

# Xerox Document Services Platform



**Online Help**



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# This is the DocuSP Help Library.

The DocuSP Help Library contains information on how to use the DocuSP graphical user interface (GUI) features and functions for setting up and printing jobs, setting up the printer, controlling system-level preferences, and managing fonts, security, accounting, and many other activities. Use the Help menus or buttons located on the screens and dialogs to access additional information as needed.

Throughout the Help Library, you will find cross-references and links to other areas of the helpset. These links can be divided up into 3 general categories:

- **Links from lists at the beginnings of chapters:** These links are placed so that a user who is browsing through the Help can quickly locate topics of interest.
- **Links from procedures to sub-routines:** These links are placed within ordered lists in order to break up long procedures into several shorter ones. This also enables the user to avoid working through subroutines that are not of interest to him or to her. When you click these links, you will need to click the back button on your browser to return to the main procedure.
- **More Information... links:** These links are placed to take nonessential information out of the main flow of the procedures, and may be ignored at the user's discretion. Clicking these links will open a pop-up window which will disappear when you click outside the pop-up window.



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# About DocuSP Print Services

The DocuSP Print Services software provides a graphical user interface (GUI) to the printer management, job management, and system administration functions of your Xerox printing system. In addition, depending upon which DocuSP printer you have purchased, the DocuSP GUI enables you to manage queues, adjust color image quality, and control scan and copy functions.

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## The DocuSP Print Services Graphical User Interface

The DocuSP Print Services software enables you to use a graphical user interface (GUI) to control all of the features and functions for your Xerox printing system.

The GUI consists of windows, tabs, and dialogs that can be accessed through buttons and menus. In addition, the user interface displays status and error messages which provide feedback on job processing.

Online Help is available through Help Contents or by selecting the Help buttons on the various dialogs. Additional information is available through the customer documentation that is provided on CD-ROM with your system.

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## Windows and Dialogs

The DocuSP Print Services GUI is designed to enable quick and direct access to most types of data. Each management category (Job Manager, Printer Manager, etc.) consists of a primary manager window which displays a table of information summarizing the category. For example, when you open the Job Manager window, you will see a list of jobs and relevant information about those jobs.

Use the following guidelines when working in windows and dialogs:

- To open primary manager windows, select the desired icon on the left side of the DocuSP GUI.
- To view a different type of data within a service or manager window, select the tab of the topic you wish to view.
- To view the properties of a listed item such as a job or a queue perform one of the following:

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- Double-click the item.
  - Right-click the item and choose [Properties...].
  - Select the item and click the [Properties...] icon from the toolbar menu.
  - To view more than one manager window at a time, open the first window by selecting the icon, then right-click the icon of the additional window you wish to view. The second manager window appears in an additional window.

## Menus

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The DocuSP Print Services software contains a number of menus which enable you to quickly access information.

- The **Logon, System, Printer, Setup, Administration, and Help** menus are located on the top of the interface and provide direct access to global system-level and printer control functions, and the help system.
- **Pop-up menus** enable you to control functionality at the job or queue level and can be accessed by right-clicking or double-clicking on a particular job or list item.
- **Feature Access Buttons (FABS):** DocuSP utilizes buttons, called Feature Access Buttons, to enable you to set job properties. FABs are available from within specific tabs. Once property selections are made, your choices display on the FAB. Individual FAB descriptions can be accessed through the following link: [DocuSP Feature Access Buttons \(FABs\)](#)

## Job Manager

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The Job Manager enables you to perform a number of different tasks at the job level. You can view all the jobs in the system, including active and completed jobs, or you can display one of several possible subsets of the jobs. The Job Manager also enables you to perform operations on and select options for individual or groups of jobs within the system.

Job Manager is accessed by selecting the Job Manager icon located on the left side of the DocuSP GUI. You can access the Job Manager helpset through the following link: [Job Management](#)

## Queue Manager

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The Queue Manager enables you to create and enable new queues in which to manage jobs prior to printing and to control the flow of jobs to the printer. It also enables you to change the

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properties of a queue and to change the job accept and release status of a queue.

Queue Manager is accessed by selecting the Queue Manager icon located on the left side of the DocuSP GUI. You can access the Queue Manager helpset through the following link: [Queue Management](#).

## **Printer Manager**

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The Printer Manager enables you to manage functions of the printer. You can manage paper trays and paper stock, set global finishing options, enable stacking, identify stock size checking, set unfinished offset stacking, and clear printer faults.

Printer Manager is accessed by selecting the Printer Manager icon located on the left side of the DocuSP GUI. You can access Printer Manager helpset through the following link: [Printer Manager](#)

## **Color Manager**

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The Color Manager enables you to monitor and control all of the color printing features of the system. Color Management is a process that attempts to match color across input, display, and output devices by referencing their color reproduction to a known standard using International Color Consortium (ICC) profiles. Color management tools are used to convert between device-dependant RGB (Red, Green, Blue) and CMYK (Cyan, Magenta, Yellow, Black) color spaces to a device independent color space in order to match colors by adjusting for differences between device color gamuts. The Color Manager contains multiple levels of color management, tailored for both novice and skilled users.

Color Manager is accessed by selecting the Color Manager icon located on the left side of the DocuSP GUI. You can access the Color Manager helpset through the following link: [Color Management](#).

## **System Management and Configuration**

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System Management and Configuration includes information on system controls, such as powering the system on and off. System configuration operations include managing network gateways, performing diagnostics, and setting system preferences.

System management and configuration settings are accessed by using the System and Setup menus located at the top of the

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DocuSP GUI. You can access information for the System and Setup menus through the following links: The System Menu, The Setup Menu

## Printer Configuration

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Printer Configuration functions are accessed using the DocuSP Printer menu. Printer configuration includes information on powering the printer on and off, setting the Power Saver mode, and the selections made through Printer Switches. You can access the Printer menu helpset through the following link: The Printer Menu

## Administration

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The Administration functions of the DocuSP software enable a System Administrator to control resources, fonts, accounting, and billing. You can access the Administration menu helpset through the following link: Administration.

**NOTE:** *Billing is only applicable for monochrome products.*

## Printer Message Field

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The Printer Message field at the top of the DocuSP Print Services window displays status messages for the printer.

## Button Guide

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- **OK** saves all changes to a tab or dialog and closes the active window.
- **Apply** saves all changes to a tab or dialog without closing the window. You do not need to select Apply before selecting OK to save changes.
- **Cancel** enables you to close a dialog or window without saving changes.
- **Close** enables you to exit a dialog or window; changes you have made are saved.
- **Reset** is available on some GUI screens. Reset enables you to restore previous settings without leaving the GUI screen, in the event that the changes you have made are incorrect.



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## Disk Usage Indicator

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The Disk Usage Indicator icon allows operators and system administrators to monitor any of the DocuSP System Disk Partitions: Root, System Data and User Data. The icon, which is located at the top right corner of the GUI, shows three states of disk usage: Normal, Warning and Error.

Hovering the cursor over the Disk Usage Indicator icon will display a tool tip which presents the disk usage percentage for each partition. Percentage indicators change dynamically to show the amount of used and free space.

Double-clicking on the Disk Usage Indicator opens a window that contains information about disk size, used and free space, disk usage percentage, partition name or path and the current state of each partition.

Disk Usage Indicator threshold values are defined as follows:

- **Root:**
  - Normal Range: 0-84%
  - Warning Range: 85-89%
  - Error Range: 90-100%
- **System Data and User Data:**
  - Normal Range: 0-70%
  - Warning Range: 71-89%
  - Error Range: 90-100%

**NOTE:** Percent values may fluctuate +/-5% based on system/drive/printer or other adjustments that are made during the software development cycle.

Warning and Error messages are displayed as follows:

- **Warning:** Root disk free space is low. A green icon indicates a Warning range.
- **Error:** Root disk free space is dangerously low. A red icon indicates an Error range.

If a disk partition reaches a warning or error disk usage range, a fault message window opens and a fault message also displays in the Status area. Follow the instructions to address disk partition issues. Select [Close] to exit the fault message dialog.

The Clean Files option allows you to remove waste files that are created by system crashes. A warning icon will inform you of which partition to address.

The Scan Files option allows the System Administrator to delete scan files to free up disk space.

To use the Scan Files option:

1. Select [Scan Files...]. The Disk Usage - Scan Files window opens.

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2. From the Scan Files list, select all the files that you want to delete. To select all listed files, right-click within the list and select [Select All]. If you decide to delete all the files in a Document Folder (.xsm extension), the document folder is also deleted.

**NOTE:** *Template Folders and User Folders cannot be deleted.*

3. Select [Delete].
4. Select [Yes] to delete the selected files. The Status field displays the delete process.
5. Select [Close] to exit the Disk Usage - Scan Files window.

To use the Clean Files option:

1. Double-click on the Disk Usage Indicator.
2. Select [Clean Files...]. The information dialog opens.
3. You are informed that the Clean Disk operation will clean disk partitions that are within the warning and error usage ranges.
4. To continue, select [Yes].

## Keyboard Accessibility and Shortcuts

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The DocuSP controller enables you access and control the features and functions for your Xerox printing system using the keyboard. You can navigate the system, activate fields within various GUI screens, and select printing properties.

### Using the keyboard to access the printing system

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The following tables describe keyboard accessibility options and shortcuts.

- **Common Keyboard Shortcuts:** Presents frequently used keyboard shortcuts that are available throughout the user interface.
- **DocuSP Activation and Navigation Keys:** Contains DocuSP specific keystrokes that enable you to interact with the components and features of the printing system.
- **Mnemonics:** Mnemonics are keyboard shortcuts using an <Alt> and letter key combination that access commonly used DocuSP features.

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## Common Keyboard Shortcuts

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Keyboard Selection	Action
Tab	Navigates to the next available component.
Shift-Tab	Navigates to the previous available component.
Control-Tab	Navigates to the next available component even if the component accepts the tab command. An example would be escaping from a table once a table element becomes available.
Shift-Control-Tab	Navigates to the previous available component even if the component accepts the tab command. An example would be escaping from a table once a table element becomes available.
Left Arrow	Moves left one character or component.
Right Arrow	Moves right one character or component.
Up Arrow	Moves up one line or component.
Down Arrow	Moves down one line or component.
Page Up	Moves up one pane of information.
Page Down	Moves down one pane of information.
Home	Moves to the beginning of the data field. In a table, moves to the beginning of the row.
End	Moves to the end of the data field. In a table, moves to the last cell in a row.
Control-Enter or Control-Return	Activates the default command button.
Enter or Return	Activates the command that is currently selected
Escape	Exits a menu or dialog box without changes.
Spacebar	Activates the component that has keyboard focus.

## DocuSP Navigation and Activation Keys

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Contains DocuSP specific keystrokes that enable you to interact with the components and features of the printing system.

Component Type	Keyboard Selection	Action
Split Pane	F6	Moves the focus between the panes to the first available element in the pane.
	F8	Gives focus to the splitter bar. Arrow, Home and End keys can be used to move the bar. Arrow keys give fine control of movement. The Home and End keys effectively hide an entire pane from view.

Component Type	Keyboard Selection	Action
Mode Indicator	Control-D	Puts focus on the first mode indicator, from which you can display the tool-tip. This can include one or more of the following modes: MICR, Secure, Job Fault, Diagnostic, Remote Workflow, and Logging.
Status Area	Control-P	Pauses the printer on production printer systems. Pauses the printer and scanner on non-production printer systems.
	Control-N	Pauses the scanner on production printer systems.
	Control-U	Unload button
	Control-A	Clear All button. Available only on non-production printer systems.
Content Area	Control-S	Start button (Copy, Scan to Digital, and Print Services)
Tab Pane	Arrows	Moves between tabs.
	Control-Page Up	Moves to the previous tab, preparing to enter the first available component in the tab.
	Control-Page Down	Moves to the next tab, preparing to enter the first available component in the tab.
FABs	Control-Shift-Left Arrow / Control-Shift-Right Arrow	Moves the focus between a FAB and the first available element within that FAB.
Tables	Tab	Moves focus one cell to the right. If the table cells are selected, the focus should wrap, left to right, top to bottom and then back to the top of the selected region.
	Shift-Tab	Moves focus one cell to the left. With cell selection, Shift-Tab behaves similarly to Tab, but in the reverse order.
	Return/Enter	Move focus one cell down, row selection follows focus. At the bottom of a table, focus wraps to the top of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat from the beginning.

Component Type	Keyboard Selection	Action
Tables	Shift-Return/ Shift-Enter	Move focus one cell up, row selection follows focus. At the top of a table, focus wraps to the bottom of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat.
	Up/Down Arrow	Deselects the current selection and moves the focus up/down one cell, re-establishing row selection in the focused cell row.
	Left/Right Arrow	Deselects the current selection and moves the focus left/right one cell.
	Page Up/ Page Down	Deselects the current selection. When no vertical scrollbar is visible, it moves the focus and the row selection to the last/first row in a table. The focused cell remains in the same column that it originated. When a vertical scrollbar is visible, it scrolls the table up/down one row and re-establishes the selected row as the last/first visible row in the table. The focus is moved, within its current column to the newly selected row.
	Control-Page Up/ Control- Page Down	Deselects the current selection. When the horizontal scrollbar is not visible, it moves the focus to the first/last cell in the row and re-establishes the row selection where the focused cell resides. When a horizontal scrollbar is visible, it scrolls the table left/right to make the first incomplete displayed column visible and places the focus in that column. Row selection is re-established in the focused cell row.
	Home/End	Deselects the current selection. Moves the focus to first/last cell in a row and re-establishes the row selection in the focused cell row.
	Control- Home/ Control-End	Deselects the current selection. Moves the focus to first/last row in the table within the same column where the focus originated and re-establishes the row selection.
	Control-A	Select all rows in a table.

Component Type	Keyboard Selection	Action
Tables	Shift-Up Arrow/ Shift-Down Arrow	Extend selection up/down one row in the table.
	Shift-Page Up/ Shift-Page Down	Extend selection up/down one "table page" at a time. When the vertical scrollbar is not visible, it moves the focus and row selection to the last/first row in the table. The focused cell remains in the same column in which it originated. Row selection is established from the original row in which the focus resided to the row in which the focus has been moved. When a vertical scrollbar is visible, it scrolls the table up/down one row and moves the focus within its current column to the newly visible row. Row selection is established from the original row in which focus resided to the row in which the focus has been moved.
	Control-Shift Home/ Control-Shift End	Extend selection from the current row where focus resides to the beginning/end of table. Focus does not move.
	Spacebar	Presents a popup menu, if one exists.
	Control-Right Arrow/ Control-Left Arrow	Move a table column where the focus resides right/left one column in the table.
	Shift-Up Arrow/ Shift-Down Arrow	Extend selection up/down one row in table.
	Control-Shift-Up Arrow/ Control-Shift-Down Arrow	Sort column where the focus resides in ascending/descending order. This assumes that the table has sorting activated.

Component Type	Keyboard Selection	Action
Lists	Up/Down Arrow	Deselects the current selection and moves the focus up/down one element re-establishing selection on the focused list element.
	Page Up/ Page Down	Deselects the current selection. When the vertical scrollbar is not visible, it moves the focus and element selection to the last/first element in the list. When a vertical scrollbar is visible, it scrolls the list up/down one row, and moves the focus and element selection to the last/first visible element in the list.
	Home/End	Moves the focus and selection to the first/last element in the list.
	Control-A	Select all elements in list.
	Shift-Up Arrow/ Shift-Down Arrow	Extend selection and focus up/down one list element at a time.
	Shift-Page Up/ Shift-Page Down	Extend selection up/down one "page view" at a time. Focus moves to the bottom/top of selection.
	Shift-Home/ Shift-End	Extend selection to the top/bottom of the list. Focus moves to the top/bottom of the list.
Pop Up Menu	Space/Enter	Select the menu item with focus.
	Up/Down Arrow	Move focus to a previous/next menu item.
	Right Arrow	If focus is a cascading menu element, it opens a cascading menu.
	Left Arrow	If focus is a cascading menu element, it closes a cascading menu.
	Esc	Exit pop-up menus.
Pull-down menu	Space/Down Arrow	Activates the menu.
	Up/Down Arrow	Moves focus and selects previous/next menu item.
	Esc	Exits the pull-down menu.
Menu Bar	F10	Activates the menu.
	Up/Down Arrow	Moves focus to previous/next menu item.
	Space/Enter	Selects focused menu item.
	Esc	Exits the menu bar.

Component Type	Keyboard Selection	Action
Directory Tree	Up/Down Arrow	Moves focus and selection up/down one row in the directory tree.
	Left/Right Arrow	Moves focus left/right one column in the directory tree. If a closed folder is selected the right arrow opens the folder when it is not empty. If the folder is open and selected, the left arrow closes the folder.
	Page Up/Down	Moves up/down one page view. The first available component in view gets the focus and selection.
	Home/End	Moves to the first/last element in the tree.
	Control-Left Arrow/ Control-Right Arrow	Moves focus up/down one row in the directory tree.
	Control-Page Up/ Control-Page Down	Moves up/down one page view. The first available component in the view gets focus and selection.
	Control-Home/ Control-End	Moves to the first/last element in the tree.
	Spacebar	Selects the element in the directory tree where the focus is activated.
Tool Tip	Control-F1	Displays a tool tip if one is attached to the focused component.
	Control-F!/ Esc	Hides a tool tip.

## Mnemonics

Mnemonics are keyboard shortcuts used to access commonly used features using an <Alt> and letter key combination. Entries marked with an asterisk (\*) are second-level commands and are only available after entering the first level. Using <Alt> closes an open menu, which prevents the use of an <Alt>-letter combination within menus.

Alt + Letter	Destination
Menus	
L	Top level of Logon menu
*L	*Logon
*F	*Logoff
M	Top level of System menu



Alt + Letter	Destination
*P	*Pause Processing Ctrl-Shift-P is an accelerator combination, which does not require the user to open the System menu.
*R	*Resume Processing Ctrl-Shift-R is an accelerator combination, which does not require the user to open the System menu.
*D	*Service Diagnostics
*S	*Shutdown Ctrl-Shift-S is an accelerator combination, which does not require the user to open the System menu.
I	Top level of the Printer menu
E	Top level of the Setup menu
A	Top level of the Administration menu
H	Top level of the Help menu
Pathways	
C	Copy Service
S	Scan to Digital Service
P	Print Service
J	Job Manager
Q	Queue Manager
T	Printer Manager
Content Area	
R	Reset button on Copy, Scan to Digital, and Print Services
B	Build Job button on Copy, and Scan to Digital Services
O	Continue Build Job buttons
N	End Build Job button
Esc	Cancel Build Job
Child Window Controls	
O	OK button
R	Reset button
A	Apply, Add insert, Add Exception, or Add Cover
H	Help access

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# Job Management

Job management allows you to perform job management tasks including printing, proofing, holding, and forwarding jobs, and changing job properties.

## Job Manager

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The Job Manager enables you to perform a number of different tasks at the job level. You can view all the jobs in the system, including current and completed jobs, or you can display one of several possible subsets of the jobs. The Job Manager also enables you to perform operations on, and select options for, individual jobs or groups of jobs within the system.

Access Job Manager by selecting the Job Manager icon located on the left side of the DocuSP GUI.

## The Job Manager Window

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The Job Manager main window is composed of menus and tabs. The tabs display jobs in the system in various states. Each tab — Current or Completed — enables you to view a different type of job. By changing the selection in the Queue drop-down menu, you can filter the selection to view the jobs in all queues or just jobs within a single queue.

**NOTE:** *To rearrange the job data elements in the job lists (such as Job ID, Type, etc.), select a column heading and drag it to another location in the column row.*

- **Current:** The Current tab presents a list of active and inactive jobs.
  - **Active Jobs:** The Active Jobs field displays a list of all the jobs that are currently being received, are in the queue waiting to print, are printing, or are in the process of being saved. The total number of Active Jobs is displayed to the bottom left of the list. Use the scroll bar to view any additional listed active jobs.
  - The total number of Active Jobs is displayed to the bottom left of the list. Use the scroll bar to view any additional listed active jobs.
  - **Inactive Jobs:** If a job is unable to print because it is being

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held, or due to a fault or other error, it is automatically moved to the Inactive Jobs field of the Current tab field. The total number of Inactive Jobs is displayed to the bottom left of the list. Use the scroll bar to view any additional listed inactive jobs.

**NOTE:** *Once a job is saved it is no longer an active job.*

- **Completed:** The Completed tab lists a maximum of 500 jobs that have been printed. Listed jobs beyond the 500 maximum allowed are automatically deleted from the system. The maximum number of listed completed jobs may be less than 500 if the option to Retain PDL Files is enabled. This option allows you to change properties and then print jobs that have completed printing and reside in the Completed tab. For information about Retain PDL Files see Setting the Job Policy.

**NOTE:** *A utility called “setretainPDL” exists that enables you to set the number of retained PDL’s from 1 to 100. Instructions for using this utility are provided in the DocuSP Getting Started Guide. Within the DocuSP GUI, the setting is hard-coded to 50 PDL’s. Depending on the size of the retained jobs and the size of the internal hard drive on your system, a lower value may be more appropriate. Users employing the setretainPDL utility should be aware that disk capacity monitoring is the responsibility of the end user.*

- **Content menu:** The Content menu contains job options that are accessed frequently. The content menu is available regardless of which tab is active.

- **Job:** The Job pull-down menu enables you to perform job management tasks such as proofing, deleting, or holding jobs, and releasing jobs to print. This menu also enables you to set or change the job properties. All selections within the Job pull-down menu are also available by right-clicking a job in Job Manager or by selecting an icon from the toolbar. For additional information on job menu selections see Job Manager menus.

**NOTE:** *The Job menu within the Completed tab displays only Properties and Delete selections if the Retain PDL files feature is not enabled.*

- **View:** This tab is available when you are within the Current and Completed tabs. The View pull-down menu presents the following selections:
  - **Columns...:** You can determine the job list display by selecting or deselecting job list titles. If deselected, the item is removed from the job list row. For additional information, see: Managing the Job list
  - **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
  - **Hide Toolbar:** This option, which is only available when the toolbar is displayed, toggles the display of

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the toolbar off.

- **Redisplay:** This option refreshes the contents of the job list.
- **Toolbar:** Toolbar icons enable you to access frequently used features. Each tab contains specific toolbar selections. Move the cursor over each icon to see a description.
- **Pause:** Stops the printer from processing.
- **Unload:** If your system contains a stacker, this allows you to unload the stacker to remove completed output prior to the stacker delivering the output when it is full.
- **For Queue:** Displays jobs for a selected queue. All Queues displays all jobs on all queues.

## The Job Lists

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Job List columns can be rearranged by selecting a column heading and dragging it to another location in the column row.

Column widths can be changed by clicking on the column separator, holding down the left mouse button and moving the column separator to the right or left. If a column width is too small to display the complete content of a column, you can hover the cursor over that selection to view the complete content of the column.

**NOTE:** *Column size and location changes are not saved through restarts.*

You can manage job list selections from the View pull-down menu within the Current or Completed tabs. The Job Manager list updates dynamically according to the refresh interval setting. For a complete description of the refresh interval, see: Setting Job Processing options.

The job lists display the following information by default, depending on which tab you are viewing:

- **Job ID:** The number identifier of the job assigned by the system when the job is received.
- **Queue:** The name of the queue to which the job was sent.
- **Job Name:** The file name of the job.
- **Sender:** The logon user name of the person who sent the job from the client or host. If the job is a Saved job, the sender is listed as Reprint.
- **Submitted:** The date and time the job was received by the controller.
- **Processed:** The number of pages processed.
- **Printed:** The number of pages printed.

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- **Status:** Shows the status of the job; for example, Receiving, Ineligible, or Faulted.

## Managing the Job list

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You can determine the job list display by selecting or deselecting job list titles. If deselected, the item is removed from the job list row.

To manage the job list:

1. Open Job Manager.
2. From the View menu, select [Columns...].
3. Select the column titles you want to display on the job list. Deselect column titles that you want to remove from the job list.

**NOTE:** *The Job ID column title is read-only and cannot be deselected.*

4. Select [OK]. Your changes are reflected immediately on the job list.

## Job Manager menus

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The Job Manager menus enable you to perform job management tasks such as forwarding, deleting, or holding jobs, and releasing jobs to print. These menus also enable you to set or change the job properties.

The options followed by ellipses (...) open additional windows for job management tasks. To access a Job menu, select a job and perform one of the following:

- Right-click a job in the job list
- Select the Job pull-down menu
- Select an icon from the toolbar

The options vary based on which Job Management tab is active, if Save PDL Files is enabled and your printer configuration. The Job menus can contain the following options:

- **Properties:** Opens a window containing a series of tabs that display all of the current settings for the job. Many job management tasks are performed by modifying the job properties.
- **Preview/Preview Range:** Generates a preview look of the job. This feature is available for PostScript, PDF, and TIFF formats. A PostScript license is required to access this feature. If a PostScript license is not present on the system, this menu option is grayed out.

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**NOTE:** *VIPP and PPML jobs cannot be viewed using this feature; if you attempt to view these job types, an error message displays.*

- **Release:** Allows the selected Held job to be printed. The job is placed immediately after all printing or pending jobs.
- **Hold:** If a job has been submitted to print and you wish to delay printing of the job, you can place the job on hold. The job will be moved to the Inactive Jobs list. When a job is held it needs to process again before it can be printed. Printing starts at the beginning of the job.
- **Promote:** Promoting a job enables you to move the selected pending job above all other pending jobs in the queue. The promoted job prints immediately after other previously scheduled print jobs.
- **Print Now:** Interrupts a currently printing job to print the selected job.
- **Proof:** Prints one copy of the job and retains the job in the system for additional printing. Proof jobs will interrupt any currently printing job.
- **Forward:** Allows you to forward a job from one DocuSP system to a second DocuSP system.
- **Move:** Allows you to move a job to another queue.
- **Delete:** Terminates printing of the selected job and removes the job from the system.
- **Cancel:** Terminates printing of the selected job and removes the job from the system.

**NOTE:** *Selecting [Cancel] within the feature dialog windows does not remove the job from the system.*

- **Select All:** Available within the Saved tab, once selected it highlights all currently active or inactive jobs.
- **Clear All:** Deselects all jobs currently highlighted in the Job list.
- **Redisplay:** This option refreshes the contents of the job list.
- **Sizing arrow buttons:** The small arrow buttons located immediately above the Inactive Jobs field allow you to adjust the size of the Active or Inactive jobs fields. Click the up-arrow to increase the display size of the Inactive jobs field. You can also left-click on the arrow bar to drag and set the desired size of the field.

## Job Properties Window

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The Job Properties window contains Feature Access Buttons (FABs) that are incorporated within tabs and are designed to

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adjust properties and expedite printing. For additional information about FABs see DocuSP Feature Access Buttons (FABs).

To access job properties you can double-click a job, or select a job and perform one of the following:

- Right-click a job and select [Properties...].
- Select [Properties...] from the Job pull-down menu.
- Select the [Properties...] icon from the toolbar.

The Job Properties window contains the following selections:

- The Settings tab: Enables you to view settings for pages to print, job format, print destination, job progress, and Administrative Pages.
- The Stock Tab: Enables you to select stock properties for the job.
- The Output Tab: Enables you to select sides imaged, output location, finishing, collation, slip sheets and layout options.
- The Image Quality Tab: Contains controls to enable you to make image quality adjustments.
- The Image Edit Tab: Presents features that allow original images to be modified for output. Selections are image shift and rotation.
- The Special Pages Tab: Contains features that enable you to create and edit exception pages, inserts, and covers.
- The Time Stamps Tab: View job submission details.
- The Faulted Tab: This tab becomes active when a job faults. A job faults when it contains errors or when there is a problem processing the job.
- The Ineligible Tab: This tab becomes active when a job requires a resource to print as programmed. An ineligible job is one that cannot be printed because it lacks a resource required for printing.

In addition to tabs and FABs, the Job Properties window contains a Content panel that contains the following fields and buttons which are available regardless of the tab selected:

- **Quantity:** Displays the quantity of job sets to be printed.
- **Job Name:** Displays the job name. This field can be edited.
- **Status:** Details whether the job is printing, pending, faulted, held, completed, or being saved. This field is read only.

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## Option conflict gray-out feature

In an effort to help prevent you from selecting conflicting features on the same tab, DocuSP utilizes an option conflict gray-out feature. For example, if you select a Stapling/Finishing option of “Staple,” the Output Location changes to a location that supports



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your finishing selection. The Output Location menu is grayed-out until you select a finishing option that is supported by multiple sources. This prevents the job from faulting and prevents you from having to locate the conflicting features.

**NOTE:** *Due to Java limitations this feature cannot gray-out individual selections within a pull-down menu. Conflicts resulting between tabs and within pull-down menus are detected using the Programming Conflicts dialog. If a conflict occurs, the Programming Conflicts dialog opens. The conflict is described and instructions are presented on how to resolve it.*

## Printing Jobs

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Job Manager is designed to give you easy access to printing jobs and managing job properties.

For certain tasks you can select more than one job by performing one of the following:

- Press and hold down the <CTRL> (Control) key and select each individual job by left-clicking the mouse.
- To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key and select the first and last file names that you want from the list. This highlights the first and last file name lines and all lines in between.

### Printing jobs and managing job properties

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You can perform the following tasks within Job Manager:

- Releasing a single job to print
- Changing Job Properties
- Renaming a job
- Holding a print job
- Releasing a held job to print
- Pause and resume a job
- Deleting a job
- Cancelling a job
- Previewing a job
- Moving a job
- Forwarding a job
- Setting up a printing system name for job forwarding
- Print Now (interrupting a job to print another job)
- Printing a proof job
- Promoting a job

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- Saving a job

## Releasing a single job to print

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You can release a job for printing from the Current tab, or if the Retain PDL option is enabled you can release jobs from the Completed tab. See Multiple job submission if you want to submit more than one job for printing.

To release a single job to print:

1. Open Job Manager.
2. Select a job and perform one of the following:
  - Right-click the job and select [Release] from the menu.
  - From the Job pull-down menu select [Release].
  - Select the [Release] icon from the toolbar.

## Multiple job submission

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DocuSP allows you to submit and print multiple jobs. You can perform Print, Proof, and Print Now options.

**NOTE:** *While there is no hard limit to the amount of jobs that you can submit, performance may be impacted if you submit hundreds of jobs.*

To submit and print multiple jobs:

1. Open the Job Manager.
2. If desired, select the queue that you want to use to print the selected jobs from the For Queue menu.
3. Select multiple jobs by performing one of the following:
  - Press and hold down the <CTRL> (Control) key and select each individual job.
  - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while choosing the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
4. Right-click within the selected jobs and choose from the following:
  - **Release:** Prints the selected jobs.
  - **Proof:** Prints one copy of each job and retains the jobs in the queue for additional printing. Proof jobs interrupt any currently printing job.
  - **Print Now:** Interrupts any currently printing jobs to print the selected jobs.

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## Changing Job Properties

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You can modify the properties of jobs submitted to the DocuSP controller by opening Job Manager and performing one of the following:

- Double-click a particular job to open the Job Properties window.
- Right-click a job and select [Properties...].
- Select a job and choose [Properties...] from the Job pull-down menu.
- Select a job and click the [Properties...] icon from the toolbar.

## Renaming a job

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To rename a job:

1. Open Job Manager.
2. Double-click a job in the Active Jobs or Inactive Jobs field. You can rename Completed jobs if the Retain PDL Files feature is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Left-click at the beginning of the current name in the Job Name field.
4. Use the <Delete> key to manually delete the name from the Job Name field.
5. Type the new job name, and select [OK], or continue setting job properties.

## Holding a print job

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If a job has been submitted to print and you wish to delay printing of the job, you can place the job on hold. When a job is held it needs to process again before it can be printed. As a result, you can change job properties when a job is in the held state.

To hold a print job:

1. Open Job Manager.
2. Select the job you want to put on hold in the Active or Inactive Jobs list and perform one of the following:
  - Right-click and choose [Hold] from the menu.
  - From the Job pull-down menu select [Hold].
  - Select the [Hold] icon from the toolbar.

If the job you held was in the Active Jobs list, the job is moved to the Inactive Jobs list until further action is taken.

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**NOTE:** Consider pausing jobs instead of holding jobs when you need to make an adjustment, such as changing the toner. When a job is held it needs to process again before it can be printed. This is not the case when pausing the job

## Releasing a held job to print

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If a job has been put on hold and you now want to print the job, you can release the job to print. When a job is held it needs to process again before it can be printed. Printing starts at the beginning of the job.

To release a held job to print:

1. Open Job Manager and select the Current tab.
2. From the Inactive Jobs list, select a job and perform one of the following:
  - Right-click the held job you want to print and choose [Release] from the menu.
  - From the Job pull-down menu select [Release].
  - Select the [Release] icon from the toolbar.

## Pause and resume a job

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When a job is paused it stops the printing or scanning process. Consider pausing the printer instead of holding jobs when you need to make an adjustment, such as changing the toner. Paused jobs do not process again. When a job is held it needs to process again before it can be printed.

To pause and resume a job:

1. From the Content menu select [Pause], which is located in the upper right corner of the main GUI screen.
2. To resume the printing process select [Resume].

**NOTE:** IPDS jobs will not stream/RIP and other non-IPDS jobs in the system will stop processing when an IPDS job is sent to a Paused DocuSP system.

## Pause and resume a job

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Available pause options depend on printer configuration. To pause and resume a job:

1. From the Content menu, located in the upper right corner of the GUI, select [Pause], [Pause Scanning] or [Pause Printing].
2. To resume the printing or scanning process select [Resume], [Resume Scanning] or [Resume Printing].

**NOTE:** IPDS jobs will not stream/RIP and other non-IPDS jobs in the system will stop processing when an IPDS job is sent to a Paused DocuSP system.

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## Deleting a job

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Deleting a job removes the job from the system.

To delete a job:

1. Open Job Manager.
2. Click on a listed job.
3. Delete the job by performing one of the following:
  - Right-click the job and select [Delete].
  - Select a job and choose [Delete] from the Job menu.
  - Select the [Delete] icon from the toolbar.
4. Select [Yes] to remove the job from the system.

## Cancelling a job

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Cancelling a job terminates printing of the selected job and removes the job from the system.

To cancel a job:

1. Open Job Manager.
2. From the Current or Completed tab select a job and perform one of the following:
  - Select [Cancel] from the Job pull-down menu.
  - Right-click the job and select [Cancel].
  - Select the [Cancel] icon from the toolbar.
3. Select [Yes] to confirm your action.

**NOTE:** Selecting the [Cancel] button within the feature dialog windows does not remove the job from the system.

## Previewing a job

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**NOTE:** A PostScript license is required to access this feature. If a PostScript license is not present on the system, this menu option is grayed out.

PostScript, PDF, and TIFF format jobs can be previewed prior to submitting it to print. An entire job or a select range of pages can be previewed. This allows you to view the job and make any changes before the job is submitted for final printing.

**NOTE:** VIPP and PPML jobs cannot be viewed using this feature; if you attempt to view these job types, an error message displays.

To preview a job:

1. Open Job Manager and select the Current tab.
2. Select the PostScript, PDF, or TIFF format job you want to preview from the Active or Inactive Jobs list.

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3. Preview shows the entire job, while Preview Range allows you to select a range of pages to view. Select [Preview] or [Preview Range] by:
    - Right-clicking a job.
    - Selecting a job and using the File pull-down menu.
    - Selecting a job and using the toolbar icon.
  4. If Preview is selected, then the preview process begins (go to Step 5). If Preview Range is selected perform the following:
    - a. Select [All] if you want to preview the entire job. This is the default selection.
    - b. If you want to preview a range of pages, clear [All] and enter the page range in the fields.
    - c. You can use the default size display or you can select a size by clearing the [Default] checkbox. The following fields become active:
      - Select a unit of measure.
      - Select a paper size from the pull-down menu. If [Custom] is selected, you can enter values in the Width and Height fields.
    - d. Click [OK] to exit the dialog window. The preview range process begins.
  5. Once the preview process is complete, the job you selected displays in the Preview dialog window. Page icons display for each page of the job. You can scroll to each page or select the page icon and go directly to that page.

You can perform the following actions by selecting from the icons and menus located at the top of the Preview dialog window. Move the cursor over each icon to get a description. If more than one page is generated, you can select pages you want to view by clicking a page icon located to the left of the viewed image. The following options are available:

- Move to the first or last page of the job.
- Move to the previous or next page of the job.
- Enter a specific page number to view. Total job pages is indicated to the right of the page number field.
- Select viewing options:
  - Zoom percentages from the pull-down menu: 100% reflects the actual size of the document.
  - Actual Size: The view is shown as the actual size of the document. The size percentage changes to 100%.
  - Fit To Window: The image fits within the Preview window. The size percentage changes to reflect the current view.
  - Fit To Width: The image fits the width of Preview window. The size percentage changes to reflect the

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current view.

- Rotate the job left or right.
6. Click [Close] to exit the Preview dialog window.

## **Moving a job**

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Moving a job allows you to place the job in another queue.

To move a job:

1. Open Job Manager and select the Current tab. You can move Completed jobs if the Retain PDL Files feature is enabled. For additional information about the Retain PDL Files feature see Setting the Job Policy.
2. Right-click a job and select [Move...].
3. Select a queue from the list and click [OK]. The job is moved to the selected queue.

## **Forwarding a job**

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Job forwarding allows you to send a job from a DocuSP system to another printing system.

To forward a job:

1. Open Job Manager and select the Current tab. You can forward Completed jobs if the Retain PDL Files feature is enabled. For additional information about the Retain PDL Files feature see Setting the Job Policy.
2. You can forward an individual job or multiple jobs.
  - To forward an individual job, right-click a job in the Active or Inactive Jobs list and select [Forward...]. Alternatively, you can click on a job and select [Forward...] from the Job pull-down menu.
  - To forward multiple jobs perform one of the following:
    - Press and hold down the <CTRL> (Control) key and select each individual job. Right-click within your selection and select [Forward...].
    - To select multiple jobs that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last job names you want to select. This highlights the first and last job name lines and all lines in between. Right-click within your selection and select [Forward...].
3. From the Forward Job dialog window, select the job forward location from the Printing System Name pull-down menu. If the printing system has not been defined see Setting up a printing system name for job forwarding.
4. Type the Queue Name in the corresponding text field.

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5. If you want the job to remain on the initiating DocuSP system after it is forwarded, select [Retain Job After Forwarding]. To remove the job from the initiating queue after it is forwarded, clear [Retain Job After Forwarding].

**NOTE:** *There is no error recovery for forwarded jobs. Therefore, if a network problem or connectivity issue occurs during Job Forwarding, the original system will not raise a failure indicator. Because of this condition, it is best to retain a copy of a critical job at the source system.*

6. If desired, select [Job Ticket]. The Job Forwarding feature allows you to include or exclude the Xerox Job Ticket when the job is forwarded to another printer. The benefit of this option is to allow control over which job attributes are maintained between the originating printer and the destination printer.

An example of when to include the job ticket would be when forwarding to a DocuSP based printer at software level 3.x or higher and the job has been programmed with a Xerox Job Ticket or the job has been programmed with special programming instructions such as exception pages or color attributes.

Examples of when to exclude the job ticket are:

- when forwarding to a non-DocuSP based printer that does not comprehend the XPIF job ticket format,
  - when forwarding a job to a printer with a DocuSP version of 2.x or earlier that does not comprehend the XPIF job ticket format.
  - the job contains PDL programming information such as through *setpagedevice* commands within PostScript,
  - when jobs include subset finishing,
7. Click [Forward]. The status of the job displays in the Forward Status field.

**NOTE:** *A job must be completely spooled before it can be forwarded. Streaming, Fast Reprint, and online jobs cannot be forwarded. Jobs are “held” by the system and then forwarded to the next device. If a job is eligible to be forwarded (i.e. the job is not a streaming job, etc.), the Job Forwarding GUI changes the job status to “Held” and a Job Forwarding dialog opens; otherwise an error dialog is displayed.*

The following are limitations and notes associated using the Job Forwarding feature:

- There is no error recovery for forwarded jobs. Therefore, if a network problem or connectivity issue occurs during Job Forwarding, the original system will not raise a failure indicator. Because of this condition, it is best to retain a copy of a critical job at the source system.
- Forwarding of jobs that require file referencing are not supported by the Job Forwarding GUI; referenced images are



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not accumulated and moved.

Examples of this type of file are:

- FreeFlow jobs (\*.rdo)
- VIPP jobs
- GetTiff Macro jobs
- Fast Reprint Format (FRF) jobs

**NOTE:** *These jobs can be successfully forwarded using common mount points between systems; in this case, both systems can “see” the mounted drive.*

- IP numbers alone are not supported; a printing system name is required. Job Forwarding uses the printer name to look up the IP address of the receiving controller. The names and addresses of the intended receiving controllers must be in the /etc/hosts file of the sending controller when a name service is not running.
- Job Forwarding is enabled automatically for the System Administrator and the Operator.
- Jobs forwarded to systems without some features, for instance, a job forwarded with binding, to a printer that does not support binding, will display a job ticket error stating that the function is not available on the receiving device.
- The controller does not allow the user to cancel the forwarding operation after it begins.
- Accounting is not supported. The forwarding controller does not keep a record of forwarded jobs.
- Specific resources, including fonts, forms, JDLs, JDEs and TIFF images of a job, are not forwarded.

### **Setting up a printing system name for job forwarding**

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Prior to forwarding a job, a receiving printing system must be defined by the System Administrator. Once the receiving printing system is defined it can be edited and deleted.

To set up a printing system for job forwarding:

1. Open Job Manager and select the Current tab. You can forward Completed jobs if the Retain PDL Files feature is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
2. Right-click a job in the Active or Inactive job list and select [Forward...]. The Forward Job dialog window opens.
3. Click [Setup...].
4. Click [Add...].
5. Enter the Printing System Name and Host Name or IP Address in the appropriate fields.

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**NOTE:** IP numbers alone are not supported; a printing system name is required. Job Forwarding uses the printer name to look up the IP address of the receiving controller. The names and addresses of the intended receiving controllers must be in the /etc/hosts file of the sending controller when a name service is not running.

6. Select [Apply]. The printing system information displays in the Printer Setup dialog window.
7. Click [Close] twice to exit the dialog windows and return to the Job Forward screen.

To edit and/or delete a printing system used for job forwarding:

1. Open Job Manager and select the Current tab. You can forward Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
2. Right-click a job in the Active or Inactive job list and select [Forward...]. The Forward Job dialog window opens.
3. Click [Setup...].

To delete a job forward printing system:

- a. Right-click a printing system and select [Delete]. Alternatively, you can select a printing system name and click the [Delete] button.
- b. Confirm your action by clicking [Yes]. The printing system is removed from the Printer Status dialog window.

To edit a job forwarding printing system:

- a. Right-click a printing system and select [Edit...]. Alternatively, you can select a printing system name and click the [Edit...] button.
  - b. Make changes and select [OK]. Your changes display in the Printer Status dialog window.
4. Click [Close] twice to exit the dialog windows and return to the Job Forward dialog window.

## **Print Now (interrupting a job to print another job)**

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The Print Now feature allows you to interrupt a job that is currently printing in order to print a different job or jobs. After all Print Now jobs have completed printing, the controller resumes printing the original interrupted job.

To use Print Now:

1. Open Job Manager and select the Current tab.
2. Select a job and perform one of the following:
  - Right-click the job and choose [Print Now] from the menu.
  - From the Job pull-down menu choose [Print Now].

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- Select the [Print Now] icon from the toolbar.

The selected job prints.

**NOTE:** *A newly assigned Print Now job will not interrupt an active Print Now job. The newest Print Now job is added to the end of the active interrupt job list. Any Print Now jobs requiring unavailable resources (such as special media or finishing), are ineligible and will not be scheduled as a Print Now job until the resource is made available.*

**NOTE:**

## **Printing a proof job**

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This feature allows you to print a proof copy of a multi-copy job while eliminating the need to resubmit the job to print once the content and/or layout have been verified.

All job attributes apply to Proof jobs except the quantity. The default print quantity for Proof jobs is 1 (one); however, the default can be modified in system preferences by the System Administrator.

**NOTE:** *You can also set a queue to automatically print proof copies of each job submitted to the queue. The current job is interrupted at the end of a page if printing has not completed or on a set boundary if the interrupted job is finished. Processing for non-Print Now jobs in the queue is suspended until all Print Now jobs are printed.*

To proof one or more jobs:

1. Open Job Manager and select the Current tab.
2. In the Active or Inactive Jobs list select a job and perform one of the following:
  - Right-click the job and choose [Proof] from the menu.
  - From the Job pull-down menu select [Proof].
  - Select the [Proof] icon from the toolbar.

A proof of the selected job is printed. The job status changes to “Proofed,” and it is placed in the Inactive Jobs list.

3. Once the proof is verified, you can release the remainder of the job to print.

**NOTE:** *A newly assigned Proof job will not interrupt a printing Proof job. The newest Proof job is placed in the queue at the end of the active Proof jobs. Any Proof jobs requiring unavailable resources (such as special media or finishing), are ineligible and will not be scheduled as an interrupt Proof job until the resource is made available.*

## **Saving a job**

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**NOTE:** The Layout FAB is not available when accessing saved jobs in the Print Service. The Layout FAB is available once jobs are placed in Job Manager using the [Print] button.

To save a job:

1. Open the Job Manager.
2. Double-click the job you want to view from the Active or Inactive Jobs list. You can save Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Settings tab.
4. Select the Destination FAB.
5. If [Print & Save] or [Save] is selected then the Save Location fields become active. If a save location is not made available by the System Administrator you can select a folder in which to save your job.

**NOTE:** Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.

6. Click [Save Location...]. The Save Location dialog window opens.
7. From the Look In menu select the UNIX file system or media location where the job is to be saved. You can also type the location in the Directory field.
8. If necessary, select the save folder.
9. Once the complete pathway appears in the Selection field click [OK].

**NOTE:** If you attempt to save a job with a name of a job that already exists at the save location folder, one of three scenarios will occur depending on the option enabled by the System Administrator within Setup menu > System Preferences > Default Save Directory. The three scenarios are as follows:

- **Auto Generate Name Extension:** The job is saved automatically using multiple versions a job that have the same name (MyJob.ps.001.frf, followed by MyJob.ps.002.frf, etc.).
- **Overwrite Job:** You can choose to overwrite the job, save it with a different name or you may cancel the job.
- **Fault Job:** You can change the name of the job, or you may cancel the job.

For additional information, see: Setting Up the Default Save Directory and Saving a job with a duplicate name.

10. From the Save Format pull-down menu select from:

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- **Single-page TIFF:** Saves each page in the job as an individual TIFF file.
  - **Multi-page TIFF:** Saves the entire job as a single TIFF file.
  - **PDF:** Saves the job as a PDF (Portable Document Format).
  - **Fast Reprint Format (FRF):** Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs.
11. If desired, make property adjustments and click [OK]. The job is placed in the save location specified.

## Using a Display Resolution Image

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Display Resolution Images (DRI's) can be saved with the print job in order to facilitate editing and viewing of images within the job. DRI's are generally smaller files than full-resolution images and will speed up viewing and editing of jobs.

To use DRI's, complete the following steps:

1. Open the Job Manager
2. Double-click a job in the Active Jobs list.
3. Select the Settings tab.
4. Select the Destination FAB.
5. Ensure that the checkbox for [Save DRI's] is checked.
6. If desired, select [Gather Now] to gather the components for the DRI.
7. Select [OK] to save the selection(s), or continue setting job properties.

**NOTE:** *DRI's are not meant to be and should not be used to make color or image quality assessments. When the Save DRI's check box is selected, the DRI's will be saved with the job and the overall file size will be increased accordingly.*

## Saving a job with a duplicate name

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If you attempt to save a job with a name of a job that already exists at the Save directory, one of three scenarios will occur depending on the option enabled by the System Administrator within Setup menu > System Preferences > Default Save Directory. See, Setting Up the Default Save Directory for additional information

- **Auto Generate Name Extension:** If enabled in the Default Save Directory, the job is saved using multiple versions a job that have the same name. This is accomplished by adding a new version number to the job title. Job numbers are a maximum three digits. Numbers are attached to the job incrementally with leading zeros. If a job titled MyJob.ps.frf is already in the Save directory and you want to save it as a different job because you changed some attributes, the job title

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is saved automatically as MyJob.ps.001.frf, followed by MyJob.ps.002.frf, etc. No confirmation or warning message is displayed.

- **Overwrite Job:** If enabled in the Default Save Directory, you can choose to overwrite the job, save it with a different name or you may cancel the job.
  1. From the Duplicate Job Name dialog, select from:
    - **Overwrite the Job:** All remnants of the older job are removed from the system. The job name field remains inactive.
    - **Rename the Job:** The job name field becomes active. If desired, enter a unique job name.
  2. Select [Continue] to overwrite or rename the job, or select [Cancel Job] to cancel job submission.
- **Fault Job:** If enabled in the Default Save Directory, you can change the name of the job, or you may cancel the job.
  1. If desired, enter a unique job name.
  2. Select [Continue] to rename the job, or select [Cancel Job] to cancel job submission.

## The Settings tab

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The Settings tab allows you to perform the following tasks:

- Use the Pages/Format FAB to select pages to print, job format options and to view and edit job notes.
- Use the Destination FAB to indicate whether you want to print a job or save a job to reprint later.
- View print job progress by selecting the Job Progress FAB.
- Use Administrative Pages: Administrative Pages are optional pages that print with the job. See Using job Administrative Pages for additional information.

## Using the Settings tab to set job properties

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To use the settings tab:

1. Open the Job Manager.
2. Double-click the job you want to view from the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Settings tab.
4. Job Notes allow you to enter information that should be sent along with the printed job. All users have view access to Job Notes.

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- a. To view and edit job notes click [Job Notes...].
  - b. View or enter the desired information in the following fields:
    - **Sender Name:** The name of the person who sent the job. This field cannot be edited.
    - **User Id:** The identification number of the user who sent the job.
    - **Recipient Name:** The name of the person who receives the job. If you don't know the name, you may enter a recipient location.
    - **Source File:** The path name to a file that was referenced by the job ticket rather than being directly submitted to the printer. For example, a saved job ticket contains a reference to the saved job file.
    - **Account Info:** Allows sites that bill customers for printer use to track account activity.
    - **Account Id:** This field may contain an internal billing number, a credit card number, or other tracking or billing numbers.

**NOTE:** *Billing is only applicable for monochrome products.*

- **Additional Account Info:** Can contain any additional account information.
  - **Banner Page Message:** Information you want to be printed on the banner page of the print job.
  - **Start Message:** Special instructions or information for the print operator. The Start Message displays on the Settings tab screen.
- c. Select [OK] to save the job notes and return to the Settings tab.
5. Select the Pages/Format FAB. For more information, see Using the Pages/Format FAB.
  6. Use the Destination FAB to indicate whether you want to print, print and save, or save a job to print later. Print is the default selection (the job prints, but it is not saved). For more information, see Using the Destination FAB to print and/or save a job.
  7. The Job Progress FAB enables you to view the following job progress information:
    - Bytes Processed
    - Images Processed
    - Total Pages Saved/Printed
    - Sets Completed
- Job processing information is updated at regular intervals and at significant events:
- The main GUI and job dialogs are updated at 30 second

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intervals.

- Upon user or system intervention on a specific job.

To set the Job Manager refresh interval see: Setting Job Processing options

8. Select the Administrative Pages FAB. For more information see Using job Administrative Pages.
9. Select [OK] or continue setting job properties.

## Using the Pages/Format FAB

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Use the Pages/Format FAB to set the page range you wish to print or to change the format of a document:

1. To set the page range you want to print:
  - a. Printing all pages is enabled by default. If you want to print a selected range of pages clear [Print All Pages].
  - b. Enter a page range in the [From] and [To] fields.
  - c. Select [OK] or continue setting job properties.
2. You can change the format of a document after it has been submitted to the controller. For example, a change from PostScript to ASCII may be desired in order to print the PostScript commands.

- a. Choose a format from the Format pull-down menu. The available options vary based on your printer configuration.  
**NOTE:** *If you do not have a valid PostScript license on the system, PostScript is not displayed in the list of format options.*

**NOTE:** *Do not attempt to change one page description language (PDL) to another, such as PostScript to PCL. This type of change may cause print errors since the PCL decomposer cannot interpret the PostScript commands.*

- b. If the PostScript, PDF, or ASCII job format is selected then the [Setup...] button becomes active. Click [Setup...] to access PostScript/PDF and ASCII options. See PostScript/PDF format settings or ASCII fonts for more information.  
**NOTE:** *If you do not have a valid PostScript license on the system, you will not be able to set PostScript options.*
- c. Select [OK], or continue setting job properties. Your selection displays on the Pages/Format FAB.

## Using the Destination FAB to print and/or save a job

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The default destination is [Print...]. The job is sent to the printer without being saved. To print and save or save a job perform the following:



- 
1. Select [Print & Save] or [Save]. The Save location and Save Format fields become active.  
**NOTE:** *Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.*
  2. Click [Save Location...]. The Save location dialog window opens.
  3. From the Look In menu select the UNIX file system or media, location where the job is to be saved or type the location in the Directory field.
  4. If necessary, select the save folder.
  5. Once the complete pathway appears in the Selection field click [OK].
  6. From the Save Format pull-down menu select from:
    - **Single-page TIFF:** Saves each page in the job as an individual TIFF file.
    - **Multi-page TIFF:** Saves the entire job as a single TIFF file.
    - **Fast Reprint Format (FRF):** Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs.
  7. If desired, select [Save DRI's]. See Using a Display Resolution Image for additional information.
  8. If desired, select [Gather Now] to gather the components for the DRI's.
  9. Select [OK] or continue setting job properties.

### **PostScript/PDF format settings**

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DocuSP enables VIPP users to automatically load and access the required start string for VIPP jobs. The initialization file can be established, by the System Administrator, for a particular queue or on a per-job basis. More Information...

To set variable data options for PS/PDF jobs:

1. Select an initialization file from the pull-down menu. If an initialization file is not available the default selection is None.
2. Select a Variable Data option:
  - Disable Caching
  - Enable Caching
  - More Information...
3. Select an After Job Completion option:
  - Delete Cached Objects
  - Retain Cached Objects

- 
- PDL Specified
4. If desired, select Substitute Images in the OPI field.
  5. Select [OK].

## ASCII fonts

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If the job that you are printing is an ASCII job, you must select the font used to print this job before printing can occur. The font name, orientation, and size must be selected.

To choose ASCII fonts:

1. In the Fonts list, select the name of the font to be used when printing the ASCII job. If no font is selected, the default font, Courier, is used.
2. Select the image orientation from the Font Orientation menu. If no choice is made, the job is printed as portrait.
3. Enter a font size by typing a value or using the spin box. The range of available font sizes are displayed below the spin box.
4. Select [OK].

## Using Network Filing

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**NOTE:** *SMB/FTP must be enabled on the system by the System Administrator before it can be accessed to save jobs. See Setting up SMB/FTP for additional information.*

**Network Filing via SMB:** The System Administrator can program the SMB Server Login information that is required to gain network file access. If this information was not programmed by the System Administrator, perform the following:

1. If required, enter your User Name and Password.
2. Type the Domain Name or Select [Browse] to locate the Domain Name and then select [OK].
3. Type the Server Name or Select [Browse] to locate the Server Name and then select [OK].
4. If required, type the Share Path or Select [Browse] to locate the Share Path and then select [OK].
5. After entering all the required information, select [OK] to close the Save Location dialog window. The Network Validation dialog opens if it takes longer than two seconds to validate the network connection information. Select [OK] if validation is successful. If validation is not successful, follow the displayed instructions or contact the System Administrator.

**Network Filing via FTP or SFTP:** The System Administrator can program the FTP and SFTP Server Login information that is required to gain network file access. If this information was not programmed by the System Administrator, perform the following:

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1. If required, enter your User Name and Password.
  2. Type the Server Name or Select [Browse] to locate the Server Name and then select [OK].
  3. After entering all the required information, select [OK] to close the Save Location dialog window. The Network Validation dialog opens if it takes longer than two seconds to validate the network connection information. Select [OK] if validation is successful. If validation is not successful, follow the displayed instructions or contact the System Administrator.

## Using job Administrative Pages

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Administrative Pages are optional pages that print with the job. Administrative Pages consist of the Banner Page, Error Page and Attributes Report.

- **Banner Page:** The Banner Page is a break page that prints at the beginning of each job. It provides the following information:
  - Job name: Specifies the name of the job and is used to identify and track the job in the queue.
  - Job sender: The name of the person who sent the job. This field cannot be edited.
  - Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
  - Banner page message: Information you want to be printed on the banner page.
  - Printing date and time
  - Number of copies: The number of job copies that were printed.
  - Product name and current software version level
  - Account number: Can be a number used for billing purposes.

**NOTE:** *Billing is only applicable for monochrome products.*

- Job ID: The job identification set at the controller.
- Server and queue name

**NOTE:** *You cannot change Banner Page selections If the System Administrator has enabled Banner Pages with an Override designation.*

**NOTE:** *An Error Page prints with your job if it has been enabled by the System Administrator. The Error Page contains job information and errors or warnings generated as the job is processed.*

- **Print Attributes Report:** The Attributes Report presents a one page summary of selected job settings, especially

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those that pertain to job identification, stock, output and image quality that originate from queue settings and job programming. Any Queue Property override settings take precedence over all other property settings.

**NOTE:** *You cannot change Attributes Report selections if the System Administrator has enabled Attributes Report with an Override designation.*

To use Administrative pages:

1. Open Job Manager and select the Current tab. You can access Completed jobs if the Retain PDL Files is enabled. For additional information about Retain PDL Files, see: Setting the Job Policy.
2. In the Active or Inactive Jobs list select a job and perform one of the following:
  - Double-click a job.
  - Right-click the job and choose [Properties...] from the menu.
  - From the Job pull-down menu select [Properties...].
  - Select the [Properties...] icon from the toolbar.
3. Select the Settings tab.
4. Select the Administrative Pages FAB.
5. Select [Print Banner Pages] and/or [Print Attributes Report...].
6. Select [OK], or continue setting job properties.

**NOTE:** *Administrative Pages controls for Banner Page and Error Page default paper stock, Site Message, and font settings can be accessed through the Printer Menu > Switches option. See Setting Administrative Pages properties for additional information.*

## The Stock Tab

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The Stock tab contains stock and tray selections for your job. Selections include the Size/Color and Type/Weight FABs.

The Stock tab allows you to perform the following tasks:

- Specify a paper stock for a job.
- Program stock for a job using the Custom Stock option.

### Using the Stock tab to set job properties

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To use the stock tab to set properties:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.

- 
3. Select the Stock tab. A graphical representative icon displays stock characteristics.
  4. Select a stock by performing one of the following:
    - You can select a stock from the Name menu. If Unspecified is selected, you can use the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB to select stock properties. If a Named stock is selected, and the stock attributes are changed, a temporary stock is not created. The system searches for the stock as specified when the job is released for printing. The job will not print until the programmed stock is loaded or stock programming is changed to a stock that is available to the printer.
    - To select a stock currently loaded on the printer, select [Stock List...], click the stock you want to use and select [OK].
    - Use the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB to select stock properties. If [Custom] stock is selected from the Size menu, within the Size/Color FAB, the width and Height fields become active.

**NOTE:** *Be sure the stock attributes you select are supported on the printing system.*
  5. Select [OK], or continue setting job properties.

**NOTE:** *Any custom entries must match the entry programmed for the paper tray containing the custom paper.*

## The Output Tab

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The Output tab allows you to set output options for a particular job.

The Output tab allows you to perform the following tasks:

- Using the Basic Settings FAB you can set the sides imaged and collation options.
- Using the Stapling/Finishing FAB you can set the following options:
  - Set stapling/finishing options for a job.
  - Determine the output location for a job.
  - Select the order in which the printed pages are delivered to an output device.
  - Choose whether the prints will be delivered face up or face down.
  - Set offset stacking and subset output.
- Using the Slip Sheets FAB: Allows you to enable slip sheets.
- Set layout, or imposition options using the Layout FAB. See, Setting Layout Styles and Layout Styles for additional

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information.

## Using the Output tab to set job properties

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To set job properties using the output tab:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Output tab.
4. Using the Basic Settings FAB: Set the sides imaged and collation.
5. Choose the Stapling/Finishing FAB to set stapling, finishing, offset, and output location options. See Using the Stapling/Finishing FAB for more information.
6. Select the Slip Sheets FAB. See Using the Slip Sheets FAB for more information.
7. Select the Layout FAB to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. For a complete description of imposition models see the section entitled Layout Styles.
8. Select (OK) or continue setting job properties. Your selections display on the individual FABs.

## Using the Basic Settings FAB

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To use the Basic Settings FAB:

1. Select a Sides Imaged option by moving the cursor over the paper mimic icons and selecting the option you want to use. If [2 Sided] is selected, you can choose to [Rotate Side 2].
2. Select a collation option:
  - **Collated:** Documents are printed in sequential page order and delivered as separate document sets. For example, if you print three sets of a 3-page document, the output is grouped in the following page order: 1,2,3 1,2,3 1,2,3.
  - **Uncollated:** Documents are printed in separate sets of each page. If you print 3 copies of a 2-page document, the output is grouped with three copies of page 1 followed by three copies of page 2.

## Using the Stapling/Finishing FAB

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Finishing is a general term referring to the processes, such as stapling, binding, stitching, folding, and hole-punching, that are typically performed on a job after it has finished printing. The specific finishing options that are available vary based on the

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capabilities of your printer and any attached finishing units. If no finishing unit is available, the default setting is None.

To use the Stapling/Finishing FAB:

1. From the Stapling/Finishing pull-down menu select an option. Move the cursor over the paper mimic icons to see a description of each available selection and click the icon you want to use.

**NOTE:** *If a staple-related finishing option is available, the Staple Placement option becomes active. Use the Stitch Placement option to modify the location of the stitches on the finished set.*

2. If your printer supports staple placement and if stapling is selected, you can select a staple placement position.
  - a. Select [Staple Placement...]. The Staple Placement dialog window opens.
  - b. The selected stock displays in the Stock Size field. You can select from [inches] or [mm].
  - c. Use the slide bar to set staple placement.
  - d. Click [OK] once you have set the staple placement.
3. Select an Output Location where you want your print job to be delivered. Available selections depend on your printer configuration.

- **System Specified:** This is the default selection. The system determines the most appropriate destination of the given job.
- **Top Tray:** Used for simpler jobs that do not require finishing or collated stacking. This tray is also used as the purge destination.
- **Main Tray or Stacker:** Used for most jobs that require stacking or stapling.
- **Bypass Transport:** Jobs are passed through to any installed third-party finishing device.

**NOTE:** *If you select a finishing option that conflicts with the Output Location selection, the Output Location automatically changes to a selection that can handle your finishing choice.*

**NOTE:** *Offset options are only available if the Output Location selection can handle offset delivery.*

4. Output order determines the order in which the printed pages are delivered to an output device, either first to last or last to first. Specifying the output order is important for certain types of finishing. Select from the following:
  - **System Specified:** Allows the system to determine the most appropriate order for the given job.

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- **1 - N (Ascending):** Printed pages are delivered first to last with the last page on top.
  - **N - 1 (Descending):** Printed pages are delivered last to first with the first page on top.
5. Output delivery determines whether the prints are delivered face up or face down. Output delivery is useful for retrieving the printed output in a specific order or for use with certain types of finishing. Select from the following:
- **System-specified:** The system determines the most appropriate delivery option for the job.
  - **Face Up:** Printed documents are delivered face up.
  - **Face Down:** Printed documents are delivered face down.
6. If desired, select an offset from the Offset pull-down menu:
- **None:** Offset is not performed. This is the default selection.
  - **Each Collated Set:** The offset occurs between each set printed.
  - **Each Uncollated Stack:** The offset occurs between each stack printed.
  - **Each Set and Stack:** The offset occurs between each set and stack printed.
- NOTE:** *Offset options are available only if the Output Location selection can handle offset stacking.*
- Offset Subset inserts an offset within a stack (uncollated set) after each specified page number. Select [Offset Subset] and set the Pages Per Subset value.
7. The Finishing checkbox becomes available for all Stapling/Finishing selections except None. Select [Finishing] and set Pages Per the Subset value.

## Using the Slip Sheets FAB

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Slip Sheets are pieces of paper or other media that are inserted between document sets in a print job. Slip Sheets differ from job inserts in that they separate one job set from another, while job inserts separate pages of a job.

To use the Slip Sheets FAB:

1. Select the Slip Sheets FAB.
2. To use Slip Sheets select [Enable]. The Slip Sheets Stock field becomes active.
  - **Stock List:** To select a stock currently loaded on the printer, select [Stock List...], click the stock you want to use and select [OK].
3. To Select a slip sheet stock perform the following:
  - Select [Properties...]. Select a stock from the Name



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menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.

- You can select a stock and verify the characteristics of the stock by selecting [Stock List...], selecting a stock, and clicking [OK].
  - Make stock selections directly from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
4. Click [OK] to apply your changes and exit the dialog window.  
**NOTE:** *Ensure that the attributes you select are supported on the printing system.*

## Setting Layout Styles

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The Layout feature enables you to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. This process is commonly known as Imposition.

**NOTE:** *The Layout Styles ignore page-level PostScript programming, and various image spacing settings will be applied after imposition, and in some cases will provide unexpected and inappropriate results. See Caveats for using the Layout feature.*

**NOTE:** *The Layout FAB is not available when accessing saved jobs in the Print Service. The Layout FAB is available once jobs are placed in Job Manager using the [Print] button.*

To set layout styles:

1. Open the Job Manager.
2. Double-click the job you want to modify in the Active or Inactive Jobs list.
3. Choose the Output tab.
4. Select the Layout FAB.
5. Select the desired layout style from the Layout Style pull-down menu. The associated information icon presents layout style tips. For a description of the available layout styles, see the table for Layout Styles.
6. Select the Original Orientation corresponding to your desired output:
  - Portrait
  - Landscape
7. Below the Layout Style pull-down menu, you may see three radio buttons, depending upon your layout selection. Select the radio button corresponding to your desired output:
  - Select [Sequential] if the job is to be imposed normally.
  - Select [Repeated] to impose multiple copies of the same image on a page.

