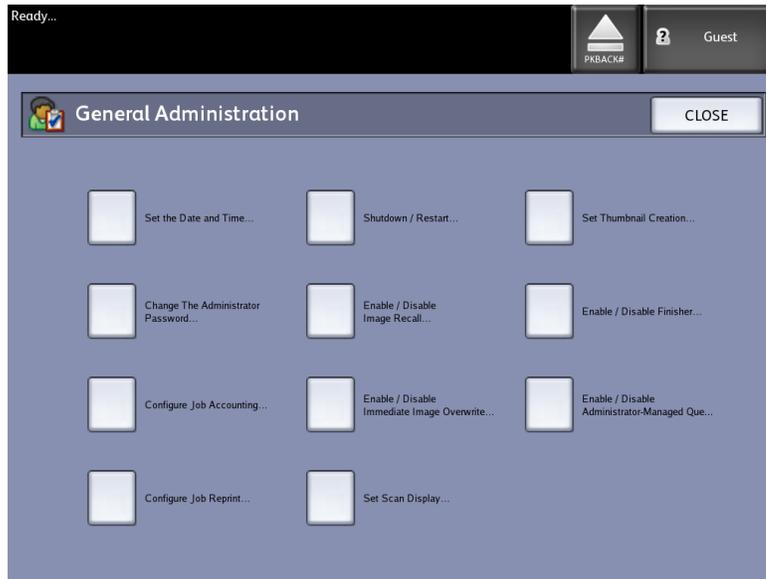
The General Administration settings enable you to display and set the time on the machine, change the administrator password, shut down and restart the system, and perform job accounting tasks. If you are not already logged in as a System Administrator, you are prompted to enter a System Administrator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

General Administration provides the following functions:

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

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

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



Setting the Date and Time

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

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

Refer to the Machine Information chapter for more details on the feature.

3. Select **General Administration** from the Administration tab.

NOTE

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

4. Select **Set the date and time...**
5. Enter the following:
 - Year
 - Month
 - Day
 - Hour
 - Minute

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

Changing the Administrator Password

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

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

NOTE

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

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

The Machine Information screen displays.

2. Select the **Administration** tab.
3. Select **General Administration**.

The General Administration screen displays.

4. Select **Change The Administrator Password...**

The Enter SA Password menu displays.

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

Job Accounting Overview

NOTE

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

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

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

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

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

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

Entering Job Accounting Mode

To enable Job Accounting:

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

The **Machine Info** Screen displays.

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

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

5. Select the radio button for the appropriate option:
 - **Enabled:** Job accounting information is required for all users. If a user supplies a valid user name and account ID, he/she can perform printer, copy and scan operations. If the user does not supply a valid user name and account ID, only printer operations can be accessed and copy and scan options do not display on the screen.
 - **Disabled:** Job accounting is turned off. The user can access the printer, copy, and scan operations listed on the **Services** menu screen.
 - **Optional:** Users can either enter a valid user name and account ID or enter no characters when prompted for a user name and account ID to enter a generic account. When the optional account is accessed with either the valid user name and account ID or generic account, the user can perform printer, copy, and scan operations.
6. Select **Save**.
7. Select **Close** to exit the **General Administration** screen.

Logging in as a Job Accounting User

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

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

2. Select **Job Accounting Log In**.
The **Enter User Name** screen displays.

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

NOTE

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

4. Select **Enter**.

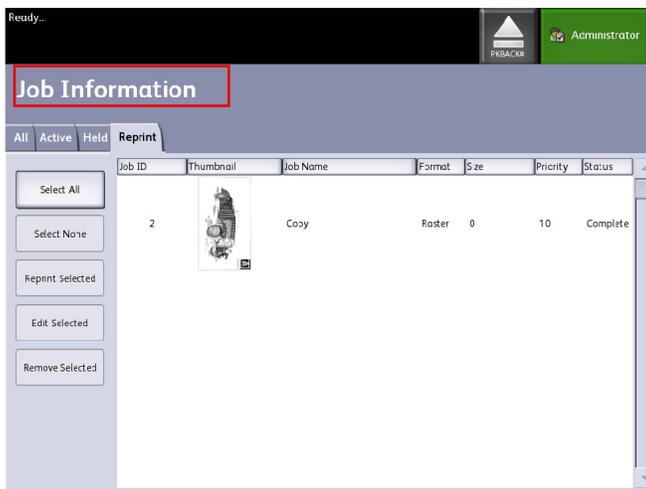
The Accounting icon will display in the upper right hand corner of the screen.

Configure Job Reprint

This feature gives the assigned System Administrator the rights to enable or disable reprinting jobs. This prevents confidential information from getting into the wrong hands. It also prevents jobs from being deleted erroneously.

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

The Job Reprint Options screen displays.



Shutdown/Restart

System Power Off

⚠ CAUTION

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

⚠ CAUTION

Only authorized persons should power down the system fully.

Power Outage Job Status

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

- All Copy/Scan jobs in progress will restart from the beginning automatically, when power is resumed unless job reprint was disabled.
- Completed, cancelled, checkplot and sample copy jobs are discarded since they are not considered reprintable.
- Jobs that were processing during the power outage are placed in the **Job Information > Hold** queue.
- Jobs finished processing and ready to start printing during the power outage are placed in the **Job Information > Active** queue.

If Job Reprint is enabled:

Copy/Scan jobs that finished processing are automatically resubmitted for printing. Copy jobs run before print jobs.

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

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

Shutdown from the User Interface

NOTE

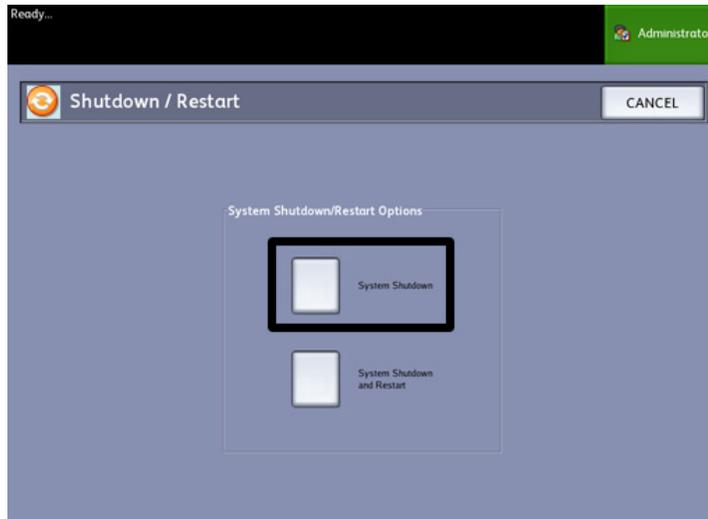
Many of the features within the Administration tab require a password for access. See your System Administrator for the password prior to getting started unless the Administrator mode is already active.

NOTE

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

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

6. Select **System Shutdown**.



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

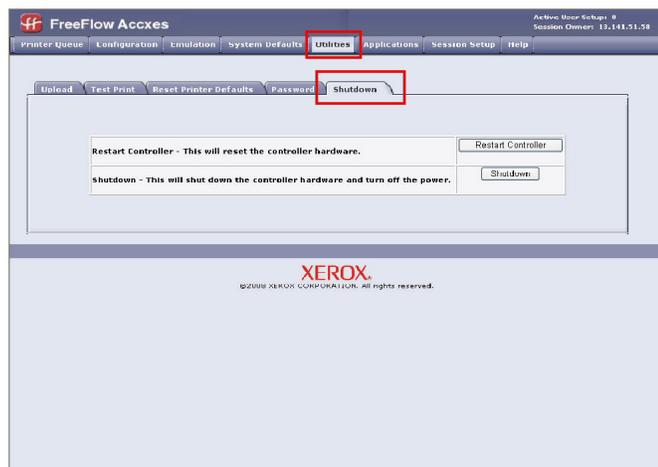
Shutdown from Web Printer Management Tool

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

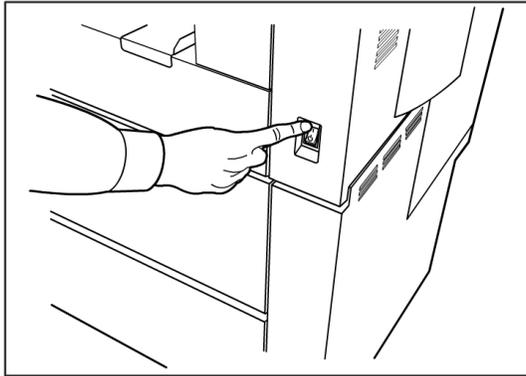
1. Open the Web Printer Management Tool at your workstation by entering the IP Address of the machine in the web browser.
2. Select **Utilities > Shutdown > Shutdown**.

NOTE

Do not select the **Restart Controller** button. It is used to reboot the system when jobs in the Printer Queue fail to process correctly.



3. Move the **Printer Power Switch** to the Off position (down).



4. Move the **Printer Circuit Breaker Switch** to the Off (down) position.

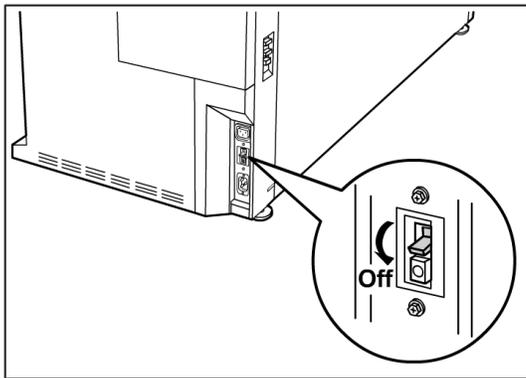


Image Recall

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

The default setting is Enabled.

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

1. Select **Machine Info** from the Services menu screen.
2. Select the **Administration** tab.
3. Select **General Administration**.
4. Select **Enable / Disable Image Recall...**
The Enable/Disable screen displays.
5. Select the **Enabled** or **Disabled** button.
 - Enabled: Users can recall and reprint copy jobs.
 - Disabled: Users cannot reprint copy jobs.

Immediate Image Overwrite

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

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

NOTE

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

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

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

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

Immediate Image Overwrite Algorithm

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

The algorithm for the Image Overwrite feature is:

- Pattern #1 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0x35 (ASCII "5")).
- Pattern #2 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0xCA (ASCII compliment of 5)).
- Pattern #3 is written to the sectors containing temporary files (IIO) or to the entire spooling area of the disk (ODIO). (hex value 0x97 (ASCII "ú")).
- 10 % of the overwritten area is sampled to ensure Pattern #3 was properly written. The 10 % sampling is accomplished by sampling a random 10 % of the overwritten area.

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

Scan Display

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

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

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

Set Thumbnail Creation

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

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

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

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

The procedure to Set Thumbnail Creation is listed below:

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

Administrator Managed Queue

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

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

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

Placing all jobs on hold:

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

Control Panel Settings

The **Control Panel** settings enable you to control the sound level of the machine, set up timers for machine time-out features and calibrate the touch screen. You must be logged in as a System Administrator to access the Control Panel settings.

The Control Panel options will allow you to set the following features:

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

Sound Settings

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

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

The Machine Info Screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel**.

The **Control Panel** menu displays.

5. Select **Sound Settings**.

The **Sound Settings...** screen displays.

6. Move the slider to the desired sound volume.
7. Select **Save** and **Close**.

Configure Timers

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

Low Power Timeout

Sleep Timeout

Features Timeout

File Deletion Timeout

Print Interrupt Timeout

Low Power Timeout

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

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

The Machine Info screen displays. .

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

The **Set Timeout Durations** Screen displays.

6. Select **Low Power Timeout**.

The Set Timeout Duration Low Power Timeout screen displays.

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

Sleep Timeout

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

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

The **Services** menu screen displays.

2. Select **Machine Info**.

The Machine Info screen displays.

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

The **Set Timeout Durations** screen displays.

6. Select **Sleep Timeout**.

The Sleep Timeout Duration Sleep Timeout screen displays.

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

NOTE

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

NOTE

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

Feature Timeout

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

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

The **Services** menu screen displays.

2. Select **Machine Info**.

The Machine Info screen displays.

3. Select the **Administration** tab.

4. Select **Control Panel** from the **Administration** tab.

5. Select **Configure timers....**

The **Set Timeout Durations** screen displays.

6. Select **Feature Timeout**.

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

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

File Deletion Timeout

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

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

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

The **Services** menu screen displays.

2. Select **Machine Info**.

The Machine Info screen displays.

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

The **Set Timeout Durations** screen displays.

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

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

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

Print Interrupt Timeout

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

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

The **Set Timeout Duration** screen displays.

6. Select **Print Interrupt Timeout**

The **Print Interrupt Timeout** screen displays.

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

Set Start Scan Mode

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

The factory default setting is Automatic.

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

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

The **Service** menu displays.

2. Select **Machine Info**.

The Machine Info screen displays.

3. Select the **Administration** tab.
4. Select **Control Panel**.

The **Control Panel** screen displays.

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

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

6. Select the **Automatic** or **Use Start key** radio button.
 - **Automatic**: Scanning starts automatically after an original is inserted into the Scanner and prefeeds.
 - **Use Start key**: You must press the **Start** button to initiate scanning after the document prefeeds.
7. Select **Save**.
8. Select **Close** on the Control Panel screen to return to the **Machine Info** screen.
9. Select the **Services** button on the Control Panel and **Copy** if you intend to scan a document at this time.

NOTE

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

Calibrate Touch Screen

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

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

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

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

Network Setup

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

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

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

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

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

Instead of entering the IP Address, Subnet Mask, and Gateway Address, you may enable Dynamic Host Configuration Protocol (DHCP) on the Network Setup screen.

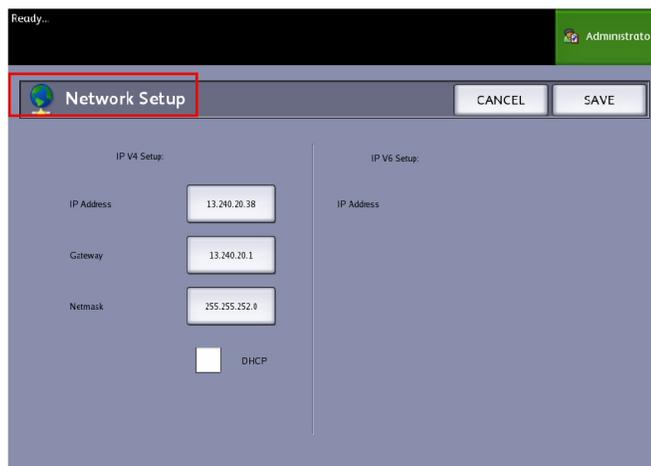
For more information on DHCP, see the Setting Up DHCP section of this chapter for details.

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

NOTE

Whether you enter the network settings using the Web Printer Management Tool or the User Interface, entering them in one place affects the other.

4. Select **Machine Info** from the Services menu.
5. Select the **Administration** tab.
6. Select **Network Setup**.



NOTE

The network settings can also be setup using the Web Printer Management Tool. Refer to the Xerox FreeFlow Accxes System and Web Printer Management Tool Setup Guide or Web Printer Management Tool Online Help for network settings instructions.

Setting up a Static IP Address

1. Select the **Services** button on the Control Panel, followed by **Machine Info** > **Administration Tab** > **Network Setup**.
2. Select **IP Address** from the **Network Setup** screen.
The IP Address window displays.

