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# ***Xerox Production Print Services***

***Guide to Printing Using Xerox Production Print Services***

THE DOCUMENT COMPANY  
**XEROX**<sup>®</sup>

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# 1. Introduction

Using a networked workstation and the Xerox Production Print Services software, documents that have been created using a publishing application can be printed at a supported Xerox printer.

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## Before you use this guide

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This guide is intended for users of the following workstations:

- PCs running Windows 95, 98, Millennium, NT 4.0, 2000, or XP
- Sun workstations running Solaris 2.6 or higher
- Macintosh OS

To use the XPPS software to publish documents, your workstation must be able to access the Xerox printer through a Xerox supported network.

You should be familiar with the application you will be using, with using a mouse, and with managing the dialog boxes and windows.

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## About XPPS

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The Xerox Production Print Services (XPPS) software, contains a variety of applications which allow users to submit jobs for printing to connected and supported Xerox printers.

## **XDS**

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Xerox Document Submission software application (XDS) is a standalone application that is used to enter job ticket information for an existing PDL file and submit the job to an available printer running DocuSP version 3.1 or higher software. This software enables users of Xerox supported networks to take advantage of the many printing options that are offered by the supported Xerox printing systems.

*NOTE: Documents need to have been printed to file as .ps, .pcl, .pdf, tiff, or ascii text.*

## **XDS Plus**

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The Xerox Document Submission Plus (XDS Plus) software is a standalone application that is used to enter job ticket information for an existing PDL file and submit the job to an available printer running DocuSP version 3.1 or higher software. This software enables users of Xerox supported networks to take advantage of the many printing options that are offered by the supported Xerox printing systems. XDS Plus supports the same feature set as XDS with the addition of printer status, Xerox Job Ticket Converter, and Xerox Document Submission Command Line.

## **Xerox custom drivers**

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The Xerox Custom printer drivers are drivers that include Xerox value added user interface controls to access the features specific to the supported Xerox printers.

## **Third party drivers and PPDs**

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You can use a third party printer driver with a Xerox PPD file to create a document and submit it for printing to the Xerox printer. Third party drivers and PPDs can be loaded and used in addition to any Xerox custom drivers. Depending on the driver installed, different job ticket options will be available.

Third party drivers do not allow access at the workstation to all of the supported printer features.

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## Web Interface

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With the web interface you use a browser to access windows that enables you to select a document file, set up a job ticket, and submit your print job to the printer, all from the internet.

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## Command line client

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If you use the print, listjob, listq or listp command for your workflow, it is recommended that you use the new XDS Command Line client included with the XDS Plus software.

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## About this guide

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Before you perform any procedures in this guide, become familiar with its contents and conventions.

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## Contents

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The following list describes the contents of this guide:

- **Chapter 1, “Introduction”** contains an introduction to this guide.
- **Chapter 2, “Using XDS,”** contains the information that you need to access and understand to complete the printing process when using XDS. Information about printer and queue setup is also detailed in this chapter.
- **Chapter 3, “Using the XDS Plus software,”** contains the information needed to access and use the XDS Plus software application for submitting files for print.
- **Chapter 4, “Printing a Job using the DocuSP Web Interface,”** contains information for using the online version of XPPS. It includes setting up a job ticket as well as steps needed to complete the printing of a job.
- **Chapter 5, “Xerox PPDs and PlugIn,”** contains guidelines for selecting printing requirements and using Xerox PPDs and PlugIns for both Macintosh and Windows applications.

- **Chapter 6, “Using Command Line Client,”** The Xerox Document Submission Command Line software enables you to set up and submit print jobs by entering commands in a DOS or Unix window, from a PC or Sun workstation. This chapter describes the procedure and syntax for entering the print and job setup commands.
- **Chapter 7, “Job ticket settings,”** contains the procedures for printing a document file using the Xerox Document Submission and Xerox Document Submission Plus software.

## Conventions

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This guide includes the following conventions:

- Angle brackets: Variable information that is displayed on the window or that can be entered as part of a command line is enclosed within angle brackets. Examples include "Unable to copy <filename>," "set -p <printer>."
- Square brackets: Square brackets are used for the following:
  - Names of menu options that you select; for example, [Printer Default]
  - Names of buttons that you select; for example, [OK] and [Cancel]
  - Names of text boxes, list boxes, and fields; for example, "the [From] text box," "the [Directories] list box," "the [Color Source] field"
- Bold: Boldface type is used for the following:
  - Directory paths; for example, "Browse to the **Win\_nt40/Xeroxdrv** directory."
  - Text that you enter; for example, "Enter **purple** or **XDS**."
  - Calling attention to text that is particularly important; for example, "Select [Stop] on the user interface window. **Do not press the red stop button on the controller.**"
  - Introductory words or phrases that begin items in a list; for example,
    - Hold job:** The document is held at the printer...
    - Cancel job:** The document is not printed...
- Note: Notes are hints that help you perform a task or understand the text. Notes are presented in italics, in separate paragraphs. Example:

*NOTE: You cannot submit a job unless the printer is connected to your workstation.*

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## **Related documentation**

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Further information on the specific Xerox printer and the print server or controller that is part of your printing system may be obtained by referring to the documentation that was delivered with the elements of the system.

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## **Customer Support**

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To place a customer service call, dial the direct TTY number for assistance. The number in the US is 800-735-2988.



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## 2. Using XDS

This chapter contains the procedures for accessing the XDS software on a Xerox printing system from your computer running a Sun workstation that is running Solaris 2.6 or 2.8, or from a Macintosh that is running OS X. The Xerox Document Submission (XDS) software provides you with windows you use to select a document file, to set up the job ticket, and to submit your print job to the printer.

When you run the XDS software, you must make your printer and document selections from the XDS window before programming the job ticket.

*NOTE: If you created your PDL file using the print to disk or print to file option, and any of the Xerox printer drivers, do not use the XDS software to submit the job. The job ticket information included with the PDL file may conflict with the job ticket information programmed in XDS. Use another submission method to print the document.*

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### Prerequisites

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You must satisfy the following prerequisites before you use the XDS software:

- Make sure that the Sun Solaris, or Macintosh software is installed on your workstation. If the software is installed as a shared copy on your network server, contact your system administrator.
- Know how to use the tools in Solaris, or Macintosh to connect to the network disk drives or to disconnect from the drives to which you are currently connected.
- Make sure that the XDS Plus software is installed on your workstation. Refer to the “Installation Guide” for the procedures.
- Know how to save your document as a PDL format file by using the print-to-file method; or know how to create a valid TIFF, PDF, or ASCII file.

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## Accessing XDS from Macintosh OS X

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When you run the Xerox Document Submission Client software, you must make your printer and document selections from the Document Submission window before programming the job ticket.

To run the Xerox Document Submission Client software, double-click the [XDS] icon.

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## Overview of the printing process

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The steps to print a document on a selected printer are listed below.

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### Macintosh printing process

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The steps to print a document on a selected printer are listed below.

1. Set up a printer and select the printer icon on the desktop.
2. Launch the Xerox Document Submission software.
3. On the Document Submission window, select a printer type from the Printer Type pop-up menu.
4. From the Printer Queue menu, select [Use Default Printer]. If you want to create Xerox job tickets without printing, select [None].
5. Select a file for printing.
6. Select [Print...] to set up the print job.
7. On the job ticket dialog box that opens, specify the available parameters. Depending on your printer, the following parameter fields may be displayed:
  - [Copies]
  - Page range ([To] and [From])
  - [Job Type]
  - [Disposition]
8. Enter the job notes.
9. Define the stocks that you will use for the print job.

10. Select any special features for the job, such as covers, blank inserts, or exception pages
11. Select [OK] to send the document file to the printer.

*NOTE: When you are performing the procedures, if you press the <RETURN> or <ENTER> key, the XDS software executes the task that is initiated by the [Default] button in any dialog box.*

*If you press <Command(Apple) -Period> or <ESC>, the XDS software executes [Cancel] when applicable.*

### **Using drag and drop to print one or more jobs**

---

You can select one or more jobs, then drag and drop them on the XDS icon to print.

Before dragging and dropping the job icon, highlight the designated printer icon on the desktop.

*NOTE: This should be the default printer.*

After the jobs are dropped:

1. The printer type selection dialog box is displayed. Select the printer type on which the jobs will be printed.
2. The Job Ticket dialog box is displayed for the first job that was dropped. Program the ticket for the job, then select [OK].

If more than one job was dropped at the same time, the first job is sent to the printer, and the job ticket dialog is displayed for the next job. The job ticket programming that was selected for the first job is retained for the next job.

Saved job tickets may be accessed and opened for any job that has been dragged and dropped using the procedures that are described in this chapter. When a saved job ticket is used for a job, the programming of the saved ticket is retained for the next job.

A job may be cancelled prior to printing from XDS. The Job Ticket dialog box then opens for the next job in line.

3. When all jobs that have been dropped on XDS have been submitted or cancelled, XDS closes automatically.

### **Selecting a printer type and queue**

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The Printer Type pop-up menu gives you a list of the available printer types that you can use to print your document.

The Printer Queue pop-up menu determines whether the job and job ticket will be submitted to the selected printer queue ([Use Default Printer]), or the job ticket will be created and saved for future use ([None]).

1. From the Printer Type pop-up menu, select the appropriate printer.
2. From the Printer Queue menu, select the desired queue.
  - If you want to create and save the job ticket for later use without printing now, select [None].
  - To print to a printer that is on the desktop, select the designated printer icon, then select [Use Default Printer].

If the Printer Type pop-up menu does not display the desired printer, select [Product Configuration] from the Options pull-down menu on the workstation menu bar. In the product configuration dialog box, select the categories of products that you want to use to print documents from your workstation. Use the following selections:

- [DocuTech Servers] for DocuTech 135
- [DocuPrint] and/or [DocuSP] for DocuTech 61xx, DocuTech/DocuPrint 65/90, and DocuPrint 2000 Series EPS printers
- [DocuPrint] for DocuPrint NPS printers
- [DocuColor] for DocuColor 20xx, 6060, iGen3

### **Selecting a file for printing**

---

Follow these steps to select a file for submission to print:

1. In the Document Submission dialog box, do one of the following:
  - Select [Select File].
  - Select [Select File] from the File pull-down menu.
  - Press <Command-F> to choose the [Select File] option.

A directory dialog box is displayed. Selecting [Show Text Files Only] filters the directory display to show only text files.

2. Select the file that you want to print. The file must be in one of the supported formats: PostScript, PDF, PCL, ASCII, or TIFF, as supported by the printer.

*NOTE: Ensure that file names are fairly small in length. Long file names are not displayed and a system generated name is attached to the file.*

3. Select [Select] or double-click the file name or icon to open the file. The name of the document file that you selected is displayed in the Document Submission dialog box.
4. On the Document Submission dialog box, select [Print]. The Job Ticket dialog box is displayed.

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## Customizing the printer list

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You can set up a customized printer queue list that contains those queues you use most often. The queues in the list must be queues that are available to you on the printer.

For each queue in the list, you can assign a unique name. The printer queue name that you assign may indicate the location of the printer that services the queue, or may describe the purpose of the queue if special purpose queues have been established by your print shop.

You may customize the queue in the following ways:

- Change the name of the printer queue
- Delete a queue from the list
- Reassign a queue name to a different printer queue
- Set a default queue that is selected automatically when you access the XDS software

*NOTE: Do not rename printers. If you need a printer renamed, it can only be done immediately after the printer is installed.*

Several unconnected queues are automatically added to the printer queue list at installation. These queues are used when you are not connected to a printer.

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## Adding a printer

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You can set up a customized list of printers that you use regularly. To start a printer list or add to an existing one, follow these steps:

1. Select [Connections] on the XDS window. The Printer Connections window is displayed.
2. On the Printer Connections window, select [Add New...]. The Add New Printer window is displayed.

3. On the Add New Printer window, select the appropriate network type for your environment.

Select [No connection] if this printer connection will be used only for creating or modifying job tickets. You will not be able to print to this printer connection.

4. Continue following the instructions in the Add New Printer wizard to add a new printer to the Printer Connections list.

*NOTE: The network connection dialog that is displayed depends on the type of network you selected. Refer to your network documentation for further information.*

*NOTE: If a message appears informing you that the selected queue is not a Xerox print queue, contact your system administrator.*

### **Setting the default printer**

---

After you create a list of customized printer queues, you may specify one of them as a default printer queue. The default queue is then selected automatically whenever you enter the XDS software.

1. On the XDS window, select [Connections]. The Printer Connections window is displayed.
2. Select the name of the printer queue in the Printer list box.
3. Select [Set Default]. The default printer queue name remains selected when you enter the XDS software.
4. Select [OK] to return to the XDS window.

### **Modifying a print queue**

---

The XDS software allows you to change a print queue name in the Connected Printers list box, or to reassign the name to another print queue.

1. Select [Connections] from the XDS window. The Printer Connections window is displayed.
2. In the Printers list box, select the print queue that will be changed, and select [Modify...].
3. Continue to follow the steps indicated by the Modify Printer wizard.

4. Check the information on the Modify Printer – Review window.
  - If the information displayed is correct, select [Finish] to complete the modification and return to the Printer Connections window.
  - If the information is not correct, continue selecting [Back] until you reach the screen that you want to correct. After making your corrections, repeat the previous steps to return to this step.
5. After you have completed all printer modifications, select [OK] to return to the XDS window.

### **Deleting a printer**

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1. Select [Connections] from the XDS window. The Printer Connections window is displayed.
2. In the [Printers] list box, select the printer queue that you want to delete.
3. Select [Delete]. The Confirm This Option window is displayed.
4. Select [Yes] to delete the printer name.

If you want to cancel your choice and return to the Printers and Connections window, select [No].