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- If desired, select [Alternating] to achieve a postcard imposition.
8. If desired, click [Setup...] to open the Advanced Settings window.
- NOTE:** *You must be logged on to the controller as 'operator' or 'System Administrator' to edit the advanced settings.*
- a. To change the Reduce/Enlarge settings, select the radio button for Custom underneath Reduce/Enlarge. Auto is the default, and automatically scales the image(s) depending upon which layout style you have chosen. Selecting Custom enables you to scale the image(s) between 1% and 1000%.  
**NOTE:** *Setting custom scaling can produce unexpected or inappropriate results. For most applications, you should leave the Auto button selected.*
  - b. Select the checkbox under Margins to adjust them. You can set margins between 0.01 inches and 2.00 inches. See Gutter and Outside Margin for more information.  
**NOTE:** *If mm is selected under Units, the metric values will be displayed instead of English values.*
  - c. Set the Trim Size if you wish to leave bleed edges around your images. You can select the radio button for "Smaller Than Original Image" to activate the Width and Height spin boxes. See Bleed/Trim Size and Remove Image Bleed for more information.
  - d. If desired, select the pull-down menu for Crop Marks and select from the following options:
    - None: prints no crop marks
    - Front
    - Back: appears only if Sides Imaged is set to 2
    - Both Front and Back: appears only if Sides Imaged is set to 2See Crop Marks for more information.
  - e. If desired, select the units in [mm] or [inches].
  - f. When all settings have been made, select [OK]. Your selections will be displayed in the text field.
9. You may also set up a custom layout style, using an existing layout and including all the specific advanced settings you have chosen. To set up a custom template:
- a. Make all desired settings to your chosen layout style, as in steps 6-8 above.
  - b. Select [Save As...]. The Save As User-Defined Template window opens.
  - c. Within the Template Name text field, enter a descriptive

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name for the User-Defined Template. You may save a template with the same name as a previously existing user-defined template; in this case the newly saved template overwrites the older one. However, you cannot overwrite any of the preinstalled templates. If you try to do so, an error message will appear.

**NOTE:** You must be logged on to the controller as 'operator' or 'System Administrator' to set up a custom layout style.

10. Select [OK] to commit changes and exit the Layout Setup window.
11. Select [OK], or continue setting job properties.

### Setting Booklet options

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To set booklet options:

1. Open the Job Manager.
2. Double-click the job you want to modify in the Active or Inactive Jobs list.
3. Choose the Output tab.
4. Select the Layout FAB.
5. From the Layout Style pull-down menu select [Booklet], or [Perfect Booklet].
6. Select the Original Orientation corresponding to your desired output:
  - Portrait
  - Landscape
7. If desired, click [Setup...] to open the Advanced Settings window.

**NOTE:** You must be logged on to the controller as 'operator' or 'System Administrator' to edit the advanced settings.

- a. To change the Reduce/Enlarge settings, select the radio button for Custom underneath Reduce/Enlarge. Auto is the default, and automatically scales the image(s) depending upon which layout style you have chosen. Selecting Custom enables you to scale the image(s) between 1% and 1000%.

**NOTE:** Setting custom scaling can produce unexpected or inappropriate results. For most applications, you should leave the Auto button selected.

- b. Select a checkbox under Margins to adjust them. You can set a Gutter Margin or an Outside Margin between 0.01 "and 2.00". If your layout choice is Booklet, you may also choose the signature shift option; however, this option is not available for the Perfect Booklet layout. See Gutter and

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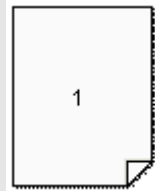

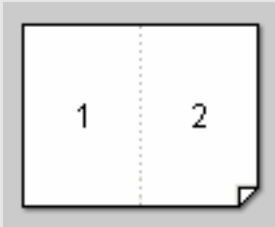
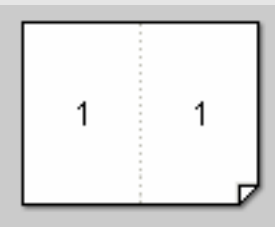
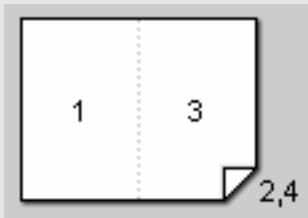
Outside Margin for more information.

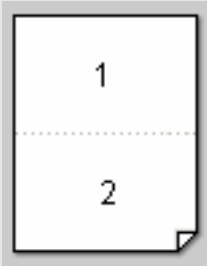
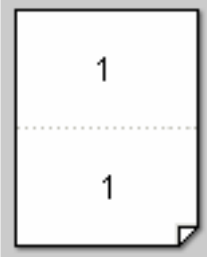
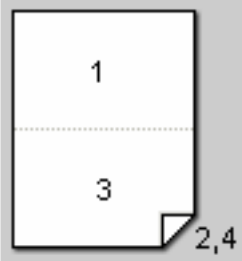
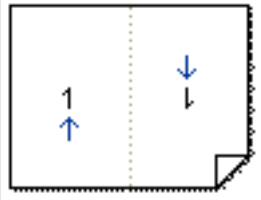
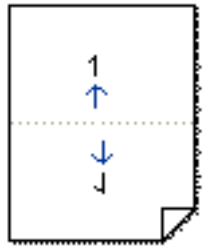
**NOTE:** If mm is selected under Units, the metric values will be displayed instead of English values.

- c. Set the Trim Size if you wish to leave bleed edges around your images. You can select the radio button for “Smaller Than Original Image” to activate the Width and Height spin boxes. See Bleed/Trim Size for more information.
  - d. Set the Bleed Mode to Custom if desired. The default Bleed Mode is Bleed To Fold, but you can set a Custom Bleed Mode between 0.00” and 2.00.” See Remove Image Bleed for more information.
  - e. If desired, select the pull-down menu for Crop Marks and select from the following options:
    - None: prints no crop marks
    - Front
    - Back: appears only if Sides Imaged is set to 2
    - Both Front and Back: appears only if Sides Imaged is set to 2See Crop Marks for more information.
  - f. If desired, select the units in [mm] or [inches].
  - g. When all settings have been made, select [OK]. Your selections will be displayed in the text field.
8. You may also set up a custom layout style, using an existing layout and including all the specific advanced settings you have chosen. To set up a custom template:
- a. Make all desired settings to your chosen layout style, as in steps 6-8 above.
  - b. Select [Save As...]. The Save As User-Defined Template window opens.
  - c. Within the Template Name text field, enter a descriptive name for the User-Defined Template. You may save a template with the same name as a previously existing user-defined template; in this case the newly saved template overwrites the older one. However, you cannot overwrite any of the preinstalled templates. If you try to do so, an error message will appear.

**NOTE:** You must be logged on to the controller as ‘operator’ or ‘System Administrator’ to set up a custom layout style.
9. Select [OK] to commit changes and exit the Layout Setup window.
10. Select [OK], or continue setting job properties.

## Layout Styles

Layout Selection	Layout Example graphic
None	No Graphic Shown
1 Up Portrait orientation radio button selected	
1 Up Landscape orientation radio button selected	
2 Up Portrait orientation radio button selected. Sequential radio button selected.	
2 Up Portrait orientation radio button selected. Repeated radio button selected.	
2 Up Portrait orientation radio button selected. Alternating radio button selected.	

Layout Selection	Layout Example graphic
<p>2 Up</p> <p>Landscape orientation radio button selected.</p> <p>Sequential radio button selected.</p>	
<p>2 Up</p> <p>Landscape orientation radio button selected.</p> <p>Repeated radio button selected.</p>	
<p>2 Up</p> <p>Landscape orientation radio button selected.</p> <p>Alternating radio button selected.</p>	
<p>2 Up - Flip Right</p> <p>Portrait orientation radio button selected</p>	
<p>2 Up - Flip Right</p> <p>Landscape orientation radio button selected</p>	

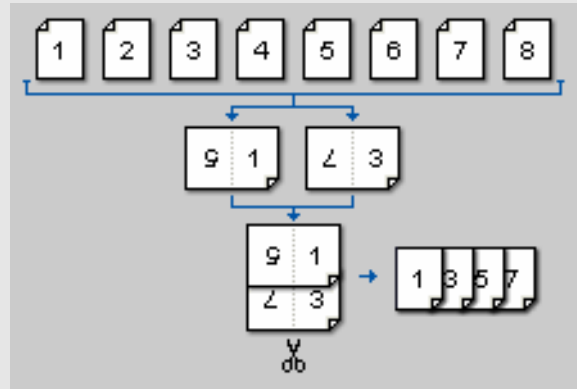
## Layout Selection

## Layout Example graphic

### 2 Up - Cut & Stack

Portrait orientation radio button selected

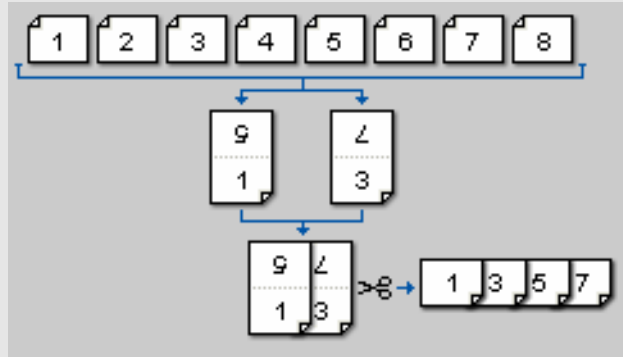
Sequential radio button selected



### 2 Up - Cut & Stack

Landscape orientation radio button selected

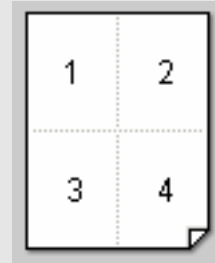
Sequential radio button selected



### 4 Up

Portrait orientation radio button selected.

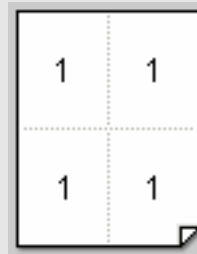
Sequential radio button selected.

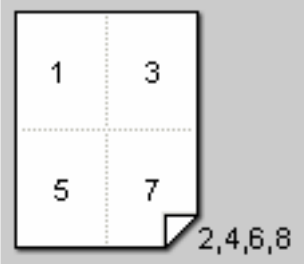

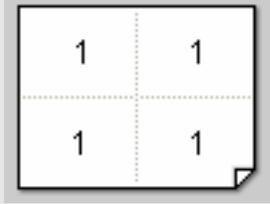
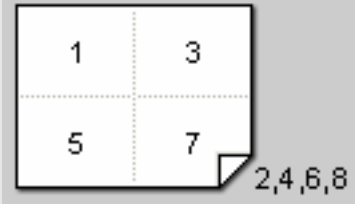
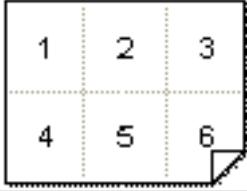
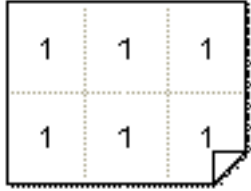


### 4 Up

Portrait orientation radio button selected.

Repeated radio button selected.



Layout Selection	Layout Example graphic
<p>4 Up</p> <p>Portrait orientation radio button selected.</p> <p>Alternating radio button selected.</p>	
<p>4 Up</p> <p>Landscape orientation radio button selected.</p> <p>Sequential radio button selected.</p>	
<p>4 Up</p> <p>Landscape orientation radio button selected.</p> <p>Repeated radio button selected.</p>	
<p>4 Up</p> <p>Landscape orientation radio button selected.</p> <p>Alternating radio button selected.</p>	
<p>6up</p> <p>Portrait orientation radio button selected.</p> <p>Sequential radio button selected.</p>	
<p>6 Up</p> <p>Portrait orientation radio button selected.</p> <p>Repeated radio button selected.</p>	



## Layout Selection

## Layout Example graphic

6 Up

Portrait orientation radio button selected.  
Alternating radio button selected.

1	3	5
7	9	11
2,4,6,...12		

6 Up

Landscape orientation radio button selected.  
Sequential radio button selected.

1	2
3	4
5	6

6 Up

Landscape orientation radio button selected.  
Repeated radio button selected.

1	1
1	1
1	1

6 Up

Landscape orientation radio button selected.  
Alternating radio button selected.

1	3
5	7
9	11
2,4,6,...12	

8 Up

Portrait orientation radio button selected.  
Sequential radio button selected.

1	2	3	4
5	6	7	8

8 Up

Portrait orientation radio button selected.  
Repeated radio button selected.

1	1	1	1
1	1	1	1

## Layout Selection

## Layout Example graphic

8 Up

Portrait orientation radio button selected.  
Alternating radio button selected.

1	3	5	7
9	11	13	15

2,4,6,...16

8 Up

Landscape orientation radio button selected.  
Sequential radio button selected.

1	2
3	4
5	6
7	8

8 Up

Landscape orientation radio button selected.  
Repeated radio button selected.

1	1
1	1
1	1
1	1

8 Up

Landscape orientation radio button selected.  
Alternating radio button selected.

1	3
5	7
9	11
13	15

2,4,6,...16

9 Up

Portrait orientation radio button selected.  
Sequential radio button selected.

1	2	3
4	5	6
7	8	9

## Layout Selection

## Layout Example graphic

9 Up

Portrait orientation radio button selected.  
Repeated radio button selected.

1	1	1
1	1	1
1	1	1

9 Up

Portrait orientation radio button selected.  
Alternating radio button selected.

1	3	5
7	9	11
13	15	17

2,4,6,...18

9 Up

Landscape orientation radio button selected.  
Sequential radio button selected.

1	2	3
4	5	6
7	8	9

9 Up

Landscape orientation radio button selected.  
Repeated radio button selected.

1	1	1
1	1	1
1	1	1

9 Up

Landscape orientation radio button selected.  
Alternating radio button selected.

1	3	5
7	9	11
13	15	17

2,4,6,...18

16 Up

Portrait orientation radio button selected.  
Sequential radio button selected.

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

## Layout Selection

## Layout Example graphic

16 Up

Portrait orientation radio button selected.  
Repeated radio button selected.

1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1

16 Up

Portrait orientation radio button selected.  
Alternating radio button selected.

1	3	5	7
9	11	13	15
17	19	21	23
25	27	29	31

2, 4, 6, 8... 32

16 Up

Landscape orientation radio button selected.  
Sequential radio button selected.

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

16 Up

Landscape orientation radio button selected.  
Repeated radio button selected.

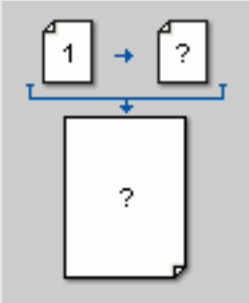
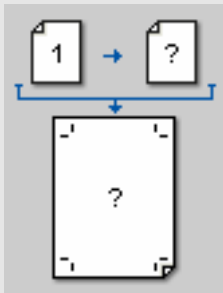
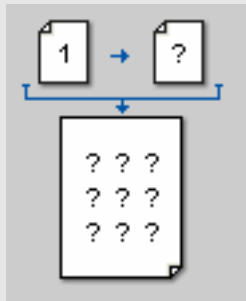
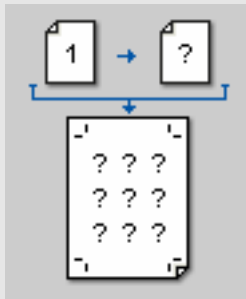
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1

16 Up

Landscape orientation radio button selected.  
Alternating radio button selected.

1	3	5	7
9	11	13	15
17	19	21	23
25	27	29	31

2, 4, 6, 8... 32

Layout Selection	Layout Example graphic
<p>Custom Multiple-up  Portrait orientation radio button selected  Standard radio button selected</p>	
<p>Custom Multiple-up (Crop Marks)  Portrait orientation radio button selected  Print Crop Marks selected</p>	
<p>Custom Multiple-up (Repeated)  Portrait orientation radio button selected  Repeated radio button selected</p>	
<p>Custom Multiple-up (Repeated &amp; Crop Marks)  Portrait orientation radio button selected  Repeated radio button selected  Print Crop Marks selected</p>	

Layout Selection	Layout Example graphic
Custom Multiple-up (Alternating) Portrait orientation radio button selected Alternating radio button selected	
Custom Multiple-up (Alternating & Crop Marks) Portrait orientation radio button selected Alternating radio button selected Print Crop Marks selected	
Custom Multiple-up (Landscape) Landscape orientation radio button selected Standard radio button selected	
Custom Multiple-up (Landscape & Crop Marks) Landscape orientation radio button selected Print Crop Marks selected	
Custom Multiple-up (Landscape & Repeat) Landscape orientation radio button selected Repeated radio button selected	

## Layout Selection

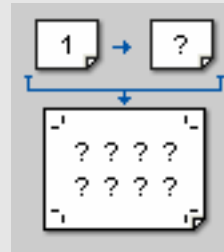
## Layout Example graphic

Custom Multiple-up (Landscape, Repeat, and Crop Marks)

Landscape orientation radio button selected

Repeated radio button selected

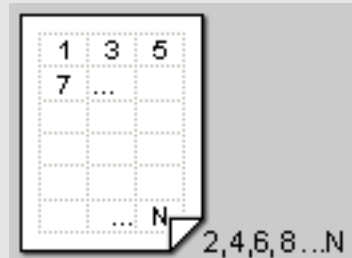
Print Crop Marks selected



Custom Multiple-up (Landscape & Alternating)

Landscape orientation radio button selected

Alternating radio button selected

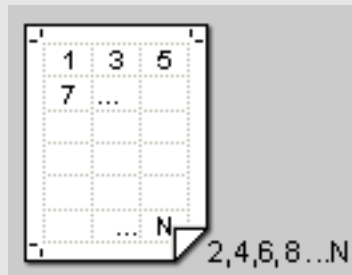


Custom Multiple-up (Landscape, Alternating, and Crop Marks)

Landscape orientation radio button selected

Alternating radio button selected

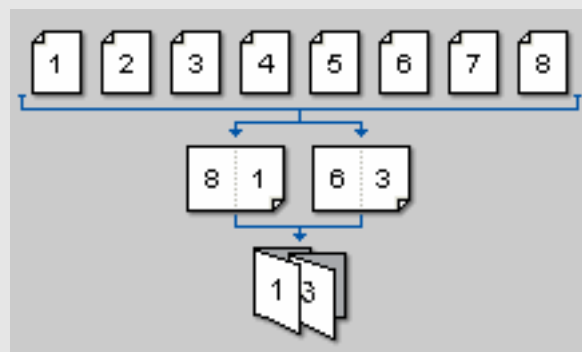
Print Crop Marks selected



Booklet

Portrait orientation radio button selected.

Standard radio button selected.



Layout Selection	Layout Example graphic
Booklet Landscape orientation radio button selected. Standard radio button selected.	
Perfect Booklet Portrait orientation radio button selected Standard radio button selected	
Perfect Booklet Landscape orientation radio button selected Standard radio button selected	

You may choose from the following styles, also known as Imposition models:

**NOTE:** If you do not have a valid PostScript license on the system, you will not be able to set PostScript options for these jobs.

- None:** This is the default selection for the layout feature. This model simply prints a 1:1 copy of the image.  
**NOTE:** This setting is set as the default so that if the user does not select the layout feature, no imposition formatting is applied.



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- **1 Up** More Information...

The 1 Up Layout Style centers the image on the output sheet. It is differentiated from the None layout style in that you can access and adjust advanced settings with this layout style.

- **2 Up** More Information...

The 2 Up Layout Style places two images on a single page. You can impose page 1 and 2 on one sheet of paper by selecting the Sequential option under Pages on Sheet Side, or you can impose two of the same images on one sheet of paper by selecting the Repeated option. The output can be single-sided or double-sided.

You may also select the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of “ups” chosen is determined by how many images are imposed. For example, with 2 up chosen, image 1 is on the front with image 2 behind it, and image 3 is on the front with image 4 behind it.

- **2 Up - Flip Right** More Information...

The 2 Up - Flip Right Imposition Model is used by customers who wish to bind both ends of the output document and then cut down the middle afterward. This model allows the ‘cut edge’ to be the same on both finished booklets after binding and cutting. The output can be single-sided or two-sided.

To illustrate how a 2 Up - Flip Right job is imposed, consider an 8-page, 8.5”x11” job. You can output to ledger and create two 8-page booklets that are identical, or you can output to letter and create two 5.5”x8.5” booklets that are identical. If duplex is selected, you would have original page 1 printed twice on side 1 of the first sheet, with the second image 1 rotated 180 degrees relative to the first. Then, original page 2 would be printed in the same manner on side 2 of the first sheet, and so on. Then, each end of the page could be bound offline, and cut down the middle.

If you are printing images that go right to the edge along which the cut takes place, you may need to adjust bleed and trim settings in the Advanced Settings dialog.

- **2 Up - Cut & Stack** More Information...

The 2 Up - Cut & Stack Imposition Model is used to create a document which can be cut down the center and combined to form one job. The output can be single-sided or two-sided.

To illustrate how a 2 Up - Cut & Stack job is imposed, consider an 8-page, 8.5”x11” job. If the output is Ledger-sized paper (11”x17”), you have 4 original pages printing on two Ledger sheets. Page 1 is on the right-front of output sheet 1, and page 2 is directly behind it on the back of sheet 1. Page 3 is on the right-front of output sheet 2, and page 4 is directly behind it on the back of sheet 2. Page 5 is inverted (rotated 180 degrees) on the left front of sheet 1, and page 6 is directly behind page

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5 on sheet 1, image inverted. Page 7 prints inverted, on the left front of sheet 2, and page 8 is directly behind it, also inverted. The images imposed on the left side of the output sheets are inverted due to the necessity of providing uniform margins and a uniform cut so that when they are married together and bound, everything is in proper alignment. After cutting, and prior to Perfect binding, the pages from the left side of the output sheets are rotated 180 degrees and placed under the pages from the right side of the output sheets. The same imposition arrangements hold true if the output is on 8.5"x11" sheets, except that the images are scaled to half size.

Notes:

- Scaling: auto-size, default scale (100%), or select scale percentage
  - The selected number of images prints, centered on the page.
  - If the images are too large to fit on the selected stock, the system faults the job with an error message.
  - There is no white space between images.
  - Crop marks, if selected, prints at the outside edges, not between images, and can only be selectable when auto-size is not selected.
  - Bleed on the outside edges, within the imageable area of the stock, prints appropriately.
- **4 Up** More Information...

The 4 Up Layout Style places four images on a single page. You can impose pages 1-4 on one sheet of paper, or you can impose four of the same images on one sheet of paper. The output can be single-sided or double-sided.

You may choose the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of "ups" chosen will determine how many images are imposed. For example, with 4 up chosen, you will achieve image 1 on front with image 2 behind it, image 3 on front with image 4 behind it, image 5 on front with image 6 behind it, and image 7 on front with image 8 behind it.

- **6 Up** More Information...

The 6 Up Layout Style places six images on a single page. You can impose pages 1-6 on one sheet of paper, or you can impose six of the same images on one sheet of paper. The output can be single-sided or double-sided.

You may choose the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of "ups" chosen determines how many images are imposed. For example, with 6 up chosen, image 1 is on the front with image 2 behind it,

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image 3 is on the front with image 4 behind it, image 5 is on the front with image 6 behind it, image 7 is on the front with image 8 behind it, image 9 is on the front with image 10 behind it, and image 11 is on the front with image 12 behind it.

- **8 Up** More Information...

The 8 Up Layout Style places eight images on a single page. You can impose pages 1-8 on one sheet of paper, or you can impose eight of the same images on one sheet of paper. The output can be single-sided or double-sided.

You may choose the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of “ups” chosen determines how many images are imposed. For example, with 8 up chosen, image 1 is on the front with image 2 behind it, image 3 is on the front with image 4 behind it, image 5 is on the front with image 6 behind it, image 7 is on the front with image 8 behind it, and so on for a total of 16 images.

- **9 Up** More Information...

The 9 Up Layout Style places nine images on a single page. You can impose pages 1-9 on one sheet of paper, or you can impose nine of the same images on one sheet of paper. The output can be single-sided or double-sided.

You may choose the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of “ups” chosen determines how many images are imposed. For example, with 9 up chosen, image 1 is on the front with image 2 behind it, image 3 is on the front with image 4 behind it, image 5 is on the front with image 6 behind it, image 7 is on the front with image 8 behind it, and so on for a total of 18 images.

- **16 Up** More Information...

The 16 Up Layout Style places sixteen images on a single page. You can impose pages 1-16 on one sheet of paper, or you can impose sixteen of the same images on one sheet of paper. The output can be single-sided or double-sided.

You may choose the Alternating option that imposes an odd and even image on the front and the back (for example image 1 on front and image 2 on back). The number of “ups” chosen determines how many images are imposed. For example, with 16 up chosen, image 1 is on the front with image 2 behind it, image 3 is on the front with image 4 behind it, image 5 is on the front with image 6 behind it, image 7 is on the front with image 8 behind it, and so on for a total of 32 images.

- **Custom Multiple - Up** More Information...

The Custom Multiple Up Layout Style allows you to print two, four, or more images on each single output sheet. The output can be one-sided or two-sided.

The programmable options are:

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- Original Size: Specify the size of the input PostScript/ PDF job
  - Scale: factor by which each side of the original page image is multiplied before being imposed
  - Pages on Sheet Side options: Repeated, Sequential, or Alternating

To illustrate how the Custom Multiple Up Layout Style is imposed, consider a simple 4-page input job. Each page of the original document can be printed multiple times on the Letter, Legal, or Ledger output page, or you may print multiple pages on the output page. The scale factor that is chosen, along with the size of the output page, determines the size of the imposed image on the output page. You may also choose the Alternating option that imposes the odd-numbered pages on the rear of each segment of the final page. DocuSP arranges the odd-numbered page images (1,3,5,...,N-1) in left-to-right, top-to-bottom order on the front side of the output sheet. The corresponding even-numbered page images (2,4,6,...,N) are imaged directly behind their respective preceding page image number on the back side of the output sheet.

The output for Custom Multiple Up can be single-sided or double-sided, although it must be double-sided when using the Alternating option. You may also choose to print crop marks.

Notes:

- Scaling: auto-size, default scale (100%), or select scale percentage

DocuSP creates an imposed image grid such that:

- Each box equals the specified original size adjusted by scale
- The grid includes as many boxes as fit on the Stock Size in the specified orientation
- There is no white space between boxes
- The grid is centered on the page
- Crop marks, if selected, print at the outside edges of the grid, not between image boxes.
- Bleed on the outside edges of the grid, within the imageable area of the stock, print appropriately.
- If the Original size is greater than the PDL page size, the image is oriented in the lower left corner of each box on the grid.
- If the PDL page size is greater than the Original Size, each box contains the image, cropped from the lower left corner of the page.
- It is recommended that when creating a PS/PDF file, you ensure that the PDL page size is the size of the image to be imposed. When specifying the layout, you

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must set the Original Size to the size of the image to be imposed.

- **Booklet** More Information...

Notes:

- The Booklet layout style creates saddle signature booklets. The output is always 2-sided, and there are several user-programmable options.
- Original Size: Specifies the size of the input PostScript/PDF job
- Scale: factor by which each side of the original page image is multiplied before being imposed
- Signature Shift: selecting this checkbox enables the system to compensate for image creep caused by paper thickness and the binding process.
- Gutter margin: selecting this checkbox enables a spin box by which you can select the amount of gutter added to the margins of the booklet. The default is set at 0.2.

To illustrate how a signature booklet is imposed, consider a simple, 8-page job on Letter stock: Page 1 is on the front of sheet 1 and Page 2 is on the back of sheet 1. Page 3 is on the front of sheet 2 and Page 4 is on the back of sheet 2. Page 5 is on the front of sheet 3 and Page 6 is on the back of sheet 3. Page 7 is on the front of sheet 4 and Page 8 is on the back of sheet 4. If you wanted to make this a signature booklet, Page 8 would be placed (by the template) on the left side of the landscape front of sheet 1 of the output stock, and Page 1 would be placed on the right side of the front of sheet 1. Page 7 would appear on the right side of the back of sheet 1 and page 2 would be placed on the left side, rear of sheet 1. Page 6 would appear on the left side of the front of sheet 2 and page 3 would appear on the right side of the front of sheet 2. Page 5 would appear on the right side of the rear of sheet 2 and page 4 would appear on the left side of the rear of sheet 2. The booklet would be folded down the middle, and Page 1 would be on the front of the booklet, with Pages 2 and 3 inside and Page 4 on the back of the booklet.

- **Perfect Booklet** More Information...

The Perfect Booklet Layout Style is used to make signature booklets. The output is always 2-sided, and there are several user-programmable options:

- Original Size: specifies the size of the input PostScript/PDF job
- Signature shift: selecting this checkbox compensates for the natural drift of the image on the page as the document is bound.

To illustrate how a Perfect Booklet is imposed, consider a

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simple, 4-page job on Letter stock: Page 1 is on the front of sheet 1 and Page 2 is on the back of sheet 1. Page 3 is on the front of sheet 2 and Page 4 is on the back of sheet 2. If we wanted to make this a signature booklet, Page 4 would be placed (by the template) on the left side of the landscape front of the output stock, and Page 1 would be placed on the right side of the front. Page 2 would be placed on the left side of the back and Page 3 would be placed on the right side of the back. The booklet would be folded down the middle, and Page 1 would be on the front of the booklet, with Pages 2 and 3 inside and Page 4 on the back of the booklet.

Notes:

- Scaling: auto-size, default scale (100%), or select scale percentage
- If the images are too large to fit on the selected stock, the system faults the job with an error message.
- There is no white space between the images in the center spread.
- Crop marks, if selected, print at the outside edges, not between images, and can only be selectable when auto-size is not selected.
- Bleed image beyond the Original Size will print both on the outside edges and in the gutter when Signature Shift is checked.

## **Advanced Settings for Layouts**

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- **Gutter**

More Information...

For all layout styles other than 1-Up, DocuSP provides the ability to program the amount of white space, or gutter, between imposed images. The user will specify one gutter amount which will be applied in both the X and Y directions (if there are enough images on the imposed page to warrant gutter in both directions). This gutter amount will be relative to the unscaled original document size. For example, assume an original US Letter (8.5x11) document, programmed for 2-Up imposition on US Letter output stock, with 50% reduction scaling. If a gutter of 1" is programmed, since the original document image will be reduced by 50%, the gutter will be reduced by 50% as well, leaving an actual .5" gutter between images. When crop marks are programmed in conjunction with gutter, the marks will be placed along the exterior of the imaged area on both sides of the gutter.

- **Outside Margin**

More Information...

When custom multiple-up imposition is specified or when Auto

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Size is selected, there is the ability to specify the amount of white space around the outside of the imposed output, or outside margin. Like the gutter, the user will specify one outside margin amount, which will be applied as the minimum allowable amount of white space along the exterior of the imaged area on all four sides. Depending on various factors, such as scale percentage, image size, gutter, there may exist more outside margin than is programmed. Unlike gutter, the outside margin is the actual amount of white space on the output sheet, and NOT relative to the unscaled original document size. If the user programs an outside margin of 1", there will exist at least 1" of white space on edge of all four sides of the output sheet.

- **Bleed/Trim Size**

More Information...

For all layout styles, there is the ability to specify the existence of image bleed in the original document. If bleed is specified, the user needs to specify the trim size. The trim size is the trim size of the original document, not the trim size of the imposed image after reduction or enlargement. If the user specifies a trim size greater than the automatically detected original document size, the image will be centered within the larger trim box. The existence of bleed and trim size will also be used to place crop marks on the output sheet. Crop marks, when specified, will be placed around the edges of the Trim Box. When gutter and/or outside margin are specified along with bleed, the bleed image will appear within the gutter and/or outside margin white space, with the appropriate crop marks, when applied.

- **Remove Image Bleed**

More Information...

When bleed and trim size are programmed for signature-style layouts (Saddle Stitch and Perfect Booklet), there will be the ability to specify the amount of image bleed to remove along the center fold line of the signature output sheet. The user will be given two options on how to deal with the bleed along the fold line (bleed mode); they can select Bleed to Fold or set a custom bleed amount. When Bleed to Fold is selected, the entire bleed area will be removed from the right edge of the left-hand image and the entire bleed area will be removed from the left edge of the right-hand image, along the center fold line. This will have the effect of bringing the two image trim boxes flush with each other along the fold. If custom bleed is selected, the user can specify manually the amount of bleed area to be removed from each image along the center fold line, in effect moving each of the trim boxes inwards towards the fold line by the specified amount. Important to note is that, like gutter, the custom bleed amount is relative to the unscaled original document size. Bleed for signature jobs and gutters are mutually exclusive. If bleed is selected, gutter will not be

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programmable. Signature shift, on the other hand, still will be selectable.

- **Crop Marks**

More Information...

DocuSP provides the ability to specify the output sides on which to image crop marks. When one-sided printing is selected, the user will be able to choose between printing no crop marks and printing crop marks on the front side of the output.

However, when two-sided printing is selected (duplex or head-to-toe), the user will also be able to choose printing crop marks on the back side of the output and printing crop marks on both sides of the output.

In addition, when a signature-style layout is selected, all four crop mark options will be available, regardless of the user programmed plex, since two-sided printing is implied and overridden in the signature cases.

When auto-size is selected, crop marks will not be available for programming, as Auto-Size calculates a reduce/enlarge value which will automatically image to the edge of the output sheet and crop marks are only placed along the exterior of the imaged output. The one exception to this rule is when an outside margin is programmed in conjunction with auto-size R/E. Since a border of white space is placed around the imaged output, the imaged output will be automatically scaled to fit within that border and crop marks will be placed within the outside margin.

### **Caveats for using the Layout feature**

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- Job programming is applied after the pages are imposed. These settings include Sides Imaged, Collation, Image Shift, and Quantity. It is possible to program settings that create a conflict with the layout settings. This may produce unexpected or incorrect results when the images are imposed. For instance, if you remove collation on a set of prints you wish to impose as saddle signature, you get N copies of each page next to each other instead of 1-N, 1-N, 1-N, etc. This may create problems when the signature booklet is sent to the Signature Booklet Maker.
- All special page programming, such as inserts, covers, and page exceptions, are ignored when using the Layout feature. In addition, color management settings made at the job or queue level are not considered when using layout. To perform color corrections on imposed jobs, make your imposition selections and then save the job as a reprint file. Then, you can perform color corrections on the reprint file.
- The Layout feature is valid only for PostScript and PDF print jobs and spooling queues. Any page-level PostScript



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programming in the PDL is lost when the job is printing.

**NOTE:** *If you do not have a valid PostScript license on the system, you cannot set PostScript options.*

- The Layout FAB is not available when accessing saved jobs in the Print Service. The Layout FAB is available once jobs are placed in Job Manager using the [Print] button.

## **The Image Quality Tab**

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The Image Quality tab contains controls that allow you to make image quality adjustments.

11. Select resolution options:

**NOTE:** *Available options depend on printer configuration.*

### **Select a resolution (dpi). Use the resolution option to **Setting job properties using the Image Quality tab****

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To use the Image Quality tab:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list.
3. Select the Image Quality tab.
4. Select the Options FAB to access controls for Black Overprint, Anti-aliasing, and Trapping. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
5. Select the Image Adjustments FAB to adjust lightness, contrast, saturation, and color cast settings. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
6. Select the User TRCs FAB. Any user TRCs that have been created are accessible through the pull-down menu. You may also view the curves by selecting [View Curves...]. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
7. Select the Halftone FAB. You can select your preferred halftone from the pull-down menu.

Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.

8. Select the Image Resample FAB to select an interpolation method. Select from the following choices:
  - System Specified
  - Nearest Neighbor
  - Bi-linear
  - Smart

Once you have made your choice, select [Apply]. Your setting

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will be listed on the FAB.

9. If desired, click [Advanced Settings...] to open the Advanced Settings window. See Editing Color Advanced Settings for more information.
10. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited settings.

## Setting Image Quality options

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The Options FAB in the Job Properties: Image Quality tab contains controls for the following options:

- **Trapping**
  - an image processing technique used to compensate for misregistration in a print engine or press. Misregistration results in white gaps and shifted hues.
  - can be set by selecting the corresponding check box
- **Black Overprint**
  - an Image Quality enhancement process performed during RIP that prevents the background of a black object from being removed. With the black being printed over the other color layers, any misregistration in the print engine or press will not result in white gaps.
  - can be set by selecting the corresponding check box
- **Anti-Aliasing**
  - a method for reducing the jagged appearance (caused by rasterization) of curves and diagonal lines. Anti-Aliasing enhances the smoothness of such curves and lines.
  - can be set by selecting the corresponding check box

## Setting Up Trapping

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To set up Trapping,

1. Within Job Manager or Queue Manager, select [Properties...] from the right-click menu.
2. Select the Image Quality tab
3. Select the Options FAB.
4. To enable Trapping, mark the checkbox.
5. Within the Trapping Setup area, you may select pixel values for the width and height parameters, from 1 to 20 pixels.

**NOTE:** The default setting is 1 pixel in both directions.

6. If you wish to use vector over image trapping, select the checkbox for [Image/Vector Trapping].

- 
7. Select [OK] to accept the trapping settings, or [Cancel] to reject changes. More Information...

Usage Advice:

- Generally, a trapping zone above 4 pixels is visually obvious and not pleasing to the eye. A higher value should be considered carefully; however, the ability to set a higher trap zone has been included to give the user control over individual images that have been poorly trapped individually.
  - Two direction parameters are included because the feed direction has a marginal effect on image quality. However, in nearly all cases, the user would set these two values the same.
8. If you are setting the trap width for a queue, you may choose to set this option for override by selecting the [Override] check box in the Color Properties tab.

## **Making Image Adjustments**

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The Image Adjustments FAB in the Job Properties: Image Quality FAB contains the following settings:

- Lightness
  - controls the relative brightness of the color in the printer's gamut
  - can be set to the desired level +/-100 units using the spin box
- Contrast
  - controls the difference of tonal gradation between the light and dark values within an image in the printer's gamut
  - can be set to the desired level +/-100 units using the spin box
- Saturation
  - controls the strength or purity of the color in the printer's gamut
  - can be set to the desired level +/-100 units using the spin box
- Color Cast

these adjustments provide the user the ability to decrease or increase the amount of any single color. Moving the slider bar toward any one color increases the amount of that color by decreasing the amount of its complementary color.

These adjustments are:

- Cyan versus Red
- Magenta versus Green

## The User TRCs FAB

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The User TRCs FAB provides the ability to select and apply user TRCs that have been created within Color Manager.

To select User TRCs:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list.
3. Select the Image Quality tab.
4. Select the User TRCs FAB.
5. From the pull-down menu, select the User TRC you wish to apply.
6. If desired, select [View Curves...]. The View window opens.  
**NOTE:** *You cannot edit TRC curves in this window. You must edit and create user TRCs within Color Manager. You may, however, print the TRC curves for future reference.*

To print the TRC curves:

- a. Click [Print]. The Print window opens.
- b. If desired, select the [All] checkbox. Alternatively, you can select one or more specific curves from the following: Cyan, Magenta, Yellow, and Black.
- c. From the pull-down, select the queue to which the TRC print job is submitted. The job will be a single-page TIFF.
- d. Select [OK]. The job is submitted to the appropriate queue.
7. When you are finished viewing and/or printing the TRC curves, click [OK]. You are returned to the job properties tabset.
8. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited settings.

## Halftone Screen

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Halftone Screen refers to the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color.

Within the Halftone FAB you will observe a drop-box menu for halftones. If this drop-box is left alone, the “System Specified” halftone screen will be applied. However, you may click on this box to receive further options.

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**NOTE:** In the following list, you will see the halftone options described in numerical terms. The numbers refer to the screen frequencies of the various dot screen and line screen patterns described. It is important to note that a higher-valued screen frequency does not necessarily produce a better result. Also, the novice user is encouraged to accept the default setting, as this setting is designed to produce the best general results of the available settings.

These options include:

- **System Specified:** provides a halftone screen that is optimized for your printer. For the DC2045/2060, the default or system specified halftone screen is a 200 dot screen.
- **200 dot (Primary):** this mid frequency dot screen is one of the recommended settings for the DC 2045/2060.
- **150 dot:** a low frequency dot screen halftone
- **200 line:** as mentioned above, this mid frequency line screen halftone is the recommended and default setting for this printer.
- **300 line:** this upper mid frequency line screen halftone may be useful for certain types of images.
- **600 line:** this high frequency line screen halftone is useful only for specific text types.

These options will determine how the printer will handle halftones.

More Information...

The general differences between the various kinds of halftone screens are as follows:

- **Dot Screen Halftone:** Dot screening provides a rosette type pattern to the screen, which is a commonly desired screen pattern. The dot screen halftone makes seeing artifacts and patterns in a large halftone much less likely. However, when two straight line areas meet one another, slight jags may be visible. A dot screen is particularly useful for large gradients and other shading areas likely to produce visible lines from a line screen pattern.
- **Line Screen Halftone:** A line screen provides a linear dot pattern. The line screen halftone makes seeing artifacts and patterns in a large halftone more likely compared to a dot screen. However, when two straight lines adjoining halftone areas meet, then the linear nature of the screen avoids the jagged border areas that are more often found in a dot screen pattern.
- **Stochastic Screens:** Stochastic screening uses randomly placed dots instead of the traditional halftone dots aligned along designated screen angles. The concept of stochastic screening is that dots placed randomly will not cause moire patterns. However,

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completely random positioning does not work well. The stochastic screen prevents screening interference patterns, but it can cause graininess and other visual artifacts. Therefore, stochastic screening as implemented by your Xerox color printer uses a complex algorithm to determine the optimum placement of dots in order to appear random while reducing graininess. This “random” arrangement of dots means there is no “direction” to the screen; and therefore no screen angle exists. The variable spacing of the dots means there is no fixed spacing, and therefore there is no screen frequency. So, without frequency or angle, there is no possibility of moire between the four process-color screens, or even of moire from patterns within an image.

### **Setting the Halftone Screen**

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To set the halftone screen within Job Manager, complete the following steps:

1. Open the Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Image Quality Tab.
4. Select the Halftone FAB.
5. From the Halftone menu, select the desired setting according to your system. For most jobs, you will want to accept the default, “System Specified” setting.
6. If desired, enter a Stroke Thickening value. Stroke Thickening is available for PostScript, TIFF, PCL, and PDF formats. Adjust the Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command. The available range is located below the spin box.
7. Select [OK] to accept the changes and exit the job properties tabset, or [Apply] to commit changes without exiting the dialog. If you do not wish to retain your changes, select [Cancel] to exit without saving changes.

### **Setting Image Resample, or Interpolation, options**

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DocuSP provides the user with the ability to select an interpolation, or image resample, method in order to achieve maximum Image Quality at the desired RIP performance. Interpolation is defined as the process of estimating a value of a function between two known values. In the Image Interpolation context, the function of known values is the input image, and the estimated values are the values calculated for the output image.

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Image interpolation attempts to produce a smooth transition between adjacent samples rather than simply replicating pixels (which would result in “blocky” images).

The interpolation methods that may be selected (in addition to the system specified setting) include:

- **System Specified:** Use this default method if you are unsure which of the other methods to use.
- **Nearest Neighbor Interpolation:** A method used to scale image data (pixels) from one resolution to another. The output pixel value is simply the value of the input pixel closest to the output location. Nearest neighbor interpolation is the highest speed interpolation on DocuSP.
- **Bi-Linear Interpolation:** A method used to scale image data (pixels) from one resolution to another. The replacement pixel in the scaled image is calculated using a weighted sum of the four nearest pixel values in the source image. This method offers higher quality than Nearest Neighbor Interpolation.
- **Smart Interpolation:** A method used to scale image data (pixels) from one resolution to another. This interpolation method automatically chooses between bi-linear interpolation and filtered interpolation based on the input image characteristics. Smart interpolation is the highest quality interpolation available on DocuSP.

To select an interpolation method, perform the following steps:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Image Quality tab.
4. Select the Image Resample FAB.
5. Select the radio button next to the Interpolation method you wish to employ.
6. Select [OK] to commit changes and exit the job properties tabset, or select [Apply] to save current changes and continue making changes.

## Editing Color Advanced Settings

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### Selecting the Input Color Space

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To select the Input Color, complete the following steps:

1. Double-click a job in the Jobs list. The Job Properties window appears.
2. Select the Image Quality tab.

- 
3. Click the [Advanced Settings...] button. The Advanced Settings window displays.
  4. If you wish to use the RGB Color Space, select the pull-down menu under that heading for Image. Choose from the following:
    - Adobe RGB
    - sRGB
    - Xerox Consistent Color Mode RGB
    - Xerox Consistent Color Mode RGB, Gamma = 1

You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

5. If you wish to use the CMYK Color Space, select the pull-down menu under that heading for Image. Choose from the following:
  - Commercial CMYK
  - DocuColor 2000 CMYK
  - DocuColor 6000 CMYK
  - DocuColor 8000 CMYK
  - FOGRA Gloss Coated CMYK
  - FOGRA Matte Coated CMYK
  - FOGRA Uncoated CMYK
  - SWOP Coated CMYK
  - SWOP Plus CMYK

**NOTE:** *You may see different options under this pull-down menu, depending upon which printer you have.*

You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

6. If you wish to use the Gray Color Space, select the pull-down menu under that heading for Image. Choose from the following:
  - DC2000 GRAY

You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

7. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited settings.



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## Enabling or Disabling PANTONE® Processing

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DocuSP honors all PANTONE® colors that are defined in the spot color table. The PANTONE® colors in PS/PDF files can be specified by the setcustomcolor operators as well as the separation and DeviceN color operators. The alternative color spaces get utilized in case the PANTONE® color is not found in the spot color table.

You will be able to activate or deactivate the PANTONE® color path. When the PANTONE® color path is disabled, the alternative color space will be used instead of PANTONE® colors.

As an example of why this feature can be valuable, consider the following scenario: A user may wish to print a document that contains PANTONE® text, graphic, and images. When he or she views the document onscreen, the PANTONE® data is honored. When the document is printed, however, the colors can look very different to what was seen onscreen; this is because DocuSP doesn't support PANTONE® processing for images. Therefore, the user might prefer to disable PANTONE® processing and eliminate this problem.

To enable or disable PANTONE® processing:

1. Open Job Manager.
2. Double-click the desired job to edit Job Properties.
3. Select the Image Quality tab.
4. Select the Output Color FAB.
5. From the pull-down menu, select Enable or Disable PANTONE® Processing.
6. Select [OK] to save the setting.

## Selecting the Output Color Space

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To select the Output Color, complete the following steps:

1. Double-click a job in the Jobs list. The Job Properties window appears.
2. Select the Image Quality tab.
3. Click the [Advanced Settings...] button. The Advanced Settings window displays.
4. To set the Destination Profile, click the pull-down menu and select from the following options:
  - Use Stock Profile
  - XEROX DCxxxx
  - XEROX DCxxxx Heavy GCR
  - XEROX DCxxxx Light GCR
  - XEROX DCxxxx Max GCR

- 
- XEROX DCxxxx Medium GCR

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

5. Make your desired settings for Rendering. See Setting up Job Rendering for more details.
6. Select [OK] to commit changes and exit the advanced settings window, or select [Apply] to save current changes and continue making changes.

## Setting up Job Rendering

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Occasionally, the requested colors in an image are outside a given printer's "gamut" and cannot be exactly reproduced. Rendering provides color mapping between the image's "Source" gamut and the printer's own gamut.

To set up Job Rendering, complete the following steps:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Image Quality tab.
4. Select [Advanced Settings...].
5. Choose between the following options shown under Rendering:
  - a. **Rendering for all Data:** selecting this option enables a single pull-down menu. Within this menu are five Rendering options that have relative strengths and weaknesses based upon their intended output. These options are:
    - **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs.
    - **Perceptual:** optimizes the rendering of photographic images.
    - **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut.
    - **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
    - **Pure (for Text):** Optimized for rendering of text and line art. The "Pure" intent attempts to subdue halftone textures, thus increasing the visibility of small text.

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- b. **Rendering for Specific Data:** selecting this option enables you to choose different rendering options for images, text, and graphics. For instance, you might choose Perceptual for the images, Pure for the text, and Relative Colorimetric for the graphics, in order to optimize each output type appropriately.
  6. Select [OK] to commit changes and exit the job properties tabset, or select [Apply] to save current changes and continue making changes.

## **The Image Edit Tab**

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The Image Edit tab contains Image Shift, and Rotation Feature Access Buttons (FABs). Additional selections are available within each FAB.

- The Image Shift FAB enables you to control where the page image is printed on the page.
- The Rotation FAB allows you to turn the page images in a job.

### **Setting job properties using the Image Edit tab**

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To use the Image Edit tab:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Image Edit tab.
4. Select the Image Shift FAB to adjust the location on a page where printing occurs. The procedure to shift an image varies based on whether you are printing on a one-sided or two-sided page. The Summary field displays stock and size imaged details. For more information, see Shifting the image on a one-sided job and Shifting the image on a two-sided job.
5. Set rotation by selecting the Image Rotation FAB: Use rotation to turn a page image 180 degrees from its current position (0 degrees represents no rotation). You may need to rotate a page image so that it prints properly when processed by a finishing device (for example, to allow for right-side stitching or binding). In some instances, you may only be able to select rotation on the job ticket.  
  
Choose 180 degrees (or 0 degrees if the page is already rotated).
6. Select (OK) or continue setting job properties. Your selections display on the individual FABs.

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## Shifting the image on a one-sided job

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For 1 Sided jobs the Shift Option is set to Independent.

- Select the desired unit of measure.
- The Summary field displays stock settings.
- When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
- When selecting the vertical (Y) image shift, enter a positive number to move the image upward or a negative number to move the image down.
- Use the Center option to bring both the X and Y values back to zero (no shift).

7. Select [OK] or continue setting job properties.

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## Shifting the image on a two-sided job

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The software does not automatically adjust the image shift for two-sided jobs. You must enter the specific requirements for a two-sided job.

To shift the image on a two-sided job:

1. The tab contains a mimic of a printed page that reflects the image shift changes you can make. Select from the following:
  - **Independent:** Select an independent vertical or horizontal shift for both sides 1 and 2.
  - **Mirror:** The horizontal and vertical image shift for both sides move in opposite directions from each other. Mirror is best used for two sided jobs.
  - **Mirror X only:** The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
  - **Mirror Y only:** The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
  - **Tandem:** The horizontal and vertical shift move in the same direction for both sides.
  - **Tandem X only:** The horizontal shift for both sides moves in the same direction. The vertical shift remains independent for both sides.
  - **Tandem Y only:** The vertical shift for both sides moves in the same direction. The horizontal shift remains independent for both sides. Tandem is best used for head-to-toe jobs.
2. Select the desired unit of measure.

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3. Using the X and Y axis, enter shift values.

- When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
- When selecting the vertical (Y) image shift, enter a positive number to move the image upward and a negative number to move the image down.
- Use the Center option to bring both the X and Y values back to zero (no shift).
- Your selections display on the Image Shift FAB and within the Summary field.

**NOTE:** This task list describes the shift behavior on side one. The shift behavior of side two is determined by the Shift Option selected.

## The Special Pages Tab

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The Special Pages tab contains features that enable you to manage exception pages, cover pages, and page inserts.

- Exception pages enable you to set special characteristics for specific pages within a job.
- Cover pages add a finished appearance to jobs and are typically used for bound, stapled, or stitched jobs.
- A page insert is a blank piece of paper, or other media, that is inserted between printed pages in a job.

Special pages information is available by viewing the column headings within each Special Pages FAB.

## Creating exception pages

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Exception pages enable you to set special characteristics for specific pages within a job.

To create exception pages:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Exceptions FAB.
5. To create a new exception page click the [Add Exceptions...] button. The Job Exceptions dialog opens.

**NOTE:** To add an exception page to an existing one, right-click the exception page and select [Add Pages...].

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6. Enter a page range for the exception pages in the [From] and [To] fields.  
**NOTE:** *When creating more than one exception page for a job, be sure that the page ranges do not conflict. For example, if you set an exception page on page 12 you cannot enter page 12 on any other exception pages for that job. If a page conflict occurs an error dialog window opens notifying you that an invalid page range was specified. Enter a valid page range to continue.*
  7. Choose the Stock tab to select stock characteristics:
    - Select a stock from the Name menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
    - You can select a stock and verify the characteristics of the stock by selecting the [Stock List...], selecting a stock, and clicking [OK].
    - Make selections directly from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB. If [Custom] is selected from the Size menu, within the Size/Color FAB, the Width and Height fields become active.  
**NOTE:** *Be sure the attributes you select are supported on the printing system.*
  8. From the Output tab select [1 Sided], or [2 Sided]. If [2 Sided] is selected, you can choose to [Rotate Side 2].
  9. Select the Image Edit tab to set image shift options.  
**NOTE:** *The Auto-Center Image Shift option is not available for exception page programming.*
  10. Select image quality options. See The Image Quality Tab for additional information.
  11. Select the PostScript/PDF tab and select from:
    - Disable Caching
    - Enable Caching
    - PDL Specified
  12. After you have completed setting exception page properties click [Add Exception].
  13. Click [Close] to exit the dialog window. Exception page information displays on the exception page list and FAB.

## Editing an exception page

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To edit an exception page:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can

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access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.

3. Select the Special Pages tab.
4. Choose the Exception Pages FAB.
5. Double-click the exception page you want to edit and make any changes. Alternatively, you can right-click an exception page and select [Edit...].
6. Select [OK].

### Deleting an exception page

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To delete an exception page:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Exception Pages FAB.
5. Right-click an exception page and select [Delete] or [Delete All]. The exception page is removed from the list.

### Creating inserts

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Job inserts differ from slip sheets in that they separate pages of a job while slip sheets separate one job from another. Inserts may also be preprinted stock or forms.

**NOTE:** *Inserts may not be programmed for a job with covers if the inserts affect the cover printing. For example, inserts are not allowed between pages printed on the front and back of a cover. An insert request takes precedence over an exception page request. When two or more special pages are programmed (covers, inserts, or exception pages) image ordering conflicts may occur. Verify that programmed options do not conflict.*

To create inserts:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Inserts FAB.
5. To create a new insert click the [Add Inserts...] button. The Inserts dialog window opens.

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**NOTE:** To add an insert to an existing one, right-click the insert and select [Add Pages...].

6. Enter the page number where you want the insert placed in the [After Page] field.
7. Enter the number of insert pages you want to place in that location using the [Insert Pages] field.
8. Choose stock characteristics:
  - Select a stock from the Name menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
  - You can select a stock and verify the characteristics of the stock by selecting the [Stock List...], selecting a stock, and clicking [OK].
  - Make selections directly from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB. If [Custom] is selected from the Size menu, within the Size/Color FAB, the Width and Height fields become active.

**NOTE:** Be sure the attributes you select are supported on the printing system.
9. After you have completed setting insert page properties click the [Add Insert] button.
10. Click [Close] to exit the dialog window. Insert page information displays on the insert page list and FAB.

## Editing inserts

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To edit inserts:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Inserts FAB.
5. Double-click the insert you want to edit and make any changes. Alternatively, you can right-click an insert and select [Edit...].
6. Select [OK].

## Deleting inserts

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To delete job inserts:

1. Open Job Manager.



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2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
  3. Select the Special Pages tab.
  4. Choose the Inserts FAB.
  5. Right-click on an insert and select [Delete] or [Delete All]. The insert is removed from the list.

## **Creating cover pages**

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Covers add a finished appearance to jobs and are typically used for bound, stapled, or stitched jobs. Covers are programmed as part of a print job; therefore, any printing required on the cover pages must be submitted as part of the job.

To create cover pages:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Covers FAB.
5. Choose [Add Front Cover...], or [Add Back Cover...]. The Covers Properties tabset opens.
6. Select [Make the Front and Back Cover the Same] if you need to program the same characteristics for both the front and back covers. Otherwise, the paper stock and sides printed characteristics must be independently programmed for each cover within the job.
7. From the Print On pull-down menu select the location where you want the cover to print:
  - Inside Only
  - Outside Only
  - Both Sides
8. Choose stock characteristics:
  - Select a stock from the Name menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and Coating FAB.
  - You can select a stock and verify the characteristics of the stock by selecting the [Stock List...], selecting a stock, and clicking [OK].
  - Make selections directly from the Size/Color FAB, Type/Weight FAB, and Coating FAB. If [Custom] is selected from

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the Size menu, within the Size/Color FAB, the Width and Height fields become active.

**NOTE:** *Be sure the attributes you select are supported on the printing system.*

9. After you have completed setting cover page properties click the [Add Cover] button.
10. Click [Close] to exit the dialog window. Cover page information displays on the cover page list and FAB.

## Editing a cover page

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To edit a cover page:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Covers FAB.
5. Double-click the cover you want to edit and make any changes. Alternatively, you can right-click a cover and select [Edit...].
6. Select [OK].

## Deleting a cover page

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To delete a cover page:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if the Retain PDL Files feature is enabled. For additional information about the Retain PDL Files feature see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Covers FAB.
5. Right-click a cover and select [Delete] or [Delete All]. The cover is removed from the list.

## The Time Stamps Tab

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View a time stamp to see the submission time of a job, the time the job started and finished processing, the time the job started and completed printing, and the total time the job was suspended.

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## Viewing a time stamp

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To view a time stamp:

1. Open Job Manager.
2. Double-click the job you want to view.
3. Select the Time Stamps tab.
  - **Submission Time:** The time that the job was submitted and accepted by the controller.
  - **Processing Start Time:** The time that the controller started to process the job.
  - **Print Start Time:** The time the job started printing.
  - **Total Print Suspend Time:** The time the job was suspended while printing.
  - **Completion Time:** The amount of time the job took to complete.
  - **Processing End Time:** The time the controller finished processing the job.
  - **Print End Time:** The time the job finished printing.
  - **Total Processing Suspend Time:** The time the job was suspended while being processed (decomposed).
4. Select [OK] to close the dialog window.

## The Faulted Tab

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The Faulted tab contains job fault clearance information. A faulted job may contain errors which cause it not to print, to print with errors, or to print only a cover sheet. This tab is unavailable unless a job has faulted.

## Clearing a faulted job

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Job faults appear in the Printer Status field of the DocuSP Print Services window. An exclamation point (!) appears next to the job.

To clear a faulted job:

1. Perform one of the following:
  - In the Printer Status field of the DocuSP Print Services window, double-click the faulted message.
  - Open the Job Manager and double-click the faulted job in the Inactive Jobs list.
2. The Job Properties dialog opens with the Faulted tab selected. The tab displays details of the fault along with clearance instructions. Follow the instructions to clear the fault. The scroll bar allows you to display instructions that are not visible.

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3. If more than one fault has occurred, select [Next Fault] and follow the instructions for that fault.
  4. Select [OK] when all faults are cleared.

## The Ineligible Tab

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The Ineligible tab is active only when a job becomes ineligible. An ineligible job is a job that cannot print because it lacks a resource required for printing. For example, if you send a job to the printer that contains a stock property selection of Ledger and the printer is not programmed to use Ledger stock, the job becomes ineligible. The job is placed in the Inactive Jobs list where it remains ineligible until either ledger stock is loaded at the printer or you change the job stock property to a stock that is loaded at the printer.

### Clearing an ineligible job

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Ineligible jobs are listed in Job Manager at the bottom of the Current tab dialog within the Inactive list.



To clear an ineligible job:

1. Open the Job Manager and select the Current tab.
2. Double-click the ineligible job. The Job Properties Ineligible tab opens. The Ineligible tab contains a list of the resources that are needed before the job can print.
3. Perform one of the following:
  - Load the needed resources. When the system detects that the resources are available, the job is automatically scheduled to print. For example, if the job requires blue stock, the job starts to print when blue stock is added at the printer and programmed into the Printer Manager.
  - Change the job property setting to a resource that the printer currently supports. For example, if the requested job property stock setting is blue stock and the printer does not contain blue stock, but does contain white stock, change the job property stock setting to white. The job is then eligible to print.
4. Select [OK] to close the dialog window.

### Viewing Jobs that contain errors

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Jobs can be processed that contain errors. For example, jobs may contain PostScript and font substitution errors. Jobs that contain processing errors will invoke an error message that can be viewed in the following ways:

- After a job has printed by viewing the Error page. To print Error

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Pages they must be enabled by the System Administrator.

- Accessing the [Error...] button from within the Job Manager Properties GUI.

You may want to disable the printing of the Error Page and view errors by only using the [Error...] button in order to avoid printing errors on expensive paper stocks or for any other reason.

To enable or disable error pages, see: Using queue Administrative Pages and Using job Administrative Pages

Error Page details when using the [Error...] button:

- The listed errors are presented in the same form as that when viewing the printed Error Page.
- The [Error...] button is available to any completed job that prints with errors in Job Manager. The job will be located in the Completed jobs tab.
- The Error messages are logged to files in the /opt/XRXnps/log directory. The jobs will be in the format: <jobid>/decomp.log.
- Errors can be logged for the following formats: PostScript, PDF, PPML, TIFF, ASCII, Imposition as well as other formats that utilize Adobe software.

To view errors:

1. Open Job Manager.
2. Within the Completed job tab, double-click the job that printed with errors.
3. Select the [Errors...] button, which is located to the right of the Status field. The Errors window opens which contains the job name and associated errors.

**NOTE:** *The [Errors...] button is not available for jobs that do not print with errors.*

4. The text is read only, but all or part of the text string can be copied and pasted using copy and paste keyboard commands.
5. If the job does not print to your satisfaction, address the errors and resubmit the job.
6. Select [Close] to exit the Error window.

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# Print Service

The Print Service allows you to print, print and save, or save a job to a local or network destination.

## Using the Print Service

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Use the Print Service to print jobs that have not been submitted to the print system. Jobs can be located on a local or, if available, network drive.

### Print Service menus

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The Print Service menus enable you to perform print management tasks such as printing, proofing, and Print Now.

The Print File Type menu allows you to filter displayed jobs by format.

Job properties can be accessed by double-clicking a job.

The Print Service menu contains the following options which can be accessed by right-clicking a job, selecting the File menu, or using the toolbar:

To access the Print Service menu, select a job and perform one of the following:

- Right-click a job
- Select the File menu
- Select an icon from the toolbar

The following options are available:

- **Print:** Places the selected job in Job Manager where it can be accessed for printing.
- **Print Now:** Interrupts a currently printing job to print the selected job. Using Print Now
- **Proof:** Prints one copy of the job and retains the job in the queue for additional printing. Proof jobs interrupt any currently printing job. Proofing a job
- **Print Selected:** Places multiple jobs in Job Manager where they can be accessed for printing.
- **Proof Selected:** Prints one copy of each job and retains the jobs in the queue for additional printing. Proof jobs

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interrupt any currently printing job.

- **Print Now Selected:** Interrupts any currently printing jobs to print multiple selected jobs.
- **Preview/Preview Range:** Generates a preview look of the job. A PostScript license is required to access this feature. If no PostScript license is available on your system, this menu item is grayed out. See *Previewing a job* for additional information.

**NOTE:** *VIPP and PPML jobs cannot be viewed using this feature; if you attempt to view these job types, an error message displays.*

- **Editor:** Along with viewing a job prior to printing, you can choose to edit PDF format jobs by removing, adding, and/or shifting images, as well as making changes to selected job ticket settings. See *Editing a saved job* for more information.
- **Delete:** Removes the selected job from the system.
- **Move:** Allows you to move a job to another queue.
- **Copy:** A job may be copied to another location within the file system.
- **Select All:** Highlights all jobs currently displayed in Job list.
- **Clear All:** Deselects all jobs currently highlighted in the Job list.

## The View menu

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The Print Service View menu contains the following selections:

- **Show Toolbar/Hide Toolbar:** display or hide toolbar option buttons. Toolbars consist of buttons that are used for frequently accessed features. To hide the Toolbar select [Hide Toolbar] from the View pull-down menu.
- **Redisplay:** Updates the Job list to reflect the latest selections and specifications. The display may not automatically update when new selections are made from the menus.

## The properties Content menu

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The properties Content menu is accessed by double-clicking a displayed Print Service job. The Content menu is available regardless of which tab is active and contains the following selections:

- **Quantity:** The number of job sets you want to print.
- **Job Name:** The name of the job. This field can be edited.



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- **Queue:** Displays the designated default queue. If desired, you can select another queue to print the job by selecting one from the pull-down menu.

## Using the Print Service

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This section provides instructions on reprinting saved jobs and sample jobs.

### Saved jobs

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Jobs that have been saved to the controller with a destination of Save can be stored and reprinted at a later time. For additional information, see: To print a saved job and Multiple job submission.

#### To print a saved job

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To print a saved job:

1. Open the Print Service.
2. From the Directory menu select the UNIX file system or media location where the job is saved.
3. Select the folder that contains the saved job.  
**NOTE:** *Verify the correct Save Location by checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.*

4. Once the correct Save directory displays, all Saved jobs will appear in the file list on the right. You can filter the list of jobs by selecting a specific file type in the File Filter pull-down menu. The available choices are: Job Ticket, PostScript, PCL, TIFF, ASCII, PDF, and All.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

The default viewing is by Job Ticket because this is the file type that is used to reprint the entire job. Selecting other file types does not give you the entire job. For example, if you select a TIFF file type, the system prints out only the TIFF image. Selecting the PostScript or PCL file prints the job with any parameters that have been set up on the system.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

5. Perform one of the following steps to access job properties and print the selected job. See Multiple job submission if you want to submit more than one job at a time.

- 
- Double-click the job.
  - Right-click the job and select [Print].
  - Select a job and choose the [Print] icon from the toolbar.
6. Enter the number of jobs you want to print in the Quantity field.
  7. If desired, change the job name.
  8. If desired, select a different queue using the Queue menu.
  9. If desired, make job property adjustments and then select [Print].
  10. The Information dialog window shows which job was submitted. Click [OK] to exit the dialog window. The job is placed in Job Manager where it can be accessed to view job progress or change job properties.
  11. Click [Close] to exit the Properties dialog window.

## Multiple job submission

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DocuSP allows you to submit and print multiple jobs that have been saved to the Print Service. You can perform Print, Proof, and Print Now options on up to 25 jobs at one time.

