



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX 6204. You'll find the answers to all your questions on the XEROX 6204 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual XEROX 6204**  
**User guide XEROX 6204**  
**Operating instructions XEROX 6204**  
**Instructions for use XEROX 6204**  
**Instruction manual XEROX 6204**

FreeFlow® Accxes® Print Server V12.0  
February 2010  
701P50640



Xerox® 6204® Wide Format  
Solution  
Copy/Scan User Guide



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**Manual abstract:**

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.. @@ - Preface · Related Information Sources and CDs · Options · Using this Guide · Safety Notes · Regulatory Information · Illegal Copies and Printouts · Product Recycling and Disposal · Power Connection · Warning and Caution Label Locations Xerox 6204 Wide Format Solution User Guide 1-1 Before Using the Machine Preface Thank you for selecting the Xerox 6204® Wide Format Solution with FreeFlow® Accxes® Print Server. This machine provides high quality, low cost, 600 dpi monochrome copying, scanning, and printing, and is rated at four D-size (A1) prints per minute, or an optional five D-size (A-1) prints per minute. It can print on both roll and cut sheet media (bond, vellum, tracing paper, film), in sizes up to 36 inches (914mm) wide. This guide provides procedures for setting up, operating, and maintaining the machine. Please read the guide thoroughly to obtain the best performance from the product. Also keep it handy for quick reference when you need help in performing a task or solving a problem. 1-2 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Related Information Sources and CDs We provide the following documentation to help you make optimum use of the machine. User Guide The Xerox 6204® Wide Format Solution Copy/Scan User Guide for the FreeFlow Accxes Print Server contains the procedures for setting up, operating, and maintaining the machine.

This guide is provided in PDF format on the CD. Quick Start Guide The Quick Start Guide introduces the main features of the machine and provides basic

operating instructions. It also is provided in PDF format on the CD. CD-ROMs . Several CDs are provided with the machine, including the following: ·  
Documentation CD: Contains Printer and Copier/Printer user guides in PDF format, and installation instructions for client and driver software.  
The user guides for the client and driver software are included with the respective software. · Driver Software: Contains all of the Accxes print drivers,  
including the version 12.



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0 Windows (HPGL) print driver, the version 12.0 PostScript driver (functionality must be enabled using a Feature Key), and version 11.0 AutoCAD HDI drivers for AutoCAD 2002/2004/2005/2006.

· Client Software CD: Contains the version 11.00.06 Accxes Client Tool software and the Account Management Tool software. Xerox 6204 Wide Format Solution User Guide 1-3 Before Using the Machine Options Both hardware and software options are available for the machine. User guides are supplied for the optional software. These documents contain the procedures for software installation and operation. 1-4 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Using This Guide This guide was produced for people who operate the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server on a regular basis. When using this guide, read the chapter that relates to the operation you are performing for a broader understanding of the process. Prerequisite Knowledge This guide assumes that the operator has a basic knowledge of the operating environment of the personal computer being used, network environments, and how to operate a personal computer. For more information, refer to the manuals provided with the personal computer, the operating system, and the network.

Organization of this Guide 1 - Before Using the Machine Provides guidelines for the safe and legal use of the machine. 2 - Product Overview Describes the purpose and use of the machine's major components, how to power the machine on and off, how to correctly use originals, and how to choose and load media. 3 - Copy Describes the copy features and how to make copies. 4 - Scan Describes the use of the scan features and how to set up and manage mailboxes. 5 - Store/Recall Describes the job recall (stored programming) feature and its use. 6 - System Setup Describes the procedures for setting up the machine's feature defaults. Xerox 6204 Wide Format Solution User Guide 1-5 Before Using the Machine 7 - System Administration Describes the use of the system administration features. 8 - Machine Status Describes the information that can be obtained using the Machine Status feature. 9 - Maintenance Provides procedures for replacing consumables and cleaning the machine. 10 - Problem Solving Provides solutions to problems that may occur with the machine. 11 - Appendix Lists the machine specifications and options. 1-6 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Conventions In this document, computer refers to a personal computer or workstation. The following icons are used in this guide. CAUTION: The CAUTION symbol alerts you to an action that may cause damage to hardware, software, or result in the loss of data. WARNING: The WARNING symbol alerts you to an action that may cause bodily injury.

