**efi**™ | Splash RPX-i Color Server

# Job Management Guide

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# INTRODUCTION

This document describes job management features of the Splash RPX-i Color Server for Apple Mac OS and Microsoft Windows computers. The Splash RPX-i Color Server is a high-end Color Publishing Print Solution for use on Power Mac OS G5 platforms. Splash user software enables Mac OS or Windows computers to send print jobs across an appropriate network to the Splash RPX-i Color Server, which processes the jobs and sends them to the copier. If you are unfamiliar with your platform's procedures for printing or integrating printers within the network environment (Windows 2000/XP/Server 2003, AppleTalk, UNIX, Novell, and Microsoft TCP/IP), see the documentation that accompanies your computer system.

## Terminology and conventions

This document uses the following terminology and conventions.

| Term or convention | Refers to |
| --- | --- |
| Copier | DocuColor 240/250 |
| Fiery | Fiery Network Controller |
| Mac OS | Mac OS 9, Mac OS X |
| Splash RPX-i | Splash RPX-i Color Server |
| Titles in *italics* | Other documents in this set |
| Windows | Windows 2000, Windows XP, Windows Server 2003 |

## About this document

This document describes the Splash RPX-i server interface, functions, and job management options. The following topics are covered:

- Splash RPX-i user interface

- Advanced features of Splash RPX-i

- Production features of Splash RPX-i

- Splash Server Remote

- Drop folders, Hot Folders, Virtual Printers, and the GA File Converter

- Web Queue Manager

- Splash Remote Scan

# USING THE SPLASH RPX-I

This chapter provides an introduction to the Splash RPX-i server graphical user interface and its basic functions.

## Starting the Splash RPX-i

In order for you to use the Splash RPX-i server, it must be connected to the Fiery by Direct Connect or Network Connect. With Direct Connect, the Splash RPX-i is always connected to the Fiery. If you are using Network Connect, use the following procedure to configure the connection. Ask your network administrator for the IP address of the Fiery.

For more information about Direct Connect and Network Connect, see *Getting Started*.

**TO CONNECT TO THE FIERY**

1   **Click the Splash Server icon in the Dock at the bottom of the Splash RPX-i Macintosh desktop, or double-click the Splash Server icon in the Applications : Splash Folder.**

**NOTE:** The Dock appears when you roll your mouse to the bottom of the screen.

Choose the IP address of the embedded controller to which the
Splash Server should connect:

| Name | IP Address |
| --- | --- |
|  | **10.11.96.141** |
|  |  |
|  |  |
|  |  |
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|  |  |
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( Reload )

Manually enter an address:

( Quit )   ( OK )
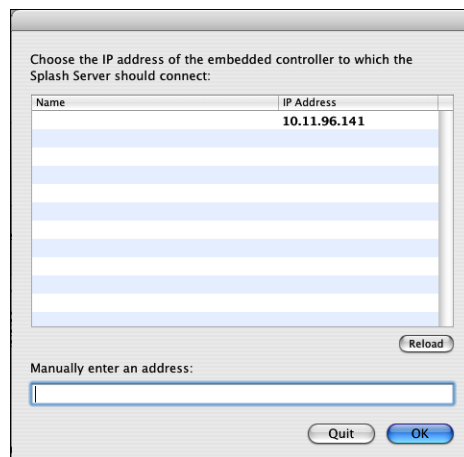
2   **If the Fiery that you want to connect to is listed in the Controller Connection window, select the name and IP address in the list and click OK.**

3   **If the Fiery that you want is not listed, type its IP address in the "Manually enter an IP address" text field and click OK.**

The Splash RPX-i main window opens.

To quit the Splash RPX-i application, return to the main window and press Command+Q, or choose Quit Splash Server from the Splash Server menu.

## The Splash RPX-i interface

When you start the Splash RPX-i application and connect to the Fiery, the main window appears. The main window displays information about managing print queues, administering server functions, and controlling the jobs in the print queues.