To perform a multiple job submission:

1. Open the Print Service.
  2. Use the Directory menu to locate the Save directory on your system.
  3. Select the folder that contains saved jobs.
  4. Select multiple jobs by performing one of the following:
    - Press and hold down the <CTRL> (Control) key and select each individual job.
    - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while choosing the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
- NOTE:** *While there is no hard limit to the amount of jobs that you can submit, performance may be impacted if you submit hundreds of jobs.*
5. Right-click within the selected jobs and choose from the following:
    - **Print Selected:** Prints the selected jobs.
    - **Proof Selected:** Prints one copy of each job and retains the jobs in the queue for additional printing. Proof jobs interrupt any currently printing job.
    - **Print Now Selected:** Interrupts any currently printing jobs to print the selected jobs.
  6. Select the queue that you want to use to print the selected jobs and select [OK].

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7. The Job Progress dialog window opens showing you the print status of each job you selected. You can cancel the process at any time by selecting [Cancel].

**NOTE:** *Canceling does not cancel jobs that have been, or are currently being processed, but it does prevent any unprocessed jobs from being submitted.*

8. The jobs are placed in Job Manager where they can be accessed for printing. Select [OK] to exit the Job Progress dialog window.

## Previewing a job

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**NOTE:** *A PostScript license is required to access this feature. If a PostScript license is not present on the system, this menu option is grayed out.*

PostScript, PDF, and TIFF format jobs can be previewed prior to submitting it to print. An entire job or a select range of pages can be previewed. This allows you to view the job and make any changes before the job is submitted for final printing.

**NOTE:** *VIPP and PPML jobs cannot be viewed using this feature; if you attempt to view these job types, an error message displays.*

To preview a job:

1. Open the Print Service.
2. Use the Directory menu to locate the Save directory on your system.
3. Select the folder that contains saved jobs.
4. Select the PostScript, PDF, or TIFF format job you want to preview.
5. Preview shows the entire job, while Preview Range allows you to select a range of pages to view. Select [Preview] or [Preview Range] by:
  - Right-clicking a job.
  - Selecting a job and using the File pull-down menu.
  - Selecting a job and using the toolbar icon.
6. If Preview is selected, then the preview process begins (go to Step 7). If Preview Range is selected perform the following:
  - a. Select [All] if you want to preview the entire job. This is the default selection.
  - b. If you want to preview a range of pages, clear [All] and enter the page range in the fields.
  - c. You can use the default size display or you can select a size by clearing the [Default] checkbox. The following fields become active:
    - Select a unit of measure from [inches] or [mm].

- 
- Select a paper size from the pull-down menu. If [Custom] is selected, you can enter values in the Width and Height fields.
  - d. Click [OK] to exit the dialog window. The preview range process begins.
7. Once the preview process is complete, the job you selected displays in the Preview dialog window. Page icons display for each page of the job. You can scroll to each page or select the page icon and go directly to that page.
- You can perform the following actions by selecting from the icons and menus located at the top of the Preview dialog window. Move the cursor over each icon to get a description. If more than one page is generated, you can select pages you want to view by clicking a page icon located to the left of the viewed image. The following options are available:
- Move to the first or last page of the job.
  - Move to the previous or next page of the job.
  - Enter a specific page number to view. Total job pages is indicated to the right of the page number field.
  - Select viewing options:
    - **Zoom percentages from the pull-down menu:** 100% reflects the actual size of the document.
    - **Actual Size:** The view is shown as the actual size of the document. The size percentage changes to 100%.
    - **Fit To Window:** The image fits within the Preview window. The size percentage changes to reflect the current view.
    - **Fit To Width:** The image fits the width of the Preview window. The size percentage changes to reflect the current view.
  - Rotate the job left or right.
8. Click [Close] to exit the Preview dialog window.

## Editing a saved job

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A PDF job may be edited. For instance, the page order can be changed, pages can be removed from the job, pages can be duplicated within the job, and additional pages can be imported into the job from other saved PDF jobs.

To edit a saved job:

1. Open the Print Service.
2. Use the Directory menu to locate the Save directory on your system.
3. Select the folder that contains saved jobs.
4. Right-click the PDF job you want to edit and select [Editor...].

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5. You may view the job and scroll through the pages using the arrow buttons.
  6. Make your selections, and then select [OK] to save the edited job. Within the File Menu, the options are as follows:
    - **Information:** Use this option to gain information on the job. The information dialog contains seven fields that provide the following information:
      - **Title:** contains the job name.
      - **Author:** contains the name of the document sender.
      - **Path:** contains the directory path in which the file resides.
      - **Producer:** this field will contain “DocuSP,” since the DocuSP Controller is the producer of the file.
      - **Created:** contains the date that the file was created.
      - **Modified:** if the file was modified, the date of the modification is included in this field.
      - **File size:** details the size of the PDF file.
    - **Import:** Pages from one saved job can be imported into the job that is currently open in the Document Editor.
    - **Save:** Use this option to save the edited job.
    - **Save As:** If desired, the edited job may be saved under a different name in order to avoid overwriting the current job.
    - **Exit:** Closes the Document Editor window.

Within the Edit Menu, the options are as follows:

- **Undo:** Use this option to undo the last action.
- **Renumber:** This option enables you to change the page order of the job.
- **Delete:** This option, when selected, enables you to delete one or more page(s) from the job.

**NOTE:** *Importing of images is only available from other PDF jobs.*

### **Importing pages from one saved job to another**

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Within the Document Editor, pages from one saved PDF format job may be imported into another.

To import pages from one saved job to another:

1. Open the Print Service.
2. Use the Directory menu to locate the Save directory on your system.
3. Select the folder that contains saved jobs.
4. Right-click the PDF job you want to edit and select [Editor...].

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5. From the File Menu, select [Import]. The Import dialog window opens. Alternatively, you can make Import selections directly within the main Document Editor window.
  6. Within the Import dialog box, select the file that contains the pages you want to import.
  7. Select [OK].
  8. If desired, select the page range you want to import in the Import area of the main Document Editor window. You can also select to import All Pages.
  9. Select the location within the active job where the import pages will be placed. Options include [Before] and [After], where you can select a specific page before or after where the imported pages appear.
  10. Select [OK]. After the job is edited, you may choose to save the job, to rename and save the job, and/or to exit the application.

## Moving a job

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Moving a job allows you to place the job in another queue.

**NOTE:** *Moving a job using the Print Service differs from moving a job using the Job Manager. For additional information see: Job Manager > Moving a job.*

To move a job within the Print Service:

1. Open the Print Service.
2. Use the Directory menu to locate the Save directory on your system.
3. Select the folder that contains saved jobs.
4. Right-click the job and select [Move...].
5. Within the directory pane, select the location where the job is to be moved and select [OK]. The Moving Files dialog shows you the status of the job process.
6. After the job is moved, select [OK].

## Copying a job

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A job may be copied to another location within the file system.

To copy a job:

1. Open the Print Service.
2. Use the Directory menu to locate the Save directory on your system.
3. Right-click a job and select [Copy...].
4. Within the directory pane, select the location where the job is to be moved and select [OK]. The Copying Files dialog shows

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you the status of the job process.

5. After the job is copied, select [OK].

## **Saving FRF jobs to a CD**

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To save FRF jobs to a CD, you will create a directory on the DocuSP controller, save the FRF image file to that directory, and copy the file from the controller to the CD.

To save the FRF jobs to a CD:

1. Open a terminal window:
  - a. Place the cursor on the desktop (outside the DocuSP application window).
  - b. Right-click to open the Workspace Menu.
  - c. Select [Tools] to open the Tools menu.
  - d. Select [Terminal]. A Terminal window will open.  
**NOTE:** *Place the cursor inside the Terminal window to activate the window. When the window is active, the prompt will blink. The window must be active to type in the window.*
2. Create a directory to store the FRF file.
  - a. Type **cd /export/home/xrxusr** and press [Enter].
  - b. Type **mkdir cd\_image** and press [Enter].
3. Determine the location of the files to be placed on the CD.
  - a. Open the Print Service
  - b. Click on the directory containing the files to be saved.
  - c. The path to the directory will be listed at the bottom of the screen.
4. Create the file to be written to the CD.  
**NOTE:** *It is important that the file size of the FRF file created in this step is less than the capacity of the CD-R or CD-RW media.*
  - a. Go to the directory where the FRF file will be created.
  - b. Type **cd /export/home/xrxusr/cd\_image** and press [Enter].
  - c. Run the **mkisofs** command to create the image file to be written to the CD: Type **mkisofs -l -r -o your\_image\_file FRF\_saved\_path** and press [Enter].  
**NOTE:** *The “-o your\_image\_file” option in the mkisofs command defines the name of the file to be written. Give the file a meaningful name. It will be created in the directory from which the mkisofs command is run. The “FRF\_saved\_path” is the FRF file location determined in step 3.*

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**NOTE:** The “/var/spool/xerox” directory in the `mkisofs` command is the location chosen while looking at the Print Services screen. See step 3 above.

5. Place a blank CD-R or CD-RW in the CDRW Drive.
6. Write to the CD with the `cdwr` command:
  - a. Type `cd /export/home/xrxusr/cd_image` and press [Enter].
  - b. Type `cdwr -O -i your_image_file` and press [Enter].
  - c. You will see a series of messages: “...writing track,” “...finalizing,” “...done.” The CD will automatically eject upon completion.
7. Remove the `cd_image` directory:
  - a. Type `cd /export/home/xrxusr` and press [Enter].
  - b. Type `rm -r cd_image` and press [Enter].
8. Close the Terminal window.

### Printing jobs saved to a CD

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To print jobs saved to a CD, perform the following:

1. Insert the CD into the DocuSP controller.
2. Open the Print Services.
3. In Directory, select [CD-RW1] from the pull-down menu. Job files from CD are displayed.
4. Select the desired job and move it to the appropriate queue for printing. To move a job, see: Moving a job

### Proofing a job

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This feature allows you to print a proof copy of a job while eliminating the need to resubmit the job to print once the content and/or layout have been verified.

All job attributes apply to Proof jobs except the quantity. The default print quantity for Proof jobs is 1; however, the default can be modified in Setup menu > System Preferences by the System Administrator.

**NOTE:** Proof jobs will interrupt any currently printing job.

To proof a job:

1. Open the Print Service.
2. Locate the job you want to print.
3. If you want to proof the job before releasing the entire job set, right-click the job(s) and select [Proof...] or [Proof Selected...].
4. Make any property selections and click [Proof]. The proof prints immediately.



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## Holding a job

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If you want to submit a job to print, but you wish to delay printing of the job, you can place the job on hold. The job will be sent to Job Manager where it can be modified and/or released. When a job is held it needs to process again before it can be printed. Printing starts at the beginning of the job.

To hold a job:

1. Open the Print Service.
2. Double-click the job you want to print and make any property changes.
3. Select [Print].
4. The job is sent to Job Manager. Right click the job in Job Manager and select [Hold]. The job can then be modified and/or released.

## Using Print Now

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The Print Now feature allows you to interrupt a job that is currently printing in order to print a different job or jobs. After all Print Now jobs have completed printing, the controller resumes printing the original interrupted job.

To interrupt a job:

1. Open the Print Service.
2. Locate the job you want to print.
3. Right-click the job(s) and select [Print Now] or [Print Now Selected...].
4. Make any desired property selections and click [Print Now].  
Selected jobs print.

**NOTE:** A newly assigned Print Now job will not interrupt an active Print Now job. The newest Print Now job is added to the end of the active interrupt job list. Any Print Now jobs requiring unavailable resources (such as special media or finishing), are ineligible and will not be scheduled as a Print Now job until the resource is made available.

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# Queue Management

Queue management involves creating and enabling queues to hold jobs prior to being printed and to help manage the flow of jobs through the printing system. The Queue Manager can also be used to change the properties of a queue or to change the job accept and release status of a queue.

When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job. See Understanding the Override Option for additional information.

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## Default Queues

Three predefined queues are created automatically on new DocuSP installations or systems that reload Solaris.

**NOTE:** *Predefined queues are not created during DocuSP upgrade installations.*

This installation feature enables you to use Print, Save and Hold queue capabilities without having to manually create each of these queues after installation.

The following queues are created automatically:

- **HostName\_PRINT:** The print queue is created with the standard set of default settings.
- **HostName\_SAVE:**
  - Color printers: The save queue is created with typical color attribute settings. For example, Fast Reprint Format, Save DRIs, and Gather images are enabled.
  - Monochrome printers: The save queue is created with typical monochrome image quality attribute settings.
- **HostName\_HOLD:** The hold queue is created with the standard set of default settings. The queue is set to Do Not Release Jobs. This setting prevents the queue from automatically releasing jobs to print. Jobs can only print once they are manually set to release or if the queue status is changed.

These queues can be treated like any other queue that is created: properties can be changed and the queue can be copied or deleted at any time.

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**NOTE:** If you decide to use a new language on the system, the initial language change will prompt the system to ask you if you want the three predefined queues renamed to the selected language. Follow the displayed instructions.

## About the Queue Manager

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The Queue Manager window displays all of the queues available on the printer. Each queue can be thought of as a virtual printer which has unique characteristics that are defined when the queue is created. The queue list displays the name, priority, and state for any queues available at the system.

### Queue Manager Main Window

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Queue Manager is accessed by selecting the Queue Manager icon located on the left side of the DocuSP GUI. The main window will display the following:

- **Queue:** Name of the queue.
- **Priority:** Each queue for the printer is assigned a priority. The priority informs the system the order in which the queues should be processed. A queue's priority setting can be set between 1 (highest priority) and 100 (lowest priority). The default priority setting is 50.
- **Accept:** The column display will either be Yes or No. If Yes is displayed the queue is enabled to accept new jobs for printing. If No is displayed the queue is prevented from accepting new jobs for printing.
- **Release:** The column display will either be Yes or No. If Yes is displayed the queue will automatically print incoming jobs. If No is displayed the queue can only print if it is manually set to release or if the queue status is changed.

### Queue Properties

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The Queue Properties dialog enables you to view and specify parameters that are used as default settings to process all jobs submitted to the queue. You can access queue properties by performing one of the following:

- Double-click a queue.
- Select a queue and choose [Properties...] from the Queue menu.
- Right-click a queue and select [Properties...].
- Select a queue and click the [Properties...] toolbar icon.

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The Queue Properties dialog contains the following tabs:

- The Settings Tab: Contains job properties settings including input, job destination, and Administrative Pages.
- The Stock Tab: Presents stock and tray choices for your print job using FABs. You can also select your stock from the Stock List.
- The Output Tab: Contains features used for to determine job output options.
- The Image Quality Tab: Enables you to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
- The Image Edit Tab: Presents features that allow original images to be modified for output.
- The PDL Settings Tab: Page Description Language (PDL) settings determine how PostScript and PDF jobs sent to the queue are decomposed (ripped), or prepared for printing. PDL Settings FABs are PostScript/PDF, TIFF, PCL, ASCII, and if available, LCDS.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

## Content Menu

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The content menu is accessible at all times regardless of the tab selected. You can access queue properties Content menu by performing one of the following:

- Double-click a queue.
- Select a queue and choose [Properties...] form the Queue menu.
- Right-click a queue and select [Properties...].
- Select a queue and click the [Properties...] toolbar icon.

Content menu features consist of the following:

- **Quantity:** Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.
- **Override:** When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.
- **Queue Name:** The Queue Name field is read-only when viewing queue properties. If you are creating a new queue the field is editable. Spaces are not permitted in queue names.
- **Printer Name:** Displays the name of the printer.
- **Priority:** Each queue for the printer is assigned a priority. The

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priority informs the system the order in which the queues should be processed. A Queue's priority setting can be between 1 (highest priority) and 100 (lowest priority). The default priority setting is 50.

## Queue Menu

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When you right-click on a queue, or use the Queue pull-down menu the following options display:

- **Properties:** View and modify the properties of an existing queue.
- **Copy:** Allows you to create a copy of a queue with the option of changing the copied queue properties.
- **New:** Creates a new queue.
- **Delete:** Delete an existing queue.
- **Accept Jobs:** Enables the queue to accept new jobs.
- **Do Not Accept Jobs:** Prevents the queue from accepting new jobs for print.
- **Release Jobs:** Sets the queue to automatically send incoming jobs to print.
- **Do Not Release Jobs:** Prevents the queue from automatically releasing jobs to print. Jobs can only print once they are manually set to release or if the queue status is changed.
- **Administrative Pages controls:** Administrative Pages consist of the Banner Page, Error Page and Attributes Report. Different Administrative Pages can be enabled for each queue, or one Administrative Page can be created for a group of queues.
- **Set as Default:** A default queue can be selected for jobs initiated through the Copy, Scan, and Print Services.
- **Select All:** Highlights all of the queues in the queue list.
- **Clear All:** Clears all selected (highlighted) queues in the queue list.

You can select more than one queue to Delete, Accept Jobs, Do Not Accept Jobs, Release Jobs, and Do Not Release Jobs by performing one of the following:

- Press and hold down the <CTRL> (Control) and select each individual queue.
- To select multiple queues that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last queue name lines and all lines in between.

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## View menu

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The View pull-down menu contains the following choices:

- **Columns...:** You can determine the queue list display by selecting or deselecting queue list titles. If deselected, the item is removed from the queue list row. See, Managing the queue list for additional information.
- **Show Toolbar:** Selecting this option displays an assortment of icons that correspond to common tasks.
- **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
- **Redisplay:** Refreshes the queue list display.

## Creating New Queues

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Before jobs can be printed, they must be submitted to the printer through a print queue. The function of a queue is to manage the flow of print jobs through the controller to the printer.

## Understanding the Override Option

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Before you create a queue and begin making property selections for it, you must understand the Override option. When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

The override option works in the hierarchy shown below. For example, any Exception Page settings (priority 2) will override any Job Ticket settings (priority 3). Any Queue Property override settings take precedence over all other property features.

1. Queue overrides
2. Exception page programming
3. Job ticket settings
4. Submission print protocol (lp, lpr, nprint) settings
5. PDL Level options (setpagedevice & PCL options)
6. Queue defaults

## Creating and Enabling a Queue

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You can create a single queue through which all jobs will be submitted to a printer, or you can create several different queues that possess distinct properties. Once a queue is created, you can

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copy a queue if an existing queue already contains most of the attributes you need for a new queue.

**NOTE:** *Each queue option dialog contains an override setting. Select Override if you want the queue settings to take precedence over any attributes programmed with individual jobs.*

The limit for the number of queues that can be created on a DocuSP system is 250. However, the number of possible AppleTalk connections is 128, and it is inadvisable to use a large number of AppleTalk queues, since this practice will degrade system performance. On systems with the AppleTalk license disabled, 250 queues can be set up without performance degradation.

Creating a new queue

Copying a queue

## Creating a new queue

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Create a new queue when you need to control the flow or handling of documents in different ways.

To create a new queue:

1. Open Queue Manager.
2. From the Queue pull-down menu select [New...]. The New Queue dialog opens.
3. In the Queue Name field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

**NOTE:** *When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.*

**NOTE:** *The Printer Name is read only. It contains the name of the connected printer.*

4. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.

Select [Override] if you want the Quantity setting to take precedence over programming associated with individual jobs.

5. Set a priority from 1 (highest priority) to 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are



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processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If the Parallel RIP feature is available, select [Enable] or [Disable].

**NOTE:** *This feature will only appear if your system includes a valid PPR license. See Setting Job Processing options for more information*

A typical site using Parallel RIP should have at least two queues: one queue set for Page Parallel workflows and a second queue set for unknown/non-DSC compliant workflows such as object caching. This will enable the site to take full advantage of Parallel RIP and VIPP caching respectively.

**NOTE:** *If Parallel RIP is selected, you will not be able to select VI Object cache options, and if VI Object Cache is selected, Parallel RIP is disabled automatically.*

The queue set up for Parallel RIP should be set to Protected PostScript and Parallel RIP enabled.

Also, if desired, select the Convert PostScript to PDF checkbox.

**NOTE:** *This step is important for PPR users that want to take advantage of the Page Parallel feature but are unable to use conforming PostScript files (e.g. DSC and Page Independence).*

7. Make extended option selections using the following tabs:
  - The Settings Tab: The Settings tab contains queue properties FABs.
  - The Stock Tab: Select the queue default paper stock.
  - The Output Tab: Allows you to select queue output options.
  - The Image Quality Tab: Contains features that enable you enable to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used. See also, Setting Color Image Quality Options for a Queue for additional information.
  - The Image Edit Tab: Presents features that allow original images to be modified for output.
  - The PDL Settings Tab: Select decomposer (processing) options.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

8. Select [Add Queue] to complete the new queue setup.
9. Select [Close] to exit the New Queue dialog

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10. In the Queue list, right-click the new queue and choose [Accept Jobs] to enable the queue for job processing.

## Copying a queue

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Sometimes an existing queue already contains most of the attributes you need for a new queue. In that case you can simply copy an existing queue and modify its attributes to create a new queue.

To copy an existing queue:

1. Open Queue Manager.
2. From the Queue pull-down menu select [Copy...]. The Copy Queue dialog opens.
3. In the Queue Name field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

**NOTE:** When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.

**NOTE:** The Printer Name is read only. It contains the name of the connected printer.

4. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.

Select [Override] if you want the Quantity setting to take precedence over programming associated with individual jobs.

5. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If desired, make extended option selections using the following tabs:
  - The Settings Tab: The Settings tab contains queue properties FABs.
  - The Stock Tab: Select the queue default paper stock.
  - The Output Tab: Allows you to select queue output options.

- 
- The Image Edit Tab: Presents features that allow original images to be modified for output.
  - The Image Quality Tab: Contains features that enable you enable to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used. See also, Setting Color Image Quality Options for a Queue for additional information.
  - The PDL Settings Tab: Select decomposer (processing) options.  
**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

7. Select [Copy Queue] to complete the copy queue setup.
8. Select [Close] to exit the Copy Queue dialog
9. In the Queue list, right-click the copied queue and choose [Accept Jobs] to enable the queue for job processing

## Using the Queue Manager Settings tab

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To edit queue settings using the settings tab:

1. If desired, you can enter account information, and job comments for each queue.
  - a. Select [Notes...].
  - b. You can enter text in the following fields:
    - **Comments:** Enter a description of the queue or specify instructions such as, "Send only 8.5 x 14 jobs."
    - **Banner Page Message:** Enter a message. This message appears on the first sheet of each job printed from this queue.
    - Select [Override] if you want Note settings to take precedence over programming associated with individual jobs.
  - c. Select [OK].
2. Use the Input/Format FAB to select the manner in which jobs will be submitted to the queue.
  - a. Select from the following: For an explanation of each option see: Job Input Modes
    - Streaming
    - Font Download
    - Spooling
    - Auto Proof
  - b. Select a Default Format from the pull-down menu. For additional information see: Job Input Modes

- 
3. Select the Destination FAB to set a save location and job format. For more information on using this FAB, click Using the Destination FAB.
  4. The Job Filter FAB: Allows you to use the VPC Filter. The VPC Filter is a job filtering mechanism that can be applied to one or more queues on a DocuSP system. See Setting up a queue to accept PPML (Personalized Print Markup Language) jobs for additional information.
  5. To use Administrative Pages see Using queue Administrative Pages.

## Using the Destination FAB

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To use the Destination FAB:

1. Select from the following:
  - **Print:** Prints the document only.
  - ***NOTE:** Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed.*
  - **Save:** Saves the document to the location designated in [Save Location...]. The document can be retrieved later for printing.  
  
If [Print & Save] or [Save] is selected then the Save Location fields become active. If a save location is not made available by the System Administrator you can select a folder in which jobs are saved.  
***NOTE:** Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab.*
2. Click [Save Location...]. The Save location dialog window opens.
3. From the Look In menu select the UNIX file system or media location where the job is to be saved or type the location in the Directory field.
4. If necessary, select the save folder.
5. Select [Override] if you want the Destination setting to take precedence over programming associated with individual jobs.
6. Once the complete pathway appears in the Selection field click [OK].
7. Select a Save Format:
  - **Single-page TIFF:** Saves each page in the job as an individual TIFF file.
  - **Multi-page TIFF:** Saves the entire jobs as a single TIFF

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file.

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- **Fast Reprint Format:** Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs.

**NOTE:** *Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed.*

8. Select [OK] or continue setting queue properties.

## Job Input Modes

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The following are the available job input modes for queues.

- **Streaming:** Enables jobs to begin processing as they are being received by the queue. This setting is appropriate for very long jobs. Streaming can only be done on PostScript or PCL jobs that are being sent to the controller through the AppleTalk and Socket TCP/IP gateways.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not be able to stream PostScript jobs.*

The other gateways provide limited support or require the job to be completely spooled before being submitted to the controller. Because of this, you should not send jobs from the NetWare or lpr gateways to a streaming queue. ASCII, TIFF, or PDF jobs cannot be streamed and they will abort. The controller can process only one streaming job at a time, while multiple spooling jobs can be received. Jobs submitted to a streaming queue are not recoverable if the job is aborted by the controller. If the streaming queue is set to a status of Do Not Release, the queue will not accept any jobs and the jobs will be aborted.

- **Font Download:** Enables the downloading of commercial fonts through the gateways to the controller. Fonts downloaded to a Font Download queue will automatically be stored on the controller and will be visible as Soft or Cartridge fonts in the Font Manager. Fonts downloaded through a queue must conform to the format required for fonts to be loaded on the controller.
- **Spooling:** The data stream for any job must be completely received by the controller before the job can be processed for printing. Spooling queues may accept any supported job format from any of the supported gateways.
- **Auto Proof:** Sets the queue to automatically print one or more proof jobs of any jobs submitted to the queue. The default proof quantity can be modified in Setup Preferences: Job Policy.

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- **Default Format:** Allows you to select the document format for all incoming jobs. The default document format determines which decomposer is used to process the job for printing. For example, ASCII jobs are automatically processed using the PostScript decomposer. If formatting that is available for PCL jobs is required to print an ASCII job, a queue can be created with a default document format set for PCL.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

## Setting or Changing Queue Properties

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Once a new queue is created, most properties of the queue can be added, deleted, and modified. The Queue Name and Printer Name cannot be modified. Properties can be modified by:

- Double-clicking a queue.
- Right-click a queue and select [Properties...].
- Select a queue and choose the [Properties...] icon from the toolbar.
- Select a queue and select [Properties...] from the Queue menu.

**NOTE:** *Many options contain an override setting. Select Override if you want the queue settings to take precedence over any attributes programmed with individual jobs.*

## The Content menu

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The content menu is accessible at all times regardless of the tab selected. Content menu features consist of the following:

- **Quantity:** Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.
- **Queue Name:** The Queue Name field is read-only when viewing queue properties. If you are creating a new queue the field is editable. Spaces are not permitted in queue names.
- **Printer Name:** Displays the name of the printer.
- **Priority:** Each queue for the printer is assigned a priority. The priority informs the system the order in which the queues should be processed. A Queue's priority setting can be between 1 (highest priority) and 100 (lowest priority). The default priority setting is 50.
- **Override:** When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

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## The Settings Tab

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The Settings tab contains queue properties FABs: Input, Destination and Administrative Pages.

**NOTE:** *When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.*

The Settings tab allows you to adjust the following queue properties:

- Using the Input/Format FAB: Select input properties and default format for a queue.
- Using the Destination FAB: Use to indicate whether you want to print a job, save a job to reprint later, or both.
- The Job Filter FAB: Allows you to use the VPC Filter. The VPC Filter is a job filtering mechanism that can be applied to one or more queues on a DocuSP system. See Setting up a queue to accept PPML (Personalized Print Markup Language) jobs for additional information.
- Enable Administrative Pages: See, Using queue Administrative Pages for additional information.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

### Using the Settings tab to set queue properties

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To set queue properties:

1. Open the Queue Manager.
2. Double-click a queue to open Queue Properties.
3. Select the Settings tab.
4. Select the Input/Format FAB to enter job notes, select an input mode, and a default format. See Using the Input/Format FAB for more information.
5. Select the Destination FAB to set the final disposition of any jobs in the queue. See Using the Destination FAB for more information.
6. Set Administrative Pages: Administrative Pages are optional pages that print with the job. See Using queue Administrative Pages for additional information.
7. The Job Filter FAB: Allows you to use the VPC Filter. The VPC Filter is a job filtering mechanism that can be applied to one or more queues on a DocuSP system. See Setting up a queue to accept PPML (Personalized Print Markup Language) jobs for additional information.

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## Using the Input/Format FAB

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If desired, you can enter account information, and job comments for each queue.

1. Select [Notes...].
2. You can enter text in the following fields:
  - **Comments:** Enter a description of the queue or specify instructions such as, "Send only 8.5 x 14 jobs."
  - **Banner Page Message:** Enter a message. This message appears on the first sheet of each job printed from this queue.
3. Select [OK].

You may also select an input mode. To do this, select a default document format from the Default Format pull-down menu. The document format enables you to select the default format for all incoming jobs. The input properties of a queue determine how the queue will process jobs received from the network. For additional information on job modes default format see: Job Input Modes

- Streaming
  - Font Download
  - Spooling
  - Auto Proof
4. Select [OK], or continue setting queue properties.

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## Using the Destination FAB

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It is important to save jobs to the correct directories so they can be located for future printing. When you select a Save option, you must specify a Save Location.

To specify a Save Location:

1. Select a Destination option from the following:
  - **Print:** Prints a job without saving it.
  - **Save:** Saves a job without printing it. The Save feature converts a submitted PDL file into single- or multi-page TIFF files that can be printed, edited, or combined with variable data for forms printing. When Save is selected, the Save Location button is enabled.

**NOTE:** A job cannot be saved over an old job. Each job accessed from the Reprint Manager must have a unique name.

- **NOTE:** Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed.



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2. If [Print & Save] or [Save] is selected then the Save Location fields become active. If a save location is not made available by the System Administrator you can select a folder in which jobs are saved.

**NOTE:** *Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab.*

- a. Click [Save Location...]. The Save location dialog window opens.
- b. From the Look In menu select the UNIX file system, media location, or if available, network location where the job will be saved. You can also type the location in the Directory field
- c. If necessary, select the save folder.
- d. Once the complete pathway appears in the Selection field click [OK].

**NOTE:** *Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in the Save Preferences. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.*

3. If you selected [Print & Save] or [Save] select a Save format from the following:

- **Single-page TIFF:** Saves each page in the job as an individual TIFF file.
- **Multi-page TIFF:** Saves the entire jobs as a single TIFF file.
- **Fast Reprint Format (FRF):** Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs.

**NOTE:** *Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed.*

4. Select [OK] or continue setting queue properties.

## **The Job Filter FAB**

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The Job Filter FAB allows you to use the VI Project Container (VPC) Filter. The VPC Filter is a job filtering mechanism that can be applied to one or more queues on a DocuSP system. When the VPC Filter is setup on a queue, it processes all VIPP jobs sent to the queue via any print path gateway. Non-VPC files are passed through the queue unfiltered and VPC files are filtered: expanded, resources deployed, etc., according to the queue's setup configuration. The GUI enables users to specify how the filter will process VPC files and manage their resources. You can submit

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any VIPP job to a VPC filter-enabled queue.

**NOTE:** To configure a queue to process PPML, see: Setting up a queue to accept PPML (Personalized Print Markup Language) jobs

Using the Job Filter FAB to set the VPC Filter:

1. Determine the queue to which VPC jobs shall be sent. You may also create a special queue for this; to create a new queue, first follow the instructions here: Creating a new queue.
2. Select Queue Manager.
3. Select the queue for which you want to enable job filtering.
4. Disable the selected queue(s) by right-clicking on them and selecting [Do Not Accept Jobs] from the context menu. This action will prevent the queue or queues from accepting jobs while you are modifying its properties.
5. Double-click the queue to open Queue Properties. The Queue Properties tabset window opens.
6. Select the Settings tab.
7. From the Settings tab, select the Input/Format FAB.
8. Set the format to PostScript.
9. From the Settings tab, select the Job Filter FAB.
10. To use a job filter, select [Apply Filter]. The remaining fields become active.
11. Select a filter name from the pull-down menu. If VIPP Projects Container Filter is selected, perform the following:
12. If desired, select [Setup...] to edit VPC filter options. See Using the VPC Filter GUI for more information.
13. Once you have made your settings, select [OK] to accept your selections and return to the Job Filter FAB.
14. Select [OK] or continue setting Queue Manager properties.
15. In the Queue Manager window, enable the queue(s) by right clicking and selecting [Accept Jobs] from the context menu.

## Using the VPC Filter GUI

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To use the VPC Filter GUI:

1. Open Queue Manager.
2. Double-click the desired queue to open the queue properties window.
3. Select the Settings tab.
4. Select the Job Filter FAB.
5. Select [Apply Filter].
6. Select [VIPP Projects Container Filter].
7. Select [Setup...] to launch the VPCF GUI.

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8. Select from the following processing options:
- **Print and Forget:** This option prints the job(s) and removes any downloaded resource files from the printer upon job completion. There are no deploy options for Print and Forget.
  - **Deploy and Print:** Deploys and saves the resource files on the printer and prints the jobs. Deploy and print options are described below.
    - **Replace Existing Resources:** Resources downloaded to the printer will overwrite resources of the same name that already exist on the printer. If Replace Existing Resources is not selected, overwriting will not occur.
    - **Keep Print File:** (Default): The print file is kept on the printer. If Keep Print File is not selected, all but the sample print file is deleted from the printer.
  - **Deploy Only:** The resources in the VPC file are deployed but the job(s) are not printed.
    - **Print List of Deployed Resources:** A list of deployed resources and their status is printed.
9. Select [OK] to save the currently selected values and exit the GUI, [Reset] to reset the GUI options to their previously saved values and keep the GUI open, or [Cancel] to reject new changes, revert to previously saved values and exit the GUI.

### **VPC Filter limits, constraints and considerations**

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- The VPC Filter is not supported on single queue systems.
- The VPC Filter cannot be setup on a streaming queue.
- The General Filter Mechanism (GFM) does not provide a method for stringing filters together and therefore, only one filter can be applied to a queue.
- The DocuSP Job Forwarding feature is not supported.
- The VPC Filter is not supported in the DocuSP Remote Workflow (DRW).
- All production type files contained in a VPC file are printed when a VPC file is submitted to a VPC filter-enabled queue.
- A sample type file in a VPC file is only printed if there are no production files contained in the VPC file.
- VPC files containing production jobs that use the VIPP Demographics or Normalization features are not supported.

**NOTE:** The VPC Filter reports error codes (defined by GFM or the filter) back to the GFM. Unexpected errors may be logged in either `/opt/XRXnps/log/GFM.Debug.Log` or `/opt/XRXnps/log/vpcf.debug.log`.

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## VPC Filter Error Codes

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The following is a list of VPC Filter Error Codes and their descriptions:

- 129: VPCF\_EC\_FILTER\_NOT\_INITIALIZED: The General Filter Mechanism (GFM) failed to call the VPC filter initialization routine.
- 130: VPCF\_EC\_TV\_FAILURE: One of the Tag Value (TV) library routines used to delete files upon job completion failed.
- 131: VPCF\_EC\_PROJECT\_CREATION\_FAILED: The VI Projects Software Development Kit (VPSDK) failed in its attempt to create an empty project for the submitted VPC file. Verify that the SETPATH paths in /usr/xgf/src/xgfunix.run are correct and that the directories in those paths exist.
- 132: VPCF\_EC\_OPEN\_ARCHIVE\_FAILED: The VPSDK failed in its attempt to extract the files contained in the submitted VPC file.
- 133: VPCF\_EC\_PRINT\_FILES\_NOT\_FOUND: The submitted VPC file does not contain any print files.
- 134: VPCF\_EC\_RESOURCES\_DEPLOYED\_PRINT\_FILES\_NOT\_FOUND: The resources contained in the submitted VPC file were successfully deployed but a request to print failed because the VPC file contained no print files.
- 135: VPCF\_EC\_ITERATOR\_CREATION\_FAILED: The VPSDK failed in its attempt to create an iterator for the submitted VPC file. Verify that the SETPATH paths /usr/xgf/src/xgfunix.run are correct and that the directories in those paths exist.
- 136: VPCF\_EC\_FILE\_OPEN\_ERROR: An attempt to open a file failed.
- 137: VPCF\_EC\_OPEN\_PROJECT\_FAILED: The VPSDK failed in its attempt to open a project for the submitted VPC file.
- 138: VPCF\_EC\_CONFIG\_ACCESS\_FAILED: An attempt to access the VPC Filter's configuration file failed.
- 139: VPCF\_EC\_INVALID\_PROJECT\_TYPE: The submitted VPC file contains an invalid PDL type. Valid PDL types are VIPP, PDF, PS, and PPML-GA.
- 140: VPCF\_EC\_NO\_PROJECT\_TYPE\_AVAILABLE: No PDL type was specified for the submitted VPC file.
- 141: VPCF\_EC\_OVERWRITING\_OF\_PROJECT\_NOT\_ALLOWED: The "Print and Forget" VPC processing option cannot be used to process the submitted non-VIPP VPC file because the project contained in the VPC file already exists on the system and the "Print and Forget" option does not allow the

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overwriting of files. The “Deploy and Print” and “Deploy Only” VPC processing options can be used to process the VPC file as long as the “Replace Resources” option is TRUE.

## **Setting up a queue to accept PPML (Personalized Print Markup Language) jobs**

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For environments that will be using PPML as one of the inputs to the printer, you may elect to set up a queue to accept and process PPML jobs specifically.

To configure a queue to process PPML:

1. Determine the queue to which PPML jobs shall be sent. You may also create a special queue for this; to create a new queue, first follow the instructions here: [Creating New Queues](#).
2. Open Queue Manager.
3. Disable the selected queue(s) by right-clicking on them and selecting [Do Not Accept Jobs] from the context menu. This action will prevent the queue or queues from accepting jobs while you are modifying its properties.
4. Select the Settings tab.
5. Select the Input/Format FAB.
6. Select PPML from the Format menu.
7. If desired, select the Override checkbox for this feature.
8. If you will be submitting PPML Job Package files, which are basically zipped files containing the PPML file and PPML dataset and possibly a Xerox XPIF job ticket, you should:
  - a. Select [Apply Filter] from within the Job Filter FAB.
  - b. Select PPML Package Unzipper under Filter Name.This will enable the queue to automatically unzip the file, placing the PPML dataset in the appropriate directory for retrieval at RIP time.

**NOTE:** *When PPML Job Package files are finished printing, all files associated with the PPML JP file are deleted, including the dataset files. If you wish your dataset files to persist on the system, you must upload them as a separate operation and then simply point the PPML file itself to the URL in which the dataset is contained.*

9. Select the PDL Settings tab.
10. Select the PPML FAB.
11. If you desire your PPML dataset resources to persist on the system, enter the PPML Job Package Source File directory in the Directory text field.
12. Select [OK].
13. In the Queue Manager window, enable the queue(s) by right clicking and selecting [Accept Jobs] from the context menu.

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## Enabling Parallel RIP

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To enhance RIP performance, you may choose to set up your DocuSP controller to RIP as few as 1 page (normal, non-parallel operation) and as many as 5 pages in parallel. The instructions for setting this up can be found in Setting Job Processing options. Once Parallel RIP is set up there, you may choose to enable or disable it at the Queue level.

**NOTE:** *In order to employ Page Parallel RIP (PPR), your system must possess a valid PPR license.*

To enable or disable Parallel RIP:

1. Open the Queue Manager.
2. Double-click a queue to open Queue Properties.
3. Select either [Enable] or [Disable] in the Parallel RIP area of the Queue Properties tab.
4. If desired, select the Convert PostScript to PDF checkbox.

**NOTE:** *This step is important for PPR users that want to take advantage of the Page Parallel feature but are unable to use conforming PS files (e.g. DSC and Page Independence).*

### Select [OK], or continue setting queue properties.**Parallel RIP behavior summary**

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Below is a general summary of how DocuSP Parallel RIP behavior is performed on the system.

DocuSP analyzes whether the first job is eligible for Parallel RIPping. If yes, DocuSP processes this job using all of the available Parallel RIPs. No additional jobs can be RIPped until this one is completed. This is **Page Parallel RIP**.

If the job is not eligible for parallel RIPping, DocuSP routes the first job through a single RIP, and it is processed as in prior DocuSP versions. The remaining RIPs are still available. DocuSP then determines whether the next job is eligible.

If yes, DocuSP processes the job using the remaining RIPs. No other jobs can be RIPped until one of these two is completed.

If no, DocuSP routes the job through the next single RIP path. This is called **Job Parallel RIP**.

## Using queue Administrative Pages

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Administrative Pages are optional pages that print with the job. Administrative Pages consist of the Banner Page and Error Page. Different Administrative Pages can be enabled for each queue, or one Administrative Page can be created for a group of queues. Queue default Administrative Pages can be changed at the job level unless Override is enabled at the queue. The System Administrator or Operator can set Administrative Pages options.

- The Banner Page is a break page that prints at the beginning of each job. Banner Pages can be set independently as default or override.
- The Error Page is a page that prints for each job when the Error Page option is enabled. An Error Page can be set independently as default.
- The Attributes Report presents a summary of job settings.

**NOTE:** *Administrative Pages controls for Banner Page and Error Page default paper stock, Site Message, and font settings can be accessed through the Printer Menu > Switches option. See Setting Administrative Pages properties for additional information.*

To use administrative pages:

1. Open Queue Manager.
2. Double-click a queue to open the Queue Properties dialog.
3. Select the Settings tab.
4. Current Administrative Pages information is presented on the Administrative Pages FAB. Designations followed by a "!" indicate that the queue setting is set to Override. Select the Administrative Pages FAB.

**NOTE:** *Selecting [Override] will make each setting take precedence over any property selections made in the Job Manager or programmed into the job. As an example, if you want to print a Banner Page and/or an Attributes Report on a particular queue, include the [Override] selection.*

5. To enable Administrative Pages, select the checkbox next to each option. You can select one or more of the following:
  - **Print Banner Page:** The Banner Page provides the following information:
    - Job name: The file name of the job.
    - Job sender: The name of the person who sent the job. This field cannot be edited.
    - Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
    - Banner page message: Information you want to be printed on the banner page.
    - Printing date and time
    - Number of copies: The number of job copies that were printed.
    - Product name and current software version level
    - Account number: Can be a number used for billing purposes.

The Banner Page prints at the beginning of the job.

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**NOTE:** *Billing is only applicable to the monochrome products.*

- Job ID: The job identification set at the controller.
- Server and queue name
- **Print Error Page:** The Error Page includes:
  - Sender name: The name of the person who sent the job. This field cannot be edited.
  - Job name: The file name of the job.
  - Errors or warnings generated as the document is being processed.

The Error Page prints immediately after the job.

**NOTE:** *If there are no errors or warnings, no message is printed.*

- Product name and current software version
- Job ID: The job identification set at the controller.
- **Print Attributes Report:** The Attributes Report presents a summary of selected job settings, especially those that pertain to job identification, stock, output and image quality that originate from queue settings and job programming. Any Queue Property override settings take precedence over all other property settings. This report prints immediately after the job.

**NOTE:** *Differences in settings between queue and job programming are resolved via the DocuSP precedence model. The resolved attributes are used for printing the report.*

**NOTE:** *Any attributes that are embedded in the file to be printed are not represented in the report.*

**NOTE:** *When a queue is created or upgraded, the Print Attributes Report is set to [Enabled] on color printers and [Disabled] on monochrome printers.*

6. You can then apply Administrative Page settings to one or more queues. Click a single queue, or to select more than one queue perform one of the following:
  - To select individual queues, press and hold down the <CTRL> (Control) key and select each individual queue.
  - To select multiple queues that are adjacent to one another, press and hold down the <SHIFT> key and select the first and last queue names you want to access. This highlights the first and last queue name lines and all lines in between.
7. Right-click within your selection and select [Administrative Pages Control...] and select from the following:
  - **Enable Banner Page:**



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- Default: Sets the Banner Page for all selected queues to the default setting.
  - Override: Sets the Banner Page for all selected queues to the override setting.
  - **Disable Banner Page:** Disables the Banner Page on all selected queues.
    - Default: Disables the Banner Page for all selected queues to the default setting.
    - Override: Disables the Banner Page for all selected queues to the override setting.
  - **Enable Error Page:** Enables the Error Page on all selected queues.
  - **Disable Error Page:** Disables the Error Page on all selected queues.
  - **Enable Attributes Report:** Sets all selected queues to enable the use of the Attribute Report.
    - Default: Sets the Attribute Report for all selected queues to the default setting.
    - Override: Sets the Attribute Report for all selected queues to the override setting.
  - **Disable Attributes Report:** Sets all selected queues to disable the use of the Attribute Report.
    - Default: Disables the Attribute Report for all selected queues to the default setting.
    - Override: Disables the Attribute Report for all selected queues to the override setting.
8. Select [OK], or continue setting queue properties.

## The Stock Tab

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Features within the Stock tab enable you to set up a default stock to be used for jobs sent through the queue.

The Stock tab allows you to specify a paper stock for a queue by selecting the color, size, type, and weight of the stock to be used. Be sure the attributes you select are supported on the printing system.

**NOTE:** *When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.*

### Using the Stock tab to set queue properties

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To use the stock tab:

1. Open Queue Manager.

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2. Double-click a queue to open Queue Properties.
  3. Select the Stock tab.
  4. Specify a paper stock for a queue by performing one of the following:
    - a. From the Name pull-down menu select a stock. Select [Unspecified] from the Name menu to set custom stock properties using the Size/Color FAB, Type/Weight FAB, and Coating FAB.
    - b. Rather than assigning stock characteristics each time you work with a stock, you can create a list of pre-programmed stocks which are accessed through [Stock List...]. Your printer comes with several pre-programmed stock types, but you can add additional named stocks to the list.
      - i. Select [Stock List...].
      - ii. Click the stock you want to use.
      - iii. Select [OK] to exit the dialog window.
    - c. Use the Size/Color FAB, Type/Weight FAB, and Coating FAB to set stock properties. If Custom Stock is selected from the Size pull-down menu, within the Size/Color FAB, the Width and Height fields become active.

**NOTE:** *Be sure the attributes you select are supported on the printing system.*
  5. Once you have finished making your selections click [OK], or continue setting queue properties. Your selections will display on each individual FAB.

## The Output Tab

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The Output tab contains features used for determining output options that are processed through the selected queue.

**NOTE:** *When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.*

The Output tab allows you to perform the following tasks:

- Using the Basic Settings FAB: Allows you to set sides imaged, and collation options.
- Using the Stapling/Finishing FAB: Select finishing, offset, and output options.
- Using the Slip Sheets FAB: Enable slip sheets.
- Set layout, or imposition options for a queue using the Layout FAB. See, Setting Layout Styles, and the Layout Styles for additional information.

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## Using the Output tab to set queue properties

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To use the output tab:

1. Open Queue Manager.
2. Double-click a queue to open Queue Properties.
3. Select the Output tab.
4. Select the Basic Settings FAB. See Using the Basic Settings FAB for more information.
5. Select Using the Stapling/Finishing FAB to set finishing, offset, and output options.
6. Using the Slip Sheets FAB: Slip Sheets are pieces of paper (or other media) that are inserted between document sets in a print job.
7. Select the Layout FAB to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. For a complete description of imposition models see Setting Layout Styles, and the Layout Styles table.
8. Once you have finished making your selections click [OK], or continue setting queue properties. Your selections will display on each individual FAB.

## Using the Basic Settings FAB

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To use the Basic Settings FAB:

1. Use the Sides Imaged option to indicate whether the jobs submitted to the queue should print on one or both sides of a page. Sides imaged is often referred to as “plex”. Both terms refer to whether the job will be printed one-sided, two-sided, or two-sided head-to-toe.
  - a. From the Sides Imaged pull-down menu choose from [1 Sided], or [2 Sided]. If [2 Sided] is selected you can then select [Rotate Side 2]. Your selection displays in the Sides Imaged field.
  - b. Select [Override] if you want this setting to take precedence over any sides-imaged programming associated with individual jobs.
2. Collation controls the sequence in which pages in a job will print. Collation is enabled by default. Select from:
  - **Collated:** Documents are printed in sequential page order and delivered as separate document sets. For example, if you print three sets of a 3-page document, the output will be grouped in the following page order: 1,2,3 1,2,3 1,2,3.
  - **Uncollated:** Documents are printed in separate sets of each page. If you print 3 copies of a 2-page uncollated document, the output will be grouped with three copies of page 1 followed by three copies of page 2.

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- Select [Override] if you want this setting to take precedence over the collation setting associated with individual jobs.

## Using the Stapling/Finishing FAB

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Finishing is a general term referring to the processes, such as stapling, binding, stitching, folding, and hole-punching, that would typically be performed on a job after it had finished printing. The specific finishing options that are available will vary based on the capabilities of your printer and any attached finishing units. If no finishing unit is available, the default setting is None.

**NOTE:** *Select [Override] if you want any setting to take precedence over any settings associated with individual jobs.*

To use the Stapling/Finishing FAB:

1. From the Stapling/Finishing pull-down menu select an option. Move the cursor over the paper mimic icons to see a description of each available selection and click the icon you want to assign to the queue.
2. If your printer supports staple placement and if stapling is selected, you can select a staple placement position.
  - a. Select [Staple Placement...]. The Staple Placement dialog window opens.
  - b. The selected stock displays in the Stock Size field. You can select from [inches] or [mm].
  - c. Use the slide bar to set staple placement.
  - d. Click [OK] once you have set staple placement.
3. Select an Output Location where you want your print job to be delivered. Available selections depend on your printer configuration.
  - **System Specified:** This is the default selection. The system determines the most appropriate destination of the given job.
  - **Top Tray:** Used for simpler jobs that do not require finishing or collated stacking. This tray is also used as the purge destination.
  - **Main Tray/Stacker:** Used for most jobs that require stacking or stapling.
  - **Bypass Transport:** Jobs are passed through to any installed third-party finishing device.
  - **Folding:** Used to produce stapled and unstapled booklets, and single sheet folding (C-Fold and Z-Fold).

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**NOTE:** Booklet making is supported for Letter/A4 Short Edge Feed, Legal, 8.5" x 13", and Ledger/A3. Letter/A4 Short Edge Feed must be used for folding. Booklet making cannot be performed using transparencies, pre-cut tabs, or labels. Folding cannot be performed using transparencies, pre-cut tabs, labels, or coated stock.

4. Output order determines the order in which the printed pages are delivered to an output device, either first to last or last to first. Specifying the output order is important for certain types of finishing. Select from the following options:
  - **System Specified:** Allows the system to determine the most appropriate order for the given job.
  - **1 - N (Ascending):** Printed pages are delivered first to last with the last page on top.
  - **N - 1 (Descending):** Printed pages are delivered last to first with the first page on top.
5. Output delivery determines whether the prints will be delivered face up or face down. Output delivery is useful for retrieving the printed output in a specific order or for use with certain types of finishing. Select from the following options:
  - **System-specified:** The system determines the most appropriate delivery option for the job.
  - **Face Up:** Printed documents are delivered face up.
  - **Face Down:** Printed documents are delivered face down.
6. If desired, select an offset from the Offset pull-down menu:
  - **None:** Offset is not performed. This is the default selection.
  - **Each Collated Set:** The offset will occur between each set printed.
  - **Each Uncollated Stack:** The offset will occur between each stack printed.
  - **Each Set and Stack:** The offset will occur between each set and stack printed.

**NOTE:** Offset options are available only if the Output Location selection can handle offset stacking.
7. Offset Subset inserts an offset within a stack (uncollated set) after each specified page number. Select [Offset Subset] and set Pages Per Subset values. Offset Subset is only made available if the Stapling/Finishing selection is None.
8. The Finishing checkbox becomes available for all Stapling/Finishing selections except None. Select [Finishing] and set Pages Per Subset values.

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## Using the Slip Sheets FAB

Slip Sheets are pieces of paper (or other media) that are inserted

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between document sets in a print job. Slip Sheets differ from job inserts in that they separate one job set from another while job inserts separate pages of a job.

To use slip sheets:

1. Select the Slip Sheets FAB.
2. To use Slip Sheets select [Enable].
3. From the Slip Sheets Stock menu select:
  - a. **Properties:** Select [Properties...] to set custom stock properties by using the Size/Color FAB, Type/Weight FAB, and Coating FAB.

From the Name pull-down menu select a stock. Select [Unspecified] from the Name menu to set custom stock properties using the Size/Color FAB, Type/Weight FAB, and Coating FAB.

**NOTE:** *Be certain that the stock properties you select are supported by the system.*
  - b. **Stock List:** Presents stocks that are currently available to the printer. Select a stock and click [OK].
  - c. Click [OK] to apply your changes and exit the dialog window.
4. Select [OK] to accept your entries.

## The Image Quality Tab

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The Image Quality tab features enable a System Administrator to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.

**NOTE:** *When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.*

## Setting Color Image Quality Options for a Queue

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To set Image Quality options:

1. Open the Queue Manager.
2. Double-click the queue to open the Queue Properties tabset.
3. Click on the Image Quality tab.
4. Click on the Color Mode pull-down menu. The following options are available:

- DocuColor 2045/2060

**NOTE:** *This color mode choice may be different depending upon your print engine.*

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- Xerox Custom Color
  - Custom

**NOTE:** *If Custom Color is selected, the control for Print As Grayscale becomes available. See Print as Grayscale for more information.*

5. Select the Options FAB. Within the Options FAB are controls for Black Overprint, Anti-Aliasing, and Trapping. See Image Quality Options FAB for more information.
6. Select the Image Adjustments FAB. Within the Image Adjustments FAB are controls for:
  - Lightness
  - Contrast
  - Saturation
  - Color Cast

See Setting Image Adjustment options for more information.

7. Select the User TRCs FAB. Within this FAB you may select user TRCs that have been set up within Color Manager. See User TRCs for more information.
8. Select the Halftone FAB. Within the Halftone FAB are controls for:
  - a. Halftone pull-down menu: options include:
    - System Specified
    - 150 Dot
    - 200 Line
    - 300 Line
    - 600 Line
    - Stochastic

**NOTE:** *Your halftone options may be slightly different, depending upon which printer you have.*

- b. Edge Enhancement: Options include:
  - Enabled
  - Disabled

See Halftone Screen for more information.

9. Select the Image Resample FAB. Within this FAB are the following selectable Image Resample, or Interpolation, methods:
  - System Specified
  - Nearest Neighbor
  - Bi-Linear
  - Smart

See Setting Image Resample, or Interpolation, options for

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more information.

10. If desired, select [Advanced Settings...]. The Advanced Settings window opens. Within this window, you can make settings for Input Color Space and Output Color Space, as well as enabling or disabling Pantone Processing. See Editing Color Advanced Settings for more information.

## **Print as Grayscale**

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Selecting Print as Grayscale disables the following Image Quality controls:

- Black Overprint
- Trapping
- All controls within the Image Adjustments FAB
- All controls within the Halftone FAB
- All controls within the Image Resample FAB
- All controls within the Advanced Settings window

You may still employ anti-aliasing and may apply a user TRC to the Print as Grayscale job.

## **Image Quality Options FAB**

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The Image Quality tab > Options FAB contains options that can be set by novice users as well as advanced users. These options are:

- **Trapping**
  - an image processing technique used to compensate for misregistration in a print engine or press. Misregistration results in white gaps and shifted hues.
  - can be set by selecting the corresponding check box.

For additional information, see: Setting up Trapping

- **Black Overprint**
  - an Image Quality enhancement process performed during RIP that prevents the background of a black object from being removed. With the black being printed over the other color layers, any misregistration in the print engine or press will not result in white gaps.
  - can be set by selecting the corresponding check box
- **Anti-Aliasing**
  - a method for reducing the jagged appearance (caused by rasterization) of curves and diagonal lines. Anti-aliasing enhances the smoothness of such curves and lines.
  - can be set by selecting the corresponding check box

Print as Grayscale is located at the top of the Image Quality tab.



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## Setting up Trapping

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To set up Trapping:

1. Within Job Manager or Queue Manager, select [Properties...] from the right-click menu.
2. Select the Image Quality tab.
3. Select the Options FAB.
4. Mark the Trapping checkbox to enable Trapping.
5. Within the Trapping Setup window, you may select pixel values for the width and height parameters, from 0 to 20 pixels.

**NOTE:** *The default setting is 1 pixel in both directions.*

6. If you wish to use vector over image trapping, select the checkbox for [Image/Vector Trapping].
7. Select [OK] to accept the trapping settings, or [Cancel] to reject changes. More Information...

Usage Advice: Generally, a trapping zone above 4 pixels is visually obvious and not pleasing to the eye. A higher value should be considered carefully; however, the ability to set a higher trap zone has been included to give the user control over individual images that have been poorly trapped individually.

Two direction parameters are included because the feed direction has a marginal effect on image quality. However, in nearly all cases, the user would set these two values the same.

If you are setting the trap width for a queue, you may choose to set this option for override by selecting the [Override] check box in the Color Properties tab.

## Setting Image Adjustment options

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The Image Quality: Image Adjustments FAB in the Queue Properties window also contains settings that can be used more effectively by skilled or advanced users. They are:

- **Lightness**
  - controls the relative brightness of the color in the printer's gamut
  - can be set to the desired level +/-100 units using the spin box
- **Contrast**
  - controls the difference of tonal gradation between the light and dark values within an image in the printer's gamut
  - can be set to the desired level +/-100 units using the spin box

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- **Saturation**
    - controls the strength or purity of the color in the printer's gamut
    - can be set to the desired level +/-100 units using the spin box
  - **Color Cast**
    - these adjustments provide the user the ability to decrease or increase the amount of any single color. Moving the slider bar toward any one color increases the amount of that color by decreasing the amount of its opposite.

These adjustments are:

    - Cyan versus Red
    - Magenta versus Green
    - Yellow versus Blue

## User TRCs

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The User TRCs FAB provides the ability to select and apply user TRCs that have been created within Color Manager.

To select User TRCs:

1. Open Queue Manager.
2. Double-click a queue in the Queues list.
3. Select the Image Quality tab.
4. Select the User TRCs FAB.
5. From the pull-down menu, select the User TRC you wish to apply.
6. If desired, select [View Curves...]. The View window opens.  
**NOTE:** *You cannot edit TRC curves in this window. You must create and edit user TRCs within Color Manager. You may, however, print the TRC curves for future reference.*

To print the TRC curves:

- a. Click [Print]. The Print window opens.
  - b. If desired, select the [All] checkbox. Alternatively, you can select one or more specific curves from the following:  
Cyan, Magenta, Yellow, and Black.
  - c. From the pull-down, select the queue to which the TRC print job is submitted. The job will be a single-page TIFF.
  - d. Select [OK]. The job is submitted to the appropriate queue.
7. When you are finished viewing and/or printing the TRC curves, click [OK]. You are returned to the job properties tabset.
  8. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited

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settings.

## Halftone Screen

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Halftone Screen refers to the pattern of dots or lines of varying sizes applied to an image of varying tones, or same-sized dots applied to a tint of color.

Within the Halftone FAB you will observe a pull-down menu for halftones. If this pull-down menu is left alone, the “System Specified” halftone screen will be applied. However, you may click on this box to receive further options.

**NOTE:** *In the following list, you will see the halftone options described in numerical terms. The numbers refer to the screen frequencies of the various dot screen and line screen patterns described. It is important to note that a higher-valued screen frequency does not necessarily produce a better result. Also, the novice user is encouraged to accept the default setting, as this setting is designed to produce the best general results of the available settings.*

These options include:

- **System Specified:** provides a halftone screen that is optimized for your printer. For the DC2045/2060, the default or system specified halftone screen is a 200 line screen.
- **200 Dot (Primary):** this mid frequency dot screen is one of the recommended settings for the DC 2045/2060.
- **150 Dot:** a low frequency dot screen halftone
- **200 Line:** as mentioned above, this mid frequency line screen halftone is the recommended and default setting for this printer.
- **300 Line:** this upper mid frequency line screen halftone may be useful for certain types of images.
- **600 Line:** this high frequency line screen halftone is useful only for specific text types.

These options will determine how the printer will handle halftones. More Information...

The general differences between the various kinds of halftone screens are as follows:

- **Dot Screen Halftone:** Dot screening provides a rosette type pattern to the screen, which is a commonly desired screen pattern. The dot screen halftone makes seeing artifacts and patterns in a large halftone much less likely. However, when two straight line areas meet one another, slight jags may be visible. A dot screen is particularly useful for large gradients and other shading areas likely to produce visible lines from a line screen pattern.
- **Line Screen Halftone:** A line screen provides a linear

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dot pattern. The line screen halftone makes seeing artifacts and patterns in a large halftone more likely compared to a dot screen. However, when two straight lines adjoining halftone areas meet, then the linear nature of the screen avoids the jagged border areas that are more often found in a dot screen pattern.

- **Stochastic Screens:** Stochastic screening uses randomly placed dots instead of the traditional halftone dots aligned along designated screen angles. The concept of stochastic screening is that dots placed randomly will not cause moire patterns. However, completely random positioning does not work well. The stochastic screen prevents screening interference patterns, but it can cause graininess and other visual artifacts. Therefore, stochastic screening as implemented by your Xerox color printer uses a complex algorithm to determine the optimum placement of dots in order to appear random while reducing graininess. This “random” arrangement of dots means there is no “direction” to the screen; and therefore no screen angle exists. The variable spacing of the dots means there is no fixed spacing, and therefore there is no screen frequency. So, without frequency or angle, there is no possibility of moire between the four process-color screens, or even of moire from patterns within an image.

### **Setting the Halftone Screen**

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To set the halftone screen within Queue Manager:

1. Open Queue Manager.
2. Double-click the desired queue.
3. Select the Image Quality tab.
4. Select the Halftone FAB.
5. From the Halftone pull-down menu, select the desired setting according to your system. For most jobs, you will want to accept the default, “System Specified” setting.
6. If desired, enter halftone information in the supplied text field.
7. Select [OK] to accept the changes and exit the Queue Properties tabset, or [Apply] to commit changes without exiting the dialog. If you do not wish to retain your changes, select [Cancel] to exit without saving changes.

### **Setting Image Resample, or Interpolation, options**

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To select an interpolation method, perform the following steps:

1. Open the Queue Manager.
2. Double-click the desired queue.

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3. Select the Image Quality Tab.
  4. Select the Image Resample FAB.
  5. Select the radio button next to the Interpolation method you want to employ.
    - **System Specified:** Use this method if you are unsure of which other method to choose.
    - **Nearest Neighbor Interpolation:** A method used to scale image data (pixels) from one resolution to another. The output pixel value is simply the value of the input pixel closest to the output location. Nearest neighbor interpolation is the highest speed interpolation on DocuSP.
    - **Bi-Linear Interpolation:** A method used to scale image data (pixels) from one resolution to another. The replacement pixel in the scaled image is calculated using a weighted sum of the four nearest pixel values in the source image. This method offers higher quality than Nearest Neighbor Interpolation.
    - **Smart Interpolation:** A method used to scale image data (pixels) from one resolution to another. This interpolation method automatically chooses between bi-linear interpolation and filtered interpolation based on the input image characteristics. Smart interpolation is the highest quality interpolation available on DocuSP.
  6. If desired, select the override checkbox for this feature.
  7. Select [OK] to save changes and exit the Queue Properties tabset, or select [Apply] to save current changes and continue making queue settings.

## Editing Color Advanced Settings

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### Selecting the Input Color Space

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To setup the Input Color, complete the following steps:

1. Double-click a queue in the Queues list. The Queue Properties window appears.
2. Select the Image Quality tab.
3. Click the [Advanced Settings...] button. The Advanced Settings window displays.
4. If you wish to use the RGB Color Space, select the pull-down menu under that heading for Images Profile. Choose from the following:
  - Adobe RGB
  - sRGB
  - Xerox Consistent Color Mode RGB
  - Xerox Consistent Color Mode RGB, Gamma = 1

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You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

5. If you wish to use the CMYK Color Space, select the pull-down menu under that heading for Image. Choose from the following:

- Commercial CMYK
- DocuColor 2000 CMYK
- DocuColor 6000 CMYK
- DocuColor 8000 CMYK
- FOGRA Gloss Coated CMYK
- FOGRA Matte Coated CMYK
- FOGRA Uncoated CMYK
- SWOP Coated CMYK
- SWOP Plus CMYK

**NOTE:** *You may see different options under this pull-down menu, depending upon which printer you have.*

You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

6. If you wish to use the Gray Color Space, select the pull-down menu under that heading for Images Profile. Choose from the following:

- DC2000 GRAY

You may also set the Text and Graphics Profile differently than the Images Profile. Within the pull-down are the same options as listed above.

7. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited settings.

## **Enabling or Disabling PANTONE® Processing**

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DocuSP honors all PANTONE® colors that are defined in the spot color table. The PANTONE® colors in PS/PDF files can be specified by the setcustomcolor operators as well as the separation and DeviceN color operators. The alternative color spaces get utilized in case the PANTONE® color is not found in the spot color table.

You will be able to activate or deactivate the PANTONE® color path. When the PANTONE® color path is disabled, the alternative color space will be used instead of PANTONE® colors.

As an example of why this feature can be valuable, consider the following scenario: A user may wish to print a document that

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contains PANTONE® text, graphic, and images. When he or she views the document onscreen, the PANTONE® data is honored. When the document is printed, however, the colors can look very different to what was seen onscreen; this is because DocuSP doesn't support PANTONE® processing for images. Therefore, the user might prefer to disable PANTONE® processing and eliminate this problem.

To enable or disable PANTONE® processing:

1. Open Queue Manager.
2. Double-click the desired queue to edit Queue Properties.
3. Select the Image Quality tab.
4. Select [Advanced Settings...].
5. Select the desired radio button to either Enable or Disable PANTONE® processing.
6. Select [OK] to save the setting.

## Selecting the Output Color Space

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To setup the Output Color, complete the following steps:

1. Double-click a queue in the Queues list. The Queue Properties window appears.
2. Select the Image Quality tab.
3. Click the [Advanced Settings...] button. The Advanced Settings window displays.
4. To set the Destination Profile, click the pull-down menu and select from the following options:
  - Use Stock Profile
  - XEROX DCxxxx
  - XEROX DCxxxx Heavy GCR
  - XEROX DCxxxx Light GCR
  - XEROX DCxxxx Max GCR
  - XEROX DCxxxx Medium GCR

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

5. Make your desired settings for Rendering. See Setting up Job Rendering for more details.
6. Select [OK] to commit changes and exit the advanced settings window, or select [Apply] to save current changes and continue making changes.

