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# Xerox<sup>®</sup> Wide Format FreeFlow<sup>®</sup> Accxes<sup>®</sup> Control v1.5 Quick Start Guide



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# Introduction

Xerox® Wide Format FreeFlow® Accxes® Control is a part of the Xerox® Wide Format FreeFlow® Accxes® Productivity Tools suite of software. The Xerox® Wide Format FreeFlow® Accxes® Control software is a powerful print management solution for large and small format documents.

There are three levels of Accxes Control, and the features of the software are controlled by the license type you have purchased:

## Accxes Control

This solution is for environments where only prints to Xerox FreeFlow Accxes wide format printers will be connected.

## Accxes Control 7142

This solution is for environments with Xerox 7142 wide format colour printers. It also supports Xerox FreeFlow Accxes wide format printers.

## Accxes Control Pro

This solution supports printers from all manufacturers (either through built drivers, or using Microsoft Windows Drivers). It also provides electronic printing, for example by PDF to file or email.

# System Requirements

The Xerox® Wide Format FreeFlow® Accxes® Control software requires the following minimum PC specification to function correctly.

- Intel Core 2 Duo 2.0Ghz, 2GB RAM, 50GB Available disk space
- Virtual machine environments are supported, though performance may be lower than on a dedicated system.
- Windows XP, Windows 7 or Windows Server 2003, 2008 or 2008 R2. 32 or 64 bit.  
(Windows 7 (or Server 2008 R2) 64bit is recommended for best performance.)

NOTE: The functionality provided by Accxes Control can be very intensive on system resources (CPU and Memory). It is not recommended to run Accxes Control on the same system as other resource intensive processes, for example SQL Server.

A special license file will be required if Accxes Control will be administered using Microsoft Remote Desktop Connection. Please ask your supplier if this is a requirement.

# Installation

You will need the following to complete installation:

- Xerox FreeFlow Accxes Productivity Tools Installation CD
- Xerox FreeFlow Accxes Control License file, or Activation Code

Administrator permissions are required to install this software.

## Installation procedure

1. Insert the Accxes Productivity Tools CD into your CD-ROM drive.
2. If the CD does not begin the Autorun function, then do the following:
  - a. Open Windows Explorer
  - b. Select your CD-ROM drive
  - c. Double-click either: [Accxes Control Setup.exe].  
The Xerox Wide Format screen is displayed.
3. Follow the instructions in the Accxes Control set-up window, and select the [Next] button as directed to begin the installation.  
View the displayed Software End User license Agreement.
4. Select [Next] in order to continue and to accept the terms of the license agreement.
5. Select [Next] and continue the installation, and accept the default installation folder.
6. The Accxes Control Set-up window displays the successful completion of the installation.
7. Select [Finish].
8. Start the Accxes Control application by:  
Selecting Start > All Programs > Xerox > FreeFlow Accxes > Accxes Control
9. Complete the license steps in the section **Licensing Accxes Control**.
10. Once licensed, refer to the section **Tutorial** to get started

## Licensing Accxes Control

### Overview

Accxes Control is licensed to the Host ID of your computer. The license information only needs to be entered the first time you open Accxes Control. You must have administration rights to license Accxes Control.

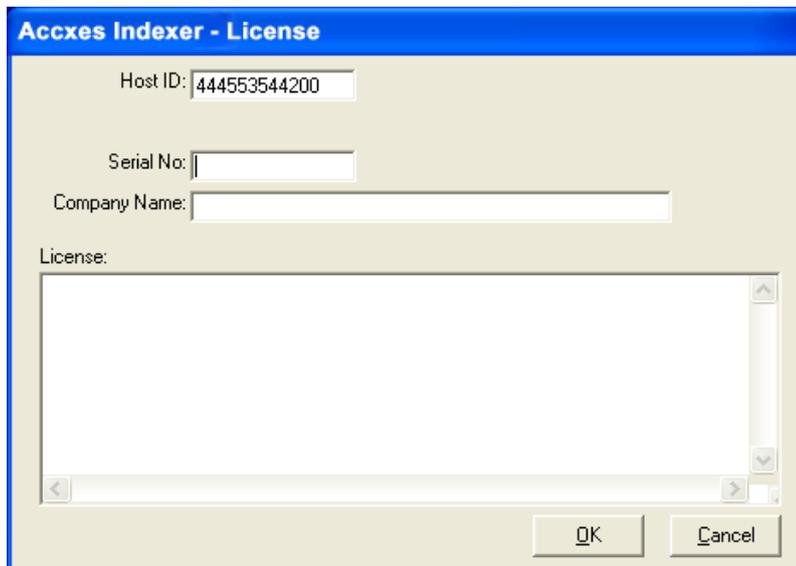
#### Note

To activate and use either Accxes Control, a license key file is required.

