

**XEROX**<sup>®</sup>



# FreeFlow Scanner 665E **Operator** Manual

For the DocuColor 8000/7000 Digital Press

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## Conventions

Standardized conventions have been used in this manual to assist you in visually locating and identifying information quickly.

## Symbols

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



**WARNING:** Warnings mark alert users to areas of the machine where there is a possibility of personal injury.



**WARNING:** This symbol identifies an area on the machine that is HOT and should not be touched.



**WARNING:** This symbol indicates a laser is being used in the machine and alerts you to refer to the appropriate safety information.



**KEY POINT:** This symbol identifies information that is being emphasized and is important for you to remember.



The 1 2 3... symbol indicates the beginning of a task or work process you should use to complete a procedure and is followed by the first step of a numbered procedure, task, or work process.

**NOTE:** *This symbol calls your attention to information that is helpful, but not essential to complete a procedure or task.*



*This symbol indicates that there is additional information from another source, such as a web site or manual.*

## Writing style conventions

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- **Bold** type indicates the name of a button to press or touch.
- Underlining is used to emphasize a word or term.
- *Italic* type is used for the text associated with symbols such as Notes to visually bring the information to your attention.
- *Italic* type is also used to indicate names, such as the name of a chapter, or the name of a screen.
- Procedures direct you to press buttons located on the Control Panel, and touch buttons located on the Touch Screen.
- Text referring to illustrations or screen samples precedes the image.

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## Safety notices

This Xerox product and the recommended supplies are 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.



**KEY POINT:** The safety 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.

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## Electrical safety

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a correctly 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.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



**WARNING:** You may incur a severe electrical shock if the outlet is not grounded correctly.

- Do not place the press where people may step or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings prevent overheating of the machine.



**WARNING:** Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part may result in fire or electrical shock.

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

- The machine emits unusual noises or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device is tripped.
- Liquid is spilled into the press.
- The machine is exposed to water.
- Any part of the machine is damaged.

## Disconnect device

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The power cable is the disconnect device for this equipment and is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.



**WARNING:** This product must be connected to a protective earth current.

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## Laser safety

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### North America

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This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA 21 CFR 1940.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.



**CAUTION:** Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure of laser light.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

## Europe (EU) and other markets

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This product complies with IEC's safety standard 60825-1 (Edition 1.2) issued August 2001.

The equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.



**CAUTION:** Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number:

+44 (0) 1707 353434

## Safety standards

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### North America

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to Standards UL60950-1 (first edition), and CSA International CAN/CSA C22.2 No. 60950-1-03 (First Edition).

### Europe (EU) and other markets

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This Xerox product is safety certified by Underwriters Laboratories Incorporated to publication IEC60950-1 (2001) First Edition.

## Maintenance safety

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- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your product.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the press and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all materials out of the reach of children.
- Do not remove the 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 procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your press.

## Operational safety

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Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your product:

- Use the materials and supplies specifically designed for your product. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not set up the machine near a heat source.
- Do not set up the machine in direct sunlight.

- Do not set up the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine.
- Do not attempt to override any electrical or mechanical interlock devices.



**WARNING:** Be careful when working in areas identified with this warning symbol. These areas may be very hot and should not be touched.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

## Ozone safety

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This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE* by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.



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# Notices

## Radio frequency emissions

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### FCC in the USA

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This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (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 his/her own expense.

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



**WARNING:** Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

### In Canada (ICES-003)

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This Class "A" digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe "A" est conforme à la norme NMB-003 du Canada.

## **Regulatory information for RFID**

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This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency IDentification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

## **Safety extra low voltage approval**

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This Xerox product is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the press must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

## Certifications in Europe

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The CE marking that is applied to this product symbolizes Xerox Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

**January 1, 1995:** Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

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

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

A full declaration, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety  
The Document Company Xerox  
Bessemer Road  
Welwyn Garden City  
Herts  
AL7 1HE  
England  
Tel Number +44 (0) 1707 353434



**WARNING:** This system is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.



**WARNING:** 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 limited or special mitigation measures taken.



**WARNING:** This is a Class A product in a domestic environment. This product may cause radio frequency interference in which case the user may be required to take adequate measures.



**WARNING:** Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

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## It's illegal in the USA

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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.

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Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

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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.)

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- 5.** Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

- 6.** Passports. (Foreign Passports may be photographed.)
- 7.** Immigration Papers.
- 8.** Draft Registration Cards.
- 9.** Selective Service Induction Papers that bear any of the following Registrant's information:
  - Earnings or Income
  - Dependency Status
  - Court Record
  - Previous military service
  - Physical or mental conditionException: United States military discharge certificates may be photographed.
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3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
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## Environmental notices for the USA

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As an ENERGY STAR<sup>®</sup> partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print output, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print output. A more detailed description of the Power Saver Mode, together with instructions on changing the default time to suit your work pattern, can be found in the System Administration Guide, System Timers, Power Saver section.



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## Environmental notices for Canada

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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 model 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, scanners, 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. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers, printers, and fax machines.

## Product recycling and disposal

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

### North America

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Xerox operates a worldwide equipment take-back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment).

For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org).

If your product is not part of the Xerox program and you are managing its disposal, please follow the instructions provided in the above paragraph.

### European union

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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 within agreed procedures.

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

### Other countries

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Please contact your local waste authorities and request disposal guidance.

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# 1. Overview

The Xerox FreeFlow Scanner 665E is a Xerox color-enabled scanner that interfaces with FreeFlow software. The scanner is an optional accessory that is used in conjunction with the DocuColor 8000/7000 Digital Press.

The FreeFlow Scanner 665E is capable of:

- Scanning color images at 600 x 600 dots per inch (dpi).
- Providing the same resolution and ranges for both Platen and Automatic Document Feeder (ADF) scanning.
- Providing electronic page (ADF) deskew for color and black and white.



**NOTE:** *The scanner only deskews what the ADH may have skewed during the scanning process.*

- Providing color scaling, ranging from 11-100% at 600 dpi and 22-200% at 300 dpi.

The scanner provides the following controls:

- Hue rotation which allows you to shift the entire spectrum of the image by an equal amount.
- Color cast adjustment control which allows for correction of the image to remove small amounts of unwanted color tints.
- Saturation control which allows you to adjust the intensity of all color. You can decrease intensity until a gray image devoid of color is achieved. You can increase intensity until colors over saturate.

## Hardware overview

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The Xerox FreeFlow Scanner 665E is a high quality, high volume scanner. Teamed with scanning software and a personal computer, the scanner is a powerful tool for capturing and manipulating graphics and text.

### Scanner components

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The scanner is comprised of the following components:

- Control panel
- Power switch
- Automatic Document Feeder (ADF)
- Document Glass
- SCSI connection
- SCSI cable
- Power cord

## Control Panel

The scanner includes a control panel on the front right corner. Use these controls to start and stop scans as well as monitoring the status of the scanner.



The control panel consists of the following components:

- Start button (green):** Press this button to start a scan.
- Stop button (red):** Press this button to cancel a scan. The page currently being scanned will complete the scan process.
- Status LED (green):** Remains constantly lit when the scanner is ready to scan and is dark whenever a scan is in progress.
- Fault LED (yellow):** Flashes when a fault has occurred, requiring corrective action.

## Power switch

The on/off switch is located on the rear of the right side panel.



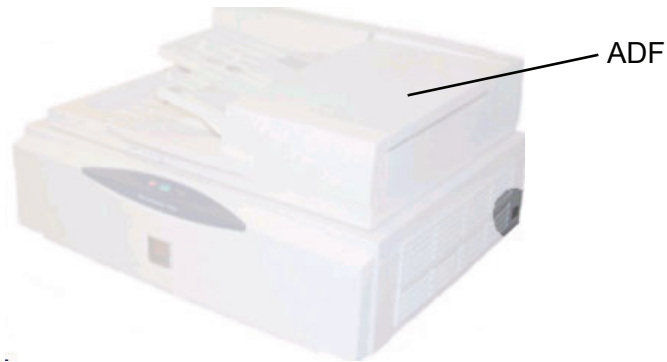
When you switch on the power, a yellow status LED on the control panel begins to flash. Wait until the scanner makes an audible "click" sound and the green status LED lights before turning on power to the PC.



*For more information about powering on/off the system, refer to page 1-15.*

## Automatic Document Feeder (ADF)

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The Automatic Document Feeder has the following features:

**Automatic 2-sided scanning:**

When two-sided originals are scanned, the front (top) side is scanned first. The original is then turned over and passed through the ADF to scan the back side. Finally, it is turned over a second time before being ejected into the Document Output Tray face down, thus maintaining the original order of the document stack.

**Feeds many document types, including:**

- Documents from 6.5 x 5.5 inches to 11.7 x 17 inches
- Documents with minor damage, such as slightly curled paper
- Hole-punched stock
- 13 to 32 lb. (49 to 120 gsm) uncoated stock

**High-speed scanning:**

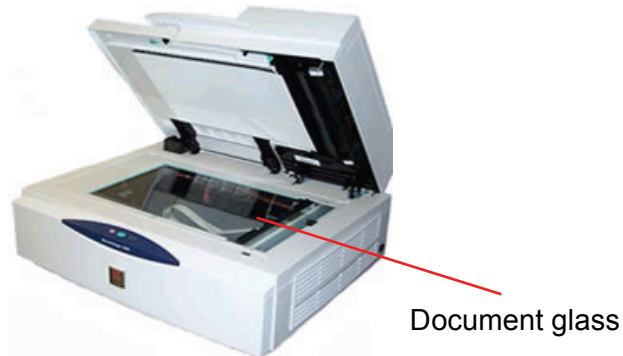
- 65 images per minute in black and white
- 30 images per minute in grayscale
- 20 images per minute in color
- 100 sheet capacity (20 lb. uncoated stock)

**Ability to separate the ADF from the Document Glass Cover**

The Automatic Document Feeder (ADF) separates from the Document Glass cover with a latch on the front edge of the ADF/ Document Glass cover assembly. This aids in jam clearance and for scanning bound documents with many pages. With the Document Glass cover separated from the Document Feeder, it will close and contact the bound document with even pressure.

## Document Glass

Raise the entire ADF and Document Glass Cover Assembly to access the Document Glass.



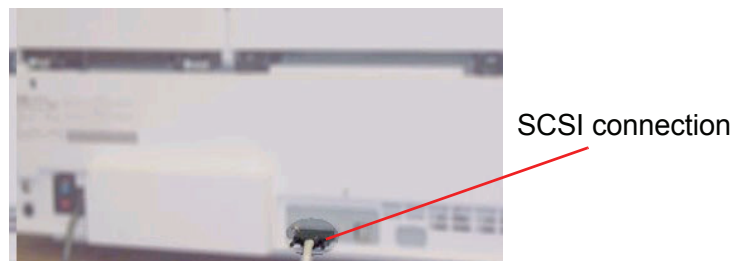
The Document Glass provides a 12 x 18 inch (304.8 mm x 457.2 mm) scanning area and has standard and book registration guides. Scan directly from the Document Glass if you are scanning an image on photographic paper or you are scanning a delicate or damaged document.

## SCSI Connection

SCSI stands for Small Computer System Interface. It is pronounced 'scuzzy,'

SCSI is the protocol that lets your PC communicate with the Xerox Scanner. When using a SCSI peripheral device (the scanner), you must first power on the peripheral device (scanner) before powering on the PC. Wait for the scanner to complete its calibration sequence and for the status LED (green) to light before powering on the PC.

The SCSI connection is located on the middle of the rear panel.



The scanner requires a dedicated SCSI connection.

## SCSI Cable

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A 9.8 foot (3 m) SCSI cable is provided with your Xerox Scanner. This cable enables communication between the scanner and the host PC.



SCSI cable

## Power Cord

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Plug the power cord into the scanner at the left rear panel.

Power cord



The scanner requires a 10 amp 115 VAC connection in the United States or Canada, and a 5 amp 240 VAC connection in Europe. Contact an electrician if your electrical service does not match these requirements.



## Overview of FreeFlow applications



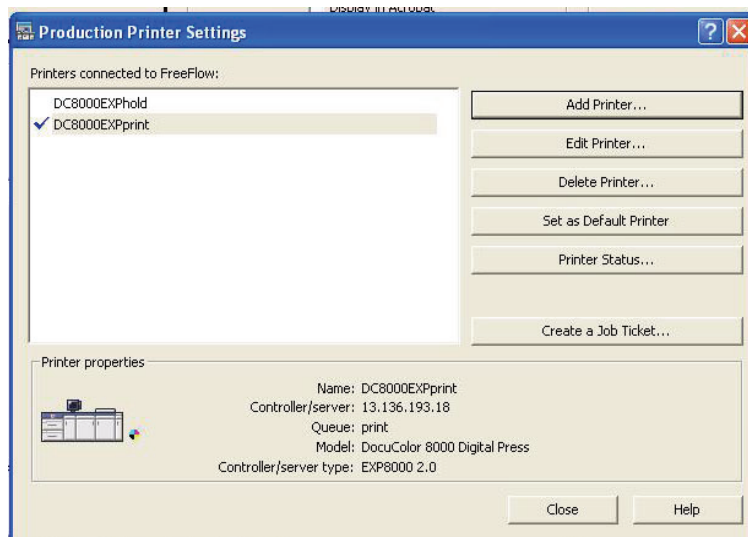
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

The FreeFlow applications include the following:

### Production Printer Settings:

This application consists of the following functions:

- Adding, editing, and deleting a printer
- Setting a default printer
- Checking the printer and/or job status
- Creating a job ticket



*The Production Printer Settings application is discussed in more detail in Chapter 2 on page 2-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**Scan and Print:** This application provides a quick, easy way to scan, print, and save documents. It also allows you to apply enhancements, headers, footers, and page numbers to your scan jobs.

The screenshot shows the 'Scan and Print' application window. At the top is the 'Application title bar' with the text 'Scan and Print'. Below it is the 'Menu bar' with 'File', 'View', and 'Help' options. A 'Message area' at the top left displays 'Ready to scan the next job. 1 pages scanned.' The main area is divided into several sections: 'Options' (with radio buttons for Print, Save, and Print and Save), 'Scan' (with settings for Sides to scan, Original page size, Mode, Image orientation, and Reduce / Enlarge), 'Save' (with options for Save As!, PDF, and RDO), 'Enhance Image' (with checkboxes for Deskew, Despeckle, and Protect halftones), 'Enhance Document' (with checkboxes for Header, Footer, and Page numbers), and 'Print' (with settings for Printer, Copies, Collated, Job type, Stock size, Stock type, Sides imaged, Output, and Finishing). At the bottom, there is a 'XEROX' logo and a row of buttons: 'Restore Defaults', 'Scan and Print' (highlighted in green), 'Scan to Job', 'Print Job', and 'Cancel Job'. Red lines connect text labels to these specific parts of the interface.

**Application title bar**

**Menu bar**

**Message area**

**Scan and Print options**

**Click this button to access additional scanning features**

**Click this button to cancel all selections and return to system defaults**

**Scan, Print, and Save buttons**

**Click this button to cancel the job**

**Click this button to access the Job Setup/ Job Ticket options**

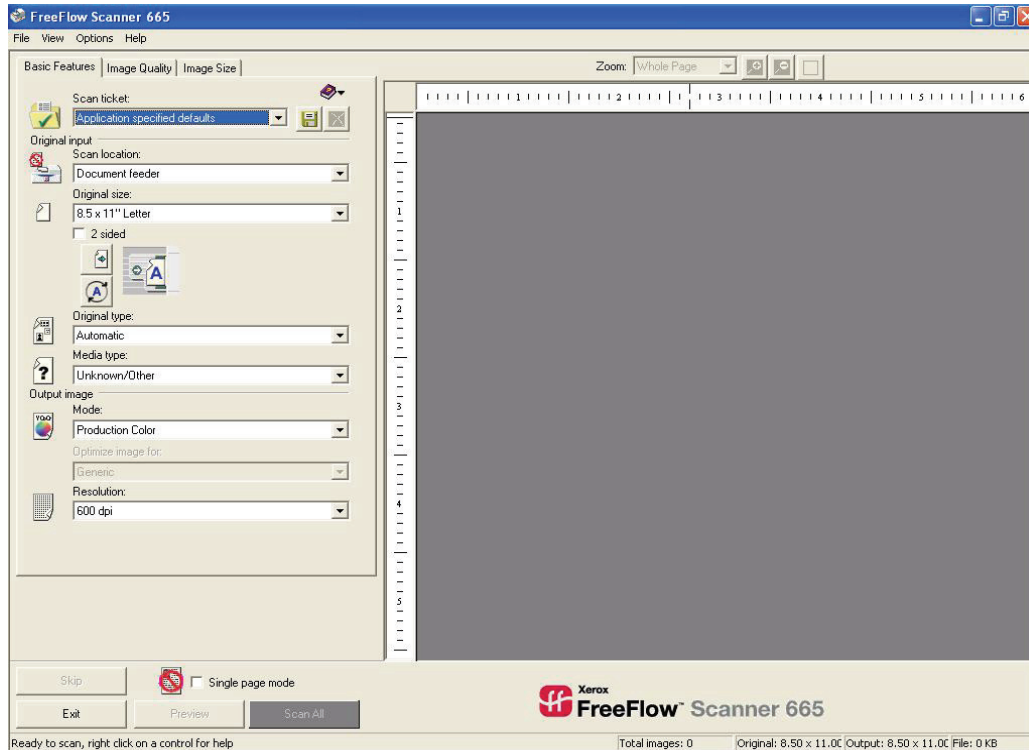


*The Scan and Print application is discussed in more detail in Chapter 3 on page 3-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**Advanced Scanning:** The Advanced Scanning options are accessed from the Scan and Print window by clicking the button. The Advance Scanning provides more scanning options and allows you to better define the scanning parameters of your original document.

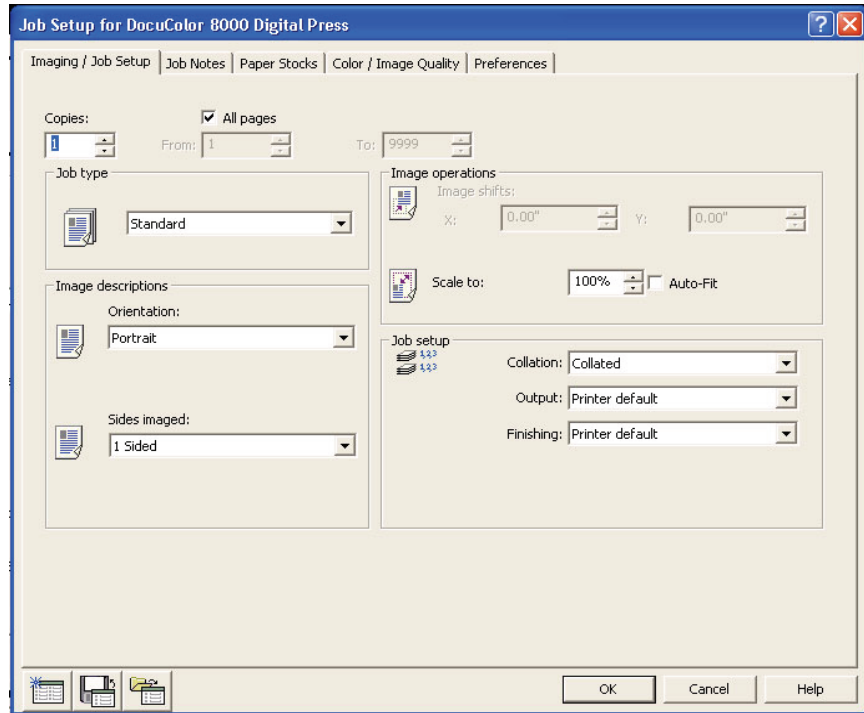


*Advanced Scanning is discussed in more detail in Chapter 4 on page 4-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**Job Ticket/Job Setup:** The Job Ticket/Job Setup options are accessed either from the Production Printer Settings application or from the Scan and Print application.



A job ticket is an electronic record that specifies printing and finishing options for a document. The job ticket options available for your document are listed in the Job Setup dialog box.

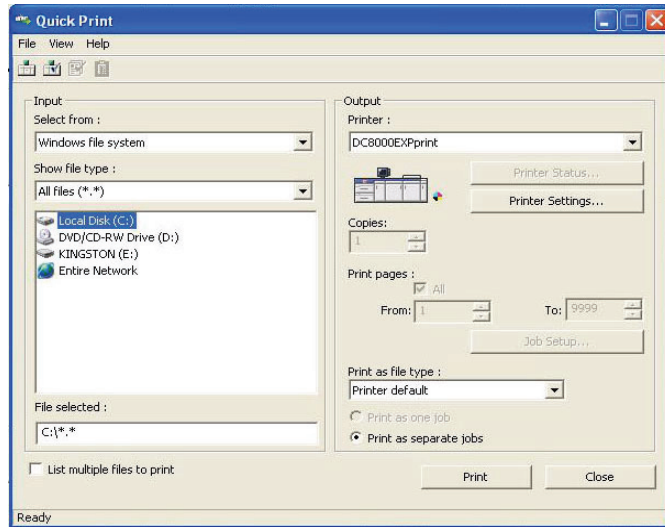


*The Job Ticket/Job Setup options are discussed in more detail in Chapter 2 on page 2-9 and in Chapter 5 on page 5-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**Quick Print:** This application is available on the scanner and also can be installed and executed from client workstations on which have the required PC platform software loaded. Quick Print allows you to retrieve and print documents that are already set up, ready to print, and are stored in a digital format, such as RDO, PostScript (PS), PDF, TIFF, JPEG, HP/PCL, or ASCII.

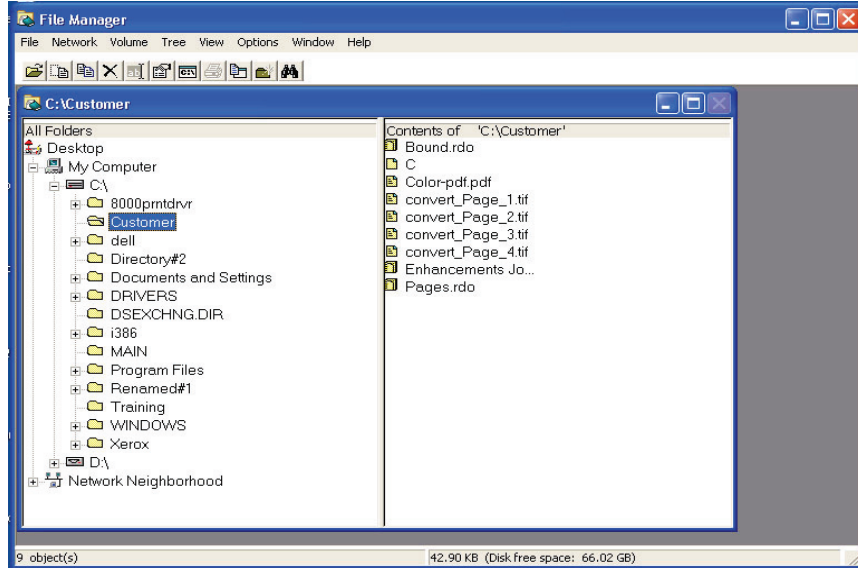


*Quick Print is discussed in more detail on Chapter 6 on page 6-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**File Manager:** The FreeFlow File Manager application allows you to manage your Raster Document Object (RDO) files. Use the FreeFlow File Manager to copy, move, rename, and/or delete an RDO file.



**KEY POINT:** Do not confuse Windows Explorer with the FreeFlow File Manager. While they look basically the same, the FreeFlow File Manager is where you manage compound document objects like RDOs as a single object. Furthermore, Windows Explorer cannot handle compound objects like RDOs, so you could corrupt your RDOs if you try to copy, move, delete, or rename these objects within Windows Explorer.



*File Manager and its features is discussed in more detail on Chapter 7 on page 7-1.*



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**Security Certification:** If your site requires a high security communication and you are connected to a DocuSP color server, you will this application.

A screenshot of a Windows-style dialog box titled "Security Certification". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains several input fields and buttons. The fields are: "Server name:" with a text box containing a single character; "Host identification:"; "Certificate identification:"; "Issued by:"; and "Status:" with a larger text box. A "Check Certificate" button is located below the "Server name" field. At the bottom of the dialog box, there are two buttons: "Update Now" and "Close".

*Security Certification is discussed in more detail on Chapter 8 on page 8-1.*

## Workstation platform

The following table lists the required hardware components for the scanner workstation platform:

Required workstation platform	
Workstation platform	Description
DELL OptiPlex	The FreeFlow workstation platform: <ul style="list-style-type: none"> <li>• 3.0 GHz Single P4 CPU w/1 MB L2-Cache, 800 MHz FSB</li> <li>• 915G or GX520 Chipset</li> <li>• 1 GB of memory</li> <li>• Single 80 GB SATA 7200 RPM Hard Disk</li> <li>• Integrated Graphics Controller</li> <li>• Adaptec Dual Port 39160 SCSI Adapter Card</li> <li>• 48x CD-RW/DVD combo with IDE/ATA interface</li> <li>• 10Base/T-100/1.0 GB Base-TX Network Controller</li> <li>• 2 PCI Slots (3 32b/33MHZ)</li> <li>• 1 PCI-E x 16 slot</li> <li>• 1 PCI-E x 1 slot (500 MHz)</li> <li>• Microsoft Windows XP Professional operating system with SP2</li> </ul>
LCD 1505FP DELL Ultra sharp 15-inch monitor with height adjustable stand	FreeFlow Scanner 665E supports the DELL Ultra sharp 15-inch flat-panel display.



## Powering on/off the system

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The system consists of the scanner, the PC monitor, the and the PC workstation (hard drive tower, mouse, and keyboard).

### Power on

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Follow these steps when powering on the system.

1. Power on the scanner and wait for the green LED to light.
2. Power on the PC monitor.
3. Power on the workstation.
4. If required, log into the network.



**NOTE:** All FreeFlow software applications are found by selecting from the Windows task bar the following: **Start: Programs: Xerox FreeFlow Software.**

### Power off

---



Follow these steps when powering off the system.

1. From the Windows tasteable select **Start: Shut Down**; the **Shut Down Windows** dialog box appears.
2. Select **Shut Down** from the **What do you want the computer to do?** drop-down list.
3. Select **OK** to shut down the PC and power off the workstation.
4. Power off the PC monitor.
5. Power off the scanner.

## RDO files

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RDO is the three-letter extension for the Raster Document Object file type. As stated earlier, the RDO file type is used primarily with FreeFlow, but you can use RDOs with other FreeFlow applications, or convert them to PostScript or PDF files.

An RDO is a document file made up of images. An RDO has two parts:

- A PostScript wrapper which contains all the information about the structure and format of the pages in your document.
- A .CON directory that holds the TIFF, JPEG, PostScript, and Adobe PDF files that make up the pages of your document.

When you create an RDO, FreeFlow creates both of these parts automatically.

### With an RDO you can:

- Scan hardcopy documents to create electronic images to add pages to your RDO.
- Insert existing TIFF files, JPEG files, PostScript files, or Adobe PDF files into your RDO.
- Export RDO pages to other file formats such as TIFF, JPEG, PostScript, or Adobe PDF.
- Create headers or footers, add page numbers and logos, group pages into sections, or choose a paper size for your RDO. There are also many other setup and printing options.
- Put as many pages as you want in an RDO. However, the bigger your RDO is, the longer it will take you to open it.



**KEY POINT:** Do not move, copy, rename, or delete an RDO using Windows Explorer. If you do, the content (.CON) directory will not be included in the operation, and the RDO will be corrupted. Use the FreeFlow File Manager to perform these operations on RDO files.



**NOTE:** For descriptions of the other file types you can use with RDOs, use the online Help system.

## FreeFlow Help

The FreeFlow Scanner 665E online Help system is an excellent source of information about the features available and how to use them.

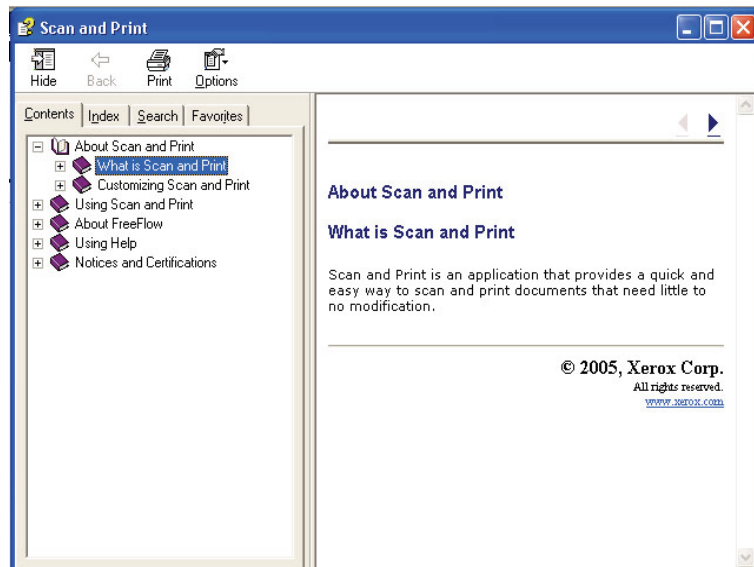
### Accessing the Help system

You can access the online Help system in a number of ways. The easiest way is to use the Help menu.