1 Splash RPX-i toolbar

2 Start/Stop button

3 Active queue

4 Hold queue

5 Error queue

6 Preview window

7 Trays

8 Device status

9 Splash Server status
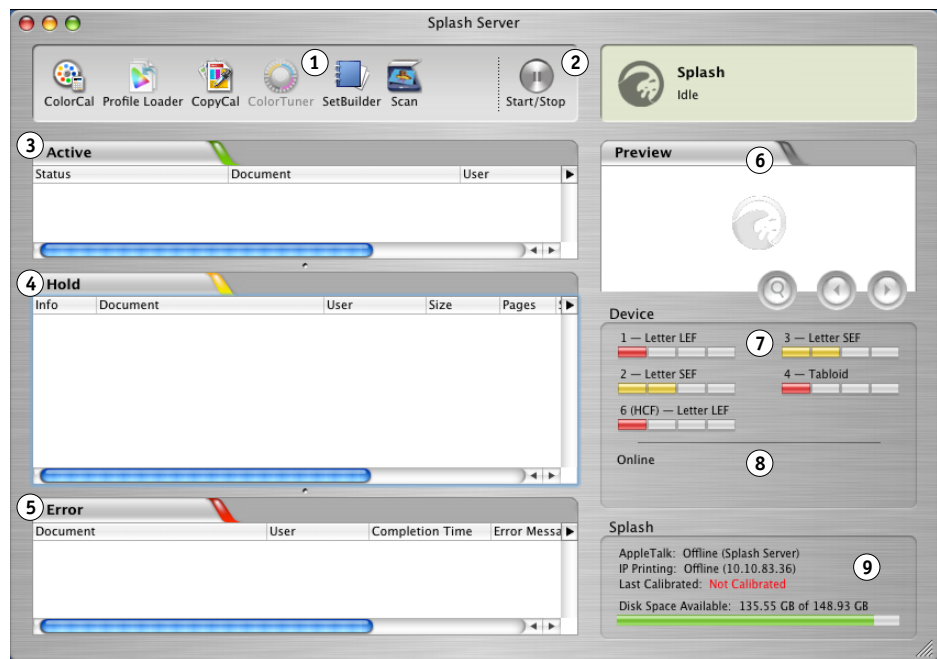
The following sections describe each component of the Splash RPX-i interface.

### Administrator status

To log on to the Splash RPX-i with Administrator privileges, choose Server:Login and type the Administrator password. By default, the password is blank.

Set a password to protect the Splash RPX-i settings against unauthorized changes. For more information, see the *Configuration Guide*.

**NOTE:** Logging on to the Splash RPX-i with Administrator privileges allows you to change the Splash RPX-i preferences and settings and use all the utilities. If you do not log on with Administrator privileges, some functions are unavailable.

# Utility toolbar

The Splash RPX-i utility toolbar allows you to access Splash applications and utilities.

- **To open any of the utilities displayed in the toolbar, click the utility button.**



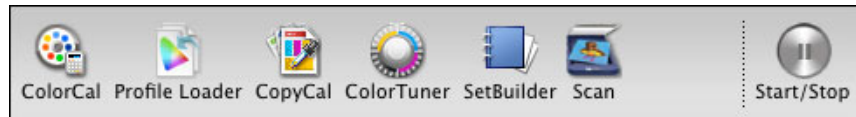The default toolbar displays buttons for the following utilities:

- **ColorCal** allows you to perform color calibration. For more information, see the *Color Guide*.

- **Profile Loader** allows you to add ICC profiles. For more information, see the *Color Guide*.

- **CopyCal** allows you to create color profiles that simulate the output of any color printer. For more information, see the *Color Guide*.

- **ColorTuner** allows you to edit the color output of a RIPped job before all the copies are printed. For more information, see the *Color Guide*.

- **Set Builder** allows you to combine several jobs, printing them as a single, collated document. For more information, see page 73.

- **Scan** allows you to scan jobs directly from the Splash RPX-i. A separate Adobe Photoshop plug-in allows you to scan with Photoshop. For more information, see page 93.

You can add buttons for the following utilities and features:

- **Spot Color Editor** allows you to add and delete spot colors, as well as change the value output for any spot color. For more information, see the *Color Guide*.

- **Color Profiles** allows you to select color profiles. Includes a link to Profile Loader. For more information, see the *Color Guide*.

- **Mixed Media** allows you to specify different paper types and trays for individual pages or ranges of pages within a single job. For more information, see page 77.

- **Schedule** allows you to set a time to print a job and then have the job automatically print at that time. For more information, see page 86.

- **Preflight** checks jobs spooled at the Splash RPX-i for printing errors before the job is processed. For more information, see page 28.

- **Color PostFlight** outputs input colors as a tint of a specific primary output color depending on what type of job and what type of color the input is. For more information, see page 28 and the *Color Guide*.