### Before you begin

To license Accxes Control, you will need the following:

1. The Host ID (Mac Address) as displayed in the Accxes Control license window; this is displayed when you first launch Accxes Control, as shown in the following illustration:



#### Note

The preceding illustration represents the Accxes Indexer application; however, the Accxes Control license window reflects the same type of information as shown in the illustration.

2. The serial number that came with the software.  
The serial number is located on the software installation CD. The activation key information is also located the CD.

#### Note

Keep a copy of all this required information should you ever need to reactivate the license.

## Obtaining your Accxes Control license from the World Wide Web

### Notes

- An activation key is issued with the purchase of the software.
- The activation key is located on the software installation CD. The serial number is also located on this CD.
- In order to obtain your Accxes Control license, you must have an internet connection.

To obtain an Accxes Control license:

1. Go to the following Xerox Software Activation Portal (SWAP) website:  
<https://www.xeroxlicensing.xerox.com/activation/>
2. Enter the activation key.
3. Click on the **Next** button.
4. On the next screen, enter the following:
  - o Your Hardware Address (Host ID)
  - o Your Serial Number

**NOTE: If you have a separate Accxes Control Pro upgrade activation key, you should enter the same serial number from the base software, NOT the Accxes Control Pro Upgrade serial number.**
5. Click on the **Next** button.
6. On the next screen, enter your customer user information, including:
  - o Company name
  - o First and Last Name
  - o Address
  - o Email address
7. Click on the **Next** button.
8. On the next screen, verify your user information and click the **Save and Download License File** button.
9. Save the License File (.DAT file) to the desired location on computer's hard drive.

**Note**  
Keep a copy of .DAT file with all its required information in the event that you ever need to reactivate the license.
10. In order to activate your software, proceed to [Activating Accxes Control](#).

## Activating Accxes Control

Before you can use the Accxes Control application, you must activate it.

1. Correctly enter the following information into the appropriate fields of the Accxes Control License window:
  - a. Verify your PC Host ID (MAC) Address  
  
It is essential that the Host ID entered at the SWAP URL site matches **EXACTLY** the same as the Host ID shown in the Accxes Control License window.
  - b. Enter the Serial number that came with the software  
  
It is essential that your serial number is entered **EXACTLY** as shown on the license sheet which came with your software installation CD, and it must match the serial number that was entered at the SWAP site.
  - c. Enter your company name
2. Correctly enter your license information into the license text area of the Accxes Control license window.
  - Ensure that the license information is entered **EXACTLY** as it was provided to you from the SWAP website (including alpha/numeric characters and any upper/lower case letters).
  - Drag and drop the downloaded .DAT file into the Accxes Control license area.
3. Select [OK].  
Accxes Control verifies the license and then automatically starts.
4. For instructions on quickly setting up the Accxes Control applications, refer to the section **Tutorial**

# Tutorial

## Overview

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This Tutorial will cover the following example set-up:

- Two printers in Accxes Control; a Freeflow Accxes Xerox Wide Format and a small format device.
- Configure print sizes A2 and larger, to be queued to the wide format device and print sizes A3 and A4 to be queued to the small format device (Accxes Control Pro only).
- Configure print jobs A2 and larger, that are created from a CAD application using a non-Xerox print driver\* to print to the Xerox device and have folding commands applied.

This example set-up will help explain a number of the functions provided by Accxes Control and how to set these up.

\*Non-Xerox print driver must produce a supported print file format.

## Before you start

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- Complete the installation activities and licence Accxes Control as explained in Section 1.
- Switch on the print devices that will receive print jobs from Accxes Control.
- Install print drivers on the PC hosting Accxes Control for the wide and small format devices that Accxes Control will be submitting jobs to.
- On the client PC(s) configure the Xerox Wide Format print drivers that will print to Accxes Control. These print drivers should use a Microsoft Standard TCP/IP Port in Raw mode, with the IP address of the PC hosting Accxes Control, and a port number of 2000.
- You may also wish to configure Xerox Freeflow Accxes Client Tools software on the client systems to send jobs to Accxes Control. This can be achieved by simply adding a new device to client tools, and entering the IP address of the system hosting Accxes Control.
- All of the actions that must be performed in this tutorial are preceded by the followin ▪ bullet:
- Paragraphs without bullets are for information purposes.