Note Indicates additional information on operations or features and also indicates important information which you should read. The following conventions are used in this guide: " " :The cross-reference is within this manual. " " :Refers to CD-ROM, names of features, touch screen messages, and input text.

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

< > key:Indicates a key on the keyboard of the computer. Xerox 6204 Wide Format Solution User Guide 1-7 Before Using the Machine Safety Notes Read these Safety Notes carefully before using this product to ensure that you operate the equipment safely. Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards.

Please read the following instructions carefully before operating the product, and refer to them as needed to ensure the continued safe operation of your product. The safety and environment testing and performance of this product have been verified using Xerox materials only. WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Authorized Local Dealer for more information. Warning Markings All warning instructions marked on or supplied with the product should be followed.

WARNINGS: This warning alerts users to areas of the product where there is the possibility of personal injury.

This warning alerts users to areas of the product where there are heated surfaces, which should not be touched. · Electrical Supply This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice. WARNING: This product must be connected to a protective grounded circuit. This product is supplied with a plug that has a protective grounding pin. This plug will only fit into a grounded electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the product to an electrical outlet that lacks a grounded connection terminal. Operator Accessible Areas This equipment has been designed to restrict operator access to safe areas only.

Operator access to hazardous areas is restricted with covers or guards, which require a tool to remove. Never remove these covers or guards. 1-8 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Maintenance Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not carry out any maintenance on this product which is not described in the customer documentation. Cleaning Your Product Before cleaning this product, unplug the product from the electrical outlet.

Always use materials specifically designated for this product, as the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, because they may be explosive and flammable under certain circumstances. Electrical Safety Information WARNINGS:

Use only the power cord supplied with this equipment. Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord.

If you do not know whether or not an outlet is grounded, consult a qualified electrician. · If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization. · Improper connection of the equipment-grounding conductor can result in electrical shock.



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· Do not place objects on the power cord. · Do not place this equipment where people might step or trip on the power cord. · Do not override or disable electrical or mechanical interlocks. · Do not obstruct the ventilation openings. · Never push objects of any kind into slots or openings on this equipment. If any of the following conditions occur, switch off the power to the machine immediately (power switch and circuit breaker) and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

· The equipment emits an unusual noise or odor. · The power cord is damaged or frayed. · A wall panel circuit breaker, fuse, or other safety device has been tripped. · Liquid is spilled into the copier/printer. · The equipment is exposed to water. · Any part of the equipment is damaged. Xerox 6204 Wide Format Solution User Guide 1-9 Before Using the Machine Operational Safety Information To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times. Do These: · Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. · This equipment must be connected to a protective grounded circuit, and the equipment is supplied with a plug that has a protective grounding pin.

This plug will only fit into a grounded electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet. · Always follow all warnings and instructions that are marked on or supplied with the equipment.

· Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building. · Always locate the equipment in an area that has adequate ventilation, and has room for servicing. See the Install Guide for minimum dimensions. · Always use materials and supplies specifically designed for your Xerox equipment. The use of unsuitable materials may result in poor performance. · Always unplug this equipment from the electrical outlet before cleaning. Do Not Do These: · Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet. · Never attempt any maintenance function that is not specifically described in this documentation. · This equipment should not be placed in a built-in installation unless proper ventilation is provided. Please contact your Authorized Local Dealer for further information. · Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers. · Never locate the equipment near a radiator or any other heat source. · Never push objects of any kind into the ventilation openings.

· Never override or "cheat" any of the electrical or mechanical interlock devices. · Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately. 1-10 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Maintenance Information Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer. · Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition. · Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children. · Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

· Do not perform any maintenance procedure unless you have been trained to do them by an Authorized Local Dealer or unless a procedure is specifically described in the user manuals. Ozone Safety Information This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox Installation procedure will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada.