### **Accessing printer information**

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You may access the following information about any printer in the Connected Printers list box on the Printer Connections window:

- Printer model
- Server type
- Connection type
- Server
- Virtual Printer

Follow these steps to display the printer information:

1. Select [Connections] on the XDS window. The Printers and Connections window is displayed.

2. Select the name of the printer in the [Printers] list box. The printer information is displayed in the sections below the [Printers] list box.
3. When you are finished viewing the printer information, select [OK] or [Close] to exit the window.

### **Checking the printer connections**

---

When the XDS software is accessed, the system checks all connected printers to ensure that the network connection is enabled and active.

- A network icon in front of the printer name indicates that the network connection to that printer is active.
- A circle with a slash in front of the printer name indicates that the network connection to that printer is not active or there is a problem connecting to the printer.
- No icon in front of the printer name indicates that the printer is unconnected and has been selected for the customized printer list.

The printer connections may be checked at any time as necessary.

1. On the XDS window, select [Connections]. The Printers and Connections window is displayed.
2. To check one printer, select its name and select [Check Printer]. While the connection to the selected printer is being checked, a window is displayed, showing the status of the checking process.

To check all of the printers, select [Check All]. While all of the printer connections are being checked, a window opens to show the percentage of checking that has been completed.

*NOTE: If an indication of a network problem is displayed, notify your System Administrator.*

---

## 3. Using the XDS Plus software

This chapter contains the procedures for accessing the XDS Plus software on a Xerox printing system from your computer running Windows 95, Windows 98, Windows NT 4.0, Windows 2000, Windows Millennium, XP, a Sun workstation that is running Solaris 2.6 or 2.8, or from a Macintosh that is running OS X. The Xerox Document Submission Plus (XDS Plus) software provides you with windows you use to select a document file, to set up the job ticket, and to submit your print job to the printer.

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### Prerequisites

---

You must satisfy the following prerequisites before you use the XDS Plus software:

- Make sure that the Microsoft Windows, Sun Solaris, or Macintosh software is installed on your workstation. If the software is installed as a shared copy on your network server, contact your system administrator. The XDS Plus software runs correctly only when installed on your workstation.
- Know how to use the tools in Windows, Solaris, or Macintosh to connect to the network disk drives or to disconnect from the drives to which you are currently connected.
- Make sure that the XDS Plus software is installed on your workstation. Refer to the “Installation Guide” for the procedures.
- Know how to save your document as a PDL format file by using the print-to-file method; or know how to create a valid TIFF, PDF, or ASCII file.

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## Accessing the XDS Plus software

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The XDS Plus window gives you access to all job setup, printing, and job management tasks that you can perform on your Windows or Solaris or Macintosh client. You can access the XDS Plus software either from files on your workstation, or over the Internet using the XDS Plus Job Submission Applet.

For the procedure for printing a document using XDS Plus, refer to "Printing a document," later in this chapter.

*NOTE: The XDS Plus Applet does not run on Internet Explorer 5.0 for Solaris. To run XDS Plus Applet on Solaris, you must use Netscape 6.2.1 for Solaris.*

*NOTE: Netscape is not supported on Windows applications*

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### Accessing XDS Plus from Windows

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Follow these steps to open XDS Plus from Windows:

1. Log on to your network.
2. From your workstation Start menu, select the following options in the order shown below.
  - a. [Programs]
  - b. [Xerox Applications]
  - c. [XDS Plus Tool Suite <version>]
  - d. [XDS Plus]
  - e. [XDS Plus]

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### Accessing XDS Plus from Solaris

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Follow these steps to open XDS Plus from Solaris:

1. Log on to your network.
2. Using File Manager, double-click the [XDS Plus] application icon, located in the following directory:  
**`/<your home directory>/Xerox_Applications/  
XDS_Plus_Tool_Suite_<version>/XDS_Plus/XDS_Plus`**
3. On the Action: Run window that opens, select [OK]. A Run window opens.

4. Wait for the XDS Plus window to open. This may take several seconds.

## Accessing XDS Plus from the Internet

---

You can open the XDS Plus window on your Windows or Solaris workstation by using the XDS Plus Job Submission Applet from the Internet. The Applet opens the XDS Plus window and displays it with your Internet browser. From this XDS Plus window you perform all the same functions that are available when you access them from your workstation.

You do not need to install XDS Plus on your workstation in order to access it using the Internet.

*NOTE: To ensure that you are running the latest version of the XDS Plus software, you should bypass your Proxy Server, if a Proxy Server is used) when accessing XDS Plus from the Internet. See your system administrator for more information.*

*If the XDS Plus software has been updated, you should clear your browser cache to ensure that the latest version of the XDS Plus software is downloaded to your workstation. See your system administrator for more information.*

Follow these steps to access XDS Plus from the internet:

1. Open your Internet browser (NetScape or Internet Explorer version 4 or higher).
2. In the address field, enter **http://**, followed by your printer host address.

Example:

**http://12.240.36.123**

The printer web page opens.

3. On the printer web page, select [Job Submission Applet].
4. If this is the first time you are accessing XDS Plus from the Internet, a window opens on which you are asked if you want to download Java 2 Runtime Environment. Select [Yes].
5. A message window appears, asking you to wait while XDS Plus loads a Java plug-in enabled browser. Wait until the XDS Plus window opens.

From the XDS Plus window, you can perform all the available job setup and submission functions.

---

## XDS Plus printing process

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1. Open the XDS Plus window.
2. Select a printer and print queue from the [Printer] pull down menu.
3. On the Files tab window, make file selections.
4. Set up the print job and job ticket parameters as required using the tabs in the Job Settings window.

Select the following tabs to access and set up the various job parameters:

- Files
- Job Notes
- Job Setup
- Output
- Image Adjustment
- Image Quality
- Special Pages

5. Select [File: Submit] to submit the job.

*NOTE: When you are performing the setup procedures, you can use <Tab> to move the cursor to the next button or text box in every window. Holding down <Shift> while pressing <Tab> causes the cursor to move backward through the items on the window.*

While the job is printing, you can check the job status by selecting the [Administration] button and view the information. Refer to “Checking job, printer, and queue status,” later in this chapter.

---

## Printer and queue setup

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*NOTE: The printer discovery file must be set up on your workstation before setting up the printer and queue. If the printer discovery file was not added to your workstation during installation, select the Preferences option from the Options menu and add the printer discovery file.*

Printers and their queues for XDS Plus printing are set up automatically when XDS Plus is installed and run. XDS Plus detects all printing systems with DocuSP controllers running DocuSP 3.X that are connected to your workstation. You record the network addresses of these printers in a file called “printer.disc,” after you install XDS Plus on your workstation.

When you select [Change Printer...] on the XDS Plus window, the names of the printers that are listed in the printer discovery file are displayed in the [Printers] section of the Change Printer window and on the Print Monitor tab.

---

## Selecting a printer and queue

---

The Change Printer window enables you to select a printer and a queue for the job that you want to print, and to view the printer and queue properties.

---

### Change Printer window components

---

#### Printers and Queues sections

The Change Printer window contains two sections:

- **Printer:** The [Printers] section lists the printers that the system detects in the printer discovery file when XDS Plus is started. It also lists an Unconnected printer and a queue for supported printers. Refer to “Printer and queue setup,” earlier in this chapter, for further information about this file.

The columns in the Printers table display the following properties:

- **Name:** The name that was given to the printer when it was installed at your site
- **Type:** The type or brand of printer, such as the Xerox DocuColor 2060
- **Jobs:** The number of jobs that have been submitted to the printer, based on the type of viewing filter that was most recently selected on the Print Monitor window. For example, if [Processing Jobs] was selected, the Jobs number would reflect only the number of jobs that are currently being processed.

- **Queue:** The [Queues] section lists the print queues that have been set up at the printer controller for your selected printer. The columns in the Queues table display the following properties:
  - **Name:** Name that was specified for the queue at the printer controller
  - **Printer:** Name of the printer that is associated with the queue
  - **Accept Jobs:** Indicates whether or not the queue is currently accepting jobs
  - **Release Jobs:** Indicates whether or not the queue is currently set up to release jobs
  - **Status:** What the printer is currently doing, such as “Printing,” “Stopped,” etc.

*NOTE: You are not able to add printers or queues to these lists at the Change Printer window.*

The title of each section is preceded by a number that indicates how many items are on the list that is displayed there. However, if you select an item in one of the tables, the number changes to reflect the number of that item. For example, if you select a queue from the Queues list, the number changes to the number of jobs in that queue.

### **Resizing the sections**

The [Printers] and [Queues] sections are separated by a splitter bar. You can drag this bar up and down to increase or decrease the height of the sections relative to each other.

You can also expand either section to fill the work space of the Change Printer window by selecting the small, triangular buttons near the left edge of the splitter bar.

### **Buttons**

The Change Printer window contains the following buttons:

- **Show All Printers:** Displays in the Printers section all the printers that have been specified in the printer discovery file (printer.disc) and are currently available.
- **Show All Queues:** Displays in the [Queues] section all queues that have been created at the controller, for all printers that have been specified in the printer discovery file and are currently available.

- **Set Print Path:** Confirms your queue selection and closes the Change Printer window. This button is grayed out unless a queue is selected.
- **Refresh:** Updates and redisplay the Printers and Queues lists.

## Viewing printer and queue properties

---

You can view information about printers and queues in the following ways:

- Select the printer or queue name on the Change Printer window.
  - If you select a printer name, the [Queues] section of the Change Printer window displays the queues that are enabled for that printer only.
  - If you select a queue name, the [Printers] section of the Change Printer window displays only the printer that contains that queue.

You can select multiple printer or queue names by holding down the <Control> or <Shift> key while selecting the items. If you select more than one printer or queue, the other window displays the queues or printers for all the items that you selected.

- Open the Properties window for the desired queue or printer by following these steps:
  1. Select [Change Printer] on the XDS Plus window. The Change Printer window opens.
  2. In the [Printers] or [Queues] section on the Change Printer window, double-select the name of the printer or queue. Or, right-select on a printer or queue and select [Properties]. The read-only Properties window opens for the selected queue or printer.
  3. When you are finished viewing the information, select [Close] to close the Properties window.

*NOTE: You can also access individual printer and queue information from the Printers and Queues lists on the Print Monitor tab window, which you display by selecting [Administration] on the XDS Plus window.*

---

## Selecting a printer and queue

---

Follow these steps to select a printer and print queue for your job:

1. On the XDS Plus window, select [Change Printer] to open the Change Printer window.
2. If the queue that you want is not displayed in the [Queue] section, select [Show All Queues].
3. In the [Queue] section, select the name of the queue to which you want to send the job.

The Printers section displays the name of the printer that is associated with the queue that you selected.

4. Select [Set Print Path] to confirm your selection and close the Change Printer window.

*NOTE: This can also be performed using the Printer menu and select [Change Queue].*

---

## Selecting a printer and queue

---

The Change Printer window enables you to select a printer and a queue for the job that you want to print, and to view the printer and queue properties.

---

## Change Printer window components

---

### Printers and Queues sections

The Change Printer window contains two sections:

- **Printers:** The [Printers] section lists the printers that the system detects in the printer discovery file when XDS Plus is started. It also lists an Unconnected printer and a queue for supported printers. Refer to “Printer and queue setup,” earlier in this chapter, for further information about this file.

The columns in the Printers table display the following properties:

- **Name:** The name that was given to the printer when it was installed at your site
- **Type:** The type or brand of printer, such as the Xerox DocuColor 2060

- **Jobs:** The number of jobs that have been submitted to the printer, based on the type of viewing filter that was most recently selected on the Print Monitor window. For example, if [Processing Jobs] was selected, the Jobs number would reflect only the number of jobs that are currently being processed.
- **Queues:** The [Queues] section lists the print queues that have been set up at the printer controller for your selected printer. The columns in the Queues table display the following properties:
  - **Name:** Name that was specified for the queue at the printer controller
  - **Printer:** Name of the printer that is associated with the queue
  - **Accept Jobs:** Indicates whether or not the queue is currently accepting jobs
  - **Release Jobs:** Indicates whether or not the queue is currently set up to release jobs
  - **Status:** What the printer is currently doing, such as “Printing,” “Stopped,” etc.

*NOTE: You are not able to add printers or queues to these lists at the Change Printer window.*

The title of each section is preceded by a number that indicates how many items are on the list that is displayed there. However, if you select an item in one of the tables, the number changes to reflect the number of that item. For example, if you select a queue from the Queues list, the number changes to the number of jobs in that queue.

### **Resizing the sections**

The [Printers] and [Queues] sections are separated by a splitter bar. You can drag this bar up and down to increase or decrease the height of the sections relative to each other.

You can also expand either section to fill the work space of the Change Printer window by selecting the small, triangular buttons near the left edge of the splitter bar.

### **Buttons**

The Change Printer window contains the following buttons:

- **Show All Printers:** Displays in the Printers section all the printers that have been specified in the printer discovery file (printer.disc) and are currently available.

- **Show All Queues:** Displays in the [Queues] section all queues that have been created at the controller, for all printers that have been specified in the printer discovery file and are currently available.
- **Set Print Path:** Confirms your queue selection and closes the Change Printer window. This button is grayed out unless a queue is selected.
- **Refresh:** Updates and redisplay the Printers and Queues lists.

## Viewing printer and queue properties

---

You can view information about printers and queues in the following ways:

- Select the printer or queue name on the Change Printer window.
  - If you select a printer name, the [Queues] section of the Change Printer window displays the queues that are enabled for that printer only.
  - If you select a queue name, the [Printers] section of the Change Printer window displays only the printer that contains that queue.

You can select multiple printer or queue names by holding down the <Control> or <Shift> key while selecting the items. If you select more than one printer or queue, the other window displays the queues or printers for all the items that you selected.