# Accxes Control Settings

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The first time you start Accxes Control, the Settings window will automatically open.

At any time thereafter, the settings can be accessed from the Accxes Control main window by clicking [Spooler] and then [Setup].

From the Settings window, seven tabs identify the following options:

- Printers
- Printer Groups
- Paper Sizes
- Workflows
- Hotfolders
- Accounting
- General

**Note: Accxes Control will not function until the print queue location has been configured in the General tab and a minimum of one printer has been configured.**

## General

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The General tab contains the following selections:

### Print Queue Location

This is a folder on the local PC that will be used to store all documents in the print queue. It can get very large, so must be located on a drive with lots of free space. On a new installation it will default to:

*C:\Accxes Control\Print Queue*

### Automatically Delete Jobs

Select this option, and enter a time after which all successfully printed jobs will be deleted from the queue. This is recommended on all unattended Accxes Control systems to prevent the hard disk becoming full.

### Activate automatic printing at startup

Select this option to enable printing to start automatically when Accxes Control is opened. With this option disabled, a user must manually release each print job received.

## Printers

The Printers tab is used to select Printers and their Available Page Sizes.

Accxes Control Pro is required to print to non Xerox Freeflow Accxes devices.

- Click [Add], to open the Add Printer window as shown in figure 2.1.

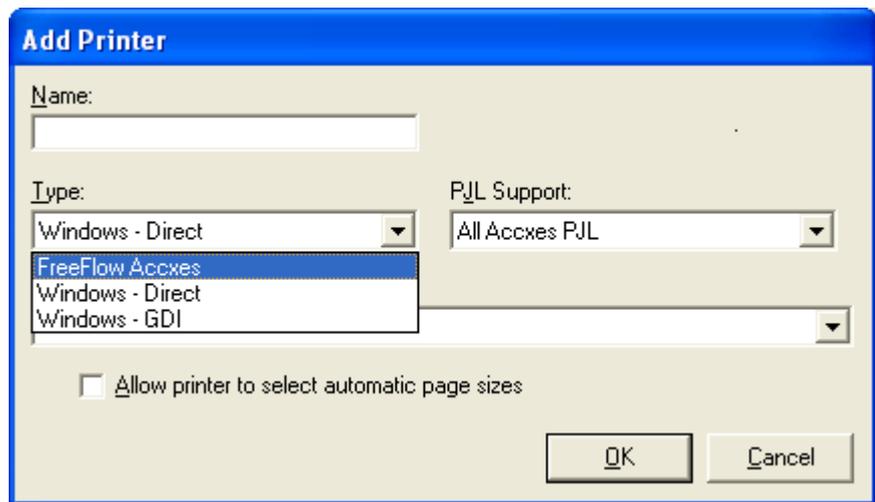


Fig 2.1

- In the Name box, give your Xerox Freeflow Accxes Wide Format printer the following name: Wide Format Device
- In the Type box, select Freeflow Accxes.  
Note: This selection is only used for Xerox Wide Format devices that are controlled by a Freeflow Accxes controller. For all other wide format devices, select either Windows – GDI to use a printer through its windows driver, or Windows – Direct for printers which directly support the required file formats.
- In the Printer box, enter the IP address of the Freeflow Accxes printer.
- When selecting an AccXES-based printer, enable the tick box 'Allow printer to select automatic page sizes' and click [OK] to return to the Printers tab.
- Click [OK]
- Click [Add], to open the Add Printer window again.
- In the Name box, give your small format printer the following name: Small Format Device  
(Each printer must be assigned a unique Accxes Control name. Once created, the only way to change this name is to remove the printer and add it again.)

- In the Type box, select Windows - GDI.
- In the Printer box, select the desired Windows printer from the list. (The drop down field will display the printers available on the host PC.)
- Click [OK]

When using a printer configured as a Windows – GDI printer in Accxes Control, you must select which page sizes are available on the printer.

- To select page sizes, first highlight the previously added Windows printer in the Print Queues box and click the [Add] button alongside the Page Sizes box.
- Select all available page sizes then click [OK].