**NOTE**

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

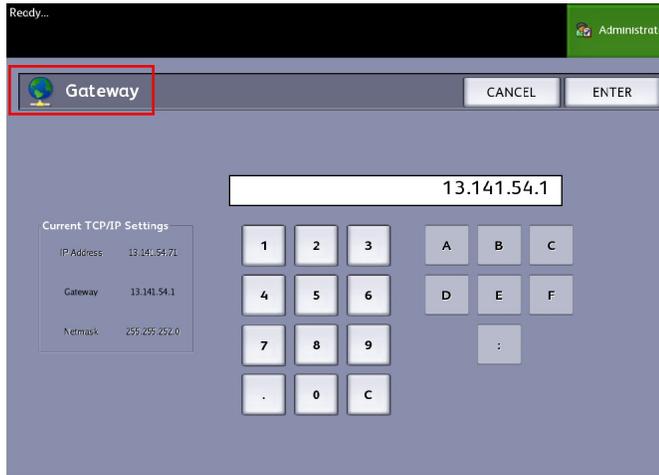
3. Use the numeric touch pad to enter the IP Address in the format nn.nnn.nn.nnn.
4. Select **Enter**.

Setting up IP Gateway

1. Select the **Services** button on the Control Panel, followed by **Machine Info** > **Administration Tab** > **Network Setup**.

2. Select **Gateway** from the **Network Setup** screen.

The **IP Gateway** screen displays.

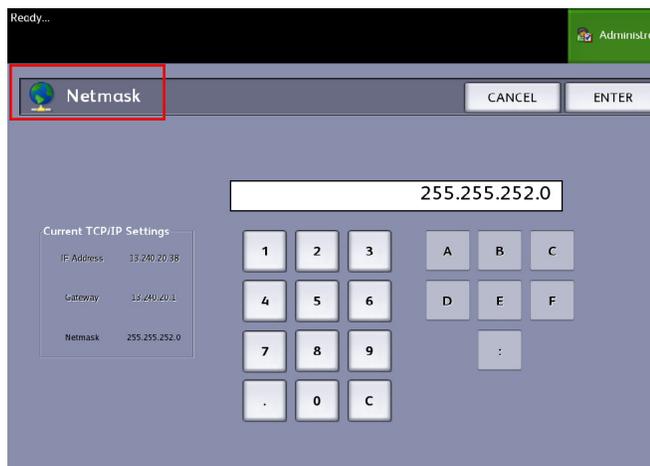


3. Enter the Gateway in the format XXX.XXX.XXX.XXX.
4. Select **Enter**.

Setting up Netmask

1. Select the **Services** button on the Control Panel, followed by **Machine Info** > **Administration Tab** > **Network Setup**.
2. Select **Netmask** from the **Network Setup** screen.

The **IP Netmask** screen displays.



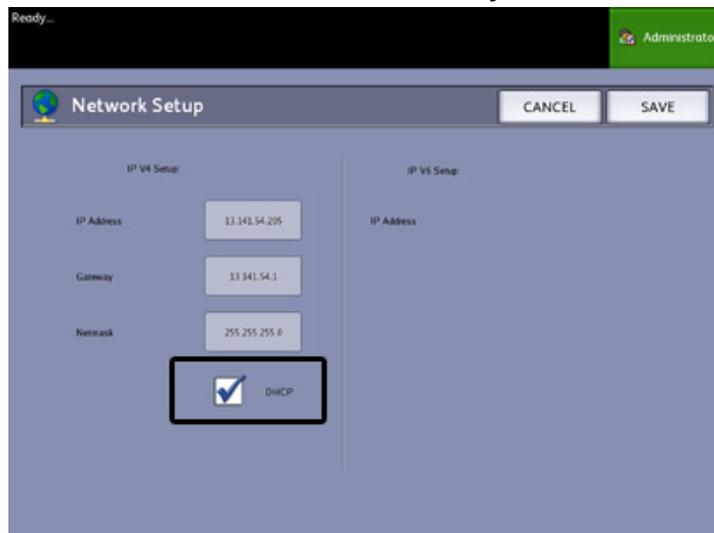
3. Enter the Subnet Mask in the format XXX.XXX.XXX.XXX.
4. Select **Enter**.
The Network Setup screen displays.
5. Select **Save**.

Setting up DHCP

If you are unaware of the IP Address, Gateway, or Subnet Mask information, you can utilize the Dynamic Host Configuration Protocol (DHCP) option. When this box is checked (enabled), the network interface utilizes the DHCP to acquire a temporary IP Address for the networked device from a client that is supplying DHCP services on the network. Since constantly changing IP addressing can cause problems for users in network communications, the default value for this feature is not checked (disabled).

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab > Network Setup**.
2. Select the **DHCP** checkbox.

This will disable the IP Address, Gateway, and Netmask fields.



3. Select **Save** to return to the Administration tab.

It is recommended that you reboot the controller after changing to the DHCP option.

If you choose to set up the network settings using the Web Printer Management Tool, refer to the Web Printer Management Tool online Help or the *FreeFlow Accxes Print Server and Web Printer Management Tool Setup Guide* for more information.

NOTE

When configuring a network connection via DHCP, the Host Name field on the network page of Web Printer Management Tool will be enabled. This allows the administrator to enter the Accxes Server host name he or she would like to associate with the resulting DHCP address via Dynamic DNS. This feature was originally designed to work with BIND DNS servers (version 9.0 or greater), but has been shown to also function with some configurations of Windows DHCP servers. A delay of several minutes may be required for the new host name to propagate through the DNS servers once the network page changes are submitted. Upon successful configuration of Accxes and the DHCP/DDNS server(s), the Accxes Controller can be referenced by name from that point forward.

Copy Options

The Copy Options menu allows you to set up the configuration settings that are applied to all documents. If you are not already logged in as System Administrator, you are prompted for the Administrator password when you select Copy Options. Contact your System Administrator for the password if required.

Copy Options allows you to set the following features:

- Select Output Media Series (to populate preset lists)
- Select Custom Reduction and Enlargement Preset
- Set Line Preservation Mode for Reduction
- Configure Custom Output Formats
- Enable/Disable Auto Rotation

Select Output Media Series

This setting determines which media size series appear in the Output Format Presets and in the Reduction and Enlargement Presets. The selection should match the size series of the originals that you typically copy. The default setting is ANSI.

1. Select **Machine Info** from the Services menu.
2. Select the **Administration** tab.
3. Select **Copy Options**. The Copy Options screen displays.
4. Select **Select Output Media Series...**
The Enable Output Media Series screen displays.
5. Select the appropriate media size series.
6. Select **Save** to return to the Copy Options menu.
7. Select **Close** to return to the Machine Information screen.

Select Custom Reduction and Enlargement

The Custom Reduction and Enlargement option in the **System Administration** tab, controls which reduction and enlargement ratios display when **Preset & More...** is selected from the Reduction and Enlargement area on the **Basic Copy** screen.

The factory default R/E presets are 25 %, 33.3 %, 35.3 %, 66.6 %, 70.7 %, 133.3 %, and 141.4 %.

1. Select the **Services** button on the Control Panel, followed by **Machine Info**
> **Administration Tab**.
2. Select the **Copy Options** button.
The **Copy Options** menu displays

3. Select **Select Custom Reduce / Enlarge Size Presets....**

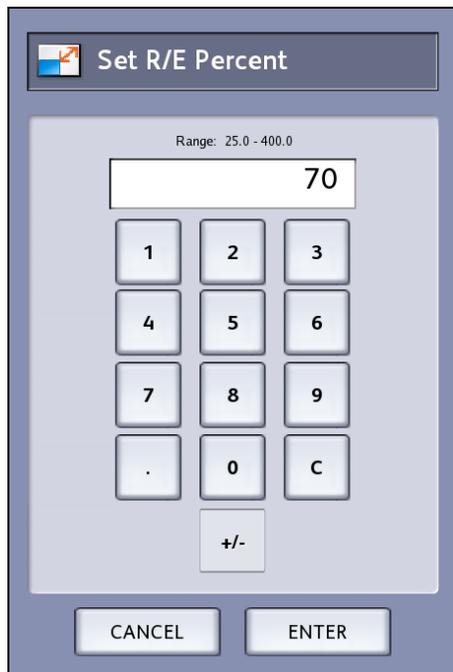
The **Specify Custom R/E Presets** screen displays.



4. Select one of the six preset **Custom Reduction/Enlargement** settings.



5. Select one of the displayed **Targeted R/E** preset buttons or select the numeric entry field and enter a Custom R/E value (using the numeric keypad or the scroll buttons). Numeric Keypad (shown below) displays after selecting the **Custom Reduction/Enlargement Percent** box. Here you can enter the new value.



NOTE

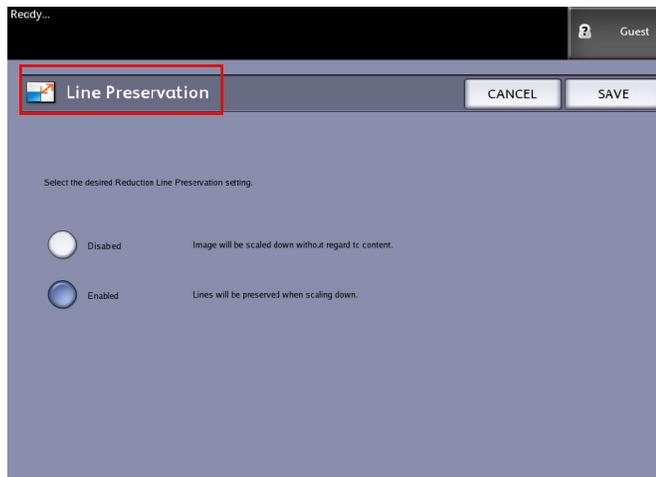
The value entered may range from 25 % to 400 %, in 0.1 % increments.

6. Select **Enter** then **Save**.
7. Repeat steps 4 and 5 to set up the remaining Custom R/E presets.
8. Select **Save** to return to the **Copy Options** screen.
9. Select **Close** to return to the **Administration** tab.

Set Reduction Line Preservation

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

1. Select the **Services** button on the Control Panel, followed by **Machine Info** > **Administration Tab**.
2. Select the **Copy Options** button.
The **Copy Options** menu displays
3. Select **Set Line Preservation mode for reductions**.
The **Line Preservation** screen displays.



4. Select the **Disabled** or **Enabled** radio button.

If you select **Disabled**, the image will be scaled down without regard to content.

If you select **Enabled**, the lines will be preserved when scaling down.

5. Select **Save** to return to the **Copy Options** menu.
6. Select **Close** to return to the **Administration** tab.

Configure Custom Output Formats

Use the Configure Custom Output Formats option to define non-standard sizes that you expect to print frequently. You can define up to six custom output media sizes. The sizes that you set up here will appear in the Output Format Presets list, for easy selection from the **Copy** screen.

1. Select the **Services** button on the Control Panel, followed by **Machine Info** > **Administration Tab**.
2. Select **Copy Options**.

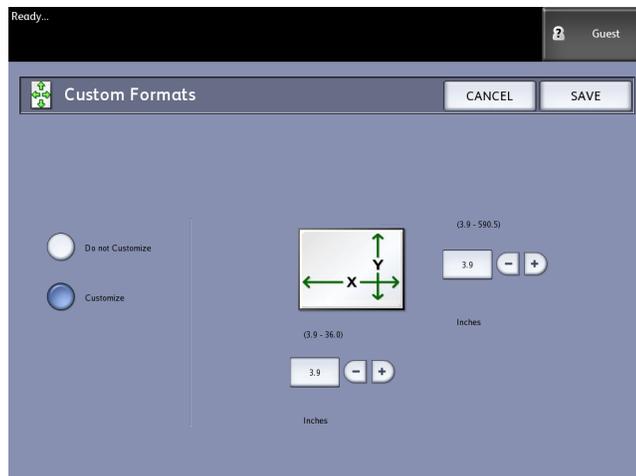
The **Copy Options** screen displays

3. Select **Configure Custom Output Formats**.

The **Custom Formats** screen displays.



4. Select one of the unused Custom Output Format choices to configure. The second Custom Formats screen displays.



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

NOTE

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

6. Perform one of the following:

- Using the scroll buttons, enter the dimensions of the customized output format, and then select **Save**.
- Using the numeric keypad, enter the dimensions of the customized output format, then select **Enter** and then **Save**.

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

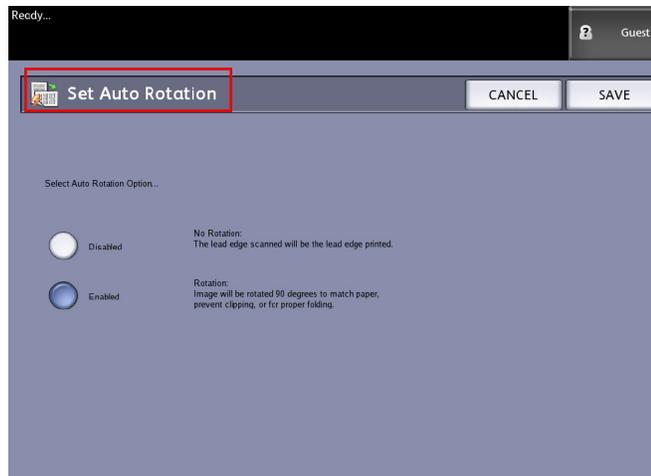
8. Select **Close** to return to the **Copy Options** menu.

9. Select **Close** to return to the **Administration** menu.

Auto Rotate

If the Auto Rotate feature is enabled, the scanned image will be electronically rotated 90 degrees to match one of the page dimensions, prevent clipping on the selected roll, or to correct the orientation for use with an attached folder (if you have one). The default setting is Enabled.

1. Select the **Services** button on the Control Panel, followed by **Machine Info > Administration Tab**.
2. Select the **Copy Options** button.
The **Copy Options** menu displays.
3. Select **Enable/Disable Auto Rotate**.
The **Set Auto Rotation** screen for Auto Rotation appears.



4. Select the **Disabled** or **Enabled** radio button.

If you select **Disabled**, no rotation will be applied.

If you select **Enabled**, the image will be rotated 90 degrees to match paper, prevent clipping, or for proper folding.

5. Select **Save** to return to the **Copy Options** menu.
6. Select **Close** to return to the **Administration** menu.

6

Machine Information

This chapter describes the features available within the Machine Information screen. A quick overview of each of the Machine Information tabs is provided, followed by the detailed steps to access and modify settings to meet your requirements.

The Machine Info option accessed through the Services Menu contains the following options:

- Machine Information
- Print Reports
- Machine Configuration
- Job Information
- Administration

The following areas will be defined further:

- Media Status and Setup
- Printing Configuration Reports and Diagnostic Reports

Machine Info

This chapter describes the features available within the Machine Info Services menu. A quick overview of each of the Machine Info menus is provided, followed by the detailed steps to access and modify settings to meet your requirements.

The Machine Info screen contains the following:

- Machine Information Tab
- Print Reports Tab
- Machine Configuration Tab
- Administration Tab (Reference: System Administration)

Specific areas defined further are the following:

- Media Status and Setup
- Printing Configuration Reports and Diagnostic Reports

Overview of Machine Info

The Machine Info menu allows the general users to access some information about the system without requiring a System Administration password.

The Machine Info tab is where you quickly locate the Printer IP Address required for network connections.

Within Machine Info, the System Administrator maintains control of the functionality of certain features and options. The System Administrator is also responsible for customizing the printer for your work environment.

Refer System Administration, for all the details of the printer Administration tab features. Select **Machine Info** on the Services menu.



The Machine Information screen displays the following fields of information.



- Linear Usage - The amount of media that has passed through the machine.
- Area Usage - The media used in square foot measurement.
- Control SW (Software Version) - The FreeFlow Accxes Print Server software version displays.
- IP Address - The IP Address displays the IPv4 address. To access an IPv6 address, go to **Machine Configuration > Network Setup**.
- Printer Status - online and offline

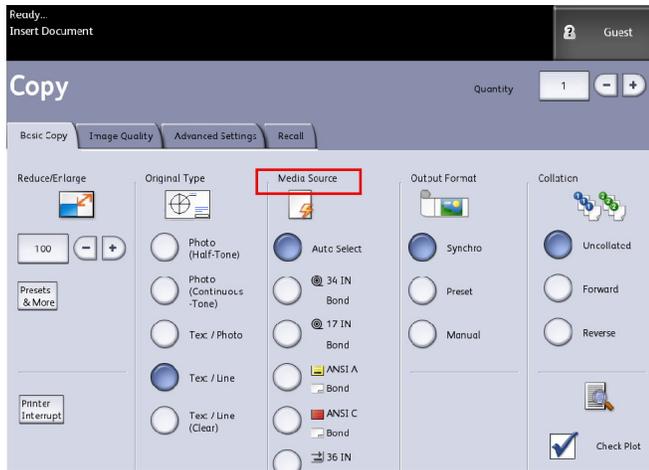
Media Status and Setup

The **Media Status and Setup** feature displays the media status as the amount of media remaining, the installed media sizes and media types. Changing the setup for different media is accomplished here.