- Open the Properties window for the desired queue or printer by following these steps:
  1. Select [Change Printer] on the XDS Plus window. The Change Printer window opens.
  2. In the [Printers] or [Queues] section on the Change Printer window, double-select the name of the printer or queue. Or, right-select on a printer or queue and select [Properties]. The read-only Properties window opens for the selected queue or printer.
  3. When you are finished viewing the information, select [Close] to close the Properties window.

*NOTE: You can also access individual printer and queue information from the Printers and Queues lists on the Print Monitor tab window, which you display by selecting [Administration] on the XDS Plus window.*

## **Selecting a printer and queue**

---

Follow these steps to select a printer and print queue for your job:

1. On the XDS Plus window, select [Change Printer] to open the Change Printer window.
2. If the queue that you want is not displayed in the [Queues] section, select [Show All Queues].
3. In the [Queues] section, select the name of the queue to which you want to send the job.

The Printers section displays the name of the printer that is associated with the queue that you selected.

4. Select [Set Print Path] to confirm your selection and close the Change Printer window.

*NOTE: This can also be performed using the Printer menu and select [Change Queue].*



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## 4. Printing a job using the DocuSP web interface

This chapter contains the procedures for printing using the DocuSP web interface on your workstation and submitting a document file over the web for printing on a Xerox printing system using XPPS. With the web interface you use a browser to access windows that enable you to select a document file, select a queue, set up a job ticket, and submit your print job to the printer.

*NOTE: The features that appear on the windows and in the list boxes vary, depending on which features are available from the job ticket settings you select or for the printer that you are using.*

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### Overview of the web interface printing process

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The process to print a document on the printer to which you are connected over the web interface are listed below. Following each step is the name of the section of this chapter in which you can find a detailed description of the procedure.

1. Access the web interface window.
2. Select a print queue.
3. Select a document file to print.
4. If desired, specify your default job ticket file if you do not intend to create a new job ticket for this job.
5. Select the job disposition (print, save, or print and save). If you selected a save option, specify a save location and format.
6. Select the type of page description language (PDL) that will be used for the job. If you select an [ASCII] option, select the font and its size and the font orientation. Select the [Printer Default] check box if you want to specify the setting that is entered at the printer controller.
7. Set up the remaining job ticket parameters in this section of the Job Submission window as required.

8. Specify the job parameters in the [Image Adjustment] section of the Job Submission window as needed.
9. If desired, record job notes by entering them in the fields in the [Job Information] section.
10. Send the document file to the print queue.

*NOTE: When you are performing the setup procedures, you can use <Tab> to move the cursor to the next button or text box in every window. Holding down <Shift> while pressing <Tab> causes the cursor to move backward through the items on the window.*

While the job is printing, you can check the job status by selecting the [Administration] button.

---

## Setting up a print job

---

The web interface Job Submission window enables you to set up your print job by creating or selecting job tickets. This window is divided into two sections:

- **Printing options:** This section is located at the top half of the Job Submission window.
- **Advanced features:** This section contains to define image adjustment and job notes information. These features are available by scrolling the Job Submission window.

*NOTE: Do not enter job names, sender names, recipient names, or accounting information which total over 140 characters.*

*NOTE: A queue name, sender name, and job name must contain valid URL characters when using the DocuSP web interface for job submission, job and queue status, and listings.*

*Valid URL characters are:*

*“a-z” “A-Z” “0-9” “-” “\_” “.” “!” “~” “\*” “” “(“ ”)”*

The following sections discuss the parameters and print instructions that you can specify from the Job Submission window.

## **Job tickets**

---

A job ticket is a set of specified printing options that the system will use for a job. On the Job Submission window, you can specify a wide range of parameters for the job that you are printing. The information in the job ticket accompanies the job to the printer and gives the printer instructions on how to print the job.

When you submit a job, you can specify its parameters by one of the following methods:

- Specify all desired parameters that are available on the Job Submission window. These settings apply to the current job only and are not saved as a job ticket file.
- Select the default job ticket that is on your workstation. You can modify and save this job ticket from the Job Submission window if desired.
- Select the queue default job ticket that was specified on your printer controller.

### **Specifying job ticket parameters for the current job**

---

You can create a new ticket for a job at the time you are sending the job to print, by selecting or entering options in the fields on the Job Submission window. You cannot save or restore this job ticket unless you save it as your default job ticket, replacing the existing one.

Follow these steps to create a job ticket for the current job:

1. Select a printer queue.
2. Enter all desired specifications in the fields on the Job Submission window. Use the slider button at the right of the window to scroll to access all the available fields.
3. When you have completed specifying the desired parameters for your job, do one or both of the following.
  - Select [Print] to submit the job.
  - Save the specifications as your default job ticket by selecting [Save My Default Ticket].

### **Selecting the queue default job ticket**

If you want to use the default job ticket parameters that were specified at the controller for the queue that you selected, follow these steps:

1. Select the queue and the file to print.
2. Select [Restore Queue Default Ticket]. The following message is displayed:  
**Are you sure you want to restore the current settings to the queue's default Job Ticket?**
3. Select [OK]. The settings that are specified for your selected queue are displayed in the Job Submission window fields.

### Selecting the default job ticket

The default job ticket, once one has been saved, is the set of job programming parameters that are displayed when you first view the Job Submission window.

When you switch to a new print queue, the currently displayed job ticket does not change.

If you want to use the default job ticket that is stored on your workstation to print the job, follow these steps:

1. Select the queue and the file to print.
2. Select [Restore My Default Ticket]. The following message is displayed:  
**Are you sure you want to restore the current settings to your default Job Ticket?**
3. Select [OK]. The settings that are specified in your default job ticket are displayed in the Job Submission window fields.

### Modifying the default job ticket

You can make changes to the default job ticket that is stored on your workstation and save the modified job ticket with those changes.

*NOTE: You are not able to create additional job tickets from your default job ticket. You have access to only one job ticket for your workstation. Each workstation can have its own default job ticket.*

Follow these steps to change parameters on your default job ticket:

1. On the Job Submission window, ensure that your default job ticket options are displayed by selecting [Restore My Default Ticket], then selecting [OK] on the confirmation message window.
2. In the parameter fields, enter or select any options that you want to change.

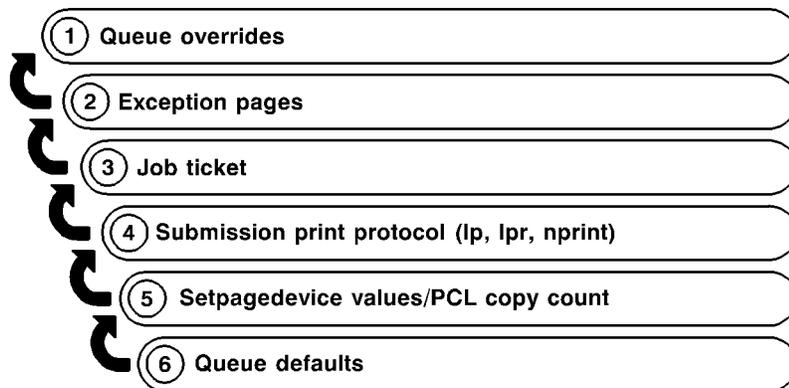
3. Select [Save My Default Ticket]. A confirmation window opens, displaying the following message:

**Are you sure you want to save the current settings as your Default Ticket?**

### Selecting the [Printer Default] option

A [Printer Default] check box appears in many of the job ticket fields on the Job Submission window. This option can be used to print the job using the queue default, the queue override, or the option that was set using the PostScript **setpagedevice** command.

When [Printer Default] is selected, the job is printed using the option that was set in one of the categories that are shown in priority order in the following figure.



T301001A-C01

The figure above illustrates that parameters that are specified as queue overrides at your printing system controller are used as defaults first. If no queue overrides have been specified, parameters on any exception pages are used, and so on.

*NOTE: If the [Printer Default] check box is selected, you must deselect it if you want to select any of the other options in the same field.*

### Selecting Print Options

In the [Print Options] field you can specify to print, save, or print and save your current job. You can also select the format in which the job will be saved. (These options are sometimes referred to as the “destination” of the print file.)

1. Select one of the following options from the Print Options pull-down menu:
  - **Print:** Prints the job file but does not save it. This is the default setting.
  - **Save:** Saves the print file on the print server, including the current job ticket, without printing the job. Note that different printers save the print job in different ways.
2. If Save is selected, choose a save format from the Save Format pull-down menu.
3. If you selected [Save] in the Save Job Repository pull down, select the default job repository or System Specified. For example:  
**file:///job\_repository**
4. In the [Save File As] text box, enter the name of the saved job. You may select the [Use Job Name] check box, located below the [Save File As] text box, if you want to use the job name as the file name of the saved job.
5. If you selected [Save], select the format in which the job will be saved, from the [Save Job Format] pull-down menu. The formats that are available depend on your printer connection.  
*NOTE: You are not able to reprint saved jobs using the web interface. You must use XDS or XDS Plus to reprint the jobs. However, you can select and print saved jobs as regular print jobs if you have access to the saved job.*
6. In the Hold Job section, select whether to have the job held at the printer or not. The option of Printer Default is also available.

### Selecting PDL type

The [PDL Type] (page description type) field, located in the section of the Job Submission window, displays the type of page description language, or PDL, in which the selected document file was saved. You can specify a different PDL type for the job by following these steps:

1. From the PDL Type menu, select the page description language for your document. The options that are available depend on the selected printer.

Select the [Printer Default] check box if you want to set the PDL that was specified at the printer controller.

2. If you select one of the Plain Text options, the following fields are enabled in the PDL Type field:

- **Orientation:** Select the font orientation from the pull-down menu.
- **Font Name:** Select the font from the pull-down menu.
- **Font Size:** Enter a number for the font size, or select the arrow buttons until the desired size is displayed.

*NOTE: The Printer Default option must be deselected in order to view the available PDL types in the pull-down menu.*

### **Specifying the number of copies**

---

To select the number of copies of your document that will be printed, follow these steps:

1. On the Job Submission window, scroll until the [Copies 1-99999] field is visible.
2. In the [Copies (1-99999)] text box, either enter the number of copies, or select the arrow buttons until the desired number of copies is displayed.

### **Specifying a page range for printing**

---

To specify a range of pages that will be printed, follow these steps:

1. On the Job Submission window, scroll until the [Page Range] field is visible.
2. Do one of the following:
  - Select the [All] radio button if you want to print all the pages in the document.
  - Select the [Page Range] radio button if you want to specify a range of pages to print. The default range of pages is 1 - 99999.

In the [From] field, enter the first page number that you want to print; and in the [To] field, enter the last page number. The [All] radio button must be deselected before you can enter numbers in these fields.

*NOTE: The value in the [From] field must be less than or equal to the value in the [To] field.*

## **Specifying the main stock for the job**

---

The main stock is the stock on which most of the job is printed. Follow these steps to specify a stock that will be used for all pages in the job that are not programmed to use one of the other available stocks.

The Main Paper Stock pull-down menu contains all stocks that have been designated on the stocks window as Favorites.

Follow these steps to select the main stock for your job:

1. From the Main Paper Stock pull-down menu, select the stock on which you want to print the job. The properties of the stock that you select are displayed in the features box below the menu.

*NOTE: Unless you specifically want to print a smaller image on a larger sheet of paper, or a larger image on a smaller sheet of paper, ensure that the paper size that is specified in the application matches the paper size in the job ticket.*

2. If the desired stock does not appear on the menu, select the [Stock...] button next to the Main Paper Stock menu to display a list of all stocks that have been enabled for your printer.

You can also define a stock by selecting [New] from the Main Paper Stock pull-down.

3. Add the stock that you want to the Main Paper Stock pull-down menu by selecting the [Favorites] check box next to the name of the stock on the stock window.

If your desired type of stock does not appear on the stocks window, you may add it as a user stock.

## **Setting up stocks**

---

The stock window enables you to select a stock to use for the job, or to add a new stock as the user stock. You are able select one stock for a job.

### **Displaying the stock window**

---

To display the stock window from which you select stocks for the job, select [Stock...] on the Job Submission window.

## **Stock window components**

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This section describes the parts of the stock window.

### **Sections**

Select to view the stocks by selecting:

- Specify stock by identifier
- Specify stock by identifier  
Select a stock identifier from the pull-down menu.
- **Stock used in Job:** This section displays the name and properties of the printer or user stock that has been selected for the current job.
- **Stocks:** This section lists the printer stocks that are associated with the printer. Properties for these printer stocks are entered at the printer controller user interface window.
- **User Stock:** This section displays the name and properties of a stock that a user defines. You can define only one user stock per workstation.

### **Stock properties**

Each section displays the following properties for each stock that it contains:

- **Size:** Stock size expressed in inches or millimeters, depending on what was selected on the Preferences window.
- **Color:** The color of the stock.
- **Name:** The name of the stock.
- **Type:** The type of stock (standard, transparency, etc.)
- **Drilled:** Indicates whether or not the stock has drilled holes.
- **Weight:** The weight of the stock in grams per square meter ( $\text{g/m}^2$ )
- **Sides Coated:** Coating or surface on side 1 of the stock (matte, glossy, satin, etc.)
- **Coating Type:** Select a type of coating. Available options will be listed.

## Selecting a stock for the job

---

You are able to select one stock for the current job. The web interface does not support special pages that may require additional stocks. Use the following procedure if the stock that you want to use for your job does not appear on the Main Paper Stock pull-down menu on the Job Setup window.

1. On the Job Submission window, select [Stock...]. The stock window is displayed.
2. On the stock window, select the radio button at the left of the desired stock name. You may select a printer stock from the [Stock] section, or the current user stock.  
  