To remove page sizes, first highlight the Windows printer in the Print Queues field, and then highlight the page size to be removed in the Page Sizes field and click [Remove].

## Printer Groups

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Printer Groups are used to manage Load Balancing between similar printers. Load Balancing allows Accxes Control to automatically select the first available printer from the defined Printer group..

- Printer Groups are not used in this tutorial.

## Paper Sizes

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When a print job is received by Accxes Control, the physical size of the file to be printed is compared to the selected Paper Sizes, and the nearest page size is selected.

Your printer may not have all these sizes available. Therefore, by selecting only the page sizes available in your printer(s), you can avoid mismatch errors by forcing everything to print onto the nearest available size.

This function is particularly beneficial when a folding device is installed.

If a small format device is used (Pro version only), Accxes Control will compare the page size selected here to the available sizes selected in the Printers tab when the small format printer was configured.

- Check ISO\_A0, ISO\_A1, ISO\_A2, ISO\_A3 and ISO\_A4. Uncheck all other selections.

### **Oversize Margin:**

The Oversize Margin field, specifies how much larger the size of the print file can be and still be forced to the nearest smaller available print size. This is especially important when printing previously scanned images, where the detected page size may be fractionally larger than the actual size of the image detail, or when printing non-available print sizes.

E.g. Forcing ANSI or ARCH sizes to ISO output.

Note: If the oversize margin is set too small, prints may be forced to a larger paper size than required. Experimentation is necessary to ensure the desired result, particularly when printing scanned images.

- As a good starting point, set the Oversize Margin to 5 %.

## Workflows

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Accxes Control uses workflows to change properties for print jobs and determine destinations.

Workflows can be applied manually, or automatically using hotfolder rules. (See [Hotfolders](#) section for an explanation)

This tutorial will explain an example set-up.

All workflows must have a unique name. Use [Add] and [Remove] buttons next to the Configured Workflows box to create and delete workflows.

Each workflow may be configured to specify a set of Mandatory and Default options for print jobs.

**Mandatory** options will always override any settings in the print job.

E.g. this could be used to force all print jobs to be overprinted with a label.

**Default** options will only be applied if the option has not been specified already inside the the print job.

E.g. this could be used to specify default folding commands for files produced through a third party print driver that does not support Xerox Wide Format printer commands for folding.

Be sure the required workflow is highlighted before adding, editing or removing any Mandatory Options and Default Settings.

Select either the Mandatory Options or Default Options tab depending to the desired behaviour.

Use the [Add], [Edit] and [Remove] buttons to the right of the category list, to manage options. Depending on the option selected, you may have to type a value, select from the drop-down list or both.

When applying options, the available 'settings' will be listed in a drop down field. Some 'values' will also be listed in a drop down field. Some options require values to be entered based upon individual requirements. The Add Setting window will display help text to aid this process.

The next task is to configure two workflows. One workflow will set the destination to the small format device. The other workflow will set the destination the wide format device. In addition, this workflow will apply folding commands for the wide format device if not already available in the print job.

- Click [Add]; type the name 'Small F' to denote jobs for small format printing and click [OK].
- Highlight the 'Small F' workflow just created.
- Click the Mandatory Options below, highlight 'Destination' and click [Add]. The Add Setting window (Fig 2.2) will open with Destination displayed in the Category field.
- In the Setting dropdown field, select PAGEPRINTER

- In the Value dropdown field, select Small Format Device and click [OK].

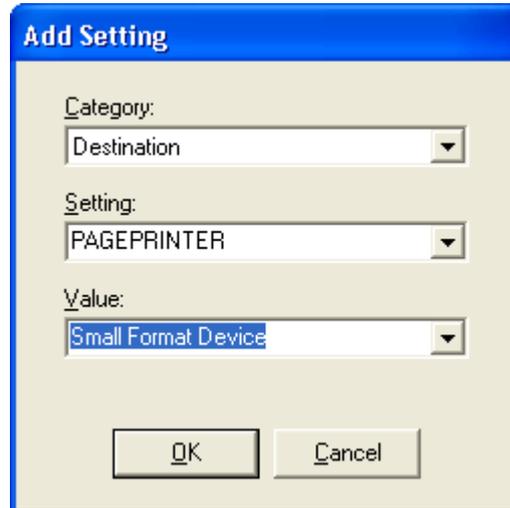


Fig 2.2

- In the Configured Workflows field, Click [Add]. Type the name 'Wide F' to denote jobs for wide format printing with folding applied and click [OK].
- Highlight the 'Wide F' workflow and click the Default Settings tab below.
- Highlight 'Finishing' in the lower left pane and click [Add]

When applying finishing information, there are a number of selections that can be made. This tutorial will cover the basic options, with some explanation to cover typical usage.