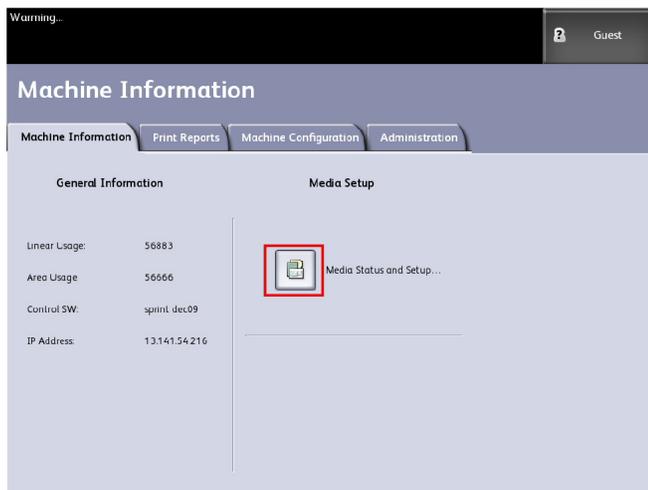
This is done prior to scanning your job if the settings on the **Copy > Media Source** screen do not meet your needs.

Refer to Chapter 2, Product Overview, [About Media and Originals](#) for media details.

1. Select the **Media Source** desired from the **Basic Copy** tab if it is present. If not, go to step 2.



2. Select the **Machine Info** button on the Control Panel.
 3. Select **Media Status and Setup**.
- The following screen displays.



- Here you will select the same media you load in the trays, which is your desired output.



TIP

If you change the roll, tray, media type or the media series (such as changing from ARCH-1 to ANSI), you must specify the new media type and series on the **Media Status and Setup** screen.

You do not have to change anything on the **Media Status and Setup** screen if you put the same roll, tray, or manual feed media in the machine that is listed on the screen.

Accessing Media Settings

- Select the **Services** button on the Control Panel.

The Services Menu displays.

- Select **Machine Info**.

The Machine Information screen displays.

3. Select **Media Status and Setup**.



The Media Status and Setup screen includes the following information:

- Media Source (Roll/Trays/Manual Feed-in Shelf)
- Series (ANSI, ARCH, ISO, etc.)
- Type/Thickness (Type = Bond, Vellum, Film) (Thickness = (Light, Ordinary, Heavy))
- Size Installed (currently loaded in the Roll/Tray)
- Status (Amount Remaining = Full, Low, Empty)

4. Select the Media Series corresponding with the Media Source you intend to use. The Media Series screen displays.

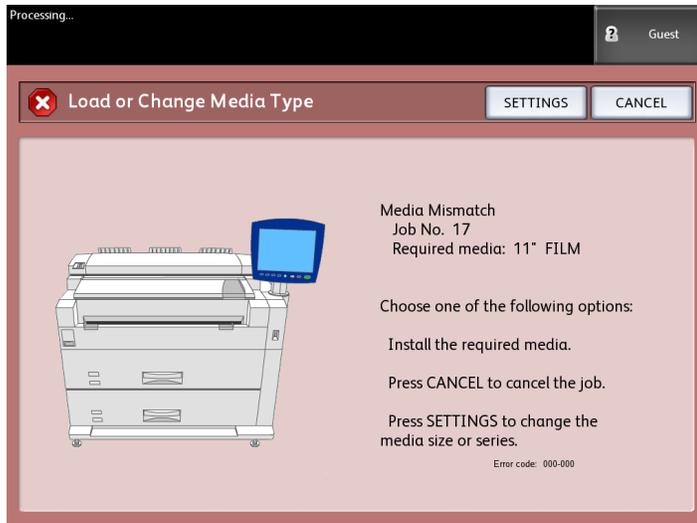


5. Select the specific installed Media that best defines the contents loaded in the tray.

6. Select **Close** to return to the Machine Information screen.

NOTE

In order for the 6279 to successfully complete a print job, the print job attributes, such as the media size and type must be supported by the printer. The printer must be equipped with the print media in the correct size to print. If the attributes specified by the print job are not supported by the printer, a media mismatch occurs and the printer is unable to print the job or will print the job on different media.



If you get a “Media Mismatch” error screen like the one shown above, follow the instructions to resolve the media mismatch condition.

Print Reports Tab

The **Print Reports** selection will allow the user to print one of several reports which show the hardware and software configurations of your printer.

- Configuration Test Print (a Printer Configuration Report)
- Setup Test Print (a Printer Settings Report)
- Pen Palettes Report (All or One)
- PostScript Test Print (shows the configuration)
- All Test Prints (all four of the above print as a single job)

The Print Reports tab will also allow the user to print diagnostic prints. The use of standard test patterns helps determine the root cause of image quality problems. The diagnostic print choices include:

- Diagnostic Test Print
- Image Quality Test Print
- Scanner Test Print

Print Reports

The procedure below explains how to print a configuration report that lists the hardware and software configuration, communication parameter (port) settings and system parameter settings of the printer. Configuration reports may be printed from either the User Interface or Web Printer Management Tool on your client workstation.

The Diagnostic Prints may be printed using the User Interface only. You may not print them using Web Printer Management Tool.

NOTE

Print Report jobs are stored in the Reprint Queue and are reprintable. If Immediate Image Overwrite is disabled and the Recall feature is enabled then a configuration report will become the last job in the queue.

From the User Interface

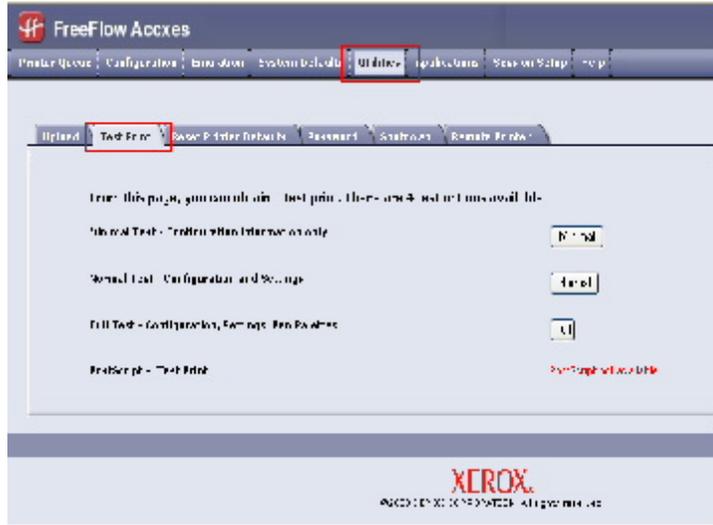
1. Select **Machine Information** on the Services menu.
2. Select the **Print Reports** tab.
3. Select from the **Configuration Reports** options:
 - **Configuration Test Print**- A one page printer configuration report.
 - **Setup Test Print** - A one page Printer Settings report prints.
 - **Pen Palette** - A multi-page Pen Palette Settings report prints.
 - **PostScript**[®] - A PostScript report prints if PostScript is loaded.
 - **All** - Listed all the reports as a single job
4. Select the **Diagnostic Prints** option:
 - **Scanner Test Print** - Only available for printers with a scanner upgrades.
5. Select **Print**.
The selected item prints.

From Web Printer Management Tool

The Configuration reports can be obtained using the Web Printer Management Tool.

1. Type in your URL using your web browser to access Web Printer Management Tool (FreeFlow Accxes).

2. Click on the **Utilities** tab.



3. Select the **Test Print** sub-task that appears.
4. Depending upon your information requirements, click on the **Minimal**, **Normal**, **Full**, or **PostScript** test print buttons.
 - Minimal - prints the configuration data of the 6279 Printer.
 - Normal - prints the configuration data and settings information.
 - Full - prints the configuration data, settings information and pen palettes information.
 - PostScript - requires a license and will print a PostScript test page.

Configuration Test Sample Report (Printer)

```

XEROX 6279 WIDE FORMAT - CONFIGURATION

CONTROLLER CONFIGURATION
DATE/TIME: 03/13/2008 10:39:53 ADVANCED NETWORK STATUS: READY
RAM (MB): 1024 ADVANCED NETWORK HW ADDRESS: 00:13:72:11:3b:f2
CPU: Intel(R) Celeron(R) 2.66GHz KEY INSTALL KEY (KIKI) 65c-19-011-29B-03-#68
BSP VERSION: 2.5.22.9-61.fc6 MACHINE NAME: 00-13-72-11-3E-#E
FIRMWARE: 13.3 ERROR LOG:
BUILD NUMBER: 005 UNDISKED FIRMWARE
DPS ENABLE: ON
HARD DISK DRIVE (MB): 76873
STORE DEBUG ON DISK: ON
POSTSCRIPT PARTITION: OPTIMIZED
IMMEDIATE IMAGE OVERWRITE: DISABLED

OPTIONAL CONTROLLER FEATURES
OS ENABLEMENT: PRESENT JOB ACCOUNTING LICENSE: PRESENT
PRINT ACTIVATION: PRESENT JOB ACCOUNTING ENABLE: OFF
PRINT ENABLE: ON COPY ACTIVATION: PRESENT
CGM LICENSE: STANDARD COPY ENABLE: ON
POSTSCRIPT LICENSE: NOT PRESENT SCAN TO NET LICENSE: PRESENT
POSTSCRIPT ENABLE: ON SCAN TO NET ENABLE: ON
VERSATEC RASTER LICENSE: STANDARD SCAN TO PRINT LICENSE: PRESENT
VCL 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: 00.02.04 READY TO POWER Saver (MIN): JE
DOT HARDWARE ADDRESS: 00:02:00:00:4E:25 POWER Saver TO REST (MIN): EE
90 LICENSE: STANDARD MEDIA USAGE:
FINISHER: NONE LINEAR: 27%
MACHINE ID (SERIAL NUMBER): 020035 AREA: 60%
RESOLUTION (DPI): 600 ERROR LOG:

INSTALLED MEDIA
ROLL 1 SIZE: ROLL_36 IN ROLL 3 SIZE: ROLL_12 IN
ROLL 1 TYPE: BCND ROLL 3 TYPE: BCND
ROLL 1 STATUS: FULL ROLL 3 STATUS: FULL
ROLL 2 SIZE: ROLL_36 IN ROLL 4 SIZE: ROLL_17 IN
ROLL 2 TYPE: BCND ROLL 4 TYPE: BCND
ROLL 2 STATUS: FULL ROLL 4 STATUS: FULL

COMMUNICATION PARAMETERS
TCP/IP IP ADDRESS: 13.141.54.157
TCP/IP SUBNET MASK: 255.255.255.0
TCP/IP DEFAULT GATEWAY: 13.141.54.1
RAW/BOOTP ENABLE: OFF
DHCP ENABLE: ON

SCANNER CONFIGURATION
TYPE: E279 VENDOR: Xerox
PRODUCT: 3.1 SCANNER USAGE: 150 FTD: 3C
FIRMWARE: C.4.4-0
COLOR LICENSE: PRESENT
    
```

NOTE

This report is a sample of what the printout will resemble.

PostScript Test Sample Report



Adobe PostScript 3™

3017.102

XEROX 6279 WIDE FORM (V: 13.0, B: 006)

RAM:136314880

NOTE

This report is a sample of what the printout will resemble.

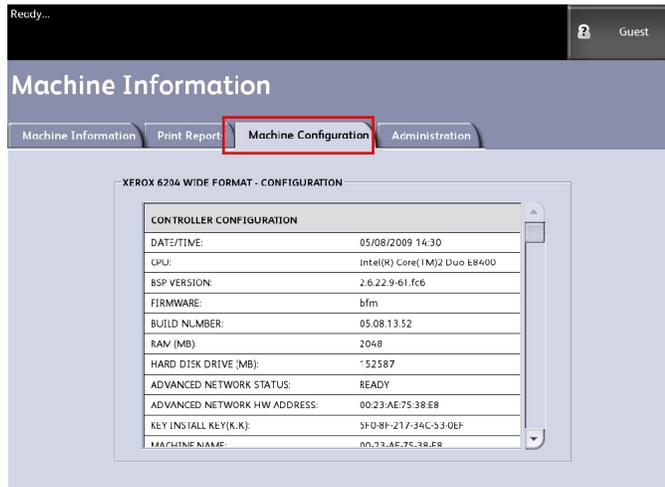
Machine Configuration Tab

The Machine Configuration tab displays configurations, software versions and the availability of the component options, as shown below:

How to Access Machine Configuration

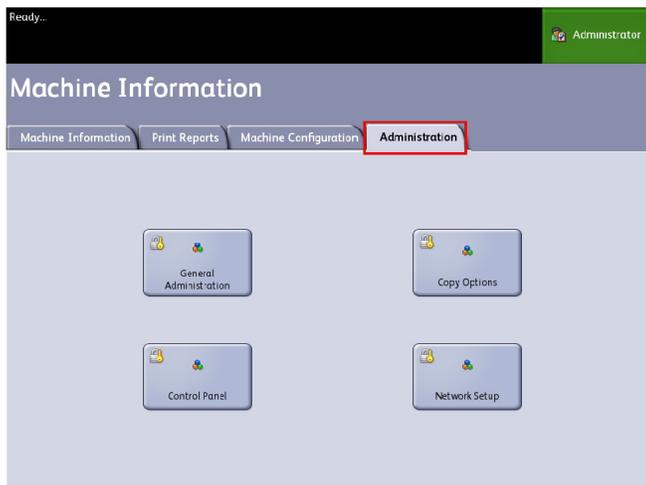
1. Select **Machine Information** on the Services menu.

2. Select the **Machine Configuration** tab.



Administration Tab

The **Administration** tab is accessed and maintained by an assigned System Administrator, if warranted. The System Administrator can change features to be password protected if preferred. Once a password is set up the, Services menu screen displays a lock and key icon on the features that require a password to access.



See your System Administrator for requests associated with the features below if needed.

This feature provides many advanced printer settings, such as network settings to connect to a remote printer and control panel changes.

- **General Administration** - Change date and time settings, job accounting, shutdown and restart, and change the password.
- **Network Setup** - Connections required to a remote printer.
- **Control Panel** - Audible tones, timers, and default screen.
- **Copy Options** - Media series, custom reduction and enlargement, reduction line scaling, custom formats, and 90° auto rotate images.

How to Access Administration

1. Select **Machine Information** on the Services menu.
2. Select the **Administration** tab.
3. Enter the Administrator password.

Refer to the System Administration chapter for more details.

7

Maintenance

This chapter describes how to replace consumables and clean the machine.

- Replacing Consumables
 - Loading Toner
 - Replacing the Waste Toner Bottle
- Cleaning the Machine
 - Cleaning the Document Glass, Sensors, Feed Rollers, and Calibration Strip.

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.

TIP

The use of consumables not recommended by Xerox may impair image quality and machine performance. Use only consumables recommended by Xerox for the machine.

Table 18: Consumable Specifications

Type of consumable	Part number	Qty/Box	Expected Life
Toner Cartridge	6R01374 (800gm)	1 item/1 box	11.8K LinFt / 3.6Km / 34.2K SqFt at 3 % area coverage
Waste Toner Bottle	8R13058	1 item/1 box	98.4K LinFt / 30Km / 285.4K SqFt

NOTE

We recommend having a spare Toner Cartridge ready.

NOTE

The way you order new toner bottles varies depending on your contract.