In other markets, please contact your Authorized Local Dealer or Service Provider. For Consumables Store all consumables in accordance with the instructions given on the package or container. · Keep all consumables away from the reach of children. · Never throw toner, toner cartridges, or toner containers into an open flame. Radio Frequency Emissions United States, Canada, Europe, and Australia/New Zealand Note This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at their own expense. Changes and modifications to the equipment not specifically approved by Xerox may void the user's authority to operate this equipment. Xerox 6204 Wide Format Solution User Guide 1-11 Before Using the Machine Product Safety Certification This product is certified by the following Agency using the Safety standards listed: Agency TUV Rhineland of North America NEMKO Standard UL60950-1 1st(2003) (USA/Canada) IEC60950-1 Edition 1 (2001) 1-12 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Regulatory Information CE Mark The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 72/73/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.



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A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer.  
WARNINGS: · In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. · This is a Class A product.

In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.  
Environmental Compliance Canada - Environmental Choice Terra Choice Environmental Services, Inc. of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment. As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency. Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. Xerox 6204 Wide Format Solution User Guide 1-13 Before Using the Machine Illegal Copies and Printouts USA Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

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

C. 20559. Ask for Circular R21. 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.) 6. Passports. (Foreign Passports may be photographed.) 7.

Immigration Papers. 8. Draft Registration Cards. 1-14 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Selective Service Induction Papers that bear any of the following Registrant's information: · Earnings or Income · Dependency Status · Court Records · Previous military service · Physical or mental condition · Exception: United States military discharge certificates may be photographed. 10.

Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as the FBI, Treasury, etc. (unless the photograph is ordered by the Head of such department or bureau). Reproducing the following is also prohibited in certain states: Automobile Licenses - Driver's Licenses - Automobile Certificates of Title The above list is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney. 9.

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

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor. Xerox 6204 Wide Format Solution User Guide 1-15 Before Using the Machine Other Countries Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions. 1.

Currency notes. 2. Bank notes and checks. 3. Bank and government bonds and securities. 4. Passports and identification cards. 5. Copyrighted material or trademarks without the consent of the owner. 6. Postage stamps. 7. Other negotiable instruments. This list is not all-inclusive and no liability is assumed for either its completeness or accuracy.



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*In case of doubt, contact your legal counsel.*

*1-16 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Product Recycling and Disposal If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury, and other materials whose disposal may be regulate due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market. A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer. WEEE Directive 2002/96/EC Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed with agreed procedures. Prior to disposal, please contact your local dealer or Xerox Representative for end of life take back information. Xerox 6204 Wide Format Solution User Guide 1-17 Before Using the Machine Power Connection Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration and the requirements in your country. Connect the power plug only to a properly rated and grounded power outlet to avoid the chance of electric shock. If in doubt, contact your Xerox Customer Support Center.*

*1. Rated voltage 120 VAC (+/- 10%) @ 12A current Rated frequency 50/60Hz 2. Rated voltage 220-240VAC (-10% to +6%) @ 10.0A current Rated frequency 50/60Hz Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can cause connection problems over time.*

*Do not attempt to rework, pull, bend, chafe, or damage the power cord in any way. Do not place heavy objects on the cord because that can also damage the cord. Stop operation immediately if your machine produces smoke, excessive heat, unusual noises or smells, or if water, coffee, or other liquids are spilled on the machine. Immediately turn off the machine and unplug it. Then contact your Xerox Customer Support Center.*

*1-18 Xerox 6204 Wide Format Solution User Guide Before Using the Machine Environment and Temperature The machine is designed to operate normally within the following recommended limits: Temperature range: 50 - 90°F (10 - 32°C) Humidity range: 15 - 85% (no condensation) At 47.5% humidity, the temperature should be 90°F or below; at 85% humidity, the temperature should be 82°F or below. Note Sudden temperature fluctuations can affect copy quality. Heating a cold room too quickly can cause condensation to form inside the machine, which can interfere with image transfer. Xerox 6204 Wide Format Solution User Guide 1-19 Before Using the Machine Warning and Caution Label Locations These are the locations of warning and caution labels on the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server. 1-20 Xerox 6204 Wide Format Solution User Guide Product Overview 2 This chapter describes the overall operation of the machine and the functions of the major components, how to power the machine on and off correctly, how to use the Power Saver feature, and how to use the control panel. The chapter also describes the characteristics of the originals that may be copied and scanned, the types of media that can be used, and how to make the media size, type, and thickness settings. · Machine Components · Powering the System On/Off · Checking the Circuit Breaker · Using the Power Saver Feature · Size Series Settings for Originals · Media Types and Loading · Media Settings Xerox 6204 Wide Format Solution User Guide 2-21 Product Overview Machine Components This section describes the main components of the Xerox 6204 Wide Format Solution with FreeFlow Accxes Print Server. 2-22 Xerox 6204 Wide Format Solution User Guide Product Overview Machine Components Front View 2 3 4 1 5 10 9 8 7 (controller not shown) 6 No. 1 2 3 4 5 6 7 Component Feed-in shelf Document handler cover Original guide Control panel Printer exit port Front doors Small size paper flap Copy catch tray Function Load original here, face down.*