The Add Setting window will open with Finishing listed in the category field.

- In the Setting field, click the drop down and select FININTTITLBLOCK. (This setting denotes the use of intelligent title block. This is a method used by the AccXES controller in an attempt to have the folded packet to exit the folder with the title block in the correct place. This cannot be guaranteed because the orientation of an electronic file can vary.)
- In the Value field, click the drop down and select: TRUE (This turns intelligent title block on.) Click [OK] to add this first setting and then click [Add] again to continue adding the next setting.
- In the Setting field, click the drop down and select FINISHPROGID. (This setting denotes the style of the folded packet. E.g. 210, 190, 190+20, etc.)
- In the Value field, type: "210" (Including the quotes) Click [OK] to add this setting and then click [Add] again to continue adding the next setting.

- In the Setting field, click the drop down and select TITLEBLOCK. (This setting denotes the position of the title block in the electronic file. This setting will work together with the intelligent title block selection in order to help position the title block correctly in the finished folded packet. A good default for most images is lower right, when a wide format image is viewed in the landscape orientation. Electronic files that are 180<sup>0</sup> upside down will be folded with the title block in the wrong place. The only way to correct this is to select a title block position of upper left.)
- In the Value field, click the drop down and select: LOWERRIGHT. Click [OK] to close the window.
- With the Wide F workflow still selected, click the Mandatory Options tab. Highlight 'Destination' and click [Add]. The Add Setting window (Fig 2.2) will open with Destination displayed in the Category field.
- In the Setting dropdown field, select PAGEPRINTER
- In the Value dropdown field, select Wide Format Device and click [OK].

## Hotfolders

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**WARNING: When choosing a hotfolder, ensure this is a new, empty directory, as any files/folders within it will be removed.**

Hotfolders determine the source of print jobs for Accxes Control. All hotfolders can have workflows applied to make changes as explained in the previous section.

Network Hotfolders, listen for print jobs from print drivers or Xerox Freeflow Accxes client tools. Folder Hotfolders, look for print jobs in folders on disk.

A Network hotfolder is automatically created when Accxes Control is installed. Providing a new hotfolder has been created, the Network hotfolder can be removed if required.

Hotfolders have the following settings:

Path (Folder Hotfolders Only)

- The folder where Accxes Control should look for jobs.

Port (Network Hotfolders Only)

- The TCP port on which Accxes Control should listen for jobs. Use 2000 for Use with Accxes Client Tools. Each network Hotfolder must have a unique port number.

Filter(Folder Hotfolders Only)

- Wildcard expression to determine which filenames are processed

Forward To

- If enabled, print jobs will be sent to the specified folder after processing. This is useful if a print job should be processed twice, eg. Print and Output to PDF.

Enable Hotfolder

- Jobs for the highlighted hotfolder are only processed if the hotfolder is enabled by clicking this checkbox.

Rules

- Rules are a powerful way for Accxes Control to determine how to process a job based on its source and attributes. E.g. Size, Finishing Requirements, etc.

**Note: Without any rules – no workflow will be applied and the job will be sent to the default printer using the options included in the print job. This will still provide typical queue control functions to manage the printer queue.**

Rules are identified by numbers and are processed in the order listed. Each rule has one or more conditions. If all the conditions for a rule are met, then the specified workflow is applied to the job.

Conditions

- Once a Rule has been added, one or more conditions may be applied.

Workflow - Selects a workflow to be applied if the selected conditions are met.

If the 'Stop at this rule if it is true' checkbox is marked, then no further rules are processed if the conditions of this current rule are met.

