XES Synergix 8825/8830/8855 Digital Solution Folding Supplement

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XEROX ENGINEERING SYSTEMS

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Title Block Position is Incorrect on the Folded Print

System Consistency

In order for the Printing System to print and produce a folded copy with the title block in the desired location, the modules (Folder, Printer, Controller, and Workstation) must be setup with consistent information. Folding Styles, Media Size (ANSI, ARCH, ISO), and the Workstation Client Tool/Print Driver Finishing properties must all be set up so that they are communicating with the same finishing information.

Finishing information (Folding programs) resides at the Finishing Device. In the case of folding, a Folder comes programmed with many Fold Types that are capable of providing the types of folds required for standard size ARCH, ANSI or ISO drawings. These Fold Types then must be enabled on the Folder for it to make the correct fold. Some Folders come pre-programmed from the factory with the customer's folding requirements already enabled. Others must have the programs loaded by the service personnel. The Printer is next in the folding chain. It must have the correct media size(s) loaded in order for it to print the file on the correct size media. Then at the Workstation, the AccXES Client Tool (ACT) and/or Print Driver (HP-GL2, Postscript, ADI/HDI) finishing properties must be set up to match the Printer and Folder.

Bi-directional Communications

If the print driver's bi-directional communications are enabled; the finishing information will automatically be updated at the workstation. If bi-directional communication is not enabled or available, the finishing properties will have to be manually setup. The ACT tools and some print drivers do not support bi-directional communications; therefore the folder type information must be installed in the form of a finisher file (.fin files). Some .fin files are provided with the ACT software and must be installed in the ACT Tool. This information will get the file on the correct size media and folded correctly.

.fin file

A finisher file (.fin file) describes the capabilities and requirements for a particular finishing device. In the case of a Folder, it describes the fold style available, and the input requirements to produce the folds. These files are used to setup the Finishing properties of the Client Tools and Print Drivers that do not have bi-directional communications capabilities.

Xerox Engineering Systems provides a Finisher File Creator program on the WEB site at www.xes.com. This program is used to create a finisher file for the finishing device connected to a Synergix 8825/8830 Digital Solution.

Title Block Location

The location of the title block on the folded print is also an important requirement. The location will define the folded output orientation and style. It must be visible so that the print can be readily identifiable at the folder and where it will be archived. In order for the Title Block to be located correctly, the location of the title block on the file must be identified to the system. This is done in the **Finishing** property window of the Client Tool/Print Driver by selecting the **Title Block** location that matches the title block location on the file.

With some drivers, the title block may not be located in the position as it is viewed on the workstation. (E.g.: the drawing may appear in landscape on the workstation, but in actuality it is a portrait orientation.). The driver settings may also manipulate the file to give you the print job that was requested. Unfortunately this is not realized until the file is printed and then folded. In cases such as this, you will need to identify the title block location based on the folded print and send the job again. Other factors and/or printing feature requests such as Scaling, Rotation, Mismatch, folding styles, and media sizes in the printer will affect the location of the title block. To satisfy these printing requests the system may need to scale, rotate the print, etc. to satisfy the print request. Also, there will be print jobs that will not be able to be printed with the title block visible in the folded copy.

☞ Typically standard size files, printed on standard size media, with the title block located as positioned in the file, will fold with the title block visible on the folded copy.

Document/Title Block Orientation

Title Block and document orientation into the folder is very important. Folders generally have a preferred title block location for each orientation of the print. Since the Folder cannot sense the title block position, the fold programs assume a location. These orientations are Short Edge Leading (SEL) and Long Edge Leading (LEL). When the title block is in the preferred location as it enters the folder, the folded print will have the title block visible. Depending on the fold style, the title block maybe face up or face down in the output catch bin.

Short Edge Leading

There are two document orientations **S**hort **E**dge **L**eading (SEL) and **L**ong **E**dge **L**eading (LEL). The standard or most common orientation is SEL, which is defined as image up, title block leading and short edge leading (Figure 1).

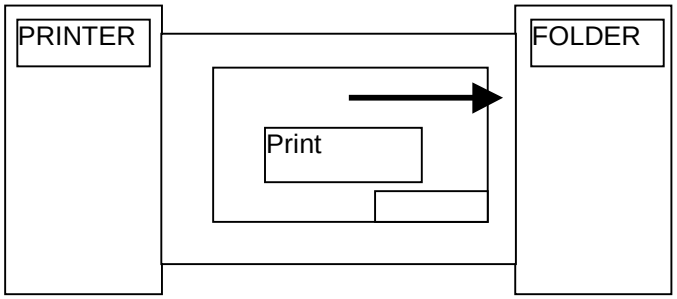


Figure 1. Short Edge Leading

Long Edge Leading

Long Edge Leading (Figure 2) which is defined as image up, title block leading, long edge leading is being used more with printing electronic files which can be rotated and electronically manipulated with the software. However, this orientation presents more problems and restrictions for the folding programs, such as prints whose LEL is larger than the width of the media rolls in the printer. This will require that the print be rotated to put the print on the available media. This image manipulation may position the title block in a location that when folded will not have the title block visible on the folded copy.