*Remove this cover to clear a document jam. Align the right edge of original with this guide. This consists of operation buttons, LED indicators and a touch screen. For more details, refer to the "Control Panel" section of this chapter. Copies and prints are delivered here, face up. Open these doors to clear media jams and load media. Receives and stacks small size copies and prints (8.5" to 18"/216mm to 457mm) when in the open position. About 20 sheets of Bond paper can be stacked. Refer to the label for usage information.*

*Assembly that receives and stacks medium and large size copies and prints. The assembly accommodates copies/prints of 17" to 48"/432mm to 1219mm when the Extender Assemblies are hooked at the rear of the wireform, and 48"/1219mm and larger when the Extender Assemblies are unhooked. About 20 sheets of Bond paper can be stacked. Refer to the label on the front of the machine for usage information. 8 Xerox 6204 Wide Format Solution User Guide 2-23 Product Overview No.*

*9 10 Component Caster Extender assemblies Function Used for locking the wheels of the machine. Lock these casters after moving the machine to its installation site. When unhooked from the rear of the copy catch tray wireform, accommodate 48" (1219mm) and longer copies and prints. 2-24 Xerox 6204 Wide Format Solution User Guide Product Overview Right and Rear Views 11 17 12 16 15 13 18 19 20 (controller not shown) 14 24 23 22 21 No. 11 12 Component Scanner exit port Front return guide Function Scanned originals exit here.*

*Returns scanned originals to the front. An optional Document Catch Tray may be installed on the rear of the machine. Ask your Xerox representative for more information about this option. Toner is added through this port. Switches the input power to the machine on/off and provides overcurrent and short circuit protection. Switches the machine power on/off. (Also called the Standby switch.) Lift up this lever to open the upper unit. Open this to clear a paper jam. Open and load media here when making manual feed copies or prints.*

*Open this to clear a paper jam. Switches the media heater on/off. Powering on the media heater helps prevent the media from wrinkling. The media heater switch is normally on. Cuts the lead edge of roll media. 13 14 15 16 17 18 19 20 Toner supply port Circuit Breaker Power Switch Upper unit release lever Upper unit Manual feed tray (Bypass) Fuser cover Media heater switch 21 Cutter button Xerox 6204 Wide Format Solution User Guide 2-25 Product Overview No.*



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22 23 24 Component Cutter cover Roll 1 Roll 2 location Function Covers the cutter to cut media. Normally, do not open this cover. Load roll media here. A second, optional roll (Roll 2) may be installed below Roll 1.

**WARNING:** Never touch a labeled area on hot or sharp parts. You may receive a burn or incur other injuries. YKE-N Controller (front view) Power Button 2-26 Xerox 6204 Wide Format Solution User Guide Product Overview YKE-N Controller (rear views) 115/230V Selector Switch This switch is set to the correct position during machine installation. Do not change its position. Power Cable Ethernet Cable Connection USB Cables: 2 on Printer model; 3 on Copier/Printer model The USB cables provide communication pathways between the controller and the Xerox 6204 Wide Format Solution.

IEEE 1394 Firewire connectors (for connecting the Wide Format Scan System) Link LED Activity LED On a system that is working normally and has a good network connection, the Link LED will be illuminated continuously; the Activity LED will blink in response to network activity. Xerox 6204 Wide Format Solution User Guide 2-27 Product Overview Control Panel The following describes the control panel components. 1 7 8 9 2 3 4 5 6 10 11 12 13 14 15 16 17 No. 1 2 3 4 Component Touch screen <Transmitting> indicator <Jobs in Memory> indicator <Original/Media settings> button <Machine Status> button Function Displays messages and on-screen buttons for selecting features. Touch the screen to select features and options.