## Changing the toolbar display

You can change the toolbar display by adding or removing buttons in Splash RPX-i Preferences.

For more information about setting preferences, see the *Configuration Guide* and the *Color Guide*.

**TO CHANGE THE TOOLBAR DISPLAY**

    **1  Choose Preferences from the Splash Server menu.**

    **2  Click Button Bar.**

    **3  To add or remove buttons from the toolbar, drag them to or from the Loaded Buttons list.**

    **4  Click OK.**
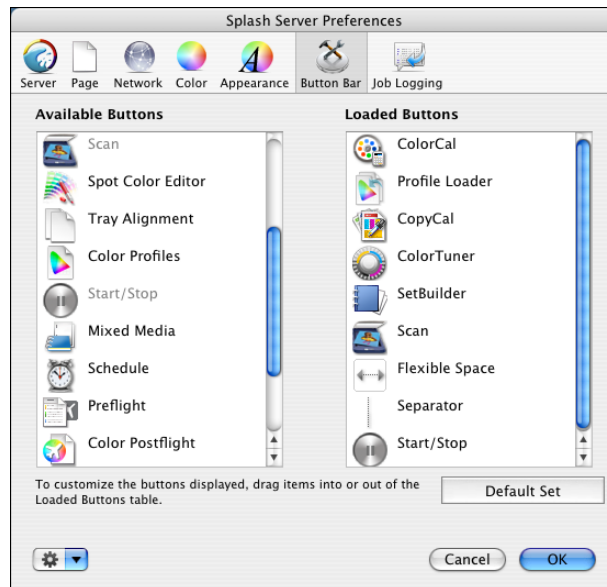
# Start/Stop button

The Start/Stop button allows you to start and stop processing files.

These actions are global, and will start or stop all print jobs currently on the Splash RPX-i.

Client workstations can send print jobs to the Splash RPX-i while processing is stopped. Jobs sent via Print and Save or Print and Delete are spooled to the startup disk and appear in the Active queue. To control client printing, you can configure the Splash RPX-i to spool and hold all incoming print jobs, allowing the administrator to review jobs and determine job priorities.

If a print job is listed in the Active queue when server processing is halted, the Splash RPX-i stops all jobs at the first logical stopping point and leaves them in the Active queue, except for currently RIPping or printing jobs, which may return to the Hold queue. Job order is not affected by this option.

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**TO START AND STOP JOB PROCESSING**

1 **To start or resume processing, click the Start/Stop button or choose Server>Start Processing.**

The logo background to the right of the button changes from red to green.

2 **To stop processing all jobs currently on the Splash RPX-i, click Start/Stop, or choose Stop Processing from the Server menu.**

The logo background to the right of the button changes from green to red.

# Print queues

The print queues in the main window display the Active, Hold, or Error status of all spooled jobs.

- **Active queue** displays the currently processing print job and jobs awaiting automatic processing.

- **Hold queue** lists print jobs that the server has processed and jobs queued to Process and Hold or Process and Save.

- **Error queue** lists print jobs that failed to print, either partially or completely.

Preferences for job processing that determine whether a job is sent to the Active queue or the Hold queue are set in the Splash RPX-i Server Preferences and in the File Handling print options. For more information, see the *Configuration Guide* and the *Printing Guide*.

When you set up a Hot Folder, you specify settings for job processing on the Extras tab.

Job management of the print queues is described in the following procedures.

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**TO RESIZE A PRINT QUEUE**

- **To resize a print queue, click the tab that separates it from another queue and drag up or down.**

  **NOTE:** You cannot resize a queue to hide another queue.

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**TO SELECT JOBS IN A PRINT QUEUE**

- **To select a job in one of the print queues, click the job.**

- **To select multiple jobs consecutively, click one job, press Shift, and click multiple jobs in the queue.**

- **Press Command and click to select multiple non-consecutive jobs.**

  If a selected job has a preview image, it appears in the Preview window of the main window.

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**TO MOVE JOBS BETWEEN QUEUES**

- **To print a job in the Hold queue, drag the job to the Active queue.**

- **To move a job to the Hold queue, drag the file from the Active or Error queues. You can also select a job in the Active queue and choose Hold from the Jobs menu.**

- **To resume processing of a job in the Hold queue, drag the job to the Active queue, choose Remove Hold from the Jobs menu, or press Command+R while the job is selected.**

**TO REORDER JOBS IN THE ACTIVE QUEUE**

- **Reorder jobs in the Active queue by dragging them to a new position within the queue.**

  Moving jobs in the Active queue allows you to reschedule jobs for RIPping or printing without putting them on Hold.