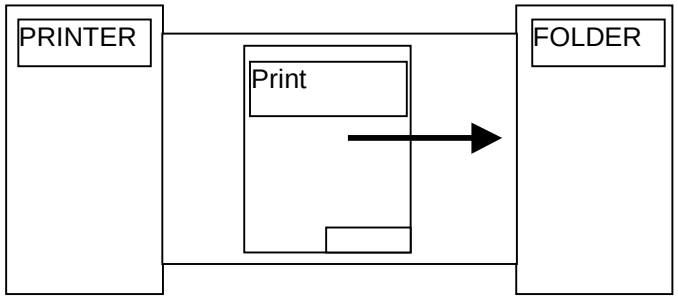


Figure 2. Long Edge Leading

Input Orientation

The title block can be located in the four different corners of the print as shown in Figure 3. The number position is relative to the feed direction into the Folder as indicated by the arrow. The title block position into the folder may not be the same as viewed on the workstation because the file orientation may have been changed to accommodate the print and fold request. There can be many reasons for this, some of which are listed below:

Print driver settings

Media available in the printer

Fold style selected

File orientation and size defined on the workstation

Rotation

The AccXES Controller using either bi-directional communications or finisher file information will attempt to place the title block in the folder-preferred location for the fold style selected. If the Controller positions the title block correctly, the title block, in most cases, will be visible on the folded print.

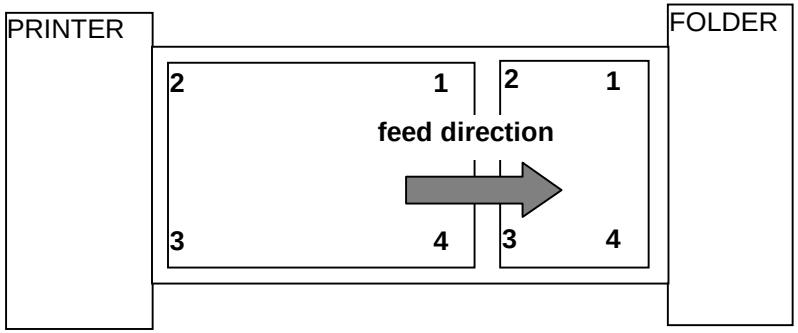


Figure 3. Title Block Orientation into the Folder

Output Orientation

Depending on the fold style (fold program) selected, the folded package may be delivered to the output catch bin with the title block either face down ① or face up ②. If a collation or reverse print order selection is available on the print driver; it may be an appropriate selection to change the output. When using ACT, the collation is based on the selected fold style and the AccXES controller will determine the ordering of the prints.

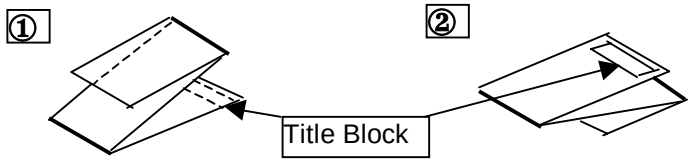


Figure 4. Title Block Output Position

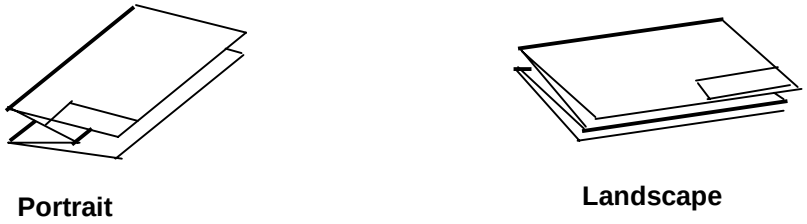
Output Style

Typically folders fold all prints into an A/A4 size, with the title block aligned with the shortest edge (Portrait Style) or the long edge (Landscape Style) as shown in Figure 5.

The terms Portrait and Landscape are key to understanding what takes place in the folder.

For documents fed SEL into the folder:	Landscape will deliver wide fan fold panels with the exception of the compensating panels.
	Portrait will deliver narrow fan fold panels with the exception of the compensating panels
For documents fed LEL into the folder	Landscape will deliver narrow fan fold panels with the exception of the compensating panels.
	Portrait will deliver wide fan fold panels with the exception of the compensating panels.

For example: If a document is delivered to the folder SEL the fan fold panel will be 11 inches wide using a fold program that delivers an 8½X11 landscape package. The same document fed SEL to an 8½X11 portrait program will deliver an 8½ inch accordion fold.



Portrait **Landscape**

Figure 5. Output Styles

Some folders also have the capability of crossfolding in both a C-fold style and Z-fold style (DIN fold) shown in Figure 6. The Z-fold is the more conventional fold done by all folders.