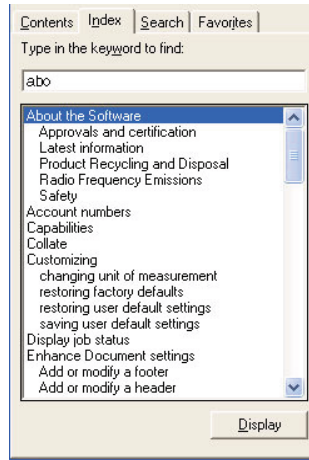
Perform the following steps to access the Help system.



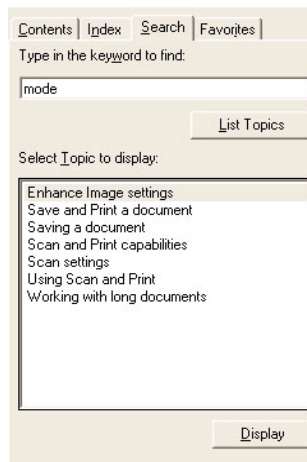
1. From any FreeFlow Scanner 665E application, select **Help:** and either **Help Topics** or **Help**. The **Help** dialog box displays with the **Contents** tab displays.



2. Select the **Index** tab to display an alphabetical list of Help topics. As you enter text into the **Type in the keyword to find** text box, topics associated with the words you type display.



3. Select the **Search** tab to search the entire Help system for one or more specific keywords.



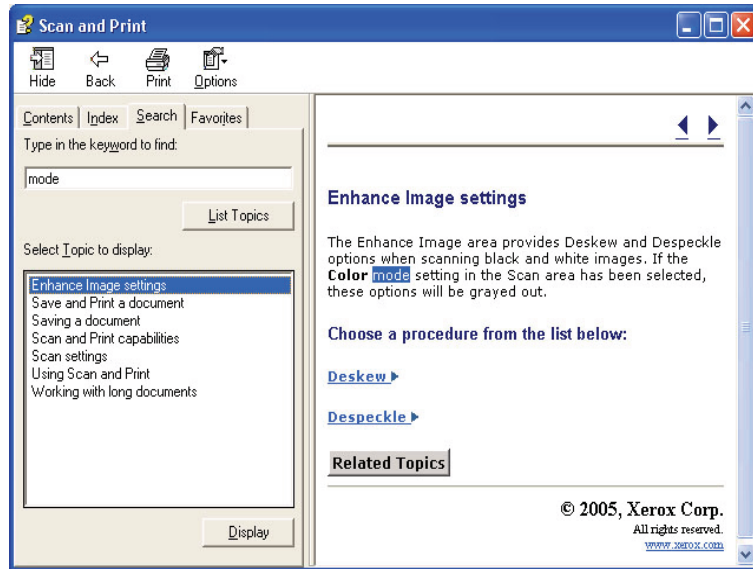
4. Type a word in the **Type in the keyword to find** text box; for example, type **mode**.



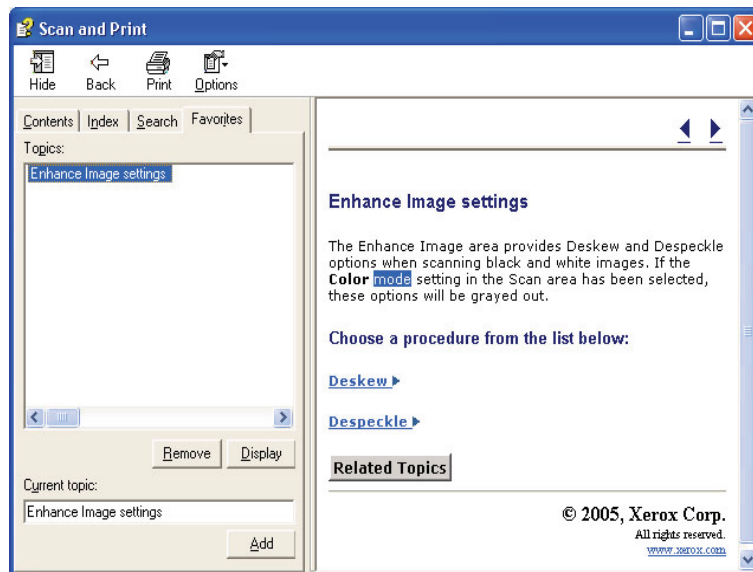
**NOTE:** You can type more than one keyword at a time in the **Type in the keyword to find** text box.


5. Click the **List Topics** button to display all Help topics that contain the word “mode.”

6. Double-click on the **Enhance Image settings** topic in the **Select Topics to display** list box. The topic displays in the text window on the right.



**NOTE:** You can store any displayed Help topic as a Favorite. With the desired topic selected, click on the **Favorites** tab. Select **Add** to add the topic to your list of Favorites.



7. Select **Close** (  ) in the title bar to close the Help system and return to the FreeFlow application window.

## Using the Document Glass

Use the document glass under the following conditions:

- The document is old, fragile, or torn
- The document stock is lighter than 13 lb. or heavier than 32# lb.
- The document is on coated stock, inkjet paper, photographic paper, or other rigid media
- The document is larger than 11.7 x 17 inches
- The document is bound



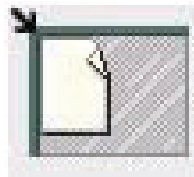
**NOTE:** Scan fragile documents, photographs (printed on photographic stock), inkjet papers, and bound documents on the Document Glass.

### Scanning a 1 or 2-sided document



To scan a 1 or 2-sided document:

1. Raise the document glass cover.
2. Place the document on the document glass, registering it in the upper left corner.



3. Close the document glass cover.
4. Make the desired selections from the Scan and Print application.



*The Scan and Print application is discussed in Chapter 3 on page 3-1.*

5. If desired, make additional selections from Advanced Scanning.



*The Advanced Scanning application is discussed in Chapter 4 on page 4-1.*



**NOTE:** If scanning a 2-sided document, be sure to select the 2-sided option from Scan and Print/Advanced Scanning.

6. When satisfied with settings, click Scan (from Scan and Print/Advanced Scanning).



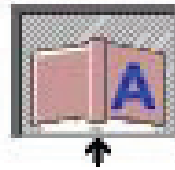
**NOTE:** If scanning a 2-sided document, turn the document over and repeat steps Step 4 through Step 6 for the second side.

## Scanning a bound document



To scan a bound document:

1. Raise the document feeder.
2. Place the bound document on the Document Glass, registering it on the front center edge, as indicated by the icon on the document glass frame.



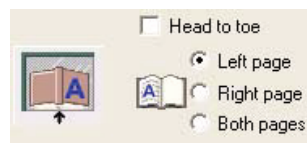
3. Lower the document feeder, being careful not to move the bound document out of registration.
4. From Advanced Scanning, select **Document glass-bound original** from the **Scan location** drop-down list.

*Refer to Chapter 4, "Original input" on page 4-15.*



**NOTE:** The maximum page dimension for scanning a bound original is 9 x 12 inches.

5. From Advanced Scanning choose the Right page, Left page, or Both pages radio button.



*Refer to Chapter 4, "Original input" on page 4-15.*

6. Make the desired selections from the Advanced Scanning and Scan and Print applications.

*The Scan and Print application is discussed in Chapter 3 on page 3-1 and the Advanced Scanning application is discussed in Chapter 4 on page 4-1.*



7. When satisfied with settings, click Scan (from Scan and Print/Advanced Scanning).

## Using the ADF

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The ADF enables you to scan 1-sided and 2-sided documents quickly, and returns them in a stack in the same order you placed them in the input tray.

Use the ADF for rapid scanning of up to 100 pages. The ADF can feed pages from 5.5 x 6.5 in. (139.7 x 165.1 mm), long edge feed (LEF), to 11.7 x 17 in. (297.2 x 431.8 mm) of uncoated, bond paper stock from 13 lb. (49 gsm) to 32 lb. (120 gsm).



To use the ADF:

1. From Advanced Scanning, ensure that **Document feeder** is selected from the **Scan Location** drop-down list.

*Refer to Chapter 4, "Original input" on page 4-15.*

2. Place a document or stack of documents in the input tray face up, either in the short edge feed (SEF) direction or the long edge feed (LEF) direction.



3. Adjust the ADF side guides so they gently touch the edges of the paper.



4. From Advanced Scanning, click the SEF/LEF toggle to specify how the document is loaded in the input tray.



Indicates direction the documents are loaded in the ADF



5. Make the desired selections from the Advanced Scanning and Scan and Print applications.



*The Scan and Print application is discussed in Chapter 3 on page 3-1 and the Advanced Scanning application is discussed in Chapter 4 on page 4-1.*

6. When satisfied with settings, click Scan (from Scan and Print/Advanced Scanning).



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## 2. Production Printer Settings

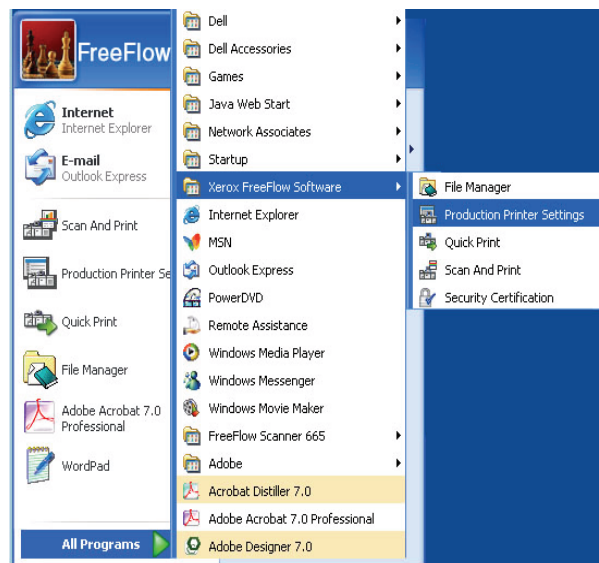
Before you can print your scanned documents you must set up your printer or printers. This chapter provides step-by-step instructions for setting up, editing, and deleting a printer.

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### Opening the Production Printer Settings application

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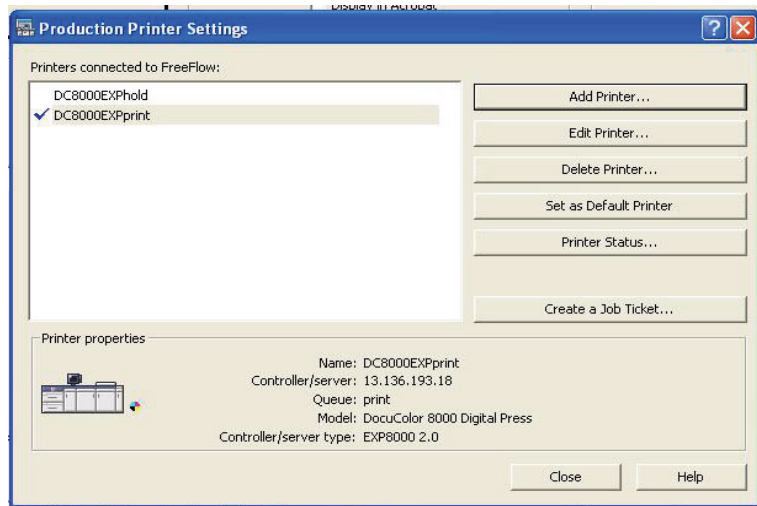
Select **Start: Programs: Xerox FreeFlow Software: Printer Production Settings**.





**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

The **Printer Production Settings** dialog box opens:



**NOTE:** This chapter uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Overview

---

The Printer Production Settings application allows you to:

- Add a printer
- Edit an existing printer
- Delete a printer
- Choose a specific printer from the list as your default printer
- Check the status of any listed printer
- Create a job ticket

*Job Ticket information is discussed in Chapter 5 on page 5-1.*



## Adding/editing a printer



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



When adding a printer, enter the information for your site specific color printer by using the following procedure. If your site specific color printer is not a DocuColor 8000, your options and results may vary from what appears in this procedure.

1. From the **Printer Production Settings** dialog box, select **Add Printer**. The **Add Printer** dialog box displays.



**NOTE:** The availability of the **Convert PDF files to PS** and **Support legacy DocuSP** check boxes depends on the printer you add or select.

2. Type your **<site specific printer name>** in the **Printer name** text box; refer to the example below:

3. Type your **<site specific print server>** in the **Printer server** text box; refer to the example below:

4. Type your **<site specific print queue>** in the **Print queue** text box; refer to the example below:

Print queue:



**NOTE:** Type the appropriate information for your server and your print queue based on the server and the print queue at your site.

5. From the Printer model: drop-down list, select **DocuColor 8000:** or your site specific printer.

Printer model:

6. From the **Print controller/server type:** drop-down list, select your site specific print controller/server type.

Print controller / server type:

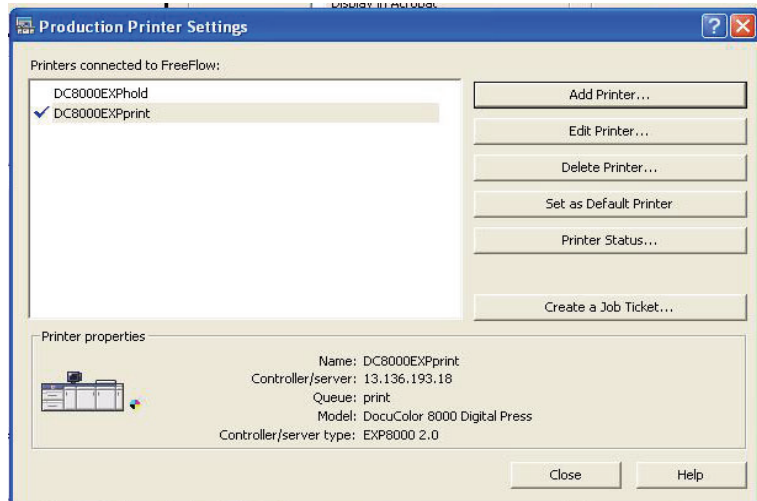
7. To ensure that the connection to the printer is working, select **Test Print**; this sends a test print to the printer.  
If you do not get a test print from the printer, return to Step 1 and begin again. If you continue to have problems adding a printer, see your network or system administrator or assistance.
8. Select **OK**. This returns you to the **Production Printer Settings** dialog box.
9. Select **Close**. This closes the **Production Printer Settings** dialog box.

## Editing a printer

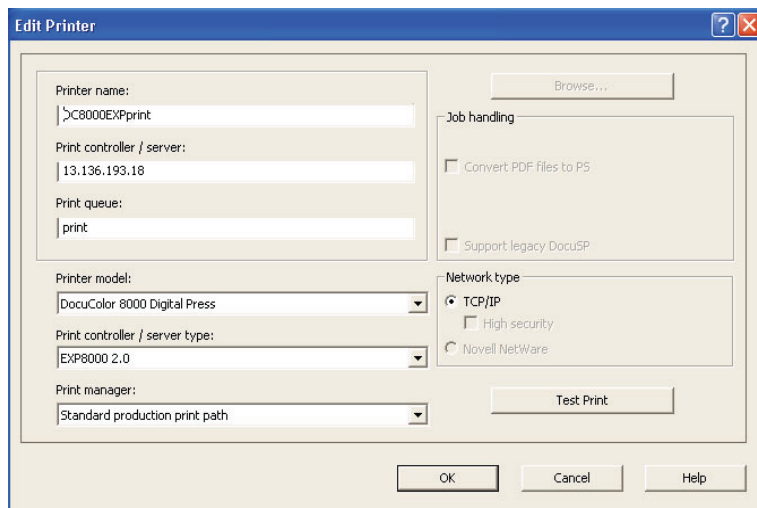


**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

You can edit an existing printer from the **Production Printer Settings** application.



Select **Edit Printer**; the **Edit Printer** dialog box opens:



To edit an existing follow Steps 1-9 of “Adding/editing a printer” on page 2-3.

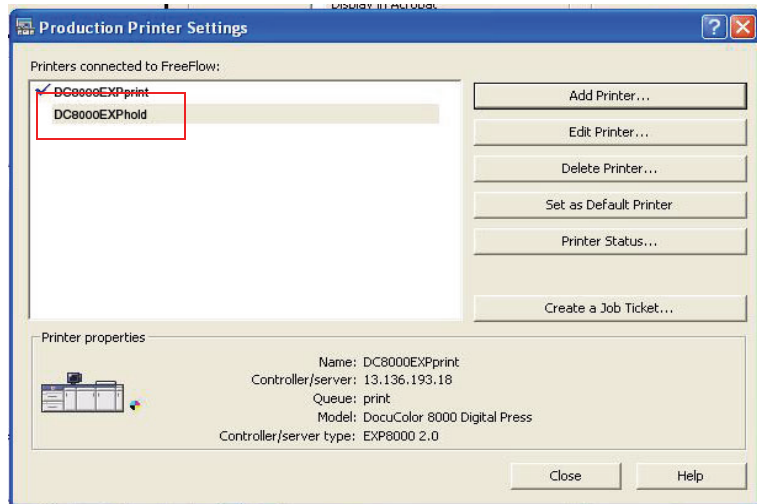
## Deleting a printer



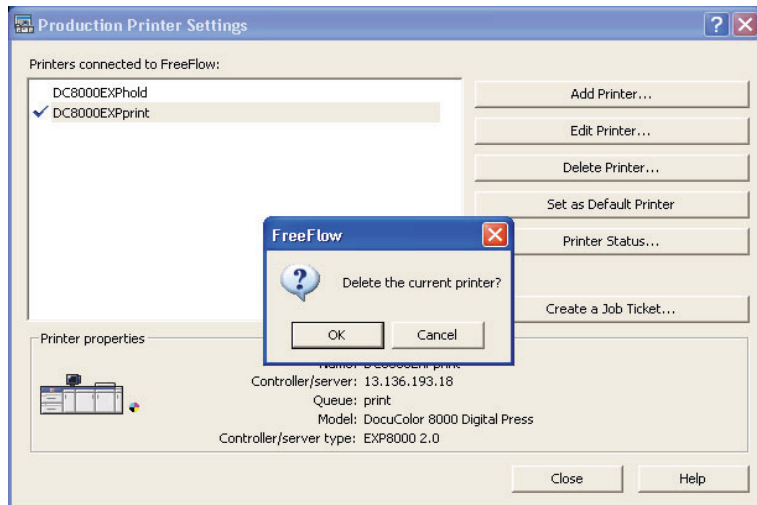
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



1. From the **Printer Production Settings** dialog box, select the desired printer.



2. Select **Delete Printer**. A dialog box displays asking you if you want to delete the current printer.



3. Select **Yes** to delete the printer; select **Cancel** to keep the printer and cancel the delete process.
4. Select **Close**. This closes the **Production Printer Settings** dialog box.



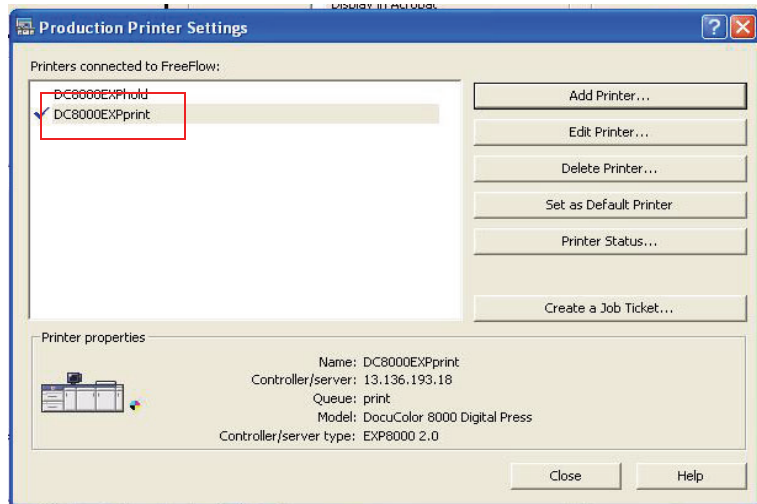
## Setting a default printer



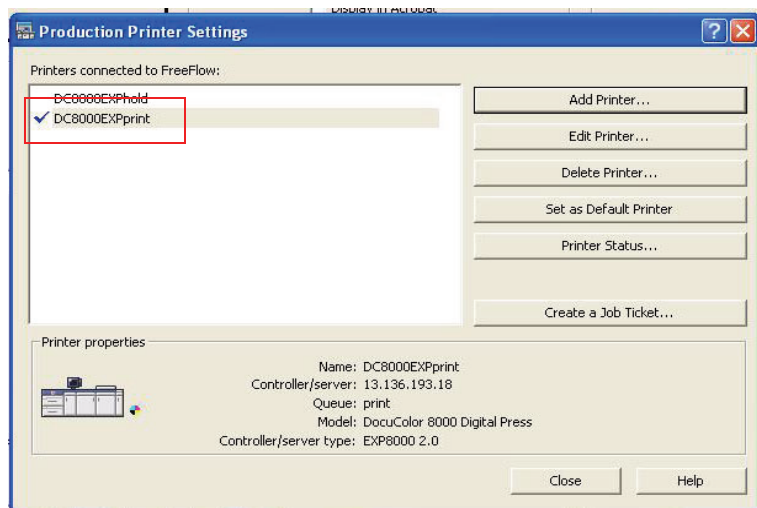
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



1. From the **Printer Production Settings** dialog box, select the desired printer that you want as the default printer.



2. Select **Set as Default Printer**. A check mark appears to the left of the selected printer, indicating that this is now your default printer.



3. Select **Close**. This closes the **Production Printer Settings** dialog box.

## Checking the printer status



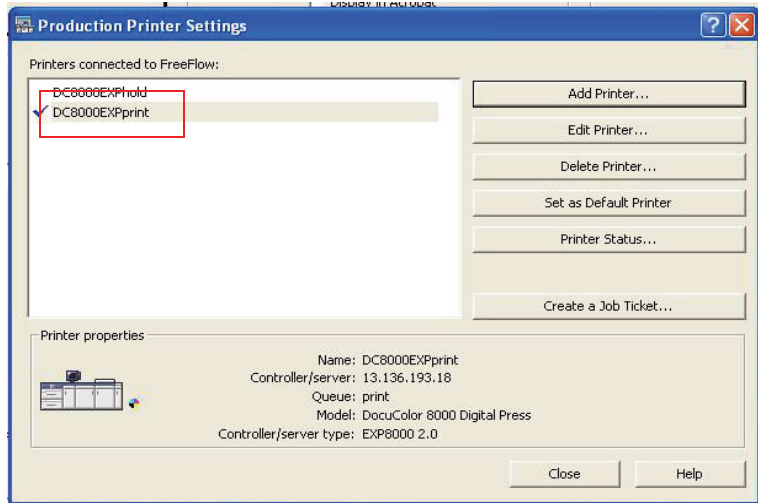
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



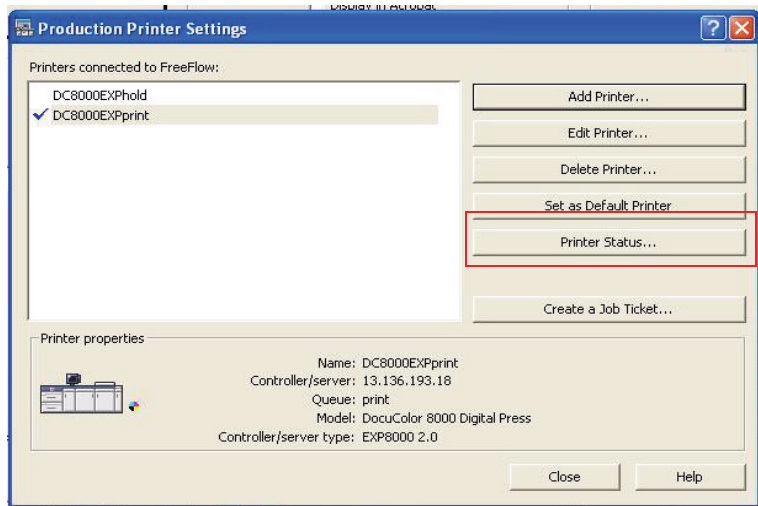
**KEY POINT:** This button functions only when the scanner is connected to a DocuSP color server.



1. From the **Printer Production Settings** dialog box, select the desired printer.



2. Select **Printer Status**.



3. Select **Close**. This closes the **Production Printer Settings** dialog box.

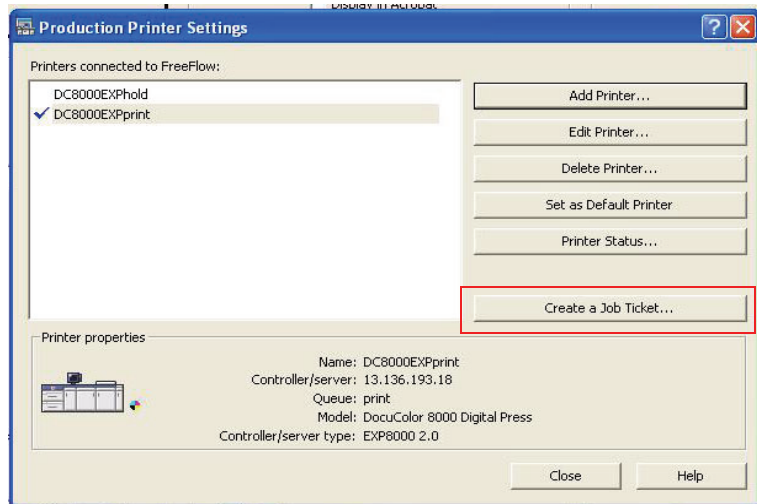
## Creating a job ticket



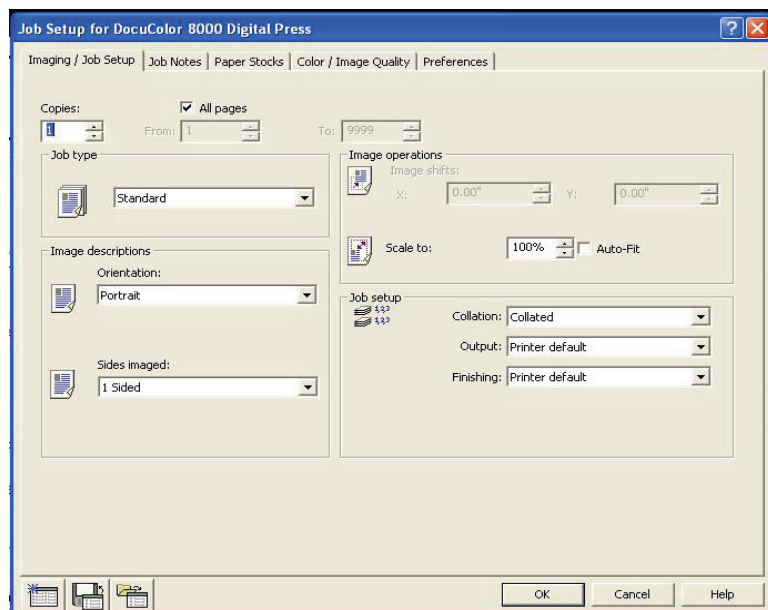
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



1. From the **Printer Production Settings** dialog box, select **Create a Job Ticket**.



2. The **Job Setup** dialog box opens.



3. Make your desired selections.
4. Select **OK** to save and close the **Job Setup** dialog box. This returns you to the **Production Printer Settings** dialog box.



**KEY POINT:** The Job Setup/Job Ticket features are discussed in more detail in Chapter 5 on page 5-1.

5. Select **Close**. This closes the **Production Printer Settings** dialog box.

---

## 3. Scan and Print

The Scan and Print process simulates a copier. The scanner creates a temporary digital file with which it uses to complete the copy.

### Input document information

---

#### Input document type

---

If your hardcopy document is:	Example	Use this part of the scanner
A bound document	Book, magazine, or stapled set of pages	Document glass
A single page	Letter, form or statement	Single-sheet feeder or multi-sheet feeder
An unbound document with printing on 1 or 2 sides	Article, presentation, or report	Multi-sheet feeder



**NOTE:** Use the icon in the Scan and Print application to help you properly position the hardcopy document on the scanner.

### Determine the condition of the hardcopy

---

Always be aware of the condition of your hardcopy documents. The condition of the hardcopy document, or input document, determines how you scan a document or whether you must create a new original. If a hardcopy document is in good condition, you can use the multisheet or single-sheet feeder. If the hardcopy document is fragile or damaged, use the document glass for the most reliable scan.