Illuminates while the machine is communicating with the controller. Illuminates when data (from copying and scanning) are stored in memory. Displays the [Original/Media settings] screen. Select either or both of the tabs that display to view or change the Original Size Series, and the Media Size Series, Type, and Thickness. 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. Displays the System Administrator mode screen. Each button can be set up to display a custom feature when pressed. 5 6 7 <Log In/Out> button <Custom 1> <Custom 2> 2-28 Xerox 6204 Wide Format Solution User Guide Product Overview No. 8 9 10 Component <Menu> button <Copy from Memory> button/indicator <Power Saver> button Function Displays the [Menu] screen.

Initiates reprinting of the most recently completed copy job (both single- and multiple originals). Pressing this button when the machine is ready to copy, scan, or print causes the machine to enter the [Power Saver mode]. When the machine is in the [Power Saver mode], the button illuminates. Press this button when the machine is in the [Power Saver mode] to resume normal operation. Adjusts the brightness of the touch screen. Use this dial to adjust the brightness of the touch screen when it is too dark or too bright to read. Returns the status of all displayed services to their default values. Enables the user to temporarily interrupt a print job to run a higher priority copy or scan job. The <Interrupt> button will illuminate when pressed, and remain illuminated throughout the interrupt job. Pressing <Interrupt> again cancels the interrupt mode, allowing the suspended job to resume.

Used to stop the scanning of the current original, and to stop the current copy, scan, or print job. Used to enter numeric values in data entry fields. Used to start the scanning of an original. Clears incorrect value(s) entered using the numeric keypad. 11 12 13 Brightness dial <Clear All> button <Interrupt> button/indicator 14 15 16 17 <Stop> button Numeric keypad <Start> button <C> button Using the Touch Screen The touch screen displays messages and contains the selection and feature buttons for setting up copying and scanning jobs.

Touch the screen to select a feature or option. Note The features that display may vary, depending on the model, the options installed, and the machine settings. The Default Screen The default screen is the normal touch screen display that users interface with daily. It appears after the machine is powered on or exits the Power Saver mode, when the <Clear All> button is pressed, when the machine exits the System Administration mode, and after a user checks machine status. Xerox 6204 Wide Format Solution User Guide 2-29 Product Overview You may select the default screen from the options below.

The procedure for changing the default screen is located in the section on Default Screen. [Menu] screen [Copy] screen [Scan] screen [Printer Status] screen 2-30 Xerox 6204 Wide Format Solution User Guide Product Overview Features & Functions The following describes the names and functions of the features on the touch screen. Message area Copy quantity Tabs Selection buttons Feature button Component Message area Tab Copy quantity Selection buttons Function Displays machine status messages and provides guidance for operating the machine. Touch a tab to select and display the [Basic Copy], [Image Quality], and [More Features] menus. Enter the number of copies using the numeric keypad. The number of copies can be set from 1 to 999. Press the <C> button to clear an incorrect entry. Touch to select an option. When selected, the button highlights. Note: When you touch the on-screen button More.

..., another screen with additional options displays. Feature button Touch to display the feature setup screens. Xerox 6204 Wide Format Solution User Guide 2-31 Product Overview Feature Setup Screen Entry area Scroll buttons Toggle Component Entry area Scroll buttons Toggle buttons Function Displays the characters entered on the numeric keypad. The numbers within the parentheses ( ) indicate the setting ranges. Use the arrow buttons to scroll to and select a value. The items and buttons that cannot be selected are displayed in light gray. Touching the toggle buttons switches the values in the selected entry area from positive to negative, or negative to positive. You also may use the scroll buttons to move to positive or negative values.

2-32 Xerox 6204 Wide Format Solution User Guide Product Overview Entering Text Screens may display that require you to enter text. This section describes how to enter text on the touch screen. Alphanumeric keyboard Symbols keyboard Entering alphabetic characters and numbers Select the [Alphanumeric] button, and then touch the desired characters. Select [Shift] to switch between lowercase and uppercase characters. Select the [Symbol] button to display the Symbols keyboard, and then touch the desired character.