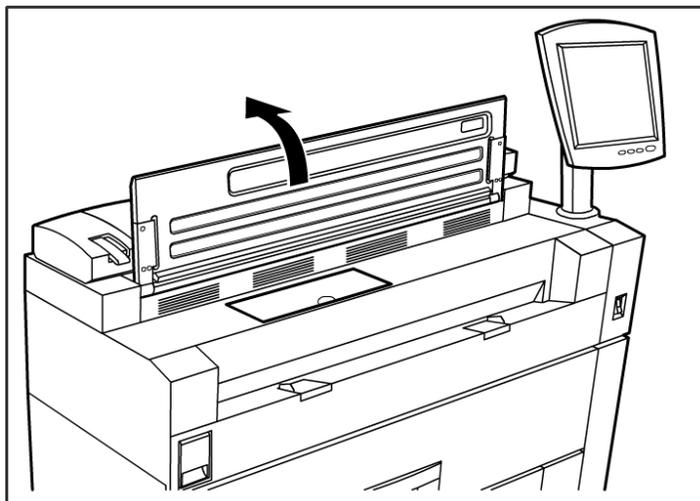
Handling Consumables

- 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:
 - 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.
- Follow the disposal instructions for used toner and Waste Toner Bottles.
- Check the part number of the consumables and contact your Xerox Customer Support Center to place your orders.

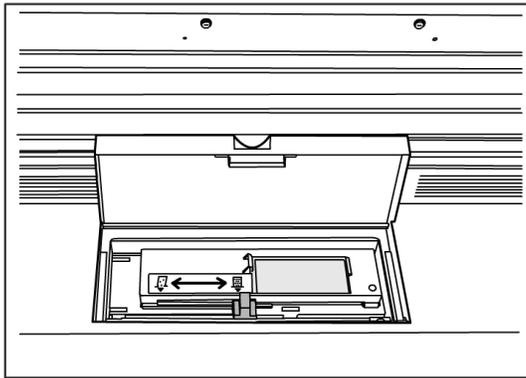
Loading Toner

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 then you may continue copying or printing. Make sure the machine has stopped before following the steps below.

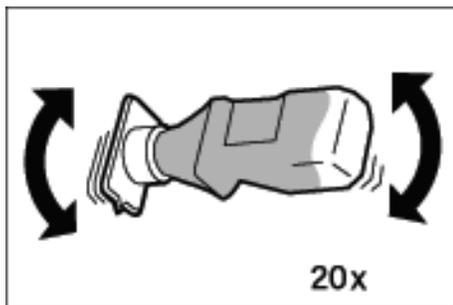
1. Lift the Scanner Document Table until it clicks into the open position.



2. Open the Toner Supply Port Cover.



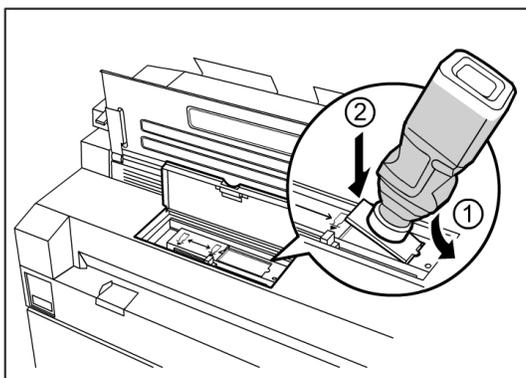
3. Locate a replacement Toner Cartridge. Gently shake the Toner Cartridge about 20 times so the toner will load smoothly.



TIP

When loading toner, it may spill and dirty the floor. We recommend placing paper on the floor beforehand. Be careful not to get toner on your hands and clothes.

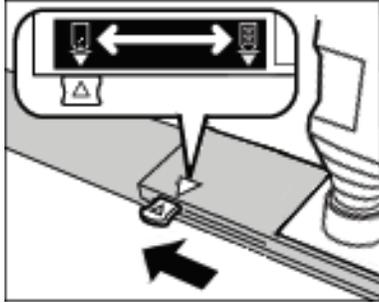
4. Attach the Toner Cartridge to the Toner Supply Port.



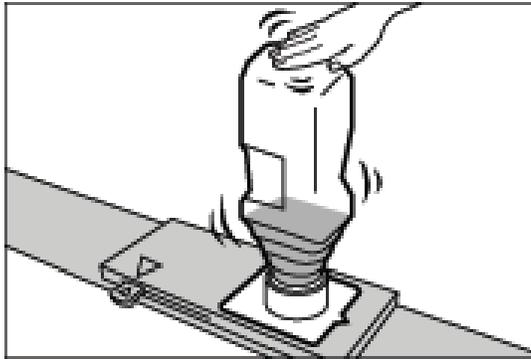
5. Align the notch on the Toner Cartridge with the right side of the Toner Supply Port.

6. Lower the left side of the Toner Cartridge, and push the Toner Cartridge into the Toner Supply Port until it clicks.
7. Slide the Toner Supply Lever to the left, aligning it with the triangular symbol.

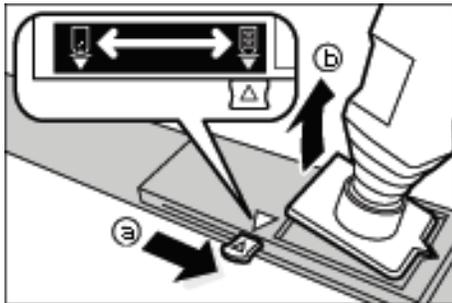
This will open the cover at the bottom of the Toner Cartridge, so the toner can be released into the machine.



8. Tap the top of the Toner Cartridge repeatedly until all toner in the cartridge is loaded.



9. Slide the Toner Supply Lever to the right, aligning it with the triangular symbol.



10. Remove the Toner Cartridge by pulling it up.
11. Close the Toner Supply Port Cover.
12. Lower the Scanner Document Table back to its normal position.

Dispose of used Toner Cartridges as instructed in your replacement toner package.

Replacing the Waste Toner Bottle

When the Waste Toner Bottle is full, a message will appear on the Touch Screen. Solve the problem as instructed below.

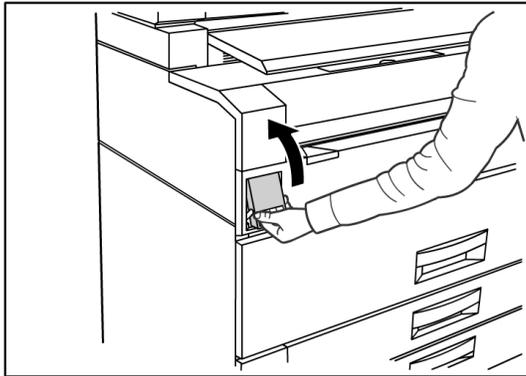
 **WARNING**

See the warning and special instructions on waste toner bottles regarding safe handling and disposal.

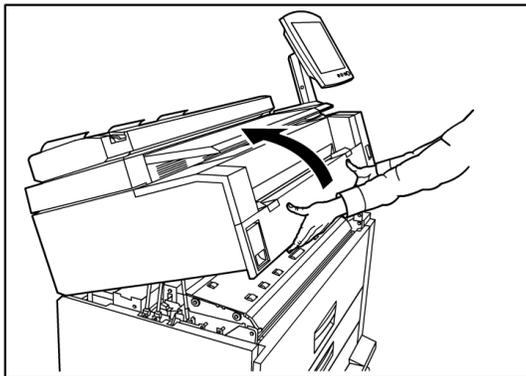
TIP

When replacing the Waste Toner Bottle, toner may spill and dirty the floor. We recommend placing paper on the floor beforehand.

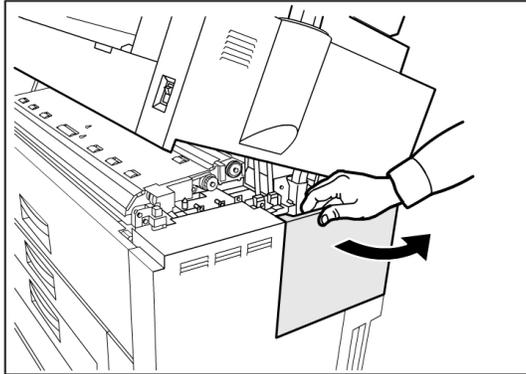
1. Make sure that the machine has stopped, and lift up the Upper Unit Release Latch to open the Upper Unit.



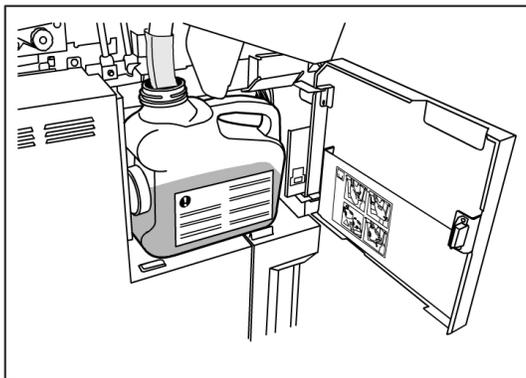
2. Using both hands, firmly lift the Upper Unit to the up position.



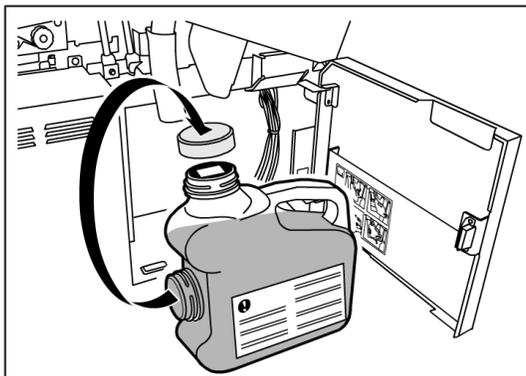
3. Pull open the Waste Toner Bottle Door on the right hand side of the machine to access the Waste Toner Bottle.



4. Remove the Waste Toner Bottle by gently lifting the bottle up and pulling it out toward you, then pulling the bottle down.



5. Cover the hole of the removed Waste Toner Bottle with the provided cap.



TIP

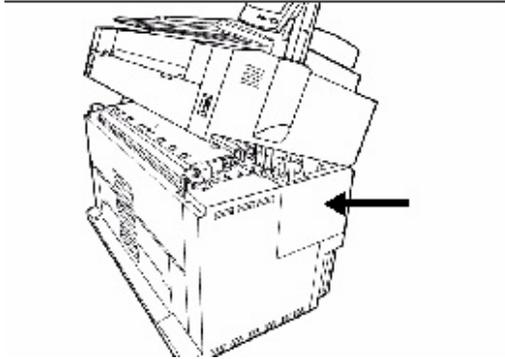
Dispose of the used Waste Toner Bottle as instructed in your replacement package.

6. Install the new Waste Toner Bottle.

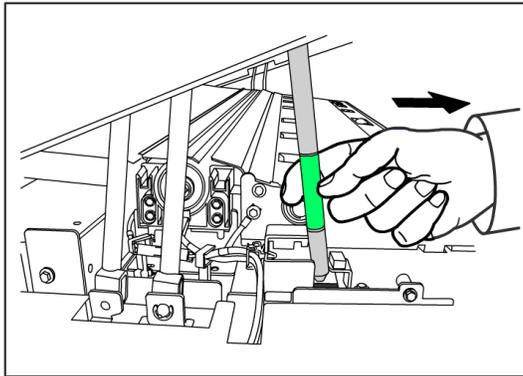
NOTE

When you install a new Waste Toner Bottle in the provided area, make sure the bottle rests behind the small lip at the bottom to hold the bottle firmly in place. Otherwise the machine may not detect that the bottle is in place.

7. Close the Waste Toner Bottle Door.



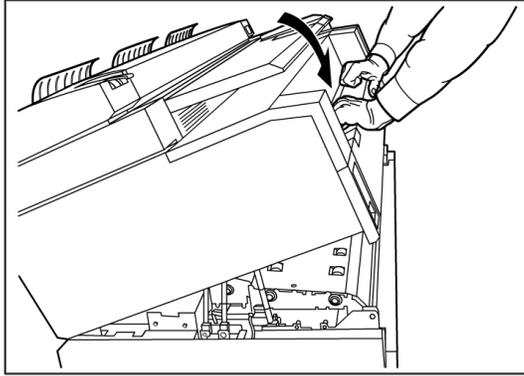
8. Move the Upper Unit Release Lever toward you.



TIP

This lever must be pulled toward you before you can close the Upper Unit. To avoid getting oil from your hands on the metal parts of the machine, touch only the green parts.

9. Firmly push the Upper Unit down until it latches.



NOTE

If you do not attach the Waste Toner Bottle correctly, a message will appear on the Touch Screen when you close the Upper Unit, and the machine will not come to a Ready state.

Cleaning the Machine

This section instructs you on how to clean the machine.

Do not use cleaning agents other than water, a neutral detergent, or Xerox Platen Glass, Lens and Mirror Cleaner.



WARNING

To reduce the risk of electric shock, power off the machine before cleaning.



CAUTION

Do not use benzene, paint thinner, other volatile liquids on the machine. These substances may discolor, deform, or crack covers.



CAUTION

Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during printing.

1. Power off the machine as directed in the [System Power Off Procedure](#) section.
2. Gently wipe only the exterior surfaces of the printer with a damp, soft cloth.

NOTE

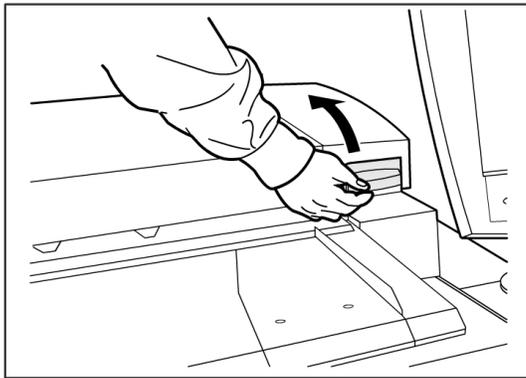
You may apply a small amount of neutral detergent to the damp cloth to remove stubborn soiling.

3. Dry the cleaned surfaces with a soft, lint-free cloth.
4. After all cleaned surfaces are dry, power on the machine as directed in the System Power Procedure section.

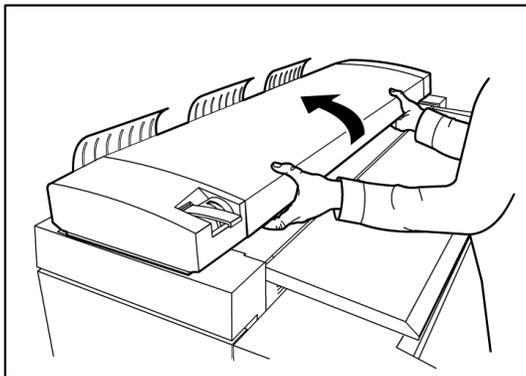
Cleaning the Document Glass, Sensors, Feed Rollers, and Calibration Strip

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

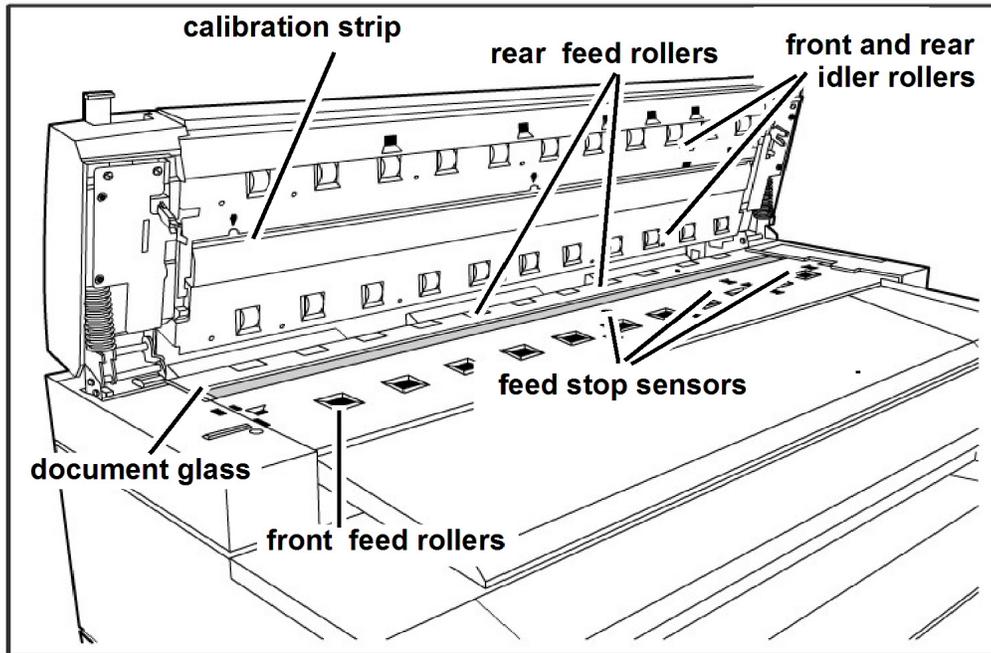
1. Power the machine off as directed in [System Power Off Procedure](#).
2. Lift up the Scanner Latch.