- Good condition:**
- No staples or clips
  - Flat and smooth pages
  - Cleanly punched holes

- Fragile Condition:**
- Flattened creases or folds
  - Excessive curling
  - Slightly torn edges
  - Coated or glossy stocks

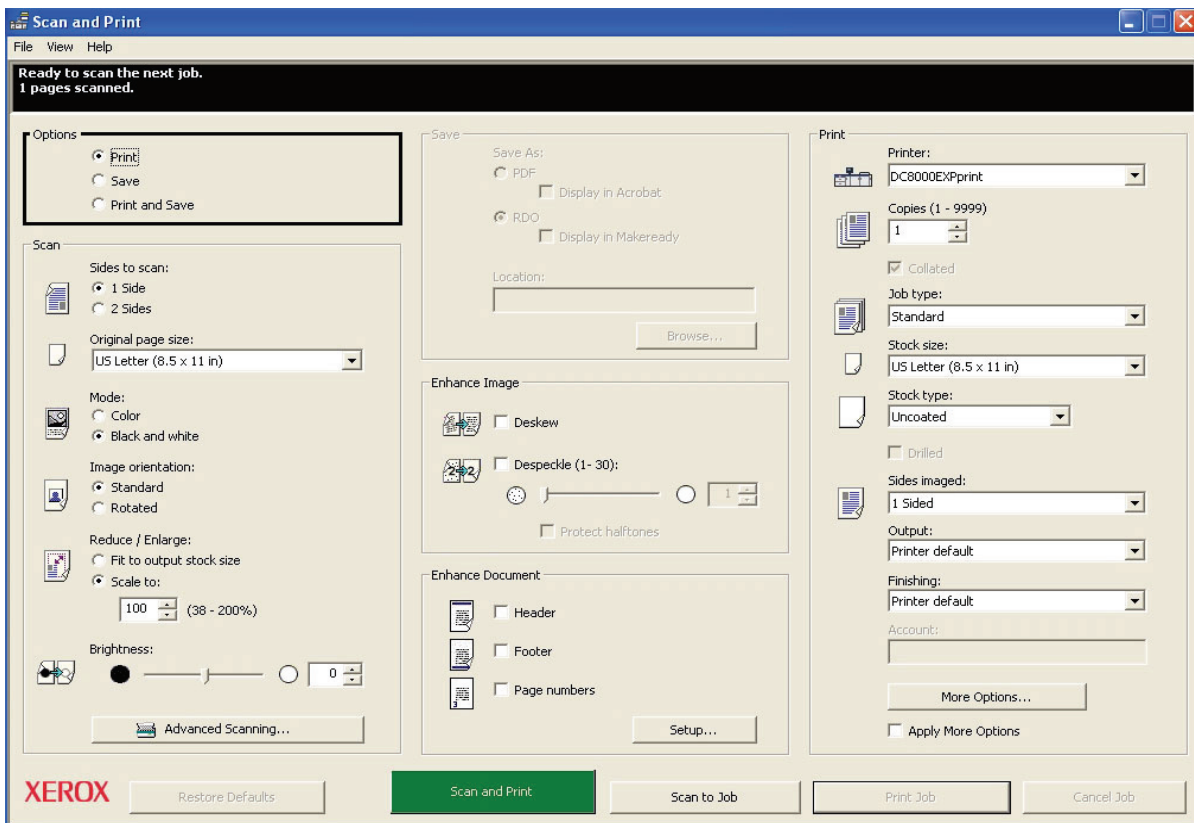
- Damaged Condition:**
- Rough or torn holes
  - Stapled or clipped pages
  - Heavy folds or wrinkles
  - Very rough or smooth surface paper (e.g., FAX paper)
  - Transparencies
  - Paste-ups (hardcopy that has tape or glue holding images in place)
  - Vellum

## Opening the Scan and Print application



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

From **Start: Programs:** select **Xerox FreeFlow Software:** and **Scan and Print.**



## Scan and print an original



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



Follow these steps when scanning an original.

1. With the **Scan and Print** application open, place the hardcopy document on the scanner glass or into the multisheet feeder.
2. From the **Options** section, select **Print**.

*The Print option is discussed in more detail on page 3-14.*



3. From the **Scan** section, make the desired selections for:
  - Sides to scan
  - Original page size of your document
  - Mode (color or black and white)
  - Image orientation
  - Reduce/Enlarge
  - Brightness





**NOTE:** By clicking on the **Advanced Scanning...** button, more options are available. This button is discussed in more detail on Chapter 4, “Advanced Scanning” on page 4-1.



Each one of these options is discussed in more detail later in this chapter or Chapter 4 on page 4-1

**4.** From the **Enhance Image** section, select either **Deskew** or **Despeckle** (black and white mode only).

- Deskew eliminates the skew of an image.
- Despeckle removes stray pixels that appear as “dirt” on an image.



Each one option is discussed in more detail on page 3-19.

**5.** From the **Enhance Document** section, select one or more of the following:

- Header to add a header
- Footer to add a footer
- Page numbers to add page numbers to your document



**NOTE:** By clicking on the **Setup...** button, more options are available. This button is discussed in on page 3-21.



Each one of these options is discussed in more detail starting on page 3-21.

**6.** From the **Print** section, make selections for:

- Printer
- Number of copies (and check **Collated** if appropriate)
- Job type
- Stock size and type (and check **Drilled** if appropriate)
- Number of sides imaged
- Output location
- Finishing options
- Account name or number, if desired.



**NOTE:** By clicking on the **More Options...** button, a **Job Setup** dialog box opens with additional options. This button is discussed in more detail in Chapter 5 on page 5-1.



Each one of these options is discussed in more detail starting on page 3-24 and in Chapter 5 on page 5-1.



**NOTE:** To disable all additional options without having to change each one individually, clear the **Apply More Options** check box.

7. To activate the copy process, at the bottom of the **Scan and Print** dialog box, select **Scan and Print**.



**NOTE:** The green button on the scanner does not activate **Scan and Print**.

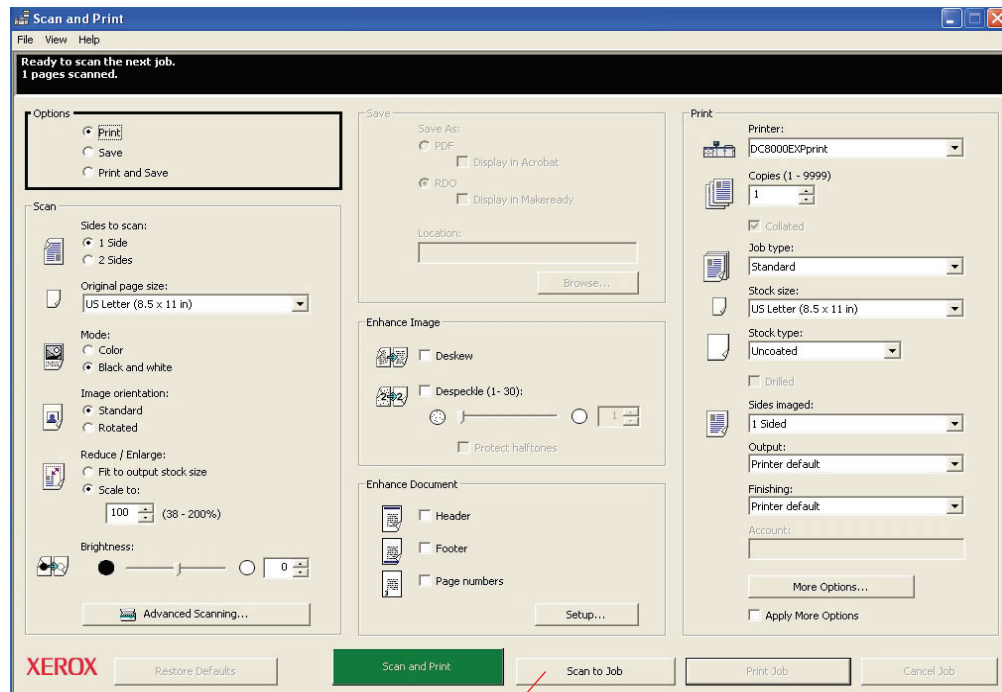
8. When you are finished, close the **Scan and Print** application.

## Scan and print a large job

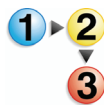


**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

You can use Scan and Print to build large copying jobs with the **Scan to Job** button. Large jobs are defined as those with page counts that exceed the capacity of the scanner's multisheet feeder; refer to Chapter 10 on page 10-1 for the capacity of this scanner.



Scan to Job  
button



Follow these steps when scanning large jobs.

1. With the **Scan and Print** application open, place the first portion of your job into the multisheet feeder.
2. Select your job options; refer to Steps 2-8 of the “Scan and print an original” on page 3-4.
3. Select the **Scan to Job** button.
4. After the first portion of your job is scanned, place the second portion of your job into the multisheet feeder.
5. Repeat Steps 2-4 until your entire job is scanned.
6. Select **Print Job**; your job is submitted to the selected printer.
7. When you are finished, close the **Scan and Print** application.

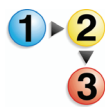
## Scan and save documents



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

You can scan a document and save it as an RDO or an Adobe PDF by using the **Scan and Print** application.

The screenshot shows the 'Scan and Print' application window. The 'Options' section on the left has the 'Save' radio button selected. The 'Save' section in the center is highlighted with a red box, showing 'Save As:' set to 'RDO' and the location 'C:\Customer\Bound.rdo'. The 'Job Ticket Settings' on the right are also visible. Annotations include: '1. Select a Save option' with an arrow pointing to the 'Save' radio button, and '2. Save section becomes active' with an arrow pointing to the 'Save' section box.



Follow these steps when scanning and saving documents.

1. With the **Scan and Print** application open, place the hardcopy document on the scanner glass or into the multisheet feeder.
2. From the **Options** section, select **Save**.

3. Select your job options; refer to Steps 3-8 of the “Scan and print an original” on page 3-4.



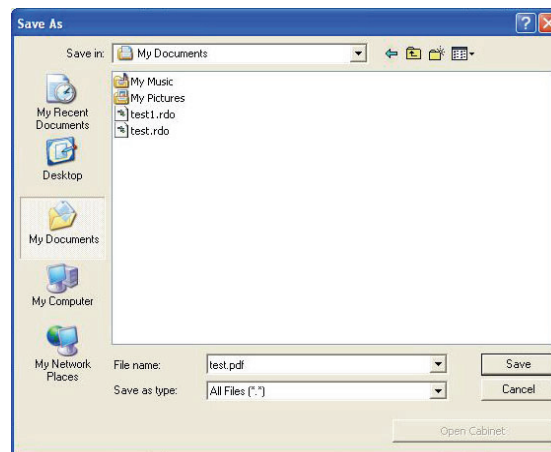
**NOTE:** Step 6 of the “Scan and print an original” on page 3-4 discusses the **Print** options. For **Save** jobs, this section of the Scan and Print dialog box is called either **Job Ticket Settings** or **PDF Options**; refer to Step 8 of this procedure. The options for **Job Ticket Settings** are the same as the **Print** options. The **PDF Options** are not the same; refer to “Print/Job Ticket Settings/PDF Options” on page 3-24.

4. From the **Save** section, select either **RDO** or **PDF**.



The **Display in Acrobat** option is discussed in more detail on “Display in Acrobat” on page 3-18.

5. Select **Browse**; the **Save As** dialog box opens.



6. Use the **Save in** drop-down list to navigate to and select the desired Windows location to store the file.
7. Type the name of your file in the **File name** text box.

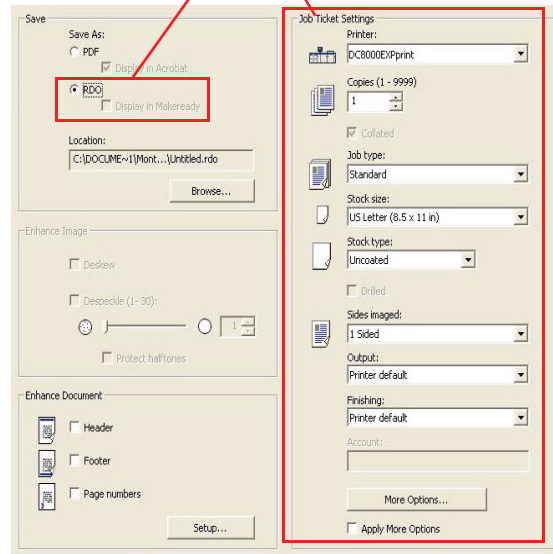
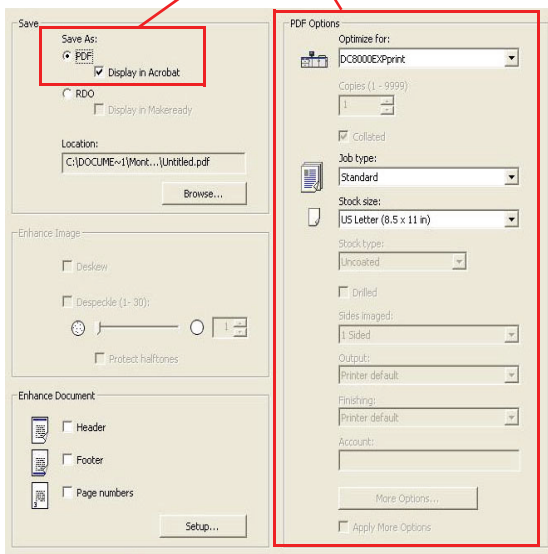
8. Select **PDF Files (\*.pdf)** or **RDO Files (\*.rdo)** from the **Save as type** list box.



**NOTE:** When **Save As: PDF** is selected from the **Save** section, the **Print** section on the right side of the dialog box changes to **PDF Options**. When **Save As: RDO** is selected, this section changes to **Job Ticket Settings**. Refer to the illustration below.

Save As: PDF and PDF Options

Save As: RDO and Job Ticket Settings



9. Select **Save** or **OK** to close the **Save As** dialog box and return to Scan and Print. The path for your job displays in the Location box.
10. Select a printer from the **Optimize for** or the **Printer** drop-down list.
11. Select any other appropriate options from this section.
12. Select **Scan and Save**. Your file is saved to the specified location.
13. When you are finished, close the **Scan and Print** application.



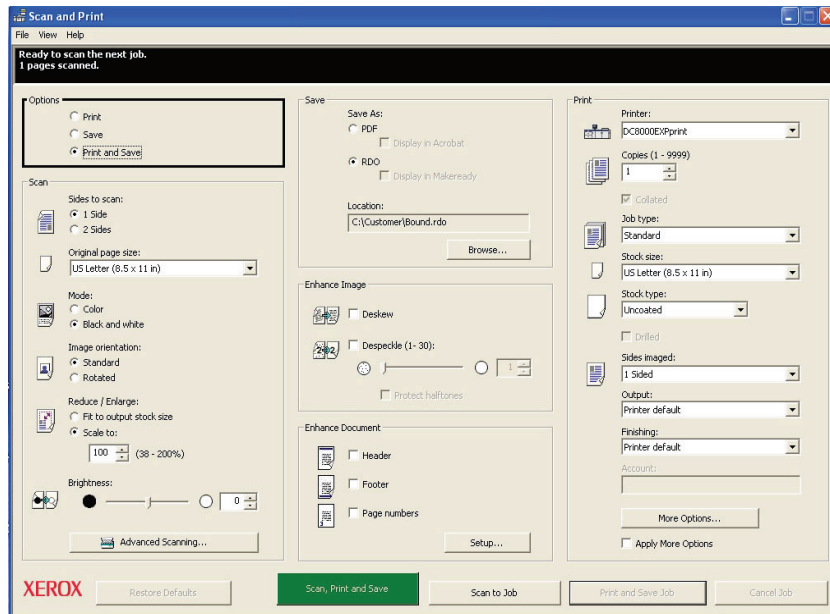
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Scan, print, and save documents



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

You can scan a document, print it, and save it as an RDO or an Adobe PDF by using the **Scan and Print** application.



Follow these steps when scanning, printing, and saving documents.

1. With the **Scan and Print** application open, place the hardcopy document on the scanner glass or into the multisheet feeder.
2. From the **Options** section, select **Print and Save**.
3. Select your job options; refer to Steps 3-8 of the “Scan and print an original” on page 3-4.
4. From the **Save** section, select either **RDO** or **PDF**.

*The **Display in Acrobat** option is discussed in more detail on “Display in Acrobat” on page 3-18.*

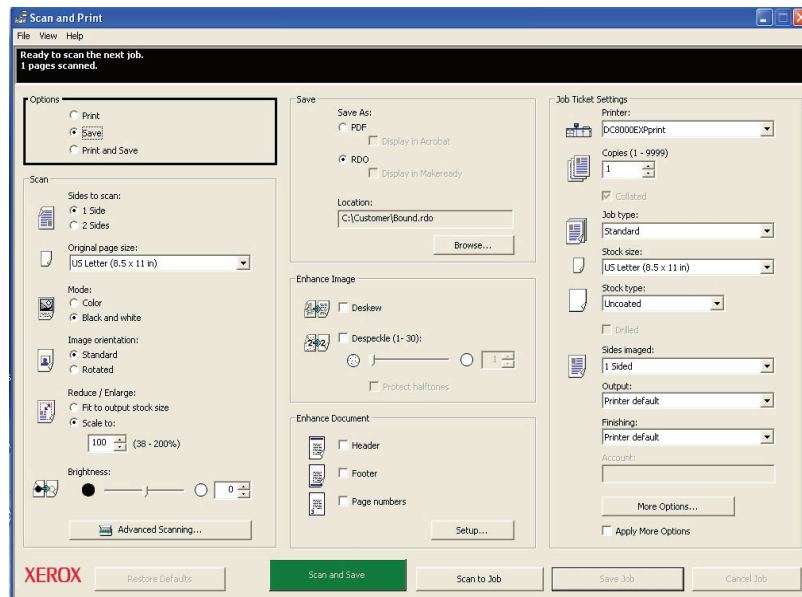
5. Select **Browse**; the **Save As** dialog box opens.
6. Use the Save in drop-down list to navigate to and select the desired Windows location to store the file.
7. Type the name of your file in the **File name** text box.



8. Select **PDF Files (\*.pdf)** or **RDO Files (\*.rdo)** from the **Save as type** list box.
9. Select **Save** to close the **Save As** dialog box and return to Scan and Print. The path for your job displays in the Location box.
10. Click **Save, Print & Save**.
11. When you are finished, close the **Scan and Print** application.

## Scan and Print features

This section discusses in detail the various Scan and Print features. The features are discussed in the order they are shown on the Scan and Print dialog box (refer to the illustration below):



**NOTE:** When the **Scan and Print** application is started, the **Print** option is the default selection.



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

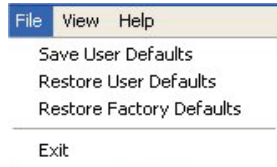


## Menus



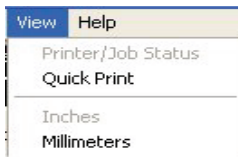
The Scan and Print application has the following menus:

**File:** This menu contains:



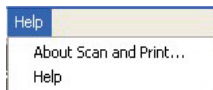
- **Save User Defaults:** Allows you to save the current settings as the user defaults for Scan and Print. All user default settings are restored when Scan and Print is opened.  
You can create user default settings to maintain your most frequently used feature settings between Scan and Print sessions. To create new user defaults, refer to “Creating new user defaults” on page 3-14 for the step-by-step instructions.
- **Restore User Defaults:** Returns all controls to the user default settings.
  - You can reset all feature settings to the previously defined user defaults at any time during your Scan and Print session. Resetting defaults is particularly helpful when scanning multiple documents with different properties (for example, size, plex, headers, and so forth); it allows you to quickly return all features to their default setting.
  - You can restore all user default settings by selecting **File: Restore User Defaults**.
- **Restore Factory Defaults:** Returns all controls to the factory default settings.
  - You can reset all feature settings to the factory defined defaults at any time during your Scan and Print session.
  - To reset factory defaults, select **File: Restore Factory Defaults**.
- **Exit:** Allows you to exit from the Scan and Print application.

**View:** This menu contains:



- **Printer/Job Status:** Opens the Job Manager dialog box so you can manage the jobs in the print queues.
- **Quick Print:** Opens the Quick Print dialog box.
- **Inches:** Select this option to change the measurement to inches.
- **Millimeters:** Select this option to change the measurement to millimeters.

**Help:** This menu contains:



- **About Scan and Print:** Displays version and copyright information for the Scan and Print application.
- **Help:** Contains the commands for using and learning about the online Help system.

### Creating new user defaults

---

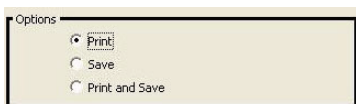


You can create user default settings to maintain your most frequently used feature settings.

1. Set all features to your desired default settings.
2. Select **File: Save User Defaults**.
3. Click **OK** to save the settings.

### Options

---



This area of the Scan and Print dialog box allows you to choose from one of the following:

- **Print:** Select this option if you want only a printed output copy of your scanned document.
- **Save:** Select this option if you want to save your scanned document and do *not* want a printed output.
- **Print and Save:** Select this option if want *both* a printed output and saved file of your scanned document.



**KEY POINT:** The remainder of the options available on the Scan and Print dialog box will vary depending on the selection made here.

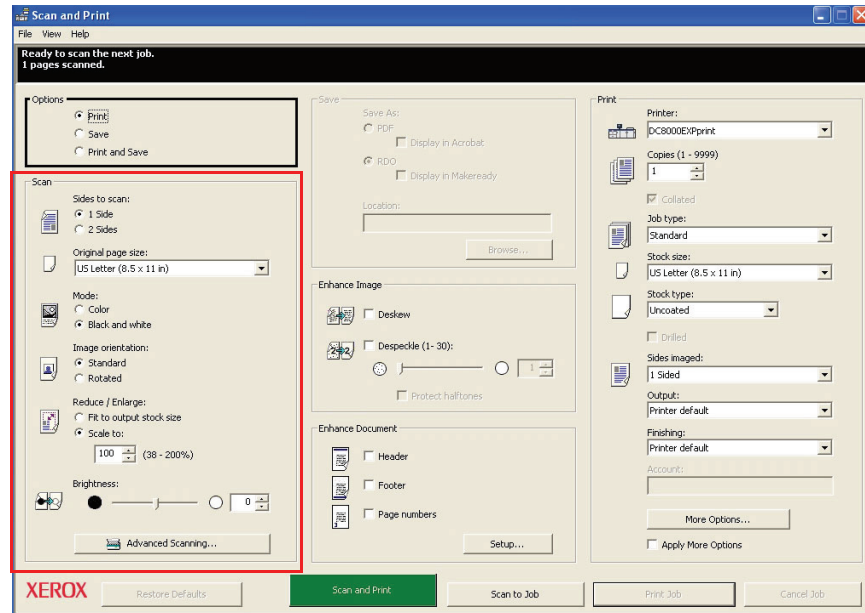


**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Scan



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

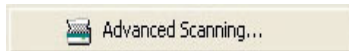
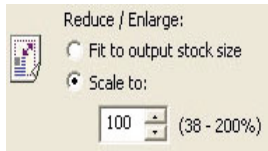
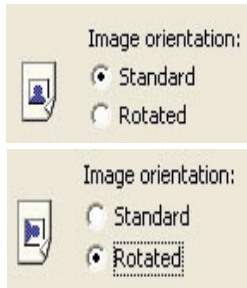


This area of the Scan and Print dialog box allows you to choose the following:

- **Sides to scan:** Based on your original documents, select one of the following:
  - **1 Side:** Select this option if your scan job consists of 1-sided documents only.
  - **2 Sides:** Select this option if your scan job consists of 2-sided documents.
- **Original page size of your document:** From the drop-down list select the size of your original document.
- **Mode:** Based on your original documents select one of the following:
  - **Color:** If your original document is in color, select this option.
  - **Black and White:** If your original document is in black and white, select this option.



**KEY POINT:** If **Black and White** is selected, the **Enhance Image** option activates for additional selections. The **Enhance Image** option is discussed in more detail in “Enhance Image” on page 3-19.

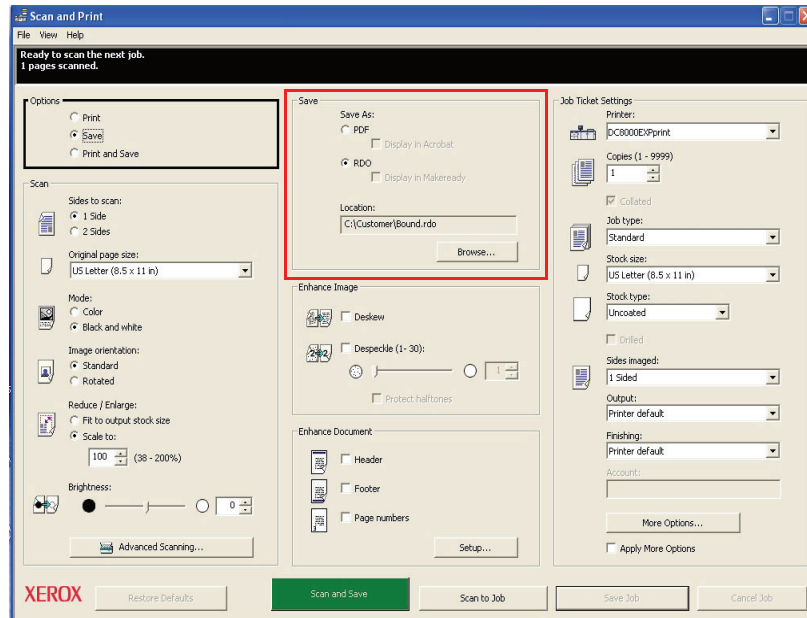


- **Image orientation:** This option allows you to rotate your original documents as you scan them; select one of the following:
  - **Standard:** This option does not rotate your documents. The scanned image appears in exactly the same orientation as the document's orientation on the document glass.
  - **Rotated:** This option rotates the document 90° while scanning it. The scanned image is printed in this rotated orientation.
- **Reduce/Enlarge:** This option allows to reduce or enlarge the scanned image; select one of the following:
  - **Fit to output stock size:** This option resizes the image during the scanning process in order to fit the selected stock size, while it still maintains the image's aspect ratio. If a standard job type is selected, the setting is mapped to the **Scale to** setting in the Xerox scanner TWAIN interface. If a non-standard job type is selected, the setting maps to the "Auto-fit" setting in the **Job setup** dialog box.
  - **Scale to:** This option scales the image to a specific percentage that is entered by the user. The range of available percentages is displayed below the text field. This range is based on the width of the original page width setting.
- **Brightness:** This option adjusts image brightness. Specify a value by which to increase or decrease the overall light/dark setting of the image. To change the brightness level, use the slider or entering a number in the text box above the slider. Accepted values range from -10 to +10 (whole numbers only); +10 is the brightest.
- **Advanced Settings:** By clicking on this button, more Scan options are available for your selection. This button and its options are discussed in more detail in Chapter 4 on page 4-1.

## Save



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



**KEY POINT:** This area of the Scan and Print dialog box is active and available for use only if **Save** or **Print and Save** is selected. If the **Print** option is selected, this area of the dialog box is *grayed out* and not available for use.

You can save your scanned jobs either as a **PDF** or **RDO** file:

- **PDF:** When this radio button is selected, scanned jobs are saved in an Adobe PDF format. By checking the **Display in Acrobat** option, Adobe Acrobat/Reader opens and displays your scanned job.
- **RDO:** When this radio button is selected, scanned jobs are saved in a FreeFlow RDO format.



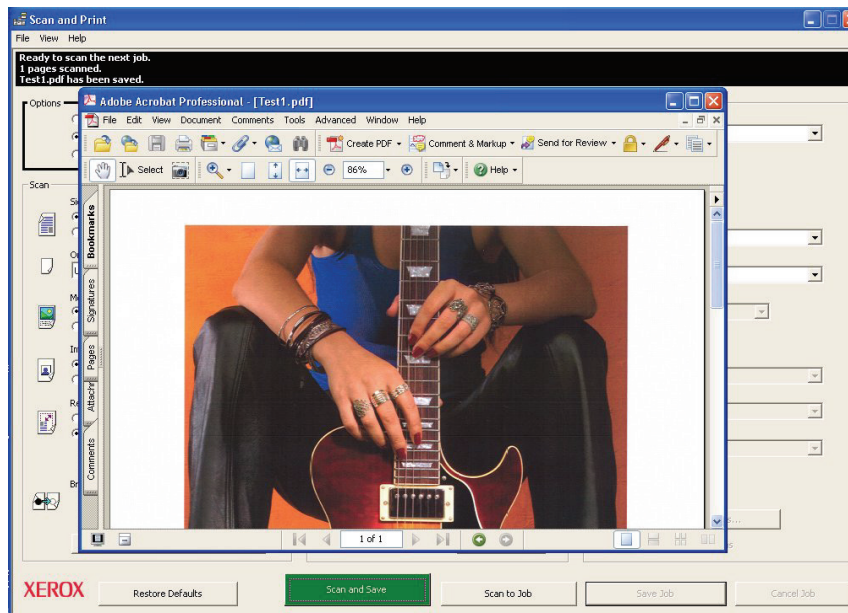
**NOTE:** The *Display in Makeready* function is not available and remains *grayed out*.

- **Location:** Select a location for storing your saved jobs by clicking on the Browse button and navigating to the desired location. Be sure to type the name of your file in the **File name** text box.



**KEY POINT:** You must select a Location for storing your saved scanned jobs. By system default, all scanned jobs are saved to C:\\Documents and Settings\\Montego\\Local Settings\\Temp.

