

Xerox 6204 Wide Format Solution

# Participant Guide

for the FreeFlow Accxes Print Server V12.0



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# Welcome

The purpose of this guide is to help you become proficient in operating and maintaining your Xerox 6204 Wide Format Solution Copier/Printer. Your Xerox Customer Service Engineer or authorized service representative will help in this process by demonstrating key tasks and coaching you as you perform the tasks.

The activities in this *Participant Guide* you will enable you to:

- Switch the machine power on and off correctly.
- Make the appropriate job settings on the Control Panel.
- Correctly feed documents into the scanner.
- Clear document jams.
- Run single and multiple-page copy and scan jobs.
- Clear printer jams.
- Perform routine maintenance tasks.

**Note:** *The activities in this guide typically specify ARCH-1 and ANSI original and media sizes. If you normally work with documents and media of another size series, substitute resources that are equivalent to the sizes specified here, for example, substitute ISO A0 for ARCH E, etc. Also be sure that your Original Size Series and Media Size Series settings reflect the resources you use.*





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# 1 Safety

Xerox has placed important safety information in the front of the *Xerox 6204 Wide Format Solution Copy/Scan User Guide for the FreeFlow Accxes Print Server*. We recommend that you read all of the safety information to learn how to operate the machine safely.

**Note:** *From this point on, the Xerox 6204 Wide Format Solution Copy/Scan User Guide for the FreeFlow Accxes Print Server will be referred to simply as the User Guide.*

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## Objectives

When you complete this section you will be able to:

- Operate the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server in a manner that reduces the risks of personal injury or damage to the machine.

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## Reading Activity



Read through the following sections in the *User Guide* before powering on or operating the machine.

- 1 Before Using the Machine:** Safety Notes  
Illegal Copies and Prints

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## Safety Information

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### Warning and Caution Labels

Warning and Caution labels are placed in a number of locations on the machine. The label locations are pointed out at the end of Chapter 1 Before Using the Machine.

- Warning Labels typically indicate that performing a certain act may result in personal injury.
- Caution labels often are used to prevent damage to machine components from careless or accidental handling.

Refer to the section *Powering the System On/Off* in Chapter 2 *Product Overview of the User Guide*.

Refer to the *Chapter 9 Maintenance in the User Guide*.

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## **Disconnecting the machine from the AC power**

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If it becomes necessary to unplug the machine from the AC power source, be sure to perform a full system shutdown. When reconnecting the machine, be sure to plug the power cord into an outlet with the correct AC rating.

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## **Cleaning**

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Before performing any cleaning tasks, make certain that the machine is powered off and unplugged from the AC power outlet. Use only cleaning materials approved for the Xerox 6204 Wide Format Solution.

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## **Moving the machine**

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Do not move the Xerox 6204 Wide Format Solution Copier/Printer or Xerox 6204 Wide Format Solution Printer once it is installed. The machine should be moved only by trained employees of Xerox Corporation or an authorized service agent.

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## **Additional safety notes**

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- Never insert objects of any kind into the printer.
- Never remove covers or guards that require a tool for removal.
- Never attempt to perform any maintenance that is not specified in the *User Manual*.

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## **Calling for service**

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Turn the power off, unplug the machine, and call for service if any of the following occur:

- The power cord to the machine becomes damaged or frayed
- A liquid is spilled into the machine
- The machine has been exposed to rain or water
- The machine is producing unusual noises or odors
- The machine has been damaged

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## **Safety hotline**

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Call Xerox with any safety questions you may have. Ask your Xerox service representative to provide you with the phone number.

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## **Illegal Copies and Printouts**

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Your *User Guide* presents example of documents which are known to be illegal to copy or print in some countries. As the *User Guide* states, "In case of doubt, contact your legal counsel."

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## 2 Product Overview

In this section you will learn about the major components and features of the Xerox 6204 Wide Format Solution.

### Objective

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When you complete this section you will be able to:

- Identify and describe the purpose of the main components of the Xerox 6204 Wide Format Solution.

### Reading Activity

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Read the following section in the *User Guide* to learn about the components and features of your machine.

**2 Product Overview:** Machine Components

### Main Features

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The Xerox 6204 Wide Format Copier/Printer provides high quality, low cost, 600 dpi black and white printing, copying, and scanning.

- The base machine is rated at four D/A1 prints or copies per minute.
- The machine will print on bond, vellum, and film roll media, and on cut sheet media.
- Prints or copies made on bond media may range from 8.5" x 11" (A4 210 x 297mm) to 36" x 49.2" (914.4mm x 15m). The maximum size of prints or copies made on vellum or film media is 36" x 8.2' (914.4mm x 2.5m).
- The machine accommodates roll media in widths which range from 11 inches (215mm) to 36 inches (914 mm), with a core diameter of three inches and an outside diameter of 6.9 inches (175mm). The media must be taped to the core to permit auto roll switching.
- The scanner is capable of handling documents which range in size from as little as 7.2 inches (182mm) wide by 8.3 inches (210mm) long to as large as 38 inches (965 mm) wide by 49.2 feet long.
- The software which is available for the machine enables customers to print documents which they have created at their PCs and retrieve documents which they have scanned and stored in the Xerox 6204 Wide Format Solution.

## Major Components

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The major components of the Xerox 6204 Wide Format Copier/Printer are the Control Panel, the on-board controller, the printer, and the scanner.

- Control Panel** You will use the Control Panel to set up your copy and scan jobs. Among its many features, the Control Panel enables you to specify enlargement and reduction percentages, adjust image quality, specify the size of originals and media, and edit image information. The Control Panel also keeps you informed of machine status by displaying messages and system information such as media levels and billing information.
- Controller** The controller coordinates the overall operation of the machine, including scanning and printing activities and machine diagnostics.
- Printer** The 600 dpi printer receives printing instructions from the controller. It is equipped with either one or two media drawers for roll media, depending on the configuration installed at your location, and also features a Manual or Bypass Feeder for printing single sheets of cut media.
- Scanner** The scanner is mounted on top of the Xerox 6204 Copier/Printer. It accepts documents up to 38 inches (965mm) wide and scans image widths up to 36 inches (914 mm).

## Additional Features

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The 6204 Wide Format Copier/Printer also features the following:

<b>Feed-in shelf</b>	This the shelf at the front top of the machine where you feed in the original face down.
<b>Document handler cover</b>	Located on the top middle of the machine (in front of the "return guides"), this is the cover you remove to clear a paper jam.
<b>Scanner exit port</b>	This is where scanned originals exit the scanner.
<b>Original guide</b>	The guide on the right side of the feed-in shelf helps you align the original document as you feed it in for scanning. The markings on the shelf help you align different sizes.
<b>Printer exit port</b>	This is located on the upper front of the machine. Copies and prints are delivered here face up.
<b>Manual feed tray (Bypass)</b>	This tray folds down from the upper front of the machine, enabling you to manually feed cut sheet media.
<b>Fuser cover</b>	Located just above the manual feed tray on the upper front of the machine, you can open the fuser cover to clear a paper jam.
<b>Front doors</b>	The two doors on the front of the machine that swing open to allow you to load media or clear jams. The front doors must be closed for the machine to operate.
<b>Media heater switch</b>	This switches the media heater on/off. Open the right front door of the machine to access the switch. The switch normally is on to help control humidity and ensure good printing.
<b>Small size paper flap</b>	Receives and holds small size copies and prints, up to about 20 sheets.
<b>Catch trays</b>	Receive larger size copies and prints. They can hold up to about 20 sheets of bond paper.
<b>Roll 1 media drawer</b>	This is the upper media drawer inside the front doors that you pull out to load roll media.
<b>Roll 2 media drawer</b>	This lower media drawer does not come standard with the machine, but is an option that you can select when ordering.
<b>Cutter button</b>	This is a small white button on the upper right of the media drawer that enables you to get a clean straight cut after opening the front doors, pulling out the media drawer, and feeding in a new roll of media.
<b>Casters</b>	The casters are under the machine and are used to lock the wheels after the machine is installed.
<b>Power switch</b>	This switch, on the upper right side of the machine, can be used to power the printer and scanner on and off. However, the preferred way to manage machine power is to use the Power Saver feature.