Select [Back] to delete one character at a time. Select [Cancel] or [Save], as appropriate. Entering symbols Deleting a character Canceling or saving your input Xerox 6204 Wide Format Solution User Guide 2-33 Product Overview Powering the System On/Off Although the printer and controller may be powered on and off manually, the recommended procedure is to allow the Power Saver feature to manage the machine power.



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*Using the Power Saver Feature The Power Saver feature automatically reduces the power consumption when no print data is received within a preset period. The Power Saver feature has two modes, [Low Power mode] and [Sleep mode].*

*The machine enters the [Low Power mode] after a preset period elapses. The machine transitions to the [Sleep mode] from the [Low Power mode] if the machine remains idle for an additional period. Note Refer to the section on Timers to learn how to customize the Power Saver mode settings. Low Power Mode In this mode, the power to the control panel and the fuser is reduced. As the machine enters the [Low Power mode], the touch screen shuts down and the <Power Saver> button on the control panel illuminates. Sleep Mode In this mode, the power is reduced more than in the [Low Power mode]. During the transition from the Low Power mode to the Sleep mode, the touch screen will remain dark and the <Power Saver> button will remain illuminated. 2-34 Xerox 6204 Wide Format Solution User Guide Product Overview Entering the Power Saver Mode The Power Saver Mode may be entered either automatically or manually. Automatic Method: The machine will enter the [Low Power mode] after a preset period elapses. The machine will enter the [Sleep mode] from the [Low Power mode] if the machine remains idle for an additional, preset period.*

*<Power Saver> Manual Method: Press the <Power Saver> button on the control panel. The button will illuminate, the machine will enter the [Low Power mode], and the touch screen's backlight will extinguish. Exiting the Power Saver Mode The Power Saver mode may be exited either manually or automatically. Manual Method: With the machine in the Power Saver mode, press the illuminated <Power Saver> button. The button's indicator light will extinguish, the touch screen will display the message Warming Up, and the machine will begin its warm up cycle. <Power Saver> Automatic Method: The machine will exit the Power Saver mode when it detects a print job in the active queue. Xerox 6204 Wide Format Solution User Guide 2-35 Product Overview System Power On Procedure The procedure below describes the process for powering up the system from a cold start, that is, it assumes that both the printer and the controller are powered down completely. 1. Move the printer circuit breaker switch up, to the On [ \ ] position. Power Switch Circuit Breaker 2. Move the printer power switch to the On [ \ ] position. 3. Press the power button on the front of the controller. Power Button The power button lamp will illuminate. After about one-half minute, the control panel will display the message Printer Warming Up.*

*The machine will be print-ready in about three minutes. 2-36 Xerox 6204 Wide Format Solution User Guide Product Overview System Power Off Procedure CAUTION: Powering down the system incorrectly may result in data corruption and a service call. The system shutdown procedure below allows the controller to power down correctly. Shutdown is best performed through the Web Print Management Tool or the System Administration menu's [Shutdown] feature. Only authorized persons should power down the system fully.*

*The procedure for powering down the entire system is described below. Follow this procedure to prevent data corruption and the possibility of a service call when a full system shutdown is called for. 1. Make sure that all print jobs have finished processing and that the <Transmitting> indicator is not illuminated. 2. Select [Shutdown] from either the control panel or from the Web Print Management Tool. Shutdown from the control panel: 1. Press the <Log In/Out> button on the control panel, enter the System Administration password when the [Password] screen displays, and then select the [Shutdown] button on the [System Administration] menu. 2. The [Shutdown] screen will display.*

*Xerox 6204 Wide Format Solution User Guide 2-37 Product Overview 3. Select the [Shutdown] button. Note Do not select the [Restart] button. It is used to reboot the system when jobs in the print queue fail to process correctly. The [Power Off] screen will display briefly on the control panel, and then the control panel and the printer will shut down. The controller will complete its shutdown within 30 seconds from the moment the control panel and printer shut down. The controller's power button lamp will go out when the controller completes its shutdown. Shutdown from Web Print Management Tool: 1. Open the Web Print Management Tool at your workstation. 2.*

*Select Utilities > Shutdown > [Shutdown]. Note Do not select the [Restart Controller] button. It is used to reboot the system when jobs in the print queue fail to process correctly. The control panel, printer, and controller will undergo the same power down process as was described above. 3.*