If you do not see the stock that you want on the stock window, you may add the stock as the user stock.
3. If you want this stock to remain on the Main Paper Stock pull-down menu after the job is completed and new job parameters are entered, select the [Favorites] check box next to the stock name on the stock window.
4. Select [OK] to confirm your selection and close the stock window. The stock name that you selected appears in the Main Paper Stock field on the Job Submission window.

## Creating a new stock

---

You can create a new custom stock that becomes the user stock and specify this stock for subsequent jobs. When you add a new user stock, it replaces the existing user stock; you are not able to have more than one user stock available at a time.

*NOTE: A new stock can also be created by selecting New from the Main Paper Stock pull-down menu on the Job Submission page.*

Follow these steps to create a new user stock:

1. On the Job Submission window, select [Stock...].
2. On the stock window, select [User Stock...]. The User Stock dialog window is displayed.

*NOTE: You can save User Stock information as part of a Default Job Ticket.*

3. On the User Stock window, make specifications in the fields as desired, or select the [Printer Default] check box to specify the setting that was made at the printer controller. The following parameters are available:

- **Size:** Select one of the standard paper size options or [Custom] from the pull-down menu.

If you select [Custom], the [width] and [height] text boxes are enabled, and you can enter a custom width and height (length) for the stock.

**Default size:** The default stock size for this field is determined by the unit of measure that was specified on the Preferences window.

- Metric systems: 213 mm by 279 mm (A4)
- Systems using inches: 8 1/2 by 11 inch (US Letter)

- **Color:** Select a color for the stock from the pull-down menu or select [Custom] and enter a custom color in the text box.
- **Name:** Either select one of the printer stock names from the Name pull-down menu; or select [Custom], and enter a name of up to 255 characters in the text box.
- **Type:** Select a stock type from the pull-down menu. Available stock types vary, depending on your printer. To enter a custom type, select [Custom] from the pull-down menu. Enter a custom type in the text box. If either Custom or Pre-Cut tabs is selected, an order count may be specified. The Order Count is defined by how many sheets that are in a set before a new set begins.
- **Drilled:** Select the [Drilled] check box if you want to specify that the stock type that you selected has drilled holes.
- **Weight:** Select a paper weight. Select Light, Normal, or Heavy.
- **Sides Coated:** Select the number of sides that are coated from the pull-down menu. Select [Uncoated] if the stock has no special coating.
- **Coating Type:** Select a surface coating from the pull-down menu for one or both sides of the stock. Options are Glossy, High Gloss, Semi Gloss, Semi, or Matte

*NOTE: If the print job is 1-sided, you may still specify different coatings for side 1 and side 2.*

4. When you have finished specifying properties, select [OK] in the bottom-right corner of the Custom window to implement your changes and to close the Custom window. The new stock is displayed in the [User Stock] section of the stock window.

### **Stock selection buttons**

---

The following buttons are displayed for the user stock entry and for each printer stock entry in the [Stocks] section.

- **Favorites check box:** When selected, this check box indicates that the stock is used frequently, and adds its name to the Main Paper Stock pull-down menu on the Job Submission window.
- **Selected Stock radio button:** Selects the stock for the job. Selecting this button displays the stock name in the [Stock used in Job] section. It also displays the stock name in the Main Paper Stock field on the Job Submission window.

*NOTE: Unless the [Favorites] check box is also selected for this stock, it does not remain on the Main Paper Stock menu after another stock is selected, or the Job Submission window is closed.*

### **Additional stock sections**

---

The following sections are displayed at the bottom of the stocks window:

- **User Stock...:** Displays the Custom window, which contains fields that enable you to define properties for a user stock.
- **Apply:** Implements the changes that you have made on the stock window without closing the window.
- **OK:** Implements your changes and closes the stock window.
- **Cancel:** Closes the stock window without making any changes that you may have entered.

### **Specifying the sides imaged**

---

To select the number of sides of the paper on which the job will be printed, follow these steps:

1. On the Job Submission window, scroll until the [Sides Imaged] field is visible.
2. From the Sides Imaged pull-down menu, select the number of sides on which you want to print. The options, depending on the capabilities of your printer, may include the following:
  - **1-sided:** Prints the document on one side of each sheet (simplex).
  - **2-sided:** Prints the document on both sides of each sheet (duplex).

For **landscape** documents, this selection prints the document in calendar format. Both sides of the page are printed but the position of the image is reversed (from top to bottom) on every other page. This is also known as “head-to-toe” or “tumble” printing.

- **Head-to-toe:** Prints the document on both sides of each sheet (duplex).

This selection prints the document in head-to-toe format for **portrait** oriented documents.

### **Specifying collation**

---

When [Collated] is selected, the pages of each copy of the document print in numerical sequence. If collation is not specified, the system prints all copies of the first page, followed by all copies of the second page, and so on.

1. To specify collation, select the [Collated] check box. The icon at the left of the check box changes to reflect your selection.

### **Specifying slip sheets**

---

When [Slip Sheets] is selected, blank sheets are inserted between sets of collated jobs. The default stock for the slip sheets is the main paper stock that was specified for the job, except that the color of the slip sheet stock is blue. If the main paper stock that was programmed for the job is blue, then white stock is used for the slip sheets.

*NOTE: Slip sheets can only be specified for collated jobs and jobs without finishing.*

1. To specify slip sheets, select the [Slip Sheets] check box. The icon at the left of the check box changes to reflect your selection.

### **Specifying an Output location**

---

Specify the output location by using the pull-down menu. The options available depend on your printer. You can select Printer Default to avoid system errors.

### **Specifying a finishing option**

---

The [Finishing] field allows you to select how the job is finished. The available finishing options are dependant on the selected printer.

The icon at the left of the Finishing menu changes to reflect your selection.

*NOTE: If custom finishing for DocuTech 61xx and DocuPrint EPS printers is supported, a pull-down menu will become editable allowing you to type in custom finishing.*

---

### **Specifying pages per subset**

---

Select the Pages per Subset by selecting a number using the arrow buttons in the field displayed. If a number of pages per subset is specified, then the finishing and offsetting applies to the subsets of a job.

---

### **Specifying offset**

---

If Offset is selected, the subsets of the job or the sets within a job will be offset from each other in the output tray. The output location can not be the top tray.

---

## Setting up Advanced Features

---

As you scroll down the Job Submission window, you arrive at a section called “Advanced Features.” In this section, you can specify image adjustment parameters, including color optimization parameters, and enter information about the job. The following sections describe the procedures for specifying parameters within the [Advanced Features] section of the Job Submission window.

---

### Setup options in the Image Adjustment section

---

The following parameters are available in the [Image Adjustment] section of the Job Submission window. Select [Printer Default] check box in any field for which you want to specify the settings that were entered at the printer controller.

---

#### Specifying an image shift

---

Image shift allows you to offset the printed image vertically or horizontally from the edge of one or both sides of the sheet. Shifting the image is particularly useful for bound or drilled jobs.

*NOTE: When an Image Shift option is set at 0 (zero), the image is not shifted in that direction.*

You can shift the image in one of the following ways for side 1, side 2, or both sides, depending on your printer capabilities, and on the selection that you made in the Sides Imaged field.

To shift the image on the printed page, follow these steps:

1. From the Image Shift pull-down menu, select one of the following image shift options.

*NOTE: These options may be available only if the Sides Imaged parameter on the Job Setup tab window is set to one of the [2 Sided] options, and the printer supports independent side 2 image shift.*

- **Independent:** Independent vertical or horizontal shift for the images on both side 1 and side 2.
- **Mirror X:** A horizontal-only shift that moves the images on both sides in opposite directions. This leaves the vertical shift independent for both sides.

- **Mirror Y:** A vertical shift that moves the images on both sides in opposite directions. This leaves the horizontal shift independent for both sides.
  - **Mirror X and Y:** A horizontal and vertical image shift that moves the images on both sides in opposite directions from each other. [Mirror both] is best used for two-sided jobs.
  - **Mirror X, Tandem Y:** A horizontal shift that moves the images on both sides in opposite directions from each other, and a vertical shift that moves both of the images in the same direction.
  - **Mirror Y, Tandem X:** A vertical shift that moves the images on both sides in opposite directions from each other, and a horizontal shift that moves both the images in the same direction for both sides.
  - **Tandem X:** A horizontal shift that moves the images on both sides in the same direction. This leaves the vertical shift independent for both sides.
  - **Tandem Y:** A vertical shift that moves the images on both sides in the same direction. This leaves the horizontal shift independent for both sides. Tandem is best used for head-to-toe jobs.
  - **Tandem X and Y:** A horizontal and vertical shift that moves the images on both side 1 and side 2 in the same direction.
2. Set the amount of image shift in the x (horizontal) and y (vertical) directions for Side 1 and Side 2 (if required). You can enter the amount in the text boxes or select the incremental arrow buttons until the desired amount of shift is displayed.

*NOTE: The amount of image shift that you specify may be stated in inches or millimeters. The title of the Image Shift pull-down menu displays in parentheses the unit that was selected from the Preferences window. Refer to "Setting user preferences," later in this chapter, for the procedure for setting the desired unit of measure for your system.*

### **Specifying Rotation**

---

The Rotation field allows you to select a rotation. The choices available are None and 180.

### Selecting Resolution

---

Select the resolution for the printed output. There are four options available:

- 1200x1200 dpi
- 1200x600 dpi
- 600x600 dpi
- Printer Default

### Selecting Toner Saver

---

Select whether to have the toner saver turned on or off. This is done by selecting either Enable Toner Saver, or Printer Default. Turning the toner saver on will help save on toner usage and is more productive for printing large amounts.

### Print Darkness

---

The Printer Darkness selection is selected by using the up and down arrows to select lightest or darkest darkness. This option is a user preference. If no preference is desired, it is suggested to select Printer Default.

---

## Entering Job Information

---

The Job Information section is the last section of the Job Submission window. This section enables you to enter information about the print job, such as the name of the job, the names of the individuals that are sending and receiving the job, a billing account number, and so on. This information is available to the printer operator and prints on the banner sheet with the job.

You may specify the printer default for any of the optional items on this window by selecting the [Printer Default] check box below the item.

You may enter information in the following fields:

- **Job Name:** Enter the name of the document that you want to print up to 140 characters.
- **Account:** Enter the name of the account that will be billed for the current job.

If you use the [Account] field, you must enter a minimum of three characters. The characters that are allowed in the accounting field are strictly limited. You may use only the following characters:

- Capital letters A through Z
- Numbers 0 through 9
- The following punctuation marks:
  - Pound or number sign (#)
  - Plus sign (+)
  - Hyphen (-)
  - Slash (/)
  - Asterisk (\*)
  - Period (.)
  - The space character

*NOTE: The first character in the account field may not be a space character.*

- **Accounting User ID:** If the Accounting User ID is known, enter it in the type in field. If not, select Printer Default.
- **Sender Name:** The name of the user who is submitting the job. Initially, this field displays the name of the owner of the desktop on the workstation from which the job is being sent. If desired, you may enter a different name up to 140 characters.
- **Recipient Name:** If desired, enter the name of the individual or group that will receive or collect the printed job. Initially, this field displays the name of the owner of the desktop on the workstation from which the job is being sent.
- **Banner Message:** In this field, you may enter a message that will be printed on the banner page of the job. The message may consist of a maximum of 255 characters.
- **Special Instructions:** In this field, you may enter a job instruction that is forwarded to the operator at the start of the job. The message may consist of a maximum of 255 characters.
- **Additional Accounting Data:** In this field, you can enter specific accounting data information.

---

## Setting user preferences

---

The Preferences window enables you to specify options for the way in which you interact with the web interface Job Submission windows.

To set the user preferences for the web interface, follow these steps:

1. Select the [Preferences] icon, which is located in the upper-right corner of both the web interface printer home page and the Job Submission window.
2. Make any desired entries, selections, or changes to the options on the Preferences window. The following options are available, depending on the printer you select:
  - **Language:** From the pull-down menu, select the language in which the web interface user interface windows will be displayed
  - **Direction:** Select [Left to Right] or [Right to Left] for the direction in which text on the windows will be read.
  - **Character Set:** From the pull-down menu, select the font in which all text on the web interface Job Submission windows will be presented.
  - **Units:** Allows you to select the unit of measure in which measurements will be expressed on the web interface Job Submission windows. Select the radio button next to [Inches] or [Metric].
  - **Use the document name as the job name:** Automatically uses the document file name as the name of the job on the Job Notes window.
  - **Require the account when submitting a job:** Use this check box if you to require the account when submitting a job.
  - **Restore Factory Default button:** Select this option to restore the defaults that were set for the printer when it was manufactured.
3. Select [OK] to save your changes and to close the Preferences window. If you want to close the Preferences window without saving any changes, select [Cancel].

## Printing a document

---

After you have set up the job ticket parameters for your print job, follow these procedures to print the job.

### Selecting a print queue

---

The Queue pull-down menu, located on the stationary print section of the Job Submission window, contains a list of the queues that have been set up for your printer.

1. From the Queue menu, select the name of the queue to which you want to send the job.
2. If you want to make the selected queue the default queue, which is selected and displayed in the [Queues] field whenever the Job Submission window is opened, select the [My Default Queue] check box.

### Selecting a file for printing

---

To select a file for printing, follow these steps:

1. On the Job Submission window, select the [Browse...] button that is located at the right of the [File Name] field.
2. On the Choose file window, browse to locate the file that you want to print, and select it.
3. Select [Open]. The Choose file window closes, and the name of the document, along with its directory path, is displayed in the [File Name] field.

### Submitting a job for printing

---

When you have finished making all your specifications for your job and destination parameters, you are ready to submit your job to the printer for printing or saving.