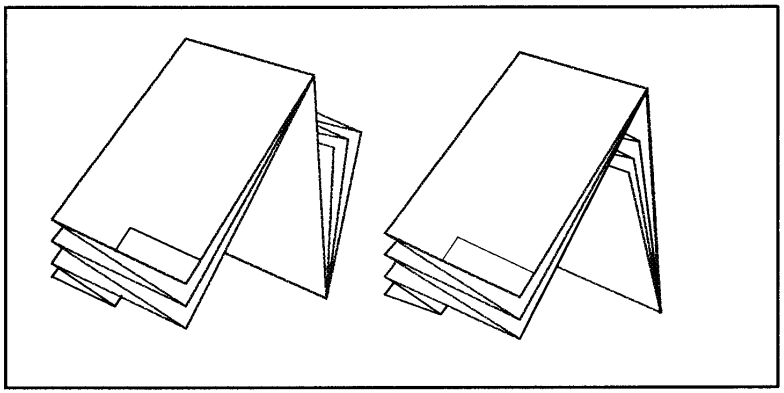


Figure 6. Z-Fold and C-Fold Styles

Selecting the Title Block Location

Workstation

Typically, the title block on engineering drawings is positioned in the lower right corner as viewed on the workstation. However, as mentioned earlier, the drawing program and/or the print driver/client tool program may interpret the title block as being in a different location. Therefore, the AccXES controller software provides a selection on the drivers that allows the user to indicate the location of the title block. Figures 7, 8, and 9 show the driver Finishing windows and the associated **Title Block** selection for the different client tools. With this information the AccXES controller will, in most cases, position the title block so that it will be visible on the folded copy.