## Display in Acrobat



Check the **Display in Acrobat** check box, and select one of these buttons:

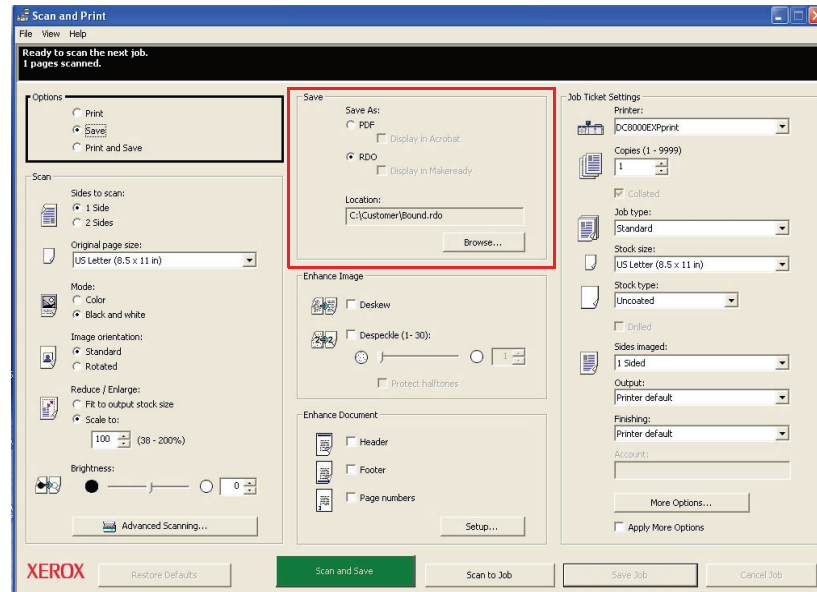
- Scan and Save or
- Scan to Job and then Save Job or
- Scan, Print and Save or
- Scan to Job and then Print and Save Job

Your document is scanned. Upon completion of the scan operation, Adobe Acrobat opens and displays your scanned document.

## Enhance Image



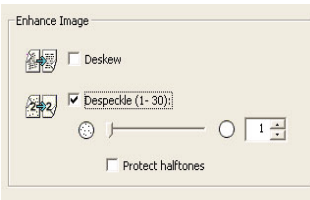
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



**KEY POINT:** The **Enhance Image** option activates only when the **Black and White** scan option is selected. It is not available for color scan jobs.

The **Enhance Image** area provides **Deskew** and **Despeckle** options when scanning black and white images:

- **Deskew:** This option straightens a crooked image. Deskew checks your scanned files for any skew, or tilt, and corrects the skew by tilting the bits within the image boundary.
  - Skew most commonly occurs during scanning. The Deskew option checks for skew every tenth of a degree starting from  $.10^\circ$  to a maximum of  $20^\circ$ .
  - Deskew does not operate with a skew of less than  $\frac{1}{10}$  of a degree or more than  $20^\circ$ .
  - To enable this option, select the Deskew checkbox.



- **Despeckle:** This option removes specks from the scanned image. The Despeckle feature locates and removes any background spots, or specks, that may occur on your scanned image.
  - The size you set for the Despeckle option refers to the maximum speckle size that will be removed from the image. For example, if the speckle size is set to 10, then ten refers to a 10 X 10 square pixel; any speckle this size or smaller is removed from the image.
  - To enable this option, check the Despeckle checkbox.
    - Drag the slider or type a value in the associated text box to indicate the size (in pixels) of the speckles to remove. Accepted values are from 1 to 30 pixels. The default is 1.
    - To protect a halftone image from the despeckle process, check the **Protect halftones** checkbox. A check mark indicates that the halftone will not be despeckled.



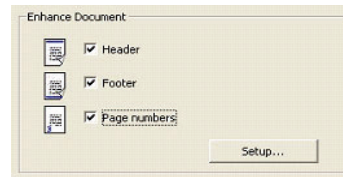
## Enhance Document

This area of the Scan and Print dialog box provides options for adding headers, footers, or page numbers to scanned pages.

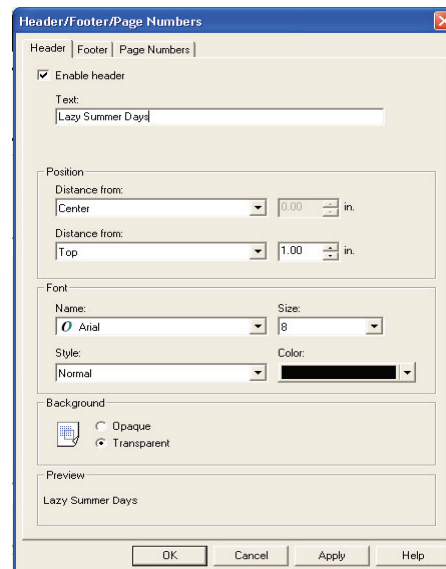


To add headers, footers, page numbers or a combination of these options, use the following procedure.

1. To enable one or more of these options, simply click on the checkbox to the left of the desired option.



2. Select the **Setup** button; the **Header/Footer/Page Numbers** dialog box displays:

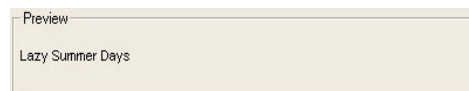


To add a Header or Footer, click on the desired tab.

3. Enter the desired text for your header/footer by typing inside the Text area.



**NOTE:** The Preview section at the bottom of this dialog box displays the text as you type it in the text box. This gives you a preview of what the text will look like on your page.

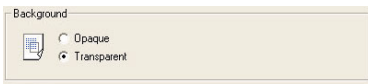


The screenshot shows a software interface with the following sections:

- Position:** Two rows. The first row has a dropdown menu set to "Center" and a text box containing "0.00" with "in." to its right. The second row has a dropdown menu set to "Top" and a text box containing "1.00" with "in." to its right.
- Font:** Four fields. "Name:" is a dropdown menu set to "Arial". "Size:" is a dropdown menu set to "8". "Style:" is a dropdown menu set to "Normal". "Color:" is a color selection box showing black.
- Background:** A small icon of a document with a grid, followed by two radio buttons: "Opaque" (unselected) and "Transparent" (selected).
- Preview:** An empty rectangular box.

#### 4. Make any other desired selections for your header or footer:

- **Position:** Select where on the output copy that you want your header/footer printed. Choose one of the following **Left, Center, Right**, and then select either **Top** or **Bottom**.
  - **Left:** The header/footer is positioned in relation to the left edge of the page. Enter the distance from the horizontal edge of the page by typing a number in the text box or using the up/down arrows located on the right on the right side of the text box.
  - **Right:** The header/footer is positioned in relation to the right edge of the page. Enter the distance from the horizontal edge of the page by typing a number in the text box or using the up/down arrows located on the right on the right side of the text box.
  - **Centered:** The header/footer is centered between the right and left edge of the paper.
  - **Top:** The header/footer is positioned in relation the top edge of the page. Enter the distance from the vertical edge of the page by typing a number in the text box or using the up/down arrows located on the right side of the text box.
  - **Bottom:** The header/footer is positioned in relation the bottom edge of the page. Enter the distance from the vertical edge of the page by typing a number in the text box or using the up/down arrows located on the right side of the text box.

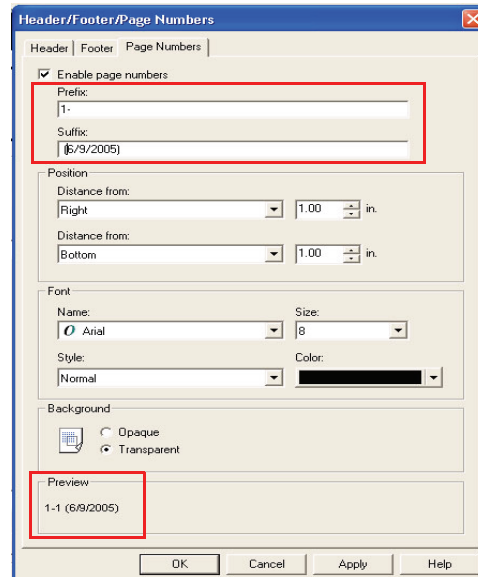


- **Font:** Select the desired font, font size, font style, and font color that will be used when printing the header/footer. Select the font name, size, style, and color from their respective drop-down list.
- **Background:** Select either **Opaque** or **Transparent**.
  - Depending on the vertical/horizontal position of the header/footer, selecting **Opaque** may print the header/footer over the scanned text/pictures. This may cause some of the scanned information to be unreadable.
  - Selecting **Transparent** will print the header/footer as a watermark image on the output. Any text/pictures/information on the scanned page will be readable.

5. Click the **Apply** button.

6. Repeat Steps 1-5 as required for the **Page Numbers**.

- You can enter a Prefix and/or Suffix for your page numbers by typing inside the Prefix/Suffix text box.

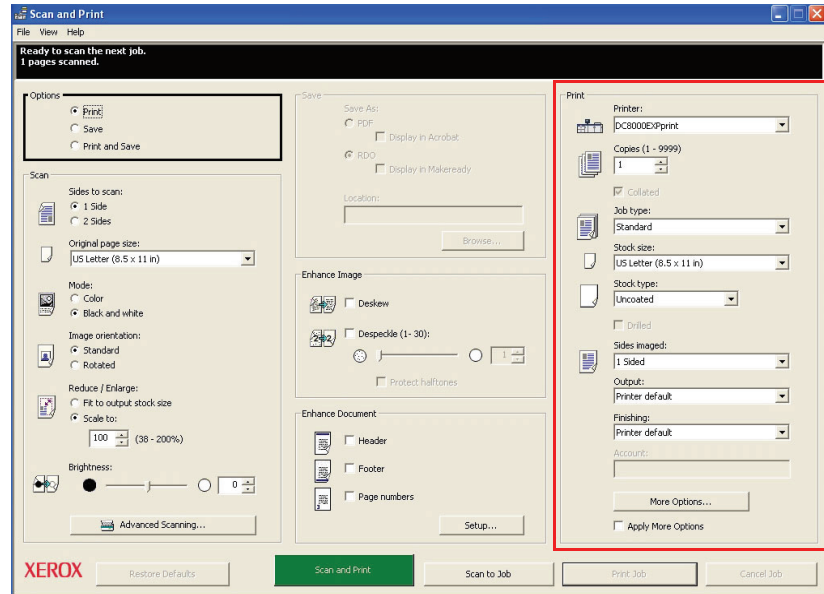


7. Click the **OK** button to save and close this dialog box.

## Print/Job Ticket Settings/PDF Options



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.





**KEY POINT:** The features available on this area of the Scan and Print dialog box may vary depending on the **Option** selected (**Print**, **Save**, or **Print and Save**). Refer to the following illustration:

If the **Print** or **Print and Save** Option is selected, then these features are activated:

If the **Save and Save As: RDO** options are selected, then these features are activated:

If the **Save and Save As: PDF** options are selected, then these features are activated:



**NOTE:** The options that are available for the various **Print/Job Ticket Settings** and **PDF Options** may vary with each digital press system. The options discussed in this book may or may not be available with your system.

When the **Print** or **Print and Save** option is selected, the Scan and Print dialog box displays the various features that are available for printing your scanned document.

- **Printer:** From the drop-down list select the desired printer.



**NOTE:** If the desired printer is not shown in the drop-down list, you will need to add the printer. This is discussed in details in Chapter 2 on page 2-1.

- **Copies:** Enter the number of desired output copies by typing inside the text box or by using the up/down arrows located on the right side of the text box.

If more than output copy is entered, the **Collated** option activates. Check the Collated box if you want your output copies collated; uncheck, or clear the check box, if you do **not** want collated copies.

- **Job type:** Select the desired job type from the drop-down list. The various job types are discussed in more detail in Chapter 5 on page 5-1.
- **Stock size:** Select the desired output size from the drop-down list. The various stock sizes are discussed in more detail in Chapter 5 on page 5-1.



**NOTE:** *The remainder of these features are not available when Save: Save As: PDF is selected.*

- **Stock type:** Select the desired output stock type from the drop-down list. The various stock types are discussed in more detail in Chapter 5 on page 5-1.

The **Drilled** option is activated only if that paper stock is loaded in one of the paper trays; otherwise, this option is grayed out and unavailable for selection.

- **Sides imaged:** From the drop-down list, select **1 Sided**, **2 Sided**, or **(2 Sided) Head to Toe**.
- **Output:** From the drop-down list, select the location where the printed output is sent. The available selections will vary depending on the finishing devices connected to your system.
- **Finishing:** Depending on the selected output device, there may be finishing options available, such as stapling. The selection made here depends on the selection made for **Output**.
- **More Options:** Click this button to open the **Job Setup** dialog box. This dialog box and its options are discussed in more detail in Chapter 5 on page 5-1.

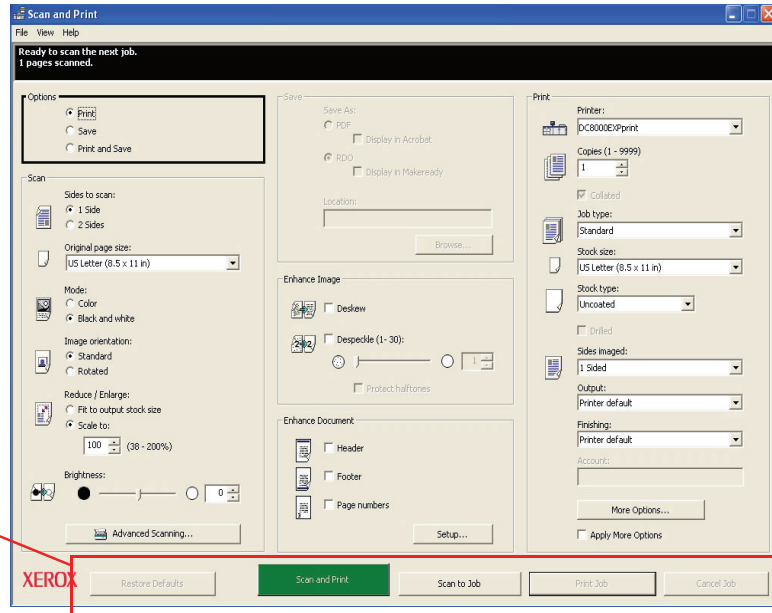
## Scan and Print main buttons



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

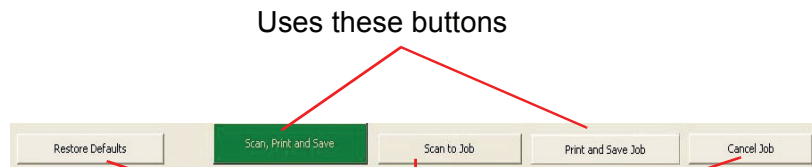
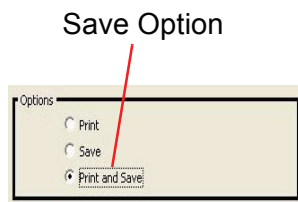
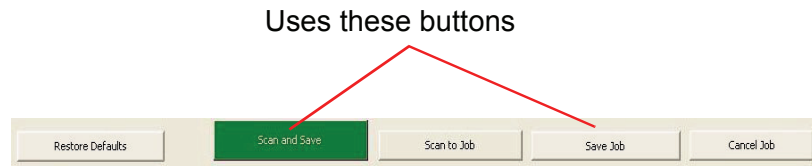
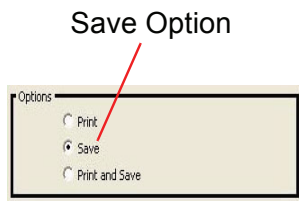
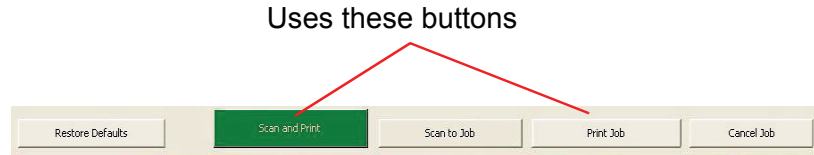
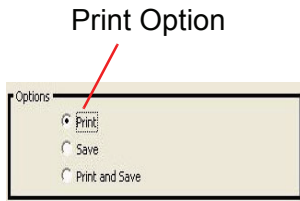
Along the bottom of the Scan and Print dialog box are the application's main buttons.

Scan and Print  
main buttons



### 3. Scan and Print

Two of these buttons and their functions change according to the feature selected in the Options area of the dialog box. The other three buttons never change and always retain the same function; refer to the illustration below:



These buttons always remain the same regardless of the Option selected.



## Restore Defaults button

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Clicking this button restores the Scan and Print settings to their default settings.



**NOTE:** The default settings that are restored are your user defined defaults. If you want to restore the factory defaults, you must select **File: Restore Factory Defaults**.



## 4. Advanced Scanning

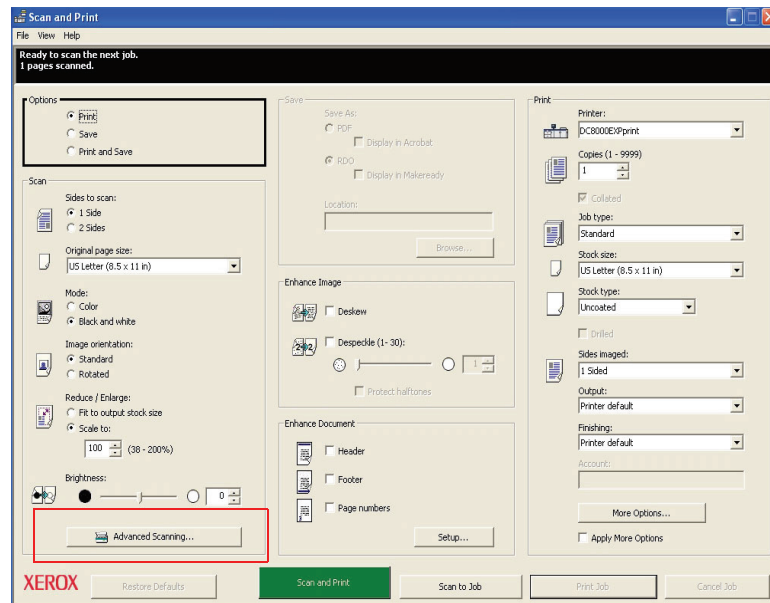
The Advanced Scanning feature is accessed from the Scan and Print window. This chapter discusses the various Advanced Scanning features.

### Accessing Advanced Scanning



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

By clicking on the **Advanced Scanning** button from the Scan and Print window, the **FreeFlow Scanner 665E** dialog box opens and provides more scanning options.



## Using the Automatic Document Feeder and Advanced Scanning

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The Automatic Document feeder on the scanner will enable you to scan 1 and 2-sided documents quickly, and returns them in a stack in the same order you placed them in the input tray.



To use the Automatic Document feeder:

1. Ensure **Document feeder** is chosen in the **Scan Location** drop-down list located on the Basic Features tab.
2. Place a document or stack of documents in the input tray face up, either SEF or LEF.



**NOTE:** *If ultimately outputting to print, verify that your printer can print either SEF or LEF. If it can only print one way, make sure the image is scanned accordingly.*

3. Adjust the side guides so they gently touch the edges of the paper.
4. Click the SEF/LEF toggle to specify how the document is loaded in the input tray.
5. Make all other input and image quality settings.
6. Click **Preview** to verify settings.
7. When satisfied with settings reload the documents and click **Scan**.

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## Scanner software overview

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The FreeFlow Scanner 665E software is also known as Xerox Scanner software. The scanner software is comprised of two components:

### **TWAIN Scanning Application**



This component is also called TWAIN Data Source or TWAIN driver and is used for scanning.

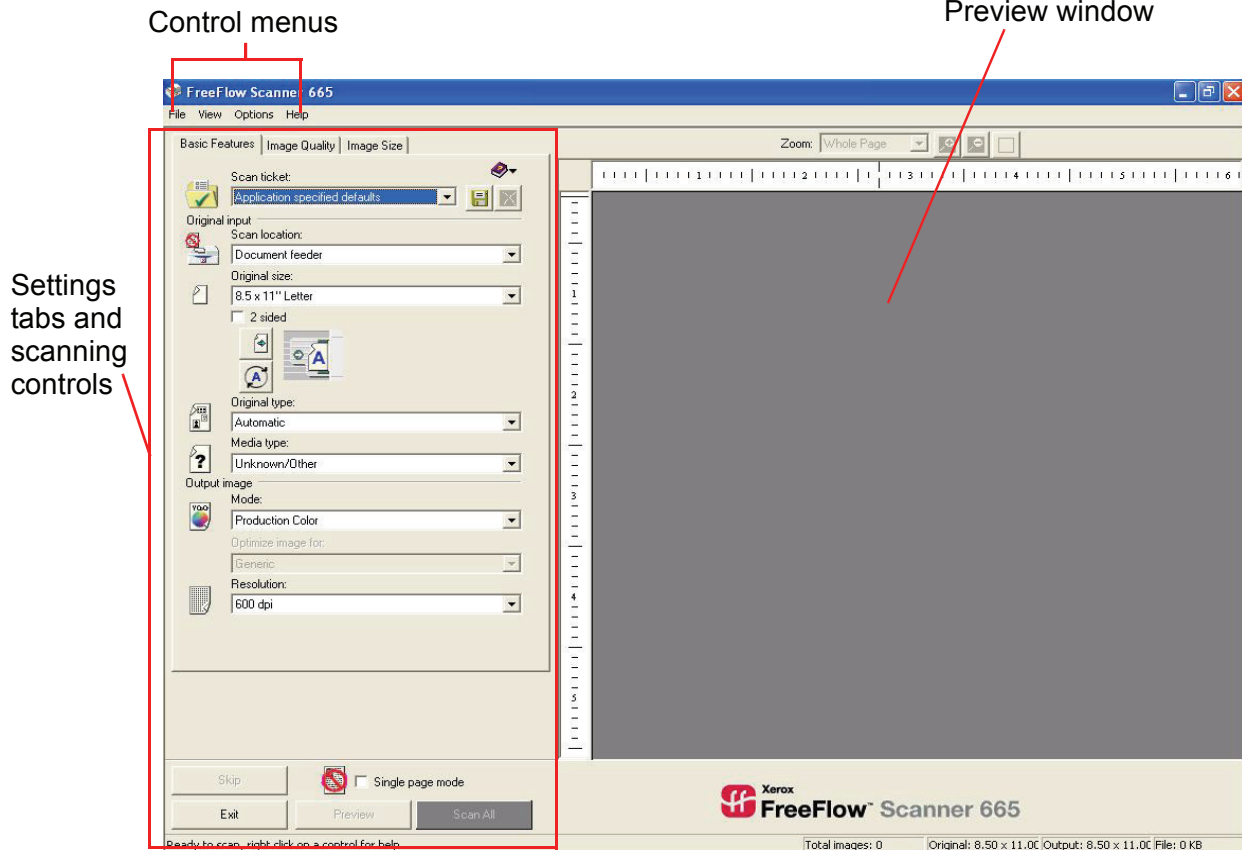
**NOTE:** TWAIN is a scanning specification which allows programmers to write scanner software modules (like the FreeFlow scanning application) that work with any TWAIN-compliant application, such as Photoshop or Paintshop Pro. This means that you can use your Xerox Scanner with any imaging application that supports the TWAIN standard.

### **Scanner Support**

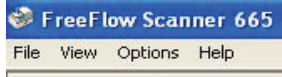
This component is used for maintenance and troubleshooting.

## Main scanning features

There are three main parts to the TWAIN Scanning software interface. At the top of the screen are the control menus. Below these are the settings tabs and the scanning controls. On the right side of the interface is the Preview window; refer to the illustration below:



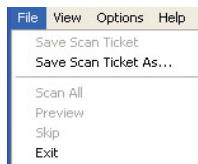
## Control menus



There are four menus at the top of the scanner dialog box:

- File** Use the File menu to save new scan tickets, save changes to existing scan tickets, and as a way to exit the scanner software. Refer to the “File menu” on page 4-5 for more details on this menu.
- View** Use the View menu to select which controls are visible, and to select image viewing size. This is discussed in more detail on “View menu” on page 4-6.
- Options** Use the Options menu to set preferences and calibrate the scanner. This is discussed in more detail on “Options menu” on page 4-7.
- Help** Use the Help menu to access Help, Troubleshooting, and other information about the scanner. This is discussed in more detail on “Help menu” on page 4-12.

### File menu



Use the File menu to save new scan tickets, save changes to existing scan tickets, and as a way to exit the scanner software.



**NOTE:** The File menu can be accessed from the keyboard by pressing **ALT, F**.

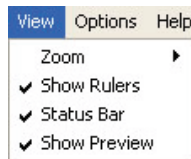
The File menu contains the following controls:

- Save Scan Ticket** Select **Save Scan Ticket** to save changes you may make to an existing scan ticket.
- Save Scan Ticket As** Select **Save Scan Ticket As** to save a new set of control selections or to save the current set as a different name.
- Scan All** Select **Scan All** to scan your document.
- Preview** Select **Preview** to see what effect your scan settings will have before doing an actual scan, or to use as a visual guide for setting **Crop** or **Frame** boundaries; both these options are discussed in more detail on “Preview window” on page 4-34.

- Skip** Select **Skip** to discard the current preview image. This button is enabled when the **Document feeder** and **Single page mode** options are selected; this is discussed in more detail on “Single Page Mode” on page 4-11.
- Exit** Select **Exit** to close the scanner window. At this point, all scanned files are returned to the imaging application (such as PhotoShop, Adobe Capture, etc.). Any scan tickets that are in use when **Exit** is selected will not be saved; therefore, remember to save before closing the scanner window.

### View menu

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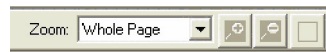
Use the View menu to select which controls are visible, and to select image viewing size.



**NOTE:** The View menu can be accessed from the keyboard by pressing **ALT, M**.

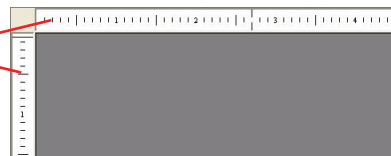
The View menu contains the following controls:

- Zoom** Select **Zoom** to zoom in and out of a scanned document. You can use the **Zoom In** and **Zoom Out** controls to change zoom levels in 25% increments. Select **Whole Page** to fit your scanned document in space available, or select any percentage value between 50% and 200%.



- Show Rulers** This control is checked by default. When checked, a ruler is shown on the left and top edges of the Preview window. By using the Localize tab (from the Options drop-down list), the ruler can be set to either inches, pixels, millimeters, or centimeters.

Rulers





**Status Bar** This control is checked by default.



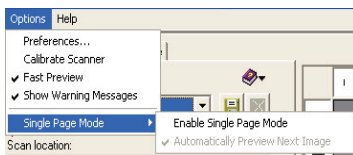
Status bar (at the bottom of the scanner window)

When checked, the Status Bar displays the following information:

- Condition of scanner
- Total pages scanned during a job
- Original document size
- Output document size (Image size)
- File size

**Show Preview** This control is checked by default. When checked, the Preview window is visible. When unchecked, only the tabbed dialog is visible.

## Options menu



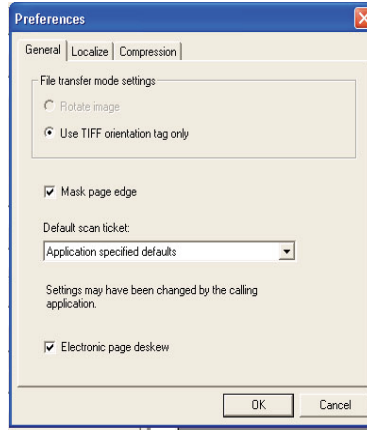
Use the Options menu to set preferences and calibrate the scanner.



**NOTE:** The Options menu can be accessed from the keyboard by pressing **ALT, O**.

The Options menu contains the following controls:

## Preferences



Select **Preferences** to see a tabbed dialog with the following tabs:

### General

Use the controls on this tab to specify default settings for common original documents.

**File Transfer Mode Settings:**

- **Rotate Image:** This option causes the scanner to rearrange the data in the output image so that the image will appear upright when viewed.
- **Use TIFF Orientation Tag Only:** TIFF images contain a bit of information called an orientation tag. This tag tells imaging applications how to display the file. This option allows faster scanning than the Rotate Image option.

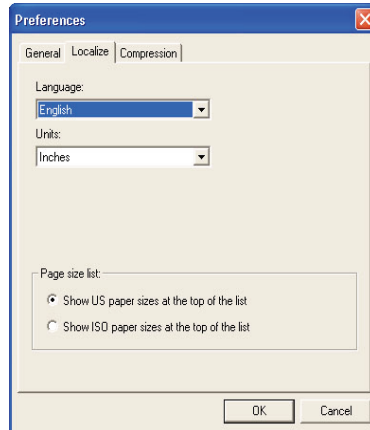
**Mask Page Edge:**

This control is checked by default. When checked, this feature applies a 0.12 inch (3mm) mask to the image area perimeter, preventing dark lines or shadows from appearing on the edges of the image. If you need additional edge cleanup, it should be done using the Crop or Frame features; refer to “Crop” on page 4-24 and on “Frame” on page 4-28.

**Default Scan Ticket:**

This list box contains all of the scan tickets found in the Scan Ticket list box on the Basic Features tab. Use the list box in the Preferences dialog to choose which scan ticket will be set as the default.

## Localize



Use the controls on this tab to set language and measurement defaults.

**Language:** Use the Language list box to control what language text and numerals will be displayed in the scanner window.