1. On the Job Submission window, select the Print icon.
2. If any conflicts exist among the chosen parameters, an alert dialog will be displayed.
3. While the job is being sent to the printer, you will see the Submitting Job message displayed.

4. If the job submits successfully, the “The job has been successfully submitted” message will appear in the status section.

### **Checking job, printer, and queue status and messages**

---

The Status and Messages for Queues and Jobs window allows you to check the status or message of a job that has been sent to a printer, as well as a print queue or a printer. On the Status and Messages for Queues and Jobs window the following sections are available for display:

- **Queues:** Lists all the queues that have been set up for the printer to which your workstation is connected.
- **Jobs in Queue: <queue name>:** Lists the jobs that are in the queue that have been selected for display.

You can scroll both sections to display additional job or queue names.

Follow these steps to display the job and queue status information:

1. On the web interface Job Submission window, select [Administration]. The Status and Messages for Queues and Jobs window displays.
2. Select one or more viewing options. The following selections are available:
  - **[Show Jobs] and [Show Queues] check boxes:** Select these check boxes to display the jobs list, queues list, or both.
  - **Filter menu:** This pull-down menu lets you select and filter a subset of the jobs that have been submitted, to display in the Jobs in Queue section. You can select the following types of jobs to view:
    - **All jobs:** All jobs that have been submitted, including those that are completed, aborted, pending, etc.
    - **All completed:** Jobs that have completed printing
    - **All not completed:** All jobs except those that have been completed
    - **Pending:** Jobs that have been completely or partially received, and are being scheduled by the system for printing

- **Held:** Jobs that have been placed on hold by the printer operator
- **Processing:** Jobs that are currently printing
- **Stopped:** Jobs for which printing has been interrupted
- **Canceled:** Jobs that have been deleted from the print queue and will not be printed
- **Aborted:** Jobs that have been stopped during printing, then deleted without completing.
- **Refresh:** Selecting this button updates job and queue lists and statuses.

### **Viewing messages**

---

You can view messages of any job, queue, or printer that is displayed on the Status and Messages for Queues and Jobs window. Messages allow you to check the current condition of a print queue or a printer, as well as jobs that have been sent to a printer. View messages by following these steps:

1. Select the [View] link under the [View Detailed Messages] column for the job, queue, or printer that is listed in either Queues or Jobs in Queue sections.
2. When finished viewing the messages, close the Properties window.

### **Viewing properties**

---

You can view the properties of any job, queue, or printer that is displayed on the Status and Messages for Queues and Jobs window, by following these steps:

1. Select the [View] link under the [View Properties] column for the job, queue, or printer that is listed in either Queues or Jobs in Queue sections.

The job properties information is displayed.

2. When finished viewing the properties, close the Properties window.

---

## 5. Xerox PPDs and PlugIns

If the Xerox PlugIn is loaded, the AdobePS printer driver uses the PlugIn rather than the Xerox PPD files. Any job ticket settings override the PPD settings.

---

### PPDs and PlugIns using a Macintosh

---

This section explains how to use the AdobePS printer driver with Xerox PPDs and Xerox Job Ticket PlugIn to create a document and submit it to a Xerox printer for printing when using a Macintosh system.

---

#### Guidelines for selecting printing requirements

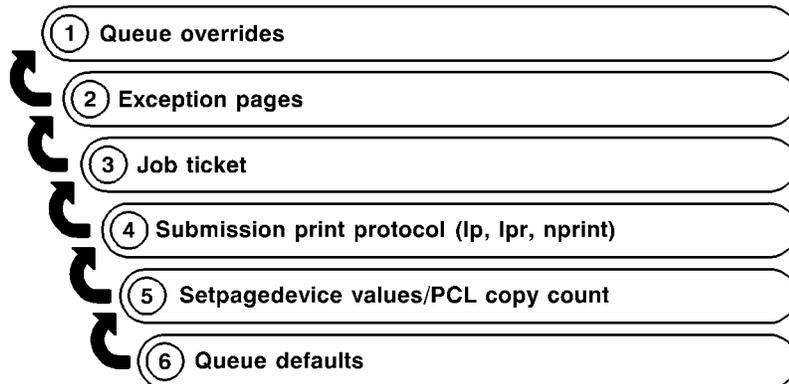
---

Plan how you want your document to look before you start. Set up the physical page and document attributes by selecting the appropriate features in the application layout, page setup, and other associated dialog boxes.

When satisfied with the document, use the following information to prepare it for submission to the printer.

Based upon your user type, consider the following before selecting the printing requirements:

- If you are printing directly to the printer from an application, or submitting a file for printing at another workstation using a job submission utility other than the Xerox Document Submission software, select the printing requirements in your application and in the printer dialog boxes.



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- If you are submitting your document to a service bureau, any printing requirements you select from the XDS dialog boxes are ignored. You must enter your requirements at the service bureau, using a hardcopy job request form.

### Selecting the printing options

---

To use the following procedure to select the printing options, you must have the AdobePS printer driver installed and set up.

1. Select [File: Print] to display the Print dialog box for your Xerox printer.
2. Select the printing options and select [Print]. If the Xerox PlugIn is not loaded, no job ticket is available.

Refer to the Adobe driver documentation for more information on programming the printing features.

### Using the Xerox PlugIn

---

If the Xerox PlugIn for the selected printer has been installed, select [File: Print] to display the Print dialog box for your Xerox printer.

*NOTE: Where the job ticket features overlay the AdobePS driver features, only the Xerox job ticket features are displayed.*

### Using drag and drop to print one or more jobs

---

To select one or more jobs using drag and drop, follow these steps:

*NOTE: This will not work on the Mac OS X because it does not have desktop printers.*

1. Select the icon for the job that you want to print.
2. Drag and drop the job file icon on a desktop printer icon to print.

When a job is dragged over a printer icon, the software checks to ensure that the job has a valid format for printing.

- If the format is valid, the icon darkens and allows the job to be dropped.
- If the job is not a valid format, the system attempts to locate the application that created the job.

If the application is found, the system starts it and instructs you to print the document using the print dialog. If the application can not be determined, a message is displayed and the printing is cancelled.

*NOTE: If the job was printed using a Xerox printer driver in which the job ticket was programmed when the PostScript was created, the printer icon does not recognize the job as being valid PostScript and the printing fails.*

The drag and drop process for the printer icons is best used with jobs created using the AdobePS driver without the Xerox PlugIn.

---

## Windows drivers

---

Windows drivers are supported by CentreWare. The CentreWare Print and Fax Drivers CD includes a broad range of printer drivers for Windows environments.

---

## Locating and Installing Printer Drivers

---

CentreWare printer drivers for Windows environments are in the \DRIVERS folder on the CentreWare Print and Fax Drivers CD. Detailed information on installing, configuring, and distributing printer drivers using the Installation Utility or Configuration Utility is provided in the CentreWare Print and Fax Drivers Guide for Windows (WDV\_TST1.PDF) located in the \DOCS directory on the CD.

---

## Install Windows Printer Drivers

---

1. Insert the CentreWare Print and Fax Drivers CD into the CD-ROM drive. The AutoRun program displays a list of languages. Also, if AutoRun is disabled on your workstation, open My Computer and double-click the CD-ROM drive. Select the [Setup.exe] file. The AutoRun program displays a list of languages.
2. Choose a language. Select [OK].
3. Select [Print & Fax Drivers] and then [Install Your Windows Printer Driver]. The Xerox Printer Installation Utility opens.

You have two ways to install a Xerox printer driver and other components in Windows environments:

- Direct Installation using the Xerox Printer Installation Utility
- Distributed Installation using the Xerox Printer Configuration Utility

Consult the CentreWare Print and Fax Drivers Guide for Windows or the Help system for specific instructions on installing the drivers.

*NOTE: Microsoft no longer supports WHQL certification for Windows 95, 98, and NT4.0. When installing NT4.0 drivers, you may receive a warning message that the driver is not Certified for use by Microsoft. If the "file signature verification" option of your operating system is set to Warn, the driver can be installed. If the option is set to Block, the driver can not be installed.*

---

## 6. Using Command Line Client

The Xerox Document Submission Command Line software enables you to set up and submit print jobs by entering commands in a DOS or Unix window, from a Sun workstation, or Macintosh OSX2 computer. This chapter describes the procedure and syntax for entering the print and job setup commands.

---

### Accessing the XDS Command Line software

---

The XDS Command Line software is installed as part of the process of installing XDS Plus. Refer to the Installation Guide for information on installing XDS Plus and all its components.

---

### Accessing XDS Command Line from Solaris and Mac OS X

---

Follow these steps to access XDS Command Line from Solaris:

1. Log on to your network.
2. Use the main application called Print. Type Print - <argument>. Additional information about using this application is in the following section.

---

### XDS Command Line operating modes

---

You can enter commands in the following mode:

- **Print command mode:** In this mode, you enter all the specifications for setting up and printing a job as a single command with multiple parameters.

*NOTE: Unix commands are case-sensitive. Be sure to enter each command exactly as it is represented in this chapter.*

---

## Using Print command mode

---

When using the Print command mode, you provide instructions to XDS Command Line by entering one command. All printing and job setup specifications that you can enter are parameters of that one command. To access, type the following:

**Print** -<argument>.

---

### Print command mode parameters

---

You can perform the following functions in print command mode.

---

#### Accessing XDS Command Line Help: -help and -\?

---

Displays a list of parameters and arguments that are available in single command mode, and their functions.

**Syntax** -help  
-\**?**

---

#### Listing the printers: -ListP

---

Displays the directory paths and names of the available printers. The printer name, printer status, output status, and printer type for each available printer will display.

**Syntax** -ListP

---

#### Listing printer status: -ListP <options>

---

Using -Listp along with options will display printer status information

**Syntax** -ListP <options>

**Argument** -v or -V

Displays the printer name, printer status, output status, printer type, printer network address, output type, output format, and server program for each printer.

**Argument** -p or -P

Displays the printer status information for the specified printer only.

**Argument** **-server <DocuSP controller name>**

Displays the printer status information for the specified DocuSP (controller) server.

---

**Selecting a file for printing: -f <file>**

---

Selects the document file that will be printed. This parameter is required for printing.

**Syntax** **-f <file>**

**Argument** **<file>**

Specifies the directory path and name of the document file that will be printed.

---

**Setting the job ticket: -jt <job>**

---

Specifies the job ticket that will be used with the current job. This parameter is required for printing.

**Syntax** **-jt <job>**

**Argument** **<job>**

Specifies the directory path and name of the saved job ticket that will be used to print the job.

---

**Setting the number of copies: -copies <#>**

---

Specifies the number of copies of the document that will be printed.

**Syntax** **-copies <#>**

**Argument** **<#>**

Numerical that indicates the number of copies that will be printed

### **Setting the number of sides**

---

Specifies the sides selection for the printed job, 1-sided, 2-sided, or head-to-toe.

**Syntax**    **-sides <sides>**

**Argument**    **<sides>**

Enter one of the following:

- 1-side
- 2-side
- head-to-toe

### **Setting the finishing option**

---

Specifies the finishing for the job.

**Syntax**    **-finishing <option>**

**Argument**    **<option>**

Enter one of the following:

- no-finish
- staple-top-left
- staple-bottom-left
- staple-top-right
- staple-dual-left
- staple-dual-right
- bind-left
- bind-right
- booklet-maker

### **Setting user name**

---

Specifies the sender's user name.

**Syntax**    **-user <sender>**

**Argument**    **<sender>**

Enter the sender's user name as the argument.

### **Display job status: -ListJob**

---

Displays the status information of jobs that have been sent to the DocuSP controller. If no options are specified, the last 40 jobs will be displayed. The information displayed will be the sender name, job name, job identifier, and status.

**Syntax** -ListJob

**Argument** -v or -V

Displays the information in verbose mode. All job information will be displayed up to 40 jobs. The number of records displayed can be specified using the -n option. Use the -e option to display the entire database.

**Argument** -l or -L

Displays the sender name, job name, number of copies, priority, file size, submission date and time, job identification, job status, format date and time, and forward date and time for the requested job.

**Argument** -s or -S <status>

Displays the print job status for the jobs in the database. The status values for this option are case sensitive and must be entered completely. The status values are displayed as bold text below:

- **queued** The job is queued for printing.
- **processing** The job is currently printing.
- **completed** The job has been completed. One of the following messages that will display are: Complete, CancelledByOperator, CancelledByUser, CompleteWithWarning, CompleteWithErrors, Rejected, or Aborted.

**Argument** -i or -I <identification number>

Displays the status of the job for the designated identification number.

**Argument** -server <DocuSP controller name>

Displays the status of the jobs that currently reside at the specified controller. If the “-server” option is not used, the query will be sent to the DocuSP controllers listed in the XDSPlus printer discovery file (printer.disc).

**Argument**    **-p or -P <printer queue name>**

Displays the jobs that have been submitted to the specified print queue.

**Setting the printer: -p <printer>**

---

Specifies and sets the printer that will be used for print jobs. This parameter is required for printing.

**Syntax**    **-p <printer>**

**Argument**    **<printer>**

Specifies the directory path and name of the printer to which you want to send jobs. This path and name must be entered exactly the way it appears on the printer list that is generated by the – Listp command.

**Print queue status: -ListQ <options>**

---

Lists available queues and displays the status of each queue.

**Syntax**    **-Listq <options>**

**Argument**    **-I or -L**

Displays the queue name, identification number, status, priority, printer name, printer type, network address, and any comments for the specified queue.

**Argument**    **-v or -V**

Displays queue name, identification number, status, priority, resolution, start date and time, creation date and time, number of queued jobs, queue attributes, printer name, printer type, printer network address and any comments.

**Argument**    **-server <DocuSP controller name>**

Requests information for the specified DocuSP controller. If the “-server” option is not used, a query will be sent to the DocuSP controllers listed in the XDS Plus printer discovery file (printer.disc).