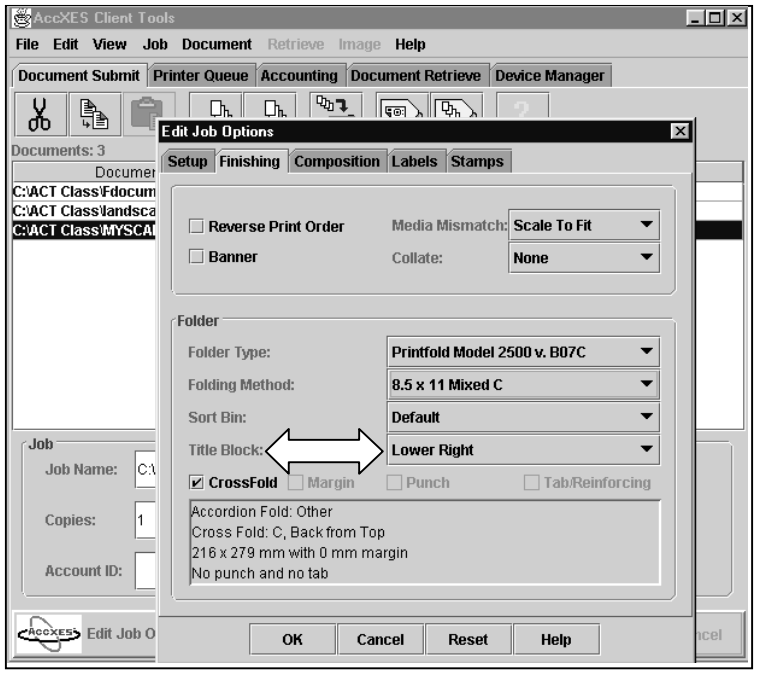


Figure 7. AccXES Client Tool Finishing Window

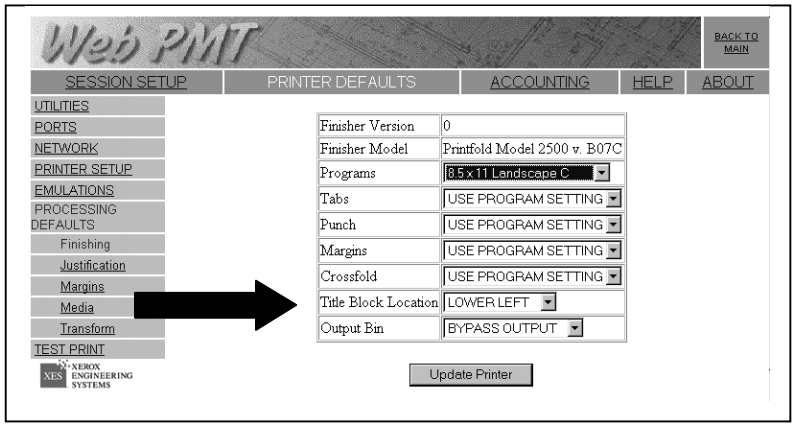


Figure 8. WebPMT Finishing Window

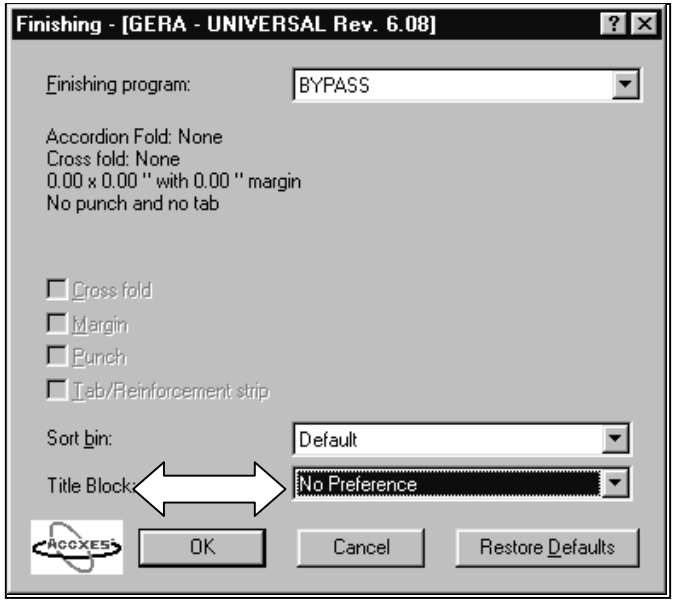


Figure 9. Win 95/98 and NT 4.0/2000 Finishing Window

Title Block Location Selection

The choices available within the Title Block selection are:

Default, No Preference, Don’t care

Lower Left

Lower Right

Upper Left

Upper Right

The **Default**, **No Preference**, and **Don’t care** selection names differ depending on the client or driver that is being used. This selection should be made only if the operator does not care were the title block is positioned on the folded copy. The AccXES controller will rotate the image to try and position the title block to have it visible on the folded copy. AccXES will do this based on the preferred title block location within the fold style (fold program) selected.

The other selections listed above refer to the four corners of the file as viewed on the user’s workstation. Make the selection based on the location of the title block in the file. Depending on the print job, there may or may not be a correlation between these title block location and the folder numerical locations mentioned earlier in the manual. The client tool or folder may have rotated the print to satisfy the print or fold job request.

Scanner

When using a scanner, the title block location selection (upper left, upper right, lower left, and lower right) is as you would view the document to read it (Figure 10). Some scanners provide a label (Figure 11) that indicates the title block positions with the image in the face down position. This is done to help the operator locate the title block with the document in the scan position.

If a document has to be rotated to fit it into the scanner, the title block location selection is still the original location as you would read the document.

*Note: When using the XES Synergix Digital Solution, the Auto Rotation feature must be enabled, and the **Output Format**, **Preset** should be used to match the output print size to the size of the document being scanned.*

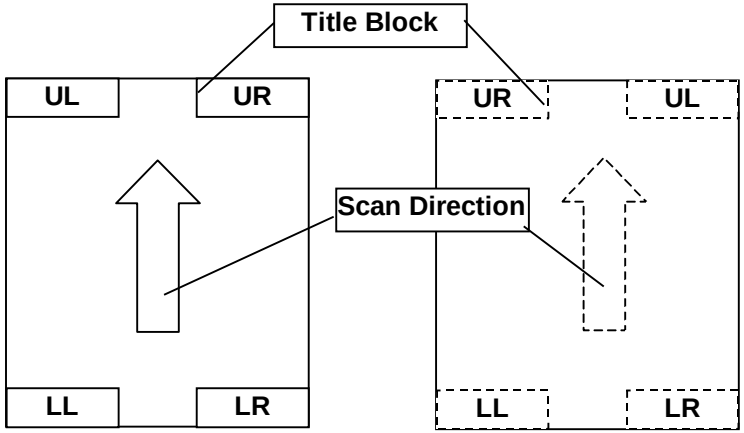


Figure 10. Viewed as Read (Image Up)

Figure 11. As Scanned (Image down)

AUTO WIDTH DETECTION

If scanned documents are not being folded with the title blocked positioned where it is visible, a possibility may be that Auto Width feature is not functioning correctly. When using the XES Synergix Digital Solution, refer to the scanner customer documentation, *Cleaning and Maintenance*.

Refer to the scanner customer documentation for any additional information regarding the scanning of a document.

Title Block Position Solutions Chart

Typically, print jobs that consist of files that are standard drawing sizes, printed on standard media sizes available in the printer will be folded with the title block visible on the folded package. If there is a problem getting the title block positioned as desired, refer to the Chart and begin with Solution 1 to try and isolate the problem.