## Setting up Job Rendering

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Occasionally, the requested colors in an image are outside a given

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printer's "gamut" and cannot be exactly reproduced. Rendering provides color mapping between the image's "Source" gamut and the printer's own gamut.

To set up Job Rendering, complete the following steps:

1. Open Queue Manager.
2. Double-click a queue in the Queues list.
3. Select the Image Quality tab.
4. Select the [Advanced Settings...] button. The Advanced Settings window opens.
5. Choose between the following options shown under Rendering:
  - a. **Rendering for all Data:** selecting this option enables a single pull-down menu. Within this menu are five Rendering options that have relative strengths and weaknesses based upon their intended output. These options are:
    - **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs.
    - **Perceptual:** optimizes the rendering of photographic images.
    - **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut.
    - **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
    - **Pure (for Text):** Optimized for rendering of text and line art. The "Pure" intent attempts to subdue halftone textures, thus increasing the visibility of small text.
  - b. **Rendering for Specific Data:** selecting this option enables you to choose different rendering options for images, text, and graphics. For instance, you might choose Perceptual for the images, Pure for the text, and Relative Colorimetric for the graphics, in order to optimize each output type appropriately.
6. Select [OK] to commit changes and exit the job properties tabset, or select [Apply] to save current changes and continue making changes.

## The Image Edit Tab

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The Image Edit tab presents features that allow original images to be modified for output.



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**NOTE:** When you select the *Override* option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

The Image Edit tab contains the following options:

- Set image shift options using the Image Shift FAB: Image shift allows you to adjust the location on a page where printing will occur.
- Adjust page rotation.

### **Using the Image Edit tab to set queue properties**

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To use the Image Edit tab:

1. Open the Queue Manager.
2. Double-click the queue you want to modify.
3. Select the Image Edit tab.

**NOTE:** Select *[Override]* if you want any setting to take precedence over any settings associated with individual jobs.

4. Select the Image Shift FAB to adjust the location on a page where printing will occur. The procedure to shift an image will vary based on whether you are printing on a one-sided or two-sided page. The FAB window contains a mimic of a printed page that reflects the image shift changes you make.

- a. Shifting the image on a one sided job (1 to 1 Sided, or 2 to 1 Sided):

- i. For 1 Sided jobs, the Shift option is set to Independent.

Select the desired unit of measure: [inches] or [mm].

When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.

When selecting the vertical (Y) image shift, enter a positive number to move the image upward or a negative number to move the image down.

Use the *[Reset]* option to bring both the X and Y values back to zero (no shift).

The Summary field displays stock settings.

- b. Shifting the image on a two-sided job (2 to 2 Sided, or 1 to 2 Sided):

The software does not automatically adjust the image shift for two-sided jobs. You must enter the specific requirements for a two-sided job.

- i. Click the Image Shift FAB.

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- ii. The FAB window contains a mimic of a printed page that reflects the image shift changes you can make. Select the desired unit of measure: [inches] or [mm] and select from the following:
    - **Independent:** Select an independent vertical or horizontal shift for both sides 1 and 2.
    - **Mirror:** The horizontal and vertical image shift for both sides move in opposite directions from each other. Mirror is best used for two sided jobs.
    - **Mirror X only:** The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
    - **Mirror Y only:** The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
    - **Tandem:** The horizontal and vertical shift move in the same direction for both sides.
    - **Tandem X only:** The horizontal shift for both sides moves in the same direction. The vertical shift remains independent for both sides.
    - **Tandem Y only:** The vertical shift for both sides moves in the same direction. The horizontal shift remains independent for both sides. Tandem is best used for head-to-toe jobs.
  - iii. Select the desired unit of measure.
  - iv. Using the X and Y axis, enter a shift value. More Information...
    - When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
    - When selecting the vertical (Y) image shift, enter a positive number to move the image upward and a negative number to move the image down.
    - Use the [Reset] option to bring both the X and Y values back to zero (no shift).
    - Select [Override Y Values], or [Override X Values] if you want the queue settings to take precedence over attributes programmed with individual jobs.

Your selections will display on the Image Shift FAB and within the Summary field.

**NOTE:** *This task list describes the shift behavior on side one. The shift behavior of side two is determined by the Shift Option selected.*

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5. Select the Rotation FAB. Use rotation to turn a page image 180 degrees from its current position (0 degrees represents no rotation). You may need to rotate a page image so that it will print properly when processed by a finishing device (for example, to allow for right-side stitching or binding).
    - a. Choose 180 degrees (or 0 degrees if the job is already rotated) from the Image Rotation pull-down menu.
    - b. Select [Override] if you want this setting to take precedence over any rotation settings associated with individual jobs.
  6. Once you have finished making your selections click [OK], or continue setting queue properties. Your selections will display on each individual FAB.

## The PDL Settings Tab

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The options within the PDL Settings tab are used to associate the queue with a specific decomposer that determines the resolution, halftone, and the protected state of the system. The PDL Settings tab contains the following FABs: PostScript/PDF, Advanced PostScript, TIFF, PCL, ASCII, and if available, LCDS.

**NOTE:** *If you do not have a valid PostScript license on the system, you will not see a PostScript/PDF FAB.*

**NOTE:** *When you select the Override option for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.*

The PDL Settings tab contains the following selections:

- Features within the PostScript/PDF FAB allow you to set mode, resolution, VIPP, protection and advanced options.
- Advanced PostScript: Set prescan options.
- The TIFF FAB contains resolution settings.
- The PCL FAB presents resolution, lines per page, orientation, and advanced settings.

**NOTE:** *If there is no PostScript license on your system, the PostScript FAB will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one FAB, called PCL/ASCII.*

- The ASCII FAB contains font options.

## Using the PDL Settings tab to set queue properties

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To set PDL settings for the queue:

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1. Open Queue Manager.
  2. Double-click the queue you want to modify.
  3. Select the PDL Settings tab.
  4. Choose the PostScript/PDF FAB. See Using the PostScript/PDF FAB for more information.
  5. Use the Advanced PostScript FAB to select prescan options. The system scans for requirements while the job is being received which eliminates network delays. This maximizes processing performance on the job.
    - **Basic:** Prescans to the first page of the job.
    - **Full:** Prescans to the end of the job. The advantage of this selection is that more comments are seen ahead of processing for purposes of Resource Based Scheduling.
  6. Set TIFF Decomposer options by selecting the TIFF FAB. See Setting TIFF Decomposer options using the TIFF FAB for more information.
  7. Set PCL FAB options. See Setting PCL options using the PCL FAB for more information.
  8. Select the ASCII FAB. See Using the ASCII FAB for more information.
  9. Select LCDS options using the LCDS FAB.
  10. Select [OK], or continue setting queue properties.

### Using the PostScript/PDF FAB

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**NOTE:** If you do not have a valid PostScript license on the system, you will not see a PostScript/PDF FAB.

To use the PostScript/PDF FAB:

1. Select a print quality from the Mode menu:
  - Normal
2. Select a queue resolution (dpi). Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer; therefore, not all resolutions print exactly as expected.
3. If desired, select [Process Images at Half Resolution].
4. If desired, adjust advanced PostScript/PDF settings by performing the following:
  - a. Select [Setup...].
  - b. Select a Halftone from the menu that corresponds to your Resolution selection.
  - c. Stroke Thickening is available for PostScript, TIFF, PCL, and PDF formats. Adjust Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command. The available range is located below the spin

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- box.
- d. Select [OK].
5. Select [Override] if you want settings to take precedence over any resolution settings associated with individual jobs.
6. DocuSP enables VIPP users to automatically load and access the required start string for VIPP jobs. The initialization file can be established for a particular queue or on a per-job basis.
- Specify VIPP settings for the Initialization File by selecting from the Initialization file pull-down menu.
  - Select [Override] if you want this setting to take precedence over any file settings associated with individual jobs.

**NOTE:** *The VIPP start command must be placed in the /var/spool/XRXps/vipp directory, and must have the lower case ending of “.ini”. A DocuSP restart must be performed. The queue PDL default must be set to PostScript. The VIPP start command must be submitted (or queue override set) to automatically append the VIPP initialization file. You can select which initialization files to apply to subsequent jobs.*

#### More Information...

Variable Data Internet PostScript PrintWare (VIPP) “Variable Object Caching” allows a job to cycle through common forms without negatively impacting performance due to the overhead of decomposing the form for each page or instance. In other words, if the user wishes to reuse a variety of forms without “RIPping” them each time, they can set up a “VIPP cache” queue to reuse desired document objects that exist in a “post-RIP” state.

DocuSP enables VIPP users to automatically load and access the required start string for VIPP jobs. The initialization file can be established for a particular queue or on a per-job basis.

7. In the Protection field set the desired decomposer state.
- **Protected:** A protected queue does not allow any changes made by the PostScript markup to remain in effect or persist once the job has completed. This option ensures that all jobs sent to the queue are decomposed as expected.
  - **Unprotected:** An unprotected queue allows changes made by the PostScript markup to remain in effect or persist once the job has completed. These changes are applied to all following jobs and may affect how the job prints.

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**NOTE:** Only one decomposer runs for each context, regardless of the number of queues that exist. If you set up five protected queues, all five queues funnel jobs to one protected decomposer. The same occurs with unprotected queues. A command sent to one unprotected queue is directed to the unprotected decomposer. Because all unprotected queues feed into the same unprotected decomposer, the command persists across all unprotected queues and affects all jobs sent to those unprotected queues.

8. Select a Variable Data option:

- Enable Caching
- Disable Caching

More Information...

Disabling the VIPP cache may be necessary when the user consistently has difficulty balancing OutQ size. OutQ size is defined as the amount of disk space set aside for the job after RIP and prior to printing; the amount of disk space available for OutQ varies based on platform.

The System Administrator will have the capability to define disk space for caching that comprises 0% to 30% of the OutQ. The GUI provides a disk space indicator.

It is important to consider appropriate cache sizes, because the OutQ space is used for long jobs as well as for the new variable cache. Therefore, removal of too much disk for cache will also reduce your OutQ size and potentially force long job chunking mode (in which long jobs are spooled to print in chunks); this negatively impacts performance. Thus, there is a potential trade-off between the competing disk uses.

Management and removal of cached resources may be required for an account who would like runs with large, persistent VIPP caches, or whose jobs routinely saturate the OutQ.

9. Select an After Job Completion option:

- Delete Cached Objects:
- Retain Cached Objects
- PDL Specified

10. Under OPI (Open PrePress Interface) Substitution, select [Substitute Images] to enable the substitution of images.

**NOTE:** If you do not select [Substitute Images] then only the PreScan and Do Not PreScan options are available for selection. PreScan and Gather is grayed out and made unavailable.

Select an Open PrePress Interface Substitution option. Select [Do Not PreScan], [PreScan], or [PreScan & Gather]. The options are described below:

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- **Do Not PreScan:** A PreScan is not performed on the job. If the controller has a problem accessing the high resolution image during decomposition, the job will fault if this is selected.

**NOTE:** *If a queue is set to Do Not PreScan, and one or more held job(s) are in the queue, you cannot change the setting to PreScan. This is because once a job has reached the Job Manager, it is too late to apply the PreScan attribute. You must move the jobs to another queue, change the attribute, and then move the jobs back into the queue.*

- **PreScan:** The system will scan the incoming PostScript file for Open PrePress Interface Comments when the job is received. High-resolution jobs will be replaced with low-resolution jobs
- **PreScan & Gather:** The system scans for requirements while the job is being received which eliminates network delays. This maximizes RIP performance on the job.

11. Select [OK], or continue setting queue properties.

### **Setting TIFF Decomposer options using the TIFF FAB**

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To use the TIFF FAB:

1. Select a Resolution (dpi). Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.
2. Select [Override] if you want this setting to take precedence over any TIFF resolution settings associated with individual jobs.
3. Select [OK], or continue setting queue properties.

### **Setting PCL options using the PCL FAB**

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**NOTE:** *If there is no PostScript license on your system, the PostScript FAB will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one FAB, called PCL/ASCII.*

To use the PCL FAB:

1. Set the desired PCL resolution for the queue. Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.
2. Select [Override] to ensure that all jobs sent to this queue are decomposed with the selected resolution rather than with the

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resolution specified in the job.

3. Select one of the resource options:

- **Do Not Save Resource:** All resources are deleted and do not persist across system restarts.

**NOTE:** *Only one decomposer runs for each context, regardless of the number of queues that exist. If you set up five Save Resource queues, all five queues funnel jobs to one Save Resource decomposer. The same occurs with Do not save resource queues. Because all Save Resource queues feed into the same Save Resource decomposer, any commands persist across all Save Resource queues and affect all jobs sent to those queues.*

- **Save Resource:** All PCL fonts, macros, user-defined symbol sets, and user-defined patterns that have a permanent status are saved or persist across system restarts, may be applied to all following jobs, and may affect how the job prints.

- If desired, select [Job-Level Save] to save PCL resources on a job to job basis.

4. Program PCL Paper Sources. The PCL Paper Sources option maps the PCL 5e defined paper sources 1 through 6 (Standard, Manual Paper Feed, etc.) to a paper type designation for use when the job is printed. For example, the Standard paper source can be defined as plain, white, 75 gsm, not drilled. Any PCL job that includes the Standard paper source definition within the job maps to the paper type defined here and uses that paper, as available, in a paper tray on the printer. The mapping occurs only if no other paper specification is given with the job (such as in the Job Ticket) or no override is set for paper on the queue.

- a. Select [Paper Sources...]. The PCL Paper Sources dialog appears.
- b. Right-click a PCL Paper Source option and select [Properties...] to open a dialog which allows you to change paper tray settings. Make any desired changes and select [OK].
- c. Select [Close] to exit PCL Paper Sources.

**NOTE:** *If tray is not defined in the job ticket, the queue default media is assigned to the tray.*

5. Specify the Lines Per Page to determine how many lines will print on each page.
6. Select [Edge to Edge Printing] if you want text to print as close to the edge of the paper as possible. Setting this option directs the PCL decomposer to ignore the print area designated within the PCL job.
7. Set the page Orientation to specify the positioning of the printed image on the page.



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- **Portrait:** The printed page image is taller than it is wide. When you view a page printed with a portrait orientation, you hold it with the long edges to the side.
  - **Landscape:** The printed page image is wider than it is tall. When you view a page printed with a landscape orientation, you hold it with the short edges to the side.
8. A Line Termination command directs the printer to behave in specified ways when Carriage Return (CR), Line Feed (LF), and Form Feed (FF) commands are sent to it. Mainframe and UNIX environments typically require some form of CR/LF/FF adjustment.

This feature allows you to set a custom paper size which maps to the PCL escape sequence <esc>&|101A (denoting “print on custom stock size”). HP printers generally respond to this command by imaging an area 11.7 x 17.7 inches and then printing the image, centered, on the stock supplied.

**NOTE:** *These settings change the PCL decomposer’s default line termination. This feature should not be used in a mixed PCL and ASCII environment because PCL data streams can include another line termination escape sequence which may be undesirable. That type of job will again change the line termination setting, possibly without the user’s knowledge.*

**NOTE:** *Mainframe applications often have the ability to change line termination settings. An adjustment at the mainframe is always more desirable than using the DocuSP line termination feature.*

Select a Line Termination from the following:

- **No Translation** (default option)
  - **CR = CR+LF; LF = LF; FF = FF:** This command string specifies a Carriage Return to return to the left margin one line below the current line; leaving Line Feed and Form Feed defined in the classic manner.
  - **CR = CR; LF = CR+LF; FF = CR+FF:** This command string specifies a Line Feed to increment one line plus move to the left margin; also a Form Feed is specified to feed to the next page and start at the left margin. Carriage Return is defined in the classic manner.
  - **CR = CR+LF; LF = CR+LF; FF = CR+FF:** This command specifies a Carriage Return to return to the left margin one line below the current line; it also specifies a Line Feed to return to the left and increment one line below the current line. The Form Feed is specified to feed to the next page and start at the left margin.
9. If desired, set advanced PCL settings. For more information, click Setting PCL Advanced Options.
10. Select [OK] to close the dialog, or continue setting queue options. Your selection will display on the PCL FAB.

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1. Click [Setup...].
  2. Select a unit of measure [inches], [mm].
  3. Set custom paper size by entering values in the Width and Height fields.
  4. If desired, enable or disable HP Tray Emulation. If this feature is enabled, the system automatically centers custom sized stock in a manner that is similar to the HP product line. The PCL is encoded to center the image. If this feature is disabled (default), the DocuSP software orients the image to the side of the stock.

5. If desired, enable or disable PJP. PJP (Printer Job Language) contains code commands interpreted by the printer.

If PJP is enabled, PJP commands will be interpreted. If PJP is disabled, PJP commands will be discarded.

Key features enabled for PJP data streams:

- Embedded PJP Plex
- Embedded PJP Custom sizes

DocuSP supports HP PJP. Key features are enabled for PJP data streams and include:

- PJP Enter Language = PCL and PCL XL.  
**NOTE:** *Switching to PS is not currently supported.*
- PJP Set Paper = Executive, Letter, A4, Legal, A3, Ledger, Monarch, DL, C5, COM10, A5, Eurolegal, 14"x17", B5, JISB4, JISB5, Hagaki, Ohagaki, ISOB4, and Custom.

PJP Set Duplex = Off, On

PJP Set Binding = Longedge, Shortedge

6. Enter a font number in the PCL Fonts field. The font number indicates which font loaded on the controller will be used.  
**NOTE:** *To determine the font number of the available fonts, select the Fonts tab in the Administration module, print a sample of the PCL resident fonts, and use the list to check the PCL font number.*

7. Select from Internal, Soft, or Cartridge fonts.

- **Internal:** Indicates that the font is one of the resident fonts loaded on the DocuSP controller at installation.
- **Soft:** Indicates that the font was downloaded and made permanent.
- **Cartridge:** Indicates that the font was added to the controller.

8. Choose a Symbol Set. The symbol set determines the font set from which the default font will be selected. The available symbol sets are available for the internal resident fonts only.
9. Enter the desired Point Size and Pitch.

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- **Point Size:** Indicates the point size for proportionally spaced fonts and is ignored for fixed spaced fonts.
  - **Pitch:** Indicates the number of characters per inch for the font. Pitch applies only to fixed spaced fonts and is ignored for proportionally spaced fonts.

10. Click [OK] after you have entered your settings.

## Using the ASCII FAB

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ASCII, the American (National) Standard Code for Information Interchange, is a standard character-to-number encoding widely used in the computer industry. ASCII jobs are decomposed using the PostScript decomposer. ASCII jobs may be decomposed by the PCL decomposer if the document or PDL format selected at submission is PCL. Set ASCII Decomposer options by selecting the ASCII FAB.

**NOTE:** *If there is no PostScript license on your system, the PostScript FAB will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one FAB, called PCL/ASCII.*

To use the ASCII FAB:

1. Select a font from the Fonts list. If a font isn't selected then the default font, Courier, is used.
2. Select an Orientation to specify the positioning of the printed image on the page.
3. Select the desired font size.
4. Select [Override] for any options whose settings should take precedence over settings associated with individual jobs.
5. Select [OK], or continue setting queue options. Your selection will display on the ASCII FAB.

## Controlling Queue Behavior

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In addition to creating and modifying queue properties, you can also perform global operations when working with the queue list. You can access queue menu selections by performing one of the following:

- Select a queue and select from the Queue menu.
- Right-click a queue and select from the menu.
- Select a queue and click a toolbar icon.

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## Managing the Queue List

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### Deleting a queue

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If you no longer need a particular queue, you can delete it from the queue list.

To delete a queue from the queue list:

1. Open Queue Manager.
2. Right-click the queue and select [Delete].
3. Select [Yes] on the conformation dialog to delete the queue. The queue is removed from the queue list.

### Enabling a queue to accept jobs

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Jobs cannot flow through a queue unless the queue is set to accept jobs.

To enable a queue to accept jobs:

1. Open Queue Manager.
2. Right-click the queue and select [Accept Jobs]. The Accept status in the queue list will change to Yes.

### Preventing a queue from accepting jobs

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If you need to prevent jobs from processing through a particular queue, you can set the queue to not accept jobs.

To prevent a queue from accepting jobs:

1. Open Queue Manager.
2. Right-click the queue and select [Do Not Accept Jobs]. The Accept status in the queue list will change to No.

### Setting a queue to release jobs

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Although a queue may accept jobs for processing, the jobs will not print unless the queue is set to release print jobs. If the queue is not set to release jobs then jobs would have to be released through Job Manager.

To set a queue to release jobs:

1. Open Queue Manager.
2. Right-click the queue that you want to release jobs and choose [Release Jobs]. The Release status in the queue list will change to Yes.

### Setting a queue to hold jobs

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To control the process flow of jobs through a queue, you can set

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the queue to hold jobs until they are individually released for print.

To set a queue to hold jobs:

1. Open Queue Manager.
2. Right-click the queue and select [Do Not Release Jobs]. The Release status in the queue list will change to No.

## Using queue list controls

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The Queue Manager contains other settings that enable you to control the display of the queue list.

To use the display options in the queue list:

1. Open Queue Manager.
2. Select the desired queue.
3. From the View pull-down menu select one of the following:
  - **Columns....**: Determine the queue list display by selecting or deselecting queue list titles. See, Managing the queue list for additional information.
  - **Show Toolbar**: Selecting this option displays an assortment of tools that correspond to common tasks.
  - **Hide Toolbar**: This option, which is only available when the toolbar is displayed, toggles the display of the toolbar of.
  - **Redisplay**: Refreshes the display of the list to ensure all changes are reflected.

## Setting the default queue

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Queue Manager enables you to select a default queue.

To set the default queue:

1. Open Queue Manager.
2. Select the queue that you want to designate as the default queue.
3. From the Queue pull-down menu select [Set as Default].
4. A checkmark is placed next to the queue you selected, indicating that it is the default queue.

## Managing the queue list

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You can determine the queue list display by selecting or deselecting queue list titles. If deselected, the item is removed from the queue list row.

To manage the queue list:

1. Open Queue Manager.
2. From the View menu, select [Columns...].

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3. Select the column titles you want to display on the queue list. Deselect column titles that you want to remove from the queue list.  
**NOTE:** *The Queue column title is read-only and cannot be deselected.*
  4. Select [OK]. Your changes are reflected immediately on the queue list.

## Applying Administration Pages to queues

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You can then apply Administrative Page settings to one or more queues.

1. Open Queue Manager.
2. Select a queue, or to apply Administration Pages to multiple queues, perform one of the following:
  - To select individual queues, press and hold down the <CTRL> (Control) key and select each individual queue.
  - To select multiple queues that are adjacent to one another, press and hold down the <SHIFT> key and select the first and last queue names you want to access. This highlights the first and last queue name lines and all lines in between.
3. Right-click within your selection and select [Administrative Pages Control...] and select from the following:
  - **Enable Banner Page:**
    - Default: Sets the Banner Page for all selected queues to the default setting.
    - Override: Sets the Banner Page for all selected queues to the override setting.
  - **Disable Banner Page:** Disables the Banner Page on all selected queues.
    - Default: Disables the Banner Page for all selected queues that were set to the default setting.
    - Override: Disables the Banner Page for all selected queues that were set to the override setting.
  - **Enable Error Page:** Enables the Error Page on all selected queues.
  - **Disable Error Page:** Disables the Error Page on all selected queues.
  - **Enable Attributes Report:** Sets all selected queues to enable the use of the Attribute Report.
    - Default: Sets the Attribute Report for all selected queues to the default setting.
    - Override: Sets the Attribute Report for all selected queues to the override setting.

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- **Disable Attributes Report:** Sets all selected queues to disable the use of the Attribute Report.
    - Default: Disables the Attributes Report for all selected queues that were set to the default setting.
    - Override: Disables the Attributes Report for all selected queues that were set to the override setting.

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# Printer Manager

The Printer Manager enables the System Administrator to access the printer's features and manage functions of the printer, particularly as they apply to paper stock specifications, finishers, and tray programming.

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## The Printer Manager Window

The Printer Manager window is divided into a series of tabs which enable you to control the setup and operations of the printer. The tabs typically include Paper Tray, Stock Library, Finishing, Stacking, and Image Quality.

The Content Menu consists of pull-down menus and toolbar icons. The menus available depend on the tab selected. Toolbar icons are used to access the following frequently used features.

**NOTE:** *To rearrange printer data column headings (tray, summary, etc.), select a column heading and drag it to the desired location within the row.*

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## Printer Manager Tabs

Printer Manager contains tabs designed to adjust printer properties and expedite printing. The Printer Manager GUI displays the following tabs:

- The Paper Trays Tab: shows the status and condition of all the paper trays, as well as characteristics of the stocks assigned to them. The columns show the properties of the stocks and the specifications that have been made for the trays.
- Stock Setup using the Stock Library tab: enables you to define attributes for a stock.
- The Finishing Tab: use this tab to set up or enable the available internal or external finishing options. Right-clicking on a finisher allows you to enable or disable a finisher or display its properties.
- The Stacking Tab: allows you to enable and disable the offset stacker. It also allows you to view and control settings for all stackers present on your system.
- The Image Quality tab: access this tab to modify the printer darkness/IQ parameters for PostScript/PDF jobs, PCL jobs, and TIFF jobs.

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**NOTE:** If you do not have a valid PostScript license, the system display settings for PostScript jobs.

## The Paper Trays Tab

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The Paper Trays tab shows the status and condition of all the paper trays, as well as characteristics of the stocks assigned to them.

The columns show the properties of the stocks and the specifications that have been made for the trays. The rows represent the paper trays on your printer. Double clicking on a tray row opens the Tray Properties window, where you can specify or change the stock assigned to the tray. Depending on printer configuration the Paper Trays tab can contain the following attribute set:

- **Tray:** Contains the number identifier of the tray and the associated feeder. Each tray has its own number, and may have one or more stocks assigned to it.
- **Tray Status icon:** The Status icon indicates whether or not the tray is available to feed paper for a job. If a tray is enabled, the column is blank. If a tray is disabled, the column contains a diagonally lined red circle.
- **Summary:** The paper mimic icon shows a summary of the tray and feeder, and indicates whether the paper feeds long edge or short edge.
- **Stock Size Checking:** With Stock Size Checking enabled, an icon appears, indicating that the paper loaded in the paper tray matches the size programmed for the tray.
- **Stock Comment icon:** The Stock Comment icon appears only if comment text has been entered for a given stock. The Stock Comment is displayed as a “tool tip” if cursor hovers over the comment icon.
- **Size:** Shows the name and size of the stock in the tray. The stock sizes are shown by both name (such as US Letter or A4) and measurement in inches or millimeters, depending on what was specified on the Tray Properties dialog.
- **Color:** Indicates the color of the stock assigned to the tray.
- **Type:** Indicates the kind of stock assigned to the tray; for example, plain, tab, or preprinted.
- **Hole Punched Stock icon:** When the icon is present it indicates that the stock assigned to the tray is pre-punched (pre-drilled).
- **Weight:** Shows the weight in gsm (grams per square meter) of the stock assigned to the tray.
- **Tray Type:** Indicates whether the tray is Dedicated or Fully Adjustable. Stock settings within a Dedicated tray can only be

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changed by a Trusted User or Administrator. Fully Adjustable tray settings can be changed by all users.

- **Coating:** Indicates if the tray contains coated or uncoated stock.
- **Priority:** Displays a priority between 1 (highest priority) and 99 (lowest priority) for the tray. The default priority setting is 50.

Each tray is assigned a priority. The priority tells the system the order in which the trays should be processed. All jobs in the tray with the highest priority are processed before jobs in trays with lower priorities. If a priority is not set, a default priority is assigned to the tray when it is set up. If more than one tray has the same priority, the tray are processed in repeating succession.

## **The Paper Trays tab Tray Menu**

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You can access the Tray menu by performing the following:

- Selecting a tray and using the Tray pull-down menu.
- Right-clicking a listed tray.
- Selecting a tray and using the toolbar icons.

**NOTE:** For menu selections specific to color printers, see Color Management for additional information.

The Tray menu enables you to view tray properties or perform a variety of functions on the paper tray. Printer configuration determines which of the following selections are available:

- **Properties:** Opens the Tray [n] properties dialog, which enables you to select or specify characteristics of a paper stock that is being assigned to the selected tray.  
**NOTE:** If you change the paper stock programming for a tray, you must open and load the paper before closing the Paper Stock window.
- **Append/Remove Stock:** Opens the Append/Remove Stock window, which allows you to assign additional stock names to a tray or remove stock names from a tray. This option is not available unless Allow Multiple Stocks Per Paper Tray is enabled. For additional information see Stocks and Trays  
**NOTE:** To be appended to a tray, the new stock must be identical to the one currently assigned to that tray in all characteristics specified on the Append Stock window (size, color, type, and weight), except its name. If the stock you want to delete is the only stock programmed for this tray, the system does not allow you to delete it.
- **Enable Tray:** Enables the selected tray for use.
- **Disable Tray:** Disables the selected tray so that it cannot be used.

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- **Save Settings:** Allows you to save the current tray settings to a file. The file you create can be accessed to restore the tray settings that you programmed. You also can add, edit, delete, and overwrite tray settings.
  - **Load Settings:** Allows you to reset all tray programming using the saved tray settings file.
  - **Select All:** Highlights all jobs currently displayed in Job list.
  - **Clear All:** Deselects all jobs currently highlighted in the Job list.

## **The Paper Trays tab View and Toolbar menus**

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The View pull-down menu enables you to select the tray properties, icons, and toolbars you want to display. The following display options are available:

- **Columns...:** You can choose which tray property headings you want to view on the Paper Trays tab.
- **Show Toolbar:** Selecting this option displays an assortment of icons that correspond to frequently used Paper Tray features.
- **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
- **Redisplay:** Updates the paper tray list.
- **Toolbar icons:** Used for accessing frequently used Paper Tray options.

## **Managing Paper Trays**

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Many different functions can easily be performed to control the operation of the paper trays.

Stock settings within a Dedicated tray can only be changed by a Trusted User or Administrator. Fully Adjustable tray settings can be changed by all users.

### **Paper Tray options**

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The Paper Trays tab allows you to manage the following operations:

- Access paper tray properties
- Set stock properties
- Enable/Disable a paper tray
- Refill a tray
- Load and program a stock

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## Managing the Paper Tray list

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You can determine the Paper Tray list display by selecting or deselecting Paper Tray list titles. If deselected, the item is removed from the Paper Tray list row.

To manage the Paper Tray list:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. From the View menu, select [Columns...].
4. Select the column titles you want to display on the Paper Tray list. Deselect column titles that you want to remove from the Paper Tray list.

**NOTE:** *The Tray column title is read-only and cannot be deselected.*

5. Select [OK]. Your changes are reflected immediately on the Paper Tray list.

## Setting Paper Tray options

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Stock settings within a Dedicated tray can only be changed by a Trusted User or Administrator. Fully Adjustable tray settings can be changed by all users.



To set Paper Tray options:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. To view tray properties select a paper tray and perform one of the following:
  - Right-click the tray and select [Properties...].
  - From the Tray pull-down menu choose [Properties...].
  - Select the [Properties...] icon from the toolbar.
4. Programming paper trays: When you want to use a particular stock type in a paper tray, you must program the paper tray to recognize the stock. Moving the cursor over the paper mimic icon in the Summary field gives you tray and feeder information.
  - a. Double-click the tray to change stock properties. The Tray Properties dialog window opens.
    - Select a stock from the Name menu. You can use the Size/Color FAB, Type/Weight FAB, Coating FAB, and the Options FAB to change Named stock properties.
  - b. Verify that the programmed stock is loaded in the designated tray.
  - c. Selecting [Save as New Stock] allows you to add this stock setting to the Stock List.

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- d. Select [Override Tray Programming] if you have placed stock in the tray prior to programming the stock. If you do not select this option, DocuSP waits for the tray to be opened and closed before confirming tray contents.
    - e. Select [OK].
  5. Appending/Removing Stock: The Append/Remove stock function enables you to match programmed stocks with other similar stocks currently loaded on the system. Therefore, if one tray runs out of paper in the middle of a job, the job will automatically be finished with a similar, matching stock.
    - a. Open Printer Manager and select the Paper Trays tab.
    - b. Right-click a tray and select [Append/Remove Stock...]. The Append/Remove Stocks dialog opens.
    - c. The stocks currently programmed for the specified tray appear in the Programmed Stocks list, and any similar stocks appear in the Matching Stocks list. Do one of the following:
      - To append a stock, select a stock in the Matching Stocks list and select [Append].
      - To remove a stock assignment, select a stock in the Programmed Stocks list and select [Remove].
    - d. Select [OK]. The changes are reflected on the Paper Trays tab.
  6. Enabling a paper tray: If a tray has been temporarily disabled, you will need to enable it before it can resume feeding paper.
    - Right-click a tray and choose [Enable Tray] from the menu.
    - Select a tray and choose [Enable Tray] from the Tray pull-down menu.
    - Select a tray and choose the [Enable Tray] icon from the toolbar.
  7. Disabling a paper tray: If a tray is broken or waiting for service, you will need to disable it to prevent it from feeding paper.
    - Right-click a tray and choose [Disable Tray] from the menu.
    - Select a tray and choose [Disable Tray] from the Tray pull-down menu.
    - Select a tray and choose the [Disable Tray] icon from the toolbar.
  8. Refilling a tray: Before you can check the contents of a tray or change paper in a tray, you must unlock it. Perform one of the following:
    - Right-click a paper tray and choose [Refill Tray]. The tray is unlocked and can be opened.
    - Select a tray and choose [Refill Tray] from the Tray menu.
    - Select a tray and choose the Refill toolbar icon.

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- Press the Unlock button on the front of the tray itself.  
**NOTE:** You must load tab and preformatted stock face up in the source paper tray with the bind edge leading/tabs trailing.

## **Saving tray settings**

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The System Administrator or Operator can save tray settings. The Save Tray Settings feature allows you to save the current tray settings to a file. The file you create can be accessed to restore programmed tray settings. You can configure different tray settings for individual job requirements, and then load each tray setting when needed. You can program one job to use 8.5" x 14"/white stock and another for 8.5" x 11"/blue stock. This eliminates the need to reprogram trays each time you run different jobs. You also can add, edit, delete, and overwrite tray settings.

To save tray settings:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. Program the paper trays for the job you plan to print.
4. Select a tray and perform one of the following:
  - Right-click and select [Save Settings...].
  - Select [Save Settings...] from the Tray menu.
5. Enter a tray settings name in the Name field.
6. Enter any tray settings comments.
7. Select [OK] to save your tray settings. If you enter a file name that has been saved previously, a dialog opens asking if you want to overwrite the file. Select [Yes] to overwrite the file, or [No] to enter a new name.

**NOTE:** Tray settings can be backed up on one system and then restored on another system. See Backing up and restoring the system and configuration files and Save Tray Settings caveats and limitations for additional information.

## **Save Tray Settings caveats and limitations**

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The following save tray settings caveats and limitations may be encountered if tray settings are backed up on one system and then restored on another system. These caveats and limitations are not encountered when you load a saved tray setting on the same system it was saved on.

The following conditions cause errors that prevent the operation from completing successfully:

- If the saved tray settings contains programming for stock that cannot be programmed on another system. If the saved tray setting for Tray 1 is 8.5" x 14', but the system you want to load it on does not support 8.5" x 14", then the

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operation is aborted.

- A saved tray setting created on a monochrome or highlight color system, can only be restored on a monochrome or highlight color system. A mapping created on a full color system, can only be restored on a full color system.

The following conditions do not cause errors, but may affect output:

- If the saved tray settings contain more trays than the system you are loading it on, you are notified that the system will load the tray settings only on those trays that are available.
- If the saved tray settings contain less trays than the system you are loading it on, you are notified that only the trays that were saved will be programmed.

## **Deleting tray settings**

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The System Administrator or Operator can delete existing saved tray settings.

To delete tray settings:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. Select a tray and perform one of the following:
  - Right-click and select [Save Settings...].
  - Select [Save Settings...] from the Tray menu.
4. You can delete tray settings either individually or in groups. Click a single file name, or to select more than one file name perform one of the following:
  - To select individual file names, press and hold down the <CTRL> (Control) key and select each individual file name.
  - To select multiple file names that are adjacent to one another, press and hold down the <SHIFT> key and select the first and last file names you want to delete. This highlights the first and last file name lines and all lines in between.
5. Select [Delete].
6. Select [Yes] to delete the files from the list.

## **Loading saved tray settings**

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The System Administrator or Operator can configure different tray settings for individual job requirements, and then load each tray setting when needed. You can program one job to use 8.5" x 14"/white stock and another for 8.5" x 11"/blue stock. This eliminates the need to reprogram trays each time you run different jobs.



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To load saved tray settings:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. Select a tray and perform one of the following:
  - Right-click and select [Load Settings...].
  - Select [Load Settings...] from the Tray menu.
4. From the Settings list, select the tray settings you want to load. The tray comment field displays information about the tray.
5. Select [Use Stocks Already Loaded in Trays], if you want to use the stocks that are currently in the tray even though the stocks are different from those programmed for the tray.
6. Select [OK] to load the tray settings. If the system detects a conflict with any programming, you are notified about the problem and how to make the necessary adjustments.

**NOTE:** *Tray settings can be backed up on one system and then restored on another system. See Backing up and restoring the system and configuration files and Save Tray Settings caveats and limitations for additional information.*

## Stock Setup using the Stock Library tab

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The Stock Library tab enables you to define attributes for a stock (such as size, color, type, and weight) and assign a name to identify the stock and its associated attributes. The standard stock names Main, Aux, and Auto are also available.

### Stock Management

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Once a stock type has been defined, named, and saved as a new stock, it can be easily referenced from the Stock List, which is accessible from many different locations in the DocuSP software. A named stock can be quickly selected and used as a paper tray programming accelerator.

You can perform the following tasks from the Stock Library tab:

- Adding a new stock
- Edit a stock entry
- Copying a stock entry
- Deleting a stock entry
- Assigning a stock to a paper tray
- Removing a stock from assigned trays
- Hiding and showing stock entries
- Importing stock settings

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- Exporting stock settings
  - Adding stocks from the Stock Catalog

## The Stock Library tab stock list

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The Stock Library stock list contains the names of all paper stocks programmed for the printer. The upper portion of the list displays the standard stock names. The bottom of the list contains any stock entries you created or imported. Names are listed in alphabetical order and can be sorted by selecting the desired header. The number of Unspecified listings does not exceed the number of available trays. The Stock Library tab stock list displays the following header titles:

- **Summary:** Shows a summary of stock property settings.
- **Stock Comment icon:** The Stock Comment icon appears only if comment text has been entered for a given stock. The Stock Comment is displayed as a “tool tip” if the mouse pointer hovers over the comment icon.
- **Xerox Qualified Stock icon:** Stocks pre installed on the printer that cannot be deleted.
- **Tray:** Indicates which tray the stocks assigned to and the stock orientation in the tray.
- **Size:** Shows the name and size of the stock in the tray. The stock sizes are shown by both name (such as US Letter or A4) and measurement in inches or millimeters, depending on what was specified on the Tray Properties dialog.
- **Color:** Indicates the color of the stock assigned to the tray.
- **Type:** Indicates the kind of stock assigned to the tray; for example, plain, tab, or preprinted.
- **Hole Punched icon:** When the icon is present it indicates that the stock assigned to the tray is pre-punched (pre-drilled).
- **Weight:** Shows the weight in gsm (grams per square meter) of the stock assigned to the tray.
- **Coating:** Indicates if the tray contains coated or uncoated stock.
- **Latest Calibration:** Displays the date of the most recent calibration performed on the stock.
- **Color Group:** Displays the name of the color group to which the stock is assigned
- **Profile Name:** Displays the name of the stock profile.

## The Stock List

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The Stock List is a GUI screen that is accessible from many different locations in the DocuSP software. A named stock can be easily selected from this list and used in a variety of situations.

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Examples of activities during which the Stock List is accessed include (but are not limited to):

- Assigning a named stock to a job
- Assigning a named stock as default for a queue
- Assigning a named stock as default for slip sheets
- Assigning a named stock as one or more cover pages
- Assigning a named stock to be used as an exception pages

During any of the above activities, as well as others, you will be able to access the Stock List.

To access a specific stock, perform the following steps:

1. Within the particular GUI screen (which will be different depending upon your current activity), select [Stock List...]. The Stock List GUI dialog box will appear.  
**NOTE:** *If the button is available, you will see it on the screen. It is not the purpose of this general procedure to discuss specific workflows.*
2. Left-click on the stock to select the one that you want to use.
3. Select [OK]. You will be returned to the GUI screen you accessed prior to selecting the [Stock List...] button.

## Managing paper stock

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The Stock Library tab allows you to manage paper stock on the system. You can perform the following tasks:

- Adding a new stock
- Edit a stock entry
- Copying a stock entry
- Deleting a stock entry
- Assigning a stock to a paper tray
- Removing a stock from assigned trays
- Hiding and showing stock entries
- Importing stock settings
- Exporting stock settings
- Adding stocks from the Stock Catalog

### Adding a new stock

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To add a new paper stock:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Select [New Stock...] by performing one of the following:

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- Right-click a stock and select [New Stock...].
  - Select the [New Stock...] button located in the lower right corner of the tab field.
4. Enter a new stock name in the Name field. Stock names must contain only letters, digits, spaces, or the underline character, and cannot be named MAIN, AUX, AUTO, or Unspecified.
  5. Select the tray for this stock by using the [Add to Trays...] button. Selecting [Override] applies this setting to any jobs submitted and will take precedence over any property selections made in the Job Manager or programmed into the job.
  6. Select stock properties from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
  7. Enter any desired stock comments by selecting the Options FAB.

Selecting [Fuser] indicates that the stock being used is fuser safe. Non-fuser stocks must be loaded in a post-fuse tray, such as an interposer tray. Place a mark in the box if the stock used to print the job is fuser safe.
  8. Select Add Stock after you have completed entering stock properties.
  9. Select [OK] to confirm that the stock was successfully created.
  10. Select [Close] to exit the New Stock dialog or you can continue to add new stocks. Your new stock will appear in the stock list.

### **Edit a stock entry**

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The Stock Properties dialog allows you to modify a stock entry.

To edit a stock entry:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Properties...] from the menu. The Stock Properties dialog opens.
4. Select and modify the attributes you wish to change. You can add that stock to a tray by selecting [Add To Trays...].
5. Select [OK].

**NOTE:** You cannot edit a stock while it is assigned to a tray.

### **Copying a stock entry**

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Copying a stock entry: Sometimes an existing stock entry already contains most of the attributes you need for a new stock entry. In that case you can simply copy an existing entry and modify its attributes to create a new stock entry.

**NOTE:** You cannot copy MAIN, AUX, or AUTO stocks.

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To copy a stock entry:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Copy...] from the menu. The Copy dialog opens.
4. Type a new stock name and modify any desired attributes.
5. Select [OK]. The new entry is displayed in the stock list.

### **Deleting a stock entry**

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To delete a stock entry:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Delete] from the menu.
4. Select [Yes] to confirm the deletion. The stock is deleted from the list.

**NOTE:** *You cannot delete stocks pre-programmed into the system.*

### **Assigning a stock to a paper tray**

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When you load a new paper stock into the printer or when you want to use a stock with a particular paper tray, you need to program that change within the controller.

To assign a stock to a paper tray:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Add to Trays...].
4. Select the trays that you want to assign the stock type.
5. Selecting [Override] applies this setting to any jobs submitted and will take precedence over any property selections made in the Job Manager or programmed into the job.
6. Click [OK] to close the dialog. The entries appear in the Tray column of the stock list.

### **Removing a stock from assigned trays**

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When a particular stock is removed from a tray, you need to remove the stock assignment from the tray in the Printer Manager.

To remove a stock from assigned trays:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Remove from Trays].

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4. Select the trays that you want to remove the stock assignment.
  5. Click [OK].

## Hiding and showing stock entries

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To show and hide stock entries:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Perform the following:
  - **Hide stock entries:** Your printer comes with many stock types pre-programmed into the system which cannot be deleted. The Hidden Stocks area of the Stock Setup tab provides a location where you can list any pre-programmed stocks or customized stocks that aren't actively in use.

Right-click the stock you wish to hide or show and choose [Hide Entries] or [Show Entries] from the menu. The stock is moved from the active stock list to the Hidden Stock list.
  - **Show stock entries:** You may find that you often need to use a stock that you previously assigned to the Hidden Stocks list. Move the stock back to the active stock list using the Show Entries function.

Right-click the stock you wish to move and choose [Show Entries] from the menu. The stock is moved from the Hidden Stock list to the active stock list.

## Importing stock settings

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To prevent having to reprogram numerous stock profiles, or in the event of a system upgrade, you can import previously created stock profiles. When stock profiles are saved, they are saved in a file named "stockinfo.tar" or in a ".tv" file type. You will need to know where this file is located on your system.

To import stock settings:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Import...]. The Import Stocks dialog opens.
4. Use the Directory menu to indicate whether the file should be imported from your native file system or media. Then use the directory tree to browse to the specific location of the file you wish to import. The complete path appears in the Selection field.
5. Specify the import file type in the Type drop list. All files of the specified type will appear in the Files list.
6. Select the file or files to be imported.

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7. Select the desired Import Policy Option.
    - **Replace Pre-installed Entries with Imported Pre-installed Entries:** Replaces current pre-installed stocks profiles with imported pre-installed stock profiles.
    - **Replace User-Defined Entries with Imported User-Defined Entries:** Replaces current user-defined stock profiles with imported user-defined stock profiles.
  8. Select [Import]. The programmed stock types are imported into the Stock List.

## Exporting stock settings

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Exporting stock settings: It is a good idea to save a back-up copy of your stock profiles to avoid needing to reprogram each setting in the event of a system upgrade or other unforeseen event. The export feature allows you to save stock profiles.

To export stock settings:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock entry and choose [Export...]. The Export Stock dialog opens.
4. Use the Directory menu to select the export location. Use the directory tree to browse to the specific location to which you wish to export the file. The complete path appears in the Selection field.
5. Select the desired Export Policy Option:
  - Associated Color Profiles
  - If Associated Color Profiles is selected, you can then select Include Profile Data.
6. Click [OK]. The system confirms that the export was successful, and the stock profiles are saved in a file entitled "stockinfo.tar" or in a ".tv" file.

## Adding stocks from the Stock Catalog

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You can add stocks to the Stock Library from the Stock Catalog.

To add stocks from the Stock Catalog:

1. Open the Printer Manager.
2. Choose the Stock Library tab.
3. Right-click a stock and select [Add Stocks From Catalog...].
4. Select a stock.
5. Click [Add To Library]. The stock is added to the stock library.
6. Select [Close] to exit the Stock Catalog dialog window.

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## The Finishing Tab

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The Finishing tab enables you to set up internal or external finishing devices, create finishing profiles, enable or disable finishing profiles, and import and export profiles. Your ability to access these features is determined by the System Administrator.

### Finishing tab fields

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The Finishing tab contains the following fields:

- **Internal Finishers:** The internal finishing devices covered in this section include the stitcher and the binder.
  - Name: Shows the name of the binder and/or stitcher.
  - Status: Indicates whether the finisher is enabled or disabled.
- **External Finishers:** External finishing options include any DFA level 1-compliant finishers that can be attached to the printer. If the printer is not configured with an external finisher this field is not available.
  - Profile Name: Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the finisher.
  - Status: Indicates whether the finisher is enabled or disabled.
  - Online: Indicates whether the finisher is online or offline.
  - Device Name: Shows the name of the external finisher.

### Finishing tab menus

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The Finishing tab menus consist of Internal Finisher, External Finisher, and View. You can access finisher menus by either selecting the Internal Finisher and External Finisher pull-down menus, by right-clicking on a listed finisher, or using the toolbar.

- **Internal Finisher menu:**
  - Properties: View and edit internal finisher properties.
  - Enable: Enables the selected finisher.
  - Disable: Disables the selected finisher.
  - Select All: Highlights all finishers.
  - Clear All: Deselects all the finishers which are highlighted.
- **External Finisher menu:**
  - Finishing Transport Module settings: presents output height, output registration, and output exit velocity settings.



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- Properties: View and edit external finisher properties.
  - New: Set up a new finishing profile.
  - Delete: Delete a finisher profile.
  - Import Profile: Import an external finisher profile.
  - Export Profile: Export an external finisher profile.
  - Online/Offline: Indicates whether the finisher is online or offline.
  - Enable: Enables the selected finisher.
  - Disable: Disables the selected finisher.
  - Device Setup
  - Select All: Highlights all finishers.
  - Clear All: Deselects all the finishers which are highlighted.
  - **View menu:**
    - **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
    - **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
    - **Redisplay:** This option refreshes the contents of the finisher list.
  - **Toolbar:** Toolbar icons enable you to access frequently used features. Move the cursor over each icon to see a description.

## Printer Finishing Options

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The finishing options available for use with the printing system depend upon the finishing capabilities of the printer. The internal finishing devices covered in this section include the stitcher and the binder. Information on the stacker is covered in Setting up and using the stacker. External finishing options include any DFA level 1-compliant finishers that can be attached to the printer.

The Finishing tab enables you to perform the following tasks:

- Set binder properties: The binder enables you to finish print jobs by adding a tape binding on the edge.
- Enable or disable the stitcher, binder, and stapler.
- Set up external finishers: System Administrators can create and manage the configuration of third-party finishing devices, including:
  - Setup devices and finishers.
  - Create a device profile.
  - Create a finisher profile.
  - Placing a device profile online.

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- Enabling or disabling a finisher profile.
  - Importing and exporting device and finisher profiles: Use these features if you want to import files from external media or from other locations on the UNIX file system or, if you want to export profiles to different media.
    - Import finisher and device profiles.
    - Export finisher and device profiles.

## Setting up external finishing devices

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This feature allows System Administrators to create and manage the configuration of third-party finishing devices. These devices are connected to the printer through a bypass transport and are referred to as external finishers. The DocuSP software supports DFA Level 1-compliant, third-party finishers.

An external finishing device may have one or more finisher profiles. Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the finisher.

Online finishing profiles may be used to finish printed jobs and may be specified as an output option for a queue.

### External finisher setup overview

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To set up an external finishing device on your printing system, perform the following steps in order:

1. Create the device profile.
2. Create one or more finisher profiles to use with the device.
3. Place a device profile online to allow hardware access.
4. Enable the finisher profiles to allow software processing.

### Creating a device profile

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The first step in setting up and enabling an external finisher is to create the device profile.

**NOTE:** Refer to the documentation provided with the finishing device for the specifications and parameters needed to set up the device.

To create a device profile:

1. Open the Printer Manager and select the Finishing tab.
2. Select an external finisher.
3. The first step in setting up and enabling an external finisher is to create the device profile.
  - a. Select [Device Setup...] from the External Finishers menu.
  - b. Perform one of the following:

- 
- To set up a new finishing device, right-click in the Device Setup window and select [New...].
  - to change the profile, select an existing device profile, right-click, and select [Properties...].
- c. Select the Properties and Default Limits FAB:
- i. If you are creating a new profile, enter a name for the new device you are defining in the **Name** field.  
If you are editing a profile the **Name** field is editable.  
The default name is the name or ID of the device.
  - ii. Select the finishing device type from the Device Type pull-down menu. The supported types are the Signature Booklet Maker (SBM), or External, which indicates any device other than the SBM.  
Selecting SBM will automatically enter the device properties and timings for a Signature Booklet Maker.  
**NOTE:** *If users will be submitting jobs from a client software package that uses the Signature Booklet Maker option, only one SBM should be defined for the controller. Job tickets on which the Signature Booklet Maker is selected are mapped automatically to the first finishing device profiled as an SBM device type.*
  - iii. Enter the rest of the properties and default limits (minimum and maximum values) for the device in the remaining fields.
- **Function 1/Function 2:** These pull-down menus are only available if System Specified is the option selected within the Device Setup Properties dialog window. Function 1 and Function 2 are defined by the manufacturer of your third-party finishing device. Specify the following for each of the special functions:
    - **Line Off** turns off the function.
    - **Line On** turns on the function.
    - **System Specified** turns the function on and off when specified by the system software, such as in a DJDE.
  - **Sheet Sequence:** Indicates the order in which the finished sheets may be delivered to the device output tray: first to last (1 - N) or last to first (N - 1). Select one or both options.
  - **Side 1 Direction:** Indicates whether pages may be stacked in the output tray face up, face down, or either way. You can select one or more of these options.
  - **Rotate:** Rotate indicates whether the printed page must be turned 90 degrees before it passes through the finishing device.  
If the Device Type selected is External then the

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available selections are Always and Never.

If the Device Type is Signature Booklet Maker the option is System Specified.

d. property.

- **Minimum and Maximum Sheet Length** indicates the minimum and maximum sheet length that can be processed by the finishing device.
- **Minimum and Maximum Sheet Width** indicates the minimum and maximum sheet width that can be processed by the finishing device.

**NOTE:** *Sheets greater than 14.3 inches (or 363 mm) in one dimension feed short edge first. Therefore, the larger measurement for these stocks must be entered as the width instead of the length.*

- **Minimum and Maximum Sheet Weight** indicates the minimum and maximum sheet weight that can be processed by the finishing device.
- **Minimum and Maximum Set Size** indicates the largest and smallest number of sheets that can be processed by the device in a set (for example, sets of pages that will be stapled or drilled together).

e. Select [OK] to save the new device profile. The Device Profile dialog window closes, and the Device Setup dialog window displays showing the new device name in the list.

4. Creating a finisher profile: Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the finisher. An external finisher may have more than one profile. Once you have set up the device by creating a device profile, you can create one or more finisher profiles for the device.

a. Perform one of the following within the External Finishers field:

- To set up a new finishing profile, right-click in the Device Setup window and select [New...].
- to change the profile, select an existing profile, right-click, and select [Properties...].

The Finisher Profile dialog window opens, displaying the Properties and Limits FAB.

- If you are creating a new profile, enter a name for the profile. The name should be indicative of the finishing device and the specific configuration the profile specifies.
- If you are editing a profile the Name field is read-only.

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**NOTE:** Users submitting jobs must know the exact name of any finisher profiles in order to access the external finishers. The user must enter the profile name on the job ticket as a custom finishing option.

- i. The device Type pull-down lists the names of the finishing devices for which device profiles have been created. Select the name of the device for which you want to create a finisher profile.
- ii. Enter the remaining properties for the device in the appropriate fields.
  - **Function 1/Function 2:** These pull-down menus are only available if System Specified is the option selected within the Device Setup Properties dialog window. Function 1 and Function 2 are defined by the manufacturer of your third-party finishing device. Specify the following for each of the special functions:
    - Line Off** turns off the function.
    - Line On** turns on the function.
    - System Specified** turns the function on and off when specified by the system software, such as in a DJDE.
  - **Sheet Sequence:** Indicates the order in which the finished sheets may be delivered to the device output tray: first to last (1 - N) or last to first (N - 1). Select one or both options.
  - **Side 1 Direction:** Indicates whether pages may be stacked in the output tray face up, face down, or either way. You can select one or more of these options.
  - **Rotate:** Rotate indicates whether the printed page must be turned 90 degrees before it passes through the finishing device.
    - If the Device Type selected is External then the available selections are Always and Never.
    - If the Device Type is Signature Booklet Maker the option is System Specified.
- b. The following fields require you to enter the minimum and maximum defaults for your particular finishing device. The range of values is shown below the text field for each property.
  - **Minimum and Maximum Sheet Length** indicates the minimum and maximum sheet length that can be processed by the finishing device.
  - **Minimum and Maximum Sheet Width** indicates the minimum and maximum sheet width that can be processed by the finishing device.

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**NOTE:** Sheets greater than 14.3 inches (or 363 mm) in one dimension feed short edge first. Therefore, the larger measurement for these stocks must be entered as the width instead of the length.

- **Minimum and Maximum Sheet Weight** indicates the minimum and maximum sheet weight that can be processed by the finishing device.
- **Minimum and Maximum Set Size** indicates the largest and smallest number of sheets that can be processed by the device in a set (for example, sets of pages that will be stapled or drilled together).

**NOTE:** The parameters that you enter in these fields are the properties and limits for one configuration of the finishing device. Your entries on this window do not have to be the same as those in the equivalent fields on the device profile, which are the default parameters for the device itself.

- c. Select [OK] to save the new finisher profile and close the dialog. The profile appears in the External Finishers profile list on the Finishing tab.

**NOTE:** If you want to create another finisher profile for the same device, repeat the process for as many profiles as you want to set up.

5. Placing device profiles online: After you have set up a finishing device and created one or more profiles for it, you must place it online to make the hardware available for access.

**NOTE:** Only one device profile can be online at a time.

- Right-click the profile you want to modify and select [Online] from the menu. The change is reflected in the Online field in the External Finishers Profile list.

6. Enabling a finisher profile: Before a profile can be accessed by the printing system software, you must enable it in the finisher profiles list.

- Right-click the profile you want to enable and select [Enable] from the menu. The Status field changes to Enabled.

7. Disabling a finisher profile.

- Right-click the profile you want to disable and select [Disable] from the menu. The Status field changes to Disabled.

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### Automatic Set Recovery option

Automatic Set Recovery (ASR) ensures that each set of a job is communicated within the system. DFA is monitored such that any set not delivered to the final DFA destination is automatically

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reprinted by the system. ASR is useful for customers using inline set-oriented DFA finishers. Without this feature, the user is forced to manually reprint a damaged set. For LCDS and IPDS, the job containing the damaged set must be resubmitted.

The user is able to specify the recovery behavior. The available behaviors are:

- **Sheet Recovery:** This is the default selection. When selected, the job will recover to the first undelivered sheet in the job.
- **Set Recovery:** If selected, following a finisher jam the job is positioned back to the start of the first incomplete set and printing will resume from there.

Considerations and Limits:

- ASR is only intended for collated jobs and will not be activated for uncollated jobs.
- Maximum set sizes handled while using ASR is approximately 2000 sheets.
- For some very small jobs with ASR on, there will be a necessary number of skipped pitches.

## **Importing/Exporting Device and Finisher Profiles Overview**

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When you create a device profile to set up a finisher, or finisher profiles to specify different configurations of the finishing device, you are creating files that are typically stored on the controller. These files can be managed in several ways. You may want to import files from external media or from other locations on the UNIX file system. Or you may want to export profiles to a different media.

Device profile and finisher profile files are stored on the controller in a folder called “fd.” Their filenames have one-character extensions: device profiles end in “.d”, and finisher profiles end in “.f”. Both of these file types can be imported from diskette, tape, CD, or another folder in the UNIX file system, into the “fd” folder.

**NOTE:** *If you are using removable media for importing and exporting of device profiles, it is important that you employ proper media eject procedures. Failure to do so may result in printer down time or even data loss.*

## **Importing/exporting device and finisher profiles**

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To prevent having to reprogram numerous finisher profiles, or in the event of a system upgrade, import previously created profiles.

To import finisher and device profiles:

1. Open the Printer Manager and select the Finishing tab.
2. Importing finisher profiles: To prevent having to reprogram numerous finisher profiles, or in the event of a system

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upgrade, you can simply import previously created profiles.

- a. Right-click the desired profile from the External Finishers list and select [Import Profile...] from the menu. The Import Finisher Profile dialog opens.
  - b. Use the Directory pull-down menu to indicate whether the file should be imported from your native file system or media. Then use the directory tree to browse to the specific location of the file you wish to import.
  - c. Select the import file type in the Type drop list. All files of the specified type will appear in the Files list.
  - d. Select the names of the files you want to import.
    - To select more than one profile, press and hold down the <CTRL> (Control) key while you select all the desired file names.
    - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
  - e. Select [OK]. The system imports all the files you selected.
3. Importing device profiles:
- a. Right-click an external finisher and select [Device Setup...]. The Device Setup dialog opens.
  - b. Right-click the desired profile in the Device list and select [Import Profile...] from the menu. The Import Device Profile dialog opens.
  - c. Use the Directory pull-down menu to indicate whether the file should be imported from your native file system or media. Then use the directory tree to browse to the specific location of the file you wish to import.
  - d. Select the import file type (\*.d) in the Type drop list. All files of the specified type will appear in the Files list.
  - e. Select the names of the files you want to import.
    - To select more than one profile, press and hold down the <CTRL> (Control) key while you select all the desired file names.
    - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
  - f. Select [OK]. The profiles are imported.
4. Exporting finisher profiles: It is a good idea to save a back-up copy of your finisher profiles to avoid needing to reprogram each setting in the event of a system upgrade or other unforeseen event. The export feature gives you the capability



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to save finisher profiles.



**CAUTION:** The files you export automatically overwrite files with the same name that are stored in the same location. The system does not display a message to inform you that the files are being overwritten, nor are you given an opportunity to confirm or cancel the exporting process.

- a. If you intend to export files to media, load the target medium into the appropriate drive.
  - b. Right-click the desired profile from the External Finishers list and select [Export Profile...] from the menu. The Export Finisher Profile dialog opens.
  - c. Use the Directory pull-down menu to indicate whether the file should be exported to a location on your native file system or media. Then use the directory tree to browse to the specific location to which you wish to export the file. The complete path appears in the Selection field.
  - d. Select each profile or device file name that you want to export.
    - To select more than one profile: Press and hold down the <CTRL> (Control) key while you select all the desired file names.
    - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
  - e. Select [OK]. The system confirms that the export was successful, and the finisher profiles are saved in a file based on the name of the finisher type with a “.f” extension, for example, “SBM.f”.
5. Exporting device profiles: It is a good idea to save a back-up copy of your device profiles to avoid needing to reprogram each setting in the event of a system upgrade or other unforeseen event. The export feature gives you the capability to save device profiles.



**CAUTION:** The files you export automatically overwrite files with the same name that are stored in the same location. The system does not display a message to inform you that the files are being overwritten, nor are you given an opportunity to confirm or cancel the exporting process.

- a. If you intend to export files to a tape or a diskette, load the target medium into the appropriate drive.
- b. From the External Finishers menu select [Device Setup...]. The Device Setup dialog opens.
- c. Right-click the desired profile in the Device list and select [Export Profile...] from the menu. The Export Device Profile dialog opens.

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- d. Use the Directory pull-down menu to indicate whether the file should be exported to a location on your native file system or media. Then use the directory tree to browse to the specific location to which you wish to export the file. The complete path appears in the Selection field.
  - e. Select each profile or device file name that you want to export.
    - To select more than one profile: Press and hold down the <CTRL> (Control) key while you select all the desired file names.
    - To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last file name lines and all lines in between.
  - f. Select [OK]. The system confirms that the export was successful, and the finisher profiles are saved in a file based on the name of the finisher type with a “.d” extension, for example, “**SBM-1.d**”.

## The Stacking Tab

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The Stacking tab allows you to enable and disable the offset stacker. It also allows you to view and control settings for all stackers present on your system.

### Stacker Controls

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The Stacking tab contains the following fields:

- **Name:** The name of the stacker.
- **Status:** Indicates whether the stacker is enabled or disabled.
- **Mixed Mode:** If enabled, it allows a tray to use more than one stock type.
- **Limit:** Displays the stock quantity limits unique to the selected stacker,

### The Stacker tab menu

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You can access the Stacker menu by performing the following:

- Right-click a stacker.
- Select a stacker and use the Stacker pull-down menu.
- Select a stacker and use the toolbar icons.

The stacking options available depend on your printer

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configuration.

- **Stacker Limits:** Shows the bin limit of each stacker.
- **Settings:** Displays the stacker settings.
- **Enable:** Enables the selected stacker.
- **Disable:** Disables the selected stacker.
- **Stacking Mode & Limits:** Allows you to enable mixed finishing and, if supported, bin limit. Bin limit defines the maximum number of sheets each stacker can contain.
- **Select All:** Highlights all stackers.
- **Clear All:** Deselects all highlighted stackers.

## The View menu

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The View pull-down menu presents the following selections:

- **Columns...:** You can determine the stacker list display by selecting or deselecting stacker list titles. If deselected, the item is removed from the stacker list row.
- **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
- **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
- **Redisplay:** This option refreshes the contents of the stacker list.

## Using the Stacking tab

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The different stacker options enable you to control the manner in which documents are delivered to and retrieved from the stacker.

The Stacking tab allows you to perform the following tasks:

- Enable or disable a stacker.
- Stacking Mode and Limits: allows you to enable mixed finishing and, if supported, bin limit. Bin limit defines the maximum number of sheets each stacker can contain.
- Choose stacker settings:
  - Control offset stacking: Offset stacking enables you to deliver staggered (offset) sets of documents to the stacker rather than printing several documents in a single pile.  
**NOTE:** *The offset stacking option is available only for stackers that can handle offset stacking.*
  - Set the Bindexer capacity. The Bindexer capacity identifies the total number of pages allowed to be bound as a job.
- Set stacker limits: set the bin limit of each stacker.

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## Managing the Stacker list

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You can determine the Stacker list display by selecting or deselecting Stacker list titles. If deselected, the item is removed from the Stacker list row.

To manage the Stacker list:

1. Open Printer Manager.
2. Select the Stacking tab.
3. From the View menu, select [Columns...].
4. Select the column titles you want to display on the Stacker list. Deselect column titles that you want to remove from the Stacker list.

**NOTE:** *The Name column title is read-only and cannot be deselected.*

5. Select [OK]. Your changes are reflected immediately on the Stacker list.

## Setting up and using the stacker

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The available stacking options depend on your printer configuration.

To set up and use the stacker:

1. Open Printer Manager and choose the Stacking tab.
2. If you want your job to be delivered to the stacker, it must be enabled. If the stacker is not enabled, jobs will only be processed to the top tray.
  - Right-click a stacker and select [Enable] or [Disable].
  - Select a stacker and choose [Enable] or [Disable] from the Stacker menu.
  - Select a stacker and choose the [Enable] or [Disable] icon from the toolbar.
3. Stacker settings consist of stacking mode and unloading. The available options depend on your printer configuration and stacker capabilities.
  - a. Right-click the stacker and choose [Settings...]. The Setting for All Stackers dialog window opens.
  - b. The Unload After pull-down menu enables you to select when you want the stacker or tray to unload. The stacker will always unload when it is full. To set a specific point at which the selected stacker or tray should unload choose an option:
    - **Job:** The system unloads the stacker when the job is complete.
    - **Limit:** The stacker unloads when it is full.