**Argument**    **-p or -P**

Requests information for the specified printer queue only.

---

## Setting the RegFileLoc

---

For information on creating and setting up the printer discovery file, refer to the Installation Guide. To set the Printer Registration File location, use this syntax.

**Syntax**    **RegFileLoc -<location>**

**Argument**    **<location>**

Specifies the location of the Printer Registration file in URL format.

**Argument**    **RegFileLoc -get**

Displays the current location of the Printer Registration File.

**Argument**    **RegFileLoc -help**

Displays usage help.

---

## Printing in print command mode

---

Follow these steps to submit a print job:

1. To set up and print a job, you must edit and execute a batch file that is provided for you in the folder that XDS Plus is installed in. Use one of the following options:

- For Solaris use **jxduser\_unix**

The following parameters are required for printing:

- **-p** followed by a space, then the name of the printer to which you are sending a job (as displayed on the printer list)
- **-f** followed by a space, then the name of the document file that you want to print

- **-jt** followed by the name of the saved job ticket that you want to use with the job.

The basic syntax for a printing command is as follows:

**-p <printer name> -f <file name> -jt <job ticket>**

2. The job is submitted when you execute the batch file.

The single command mode is often used for batch operation. To do this, copy and paste the command line and change the parameters.

*NOTE: Do not change other parts of the batch file.*

You must have one command line for each separate command to be executed. The following example displays a file with two print commands, each to a different printer.

- `com.xerox.jxds.frontends.clc.application.JXDS -p/rebar.ess.c.xerox.com/default -f ./golden.ps -jt ./ticket.xpf`
- `com.xerox.jxds.frontends.clc.application.JXDS -p/rebar.ess.c.xerox.com/rebar -f ./golden.ps -jt ./ticket.xpf`

Refer to the “Single command mode commands,” earlier in this chapter, for a list of the available parameters for the Print command.

For batch files, you may also use the Print, ListP, ListQ and ListJob programs.

---

## Command quick reference

---

The following tables list all the commands and parameters for each mode of the XDS Command Line application.

**Table 6-1. Print command mode commands and parameters**

| Parameter  | Function                      | Arguments | Argument definition   |
|------------|-------------------------------|-----------|---|
| -p         | Set printer                   | <printer> | Name of printer   |
| -f         | Set file to print             | <file>    | Name of document file to print  |
| -jt        | Set job ticket                | <job>     | Name of job ticket file   |
| -copies    | Set number of copies to print | <#>       | Number of copies (numeral)  |
| -sides     | Set sides to be printed       | <sides>   | 1-side, 2-side, head-to-toe   |
| -finishing | Sets finishing for job        | <option>  | no-finish, staple-top-left, staple-bottom-left, staple-top-right, staple-dual-left, staple-dual-right, bind-left, bind-right, booklet-maker |

**Table 6-1. Print command mode commands and parameters**

| Parameter | Function   | Arguments                        | Argument definition  |
|-----------|--|----------------------------------|--|
| -user     | Identifies the sender's user name                            | <sender>                         | Enter the sender's user name   |
| -exit     | Exit XDS Command Line  |                                  |  |
| -help     | Display list of available commands                           |                                  |  |
| -Listp    | Display list of printers                                     | -v or -V                         | Displays printer name, status, type, network address, output type, output format and server program  |
|           |  | -p or -P                         | Displays printer status of specified printer   |
|           |  | -server <DocuSP controller name> | Displays status of specified Controller.   |
| -Listjob  | Displays status information for jobs sent to the Controller. | -v or -V                         | All information of all records (max of 40)   |
|           |  | -l or -L                         | Displays sender name, job name, copies, priority, file size, submission date and time, job ID, jobs status, format date and time, forward date and time.                                   |
|           |  | -s or -S <status>                | Displays job status for specified job type. Refer to information earlier in this section for complete listing.   |
|           |  | -i or -I                         | Displays job ID  |
|           |  | -server <DocuSP controller name> | Displays status of jobs currently at specified DocuSP Controller.  |
|           |  | -p or -P <printer queue name>    | Displays jobs submitted to specified print queue.  |
| -listq    | Lists available queues and the status of queues.             | -l or -L                         | Displays queue name, ID, status, priority, resolution, start date and time, creation date and time, number of queued jobs, attributes, printer name and type, and printer network address. |

**Table 6-1. Print command mode commands and parameters**

| Parameter   | Function                              | Arguments                                 | Argument definition   |
|-------------|---------------------------------------|---|---|
|             |                                       | -server<br><DocuSP<br>controller<br>name> | Displays queues available for<br>specified controller.            |
|             |                                       | -p or -P<br><printer<br>queue name>       | Displays information for the<br>specified printer queue.          |
| -RegFileLoc | Printer Registration File<br>Location | -set<br><location>                        | The location of the Printer<br>Registration File in URL format    |
|             |                                       | -get                                      | Displays current set location of<br>the Printer Registration File |
|             |                                       | -help                                     | Displays help usage for the<br>syntax                             |

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## 7. Job ticket options

This chapter contains the procedures for printing a document using the XDS and XDS Plus software on a Xerox printing system from your computer running Windows 95, Windows 98, Windows NT 4.0, Windows 2000, Windows Millennium, XP, or a Sun workstation that is running Solaris 2.6 or 2.8. From a Macintosh OS 8.6, 9.x, or OS in Classic Mode when running XDS. When running XDS Plus, a Macintosh using OS X Native mode must be used. The Xerox Document Submission (XDS), the Xerox Document Submission Plus (XDS Plus) software, the Xerox Custom drivers, and the DocuSP Web Client provide you with windows you use to select a document file, to set up the job ticket, and to submit your print job to the printer.

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### Setting up a print job

---

To set up a print job, you specify parameters that define the appearance and destination of the printed output.

The Setup window enables you to specify the parameters for the job that you are printing. On the Setup window, job setup specification tasks may be accessed from icon buttons on the icon bar, the pull-down menus on the menu bar, and the job ticket fields that compose the rest of the window.

### Printer Limitations window

---

If the current job ticket contains parameters that are not available on the selected printer, the Printer Limitations window will appear. On this window you can assign defaults to the indicated areas, or cancel the operation. Select [Assign Defaults] to make changes to the current job ticket, or select [Cancel the Operation] to cancel. If you cancel, you return to the startup XDS window and can select a different printer, or select a new job ticket.

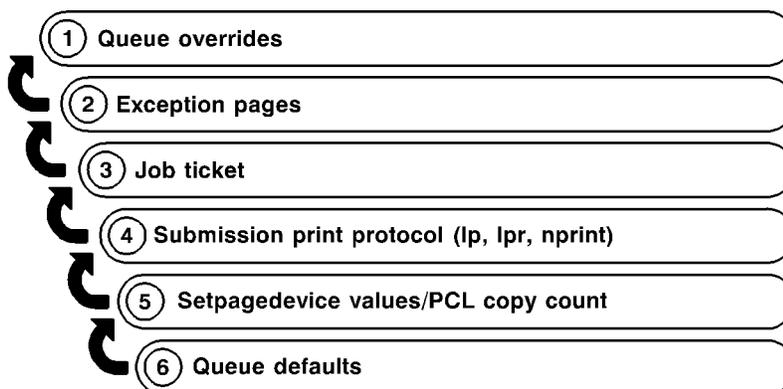
*NOTE: Printer Limitations is not available on Macintosh systems.*

## The Printer Default option

---

A Printer default selection appears in many of the job ticket fields. This option can be used to print the job using the queue default, the queue override, or the option that was set using the PostScript **setpagedevice** command.

When [Printer default] is selected, the job is printed using the option that was set in one of the categories that are shown in priority order in the following figure.



T301001A-C01

The figure above illustrates that parameters specified as queue overrides at your printing system controller are used as defaults first. If no queue overrides have been specified, parameters on any exception pages are used, and so on.

## Setting job ticket options for XDS

---

A job ticket specifies a set of printing options that the system will use for a job. Every time you print a job, you must specify or create a job ticket for it. The information in this job ticket accompanies the job to the printer, and gives the printer instructions on how to print it.

You select or enter parameters for the job ticket in the fields on the Setup window. You can apply this set of specifications to your current print job only, or you can save them as a job ticket file and retrieve the file for use with other jobs.

*NOTE: The features that appear in the job ticket fields and list boxes on the Setup window vary depending on which features are available from the job ticket settings that you select or are supported by the printer that you are using. Refer to the Job ticket features guide to determine which features are supported by the printer that you selected.*

### **Accessing the Setup window**

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To open the Setup window in order to specify job ticket parameters, select [Setup...] on the XDS window.

*NOTE: The Printer Setup window is not available on Macintosh systems.*

### **XDS Plus job ticket options**

---

You can specify a wide range of parameters for the job that you are printing. On the XDS Plus window, the [Job Settings] icon gives you access to tab windows on which you make specifications for the job that you are printing. This set of parameter specifications for a job is called a "job ticket."

A job ticket specifies the set of printing options that the system will use for a job. Every time you print a job, you must specify or create a job ticket for it. The information in this job ticket accompanies the job to the printer and gives the printer instructions on how to print the job.

You can apply this set of specifications to your current print job only, or you can save them as a job ticket (.xpf) file and retrieve the file later for use with other jobs.

### **Creating a new job ticket**

---

You can create a new ticket for a job at the time you are sending the job to print, or you can create a job ticket when you are not currently printing and save it on your workstation disk to use with a job that you print later.

Follow these steps to create a job ticket:

1. Select a printer queue.
2. Select the [Job Settings] icon. The Files tab window is displayed, along with a set of other tabs that give you access to other job parameters that you may specify.

3. If you want to use an existing job ticket as the base for your new one, select the [Open] button to the right of the [Job Ticket] field, and browse to select the job ticket that you want to use.
4. Enter the rest of the job information on the Files window. Refer to “Printing a job,” later in this chapter.
5. Select the other tabs as desired, to display additional windows and to specify other parameters for your job. The following tab windows may be available for you to specify parameters, depending on the printer that you select.

*NOTE: Different tabs may be displayed, depending on your printer configuration.*

- *Job Setup tab window*
- *Output tab window*
- *Image Adjustment tab window*
- *Color tab window*
- *Special Pages tab window*

*NOTE: The features that appear on the tab windows vary depending on which features are available from the job ticket settings you select or for the printer you are using. Refer to the Job ticket features guide to determine which features are supported by the printer that you selected.*

6. When you have completed specifying the desired parameters for your job, do one of the following:
  - Save the job ticket.
  - Print the job for which you created this job ticket. Your job ticket specifications are transmitted with the job data.

## **Setting up a job ticket**

---

A job ticket indicates which printing options you want to use to print your document. Make selections throughout the Job Settings tabs. When completed, select [File: Save Job Ticket As...].

The features that appear on the windows and the list boxes vary depending on which features are available from the job ticket settings you select or for the printer you are using as well as the platform being used. Settings differ per platform (Windows, Macintosh, Solaris). Refer to the “Job ticket features by printer” guide to determine which features are supported by your printer.

The following sections describe the job parameters that are displayed on the Job Settings dialog box when using XDS Plus.

When making specifications in the job ticket dialog boxes, you may use the <Tab> key or the mouse to move between text boxes.

## **Files options**

---

The following sections include options that are available by selecting the Files tab on the Job Settings window.

### **Remote printing**

The Remote Printing section displays the currently selected option. To change the option, perform the following:

1. Select [Change].
2. On the Remote Printing window, select Off, Reprint, or Print Server File.

If Print Server File is selected, select the Saved Job Repository and save location.

3. Select [OK].

### **Select document**

In the Document section, select [Load...]. Select a document from the pop-up window. When the desired document is chosen, select [Load].

### **Selecting the PDL type**

Various job type options may be displayed in the [Job Type] field.

Options that may be available are:

- Printer Default
- imposition-template-postcard
- imposition-template-flip-right
- imposition-template-image-repeat
- imposition-template-saddle-2-up

- imposition-template-cut-and-marry
- Standard

### Selecting job ticket

Select a job ticket to be used for the print job. If the correct ticket is not displayed, select [Open...] and open the correct file. For more information, refer to information about job tickets earlier in this chapter.

### Specifying Print Options (Print or Save)

The Print Options menu enables you to print or save your job, depending on your printer capabilities. To specify the job to printed or saved, perform the following:

1. Select one of the following options from the Print Options:
  - **Print:** Prints the job file and does not save it. This is the default setting.
  - **Save:** Saves the print file, including the current job ticket, on the print server but does not print the job.
    - a. If Save is selected, select the Saved Job Repository by making a selection from the pull-down menu.
    - b. Select Save Job As, and select a file name or select to use the job name.
    - c. Select the save format from the pull-down menu.

Note that different printers save the print job in different ways. Refer to the “Job ticket features guide” and your printer documentation for more information on how each printer saves the job.

2. If you selected [Save on Server] or [Print and Save on Server], a dialog box opens, requesting a save location for your job. Enter the path to the directory in which you want to save your job, then select [OK].

*NOTE: The above procedure may include additional steps if you are using a DocuColor printer.*

The file is not created until after it has been processed by the print server or controller. If the print job is placed in a hold queue, the print job is not processed and the file is not created until the job is released to the printer.

### Hold Job option

Select to hold the job for later usage. You can select Yes, No, or Printer Default.

### Job Notes options

---

The following sections include options that are available by selecting the Job Notes tab from the Job Settings window. The Job Notes section allows you to enter information about the print job. This information is available to the printer operator and will be printed on the banner sheet with the job.

#### Job Name

Enter the name of the document that you want to print.