*Move the printer power switch to the off position. 4. Move the printer circuit breaker switch to the off position. 2-38 Xerox 6204 Wide Format Solution User Guide Product Overview Checking the Circuit Breaker The circuit breaker opens automatically and removes input power from the machine if a short circuit or overcurrent condition occurs. On 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 period, the printer and the controller may be powered down as described in the System Power Off Procedure. Check the Circuit Breaker once a month for correct operation. If you notice any unusual conditions, contact your Xerox Customer Support Center. The procedure for checking the Circuit Breaker is as follows: 1. Perform steps 1 through 3 of the System Power Off Procedure. 2. Press the TEST button while the circuit breaker switch is in the on [ \ ] position. If the circuit breaker turns off, it is operating correctly. Test Button 3. Reset the circuit breaker switch and perform the System Power On Procedure.*

*Xerox 6204 Wide Format Solution User Guide 2-39 Product Overview Usable Originals Originals that match any of the following sizes may be used. Original Type Standard Original Size See the Original Size Series table on the next page for a list of the sizes of originals that can be used with the Xerox 6204 Wide Format Solution. Width: 7.2 - 36 inches (182 - 914.4 mm) Length: 8.3 - 59 inches (210-15000 mm) Thickness Flat paper (0.05 - 3.2 mm) Non-standard Use the Document Carrier for These Originals Use the document carrier for the following: · Originals that are perforated, creased, heavily curled, or torn · Originals on which glue or adhesive tape has been applied. Precautions When Handling Originals Observe the following precautions when handling originals: · The scanning area may become soiled if originals to which glue, adhesive tape, or correction fluids have been applied are placed in the scanner.*



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Stick or spray glues may soil the scanning area, causing black lines to appear on copies.

· Use caution with originals that have been folded, wrinkled, torn, or had holes punched in them. These may result in document jams and tearing. · When rolled originals are used, ensure that the diameter of the roll is 1.6" (40 mm) or larger. Rolls with a diameter of less than 1.

6" must be flattened on the lead edge to scan correctly. · When scanning thick originals, support them lightly with your hands while they scan. 2-40 Xerox 6204 Wide Format Solution User Guide Product Overview Size Series Settings for Originals Select the required size series for original size detection from [ISO A series], [JIS B series], [ISO B series], [SP. A-1 series], [SP. A-2 series], [ARCH-1 series], [ARCH-2 series], and [ANSI series].

The factory default setting is [ANSI size series]. Note Be sure to change the original size series setting before you scan an original that differs from the current setting. Original Size Series Size Series ISO A series JIS B series ISO B series SP.A-1 series SP.A-2 series ARCH-1 series ARCH-2 series ANSI series

Original Sizes A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4 B1, B2, B3, B4 880x1, 230mm, 620x871mm, 440x625mm, A3, A4 860x1, 210mm, 620x871mm, A2, A3, A4 36x48", 24x36", 18x24", 12x18", 9x12" 30x42", 24x36", 18x24", 12x18", 9x12" 34x44", 22x34", 17x22", 11x17", 8.5x11" Procedure 1. Press the <Original/Media Settings> button. <Original/Media Settings> The [Original Size Series/Media Settings] screen will display. Xerox 6204 Wide Format Solution User Guide 2-41 Product Overview 2. Select the appropriate original size series button on the [Original Size Series] tab.

3. Select [Close]. 2-42 Xerox 6204 Wide Format Solution User Guide Product Overview Media Types and Loading This section describes the kinds of media which are available for this machine, as well as the appropriate media handling, loading, and storage procedures. The use of inappropriate media may result in media jams, reduced print quality, malfunctions, and other problems. To make the most effective use of the machine, we recommend that you use only the media recommended by Xerox. Notes Media may be ordered from Xerox at [www.xerox.com](http://www.xerox.com). From the home page, select Supplies > Paper and Media Type >

For Wide Format Products. A [Media Mismatch] screen will display if the required media is not loaded in the machine when you make copies.

Follow the instructions on the screen to resolve the condition. A [Media Mismatch] button will display on the [Menu] screen if the controller detects this condition when it receives a print job. Press the [Media Mismatch] button, and then follow the instructions on the screen. If you choose to use media not recommended by Xerox, contact your Xerox Customer Support Center. Xerox 6204 Wide Format Solution User Guide 2-43 Product Overview Media Type

Printable Media When using supplier paper for copies or prints, make sure that it complies with the following specifications.