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
1 Verify Folder is capable of making the desired fold.	• Reference the User Documentation provided with the Folder and check that a Fold Style is available that will position the title block in the desired position. If the style is available, continue with Solution 2. If a style is not available, the desired fold is non-conforming and cannot be folded.			
2 Verify that the Fold Style program is enabled on the Folder.	• At the Folder Operator Control Panel, check that the desired Fold Style program is enabled. If enabled, continue with Solution 3. If not enabled, load the Fold Style program and run the print job again. Loading the program may require that the printer and controller be switched off then on (rebooted) or Service be called.			
3 Verify that the media loaded in the Printer will allow the desired Fold Style to be folded.	• Check that the media series (ARCH, ANSI, or ISO) in the printer match the available Fold Styles and or Folder Type. • Load the standard width media rolls in the printer for the media series being used. Run the print job again. If the job is incorrect, continue with Solution 4.			

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
4 Verify that a Folder has been added to the Client Tool.	1. Access the **Finishing** tab. Click **Job** then **Job Options**. Click the **Finishing** tab. 2. Check that the **Folder Type:** matches the Folder that is installed on the Printer. If **None** is displayed, do the following: Click the pull-down arrow in the **Folder Type** field and if a folder is listed, click on the folder. If no folder is listed, click **Add folder** and continue with b. Reference the AccXES Client Tools User Guide, Job Print Options, and Finishing Options. It may be necessary to create a finisher file, refer the Xerox Engineering Systems WEB site, Support, Downloads, AccXES Family Products, Finisher File Creator.	1. Open the WebPMT 2. Access the **Finishing** window. Click on PRINTER DEFAULTS. Click on PROCESSING DEFAULTS. Click Finishing. 3. Check that the **Folder Model** matches the folder that is installed. 4. Check that the **Programs** match the Fold Type (Style) enabled at the Folder.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. Click on **Properties**. 2. Click on the **Device Options** tab. 3. Check that the **Finisher Type:** matches the Folder that is installed on the Printer.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. Click on **Properties**. 2. Click on the **Device Options** tab. 3. Check that the **Finisher:** matches the Folder that is installed on the Printer. If Not installed is displayed, click Add Finisher then refer to your driver customer documentation and follow the instructions to load a finisher.

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
5 Verify that the folding style(s) match the folding style on the Folder Operator Control Panel (OCP).	1. Access the **Finishing** tab. Click **Job** then **Job Options**. Click the **Finishing** tab 2. Ensure that a folder type is displayed in the **Folder Type:** field. 3. Click the **Folding Method:** field pull-down arrow and check that the **Folding Method:** selections match the selections available on the Folder Operator Control Panel.	1. Open WebPMT. 2. Click **Printer Defaults**. 3. Click Processing Defaults. 4. Click Finishing. 5. Ensure that a Finisher is displayed in the **Finisher Model** field. 6. Click the **Programs** field pull-down arrow. 7. Check that Programs**:** selections match the selections available on the Folder Operator Control Panel.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click on the **Job** tab. 4. Click on **Settings** button in the **Finishing** field. 5. Click on the pull-down arrow for the **Finishing program:** field. 6. Check that **Finishing program:** selections match the selections available on the Folder Operator Control Panel.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click on the **Job** tab. 4. Click on **Settings** button in the **Finishing** field. 5. Click on the pull-down arrow for the **Finishing program:** field. 6. Check that **Finishing program:** selections match the selections available on the Folder Operator Control Panel.
6 Verify that the title block selected matches the location of the title block on the file.	1. Select **Job** > **Job Options**. 2. Select **Finishing** tab. 3. Check **Folder Type:**. 4. Check that a folder has been specified in the **Folder Type:** field. 5. Check the **Folding Method:**. Verify that the folding style matches the folding style on the Folder Operator Control Panel. (Continued)	1. Open Web PMT. 2. Click **Printer Defaults**. 3. Click Processing Defaults. 4. Click Finishing. 5. Ensure that a Finisher is displayed in the **Finisher Model** field. 6. Check that the **Title Block Location** selection match the title block location on the file.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click on the **Job** tab. 4. Click on **Settings** button next to the **Finishing** field. (Continued)	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click on the **Job** tab. 4. Click on **Settings** button next to the **Finishing** field. (Continued)

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
	6. Check in the **Title Block** field. Check that the title block location on the file is the same as indicated. *Note: If the job contains more than one file you must verify the title block location for each file*.		5. Check in the **Title Block:** field. Check that the title block location on the file is the same as indicated.	5. Check in the **Title Block:** field. Check that the title block location on the file is the same as indicated.
7 Verify that the plot file rotation is set to Auto	1. Double click the file within the **Documents:** window. 2. Click the **Transform** tab. 3. Check the box labeled **Auto Rotate**. 4. Send the print job again.	1. Open Web PMT. 2. Click **Printer Defaults**. 3. Click **Processing Defaults**. 4. Click **Transform** on the left-hand side of the page. 5. Click the **Auto** radio button for rotation. 6. Click the **Update Printer** button. 7. Send the print job again.	1. Access the driver **Properties** window. Click Start > Settings > Printers. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click the **Graphics** tab. 4. Check that the **Rotation** is set to **Auto**. 5. Send the print job again.	