- Circuit breaker** Located at the lower right rear of the machine, this shuts off all power to the machine and provides the machine with short circuit and overcurrent protection. This is generally used only when the machine will be unused for extended periods or will be moved.
  
- Toner supply port** Toner is added through this port located under the upper, rear cover of the machine.
  
- Upper unit release lever** Lift this lever to open the upper unit. The only times you should have to open the upper unit are to clear a jam and to replace the Waster Toner Bottle.

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## 3 Powering the Machine On and Off

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### Objectives

When you complete this section you will be able to:

- Safely power the machine off and on.

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### Reading Activity



Read the following section in the *User Guide* before powering the machine off or on.

**2 Product Overview:** Powering the System On/Off

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### Resources Required

- None

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### Switch the Power On and Off

When switching on the system from a cold start (when both the Copier/Printer and the controller are switched off), do so in the following sequence:

1. Switch on the circuit breaker (located at the lower right rear corner of the machine).
2. Switch on the Copier/Printer power switch.
3. Press the power button on the front of the controller.

The touch screen will display a Printer Warming Up message after about 30 seconds elapse.

When switching off the system:

1. Make sure that all copy and print jobs have finished processing, and that the <Transmitting> indicator is not illuminated.
2. Select the [Shutdown] item on either the touch screen or on the Web Print Management Tool [Utilities] tab.
3. Wait for both the machine and the controller to shutdown completely.
4. Switch off the machine power switch.
5. Switch off the circuit breaker.
6. Unplug the electrical supply cord.

At the end of the work day, simply let the printer sit idle to allow the Power Saver feature to reduce the machine's power consumption automatically.

## **Power Saver Mode**

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As the *User Guide* explains, the machine has a Power Saver feature that automatically reduces the power to the machine when it is idle for a period of time. The Power Saver feature has two modes, Low Power Mode and Sleep Mode, and the machine will enter first the former and then the latter if it is idle for a fixed period of time.

### **Changing the Power Saver Mode Change Interval**

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The System Administrator typically is responsible for changing the Power Saver Mode change interval.



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## 4 Control Panel

The Control Panel is the key to operating the machine and performing copy and scan jobs. The Touch Screen displays the menus, messages, and on-screen feature buttons required for machine operation. The hard buttons located below the Touch Screen enable you to set copy, scan, and print quantity, start and stop copy and scan jobs, interrupt a job to perform a high priority job, and set up and check system features.

### Objectives

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When you complete this section you will be able to:

- Describe the functions of the features on the Control Panel.

### Reading Activity

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Read the following sections in the *Xerox 6204 Wide Format Solution User Guide* before using the Control Panel.

**2 Product Overview:** Control Panel

Using the Touch Screen

### Resources Required

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None



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## 5 Loading & Cutting Roll Media

This section describes how to load roll media in the Xerox 6204 Wide Format Solution and cut the lead edge to ensure a good, clean first copy or print from the new roll. Loading media is a basic skill that must be performed whenever a roll of media runs out or you wish to make a copy or print on a different size media than what is loaded.

### Objectives

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When you complete this section you will be able to:

- Correctly load roll media in the media drawers.
- Trim the lead edge of the roll media using the cutter button.

### Reading Activity

---



Read the following sections in the *User Guide* before loading and cutting roll media.

- 2 Product Overview:** Loading Media/Roll Media  
Cutting Roll Media

### Resources Required

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- 36" wide 20 pound bond roll paper (load in the upper media drawer)
- 18" wide 20 pound bond roll paper (load in the lower media drawer, if the machine is so equipped)

### Procedure

---

The procedure for loading roll media is clearly presented in the *User Guide*. The process involves just a few simple steps:

1. Open the front doors.
2. Unlatch and pull out the media drawer.
3. Remove the roll paper tube (shaft).
4. Remove the roll core or partially full roll from the tube.
5. Install a new roll of media on the roll core.
6. Install the roll and tube in the media drawer.
7. Cut the lead edge of the roll by pressing the cutter button.
8. Close the media drawer and the front doors

If the new roll is a different type, weight, or size of media than was in the media drawer, you must go to the Control Panel and change the media settings; that topic is covered in the next section.

**Note:** *Image or copy quality problems may arise if media are stored or handled incorrectly or if media which are not approved for the machine are used. Xerox recommends that roll media be stored in plastic bags to reduce the formation of condensation in the roll.*

---

## 6 Setting Up the Original Size Series & the Media Type

The controller needs to know both the size of the original being scanned and the type, size, and thickness of the roll media in the media drawer(s). It uses this information to perform a number of important tasks, among them reduction and enlargement, matching media and document sizes, and selecting the best fusing temperature and Xerographics settings.

If you always scan the same size originals or run the same size, type, and thickness roll media, it is not necessary to change the Original Size Series or the Media Settings after they're set up.

If you copy various size series originals, the Original Size Series must be set up every time you scan an original of a different series.

If you use a variety of media, the Media Settings must be changed every time a different roll is loaded. Error messages and incorrect image placement on the media will result if this step is skipped.

---

### Objectives

When you complete this section you will be able to:

- Correctly access the Original Size Series and Media Settings on the Control Panel.
- Specify on the Control Panel the size series of the originals used throughout this *Participant Guide*.
- Specify on the Control Panel the type, thickness, and size of the roll media which is loaded in the media drawers.

---

### Reading Activity



Read the following sections in the *User Guide* after loading media and before running a copy, scan, or print job.

**2 Product Overview:** Size Series Settings for Originals  
Media Settings

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### Resources Required

None

## **Activity – Make Original Size and Media Settings**

---

1. Following the procedure in **Size Series Settings for Originals** in **2 Product Overview**, set the Original Size Series to [ARCH-1].
2. Following the procedure in **Media Settings** in **2 Product Overview**, set up the media parameters for the roll media you loaded earlier. Be sure also to specify the correct Media Series (ARCH-1/ANSI/ISO, etc.) whenever you load media.
3. Ask your service technician if you have any questions about media types/sizes, media loading, or media cutting.

---

## 7 Making Standard and Non-Standard Copies

The information in this section will enable you to make copies using the Xerox 6204 Wide Format Copier/Printer. In addition to setting up the jobs on the Control Panel, you will learn about selecting the correct Output Format (Synchronized, Preset, or Manual media cut modes), and how to stop and resume a copy job.

### Objectives

---

Upon completion of this module, you will be able to:

- Correctly feed an original into the scanner
- Set up and perform a one page copy job of a standard sized document
- Set up and perform a one page copy job of a non-standard sized document
- Stop a copy job that is in progress and then resume it.

### Reading Activity

---



Read the following sections in the *Xerox 6204 Wide Format Solution User Guide* before setting up the jobs and running copies.

- 2 Product Overview:** Usable Originals  
Size Series Settings for Originals
- 3 Copy:** Copying Procedure  
Stopping Scanning & Copying  
Output Format

**Note:** *You will find additional information about original documents in Appendix A. Image Quality. The guidelines presented there may help you prevent or solve image quality concerns.*

### Resources Required

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- 24" x 36" (D/A1) test pattern (or line drawing)
- 12" x 36" non-standard original (or the above test pattern folded in half)

## Activity 1 – Copying a Standard Size Original



Refer to **3 Copy, Copying Procedure** in the *User Guide* as you perform the activity.