  Reordering jobs in the Active queue does not affect the current state of the job. Once a job begins printing or RIPping, it continues to do so until it finishes or is placed on Hold.

  When the currently RIPping job finishes and moved to the Print Pending stage, the job in the Active queue that is Pending (highest in the queue) begins RIPping, and so on through all the jobs in the Active queue.

**TO DELETE A JOB**

- **To delete a job from the Hold or Error queues, select the job and press Delete.**

  A dialog box prompts you to confirm this action. If image files are saved, you are asked to delete the entire job or just the saved image.

- **To delete a job that is currently processing in the Active queue, select the job, drag it to the Hold queue, and then choose Delete Job from the Jobs menu. Or you can select the job and press the Delete key on the keyboard.**

  You can also delete jobs by dragging them to the Trash icon on your Mac OS desktop. Jobs in the Active queue cannot be dragged to the Trash.

  **NOTE:** If you attempt to delete multiple jobs and some jobs have saved rasters while others do not, a dialog box prompts you to delete the job or the images, as described previously. If you choose to delete images, the raster files are deleted from those jobs with raster files and the other files remain unchanged.

**TO ACCESS PRINT QUEUE JOB OPTIONS**

1 **Select a job in any print queue and click the arrow button on the upper-right side of the queue.**

  You can also access the options from the Jobs menu.

2 **Click an option to choose it.**

3 **To edit job settings, click Edit Jobs.**

  For more information about print queue job options, see page 109. For more information about job settings, see page 20 and the *Printing Guide*.

## Print queue column headings

To modify the column headings in the print queues, use the following procedure.

**TO MODIFY PRINT QUEUE COLUMN HEADINGS**

- **To resize or reposition a column heading in the Active, Hold, or Error queues, click the column heading and drag right or left.**

- **To add a column heading, click the arrow to the right of the queue, select Add Column, and select from the list of possible headings.**

- **To change a column, Control-click an existing column heading and choose from the list of possible headings.**

- **To delete a column heading, Control-click the column heading and choose Remove Column.**

For a list of all the available print queue column headings and a brief description of each, see .

The following section provides additional information about specific print queue column headings.

### Info field

On the Splash RPX-i server interface, the leftmost column in the Hold queue acts as a job information field.

The Info field has two display options:

- **Info–Basic** displays a symbol that indicates the job's print status.

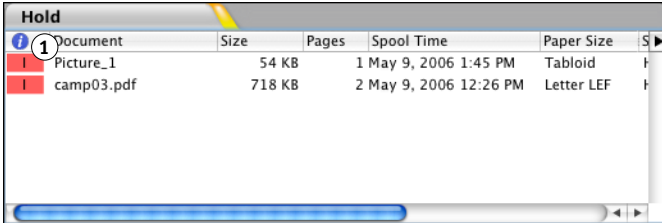- **Info–Detailed** displays symbols that indicate the job's print status, with different color background.

**TO SELECT AN INFO FIELD DISPLAY OPTION**

- **To toggle from one option to the other, control-click the Info column heading, and then choose Info–Basic or Info–Detailed from the menu that appears.**

In the Active queue, the Rip and Print status of a job is available in the Status field. When a job moves to the Error queue, the reason the job failed to print appears in the Error Message field.
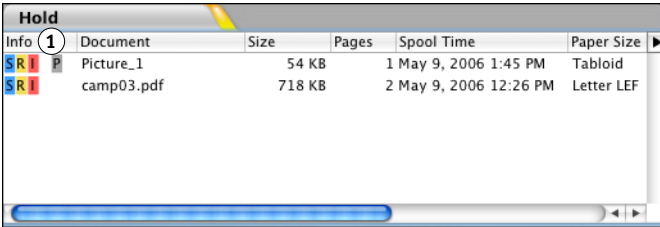
**Info–Basic**

**1    Info-Basic icons**



- I: Has Saved Rasters (Image)

- T: Will Apply Color Tuning When Run (Tuning)

- P: Has Preflight Report

- R: RIPped (previously processed)

- S: Receiving From Network (Spooling)

- Blank: Fully Received, Not Processed

- Clock Symbol: Job scheduled to print at a later time

NOTE: For Info–Basic jobs for which more than one status condition applies, the field displayed is according to the hierarchy listed previously. For example, for a job with saved rasters and a preflight report, "I" is displayed in the Info field.