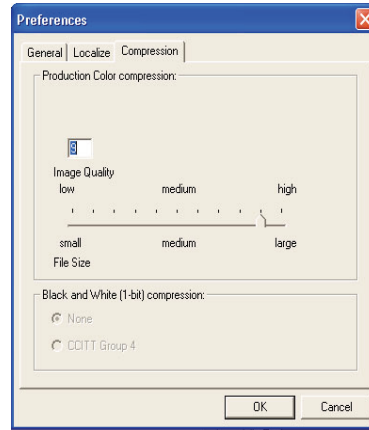


**NOTE:** *The supported languages are English, French, Italian, German, Spanish, Dutch, and Brazilian Portuguese.*

**Units:** Inches is set as the default unit of measure. Use the Units list box to control which unit of measure is used by the scanner.

**Page size list:** **Show US paper sizes at the top** is selected by default. Choose one of these radio buttons to control which set of paper sizes; US or ISO, is shown at the top of the input paper size drop-down menu list.

## Compression



Use the controls on this tab to set compression defaults.

### **Production Color (24-bit) compression controls:**

The controls within this group box define the compression setting when "Production Color (24-bit)" is the selected color mode.

### **JPEG Compression Level slider:**

Use this slider to select from ten levels of JPEG compression. The default for this slider is nine, which is a good compromise between decent image quality and manageable file size. The higher the compression setting, the smaller the file size and the worse the image quality.

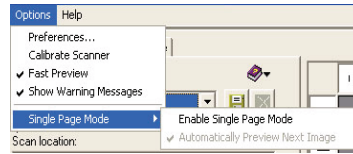
### **Black and white (1-bit) compression controls:**

The controls within this group box define the compression setting when Black and White is the selected image mode.

- **None:** Select this radio button to disable compression while in the Black and White image mode.
- **CCITT Group 4:** This button is checked by default. When selected, CCITT Group 4 compression is enabled while in the Black and White image mode.

## Calibrate Scanner

Calibrate the scanner whenever you notice a degradation in image quality or consistency.



Scanner calibration may be done any time the scanner is not in a "busy" state. This is discussed in more detail in the System Administration Guide, chapter 4. Hardware maintenance, "Calibrate Scanner" on page 4-12.

## Fast Preview

The Fast Preview feature is activated and deactivated by clicking the item on the Options menu. When active, a checkmark appears next to the feature name.

Fast Preview samples the image at a lower resolution than your chosen print resolution. This is sufficient for setting Crop and Frame margins. However, for adjusting Image Quality settings, you should first deactivate the Fast Preview feature. The Preview window will then display your image at the actual print resolution.

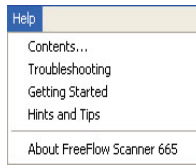
## Single Page Mode

**Enable Single Page Mode:** This option is available *only* when scanning black and white documents *and* the Document feeder is selected.

**Automatically Preview Next Image:** When using the document feeder in the single page mode, this feature automatically feeds and displays a preview of the next page in a stack whenever the **Next** or **Skip** buttons are pressed for the current image.

### Help menu

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Use the Help menu to access Help, Troubleshooting, and other information about the scanner.



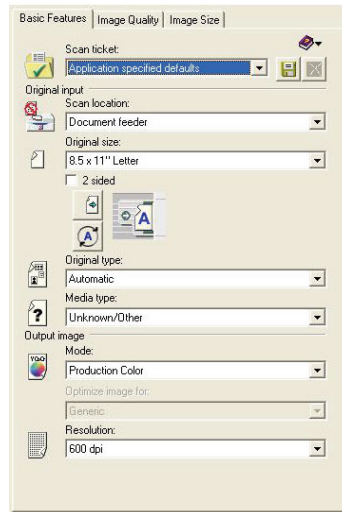
**NOTE:** *The Help menu can be accessed from the keyboard by pressing **ALT, H**.*

The Help menu contains the following controls:

- |                        |   |
|------------------------|---|
| <b>Contents</b>        | Select <b>Contents</b> to launch online Help. You will be at the top level (or the front page) of the Help system, and can navigate via the Table of Contents, the Index, or the Search function. |
| <b>Troubleshooting</b> | Select <b>Troubleshooting</b> if you are having problems with image quality, communications, or paper jams, and go directly to a problem solving section of the online Help.                      |
| <b>Getting Started</b> | Select <b>Getting Started</b> for an introduction to the Xerox Scanner hardware and software.   |
| <b>Hints and Tips</b>  | Select <b>Hints and Tips</b> to learn about suggested practices to help you work more quickly and efficiently.  |

## Settings tabs

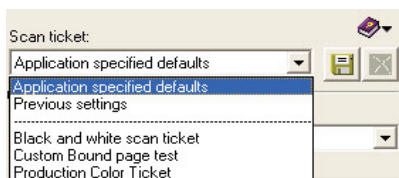
Click on the tabs to access basic features, image quality, and image size settings.



### Basic Features

Think of the Basic Features tab as the main control panel for the scanner. Use the Basic Features tab to describe your document's features to the scanner (the input parameters), and to set resolution and image mode (output parameters). Unless your original needs to be resized or requires image quality adjustments, you can set up the whole scan job from this tab.

### Scan ticket



The top section has controls for creating and selecting scan tickets. Scan tickets are a powerful time saving feature that allow you set up a job with a single mouse click. They allow you to store all the settings for common or complex scan jobs (including Image Quality Windows and Custom Page Sizes) so that you can quickly reload the settings instead of manually reprogramming the scan job.

Scan tickets include:

- Using an existing scan ticket (refer to page 4-14)
- Creating a new scan ticket (refer to page 4-14)
- Backing up a scan ticket file (refer to page 4-15)
- Deleting a scan ticket (refer to page 4-15)

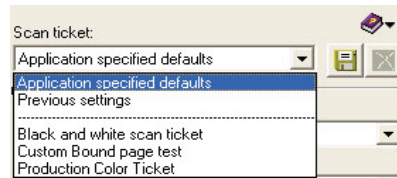


**NOTE:** Scan tickets saved in one scanning application may not be available in other scanning applications.



To use an existing scan ticket, follow this procedure:

1. Click on the Scan ticket drop-down list on the Basic Features tab.



2. Click on the name of the ticket you wish to use.



**NOTE:** The selection for Single Page Mode is not saved in any Scan Tickets. If you select a scan ticket and you wish to scan one page at a time you must manually select the Single Page Mode checkbox.



To create a scan ticket, use the following procedure:

1. Adjust the settings for your scan job.
  - a. Adjust the input document settings (page size, number of sides, scan location).
  - b. Select an Original Type.
  - c. Select an Image mode.
  - d. Select a Resolution.
  - e. Select a target printer for optimization.
  - f. Adjust Image Size and Image Quality settings as needed.



2. Click the **Save Scan Ticket As** button.
3. Enter a name for the scan ticket and click **Save**.





To back up a scan ticket file, use the following procedure:

**NOTE:** Making backup copies of your Scan Tickets is essential. This is the only way to prevent another operator from overwriting or deleting your saved settings.

1. Place a formatted floppy disk in drive A:
2. Right click the **Start** button.
3. Select **Explore**.
4. Browse to **C:\Program Files\Common Files\Xerox\Scanner**.
5. Select all the files with the ".sct" extension; right-click and select **Send To: 3½ Floppy (A)**.

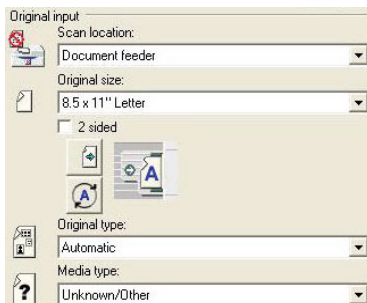


To delete a scan ticket, use the following procedure:

1. Select the ticket to be deleted from the drop-down list on the Basic Features tab.
2. Click the **Delete** button.
3. Click **OK** to confirm.



## Original input



Select the various options that define the original document being scanned.

- **Scan location:** Choose from where you will scan your original: the Automatic Document feeder, the Document glass, the Document glass - bound original, or Automatic selection.
- **Original size:** Select a size from this drop-down list or select **Custom page size...** to create a new page size.

US paper sizes appear before ISO paper sizes by default. To change the order in which page sizes are listed, select **Options: Preferences** and go to the Localize tab.

- **2 sided:** Select the **2 sided** checkbox to scan two-sided originals.



- **Feed orientation:** Click the **Page Feed Orientation** button to change the page feed direction. You can choose either LEF or SEF. The choice depends primarily on your printer. If it feeds paper LEF, then you should scan LEF. If your printer feeds SEF, then scan SEF. For fastest throughput, scan LEF.



- **Image orientation:** Click the **Image Orientation** button to choose between portrait and landscape originals.
- **Original type:** Select an original type that best describes your original document. Each Original Type has been programmed to give the best results for the kind of original it describes.

**NOTE:** *The Automatic type is only available for some printers.*



**KEY POINT:** If you are scanning a batch of originals of mixed type, scan the pages in Single Page Mode, adjusting the Original Type for each page as needed before scanning.

*Refer to the table in Chapter 9, “Guide to choosing an Original Type for your scan” on page 9-2 for guidance on choosing the best Original Type for your documents.*



- **Media type:** Media Types are used for color scanning. They identify the printing process used to create the original, so that the scanner can make proper corrections for accurate color reproduction.



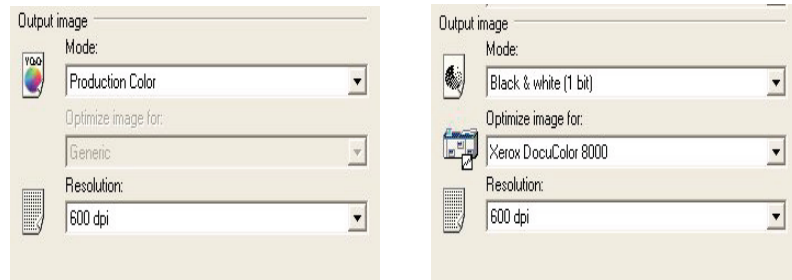
**KEY POINT:** This feature is only available in Production Color mode. The Media type drop-down list is found on the Basic Features tab and the Image Quality Windows dialog.

Choose an item from this list that best describes the printing process used to create your original document. This selection affects how closely the scanner reproduces the color in your original image.



*Refer to the table in Chapter 9, “Guide to choosing a Media Type” on page 9-3 for guidance on choosing the best Media Type for your documents.*

## Output image



From the Output image area, select the image mode, resolution, and optimization (if necessary).

## Image Mode



**KEY POINT:** For the FreeFlow Scanner 665E there are only two image modes available: **Production Color** and **Black & White (1 bit)**. The Image Mode selection is based on the Mode (Color/Black and White) selection made from the main Scan and Print window.

The image mode relates to the type of original being scanned, as well as the scanned image's eventual output. For example: To scan an office memo with black text on plain white paper, choose **Black and White** for the **Mode** option (Scan and Print main window). When you select Advanced Scanning, the Output image mode is automatically **Black and white (1 bit)**.

Another example is scanning a color photograph: From the main Scan and Print dialog, select **Color** for the **Mode** option. Select Advanced Scanning; the Output image mode is automatically **Production Color**.

Image modes supported by the FreeFlow Scanner 665E for DocuColor 8000/7000 Digital Presses	
Image mode	Output
Black and white	Images composed of black and white pixels only. No color or shading. (Appearance of shading achieved by controlling the density of the black pixels.) Images have the lowest bit depth (1 bit) and the smallest file size. Fastest scan speed achieved in this mode.
Production Color	Images composed of up to 16.7 million colors (true color) in a device-independent 24-bits-per-pixel color space. Files are output as either JPEG (compressed) or TIFF Technical Note 2 (uncompressed).  Production Color images when printed or viewed on a computer screen will match very closely the colors in the original image.

### Resolution

From the drop-down list, select the best scan/output resolution for your document.



*To understand resolution better and to choose the best resolution for your printed output, refer to Chapter 9, “Understanding Resolution” on page 9-3 for more information about Resolution and what it means.*

### Optimize image for

Select the printer on which you will print your scanned image.



**KEY POINT:** For FreeFlow Scanner 665E, this option is grayed out and not selectable if you have selected **Color** as your **Scan: Mode** option. If you have selected as your **Scan: Mode** option **Black and White**, then this option is **selectable**, and you can choose from the drop-down list.

### Choosing a Printer for Optimization

Every printer has different capabilities and methods for reproducing shading in black and white images. To get optimum results, your image has to be adjusted slightly for the target printer. Choose the printer to which the image will be sent for production printing.



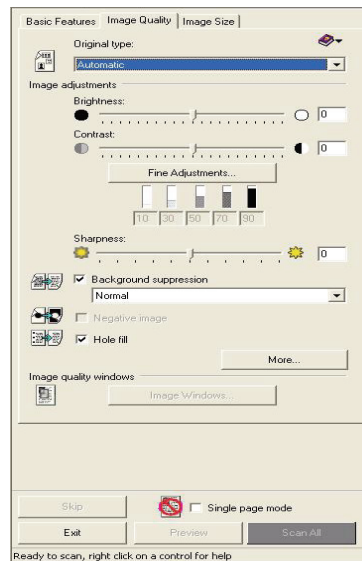
To select a target printer:

1. Click on the **Basic Features** tab.
2. Click on the **Optimize image for:** dropdown list.
3. Select the target printer from the list.

If your specific printer is not listed, choose a generic type and use the Advanced Image Quality controls to get optimum results.

### Image Quality

Use the Image Quality tab to make basic adjustments to the quality of your scanned image, such as brightness, contrast, sharpness, and background suppression. Also, access the Advanced Image Quality controls from this tab.



## Original type

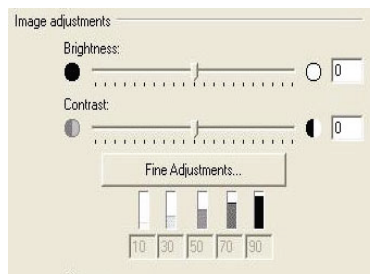


Choose the preset original type that best describes your document. These presets are designed to give good image quality for most documents of the types listed.



*For help on choosing an original type, refer to Chapter 9, “Guide to choosing an Original Type for your scan” on page 9-2.*

## Image adjustments



### Brightness

Use the Brightness control to adjust the lightness or darkness of the image. The Brightness slider affects the whole image, but will affect midtones to a greater extent than shadows or highlights. For finer control, use the Advanced Image Quality controls. Changes you make can be seen using the Preview feature.



*For more information, refer to the Online Help (Advanced Scanning/Image Quality Tab, Image Adjustment controls).*

### Contrast

Use the Contrast control to increase or decrease the contrast of the image. The Contrast slider affects the whole image. Increasing contrast tends to move midtone gray values toward black or white, making gray objects more distinct. Decreasing contrast tends to make shadows and highlights more gray, making objects less distinct. Changes you make can be seen using the Preview feature.



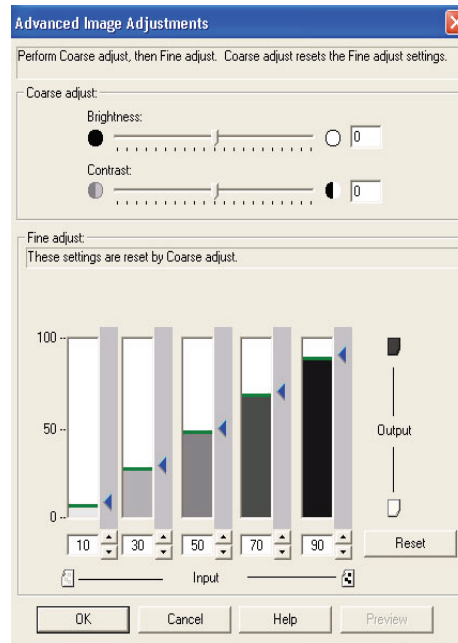
*For more information, refer to the Online Help (Advanced Scanning/Image Quality Tab, Image Adjustment controls).*



**NOTE:** The Contrast feature is disabled when the **Text and Line Art** Original Type is selected.

## Fine Adjustments

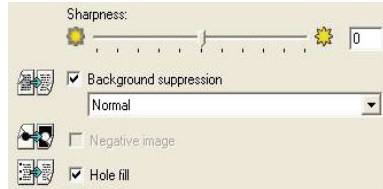
Click the **Fine Adjustments** button to launch the Advanced Image Adjustments dialog. The Advanced Image Adjustments dialog allows fine control over highlights, midtones, and shadows within a scanned image.



**NOTE:** The Advanced Image Adjustments features are disabled when the **Text and Line Art Original Type** is selected.



For more information, refer to the Online Help (Advanced Scanning/Image Quality Tab/Fine Adjustments button; click Help).



**Sharpen** Use the Sharpen feature to increase contrasts along the edges of objects in the image. This has the effect of making objects more distinct. Changes you make can be seen using the Preview feature.

**Background suppression** This feature is used to force the image background to white. Too much suppression can affect the highlights in an image, and is not recommended for full page photographs.

**Negative image** Selecting this checkbox reverses image content, making white areas black and black areas white.

**Hole fill** Selecting this check box removes the marks caused by the shadows of punched holes in your originals.



*For more information on each one of these features, refer to the Online Help (Advanced Scanning/Image Quality Tab/Enhancement controls).*

**More button** The **More...** button launches a dialog that allows you to choose various rendering options for black and white images.



*For more information on each one of these features, refer to the Online Help (Advanced Scanning/Image Quality Tab/More button).*

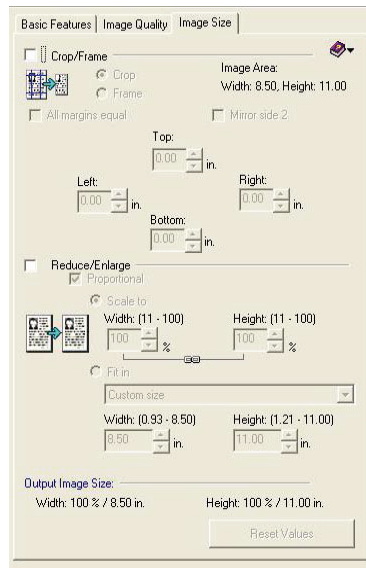


**Image Quality windows**

This button opens the Image Quality Windows dialog, which lets you manually segment the image into different original types, each with unique image quality adjustments.



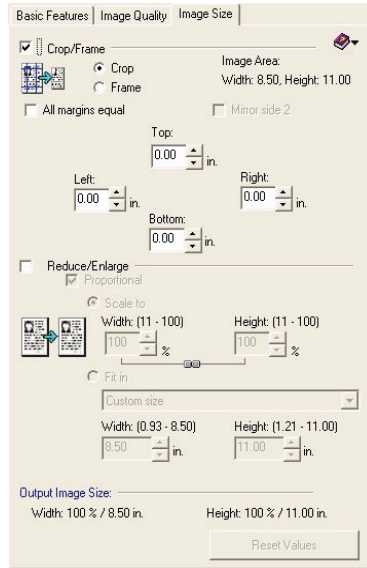
For more information on each one of these features, refer to the Online Help (Advanced Scanning/Image Quality Tab/Image Quality windows button).

**Image Size**

Use the tools on the Image Size tab to eliminate unwanted portions of the image or to reduce or enlarge the output image. The Image Size tab tools allow you to adjust the size of your scan by cropping, framing, or reducing/enlarging. Use the frame feature to mask hole punch marks, gutter and edge shadows. Use the crop feature to delete unwanted portions of the image (thereby making the image smaller).

## Crop

The Crop tool deletes the portion of the image outside the bounding box. By deleting the portion outside the bounding box, you are reducing the size of the file in bytes.



### Cropping the Image

Use the Crop feature to delete unwanted portions of the image. Using this feature changes the physical dimensions of the image; this means that the output image will be smaller than the original. To preserve the original dimensions, use the Frame feature instead.



**NOTE:** By default, the Mask Page Edge feature is active. However, if you select Crop or Mask on the Image Size tab, the Mask Page Edge feature is disabled.

### Cropping 1-sided documents

---



To crop 1-sided documents, use the following procedure:

1. Place the 1-sided document into the scanner, either on the document glass or in the document feeder, and enter all relevant input values on the Basic tab.
2. Click the **Image Size** tab.
3. Click the **Preview** button.
4. Select the **Crop/Frame** checkbox.
5. Click the **Crop** radio button.
6. In the Preview window, drag the bounding box until the area you want to delete is outside the bounding box.
7. If satisfied with the adjustments, click **Scan**.

### Cropping 2-sided documents

---



To crop 2-sided documents, use the following procedure:

1. Place the 2-sided document into the scanner, either on the document glass or in the document feeder, and enter all relevant input values on the Basic tab.
2. Click the **Image Size** tab.
3. Click the **Preview** button.
4. Select the **Crop/Frame** checkbox.
5. Click the **Crop** radio button.
6. Select the **Side A** toggle (if scanning from the Document Feeder), or select the **Side A** radio button (if scanning from the Document Glass) and drag the sizing handles until the area you want to delete is outside the bounding box.
7. If scanning from the Document Glass, click **Scan**.
8. Repeat steps 6 and 7 for side B.
9. If satisfied with the adjustments, and have previewed from the Document Feeder, click **Scan**.

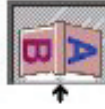
### Cropping bound, head to toe documents



To crop 2-sided documents, use the following procedure:

1. On the Basic Features tab, choose **Document glass-bound original**.
2. Place the original on the document glass as shown by the

icon.



3. Choose the input document original size (this is the dimension of one page).
4. If only scanning one page, choose the **top** or **bottom** radio button. If scanning both pages, choose the **Both pages** radio button.
5. Make all other adjustments on the Basic Features tab.
6. Click **Preview**.
7. On the Image Size tab, select the **Crop/Frame** checkbox and the **Mirror side 2** checkbox.
8. Make adjustments to the bounding box on one of the pages.



**NOTE:** Because **Mirror side 2** is selected, any changes you make to one page will be duplicated as a mirror image on the second page.

9. Click **Preview** to review your settings.
10. If satisfied with settings, click **Scan**.

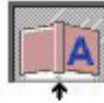
## Cropping bound documents



To crop bound documents, use the following procedure:

1. On the Basic Features tab, choose **Document glass-bound original**.
2. Place the original on the document glass as shown by the

icon.



3. Choose the input document original size (this is the dimension of one page).
4. If only scanning one page, choose the **right** or **left** radio button. If scanning both pages, choose the **Both pages** radio button.



**NOTE:** If **Both pages** was selected, notice that the **A/B** toggle button appears at the top of the Preview pane.

5. Make all other adjustments on the Basic Features tab.
6. Click **Preview**.
7. On the Image Size tab, select the **Crop/Frame** checkbox and if the **Both pages** radio button was selected, the **Mirror side 2** checkbox.



**NOTE:** If **Mirror side 2** is selected, any changes you make to one page will be duplicated as a mirror image on the second page.

8. Make adjustments to the bounding box on one of the pages.
9. Click **Preview** to review your settings.
10. If satisfied with settings, click **Scan**.

### Frame

---

Use the Frame feature to fill the outer edges of the image with white. Using the Frame tool yields an image of the same physical dimensions as the original document (assuming you have not reduced or enlarged).

The Frame feature retains the physical dimensions of the image: the output image will be the same size as the original. To make the output image dimensions smaller than the original, use the Crop feature.

### Masking the page edge

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By default, the Mask Page Edge feature is active. However, if you select Crop or Mask on the Image Size tab, the Mask Page Edge feature is disabled.



To use the Mask Page Edge feature:

1. Select **Options: Preferences**.
2. Click on the **General** tab.
3. Select the **Mask page edge** checkbox on the **General** tab. A checkmark appears in the checkbox, indicating it is enabled.
4. Click **OK** to close the Preferences dialog.



**NOTE:** The Mask Page Edge feature applies a 3 millimeter white mask to the image area perimeter, covering any shadow caused by the edge of the page. For all other image imperfections beyond the 3 millimeter mask, use the Crop/Frame controls and the bounding box in the Preview pane.

## Framing 1-sided documents



To Frame 1-sided documents:

1. Place the 1-sided document into the scanner, either on the document glass or in the document feeder, and adjust settings as needed on the Basic Features tab.
2. Click the **Image Size** tab.
3. Click the **Preview** button.
4. Select the **Crop/Frame** checkbox.
5. Click the **Frame** radio button.
6. In the Preview window, use the mouse to drag the bounding box until the area you want to delete is outside the bounding box.
7. Click **Preview** again to verify your adjustments.
8. If satisfied with the adjustments, click **Scan**.

## Framing 2-sided documents



To Frame 2-sided documents:

1. Place the 2-sided document into the scanner, either on the document glass or in the document feeder, and adjust settings as needed on the Basic Features tab.
2. Select the **2-sided** checkbox.
3. Click the **Image Size** tab.
4. Click the **Preview** button.
5. Select the **Crop/Frame** checkbox.
6. Click the **Frame** radio button.
7. Adjust the bounding box until the area you want to frame is outside the bounding box.
8. If satisfied with the adjustments, click **Scan**.
9. If using the Document Feeder, click **B** on the A/B toggle at the top of the Preview pane. If scanning from the Document Glass, click the [Back side] radio button.
10. Click the **Preview** button.
11. Adjust the bounding box until the area you want to frame is outside the bounding box.
12. If satisfied with the adjustments, click **Scan**.

### Framing bound, head to toe documents

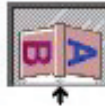
---



To Frame bound, head-to-toe documents:

1. On the Basic Features tab, choose **Document glass-bound original**.
2. Place the original on the document glass as shown by the

icon.



3. Choose the input document original size (this is the dimension of one page).
4. If only scanning one page, choose the **top** or **bottom** radio button. If scanning both pages, choose the **Both pages** radio button.
5. Make all other adjustments on the Basic Features tab.
6. Click **Preview**.
7. On the Image Size tab, select the **Crop/Frame** checkbox and the **Mirror side 2** checkbox.
8. Make adjustments to the bounding box on one of the pages.



**NOTE:** Because **Mirror side 2** is selected, any changes you make to one page will be duplicated as a mirror image on the second page.

9. Click **Preview** to review your settings.
10. If satisfied with settings, click **Scan**.



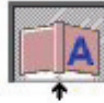
## Framing bound documents



To Frame bound documents:

1. On the Basic Features tab, choose **Document glass-bound original**.
2. Place the original on the document glass as shown by the

icon.



3. Choose the input document original size (this is the dimension of one page).
4. If only scanning one page, choose the **right** or **left** radio button. If scanning both pages, choose the **Both pages** radio button.



**NOTE:** If **Both pages** was selected, notice that the A/B toggle button appears at the top of the Preview pane.

5. Make all other adjustments on the Basic Features tab.
6. Click **Preview**.
7. On the Image Size tab, select the **Crop/Frame** checkbox and if the **Both pages** radio button was selected, the **Mirror side 2** checkbox.



**NOTE:** If **Mirror side 2** is selected, any changes you make to one page will be duplicated as a mirror image on the second page.

8. Make adjustments to the bounding box on one of the pages.
9. Click **Preview** to review your settings.
10. If satisfied with settings, click **Scan**.

## Removing hole punch marks

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To remove hole punch marks:



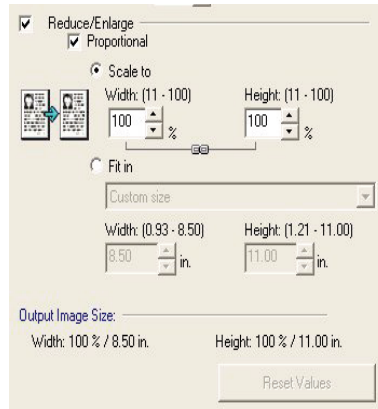
**NOTE:** Use this procedure if the Hole Fill feature does not give satisfactory results.

1. Place the document into the scanner, either on the document glass or in the document feeder, and adjust settings as needed on the Basic Features tab.
2. Click the **Image Size** tab.
3. Click the **Preview** button.
4. Select the **Crop/Frame** checkbox.
5. Click the **Frame** radio button.
6. In the Preview window, use the mouse to drag the bounding box until the hole punch marks are outside the bounding box.
7. Preview the document again to verify your adjustments.
8. When satisfied with the adjustments, click **Scan**.



**NOTE:** If you are scanning a stack of hole-punched documents from the feeder, preview just one to adjust the frame area. When the margins are set properly, place the page back in the stack and load the whole stack (up to 100 sheets) into the document feeder.

## Reduce/Enlarge



The Reduce/Enlarge tools scale the image to a smaller or larger size. The **Reduce/Enlarge** controls allow you to change the size of the image to fit specific dimensions or by a percentage. The amount by which you can reduce or enlarge the image depends on the scan resolution and the size of the original.



**NOTE:** Scanners enlarge images by scanning at a higher sample density (SPI) than requested. When the image is displayed at the requested DPI, it appears larger than the original because it contains more dots than it would have if scanned at the requested SPI. When you scan from the automatic document feeder at 600 SPI and enlarge the document, the scanning speed will be reduced noticeably. There is nothing wrong with the scanner.



For a further understanding of dpi/spi and resolution refer to Chapter 9, “Understanding Resolution” on page 9-3.

### Using the Scale To feature:

The **Scale To** feature allows you to reduce or enlarge the original by a percentage amount. Simply select the radio button to activate the feature and enter a percentage value in the **Width** and **Height** fields.