In this activity you will make a full size copy of a standard 24" x 36" (D/A1) original. The machine will copy the original on the 36" media that you loaded in the upper media drawer. Sensors located in the scanner will detect both the width and the length of the original and will send this information to the controller. The controller will inform the printer when to cut the copy so that its dimensions will be the same as those of the original.

1. If the [Copy] Menu is not displayed, press the **Copy** button on the Control Panel to display it.
2. Touch the [Image Quality] tab. Verify that the **Text/Line** button is selected (darkened); if it is not selected, press it to select it. Do not change the Copy Density, BG. Suppress. (Background Suppression), or Contrast settings.
3. Touch the Basic Copy tab.
4. Make the following selections on the Basic Copy tab:
  - Reduce/Enlarge:** 100%
  - Media Source:** Auto
  - Media Type:** Bond
5. The default copy quantity is **1** so it is not necessary to enter a quantity on the numeric keypad.
6. Insert the 24" x 36" document into the scanner in a landscape orientation (also known as Long Edge Feed or LEF, see Figure 1). It will pre-feed a short distance, pause briefly, then continue.

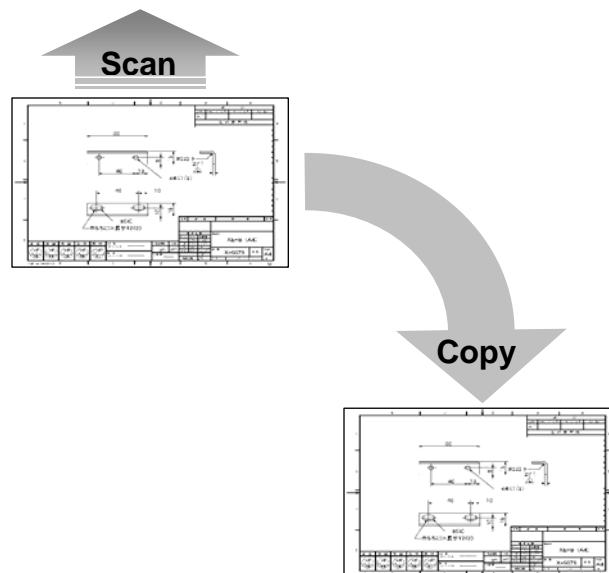


Figure 1



**Note:** *When you feed a long document, the lead edge may curl toward the scanner after it leaves the Front Return Guides and begin to re-feed itself. To prevent this, manually guide the lead edge of the document away from the scanner entrance.*

7. The printer will begin to process the scanned image information a short time after scanning stops and will output a 24" x 36" copy of the original.
8. Now, without changing any settings, repeat the job you just ran. This time feed the document into the scanner in a portrait orientation (Short Edge Feed or SEF).  
  
The Auto Rotate feature allows the print to exit the machine in the same orientation as the previous job. Auto Rotation helps reduce media consumption and cost by automatically fitting the copy image on the wider media.
9. Press the **Clear All** button to reset the copy features to the default selections.

## Activity 2 – Copying a Non-Standard Size Original

---



Refer to **3 Copy – Output Format** in the *User Guide* as you perform the activity.

This activity requires you to make copies of a non-standard size original, in this case, one that measures 12" x 36".

When the Output Format (media cut mode) is set to **Preset**, the copy will be cut to standard dimensions, for example, the copy you just made of the standard D-size original measured 24" x 36".

In this activity you will learn that by selecting the [Synchronized] selection, you can make copies that are the same size as the original. The synchronized cut mode prevents unwanted white space on copies and helps conserve media.

1. Set up the job as follows:
  - Reduce/Enlarge:** 100%
  - Media Source:** Roll 1 36"
  - Output Format:** Select [Preset] > [24 x 36 ARCH D] > [Save].
2. Feed the 12" x 36" original into the scanner, LEF (landscape). The machine will process the image information and output a 24" x 36" copy. Notice the white space along the edge of the copy.
3. Now go to the [Basic Copy] tab and press the Output Format [Synchronized] button.
4. Feed the document LEF into the scanner again to make another copy.
5. Notice that this time the machine automatically cuts the copy to the same size as the original, that is, it synchronizes the size of the copy to the size of the original.

### Activity 3 – Stopping a Copy Job using <Clear All>

---



Refer to **3 Copy – Stopping Scanning & Copying** in the *User Guide* as you perform the activity.

In this activity you will set up and start a copy job, then stop the job while it processes.

1. With the [Basic Copy] tab displayed, make the following settings:
  - Reduce/Enlarge:** Auto
  - Media Source:** Auto
  - Media Type:** Bond
2. Verify that the Original Type selection on the [Image Quality] tab is set to **Text/Line**.
3. Press **4** on the numeric keypad to set the copy quantity to 4.
4. Feed the 24" x 36" original into the scanner SEF (portrait).
5. Press the **Stop** button when the original is half done scanning.
 

Scanning will stop with the original still in the Document Handler and the [Document Jam] screen will display. The 6204 Wide Format automatically cancels the copy job because the scan failed to complete.
6. Remove the Document Handler by pulling it toward the front of the machine and then lifting it up.
7. Remove the original and set it aside.
8. Reinstall the Document Handler on the machine. The [Ready to Copy] screen will appear and the quantity will remain set at 4.
9. Feed the 24" x 36" original into the scanner again, SEF.
10. Allow the document to scan completely.
11. Press the **Clear All** button as soon as the first copy begins to exit the printer.
 

The [Print Status] screen will display.
12. Press the **Stop** button on the [Print Status] screen.
 

The [Print – Delete Job] screen will display.
13. Select the **OK** button.
 

The job will stop and be canceled after the copies that are still in progress complete their processing.
14. Press **Clear All**.

### Activity 3 – Stopping a Copy Job using <Machine Status>

---

1. Using the same job settings as before, including the copy quantity of 4, repeat steps 9 and 10 above. This time, however, stop the job using the <Machine Status> button.
2. Follow the procedure **Method 2: Pressing the <Machine Status> button** in the *User Guide* to stop and delete the copy job.

---

## 8 Making Collated and Uncollated Copies

The Xerox 6204 Wide Format is capable of producing both collated and uncollated sets of copies from multiple originals.

### Objectives

---

Upon completion of this module, you will be able to:

- Produce sets of collated copies from multiple originals.
- Produce sets of uncollated copies from multiple originals.

### Reading Activity

---

Read the following sections in the *User Guide* before performing the collation activities.

**3 Copy:** Creating Collated Copies

### Resources Required

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- Set of three 12" x 18" (B/A3) line drawings

### Activity 1 – Make Two Sets of Uncollated Copies

---



Refer to **3 Copy – Creating Collated Copies** in the *User Guide* as you perform the activities.

1. Make the following selections on the Touch Screen:

**Reduce/Enlarge:** 100%

**Media Source:** Select the 18" (B/A3) roll paper

**Media Type:** The setting is constrained to the predefined Roll 2 media, therefore the buttons are disabled.

**Output Format:** Preset, 12X18 ARCH B

**Original Type:** Text/Line

2. Press the **Collation** button.
3. On the [Collation (Sets)] screen, select the **Uncollated** button (it may already be selected because it is the default setting), and then press the **Save** button. (Also deselect [Checkplot]).
4. Set the copy quantity to **2**.
5. Feed the originals into the scanner, LEF, one at a time.

The machine will produce two sets of uncollated copies in the order fed, that is, two copies of original one, followed by two copies of original two, followed by two copies of original three.