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
8 Verify that the orientation of the image is consistent with the specified title block location.	1. Double click the file within the **Documents:** window. 2. Select the **Transform** tab. 3. Uncheck the box entitled **Auto Rotate** 4. Select 0 rotation in the **Rotation** drop-down box. 5. Select the **Setup** Tab. 6. Using the **Media Size:** pull-down arrow, select the widest roll that is installed in the printer. (E.g. if a 36" roll is the widest roll installed, select 36 Inch Roll.) 7. Send the print job again using the **Folder Bypass** as the **Folding Method** on the **Job** tab. 8. Check the position of the title block on the copy. 9. Access the **Title Block** field on the **Finishing** tab. Set the title block location based on the location of the title block as it would be when you read copy. 10. Run the fold job again.	1. Open WebPMT. 2. Click **Printer Defaults** at the top of the page. 3. Click **Processing Defaults** on the left-hand side of the page. 4. Click **Transform** on the left-hand side of the page. 5. Click the **Fixed** radio button and set 0 **degrees**. 6. Click **Media**. 7. Using the **Media Source:** pull-down arrow, select the widest roll that is installed in the printer. (E.g. if a 36" roll is the widest roll installed, select 36 Inch Roll.) 8. Select **Update Printer**. 9. Send the print job again using the Folder Bypass 10. Check the position of the title block on the copy. 11. Access the **Title Block** field in the **Finishing** selection. Set the title block location based on the location of the title block as it would be when you read copy. 12. Run the fold job again	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click the **Graphics** tab. 4. Using the **Rotation** pull-down arrow set the rotation to 0. 5. Click the **Paper** tab. Win 200 only: Click **Printing Preferences** 6. Click the Application media size pull-down and select Custom (yy.y X yy). 7. In the Orientation field, set the orientation to match the file being printed. 8. Click the **Media Sizes…** button. 9. Using the **Media mapping:** pull-down arrow, select the largest width roll. 10. Send the print job again using Folder Bypass. 11. Check the position of the Title Block on the copy. (Continued)	

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
			12. Access the Title Block field in the **Properties**> **Job**> **Settings**>**Finishing** selection. Set the title block location based on the location of the title block as it would be when you read the copy. 13. Run the fold job again.	

Solutions	AccXES Client Tools	Web PMT	Windows Optimized HP-GL/2 Driver (95/98/NT 4.0/2000)	Postscript Driver
9 Define the output print size.	1. Double click the file within the **Documents:** window. 2. Select the **Setup** Tab. 3. Using the **Media Size:** pull-down arrow, select a size (E.G.: ANSI B, ANSI C, ARCH C, etc.) that is the same size as the file to be printed. 4. Send the print job again	1. Double click the file within the **Documents:** window. 2. Select the **Setup** Tab. 3. Using the **Media Size:** pull-down arrow, select a size (E.G.: ANSI B, ANSI C, ARCH C, etc.) that is the same size as the file to be printed. 4. Send the print job again	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click the **Paper** tab. 4. Click the **Media Sizes…** button. 5. Using the **Media mapping:** pull-down arrow select a size (E.G.: ANSI B, ANSI C, ARCH C, etc.) that is the same size as the file to be printed. 6. Send the print job again.	1. Access the driver **Properties** window. Click **Start** > **Settings** > **Printers**. Right mouse click on the AccXES Printer icon. 2. Click on **Properties**. 3. Click the **Paper** tab. 4. Use on the **Paper size:** scroll bar or arrows, and select a size (E.G.: ANSI B, ANSI C, ARCH C, etc.) that is the same size as the file to be printed. 5. Send the print job again.

Sort Bin Overflow

Bin Overflow

Bin overflow can only occur on finishing device with multiple Sort Bins. When Bin 1 reaches its capacity the remaining prints will begin stacking in the next available bin. In order for the prints to flow into the next bin, the Bin selection on your Client Tool or print driver must be set to **Default**, **Don't Care**, or **No Preference**. The name of this of this selection varies with the driver or client tool being used.