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- **Partition:** The system unloads the stacker when partitioning is enabled for long jobs and a partition of the job has completed printing.
    - **Job/Partition:** Instructs the system to unload the stacker after the job has completed or after a set partition, whichever comes first.
  - c. Select from the following
    - Allow PDL Override
  - d. Select [OK] to exit the dialog and save your change.
  - 4. To set mixed finishing and, if supported, bin limits, right-click a stacker and select [Stacking Mode & Limits...].
    - **Stacking Mode:**
      - **Normal:** This is the default setting that does not permit mixed finishing.
      - **Mixed Finishing Allowed:** Select if the job you are printing requires mixed stock.
    - **Stacking Limits:** Defines the maximum number of sheets each stacker can contain. Type a number in the field or use the spin box. The range of sheets permitted in the stacker is presented below the Stacking Limits field.
  - 5. Setting stacker bin limits:
    - a. Right-click a stacker and select [Stacker Limits...].
    - b. If more than one stacker is present, select the appropriate stacker name, such as: Stacker A, or Stacker B.
    - c. Enter a bin limit for each stacker. The available range is located below the spin box.
    - d. Select [OK], or select [Reset] to return settings to default values.
  - 6. Unloading the stacker: Using the unload stacker option allows you to unload the printer stacker to remove the completed output prior to the stacker delivering the output when it is full. This option allows you to check the output for completeness, and to validate that the finishing and printing is correct during the print process.
    - a. From the Printer menu, choose [Unload Stacker...]. The stacker tray automatically opens at the end of the current print set.
    - b. Remove any prints from the stacker. The printer will resume printing once the prints have been removed and the stacker is completely closed.

## The Image Quality tab

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The features within the Image Quality tab enable a System

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Administrator to set functions that will enhance the quality of the printed image based on the type of file being printed and the fonts being used. Fine details in an image and fine lines, can be difficult for the printer to resolve. The Image Quality options are set for each decomposer for each printer type. Settings can be modified for printer darkness and for PCL, and PostScript/PDF Raster Image Processors (RIP) and font rasterizers. Resolution options vary by decomposer.

**NOTE:** *If you do not have a valid PostScript license, the system will not display a PostScript decomposer.*

**NOTE:** *TIFF properties do not contain unique settings for this release of DocuSP and therefore, settings are not adjustable.*

## The Image Quality tab menus and fields

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The Image Quality tab contains the following fields:

### Image Quality tab menus

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- The Raster Image Processor [Properties...] menu can be accessed by performing one of the following:
  - Double click a Raster Image Processor.
  - Right-click a Raster Image Processor and select [Properties...].
  - Select a Raster Image Processor and select [Properties...] from the RIP pull-down menu.
  - Select a Raster Image Processor and select the [Properties...] icon from the toolbar.
- **View menu:**
  - **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
  - **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
  - **Redisplay:** This option refreshes the contents of the Raster Image Processor list.
- **Raster Image Processors field:**
  - **Type:** Indicates the type of Raster Image Processor (RIP). The selections are PCL, PostScript/PDF, or TIFF.  
**NOTE:** *If you do not have a valid PostScript license, the system will not display the PostScript RIP.*

**NOTE:** *TIFF properties do not contain unique settings for this release of DocuSP and therefore, settings are not adjustable.*

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**NOTE:** PS/PDF default font rasterizer properties can be selected in this field.

- **Resolution:** Displays the resolution of each RIP.

## Using the Image Quality tab

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Settings can be modified for PCL, and PostScript/PDF Raster Image Processors (RIP). Resolution options vary by decomposer.

**NOTE:** If you do not have a valid PostScript license, the system will not display PostScript IQ options.

**NOTE:** TIFF properties do not contain unique settings for this release of DocuSP and therefore, settings are not adjustable.

The Image Quality tab enables you to perform the following tasks:

- Adjust image quality:
    - Modify PCL image quality settings.
    - Modify PostScript or PDF image quality settings.
- NOTE:** The default font rasterizer for PostScript or PDF raster image processors is different between 300 dpi and 600 dpi. The 300 dpi default rasterizer is the Xerox Font Solution (XFS), but XFS has a restricted set of fonts compared to Adobe Type Manager (ATM). If a font is declared “Not Available” while using 300 dpi, the user should select ATM as the font rasterizer and resubmit the job.
- NOTE:** If you do not have a valid PostScript license, the system will display PostScript IQ options.
- Restore default settings.

## Adjusting image quality

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To adjust image quality:

1. Open Printer Manager and select the Image Quality tab.
2. Adjusting PostScript/PDF image quality:

**NOTE:** If you do not have a valid PostScript license, the system will not display PostScript IQ options.

  - a. Double-click the row in the Raster Image Processor list which contains the PostScript/PDF processor and resolution you want to modify.
  - b. Select a True Type Spot Size value. This selection allows the darkness of the scalable fonts to be adjusted.
  - c. Adjust the Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command.

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- d. Select a Font Renderer to specify which renderer will be used to process PostScript jobs containing Adobe Type 1 scalable fonts.

If you select [Xerox Font Solution], you must also set controls for thickening and bitting.

- **Thickening:** defines, in pixels, how much thickening or darkening should be applied to the font.
  - **Minimum Thickening:** defines the width of a minimum stroke in pixels. This setting only thickens strokes that are less than the minimum value in width.
  - **Half Bitting:** determines how aggressively the software processes text to remove digital edge roughness. For most observers, the primary effect of changing this control from Light to Full will be an apparent darkening of extremely fine text.
- e. Select [OK] when you are finished, or select [Advanced...] to set advanced PostScript/PDF options and continue to Step 4.
3. Set PostScript/PDF advanced options: This enables you to define various settings to optimize the functionality of the PostScript/PDF decomposer.

**NOTE:** *If you do not have a valid PostScript license, the system will not display PostScript IQ options.*

- a. On the Virtual Memory tab, enter the initial virtual memory. This setting defines the amount of memory made available to the PostScript decomposer for processing jobs. Up to four different PostScript/PDF decomposers can use this virtual memory value.

**NOTE:** *If you do not have a valid PostScript license, the system will not display any PostScript decomposers.*

- b. Select the System tab to modify system cache settings. The PostScript/PDF decomposer's use of cache space allows it to avoid re-drawing specific components of a logical page, instead storing them in cache for improved processing performance. Cache is allocated out of virtual memory.

- **MaxFontCache:** Memory for holding fonts in cache.
- **MaxFormCache:** Memory for holding forms in cache.
- **MaxPatternCache:** Memory for holding patterns in cache.
- **MaxScreenCache:** Memory for holding halftones in cache.
- **MaxUPathCache:** Memory for holding user paths that define shapes, trajectories, or regions in cache.

- c. Select the User tab to set the amount of cache dedicated to any single component within cache. Increasing a



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particular setting may increase processing performance; however, arbitrarily increasing cache values can lead to decreased performance or failure to process a job.

- **MaxFontItem:** Maximum memory any single font character can occupy within the Font Cache.
- **MaxFormItem:** Maximum memory any single form within the Form Cache.
- **MaxPaperItem:** Maximum memory any single pattern within the Pattern Cache.
- **MaxScreenItem:** Maximum memory any single halftone within the Screen Cache.
- **MaxSuperScreen:** Maximum number of pixels in a super cell that increases the number of gray levels in halftones.
- **MaxUPathItem:** Maximum memory for any single user path that defines shapes, trajectories, or regions in the User Path Cache.
- **Accurate Screens:** The Accurate Screens technology uses a supercell, or an array of halftone cells, to provide a very close fit to a requested screen frequency and angle.
- **Idiom Recognition:** The software scans the PostScript file. If it finds a blend or gradient created by one of the popular prepress applications, such as Quark XPress, Adobe Illustrator, or FreeHand, it replaces that blend with the superior PostScript Smooth Shading blend.

d. Select [OK] twice to close the dialog windows.

4. Adjust PCL image quality:

- a. Double-click the row in the Raster Image Processor list which contains the PCL processor and resolution you want to modify.
- b. On the PCL Image Quality dialog, select a Thickening Control. The thickening controls enhance raster graphics, resident PCL standard gray patterns, or bitmap fonts included in the PCL file.
  - **Gray Patterns:** The gray pattern control darkens standard Type 10 tints.
  - **Raster Graphics:** The raster graphics control darkens raster images, such as scanned photos.
  - **Bitmap Fonts:** The bitmap fonts control darkens bitmap PCL fonts.
- c. Select an HPGL (Hewlett-Packard Graphics Language) Minimum Stroke Width to set the line width threshold for thickening fine lines contained in PCL jobs. All fine lines with a pixel width less than the minimum stroke setting will

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- be thickened to match the setting.
- d. Select [Tint Darkness Control] to adjust the darkening of commonly used Type 11 custom fills.
    - **None:** No enhancement.
    - **1D Overstrike:** Causes each scan line to be shifted by one pixel in the fast scan direction and merged with the original scan.
    - **2D Overstrike:** Causes each line to be shifted by one pixel in the both the fast and slow scan directions and merged with the original scan line. This will cause very dark patterns to be printed as solid black.
    - **2X Scaling:** Scales the patterns by a factor of two and causes the halftone screen frequency to be cut in half.
  - e. Use the UFST (Universal Font Scaling Technology) control setting to adjust the amount of thickening for Intellifont scalable fonts:
    - **Intellifont Spot Size:** Controls the darkness of the Intellifonts processed with this rasterizer. The available settings range is displayed above the spin box.
    - **True Type Spot Size:** Controls the darkness of the True Type scalable fonts. The available settings range is displayed above the spin box.
  - f. Select [OK] to close the dialog window.

**NOTE:** *TIFF properties do not contain unique settings for this release of DocuSP and therefore, settings are not adjustable.*
5. Restoring factory defaults: Default image quality settings are optimized for the DocuTech printers. If you modify these settings, you may later want to restore the factory defaults.
- a. Double-click the row in the Raster Image Processor list which contains the processor and resolution you want to modify.
  - b. Select [Defaults].
  - c. Select [OK].

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# Logon and Password Security

The DocuSP GUI contains a menu item called Logon, enabling you to logon, logoff, and change your password.

## Logon/Logoff

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You must logon to the DocuSP system before you can use all the available features. You can manually type your logon information or use the pull-down menu. The default logon options are: User, Operator, and System Administrator. If ADS is available then the Logon To menu can be selected. The Logon Message field provides specific logon messages.

### Logon

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To logon to the system:

1. From the Logon menu select [Logon...]. The current user name displays in the title bar of the Logon window. To log on you need to know your user group and user password.

If Login Attempts Allowed is enabled, you will have between 1 and 6 login attempts before you are locked out of the system. You are warned on the next to last login attempt that your account will be locked if you do not enter the correct login information. If your account is locked or if you need assistance prior to a lockout, contact your System Administrator.

There are three user types that are allowed access to the DocuSP controller:

- **User:** The Walk Up User has minimum access rights on the controller. This is the default user when the system is started up. The Walk Up User is not required to logon or enter a password.
- **Operator:** The Operator requires a logon and a password and has restricted access on the controller. The Operator level is designated for the Print Operator.
- **System Administrator:** The System Administrator requires a logon and a password and has restricted access on the controller, however the System Administrator has fewer restrictions than the Operator. The System Administrator can access and control all system and job data except service data and service functions.

- 
2. Select the user access level, either System Administrator or Operator from the User pull-down menu or enter specific logon details which were supplied to you by the System Administrator.
  3. Enter a password.
  4. The Logon To menu is only present within the Logon dialog if ADS has been configured. The default selection is ADS Domain. For additional information regarding ADS Groups see Logging on to the system with ADS user names.
  5. Select [OK].

**NOTE:** *To maintain security, the logon passwords should be changed after the system has been installed and at regular intervals.*

## Logoff

---

It is recommended that you logoff from the system once you have completed using the system. If the Default Logoff is enabled then the system automatically logs you off after a certain period of inactivity.

From the Logon menu select [Logoff...]. The default user screen displays.

## Password security

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To maintain system security, the logon passwords for the System Administrator and Operator should be changed after the system has been installed and at regular intervals thereafter.

## Changing passwords

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Only the System Administrator has the authority to set and change the passwords for the System Administrator and Operator.

Individual users can change their own passwords. Passwords can be either weak or strong passwords. Weak passwords consist of three to eight alphanumeric characters, while strong passwords demand additional character entry rules.

To change passwords:

1. Log on as a System Administrator.
2. Select [Change Password...] from the Logon menu.
3. Type the current password in the Old Password field. Typed characters appear as asterisks.
4. Type the new password. If you do not know if you are using weak or strong passwords, contact your System Administrator. Weak and strong password entries are determined as follows:
  - If you are using strong passwords, the following password

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conditions must apply:

- At least eight characters
- At least one upper case alphabetic character
- At least one numeric characters (0-9)
- At least one special character including, but not limited to: !, @, \$, %, period (.), underscore (\_) and hyphen (-).

**NOTE:** For additional information about strong passwords, see: Strong Passwords

- Weak passwords consist of three to eight alphanumeric characters. A carriage return at the end of the string has no effect.
5. Retype the new password to verify character entry.
  6. Select [OK]. An error dialog box displays if any entry is not valid. If you decide not to keep the changes, select [Reset] to restore the original password.

## Strong Passwords

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Strong passwords can help you meet strict security guidelines.

Enabling strong passwords

Password expiration

### Enabling strong passwords

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DocuSP provides a mechanism by which a strong password policy can be enforced. Strong passwords must meet all of the following criteria:

- At least eight characters
- At least one upper case alphabetic character
- At least one numeric characters (0-9)
- At least one special character including, but not limited to: !, @, \$, %, period (.), underscore (\_) and hyphen (-).

The following behaviors apply to the Strong Password policy:

- Strong Password Checking is disabled by default.
- The Strong Password policy applies to all accounts.
- The Strong Password Policy and the Login Attempts Allowed policies can be controlled independently.

To enable strong passwords:

1. From the Setup menu, select [Users & Groups].
2. Select [Enabled] to use Strong Passwords.
3. You can enable the maximum login attempts that are allowed on your system in the event that incorrect login information is used when trying to access the system. The user account can

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be disabled once the maximum login attempts is reached. Login Attempts Allowed can be used for both strong or weak passwords.

- a. Select [Enabled]. The spin box becomes available to use.
- b. Once enabled, use the spin box to enter a number for the maximum login attempts allowed. You can enter a number from 1 to 6. The default selection is 3.

**NOTE:** *The Login Attempts allowed policy applies to all accounts, with the exception of the Root account.*

- c. The failed login message is displayed. The System Administrator can enter a customized message.

**NOTE:** *Users are warned to enter a correct login or their account will be locked.*

**NOTE:** *The number of failed login attempts is not configurable. Also, this function only applies to failed login attempts via the DocuSP GUI and does not apply to the root (su) user.*

4. Select [OK].

**NOTE:** *A restart is not required.*

Once the feature is enabled, new users are forced to have a strong password assigned to their account. The passwords for existing users remain the same and can continue to be used as they were set prior to enabling strong passwords. You can update existing passwords as necessary.

**NOTE:** *If you are running an NIS+ name service, strong passwords are enforced via the NIS+ server.*

## Password expiration

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Although DocuSP does not provide a means to set password expiration on a user account, there are alternative ways to set password expiration:

- Using the command line
- Using smc (Solaris Management Console)
- To set MINWEEKS and MAXWEEKS, edit the passwd file in the `/etc/default` directory. These values are set to null by default on Solaris.

DocuSP does not prompt the user to enter a new password if it has expired. Although, DocuSP does post an unknown user name or password message if a password has expired. It is up to the System Administrator to determine if the password has expired.

To determine if a password has expired:

1. Open the terminal window.

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2. Attempt to log in as the user whose password may have expired.
  3. If the password has expired, the system prompts you to enter a new password.

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# The Printer Menu

The Printer menu enables you to access and manage printer configuration functions including setting power saver options and setting attention light preferences. The Printer menu also allows you to use the reposition output feature and to make selections in Printer Switches.

## Using the Printer menu

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The Printer menu allows you to perform the following tasks:

- Unlocking a finisher: Allows you to select the finisher module you want to unlock. This feature is made available only if a finisher module is available to the printer.
- Printer Status: Presents information about each paper tray and stacker.
- Printer On/Off and Immediate Power Off: Powering the printer on and off.
- Printer Status/Control window and fault clearance: All pertinent information related to printer operation is displayed in the Printer Status/Control window including printer faults and fault clearance.
  - Printer faults and fault clearance
  - Clearing a printer fault
- Power Saver: Allows you to configure a timed power saver to switch off the printer after a specified period of inactivity.
  - Setting up Power Saver and Automatic Shutdown
  - Using immediate Power Saver
  - Exiting Power Saver
- Switches: The Switches dialog enables you to control settings that vary depending on which printing system you have. The Switches options include the following:
  - Setting Administrative Pages properties
  - Setting the sides imaged
  - Setting the edge treatment option
  - Enabling/disabling the Attention LightSetting the audible alarm
- Unload Stacker option: Using the unload stacker option allows

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you to unload the printer stacker to remove the completed output prior to the stacker delivering the output when it is full.

- **Sample Current Job:** The Sample Current Job selection enables you to verify how changing job properties will impact the print job.
- **Reposition Output:** The Reposition Output feature of DocuSP allows users to move forward or backward, or reposition, the output page printing on a job.

## Unlocking a finisher

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This feature allows you to select the finisher module you want to unlock. You can access the base finisher module staple drawer and top cover areas at any time. This feature is made available only if a finisher module is available to the printer.

To unlock a finisher:

1. From the Printer menu select [Unlock Finisher...]. The Unlock Finisher dialog window opens. The current state of each finisher is displayed. Each finisher dialog window is identified by a letter which corresponds to the DocuSP printer icon located at the top right corner of the GUI.
2. Select the top cover and/or stapler drawer you want to unlock and click [Unlock]. Wait for the dialog to display Unlock before accessing the finisher.

**NOTE:** *The system automatically unlocks both the top cover and stapler drawer when there is a paper or stapler jam.*

3. Click [Close] to exit the dialog window.

## Printer Status

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The Printer Status dialog presents information about each paper tray and stacker.

### Accessing Printer Status

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To access printer status:

1. Select [Printer Status...] from the DocuSP Printer menu. You can view the following fields:
  - **Tray:** Displays the feeder and tray number designation and the paper orientation in the tray.
  - **Level:** Shows the level of the paper in the tray. Each full block icon within the Level field represents approximately 500 sheets of paper. If a tray is empty a yellow bar will fill the Level field.

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- **Size:** Describes the size of the paper in the tray.
  - **Status:** Indicates if the tray is ready for use.
  - **Stacker:** Shows each stacker/finisher and the current status of each.
2. Click [Close] to exit the Printer Status dialog.

## Printer Status/Control window and fault clearance

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The controller displays all pertinent information related to printer operation and job status in the Printer Status and Control window. The information is automatically updated when there is a change in status.

In the event of a printer processing error, a warning indicator shows as yellow and an alert or fault shows as red.

### Printer faults and fault clearance

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When a printer processing error occurs, the printer will fault and display one or more messages in the Printer Status and Control field on the DocuSP Print Services window.

A dynamic icon shows the printer configuration and it is located on the top right corner of the GUI. If your printer configuration contains more than one standard feeder and/or one finisher, a module identifier reflects this configuration and is shown below the respective module. In the event of a fault, a fault icon will display above the affected module. Moving the cursor over the fault icon displays a tool-tip identifying the module and the fault message. Clicking on a fault icon accesses the fault message area.

The severity of a fault can be identified by the icon associated with the fault message.

- A red circle with a white “x” icon indicates a printer fault. The printer has stopped or is stopping. This fault must be cleared before printing can resume from the affected area.
- An exclamation point (!) indicates a lower priority fault, such as low dry ink.
- A wrench indicates a severe problem. Contact the customer support center.
- A pyramid icon shows the status of each feeder or finisher.  
**NOTE:** For a printer with an Attention Light, a flashing light indicates a fault requiring immediate attention; a steady light indicates a fault that can be cleared at a later time.

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## Clearing a printer fault

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Printer faults must be cleared before printing can continue.

To clear a printer fault:

1. To open a fault clearance dialog perform one of the following:
  - Click a fault in the Printer Status/Control field.
  - Right-click a fault and select [Properties...].
  - Select a printer fault icon located above the printer identifier module.
2. A service code is displayed at the top of the window. Note the code number if you need the assistance of a service representative.
3. Follow the instructions provided for clearing the fault. Some fault clearance instructions allow you to play a video that shows you step by step fault clearance instructions.
4. Depending upon the type of fault, or upon which activities were suspended when the printer developed the fault condition, you will be asked to select [Reset], [Resume], or [Close] to continue the fault clearing process.  
**NOTE:** *Simply closing the fault window without performing the required actions does **not** clear the fault.*
5. If any faults remain in the Printer Status field, right-click the fault and select [Redisplay] to update the printer fault list.

## Power Saver

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Power Saver allows you to configure a timed power saver to switch off the printer and monitor after a specified period of inactivity. The available options depend on printer configuration.

There are two levels of power saver: Low Power Mode and Sleep Mode.

## Setting up Power Saver and Automatic Shutdown

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When you are logged onto the DocuSP system as either a System Administrator or Operator, the Power Saver option is available.

To set up automatic power saver perform the following:

**NOTE:** *If the printer is in Power Saver mode, you must exit Power Saver before accessing Power Saver Setup. Select [Exit Power Saver] from the Printer menu.*

1. Select [Power Saver Setup....] from the Printer menu.
2. To set monitor shut off:

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- a. Select [Set Monitor Off Mode].
  - b. Once enabled, the Time Delay field becomes active. Type or use the slide bar to set the number of minutes that will elapse before the monitor turns off.
3. You can select either or both [Low Power Mode] or [Sleep Mode] by marking the corresponding checkbox. If both Low Power Mode and Sleep Mode are selected, Sleep Mode will not activate until the Low Power Mode timer has expired. To designate the length of inactivity time that must elapse before printer power saver starts. In the Low Power, and Sleep Mode fields enter a number of minutes by typing the value or using the slide bar. The maximum inactivity time period is located to the right of the mode slide bars.
    - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
    - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.

**NOTE:** Click [Defaults] to return power saver settings to default values.
  4. Select [OK] to save your settings and exit the dialog window.

### Using immediate Power Saver

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The available options depend on printer configuration. To activate the immediate Power Saver:

1. Select [Enter Low Power Mode] or [Enter Sleep Mode] from the DocuSP Printer menu. A dialog window opens stating that the Power Saver may be delayed if there are active jobs in the system.
2. If you select [Yes] the printer will power off and enter the assigned mode after all jobs have completed printing.
  - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
  - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.

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## Exiting Power Saver

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If the printer is in Low Power Mode or Sleep Mode, you can immediately exit these modes by selecting [Exit Power Saver] from the Printer menu, or by releasing a job for printing.

## Switches

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The Switches dialog enables you to control settings that vary depending on which printing system you have. The Switches options include the following:

- Setting Administrative Pages properties
- Setting the sides imaged
- Setting the edge treatment option
- Setting the audible alarm

### Setting Administrative Pages properties

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Administrative Pages are optional pages that print with the job. For the Banner Page and the Error Page you can select the default paper stock, enter a Site Message, and select font options.

For additional information about using Administrative Pages at the queue and job level see Using queue Administrative Pages, and Using job Administrative Pages.

**NOTE:** *The Attributes Report contains fixed font settings that are not affected when selecting Administrative Pages properties for the Banner Page and Error Page.*

- **Banner Page:** The Banner Page provides the following information:
  - Job name
  - Job sender: The name of the person who sent the job. This field cannot be edited.
  - Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
  - Banner page message: Information you want to be printed on the banner page.
  - Printing date and time
  - Number of copies: The number of job copies that were printed.
  - Product name and current software version level
  - Account number
  - Job ID: The job identification set at the controller.

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- Server and queue name
  - **Error Page:** The Error Page includes:
    - Sender name: The name of the person who sent the job. This field cannot be edited.
    - Job name
    - Errors or warnings generated as the document is being processed;  
If there are no errors or warnings, no message is printed.
    - Product name and current software version
    - Job ID: The job identification set at the controller.

To change the Banner Page and Error Page stock settings:

1. Select [Switches...] from the DocuSP Printer menu.

**NOTE:** Only the System Administrator can make changes in the Administrative Pages Settings dialog, with the exception of selecting the Default Paper Stock.

2. Select [Properties...]. The Default Paper Stock (Administrative Pages) dialog window opens. Selecting a paper stock color that is different from the standard stock used for print jobs helps to identify job boundaries. Available stock options depend on your printer configuration.

- a. Select stock options by doing one of the following:

- You can choose stocks that are currently programed on the printer by selecting [Stock List...], selecting a stock, and clicking [OK].
- You can select a stock from the Name pull-down menu or select a stock from the Size pull-down menu located within the Size/Color FAB.
  - If you choose [Custom] you can select color and unit options and set width and height values.
  - Or, you can use the Size/Color FAB, Type/Weight FAB, and Coating FAB to set custom stock properties.

**NOTE:** Make sure the stock options you select are supported by the system.

- b. Select [OK].

3. Selecting [Override] will make stock settings take precedence over any property selections made in the Job Manager or programmed into the job.
4. The Site Message field allows you to enter a message and specify the font size for the message that prints on all of the Banner Pages. The message can be a printer identifier, a location, or a software level.
5. You can also specify the font size for the sender name. The available font sizes are displayed below the spin box.

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6. Select [OK], or continue setting properties.

## Setting the sides imaged

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If logged on as System Administrator or Operator you can enable or disable two-sided printing for the printer. The default setting is 2 Sided, enabled.

Disabling two-sided printing is important if the paper inverter is damaged or not working properly, or for any other reason that would cause jobs to fault from two-sided printing.

To set the sides imaged option:

1. Select [Switches...] from the Printer menu.
2. To enable two-sided printing select [2 Sided].
3. Select [OK], or continue setting properties.

## Setting the edge treatment option

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When a document contains a dense image along one edge of the paper, the amount of toner is increased in that region. If excess toner is located at the edge of a page, it can cause the paper to wrap around the fuser and jam the printer.

Edge Treatment settings are used to prevent fuser wraps by lightening the image along the leading edge and thus reducing the amount of toner.

Only the System Administrator can make Edge Treatment selections.

**NOTE:** *Because images that extend all the way to the edge of the paper can cause an increase in the frequency of jams, dense images should not be placed at either the right or left edges of the page.*

To select an edge treatment setting:

1. Select [Switches...] from the DocuSP Printer menu.
2. Evaluate the job to determine which of the Edge Treatment options is best for printing. More Information...
3. Select [OK], or continue setting properties.

## Setting the audible alarm

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To set the audible alarm:

1. Select [Switches...] from the Printer menu.
2. To enable the audible alarm select [On].
3. Set the loudness using the spin box. The available range is



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displayed below the spin box.

## Unload Stacker option

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Using this option enables you to unload the printer stacker to remove the completed output prior to the stacker delivering the output when it is full. This feature is available on printers with one or more stackers.

### Unloading the stacker

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Using the unload stacker feature enables you to open one of the stackers to retrieve the completed output. This allows you to check the output for completeness, and to validate that the finishing and printing is correct during the print process.

To unload printers with multiple stackers:

1. Select [Unload Stacker...] from the Printer menu. The Unload Stacker dialog window opens.
2. Select the stacker(s) you want to unload. If unloading will be delayed, the Unload Pending dialog displays informing you of the unloading status. This dialog closes automatically once stacker unloading has occurred.
3. Select [OK]. Retrieve the output from the stacker.

## Sample Current Job

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The Sample Current Job feature enables you to verify how a job will print or is printing. You can use this feature when releasing the job set to the printer or while the job set is printing so you can check to make sure the job will print or is printing as expected. A single page prints so you can verify job settings. The printer must be paused before this feature can be used.

**NOTE:** *Sample Current Job is different from proofing a job. When proofing a job, the entire job prints. When using Sample Current Job, only a single page prints.*

**NOTE:** *Sample Current Job is not available to use while the system is in Secure Mode.*

### Using the Sample Current Job feature

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This feature is especially useful for viewing the final output of a job when releasing the job set to the printer or while the job set is

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printing.

To use Sample Current Job:

1. Submit a job to the printer.
2. When the status of the job is either “printing” or “waiting for the printer,” click the printer [Pause] button, which is located at the top right corner of the main GUI.
  - If the job is “printing,” the sample page that prints will be the next page of the job set after Pause is enforced.
  - If the job is “waiting for the printer,” the sample page that prints will be the last page of the job set.

**NOTE:** Be sure to click the [Pause] button as soon as possible when you see that the status of the job is “printing”, or “waiting for the printer” because smaller jobs may print before a job pause can take affect.

3. Once the printer has paused, click the job again and select [Sample Current Job] from the Printer menu. A single page prints so you can verify job settings. If you want to adjust any job properties you will need to Hold the job. When a job is held, it needs to process again before it can be printed. A paused job does not need to process again when it resumes printing.

If you are satisfied with the results of the printed output, click [Resume], [Resume Printer] or [Resume All] and the entire job set will print.

If you want to change properties, perform the following:

- a. Right-click the job and select [Hold]. The job is placed in the Inactive Jobs list where it can be accessed to change properties.
- b. Right-click the job, select [Properties...] and make property adjustments.
- c. Select [Release]. The job is placed back into the Active Jobs list.
- d. Select [Resume], [Resume Printer] or [Resume All] and the entire job set will print.

## Reposition Output

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The Reposition Output feature allows users to move forward or backward, or reposition, the output page printing on a job. On legacy printing systems, this is called “spacing.”

**NOTE:** Complicated publishing application workflows are not the target audience for this feature. A typical workflow for this feature is a large or indefinite-sized, unfinished, 1-N job.

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**NOTE:** Reposition Output is not available while the system is in Secure Mode.

**NOTE:** Reposition Output is not available for IPDS jobs. While DocuSP does not prevent you from selecting Reposition Output options, the commands will not be honored and no warning message will be provided.

## Using the Reposition Output feature

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To use Reposition Output:

1. While a job of the appropriate type is printing, select [Reposition Output...] from the Printer menu. The Reposition Output dialog will open showing you current job information and spacing options.
2. Select [Pause] from the Printer Options area of the dialog. The Job Information field presents print job data.
3. Input values in the Reposition Output dialog to space forward or backward through the paused job for the desired number of pages or sets.
  - **Sets to Space:** You can use this feature to reposition to another “set” of your print job. For example: if you are currently printing page 35 of set 5 you would enter –2 in the Set field to reposition to page 35 of set 3.
  - **Pages to Space:** For example: a job with 20,000 pages can be paused at page 10,001 and spaced backward (or repositioned) to print page 9,050 with virtually no impact on performance.
4. Upon receiving the message “Output has been spaced successfully” the GUI will update with a new location.
5. If desired, select [Sample] to sample-print the next scheduled page.
6. If the sample print is acceptable, select [Start Spacing] to continue. To set Reposition Output on the next scheduled job click the [Next Job] button. More Information...

Limitations of the Reposition Output feature:

- Both N-1 and 1-N reposition is supported; however, the GUI displays only 1-N status. The intended “long job” target workflow makes 1-N usage more intuitive and easier to use (compared to N-1).
- Reposition Output is not available for IPDS jobs. While DocuSP does not prevent you from selecting Reposition Output options, the commands will not be honored and no warning message will be provided.
- Repositions on finished or subset finished jobs are not supported.

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- You can reposition backward 2000 total pages. Forward reposition is only limited by the size of the job.
  - Spacing and sample print functions are allowed only when the printer is paused and no security or MICR settings are enabled. Spacing out of the current job is not limited by Secure or MICR modes.

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# The System Menu

The System menu enables you to access system management controls including software installation, resetting job ID's, diagnostics, and starting/stopping the system.

The System menu is located near the top left corner of the DocuSP GUI.

## Using the System menu

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The System menu allows you to perform the following tasks:

- Pausing and Resuming: Stops/resumes printer and/or scanner processing.
  - Pausing and resuming processing
- Resetting Job IDs: Resetting the job IDs deletes all of the jobs in the system, resets the job ID numbers, and restarts the software.
- Remote Services Allows for a remote connection to the DocuSP controller.
- Software Install: Install and manage software.
- Diagnostics: provides service contact and system information.
- UNIX Terminal Window: Allows access to the UNIX terminal.
- Powering on/off and restarting the system and printer:
  - 
  - Performing an emergency power off of the printer
- Backing up and restoring the system and configuration files
- Backing up the system configuration files
  - Backing up the system files
  - Backing up the system configuration files
  - Restoring the System Disk files
  - Restoring the configuration files
- Secure Mode: Secure mode provides an extra level of control over printed pages. The secure mode can be used to disable page sampling, page spacing, and the offline tape “Move Blocks” command.
  - Enabling Secure Mode
- Eject CD media

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## Pausing and Resuming

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### Pausing and resuming processing

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Pause processing is typically used for very large jobs.

When [Resume Processing] is selected the print process resumes where it left off. Any adjustments that have been made to the job or the queue are only applied to the portion of the job that has not yet been processed.

To pause and resume processing:

1. To pause the print process select [Pause Processing] from the DocuSP System menu or use the keyboard entry of Ctrl+Shift-P
2. To resume the print process select [Resume Processing] from the DocuSP System menu or use the keyboard entry of Ctrl+Shift-R.

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## Resetting Job IDs

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Each job is assigned a sequential identification number when it is submitted for printing. Resetting the job IDs deletes all of the jobs in the system, resets the job ID numbers, and restarts the software.



**CAUTION:** Resetting the job IDs deletes all jobs in the system, including all held, faulted, or ineligible jobs, and purges the accounting logs. Before performing a reset, be sure to save the accounting information to a file and verify that all jobs currently in the system can be deleted.

### Resetting Job IDs

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To Reset job IDs

1. Log on to the DocuSP software as the System Administrator.
2. Open Queue Manager.
3. Select a queue. Right-click and select [Select All].
4. Right-click and select [Do Not Accept Jobs].
5. Check for any jobs that are printing or saving. If one or more jobs are currently active, wait until the jobs complete before continuing.
6. Select [Reset Job ID] from the DocuSP System menu. A warning message is displayed indicating that all jobs will be deleted, the accounting log will be purged, and the DocuSP software will be restarted.
7. Select [Yes]. The Reset Job ID dialog window opens.

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8. Follow the dialog instructions. Enter the number that you want to start numbering the jobs after the software is restarted. The default is 1.
  9. Select [OK]. The job database and accounting log are cleared and the DocuSP software restarts.

## Remote Services

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This feature, available to the System Administrator, is used to transmit printer data to Xerox Corporation. Additional services include updating software, viewing services, and ordering supplies. A subscription is required for each service.

**NOTE:** *Remote Services is not available on non-networked printer configurations.*

### Using Remote Services

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To use remote services:

1. From the System menu select [Remote Services...]. The Remote Services dialog window opens. The following selections are available:
  - Options menu:
    - **Synchronize with Xerox:** The printer performs a synchronization with a Xerox server to determine what services are enabled on the printer.
    - **Configure Remote Services:**
      - a. To use diagnostics effectively you should enter the following information when your system is first installed:
        - HTTP Proxy Server (IP Address)
        - HTTP Proxy Port
        - Proxy User Name (if required by your proxy server)
        - Proxy Password (if required by your proxy server)
  - **NOTE:** *The above fields can also be edited.*
  - b. If desired, select [Enable] to use Remote Monitoring.
  - c. Set a Transfer Time.
  - d. Select a Frequency (hours).
  - e. Select either [Service] or [Service and Engineering].
  - f. Select [OK].
- System tab: presents printer services and transmission details. Select [View Last Transmission] to see a text version of the last sent transmission.
- Billing tab: displays billing history details.

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2. Click [Close] to exit the dialog window.

## Software Install

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This feature enables the System Administrator to install and manage software and hardware.

### Using the Software Install feature

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To use the software install feature:

1. From the System menu select [Software Install...].
2. Select from the following:
  - a. **Install:** Select to install software modules needed to run the system, a new software service, or new hardware.
    - i. From the Install From field choose the installation file location.
    - ii. Use CD Drive: Installs the service from a CD.
    - iii. Specify File Location: Select to use the file system directory for locating the installation file.
    - iv. Select [Browse...].
    - v. Select the file location from the Look In pull-down menu.
    - vi. Select the installation file from the directory.
    - vii. Select a file type from the Files of Type menu.
    - viii. Once the correct file name displays, select [Next>>] to continue installation procedures.
    - ix. Select the module to be installed. If desired, select [Set to current version].
    - x. Select [Install] to complete the installation process.
  - b. **Manage Releases:** Displays information about installed modules. The System Administrator can view the installation log, set the software version, and uninstall modules.
3. Click [Close] to exit the dialog window.
4. Click [Yes] to confirm your action.

### Data Overwrite

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Data overwrite is a licensable feature that enhances system security by allowing you to protect data from being retrieved off your hard drive after it has been deleted.



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## Setting up Data Overwrite on your system

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To set up data overwrite:

1. In the main GUI window, select [System: Data Overwrite...].

**NOTE:** *This feature must be licensed on your system in order for it to appear in the System menu.*

2. Within the Data Overwrite window, select from the following options:

- Use Fast Mode
- Display Verbose Messages
- Partition List (Separate Partitions with Semicolons)

When this box is checked, the text box becomes active, allowing you to type in which disk partitions you wish to overwrite.

- Exclude Partitions (Separate Partitions with Semicolons)

When this box is checked, the text box becomes active, allowing you to type in which disk partitions you wish to protect from the overwrite operation.

3. Select [OK]. Depending whether you have active jobs in a queue, one of two things will happen next:
  - a. If there ARE active jobs in a queue, you will receive a warning dialog that states “Active jobs will be deleted. Are you sure you want to overwrite data?” If so, click [OK] or [Cancel], as desired. Proceed to step b.
  - b. If there are NO active jobs in a queue, OR if you have already clicked [OK] as part of step a, another warning will appear. This one says:

Data overwrite will:

- (1) Delete all jobs in the system
- (2) Erase job database and accounting log
- (3) Purge all log files
- (4) Restart the system

The system will be offline for approximately x minutes.

Are you sure you want to overwrite data?”

4. Click [OK] to start the overwrite process, or [Cancel] if you do not wish to continue the overwrite process. The system will perform the action and restart automatically.

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## Service Diagnostics

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Diagnostics is primarily reserved for the Service Representative. However, if there is a problem with the printer, the Diagnostics

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window provides the phone number for service. The service contact number may request information displayed in the Diagnostics window such as Software Level, Printer Serial Number or fault codes. To access diagnostics, select [Service Diagnostics...] from the DocuSP System menu.

The following tasks can be performed by a Trusted User or System Administrator:

- Change Password
- Restore Install Site Settings
- View Printer Data, including Feeders, Print Engine and Finishing information.

## **UNIX Terminal Window**

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The UNIX Terminal Window option is a standard shell launched from the System menu. User access rights determine the level of access to system services. Operators and Walk-up Users have access to a default set of commands.

The System Administrator can enable the automatic logon feature on the General tab of security profile properties.

### **Using the Console option**

---

To use the UNIX Console:

1. From the System menu select [UNIX Terminal Window...] to open the System Administrator dialog window.
2. Enter commands. Operators and Walk-up Users can use a default set of commands.

## **Powering on/off and restarting the system and printer**

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### **Performing a deferred shutdown and restart**

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A deferred shutdown allows all currently processing jobs to complete before the system is restarted; however no new jobs are accepted until after the system has been restarted. This feature is available to a System Administrator or Operator.

To perform a deferred shutdown and restart:

1. Open Queue Manager.
2. Select a queue. If more than one queue is present, choose [Select All] from the View pull-down menu.
3. From the Queue pull-down menu select [Do Not Accept Jobs] and then select [Do Not Release Jobs].

- 
4. Select [Shutdown] from the System menu. The shutdown confirmation window displays.
  5. Select [Yes] to shut down the printer and exit the DocuSP software. All currently processing and printing jobs are completed before the shutdown occurs. You have the opportunity to cancel the shutdown until jobs that are currently printing and processing are complete by clicking [Cancel Shutdown].
  6. Restart the system by actuating the switch and wait for the system to become fully operational. Once the printer and processor are in the Ready state you can perform printing operations.
  7. Select each queue that should accept jobs by right-clicking it and selecting [Accept Jobs] and if desired, [Release Jobs].  
**NOTE:** *You can use the <Ctrl> or <Shift> keys to select multiple queues.*

### **Restarting the DocuSP software**

---

Use this procedure when a recovery procedure asks you to restart the Xerox DocuSP software.

To restart the DocuSP software:

1. Open Queue Manager.
2. Select a queue. If more than one queue is present, choose [Select All] from the View pull-down menu.
3. From the Queue pull-down menu select [Do Not Accept Jobs] and [Do Not Release Jobs].
4. Wait for any jobs to complete processing and then select [Restart] from the DocuSP System menu.
5. Click [Yes] to confirm your intention to restart. Wait for the software to fully become operational. Once the printer and processor are in the Ready state you can perform printing operations.
6. Select all queues that should be accepting jobs. Right-click and select [Accept Jobs].
7. Select each queue that should accept jobs by right-clicking it and selecting [Accept Jobs] and if desired, [Release Jobs].  
**NOTE:** *You can use the <Ctrl> or <Shift> keys to select multiple queues.*

### **When to use an emergency power off**

---

An emergency power off procedure should be used when the power must be switched off immediately. It is recommended that the controller be used to power off the printer.



**CAUTION:** The emergency power off procedure may corrupt the DocuSP software. This method should only be used in an absolute emergency.

Use the emergency power off procedure for the following conditions:

- The equipment emits unusual odors or makes unusual noises.
- A wall panel or circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled onto the equipment.
- The equipment is exposed to water damage or flood.
- Any part of the equipment is physically damaged.

### **Performing an emergency power off of the printer**

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To power off the printer in an emergency, perform one of the following:

- Select [Shutdown] from the DocuSP System menu and select [Interrupt]. This process immediately shuts down the system without completing the processing of current jobs. All operations are stopped and the system shuts down. The system will not release or accept jobs until after the system has been restored. This procedure does not corrupt the software and is therefore, the recommended method of shutdown.
- Trip the breaker to the off position.
- Remove the printer power cord from the power receptacle.

## **Backing up and restoring the system and configuration files**

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The Backup and Restore utilities provide you with the ability to back up and/or restore the system configuration files and view the last full backup and last partial backup dates. It displays the list of software packages currently loaded on DocuSP system. Available options depend on your printer configuration.

### **Backing up the system files**

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To back up the system and configuration files:

1. From the System menu select [Backup/Restore...].
2. Select [Backup System...].
3. Select the File Group you want to back up.
4. The backup can be saved to a partition of the local disk.
5. Click [OK]. A warning dialog opens indicating that DocuSP will shutdown automatically when the backup is complete. The instructions inform you that to continue system backup after

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shutdown, perform one of the following:

- If the system is off, power on the system.
- If the system is at the OK> prompt, type **boot**.

**NOTE:** Error messages are recorded in the Backup/Restore Log.

6. Click [OK] to continue. As the backup begins, the sequence of events is as follows:
  - a. The warning window closes and a busy cursor appears for approximately two minutes as the system prepares to initiate the backup process.
  - b. The system shuts down and powers off. Wait 30 seconds, then power the printer back on.
  - c. During the boot process a caution is raised that states “this System Backup process will take *n* minutes. Type **Y** to continue, type **N** to terminate the process. Perform one of the following:
    - Type **N** and the boot process continues, but the backup process terminates.
    - Type **Y** to continue the backup process. The main GUI displays once the backup process is complete.
  - d. When the Solaris desktop would normally appear, the printer starts to generate the “iso” file that is used to create a bootable CDA series of messages resembling the following display: **10% done, estimate finish Wed. Jun 16 10:05:34 2004.**
  - e. The actual CD writing process begins. A series of messages resembling the following displays: **Writing track 1... 59%...**
  - f. The CD is finalized as the writing process nears the end: **Finalizing (can take up to 4 minutes)...done**
  - g. After the CD writing is complete, the CD is ejected. Remove the CD, label it and store it in a safe place.
  - h. Next, a series of “Dump” messages resembling the following appears as the file systems are dumped: **DUMP: Writing 32 Kilobyte records.**
  - i. For each file system being dumped, after the first 10 minutes, the screen is updated every 10 minutes with an estimate of how much more time is required to complete the backup. If the dump for an individual file system takes less than 10 minutes, this message does not appear. The entire dump process for all file systems normally takes less than 45 minutes, but may take over an hour depending on the volume of customer data files stored on the system disk. After the file system dumps are complete, the normal boot process resumes and the printer should come to a ready state.

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## Restoring the System Disk files

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The process to restore the system disk from CD-R is covered in the *Common Controller System Guide*.

## Restoring the configuration files

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To restore the configuration files:

1. From the System menu select [Backup/Restore...].
  2. Select [Restore Configuration...].
  3. Select the file that will be used to restore the system. The file can be located on a partition of the local disk or network file system, or on media supported by the system, such as a floppy disk, CD-RW, or tape drive.
  4. Select a Host name from the Select Backup field.
  5. From the Select Files field, select the files you want to restore.
  6. Click [OK] to continue. A warning dialog opens indicating that restoring the configuration from this archive will revert the configuration to the settings in place at the time that the archive was created. Click [OK] to begin the restore process. Once the restore process is complete, an information window opens which informs you that the restore configuration completed successfully.
  7. You must reboot the system for the changes to take effect.
- NOTE:** Error messages are recorded in the *Backup/Restore Log*.

## Backing up the system configuration files

---

The Backup and Restore utilities provide you with the ability to back up the system configuration files. It displays the list of software packages currently loaded on the DocuSP controller. Each package is shown with the version number; tag (for feature types: core feature, optional feature, licensed feature, or billable feature); and time and date stamp.

## Backing up the system configuration files

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To backup the system configuration files:

1. From the System menu select [Backup/Restore...].
2. Select [Backup Configuration...].
3. From the Select Files list choose the file(s) you want to backup. Select [All] to backup the complete list of system configuration files.
4. Choose either the UNIX File System or the appropriate media location from the Directory pull-down menu. If the backup file will be stored in a UNIX file, select the directory location for the

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file.

5. Select [Estimate Archive File Size] to estimate the backup file size.
6. Click [OK]. A warning dialog opens and informs you about the size of the file you are backing up. Select [OK] to continue the backup process. The backup process starts. After the backup process is complete, select [OK].
7. Select [Cancel] to exit the File Selection dialog window.
8. Select [Close] to exit the Backup/Restore dialog window.

## **Secure Mode**

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Secure mode provides an extra level of control over printed pages. A number of different features in the DocuSP software enable operators to print pages or samples more than once. This capability creates a security risk for MICR applications. The secure mode can be used to disable page sampling, page spacing, and the offline tape "Move Blocks" command.

### **Enabling Secure Mode**

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To enable Secure Mode:

1. Select [Secure Mode...] from the System menu. The Secure Mode dialog opens.
2. Select [Enable] and [OK].
3. Select [OK] on the Warning dialog to confirm that page sampling will be disabled.

## **Eject CD media**

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To eject CD media, select Eject CD from the System menu.

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# The Setup Menu

Most system configuration functions can be accessed through the DocuSP Setup menu. System configuration activities include setting up the network gateways, specifying system preferences, viewing the system and software configurations, and feature licenses. The available options depend on your system configuration.

## Using the Setup menu

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The Setup menu allows you to perform the following tasks:

- System Configuration: The System Configuration utility allows you to perform peripheral management tasks, displays information for the printer, controller, network and attached devices, displays the list of software packages currently loaded on the DocuSP controller, and provides the ability to back up and restore the software files.
  - Accessing and viewing the system configuration
- Open PrePress Interface
- Feature Licenses: The License Manager window displays a selection of features such as Diagnostics, Decomposers and Gateways.
- Networking: The System Administrator can configure the printer on a network.
- Setting up Networking for your printer: This feature is used to configure your network environment and the gateways that were loaded and licensed when the DocuSP software was installed.
  - TCP/IP
    - Setting up TCP/IP
    - Setting up LPD
    - Setting up ADS
    - Setting up Ethernet connections
    - Entering Proxy Information Into Remote Services
    - Enabling HTTP
  - Enabling Raw TCP/IP (Port 9100)
  - Configuring SNMP

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- Accessing SNMP settings
  - Enabling SNMP
  - Configuring or Viewing SNMP Serial Numbers
  - Configuring Common Settings: DocuSP provides a GUI screen which enables the user to view and edit the Common Settings for the IPP, SNMP, and HTTP gateways
  - Setting or Editing Trap Parameters
  - IPP
    - Enabling IPP
  - NetWare (NDS and Bindery)
    - Setting up the Netware Server
    - Setting the Frame Type and Novell Net Number
    - Accessing Queue Server to configure printer to server communications: The Queue Server links Novell NetWare queues with DocuSP queues for printing through a Novell Server.
  - AppleTalk
    - Enabling AppleTalk through License Manager
    - Viewing or Changing Phase Type and Zone Name
  - Microsoft ADS User Names
    - Configuring the system to join the domain
    - Logging on to the system with ADS user names
  - Encoding: Encoding defines the character encoding scheme that is expected by each of the available gateways.
    - Setting up encoding
  - Online Gateway
    - Online Gateway Setup
  - Selecting and Creating Security Profiles
    - Selecting the Current profile
    - Selecting the Default Profile
    - Selecting the Default Profile to be the Current Profile
    - Viewing Profile Properties
    - Copying Profiles and Creating New Profiles
    - Profile Property Tabs
      - General Tab
      - System tab
      - INIT tab
      - INETD tab

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- System Preferences: After the normal installation process the printer can be set up to meet the needs of specific work environments.
    - Adjusting the brightness of the LCD monitor
    - User Preferences: Choose the font size displayed on the DocuSP GUI.
  - FTP and Remote Diagnostics: FTP (File Transfer Protocol) and Remote Diagnostics are features that can be used to access the system remotely for system diagnostic purposes.
  - Managing Users and Groups: Manage users and groups on the DocuSP print system.
  - Enabling SSL/TLS: Enabling Secure Sockets Layer and Transaction Layer Security
  - Managing your SSL/TLS certificate: Installing your SSL/TLS certificate
  - IP Filter: Provides access to the following services: LPR, IPP, HTTP, SMB Printing (if applicable to your system), RAW TCP Printing, and FTP Connections.
  - FDI External Controller
  - Adjusting the brightness of the LCD monitor
  - Adding, editing and deleting IP Addresses and Members

## System Configuration

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The System Configuration utility allows you to:

- Perform peripheral management tasks.
- View information for the printer, controller, network and attached devices, and the list of software packages currently loaded on the DocuSP controller.

### Accessing and viewing the system configuration

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The System Configuration window allows the System Administrator to view configuration information for the printer, controller, network, and attached devices. You can print information contained within each tab by selecting [Print].

**NOTE:** The *server.config* file supplies the Printer Name value. It is contained in the section Product Name under the Name entry. Currently, Diagnostics refers to this name as Printer Type.

To view configuration information:

1. Select [System Configuration...] from the DocuSP Setup menu.
2. Select the Peripherals, General, Printer, Devices, Network, or Software tabs. The following is a list of the information that is

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contained within these tabs:

- a. **Peripherals:** displays information on any installed peripherals. Right-click a listed peripheral and select from:
  - **Format/Initialize...**
    - Enter a Volume Label.
    - Select a Format Type.
    - Select [OK].
  - **Erase...:** Select from [All Sessions] or [Last Session], then select [OK].
  - **Eject/Unload**
  - **Rename...:** Enter a new name, then select [OK]. The new name displays in the Name field.
  - **Rewind**
  - **Setup...** (for CD drive): See Setting up the CD Drive for more information.
  - **Redisplay:** Refreshes peripheral list contents.
- b. **General:** The General tab displays the following information about the printing system:
  - **Processor:** Displays the central processing units (CPUs) installed in the DocuSP controller.
  - **Disk Units:** Displays the make, model, and size of the internal hard disk drives of the DocuSP controller.
  - **Physical Memory Size:** Displays the size, in megabytes, of the internal memory installed in the DocuSP controller.
  - **Operating System:** Displays the type of operating system software installed on the controller.
  - **Version:** Displays the version number of the operating system software.
- c. **Printer:** The Printer tab displays the following information about the printing system:
  - **Controller Name:** Displays the name of the system. The name is determined prior to installation and is entered when the DocuSP software is installed.
  - **Printer Name:** Displays the model of the attached printer.
  - **Controller Serial Number:** Displays the serial number of the DocuSP controller workstation.
  - **Spool Size:** Displays the size, in megabytes, of the disk partition reserved for the OutQ. The OutQ space is used to store job information after the job has been decomposed and before the job is sent to the printer.
  - **Installed Printer Hardware:** Displays the options

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- installed on the attached printer, for example internal finishers.
  - **Customer Asset Tag:** Select [Setup...] to enter asset tag data.
  - **Xerox Asset Tag:** Select [Setup...] to enter asset tag data.
  - d. **Devices:** The Devices tab displays information pertaining to the DocuSP controller configuration.
  - e. **Network:** The Network tab displays the following information about the network connections of the printing system:
    - **Network Address:** Displays the IP address of the printing system. The IP number is established by the System Administrator prior to installation of the printing system and is entered during the DocuSP software installation.
    - **Channel Address:** Displays the channel address of the printing system if the system is using the channel connection.
    - **Network Connectivity:** Displays the type of network connection being used by the printing system.
  - f. **Software:** The Software Configuration utility displays the list of software packages currently loaded on the DocuSP system. Each package is shown with the version number; tag (for feature types: core feature, optional feature, licensed feature, or billable feature); and time and date stamp.

## Setting up the CD Drive

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To set up the CD Drive:

1. The CD Hardware Default Speed is shown. If you want to enter a speed, other than the default speed, clear [Use Hardware Default]. The Default Speed and Maximum Speed fields become active.
2. If desired, enter a maximum speed. The value you enter is reflected below the Default Speed field.
3. Enter a Default Speed value. The range is displayed below the spin box.
4. Select a Default mode:
  - **Write Disk:** Copies data directly to the CD without performing a simulation.
  - **Simulation:** A test run/burn is performed to make certain that proper conditions are present for a successful write to disk. Writing to disk is not performed until the simulation is successful.

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5. Select [OK] to exit the setup dialog.

## Printing system configuration information

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You may print information from each tab within the System Configuration tabset.

To print information from the tabs:

1. Select [System Configuration...] from the DocuSP Setup menu.
2. Select the Peripherals, General, Printer, Devices, Network, or Software tabs.
3. Select the [Print] button.
4. A dialog will appear. Select the desired queue from the pull-down menu.
5. Select [OK]. The job is submitted to the queue.

## Open PrePress Interface

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Use the Open PrePress Interface to replace low-resolution proxy images with high-resolution images when the job is decomposed. This is useful because low-resolution images transmit much quicker than high-resolution jobs from the client to the controller. Once received, the controller can then access the high-resolution image during decomposition to be used for print.

The repository may reside on the network and may be accessed via a network mount point, or it may reside on an external hard drive mounted by DocuSP. Such a drive will generally have better transfer performance than a traditional network drive point, as the SCSI transfer rate is faster than the network transfer rate.

OPI can be enabled at the queue level or at the job level; the following procedure is provided to enable you to set the path to your image repository.

**NOTE:** *This is only available for PostScript and data streams.*

**NOTE:** *If you do not have a valid PostScript license, the system does not process PostScript jobs.*

## Using Open PrePress Interface

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To configure OPI:

1. Select [Open Prepress Interface...] from the Setup menu. The OPI Configuration window displays.
2. To map the path to and from the OPI image folder, select [Add...] in the Path Mapping field. The Add Path Mapping window opens.
  - a. Type the name of the path from client to server in the From

- 
- text field.
- b. Type the name of the path to the server from the client in the To text field. Traditionally, these two fields should contain the same information.  
**NOTE:** *As an alternative, you can use the [Browse...] feature to find the paths.*
  - c. Select [OK]. You are returned to the OPI Configuration window.
3. If desired, you can set the OPI Search Path. Using this feature, DocuSP automatically searches an archive of images when an OPI image is sent to the system.
    - a. Under Search Path, select [Add...].
    - b. Within the Add Search Path window, type the name of the search path in the text field. Alternatively, you may click [Browse...] and search for the desired path using the directory browser tool.
    - c. Select [OK]. You are returned to the OPI Configuration window.
  4. When all the desired settings are made, select [OK]. Your settings are saved.

## Feature Licenses

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The Feature Licenses utility is typically used by the Xerox Service Representative at installation.

The License Manager window displays a selection of features such as Diagnostics, Decomposers and Gateways. To enable these features a license string is required. License strings are either provided by or purchased from Xerox.

### Viewing license manager

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To view the license manager:

1. Select [Feature Licenses...] from the Setup menu. The following information is presented:
  - Name of the license: Licenses are listed alphabetically. The number of features contained within a license package is shown in parentheses after the license package name. Click the icon to the left of the package name to expand or collapse the view of the license package.
  - Type of license:
    - **Package:** Contains the entire license package which may also contain features.
    - **Feature:** DocuSP supports the bundling of features into a package for licensing purposes. All the features

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in a license package share the same validating license numbers and expiration date. Each feature within a license package can be enabled or disabled separately.

- **Status of the license:** Indicates if the license is valid or invalid. All features within the license package inherit the status of the license package.
- **The State column** indicates if the license is enabled, disabled, or mixed:
  - **Enabled:** The license package and all the features contained within the package are enabled.
  - **Disabled:** The license package and all the features contained within the package are disabled.
  - **Mixed:** Indicates that some features within the license package are enabled while others are disabled.
- **License expiration date:** All features within the license package inherit the expiration date of the license package.

## Accessing license properties

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To access license properties:

1. Select [Feature Licenses...] from the Setup menu.
2. If a license contains features, double-click the license to expand or collapse the view. The number of features within the license package is indicated in parentheses.
3. You can select license package or feature properties by performing one of the following:
  - Right-click a license package or feature and select [Properties...].
  - Select a license package or feature and click the [Properties...] button.
4. If a license package is selected:
  - In the License field select [Activate] or [Deactivate].
  - **Licenses with features:** You can enable or disable all features. The number of features within the license package is indicated in parentheses.
    - **Maintain Current Status:** The status of the license package and features within the license package remain the same. If marked, the Enable All and Disable All selections are grayed out.
    - **Enable All:** All the features within a license package are enabled. This selection is made available only if Maintain Current Status is cleared.
    - **Disable All.** All the features within a license package are disabled. This selection is made available only if



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Maintain Current Status is cleared.

- If a license does not contain features, you can select from the following options.
  - **Enable**: Enables the license.
  - **Disable**: Disables the license.
- The following fields are displayed:
  - License Name: This field cannot be edited.
  - Package String: available only on licenses containing features. This field can be edited.
  - Feature String: This field can be edited.
  - Printer Serial Number
  - Expiration Date: This field can be edited.
- Select [OK] to save your changes and exit the dialog window.

If a feature is selected, it can be enabled or disabled. Since the validation status and expiration date of a bundled feature is set for the entire bundle, the remaining properties of an individual feature are read-only.

5. Select [Close] to exit License Manager.

## Loading a license file

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To load a license file:

1. Select [Feature Licenses...] from the Setup menu.
2. Right-click a license file.
3. Select [Load License File...]. One of the following actions occur:
  - The system checks for the presence of a CD with a license file before displaying the Select Licence File dialog window. If a CD containing a license file is located, the Load License File dialog window displays the CD in the Directory pull-down menu and highlights the first license file.
  - If a CD is not located, the Select License File dialog window displays the file system within the Directory pull-down menu. Locate the appropriate license file and select a valid license file from the Files field.
4. Once the correct file displays in the Selection field click [OK].
5. Select [Close] to exit License Manager.

## Networking

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This section details the network setup tasks for the Multi-Function

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Printer. Gateway availability and configuration is based on your network environment and the gateways that were loaded and licensed when the DocuSP software was installed.

## **Setting up Networking for your printer**

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This section contains network setup instructions for the various networking options available on the Multi-Function Printer. To access many of these functions, you must be logged on as a System Administrator.

Click the following links to access information for network setup:

- [Setting up TCP/IP](#)
- [Setting up ADS](#)
- [Setting up Ethernet connections](#)
- [Setting up LPD](#)
- [Entering Proxy Information Into Remote Services](#)
- [Enabling HTTP](#)
- [Enabling Raw TCP/IP \(Port 9100\)](#)
- [Configuring SNMP](#)
  - [Accessing SNMP settings](#)
  - [Enabling SNMP](#)
  - [Configuring or Viewing SNMP Serial Numbers](#)
  - [Configuring Common Settings](#)
  - [Setting or Editing Trap Parameters](#)
- [Enabling IPP](#)
- [NetWare \(NDS and Bindery\)](#)
  - [Setting up the Netware Server](#)
  - [Setting the Frame Type and Novell Net Number](#)

[Accessing Queue Server to configure printer to server communications](#)

### **AppleTalk**

- [Enabling AppleTalk through License Manager](#)
- [Viewing or Changing Phase Type and Zone Name](#)
- [Microsoft ADS User Names](#)
  - [Configuring the system to join the domain](#)
  - [Logging on to the system with ADS user names](#)
- [Encoding](#)
  - [Setting up encoding](#)
- [Online Gateway](#)
  - [Online Gateway Setup](#)

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## Setting up TCP/IP

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The Transmission Control Protocol/Internet Protocol (TCP/IP) Socket set up option allows the System Administrator to configure a Socket Gateway on the system controller. It is primarily used by mainframe clients for submitting LCDS data streams; however, it can be used to submit any of the other supported data streams. The TCP/IP Socket supports streaming if the designated queue input value is set to Stream.

Broken client connections can be restored and recoveries from malfunctions that require a controller boot are also accomplished using the Socket Gateway.

To set up TCP/IP:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the DocuSP Setup menu, select [Network Configuration...].
3. If it is not already enabled, click on the [Enable IP] check box to enable it.
4. DHCP is the TCP/IP addressing method enabled by factory default. When this system was first powered on, it should have contacted your DHCP server and obtained an IP Address, Subnet Mask, and Default Gateway address. These items should now be displayed within the IP Address tab. If they are not, click [Apply] to let the system contact your DHCP server. Otherwise, click on the [IP Configuration Method] selection arrow to set a static IP address as stated below.
5. If DHCP addressing was unsuccessful, or is not desired, select [Static IP Configuration] from the IP Configuration pull-down menu.

**NOTE:** *Alternatively, you can select [BOOTP Enabled], if a BOOTP server is available.*

6. Select the IP Address tab.
7. In the available text boxes, if they are not already displayed, enter a valid IP Address for this device, the Subnet Mask for your network, and the Default Gateway address (if used) for your network.
8. In the Hostname box, if you will be communicating with this device over the Internet, or are using DNS, WINS, or NIS to resolve host names to IP Addresses on your network, enter a unique host name for this device.
9. If you will be using DNS for Hostname resolution on your network, select the DNS tab.
  - a. If it is not already enabled by factory default, click on the [Enable DNS] check box to enable it.
  - b. Mark the [Enable Dynamic DNS Registration] check box if your network uses a dynamic DNS server to automatically

- 
- update host name to IP address mapping.
  - c. In the Domain Name box, type in the domain that this device resides in (for example, **Xerox.com**).
  - d. In the Hostname box, ensure that this read-only name is the same as the unique host name that was entered on the IP Address tab.
  - e. In the DNS Server list, provide the IP addresses of up to three DNS servers to search when resolving host names to IP addresses.
  - f. In the Domain Search list, provide the names of other domains to search, if needed, to resolve the host name.
  - g. Click [Apply] or [OK] to save your settings.
10. If you will be using WINS for NetBIOS name resolution on your Microsoft network, select the WINS tab.
- a. Mark the [Enable WINS] check box to enable it.
  - b. In the supplied field, type in the IP address of the Primary WINS Server for resolution of NetBIOS names to IP addresses on the Microsoft network. If a secondary WINS server is used, you may also type in the IP address of this server.
  - c. Click [Apply] or [OK] to save your settings.
11. If you will be using NIS to distribute password, group, or host address information on your UNIX network, select the NIS/NIS+ tab.
- a. Select [Enable Name Service].
  - b. The NIS Plus radio button is enabled by default. If desired, select the [NIS] radio button instead.
  - c. Click on the [Find NIS+ Server] check box to query the network for the name and IP address of the Network Information Service server.
  - d. If the NIS+ Server is not found, or the Find NIS+ Server check box is left unchecked, use the supplied fields to type in the Domain Name, Server IP address, and Server Name for NIS/NIS+, if known.
  - e. Click [Apply] or [OK] to save your settings.

## Setting up ADS

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To set up ADS:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the DocuSP Setup menu, select [Network Configuration...].
3. Select the ADS tab.
4. If an ADS domain has been created it is available in the field.

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5. To join an ADS group click [Join...].
  6. In the ADS groups dialog, select a group to join.
  7. Select [OK].

For additional ADS information, see: Microsoft ADS User Names, and Viewing ADS Group information.

## Setting up Ethernet connections

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The Connections tab allows you to select Ethernet speeds.

To select Ethernet speeds:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the DocuSP Setup menu, select [Network Configuration...].
3. Select the Connections tab.
4. Select an Ethernet speed from the pull-down menu.
5. Click [OK].

## Setting up LPD

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To set up LPD:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the DocuSP Setup menu, select [Gateways...].
3. Select the LPD tab.
4. If it is not already enabled by factory default, select the [Enabled] radio button for Line Printer Daemon (LPD).
5. Select the Enabled radio button for [LPD Default Queue].  
**NOTE:** For Production systems, with numerous internal printer queues set up with Queue Manager, if this setting is disabled, client LPR ports can be configured to send jobs to your queue of choice.
6. Leave the LPD Port at its default value of 515. (Note: LPD listens on port 515 for incoming TCP connections from clients.)
7. Click [Apply] or [OK] to save your settings.

## Entering Proxy Information Into Remote Services

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In support of effective diagnostics, at the time that your system is first installed you should enter your HTTP Proxy Server name and HTTP Proxy Port number into the Remote Services feature of the system.