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

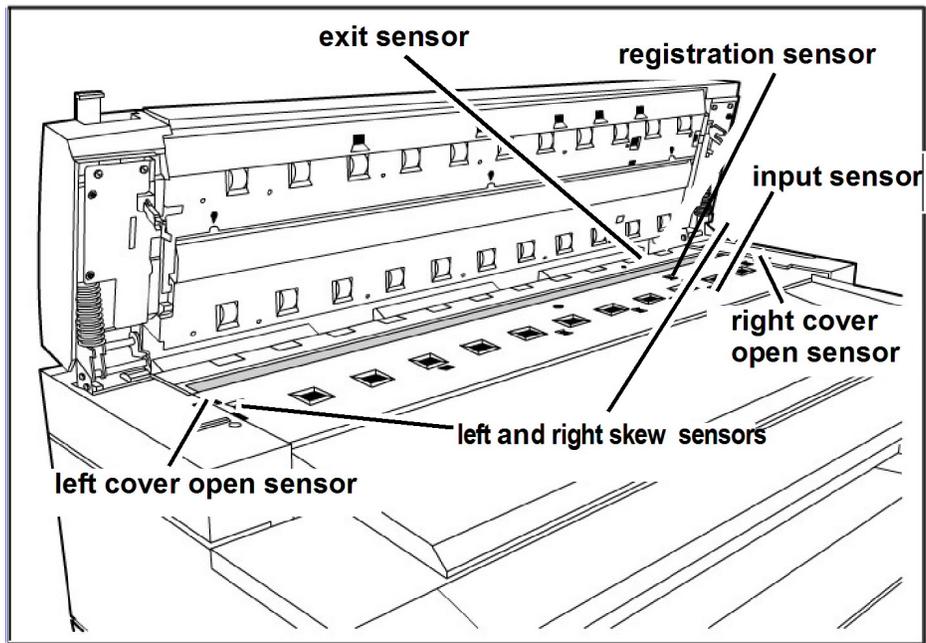


The following illustrations depict the scanner components that require cleaning.

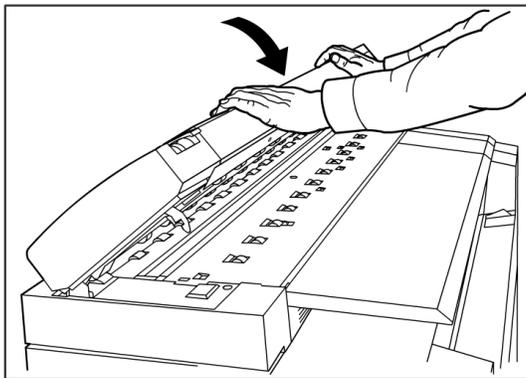


4. Dampen a clean, lint-free cloth with Xerox Platen Glass Lens and Mirror Cleaner and wipe the Document Glass.
Using excessive force when cleaning the glass may damage the glass and poorly affect copy quality.
5. Visually inspect the glass to ensure that all dirt, glue, and other residue have been removed.
6. Place a small amount of cleaning fluid on the cloth and clean the front and rear Feed Rollers.
Rotate the rolls as you clean them to ensure that the entire roll surface is clean.
7. Place a small amount of Xerox Platen Glass Lens and Mirror Cleaner on a clean, lint-free cloth, and clean the Calibration Strip.

- Wipe the Scanner Sensors with a dry, lint-free cloth.



- Lower the Scanner Unit to the closed position.



- Power the machine on, as directed in the [System Power On Procedure](#) section of the User Guide.

8

Problem Solving

This chapter describes problems that may occur with the machine and the recommended solutions. Chapter topics include:

- General Problems
- Problems during Copying
- Problems during Scanning
- Problems during Printing
- Error Messages
- Document Jams in the Scanner
- Paper Jams

General Problems

This section describes problems that may occur with the machine and the troubleshooting procedures to solve the problems.

If the machine does not work properly after you perform the troubleshooting recommended in the pages below, then contact your Xerox Customer Support Center.

If you think a problem is occurring with the machine, check the machine status and the following table.

 **WARNING**

The machine contains precision measuring equipment and uses a high-voltage power supply; never open or remove machine covers that are secured with screws unless specifically instructed to do so, because high-voltage components can cause electric shock. Do not attempt to alter the machine or change the parts because it may result in fire or smoke.

Table 19: General Problems

Error	Remedy
The Touch Screen is dark.	<ul style="list-style-type: none"> • Verify that the machine is connected to a correctly rated power supply, that the power plug is plugged in, and that the power switches and the circuit breaker switch are in the On positions. • If the Power Saver button on the Control panel is lit, the machine is in Power Saver mode. Select the Power Saver button to cancel the Power Saver mode. • Adjust the Touch Screen contrast using the thumbwheel on the right side of the Touch Screen.
It is not possible to insert documents	<ul style="list-style-type: none"> • Check the Touch Screen for error messages and perform any corrective measures indicated on the Touch Screen. • Reboot the system to see if that corrects the problem. • If the condition does not improve, contact your Service Representative.
Media jams occur frequently	<ul style="list-style-type: none"> • Check for and remove loose pieces of media from inside the machine. • Verify that the media is not curled, folded, wrinkled, or torn. Replace the media if any of these conditions apply. • Verify that the media is loaded correctly. Reload the media if necessary. • Verify that suitable media is being used. Use only the paper recommended by your Service Representative.
A fault or error message displays on the Touch Screen.	<ul style="list-style-type: none"> • Follow the specific instructions on the Touch Screen. • If the condition does not improve, contact your Service Representative.

Problems during Copying

The following helps you solve problems encountered during copying.

Table 20: Problems During Copying

Symptoms	Remedy
Copy does not print at the desired size.	<ul style="list-style-type: none"> • From the Copy Screen, check the Reduce/Enlarge, Media Source, and Media Output settings. • From Machine Info check the Auto Rotate setting. • In the Advanced Settings, check the Margins, Scan Width, Image Location and Scan Offset settings.
Original does not feed into the scanner.	<ul style="list-style-type: none"> • Make sure the original is the right size. The minimum size original that can be fed is 6.9 inches wide x 8.3 inch length (176 x 200mm). • From Machine Info Administrator Tab Control Panel check the Scan Start mode is enabled. • Reboot the controller and rescan.
Original often jams.	<ul style="list-style-type: none"> • Correctly adjust the Media Thickness Lever on the Scanner. • Check if the original has folds or is curled. If so, flatten out the original and rescan. • Check if the original has shiny tape at the lead edge. If so, reorient the original and rescan. • Check if the lead edge of the original is damaged. If so, reorient the original and rescan. • Make sure the original is the right size. The minimum size original that can be fed is 6.9 inches wide x 8.3 inch length (176 x 200mm).
The copy is dirty.	<ul style="list-style-type: none"> • Make sure the scanning area is clean, and whenever it is soiled, clean the platen glass and scanner area. • Adjust the copy Density, Contrast, Sharpness, or Background Suppression.
The copy is too light or too dark.	<ul style="list-style-type: none"> • Adjust the copy density. • Make sure the original type is selected correctly. • Check for a load toner message, and load toner if necessary. • Adjust the toner density using Web Printer Management Tool. Select Configuration > Printer.
The image on the copy is skewed.	<ul style="list-style-type: none"> • Verify that the original is inserted correctly. • Verify that the media is loaded correctly. • Correctly insert the original, with the edge of the original aligned with the original guide. • Make sure the media tray is pushed in all the way.

Symptoms	Remedy
<p>Part of the image is missing on the copy, or the image is smudged or unclear.</p> 	<ul style="list-style-type: none"> • Make sure the media is not damp. If it is, some parts of the copy may not print or the copy may be smudged and unclear. Replace with media from a new supply. • Make sure the loaded media is not folded or wrinkled, and if so, replace with new media. • Check the user interface for a “Low Toner” message. Replace toner, if necessary.
<p>Dirt appears at equal intervals.</p> 	<ul style="list-style-type: none"> • Copy a few pages to try to remove dirt that could have gotten into the paper feed path. If this does not solve the problem, contact your Xerox Customer Support Center. Internal parts may have become soiled.
<p>Black dots are printed.</p> 	<ul style="list-style-type: none"> • Contact your Xerox Customer Support Center. Internal parts may have become soiled.
<p>Black lines are printed.</p> 	<ul style="list-style-type: none"> • Make sure the scanning area is clean, and whenever it is soiled, clean the platen glass and scanner area. • If this does not solve the problem, contact your Xerox Customer Support Center. Internal parts may have become soiled.

Symptoms	Remedy
<p>White dots appear in black filled areas.</p> 	<ul style="list-style-type: none"> • Make sure the appropriate media is correctly loaded. • Adjust the copy Density. • If this does not solve the problem, contact your Xerox Customer Support Center.
<p>Toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner.</p> 	<ul style="list-style-type: none"> • If media is damp, replace with new media. • Check that the appropriate media is correctly loaded. • Check that the media settings are correct. • Media used may be thick, but try setting it to Light or Normal to see if that corrects the problem. • Contact your Xerox Customer Support Center to adjust the fuser.
<p>The entire paper area is printed black.</p>	<ul style="list-style-type: none"> • Contact your Xerox Customer Support Center. There may be an internal machine error.
<p>Nothing is copied.</p>	<ul style="list-style-type: none"> • Make sure you place the original face down when scanning. • Check for a “Out of Toner” message on the Touch Screen. • Print a Test print to validate the system is working correctly. • If the copy still comes out blank, contact your Xerox Customer Support Center. There may be an internal machine error.
<p>Part of the original image is lost on the copy.</p>	<ul style="list-style-type: none"> • Make sure you correctly insert the original. • Make sure you correctly load the media. • Correctly configure the copy Density, Media Supply, Margins, and Scan Offset settings.
<p>The copy has shadows.</p>	<ul style="list-style-type: none"> • Adjust the copy Density and Original Type settings.

Problems during Scanning

The following helps you solve problems encountered during scanning.

Table 21: Problems During Scanning

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

Symptoms	Remedy
The scanned image has shadows.	Adjust the scan Density and Original Type settings.
The scanned image is coarse.	<ul style="list-style-type: none"> • Select the correct Rendering setting.
Original often jams.	<ul style="list-style-type: none"> • Correctly adjust the thickness lever on the scanner. • Check if the original has folds or is curled. If so, flatten out the original and rescan. • Check if the original has shiny tape at the lead edge. If so, reorient the original and rescan. • Check if the lead edge of the original is damaged. If so, reorient the original and rescan. • Make sure the original is the right size. The minimum size original that can be fed is 6.9 inches wide x 8.3 inch length (176 x 200mm).

Problems During Printing

The following table will help solve problems encountered during printing.

Table 22: Problems During Printing

Symptoms	Remedy
Unable to Print.	<ul style="list-style-type: none"> • Turn on the circuit breaker (main power switch) and the power switch. • Select the Machine Info button, and confirm that the printer is online. • Make sure the network cable is connected. • Check for an error message, and follow instructions on the Touch Screen to solve the problem. • Correctly set up the IP address. • Check if an interrupt operation is being performed. If so, cancel the interrupt operation.
Unable to print using the Manual Feed-in Shelf (Bypass).	Load the correct size media according to the message that appears, and then print again.
Media often jams or is wrinkled.	<ul style="list-style-type: none"> • Make sure the correct type of media is loaded correctly. • Make sure the media tray is pushed in until it stops. • If the media is damp, replace with new media. • Select the media size series and the media type that match the media that is loaded in the machine. • Open the upper unit of the machine or slide out the media drawer or tray to remove any torn media or foreign objects.
The prints are too light.	<ul style="list-style-type: none"> • Check for a Load Toner message, and load toner if the message appears. • Adjust the toner density via Web Printer Management Tool. Select Configuration > Printer > Printer Setup > Toner Density.
Images on the print are skewed.	<ul style="list-style-type: none"> • Make sure media is loaded correctly. • Make sure the media tray is pushed in until it stops.
Part of the image is missing on the print, or is smudged or unclear.	<ul style="list-style-type: none"> • 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. • If media is folder or wrinkled, remove the defective media and replace with new media. • Check the Touch Screen for a Low Toner message.

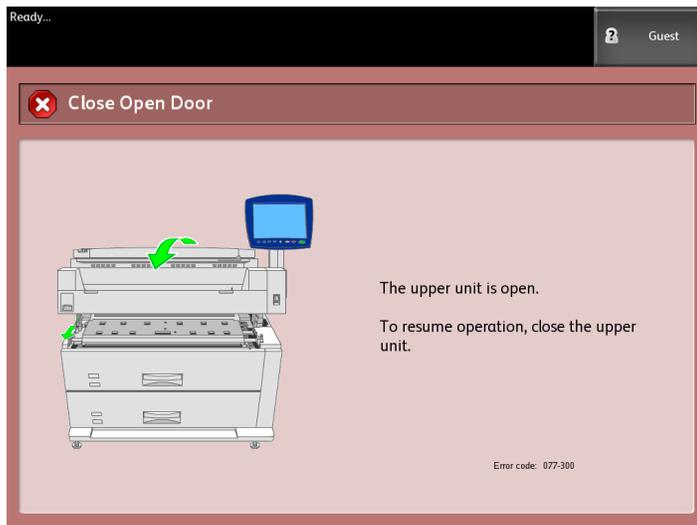
Symptoms	Remedy
<p>Dirt appears at equal intervals.</p> 	<ul style="list-style-type: none"> • Print a few pages to try to remove dirt that could have gotten into the paper feed path. • If this does not solve the problem, contact your Xerox Customer Support Center. Internal parts may have become soiled.
<p>The print has black dots.</p> 	<p>Contact your Xerox Customer Support Center. Internal components may have become soiled.</p>
<p>The print has black lines.</p> 	<p>Contact your Xerox Customer Support Center. Internal components may have become soiled.</p>
<p>White dots appear in black filled areas.</p> 	<ul style="list-style-type: none"> • Adjust the print Density. • Load the correct media type. • If the correct media type is loaded and the problem persists, contact your Xerox Customer Support Center. Internal components may have become soiled.

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

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. The messages will display as a pop up screen covering most of the screen below it. The error screen will provide a diagram and a textual description of the problem and any directions to follow. See the example below.



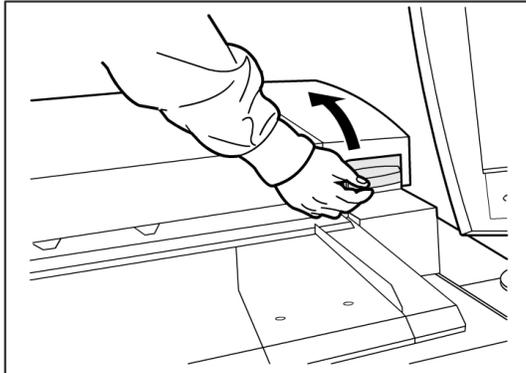
NOTE

Most errors will remain on the screen until you fix them, but some will allow you to close them. The amber-colored error screens will warn that the system will shut down if the problem is not fixed. The lower priority errors are clay-colored.