However, it is recommended that you use the standard paper types introduced on the next page, to achieve clear copy and print results. Note The standard paper is recommended by Xerox. Table 1. Roll Media Standard Paper (including recommended paper) Roll/ Tray Weight Loadable media size Name Roll 1,

Roll 2 Bond Paper: 20 lb.-500 ft.

rolls: Xerox Premium Bond or Xerox Performance Bond Grams/S squareM eter 75 g/m2 80 g/m2 80 g/m2 110g/m2 75g/m2 N/A Lbs. 20 N/A N/A N/A 20 18 20 18 lb.: Translucent Bond Tracing and Vellum: 20 lb. Performance HPH Vellum ARCH-1 36",24",18",12" ARCH-2 30",24", 18", 12" ANSI 34",22",17",11" ISO A0, A1, A2, A3, A4 JIS B1, B2, B3 ISO B1, B2, B3 SP. A0 (880, 860mm) SP.A1 (620mm) SP.A2 (440mm) Outside diameter of the roll: less than or equal to 6.7 inches (170 mm) Premium Premium Tints Premium Fluorescents Presentation Performance Translucent Bond HPH Vellum 4-mil Accu-Image Film European: Premium Tracing 90-112 g/m2 Film: 4-mil AccuImage Elite Film - European: 75-100 micron Premium Tracing 90 90g/m2 112g/m2 N/A Premium Tracing 112 N/A Premium Translucent 75 micron Premium Translucent 100 micron Premium Opaque 100 micron N/A N/A N/A 2-44 Xerox 6204 Wide Format Solution User Guide Product Overview Table 1. Roll Media Standard Paper (including recommended paper) Roll/ Tray Weight Loadable media size Name Manual feed Plain Bond Paper: 20 lb.-500 ft.

rolls: Xerox Premium Bond or Xerox Performance Bond Grams/S squareM eter 75g/m2 75g/m2 N/A Lbs. 20 20 18 20 18 lb.: Translucent Bond Tracing and Vellum: 20 lb. Performance HPH Vellum European: 90-112 g/m2 Film: 4-Mil ZeroSolvent A-I Elite Film - European: 75-100 micron ARCH-1: 36x48", 24x36", 18x24", 12x18", 12x9" ARCH-2: 30x42" ANSI: 34x44", 22x34", 17x22", 11x17", 11x8.5" ISO A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4 ISO B1, ISO B2, ISO B3, ISO B4 SP. A0 (880, 860mm) SP.A1 (620mm) SP.A2 (440mm) Premium Business (A3, A4) Translucent Bond HPH Vellum 4-mil Accu-Image Film Premium Tracing 90 Premium Tracing 112 Premium Translucent 75 micron Premium Translucent 100 micron Premium Opaque 100 90g/m2 112g/m2 N/A N/A N/A Width: 210-914.4mm Length: 297-15000mm N/A N/A Notes · Jams may occur if the media being used differs from the current media settings. Always select the correct media size, type, and thickness to achieve the best results.

G.S.M. (g/m2) is a measure of a substance/weight of a paper expressed in grams per square meter, which does not depend on the number of sheets in the ream. Handling and Storing Media Handling Media Do not use media that have been folded, creased, or heavily curled, because media jams may result. Xerox 6204 Wide Format Solution User Guide 2-45 Product Overview Storing Media The optimum environment in which to store paper media is a humidity of 40 to 45%. Keep the following in mind when storing paper media: · Moisture is not good for media. For storage, wrap the media in wrapping paper and store it in a comparatively dry place. Tracing paper, especially, should be put in a plastic or moisture-proof bag that contains desiccant. · When the machine is not used for a long period of time, remove the media and store it appropriately.

Loading Media Roll Media WARNING: Be careful not to pinch your fingers when you set the roll media in the media drawer. Load the roll media on Roll 1 or the optional Roll 2. When changing the media type, size, or weight, make sure to change the media settings before starting copying. For information about the set up procedure, refer to the section on Media Settings. 1. Open the front doors. 2. Pull out the drawer for Roll 1 or Roll 2.



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