## Activity 2 – Make Two Sets of Collated Copies

---

Using the same copy setup as in Activity 1, and the same set of originals, produce two sets of collated output.

1. Press the **Collation** button on the [Basic Copy] tab.
2. Select **Forward** and **Checkplot**, and then press the **Save** button.
3. Press **2** on the numeric keypad to set the output quantity to 2.
4. Feed only the first original through the scanner, LEF.

The machine will print a checkplot as soon as it processes the scanned image information from the first original.

**Note:** *A checkplot allows you to verify that the copy looks correct, that is, that the image quality and other job settings produce the output you expect. If you find that the job settings need adjustment, you can select the [Change Settings] feature button for each scanned original, and adjust the settings as needed before committing the entire collation job to print.*

*You will have an opportunity to learn more about [Change Settings] later in this training.*

5. Feed the remaining two originals.  
The machine will print a checkplot for each original.
6. After the final checkplot prints, press the **Last Original** button on the [Sets Build] screen.
7. Verify the copy quantity on the [Quantity] screen.
8. Press the **Print** button.

**Note:** Also recall from the reading that you can use the **Delete Prev. Image** and the **Delete All Images** buttons to delete the image information from one or all of the scanned documents.

9. Press **Clear All**.

---

## 9 Interrupting a Print Job (Optional)

*To perform the activity below, you must have a networked Copier/Printer. Accxes Client Tools also must be installed on a workstation. If these resources are not available, read the information in the User Guide, and then proceed to the next topic.*

---

### Objectives

Upon completion of this module, you will be able to:

- Start and then interrupt a print job.
- Run an interruption copy job.
- Restart and complete the original print job.

---

### Reading Activity



Read the following section in the *User Guide* before setting up and running the job.

**3 Copy:** Interrupting a Print Job

---

### Resources Required

- Correctly networked 6204 Wide Format Copier/Printer.
- Networked PC workstation on which Accxes Client Tools (ACT) has been installed, with the 6204 Wide Format selected on the [Device Manager] tab.
- Accxes Client Tools (ACT) documentation, if you are new to ACT.
- Print file to send to print, minimum ARCH B size, in any one of the supported formats listed in the *User Guide's* Appendix, e.g., HP-GL, TIFF, CALS, PDF (if enabled).
- Use one of the 12" x 18" documents from the previous activity as the interruption document.

---

### Activity



Refer to **3 Copy – Interrupting a Print Job** in the *User Guide* and to your Accxes Client Tools documentation as you perform the activity.

1. Launch Accxes Client Tools on the PC workstation.
2. Select a print file using [Document Submit], and send it to the 6204 Wide Format. Be sure to specify a print quantity of at least four to ensure that the machine will be printing when you interrupt the job to run a copy.

3. Press the **Interrupt** button when the lead edge of the first print begins to exit the machine.

The **Interrupt** button indicator will illuminate, and the machine will print one or two more prints before it stops.

When printing stops, the [Copy] screen will replace the [Print Status] screen.

4. Keep the same copy job set up as in the previous activity:

**Reduce/Enlarge:** 100%

**Media Source:** Auto

**Media Type:** Bond

**Original Type:** Text/Line

**Copy Quantity:** 3

**Scan Direction:** LEF

5. Scan the original and allow the copies to print.
6. After the copies exit the machine, press the **Interrupt** button to cancel the Interrupt Mode.  
The **Interrupt** lamp will go out, and the machine will resume the print job.
7. Press **Clear All**.

---

## 10 Copying from Memory (Job Recall)

After you scan a document, the machine retains the job information in its memory for a period of time. While the job information is retained in memory, you can use the Copy from Memory feature to reprint the most recent job.

---

### Objectives

Upon completion of this module, you will be able to:

- Make a copy using the Copy from Memory feature.

---

### Reading Activity



Read the following section in the *User Guide* before setting up and running Copy from Memory.

**3 Copy:** Copying from Memory

---

### Resources Required

- 24" x 36" (D/A1) original

---

### Activity



Refer to **3 Copy - Copying from Memory** in the *User Guide* as you perform the activity.

1. To place a copy job in memory, make a copy of the 24" x 36" document used earlier, using the following setup:  
**Reduce/Enlarge:** 100%  
**Media Source:** Auto  
**Media Type:** Bond  
**Original Type:** Text/Line
2. Set the copy quantity to 1.
3. Insert the document into the scanner, LEF, and make one copy.
4. Press the **Copy from Memory** button on the Control Panel.  
The [Job Recall] screen will display.
5. Press the **Print** button on the [Job Recall] screen.  
The [Override Settings] screen will display.
6. Press the **Print** button in the upper, right corner of the [Override Settings] screen.  
The job in memory will reprint.
7. Press **Clear All**.

The [Override Settings] screen allows you to change the settings for a job that is stored in memory. You may apply any of the options which are displayed on the [Basic Copy], [Image Quality], and [More Features] tabs to the stored job. However, the changed settings will apply to only the current reprint(s). The original copy job settings that are stored in memory will remain unchanged.



---

# 11 Using Reduction and Enlargement

## Objectives

---

Upon completion of this module, you will be able to:

- Make enlarged and reduced size copies using the Xerox 6204 Wide Format Copier/Printer's reduction and enlargement features.

## Reading Activity

---

Read the following section in the *User Guide* before setting up and running the copies.

**3 Copy:** Reduce/Enlarge

## Resources Required

---

- 24" x 36" (Arch D/A1) original
- 36" x 48" (Arch E/A0) original

## R/E Activity 1 – Using the Preset R/E Ratios

---



Refer to **3 Copy –Reduce/Enlarge** in the *User Guide* as you perform the activities.

### Reduce a Document by 50%

---

The Preset Ratios, which you access by selecting the **More** button on the [Basic Copy] tab, simplify making reduced or enlarged copies.

For your first Reduction/Enlargement activity you will reduce a 36" x 48" (E/A0) document to an 18" x 24" (C/A2) size.

1. If your machine is equipped with one media drawer, load the 18" width roll paper in it. If the machine has two media drawers, be sure the 18" roll is in the lower one.

2. Setup the job as follows:
  - R/E:** Select **More... > Preset > 50.0% > Save**
  - Media Source:** Select the 18" Roll
  - Media Type:** Bond
  - Output Format:** Synchronized
  - Quantity:** 1
  - Original Type:** Text/Line
3. Feed the document into the scanner SEF (Portrait orientation).  
After it scans the document, the machine will print a reduced, 18" x 24" copy on the 18" media.
4. Press **Clear All**.

### **Enlarge a Document Using the 129.0% Setting**

Now you will enlarge the 24" x 36" (D/A1) original to a 36" x 48" (E/A0) size. The output format you will specify is the ARCH E preset, to ensure a standard size copy. Selecting the synchronized output format would result in a copy that is slightly shorter than the 48 inch standard length.

1. There is no need to change the media loaded in the media drawers.
2. Set up the job on the Control Panel as follows:
  - R/E:** Select **More... > Presets > 129.0% > Save**
  - Media Source:** Select the 36" Roll
  - Media Type:** Bond
  - Output Format:** Select **Preset > 36X48 ARCH E > Save**
  - Quantity:** 1
  - Original Type:** Text/Line
3. Feed the 24" x 36" document into the scanner, SEF. After scanning the document, the machine will print an enlarged, 36" x 48" copy on the 36" media.
4. Press **Clear All**.

## **R/E Activity 2 – Using the Auto % R/E Method**

---

Now you will reduce a 24" x 36" (D/A1) document to fit on the 18" roll media.