To do this, perform the following steps:

1. Logon to the DocuSP Controller as a System Administrator.
2. Select [Remote Services...] from the System menu.

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3. Select [Configure Remote Services...] from the Options menu.
  4. Enter your HTTP Proxy Server name (IP address) and HTTP Proxy Port number.
  5. Enter the Proxy User name and Proxy Password (if required by your Proxy server).
  6. Select [OK], then [Close].

## Enabling HTTP

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The Hyper Text Transport Protocol (HTTP) Gateway provides bi-directional communication, and enables customers to submit a document file over the web from a workstation for printing on a Xerox printing system. With the HTTP Gateway you use a browser to access windows that enable you to select a document file, set up a job ticket, and submit your print job to the printer. More Information...

The home page provides the following functionality:

- **Print:** Submit “print ready” jobs (i.e. PostScript, PCL, PDF, TIFF, ASCII) with Xerox Job Ticket features. Note that if you do not have a valid PostScript license, the system does not process PostScript jobs.
- **Administration:** View printer, queue and job statuses. Access to the administrative information is available following a System Administrator login.
- **Resources:** Obtain updates by accessing “hot links” for application software, drives and documentation.
- **Support:** Access a directory listing of your Xerox and local support contacts.

To verify that the HTTP Gateway is licensed and enabled:

1. Logon to the DocuSP Controller as a System Administrator.
2. Select [Feature Licenses...] from the Setup menu.
3. If necessary, expand the Ethernet Network selection.
4. Right click on the horizontal selection line labeled [HTTP Gateway] and select [Properties...].
5. In the Properties window, make sure that the [Activate] radio button under the License heading is selected.
6. Ensure that the [Enable] radio button under the Feature heading is selected.
7. Make sure that HTTP Gateway is the name displayed under the License Name heading.
8. The License String field should be filled in with a lengthy string of characters (letters and numbers). If this is not the case, contact your Xerox representative.
9. Verify that the license expiration date is accurate. Make changes if necessary.

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- Click [OK] or [Apply] to save your settings, or [Cancel] to close the window without making any changes.

## **Enabling Raw TCP/IP (Port 9100)**

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The Raw TCP/IP printing service (typically known as Port 9100) enables the receipt of print jobs using a raw TCP/IP data stream. A technique used by Job Submission Tools and the Standard TCP/IP Port of Windows 2000, the raw data stream is passed from the workstation through the printer's TCP Port directly to the printer's input buffer for processing. Any end of job (EOJ) indicator in the data stream closes the port connection.

**NOTE:** *Port 9100 should also be enabled to support IPP printing.*

To enable Port 9100:

- Logon to the DocuSP Controller as a System Administrator.
- From the Setup menu, select [Gateways...].
- Select the Socket tab.
- Select [Port 9100], right click the system mouse, and select [Properties...].
- Select a Port Number.
- Select a Queue.
- Choose a VPS Option from the VPS Options drop-box. The acronym VPS stands for VTAM Print Service, which enables the printer to operate in a VTAM/SNA (mainframe data printing) environment. Select Non-VPS for operation with page description languages such as PCL and PostScript.  
**NOTE:** *If you do not have a valid PostScript license, the system does not process PostScript jobs.*
- Select [OK].
- Select [Port 9100], right click and select [Enable].
- Select [Apply] or [OK] to save your settings.

## **Configuring SNMP**

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SNMP (Simple Network Management Protocol) provides a method to remotely monitor and diagnose printer performance over the network. Once SNMP has been enabled at the printer, SNMP Manager software, running on a network-connected workstation, polls the printer's SNMP Agent for operating information and receives traps from the Agent regarding the occurrence of specific events. Examples of such events might be an alert that one or more of the printer's trays is out of paper, or that the printer is low on toner.

Examples of typical SNMP Manager software include:

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- IBM Network Printer Manager (for NT)
  - Novell Managewise (for NT)
  - TNG Unicenter (for NT)
  - HP OpenView (for UNIX and NT)
  - Xerox CentreWare (for UNIX and NT)

## Accessing SNMP settings

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To access SNMP settings:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the SNMP tab.

## Enabling SNMP

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To enable SNMP:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the SNMP tab.
4. Mark the [Enabled] check box.
5. Place a check mark in the [Enable Authentication Traps] if you want to receive notification of authentication events at the device.
6. Accept the default name or type a new name in the text box for Read Community String. This is the password for SNMP Get requests issued by the SNMP Manager to the Agent.
7. Accept the default name or type a new name in the text box for Write Community String. This is the password for SNMP Set requests issued by the SNMP Manager to the Agent.



**CAUTION:** If you change the Read (Get) and Write (Set) Community Strings, you must also change the strings used by all network applications communicating by SNMP with this Agent.

8. Accept the default name or type a new name in the text box for Trap Community String. This is the password for SNMP Traps sent by the Agent to the SNMP Manager.
9. Select [OK] or [Apply] to save settings.

## Configuring or Viewing SNMP Serial Numbers

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The status of components can be reported by serial numbers. Components with serial numbers include feeders, trays, and stackers.

To configure or view SNMP serial numbers:

1. Logon to the DocuSP Controller as a System Administrator.



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2. From the Setup menu, select [Gateways...].
  3. Select the SNMP tab.
  4. To configure or view component serial numbers, click the [SNMP Serial Numbers...] button.
  5. Where allowed, such as in the case of trays, type the serial numbers of the listed components into the text boxes supplied.  
**NOTE:** *Serial numbers for feeders and stackers are supplied by the system and can only be viewed.*
  6. Click [OK] to accept your entries, or [Cancel] to close the window without enabling any changes.

## Setting up SNMP Internationalization

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To set up SNMP internationalization:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the SNMP tab.
4. Select the [Internationalization...] button.
5. From the Language pull-down, select the desired language package to use. The default setting is [Same as Local User Interface].
6. If desired, use the radio buttons to select the units of measure to use. The choices are:
  - US English
  - Metric
  - Same as Local User Interface (this is the default setting)
7. Select [OK] to return to the main SNMP Gateway tab.

## Configuring Common Settings

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Common Settings available for display by the SNMP Manager include:

- Printer Operator
- Printer Administrator
- Printer Administrator Phone Number
- Printer Administrator URL
- Printer Administrator Location
- Printer Location
- General Printer Name.

To configure the common settings:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].

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3. Select the SNMP tab.
  4. Click the [Common Settings...] button.
  5. Type the applicable information into the available text boxes.
  6. Click [OK] to save your settings.

### **Setting or Editing Trap Parameters**

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To set or edit SNMP Trap parameters:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the SNMP tab.
4. Double click on any numbered horizontal line in the Traps table.
5. In the boxes supplied, for TCP/IP networks type in the IP address of the workstation which is running the SNMP Manager program. For NetWare networks, type in the MAC address (NIC hardware address) of the workstation that is running the SNMP Manager.
6. For TCP/IP networks, enable the Port Number radio button and type in **162** for the port number of the SNMP Manager workstation that will be receiving UDP datagrams from the device's SNMP Agent. For IPX networks, type in **9010** for the default IPX Socket Number of the SNMP Manager workstation.
7. Select a Trap Client Persistence:
  - Volatile
  - Non-Volatile
8. Under the Trap SNMP Version heading, select the SNMP version supported by your SNMP Manager. Note that the Xerox Common Management Interface (XCMI) used by this system supports both SNMP versions 1.0 and 2.0.
9. Under the Traps Type heading, place a check mark in the available boxes for the type of Traps you wish to send to the Manager. For example, check the [Printer Alert] box for traps regarding tray condition. Check the [Warm Start] box for traps regarding system reboots. Check the [Cold Start] box for traps regarding the powering on of shut down systems.
10. Click [OK] or [Apply] to save your settings.

### **DFE Proxy**

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This feature is not supported on your printer. It is intended only for use with the iGen3 as a method to address the Press Interface through the DocuSP Controller. Since your printer does not have a separate Press Interface workstation, you will not need to access

Internet Print Protocol (IPP) is a standard for printing over the Internet. The IPP client generates printing and status instructions to be received and processed by the DocuSP IPP gateway. The System Administrator must configure the IPP Gateway.

IPP allows printing from virtually anywhere using Internet or Intranet access. More Information...

The DocuSP gateway provides the ability to:

- Generate a list of capabilities for a particular printer
- Send a print job request to a selected group
- Query any queue or job
- Instruct the printer to retrieve the document to be printed
- Check on the progress of a particular print job
- Cancel and/or purge a previously submitted print job
- Support streaming if the designated queues input value is set to Stream. A job can start printing before all document data has been transferred
- Provide a notification from the printer in case of problems with the job
- Provide sufficient security for printing over the Internet

### **Enabling IPP**

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To enable IPP on the printer perform the following steps:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the IPP tab.
4. Select [Enable IPP].
5. Under the Remote Authorization heading, decide whether or not you wish to let Internet or Intranet users cancel or purge their print jobs. To enable these capabilities, select the box preceding the [Allow Job Cancel] and/or [Allow Job Purge] settings. To disable these capabilities make sure that the check boxes are empty.
6. Click [Common Settings...] to edit general information available for display by this printer and select [OK].
7. Click [Apply] or [OK] to save your settings.

### **NetWare (NDS and Bindery)**

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The DocuSP NetWare Gateway supports NetWare Directory

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Services (NDS) and bindery emulation connections. In addition, it provides support for IPX/SPX over Ethernet 802.2, Ethernet II, and Ethernet 802.3 frame types. The gateway requires the gateway protocol and network numbers to be configured manually.

The System Administrator needs to configure the NetWare Gateway and then configure the Queue Server component of the NetWare Gateway for either an NDS or a Bindery connection.

The IPX/SPX protocol supports streaming to a queue with an Input value set to Stream.

More Information...

The Queue Server component of the NetWare Gateway occupies a connection on a NetWare Server where it monitors a specific NetWare print queue for jobs. Jobs are submitted from NetWare clients to a printer queue to a NetWare Server. Once a job is received by the NetWare print queue, the queue server pulls the job to the controller for processing and printing.

## Setting up the Netware Server

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**NDS** - Set up a Print Server object, Print Queue object, and Printer object in the appropriate Context (NDS Tree) using NetWare Administrator, NetAdmin, or PCONSOLE. Refer to the documentation supplied by Novell ([www.novell.com](http://www.novell.com)) to complete this task. For later use in setting up the printer, record precisely (observing upper and lower case, dot notation, etc.) the following items used in setting up objects on the server: NDS Tree, NDS Context Name, Print Server name, Print Server password. Note that if the printer services queues on multiple file servers, the Print Server name and password must be the same on all the file servers.

**Bindery** - Set up a Print Server, Queue, and Printer Configuration on the Primary (File) Server using PCONSOLE. Refer to the documentation supplied by Novell ([www.novell.com](http://www.novell.com)) to complete this task. For later use in setting up the printer, record precisely (observing upper and lower case, punctuation, etc.) the following items: the File (Primary) Server name, Print Server name, Print Server password, and the Queue name assigned. Note that if the printer services queues on multiple file servers, the Print Server name and password must be the same on all the file servers.

## Setting the Frame Type and Novell Net Number

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To set the Frame type and Novell Net Number:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the NetWare tab.

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**NOTE:** If the NetWare tab is grayed out, select [Feature Licenses...] from the Setup menu and verify that the Novell NetWare Gateway license is present and enabled. If the license is not present, contact your Xerox representative.

4. The NetWare tab indicates NetWare routes and their supported frame types. Auto Configuration is the default setting for detection. Manual Configuration can be selected by clicking [Setup...]. Verify that a displayed Frame Type and Novell Net Number matches your network settings.
5. To make changes to the displayed information, select [Setup...], select [Manual Configuration], then click [OK].
6. When the Warning prompt displays, click [OK].
7. When the Question dialog displays, select [Now] or [Next Restart] to determine when the configuration change occurs.
8. Select the line representing the setting that you would like to change and right click the system mouse.
9. From the displayed dialog, select [Properties...], [Add...], or [Delete...] to bring up a dialog enabling you to make your changes.
10. Click [OK] on the dialog after your changes have been made, then respond to the prompt as to whether you wish your changes to be configured Now or on the Next Restart.

### **Accessing Queue Server to configure printer to server communications**

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The Queue Server links Novell NetWare queues with DocuSP queues for printing through a Novell Server. It provides a “watched” queue from which DocuSP pulls jobs. Before a Queue Server is set up, the NetWare Gateway must be installed and configured on the controller.

The System Administrator needs to configure the Queue Server component for either an NDS connection or a Bindery connection.

Two Queue Server operational modes are supported: Production and Office. The operational mode affects how the system determines Netware print queue servicing and which DocuSP queue the print jobs are placed in and processed when retrieved from Netware.

To access queue server:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the Queue Server tab.
4. In the upper left corner of the Queue Server window, note the displayed Mode. For the Office system (Multi-Function Printer) the Mode should be displayed as Office. For the Production system the Mode should be displayed as Production.

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If the displayed mode does not match your system:

- a. Click the [Setup...] button
- b. Select the correct Mode
- c. Click [OK].
- d. When the Warning prompt displays, decide if you wish to continue with the Mode change. If the answer is yes, click [OK].
- e. When queried as to whether you wish your changes to be configured Now or on the Next Restart, click [Now].

**NOTE:** *The Queue Server window provides two tables for configuring the printer's connection to the NetWare server. The upper table is used for configuring NDS connections, while the lower table is used for configuring Bindery connections.*

## AppleTalk

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### Enabling AppleTalk through License Manager

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Print jobs can be submitted from Macintosh clients to the controller for printing over the AppleTalk print path. The System Administrator must configure the AppleTalk Gateway with the proper Phase Type and Zone. The AppleTalk Gateway supports streaming if the designated queue's Input value is set to Stream.

Before setting up the gateway, the AppleTalk PAP must be installed and licensed. The AppleTalk Gateway software is installed and the license enabled on the DocuSP controller by the Xerox service representative.

To enable the AppleTalk license:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Feature Licenses...].
3. If necessary, expand the Ethernet Network selection.
4. Right click on the horizontal selection line labeled AppleTalk Gateway and select [Properties...].
5. In the Properties window, make sure that the [Activate] radio button under the License heading is selected.
6. Make sure that the [Enable] radio button under the Feature heading is selected.
7. Make sure that AppleTalk Gateway is the name displayed under the License Name heading.
8. If not part of a license package, the License String should be filled in with a lengthy string of characters (letters and numbers). If this is not the case, contact your Xerox representative.

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9. Select [OK] or [Apply] to save your settings, or [Cancel] to close the window without making any changes.

### **Viewing or Changing Phase Type and Zone Name**

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To view or change phase type and zone name:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu, select [Gateways...].
3. Select the AppleTalk tab.
4. Select [Enable Apple Talk]. The remaining fields become active.
5. Select an AppleTalk Phase. Phase Type is set to 2 by default. This denotes a multi-zoned network of 256 workstations per zone. The Phase 1 setting, which is available by clicking the selection arrow, is an older phase with a limit of 256 workstations on a single network.
6. The Zone Name is set as a star (\*) by default. This setting lets the closest router assign the printer to a zone. You also can configure the Zone Name as necessary.
7. Make changes to the settings, if required, then click [Apply] or [OK]. If no changes are required, click [Cancel].
8. To log off, select [Logoff] from the Logon menu.

### **Microsoft ADS User Names**

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Beginning with software release 3.1, a Single Sign-On feature, available under the DocuSP Setup Menu, lets System Administrators configure the system to join a Windows 2000 domain enabling users to log on to the printer with Microsoft Active Directory Services (ADS) user names.

Configuring the system to join the domain

Logging on to the system with ADS user names

For additional ADS information, see: Setting up ADS and Viewing ADS Group information.

### **Configuring the system to join the domain**

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To configure the system to join the domain:

1. Create a user account for the system on a Windows 2000 domain controller.
2. Logon to the DocuSP Controller as a System Administrator.
3. Select [Single Sign-On] from the Setup menu.
4. Select [Enable DNS].
5. In the Windows Domain Name box, provide the fully qualified

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DNS name or NetBIOS name for the Windows 2000 domain controller.

6. Select [Join Domain...].
7. In the Active Directory Services Login dialog, enter in the User Name and Password that matches the information that was used when creating the user account for the system as described in step 1 above.
8. Click [OK].
9. Note that three boxes are provided for mapping ADS network groups to the three user account groups (administrators (sa), operators, users) permitted to log on to the printer. Modify the ADS network group names, as required, to reflect the network group names being used in your Microsoft Active Directory Services domain.
10. Click [OK].

### **Logging on to the system with ADS user names**

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From the Logon menu, users select [ADS] for authentication, then log on to the system with their ADS user names and passwords. As stated above, ADS network groups must have been mapped to the three user account groups (administrators (sa), operators, users) permitted to log on to the printer. This mapping provides ADS logged in users with their appropriate operating privileges on the printer.

## **Encoding**

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Encoding defines the character encoding scheme that is expected by each of the available gateways. Most of the options for each gateway are specific to Japanese character sets. For non-Japanese installations, select ISOLatin.

### **Setting up encoding**

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To set the encoding option:

1. Select [Gateways...] from the Setup menu.
2. Select the Encoding tab.
3. Depending on your system configuration select a language from the Netware, Lp/Lpr, and/or AppleTalk pull-down menus.
4. For non-Japanese installations, select [ISOLatin].
5. Select [OK].



### Online Gateway Setup

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The Online Setup tab enables the System Administrator to configure the channel interface and set up channel devices. Doing so provides the mechanism by which the controller communicates with the channel interface to receive data from a host.

**NOTE:** *Online Setup can be configured only if the Online Gateway package has been installed.*

To set up the Online gateway:

1. Select [Gateways...] from the Setup menu, and choose the Online Setup tab.
2. Enter a Host Channel Address and a Host Name, if desired.
  - **Host Channel Address (optional):** The address of the channel to which the channel interface connects. The host uses this address to send data to the channel interface. Valid values are between 00 and FF, inclusive.
  - **Host Name (optional):** The name of the host to which the channel is connected. No verification is performed. The maximum number of characters is 40.
3. Select a data transfer mode. The differences between the data transfer modes are speed and cable-length requirements. More Information...

Data Transfer Modes:

- **Single Tag Interlock:** The slowest option. Single tag interlock is cable-length dependent and limited to 200 feet (61 m).
  - **Double Tag Interlock:** Twice as fast as single tag. Double tag interlock is cable-length dependent and limited to 200 feet (61 m). The system should operate in double tag mode unless constrained by configurations to channels with cable lengths greater than 200 feet (61 m).
  - **Data Streaming:** Cable-length independent up to 400 feet (122 m), and is usually reserved for fast devices (including Xerox printers) that operate at extended lengths. Systems should operate in Data Streaming mode only at your direction and configuration. Data Streaming mode is not “interlocked;” therefore, data transfer errors may occur. If data transfer errors do occur, the printer must be switched to the next lower data transfer mode. When Data Streaming is enabled, you can select between two different data rates.
4. Add any devices and/or modify any options required for controlling the devices on the channel. Devices that are

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already set up, are shown in the Devices list.

**NOTE:** You cannot add a device while the Online Channel Interface is enabled from the Online Manager.

More Information...

Device Options:

- **Name:** The user-supplied name that identifies each configuration is limited to 40 characters. The printing system references this name in the Online Manager.
  - **Address:** The address specified on the host for the printing system.
  - **Buffer Size:** Determines how much data is collected by the gateway before being transferred to the decomposer. A large buffer size helps improve throughput by reducing the number of times the gateway must supply data to the decomposer. Using a smaller buffer size may reduce throughput, due to the increased overhead of processing many small blocks of data. However, in the event of a system failure, data in the buffer may be lost. This means the buffer size should be reduced if concern about how data might be lost during a system failure outweighs the need for maximum throughput. This field has a valid range between 4 KB and 64 KB, inclusive. The buffer size default is set at 64 KB.
  - **Emulation:** Provides the selection of Line Printer emulations supported by the printing system. The default is IBM 4245.
- a. Do one of the following:
    - Right-click the Devices group box and select [Add...] from the menu. The Add Device dialog opens.
    - Right-click a device in the Devices group and select [Modify...] from the menu. The Modify Device dialog opens.
  - b. Type an identifying name; enter a valid address and buffer size, and select an emulation mode from the Emulation pull-down menu. Limits are listed by each field name.

**NOTE:** You cannot modify a device name.
  - c. Select [OK] to close the dialog. The new device is listed in the Devices list.
5. If you wish to delete a device from the list, right-click the name of the device, and select [Delete] from the menu. Then select [Yes] to confirm you want to delete the device.
  6. Select [OK] when you have completed the Online setup.

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## Selecting and Creating Security Profiles

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Security Profiles control access to the system for individuals belonging to any one of three main user account groups.

The three account groups are:

- System Administrator (sa)
- Machine Operator (if one is assigned)
- User (Walk-up or Trusted).

Individual user accounts are set up by the System Administrator from the User Accounts selection of the Setup menu.

Four Security Profiles named None, Low, Medium, and High are factory supplied and are always available for selection as the Current profile controlling system access. Although these factory-supplied profiles cannot be edited or deleted, they can be copied allowing new profiles to be created, edited, and selected by the System Administrator for use as the Current Security Profile controlling system access for logged on users.

Whenever a different profile is selected to be the Current profile, this selection remains in effect, controlling system access, until a new profile is chosen. One profile is also designated as the Default profile. This Default profile can be selected as the Current profile by selecting [Restore Default Profile].

### Selecting the Current profile

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To select the current security profile:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Security Profiles...] to display the Security Profiles window.
3. Select a Profile Name.
4. Right click on the highlighted table row corresponding to the selected Profile Name.
5. Select [Set as Current]. The window informs you that the new security profile will be applied immediately and it may take up to 5 minutes for the operation to complete. To proceed, select [Yes].
6. You are informed that the system must be shutdown for the new settings to take affect. Select [OK] to close the window.
7. To shutdown now, select [Shutdown] from the System menu. If you chose Shutdown later, note that a triangular warning graphic is displayed in the Security Profiles window. When the cursor over the graphic, a tool tip states that the Current Profile has been changed since the last restart.
8. If you chose Shutdown later, when you are finished working with Security Profiles, log off the system by selecting [Logoff] from the Logon menu.

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## Selecting the Default Profile

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To select the default profile:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Security Profile...] to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select [Set as Default].

## Selecting the Default Profile to be the Current Profile

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To select the default profile to be the current profile:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Security Profiles...] to display the Security Profiles window.
3. Click [Restore Default Profile] in the Security Profiles window.
4. You are informed that the system must be shutdown for the new settings to take affect. Select [OK] to close the window.
5. To shutdown now, select [Shutdown] from the System menu. If you chose Shutdown later, note that a triangular warning graphic is displayed in the Security Profiles window. When the cursor over the graphic, a tool tip states that the Current Profile has been changed since the last restart.
6. If you chose Shutdown later, when you are finished working with Security Profiles, log off the system by selecting [Logoff] from the Logon menu.

## Viewing Profile Properties

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To view profile properties:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Security Profiles...] to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select [Properties...].
6. When the Properties window displays note that for the four system-supplied Security Profiles the properties are viewable, but not editable. To create editable, User Defined profiles, follow the steps for Copying Profiles and Creating New Profiles.

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## Copying Profiles and Creating New Profiles

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To copy profiles and create new profiles:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [Security Profiles...] to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select [Copy...].
6. Type a name for this new profile in the Name field.
7. Note that by default, the Type selection for this profile is set to [User Defined].
8. Click on any of the five available tabs of the Properties window to edit available parameters.
9. Click the [Help] button of the Properties window for help with configuring specific parameters.

For additional explanations of the parameters available on the Properties window tabs, select:

- General Tab
- System tab
- INIT tab
- INETD tab

10. Click [OK] to save your settings.

### General Tab

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From the Setup menu, select [Security Profiles...] and double-click a profile to access the General tab. The following parameters are available for configuration on the General tab.

- You can apply any settings after every reboot by selecting [Apply Settings After Every Reboot]. If deselected, the security profiles are enforced immediately.
- Authentication (autologon enabled/disabled)

Use this feature to enable or disable the ability of the machine to start up using an autologon account, without requiring someone to manually log on. When enabled, an account to be used for autologon must be specified. When nobody is logged on, all system features, except for logon, are inaccessible.

Automatic Logon User Name is the user account for automatic logon.

To set up Automatic Logon:

1. Select [Automatic Logon]. The User Name field becomes active.

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2. Select a User Name from the pull-down menu.
  3. Select [OK] or continue setting properties.
- Logon Message and Minimum Password Length

You can set up a custom logon message and the minimum length of a password.

    1. From the Logon Message field, select [Setup...].
    2. You can:
      - Select a displayed message from the pull-down menu.
      - Select [New...] to add a custom logon message.
      - Select [Edit...] to edit a custom message.
    3. Select [OK] after you have entered your new message.
    4. Select [OK] to exit the Logon Message field.
    5. You can set a minimum password length of up to eight characters by entering a number in the Maximum Password Length field.
    6. Select [OK] or continue setting Security Profile properties.
  - Limit Print Service Paths

When the Limit Print Service Paths setting is enabled the system restricts user access to the reprinting of files from the path specified in the Allowed Paths field. This prevents unlimited user printing of all the available files on the system.

To change the Allowed Paths:

    1. Select [Limit Print Services Path]. The Allowed Paths field becomes active.
    2. Select [Setup...].
    3. From the Directory menu, select the directory that you want access to be allowed. The directory location displays in the Selection field.
    4. To add this location to the Reprint Manager Allowed Paths, select [Add To List]. Repeat steps to add additional allowed paths.
    5. Select [OK].
  - General Services, Cleanup Menus

When enabled, the desktop displayed on the system monitor shows a limited number of menu items and there is no terminal window access to the underlying UNIX (Solaris) operating system. Enabled is the default value for Low, Medium, and High factory-default profiles. When set to disabled, the logged on user sees a set of menu selections similar to that of DocuSP 3.x, with terminal window access available. To change the setting, right-click on the [Cleanup Menus] line and select [Disabled] or [Enabled].
  - General Services, UNIX Terminal Authentication

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Enabled is the default value for authentication for Low, Medium, and High factory-default profiles. This forces the user to log on to the system to use its features. To change the setting, right-click on the [Authenticate] line and select [Disabled] or [Enabled].

## System tab

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To use the System tab:

1. Select a Secure File Permissions from the pull-down menu:
  - None
  - All Packages
  - Solaris Packages Only
2. Disable or enable system services by right-clicking on each selection.

## INIT tab

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This tab contains system wide services that can be enabled or disabled for this profile. Right-click on the line of the service that you want to change the status of and select [Enable] or [Disable].

## INETD tab

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This tab, named for the Internet Daemon (inetd), contains the daemons for all the services in the system's Internet environment. Individual daemons can be enabled or disabled for this profile. Using the system mouse, right click on the line of the service that you wish to change the status of and select Enable or Disable from the pop up menu.

- **Disable All Connections:** this selection disables all remote connections to the DocuSP interface.
- **Enable All Connections:** this selection allows all remote connections to access the DocuSP interface.
- **Enable Specified Connections:** this selection allows you to enter specific IP addresses (Internet Protocol address) that can access the DocuSP interface. An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example.

## Adding, editing and deleting IP Addresses and Members

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When you select [Enable Specified Connections], you can perform the following actions:

- 
- Adding IP Addresses
  - Adding IP Address Members
  - Editing IP Addresses and Members
  - Deleting IP Addresses and Members

## **Adding IP Addresses**

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To add an IP Address to the Address field in order to Enable Specified Connections:

1. Select [Enable Specified Connections].
2. Right-click within the Address field and select [New...]. The IP Edit window opens.
3. You can enter IP Odysseys by selecting one of the following options:
  - Select [IP Address]: Allows you to enter a specific IP Address. Information must be entered in the Name and Description fields. Information must be entered in the Name and Description fields.
  - Select [By IP Address Range]: Allows you to enter an IP Address range. Enter a Starting IP Address and an Ending IP Address in the fields provided. Information must be entered in the Name and Description fields.
  - Select [By Subnet Mask]: Enter a Name, Description and IP Address. Select a Subnet Mask from the menu.
4. Select [Add]. The Name of the specified connection is added to the Address field.
5. Select [Close] to exit the IP Edit window.

## **Adding IP Address Members**

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Once you have added IP Addresses to the IP Address field, you can add those IP Addresses to the Members list. The IP Addresses that are placed in the Members list can then be moved to the IP Address field when you want to enable that IP Address to be a Enabled Specified Connection.

To add Members:

1. Select [Enable Specified Connections].
2. Select the IP Address.
3. Click the right-facing arrow that is located between the two fields to move the selected IP Address to the Members field. Once the IP Address is in the Members field.
4. When you want the Member IP Address to be an Enabled Specified Connection, select the IP Address from the Members field and then click the left-facing arrow. The IP Address is now an Enabled Specified Connection.



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## Editing IP Addresses and Members

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IP Address information can be edited:

1. Select [Enable Specified Connections].
2. Right-click the IP Address that you want to change and select [Edit...].
3. Make your changes and select [OK]. changes are made immediately.

## Deleting IP Addresses and Members

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To delete an IP Address:

1. Select [Enable Specified Connections].
2. Right-click the IP Address you want to remove and select [Delete]. The IP Address is immediately removed.

## System Preferences

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After the normal installation process the printer can be set up to meet the needs of specific work environments. Selections can be made for the following:

- Setting International Preferences
- Setting Up the Default Save Directory
- Setting PPML preferences
- Setting Job Processing options
- Setting the Job Policy
- Setting the font site policy
- Stocks and Trays
- Setting Preferences for the Remote Workflow

## Setting International Preferences

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International Preferences allows the System Administrator to set the language and various display formats that appear on the controller, banner pages, and on accounting records, for the culture and environment in which the system is installed.

The languages available in the pull-down menu are the languages that have been installed on the DocuSP controller. If your system was not set up for other languages, no other languages display.

To set international preferences:

1. Select [System Preferences...] from the Setup menu.
2. Select the International tab.
3. From the Module pull-down menu, select the area for which to

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change the international preferences; [Server UI], [Administration Pages], [Billing], or [Accounting].

**NOTE:** *Billing is only applicable to the monochrome products.*

4. From the Language pull-down menu, select the desired language. A system restart is necessary when you change this setting.
5. Select the appropriate display formats for [Units], [Time Format], [Date Format], and [Numeric Format] using the respective menus.
6. If you want your settings to be considered default values, mark the [Default] checkbox below each selection.
7. Select [OK]. If you wish to change several or all of the module preferences, make your changes once, select [Apply], then select a different module. When you are done making all changes, select [OK].

**NOTE:** *A reboot of the DocuSP software is only necessary if you have changed the language; a restart is not necessary for the other settings to take effect.*

## Setting Up the Default Save Directory

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Use the Save Preferences option to set the directory location on the DocuSP controller that is used to store saved jobs. The Save location may be an upper level directory with subdirectories for each user or type of job.

The system default job save location on the DocuSP controller is /var/spool. It is highly recommended that a more suitable location be used, such as one of the optional additional drives available for the DocuSP controller or an automount point.

**NOTE:** *The directory structure and all necessary permissions must be created using UNIX commands from a Terminal window before the directory can be established as the Save location.*

Saved jobs may be submitted for reprint from a client workstation or from the Print Service.

To set up a default save directory:

1. Select [System Preferences...] from the DocuSP Setup menu.
2. Choose the Save tab.
3. Select the File Server Type, either [UNIX] or [PC]. The file server type determines the format of the saved file names to allow the files to be accessible by the client workstation.
4. When a job is saved, DocuSP checks if the name matches the name of an existing job in the same destination. If the name matches that of an existing job, the system applies the selected Duplicate Job Name Resolution option. The system proceeds according to the option selected, and does not stop and wait for a user response.

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**NOTE:** The following conditions apply to Duplicate Job Name Resolution:

- Options are applied only to the local drive.
- The system logs document when a job has been replaced and when new versions are created.
- The job format is not considered and file extensions are ignored when comparing job names. MyJob in PDF format is considered the same job name as MyJob in TIFF format.
- **Auto Generate Name Extension:** Allows you to save multiple versions a job that have the same name. This is accomplished by adding a new version number to the job title. Job numbers are a maximum three digits. Numbers are attached to the job incrementally with leading zeros. If a job titled MyJob.ps.frf is already in the Save directory and you want to save it as a different job because you changed some attributes, the job title is saved automatically as MyJob.ps.001.frf, followed by MyJob.ps.002.frf, etc. No confirmation or warning message is displayed.
- **Overwrite Job:** Automatically replaces the existing version of the job with the new version. All remnants of the older job are removed from the system. No confirmation or warning message is displayed.

Overwrite Job supports the following formats:

- Scanning Service with job ticket: PDF, single-page TIFF, and multi-page TIFF.
- Copy Service with job ticket: Multi-page TIFF.
- Print Processing with or without job ticket: PDF, single-page TIFF, and multi-page TIFF, Fast Reprint Format (FRF).
- **Fault Job:** This is the default selection. Fault Job does not permit a job to be saved using the same name. If an attempt is made to save a job with the same name as one already in the save directory, a fault message displays. You must change the name of the job to one that is not currently in the save directory in order to continue the save process.

5. When the desired location is displayed in the Parent Directory field, select [OK].

Unless the user enters a different save directory path, all jobs with destinations of Save are saved to the selected locations.

## Setting PPML preferences

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You can use the PPML tab in the System Preferences window to define where your PPML packages exist on the system.

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To set PPML preferences:

1. Select [System Preferences...] from the DocuSP Setup menu.
2. Select the PPML tab.
3. Within the Directory text field, type the path to the directory in which your PPML packages exist. This enables the PPML package unzipper to locate the packages.
4. Select [OK] to save changes and exit, [Apply] to save changes and remain in the window, or [Cancel] to exit without saving changes.

**NOTE:** *If you have entered an incorrect path, an error message appears; if so, click [OK] to dispel the error message and retype the directory path correctly.*

## Setting Job Processing options

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Job Processing enables you to set the scheduling mode, job processing order, TIFF image position, and, if supported by your system, Parallel RIP option.

To set job processing options:

1. Select [System Preferences...] from the Setup menu.
2. Select the Job Processing tab to access the following options:
  - a. Set the Scheduling Mode: The Scheduling Mode is used to specify how jobs that require unavailable paper stock or finishing options are handled by the system. Choose from the following: Only System Administrators can change this setting.
    - **Resource Based Scheduling:** The system determines if the resources needed to print the job are available. If resources needed for printing are not available, the job is identified as ineligible and the system continues to RIP and print other jobs. Once the required resources that made the job ineligible become available, the job is scheduled and released to print.
    - **FIFO (First In First Out):** FIFO jobs are scheduled and printed in the order they were initiated on the system. If the print job requires a “soft” resource, such as a stock needs to be loaded or, the stock tray is disabled, the system raises a function fault and suspend printing. If a print job requires a “hard” resource, such as stapler disabled or, binder is off, the system faults the job and continue printing other jobs.
  - b. Choose the appropriate Job Processing Order:
    - Process Jobs at Same Priority
    - Process Scan Jobs First
  - c. Determine how you want TIFF images to be positioned on the stock when printed. In order to utilize this feature, TIFF images cannot be opened using a software application.

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The unopened file must be sent directly to the controller. As an example, if your TIFF image is located on the desktop, right-click the image and select [Print]. Select from the following:

- Normal: Pins the TIFF image to the lower left corner of the stock.
  - Centered on Page: The TIFF image is centered on the stock.
- d. The Job Progress window is enabled by default. If you want to print jobs without the Job Progress window opening, select [Do Not Show].
- e. System administrators and operators can manage the refresh interval of the Job Manager GUI. If this feature is not enabled, the Job Manager GUI does not redisplay until a job is received by the system or the user manually refreshes the view. To set the Job Manager refresh interval perform the following:
- i. From the Setup menu select [System Preferences...].
  - ii. Select the Job Processing tab.
  - iii. Select [Refresh Interval].
  - iv. The default refresh interval for DC/NP is 1.0 second. The refresh interval can be set from .25 to 5.0 seconds. You can type a value in the text field or use the pull-down menu.
  - v. Select [OK] to save to the refresh interval setting.
- f. PDF Optimization allows for the caching of objects to increase processing performance. Object caching is utilized to:
- reduce the size of the PostScript database
  - improve the performance of PDF jobs which include repeated images.

Whereas PostScript files must be treated as a stream, PDF files are organized like a database. A PDF file can define an image once and then reference it many times.

Instead of embedding an image every time it is needed, the first time that an image is encountered it is written to an external file or cached.

Select a PDF Optimization:

- Disabled: PDF optimization is not used.
  - Cache Where Possible: Graphics, text and image objects are stored in a cache, so that the cached object can be used again, instead of each object being replicated in the PostScript stream.
- g. Set the number of possible Parallel RIPs using the spin box. This value can be set from a value of 1 (no Parallel

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RIP employed at this setting) to 5 (the maximum allowed by the base model DocuSP controller - see note below). If this setting is greater than 1, the feature will appear in the Queue Properties tab in Queue Manager; at the Queue level you will be able to enable or disable the feature, provided that it is set to greater than 1 in the Job Processing Preferences tab.

**NOTE:** *This feature is currently supported for PostScript, PDF, VIPP, and ASCII formats. In addition, the number of parallel RIPs available will scale proportionately to the number of CPUs and memory added to a system. The values described above are meant to be taken as a general rule of thumb; depending on your system's configuration, you may have greater, or fewer, parallel RIPs available. Generally, it is good practice to use the number of parallel RIPs displayed in the Recommended window. This feature will only be available if a valid license is obtained.*

- h. Page Parallel RIP (PPR) enables DocuSP to split a large job into chunks that are delivered to multiple instances of the Adobe PostScript interpreter where they all RIP simultaneously. Batches or streams of small jobs will also benefit from PPR. The multiple interpreter instances will handle a stream of small job in parallel as well. Select a Scan Job option:
  - **Automatically Delete:** This is the default selection. Scan jobs are automatically deleted after a specified period of time, with the default set to 120 hours. When this option is selected, the time period to automatically delete jobs can be entered. The time period for Days can be set from 1 to 30. The time period for Hours can be set from 1 to 720. Time period controls are unavailable when Retain Until Manually Deleted is selected.
  - **Retain Until Manually Deleted:** Scan jobs are retained until manually deleted. Time period controls are unavailable.

- 3. Select [OK] to apply your changes and exit the dialog window.

## Setting the Job Policy

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Use the Job Policy tab to select how the system handles certain types of jobs. Available selections within the Job Policy tab depend on the printer configuration.

To set the job policy:

1. Select [System Preferences...] from the Setup menu.
2. Choose the Job Policy tab.
3. Select the appropriate Finishing Set Size Fault to specify how

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jobs that are too big or too small for the selected finishing option are handled by the system. More Information...

**Fault Job:** Faults the job if the number of pages to print is too large or too small for the selected finishing. A fault message displays and the finishing option must be changed for the job to print. The printer continues to print other jobs.

**Print Job Unfinished:** Automatically prints the job without using finishing settings. If the finishing selection is critical to the job, do not select this option.

**User Intervention:** User input determines how the job is processed.

4. Set-Size Checking:

- **Check Set Size Before Printing:** Enables the system to check the set size before printing and informs you if a finishing discrepancy exists.
- **Begin Printing Without Checking:** You are not informed of a finisher discrepancy.

5. Select the desired Job Completion Option.

**NOTE:** *You are required to restart the system after making changes in Job Completion Options. Select [Yes] to restart immediately. If you select [No] your settings are not applied.*

**NOTE:** *The Job Completion Option feature is not supported for IDPS.*

a. Select from the following PDL files options:

- **Retain PDL files disabled:** This is the default setting. The job is not made available to resubmit once it has completed printing and is placed in the Completed jobs tab field in Job Manager. To have the system delete PDL files, the Retain PDL Files checkbox must be cleared.
- **Retain PDL files:** By selecting this option you are allowed to change job properties and resubmit jobs for printing once they are available in the Completed jobs tab field in Job Manager. Only jobs submitted after this feature is enabled can be released again.

You can select to retain jobs by choosing between the Number of Jobs or the Time Period that the jobs are held. Maximum % Spool Capacity is active at all times when Retain PDL Files is selected.

PDL Files are retained until the maximum value of either Percent of Spool Capacity or Number of Jobs/Time Period is reached. Select the information icon for additional detail.

**NOTE:** *Retain PDL files is automatically disabled whenever the system is in Secure Mode. Retain PDL files is restored when the system exits Secure Mode.*

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**NOTE:** Retain PDL files can be enabled and the maximum number of retained jobs can be set with a range of 1-500 by editing the printSvc.config file.

**NOTE:** Time Period can only be used for streamed jobs. It does not apply to spooled jobs. If your jobs are streamed, then you must use the [Number of Jobs] option.

- **Maximum % Spool Capacity:** This selection is always active when Retain PDL Files is selected. A spooled job is a job that is completely saved to the input spool before it is processed by the system. The Maximum % Spool Capacity can be set between 1-100%. It is important to realize that a used spool capacity above 85% can affect system performance.

**NOTE:** The following caveats apply if the maximum spool capacity is reached:

*If the job being sent is the only job in the system, additional data cannot be spooled. A fault message is sent to the user, but the job is not faulted.*

*When submitting a job and other jobs are in the system, the system deletes retained job data in a first in, first out (FIFO) basis to recover more spool space. Once spool space is recovered, jobs are again saved. If sufficient space cannot be recovered, the system stops saving it to spool and aborts the job.*

Select either [Number Of Jobs] or [Time Period]:

- **Number of Jobs:** Select the radio button to enter the number of retained jobs that can be resubmitted for printing once they are available in the Completed jobs tab field in Job Manager. The available range is from 1 to 100. The default value is 50. Once the Number of Jobs limit is reached, jobs are deleted from the system in a first in, first out basis. Jobs also are removed from the system when the maximum the Number of Jobs or the Maximum % Spool Capacity value is reached.

**NOTE:** It is important to know that the maximum number of jobs that will be available in the Completed jobs tab field is reduced from 500 to 50 or the maximum number of jobs entered in Retain PDL Files > Number of Jobs when Retain PDL files is enabled. When the PDL Number of Jobs limit is reached, DocuSP automatically deletes jobs as new jobs are added to the system. The oldest job is deleted first.



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**NOTE:** Depending on the size of the retained jobs and the size of the internal hard drive on your system, a lower value may be more appropriate. Users employing the `setretainPDL` utility should be aware that disk capacity monitoring is the responsibility of the end user.

- **Time Period:** Select the radio button to enter the amount of time you want to have jobs retained in the Completed Jobs tab. You can select from [Hours] or [Days]. The default setting is 24 Hours or 1 Day. If you want to retain jobs for an unlimited period of time, do not select this option. Jobs will be removed from the system when the maximum the Time Period elapses or the Maximum % Spool Capacity value is reached.

**NOTE:** Time Period can only be used for streamed jobs. It does not apply to spooled jobs. If your jobs are streamed, then you must use the [Number of Jobs] option.

- b. Select [Yes] to restart immediately. If you select [No] your settings are not applied.
6. Select the appropriate Partitioning option to specify how the system manages the internal disk capacity assigned to hold jobs that have been processed and are ready for printing. This partition is referred to as the OutQ.

**NOTE:** You are required to restart the system after making changes in Job Completion Options. Select [Yes] to restart immediately. If you select [No] your settings will not be applied.

More Information...

#### Partitioning Options

- **Off:** Disables the ability of the controller to break the job into smaller pieces. If the job is too big for the partition, the job is faulted or rendered ineligible and the user must resubmit the job in smaller pieces.
- **Large Partitions:** Creates a large partition to allow large jobs to be printed before the system requires the job to be broken into smaller pieces to prevent disk saturation. If the partition is filled by a single job, the controller prints the portion ready for printing and switches to the small partition configuration to print the remainder of the job. The printed output consists of a large portion of the job followed by one or more smaller portions of the job.
- **Small Partitions:** Creates two small partitions. When the first partition is full, the job begins printing while the job continues to be processed by the second partition. This selection may cause a job to be broken into smaller portions when it was unnecessary. However, smaller partitions achieve the maximum performance should jobs require being broken into smaller portions

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for print.

- **User Intervention:** Prompts the operator with a fault message when a job fills the partition. The selections available are: print the job in small partitions, print the job 1 to N with a quantity of 1, or cancel the job and require that the job be broken into smaller pieces and resubmitted.
7. Set the Proof Quantity to a value of 1 through 100 to specify how many copies of a proof job are printed. The default value is 1.
- NOTE:** *You are required to restart the system after making changes in Job Completion Options. Select [Yes] to restart immediately. If you select [No] your settings will not be applied.*
8. Select the appropriate option for 2-Sided Stock Conflict Resolution. The 2-Sided Stock Conflict Resolution option is used when printing duplex jobs on media that has different attributes on the front and back sides, such as glossy paper.
- NOTE:** *You are required to restart the system after making changes in Job Completion Options. Select [Yes] to restart immediately. If you select [No] your settings will not be applied.*

More Information...

Stock Conflict Information

- **Move Side 2 Images to Next Page:** A job programming conflict between the front and back side media attributes results in the back side being placed on the front side of the next sheet of media it was programmed for.
  - **Apply Side 2 Properties to Side 1:** The back side properties are applied to the front side. For example, if page 5 is programmed for blue paper, page 6 is programmed for white paper, and page 5 and 6 are duplex, there is a media conflict. The properties for side 2 are applied and page 5 is printed on white paper.
9. To cancel inactive jobs after a specific period of time:
- a. From the Cancel Inactive Jobs After Timeout field select [Enable].
  - b. Enter the number of hours that must elapse before inactive jobs are cancelled. The hour range is displayed below the field.
10. Select [OK], or continue setting system preferences.
- NOTE:** *Available selections within the Job Policy tab depend on the printer configuration.*

## Setting the font site policy

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The Font Site Policy tab specifies the policy for substituting

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PostScript fonts when a font that is requested for a job is not available.

**NOTE:** *If you do not have a valid PostScript license, the system does not contain PostScript fonts.*

To set the font site policy:

1. Select [System Preferences...] from the DocuSP Setup menu.
2. Choose the Font Site Policy tab.
3. Select [Yes] to enable font substitutions.
4. Select a substitute font for instances when the requested font is not available from the PostScript Resident Fonts list. The substitute font appears in the selection field. If a font is not selected, the default font, Courier, is used.
5. Select [OK], or continue setting system preferences.

## Stocks and Trays

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The Stocks and Trays tab is used to activate features found elsewhere on the system. Available selections depend on the printer configuration.

To set up stocks and trays:

1. Select [System Preferences...] from the Setup menu.
2. Select the Stocks and Trays tab
3. In the System Preferences dialog, select the options for your printing needs.
  - **Allow Multiple Stocks Per Paper Tray:** This selection enables or disables the “Append” feature on a tray. If it is disabled the “Append/Remove” options do not appear on the GUI.
  - **Allow Stock Substitution:** You are notified that this selection may cause image loss when used with the Reduce/Enlarge feature. It will also cause front and back images to not align properly on duplex jobs.
  - **Display Preferred Trays:** Enable this feature to select a preferred tray.
  - **Allow Tray Selection by Queue:** Enables or disables the “Feed” or “Forced Feed By Queue” option. When enabled the GUI changes to all forced feed printing without regard to other attributes.
  - You can select how the system processes Stock Names when stocks are named in Printer Manager:
    - **Enforce Unique Names:** Selecting this option allows you to create unique names for each stock. Duplicate names are not permitted.
    - **Allow Duplicate Names** - Selecting this option allows you to create multiple stocks using the same or similar

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names. This can be useful when the paper type you are using is differentiated by size only. If selected, the following fields become active:

- **Auto Generate Name Extension** – Selecting this option automatically appends an exclamation character followed by a number to each duplicate stock name entry in the database (i.e. Hammermill!1, Hammermill!2).
- **Manually Generate Name Extension** – Selecting this option requires you to create a name extension for a duplicate stock entry.
- You can select how the system responds when you load stock into a tray. Select one of the following Tray Confirmation options:
  - **None:** An automatic tray confirmation pop-up dialog is not presented during tray refills. If you reload a tray with a different size paper than is programmed for that tray, the tray will go to a Not-Ready state and a fault displays for that tray in the Status area. Trays must be programmed at the DocuSP GUI.
  - **When Tray Settings Change:** A tray confirmation pop-up dialog is presented when a different sized stock is placed in a tray. If the same sized stock is placed in the tray, the system assumes a reload and a confirmation dialog is not presented.

A tray confirmation is presented if you change other tray attributes at the IOT. This would include the stock size or the stock type.
  - **After Every Tray Cycle:** A pop-up confirmation dialog displays every time a tray is opened and closed.

A tray confirmation is presented if you change other tray attributes at the IOT. This would include the stock size or the stock type.
  - **Auto Accept Settings Changes:** Automatically updates DocuSP tray properties with the changes to the tray settings attributes sent from the IOT. A pop-up confirmation dialog does not display. As an example, if you reload a tray with a different size stock, the DFE accepts the new size and remains in the Ready state. Settings that the IOT does not specify, such as Ordered Stock, are set to the default value. This mode can be useful because Operators do not have to program tray stocks at the DocuSP GUI.

4. Select [OK].

## Setting Preferences for the Remote Workflow

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Remote Workflow allows for a remote connection to the DocuSP

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controller running version 4.00.00 or higher software. The DocuSP interface can be displayed on the workstation, allowing a System Administrator or Operator to access the system for printer status, job management, queue management, and administration functions. Use Remote Workflow to determine how the system handles connection attempts from client machines equipped with the Remote Control Workflow application. The Remote Control Workflow is a client-side application that allows a qualified user to view and manipulate one or more Remote Workflow-enabled DocuSP printer(s) from a client workstation.

For the Remote Control UI to work, a target printer must elect to enable this feature in System Preferences.

To set preferences for the Remote Workflow on the controller:

1. Select [System Preferences...] from the Setup menu.
2. Select the Remote Workflow tab.
3. Choose from the following:
  - **Disable All Connections:** this selection disables all remote connections to the DocuSP interface.
  - **Enable All Connections:** this selection allows all remote connections to access the DocuSP interface.
  - **Enable Specified Connections:** this selection allows you to enter specific IP addresses (Internet Protocol address) that can access the DocuSP interface. An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example. For additional information, see: Adding, editing and deleting IP Addresses and Members
4. Within the Remote Workflow tab, select [Apply] to commit changes and remain in the System Preferences dialog, or select [OK] to commit changes and exit.

**NOTE:** After you have enabled specific IP addresses you can then choose to either select *Disable All Connections* or *Enable All Connections*. The IP addresses you set in *Enable Specific Connections* are available when you again select it.

The following procedures detail how to edit and delete specified IP addresses.

## Editing IP addresses

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To edit IP addresses:

1. Select [System Preferences...] from the Setup menu.
2. Select the Remote Workflow tab in the Preferences window.
3. Mark the [Enable Specified Connections] radio button to see the list of IP addresses.

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4. Right-click the IP address you want to edit and select [Edit...].
  5. Make your changes and select [OK]. The edited IP address displays in the IP Address field.

### Deleting IP addresses

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To delete IP addresses:

1. Select [System Preferences...] from the Setup menu.
2. Select the Remote Workflow tab in the Preferences window.
3. Mark the [Enable Specified Connections] radio button to see the list of IP addresses.
4. Right-click the IP address you want to delete and select [Delete]. The IP address is deleted immediately.

**NOTE:** You receive an error message if you enter an incorrect IP address format. If this occurs, click [OK] on the error message window and enter a correctly formatted IP address.

### Remote Workflow specifics and limitations:

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- There is no known geographic limit to the remote capability
- Client memory constraints may limit the number of simultaneous DocuSP GUI's open at once
- It is supported by all Java capable clients (e.g., Windows NT/XP/2000, Solaris and Mac)
- Directory listings and directory path operations such as "Peripheral Lists" to UNIX file systems are not currently supported
- Print Service is not currently supported
- DocuSP local drive/peripheral dependent items do not display on the remote GUI. Examples include accounting export paths, accounting record display and Reprint Manager lists.

### Enabling SSL/TLS

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The DocuSP Controller provides the ability to use secure client-to-server communications via the SSL (Secure Sockets Layer) and TLS (Transport Layer Security) protocols. The SSL protocol allows mutual authentication between a client and server and the establishment of an authenticated and encrypted connection. TSL is a protocol established by the Internet Engineering Task Force (IETF) based on the earlier SSL protocol. These protocols require a third party, a Certificate Authority (CA), to identify one or both ends of the transaction. Often used in client-to-server transactions such as secure credit-card transactions, the SSL/TSL protocols can be used for any number of secure operations. In short, this is how this feature works:

- a. The client requests a secure page, such as https://.

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- b. The server sends its public key with its certificate.
  - c. The client checks that the certificate was issued by a trusted party (the CA), that the certificate is still valid, and that the certificate is related to the site contacted (that the domain name of the server is the same as that on the certificate).
  - d. The client then uses a public key to encrypt a random symmetric encryption key and sends it to the server with the encrypted URL required as well as other encrypted http data.
  - e. The server decrypts the symmetric encryption key using its private key and uses the symmetric key to decrypt the URL and http data.
  - f. The server sends back the requested html document and http data encrypted with the symmetric key.
  - g. The client decrypts the http data and html document using the symmetric key and displays the information.

To set up SSL/TLS:

1. Logon to the DocuSP Controller as a System Administrator.
2. Select [SSL/TLS...] from the Setup menu.
3. Select Enable SSL/TLS.

**NOTE:** *If you do not have a valid SSL/TLS certificate, obtained from a Certificate Authority, or a self-signed certificate, all selections on the upper part of the page are unavailable (grayed out), and only the [Add Certificate...] and [Install Received Certificate...] selections are available. You must obtain a valid certificate to install (or set up a self-signed certificate). See Managing your SSL/TLS certificate, below.*

4. Select from the following Modes:
  - Normal (Encrypted and Unencrypted Access)
  - Secure (Encrypted Access Only)
5. Use the Encryption Strength pull-down menu to select the resolution of the encryption:
  - Normal (DES-MD5 - 56-bit)
  - Normal (RC4-MD5 - 40-bit)
  - Normal (DES-MD5 - 128-bit)
  - Normal (3DES-MD5 - 128-bit)
  - High (RC4-MD5 - 128-bit)
  - High (3DES-MD5 - 128-bit)

Generally, the higher the bit count, the greater the security. However, if you are frequently receiving submissions from client workstations outside the US, the encryption standards may be lower than US domestic standards; in this case you may need to set your encryption strength to

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lower than optimal to avoid locking these client workstations out.

6. Select [Close] to exit and save your changes.

## Managing your SSL/TLS certificate

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Since you must have a valid SSL/TLS certificate installed on your Controller in order to effect SSL/TLS transactions, you must obtain and install one of two types; Self-Signed and Certificate Authority. Each type has some similar and some unique installation procedures. For a Certificate Authority-signed certificate, the procedure is, in general terms, to set up a certificate, generate a file, send the file to the Certificate Authority (CA), and install the valid certificate once obtained from the CA. A self-signed certificate can be used set up and used immediately. One of the two types of certificate must be installed before you can employ SSL/TLS.

### Setting up a self-signed SSL/TLS certificate

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To set up a self-signed SSL/TLS certificate:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [SSL/TLS...].
3. Select [Add Certificate...]. The Add Certificate Wizard appears.
4. In Step 1 of the Wizard, select [Self-Signed Certificate] and click [Next].

**NOTE:** A self-signed certificate has not been signed by a recognized Certificate Authority. Web browsers display security warnings to users if they access a site with a self-signed certificate.

5. In Step 2 of the Wizard, you see text boxes containing the Fully Qualified Domain Name and the IP Address. You can select whether the name or the IP address is used; If you want to input a different Domain Name, select [Other] and type a maximum of 256 alphanumeric characters into the supplied text field. When you have made your selection, click [Next].

**NOTE:** If you selected [Other], a warning message appears; if you intend to proceed with using the non-qualified Domain Name, dispel the warning message by selecting [OK].

6. In Step 3 of the Wizard, enter the requested information in the text fields. Only the Organization field and the Country pull-down are required. When you are finished, click [Next].
7. In Step 4 of the Wizard, specify for how long you want the certificate to be valid. When you are finished, click [Next].
8. In Step 5 of the Wizard, verify that the information is correct. If so, click [Install].
9. Step 6 of the Wizard appears, verifying that your self-signed



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certificate has been installed. Click [Close]. You are now able to enable SSL/TLS. For more information, select Enabling SSL/TLS.

### **Setting up a signed certificate from a certificate authority**

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To set up a Signed Certificate from a Certificate Authority:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [SSL/TLS...].
3. Select [Add Certificate...]. The Add Certificate Wizard appears.
4. In Step 1 of the Wizard, select [Signed Certificate from a Certificate Authority] and click [Next].
5. In Step 2 of the Wizard, you see text boxes containing the Fully Qualified Domain Name and the IP Address. You can select the radio buttons to choose whether the name or the IP address is used; If you want to input a different Domain Name, select [Other] and type a maximum of 256 alphanumeric characters into the supplied text field. When you have made your selection, click [Next].

**NOTE:** *If you selected [Other], a warning message appears; if you intend to proceed with using the non-qualified Domain Name, dispel the warning message by selecting [OK].*

6. In Step 3 of the Wizard, enter the requested information in the text fields. Only the Organization field and the Country pull-down are required. When you are finished, click [Next>].
7. In Step 4 of the Wizard, specify which directory you want the completed certificate.pem file. When you are finished, click [Next].
8. In Step 5 of the Wizard, verify that the information is correct. If so, click [Save].
9. Step 6 of the Wizard appears, verifying the location of your certificate.pem file. Instructions are provided on how to obtain the Signed Certificate. Click [Close].
10. Follow the instructions in Step 6 to obtain the Signed Certificate.
11. Once you have received the Signed Certificate, you are then able to install it by clicking [Install Received Certificate...]. A window appears and you must specify the location of the certificate file. Click [Install].
12. Dispel the warning message by clicking [OK].
13. When the Information box appears, verifying the installation of the certificate, click [OK]. Once this is complete, you can enable SSL/TLS. For more information, select Enabling SSL/TLS.

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## Installing a received SSL/TLS certificate

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You can install a received SSL/TLS certificate that is stored on the file system or CD media.

To install a received SSL/TLS certificate:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [SSL/TLS...].
3. Select [Install Received Certificate...].
4. From the Look In menu, select the UNIX file system or CD.
5. From the Directory, select the file location.
6. Once the file displayed in the Selection field, select [Install].

## Removing an SSL/TLS certificate

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To remove an SSL/TLS certificate:

1. Logon to the DocuSP Controller as a System Administrator.
2. From the Setup menu select [SSL/TLS...].
3. Select [Remove Certificate...].
4. When the Information box appears, select [Yes] to remove the certificate. Another message appears informing you that you cannot enable SSL/TLS until you install or obtain another certificate. Click [OK] to dispel this message.
5. Click [Close] to exit the SSL/TLS window.

## IP Filter

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Provides access to the following services: LPR, IPP, HTTP, SMB Printing (if available), RAW TCP Printing, and FTP Connections.

To set up IP filtering:

1. From the Setup menu select [IP Filtering...].
2. From the IP Filter dialog window select from:
  - **Disable All Connections:** this selection disables all remote connections to the DocuSP interface.
  - **Enable All Connections:** this selection allows all remote connections to access the DocuSP interface.
  - **Enable Specified Connections:** this selection allows you to enter specific IP addresses (Internet Protocol address) that can access the DocuSP interface. An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example. For additional information, see:
3. Select [OK].

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## Adjusting the brightness of the LCD monitor

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The brightness level of the monitor can be adjusted by the user.

To adjust the brightness of the LCD monitor:

1. From the Setup menu select [LCD Monitor...].
2. Use the arrows to adjust the brightness level.
3. Click [Close] to commit your changes and exit the dialog window.

## User Preferences

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DocuSP allows the Administrator or Operator to choose the font size displayed on the DocuSP GUI. The font size choices are small, medium, or large. The default setting is small.

### Changing the GUI font size in User Preferences

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To change the GUI font size preference:

1. From the System menu, select [User Preferences...].
2. Choose a font size from the User Font Preferences dialog.
3. Click [OK]. You are prompted to restart DocuSP.
4. Select [Yes] to restart.

## Formatting a diskette

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For the system to write files on a diskette, the diskette must be formatted. Formatting also erases any files that are on the diskette. The system can read diskettes in DOS or XRXLPS formats. It can write only to DOS formatted diskettes.

**NOTE:** *This procedure formats the diskettes in DOS only.*

To format a diskette:

1. Slide the diskette you want to format into the diskette drive until it locks in place.
2. Select [Configuration...] from the DocuSP Setup menu.
3. Select the Peripherals tab.
4. Select the diskette from the Media list.

**NOTE:** *The name that appears for your diskette drive initially is "Diskette 0." If you rename it, the new name replaces the "0", but the word Diskette always precedes the diskette drive name on the Media list.*

5. Right-click on the diskette and select [Format/Initialize...].

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6. The Format Diskette window displays.

To specify a volume name for the diskette, type the name in the MS-DOS Volume Label text field.

**NOTE:** Only an MS-DOS format is available.

7. Select [OK] on the Format Diskette window.

While the diskette is being formatted, the cursor changes to a watch symbol to indicate that the system is busy, and the message "Format Diskette..." appears in the Status Message field.

When formatting is complete, the Format Diskette window closes, and "Done" is displayed in the status message field.

8. Select [Close] to close the Peripheral Manager window, or repeat steps 1 through 7 to format another diskette.

**NOTE:** It is very important to eject the floppy diskette using menu commands instead of using the manual release lever on the floppy drive itself. See *Ejecting or unloading Media*, below, for more information.

## FTP and Remote Diagnostics

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FTP (File Transfer Protocol) and Remote Diagnostics are features that can be used to access the system remotely for system diagnostic purposes.

FTP is a protocol that is used to transfer files over a TCP/IP network. Enabling FTP activates the FTP daemon. Enabling Remote Diagnostics activates telnet and PPP (Point to Point Protocol).

You can enable or disable FTP/Remote Diagnostics without changing security profiles. Enabling FTP/Remote Diagnostics takes effect immediately, regardless of the current security profile setting and it remains in effect until the next reboot. Once the system is rebooted, the security profile settings return to the settings that were present before activation of FTP/Remote Diagnostics.

### Using FTP/Remote Diagnostics

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To use FTP/Remote Diagnostics:

1. From the Setup menu select [FTP/Remote Diagnostics...].
2. Select from the following:
  - Enable FTP
  - Enable Remote Diagnostics
3. Select [OK] to apply your selection and close the dialog.
4. Select [OK] in the Information dialog window. The setting takes effect immediately and remains in effect until the next system

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restart.

## Managing Users and Groups

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The System Administrator can add, edit, and disable user accounts and manage group authorization.

### Managing Users

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To manage users:

1. From the Setup menu select [Users & Groups...].
2. Select the Users tab. System specified user profiles can be copied and edited, but not deleted. non-system specified users can be deleted. There are four system specified user account profiles:
  - Customer Service Engineer
  - System Administrator
  - Operator
  - User

You can perform the following tasks:

- **Adding a new user:**
  - a. Right click a user account and select [New...].
  - b. Type a user name.
  - c. Type and retype a user password.
  - d. From the User Group pull-down menu select a user profile from Users, Operators, or System Administrators.
  - e. Under Account Status select [Enabled].
  - f. Add any account comments.
  - g. Click [Add]. The user is added to the user list.
- **Editing a user account:**

**NOTE:** Only account comments can be edited for system specified user entries.

  - a. Right-click a user in the list and select [Edit...].
  - b. Make changes and click [OK]. Your changes are immediately reflected on the account.
- **To enable or disable an account:**

Right-click, or double-click a user in the list and select [Enable] or [Disable].
- **Deleting a user account:**

**NOTE:** System specified users cannot be deleted.

  - a. Select a user from the list.

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- b. Right-click the user and select [Delete].
  - c. Click [OK]. The account is removed from the user list.

## Group Authorizations

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The System Administrator can enable account groups to access diagnostics and/or job management areas.

To set group authorizations:

1. From the Setup menu select [Users & Groups...].
2. Select the Group Authorizations tab. You can filter the groups that display by selecting a group from the Group Filter pull-down menu.
3. Right-click a group and service and select from:
  - **Enable:** allows access to the displayed service
  - **Disable:** does not permit access to the displayed service.

The change is immediately reflected.

4. Click [OK] to exit the dialog window.

## Viewing ADS Group information

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To view ADS group information:

1. From the Setup menu select [Users & Groups...].
2. Select the ADS Groups tab to view the following fields:
  - ADS Group Map to Administrators
  - ADS Group Map to Operators
  - ADS Group Map to Users
  - Status
3. Click [OK] to exit the dialog window.

For additional ADS information, see: Setting up ADS and Microsoft ADS User Names.

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# Administration

The Administration module allows you to manage accounting and billing functions, and fonts and security.

**NOTE:** *Billing is only applicable to the monochrome products.*

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## Using the Administration menu

The Administration menu allows you to perform the following tasks:

- Managing accounting: The Accounting feature tracks all jobs that have been processed and printed, enabling your site to charge for use of the Xerox printing system.
  - Viewing the accounting log
  - Using account logging, Automatic Export/Purge, and Remote Purge
  - Printing the Accounting Log
  - Purging the Accounting Log
  - Exporting the Accounting Log

- Managing Fonts: The DocuSP controller provides a variety of PostScript and PCL fonts. It supports the PCL command set on the printer using PCL 5e.

**NOTE:** *If you do not have a valid PostScript license, the system will not contain PostScript fonts.*

- Viewing fonts on the controller
- Printing a list of PostScript and PCL resident fonts
- Loading additional fonts on the controller

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## Managing accounting

The Accounting feature tracks all jobs that have been processed and printed, enabling your site to charge for use of the Xerox printing system.

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### Viewing the accounting log

The accounting log provides a detailed record for each job. You can view the entire log or specific records.

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The Operator may view the accounting log, print the entire log or specific job records, or export the log to a file for further processing by another software application. The System Administrator can also enable/disable or purge the accounting log.

To view the accounting log:

1. Select [Accounting...] from the Administration menu.
2. To view the Accounting Log select from the following options and select the [View] button:
  - a. Select [All] to view all records.
  - b. View a range of records:
    - i. Clear [All].
    - ii. Type the job ID numbers for the first record you wish to view and the last record you wish to view in the range fields.
  - c. To view an individual job select [Job ID] and type in the job ID number.
3. Select [View] to see the selected log records.