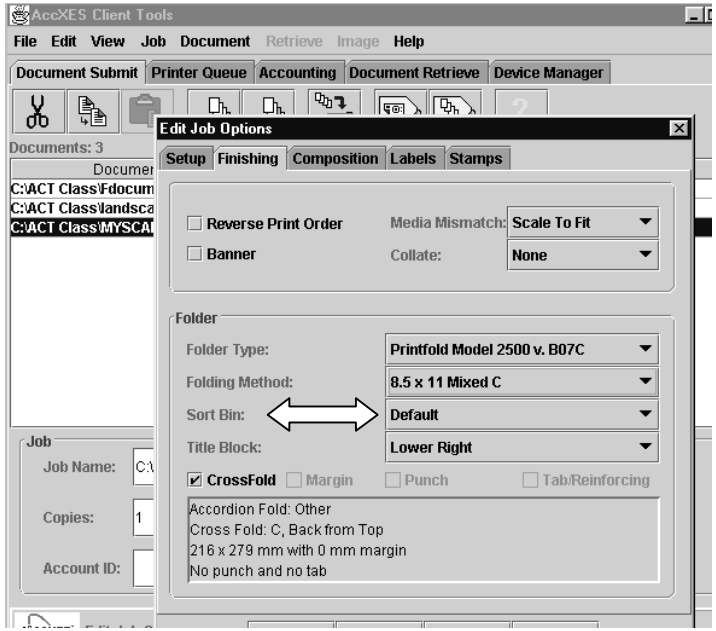


Figure 12. AccXES Client Tool Finishing Window

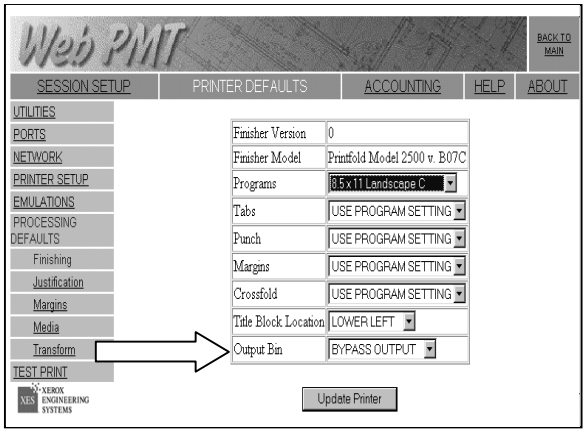


Figure 13. WebPMT Finishing Window

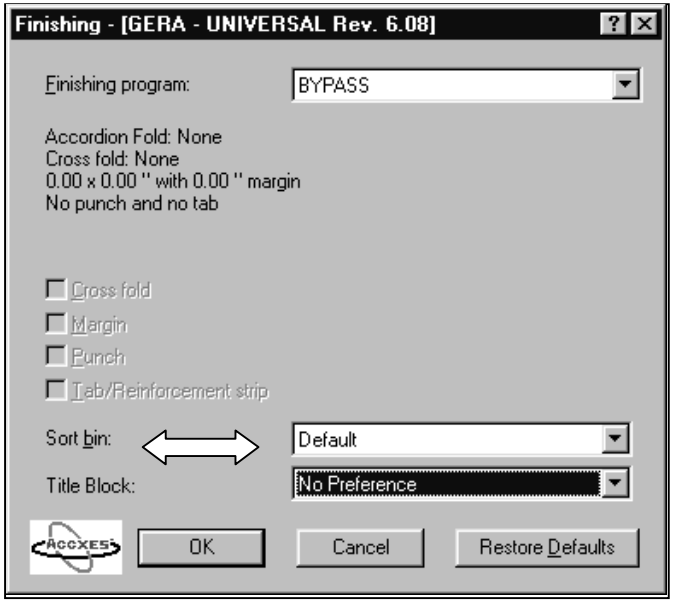


Figure 14. Win 95/98 and NT 4.0/2000 Finishing Window

End of Media Roll

Out of Media

An out of media situation will affect the folding of a print. The resulting affect is dependent on the type of printer being used. There could be a print that is the wrong length, or there could be and extra copy of a print.

If an XES Synergix 8825/8830 Digital Solution is being used, look for an extra page in the folded stack then run the print again.

If an XES Synergix 8855 Digital Solution is being used, look for a short sheet in the folded stack then run the print again.

It is recommended that media rolls that are glued or taped to the core be used to prevent this. Xerox Engineering Systems media meets these requirements and is recommended for use in the XES Synergix 8825/8830 Digital Solution and Synergix 8855 Digital Solution.

Adding a Folder to a Work Station

Client Tool or Print Driver With Bi-directional Capability

Client Tools and Print drivers that have bi-directional communications capability will automatically update the finishing information when a folder is added or updated. However, to do this the bi-directional feature must be enabled and the **Refresh printer configuration**, **Refresh on open** must be enabled.

Client Tool or Print Driver Without Bi-directional Capability

Client Tools and Print Drivers that do not have bi-directional communications capabilities must be updated using the Finisher File Creator executable file (xesfin.exe). This file is found on the Xerox Engineering Systems WEB site, www.xes.com.

Perform the following procedure to download xesfin.exe.

1. On the WEB site, click on **Support**>**Downloads**, then click on the **AccXES Family Products** hyperlink.
2. Select *Finisher File Creator*, then *Download Finisher File Creator*.
3. Select or create a directory to download the file, xesfin.exe, into. Make note of where it downloads too because you will need to reference it later in the procedure.
4. Click **Start**>**Programs**>**Command Prompt.** The **MS-DOS Prompt** or **Command Prompt** window will open (Figure 1).
5. (Figure 1): Type in the directory path to where the xesfin.exe file is located as indicated by the arrows shown in this example. Press **Enter** to display the message.