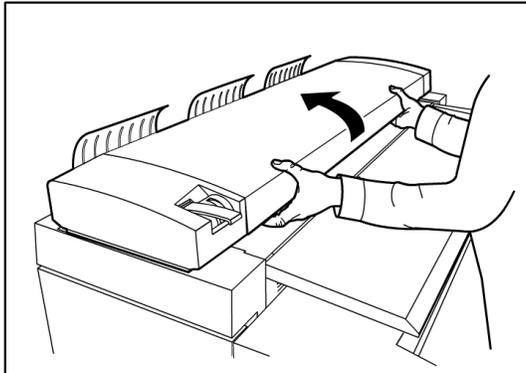
Document Jams

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.

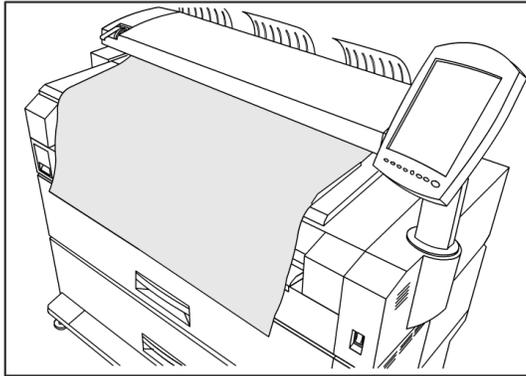
1. Lift the scanner handle to release the scanner unit to open.



2. Lift the scanner unit to put it in the open position.



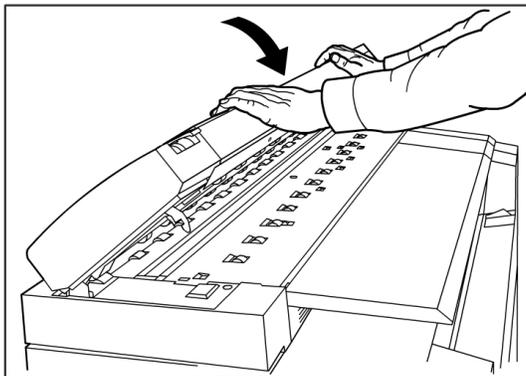
3. Remove the jammed original.



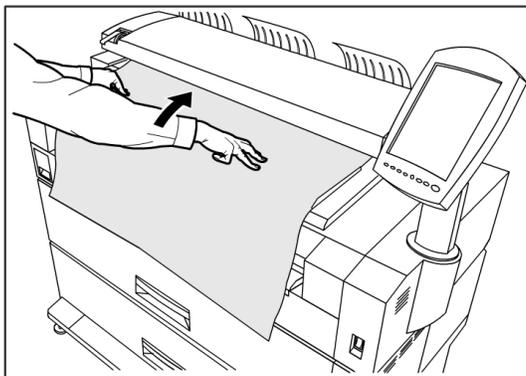
TIP

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

4. Push down on the scanner unit to return it to the down position.



5. Reload the original again according to the message on the touch screen.



NOTE

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

Paper Jams

If paper jams occur, the machine stops, an alarm sounds, and an error message displays on the Touch Screen. Remove the jammed paper according to the message displayed. 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.

NOTE

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.

NOTE

If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the Touch Screen.

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 instructions. When you finish clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.

 **WARNING**

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.

 **WARNING**

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.

 **CAUTION**

Do not touch the components inside the machine. Doing so can cause print defects.

Paper Jam Display

The location where a paper jam has occurred will be displayed on a diagram on the Touch Screen. Clear paper jams by following the instructions on the screen.

Jams can occur in the following areas:

- Drawers (roll paper) - The standard configuration is a one drawer configuration (Drawer 1), but an additional, second drawer can be purchased (Drawer 2).
- Trays (Cut sheet paper) - Two cut sheet media trays can be purchased instead of a second drawer (Tray 3 and Tray 4).
- Manual Feed-in Shelf (bypass)
- Upper Unit
- Fuser



WARNING

Do not touch any of the high temperature components in the machine when removing paper jams. Take care not to get your fingers caught.

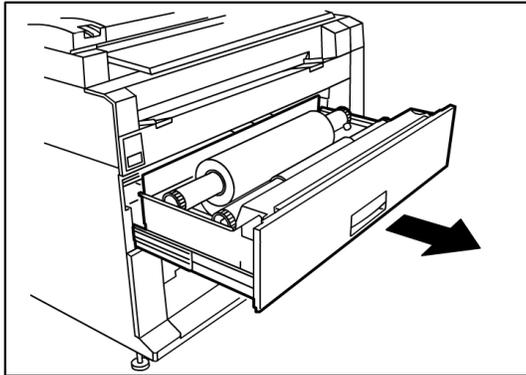
Paper Jams in Drawer 1 or Drawer 2

Follow the procedure below to remove paper jams in the roll feeder(s) and reload the roll paper.

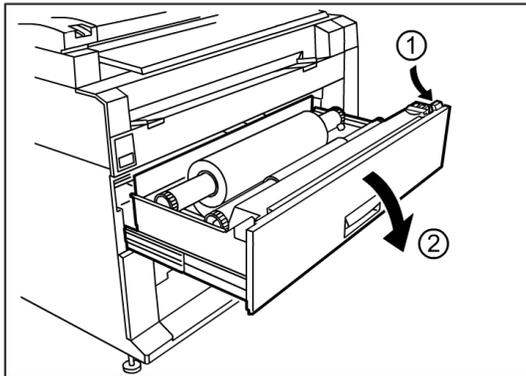


1. If the paper jam is in Drawer 1, gently pull out the Media Drawer for Rolls 1 and 2 media.

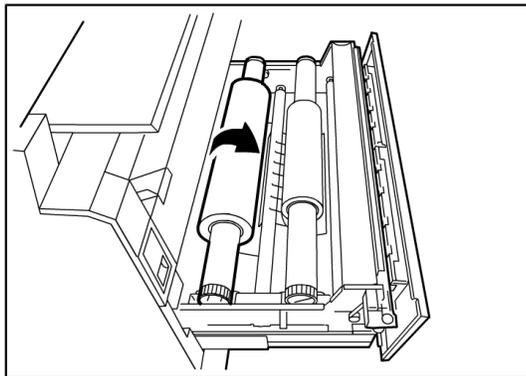
If you have a four-roll configuration and the paper jam is in Drawer 2, gently pull out the Media Drawer for Rolls 3 and 4 media.



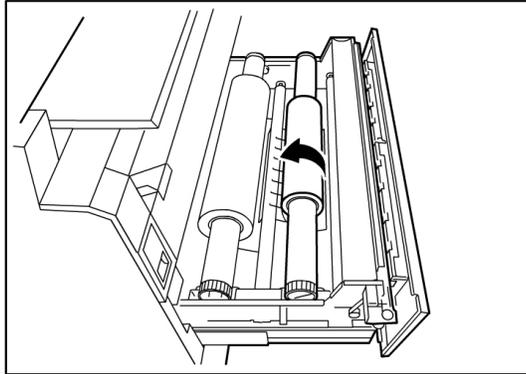
2. If the paper jam is in the Drawer Cover, locate the Drawer Cover Latch on the right hand side and pull it forward to open it. Remove the paper and then firmly push the Drawer Cover back to its closed position.



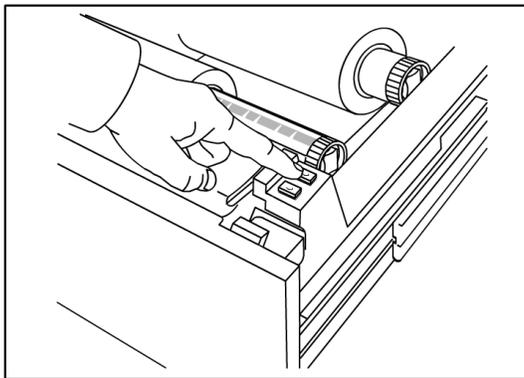
3. If the lead edge of the media is folded or badly damaged in any way, unload it manually:
 - a) Rewind the media on the roll from which the jam has occurred by rotating it toward you.
 - b) Pull the desired amount of damaged paper out toward you and cut straight across with scissors.



- c) Reload the paper by rotating the roll until the lead edge is gripped by the roller. The machine will then automatically advance the paper.



4. If the paper on the roll is somewhat damaged or wrinkled, press the **Media Advance** button:
The machine will advance the paper and cut the lead edge.



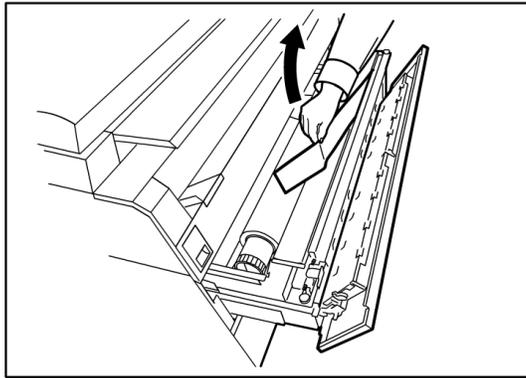
NOTE

If you wish you cut a longer amount of paper, press and hold down the Media Advance button until it cuts the desired amount.

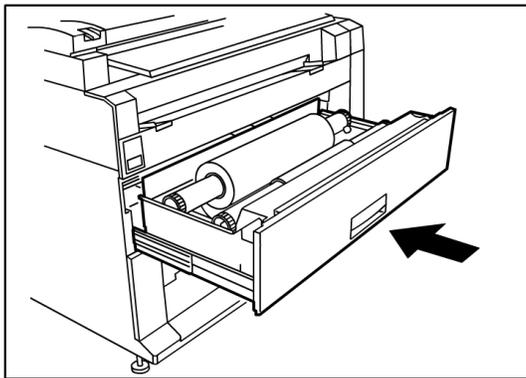
NOTE

The front button advances and cuts roll 1 and the back button advances and cuts roll 2. If you are using the bottom drawer, the front button advances and cuts roll 3 and the back button advances and cuts roll 4.

5. Remove the trimmed piece of paper from the Cutter Area.



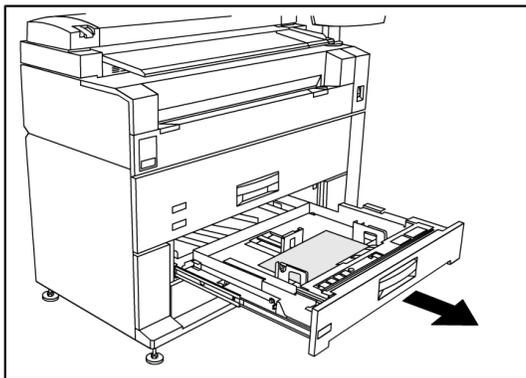
6. Gently close the Media Drawer until it latches.



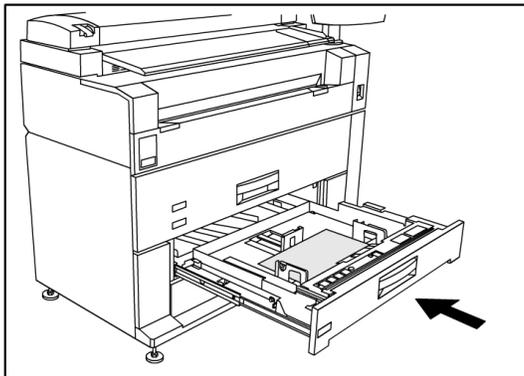
Paper Jams in Tray 3 or Tray 4

If your machine has cut sheet trays installed, remove the jammed paper and reload the paper in the cut sheet trays in accordance with the following procedure.

1. Gently pull out the top media tray drawer for Tray 3 or the bottom media tray for Tray 4.



2. Remove the jammed paper.
3. Gently push in the media tray to close it.



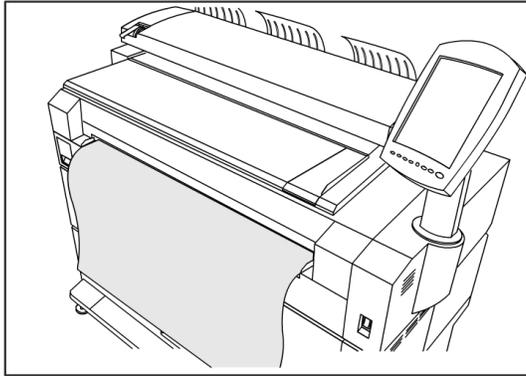
Paper Jams in Manual Feed-in Shelf (Bypass)

Remove paper jams from the Manual Feed-in Shelf by following the procedure below.



Problem Solving

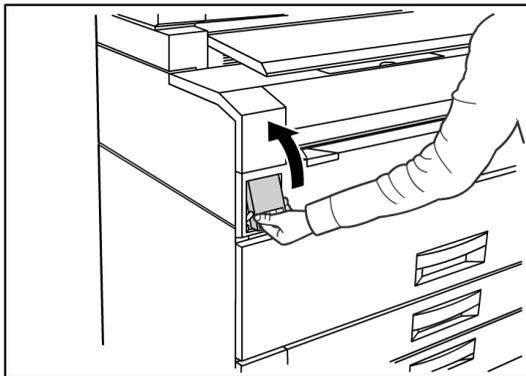
1. If the jammed paper is visible in the Manual Feed-in Shelf, pull it out toward you to remove it.



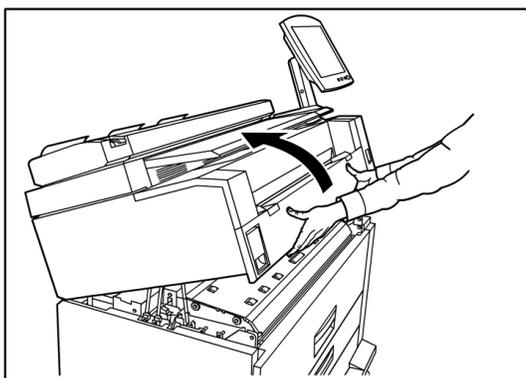
NOTE

Avoid damaging the paper. Make sure no pieces of paper remain in the machine.

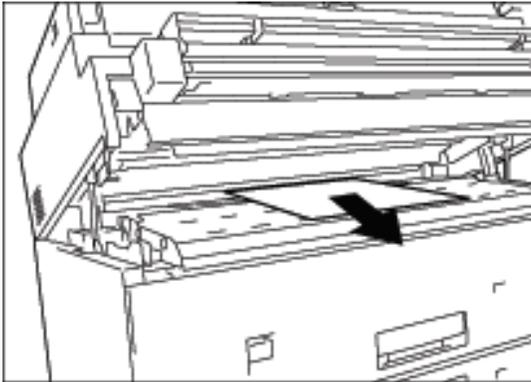
2. If the jammed paper is not visible in the Manual Feed-in Shelf, lift up the Upper Unit Release Latch to release the Upper Unit.



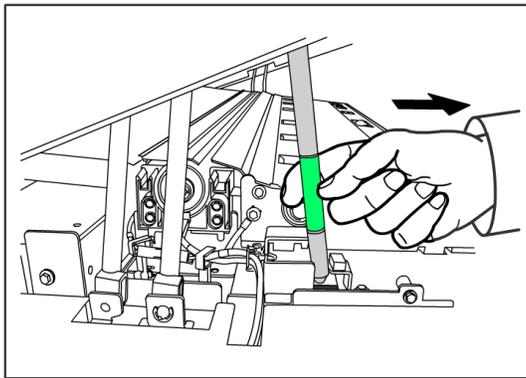
3. Use both hands to open the Upper Unit.