### Using account logging, Automatic Export/Purge, and Remote Purge

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DocuSP allows you to set the accounting log size, enable automatic and remote purging, and exporting of the accounting log. The Accounting Log is enabled during DocuSP installation. If you do not need an Accounting Log it can be disabled.

To set these options, perform the following actions:

1. Select [Accounting...] from the Administration menu.
2. Select [Options...] to access account logging and Remote Purge options:
  - a. Select [Enable] Account Logging.

**NOTE:** *Changing this setting will require a restart once all desired settings are made and [OK] is selected. Simply select [Yes] to restart the controller when the prompt appears.*

- b. If Account Logging is enabled, you can set the maximum accounting log size. The Accounting Log size range displays below the Maximum Log Size fields. When the log is 80 percent full, a message displays to prompt you to delete or print a record of the log. If the accounting log reaches the maximum number of records, a record is deleted for each new record added starting with the oldest. A message displays every time a new record is added and an old record is deleted.
    - c. You can automatically export and purge the Accounting Log. If this feature is enabled, the accounting log may be set to automatically purge and/or export when a certain



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- number of log entries are present.
- i. Select [Enable] to set Automatic Export/Purge options. The [Settings...] button becomes active.
  - ii. Click [Settings...] and select the directory, file properties, and export records that will be purged or exported.
  - iii. Click [OK].
- d. Enable Remote Purge if you want to purge the Accounting Log from another (remote) computer using a network connection to the DocuSP server. Select a Remote Purge option:
- NOTE:** *You must restart the software for Remote Purge changes to take effect.*
- **Disable:** Disables the Remote Purge feature.
  - **Enable Without Password:** All users have access to the Remote Purge option without a password, and are able to purge the log remotely.
  - **Enable With Password:** A user must enter a password for access to the Remote Purge option and to purge the log remotely.
- e. Select [OK].

## Printing the Accounting Log

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You can print specific entries or the entire Accounting Log. The log prints on 8.5 x 11 inch or A4 standard paper. Selections can be made for number of copies, the queue selection, and the sides printed.

**NOTE:** *Log entries are printed in the order they are received. Older records are printed first. The log is printed with one record per page.*

To print the accounting log:

1. Select [Accounting...] from the Administration menu.
2. Select [Print...].
3. Select a print queue from the Queue pull-down menu.
4. Select a Sides Imaged from the pull-down menu.
5. In the Quantity field enter the number of sets to print.
6. Select the [Log Entries] option in the Pages to Print field to choose the pages you want to print:
  - Select [All] to print the entire accounting log.
  - Clear [All] if you want to print a portion of the accounting log and enter a range of job ID numbers.
  - Select the [Job ID] option and enter a job ID number to print that specific record.

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7. Select [OK] to print the accounting log.

## Purging the Accounting Log

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You can purge specific entries or the entire Accounting Log. Ensure that important Accounting Log information is first saved (exported) before it is purged. See Exporting the Accounting Log for additional information.

To purge the accounting log:

1. Select [Accounting...] from the Administration menu.
2. Select [Purge...].
3. Select [Log Entries] and choose one of the following:
  - Select [All] to delete the entire accounting log.
  - Clear [All] and enter the range of job ID numbers you want to purge.
  - Select [Job ID] and enter a job ID number to delete all of the specific records associated with the job ID.
4. Select [OK].
5. Select [Yes] to confirm your intention to purge the accounting log.

## Exporting the Accounting Log

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Export an accounting log to a file that can be used by another application to create billing reports for customers, or to keep as an electronic record of past transactions.

**NOTE:** *Billing is applicable only to monochrome products.*

To export the accounting log:

1. Select [Accounting...] from the Administration menu.
2. Click [Export...].
3. Select the destination of the exported accounting log files by performing one of the following:
  - Select the UNIX file location or media type from the Directory menu.
  - Type the name of the file in the Selection field. The default is set to "AccExport\_<system serial number>\_<date>\_<time>". The system only provides a default name for media that supports the length of the name. Otherwise, no default is provided.

**NOTE:** *For MS\_DOS compatibility type eight characters or less.*
4. From the Export records field choose one of the following:

**NOTE:** *Additional option selections are available for all versions except Version 2.*

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- To export all records mark [All].
  - Clear [All] and enter the range of job ID numbers you want to export.
  - Select [Job ID] and enter a job ID number to export all the specific records associated with the job ID.
5. Select the format version of the exported accounting log from the File Properties pull-down menu.
- Version 2: This is the version supported by DocuTech 61xx with DocuSP 1.4 or earlier and DocuTech 65/DocuPrint 65 with DocuSP version 1.1 or earlier. Selecting this version exports only the accounting fields applicable to these versions of DocuSP. The Type field displays Condensed DocuSP and the Encoding field displays ASCII.
  - Version 3.x: Exports all entries, except trapping, present in the accounting log. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (3.0) or EBCDIC (3.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 2.x.
  - Version 4.x: Exports all entries including trapping. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (4.0) or EBCDIC (4.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.1.
  - Version 5.x exports all entries including those for color attributes. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (5.0) or EBCDIC (5.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.5.
  - Version 6.x contains Account ID, User ID, and additional job data for the purpose of identifying who ran jobs and the account to which users are assigned.  
**NOTE:** The new fields are as follows: (1) Black Only Page Counts, (2) Color Only Page Counts (color products only), (3) Large Sheet Page Count (>13.61" /345.7mm wide on iGen3 only), and (4) Anti-Alias Page Counts (color products only).
- NOTE:** Since the new fields add color features to the accounting log, Monochrome users may choose to retain their current workflows and continue to use one of the earlier versions.

6. Select a Type for the exported Accounting Log:

- 
- **Full DocuSP:** A File Property type characterized by a fixed length log entry. All null values are included as blanks between delimiters.
  - **Condensed DocuSP:** Used only for Version 2, this File Property type enables the log entry to contain only that data that is pertinent to DocuSP 1.4. Log entries that use this method are variable in length.
7. Select an Encoding option for the exported Accounting Log:
    - **ASCII:** Formats that end in “0” (e.g., 5.0) are ASCII based export files.
    - **EBCDIC:** Formats that end in “1” (e.g., 5.1) are EBCDIC bases export files.
  8. Select a File Format for the exported Accounting Log data:
    - **Name-Value Pairs:** A database file format that contains the “name = value” grouping for each variable in every log entry. The file consists of the record attributes in the order in which the records are displayed with attribute names. The field values are separated by a colon, and the records are separated by a carriage return.
    - **Record Layout Definition:** A database file format that defines the order of variables at the front in order to facilitate using delimited variables with no name necessary. This type of database works well when converting to standard database and spreadsheet software.  
***NOTE:** The defaults for File Properties field are 2 for Version, Condensed DocuSP for Type and ASCII for Encoding.*
  9. Select [OK] to start the export process.
  10. Select [OK] after the files are exported.
  11. Select [OK] to exit the Export Accounting dialog window.
  12. Information is also available within the log. The entered information is saved through system restarts.  
***NOTE:** Queue selection, Customer ID, and Machine ID information is saved on the system.*

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## Select [O]Managing Fonts

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The DocuSP controller provides a variety of PostScript and PCL fonts. It supports the PCL command set on the printer using PCL 5e.

***NOTE:** If you do not have a valid PostScript license, the system will not contain PostScript fonts.*

Additional fonts can be installed through the font manager from supported media, UNIX directory, or downloaded through a queue

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or as part of a job. These are called Soft fonts or Cartridge fonts.

More Information...

Fonts that are permanently installed on the DocuSP controller are called Resident fonts. You can not change or delete Resident Fonts, but you may view them. The DocuSP controller comes with Postscript (PS) and PCL fonts already installed.

- **PostScript:** A widely used Page Description Language (PDL) from Adobe that is used on Apple Macintosh and Microsoft Windows personal computers. Most printing companies will accept and may even require a PostScript file format for electronic files. An example of a document name in this format is Report.ps. Note that if you do not have a valid PostScript license, the system will not contain PostScript fonts.
- **PCL:** Printer Control Language. This is the command language used in many printers. Essentially, it streamlines the graphics and font commands so that less information has to be sent to the printer.

You can later add to your font choices by adding Soft fonts. Soft fonts are not installed on the DocuSP controller. At any time after your printer is installed, you can load Soft fonts from supported media, or from a UNIX directory.

For additional information see: Viewing fonts on the controller, and Loading additional fonts on the controller.

## Viewing fonts on the controller

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You can view the PostScript, PDF, and PCL fonts loaded on the controller and also add new PostScript and PCL fonts as needed to print your jobs.

Viewing the fonts on the controller displays all the fonts that are loaded, regardless of whether they were loaded during or after installation.

**NOTE:** *If you do not have a valid PostScript license, the system will not contain PostScript fonts.*

To view fonts on the controller:

1. Select [PostScript/PDF/PCL Fonts...] from the Administration menu.
2. To view loaded fonts make a selection from the Font Type pull-down menu.
  - **PostScript All:** Displays all of the PostScript fonts currently loaded and available on the controller.
  - **PostScript Resident:** Displays all of the PostScript fonts that are loaded as part of the DocuSP installation and cannot be deleted.

- 
- **PostScript Soft:** Displays any fonts that have been loaded on the controller by the System Administrator. PostScript Soft fonts can be deleted from the controller.
  - **PCL Resident:** Displays all of the PCL fonts that are loaded as part of the DocuSP installation and cannot be deleted.
  - **PCL Cartridge:** Displays any PCL fonts that have been loaded on the controller by the System Administrator. PCL Cartridge fonts can be deleted from the controller.

### **Printing a list of PostScript and PCL resident fonts**

---

A sample set of fonts currently loaded on the controller can be printed.

**NOTE:** *If you do not have a valid PostScript license, the system will not contain PostScript fonts.*

To print a list of fonts:

1. Select [PostScript/PDF/PCL Fonts...] from the Administration menu.
2. Select [Print...].
3. Select a queue from the Queue pull-down menu.
4. Select a Sides Imaged from the pull-down menu.
5. Enter the number of sets to be printed in the Quantity field.
6. Select the Font Type:
  - [PostScript] or [PCL], to print a sample of all PostScript or PCL fonts resident on the controller.
  - [All] to print a sample of all of the fonts on the controller regardless of font type.
7. Select [OK].

### **Loading additional fonts on the controller**

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Additional fonts can be loaded onto the controller from media or a UNIX directory. If the source is a UNIX directory, the directory must be on a mounted file system accessible at the controller. Fonts loaded on the controller must be in print-ready format. For PostScript fonts ensure that the files are in .pfa, .pfb or regular ASCII format. PCL5 fonts must be bitmap files that include only font header and character data or in a format such as IntelliType FAIS (Font Index File Style).

**NOTE:** *If you do not have a valid PostScript license, the system will not contain PostScript fonts.*

To load additional fonts on the controller:

1. If the fonts are stored on media, insert the media into the appropriate drive.

- 
2. Select [PostScript/PDF/PCL Fonts...] from the Administration menu.
  3. Select one of the following font types:
    - PostScript Soft
    - PCL Cartridge

4. Select [Load...]. The Import Fonts dialog window opens.
5. Select the appropriate directory or media type from the Directory pull-down window.

If the fonts are being loaded from media, the media is read by the controller and the fonts stored on the media are displayed. If the UNIX File System option is selected, choose the appropriate directory.

6. Select the fonts to be loaded from the Files field.
7. Select [Install]. Wait for the fonts to finish loading before removing the storage media from the system.

The main Fonts dialog window displays the fonts that have been loaded.

8. To display a list of available fonts select [List Fonts].
9. If the fonts were supplied from removable media, select the [Eject] icon in the upper right corner of the Directory field.

**NOTE:** *If the font loaded is a PostScript font, the font is immediately available. If the font is a PCL font you must restart the software to make the font available.*

10. Select [Close] to exit the Install dialog window.





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# DocuSP Feature Access Buttons (FABs)

DocuSP utilizes buttons, called Feature Access Buttons, to enable you to set job properties.

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## Feature Access Button (FAB) descriptions and workflows

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### Size/Color FAB

From the Size/Color FAB choose stock size and color options.

To use the Size/Color FAB:

1. Select a stock size from the Size pull-down menu. If you select [Custom], select a unit of measure and enter height and width values.
2. Select a stock color from the Color pull-down menu.

The paper mimic reflects your stock choices.

**NOTE:** *Make certain that the stock options you select are supported by the print system.*

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### Type/Weight FAB

To use the Type/Weight FAB:

1. Select the Type/Weight FAB.
2. Select the stock type from the Type pull-down menu. Select [Drilled] if the paper is pre-punched (pre-drilled). The stock type options are:
  - Plain
  - Transparency
  - Envelope
  - Pre-Cut Tab
  - Full-Cut Tab
  - Pre-Printed materials
  - **Labels:** When chosen you need to select the sequence number of the label. The sequence is the number of unique sheets within the ordered set before the set repeats.

- 
- Recycled
  - **Ordered stock:** Enter the ordered stock name in the text field then select the sequence number of the ordered stock. The sequence is the number of unique sheets within the ordered set before the set repeats.
  - Custom  
***NOTE:** You must load tab and preformatted stock face up in the source paper tray with the bind edge leading/tabs trailing.*
  - **Sequence:** Available for Pre-Cut Tab, Ordered Stock, Label, and certain custom stock selections. See above descriptions.

## Options FAB

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The Options FAB enables you to perform the following actions:

- **Tray Priority:** Set a priority between 1 (highest priority) through 99 (lowest priority) for the tray by entering a number or using the spin-box.  
  
Each tray is assigned a priority. The priority tells the system the order in which the trays should be processed. All jobs in the tray with the highest priority are processed before jobs in trays with lower priorities. If a priority is not set, a default priority is assigned to the tray when it is set up. If more than one tray has the same priority, the tray are processed in repeating succession.
- Choose the Tray Type:
  - **Fully Adjustable:** Tray settings can be changed by all users.
  - **Dedicated:** Stock settings can be changed only by a Trusted User or Administrator.
- If desired, type stocks comments in the provided field.

## Options FAB

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The Options FAB enables you to select the following tray properties. Printer configuration will determine which of the following selections are available.

- **Stock Size Checking:** The system automatically verifies that the paper loaded in the paper tray matches the characteristics programmed for the tray. To enable, mark the [Size Checking] checkbox.  
***NOTE:** When changing the paper stock and/or paper orientation in Tray 5, the new stock/orientation is not immediately recognized by the system. Open and close the jam clearance cover above Tray 5, jam areas 7a and 7b, to clear this fault message.*

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- **Clean Up:** Automatically feeds stock from the tray following a paper jam in the fuser so that the photoreceptor belt can be cleaned before the job continues. To enable, mark the [Clean Up] checkbox.
  - **Fuser:** Allows the paper to be fed through the fuser or to bypass the fuser. To enable, mark the [Fuser] checkbox.
  - **Tray Priority:** Set a priority between 1 (highest priority) through 99 (lowest priority) for the tray by entering a number or using the spin-box.

Each tray is assigned a priority. The priority tells the system the order in which the trays should be processed. All jobs in the tray with the highest priority are processed before jobs in trays with lower priorities. If a priority is not set, a default priority is assigned to the tray when it is set up. If more than one tray has the same priority, the tray are processed in repeating succession.

- Choose the Tray Type:
  - **Fully Adjustable:** Tray settings can be changed by all users.
  - **Dedicated:** Stock settings can be changed only by a Trusted User or Administrator.

## Coating FAB

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The Coating FAB allows you to select options when coated stock is used for jobs. From the Sides Coated pull-down menu select from the following:

- Uncoated
- One Side
- Two Sides

If you select [One Side] or [Two Sides] the Coating Type pull-down menu becomes active. Select from one of the available choices, which are as follows:

- None
- Gloss
- High Gloss
- Semi Gloss
- Satin
- Matte
- Unspecified

## Basic Settings FAB

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The Basic Settings FAB enables the user to set the sides imaged, and collation options.

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To use the Basic Settings FAB:

1. Select the Basic Settings FAB.
2. Select a Sides Imaged option from the pull-down menu. Move your cursor over the paper mimic icons to see a description of each available Sides Imaged option. Make your selection by clicking the appropriate icon. Your selection will display in the Sides Imaged field.
3. Select [Collated] or [Uncollated] radio button from the Collation field.
  - **Collated:** Documents are printed in sequential page order and delivered as separate document sets. For example, if you print three sets of a 3-page document, the output will be grouped in the following page order: 1,2,3 1,2,3 1,2,3.
  - **Uncollated:** Documents are printed in separate sets of each page. If you print 3 copies of a 2-page uncollated document, the output will be grouped with three copies of page 1 followed by three copies of page 2.

## **Slip Sheets/Offset FAB**

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To use the Slip Sheets/Offset FAB:

1. Mark the Enable radio button. The Paper Stock selection fields become active.
2. Click the [Paper Stock...] button. The Slip Sheets: Paper Stock dialog opens.
3. Select from the following stock options:
  - Select a named stock from the Name pull-down menu. Alternatively, you may select a stock from the Stock List. This enables you to verify the characteristics of the stock.
    - a. To open the Stock List, select the [Stock List...] button.
    - b. Select a Stock from the Stock List.
    - c. Select OK to save changes and exit the stock list. The named stock will appear in the Name text field.
  - You can also select a stock by selecting paper characteristics using the Coating FAB. Be sure the attributes you select are supported on the printing system.
4. Select offset stacking options:
  - **None:** This is the default selection. Offset stacking will not be used for the printed job.
  - **Between Jobs:** The offset will occur between each job printed.
  - **Between Sets:** The offset will occur between each set printed.
  - **Within Sets:** When this is selected the Page Boundary spin box becomes active. Using this option you can set the

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page number at which to offset the output. In the Page Boundary field type in a page number or, use the spin box to select a page number.

5. Select [OK] or continue setting job properties. Your selection will appear on the Slip Sheets/Offset FAB.

### **Mixed Stock Size Job FAB**

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To use the Mixed Stock Size Job FAB:

1. In the Mixed Stock Size Job group, select [Optimize Throughput]. This setting helps the system adjust to the most efficient number of images that can be processed by receptor cycle.
2. Enter the width of the widest sheet in the job in the Throughput Width field.
3. Select the desired unit of measure: [mm] or [inches].
4. Select OK, or continue setting job properties. Your selection will appear on the Mixed Stock Size Job FAB.

### **Set Sample FAB**

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To use the Set Sample FAB:

1. Click the Set Sample FAB
2. Select [Collated Sets] or [Uncollated Stacks].
  - **Uncollated Stacks:** Prints a sample of each stack to the top tray every  $n$  pages in the stack. Once selected, you can enter the number of stack pages in the field below. This allows you to set how often a sample is performed (pages).
  - **Collated Sets:** Prints a sample of the entire set to the top tray every  $n$  pages in the set. Once selected, you can enter the number of set pages in the field below. This allows you to set how often a sample is performed (pages).
3. Select (OK) or continue setting job properties. Your selection will appear on the Set Sample FAB.

### **Layout FAB**

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To use the layout FAB:

1. Click the Layout FAB. The Layout FAB is available only when the Job Type is Multiple Up or Signature. The paper mimic display shows your selection in graphic form. The Job Properties Notes field presents pertinent information regarding the imposition model you have selected.
2. From the Layout pull-down menu select the layout style or imposition model you want to use. For information on each of the available styles, click Layout Styles.

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For additional information on the Layout FAB, see Caveats for using the Layout feature.

## **Print Adjustments FAB**

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This set of features allow you to adjust print darkness, printer mode, and toner saver settings.

To use the Print Adjustments FAB:

1. Select the Print Adjustments FAB.
  - Select the Print Darkness value by clicking on a segment of the Darkness bar. The default value is 4.
  - Select settings from the Mode pull-down menu. The DocuTech 135 Print Darkness setting prints output that is similar in appearance to that of a DocuTech 135 printer.
  - You can also use the image quality Default Settings by selecting the appropriate button.
2. Select (OK) or continue setting job properties. Your selection will appear on the Image Adjustments FAB.

## **Resolution FAB**

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Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.

To use the Resolution FAB:

1. Select the Image Quality tab.
2. Choose the Resolution FAB.
3. From the Resolution pull-down menu select the appropriate resolution for your job.
4. Select (OK) or continue setting job properties. Your selection will appear on the Resolution FAB.

## **Resolution/Halftone FAB**

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Halftone refers to the pattern of dots or lines of varying sizes applied to an image of varying tones.

Within the Resolution/Halftone FAB you will observe a pull-down menu for halftones. If this pull-down menu is left alone, the "System Specified" halftone screen will be applied. However, you may click on this pull-down menu to receive further options.

Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.

To use the Resolution/Halftone FAB;

- 
1. Select the Image Quality tab.
  2. Choose the Resolution/Halftone FAB.
  3. Select the resolution by marking the appropriate radio button.
  4. From the Halftone pull-down menu, select the desired setting according to your system. For most jobs, you will want to accept the default, System Specified setting.
  5. Select (OK) or continue setting job properties. Your selection will appear on the Resolution/Halftone FAB.

## **Image Shift FAB**

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To use the Image Shift FAB:

1. Select the Image Shift FAB. Ensure that the Summary field displays 1 Sided printing. To change the Sides Imaged, change the setting on the Output tab.
2. From the Shift Options pull-down menu, select from [Manual] or [Auto-Center].
  - Manual allows you to adjust image shift using the X and Y axis fields.
  - Auto-Center automatically centers the image.
3. Select the desired unit of measure (mm, inches, dpi).
4. Using the X and Y axis fields, enter a shift value by using the spin box or by typing in a number.
  - When selecting the horizontal (X) image shift, enter a positive number to move the printed image away from the left side of the paper. Enter a negative number to move the printed image away from the right side of the paper.
  - When selecting the vertical (Y) image shift, enter a positive number to move the printed image upward or a negative number to move the printed image down.
  - Use the Center option to bring both the X and Y values back to zero (no shift).
5. Click [OK] or continue setting job properties. Your selection will display on the Image Shift FAB.

## **Shifting the image on a two-sided job:**

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To shift the image on a two-sided job:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list.
3. Select the Image Edit tab.
4. Ensure that the Summary field displays 2 Sided printing. To change the Sides Imaged, change the setting on the Output tab.

- 
5. Select the desired unit of measure (dpi, mm, inches).
  6. Select a Shift Option.
    - **Independent:** Select an independent vertical or horizontal shift for both sides 1 and 2.
    - **Auto-Center:** Automatically centers the image on the page.
    - **Mirror:** The horizontal and vertical image shift for both sides move in opposite directions from each other. Mirror is best used for two sided jobs.
    - **Mirror X only:** The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
    - **Mirror Y only:** The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
    - **Tandem:** The horizontal and vertical shift move in the same direction for both sides.
    - **Tandem X only:** The horizontal shift for both sides moves in the same direction. The vertical shift remains independent for both sides.
    - **Tandem Y only:** The vertical shift for both sides moves in the same direction. The horizontal shift remains independent for both sides. Tandem is best used for head-to-toe jobs.
  7. Using the X and Y axis, enter a shift value by using the spin box or by typing in a number.
    - When selecting the horizontal (X) image shift, enter a positive number to move the printed image away from the left side of the paper. Enter a negative number to move the printed image away from the right side of the paper.
    - When selecting the vertical (Y) image shift, enter a positive number to move the printed image upward and a negative number to move the printed image down.
    - Use the Center option to bring both the X and Y values back to zero (no shift).

**NOTE:** *This list describes the shift behavior on side one. The shift behavior of side two is determined by the Shift Option selected in Step 6.*
  8. Click OK to close the dialog, or continue setting job properties. Your selection will display on the Image Shift FAB.

## Rotation FAB

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Use rotation to turn a page image 180 degrees from its current position (0 degrees represents no rotation). You may need to rotate a page image so that it will print properly when processed by a finishing device (for example, to allow for right-side stitching



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or binding). In some instances, you may only be able to select rotation on the job ticket.

To use the Rotation FAB:

1. Select the Rotation FAB.
2. Choose 180 degrees (or 0 degrees if the page is already rotated) by selecting the appropriate radio button.
3. Select [OK] or continue setting properties. Your selection will be displayed by the paper mimic and on the Rotation FAB.

## Original Type FAB

---

The Original Type FAB selection enables you to adjust original type options.

The FAB contains various print type selections that refer to the kind of print type you are scanning. Select one of the following type settings by marking the appropriate radio button:

- **Mixed:** Optimized for documents that contain various types of images, text, and graphics.
- **Text:** Optimized for the printing of text-only documents.
- **Photo (Continuous Tone):** Optimized for printing best-quality photographic material.
- **Magazine (Halftone):** Optimized for printing halftone images.

Your selection will appear on the Original Type FAB.

## Original Size FAB

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The Original Size FAB selection enables you to adjust Original Size options.

To use the Original Size FAB:

1. Click the Original Size FAB to set options by selecting from the following radio buttons:
  - Automatic
  - Manual Platen
  - Mixed Size Originals

Your selection will appear on the Original Size FAB.

## Image Shift FAB

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### Shifting the image on one-sided jobs:

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To shift the image on a one-sided job:

1. Click the Image Shift FAB.
2. From the Shift Options pull-down menu select one-sided

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printing. The tab window contains a mimic of a printed page that reflects the image shift changes you make.

3. Select the desired unit of measure (inches, mm).
4. Using the X axis and Y axis, enter a shift value by using the arrows or by typing in a number.
  - When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
  - When selecting the vertical (Y) image shift, enter a positive number to move the image upward or a negative number to move the image down.
  - Use the Center option to bring both the X and Y values back to zero (no shift).

Your selection will appear in the Summary field and on the Image Shift FAB.

### **Shifting the image on two-sided jobs:**

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The software does not automatically adjust the image shift for two-sided jobs. You must enter the specific requirements for a two-sided job.

To shift the image on two-sided jobs:

1. Open the Copy service.
2. Select the Image Edit tab.
3. Click the Image Shift FAB.
4. The tab contains a mimic of a printed page that reflects the image shift changes you make. Select from the following:
  - Independent: Select an independent vertical or horizontal shift for both sides 1 and 2.
  - Mirror: The horizontal and vertical image shift for both sides move in opposite directions from each other. Mirror is best used for two sided jobs.
  - Mirror X only: The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
  - Mirror Y only: The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
  - Tandem: The horizontal and vertical shift move in the same direction for both sides.
  - Tandem X only: The horizontal shift for both sides moves in the same direction. The vertical shift remains independent for both sides.
  - Tandem Y only: The vertical shift for both sides moves in

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the same direction. The horizontal shift remains independent for both sides. Tandem is best used for head-to-toe jobs.

5. Select the desired unit of measure (inches, mm).
6. Using the X and Y axis, enter a shift value by using the spin box or by typing a number in the field.
  - When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
  - When selecting the vertical (Y) image shift, enter a positive number to move the image upward and a negative number to move the image down.
  - Use the Center option to bring both the X and Y values back to zero (no shift).

**NOTE:** *This list describes the shift behavior on side one. The shift behavior of side two is determined by the Shift Option selected in Step 4.*

Your selection will appear in the Summary field and on the Image Shift FAB.

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# DocuSP Frequently Asked Questions (FAQs)

This section of the DocuSP helpset is intended to provide you with workflows for common tasks that can be performed using your system. It is not intended to supplant the point-of-need documentation provided elsewhere; rather, it is intended to function as a “catch-all” for tasks that are frequently elevated to the “Operator Assistance Call” level.

The major topics within this section are as follows:

- Job Management topics
- Queue management topics
- Stock Programming/Tray Usage
- General and Accounting topics

## Job Management topics

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The following topics and tasks fall under the general classification of Job Management activities.

- General job programming tasks
  - How do I change job properties?
  - How do I make image quality adjustments?
  - How do I make image quality adjustments?
  - How do I program multiple stocks in a single job?
  - How do I turn off banner, error and attributes report pages?
  - How do I determine the optimal Parallel RIP option?
- Definitions:
  - How do I hold a job?
  - How do I proof a job?
  - How do I save a job (to system or remote media)?
  - How do I interrupt a job to print another job?
  - How do I prioritize/promote a job?
  - How do I set up First In First Out (FIFO) printing??
  - How do I print a saved job?

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- How do I print a saved job?
  - How do I delete a job?
  - How do I pause and resume a printer?
  - How do I pause and resume a printer?
  - Job layout and finishing
    - How do I print a job in reverse order?
    - How do I print a job head-to-toe?
    - How do I print a 2-up job head-to-toe?
    - How do I print letter size on larger paper?
    - How do I print 5.5 x 8.5 duplex?
    - How do I program job finishing?
    - How do I program a booklet/signature job?
    - How do I convert a signature job to standard, and a standard job to signature?
    - How do I adjust the bleed edge of a job?
    - How do I change stitch/staple placement?
    - How do I insert a range of pages before a specified page?
    - How do I add inserts to a 2-up or signature job?
    - How do I perform a multi-page crop?
    - How do I add slip sheets?
    - How do I select offset stacking?
    - How do I invert a page when I copy a job?
    - How do I add and program covers?
    - How do I add and program inserts?

## **General job programming tasks**

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After a job has arrived at the DocuSP controller, you may choose to make a wide variety of settings in order to get your job to print exactly as you wish it to appear. You may wish to change job properties, make image quality adjustments, program stocks, and set up or turn off banner pages. These operations are detailed below.

### **How do I change job properties?**

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To change job properties:

1. Open the Job Manager.
2. Double-click the job whose properties you wish to adjust.
3. Access the various tabs containing settings you wish to change.

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These tabs include:

- Settings tab (see The Settings tab)
  - Stock tab (see The Stock Tab)
  - Output tab (see The Output Tab)
  - Image Quality tab (see The Image Quality Tab)
  - Image Edit tab (see The Image Edit Tab)
  - Special Pages tab (see The Special Pages Tab)
4. After you are finished editing the job settings, click [OK] or [Apply] to save the settings.
  5. Click [Close] to return to the Job Manager main window. From there you can print your newly-edited job.

### **How do I make image quality adjustments?**

---

To use the Image Quality tab:

1. Open Job Manager.
  2. Double-click a job in the Active or Inactive Jobs list.
  3. Select the Image Quality tab.
  4. Select the Options FAB to access controls for Black Overprint, Anti-aliasing, and Trapping. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
  5. Select the Image Adjustments FAB to adjust lightness, contrast, saturation, and color cast settings. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
  6. Select the User TRCs FAB. Any user TRCs that have been created are accessible through the pull-down menu. You may also view the curves by selecting [View Curves...]. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
  7. Select the Halftone FAB. You can select from the following:
    - System Specified
    - 200 Dot (Primary)
    - 150 Dot
    - 200 Line
    - 300 Line
    - 600 Line
- NOTE:** Depending upon which printer you have, you may see different halftone options.
8. Once you have edited these settings, select [Apply]. Your settings will be listed on the FAB.
  9. Select the Image Resample FAB to select an interpolation

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method. Select from the following choices:

- System Specified
- Nearest Neighbor
- Bi-linear
- Smart

Once you have made your choice, select [Apply]. Your setting will be listed on the FAB.

10. If desired, click [Advanced Settings...] to open the Advanced Settings window. See Editing Color Advanced Settings for more information.
11. Select [OK] to save settings and exit the job properties tabset, or [Apply] to save settings and continue setting job properties, or [Cancel] to exit the tabset without saving your edited settings.

### **How do I program multiple stocks in a single job?**

---

DocuSP provides you with the option to utilize more than a single stock within a single job. You may choose to use this feature if you have a document in which you only want to print a few select pages in color (using coated instead of uncoated stock for better color results) or if you wish to insert special pages or oddly-sized pages (for instance if you wish to include a Ledger-sized paper folded over into a letter-sized book).

The procedure for this activity is as follows:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list.
3. Select the Stock tab.
4. Select stock characteristics using the Size/Color FAB, and Type/Weight FAB and, if available, Coating FAB.
5. Select the Output tab.
6. Select the Mixed Stock Size Job FAB to set options to optimize the throughput of the job if you are printing a job that uses more than one stock size.
7. Select [OK] or continue setting job properties. Your selections will appear on the individual FABs.

You may also program multiple stocks in the application prior to submitting it to the DocuSP controller.

### **How do I turn off banner, error and attributes report pages?**

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Queues can be set up to print banner pages, error pages and the attributes report which contain file-specific information and messages. However, you may wish to turn off this capability, especially if you do not have a large number of people submitting



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jobs to the controller or to avoid printing these pages on expensive stock.

To turn off banner, error and attributes report pages at the queue:

1. Open Queue Manager.
2. Double-click a queue to open the Queue Properties dialog.
3. Select the Settings tab.
4. Select the Administrative Pages FAB.
5. To disable banner, error and attributes report pages, clear the checkbox next to each page you want to turn off.

### **How do I determine the optimal Parallel RIP option?**

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To determine the optimal Parallel RIP option, consult the table, below.

<b>Print Application</b>	<b>Parallel RIP Applicable?</b>	<b>Object Caching, VI cache Applicable?</b>	<b>Neither PPR nor VI Object Cache Necessary</b>
<b>Print-On-Demand Books-On-Demand</b>	<b>Ideal PPR candidate</b> <ul style="list-style-type: none"><li>• POD applications often contain very little repeated content.</li><li>• Perfect for extremely tight turnarounds on very short runs like single-copy jobs.</li><li>• The PPR configuration allows print-for-one books to RIP on multiple CPU's simultaneously.</li></ul>	<b>Not an ideal VI Object Cache candidate</b> <ul style="list-style-type: none"><li>• Typical POD applications have few (if any) repeating patterns and very little object reuse.</li><li>• VI caching would be of little benefit for these applications.</li></ul>	<b>N/A</b>

<b>Print Application</b>	<b>Parallel RIP Applicable?</b>	<b>Object Caching, VI cache Applicable?</b>	<b>Neither PPR nor VI Object Cache Necessary</b>
<b>Yearbooks</b>	<b>Ideal PPR candidate</b> <ul style="list-style-type: none"> <li>The job may have a repeating school logo but many student portraits that do not repeat. The extra RIP horsepower of PPR can help guarantee printer productivity.</li> <li>PPR can RIP multiple segments of this book in parallel and speed throughput.</li> </ul>	<b>Not an ideal VI Object Cache candidate</b> <ul style="list-style-type: none"> <li>The school's logo represents a tiny fraction of the job content.</li> <li>The student pictures are often higher resolution, non-repeating elements.</li> <li>Based on the makeup of the job, VI caching may be beneficial, but this is unlikely.</li> </ul>	<b>N/A</b>
<b>Booklets (4 pages, 1 copy)</b>	<b>Ideal PPR candidate</b> <ul style="list-style-type: none"> <li>Many short booklet jobs smaller than 4 pages are good candidates for PPR.</li> <li>Very small jobs with a copy count of 1 can usually RIP simultaneously (this is called Job Parallel RIP).</li> </ul>	<b>Does not benefit from VI Object Cache</b> <ul style="list-style-type: none"> <li>VI caching for streams of small 4-page jobs is not beneficial. The value of caching is best realized when objects are reused. The more often objects are reused, the greater the benefit from VI Object Caching.</li> </ul>	<b>N/A</b>
<b>Booklets (4 pages, copy count greater than 5)</b>	<b>Not an ideal PPR candidate</b>	<b>Not an ideal VI Object Cache candidate</b>	<ul style="list-style-type: none"> <li>A single 5-page booklet with a copy count of greater than 5 is not RIP intensive.</li> <li>You may use PPR or VI caching but generally, either is not necessary for satisfactory throughput.</li> </ul>

<b>Print Application</b>	<b>Parallel RIP Applicable?</b>	<b>Object Caching, VI cache Applicable?</b>	<b>Neither PPR nor VI Object Cache Necessary</b>
<b>Journals</b>	<b>Ideal PPR candidate</b> <ul style="list-style-type: none"> <li>Well-suited for PPR, especially if the journal contains many RIP intensive components, such as scanned images or photos.</li> </ul>	<b>Does not benefit from VI Object Cache</b> <ul style="list-style-type: none"> <li>VI caching for journals is not usually beneficial. The value of caching is highest when cached objects are reused often.</li> </ul>	<ul style="list-style-type: none"> <li>A single journal with a copy count of 5 or greater that is not image intensive will not normally require either PPR or VI caching for satisfactory throughput.</li> </ul>
<b>Product Manuals</b>	<b>Ideal PPR candidate</b> <ul style="list-style-type: none"> <li>Producing very short or small runs of manuals is ideal.</li> <li>The first copy will benefit from improved RIP performance with PPR, although copies 2-N will not be advantaged.</li> </ul>	<b>Not an ideal VI Object Cache candidate</b>	<ul style="list-style-type: none"> <li>A single manual with a copy count of 5 or greater is not RIP intensive will not normally require either PPR or VI caching for satisfactory throughput.</li> </ul>
<b>Direct Mail Variable</b>	<b>Not an ideal PPR candidate</b>	<b>Ideal VI Object Cache candidate</b> <ul style="list-style-type: none"> <li>While this application is generally not well suited to a PPR workflow, VI Object Caching will produce the best results because the number of reusable objects is high.</li> </ul>	<b>N/A</b>
<b>Product Spec Sheets</b>	<b>Does not benefit from PPR.</b>	<b>Does not benefit from VI Object Cache</b>	<ul style="list-style-type: none"> <li>This application normally uses multiple copy work; therefore, neither PPR nor VI caching provide large benefits.</li> </ul>

**Definitions:**

**Parallel RIP, Page Parallel RIP (PPR):** The Parallel RIP option is available for a number of DocuSP-based products. This option uses a combination of memory, CPU, and proprietary software to RIP complex jobs. The print job is split into segments (PPR) and

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processed in parallel in multiple RIP instances. The number of available parallel RIPs is system-dependent. Additionally, a number of small jobs may be processed in parallel; this is called Job Parallel RIP.

**VI Object Caching:** Many variable print jobs contain reusable resources and objects. Several page description languages support this capability and create print files with a single object that is referenced many times throughout the document. Optimized PDF, Optimized PostScript, PPML, and VIPP use this concept to minimize file size and maximize RIP speeds.

## Manipulating jobs in the main job window

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Within the main Job Manager window, you can perform a variety of activities, including holding, proofing, saving, interrupting, and printing a job, as well as moving a job up in the queue.

### How do I hold a job?

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To hold a job:

1. Open the Job Manager
2. Right-click on the job you wish to hold.
3. Select [Hold] from the context menu. The job will be removed from the Active Jobs list and will be placed in the Inactive Jobs list.

**NOTE:** You must be logged in as an Administrator or Operator to perform this task.

### How do I proof a job?

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To proof a job:

1. Open the Job Manager
2. Right-click on the job you wish to proof.
3. Select [Proof] from the context menu. The job will start to RIP and will print as soon as any currently-printing jobs are completed.

**NOTE:** You must be logged in as an Administrator or Operator to perform this task.

### How do I save a job (to system or remote media)?

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To save a job:

1. Open the Job Manager
2. Right-click on the job you wish to save.
3. Select [Properties...] from the context menu. The Job Properties tabset opens

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4. Select the Settings tab.
  5. Choose the Destination FAB, select [Save]. Select [Print & Save] if you want to print a job and also save it. When this selection is made, additional controls are made available.
  6. Type a save destination in the text field, or select [Save Location...].
  7. Within the Save Location dialog box, browse to the desired save location. If you are saving to removable media, you can browse to that location also.
  8. When you have selected the desired save location, the name of the location will appear in the Selection field. Click [OK]. The Save Location box will close.
  9. If desired, you may change the Save Format, and you may choose to select the checkboxes for Save DRI's and Gather Now.
  10. Select [OK]. The Job Properties tabset will close.
  11. Right-click on the job in the main Job Manager window. Select [Release]. The job will start to RIP, and will be saved.

### How do I print a saved job?

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Jobs that have been saved to the controller with a destination of Save can be stored and reprinted at a later time.

To reprint a saved job:

1. Open the Print Service.
2. From the Directory menu select the UNIX file system or media location where the job is saved.
3. Select the folder that contains the saved job.  
**NOTE:** *Verify the correct Save Location by checking with the System Administrator or by viewing the Save Location in Setup menu > System Preferences > Save tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.*
4. Once the correct Save directory displays, all Saved jobs will appear in the file list on the right. You can filter the list of jobs by selecting a specific file type in the File Filter pull-down menu. The available choices are: Job Ticket, PostScript, PCL, TIFF, ASCII, PDF, and All.  
**NOTE:** *If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.*

The default viewing is by Job Ticket because this is the file type that is used to reprint the entire job. Selecting other file types does not give you the entire job. For example, if you select a TIFF file type, the system prints out only the TIFF image. Selecting the PostScript or PCL file prints the job with any parameters that have been set up on the system.

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**NOTE:** If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.

5. Double-click the job.
6. Enter the number of jobs you want to print in the Quantity field.
7. If desired, change the job name.
8. If desired, select a different queue using the Queue menu.
9. If desired, make job property adjustments and then select [Print].
10. The Information dialog window displays which job was submitted. Click [OK] to exit the dialog window. The job is placed in Job Manager where it can be accessed to view job progress or change job properties.
11. Click [Close] to exit the Properties dialog window.

### **.How do I interrupt a job to print another job?**

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To interrupt a job that is currently printing to print another job:

1. Open the Job Manager
2. Right-click on the job you wish to print immediately.
3. Select [Print Now] from the context menu. The job will start to RIP and will interrupt the currently-printing job.

**NOTE:** You must be logged in as an Administrator or Operator to perform this task.

### **How do I prioritize/promote a job?**

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Prioritizing a job is the same operation as promoting it. You can promote a job in the print queue up to the top unless there are jobs printing or RIPping. In this case, the job can be promoted up to just below/after the currently-printing/RIPping jobs.

To promote a job:

1. Open the Job Manager
2. Right-click on the job you wish to promote.
3. Select [Promote] from the context menu. The job will move up one position in the queue.
4. Continue selecting [Promote] until the job assumes the next-to-print position in the queue.

**NOTE:** You must be logged in as an Administrator or Operator to perform this task.

### **How do I set up First In First Out (FIFO) printing?**

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1. Select [System Preferences...] from the Setup menu.
2. Select the Job Processing tab:

- 
3. Set the Scheduling Mode: The Scheduling Mode is used to specify how jobs that require unavailable paper stock or finishing options are handled by the system. Choose from the following: Only System Administrators can change this setting.
    - **Resource Based Scheduling:** The system determines if the resources needed to print the job are available. If resources needed for printing are not available, the job is identified as ineligible and the system continues to RIP and print other jobs. Once the required resources that made the job ineligible become available, the job is scheduled and released to print.
    - **FIFO (First In First Out):** FIFO jobs are scheduled and printed in the order they were initiated on the system. If the print job requires a “soft” resource, such as a stock needs to be loaded or, the stock tray is disabled, the system raises a function fault and suspend printing. If a print job requires a “hard” resource, such as stapler disabled or, binder is off, the system faults the job and continue printing other jobs.
  4. Select [OK].

### How do I delete a job?

---

Deleting a job removes the job from the system.

To delete a job:

1. Open Job Manager.
2. Click on any listed job.
3. Delete the job by performing one of the following:
  - Right-click the job and select [Delete].
  - Select a job and choose [Delete] from the Job menu.
  - Select the [Delete] icon from the toolbar.
4. Select [Yes] to remove the job from the system.

### How do I pause and resume a printer?

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When a job is paused it stops the printing or scanning process. Consider pausing the printer instead of holding jobs when you need to make an adjustment, such as changing the toner. Paused jobs do not process again. When a job is held it needs to process again before it can be printed.

To pause and resume a job:

1. From the Content menu select [Pause], which is located in the upper right corner of the main GUI screen.
2. To resume the printing process select [Resume].

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**NOTE:** IPDS jobs will not stream/RIP and other non-IPDS jobs in the system will stop processing when an IPDS job is sent to a Paused DocuSP system.

## How do I pause and resume a printer?

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Available pause options depend on printer configuration. To pause and resume a job:

1. From the Content menu, located in the upper right corner of the GUI, select [Pause], [Pause Scanning] or [Pause Printing].
2. To resume the printing or scanning process select [Resume], [Resume Scanning] or [Resume Printing].

**NOTE:** IPDS jobs will not stream/RIP and other non-IPDS jobs in the system will stop processing when an IPDS job is sent to a Paused DocuSP system.

## Job layout and finishing

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DocuSP provides you with many job layout and finishing options. Using these options, you can achieve your desired print outputs.

## How do I print a job in reverse order?

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Output order determines the order in which the printed pages are delivered to an output device, either first to last or last to first.

To print a job in reverse order:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list.
3. Select the Output tab.
4. Select the Stapling/Finishing FAB.
5. From the Output Order menu select from.
  - **System Specified:** Allows the system to determine the most appropriate order for the given job.
  - **1 - N (Ascending):** Printed pages are delivered first to last with the last page on top.
  - **N - 1 (Descending):** Printed pages are delivered last to first with the first page on top.

## How do I print a job head-to-toe?

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To print a job head-to-toe:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.



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3. Select the Output tab.
  4. Select the Basic Settings FAB.
  5. In the Sides Imaged pull-down menu, select [2 Sided].
  6. Select [Rotate Side 2].
  7. Click [OK] to save changes and return to the Job Manager main window.

### **How do I print a 2-up job head-to-toe?**

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To print a 2-up job head-to-toe:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Select the Output tab.
4. Select the Basic Settings FAB.
5. In the Sides Imaged pull-down menu, select [2 Sided].
6. Select [Rotate Side 2].
7. Select the Layout FAB.
8. From the Layout pull-down menu, select the desired 2-up layout (i.e. 2-up Flip Right, 2-up Cut and Stack).
9. Click [OK] to save changes and return to the Job Manager main window.

### **How do I print letter size on larger paper?**

---

You may print a letter or legal sized job on larger paper, but the system has no facility to enlarge the actual image onto the new, larger-size paper. If you wish to enlarge the images in a print job, you must do this at the client workstation and resubmit the job to the DocuSP controller.

### **How do I print 5.5 x 8.5 duplex?**

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To print duplex on a 5.5"x8.5" page, the original size of 5.5"x8.5" must be set at the client application prior to submission to the DocuSP controller.

Then, perform the following procedure:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Select the Output tab.
4. Select the Basic Settings FAB.
5. In the Sides Imaged pull-down menu, select [2-Sided].
6. Click [OK] to save changes and return to the Job Manager

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main window.

## How do I program job finishing?

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To program job finishing:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Select the Output tab.
4. Click the Stapling/Finishing FAB.
5. Select your finishing option from the Stapling/Finishing menu. Move the cursor over the paper mimic icons to see a description of each available selection and click the icon you want to use.
6. If your printer supports staple placement and if stapling is selected, you can select a staple placement position.
  - a. Select [Staple Placement...]. The Staple Placement dialog window opens.
  - b. The selected stock displays in the Stock Size field. You can select from [inches] or [mm].
  - c. Use the slide bar to set staple placement.
  - d. Click [OK] once you have set the staple placement.
7. If desired, select enable or disable for subset finishing. If enable is selected, you will be able to change the page boundary using the spin box that appears.
8. Select [OK] to save finishing settings and exit the Job Properties tabset.

## How do I program a booklet/signature job?

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To program a booklet/signature job:

**NOTE:** *This procedure works only when a Signature Booklet is present on your system.*

1. Ensure that the Signature Booklet Maker (SBM) is enabled:
  - a. Open the Printer Manager.
  - b. Select the Finishing tab.
  - c. If the SBM is not enabled, right-click on it and select [Enable].
2. Open the Job Manager.
3. Double-click the job you wish to edit. The Job Properties window opens.
4. Select the Output tab.
5. Select the Layout FAB.

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6. From the Layout pull-down menu, select one of the signature booklet options:
    - Booklet
    - Perfect Booklet
  7. Select the Stapling/Finishing FAB.
  8. Select the SBM from the Output Location pull-down menu.
  9. Select [OK] to save settings and return to the Job Manager main window.
  10. Right-click on the job and select [Release].

### **How do I convert a signature job to standard, and a standard job to signature?**

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If you wish to convert a standard job to signature, simply follow the instructions in this section: How do I program a booklet/signature job? However, if you wish to convert a signature job to standard, this must be done by editing the original job at the client workstation prior to resubmission to the DocuSP controller.

### **How do I adjust the bleed edge of a job?**

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1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Choose the Output tab.
4. Select the Layout FAB.
5. From the Layout Style menu, select [Booklet] or [Perfect Booklet].
6. Select [Setup...].
7. Select from the following:
  - **Bleed/Trim Size**
  - More Information...
  - For all layout styles, there will be the ability to specify the existence of image bleed in the original document. If bleed is specified, the user need to specify the trim size. The trim size is the trim size of the original document, not the trim size of the imposed image after reduction or enlargement. If the user specifies a trim size greater than the automatically detected original document size, the image will be centered within the larger trim box. The existence of bleed and trim size will also be used to place crop marks on the output sheet. Crop marks, when specified, will be placed around the edges of the Trim Box. When gutter and/or outside margin are specified along with bleed, the bleed image will appear within the gutter and/or outside margin white space, with the appropriate crop marks, when

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applied.

- **Remove Image Bleed**
- More Information...
- When bleed and trim size are programmed for signature-style layouts (Booklet and Perfect Booklet), there will be the ability to specify the amount of image bleed to remove along the center fold line of the signature output sheet. The user will be given two options on how to deal with the bleed along the fold line (bleed mode); they can select Bleed to Fold or set a custom bleed amount. When Bleed to Fold is selected, the entire bleed area will be removed from the right edge of the left-hand image and the entire bleed area will be removed from the left edge of the right-hand image, along the center fold line. This will have the effect of bringing the two image trim boxes flush with each other along the fold. If custom bleed is selected, there user can specify manually the amount of bleed area to be removed from each image along the center fold line, in effect moving each of the trim boxes inwards towards the fold line by the specified amount. Important to note is that, like gutter, the custom bleed amount is relative to the unscaled original document size. Bleed for signature jobs and gutters are mutually exclusive. If bleed is selected, gutter will not be programmable. Signature shift, on the other hand, still will selectable.

### **How do I change stitch/staple placement?**

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To change the stitch/staple placement:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Select the Output tab.
4. Select the Basic Settings FAB.
5. Select the Stapling/Finishing FAB.
6. Select a stapling option from the Stapling/Finishing menu.
7. Select the [Staple Placement...] button. The Staple dialog opens.
  - a. If desired, edit the staple placement using the spin box or the “sizing handle” next to the paper mimic. The paper mimic changes to reflect the changed settings.
  - b. Select the proper stock size from the Stock Size pull-down menu. This will determine the scope of the staple placement change.
  - c. If desired, select enable or disable for subset finishing. If enable is selected, you will be able to change the page boundary using the spin box that appears.

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**NOTE:** If dual staple is selected, you will be able to adjust one or both of the staple placements, using the provided spin boxes. The paper mimic will also show the placement of both staples.

8. Select [OK] to save changes and return to the Output tab.
9. Select [OK] to save output settings and exit the Job Properties tabset.

### **How do I insert a range of pages before a specified page?**

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At this time, you may only insert special pages such as inserts, tab stock, etc. into a document. A procedure of this type is covered here: How do I add and program covers?

### **How do I add inserts to a 2-up or signature job?**

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At this time, you may not add inserts to a 2-up or signature job. All page level programming should be done at the client workstation prior to submission, and once submission is complete, you can use the Job Properties: Output tab to set layout options, but there is no option to place inserts in the signature or 2-up job. Therefore, if you wish a specific kind of page to be included in the imposed job, you will need to program that page at the client workstation.

### **How do I perform a multi-page crop?**

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At this time you cannot crop pages from a document. The document must be edited at the client workstation and resubmitted. This holds true for Print from File jobs; there is currently no edit functionality for reprint jobs.

### **How do I add slip sheets?**

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To add slip sheets:

1. Open the Job Manager.
2. Double-click the job you wish to edit. The Job Properties window opens.
3. Select the Output tab.
4. Select the Slip Sheets FAB.
5. To use Slip Sheets select [Enable]. The Slip Sheets Stock field becomes active.
  - **Stock List:** To select a stock currently loaded on the printer, select [Stock List...], click the stock you want to use and select [OK].
6. To Select a slip sheet stock perform the following:
  - Select [Properties...]. Select a stock from the Name

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menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.

- You can select a stock and verify the characteristics of the stock by selecting [Stock List...], selecting a stock, and clicking [OK].
  - Make stock selections directly from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
7. Click [OK] to apply your changes and exit the dialog window.  
**NOTE:** *Ensure that the attributes you select are supported on the printing system.*

### **How do I select offset stacking?**

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1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Output tab.
4. Choose the Stapling/Finishing FAB to set stapling, finishing, offset, and output location options. See Using the Stapling/Finishing FAB for more information.
5. Select an offset from the Offset pull-down menu:
  - **None:** Offset is not performed. This is the default selection.
  - **Each Collated Set:** The offset occurs between each set printed.
  - **Each Uncollated Stack:** The offset occurs between each stack printed.
  - **Each Set and Stack:** The offset occurs between each set and stack printed.

**NOTE:** *Offset options are available only if the Output Location selection can handle offset stacking.*
6. Offset Subset inserts an offset within a stack (uncollated set) after each specified page number. Select [Offset Subset] and set the Pages Per Subset value.

### **How do I add and program covers?**

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To add and program covers:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.

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3. Select the Special Pages tab.
  4. Choose the Covers FAB.
  5. Choose [Add Front Cover...], or [Add Back Cover...]. The Covers Properties tabset opens.
  6. Select [Make the Front and Back Cover the Same] if you need to program the same characteristics for both the front and back covers. Otherwise, the paper stock and sides printed characteristics must be independently programmed for each cover within the job.
  7. From the Print On pull-down menu select the location where you want the cover to print:
    - Inside Only
    - Outside Only
    - Both Sides
  8. \Choose stock characteristics:
    - Select a stock from the Name menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and Coating FAB.
    - You can select a stock and verify the characteristics of the stock by selecting the [Stock List...], selecting a stock, and clicking [OK].
    - Make selections directly from the Size/Color FAB, Type/Weight FAB, and Coating FAB. If [Custom] is selected from the Size menu, within the Size/Color FAB, the Width and Height fields become active.  
**NOTE:** *Be sure the attributes you select are supported on the printing system.*
  9. After you have completed setting cover page properties click the [Add Cover] button.
  10. Click [Close] to exit the dialog window. Cover page information displays on the cover page list and FAB.

### **How do I add and program inserts?**

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Job inserts differ from slip sheets in that they separate pages of a job while slip sheets separate one job from another. Inserts may also be preprinted stock or forms.

**NOTE:** *Inserts may not be programmed for a job with covers if the inserts affect the cover printing. For example, inserts are not allowed between pages printed on the front and back of a cover. An insert request takes precedence over an exception page request. When two or more special pages are programmed (covers, inserts, or exception pages) image ordering conflicts may occur. Verify that programmed options do not conflict.*

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To create inserts:

1. Open Job Manager.
2. Double-click a job in the Active or Inactive Jobs list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see Setting the Job Policy.
3. Select the Special Pages tab.
4. Choose the Inserts FAB.
5. To create a new insert click the [Add Inserts...] button. The Inserts dialog window opens.

**NOTE:** *To add an insert to an existing one, right-click the insert and select [Add Pages...].*

6. Enter the page number where you want the insert placed in the [After Page] field.
7. Enter the number of insert pages you want to place in that location using the [Insert Pages] field.
8. Choose stock characteristics:
  - Select a stock from the Name menu. Select [Unspecified] from the Name menu to set custom stock properties. Make selections from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB.
  - You can select a stock and verify the characteristics of the stock by selecting the [Stock List...], selecting a stock, and clicking [OK].
  - Make selections directly from the Size/Color FAB, Type/Weight FAB, and if available, Coating FAB. If [Custom] is selected from the Size menu, within the Size/Color FAB, the Width and Height fields become active.
9. After you have completed setting insert page properties click the [Add Insert] button.
10. Click [Close] to exit the dialog window. Insert page information displays on the insert page list and FAB.

## Queue management topics

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The following topics relate to queue management:

- How do I create a queue?
- How do I copy a queue?



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## How do I create a queue?

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Create a new queue when you need to control the flow or handling of documents in different ways.

To create a new queue:

1. Open Queue Manager.
2. From the Queue pull-down menu select [New...]. The New Queue dialog opens.
3. In the Queue Name field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

**NOTE:** When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.

**NOTE:** The Printer Name is read only. It contains the name of the connected printer.

4. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.

Select [Override] if you want the Quantity setting to take precedence over programming associated with individual jobs.

5. Set a priority from 1 (highest priority) to 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If the Parallel RIP feature is available, select [Enable] or [Disable].

**NOTE:** This feature will only appear if your system includes a valid PPR license. See Setting Job Processing options for more information

A typical site using Parallel RIP should have at least two queues: one queue set for Page Parallel workflows and a second queue set for unknown/non-DSC compliant workflows such as object caching. This will enable the site to take full advantage of Parallel RIP and VIPP caching respectively.

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**NOTE:** If Parallel RIP is selected, you will not be able to select VI Object cache options, and if VI Object Cache is selected, Parallel RIP is disabled automatically.

The queue set up for Parallel RIP should be set to Protected PostScript and Parallel RIP enabled.

Also, if desired, select the Convert PostScript to PDF checkbox.

**NOTE:** This step is important for PPR users that want to take advantage of the Page Parallel feature but are unable to use conforming PostScript files (e.g. DSC and Page Independence).

7. Make extended option selections using the following tabs:
  - The Settings tab: The Settings tab contains queue properties FABs.
  - The Stock Tab: Select the queue default paper stock.
  - The Output Tab: Allows you to select queue output options.
  - The Image Quality Tab: Contains features that enable you enable to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used. See also, Setting Color Image Quality Options for a Queue for additional information.
  - The Image Edit Tab: Presents features that allow original images to be modified for output.
8. Select [Add Queue] to complete the new queue setup.
9. Select [Close] to exit the New Queue dialog.
10. In the Queue list, right-click the new queue and choose [Accept Jobs] to enable the queue for job processing.

## How do I copy a queue?

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Sometimes an existing queue already contains most of the attributes you need for a new queue. In that case you can simply copy an existing queue and modify its attributes to create a new queue.

To copy an existing queue:

1. Open Queue Manager.
2. From the Queue pull-down menu select [Copy...]. The Copy Queue dialog opens.
3. In the Queue Name field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

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**NOTE:** When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.

**NOTE:** The Printer Name is read only. It contains the name of the connected printer.

4. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 65,500.

Select [Override] if you want the Quantity setting to take precedence over programming associated with individual jobs.

5. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If desired, make extended option selections using the following tabs:

- The Settings tab: The Settings tab contains queue properties FABs.
- The Stock Tab: Select the queue default paper stock.
- The Output Tab: Allows you to select queue output options.
- The Image Edit Tab: Presents features that allow original images to be modified for output.
- The Image Quality Tab: Contains features that enable you enable to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used. See also, Setting Color Image Quality Options for a Queue for additional information.
- The PDL Settings Tab: Select decomposer (processing) options.

**NOTE:** If you do not have a valid PostScript license on the system, you will not see PostScript in the list of format options.

7. Select [Copy Queue] to complete the copy queue setup.
8. Select [Close] to exit the Copy Queue dialog
9. In the Queue list, right-click the copied queue and choose [Accept Jobs] to enable the queue for job processing.

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## Stock Programming/Tray Usage

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The following topics pertain to stock programming, and to paper tray programming and usage.

- How Do I resolve stock programming conflicts (required stock not loaded)?
- How do I change stock programming (paper tray stock change)?
- How Do I change paper tray attributes?
- How Do I direct jobs to a particular tray?
- How do I enable/disable a Cleanup tray

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### Stocks and Trays topics

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#### **How do I resolve stock programming conflicts (required stock not loaded)?**

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To resolve stock programming conflicts, click on the Stock Not Loaded message in the Status window of the DocuSP main GUI window. A message will pop up, giving you the details of which stock is programmed on the job. Then, check the tray programming within Printer Manager to determine if the stock needs to be loaded.

#### **How do I change stock programming (paper tray stock change)?**

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Stock settings within a Dedicated tray can only be changed by a Trusted User or Administrator. Fully Adjustable tray settings can be changed by all users.

To set Paper Tray options:

1. Open Printer Manager.
2. Select the Paper Trays tab.
3. Right-click the tray and select [Properties...].
4. Programming paper trays: When you want to use a particular stock type in a paper tray, you must program the paper tray to recognize the stock. Moving the cursor over the paper mimic icon in the Summary field gives you tray and feeder information.
  - a. Double-click the tray to change stock properties. The Tray Properties dialog window opens.
  - b. Verify that the programmed stock is loaded in the designated tray.
5. Select [OK].

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## How do I change paper tray attributes?

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This procedure is similar to changing stock programming. See How do I change stock programming (paper tray stock change)?

## How do I direct jobs to a particular tray?

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A job will go, automatically, to the tray which contains the appropriate stock. If more than one tray contains the appropriate stock, and you have a preference for a specific tray, simply disable the other tray in Printer Manager.

Disabling a paper tray:

- Right-click a tray and choose [Disable Tray] from the menu.
- Select a tray and choose [Disable Tray] from the Tray pull-down menu.
- Select a tray and choose the [Disable Tray] icon from the toolbar.

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## General and Accounting topics

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The following tasks fall into the categories of general printer usage and accounting:

- How do I load fonts onto the DocuSP controller?
- How do I export/save the accounting log?
- How do I print the accounting log?
- How do I use Power Saver?
- How do I use immediate Power Saver
- How do I exit Power Saver

## How do I load fonts onto the DocuSP controller?

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In order to get your Fonts into the DocuSP it is highly recommend they be put on to a CD-ROM as it is the easiest method for transfer and it ensures that the original data of the Macintosh or Windows fonts are retained during the font conversion process.

**NOTE:** *The format must be Windows compatible. If the CD is a standard Windows/Mac compatible "Joliet" format, the file names must be less than 32 characters. Make sure the fonts are NOT compressed (.ZIP or.SIT)*

To load fonts onto the DocuSP controller:

1. Ensure that you are logged on as an Administrator.
2. If the fonts are stored on media, insert the media into the appropriate drive.

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3. Select [PostScript/PDF/PCL Fonts...] from the Administration menu.
  4. From the Font Type menu, select one of the following font types:
    - PostScript Soft
    - PCL Cartridge
  5. Select [Load...]. The Import Fonts dialog window opens.
  6. Select the appropriate directory or media type from the Directory pull-down window.

If the fonts are being loaded from media, the media is read by the controller and the fonts stored on the media are displayed. If the UNIX File System option is selected, choose the appropriate directory.
  7. Select the fonts to be loaded from the Files field.
  8. Select [Install]. Wait for the fonts to finish loading before removing the storage media from the system.

The main Fonts dialog window displays the fonts that have been loaded.
  9. To display a list of available fonts select [List Fonts].
  10. If the fonts were supplied from removable media, select the [Eject] icon in the upper right corner of the Directory field.

**NOTE:** *If the font loaded is a PostScript font, the font is immediately available. If the font is a PCL font you must restart the software to make the font available.*
  11. Select [Close] to exit the Install dialog window.

## How do I export/save the accounting log?

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You can export an accounting log to a file that can be used by another application to create billing reports for customers, or to save as an electronic record of past transactions.

**NOTE:** *Billing is applicable only to monochrome products.*

To export/save the accounting log:

1. Select [Accounting...] from the Administration menu.
2. Click [Export...].
3. Select the destination of the exported accounting log files by performing one of the following:
  - Select the UNIX file location or media type from the Directory menu.
  - Type the name of the file in the Selection field. The default is set to "AccExport\_<system serial number>\_<date>\_<time>". The system only provides a default name for media that supports the length of the name. Otherwise, no default is provided.

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**NOTE:** For MS\_DOS compatibility type eight characters or less.

4. From the Export records field choose one of the following:

**NOTE:** Additional option selections are available for all versions except Version 2.

- To export all records mark [All].
- Clear [All] and enter the range of job ID numbers you want to export.
- Select [Job ID] and enter a job ID number to export all the specific records associated with the job ID.

5. Select the format version of the exported accounting log from the File Properties pull-down menu.

- Version 2: This is the version supported by DocuTech 61xx with DocuSP 1.4 or earlier and DocuTech 65/DocuPrint 65 with DocuSP version 1.1 or earlier. Selecting this version exports only the accounting fields applicable to these versions of DocuSP. The Type field displays Condensed DocuSP and the Encoding field displays ASCII.
- Version 3.x: Exports all entries, except trapping, present in the accounting log. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (3.0) or EBCDIC (3.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 2.x.
- Version 4.x: Exports all entries including trapping. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (4.0) or EBCDIC (4.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.1.
- Version 5.x exports all entries including those for color attributes. The exported file is a fixed format and does not vary in length. The Type field displays Full DocuSP and the Encoding field displays ASCII (5.0) or EBCDIC (5.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.5.
- Version 6.x contains Account ID, User ID, and additional job data for the purpose of identifying who ran jobs and the account to which users are assigned.

**NOTE:** The new fields are as follows: (1) Black Only Page Counts, (2) Color Only Page Counts (color products only), (3) Large Sheet Page Count (>13.61" /345.7mm wide on iGen3 only), and (4) Anti-Alias Page Counts (color products only).

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**NOTE:** Since the new fields add color features to the accounting log, Monochrome users may choose to retain their current workflows and continue to use one of the earlier versions.

6. Select a Type for the exported Accounting Log:
  - **Full DocuSP:** A File Property type characterized by a fixed length log entry. All null values are included as blanks between delimiters.
  - **Condensed DocuSP:** Used only for Version 2, this File Property type enables the log entry to contain only that data that is pertinent to DocuSP 1.4. Log entries that use this method are variable in length.
7. Select an Encoding option for the exported Accounting Log:
  - **ASCII:** Formats that end in “0” (e.g., 5.0) are ASCII based export files.
  - **EBCDIC:** Formats that end in “1” (e.g., 5.1) are EBCDIC bases export files.
8. Select a File Format for the exported Accounting Log data:
  - **Name-Value Pairs:** A database file format that contains the “name = value” grouping for each variable in every log entry. The file consists of the record attributes in the order in which the records are displayed with attribute names. The field values are separated by a colon, and the records are separated by a carriage return.
  - **Record Layout Definition:** A database file format that defines the order of variables at the front in order to facilitate using delimited variables with no name necessary. This type of database works well when converting to standard database and spreadsheet software.