1. Setup the job on the Control Panel as follows:

**R/E:** Select **More > Auto% > Save.**

**Media Source:** 18" roll media

**Media Type:** Bond

**Output Format:** Synchronized

**Quantity:** 1

**Original Type:** Text/Line

2. Feed the document into the scanner, SEF.

The printer will output a copy that measures 18" x 27".

When Synchronized is selected, the machine cuts the copy in proportion to the size of the original.

3. Press **Clear All.**



---

## 12 Making Manual Feed Copies

### Objectives

---

Upon completion of this module, you will be able to:

- Set up and run a copy using the Manual Feed Tray (Bypass Feeder)

### Reading Activity

---



Read the following section in the *User Guide* before setting up and running the copy.

**3 Copy:** Making Copies using the Manual Feed Tray (Bypass)

### Resources Required

---

- Two sheets of 12" x 18" (B/A3) 20 pound bond paper
- One 12" x 18" original

### Manual Feed Activity

---

In this activity you will make two copies using the Manual Feed Tray as the media source.



Refer to **3 Copy – Making Copies using the Manual Feed Tray (Bypass)** in the *User Guide* as you perform the activity.

1. On the [Basic Copy] tab, press the **Sheet** button under the Media Source heading.
2. Press the <**Original/Media Settings**> button on the Control Panel.
3. Select the [Media Settings] tab.
4. Under the Size Series heading, select the **Manual** button.
5. On the [Manual Size Series] screen, select the button beside the ARCH-1 settings (36", 24", etc.), and then press **Save**.
6. Under the Type Thick. Heading, select the **Manual** button.
7. On the [Manual Media Type/Thickness] screen, select **Bond** and **Ordinary**, then select **Save**.
8. Press the Close button on the [Media Settings] tab to return to the [Copy] screen.
9. Leave the **R/E** setting at 100%.
10. Although you can copy just one sheet at a time using the Manual Feed Tray, set the Quantity to **2** using the numeric keypad.

**11.** Scan the original, LEF.

When scanning is complete, the machine will display the [Install Media – Manual Feed Tray] screen; it instructs you to open the Manual Feed Tray and load a sheet of media.

**12.** Open the Manual Feed Tray by pulling down on the two handles.**13.** Load one of the blank sheets of paper, LEF, into the Manual Feed Tray. Be careful to align the sheet with the 18" markings on the Manual Feed Tray. The sheet will prefeed a short distance, then stop briefly, and then feed into the machine.**14.** After the first copy runs, the machine will prompt you to load the second blank sheet. Do so and allow the machine to print the second copy.**15.** Close the Manual Feed Tray.**16.** Press **Clear All**.

---

## 13 Using the Image Quality Selections

The image quality selections enable you to enhance your copy output and compensate for poor quality originals. The image quality selections covered in this section include:

- Original Type
- Copy Density
- Background Suppression
- Contrast

### Objectives

---

Upon completion of this module, you will be able to:

- Select image quality settings that improve the appearance of copies.

### Reading Activity

---

Read the following sections in the *User Guide* before performing the activities in this section.

- 3 Copy:** Original Type  
Copy Density  
Background Suppression  
Contrast

### Resources Required

---

- One 8.5" x 11" line drawing with faint or light lines for the Original Type Selection and Density Adjustment activities.
- One 8.5" x 11" continuous tone photo (black and white) for the Original Type Selection, Density, and Contrast Adjustment activities.
- One print with objectionable background for the Background Suppression Adjustment activity.
- 18" (B/A3) roll paper in the lower media drawer

## Image Quality Activity 1 – Original Type Selection

---



Refer to **3 Copy –Original Type** in the *User Guide* as you perform the activity.

1. Press the **Original/Media Size Settings** button on the Control Panel. The [Original Size Series] and [Media Settings] tabs will display.
2. Press the **ANSI** button on the Original Size Series tab.
3. Press the **Close** button.
4. Touch the Image Quality tab on the Touch Screen.
5. Notice the Original Type selections at the left side of the screen. The Original Type that you select tells the machine which type of image is present on the document which you are inserting. The machine uses this information to select an image processing method that will produce the best output.
6. Always check that the Original Type selection matches your original as you set up a copy job.
7. Set up to make a copy using the following selections:
  - R/E:** Select **More... > Auto > Save**
  - Media Source:** Select the 18" (B/A3) roll
  - Media Type:** Not applicable
  - Copy Quantity:** 1
8. To see how the Original Type selections affect image quality, make a copy of the line drawing with each of the five choices selected. You can see that the best choice for copying a line drawing is the Line/Text selection.
9. Now make one copy of the photograph at each of the original type selections. Here, again, you can see that you should match the original type selection to the document.

## Image Quality Activity 2 – Adjusting the Copy Density

---



Refer to **3 Copy –Copy Density** in the *User Guide* as you perform the activity.

Using a line drawing with faint lines, you will adjust the copy density to enhance the lines and make them bolder.

1. Before adjusting the copy density setting, make one copy of the original at the settings below.
  - R/E:** 100%
  - Media Source:** Select the 18" (B/A3) roll
  - Media Type:** Not applicable
  - Output Format:** Synchronized
  - Copy Quantity:** 1
  - Original Type:** Text/Line



2. Press the Image Quality tab.  
Notice the Copy Density scale and the **Up** and **Down** buttons in the center of the screen. You can increase or decrease the density (darkness or lightness) of the lines on the copy by moving the indicator to a darker or lighter setting.
3. Press the **Up** button and change the Copy Density setting to the lightest.
4. Feed the original into the scanner LEF and make one copy.
5. Now press the **Down** button and change the Copy Density setting to the darkest.
6. Feed the original into the scanner and make one copy.
7. Compare the density of the lines on the first (Normal), second (Light), and third (Dark) copies. You can see that the Copy Density setting provides an effective correction for poor line quality on an original.
8. Press **Clear All**.
9. Now make a copy of the photograph to see how the Copy Density settings affect the copy output. Make the following settings for the job:
  - R/E:** 100%
  - Media Source:** Select the 18" (B/A3) roll
  - Media Type:** Bond
  - Output Format:** Synchronized
  - Copy Quantity:** 1
  - Original Type:** Photo (contone)
10. Make a copy of the photo with the Copy Density set to **Normal**.
11. Make additional copies at different Copy Density settings, some darker and some lighter. Write on each copy the Copy Density setting that you used.
12. Compare the copies with the original photograph and select the one with the best image quality.

## **Image Quality Activity 3 – Adjusting Background Suppression**

---



Refer to **3 Copy –Background Suppression** in the *User Guide* as you perform the activity.

Using a print which has objectionable background, you will turn the Background Suppression feature off and on, making copies at each setting to see how this feature affects the image quality.

1. Press the Image Quality tab. The **On** button for the Background Suppression feature (BG. Suppress.) should be selected. **On** is the factory default setting.

2. Press the BG. Suppress. **Off** button to turn off the Background Suppression feature.

3. Make a copy of the print using the following settings:

**R/E:** 100%

**Media Source:** Select the 18" (B/A3) roll

**Media Type:** Not applicable

**Output Format:** Synchronized

**Copy Quantity:** 1

**Original Type:** Text/Line

4. Feed the original, LEF, and save the copy.

Now make another copy. This time turn on the BG. Suppress feature. Keep the same settings as before.

1. Return to the Image Quality tab and press the BG. Suppress. **On** button.

2. Feed in the same original, LEF, and make one copy.

3. Compare the image quality of the first and second copies. Notice how the Background Suppression feature excludes the background which is present on the original, resulting in a cleaner appearing copy.

4. Press **Clear All**.

## Image Quality Activity 4 – Adjusting the Contrast

---



Refer to **3 Copy – Contrast** in the *User Guide* as you perform the activity.