### Using the Fit In feature:

The **Fit In** feature allows you to reduce or enlarge the original by a precise measurement. Simply select the radio button to activate the feature and enter the new dimensions for **Width** and **Height**.

### Preventing the image from becoming distorted:

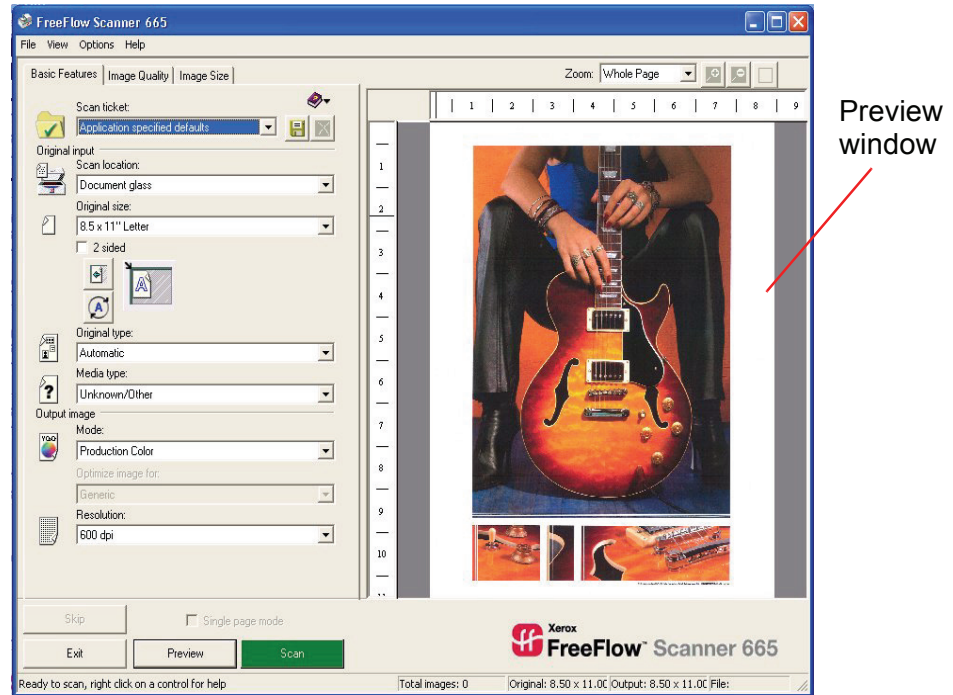
The **Proportional** feature automatically preserves the aspect ratio (the ratio of the width to the height of the image). This feature prevents you from distorting the image, and is especially useful when used in conjunction with the **Fit In** feature.



**NOTE:** When using the [Proportional] feature with the [Fit In] feature, the image will not exceed the dimensions entered. For example, if you try to make an 8.5 x 11 inch document fit in an 8.5 x 14 inch space, no enlargement will occur, because to do so would make the output image exceed the 8.5 inch width.

## Preview window

The Preview window is used to adjust margins for cropping and framing, and for previewing adjustments to image quality prior to scanning.



## Using the Preview Window

When you click the **Preview** button, a representation of the scanned image appears in the Preview window. Use the Preview window to set Crop/Frame margins, create and edit Image Quality Windows, and to adjust Image Quality settings.

To enable the Preview window, select **View: Show Preview**.



**NOTE:** By default, the Preview feature is set to perform a fast preview of your image at a reduced resolution, regardless of the chosen scan resolution. If you wish to preview at the actual resolution, select **Options: Fast preview** to disable fast preview; when disabled, there is no checkmark next to the feature name.

## Changing the Zoom factor



To change the Zoom factor, use the following procedure:

1. Click either the **Zoom In (+)** or **Zoom Out (-)** tool buttons.



2. Click on the image in the Preview window. The Preview will resize accordingly, and the area clicked will center itself in the Preview window.



**NOTE:** There are several different ways to change the zoom factor. One way is the above procedure, **or** you can choose one of the following ways to change the zoom factor:

- Click the **Zoom** dropdown menu on the Preview window, then choose a Zoom factor from the list; or  
Click **View: Zoom** and select a Zoom factor from the list; or
- Press **CTRL + I** to increase the Zoom and **CTRL + O** to decrease the Zoom.

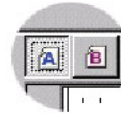
## Previewing both sides of a 2-sided document

When you preview a bound document on the Document Glass or a 2-sided document from the Document Feeder, the A/B toggle will become enabled at the top of the Preview pane.



To Preview both sides of a 2-sided document, use the following procedure:

1. Click **A** to view the first side.



2. Click **B** to view the second side of the image.



**NOTE:** This feature is especially useful for previewing mirrored Crop/Frame margins. To enable mirrored margins, select the **Mirror Side 2** checkbox on the Image Size tab.

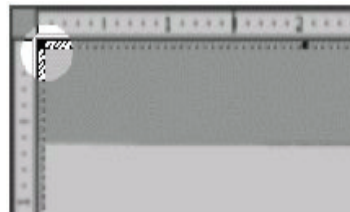
## Adjusting the Crop/Frame bounding box

The Preview window allows you to visually adjust the margins of the bounding box. Use the Zoom control to zoom in for more detailed adjustments or to zoom out for a full page view.



To adjust the Crop/Frame bounding box, use the following procedure:

1. Place the mouse cursor over one of the sizing handles. The arrow cursor will change to a double-pointed arrow.



2. Click and drag the sizing handle to change the position of the bounding box.



**NOTE 1:** If you want to recreate a Crop/Frame bounding box, click once outside the current box, then click and drag to create the new box.

**NOTE 2:** For fine adjustments of the Crop/Frame bounding box, use the margin controls on the Image Size tab.

## Using interactive preview (Single Page Mode)

Single page mode allows you to scan a stack of documents, one at a time, from the document feeder. In this mode, the top page is fed, scanned and kept in the scanner's memory until you either accept the scan or skip to the next page. This mode is designed to help you adjust image quality, as you can continue to reprocess the image without reloading the page in the feeder as many times as necessary.



**NOTE:** The selection for Single Page Mode is not saved in any Scan Tickets. If you select a scan ticket and you wish to scan one page at a time you must manually select the Single Page Mode checkbox.



To use interactive preview (single page mode), use the following procedure

1. Setup your scan on the Basic tab.
2. Load pages in the document feeder.
3. Select the **Single Page Mode** check box.
4. Click **Preview**.
5. Click the Image Size tab and crop, frame or resize the image if desired. (You cannot preview the effects of Image Size adjustments, but you can use the preview window for positioning the bounding box.)
6. Click the Image Quality tab.
7. Adjust image quality controls one at a time as necessary, and click **Reprocess** after each adjustment to see its effect.
8. When you are satisfied, click **Accept** to keep your changes and pass the scanned image back to your scanning application.



**NOTE:** If you have selected **Options: Single Page Mode: Automatically Preview Next Image** then the green button will be labeled "Next," not "Accept." When you click **Next**, your changes are saved, the image is sent to your scanning application, and the scanner automatically previews the next document on the stack.

9. If you do not want to scan the page, click **Skip** to delete the preview image and reject your changes.
10. Click **Preview** to feed the next page through the scanner (unless you have Automatic Preview enabled).



**NOTE:** *Single page mode can be used with the Fine Adjustments controls and with the Image Quality Windows dialog. You should note that if you click **Close** to exit the Image Quality Windows dialog instead of clicking **Next** or **Accept**, your current preview will be flushed from the scanner memory. If you still wish to scan that page, you will have to reload it in the document feeder and preview it again.*



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## 5. Job Ticket/Job Setup

This chapter defines what a job ticket/job setup is and discusses the various options available with the job ticket option.

### What is a job ticket?

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A job ticket is an electronic record that specifies printing and finishing options for a document. The job ticket options available for your document are listed in the Job Setup dialog box.

**Also known as...** The job ticket options, also known as Job Setup or printer settings options, provide many printing and finishing options that are supported by Xerox Production Printers. These options vary by printer model and configuration at the time of installation.

### Overview of job ticket options

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Depending on your digital press/printer, the available job ticket options will vary. The following options may or may not be available with your digital press/printer:

- Specify the job type, image position, and sides imaged of your output document
- Change the size or position of an image on the output pages
- Specify the collation, output, and finishing options for your output
- Specify the number of copies and the destination of your output
- Add job notes to your output
- Specify paper stocks for the entire document and for selected pages
- Add covers or slip sheets to your output
- Specify pages of your output as chapter starts or add blank insert pages to your output
- Create special pages for your document
- Specify individual preferences for your specific print job including units of measure and dialog options
- Specify color quality features to apply to your output as it is printed

## Accessing the job ticket

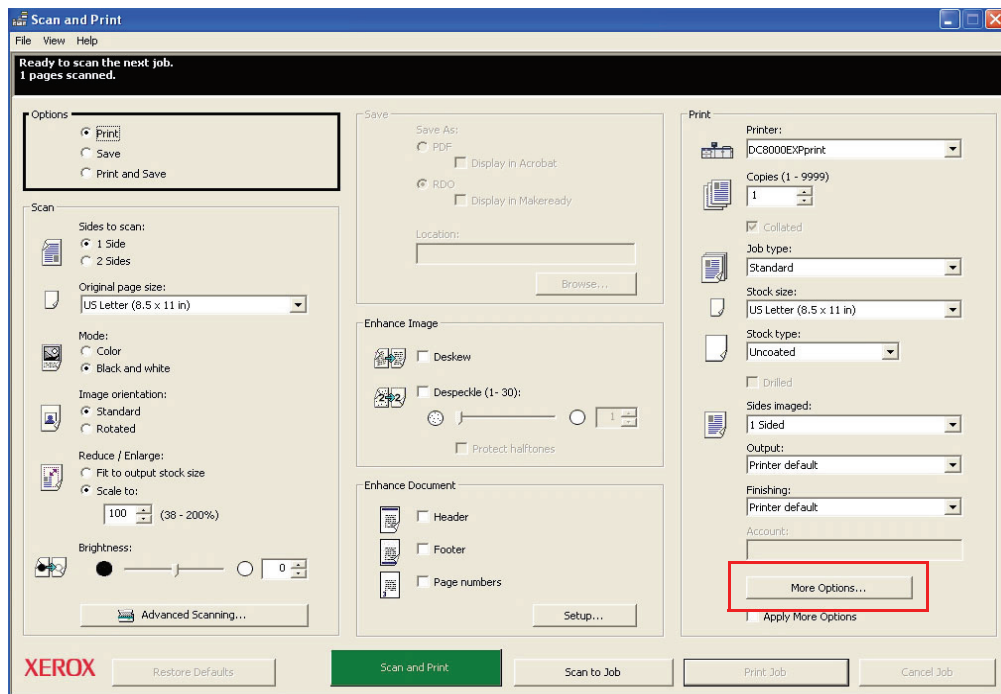


You can access the job ticket options one of three ways:

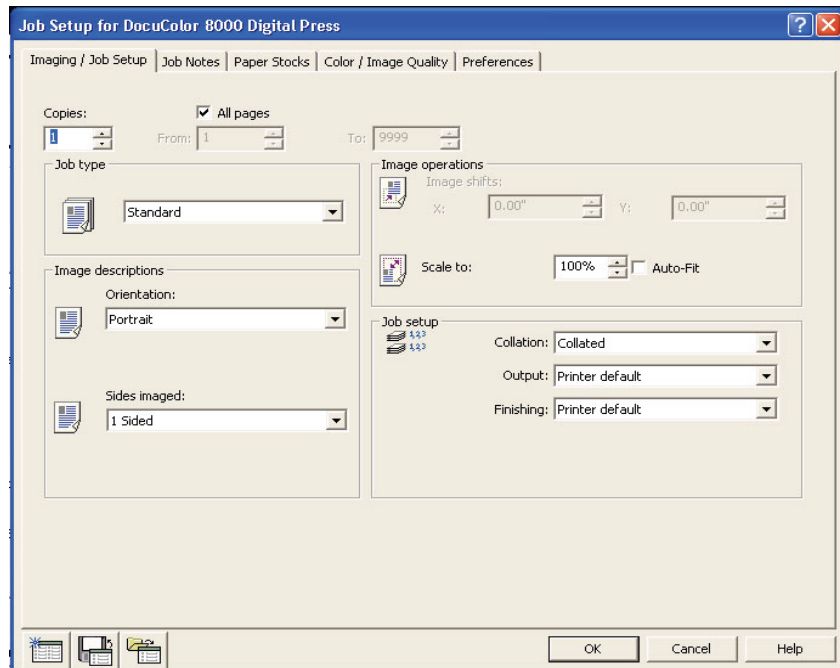
- From the Scan and Print application or
- From the Production Printer Settings application or
- From the Quick Print application.

**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

**From Scan and Print:** Select the More Options... button.



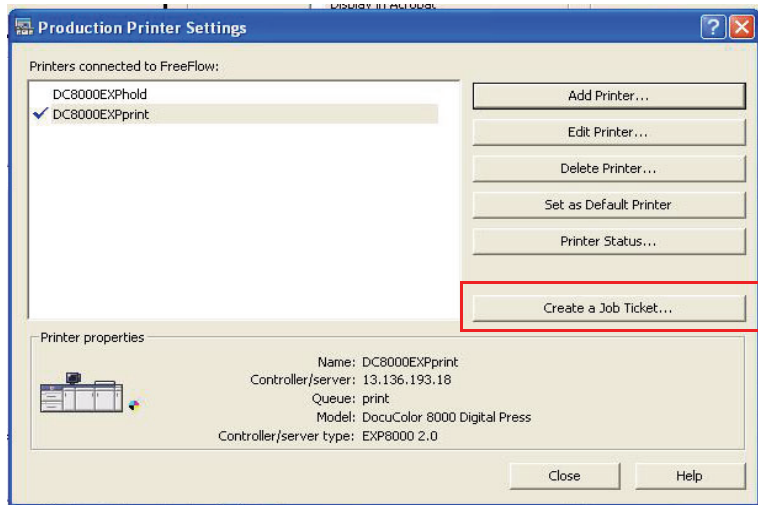
The Job Setup dialog displays.



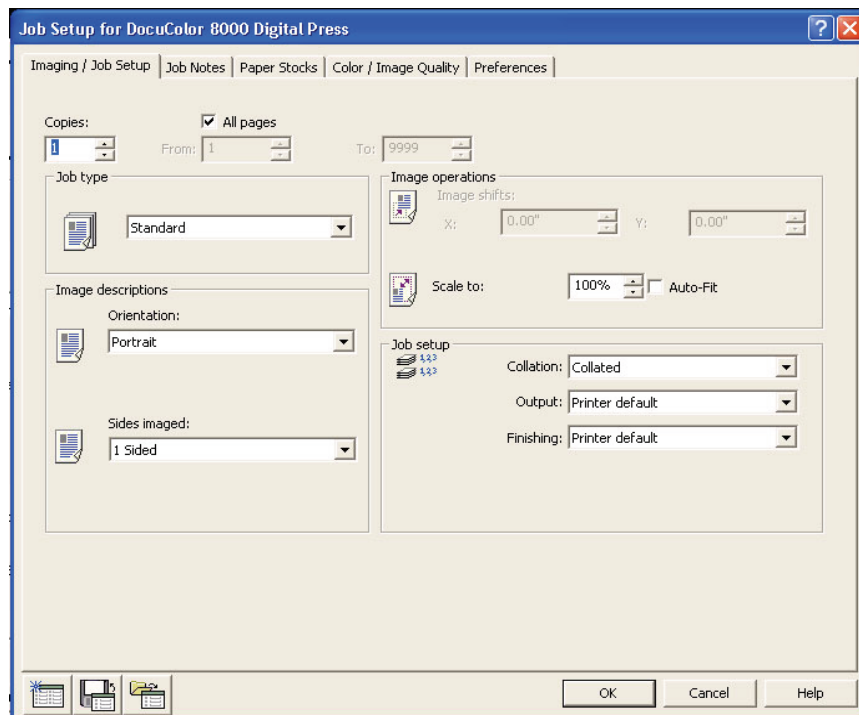
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

...Or you can access it from  
Production Printer  
Settings:

Select the Create Job Ticket button.



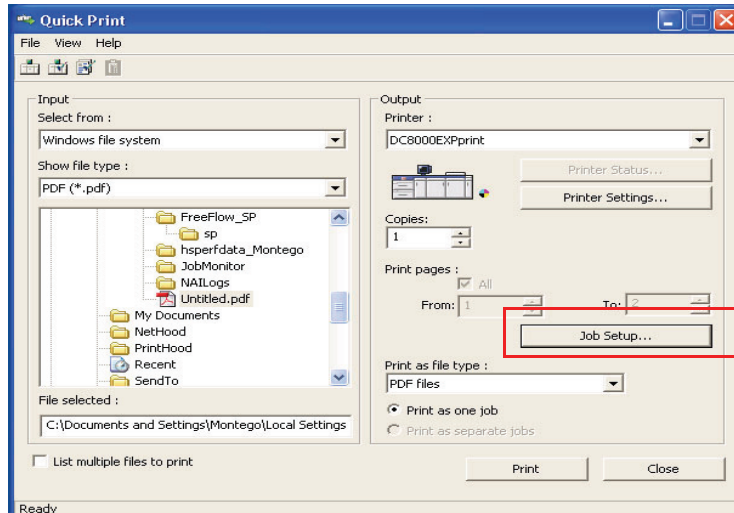
The Job Setup dialog displays.



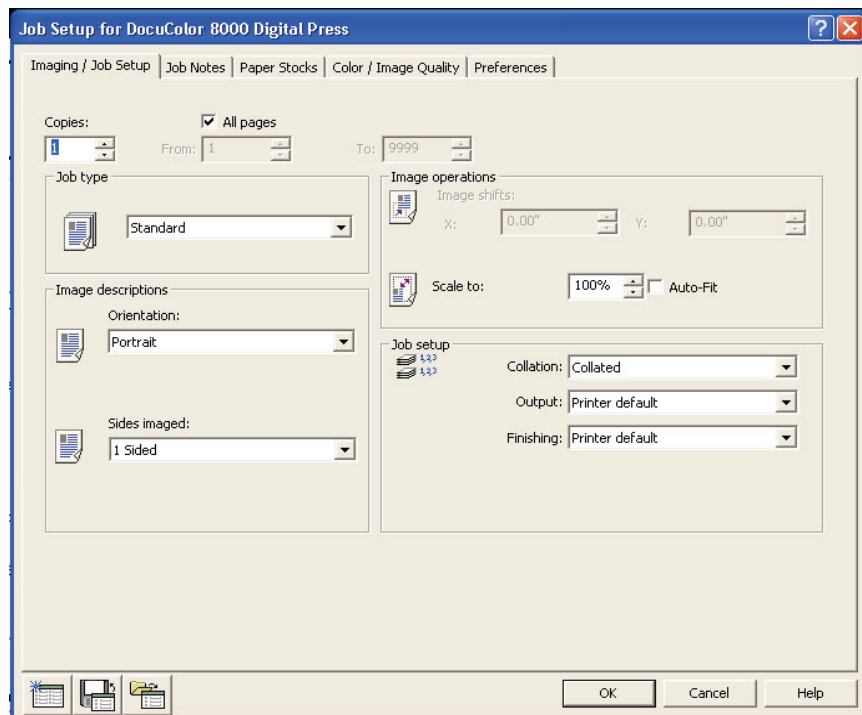
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

...Or you can access it from  
Quick Print:

Select the Job Setup button.



The Job Setup dialog displays.



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Job Setup tabs

The Job Setup/Job Ticket dialog box contains the following tabs:

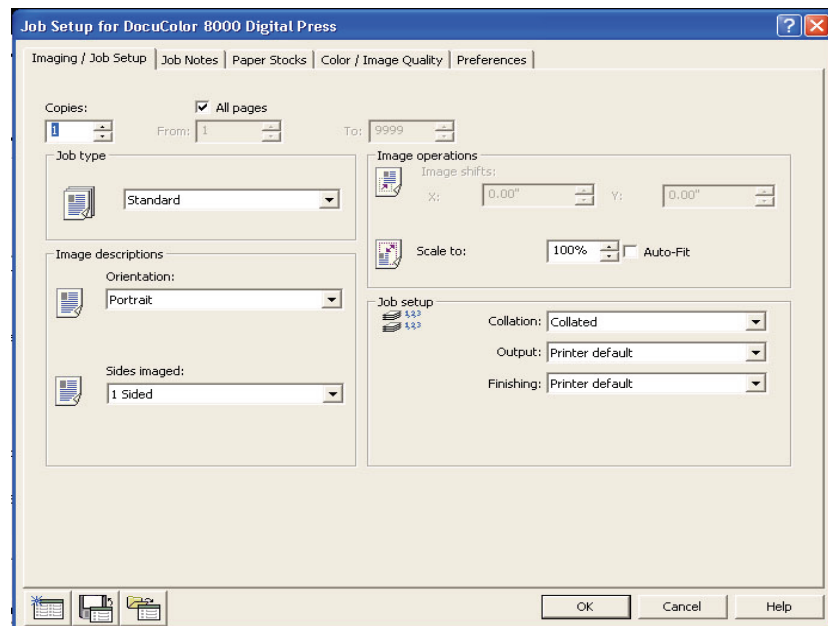
- Imaging/Job Setup
- Job Notes
- Paper Stocks
- Color/Image Quality
- Preferences

Each of these tabs and their options are discussed on the following pages.



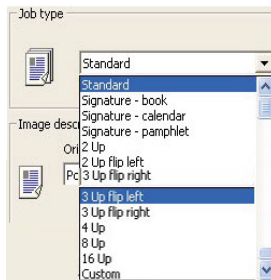
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

### Imaging/Job Setup tab




**Copies:** Select the number of desired output copies either by typing in a number in the Copies field or by using the up/down arrows to the right of the field.


**Specify which pages to print:** If you are printing more than one page, check the **All pages** check box to print all pages of your document, or clear the **All pages** check box and enter the range of pages to print. Type the starting page in the From text box and the last page in the To text box.


**Job Type:**

Select the specific job type from the drop-down list. There are three primary job types, some with subtypes:


- **Standard:** Prints the document pages in sequential order, using single sheets of paper stock. A standard job can be 1-sided (simplex), 2-sided (duplex) or Head-To-Toe (duplex).
- **Signature:** Prints the document pages non-sequentially, to produce folded output. Signature jobs are always duplex. Some finishing options may be disabled when printing signatures. You can use the Autofit option to scale images in a Signature job in the job ticket.


–  **Book signatures:** Document width is greater than the height, and pages are duplex.


–  **Calendar signatures:** Document height is greater than the width, and pages are head-to-toe.

–  **Pamphlet signatures:** Document height is greater than the width, and pages are duplex.

- **N Up:** Prints the same page an N amount of times on the output paper. The options available for each N Up option differ for each N Up option.





–  **2-Up:** Prints the same page twice, side by side, on one side of a page. You can change the paper size, if necessary. Image Shift is not available.

–  **2-Up flip left:** Prints the same page twice, side by side, on one side of a page, with the left-side image rotated 180 degrees. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for 2-Up flip left. This option is often selected when using offline cutting and binding.


-  **2-Up flip right:** Prints the same page twice, side by side, on one side of a page, with the right-side image rotated 180 degrees. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for 2-Up flip left. This option is often selected when using offline cutting and binding.




**NOTE:** *If you change the paper size to a stock with the length greater than the width, the orientation of the job is set to landscape.*

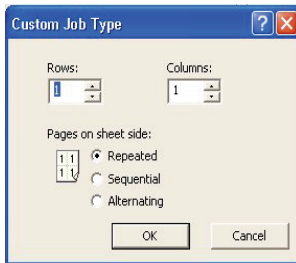
-  **3-Up:** Prints the same page three times, side by side, on one side of a page. You can change the paper size, if necessary. Image Shift is not available.
-  **3-Up flip left:** Prints the same page three times, side by side, on one side of a page, with the left-side image rotated 180 degrees. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for 3-Up flip left. This option is often selected when using offline cutting and binding.
-  **3-Up flip right:** Prints the same page three times, side by side, on one side of a page, with the right-side image rotated 180 degrees. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for 3-Up flip left. This option is often selected when using offline cutting and binding.
-  **4-Up:** Prints the same page four times on one side of a page. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for N-Up.



-  **8-Up:** Prints the same page eight times on one side of a page. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for N-Up.

-  **16-Up:** Prints the same page sixteen times on one side of a page. You can change the paper size, if necessary. The Orientation depends on the N-Up type you choose. Image Shift is not available for N-Up.

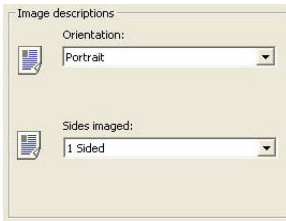
**NOTE:** To use *Signature* or *N-Up Flip*, create the document so that the page is half the size of the paper stock selected at print time.



- **Custom:** Specify a custom N-up job type. You must select from 1-16. Specify the number of **Rows** and **Columns** by typing in the field or by using the up/down arrows to the right of the field.

**NOTE:** The Job Type options may vary depending your color server and finishing devices attached to your digital press.

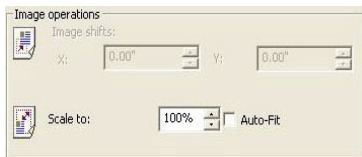
**Image descriptions:**



Select the **Orientation** and **Sides Imaged** from their respective drop-down lists:

- Select **Portrait** if the short sides are the top and bottom edges and the long sides are the right and left edges.
- Select **Landscape** if the long sides are the top and bottom edges and the short sides are the right and left edges.
- Select **1-Sided** to print images on only 1 side of your output paper.
- Select **2-Sided** to print images on both sides of your output paper.
- Select **Head to Toe** to print images on both sides of your output paper in head-to-toe format.

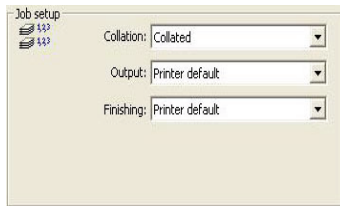
**Image operations:**





In the Image operations area, select the **Image shifts** options and the **Scale** option (if applicable).

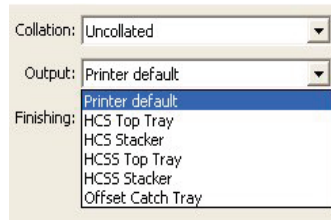
- **Image shifts** alter the page shift for the front page or the front and back page depending the Sides Imaged selection.
  - **X:** This is the distance to shift the page(s) in a horizontal direction from the left edge of the paper. A positive number (+) shifts the page to the right; a negative number shifts the page to the left. X distance is applied to all specified pages unless X2 is enabled. If X2 is enabled, X is for ordinal odd pages.
  - **Y:** This is the distance to shift the pages in a vertical direction from the top edge of the paper. A positive number (+) shifts the page up; a negative number shifts the page down. Y distance is applied to all specified pages unless Y2 is enabled. If Y2 is enabled, Y is for ordinal odd pages.
- **Scale:** Enter a Scaling value in the Scale to text box. You can scale an image down to 1% of the original size or enlarge the image up to 1000% of the original size.

Check the **Auto-Fit** button to automatically scale the image from the original size to fit on the output paper stock size.

**Job setup:**

From the Job setup area, make your desired selection for Collation, Output, and Finishing:

- **Collation:** From the drop-down list box, select either:
  -  **Collated** - to print multiple copies of a document in sequential order.
  -  **Uncollated** - to print multiple copies of a document by page number.
- **Output:** From the drop-down list, select your desired output option.

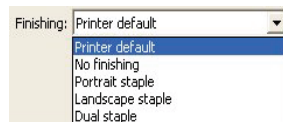


**NOTE:** The output devices shown here may or may not be available for your system.



For more information about Output, refer to the online Help (Job Setup/Help button/Specifying output finishing options).

- **Finishing:** From the drop-down list, select your desired finishing option.



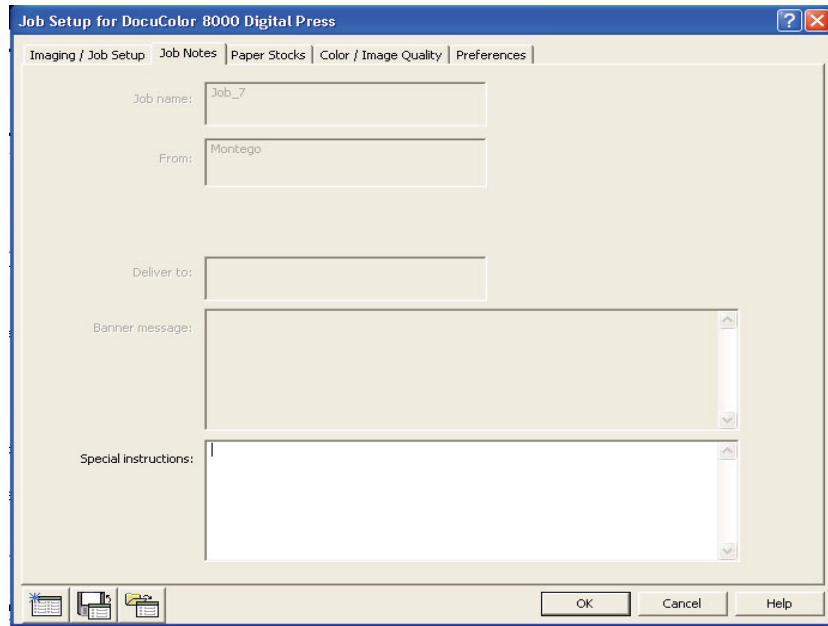
For more information about Finishing and Output, refer to the online Help (Job Setup/Help button/Specifying output finishing options).