**Info–Detailed**

**1   Info-Detailed icons**



The Info–Detailed displays six columns of color icons that indicate the progress of a job.

- I: Saved Raster, prints without reRIPping, symbol is Purple if it has saved rasters, blank if not.

- T: Applies Color Tuning When Run, symbol is Magenta if it applies Color Tuner, blank if not.

- P: Preflight Report, symbol is Gray if there is a report, blank if not.

- R: RIPped (previously processed), symbol is Yellow if processed, blank if not.

- S: Received/Receiving from network, symbol is Blue if received, half-filled blue if receiving.

- Clock Symbol: scheduled to print at a later date.

NOTE: More than one Info–detailed field can be displayed at a time.

# Preview window

Jobs RIPped at the Splash RPX-i include a preview image for each page of the job. If a job has not been RIPped, the preview is unavailable. Previews are automatically stored for all pages when a job is RIPped.

The Preview window is a fixed size and is not movable from within the main Splash RPX-i server interface. However, clicking the resize button to the left of the Preview window allows you to open a new Preview window that is not attached to the main window. You can move and resize the new Preview window. The Preview window also displays the page number of the thumbnail image.

**TO PREVIEW A JOB**

    **1  Select a processed job in the Active, Hold, or Error queues.**

    **2  In the Preview window, click the magnifying glass icon.**

**1    Magnifying glass icon**
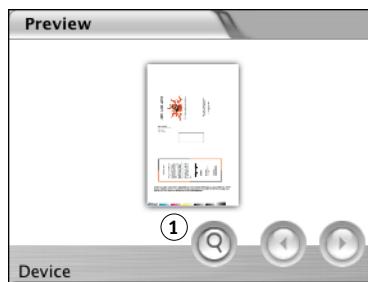


    **3  In the larger view of the preview, use the arrows to page through the document. Resize the window by dragging the bottom right corner.**

**1    Use arrows to page through document**

**2    Resizing handle**

## Status indicators

Information about the status of the copier trays and the Splash RPX-i is displayed in the lower-right side of the Splash RPX-i server interface.

- **Device** displays the status of the printer, including up to three error conditions or warnings. The installed paper trays are also displayed, showing the paper sizes they accommodate. The type of paper installed in the copier may be viewed by dragging the cursor over the tray status bar. It also shows the amount of paper currently in each tray:

  – Display bars are green if trays of greater than 50% full.

  – Display bars are yellow if trays are between 25% and 50% full.

  – Display bars are red if trays are 25% or less full.

  The Device status also displays copier out of paper, paper jam, and low toner information.

- **Splash** displays Splash RPX-i status, network activity, server status (Idle, Stopped, or Processing), the date of the last calibration, and available hard disk space. It also displays the connection status for the AppleTalk and LPR network, the AppleTalk name, and the IP address.

  Last Calibrated displays the date and time the ColorCal calibration utility was last run.

  Disk Space Available shows the available space on the Splash RPX-i hard disk, both numerically and visually.
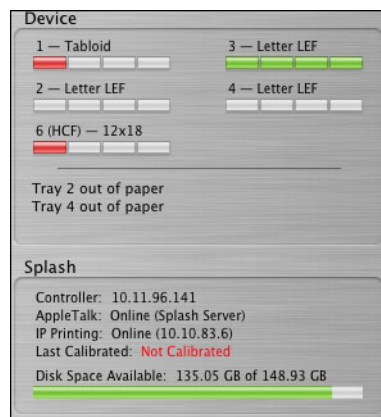
## Splash RPX-i main menus

The following menus are displayed on the Splash RPX-i: Apple, Splash Server, File, Edit, Server, Profiles, Jobs, and Windows.

NOTE: If you do not log on with Administrator privileges, some commands in each menu may be disabled or View only. Also, some commands are functions of Mac OS and are not applicable to the Splash RPX-i.

For a description of the menus, see .

## Job Settings

The Job Settings dialog box allows you to view the options for jobs in the Hold or Error queues and revise them.