1. Before adjusting the contrast setting, make one copy of the original at the settings below.  
**R/E:** 100%  
**Media Source:** Select the 18" (B/A3) roll  
**Media Type:** Not applicable  
**Media Cut Mode:** Synchronized  
**Copy Quantity:** 1  
**Original Type:** Photo
2. Press the Image Quality tab.
3. Press the **Contrast** button.
4. On the [Contrast] screen, press the **Up** button until the highest setting is selected.
5. Press the **Save** button.
6. Feed the photographic original into the scanner, LEF, and make one copy.
7. Now reselect the **Contrast** button, and press the **Down** button to change the contrast to the lowest setting.
8. Press the **Save** button.
9. Feed the original into the scanner and make one copy.
10. Compare the contrast of the three copies and select the one with the best image quality.
11. Press **Clear All**.



---

## 14 Using the More Features Selections

The Xerox 6204 Wide Format Copier/Printer also is able to perform the following:

- Create a Sample Copy to be used as a proof
- Image Location adjustments
- Scan Width adjustments
- Margins adjustments
- Invert Image
- Rendering adjustments
- Mirror Image
- Sharpness adjustments
- Scan Offset (scan start position) adjustments

### Objectives

---

When you complete this module, you will be able to:

- Understand the purpose and use of the Sample Copy, Scan Width, Invert Image, Rendering, Mirror Image, and Sharpness adjustments.
- Set up and make copies using the Image Location feature.
- Use the Margins feature to eliminate unwanted detail from the edges of a document.
- Adjust the Scan Offset setting to prevent the copying of unwanted image detail at the lead edge of a document.

### Reading Activity

---

Read the following section in the *User Guide*.

**3 Copy:** Setting Up the [More Features] selections

*There are no activities associated with the Sample Copy, Scan Width, Invert Image, Rendering, Mirror Image, and Sharpness adjustments.*

## Resources Required

---

- 8.5" x 11" graphic document
- 8.5" x 11" text document
- 12" x 18" sample document with a continuous border for the Image Location, Margins, and Scan Offset activities
- 18" roll media loaded in the lower media drawer

## Activity 1 – Image Location

---



In this activity you will set up and make copies using each of the Image Location feature's selections.

Refer to **3 Copy – Image Location** in the *User Guide* as you perform the steps below.

1. Set up the Original Size Series:
  - a. Press the **Original/Media Size Settings** button on the Control Panel. The [Original Size Series] and [Media Settings] tabs will display.
  - b. Press the **ANSI** button on the Original Size Series tab.
  - c. Press the **Close** button.

2. Set up the copy job as follows:

**R/E:** 100%

**Media Source:** Select the 18" roll paper

**Media Type:** Not applicable

**Output Format:** Synchronized

**Copy Quantity:** 1

**Original Type:** Text/Line

### Using the "Auto Center" Selection

---

1. Select the **Image Location** button on the [More Features] tab.
2. Press the **Auto Center** button, and then press **Save**.
3. Feed the 8.5" x 11" graphic document into the scanner, LEF, to make a copy.

The image from the original will be centered in the middle of the copy. The machine has copied the entire surface of original, not just the image. It then printed the page of image information centrally on the 18" media.

### Using the "Corner Shift" Selection

---

1. Go to the [More Features] tab, select the **Image Location** button, and then press the **Corner Shift** button.
2. Select several of the directional buttons, observing the animated mimic as you do so. The mimic shows the effect of selecting a given direction on the copy image.

3. Select any one of the directional buttons, and then press **Save**.
4. Insert the 8.5" x 11" graphic document into the scanner, LEF, and make one copy. The image will shift in the direction that you selected.
5. Press **Clear All**.

## Activity 2 – Margins (Border Erase)

---

In this activity you will use the Margins feature to remove the border that is present at the outer edge of the original from the copies.



Refer to **3 Copy – Margins** in the *User Guide* as you perform the steps below:

1. Press the **Original/Media Size Settings** button on the Control Panel. The [Original Size Series] and [Media Settings] tabs will display.
2. Press the **ARCH-1** button on the Original Size Series tab.
3. Press the **Close** button.
4. Set up the job as follows:
  - R/E:** 100%
  - Media Source:** Select the 18" roll paper
  - Media Type:** Not applicable
  - Output Format:** Synchronized
  - Copy Quantity:** 1
  - Original Type:** Text/Line
5. Select the [More Features] tab on the Touch Screen.
6. Press the **Margins** button.
7. In each entry field, enter a value that will erase the black border. Start by entering 15mm.
8. Press **Save**.
9. Insert the original in the scanner and make a copy.
10. Check the copy. If the border is completely erased, press **Clear All** and go to the next activity; if not, go to step 11.
11. If the border is not completely erased, increase the Margins values and make another copy.
12. Press **Clear All** after you produce a copy that has the border entirely erased.

### Activity 3 – Margins (Edge Erase)

---

Using the same original as in the previous activity, and the same copy and media settings, you will now make four copies, each of which has a different edge erased.



Refer to **3 Copy – Margins** in the *User Guide* as you perform the steps below:

1. Set up the job as follows:

**R/E:** 100%

**Media Source:** Select the 18” roll paper

**Media Type:** Not applicable

**Output Format:** Synchronized

**Copy Quantity:** 1

**Original Type:** Text/Line

2. Select the [More Features] tab, and then press the **Margins** button.
3. Enter a value that will produce a copy with the right edge completely erased. Enter a value of 15mm and then press **Save**.
4. Check the copy. If the border is completely erased at the right edge, press **Clear All** and proceed to the next activity; if not, go to step 6.
5. If any of the border still appears at the right edge of the copy, increase the value and make another copy. Once the desired output is achieved, press **Clear All** and continue at the next step in this procedure.
6. Now make three more copies. This time change the settings so that the first copy has the top edge erased, the second copy has the bottom edge erased, and the third copy has the left edge erased.
7. Once you succeed in making copies with the edges erased, press **Clear All** and proceed to the next activity.



## Activity 4 – Scan Offset

---

The Scan Offset feature enables you to eliminate unwanted image detail at the lead edge of a document from the copy. The scan start position is the point after the document begins to feed where the machine begins to collect image information (scan the document). Delaying the start of scanning prevents unwanted image detail from being included on the copy.



Refer to **3 Copy – Scan Offset** in the *User Guide* as you perform the steps below:

1. Make the following selections on the Touch Screen:
  - R/E:** 100%
  - Media Source:** Select the 18" roll paper
  - Media Type:** Not applicable
  - Output Format:** Synchronized
  - Copy Quantity:** 1
  - Original Type:** Text/Line
2. Press the [More Features] tab.
3. Press the **3** at the lower right corner to display the **Scan Offset** button.
4. Press the **Scan Offset** button.
5. When the [Scan Offset] screen displays, select **Enabled**.
6. Using the scroll buttons, enter a value of 0.5 inch.
7. Press **Save** after 0.5 inch appears in the entry field.
8. Feed the document into the scanner to make a copy.
9. Check the copy. The first 0.5 inch of the lead edge of the copy should be blank.
10. Press **Clear All**.



---

## 15 Using the Scan Features

This section covers the scanning features of the Xerox 6204 Wide Format Copier/Printer. This capability enables you to scan single page documents to a destination (mailbox), where they are stored for later retrieval to your workstation.

### Objectives

---

When you complete this module, you will be able to:

- Create a mailbox to store scanned documents.
- Scan a document to the mailbox.

### Reading Activity

---

Read the following sections in the *User Guide* to become familiar with the scanning procedures.