If you want to place a document file name automatically in the [Job Name] field whenever you open this dialog box, follow these steps:

1. Select a file that you want to print.
2. In the Job Ticket dialog box, select [Options...].
3. In the User Preferences dialog box, select the [Use the Document Name as the Default Job Name] check box.
4. Select [Save].

#### Account

Enter the name of the account that will be billed for the current job.

**DocuTech 135 and DocuTech/DocuPrint 90 restrictions:** On these systems, the Account field must contain a minimum of three characters. You may use only the following characters in the [Account] field:

- Uppercase letters A through Z
- Numerals 0 through 9
- The following punctuation marks:
  - Pound or number sign (#)
  - Plus sign (+)
  - Hyphen (-)
  - Slash (/)
  - Asterisk (\*)

- Period (.)
- The space character

*NOTE: The first character in the account field may not be a space character.*

### **Accounting User ID**

Enter the Accounting User ID in the available type in field. If the ID is unknown, select [Printer Default] and the printer will assign the ID.

### **Sender Name**

In the type in field, enter the sender's name. This field indicates the name of the document sender. Your network login name appears in this text box as the default. If desired, enter a different name.

### **Recipient Name**

Indicates the intended recipient of the document. Your network login name appears in this text box as the default. If desired, you may enter a different name.

### **Banner Message**

In this field, you may enter a message that will be printed on the banner page of the job.

### **Special Instructions**

In this field, you may enter a job instruction that is forwarded to the operator at the start of the job.

### **Additional Accounting Data**

In this field, you may enter additional information that is specific to the accounting data. If no information is to be entered, select [Printer Default].

## **Job Setup options**

---

The following sections include options that are available by selecting the Job Setup tab from the Job Settings window.

### **Specifying the number of copies**

To select the number of copies of your document, perform the following:

1. Select the [Copies] text box.
2. Enter the number of copies that you want to print.

### **Specifying the page range**

To specify a range of pages that will be printed, follow these steps:

1. Select [All] to print all pages. Select [From] to specify a page range.
2. In the [From] text box, enter the number of the first page that you want to print.
3. In the [To] text box, enter the number of the last page that you want to print. This number must be larger than the number that you entered in the [From] text box.

To print all the pages of your document, select [All].

### **Job Type**

If your selected printer supports this feature, various options are available. The options that are available can be selected in the pull-down menu. If no specific choice is desired, select [Printer Default].

- Printer Default
- imposition-template-postcard
- imposition-template-flip-right
- imposition-template-image-repeat
- imposition-template-saddle-2-up
- imposition-template-cut-and-marry
- Standard

### **Specifying the sides imaged**

The sides-imaged option allows you to specify whether the document is printed on one or both sides of the paper. The following options are available:

- **Printer Default**
- **1-Sided:** Prints the document on one side of each sheet.
- **2-Sided:** Prints the document on both sides of each sheet.

- **Head-to-toe:** Prints the document in calendar format. Both sides of the page are printed, but the images on the front and back of each page are oriented in the opposite direction. Head-to-toe is also known as “tumble printing.”

### Specifying paper stock

The Main Paper Stock section enables you to define or select stocks on which you will print your job. You can use this dialog box in the following ways:

- Select one or more programmed stocks for your job from the stock ID menu.
- Specify the properties of a stock that will be the main stock for this job only.
- Program and save stocks for use with the current job and subsequent jobs.
- Modify the properties of a previously defined stock.

You can program up to 20 different stocks for a job.

### Stock categories

The XDS software organizes the stocks that it detects in job tickets into the following categories:

- **Printer stocks:** Stocks that are loaded on the printer. Properties for printer stocks are entered at the printer controller user interface screen. You cannot change the properties of these stocks from your client dialog boxes, nor can you delete them from the ID menu.

Printer stocks are listed in the Printer Capabilities file, which can be created on systems that run XDS Plus, then copied to your Macintosh workstation or, created on your Mac OS X system.

- **User stocks:** Stocks that a user defines and adds to the stock list. The properties of these stocks can be edited, and new user stocks can be added or deleted at any time.

User stocks are saved in the User Preferences file. If no user stocks have been saved, a default list of 10 user stocks is displayed in the Paper Stock dialog box.

*NOTE: The User stock can be saved as part of the Default Job Ticket.*

### Stock selection procedure

To select a stock for the job, follow these steps:

1. Select the [Stocks...] icon in the Job Setup window to open the Stock dialog box.
2. From the Stock menu, select the stock number (within the context of the current job) for which you want to specify a stock. Stock 1 is the main stock that is used for the job.

*NOTE: When you first select the stock number that you want to program, the properties of the stock that was previously defined for that number appear in the properties fields. You can change these fields as desired.*

3. Select the ID of a stock that has been defined, or specify the properties for a new stock that will be identified with the stock number that you selected in step 2. A check mark appears in front of the selected stock ID on the pop-up menu.

Refer to “Selecting a stock ID” and “Specifying stock properties,” later in this chapter.

4. If desired, repeat steps 2 and 3 to program additional stocks for other stock numbers that will be used for the job.

For example, if you plan to use five different stocks for this job (possibly for the main stock plus covers, exception pages, and blank page inserts), you will need to perform the specification procedure five times, for stocks 1 through 5 for your current job.

5. When finished specifying stocks, select [OK] to save your stock selections and to exit the Paper Stock dialog box.

### Selecting a stock ID

The ID pop-up menu is your list of stocks that are available to select for a job. The stock ID is a number that is assigned to each stock by the system when the stock is read from the user stock library or detected by the system as a printer stock. The IDs of the stocks have the format qualifier **Stock** n, where qualifier is “User” or “Printer,” and “n” is the identifier number. An example would be “User Stock 1.”

*NOTE: Printer stocks are defined in the Printer Capabilities file. If no Printer Capabilities file has been selected, no printer stocks appear on the ID menu.*

To select an ID for the stock whose number is displayed on the Stock menu, follow these steps:

1. In the Paper Stocks dialog box, select a number for the stock from the Stock menu in the Paper Stock dialog box.

2. From the ID pop-up menu, select a stock ID number. The fields on the Paper Stock dialog box display the properties of the selected stock ID.
3. If you want to select additional defined stocks, select another number from the Stock menu, then repeat step 2.
4. When finished selecting stock IDs, select [OK] to close the Paper Stocks dialog box.

### **Modifying an existing stock**

You can edit the properties of a stock that is on the ID list and either save it as a user stock or use it for the current job ticket. Follow these steps to modify a stock:

1. From the ID pop-up menu in the Paper Stock dialog box, select the ID number of the stock that you want to modify. The properties of the selected stock are displayed in the property fields in the Paper Stock dialog box.
2. Make changes to the specifications in the property fields as desired.
3. When finished making changes, select one of the following buttons at the bottom of the dialog box to save the modifications:
  - **Save As User Stock:** Saves the modified stock as a new one. The system assigns it a new, unique ID number.
  - **Modify User Stock:** Saves your changes to the user stock that you modified and retains its original ID number.

The [Modify User Stock] button is grayed out and unavailable unless a user stock ID has been selected from the ID menu.

### **Deleting a stock**

To delete a user stock from the stock ID list, follow these steps:

1. On the Paper Stock dialog box, select a user stock ID from the ID pop-up menu.
2. Select [Delete User Stock]. The selected ID is removed from the ID menu.

The [Delete User Stock] button is grayed out and unavailable unless a user stock ID has been selected from the ID menu.

### **Specifying stock properties**

You can use the Paper Stock dialog box to define and save the descriptions of stocks that you can use for future jobs, or to modify the properties of an existing stock. You can also specify properties for a transient stock that you will use only for the current job and will not save. Transient stocks are defined during the programming of the job.

*NOTE: You can select any value for any stock attribute, even if the value or attribute is displayed as not being valid for the current printer.*

### **Specifying the stock size**

Follow these steps to specify the size of the stock:

1. From the Size pop-up menu, select a standard stock size or [Custom].
2. If you selected [Custom], enter the width and length of the stock in the appropriate text boxes.
3. If necessary, select the radio button for the desired unit of measure for your stock size. Your options are [in.] (inches) or [mm] (millimeters).

### **Specifying the stock color**

Follow these steps to select the color of the stock:

1. From the Color pop-up menu, select a stock color or [Custom].
2. If you select [Custom], a Custom Selection dialog box opens. Enter the name of the custom color, up to 30 characters, and select [OK] to close the Custom Selection dialog box.

*NOTE: If you are using a DocuPrint NPS printer, you may enter a name of up to 27 characters. Do not use spaces when entering the color name.*

### **Specifying the stock type**

Select the Type pull-down menu. Select the stock type from the list of available stock types.

### **Specifying a stock name**

In the Name text box, enter a name for your stock. The name may have up to 255 characters.

### **Specifying the stock weight**

In the Weight field, select the paper weight by choosing Light, Normal, or Heavy.

### **Specifying drilled paper**

To indicate whether the stock for your print job has drilled holes, select [Drilled] or [Not Drilled] from the pop-up menu in the [Drilled] field.

### **Specifying coating/finishing**

In the [Sides Coated] field, you can indicate which side coating is on. You can select One Side, or Two Sides.

In the Coating Type section, select the type of coating that is on that side of the stock.

In the finishing field, select what surface the coating is applied to. Select Smooth, Regular, or Rough.

### **Output options**

---

The following sections include options that are available by selecting the Output tab from the Job Settings window.

#### **Specifying collation**

The Collation option determines the sequence in which the finished prints are stacked in the output tray. Available options are:

- **Printer Default**
- **Collated:** Prints the pages of a document in numerical sequence.

#### **Specifying slip sheets**

When Slip Sheets are selected, blank sheets are inserted between sets of collated jobs. The default stock for the slip sheets is the main paper stock that was specified for the job, except that the color of the slip sheet stock is blue. If the main paper stock that was programmed for the job is blue, then white stock is used for the slip sheets.

*NOTE: Slip sheets can only be specified for collated jobs and jobs without finishing.*

To specify slip sheets, select the Slip Sheets check box. The icon at the left of the check box changes to reflect your selection.

### **Selecting a finishing option**

Select a finishing option on the Output window. The Finishing option allows you to select a finishing option for the printed document. The finishing options that are available depend on the selected printer. Available options will be listed in the Finishing box.

Custom finishing is available for some of the Xerox printers. For availability, refer to the guide titled, Job ticket features guide.” If your connected printer supports a printer capability file, a pop up button is available. When selected, the available custom finishing devices will display.

*NOTE: When you are using a Macintosh system, turn on the Help Balloons option by selecting Help for additional descriptive help when selecting finishing features.*

### **Specifying offset**

If Offset is selected, the subsets of the job or the sets within a job will be offset from each other in the output tray. The output location can not be the top tray.

### **Pages per subset**

If offset is chosen, select how many pages will be included for each subset. use the up and down arrows to select the desired page number.

### **Selecting an Output Location**

On the Output window, you can select an output location. Ensure that the stock and finishing type that are selected are compatible with the output that you select. The available output selections are:

- Printer Default
- External

### **Image Adjustment options**

---

The following sections include options that are available by selecting the Image Adjustment tab from the Job Settings window.

### **Specifying image shift**

The Image Shift option allows you to offset the printed image from the vertical or horizontal edges of the sheet. Shifting the image is particularly useful for finished jobs that require drilled stock and for preprinted forms.

To shift the printed image for your job, follow these steps:

1. Select if the Image Shift is Printer Default or Independent. Independent is a vertical or horizontal shift for the images on both side 1 and side 2.
2. On the Image Shift section of the Image Adjustment window, use the arrow buttons to enter the amount of shift in the desired direction for side 1 and side 2 as required.

*NOTE: When the Image Shift option is set at 0 (zero), the image is not shifted.*

3. From the Options menu, select one of the following image shift options. These options are available only if [Sides Imaged] is set to 2-sided or Head-to-toe and the printer supports independent side 2 image shift.

*NOTE: Any image shift that is set in the Image Shift dialog box may interfere with any offset for binding that is set by the application in the document file.*

### **Specifying the image rotation**

Use the Rotation option to rotate the page images by selecting 180 degrees, None, or Printer Default.

### **Image Quality options**

---

The following sections include options that are available by selecting the Image Quality tab from the Job Settings window.

#### **Selecting Resolution**

Select the resolution for the printed output. There are four options available:

- 1200x1200 dpi
- 1200x600 dpi
- 600x600 dpi
- Printer Default

### **Emulation Mode**

Use the emulation mode option to select the desired emulation mode to be used on the job. The options available are None or Printer Default. If you are not positive which to choose, select Printer Default.

### **Print Darkness**

The Printer Darkness selection is selected by using the up and down arrows to select lightest or darkest darkness. This option is a user preference. If no preference is desired, it is suggested to select Printer Default.

### **Selecting Toner Saver**

Select whether to have the toner saver turned on or off. This is done by selecting either Enable Toner Saver, or Printer Default. Turning the toner saver on will help save on toner usage and is more productive for printing large amounts.

### **Special Pages options**

---

The following sections include options that are available by selecting the Special Pages tab from the Job Settings window.

#### **Add covers**

The Covers dialog box enables you to specify covers and to select different paper stock and printing options for a front cover, a back cover, or both for the job.

You can add just a front cover, a back cover, or both to the print job. Follow these steps to add one cover and to select the printing options:

1. Select [Add Covers...] option on the Special Pages window. The Covers dialog box opens.
2. Select [Front Cover] or [Back Cover] from the Covers pop-up menu. The Paper Stock, Stocks, Use Job Setting, and Printing fields are displayed. If you wish to add both front and back covers, select both check boxes.
3. If you want to select a different stock ID or specify different properties for the stock number, select the [Stocks...] icon to open the Paper Stocks dialog box.
  - a. On the Paper Stocks dialog box, select the same stock number from the Stocks menu that you selected on the Covers dialog box.