**NOTE:** The defaults for File Properties field are 2 for Version, Condensed DocuSP for Type and ASCII for Encoding.
9. Select [OK] to start the export process.
10. Select [OK] after the files are exported.
11. Select [OK] to exit the Export Accounting dialog window.

## How do I print the accounting log?

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You can print specific entries or the entire Accounting Log. The log prints on 8.5 x 11 inch or A4 standard paper. Selections can be made for number of copies, and the sides printed.

**NOTE:** Log entries are printed in the order they are received. Older records are printed first. The log is printed with one record per page.



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To print the accounting log:

1. Select [Accounting...] from the Administration menu.
2. Select [Print...].
3. Select a print queue from the Queue pull-down menu.
4. Select a Sides Imaged from the pull-down menu.
5. In the Quantity field enter the number of sets to print.
6. Select the [Log Entries] option in the Pages to Print field to choose the pages you want to print:
  - Select [All] to print the entire accounting log.
  - Clear [All] if you want to print a portion of the accounting log and enter a range of job ID numbers.
  - Select the [Job ID] option and enter a job ID number to print that specific record.

Select [OK] to print the accounting log.

## How do I use Power Saver?

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When you are logged onto the DocuSP system as either a System Administrator or Operator, the Power Saver option is available.

To set up automatic power saver perform the following:

**NOTE:** *If the printer is in Power Saver mode, you must exit Power Saver before accessing Power Saver Setup. Select [Exit Power Saver] from the Printer menu.*

1. Select [Power Saver Setup....] from the Printer menu.
2. To set monitor shut off:
  - a. Select [Set Monitor Off Mode].
  - b. Once enabled, the Time Delay field becomes active. Type or use the slide bar to set the number of minutes that will elapse before the monitor turns off.
3. You can select either or both [Low Power Mode] or [Sleep Mode] by marking the corresponding checkbox. If both Low Power Mode and Sleep Mode are selected, Sleep Mode will not activate until the Low Power Mode timer has expired. To designate the length of inactivity time that must elapse before printer power saver starts. In the Low Power, and Sleep Mode fields enter a number of minutes by typing the value or using the slide bar. The maximum inactivity time period is located to the right of the mode slide bars.
  - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
  - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off.

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Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.

**NOTE:** Click [Defaults] to return power saver settings to default values.

4. Select [OK] to save your settings and exit the dialog window.

## How do I use immediate Power Saver

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The available options depend on printer configuration. To activate the immediate Power Saver:

1. Select [Enter Low Power Mode] or [Enter Sleep Mode] from the DocuSP Printer menu. A dialog window opens stating that the Power Saver may be delayed if there are active jobs in the system.
2. If you select [Yes] the printer will power off and enter the assigned mode after all jobs have completed printing.
  - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
  - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.

## How do I exit Power Saver

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If the printer is in Low Power Mode or Sleep Mode, you can immediately exit these modes by selecting [Exit Power Saver] from the Printer menu, or by releasing a job for printing.

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# Color Management

Color workflows often involve several different devices, including but not limited to, monitors, scanners, cameras, and printers. Each of these devices has a specific color range, or gamut, that it can produce.

Color management attempts to match color across input, display, and output devices by referencing their color reproduction to a known standard using International Color Consortium (ICC) profiles.

## About Color Management

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Color Management tools are used to assist with matching color for printing. Color Management tools can include hardware devices such as spectrophotometers and colorimeters, and software such as color profiles, tonal reproduction curves (TRCs), and color space transformations.

Devices such as the spectrophotometer measure the printed output of a printer; this data is then used to calibrate the printer and/or create appropriate TRCs which can adjust for any color matching problems caused by the printer itself.

Color matching software is used to convert between device dependant RGB and CMYK color spaces to a device independent color space in order to match colors by adjusting for differences between device color gamuts.

Color Management tools are supplied by the DocuSP software, and can be used by users of all knowledge levels:

- **Skilled** — this type of user is knowledgeable about color workflows and colorimetry-and may choose to make specific Image Quality settings in order to “tweak” the system to his or her preferences.
- **Novice** — this type of user is generally unfamiliar with color workflows. Simpler color management options are provided to the novice user, options which, when chosen, make a collection of settings for the user based on standard defaults.

## The Color Manager Window

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The Color Manager Window contains four tabs that provide the user with an expansive palette of color management tools of

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varying complexity.

The four tabs on the Color Manager Main Window are:

- **Associations tab:** Within this tab, you can associate named stocks with color groups or profiles.
- **Color Profiles tab:** Within this tab, you can manage color profiles as well as perform color calibrations on your stocks.
- **User TRCs tab:** Within this tab, you can create, edit, store, and manage user Tonal Reproduction Curves (TRCs).
- **Spot Color Editor tab:** Within this tab, you can create Custom User Colors, edit, display, and store PANTONE® Colors, and Edited PANTONE® Colors. You can view the properties of all colors, edit all colors, and delete custom colors. You may also print a “swatch book” of a set of colors or print a proof of a color being edited.

## The Associations tab

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The Color Manager Associations tab enables you to perform several color management activities, including associating named stocks with color groups or profiles, setting up new color groups, editing existing color groups, and setting up and editing halftone profiles. More Information...

Stock Profile Terms: definitions:

- Profile Name: Assign or change the profile name.
- Stock Name: Select the stock Name from the drop-box.
- Stock Color: Choose from a list of possible stock colors.
- Stock Weight: Select a stock weight from the drop-box.
- Stock Opacity: Choose from “Opaque” or “Transparent.”
- Stock Coating:

Stock Coating options include:

- None
- Gloss
- High Gloss
- Semi-Gloss
- Satin
- Matte

## Understanding the Associations tab menus

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The Color Manager Associations tab contains a list of Color Groups with their attributes listed.

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This list contains the following columns:

- **Color Group Icon:** the first column in this list contains an icon that shows whether the Color Group is pre-installed or user-created. The icon is different for each case, and a tool tip will display if you roll the mouse over the icon.
- **Color Group:** this column contains the name of the Color Group.
- **Stock Name:** this column contains the name of the stock which is associated with the Color Group.
- **Tray:** this column displays a number and an appropriate icon if the Color Group and stock are loaded in a specific tray.
- **Size:** this column displays the size of the stock associated with the Color Group.
- **Color:** this column displays the color of the stock associated with the Color Group.
- **Opacity:** this column displays whether the stock associated with the Color Group is opaque or transparent.
- **Weight:** this column displays the weight, in gsm (grams per square meter) of the stock associated with the Color Group.
- **Coating:** this column contains information on the coating properties of the stock associated with the Color Group.
- **Primary Calibration:** this column displays the calibration date of the stock associated with the Color Group.
- **Profile Name:** this column displays the name of the profile associated with the Color Group.

Right-Clicking in the list provides a context menu. All these menu options are also available via pull-down menus in the Associations tab.

The context menu contains the following options:

- Color Group
  - Properties...
  - New Group...
  - Move Stock...
  - Delete Group
  - Set Group as Default
  - Export...
  - Import...
  - Restore Default Profiles
- Color Profile

**NOTE:** *Color Profile activities can also be performed using the Color Profiles tab. Instructions for these activities can be found in The Color Profiles Tab.*

- 
- New Profile Family...
  - Add Halftone Profile...
  - Replace Halftone Profile...
  - Assign Profile Family...

- Calibration

**NOTE:** *Color Profile activities can also be performed using the Color Profiles tab. Instructions for these activities can be found in The Color Profiles Tab.*

- Calibration...
  - Revert to Previous Calibration...
  - Set Maximum Versions...
  - Halftone Calibration Dates...

- Manage Associations...

This option opens a dialog that enables you to perform various Association management tasks.

## **The Associations tab View Menu**

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The Associations tab contains a menu that enables the user to control the attributes that are displayed in the Associations list. When this menu is accessed, the following options appear, accessible as checkboxes:

- Group Pre installed
- Color Group
- Summary
- Tray Not Shown
- Size
- Color
- Opacity
- Weight
- Coating
- Primary Calibration
- Profile Name

To prevent any attribute from displaying, simply click the checkbox to remove the mark.

In addition to these attributes, the following view options are available in this menu:

- Show Toolbar
- Hide Toolbar
- Select All
- Clear All

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- Redisplay

## **Using the Associations tab**

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### **Setting Color Group properties**

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To set Color Group properties:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click in the row whose properties you desire to set.
4. Select [Color Group: Properties...]. The Color Group Properties dialog will display.
5. If desired, deselect the checkbox for “Set As Default Color Group.”
6. Select [Assign Profile Family...]. The Assign Profile dialog opens.
7. Select a profile from the menu.
8. Select [OK]. The current profile family name updates. The assigned stocks and calibration dates lists are displayed in read only mode.
9. Select [OK]. A Question dialog appears.
10. If the settings you made are appropriate, select [Yes]. The Color Group will be updated.

### **Creating a new Color Group**

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To create a new Color Group:

1. Open Color Manager.
2. Select the Associations tab.
3. Select the [New Color Group...] button. The New Color Group dialog appears.
4. Select [Assign Profile Family...]. The Assign Profile dialog opens.
5. Select a profile family from the list.
6. Select [OK]. The dialog closes and the Current Profile Family name updates.
7. Select [Add Group].
8. Select [OK] if a message box pops up.
9. Select [Close]. The new Color Group is added to the Associations list.

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## Moving a stock into a Color Group

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To move a stock into a Color Group:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on the desired Color Group. Select [Color Group: Move Stock]. The Move Stock dialog opens.
4. Select a Color Group from the list into which to move the stock.
5. Select [OK]. The group will now have a stock associated within it.

## Setting a Color Group as default

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To set a Color Group as default:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on the desired Color Group. Select [Color Group: Set Group as default].
4. At the question dialog, select [Yes] if you intend to proceed. The group will become the default Color Group.

## Deleting a Color Group

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To delete a Color Group:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on the desired Color Group. Select [Color Group: Delete Group].

**NOTE:** You cannot delete pre-installed Color Groups. If you attempt to do so, an error message will appear.

4. At the question dialog, select [Yes] if you intend to proceed. The group will disappear from the Associations tab.

## Exporting a Color Group

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To export a Color Group:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on the desired Color Group. Select [Color Group: Export Groups...]. The Export Groups dialog opens.
4. Select the directory into which to export the group.
5. If desired, you can select or deselect the checkbox for the



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export policy. The checkbox is labelled “Include Profile Data.”

6. Select [OK]. The stock will export.
7. After the export is complete, select [OK] from the dialog that pops up.

### **Importing a Color Group**

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To import a Color Group:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on the desired Color Group. Select [Color Group: Import Groups...]. The Import Groups dialog opens.
4. In the directory locate the desired group to import.
5. Select the specific group from the Files list.
6. Under import options:
  - a. select or deselect the checkbox for “Associated Color Groups.”
  - b. If the checkbox is selected, choose whether the GUI will ask first before importing or will simply replace existing Color Groups.
7. Select [Import]. The import action will occur.
8. Select [OK].
9. Select [Close].

### **Restoring Color Group defaults**

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To restore Color Group defaults:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click on a Color Group. Select [Color Group: Restore Profile Defaults].
4. A question will appear saying “Pre-installed profile families will be restored for all of the Pre-installed Color Groups. Are you sure you want to restore defaults?”
5. Select [Yes] to perform the action. The original profiles for all pre-installed profile families will be restored.

### **Calibrating the printer**

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To calibrate the printer:

1. Open Color Manager.
2. Select the Associations tab.
3. Select a Color Group that currently has associated stocks

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loaded in the machine.

4. Select the [Calibrate...] button at the bottom of the screen.
5. Within the text fields, ensure the Color Group and Stock Name are correct.
6. Select the halftone for which you are calibrating.

**NOTE:** *If you intend to use several halftone profiles, you will need to complete this process for each of the desired halftones.*

7. Select [1. Print Target...].
  8. Select a quantity to print using the spin box.
- NOTE:** *The default quantity is 5 copies.*

9. Select [OK].
10. When the Information screen appears, select [OK]. The target will print.
11. Select [2. Properties...].
12. Type a new profile name in the text field.
13. If desired, type a description.
14. Under "Options," select whether the profile will:

- Apply To All Halftones
- Apply Only To Selected Halftone

15. Select [OK].
16. Select [3. Measure...].
17. Select [Begin] and follow the on-screen prompts as the X-rite Spectrophotometer scans a series of strips on the test target. A set of Tonal Reproduction Curves (TRCs) are generated.
18. When all strips have been scanned, select [OK] when the "Calibration Complete" message pops up.
19. The results of the scan will be displayed on the System Calibration window for each color channel TRC for the current state of the system. Each color channel can be viewed alone by selecting the associated check box. Each TRC is associated with the stock and up to five different TRCs can be stored for calibration.

**NOTE:** *Selecting [Close] will terminate the calibration process. Selecting [Revert] will allow you to select a previously created calibration TRC. Selecting [Accept...] will change the system operation to the newly created TRC. Selecting [Start Over] will start the calibration process from the beginning.*

20. After Accepting the calibration data, select [OK] in the Accept Calibration Data screen to close the dialog.
21. Select [OK] to close the information dialog.
22. Select [Close] to exit the calibration dialog.
23. Select [Yes] to answer the question dialog. Within the Color

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Profiles tab, your calibration date and time will appear for all stocks associated with the profile. The stock actually calibrated will be in bold type.

## **The Color Profiles Tab**

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This section explains the information on the Color Profiles Tab and what it means.

### **Understanding the Color Profiles tab**

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The Color Manager Color Profiles tab contains a Profile list.

The list contents are as follows:

- System-Supplied vs. User-Defined Profiles icon
- Name: (the name of the profile)
- Type: (source or destination)
- Color Space: (CMYK, RGB, CMY, etc.)
- Description: (name of the stock associated with the profile)
- Halftone:

Right-Clicking in the list provides a context menu.

The context menu contains the following options:

- Properties...
- Apply Changes...
- Profile to Stock...
- Add...
- Add to Destination...
- Replace...
- Delete...
- Print List...
- Save List...
- Import...
- Export...
- Select All
- Clear All

### **The Color Profiles Tab View menu**

---

The Color Profiles tab contains a menu that enables the user to control the attributes that are displayed in the Color Profiles list. When this menu is accessed, the following options appear, accessible as checkboxes:

- 
- State
  - Name
  - Type
  - Color Space
  - Description

To prevent any attribute from displaying, simply click the checkbox to remove the mark.

In addition to these attributes, the following view options are available in this menu:

- Show Toolbar
- Hide Toolbar
- Select All
- Clear All
- Redisplay

## Setting up a new Profile Family

---

To set up a new Profile Family:

1. Open Color Manager.
2. Select the Associations tab.
3. Make sure stock is loaded and right-click in the list. Select [Color Profile: New Profile Family...]. the New Profile Family dialog appears.
4. From the Halftone drop-box, select the desired value.
5. Select [1. Print Target...].
6. From the Print Boundary dialog, select from the following:
  - End of Current Job
  - End of Current Copy
  - Now
7. Select a quantity to print using the spin box.  
**NOTE:** *The default quantity is 5 copies.*
8. Select [OK].
9. When the Information screen appears, select [OK]. The target will print.
10. Select [2. Properties...].
11. Type a new profile name in the text field.
12. If desired, type a description.
13. Under "Options," select whether the profile will:
  - Apply To All Halftones
  - Apply Only To Selected Halftone

- 
14. Select [OK].
  15. Select [3. Measure...].
  16. Select [Begin] and follow the on-screen prompts as the X-rite Spectrophotometer scans a series of strips on the test target. A set of Tonal Reproduction Curves (TRCs) are generated.
  17. When all strips have been scanned, select [OK] when the "Calibration Complete" message pops up.
  18. The results of the scan will be displayed on the System Calibration window for each color channel TRC for the current state of the system. Each color channel can be viewed alone by selecting the associated check box. Each TRC is associated with the stock and up to five different TRCs can be stored for calibration.  
**NOTE:** *Selecting [Close] will terminate the calibration process. Selecting [Revert] will allow you to select a previously created calibration TRC. Selecting [Accept...] will change the system operation to the newly created TRC. Selecting [Start Over] will start the calibration process from the beginning.*
  19. After Accepting the calibration data, select [OK] in the Accept Calibration Data screen to close the dialog.
  20. Select [OK] to close the information dialog.
  21. Select [Close] to exit the calibration dialog.
  22. Select [Yes] to answer the question dialog. Within the Color Profiles tab, your calibration date and time will appear for all stocks associated with the profile. The stock actually calibrated will be in bold type.

## **Adding a Halftone Profile**

---

To add a Halftone Profile:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click in the list. Select [Color Profile: Add Halftone Profile...]. the Add Halftone Profile dialog appears.
4. From the Halftone drop-box, select the desired value.
5. Select [1. Print Target...].
6. From the Print Boundary dialog, select from the following:
  - End of Current Job
  - End of Current Copy
  - Now

**NOTE:** *The default quantity is 5 copies.*

7. Select a quantity to print using the spin box.
8. Select [OK].

- 
9. When the Information screen appears, select [OK]. The target will print.
  10. Select [2. Properties...].
  11. Type a new profile name in the text field.
  12. If desired, type a description.
  13. Under "Options," select whether the profile will:
    - Apply To All Halftones
    - Apply Only To Selected Halftone
  14. Select [OK].
  15. Select [3. Measure...].
  16. Select [Begin] and follow the on-screen prompts as the X-rite Spectrophotometer scans a series of strips on the test target. A set of Tonal Reproduction Curves (TRCs) are generated.
  17. When all strips have been scanned, select [OK] when the "Calibration Complete" message pops up.
  18. The results of the scan will be displayed on the System Calibration window for each color channel TRC for the current state of the system. Each color channel can be viewed alone by selecting the associated check box. Each TRC is associated with the stock and up to five different TRCs can be stored for calibration.

**NOTE:** *Selecting [Close] will terminate the calibration process. Selecting [Revert] will allow you to select a previously created calibration TRC. Selecting [Accept...] will change the system operation to the newly created TRC. Selecting [Start Over] will start the calibration process from the beginning.*
  19. After Accepting the calibration data, select [OK] in the Accept Calibration Data screen to close the dialog.
  20. Select [OK] to close the information dialog.
  21. Select [Close] to exit the calibration dialog.
  22. Select [Yes] to answer the question dialog. Within the Color Profiles tab, your calibration date and time will appear for all stocks associated with the profile. The stock actually calibrated will be in bold type.

## Replacing a Halftone Family

---

To replace a Halftone Family:

1. Open Color Manager.
2. Select the Associations tab.
3. Right-click in the list. Select [Color Profile: Replace Halftone Family...]. the Replace Halftone Family dialog appears.
4. From the Halftone drop-box, select the desired value.
5. Select [1. Print Target...].

---

6. From the Print Boundary dialog, select from the following:

- End of Current Job
- End of Current Copy
- Now

**NOTE:** *The default quantity is 5 copies.*

7. Select a quantity to print using the spin box.

8. Select [OK].

9. When the Information screen appears, select [OK]. The target will print.

10. Select [2. Properties...].

11. Type a new profile name in the text field.

12. If desired, type a description.

13. Under "Options," select whether the profile will:

- Apply To All Halftones
- Apply Only To Selected Halftone

14. Select [OK].

15. Select [3. Measure...].

16. Select [Begin] and follow the on-screen prompts as the X-rite Spectrophotometer scans a series of strips on the test target. A set of Tonal Reproduction Curves (TRCs) are generated.

17. When all strips have been scanned, select [OK] when the "Calibration Complete" message pops up.

18. The results of the scan will be displayed on the System Calibration window for each color channel TRC for the current state of the system. Each color channel can be viewed alone by selecting the associated check box. Each TRC is associated with the stock and up to five different TRCs can be stored for calibration.

**NOTE:** *Selecting [Close] will terminate the calibration process. Selecting [Revert] will allow you to select a previously created calibration TRC. Selecting [Accept...] will change the system operation to the newly created TRC. Selecting [Start Over] will start the calibration process from the beginning.*

19. After Accepting the calibration data, select [OK] in the Accept Calibration Data screen to close the dialog.

20. Select [OK] to close the information dialog.

21. Select [Close] to exit the calibration dialog.

22. Select [Yes] to answer the question dialog. Within the Color Profiles tab, your calibration date and time will appear for all stocks associated with the profile. The stock actually calibrated will be in bold type.

---

## Assigning a Profile Family

---

To assign a Profile Family:

1. Open Color Manager.
2. Select the Color Profiles tab.
3. Right-click in the list. Select [Color Profile: Assign Profile Family...]. the Assign Profile Family dialog appears.
4. From the list, select the desired profile.
5. Select [OK]. The profile family is changed.

## Deleting a Color Profile

---

**NOTE:** *You cannot delete a system-supplied color profile.*

To delete a color profile:

1. Open Color Manager.
2. Select the Color Profiles tab.
3. Right-click on the profile you wish to delete.
4. Select [Delete].
5. Answer [Yes] to the question. The profile is deleted.

## Saving the Profile List

---

To Save the Color Profiles list, complete the following steps:

1. Open the Color Manager.
2. Select the Color Profiles tab.
3. Right-click on a profile in the Color Profiles list. Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
4. Select [Save List...].
5. Within the Save Profile List window, select the destination directory.
6. Select a Name from the Name list, or type a new name in the Selection field.
7. Select a save option from the following save options:
  - Profile Properties (comma separated values)
  - Profile Names only
8. Select [OK].

## Importing the Profile List

---

To Import the Color Profiles list, complete the following steps:

1. Open the Color Manager.



- 
2. Select the Color Profiles tab.
  3. Right-click on a profile in the Color Profiles list. Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
  4. Select [Import...].
  5. Within the Import Profiles window, select the directory from which you wish to import the profile(s).
  6. Select a file type from the drop-box.
  7. Select a file from the Files list, or type the name of the file in the Selection field.
  8. Select the Import Policy from the following list:
    - Ask to replace duplicate profiles
    - Automatically replace duplicate profiles
  9. Select [OK].

### **Exporting the Profile List**

---

To Export a color profile or profiles from the Color Profiles list, complete the following steps:

1. Open the Color Manager.
2. Select the Color Profiles tab.
3. Right-click on a profile in the Color Profiles list. Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
4. Select [Export...].
5. Select the directory to which you wish to export the list.
6. Type a unique name for the profile list in the Selection field. Alternatively, you may select an already-saved list from the files drop-box and overwrite it. This may be useful when you wish to update a previously-saved profile list.
7. Select the Export Policy from the following list:
  - Profile Properties (comma separated values)
  - Profile Names only
8. Select [OK].
9. When the Information message appears, click [OK] to dispel the message box.

### **Exporting Color Profiles to CD-RW**

---

To Export Color Profiles to CD-RW:

1. Place a CD-R or CD-RW in the CD-RW Drive.
2. Restart DocuSP.

---

**NOTE:** This is necessary so that the DocuSP drop-down menus will contain the choice "CD\_RW 1."

3. Open Color Manager.
4. Select the Color Profiles tab.
5. Highlight the profiles to be exported to the CD.
6. Right-click and select [Export...] from the menu.
7. In the Export Profiles dialog, access the Directory option arrow and select [CD-RW].
8. Select [OK].
9. The CD will eject when the operation is finished and a window will open to say that the operation is completed. Click [OK] to dispel this dialog.

### **Saving a list of Color Profiles to CD-RW**

---

To Save a list of Color Profiles to CD-RW:

1. Place a CD-R or CD-RW in the CD-RW Drive.
2. Restart DocuSP.

**NOTE:** This is necessary so that the DocuSP drop-down menus will contain the choice "CD\_RW 1."

3. Open Color Manager.
4. Select the Color Profiles tab.
5. Highlight the profiles to be saved to the CD.
6. Right-click and select [Save List...] from the menu.
7. In the Save Profile list dialog, access the Directory option arrow and select [CD-RW].
8. Select [OK].
9. The CD will eject when the operation is finished and a window will open to say that the operation is completed. Click [OK] to dispel this dialog.

### **Printing the Profile List**

---

To Print the Color Profiles list, complete the following steps:

1. Open the Color Manager.
2. Select the Color Profiles tab.
3. Right-click on a profile in the Color Profiles list. Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
4. Select [Print List...].
5. Select the print queue to which you wish to send the print job.
6. Within the Sides Imaged drop-box, select from the following:

- 
- 1-sided
  - 2-sided
  - Head to Toe
7. Select the quantity of printed copies.
  8. Select from the following print options:
    - Profile Properties (comma separated values)
    - Profile Names only
  9. Select [OK].

## **The User TRCs tab**

---

Within Color Manager, you will find a tab entitled “User TRCs.” This tab enables you to view all custom Tonal Reproduction Curves (TRCs), create new TRCs, and view, edit, copy, and delete existing TRCs. The table listing of TRCs can be sorted by either name or the file modified date by clicking the column heading.

## **User Tonal Reproduction Curves (TRCs)**

---

Users can create Tonal Reproduction Curves to achieve desired, repeatable results from specified paper stocks. The User TRC is a graphical representation of 4 curves, one each for Cyan, Magenta, Yellow, and Black.

User TRCs can be applied on a Queue, Job, and Page basis. In other words, User TRCs can be chosen within Queue Manager or Job Manager. Within Job Manager, the desired User TRC can be applied to all pages within a job or to specified pages within the job. However, User TRCs are created within the DocuSP Color Manager.

TRCs that have been created or edited on the controller and are saved on the controller are designated “Public” TRCs, and can be exported, if desired, to other DocuColor controllers.

User TRCs are applied to a job after it is ripped. Therefore, reprint jobs can be printed using specific TRCs that are independent of the job.

## **User TRC menus**

---

Selection of the User TRCs tab within Color Manager will display a list of available public TRCs.

Within the TRC menu, which appears when you right-click on a TRC in the User TRC tab, or alternatively by accessing a pull down menu, are the following selections:

- **Edit...:** The selected TRC can be edited using this selection.
- **Copy...:** The selected TRC can be copied to another location

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using this option.

- **Delete:** Selecting this option will delete the TRC.
- **Print...:** The selected TRC can be printed using this selection.
- **New...:** To create a new User TRC you may choose this option. Alternatively, you may select the [New TRC...] button in the User TRC tab.
- **Import...:** A User TRC may be imported from another DocuSP controller using this option.
- **Export...:** A User TRC can be exported to another DocuSP controller using this option.
- **Redisplay:** This menu option enables you to refresh the display.

### The User TRCs tab View Menu

---

The User TRCs tab contains a menu that enables the user to control the attributes that are displayed in the User TRCs list. When this menu is accessed, the following options appear, accessible as checkboxes:

- Name
- Modified
- Comments

To prevent any attribute from displaying, simply click the checkbox to remove the mark.

In addition to these attributes, the following view options are available in this menu:

- Show Toolbar
- Hide Toolbar
- Select All
- Clear All
- Redisplay

### New User TRC window

---

Selection of the [New TRC...] button will open the New TRC Edit window. The “Identity” curve will be displayed in the graph. The “Identity” curve describes a state in which no color change will be made to the color channel. All View options will be “checked” or selected by default, with the Cyan curve available for editing first. **NOTE:** *Although the Cyan curve is available for editing first, the default curve set, which appears to be a line originating from the lower left corner and proceeding at a 45 degree angle to the upper right corner of the graph, will appear black, since all 4 colors are represented. To view only the curve you wish to edit, deselect the view for the other three curves in the curves box.*

---

Each option in the Curves area is defined as follows:

- **View:** Defines which color separation(s) is/are present in the display graph.
- **Edit:** Defines which curve (C, M, Y, or K) is available for editing. Only one curve can be edited at a time.
- **Control Points:** Define the exact point on the curve which is being changed. You may have more than one control point on a given curve.
- **Comment:** Enables you to input descriptive information specific to the curve.

## Creating a new User TRC

---

To create a new User TRC, complete the following steps:

1. Open the Color Manager.
2. Select the User TRCs tab.
3. Select the [New TRC...] button. The New TRC window will open.
4. Type a unique name in the box.
5. Press <Enter>
6. Select the color separation curve you wish to begin editing.  
**NOTE:** *By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To “turn off” any curve that is obscuring the one you wish to edit, you may choose to deselect its corresponding “View” check box.*
7. Within the Curves graph window, position the mouse on the active curve and click and drag the curve into the desired shape. Alternatively, you can set a control point or multiple control points that will change the active curve into a more complex shape. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes.  
**NOTE:** *After entering the “x” and “y” coordinates for the control point, you must select [Add] to commit changes. You will see a box in the graph on the line; this box may be clicked and dragged to another point to reshape the curve. Remember also that you may set multiple control points per curve.*
8. Open each curve for editing in turn and perform your corrections.
9. Once you are satisfied with your selections, select [OK] to commit all changes and exit the New TRC window.

---

## Exporting User TRCs to CD-RW

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To Export User TRCs to CD-RW:

1. Place a CD-R or CD-RW in the CD-RW Drive.
2. Restart DocuSP.  
**NOTE:** *This is necessary so that the DocuSP drop-down menus will contain the choice "CD\_RW 1."*
3. Open Color Manager.
4. Select the User TRCs tab.
5. Within the list of User TRCs, select the TRCs you wish to export.
6. Right-click on the group of TRCs you wish to export, and select [Export...].
7. In the Export TRCs dialog, access the Directory option arrow and select [CD-RW].
8. Select [OK].
9. The CD will eject when the operation is finished and a window will open to say that the operation is completed. Click [OK] to dispel this dialog.

## The Spot Color Editor tab

---

The Spot Color Editor window displays a list of spot colors recognized by the system. The list can display PANTONE® Colors, Edited PANTONE® Colors and Custom User Colors. The operator can view the properties of all colors, edit all colors and delete custom colors. The user can print a "swatch book" of a set of colors (i.e., PANTONE® Uncoated or PANTONE® Coated) or print a proof of a color being edited.

## Understanding the Spot Color Editor window

---

The Spot Color Editor contains several menus as well as lists that enable the user to view spot color properties and edit spot colors.

- The **View** menu: The View menu is a drop-box that enables the user to set the Table to show one of the following choices:
  - All
  - PANTONE® Coated
  - PANTONE® Uncoated
  - Custom
- **Color Type (icon):** A column that displays a tool tip (if present) when the user passes the mouse pointer over the graphic icon.

- 
- **Color Name:** A column that contains the name of the spot color.
  - **CMYK:** A column that contains numerical values corresponding to the respective values of Cyan, Magenta, Yellow, and Black that are present in each spot color.
  - **Preview:** A column that contains representations of each spot color in the Table.
  - **Right-Click or Context menu:** A menu that is available when you right-click the mouse within a row in the Table.

The options available in the Right-Click menu are:

- [Edit...]: Opens the Edit dialog
  - [New...]: Opens the New dialog
  - [Print Swatch Book...]: Enables you to print out a full book of PANTONE® color swatches.
  - [Revert]: Available when an edited PANTONE® color is selected, this control reverts an edited color back to its original settings.
  - [Delete]: Available when a custom color is selected, this control displays the Delete Confirmation Alert box.
  - [Redisplay]: refreshes the view in the Spot Color Editor.
- **Color Name:** A text field that can be used to find a specific color name. When there is text present in the field, the [Find Next] button becomes available. The [Find Next] button locates the next instance of the text string in the list of color names. If the end of the list is reached without finding a match, an alert box will appear, stating “No Matching Name Found.”

### **The Spot Color Editor View menu**

---

The Spot Color Editor tab contains a menu that enables the user to control the attributes that are displayed in the Spot Colors list. When this menu is accessed, the following options appear, accessible as checkboxes:

- Color Name
- CMYK
- Preview
- State

To prevent any attribute from displaying, simply click the checkbox to remove the mark.

In addition to these attributes, the following view options are available in this menu:

- Show Toolbar
- Hide Toolbar
- Select All

- 
- Clear All
  - Redisplay

### **Editing an existing spot color**

---

To edit an existing spot color:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.
3. Right-click on the desired row in the Spot Color Table.
4. From the context menu, select [Edit...]. The Edit Color dialog opens. The Color name and Old Color values are shown in non-editable text fields; a preview of the existing color is also displayed.
5. Use the controls in the spin-boxes to edit the C,M,Y, and K values, or type directly in the spin boxes to edit the values. The preview for the edited color will change according to the new values.
6. If desired, print a proof of the newly-edited color. See [Printing a proof of a spot color](#).
7. Once the values are edited to your satisfaction, select [OK] to save the new values, or select [Cancel] to exit the dialog without changing the values.

### **Creating a new spot color**

---

To create a new spot color:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.
3. Right-click on the desired row in the Spot Color Table.
4. From the context menu, select [New...]. The Spot Color Editor dialog opens.
5. Type a unique name for the new color in the Color name text field.
6. Use the controls in the spin-boxes to define the C,M,Y, and K values, or type directly in the spin boxes to define the values. The preview for the new color will change according to the new values.
7. If desired, print a proof of the newly-edited color. See [Printing a proof of a spot color](#).
8. Once the values are defined to your satisfaction, select [OK] to save the values, or select [Cancel] to exit the dialog without saving the values.



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## Printing a Swatch Book

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To print a Swatch Book of PANTONE® spot colors:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.
3. Right-click on the desired row in the Spot Color Table.
4. Select [Print Swatch Book...].
5. At the Print Spot Color dialog:
  - a. select the queue name from the drop-box.
  - b. select PANTONE® Coated or PANTONE® Uncoated from the Type drop-box.
6. Select [OK]. The Swatch Book of spot colors will print.

## Reverting to original spot color values

---

To revert to the original values for a spot color:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.
3. Right-click on the desired row in the Spot Color Table.
4. From the context menu, select [Revert]. The spot color will revert to its original values.

**NOTE:** *The spot color preview swatch will change to reflect the reversion.*

## Deleting a custom spot color

---

To delete a custom spot color:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.
3. Right-click on the desired row in the Spot Color Table.
4. From the context menu, select [Delete].

**NOTE:** *Delete is only available for custom spot colors. PANTONE® colors cannot be deleted.*

5. When the delete confirmation dialog appears, select [OK]. The custom spot color will be removed from the Table.

## Printing a proof of a spot color

---

Within the Edit and New dialog boxes for spot colors, you may choose to print a proof of the color being edited or created.

To print a proof of the color:

1. Open the Color Manager.
2. Select the Spot Color Editor tab.

- 
3. Right click in the table and select [Edit...] or [New...].  
**NOTE:** *Be sure to right-click on the desired color to be edited if you wish to edit an existing spot color.*
  4. Within the dialogs, use the spin boxes or type directly within the specified text fields for the C, M, Y, and K values.
  5. If the color is a new, custom color, type a representative name for the color in the Name text box.
  6. When you are satisfied with your edits and the color preview appears correct, select the [Proof...] button. The Print dialog will open.
  7. Select the queue through which to print the proof, and select PANTONE® Coated or PANTONE® Uncoated from the type drop-box.
  8. Select [OK]. The proof will print.

## Additional Job- and Queue-level Color Management

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This section contains additional information about Color Management that is not covered in other sections of the online help.

### Color Space Translations

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Color Space Translations define how the DocuSP system will render objects, i.e. text, graphics, and photographs, from Input to Output Color spaces.

The system will render the object using the Source ICC profile, the Rendering Intent based on the object type, and the Task-Specified Destination Profile.

### Using Gray Component Removal

---

The DocuSP Color Controller supports Gray Component Removal (GCR) for RGB and CIELab color data. The Controller performs this color transformation within the Raster Image Processor.

Three Output Color ICC Profiles are present in the Expert Color: Output Color: Destination Profile pull-down menu which represent the three different levels of GCR that are supported: Heavy, Medium, and Light. These Output Color ICC Profiles were created from the XRxDigitalText\_Plain\_90 profile for plain - 90 g/m<sup>2</sup> - 94 white point stock.

The Controller will apply a Medium GCR color transformation by default to all jobs unless the user specifies the Light or Heavy Output Profile selection. This is for both Xerox provided Output

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Color profiles and customer created Output Color profiles.

The new Profiles can be set at the Queue or Job level, and are defined as follows:

- **XEROX\_DCxxxx-Heavy\_GCR**: this selection will produce lower quality color prints but will cause the system to use much less Cyan, Magenta, and Yellow toner, thereby saving the customer money on CMY consumables. The image quality differences are found mostly in shadow and midtone areas where the system uses much more K (black).
- **XEROX\_DCxxxx-Max\_GCR**: this selection will consume the least amount of C, M, and Y toner, but will produce lower quality color prints.
- **XEROX\_DCxxxx-Medium\_GCR**: this is the selection that is applied by default. The system will apply this GCR value within the RIP to all jobs unless the user has selected the Heavy or Light GCR option.
- **XEROX\_DCxxxx-Light\_GCR**: this selection will produce high quality Caucasian skin tones and excellent Highlight colors. This value will cause the system to use higher amounts of C, M, and Y toner and very little K in the output. This selection will yield the best image quality, but it will also use the most CMY toner, thereby making this the most expensive selection from a consumables viewpoint.

To use Gray Component Removal, perform the following steps:

1. Double-click on a job in Job Manager, or on a queue in Queue Manager, depending upon which level you want to apply the GCR ICC profile. The Job or Queue Properties window will open.
2. Select the Color tab.
3. Select the [Expert Color...] button. The Expert Color window displays.
4. Select the Output Color tab within the Expert Color window.
5. From the Output field, make sure the Destination radio button is selected and choose XEROX\_DCxxxx-Heavy\_GCR, XEROX\_DCxxxx-Max\_GCR, XEROX\_DCxxxx-Medium\_GCR, or XEROX\_DCxxxx-Light\_GCR from the drop-box, depending upon your desired output.
6. If you have accessed this option through Queue Manager, you may also wish to set the override for this option, to apply your settings to all jobs in the queue.
7. Select [Apply] to commit changes and remain in the Expert Color window, [Cancel] to reject changes, or [OK] to commit changes and exit.

---

## Using the Grayscale Image Print Mode for Performance

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DocuSP affords the user the ability to select the Grayscale Image Print Mode from the Setup Menu: System Preferences...: Job Policy tab.

Supported Options:

- **Minimum Cost Option:** If the user chooses Slow - Bill as Black Only option, the system will run jobs containing color and “black only” pages as normal. Any “black only” pages encountered in the job stream would be printed in the Grayscale Image Print Mode, and would be billed at the lower black and white rate. However, switches from the black to color mode will force skipped pitches and result in reduced performance.
- **Maximum Performance Option:** If the user chooses Fast - Bill as Color, the system will not differentiate between “black only” and full color pages. The 2045/2060 IOT will not switch into the Grayscale Image Print Mode when encountering a “black only” page; therefore, no skipped pitches and no reduction in performance would be incurred. However, all “black only” pages will be billed at the higher color rate.

To select your preference to use or not to use this option, perform the following steps:

1. From the DocuSP Main GUI window, select [Setup: System Preferences...].
2. Within the System Preferences window, select the Job Policy tab.
3. Within the Grayscale Image Print Mode area, select either [Fast - Bill as Color] or [Slow - Bill as Black Only]. The Fast selection is the default and will be selected automatically if you do not make a choice.

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## Using ICC Profiles

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The ICC Profile translates colors between the device independent Profile Connection Space and a Device Specific Color Space. ICC Profiles can be either embedded within the input data, or it can be loaded at the controller by the user. The ICC Profile is used to transform incoming data into the PCS color space and that is used to map the device-independent color to press-specific CMYK data for printing.

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## Setting up an Input ICC Profile

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ICC Source Profiles can be applied by page, job or queue.

To set up an input ICC Profile:

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1. Open the Job Properties or Queue Properties window.  
**NOTE:** ICC Profiles can be used at the job or page level; open the appropriate module to make ICC Profile selections.

2. Select the Color tab and select [Expert Color...].
3. Select the Source Color tab within the Expert Color window.
4. Double-click the RGB Color Space within the Source Color tab.

**NOTE:** Other options are available; to illustrate this procedure we will use the RGB color space.

5. From the Setup Profile dialog, select either the Profiles for All Data radio button or the Profiles for Specific Data radio button.
6. Select options from the drop boxes. These options include:
- Adobe RGB
  - sRGB
  - Xerox Consistent Color Mode
  - Xerox Consistent Color Mode, Gamma = 1

**NOTE:** You may select a specific Profile for all data types, or you may select different Profiles for images, text and graphics.

**NOTE:** These items may be slightly different depending upon your system's color version.

7. Select [OK] once all selections have been made.
8. Select [OK] to close the Expert Color window.

See Setting up an RGB profile for more information on this procedure.

## Setting up an Output ICC Profile

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ICC Output Profiles can be also be applied by page, job or queue.

To set up an Output ICC Profile:

1. Open the Job Properties or Queue Properties window.  
**NOTE:** ICC Profiles can be used at the job or page level; open the appropriate module to make ICC Profile selections.
2. Select the Color tab and select [Expert Color...].
3. Select the Output Color tab within the Expert Color window.
4. Select [Destination Profile] in the Output area.
5. Double-Click in the Rendering field. The Setup Rendering dialog will open.
6. Select from the following radio buttons:
- Automatic

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- Rendering for All Data
  - Rendering for Specific Data
7. Select options from the drop boxes. These options include:
    - System Specified
    - Saturation
    - Perceptual
    - Relative Colorimetric
    - Absolute Colorimetric
    - Pure (for Text)

**NOTE:** *As with Source Profiles, Destination Profiles may be selected based upon the data type which will be handled.*

8. Select [Apply] once all selections have been made.
  9. Select [OK] to close the Setup Rendering dialog.
  10. Select [OK] to close the Expert Color window.
- See Setting output color options for more information on Output Color.

## Selecting a Print Mode

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Select a Print Mode to determine the characteristics of printed output. Settings are changed depending upon which mode is selected.

To select a print mode:

1. Select a queue from the queue list and open the properties for that queue.
2. Select the Color tab.
3. Select one of the Color Modes:

- Xerox Color Consistent (XCC) Print Mode:

Produces an output that is similar to one produced on any Xerox color product. XCC defines the way the controller transforms unknown color and minimizes the differences between Xerox color products.

- Custom Color Print Mode:

Provides System Administrators who are skilled color users the ability to create queues with the appropriate defaults and overrides for specific color adjustment properties. This enables the novice user to submit his or her jobs to specific queues and achieve acceptable and repeatable color rendering for those jobs.

When setting the Custom Color Print Mode, the GUI will display queue default settings associated with the Meadows Color Print Mode. The System Administrator can

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then make any changes to the queue attributes as required.

- Color Options:
  - Trapping
  - Black Overprint
  - Anti-Aliasing

See Setting Image Quality options for more information on these options.

- Color Image Quality:

See Setting Image Quality options for more information on Color Image Quality.

## Using Open PrePress Interface

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To use the Open PrePress Interface, perform the following:

1. Select [Open PrePress Interface...] from the Setup menu. The Open PrePress Interface Configuration window will appear.
2. Select the check box to enable the substitution of images.
3. Select an Open PrePress Interface Substitution option. Select [Do Not PreScan], [PreScan], or [PreScan & Gather]. The options are described below:
  - Do Not PreScan: A PreScan is not performed on the job. If the controller has a problem accessing the high resolution image during decomposition, the job will fault if this is selected.
  - PreScan: The system will scan the incoming PostScript file for Open PrePress Interface Comments when the job is received. High-resolution jobs will be replaced with low-resolution jobs
  - PreScan & Gather: The system scans for requirements while the job is being received which eliminates network delays. This maximizes RIP performance on the job.





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## A. Glossary

### A

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<b>abort</b>	To terminate a program, printing, or non-printing execution before it is completed.
<b>account</b>	A way to identify a job. An account can consist of a mixture of letters, numbers, and symbols. If an account is not entered, the system will indicate "none specified".
<b>AppleTalk</b>	The network communication protocol inherent to the Apple Macintosh operating system.
<b>application software</b>	software resident on the client workstation used to create print documents.
<b>ASCII</b>	American Standard Code for Information Interchange: Standardized code that represents letters, numbers, and other characters established by the American National Standards Institute to achieve compatibility between data processing and data communications equipment.

### B

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<b>Banner Page</b>	A page printed with each print request that shows the user who submitted the print request, the request ID, when the request was printed, and other information about the printed job.
<b>bind</b>	To join printed pages and covers in order to form a book.
<b>bindexer</b>	A sorter that is located inside the printer's finisher. The bindexer collates the pages of each print set.
<b>bitmap</b>	An electronic image. It is comprised of a matrix of picture elements (pixels or dots), where a bit value of one means that the picture element is imaged, and a bit value of zero means that the picture element is not imaged. The number of picture elements in a square area is a function of the display device resolution.

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<b>boot</b>	To load initial instructions into the memory of the computer. These instructions then direct the loading of the rest of the program.
<b>buffer</b>	An area of memory used for the temporary storage of data as it is being transferred from one location to another.

## C

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<b>Cartridge Font</b>	Fonts that were added to the controller using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted from the system when they are no longer needed.
<b>caution</b>	A notice that alerts the user to the safety information that will prevent damage to the equipment.
<b>client software</b>	The software that enables the submission of print jobs to the controller.
<b>collated</b>	A method of stacking the printed pages. The prints are grouped in a 1-2-3, 1-2-3, 1-2-3 page order. See also, uncollated
<b>command</b>	A statement that instructs the system to perform a specific operation.
<b>command line</b>	A string of statements with possible arguments that you enter to instruct the system to perform an operation or series of operations.
<b>controller</b>	A primary component of the printing system that manages the queueing and processing of print jobs sent over the network, as well as various other tasks.

## D

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<b>data stream</b>	The format of data passed from one device to another.
<b>decomposer</b>	A controller subsystem that generates the bitmap image that is based on the PDL file.
<b>decomposition service</b>	A process within the print service that allows, through the use of various applications and options, the saving of files on the DocuSP controller as TIFF image files.

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<b>default</b>	A particular setting or value for a variable that is assigned automatically by the DocuSP software and remains in effect until cancelled or changed by the operator. This setting is designed to produce the best results using the available settings. See also; System Specified.
<b>device</b>	Any piece of equipment that accepts PDL jobs and provides output resulting from those jobs. A laser printer capable of interpreting PDL and outputting text and images is a device. Equivalent terms for "device" are "printer", "printing device", "output device", and "raster device".
<b>device dependent</b>	A feature associated with a particular model of device. Device-dependent features result in output varying from one printing device to another.
<b>diagnostics</b>	The programs that are used to diagnose problems within the system or to help service personnel pinpoint the source of such problems.
<b>directory</b>	Logical grouping of files and subdirectories that are identified by name.
<b>DocuSP</b>	The Xerox application software that is running on the Sun workstation which becomes the interface connection between the client and the printer.
<b>dpi</b>	Dots per inch.
<b>driver</b>	A program that links a peripheral device to the operating system.
<b>dry ink</b>	The minute particles of resin and carbon black toner that are deposited and fused onto the page to create images.
<b>duplex</b>	To print on both sides of a sheet of paper.

## E

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<b>edge treatment</b>	Lead Edge Screening is used to prevent fuser wraps on documents that print edge to edge by lightening the image along the leading edge, thus reducing the amount of toner. Some documents contain a dense image along one edge of the paper causing an increase in the amount of toner in that region. If that region is at the leading edge of the paper, the excess toner may cause the paper to wrap around the fuser and jam the printer.
<b>error message</b>	A message displayed on the system or printed on an error page,

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informing you of an error or a fault that occurred with the processing of a job.

**Error Page** A page printed at the end of a print job that includes error messages, if any occurred.

**Ethernet** The network architecture standard consisting of a coaxial cable and associated components for connecting workstations to each other, file servers, and peripherals. This communication system enables workstation users to share information and services.

**Exception Pages** Pages within a job where special page characteristics are set. Exception Pages can be a different stock size or color, side imaged or other options available on DocuSP.

**extension** The portion of a filename that follows a period. In some instances the extension identifies the file type. For example, .ps would specify a PostScript file.

## **F**

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**fault** A condition which prevents proper processing of a print job and requires the intervention of an operator. For example, a paper jam is a fault.

**filename** A name of a file or a directory.

**fill** The PostScript graphic operation in which the inside of a shape is painted with some color, such as black or a pattern.

**finishing** The operations that are performed after a document leaves the press. For example, binding is a finishing operation.

**fixed disk** A disk drive permanently mounted within a computer. Same as hard disk.

**font** A complete set of alphanumeric characters and symbols that have common characteristics such as style (typeface), point size, weight, and stress. Computers store font images in data files, defined in either bitmap or contour format. For example, 10 point Helvetica Light Italic.

**font renderer** This is an option that allows the System Administrator to select the rasterizer that will be used to process PCL jobs that contain scalable fonts. Additional parameters may be set for the selected rasterizer to enhance the printing of Intellifont and True Type fonts.

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<b>format</b>	The layout of a document, including margins, page length, line spacing, and font; to prepare a disk to accept data.
<b>frame</b>	The unit of data within a packet whose specifications are defined by the network architecture and network communications protocol.
<b>FTP</b>	File Transfer Protocol: A network protocol layer used for reliably transferring files over a network, built upon TCP/IP.
<b>fuser wrap</b>	A condition, resulting in a paper jam, during which the output sheet of paper sticks to the fuser roll and the paper curls around the roll.

## G

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<b>gateway</b>	A network switching device used to connect incompatible networks.
<b>Graphical User Interface (GUI)</b>	A graphics based user interface. It acts as a means of input/output allowing users to interface in a more intuitive and effective way. GUIs consist of windows, icons, and pull-down/pop-up menus.
<b>grayscale</b>	An image in which each picture element (pixel or dot) is defined as a gray value as opposed to black or white values. An image file may contain different numbers of gray values depending on its resolution. A halftone screen is applied to grayscale images to prepare them for printing on devices that are capable of printing only solid black dots.
<b>GUI</b>	See Graphical User Interface.

## H

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<b>Half Bitting</b>	A control that simulates a partial change in position of a pixel by printing every other pixel and allowing the printer to smooth out the ripples. The resulting effect is that peaks and valleys of the pixels are smoothed.
<b>halftone screen</b>	A tool used in the offset printing, typesetting, and laser printing process to convert a continuous tone (photographic) image to dots. This allows the image to be printed using one of the printing processes.
<b>hard disk</b>	A disk drive permanently mounted within a computer. Same as fixed disk.

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<b>head to head</b>	To print the reverse side of a page so that the finished document opens like a book.
<b>head to toe</b>	To print the reverse side of a page so that the finished document opens like a calendar.
<b>highlight</b>	A visual indication that an object is in a special state. Often used to denote that an item is selected.
<b>Hold</b>	Delaying the printing of a selected job.
<b>humidity</b>	The degree of wetness in the printer.
<b>HTTP</b>	HyperText Transfer Protocol: The communication protocol used on the World Wide Web.

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## I

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<b>icon</b>	A small pictorial representation of a base window. When an icon is used, it conserves screen space and keeps the window available for easier access.
<b>image</b>	The rectangular array of sample values. Each sample value represents some gray-level value or color. Also known as "sampled image".
<b>image quality</b>	An option that allows a System Administrator to set a variety of functions to enhance the quality of the printed image based on the type of PDL file being printed and the type of fonts being used. (check)
<b>Image Shift</b>	A job option that allows you to adjust the location on a page where printing will occur by shifting the image horizontally and/or vertically along an X and/or Y axis.
<b>ineligible job</b>	A job whose resources are not available to the printer (such as yellow paper, tabs, etc.) Once the resource becomes available, the job will print.
<b>interpolation</b>	An algorithm used to convert bitmap data from one resolution to a bitmap having another resolution.
<b>interposer</b>	A device that provides additional paper trays for a printer and allows for the use of preprinted forms or inserts that can be inserted into a job without needing to pass through the fuser.

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**Internal Font** One of the resident fonts loaded on the DocuSP controller at installation.

**IOT** Image Output Terminal: The part of a printer or a copier that actually marks the paper.

**IP** The Internet Protocol of the TCP/IP communications suite.

## J

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**job** A document file that is associated with a set of printing instructions. Print data, print options data, and other information required for processing and printing a document.

**job flow** The path a job takes from creation to completion at the printer.

**Job Forwarding** A DocuSP option that provides the user with the ability to forward a job from one DocuSP 3.5 system to another docuSP 3.1 or 3.5 system.

**Job Inserts** pages that separate specific pages of a job.

**Job Manager** A printer control module which provides for management and processing of jobs from the time they are received at the controller to the time they are printed.

**job size** The size of the print master data file measured in bytes.

**job status** The status of a print job in the print queue.

**job submission** The process of sending a document with an attached job ticket to the server.

**job ticket** A file that contains all the settings that will determine how the printer will print your document. For example, a typical job ticket contains information on paper type, simplex or duplex, binder or tab pages, and number of copies to fit. It also contains information on whether the document has any finishing options set, like stapling, binding, etc.

## K

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## L

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<b>LAN</b>	Local Area Network: A network connecting computer and peripheral devices through cables.
<b>landscape</b>	The page orientation in which page images are arranged horizontally on the page so that the resulting image is wider than it is long; contrast to portrait.
<b>log</b>	A file that contains a record of events such as messages, errors, and job and accounting information.
<b>logon</b>	The process of gaining access to a system by entering a user name and, optionally, a password.
<b>log out</b>	The process of exiting a user work session on a system.
<b>Long Edge Feed (LEF)</b>	The orientation in which the paper is fed through the imaging system long-edge first. See also, Short Edge Feed.
<b>lpr</b>	Refers both to the print protocol provided in the internet protocol suite and to the program that implements part of that protocol. A command used to submit a job.

## M

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<b>menu</b>	A group of controls contained in a list of options.
<b>minimum thickening</b>	The width of a minimum stroke in pixels.
<b>misregistration</b>	The result of incorrectly aligned colors due to many factors including paper stretch, and press alignment. Misregistration results in white gaps and shifted hues. See also, trapping.
<b>modules</b>	Individual control units within the DocuSP software. DocuSP contains the following modules: Job Manager, Printer Manager, Reprint Manager, Queue Manager, Color Manager, and Administration.
<b>moire</b>	The pattern which results because of one screen angle overprinting other screen angles in color printing.



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## N

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**named stock** A particular paper stock which has been assigned a particular name to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the DocuSP stock list.

## O

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**offset** A stacking option that delivers printed output in a manner where the edge of each printed job set is placed a few inches from the edge of the other printed sets.

**operating system (OS)** Computer software that controls the low-level operations of computer hardware, including input and output to memory, disk drives, and peripherals.

**Operator** A logon level of the DocuSP system. The Operator, typically equivalent to the print operator, possesses less access rights than the System Administrator and more rights than a walk-up user.

**Ordered Stock** Stock placed in a specific order in a tray, such as tab stock.

**orientation** The position of the page image relative to the actual page; describes whether the printed image is parallel to the long side of the paper (landscape orientation) or to the short side of the paper (portrait orientation).

## P

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**password** A combination of letters and numbers associated with a user name. A password provides security for a user account.

**path** The route to a file on a disk.

**PCL** Printer Command Language: A text-oriented language developed by Hewlett Packard primarily for use with its own range of printers. It is also compatible with many other printers. It supports graphics, text, and images with a wide variety of fonts.

**PDL** Page Description Language: A file format that provides a set of instructions to the printer describing the appearance of a page or pages. PostScript and PCL are examples of page description languages.

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<b>peripheral</b>	A device used in conjunction with a computer or workstation usually for input or output. Printers and modems are examples of peripherals.
<b>permissions</b>	The attribute of a file or directory that specifies who has read, write, or execute access.
<b>pitch</b>	The number of characters per inch.
<b>pixel</b>	An abbreviation for “picture element”. The smallest addressable element on the scan line of the output device. Pixels have a finite size which depends on the resolution of the device. For example, a pixel on a 300 spi printer is 1/300 of an inch wide.
<b>platform</b>	A combination of hardware and operating system software.
<b>portrait</b>	The page orientation in which page images are arranged vertically on the page so that the resulting image is taller than it is wide; contrast to landscape.
<b>PostScript</b>	A page description language developed by Adobe Systems, Inc. It supports graphics, text, and images with a wide variety of fonts. It is designed to be printer independent.
<b>PostScript job</b>	A PostScript program such as a creator’s final form document. Also referred to as a “PostScript master” or “PDL file”.
<b>PostScript stroke command</b>	A PostScript graphic operation in which the length of a path is painted with a color, such as black.
<b>power off</b>	To shut down the system.
<b>power on</b>	To start the system.
<b>power saver</b>	A printer mode which enables you to minimize the printer power consumption during times of no usage. Both manual and automatic power saver activation is available.
<b>ppm</b>	Pages per minute.
<b>preferences</b>	Preferred settings which can be set within the DocuSP software to control such things as language and fonts.
<b>preferred tray</b>	This is the tray in the printer that contains the most commonly used stock. The printer can be set up to use this tray as the default, until its stock runs out.
<b>primary stock</b>	Primary stock is the most commonly used paper stock in the

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	printer.
<b>print application software</b>	Software resident on the client workstation used to create print documents.
<b>print client</b>	The application or machine in the distributed system that assembles a service request and submits the request to the server.
<b>print job</b>	An object that represents a request to print one or more documents together on a logical printer.
<b>Print Now</b>	A Job Manager option that allows you to interrupt a currently printing job to print another selected job.
<b>print options</b>	A set of options available for controlling the processing of a print job. Print options include simplex or duplex printing, media selection, collating, stitching, etc. Print options can be sent to the Controller as a part of the job, providing automatic job processing.
<b>print queue</b>	A queue that temporarily stores print jobs that have been sent over the network.
<b>print service</b>	A print service accepts printing requests and performs the indicated actions.
<b>printer</b>	The hardware component that places the page image on a physical page.
<b>Printer Manager</b>	A component of the DocuSP software designed to set up and manage functions of the printer such as, paper trays, paper stock, stacking, and stock size checking.
<b>priority</b>	The order in which queues are serviced.
<b>proof job</b>	A job option that can be achieved by selecting [Job: Proof]. If this option is selected, a single copy of the document will be printed. A benefit to this is that the printer operator gets the chance to view the document before a long print run is begun. When a job is proofed, it is not removed from the queue as occurs when the job is released to the printer. This also helps the user to avoid having to resubmit the job from his or her workstation.
<b>promote</b>	Moving a job above all pending jobs in the queue.
<b>public net</b>	The customer's main enterprise-wide network, comprising possibly many segments joined by gateways and routers.

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## Q

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<b>queue</b>	A subdirectory on a print server where jobs are stored until the print server can deliver them to the printer.
<b>Queue Manager</b>	A component of the DocuSP software that allows the user to create, manage, and modify queues.

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## R

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<b>RAM</b>	Random Access Memory. Volatile memory used for temporary storage of data and software commands, used by programs for immediate task processing.
<b>Raster Image Processor (RIP)</b>	The hardware and/or software that rasterizes an image by changing text and images into an array of pixels that will be printed.
<b>rasterizer</b>	A portion of software that converts graphic objects made up of vectors, or line segments, into dots for output to raster graphic screens and printers.
<b>reboot</b>	Reloading initial instructions into the memory of the computer. These instructions then direct the loading of the remainder of the programs.
<b>release</b>	Allows the selected held job to be printed. The job is placed immediately after all printing or pending jobs in the queue.
<b>Reprint Manager</b>	A component of the DocuSP software that allows reprinting of jobs that have been saved through the decomposition service.
<b>Resident Fonts</b>	The fonts that are loaded on the server at the time of installation and cannot be deleted.
<b>resolution</b>	The measurement of the number of picture elements (pixels or dots) per square area of unit.
<b>RIP</b>	See Raster Image Processor.
<b>rotation</b>	To turn a page image from its current position. 0 (zero) degrees represents no rotation.
<b>router</b>	A device used to connect networks or similar or different architectures to isolate data transmission within each network.

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## S

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<b>Sample Job</b>	A print file in a specific PDL format whose printed result is known. The output of the Sample Job on a subject printer is compared with the known result as a diagnostic tool to determine whether the printer is working properly.
<b>SBM</b>	Signature Booklet Marker.
<b>scalable fonts</b>	A mathematical equation that describes to the printer how to draw the characters of a font. Because only one equation must be stored to produce a character in a variety of sizes, the required amount of memory is much less than for bitmap fonts.
<b>scroll bar</b>	A control that is used to move the view of the data displayed in a window or work space settings.
<b>scrolling</b>	Using the scroll bar to view data that cannot be viewed entirely within a single pane.
<b>select</b>	To choose from a list of options, such as those in a menu.
<b>server</b>	In a computer network, a unit that provides a specific service (such as data storage and computer services) to network users.
<b>settings</b>	The controls used for defining values.
<b>Short Edge Feed (SEF)</b>	Laser printing in which the paper is fed through the imaging system short-edge first. See also, Long Edge Feed.
<b>simplex</b>	Printing on one side of the paper.
<b>slider</b>	A control used to set a value and give a visual indication of the setting.
<b>Slip Sheets</b>	Extra paper or other media that are inserted between document sets of a print job.
<b>SNMP</b>	Simple Network Management Protocol: A widely used protocol for managing networks.
<b>Soft Fonts</b>	Fonts that are loaded on the server any time after the initial installation using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted when they are no longer needed.
<b>Solaris</b>	A bundled software release from Sun Microsystems which

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includes the Sun Operating System.

<b>spi</b>	Spots per inch.
<b>spooling space</b>	Space allocated on a print server for storing requests in the printer queue.
<b>stacking</b>	To offset stacks for collated output, uncollated output, or both. This enables stacks or sets of prints to be delivered in a staggered pile.
<b>staple</b>	A finishing option that uses precut wire to staple each print set.
<b>status</b>	The current condition of a system component.
<b>status message</b>	The information generated by an application that informs you about the progress of a process.
<b>stitch</b>	A finishing option which cuts and inserts the wired stitches into each print set.
<b>Stochastic Screening</b>	The process of using randomly spaced dots instead of the traditional halftone dots aligned along designated screen angles. The concept of Stochastic Screening is dots that are spaced randomly will not cause moire patterns. The Stochastic Screen prevents screening interference patterns, but it can cause graininess and other visual artifacts.
<b>stock</b>	The various types of paper used for printing.
<b>stock list</b>	A list available within the DocuSP interface that identifies all stock types currently loaded on the printer or that are available to be loaded. (work on)
<b>stock name</b>	A name assigned to a particular stock to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the DocuSP stock list.
<b>string</b>	A sequence of alphanumeric characters treated as one unit of data by a program.
<b>stroke</b>	The weight, or width of a character or line.
<b>subnet mask</b>	A series of 4 bytes whose bits identify the corresponding bits in a 4-byte network—host addresses as network versus host addresses. The “1’s” in the mask correspond to the bits used for the network address. The “0’s” in the mask correspond to the bits used for the host address.

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<b>System Administrator</b>	The person generally responsible for configuring, operating, and maintaining network systems and workstations. The System Administrator can access and control all system and job data except service data and functions.
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<b>System Specified</b>	The system determines the most appropriate settings for the given job. This could be an output location, output order, or resolution. System Specified settings can generally be changed by selecting various DocuSP print system options in the Setup: Preferences window. See also, default.
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## T

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<b>2D Overstrike</b>	2D Overstrike is a PCL image quality control that causes each scan line to be shifted by one pixel in both the fast and slow scan directions and to be merged with the original scan line. The will cause very dark patterns to be printed as a solid black line.
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<b>2-sided</b>	The 2-sided selection enables or disables printing on both sides of the paper.
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<b>2X scaling</b>	2X scaling is a PCL image quality control that scales the patterns by a factor of two. This process works well for printing user-defined patterns designed for 300 dpi.
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<b>Tagged Image File Format (TIFF)</b>	A common image format developed by Aldus and Microsoft for scanned color and black and white images. It is a versatile, reliable, and widely supported bitmap format designed for exchanging digital information.
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<b>TCP/IP</b>	Transmission Control Protocol/Internet Protocol: Commonly used network communications protocol supported by the DocuSP system. It is a set of data communications protocols, or a type of “language” that the devices use to “speak” with each other.
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<b>throughput</b>	The measurement of the speed of a printer, expressed in pages per minute.
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<b>TIFF</b>	See Tagged Image File Format.
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<b>toner</b>	Particles of resin and carbon black. Toner accepts an electrical charge and is used to create the xerographic prints.
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<b>trapping</b>	An image processing technique used to compensate for misregistration in a print engine or press.
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## U

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<b>UFST</b>	Agfa's Universal Font Scaling Technology, is one of several font rasterizers. The USFT control setting is used to adjust the amount of thickening for Intellifont scalable fonts.
<b>uncollated</b>	A method of stacking printed pages. Documents are printed in separate sets of each page. Printing two sets of a three page document would result in a 1-1-1, 2-2-2 page order. See also, collated.
<b>UNIX</b>	An operating system for computers, usually working in a network environment. It consists of a hierarchical system of commands, shells, files, and directories.
<b>Unspecified Stock</b>	A stock name that presents the system with a minimum of limitations for printing.

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## V

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<b>VIPP</b>	Variable Data Internet PostScript PrintWare: Setting up and using a "VIP cache" queue enables the user to reuse desired document objects that exist in a post ripped state.
<b>virtual printers</b>	Logical names for the printer that allow different sets of default attributes to be applied to submitted jobs. The Print Operator and System Administrator define virtual printer names and the associated set of attributes and values.

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## W

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<b>Walk Up User</b>	Has the minimum access rights on the controller. This user is not required to logon.
<b>warm boot</b>	Restarting the controller while power to the controller is still on.
<b>warning</b>	A notice that alerts users to safety information that will prevent personal injury.
<b>weight</b>	Refers to the weight of the paper stock in grams per square meter (gsm) or pounds. The paper's weight is usually printed on the ream wrapper.
<b>workstation</b>	A computer able to process data but designed specifically for



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interaction with a network.

**write black** The laser images the location on the photoreceptor where black marks are to be printed. The technology enhances the ability to consistently print the fine details associated with lines, text, and halftone dots thereby producing uniform, smooth gray tones and graphics.

**write white** The laser images the location on the photoreceptor where white marks are to be printed.

## X

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**X axis** The horizontal axis on a grid.

## Y

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**Y axis** The vertical axis on a grid.

## Z

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**zone** Logical, user-defined grouping of devices in an AppleTalk intranet that makes it easier to locate network services.