4. Pull the jammed media slowly toward you to remove it.



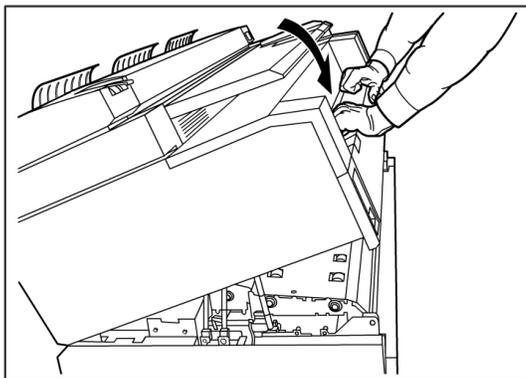
5. Gently remove the paper, taking care not to tear it. If the paper is torn, make sure to remove all torn paper from the machine.
6. Pull the Upper Unit Release Lever toward you.



NOTE

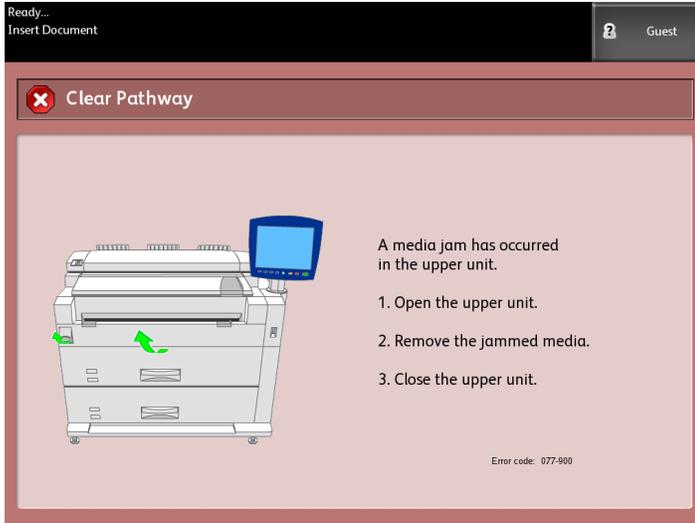
Be sure to touch only the green part of the lever.

7. Firmly close the Upper Unit until it latches.



Paper Jams in the Upper Unit

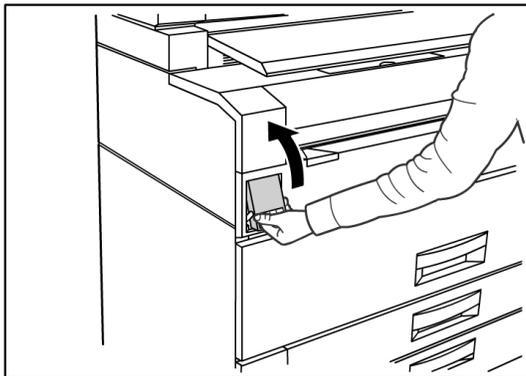
Remove paper jams in the Upper Unit by following the procedure below.



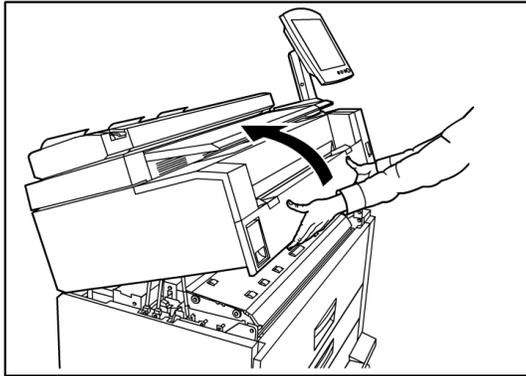
 **WARNING**

Do not touch any of the high temperature components in the machine when removing paper jams. Take care not to get your fingers caught.

1. Lift up the Upper Unit Release Latch.



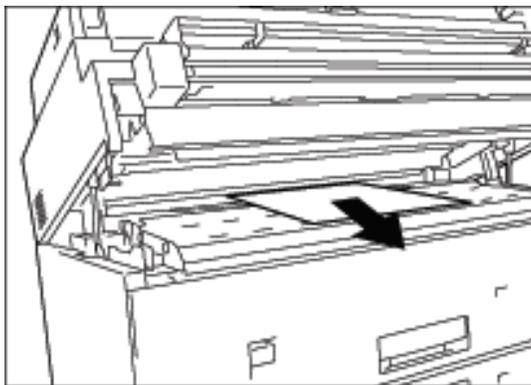
2. Use both hands to lift up the Upper Unit.



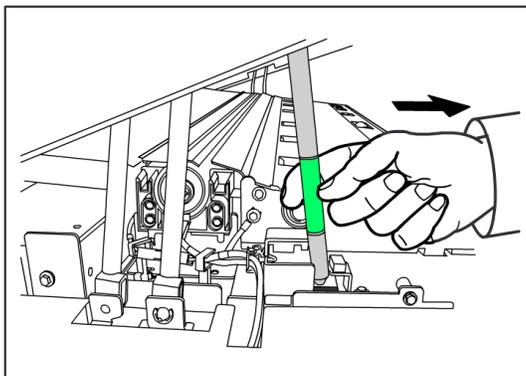
3. Pull the jammed paper slowly towards you to remove it.

NOTE

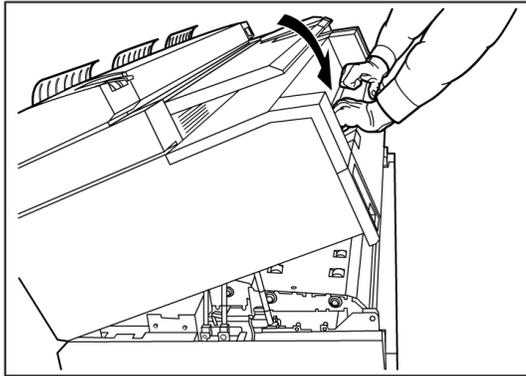
Check for and remove any torn pieces of media. Remaining fragments can cause future jams and image quality defects.



4. Pull the green Upper Unit Release Lever forward.



5. Gently lower the Upper Unit firmly into place.



Paper Jams in the Fuser

Follow the procedure below to remove paper jams in the Fuser.

Ready...
Insert Document

Guest

Clear Pathway

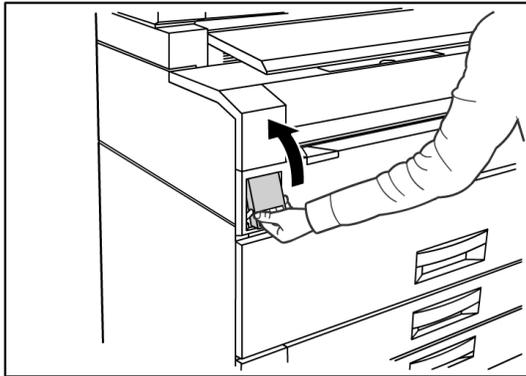


A media jam has occurred in the fuser area.

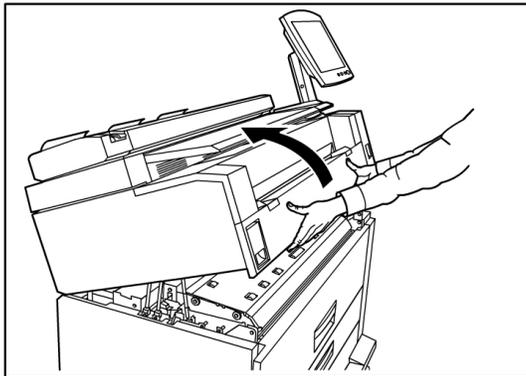
1. Open the upper unit.
2. Lift the fuser door.
3. Remove the jammed media.
4. Close the upper unit.

Error code: 077-900

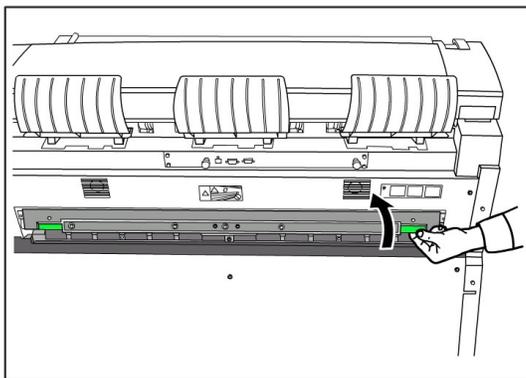
1. Lift up the Upper Unit Release Latch.



2. Using both hands, lift the Upper Unit to open it.



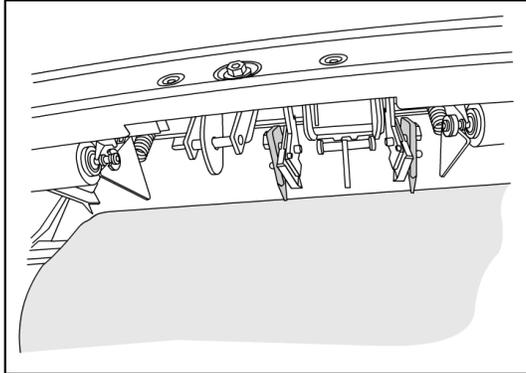
3. Using one of the Green Levers on each side of the Fuser Door, lift the Fuser Door to locate the jammed paper.



 **WARNING**

Do not touch any part of the Fuser Door except the green lever. Components are hot. Take care not to get your fingers caught.

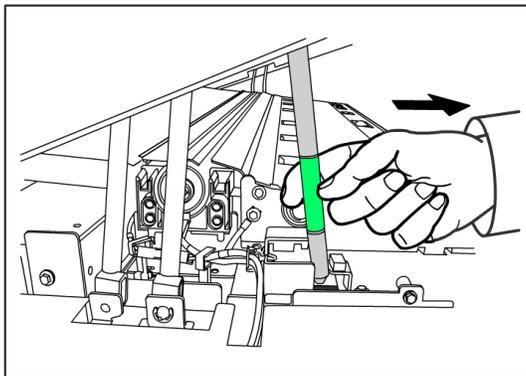
4. While holding the Fuser Door open, pull the jammed paper out the back.



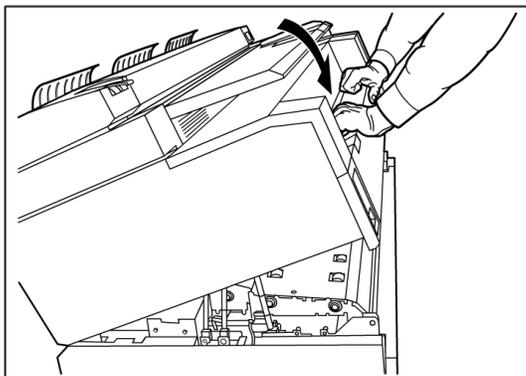
NOTE

Take care not to tear the paper. If the paper is torn, make sure to remove all torn paper from the machine. Remaining fragments in the paper path can cause future jams and image quality defects.

5. Close the Fuser Door.
6. Pull the green Upper Unit Release Lever forward.



7. Firmly push down the Upper Unit to close it.



9

Appendix

This chapter contains Xerox 6279 Wide Format diagrams, descriptions, and specifications about the following:

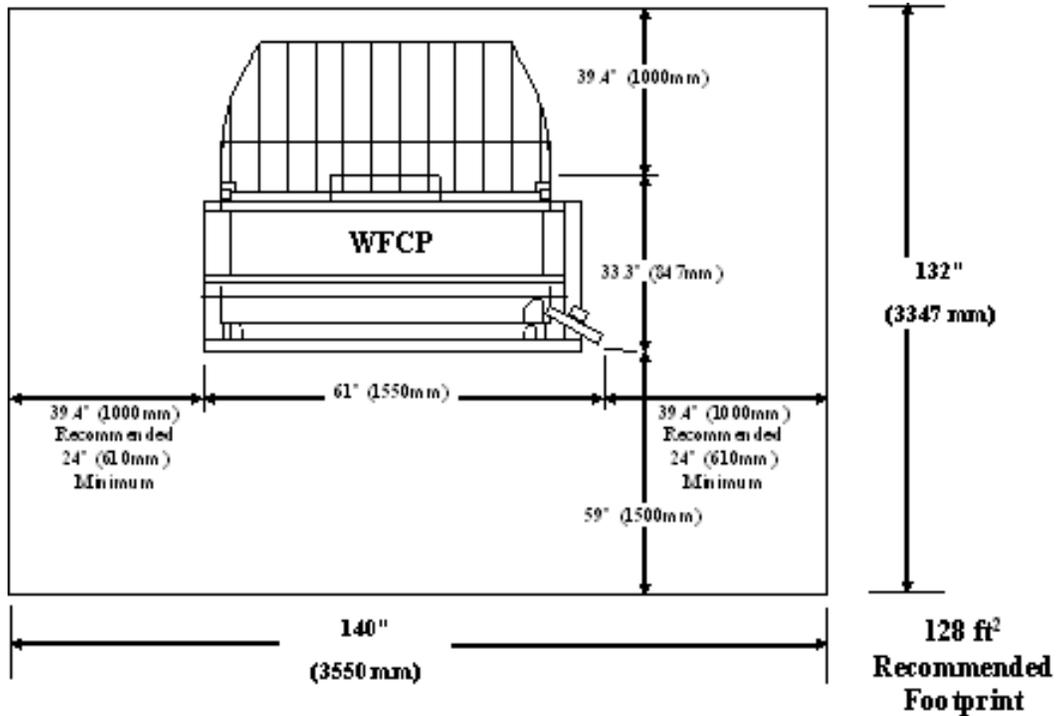
- Space, Electrical and Environmental Requirements
- Specifications
- Options
- Client Tools
- Cautions and Limitations

Space, Electrical, and Environmental Requirements

The diagram below illustrates the minimum clearances required for normal operation, consumables replacement, and maintenance of your Xerox 6279 Wide Format Solution with FreeFlow Access Print Server. Your Xerox representative will provide the necessary support to install your printer correctly.

If you need to move the machine in the future, contact your Xerox representative, as releveling will be required.

The printer has a recommended footprint of 128 square feet. The required clearance from the floor to the nearest overhead obstruction within the floor space requirement is 84" (2135mm).



The tables below provide space requirements and machine dimensions.

Table 23: Space Requirements

Height	84" (2135mm) clearance from floor to nearest overhead obstruction within the floor space requirement
Width	140" (3550mm) recommended, 109" (2770mm) minimum
Depth	132" (3347mm)

Table 24: Machine Dimensions

Height	55.1" (1400mm) - with UI
Width	61" (1550mm) - with UI
Depth	33.3" (847mm) - with Controller

Table 25: Machine Weight

	Weight	Ship Weight
IOT	537 lb (244 kg)	659 lb (299 kg)
UI	13.5 lb (6.1 kg)	15 lb (6.8 kg)
Controller	19.2 lb (8.7 kg)	24.4 lb (11 kg)
IOT installed with UI and Controller	570 lb (259 kg)	698 lb (317 kg)
2 Roll Option	80.5 lb (36.5 kg)	135 lb (61 kg)

	Weight	Ship Weight
2 Tray Option	141.1 lb (63 kg)	183 lb (83 kg)

The tables below detail the temperature and humidity requirements, and heat emission and audible noise details.

Table 26: Environmental Requirements

Temperature Range	50 - 89 degrees Farenheit (10 - 32 degrees Celsius)
Humidity	15 - 85 % Relative Humidity

Table 27: Heat Emission and Audible Noise

	Printer Base	UI
Heat Emission	7319 BTU/hr Running 1768 BTU/hr Standby	None
Audible Noise	7.5 B (A) Running 6 B (A) Standby	None

Specifications

The following tables list specifications for the Xerox 6279 Wide Format Solution Printer with FreeFlow Accxes.