For information about the specific job settings, see the *Color Guide* and *Printing Guide*.
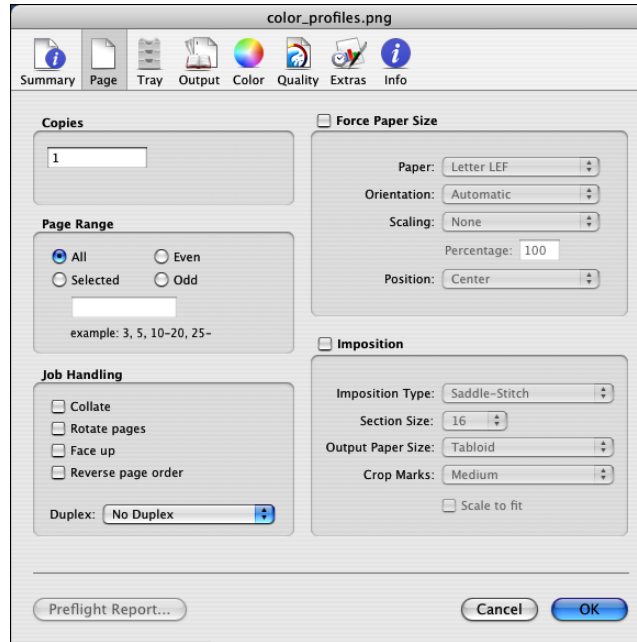
TO EDIT JOB SETTINGS

1  **To open the Job Settings dialog box, double-click the job in the queue or select the job and choose Edit Job from the Jobs menu.**

2  **Click the tabs in turn to edit the job settings.**

**Summary** displays job details. If a Preflight report has been run, the Preflight Report button is enabled and you can click it to access the report. A preview of the job is also displayed.
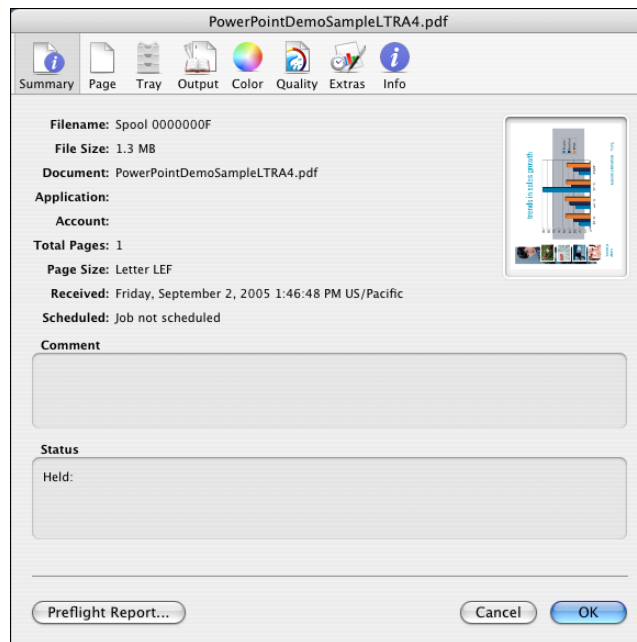
**Page** displays page handling options.