- 4 Scan:** Preparation for Scanning  
Scanning Overview  
Creating & Deleting a Mailbox

### Activity 1 - Create a Mailbox

---

1. Following the procedure in the *User Guide*, create a mailbox on the machine. Save your initials as the name of the mailbox.  
Do not select the **Password Settings** or the **Default** buttons.
2. Select **Close** to return to the [Destination] screen, then select **Close** again to return to the [Scan] screen.
3. Press the **Menu** button to display the [Menu] screen.

## Activity 2 - Scan a Document to the Mailbox

---

Scan a document into the mailbox you just created.

1. With the [Main Menu] screen displayed, press the **Scan** button to display the [Scan] screen.
2. Press the **Destination** button at the upper left corner of the screen.
3. When the [Destination] screen appears, select the mailbox that you just created.
4. Press the **Close** button to display the [Scan] screen.
5. On the [Scan] screen, select the File Format. In this case, press the **TIFF** button to save the scanned image in the mailbox as a TIF file.
6. The choice of Scan Resolution depends upon the ultimate use of the scanned document. A higher resolution typically is best for printed documents or copies, while a lower resolution is better for on-screen display.

Since you ultimately would print this scanned image, select 600 dpi.

7. Select **Text/Line** as the Original Type.
8. On the [Image Quality] tab, select **Binary** (black and white) for Rendering because you will be scanning a line drawing. You would select the other option, **Error Diffusion**, if you were scanning a photo or a complex (e.g., multi-colored) print.
9. View the other options on the [Image Quality] tab.

You can see that the scan image quality options are virtually the same as the copy image quality settings, and they perform the same functions.

10. Select the [More Features] tab.

Notice that these features are virtually the same as the copy features, and they perform the same functions. The Preview feature will generate a JPEG thumbnail of the scanned image, and will download it into Accxes Client Tools.

11. Now, scan any one of the originals you used before.

The Xerox 6204 Wide Format will automatically store the image information in your mailbox and assign a name to the stored image.

With the document stored in the mailbox, you can retrieve it using Accxes Client Tools, edit it using graphics editing software, and print it using a supported print driver.

**Note:** *You do not have to delete the scanned image file from the mailbox. It will be deleted automatically within 24 hours.*

---

## 16 Using Store/Recall

The Store/Recall feature helps simplify the task of running complex, repetitive jobs by enabling you to store copy settings as templates. As many as 10 templates may be saved, and then recalled when needed.

### Reading Activity

---



Read the following sections in the *User Guide* to become familiar with the procedures for managing copy job templates.

**5 Store/Recall:**                      Copy Job Templates  
  Recall Template  
  Delete Template

*Please scan through the remainder of the chapter to acquaint yourself with the other Store/Recall features and operations.*

### Resources Required

---

- 12" x 18" sample document with a continuous border

### Activity 1 – Create and Save a Copy Job Template

---

1. Before you can save a template, you must set up and run the copy job whose settings you wish to capture. Using the 12" x 18" line drawing with border as the original, set up the copy job as follows:

**R/E:** 100%

**Media Source:** 36 inch roll media

**Media Type:** Not applicable

**Output Format:** Synchronized

**Copy Quantity:** 2

**Original Type:** Text/Line

**Image Location:** Auto Center

2. Insert the original in the scanner, LEF, and run the two copies.
3. Press the **Menu** button to display the [Menu] screen, then select the **Store/Recall** button.  
The [Store/Recall] menu will display.
4. Select the **Copy Job Templates** button.  
The [Copy Job Templates] screen will display.

If there are any saved templates, the numbers assigned to them will appear in the [Templates in use] field.

5. Select an unused number for the template being created, and enter it using the numeric keypad. Acceptable numbers range from 0 to 9.
6. Press the **Save Template** button. The settings of the just completed copy job will be saved as a template, identified by the number you assigned.
7. Press **Clear All**.
8. To see how the Store/Recall feature differs from the Copy from Memory feature, and to prepare for the upcoming activity, place a different job in memory by running one copy of a 24" x 36" line drawing.

Use the following settings:

**R/E:** 100%

**Media Source:** Auto

**Media Type:** Bond

**Output Format:** Synchronized

**Copy Quantity:** 1

**Original Type:** Text/Line

9. Copy the 24" x 36" line drawing.
10. Press **Clear All**.

## **Activity 2 – Recall a Template**

---

1. Press the **Store/Recall** button on the [Menu] screen.
2. Select the **Copy Job Templates** button when the [Store/Recall] menu appears.
3. After the [Copy Job Templates] screen displays, enter on the numeric keypad the number of the template you created, and then press the **Recall Template** button.  

The saved job settings will be recalled.
4. Press the **Close** button on both the [Copy Job Templates] screen and the [Store/Recall] menu to return to the [Menu] screen.
5. Press the **Copy** button on the [Menu] screen.
6. Without making any setup selections on the Touch Screen, copy the 12" x 18" line drawing with border again.  

The machine will produce two copies which are identical to those you printed earlier.
7. Press **Clear All**.

### **Activity 3 – Delete Template**

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1. Press the **Store/Recall** button on the [Menu] screen.
2. Select the **Copy Job Templates** button when the [Store/Recall] menu appears.
3. After the [Copy Job Templates] screen displays, enter on the numeric keypad the number of the template you created and recalled earlier, and then press the **Delete Template** button.

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





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# Appendix A. Maintaining the Xerox 6204 Wide Format

Machine maintenance encompasses the following activities:

- Replacing consumables
- Cleaning the machine

## Objectives

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When you complete this module you will be able to:

- Correctly replenish the toner supply.
- Correctly replace a full Waste Toner Bottle.
- Understand the recommended practices for cleaning the machine.

## Reading Activity

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Read the following sections in the *User Guide*.

- 9 Maintenance:** Replacing Consumables  
Cleaning the Machine

## Replenishing the Toner

---

The Control Panel will display a **Load Toner Soon** message when the Toner Supply is low and a **Load Toner** warning when the supply is nearly exhausted. At this point (toner empty), the machine will stop accepting jobs. The machine will resume printing when the toner is replenished.

The toner used in your machine is designed specifically for the Xerox 6204 Wide Format Solution. Do not use any other type or brand of toner in the machine.

Use of another kind of toner in the machine may damage the printer and seriously reduce image quality.

## Replacing the Waste Toner Bottle

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The Control Panel will display a **Replace the Waste Toner Bottle soon** message when the it first detects that the bottle is full. After a period of time (judged by the controller to be sufficient to print about 500 pages), the machine will stop, eject any current job, and refuse to accept more jobs. At this time, it also will display the warning **Replace the Waste Toner Bottle**. The machine will resume normal operation immediately after it detects that the Waste Toner Bottle has been replaced.

Replace the Waste Toner Bottle when the message on the Control Panel instructs you to do so.

## Cleaning the Machine

---

### CAUTION

Before cleaning the Xerox 6204 Wide Format, ensure that the system is switched off and that the machine is unplugged from the wall outlet. Use only cleaning materials intended for the Xerox 6204 Wide Format Copier/Printer and 6204 Wide Format Printer.

### WARNING

**The Xerox 6204 Wide Format Solution contains high voltage and high temperature components. Spilling any liquid into the machine will damage the machine and could result in personal injury or death.**

**Power down the machine completely before performing any cleaning.**

**Always follow the machine cleaning instructions in the *Xerox 6204 Wide Format Solution User Guide for FreeFlow Accxes Print Server*.**

Periodically clean the outside of the printer using a soft, damp cloth. A mild detergent may be applied to the damp cloth to remove stubborn soiling. Do not pour or spray liquid directly on any part of the printer.

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## Appendix B. Checking the Machine Status

The **Machine Status** button on the Control Panel provides access to useful machine information, the billing meters, and media status.