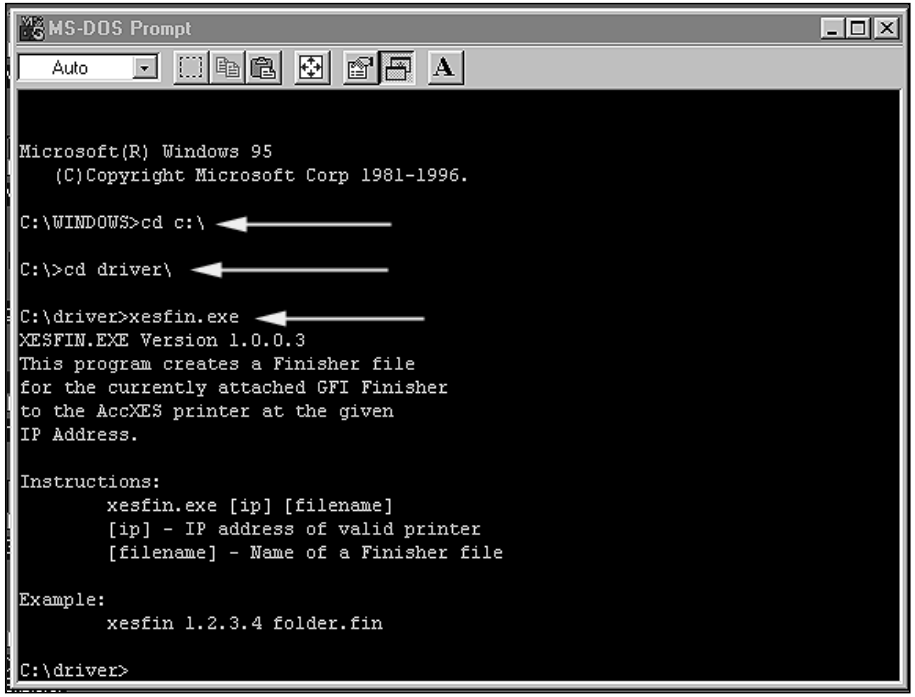


Figure 1. Example of Accessing the Finisher File Creator

Client Tool or Print Driver Without Bi-directional Capability (Continued)

Note: To do the next step the Folder must be connected to the Printer, and the folder printer and controller are switched on.

6. Follow the **Instructions:** as shown in the Prompt window (Figure 2) and type in xesfin.exe followed by the IP address then a name for your folder as indicated by the arrow.

The example shown: **C:\driver>xesfin 13.1.105.30 Folder1**

Then press **Enter**. A finisher file with the name you chose (e.g.: Folder1) will be saved to the same directory that you saved the xesfin.exe file in.

7. Refer to the Client Tool or Print Driver User Documentation, and follow the instructions on how to add a finishing device.

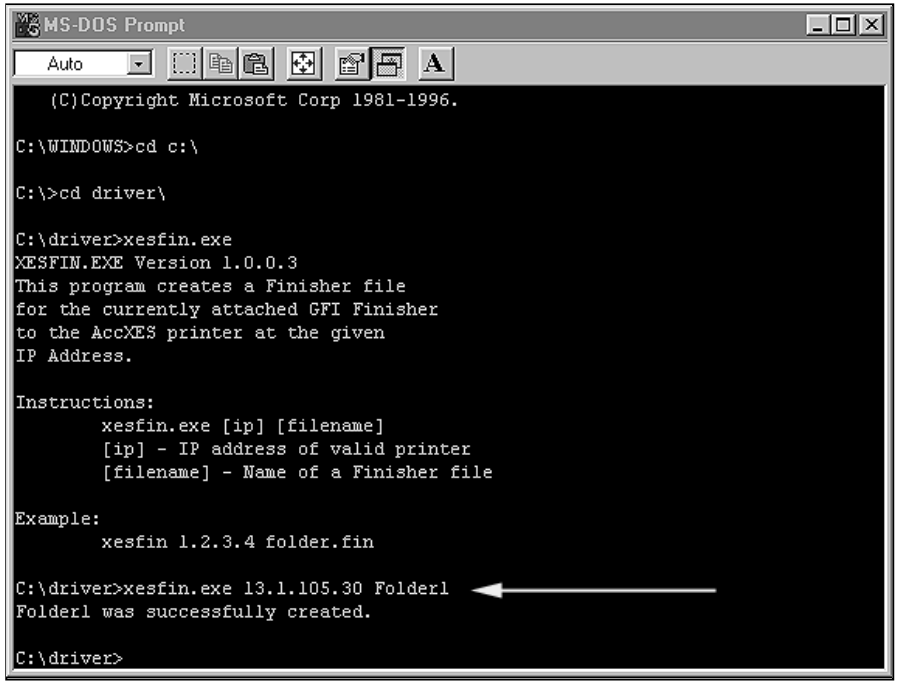


Figure 2. Creating the Finisher File

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