**Tray** displays tray and media handling options.

**Output** displays finishing options.
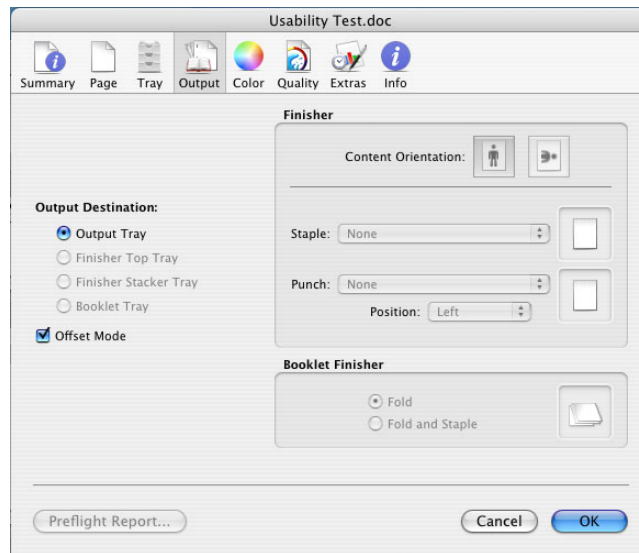


**Color** displays color handling options.
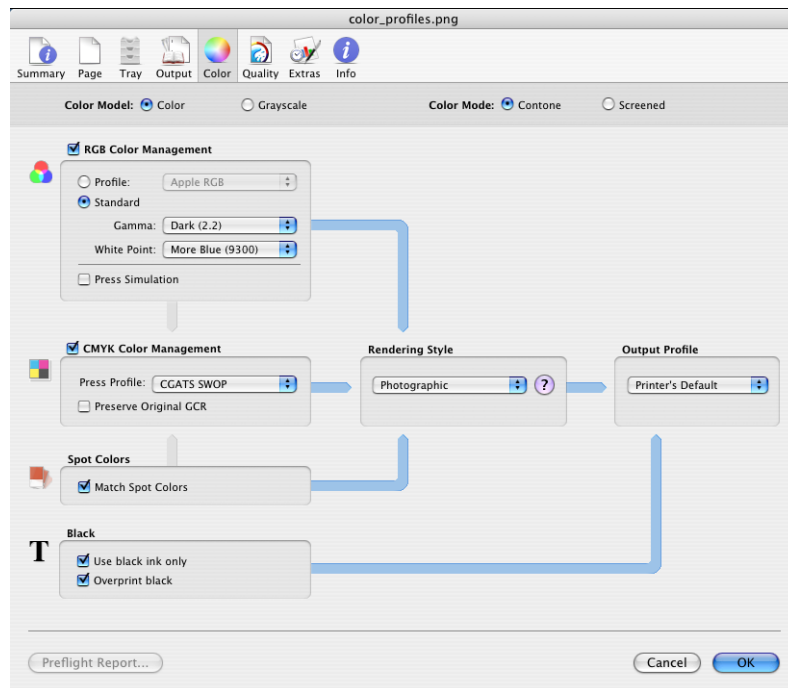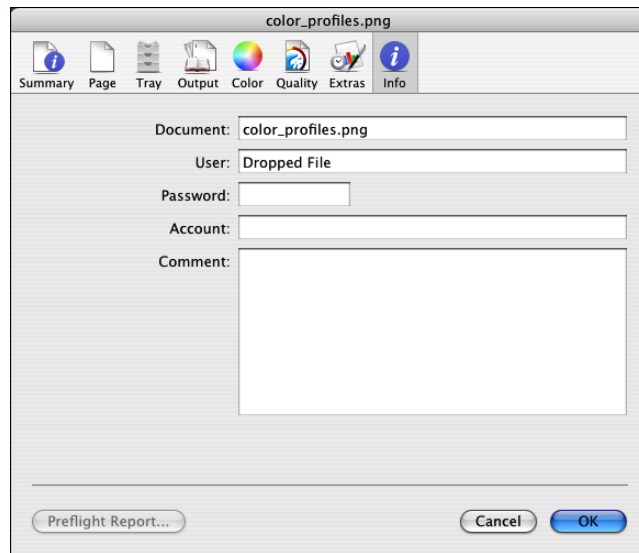
**Quality** allows you to set text and graphic printing options.
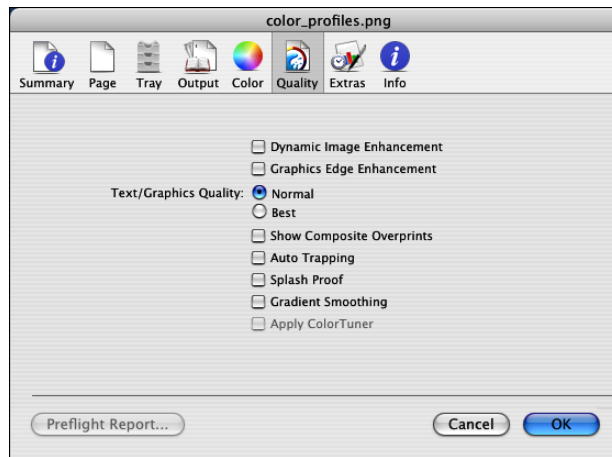


**Extras** displays settings for file handling and prepress features. It also allows you to schedule jobs.
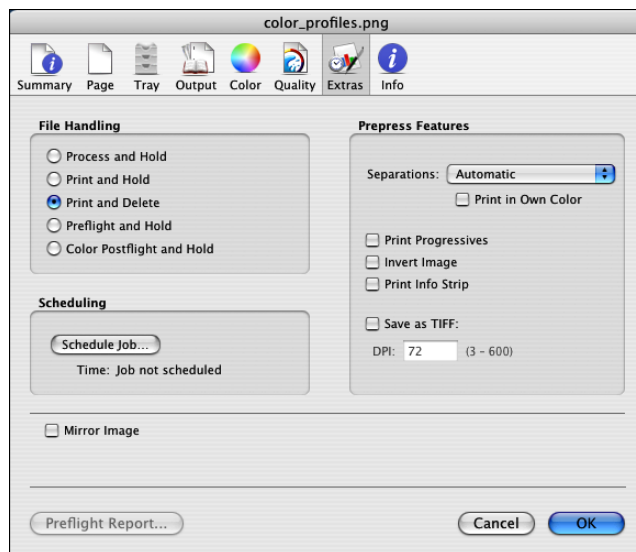
**Info** displays job details.