## Job Notes



**NOTE:** The available Job Notes fields depends on your digital press.

You can create job notes for a specific job by typing in the Special Instructions area. If you save this job ticket, these special instructions are saved with it.



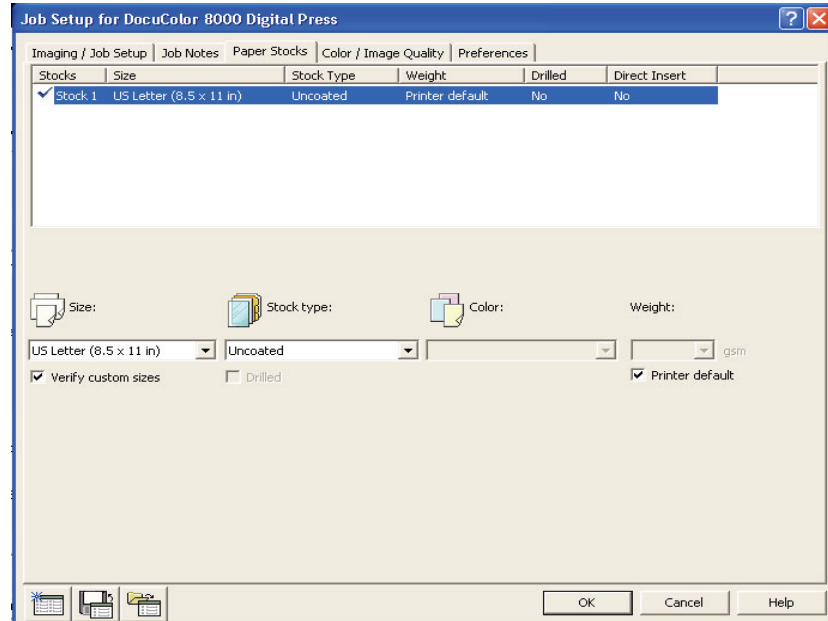
**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Paper Stocks



**NOTE:** The available paper stocks depend on your digital press.

Select the desired **Size** and **Stock type** from their respective drop-down lists.



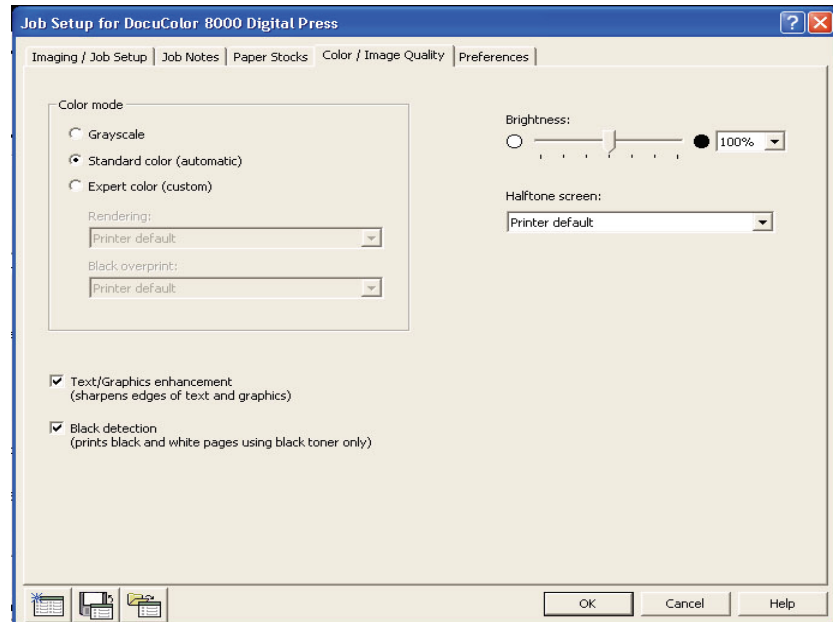
Check the **Printer Default** check box to print to the default paper stock weight. Clear the **Printer Default** check box to enter a different paper weight in the Weight text box, to select a weight from the Weight drop-down menu, or to print to a paper stock weight other than the printer default.



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Color/Image Quality

The Color/Image Quality tab settings control how images and text are printed by the target production printer. These settings will vary depending on the selected production printer.



When a color printer is selected, users can adjust image brightness, color mode (grayscale or color), image and text sharpening, and black detection. Additional color rendering options are available if the users selects the Expert color (custom) color mode.



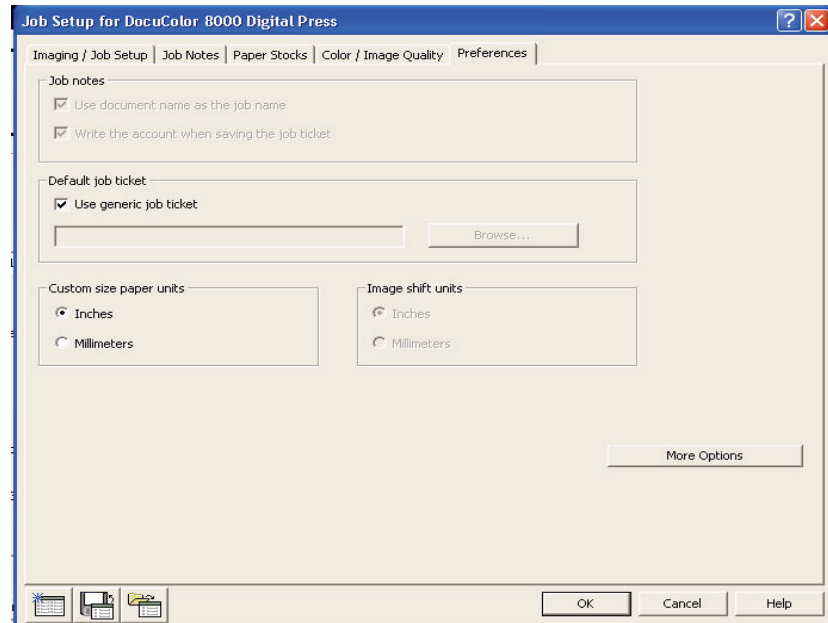
*For additional information on this tab, refer to the online Help (Job Setup/Help button/Image Quality settings).*

**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## Preferences



**NOTE:** The available Preferences options depend on your digital press.



From this tab you can:

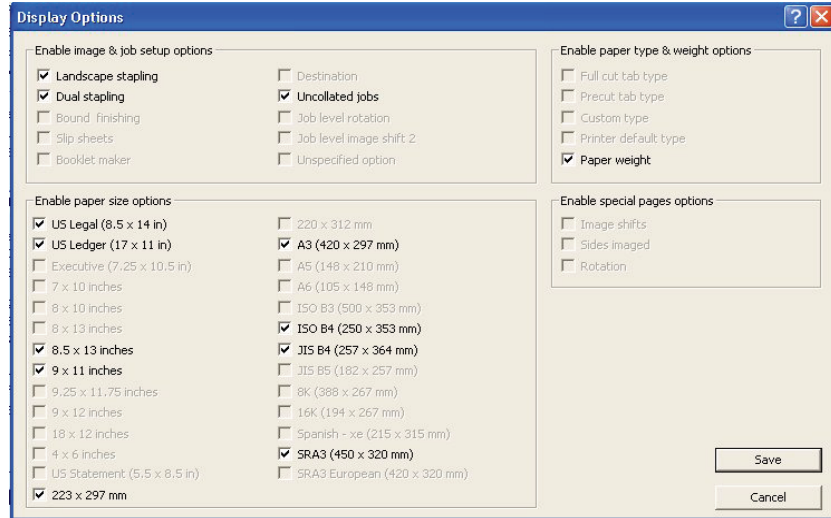
- Check the Default job ticket checkbox if you want to use the default job ticket settings
- Uncheck the job ticket checkbox if you want to Browse to and use an existing job ticket for your job
- Select your unit of measurement for custom paper sizes
- Select your unit of measurement for image shifts (if applicable)
- Select the **More Options** buttons to display additional options



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

## More Options

Clicking the More Options button opens the Display Options dialog box.



Clear the checkboxes next to the options you wish to hide in the associated tab dialog. For example, if you wish to hide the stapling options, clear the stapling checkboxes and select Save. The next time you open Job Setup, these stapling options will not be displayed in the Finishing drop-down list on the Imaging/Job Setup tab.



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.






## Job Setup buttons

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On the bottom of the Job Setup dialog box are three buttons:



Use these buttons for:

-  Resetting the job ticket defaults: Click this button to restore the job ticket to its default options.
-  Saving the job ticket: Click this button to save your job ticket settings.
-  Opening an existing job ticket: Click this button to access and open an existing job ticket.



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## 6. Quick Print

Quick Print allows you to quickly access, create a job ticket, and print a job that was previously scanned and saved.

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### Printing a single file

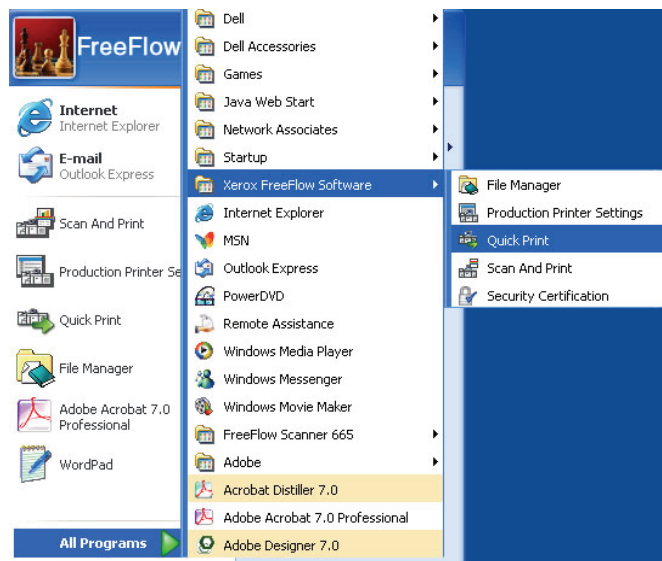


**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.



Use the following procedure to print a single file.

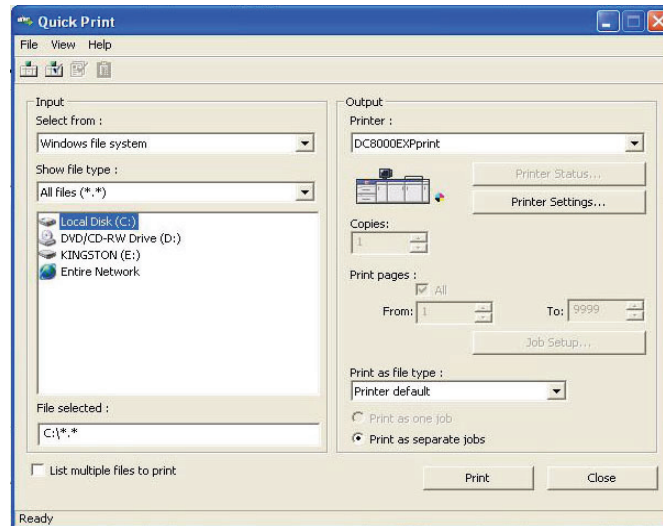
1. Select **Start: Programs: Xerox FreeFlow Software: Quick Print.**



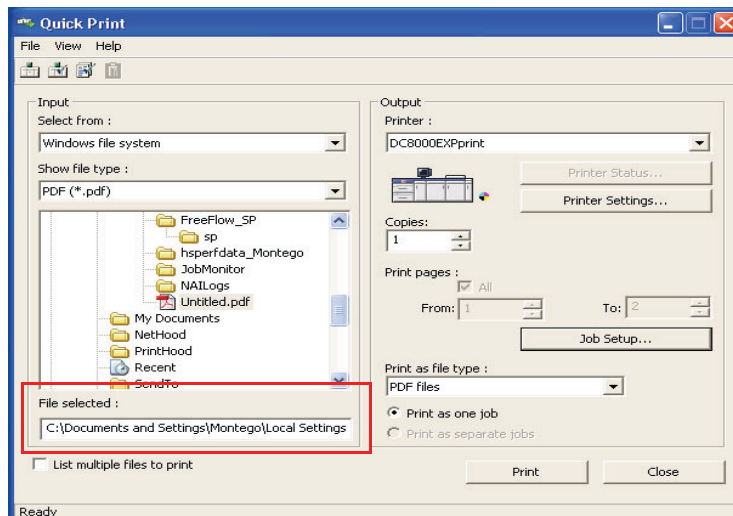


**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

The **Quick Print** dialog box opens:



2. Select the file type you wish to print in the **Show file type** pull-down menu.
3. Browse to the directory where the document is stored and select the file name of the document from the directory tree list. The selected filename will appear in the file selected field.



4. Select a printer from the **Printers** pull-down menu.
5. Click the **Printer Settings** button to modify the printer settings as necessary.

**6.** Specify the number of copies to be printed.

If you do not want to print the entire document, deselect the **All** checkbox and select the sequence of pages to print:

- a. Specify the starting page in the **From** list box.
- b. Specify the last page to print in the **To** list box.
- c. Click the **Job Setup** button to modify the job ticket settings as necessary.



**NOTE:** The **Job Setup** button is disabled if an Adobe PDF file or an RDO with PDF pages that has been secured against printing. An error message is displayed and notifies the user that the PDF has been secured. The button is also disabled if the **Print as separate jobs** option is selected.

The **Print as** file type pull-down menu allows the user to select the appropriate output format for files that do not have the necessary file extension. Selecting an option other than Printer default will NOT cause the file to be converted to the selected file type.

**7.** Select the appropriate radio button:

- **Print as one job:** Jobs are printed as one job. The default job ticket is applied, but can be modified by clicking the **Job Setup** button.
- **Print as separate jobs:** Jobs are printed separately with the default job ticket applied to each file. Job Setup and Page Range options are disabled.

**8.** Click **Print** to submit the job to the printer.

**NOTE 1:** A dialog appears if the file contains PDF pages secured against printing. Follow the instructions in the dialog to print the file.

**NOTE 2:** If Image Optimization for the selected printer has been enabled, print speed will be effected. Click the **Cancel** button and disable the optimization option if print speed is more important than image quality.

## Printing a job with multiple files

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1. Select the file type you wish to print in the **Show file type** pull-down menu.
2. Select the **List multiple files to print** checkbox.

The Quick Print window expands to reveal the job list at the bottom of the screen.
3. Browse to the location of the document from the directory tree box.
4. Highlight the file name of the first document to print.
5. Click **Add** button. The file name appears in the job list.
6. Repeat this process until you have added all of the desired jobs.
7. Use the **Move up** and **Move down** buttons to arrange files in the appropriate print order from top to bottom.
8. Click the **Remove** button to remove a selected file from the print list, or the **Remove All** button to clear the list.
9. Select a printer from the Printers pull-down menu.
10. Click the **Printer Settings** button to modify the printer settings as necessary.
11. Specify the number of copies to be printed.
12. If you do not want to print the entire document, deselect the **All** checkbox and select the sequence of pages to print:
  - a. Specify the starting page in the **From** list box.
  - b. Specify the last page to print in the **To** list box.
13. Click the **Job Setup** button to modify the job ticket settings as necessary.



**NOTE:** The *Job Setup* button is disabled if an Adobe PDF file or an RDO with PDF pages that has been secured against printing. An error message notifying the user that the PDF has been secured will be displayed. The button will also be disabled if the *Print as separate jobs* option has been selected.

14. The **Print as** file type pull-down menu allows the user to select the appropriate output format for files that do not have the necessary file extension.

Selecting an option other than Printer default will NOT cause the file to be converted to the selected file type.

**15.** Select the appropriate radio button:

- **Print as one job:** Jobs are printed as one job. The default job ticket is applied, but can be modified by clicking the **Job Setup** button.
- **Print as separate jobs:** Jobs are printed separately with the default job ticket applied to each file. Job Setup and Page Range options are disabled.

**16.** Click **Print** to submit the jobs to the printer in the order they are listed.

**NOTE 1:** *A dialog appears if the file contains PDF pages secured against printing. Follow the instructions in the dialog to print the file.*

**NOTE 2:** *If Image Optimization for the selected printer is enabled, print speed are effected. Click the **Cancel** button and disable the optimization option if print speed is more important than image quality.*

## Printing all the files in a selected directory

---



To print all the files in a selected directory:

1. Select the file type you wish to print in the Show file type pull-down menu.

**NOTE:** *By selecting a file type, only files of that type found in the directory will be printed. For example, if TIFF is the selected file type, all the TIFF files in the directory will be printed.*

2. Browse to the directory location and select the directory in the tree list. The directory path along with all the file extensions for the selected file type will appear in the File selected field.
3. To print additional files or directory contents, perform the following:
  - a. Select the **List multiple files to print** checkbox. The Quick Print window expands to reveal the job list at the bottom of the screen.
  - b. Click the **Add** button to add the contents of the directory selected above. Files matching the selected file type will appear in the job list.



**NOTE:** *If you have selected Adobe PDF or RDO files containing PDF files that are password protected, you will be prompted to change the security settings for those files in Adobe Acrobat, and then re-add them.*

4. Browse to the location of the next document or directory using the directory tree box, or select a different file type from the Show file type pull-down to add files of that type from the same directory.
5. Highlight a file name or directory name in the Directory tree.
6. Click the **Add** button to add the file name or directory contents to the job list.
7. Repeat this process until you have added all of the desired jobs.
8. Use the **Move up** and **Move down** buttons to arrange jobs in the appropriate print order from top to bottom.



9. Click the **Remove** button to remove a selected job from the print list, or the **Remove All** button to clear the list.
10. Select a printer from the Printers pull-down menu.
11. Click the **Printer Settings** button to modify the printer settings as necessary.
12. Specify the number of copies to be printed.
13. Click the **Job Setup** button to modify the job ticket settings as necessary.



**NOTE:** *The Job Setup button will be disabled if an Adobe PDF file or an RDO with PDF pages has been selected that has been secured against printing. An error message notifying the user that the PDF has been secured will be displayed. The button will also be disabled if the Print as separate jobs option has been selected.*

14. The Print as file type pull-down menu allows the user to select the appropriate output format for files that do not have the necessary file extension. Selecting an option other than Printer default will NOT cause the file to be converted to the selected file type.

**15.** Select the appropriate radio button:

- a. **Print as one job:** Jobs are printed as one job. The default job ticket is applied, but can be modified by clicking the **Job Setup** button.
- b. **Print as separate jobs:** Jobs are printed separately with the default job ticket applied to each file. Job Setup and Page Range options are disabled.
- c. Click **Print** to submit jobs to the printer. If multiple jobs are being printed, they will be submitted in the order they are listed.



**NOTE 1:** *A dialog will appear if the file contains PDF pages secured against printing. Follow the instructions in the dialog to print the file.*

**NOTE 2:** *If Image Optimization for the selected printer has been enabled, print speed will be effected. Click the <Cancel> button and disable the optimization option if print speed is more important than image quality.*

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## 7. File Manager

This chapter discusses the File Manager application and provides instructions on how to copy, move, and delete objects or files.

### What is File Manager?

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File Manager is a substitute for the Windows Explorer, enabling you to manage large numbers of documents stored on the Windows file system. Use File Manager for moving and copying RDO objects.



**KEY POINT:** DO NOT try to copy or move RDO documents using Windows Explorer; it is unfamiliar with RDO files and cannot manage them.

File Manager also enables you to copy, delete, and move objects, print files, connect to network drives, run applications, and maintain disks.

### File Manager capabilities

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File Manager provides the following capabilities:

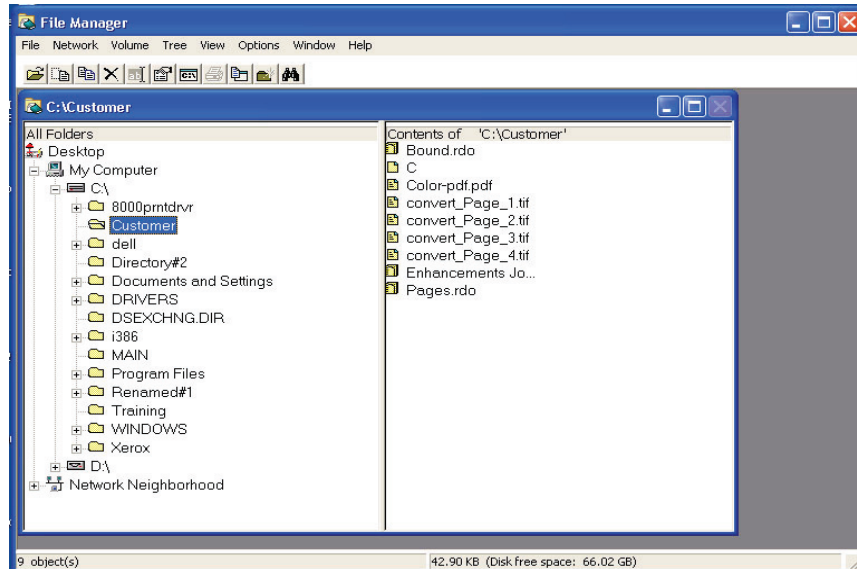
- Creating and managing directories
- Searching to find files
- Managing files
- Labeling and formatting disks

## What is displayed in the File Manager window?



**KEY POINT:** This book uses illustrations showing a DocuColor 8000 Digital Press connected to a Fiery EXP8000 color server. Your system may vary depending on the digital press and color server for your work environment.

The File Manager window displays a directory tree and a directory contents list; a directory tree only; or a directory contents list only.



- The directory tree displays the structure of the desktop as a set of levels. The highest level is the desktop which contains all other levels. Drives and storage devices, both local and remote, generally comprise the next level. The remaining levels are comprised of directories, subdirectories, and files.
- The directory contents list displays the subdirectories and files for a specified directory. The contents can be displayed as icons or a list of names. When contents are listed, their attributes are also displayed.

If both the directory tree and directory contents list are displayed, they are separated by a split bar.






Both a Status Bar and Toolbar can be displayed. The Toolbar can be customized.

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## Icons

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File Manager uses the following icons to represent drives, directories, and file types.

-  Non-specific file
-  Associated file
-  .RDO document
-  PostScript file
-  Directory

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## File Manager menus

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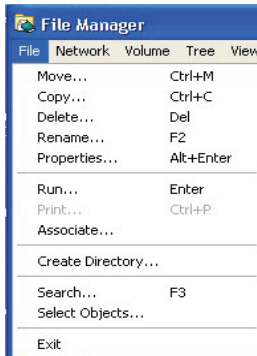
File Manager has the following menus:

- File menu
- Network menu
- Volume menu
- Tree menu
- View menu
- Options menu
- Window menu
- Help menu

Each menu is briefly discussed starting on the next page.

### File menu

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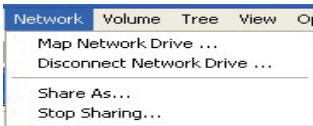


This menu contains of the following:

- **Move:** Allows you to move a file or directory.
- **Copy:** Allows you to copy a file or directory.
- **Delete:** Allows you to delete a file or directory.
- **Rename:** Allows you to rename a file or directory.
- **Properties:** Provides a dialog for choosing the file Attributes, such as Read Only, Archive, Hidden, or System.
- **Run:** Displays the Run dialog box, which allows you to start an application from the directory contents list.
- **Print:** Allows you to print the selected file from the contents list.
- **Associate:** Opens the Associate dialog box, which allows you to:
  - Select a file with an extension that you want to associate with an application,
  - Select a file that has an extension for which you want to change the association, or
  - Remove the association between a file and an application.
- **Create Directory:** Opens the Create Directory dialog box, which allows you to create a new directory at the level (location) you specify.
- **Search:** Opens the Search dialog box, which allows you to enable File Manager to search for specific files or folders.
- **Select Objects:** Opens the Select Objects dialog box, which allows you to select non-contiguous files from the contents list. Once selected, you can perform an operation such as move or delete on the selected files.
- **Exit:** Closes the File Manager.

## Network menu

---



This menu contains the following:

- **Map Network Drive:** Opens the Map Network Drive dialog box, which allows you to connect to shared directories on the network. This is a standard Windows Map Network Drive dialog box.
- **Disconnect Network Drive:** Opens the Disconnect Network Drive dialog box, which allows you to disconnect your computer from a network drive.
- **Share As:** Opens the New Share dialog box, which allows you to share a directory.
- **Stop Sharing:** Opens the Stop Sharing Directory dialog box, which allows you to stop sharing directories.

## Volume menu

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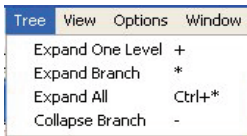
This menu contains the following:

- **Label Volume:** Opens the Label Volume dialog box, which allows you to assign a label to a volume.

A Volume Label is an attribute that names the volume in which the object is contained. It uses a string format and is case sensitive.

### Tree menu

---

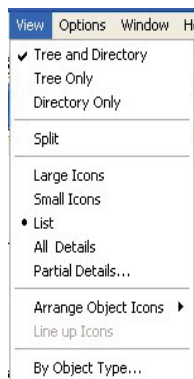


This menu contains the following:

- **Expand One Level:** Displays one level of subdirectories for the selected drive or directory in the directory tree window.  
You can use the **+** shortcut key to perform this operation on the selected drive or directory.
- **Expand Branch:** Displays all subdirectories for the selected directory in the directory tree window.  
You can use the **\*** shortcut key to perform this operation on the selected directory.
- **Expand All:** Displays all subdirectories for an entire drive.  
You can use the **CTRL + \*** shortcut keys to perform this operation on the selected drive.
- **Collapse Branch:** Hides all subdirectories for the selected directory in the directory tree window.  
You can use the **-** shortcut key to perform this operation on the selected drive or directory.

### View menu

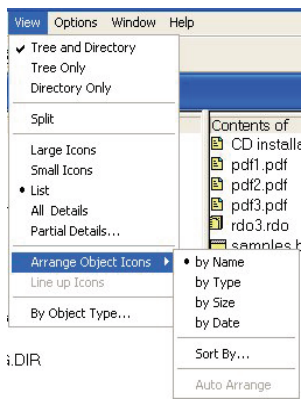
---



This menu contains the following:

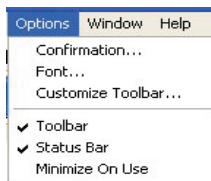
- **Tree and Directory:** Displays both the directory and the directory contents list in the directory tree window.
- **Tree Only:** Displays a directory tree only in the directory tree window.
- **Directory Only:** Displays the directory contents only in the directory tree window.
- **Split:** Allows you to move the split bar in the directory tree window. Use this command to change the display area allocated to either the directory or directory contents list.
- **Large Icons:** Displays the directory contents as large icons.
- **Small Icons:** Displays the directory contents as small icons.
- **List:** Displays the directory contents as a list.
- **All Details:** Displays the directory contents list with complete object information. The directory contents list displays the files and subdirectories for the selected directory.
- **Partial Details:** Opens the Partial Details dialog box, which allows you to customize the directory contents list to display specific object details.





- **Arrange object icons:** Allows you to sort objects in the active directory by name, by type, by size, by date, or by specified attribute. Also allows you to arrange items so they do not overlap one another and so that all text is clearly visible.
- **Line Up Icons:** Arranges icons in the directory contents list into columns.
- **By Object Type:** Opens the Object Type dialog box, which allows you to specify the type of objects displayed in the directory window.

## Options menu

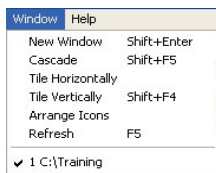


This menu contains the following:

- **Confirmation:** Opens the Confirmation dialog box, which allows you to enable or disable confirmation messages when you delete, copy, or move objects and directories.
- **Font:** Opens the Font dialog box, which allows you to change the display font File Manager used for the directory windows. The font change applies to all directory windows.
- **Customize Toolbar:** Opens the Customize Toolbar dialog box, which allows you to add, remove, or arrange the buttons in the Toolbar.
- **Toolbar:** Allows you to display or hide the Toolbar.
- **Status Bar:** Allows you to display or hide the Status Bar.
- **Minimize On Use:** Allows you to reduce File Manager to an icon when the application is running.

### Window menu

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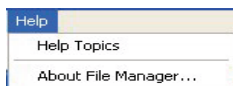


This menu contains the following:

- **New Window:** Opens an additional window in File Manager.
- **Cascade:** Displays the window(s) in a cascade pattern.
- **Tile Horizontally:** Displays the window(s) horizontally.
- **Tile Vertically:** Displays the window(s) vertically.
- **Arrange icons:** Arranges the icons in your window(s).
- **Refresh:** Refreshes the window(s) to reflect changes you have made.
- **Directory list:** Lists the directory(s) currently open in File Manager.