- Highlight 'Network' in the top field
- Below the Rules field, click [Add]
  - '1' will be listed in the Rules field and 'Always' will be displayed in the Conditions field.
- Highlight 'Always' in the Conditions field and click [Edit]
- In the Type dropdown field, select 'Size'.
- In the left field, select <= (Less than or equals) and in the right field select ISO\_A3. Click [Ok].
- A condition will now be listed as: Print Size <= ISO\_A3. Highlight this line and in the Workflow dropdown field, select Small F. Click the Stop at this rule if it is true checkbox.  
This configures print jobs A3 or smaller to be sent to the small format device.
- Below the Rules field, click [Add]
  - '2' will be listed in the Rules field. Highlight '2' and 'Always' will be displayed in the Conditions field.
- Highlight the second rule and in the Workflow dropdown field, select Wide F.  
This configures print jobs that were not matched by the previous rule (eg larger than A3) to be sent to the wide format device.
- Click [OK] at the bottom of the Settings window to close the window and proceed with testing example set-up.

## Testing Example Set-up

Do not start automatic printing in Accxes Control at this time.

The main Accxes Control window will be displayed as shown below. (Fig 2.3)

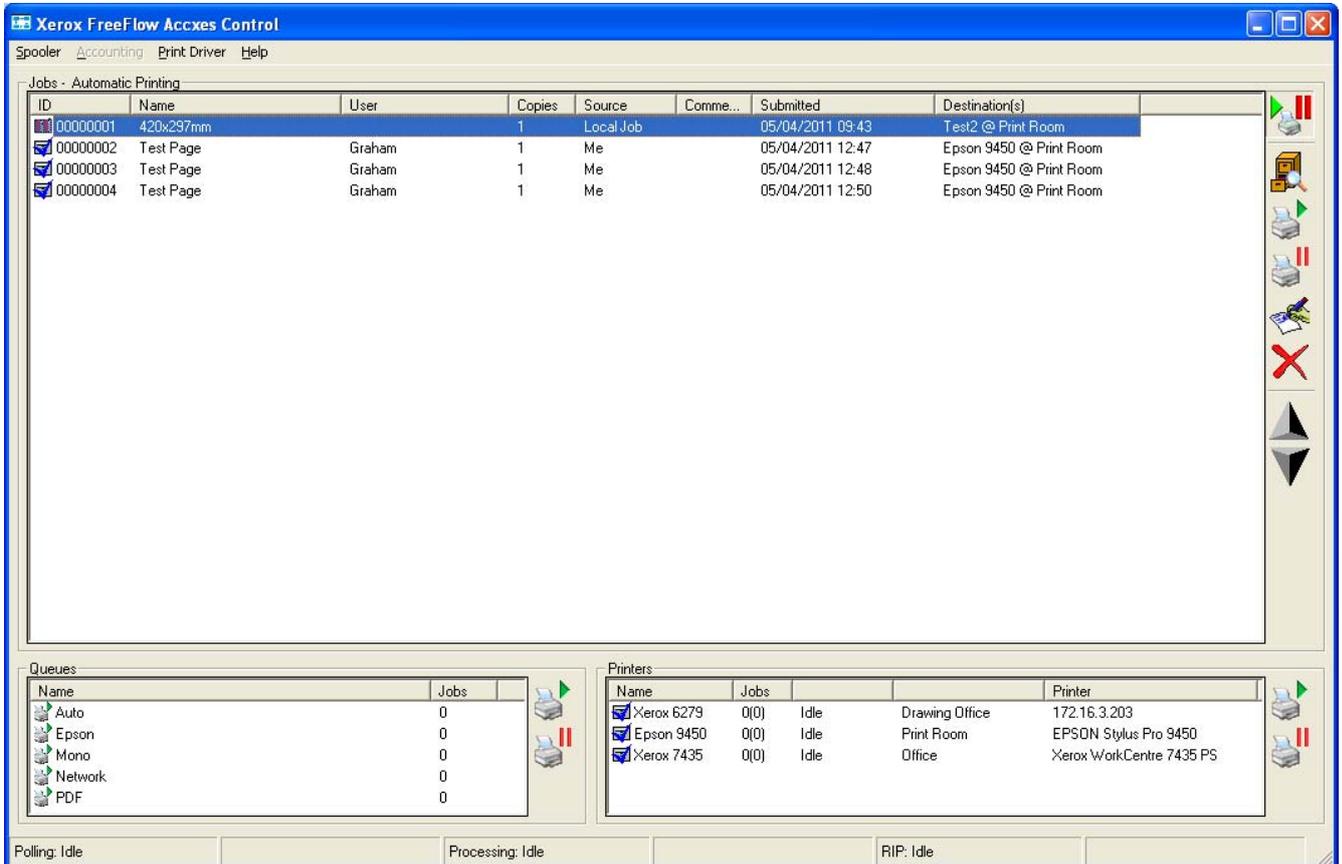


Fig 2.3

No jobs should be listed in the Jobs pane and the Toggle Automatic Printing button (Top right of window) will be deactivated.