Table 28: Xerox 6279 Wide Format Solution Printer Specifications

Process/imaging	Xerographic LED
Development method	Dry development (single component)
Type of photo sensitive material	OPC
Fusing method	Heat roller and pressure roller
Printer resolution	600 dpi
Prints per minute	7D/minute (A1) / with speed upgrade 9D/minute (A1)
Maximum prints	999
Minimum output size	11" (279 mm)
Maximum output size	36" (914.4 mm)
Grayscale levels	256 simulated monochrome only
Configuration options	2 Roll Model Roll x 2, Bypass Sheet Feeder 4 Roll Model Roll x 4, Bypass Sheet Feeder 2 Roll, 2 Cut Sheet Tray Model Roll x 2, Cut Sheet Tray x 2, Bypass Sheet Feeder

Warm up time	3 minutes (when the room temperature is 72 degrees Fahrenheit/22 degrees Celsius)
First print out time	30 seconds (Roll1, E/A0 size)
Image loss	External diameter of roll paper (remaining roll paper) 100mm or more: 5mm or less Less than 100mm: 8mm or less Cut paper (on Bypass Sheet Feeder): 5mm or less (applied to the image with coverage specified by ROM pattern) The width of border erase is 3mm or less on both side edges, lead edge and trail edge (ignoring variation in paper width and length)

Table 29: Print Sizes

Width	Roll - 279.4mm to 914mm Cut Sheet Tray - 210mm to 610mm Bypass Sheet Feeder - 210mm to 914mm
Length	Roll - 210mm -15,000mm (49.2 ft.) Cut Sheet Tray - 210mm to 458mm Bypass Sheet Feeder - 210mm to 2000mm

Table 30: Media Sizes

Roll media	Outside roll diameter: 185 mm or less ISO A (JIS): A0, A1, A2, A3 (841, 594, 420, 297mm) ISO B (JIS): B1, B2, B3 (707, 500, 353mm) JIS B: B1, B2, B3 (728, 515, 364mm) Special A 1: A0(880mm), A1(620mm), A2(440mm), A3(297mm) Special A 2: A0+(860mm), A1+(620mm), A2+(435mm), A3 ANSI: E(34"), D(22"), C(17"), B(11") ARCH 1: E(36"), D(24"), C(18"), B(12") ARCH 2: (30", 24", 15", 12")
Tray media	ISO A (JIS): A2 (Landscape - 420 x 594mm), A3 (Landscape/Portrait - 297 x 420mm), A4 (Landscape/Portrait - 210 x 297mm), ISO B (JIS): B3 (Landscape/Portrait), B4 (Landscape/Portrait) JIS B: B3 (Landscape/Portrait), B4 (Landscape/Portrait) ANSI: C 17" x 22" (Landscape), B 11" x 17" (Landscape/Portrait), A 8.5" x 11" (Landscape/Portrait) ARCH: C 18" x 24" (Landscape), B 12" x 18" (Landscape/Portrait), A 9" x 12" (Landscape/Portrait)
Manual Feed-in Shelf (Bypass)	ISO A (JIS): A0, A1, A2, A3, A4 (841, 594, 420, 297mm) ISO B (JIS): B1, B2, B3, B4 (707, 500, 353mm) JIS B: B1, B2, B3, B4 (728, 515, 364mm) Special A 1: A0(880mm), A1(620mm), A2(440mm), A3, A4 Special A 2: A0+(860mm), A1+(620mm), A2+(435mm), A3, A4 ANSI E(34"), D(22"), C(17"), B(11"), A(8.5") ARCH 1: E(36"), D(24"), C(18"), B(12"), A(9") ARCH 2: (30", 24", 15", 12", 9")

This section lists the media types and acceptable weights.

Table 31: Media Types and Weight

Media Source	Type	EO Weight	NACO Weight
Roll	Bond Tracing Paper Film T-Bond	60-110 gsm 90-112 gsm 75- 100 μ m	18-20 lb 90-112 gsm 4 mil 18 lb
Tray	Bond	60-110 gsm	18-20 lb
Manual Feed-in Shelf	Bond Tracing Paper Film T-Bond	60-110 gsm 90-112 gsm 75-100 μ m	18-20 lb 90-112 gsm 4 mil 18 lb

The table below lists the print speeds for various media, at 7D and 9D/minute.

Table 32: Print Speeds

Speed	Size	LEL ppm	SEL ppm
7D/minute	US Media Size	15.2	NA
	Arch A	12.6	9.6
	Arch B	9.6	6.9
	Arch C	6.9	4.7
	Arch D	NA	3.0
	Arch E	15.5	NA
	ANSI A	13.3	10.0
	ANSI B	10.0	7.3
	ANSI C	7.3	4.9
	ANSI D	NA	3.1
	ANSI E	15.6	NA
	EO Media Size	12.9	10.2
	ISO Sizes	10.2	7.0
	A4	7.0	5.0
	A3	NA	3.0
	A2		
	A1		
A0			
9D/minute	US Media Size	19.4	NA
	Arch A	15.8	11.4
	Arch B	11.4	9.0
	Arch C	9.0	6.2
	Arch D	NA	4.8
	Arch E	19.8	NA
	ANSI A	16.9	12.0
	ANSI B	12.0	9.6
	ANSI C	9.6	6.6
	ANSI D	NA	5.2
	ANSI E	20.0	NA
	EO Media Size	16.0	12.2
	ISO Sizes	12.2	9.2
	A4	9.2	6.7
	A3	NA	4.9
	A2		
	A1		
A0			

The table below lists the Xerox 6279 Wide Format finishing capability.

Table 33: Finishing Information

IOT Output Catch Tray capacity	Up to 100 D / A1 size prints
Optional folder interface	Generic Folder Interface (GFI)

The table below provides detailed specifications for the FreeFlow Accxes Print Server.

Table 34: FreeFlow Accxes Print Server

Internal Integrated Print Server	Memory 2 GB (max 3 GB with optional 1 GB) Hard Disk Drive 80 GB or better
Ports	USB 2.0 scanner interface Serial RS232 (service only)
Network protocols	TCP/IP 10/100/1000; LPR
Standard Data Formats	HPGL/2 (HP 750C emulation), HP-RTL (HP 750C emulation), TIFF 6.0 (including LZW), CALS 1&2, CalComp 906/907/951/PCI, FileNET, NIRS, CGM, VCGL, VRF, Versatec Data Standards, Xerox Emulation 150. C4, JPEG
Optional Data Formats	Adobe PostScript 3, PDF (1.7). DWF. BMP, JPEG 2000, PNG, GIF, DGN
Windows Printer Drivers	XP, Server 2003, XP x64, Server 2003 x64, Vista, Vista x64
Optional Printer Drivers	Adobe PostScript 3 for FreeFlow Accxes, Windows XP x64, Server 2003, Server 2003 x64, Vista, Vista x64, AutoCAD drivers up through AutoCAD 2009

The following tables list the electrical requirements and power consumption for the Xerox Wide Format 6279.

Table 35: Power

<p>Power</p>	<p>Frequency (applied to IOT) 50Hz ± 5 % or 60Hz ± 5 % (compatible with both 50Hz and 60Hz) Rated Voltage IOT: AC 208-240V, -10 % to +10 % of the rated voltage Power Cord Receptacles The IOT will have an IEC-320-20C (Inlet) Power Source One 208-240V 20A circuit with 1 receptacle is required.</p> <div style="text-align: center;">  <p>Hot Hot</p> <p>Ground</p> <p>NEMA = 6-20R 208/240 Volt 20 Amp</p> </div> <p>One dual 115V, 15A outlet for Accxes Controller and UI Power is required. One each additional 115V, 15A outlet will be needed to enable an optional Wide Format Scanner or an optional Stacker.</p> <div style="text-align: center;">  <p>Neutral Hot</p> <p>Ground</p> <p>NEMA = 5-15R 115Volt 15 Amp Non-Dedicated</p> </div>
<p>Input voltage (controller)</p>	<p>Voltage selection switch with settings for 115V or 220V</p>

Table 36: Power Consumption

Mode	Printer 208-240V 13.2A or less	Controller 115V 15A or less	UI 115V 15A or less
At Warm-up	3.2 KW or less	60 W or less	45 W or less
Standby	Less than 520 W	60 W or less	45 W or less
Running	3 KW or less	60 W or less	45 W or less
Power save	54 W	60 W or less	5 W or less
Sleep	13 W	60 W or less	5 W or less

Table 37: Electrical Requirements

Print engine	208-240V +/- 10 % . 50 - 60 Hz, 13.2 amp
FreeFlow Accxes	110/220V, 50-60 Hz, 5/2.5 amp max
UI	100/240V, 50-60 Hz, 1.5A converted to 12 VDC, 5 amp max

The following tables provide magnification lists (shown in percentages) for prints and copies.

Table 38: Magnification (%)

Original Size	A4	A3	JIS B3	A2	JIS B2	A1	JIS B1	A0
A4	100	141.4	173.2	200	245	282.8	x	x
A3	70.7	100	122.5	141.4	173.2	200	x	x
JIS B3	61.3	81.6	100	122.5	141.4	163.3	x	x
A2	50	70.7	86.6	100	122.5	141.4	173.2	200
A1	35.3	50	61.3	70.7	86.6	100	122.5	141.4
A0	25	35.3	43.3	50	61.3	70.7	86.6	100

Table 39: Magnification (%)

Original Size	E	D	C	B	A
ANSI E	100	64.7	50	32.4	25
ANSI D	129.4	100	64.7	50	32.4
ANSI C	200	129.5	100	64.7	50
ANSI B	258.8	200	129.4	100	64.7
ANSI A	400	258.8	200	129.4	100

Table 40: Magnification (%)

Original Size	E	D	C	B	A
ARCH E	100	66.7	50	33.3	25
ARCH D	133.3	100	66.7	50	33.3
ARCH C	200	133.3	100	66.7	50
ARCH B	266.7	200	133.3	100	66.7
ARCH A	400	266.7	200	133.3	100

Table 41: Magnification (%)

Original Size	E	D	C	B	A
ISO A0	100	70.7	50	35.4	25
ISO A1	141.4	100	70.7	50	35.4
ISO A2	200	141.4	100	70.7	50
ISO A3	282.8	200	141.4	100	70.7
ISO A4	400	282.8	200	141.4	100

Copy/Scan Specification

The tables below are the specifications for the copier/scanner.

Table 42: Copier / Scanner Information

Scanner	600 dpi
Input Documents (Originals) Minimum Original Maximum Original (with Maximum RAM installed) Maximum Scan Width Original Thickness Original Media Width Detection	6.9" (176mm) width 7.9" (200mm) length 37.2" (945mm) width b/w - 49.2' (15m) length color - 24' (7.5m) length 36" (914mm) 0-0.5 inch / 0-12 mm. Bond, Tracing Paper, Sepia, Diazo, Mylar, Film, Document Carriers, Poster Board Original is detected by Image Processing
Output Specifications Minimum Media Roll Manual and Tray Feed Maximum Media Roll Manual Feed-in Shelf Feed Trays Magnification Cut Length Accuracy Lead and Trail Edge Deletions Side Edge Deletion	11 x 8.5" (A4 297 x 210mm) landscape 8.5 x 11" (A4 210 x 297mm) portrait 36" (914mm) x 49.2' (15m) 36" x 78.8" (2000mm) 24" (610mm) x 18" (458mm) 100 % +/- 0.4 % +/- 2mm (0.08") for lengths up to 24" (610mm) +/- 3mm (0.12") for lengths greater than 24" (610mm) <5mm (0.2") <3mm (0.12")
Registration	Side
Electronic collation	999
Scan Magnification	Magnification (Except the rigid document or using the document carrier) Magnification shall be as follows depending on Set Magnification (M) and environmental conditions. (1) B zone or under air-conditioned environment 70.7 % $\leq M \leq 200.0\%$: Mx (1±0.0020) 50.0 % $\leq M \leq 70.6\%$: Mx (1±0.0035) M $\leq 49.9\% \leq 200.1\% \leq M$: Mx (1±0.0042) (2) ALL zones (under the environmental conditions specified in Section 11) 50.0 % $\leq M \leq 200.0\%$: Mx (1±0.0070) M $\leq 49.9\% \leq 200.1\% \leq M$: Mx (1±0.0113)
First copy out time	30 seconds (Roll 1, E/A0 size)

Scan to Net Scan to FTP Destination Scan to Remote Printer	Documents are scanned and then stored on the FreeFlow Accxes Print Server hard disk for later retrieval over a network by a remote device Scanned images can be transferred to FTP destinations. The scanned images are not stored on the hard drive of the FreeFlow Accxes Print Server. Scanned images can be transferred to one of the remote printers in the list of configured printers. Scanned images are stored on the hard drive of the FreeFlow Access Print Server.
Scan speed	4 ips (101.6 mm/sec.) black and white 1 ips (25.4 mm/sec.) color
Scan speed with upgrade key	6 ips (152.4 mm/sec.) black and white 2 ips (50.8 mm/sec.) color
Scan width Maximum width Maximum acceptable width Minimum width	914.4 mm (36") 945 mm 176 mm (equivalent to the short edge of ISO B5 size)
Roll length (in copy mode) Bypass sheet feeder length	210mm -15,000mm (49 ft.) 210mm - 30,000mm (98 ft.) with additional scanner memory

Table 43: Scan Length

Color Mode	512MB page memory capacity	1024 MB (1GB) memory capacity
Black and white	7.5[m]	15[m]
Color	3.75[m]	7.5[m]

Options

The Xerox 6279 Wide Format base printer (product code LXE), at a speed of 7D/minute, comes equipped with 2 rolls. In addition, the following options are available.

Table 44: Options

Product Name	Product Code
IOT Output Catch Tray	RTX
Printer 9D Speed Key	LXH
Scanner (IIT) Upgrade	LXT
IIT Document Output Tray	RTA
Scan Memory 512 MB Upgrade	LXD
Color Scan Enablement	LXP
6279 Scan Speed	LXN

Product Name	Product Code
Scan to Net	LXR
Second Drawer 2 Roll	LXK
2 Cut Sheet Tray (18" - 24" max)	LXM

See [Specifications](#) for standard and optional data formats and printer drivers.

Client Tools

The following are the principal client tools available for use with your machine.

Table 45: Client Tools

Product Name	Notes
Xerox Wide Format FreeFlow Accxes Web Printer Management Tool (Web PMT)	A browser-based tool that allows users to access the printer from a client workstation by entering the URL address of the printer's controller. Some options include viewing printer status, the print queue and media sizes, and uploading feature key upgrades.
Instant Accxes	A Web Printer Management Tool application that allows users to define up to 10 folders on the controller's hard drive and specify printing options for each one. The folders appear as shared drives on the network that users can copy to their desktop. Any file placed (through a drag and drop operation) in the folder is printed with the assigned printing options.
Xerox Wide Format FreeFlow Accxes Client Tools (ACT)	Allows users 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 (AMT)	Provides a central point for administration of accounts and users, and for tracking print, copy, and scan usage for several FreeFlow Accxes-based printers.

See the *FreeFlow Accxes Software Tools Customer Training Guide* for more detailed information on these tools.

Cautions and Limitations

This section describes a few additional notes and restrictions on the use of the machine.

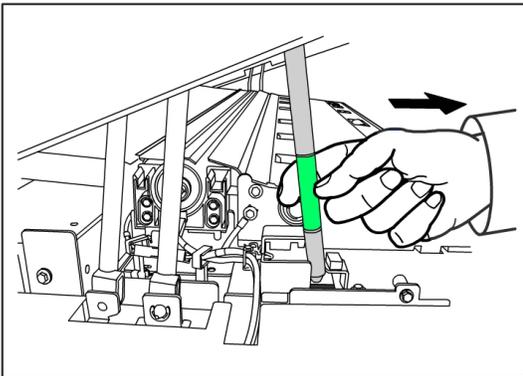
Notes and Restrictions on Use of the Machine

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.

Operating the Machine

When you open the Upper Unit (for example, to replace the Waste Toner Bottle), you must pull the Upper Unit Release Lever forward in order to close the unit again.



Cautions on Operating the Machine



CAUTION

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.



CAUTION

Do not leave the Upper Unit open for more than ten minutes. Doing so may result in deterioration of the image quality.