### Help menu

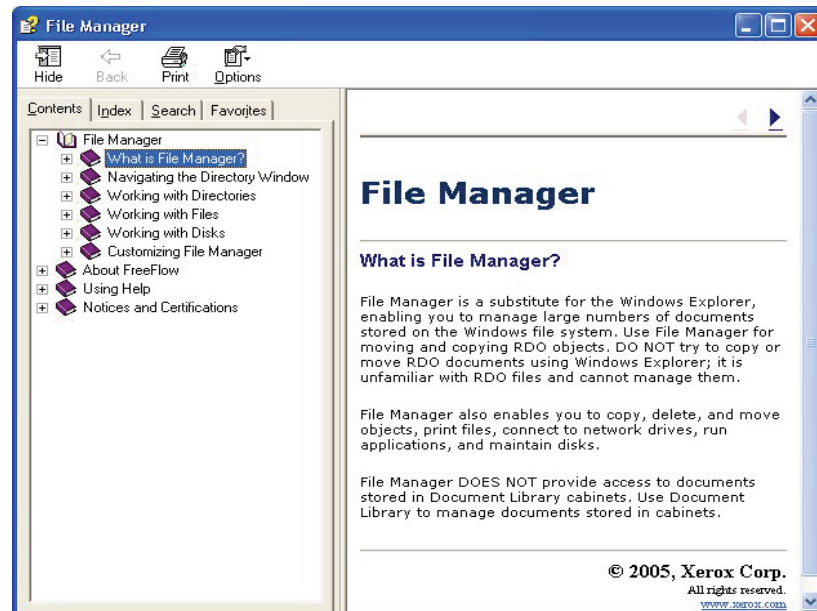
---



This menu contains the following:

- **Help Topics:** Opens the File Manager Help application.
- **About File Manager:** Opens the File Manager Information dialog box, which contains copyright information for the File Manager application.

## Using File Manager Help



The online Help provides in depth, step-by-step instructions for using the various File Manager features and functions, including:

- Navigating the directory window: This includes information and instructions for:
  - Connecting a network drive
  - Disconnecting a network drive
  - Selecting a drive
  - Selecting a directory and
  - Expanding or collapsing a directory tree
- Working with directories: This online Help information includes step-by-step instructions for:
  - Creating a directory
  - Searching for a directory
  - Moving a directory
  - Copying a directory
  - Deleting a directory
  - Renaming a directory
  - Sharing directories in File Manager

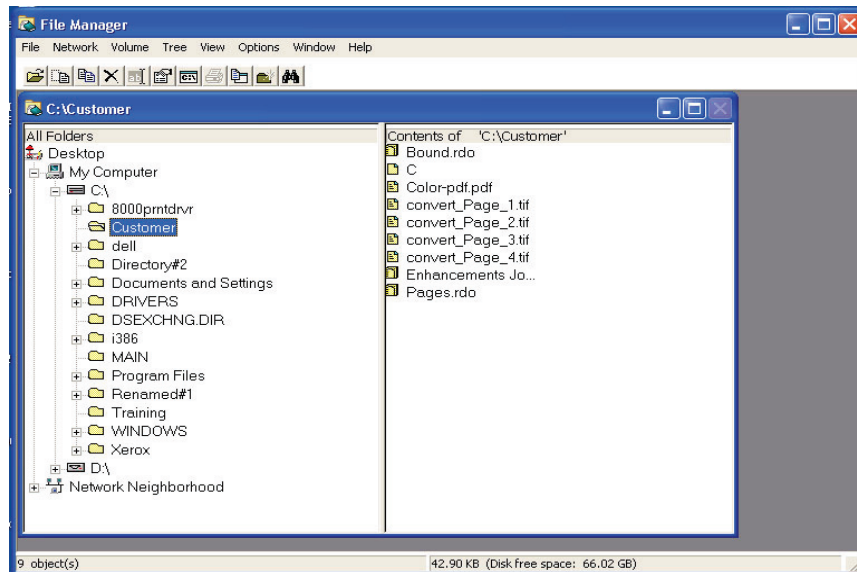
Also included here are details about sharing information across host workstations.

- Working with files: This includes information and instructions for:
  - Selecting a file or group of files
  - Canceling selected files
  - Copying a file
  - Moving a file
  - Renaming a file
  - Deleting a file
  - Printing a file
  - Searching for a file
  - Opening a file
  - Associating a file with an application
  - Starting an application
- Working with disks: This includes information about:
  - Labeling a volume on a floppy disk
  - Labeling a volume on a hard disk
  - Labeling a volume on an optical disk
  - Formatting a disk
- Customizing File Manager: This includes information and instructions for:
  - Customizing the File Manager window
  - Moving the split bar"
  - Minimizing File Manager window
  - Changing the File Manager window font
  - Opening a new directory window
  - Arranging multiple directory windows
  - Arranging object icons
  - Refreshing directory windows
  - Closing a directory window
  - Changing information displayed in the contents list
  - Displaying specific object details
  - Choosing the type of objects to display
  - Sorting objects
  - Customizing the Toolbar
  - Displaying or Hiding the Status Bar
  - Displaying or hiding confirmation messages

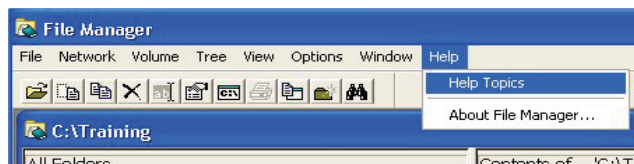


To access and use the online Help for File Manager, perform the following steps:

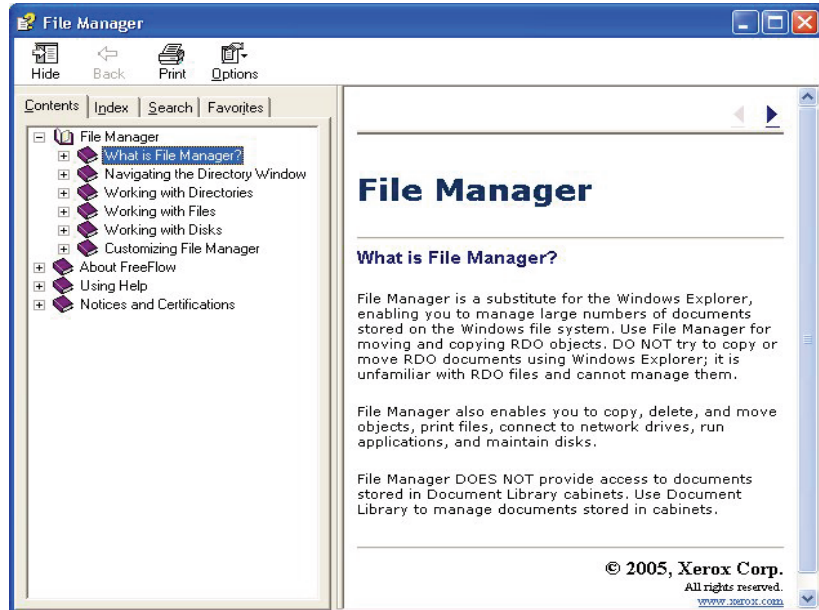
1. From Windows **Start: Programs**, select **Xerox FreeFlow Software: File Manager**. The File Manager application opens:




2. From the Help drop-down list, select **Help Topics**.



The Help dialog is displayed.



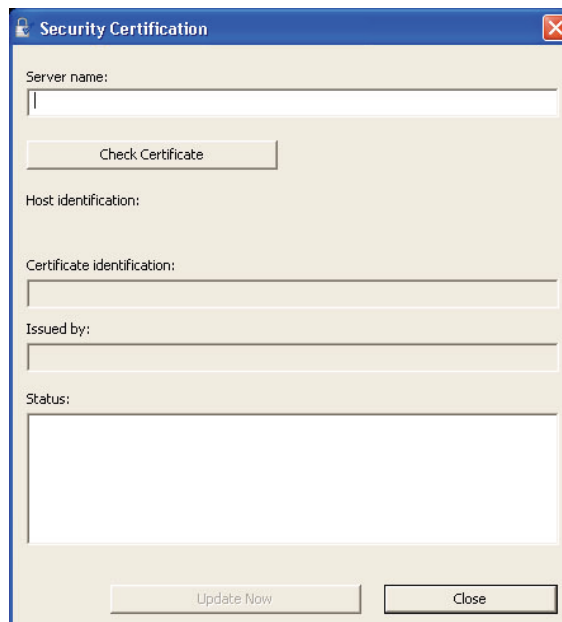
3. Select the desired Help topic.
4. When finished, close the Help dialog box by selecting  (Close) in the title bar.

---

## 8. Security Certification

If your site requires a high security communication and you are connected to a DocuSP color server, you will need to implement the client-side secured FTP and/or Secure IPP security certificate in order to communicate with the DocuSP 4.x/5.x color server. This is discussed in detail in the System Administration Guide, Chapter 6, “Installing a security certificate” on page 6-11.

The Security Certification application is used for installing the certificate and checking the status of an existing certificate on the DocuSP 4.x/5.x color server.



The screenshot shows a window titled "Security Certification" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains the following fields and controls:

- Server name:** A text input field.
- Check Certificate:** A button.
- Host identification:** A text input field.
- Certificate identification:** A text input field.
- Issued by:** A text input field.
- Status:** A large text area.
- Update Now:** A button.
- Close:** A button.



**NOTE 1:** The security certificate must be enabled on the DocuSP color server. Refer to your DocuSP documentation for more information.





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## 9. Hints and tips

This chapter provides hints and tips to help you work more efficiently with the FreeFlow Scanner software.



**NOTE:** *Hints and Tips may also be accessed from the online Help.*

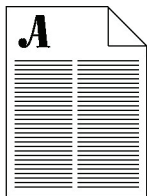
---

### Page feed direction and image orientation

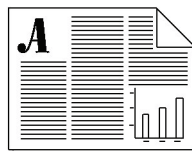
Page feed controls have no relationship to output image orientation. Page feed direction and image orientation are mutually exclusive.

---

#### Definition of portrait and landscape



Portrait



Landscape

Portrait orientation is where the image is upright on a paper aligned vertically. Landscape orientation is where the image is upright on a paper aligned horizontally.

## Definition of SEF and LEF



SEF (short edge feed) refers to the shorter edge of a document as the first edge to contact the Document Feeder rolls; for example, the 8.5 inch side of an 8.5 x 11 inch document.

LEF (long edge feed) refers to the longer edge of a document as the first edge to contact the Document Feeder rolls; for example, the 11 inch side of an 8.5 x 11 inch document.

The page feed and orientation controls are only used to describe to the scanner how the original image has been loaded into the document feeder. They have no bearing on how your image is oriented (landscape or portrait) when printed.

The SEF/LEF toggle buttons and the **Rotate A** button (Advanced Scanning) have no relationship to final image orientation. When properly set, they simply ensure that when previewing, your image appears upright in the Preview window.



**NOTE:** When scanning large numbers of documents from the Document Feeder, arrange them LEF to achieve faster throughput speed.

## Guide to choosing an Original Type for your scan

Use the following table to help you choose which Original Type (Advanced Scanning) to choose for your original documents:

If your original is:	Choose
A mixed batch of originals, of different type or of multiple types per page, such as halftones with text	Automatic
A photograph or continuous tone image, or a very high frequency halftone with a screen frequency higher than 200 lpi, or a mix of several types of images	Photograph
A halftone with a screen frequency between 112 and 200 lpi	Fine Halftone
A halftone less than 112 lpi	Coarse Halftone
Text or line art	Text
A mix of coarse halftones and text, such as found in a newspaper	Coarse Halftone & Text (Laser Print)
A mix of fine halftones and text, such as found in magazines	Fine Halftone & Text (Magazine)
A mix of photographs and text. (For this purpose, treat halftones with a screen frequency higher than 200 lpi as photographs.)	Photograph & Text (Paste-up)

## Guide to choosing a Media Type

Use the following table to help you choose the best Media Type (Advanced Scanning) for your original documents:

If your original is:	Choose
A continuous tone image developed on light-sensitive paper using a chemical emulsion	Photograph
An original that was printed with oil-based inks on an ink jet printer	Inkjet
An original that was printed with oil-based inks on a web or sheet fed offset press. Common examples include newspapers, posters, books, magazines	Fine Lithographic
An original that was printed by fusing electrostatic toner to paper	Laser/Xerographic
Any original that does not fall into the above categories	Unknown/Other

## Understanding Resolution

Choosing a Resolution option for your output image can be a difficult thing. You may ask, "What is the best resolution to choose?" In order to answer that question, you need to have an understanding of resolution. Before you choose a resolution from the drop-down list, read the following definition of "resolution" and how you can choose the best option for your scan job.

When you work with bitmap or digital images like digital photographs, you work with pixels. Pixel stands for picture element. A pixel is the smallest unit in a computer image or display. Every image on your computer is made up of a colored grid of pixels.

For example, your digital camera records pixels, your scanner converts physical images into pixels, your photo editing software manipulates pixels, your computer monitor displays pixels, and your printer paints pixels onto paper. In the digital world, "inches" do not exist, only pixels do.

The key to successfully editing, scanning, and printing images lies in understanding how pixels transform into inches and vice versa. Resolution is the interpreter between the physical world of inches and the digital world of pixels. When you scan an image, the scanner translates inches into pixels using resolution. When you print an image, the printer translates pixels into inches using resolution. So what's resolution? Unfortunately, the word is used in different ways in different contexts. "Camera resolution" usually means something slightly different from "image resolution," and "printer resolution" is something else yet again.

### **The two faces of resolution**

---

"Resolution" is used in two basic ways. In some contexts, resolution refers to the pixel count of an image. An image with lots of pixels is often called a "high resolution" image. However, in other contexts, resolution refers to the density of pixels in a given linear area such as an inch. This "density" is expressed as ppi (pixels per inch) or dpi (dots per inch), and this density number is embedded invisibly in a bitmap image, as an instruction to output devices, such as a printers. For clarity, we will refer to the first type of resolution as pixel count resolution and the second as embedded resolution.

### **The difference between pixel count resolution & embedded resolution**

---

Embedded resolution tells your printer how far apart to spread the pixels in a printed image. It determines how "fine grained" the printed image will look. It is completely independent of the pixel count of the image. A high-pixel-count image can have a low embedded resolution or vice versa. Embedded resolution is inversely proportional to the size of the printed image. Given the same pixel count, a high embedded resolution will result in a smaller printed image (the pixels are packed together more tightly), and a low embedded resolution will result in a larger image (the pixels are more spread out).

Embedded resolution, however, does not affect the size (in bytes) of your image or its appearance on a computer screen; those properties are determined solely by the pixel count. The byte-size of the image file is directly proportional to the pixel count, as is its size on your computer screen, which simply displays all the pixels in the image in a fixed one-to-one grid.

---

## What is the difference between ppi and dpi?

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The term ppi (pixels per inch) originated in the world of computers, and dpi (dots per inch) in the world of printing, but today they are often used interchangeably.

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## What resolution should I use to scan an image?

---

As with taking a digital photo, your intended use for the image determines your best scanning resolution. For example, a 4x6 inch photograph scanned at 300 ppi will have large pixel dimensions and will appear large on a computer screen, while the same photograph scanned at 72 ppi will have fewer pixels and will appear much smaller on a screen.

Scanning resolution is expressed in terms of dpi or ppi. The scanning resolution not only determines how many pixels will be captured, it also gets embedded into the image as an invisible piece of information for future output devices. To calculate the pixel dimensions of a scanned photograph, multiply the scanning resolution by the dimension in inches: Resolution x Inches = Pixels. Using this formula you can calculate the pixel dimensions, for example, of a 4x6 inch photograph scanned in using 300 ppi:

- 300 pixels/inch x 4 inches = 1200 pixels
- 300 pixels/inch x 6 inches = 1800 pixels

This means that your 4" x 6" photograph will be displayed as 1200 x 1800 pixels on your monitor, making it look very large on your monitor and causing the image to spill over the edges.

You could resize the scanned photograph in your main imaging application (such as Adobe Photoshop or Paint Shop Pro), or you could rescan it using a lower resolution (ppi) setting. To calculate the resolution that you should use to scan a photo/image, first decide how big you want your image to appear on your monitor (Pixels/Inches = Resolution).

For example, if you want your 4" by 6" photograph to appear as 400 x 600 pixels on the monitor, then you would scan it in at 100 ppi. If you want to create a 100 x 150 pixel thumbnail, you would scan in your 4 inch x 6 inch photograph at 25 ppi.



**NOTE:** Keep in mind that as you increase your scanning resolution you create larger files that might be inordinately large for e-mailing or web publishing. Below are a list of some possible resolution and image size combinations:

Original image	Scan resolution	Pixel count	.BMP file size
4x6 inches	72 ppi/dpi	288x432	364 kb
4x6 inches	100 ppi/dpi	400x600	703 kb
4x6 inches	150 ppi/dpi	600x900	1.54 mb
4x6 inches	200 ppi/dpi	800x1200	2.74mb
4x6 inches	300 ppi/dpi	1200x1800	6.17 mb

### What embedded resolution should I use to print an image?

The chart below illustrates how embedded resolution affects the printed dimensions of an image:

Pixel dimensions	Image resolution	Printed size
640 x 480	72 ppi 300 ppi	8.89" x 6.67" 2.13" x 1.60"
800 x 600	72 ppi 300 ppi	11.11" x 8.33" 2.67" x 2.00"
1024 x 768	72 ppi 300 ppi	14.22" x 10.67" 3.41" x 2.56"
1280 x 960	72 ppi 300 ppi	17.78" x 13.33" 4.27" x 3.20"
1600 x 1200	72 ppi 300 ppi	22.22" x 16.67" 5.33" x 4.00"
2400 x 1600	72 ppi 300 ppi	33.33" x 22.22" 8.00" x 5.33"

Given the same number of pixels, a higher embedded resolution shrinks the final printed output.

---

## How do I calculate what resolution I need to print a 4"x6" image?

---

You can use the simple resolution formula to calculate the embedded resolution you need for any given output. For example, imagine a two megapixel camera that creates a 1600 by 1200 pixel image. You can print this image at any number of different sizes by specifying different embedded resolutions. Take the length of the image in pixels and divide it by your target length in inches. The resulting number is the embedded resolution in ppi (or dpi):

- 1600 pixels/11 inches = 145 ppi
- 1600 pixels/10 inches = 160 ppi
- 1600 pixels/9 inches = 177 ppi
- 1600 pixels/8 inches = 200 ppi
- 1600 pixels/6 inches = 266 ppi
- 1600 pixels/4 inches = 400 ppi
- 1600 pixels/2 inches = 800 ppi

As your desired printing area decreases, your resolution increases. As a general rule, you can get a good, photo-quality print at 200 ppi or above. However, photo quality is in the eye of the beholder. You will probably need to experiment to find the resolution that looks acceptable on your printer.

---

## What is printer resolution and do I need to worry about it?

---

Printer resolution is the number of ink dots printed on an inch of paper measured in dpi (dots per inch). Most of today's printers have a resolution of 300 or 600 dpi. In most cases, the printer's resolution will not affect how you size and scale images. If you print your image at its actual size in inches, printer resolution will never effect the size of your printed image.

If you want to control the quality of your printed image for a professional result such as an image destined for publication in a newspaper or magazine, you can calculate the optimal resolution for your image based on a printer's LPI (lines per inch).

For most printers there is an optimum image resolution, beyond which increasing the embedded resolution of the image (ppi) makes no discernible effect on the output quality. Each printer can only print so many lines per inch (LPI). LPI measures the number of halftone dots a printer can create in an inch of paper. Halftone dots are how a printer simulates continuous shades of colors while only using four colors: cyan, magenta, yellow, and black (some photo-quality printers also add light cyan and light magenta). Every individual pixel in your image will be represented by a random pattern of these smaller, various-sized printer dots. This process is also called screening or halftoning.

To obtain a quality print, your image resolution should be slightly higher than the printer's given LPI. To calculate this ideal resolution, multiply the LPI by about 1.5 to obtain the ideal pixel per inch (ppi) figure for your image. For example, given a 360 dpi photo-quality printer with a 150 lpi, you can get a photo-quality print if your image has 150 x 1.5 or 225 ppi. If you do not know your printer's lpi, the best way to find your optimal print resolution is to experiment. Print a test image at various resolutions to find out what your minimum ppi is for a photo-quality print. A good test image is a close up picture of a newspaper or a photo that has some angled straight edges in it.

### Black and white scanning mode

---

In Black and White mode, scan Long Edge Feed (LEF) whenever possible. Scanning LEF allows the scanner image module to travel quickly across the document, allowing it to finish a scan quicker, and if scanning from the Document Feeder, to begin scanning the next document sooner. To scan a large stack of documents quickly using the Document Feeder, feed the stack LEF.



**NOTE:** *When scanning in Grayscale or Color modes, feed your originals Short Edge Feed (SEF). This is significantly faster than Long Edge Feed for these modes.*



---

## Using scan tickets

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Scan tickets are a powerful feature of the scanner software. They allow you to store all the settings for common or complex scan jobs (including Image Quality Windows and Custom Page Sizes) so that you can quickly reload the settings instead of manually reprogramming the scan job.

Save common settings as Scan Tickets. This allows you to retain and reuse the scan settings from the Basic Features, Image Quality, and Image Size tabs, instead of manually entering them one at a time.



*For more information on scan tickets and step-by-step instructions for creating, using, backing up, and deleting scan tickets, refer to the online Help (Advanced Scanning).*

---

## Using custom page sizes

---

The scanner supports many standard paper sizes, as well as allows the user to set custom page sizes. If you frequently scan odd-sized pages, save those sizes as custom page sizes to save yourself time.



*For more information on custom page sizes and step-by-step instructions for creating and custom page sizes, refer to the online Help (Advanced Scanning).*

## Using custom defaults

---

When the scanner software (Advanced Scanning) is launched, default settings such as page size, scan resolution, etc. may not be suitable for your scanning needs. You can save yourself time and start scanning more quickly by setting custom defaults so that the scanner is ready to scan with minimal adjustment.



*For more step-by-step instructions on creating custom defaults, refer to the online Help (Advanced Scanning).*

## Special image processing needs

---

Separate documents with special image processing needs from the rest of the original documents. These “special” documents may include pages that require special image quality or image size adjustments. By separating these documents you can scan the common pages quickly as a batch and then devote the time needed for making the custom adjustments for the exceptional pages.

## Scan in Black and White for fastest throughput

---

Only scan in color or gray modes if you need color or gray output. Your scanner is capable of very sophisticated halftone processing, allowing it to represent many shades of gray in a smaller, binary file.

## Be sure Hole Fill is enabled before using Interactive Preview

---

The Hole Fill operation is performed during the page scan. When the page is fed through the Document Feeder, the scanner detects the holes by “seeing” the CVT Ski through the holes as the page is fed through the Feeder.

If you select Photograph or Photograph & Text mode, the Hole Fill feature is automatically disabled. You must select the Hole Fill check box on the Image Quality tab to enable the feature.



*For more information, refer to the online Help (Advanced Scanning).*

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## 10. Technical data

### Automatic Document Feeder (ADF)

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<b>Maximum paper dimensions</b>	11.7 x 17 inches (296.7 mm x 431.1 mm)
<b>Minimum paper dimensions</b>	6.5 x 5.5 inches, short edge feed (165.1 x 139.7 mm)
<b>Throughput</b>	Binary Black and white (B/W) (@ 600 dpi): <ul style="list-style-type: none"><li>• 65 images per minute (ipm) single-sided</li><li>• 20 ipm two-sided</li></ul> 8-bit Grayscale (@ 600 dpi): <ul style="list-style-type: none"><li>• 30 ipm single-sided</li><li>• 20 ipm two-sided</li></ul> 24-bit Color (@ 400 dpi): <ul style="list-style-type: none"><li>• 20 ipm single-sided</li><li>• 20 ipm two-sided</li></ul>
<b>Paper Capacity</b>	<ul style="list-style-type: none"><li>• 100 sheets (20# xerographic bond)</li><li>• 13-32# (49 to 120 gsm) single-sided stock</li><li>• 16-32# (61 to 120 gsm) two-sided stock</li></ul>
<b>Color spaces &amp; resolutions supported</b>	<ul style="list-style-type: none"><li>• RGB: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600 dpi</li><li>• Production Color (24-bit): 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600 dpi</li><li>• Grayscale: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600, 1200 dpi</li><li>• Binary B/W: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600, 1200 dpi</li></ul>

## Scanner

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<b>Platen size</b>	12 x 18 inches (304.8 mm x 457.2 mm) scanning area
<b>Color spaces &amp; resolutions supported</b>	<ul style="list-style-type: none"><li>• RGB: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600 dpi</li><li>• Production Color (24-bit): 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600 dpi</li><li>• Grayscale: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600, 1200 dpi</li><li>• Binary B/W: 72, 75, 96, 100, 120, 150, 200, 240, 300, 400, 600, 1200 dpi</li></ul>
<b>Input document types</b>	<ul style="list-style-type: none"><li>• Xerographic</li><li>• Lithographic</li><li>• Photographic</li><li>• Inkjet</li></ul>

## Optional accessories

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<b>Foot switch</b>	Functions as a remote "start scan" button.
<b>6-meter SCSI cable</b>	Allows greater distance between scanner and host PC

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## 11. Maintenance






This chapter provides maintenance information and instructions for the various scanner components.

## Maintenance intervals

The scanner requires minimal maintenance by the operator. However, it is essential that you perform these tasks when indicated to ensure reliable operation and maximum product life.

### Preventive maintenance intervals

To avoid any maintenance delays, ensure that you have the necessary spare parts and cleaning supplies on hand.

Component	Action	Maintenance interval
Air Filter	Replace	<ul style="list-style-type: none"> <li>Replace after 3,000 hours.</li> <li>The scanner software will notify you when the Air Filter requires replacement.</li> </ul>  Refer to the online Help (Advanced Scanning) for step-by-step instructions on replacing the filter.
Feed and Retard Rollers	Replace	<ul style="list-style-type: none"> <li>Replace after 100,000 feeds.</li> <li>The scanner software will notify you when the Feed and Retard Rollers require replacement.</li> </ul>  Refer to the online Help (Advanced Scanning) for step-by-step instructions on replacing the rollers.
Automatic Document Feeder	Clean	<p>Clean the ADF whenever there is paper dust visible in the feeder.</p>  Refer to the online Help (Advanced Scanning) for step-by-step instructions on cleaning the ADF.
Document Glass	Clean	<p>Clean daily or whenever specks are noticeable in scanned images.</p>  Refer to the online Help (Advanced Scanning) for step-by-step instructions on cleaning the Document Glass.
Constant Velocity Transport (CVT) Ski	Clean	<p>Clean whenever hole-punch marks are noticeable in scanned images.</p>  Refer to the online Help (Advanced Scanning) for step-by-step instructions on cleaning the CVT Ski.

## Contacting Xerox

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Before contacting Xerox for a service problem, perform the following steps:



*Also refer to the Online Help for additional information and step-by-step instructions.*

- 1.** For image quality problems, first attempt to resolve the problem using the image quality troubleshooter.
- 2.** For worn out customer replaceable units, first attempt to replace the component yourself.
- 3.** If you have received a message directing you to call for service:
  - a. Write down the service code.
  - b. Locate the scanner serial number and telephone number on the Scanner Support Configuration tab.
  - c. If there is no telephone number listed on the Configuration tab, use the number listed below.

### Telephone numbers and World Wide Web address

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**Telephone:** (Customer Technical Support)  
1-800-821-2797

**TTY:** (Customer Technical Support)  
1-800-821-2797

**Supplies Hotline:** 1-800-828-5881

**Internet:** <http://www.xerox.com>

## Spare parts and supplies

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Part name	Part number
ADF Feed Roller Assembly	600K89591
Air Filter Kit	600K89580
Xerox Platen Glass Cleaner	8R3669



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## 12. Troubleshooting

This chapter directs you to basic troubleshooting information. This troubleshooting information is found in the online Help (Advanced Scanning/Help menu/Troubleshooting). The online Help provides step-by-step instructions for troubleshooting and fixing various problems.

### Image quality problems

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Image quality problems may include:

- The output image has lines, streaks or other artifacts:
  - Output image has a dark line, white narrow streak(s), or a distinct edge not present in the original
  - Output image is dark, a "Negative Compression Fault" occurs, or the image appears broken up
  - Images or text from the back side of the page shows through on the output image
  - Output image has spots or specks
  - Output image has hole punch marks
- The output image is distorted in some way
  - Output image is skewed, stretched, or distorted
  - Output images are inconsistent, despite using the same scan settings
  - Output image is posterized (light to dark transitions are choppy)
  - Output image seems artificial, or areas around objects in the image seem to glow
  - Diagonal edges and other fine details look jagged
  - Output image is blotchy in areas of smooth gradation



*For specific information and step-by-step instructions go to the online Help: From the Advanced Scanning dialog box, select Troubleshooting from the Help menu drop-down list. The online Help dialog box opens; click on the Image Quality Problems link.*

## Clearing paper jams and misfeeds

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*The online Help provides specific step-by-step procedures for clearing paper jams and misfeeds from the scanner. You can access this information by opening the Advanced Scanning feature (click on the Advanced Scanning button from the Scan and Print dialog box). From Advanced Scanning, select Troubleshooting from the Help menu drop-down list. The online Help dialog box opens; click the Clearing Jams & Misfeeds link.*



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