- b. Program the stock for the cover.
  - c. Select [OK] to close the Paper Stocks dialog box and return to the Covers dialog box.
4. Select the sides of the cover that will be printed. The available options are [None], [Print on side 1], [Print on side 2], and [Print on both sides].
  5. Select [OK] to save the covers programming and return to the Job Ticket dialog box. The type of covers that you specified is displayed below the [Covers] icon on the Job Ticket dialog box.

If you want to remove the covers programming, select [Cancel].

### Specifying exception pages

The Exception Pages dialog box enables you to select different paper stocks for any specified pages or page ranges in the print job.

### Adding an exception page

You can add up to 250 exception page ranges. Follow these steps to add exception pages:

1. Select [Exception Pages] on the Special Pages window. The Exception Pages dialog box opens.
2. In Page Range field, enter the range of pages that will be programmed differently.

If the range is only one page, enter the page number.

3. Specify the other properties of the exception pages from the available options, as appropriate.
  - **Paper Stock:** Specify the stock for the exception pages.
  - **Sides Imaged:** Select 1-sided, 2-sided, or head-to-toe printing from the pop-up menu in this field. You can also select [Use Job Setting].
  - **Image Shift:** If you want to shift the page image on the range of exception pages, use the image shift fields.
  - **Print Darkness:** Select the print darkness to be used on the exception pages.
  - **Toner Saver:** Select if toner saver should be applied to the selected exception pages.

4. On the Exception Pages dialog box, select [Add]. The exception page range is added to the [Defined Ranges] list box.
5. Repeat steps 2 through 4 to program additional exception pages if desired.
6. Select [OK] to save the exception pages and return to the Job Ticket dialog box.  
  
If you want to remove the changes you have made, select [Cancel].

### **Viewing or changing an exception page**

Follow these steps to view or to change an exception page or range of exception pages:

1. Open the Special Pages window.
2. The window that displays will list any pages that have been defined for exception pages. Select the desired exception page setting.
3. Select [Edit] and make changes.
4. Select [OK] to save your changes and return to the Job Ticket dialog box.

### **Deleting an exception page**

Follow these steps to delete an existing exception page or range of pages:

1. On the Job Settings, Special Pages window, exception pages that have been defined will be displayed.
2. Select the desired exception page setting.
3. Select [Delete]. The selected ranges are removed from the Defined Ranges list box.
4. Select [OK] to enter your changes and return to the Job Ticket dialog box.

### **Specifying page inserts**

The [Inserts...] icon opens the Page Inserts dialog box on which you specify blank pages that will be inserted into the current document. You may specify the page number that the blank pages will follow, the number of blank pages to insert, and the stock that will be used for the blank pages. Multiple sets of blank pages can be inserted in the print job.

### **Adding an insert**

Follow these steps to add a blank insert page to the job:

1. On the Job Ticket dialog box, select the [Inserts...] icon to display the Page Inserts dialog box.
2. Select where the insert will be placed. Select either [Insert As First Page] or select [Insert Page After...]
3. In the [Quantity] field, enter the number of blank pages that will be inserted.
4. Specify a stock for the blank page inserts.
5. Select [OK]. The order number, page number, quantity, and stock number of the new blank page insert range appears in the list on the Special Pages window with "inserts" listed.
6. Select [OK] to save the blank page insert information and return to the Job Ticket dialog box.

*NOTE: DocuSP allows multiple page inserts, as well as the ability to insert a page after page 0 (before page 1). However, the DocuTech 135 does not allow these functions.*

### **Changing an insert**

Follow these steps to change a blank insert:

1. Special Pages window, select the [Inserts...] icon to display the Page Inserts dialog box.
2. In the list box, select the insert that you want to change. Select [Edit]. The insert properties are displayed in the fields on the Inserts dialog box.
3. Make any desired changes to the insert, then select [OK].
4. Select [OK] to save the blank page inserts and return to the Job Ticket dialog box.

### **Deleting an insert**

Follow these steps to delete a blank insert:

1. On the Special Pages window, select the insert to be deleted.
2. Select [Delete].
3. Select [OK]. The amount of page inserts that have been specified is displayed below the [Inserts...] icon on the Job Ticket dialog box.

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## Printing a document

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This section describes the procedures that are part of printing a document that you set up and submitted. For an overview of all the entire process of setting up, submitting, and printing a job, refer to “Overview of the printing process earlier in this document.

### Selecting a print queue

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The [Printer Connections] field displays a list of the print queues that you have set up. You may also create a customized list of the printer queues that you use most often.

To select a queue:

1. Access the XDS software.
2. From the Printer connections list, select the print queue you want to use. The print queue that you select is displayed in the title bar of the XDS window.

*NOTE: Several unconnected printer queues always appear in this list. The unconnected printer options allow you to set up and save job tickets on your desktop without access to the printer.*

### Selecting a file to print

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To select a file to print, you may use any of the following methods:

- Use a Directory window to locate and select the file
- Use the Window Explorer to select the file and drag and drop the file onto the XDS application. The file is sent directly to the printer.
- Use the command line.
- Select the file from the File menu, which displays the four most recently opened files.

#### Directory window

1. Select [Browse] in the [Document] area, or select [Open Document] from the File menu. A Directory window is displayed.
2. Select the file that you want to print. Make sure that the document file is in a PDL format.
3. Select [Open].

The name of the selected document file is displayed in the name field of the Document area.

### **Command line**

1. From the workstation Start menu, select [Run].
2. Enter XDS <filename> in the Run Window.

The name of the selected document file is displayed in the name field of the Document area.

### **Selecting a print server file**

If the file that will be printed is a remote file, select the [Print server file] check box and enter the directory path and file name in the name field.

### **Selecting a saved file for reprint**

If you want to reprint a saved file, select the [Reprint] check box.

## **Reprinting a saved job**

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Reprint allows you to print a job that has been saved to a designated save location.

*NOTE: This function does not reprint a job that has already been printed. Only saved jobs can be "reprinted." By specifying Reprint, you are actually printing a saved job for the first time.*

Saved jobs may be reprinted in one of the following ways:

- Without changing any of the saved job ticket parameters
- Changing one or more saved job ticket parameters

*NOTE: Different network software modifies the reprint job name to fit various naming conventions. In most cases, in order to reprint a job from a DOS or Windows client, the Save Preferences on the DocuSP controller must have the File Server Type set to [PC]. Refer to your Print Service Operator Guide for more information.*

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## Reprinting without changing the job ticket parameters

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When the job is saved, a job ticket is created and saved also. All of the parameters that were set in the job ticket when the job was saved are set in the saved job ticket. When the job ticket is saved, a .jt extension is added to the end of the file name. If the [Save Preferences] field is set to [PC File Server Type], the job decomp.ps is saved as DECOMP.jt.

1. In the [Document] field on the XDS window, enter or browse to locate and display the name of the document that will be reprinted. If the save directory is the default save location that was set at the DocuSP controller, then entering the source directory path is not necessary. If a source directory that is different from the default save directory was selected, enter the directory path to the save location.

*NOTE: The source directory and file names are case sensitive and must be identical to the name of the file that was submitted to be saved. Note that some network gateway software changes the case to all lowercase or all uppercase.*

2. Select the [Reprint] check box. A message appears, informing you that the job ticket settings that were saved with the job will be used.
3. In the message window, select [OK] to proceed with reprinting.
4. Select [Setup] to open the Setup window.

*NOTE: When [Reprint] is selected in the Xerox Document Submission window, all of the job ticket parameters are set to either the system defaults or to [Printer Default].*

5. Ensure that the number of copies that will be printed matches the number of copies that were specified for the reprint job, then select [OK].
6. Select [Print]. The job is sent to the printer for reprinting.

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## Reprinting with different job ticket parameters

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When a job is saved, its job ticket is saved with it. The job may be reprinted with different job ticket parameters as necessary.

The saved job ticket cannot be changed. The job may be submitted for reprinting with new parameters, but the new parameters do not affect the saved ticket.

All of the job ticket parameters may be changed except the PDL Type, which is set to [Printer default].

1. In the [Document] field on the XDS window, enter or browse to locate and display the path to the document that will be reprinted. If the save directory is the default save location that was set at the DocuSP controller, then entering a source directory path is not necessary. If a source directory that is different from the default save directory was selected, enter the directory path to the save location.

*NOTE: The source directory and file names are case sensitive and must be identical to the name of the file that was submitted to be saved. Note that some network gateway software changes the case to all lowercase or all uppercase.*

2. Select the [Reprint] check box. A message appears, informing you that the job ticket settings that were saved with the job will be used.
3. In the message window, select [OK] to proceed with reprinting.
4. Select [Setup].
5. Enter the job ticket parameters that you want to change from the saved ticket parameters. For parameters that you wish to keep the same as they were set in the saved job ticket, either leave the parameters blank or set them to [Printer Default].

*NOTE: When [Reprint] is selected in the Xerox Document Submission window, all of the job ticket parameters are set to either the system defaults or to [Printer Default].*

6. Select [OK].
7. Select [Print]. The job is sent to the printer for reprinting.

### **Checking the status of a job**

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To check the status of a job that has been sent to a Novell print queue, use the Novell NetWare PCONSOLE utility. To view the Novell print queue:

1. At the DOS prompt, enter PCONSOLE.
2. From the Available Options menu, select [Print Queue Information], and press <Enter>. (You may not have access to some of the options in PCONSOLE.)

3. Select the required print queue from the list that is displayed, and press <Enter>. If only one print queue is available, the print queue list is not displayed.
4. Select [Current Print Job Entries] from the Print Queue Information menu, and press <Enter>. A list of the currently active jobs in the queue is displayed.
5. When you are finished, press <Esc> to leave PCONSOLE.

To check the status of the job at a DocuTech printer, enter the Xerox Client Submission **listjob** command on the DOS command line. Refer to "Using the Xerox Client Software for Solaris" for information on using the **listjob** command.

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## Setting the XDS print options

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The User Setup window enables you to customize the way that you interact with the XDS application for printing. Follow these steps to set the XDS printing options on the User Setup window.

1. In the XDS window, select [User Setup...] from the Options menu. The User Setup window is displayed.
2. Select the check box next to the any of the following options that you want to enable.

- **Print dropped document files:** Enables drag and drop printing to a running XDS application. Drag and drop printing uses the current job ticket and the selected or default print queue.

If drag and drop printing is not selected, the file becomes the currently selected document file.

- **Restore XDS when a file is dropped:** Enables a minimized XDS application to be restored to its normal size when a file is dragged and dropped onto it.

If [Restore XDS when a file is dropped] is not selected, XDS remains minimized when files are dropped on it.

- **Print command-line document files:** Enables XDS to print files that are specified on the command line.

If [Print command-line document files] is not selected, the file becomes the currently selected document file.

*NOTE: Command-line arguments may not have more than 127 characters, including the path information and any spaces between arguments.*

- **Notify the user when a job has completed:** Enables your PC to receive job status information.

Automatic job status must be enabled for the printer that you are using so that you receive notification when your job has been completed. Consult your system administrator for further information.

*NOTE: Job notification does not apply when you are using TCP/IP.*

- **Display the job submission success message:** Enables your PC to receive a message when a submission is successful.

3. Select [OK] to save your changes and to return to the XDS window.

If you want to return to the XDS window without saving any changes, select [Cancel].

## **Setting up a printer capabilities file**

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The printer capabilities file lists all attributes and capabilities of the printer with which the file is associated. This file may be stored on your workstation and is accessible to other clients that may not be able to poll the printer directly regarding its capabilities.

*NOTE: In XDS for Windows, the printer capabilities file is available only for the DocuColor 2045, 2060 and iGen3.*

### **File contents**

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The printer capabilities file contains complete information about the printer, including the following:

- Stocks in the Stock Library (names and records)
- Fonts that have been loaded
- Destination ICC profiles
- CMYK intensity transfer functions (TRC)
- RGB source color profile
- CMYK source color profile
- CMY source color profile
- Gray source color profile

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## Sources for the printer capabilities file for Windows

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You are not able to generate a printer capabilities file using XDS on your Windows system. Instead, you must create the file in XDS Plus. You can either load XDS Plus on your PC that is running Windows and create the file on your own system, or you can create the printer capabilities file on a different system and transfer it to your PC.

Systems on which you can load and run XDS Plus include:

- A PC running Windows
- A Sun workstation running Solaris 2.6 or 2.8
- Your DocuSP printer controller running DocuSP 3.X software.

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## Generating a printer capabilities file on XDS Plus

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Follow these steps to generate a printer capabilities file for XDS, using XDS Plus:

1. Install and open XDS Plus on one of the systems that supports it. Refer to the Installation Guide for more information.
2. On the XDS Plus window, select [Administration].
3. If necessary, select the [Status] tab to display the Status window.
4. In the [Queues] section of the Status window, select a queue name.
5. From the Options pull-down menu, select [Generate Printer Capabilities File...].
6. On the Save Printer Capabilities File window, locate and open the folder in which you want the system to save the printer capabilities file that it generates. In the [File name] text field, enter a name for the file. The name must have a **.xcp** extension.
7. Select [Save]. The system saves the file in the selected location, and the Save Printer Capabilities File window closes.
8. If necessary, transfer the printer capabilities file to your workstation from the system on which you created the file.
9. Specify the location of the printer capabilities file in the Preferences window within XDS.

### **Exiting the XDS software**

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Follow these steps to exit the XDS software and to return to the Windows environment:

1. Select [OK] on the Setup window. The XDS window is displayed.
2. Select [Close] on the XDS window.

### **Exiting the XDS Plus software**

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To exit the XDS Plus software and to return to the Windows environment:

1. From the Files pull-down menu on the XDS Plus window, select [Exit]. The XDS Plus window closes.