### Objectives

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When you complete this module you will be able to:

- Access and view the machine serial number and software versions.
- Enable or disable printing.
- View the billing meters.
- Check the status of the media which is loaded in the machine.

### Reading Activity

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Read and refer to the following sections in the *User Guide* as you work through this topic.

- 8 Machine Status:** Overview of Machine Status  
Printer Status  
Media Status  
Configuration Prints  
Billing Meters  
Show Current Print Job  
System Description  
Recent Faults

### Access and View the Machine Status Selections

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1. Press the **Machine Status** button on the Control Panel. The [Machine Status] menu will display.
2. Select each of the selections on the screen, and view the information that is presented for each.



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## Appendix C. System Settings

### Objectives

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When you complete this module you will be able to:

- Enter and exit the System Administration mode.
- Change the System Administrator password to ensure system security

### Reading Activity

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Read the following sections in the *User Guide*.

**7 System Administration:** System Administration  
Overview  
Job Accounting  
Change Password  
Diagnostic Prints  
Image Recall



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## Appendix D. Problem Solving

The Problem Solving section of the *User Guide* provides valuable guidance for many of the conditions that you are likely to encounter with the machine during normal operation.

### Objectives

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When you complete this module you will be able to:

- Successfully solve common problems encountered while copying/scanning/printing.
- Solve problems that trigger Error Messages.
- Successfully clear document and paper path jams.

### Reading Activity

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Read the following sections in the *User Guide*.

- 10 Problem Solving:** Troubleshooting  
General Problems  
Problems during Copying  
Problems during Scanning  
Error Messages  
Document Jams  
Paper Jams





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## Appendix E. Image Quality Guidelines

The Xerox 6204 Wide Format Copier/Printer and Wide Format Printer are capable of achieving excellent output quality from many types of documents, including those that are faded or damaged.

### Considerations

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There are three items to consider to achieve good output quality:

- Media type
- Document type
- Input quality

### Identifying the Media Type

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The first step in obtaining good output quality is to determine the type of document you are scanning into the system. There are three major types of input document media: Opaque, Translucent, and Transparent.

**Opaque** Opaque media, such as standard paper, allow little or no light to pass through them. Because opaque media reflect an acceptable amount of light to the scanner, you do not need to make any special setting adjustments for them.

**Translucent** Translucent media permits light to pass through it but scatters the light in the process. A frosted glass window is an example of a translucent material. Two common translucent documents are drafting vellums and tracing paper.

To compensate for the scattering of light when scanning a translucent document, select Text/Line from the Image Quality, Original Type section of the Touch Screen.

**Transparent** Transparent media allows light to pass through with little or no blockage. A clear glass window is an example of a transparent material.

Clear film, or acetate, is the most common example of a transparent media.

## Document Type

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After determining the media type, the next step in achieving good output quality is to identify what kind of document you are scanning. The Xerox 6204 Wide Format Solution provides the following Original Type selections; these appear below.

<b>Text/Line</b>	This option is best when using an original that contains primarily text and lines.
<b>Text/Line (clear)</b>	Select this mode to make copies of transparent (clear) originals. This option is suitable for film and vellum originals, where the background color is water-clear, white, bluish, or brown.
<b>Text/Photo</b>	This option works well for originals that contain both text and photos.
<b>Photo (halftone)</b>	Select this option when documents contain a grayscale or halftone color image, such as a printed graphic.
<b>Photo (contone)</b>	Select this mode when documents contain a continuous tone black and white or color image, such as a photograph.

Provided below are suggestions for copying other types of documents.

<b>Blueline</b>	Blueline documents are usually blue lines on a white, opaque background. Bluelines are often mistakenly referred to as blueprints. Bluelines, however, are just the opposite of blueprints.
<b>Blueprint</b>	Blueprint documents are white lines and text on a dark blue background. Adjustments may have to be made using the Background Suppression and Copy Density features. You also can use the Invert Image feature for better output.
<b>Negatives</b>	<p>Negatives are similar to blueprints, except the white lines are on a black background in a negative, rather than a blue background as in a blueprint. Because a negative is similar to a blueprint, the setting that you should select is identical.</p> <p>Using the Invert Image feature will conserve toner. If an exact copy of an original is not required, or if the job has many blueprints or negatives, Invert Image should be used.</p> <p>Adjustments may have to be made using the Background Suppression and Contrast features.</p>

<b>Halftone</b>	<p>A halftone is a copy of a photograph in which intermittent dots and white spaces simulate tones.</p> <p>A common example of halftones are the photographs in newspapers. Some engineering drawings are also halftone documents such as drawings created on a CAD or graphics system, which both use dot patterns to simulate fill areas.</p>
<b>Line</b>	<p>The Xerox 6204 Wide Format has a special setting for line art and text. The Line setting should always be used for images on translucent or transparent media.</p>
<b>Line output</b>	<p>Copies made in Line mode will be reproduced with very high contrast: everything produced with the Line setting will either be black or white.</p> <p>Line should not be used when your document has light gray or low contrast details, as those details will be lost in the scanning process.</p> <p>The Line setting is the preferred setting for transparent and translucent documents.</p>
<b>Photo</b>	<p>The Xerox 6204 Wide Format has a special setting for photographs. Before selecting the Photo setting, ensure that the image is not actually a halftone. Look closely to see if the image is made up of dots. If the image is made up of dots, it is a halftone and not a photograph.</p>

## **Assessing Input Quality**

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The next step in achieving good output is to determine the quality of your document. You should use three criteria when determining the quality of a document:

- Level of contrast
- Uniformity of image and background density
- Existence of extraneous markings

**Contrast** High contrast documents show a large difference in intensity between the image and the document background.

Low contrast documents show a small difference in intensity between the image and the document background.

Generally speaking, the higher the contrast between the image and the image background, the higher the input quality.

<b>Image density</b>	<p>Uniform density documents show a consistent darkness throughout the document. The lines in one area of the document are the same darkness as the lines in another area of the document, and the image background is the same level of darkness throughout the document.</p> <p>Documents with a non-uniform density have lines or a background of varying degrees of darkness.</p> <p>Generally speaking, documents with a uniform background and a uniform image density are higher quality than documents with non-uniform image or background densities.</p>
<b>Extraneous markings</b>	<p>Finally, when evaluating the quality of a document it is important to note extraneous markings. Extraneous markings are lines and images not intended to be on the document such as speckles, stains, or stray marks.</p>

Documents with a high degree of contrast, a uniform image and background density, and few extraneous markings are considered to be high quality input.

Obtaining good quality copies from good quality documents requires no special action beyond selecting the correct setting for document type.

Low contrast documents, documents with faded or variable image densities, documents with a faded or variable background density, and documents with extraneous markings are considered poor quality documents.

Common examples of poor quality documents are:

- Overexposed or underexposed bluelines
- Old bluelines (folded bluelines)
- Documents containing both dark images and light images
- Documents containing light pencil notes
- Stained documents
- Documents with a specked background
- Taped, folded, or creased documents
- Documents treated with correction fluid

It is not always possible to completely compensate for poor quality originals. Although the Xerox 6204 Wide Format has powerful software for removing the more obvious defects, output quality will always to some degree be a reflection of your input document.

## **Image Quality Tips**

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The following are some tips for achieving good image quality:

- Flatten rolled or folded documents by laying them out for several hours.
- Group documents by media type.
- Group documents by size: all the D documents, all the C documents, and so on.
- Group documents by image quality: poor quality with poor quality, and documents having similar defects.
- Rotating a document 90 degrees may enhance the background suppression and/or contrast in the resulting image file or copy.
- Documents that have dark edges may result in image files or copies with insufficient levels of contrast. To enhance the image quality, try selecting a different edge as the lead edge.





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