The Queues pane shows the defined Hotfolders.

The Printers pane shows the defined printers.

- Highlight each printer listed in the Printers pane and click the Pause Printing button to the right. You should now see both printers in the Printers pane overlaid with a red paused symbol. This will ensure no printing commences until the first tests have been proven successful.
- Open a suitable application and using one the Xerox Wide Format print drivers previously configured to print the Accxes Control PC, print an A4 size document.

After a few moments, the print job will appear in the Jobs pane of the Accxes Control window and will be identified as a new job by having no icon as shown below (Fig 2.4):

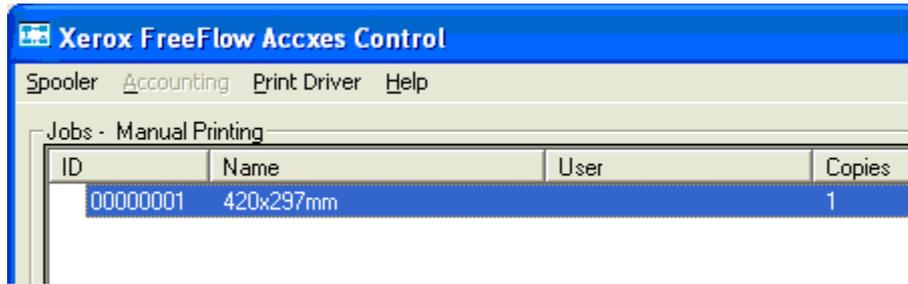


Fig 2.4

The Destination column will identify the device that the print job will be sent too.

Note: If the destination listed in the Jobs pane does not display the correct device, double check the configuration in the Printers tab, Workflows tab and Hotfolders tab as covered earlier in this tutorial.

In order to ensure this is working correctly, continue with the following actions:

- Click the [Toggle Automatic Printing] button (Top right of the Accxes Control Window) so that it is depressed. The listed job will then be queued and identified with printer icon.
- Highlight the paused Small Format Device and click the Play button to the right to release the queue. The print job will be printed on the device configured earlier in this tutorial. The print job will now be identified as printed by a printer icon overlaid with a blue tick, as shown below (Fig 2.5).
- Click the [Toggle Automatic Printing] button (Top right of the Accxes Control Window).

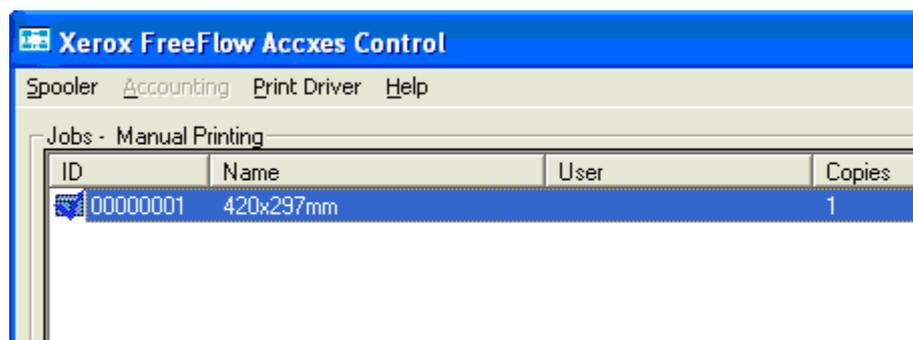


Fig 2.5

- Open a suitable application and using the same Xerox Wide Format print driver, print an A2 size document.

After a few moments, the print job will appear in the Jobs pane of the Accxes Control window and will be identified as a new job by having no icon as shown above in fig 2.4 The Destination column will identify the device that the print job will be sent to.

- Click the [Toggle Automatic Printing] button (Top right of the Accxes Control Window). The listed job will then be queued.
- Highlight the paused Wide Format Device and click the play icon to the right. The job will be sent to the wide format device configured earlier in this tutorial.

While print jobs are listed in the Jobs pane, the print properties can be opened, documents viewed, and the print queue order changed. To view and edit a job, simply double click the entry in the queue.

For further details on the advanced features of Accxes Control, please contact your Xerox representative.