# Default job settings

Default job settings allow you to set default print options for jobs that are not sent with a Splash PPD, or for jobs that are sent with specific job options set to printer's default. The settings include all color correction and printing modes, as well as paper types. The Default Job Settings dialog box appears when you choose Edit Defaults from the Jobs menu.

**NOTE:** You must log on with Administrator privileges to modify the default job settings.

## Editing default job settings

The following procedure explains how to edit default job settings.

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**TO CUSTOMIZE DEFAULT JOB SETTINGS**

1  **Choose Edit Defaults from the Jobs menu.**

The Default Job Settings dialog box appears.

2  **Click the Page, Tray, Output, Color, Quality, and Extras tabs, and specify the settings on each.**

3  **Click OK to save your settings.**

The Splash RPX-i applies the default job settings in the following situations:

- To graphics files (EPS, TIFF, TIFF/IT, CT/NLW, PSD, PDF, PDF-X1/a, ExportPS, and PDF2Go formats) or PostScript files that are placed in the Drop Folder or dragged to the Active or Hold queues.

- To graphics files received from a client on a TCP/IP network.

### Default job settings for PostScript printing

The default job settings are set at the Splash RPX-i. For jobs that are not sent with a Splash RPX-i PPD, default job settings are applied. Job defaults are applied to jobs from the following sources:

- Jobs from UNIX clients

- Mac OS jobs using non-Splash PPDs

- Windows 2000/XP/Server 2003 jobs using non-Splash PPDs

- Jobs from clients with print options specified as printer's default

# Managing raster files

Raster files can be saved using the File Handling job options: Process and Hold, Print and Hold, or Color Postflight and Hold. Jobs with saved raster files can be reprinted without reRIPping, depending on the Splash RPX-i server preferences and job options selected. For example, calibration does not require reRIPping. When a job is edited in such a way as to require reRIPping, you are warned that this causes the raster files associated with the job to be deleted. You must confirm or cancel the edits.

The following options require reRIPing:

- **Page:** Page Range, Duplex, Force Paper Size, Scaling, Rotate, Staple, and Imposition options (If Imposition: Step and Repeat is selected, changing the Number of Copies causes the file to reRIP.)

- **Tray:** Tray Selection, Paper Type Selection

- **Color:** All options

- **Quality:** All options

- **Extras:** Process and Hold, Color Postflight and Hold, Separations, Single Page Separations, Progressives, Invert Image, Auto Grayscale Detect, Print Control Strip, Save as TIFF, Mirror Image, and Print Info Strip

- **Info:** User name and Job Comment, if the Print Info option is enabled for the job

Editing the Splash RPX-i server preferences does not cause jobs to be reRIPped. Some jobs may require that you delete the raster file and reRIP the file in order to have preference changes take effect.

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**TO DELETE RASTER FILES**

- **Select the job and choose Delete Job from the Jobs menu, or click Delete.**

If any of the files selected have raster files, a dialog box prompts you to cancel, delete the image file only, or delete the entire job. You can also delete raster files by dragging the spool file to the Trash icon on your Mac OS desktop. Both spool and raster files are deleted with no warning message.

### RIP-While-Print

Automatic RIP-While-Print reduces print wait time by ensuring that the Splash RPX-i is never idle while jobs are present. RIP-While-Print tracks all print jobs, including jobs that are in transit to the Splash RPX-i, and directs Adobe CPSI (Configurable PostScript Interpreter) processing of jobs, where the currently processing job has the highest priority.

### RIP-While-Receive

Automatic RIP-While-Receive reduces print wait time by ensuring that the Splash RPX-i is never idle while print jobs are present. RIP-While-Receive tracks all print jobs, including jobs that are in transit to the Splash RPX-i, and directs CPSI processing. The currently processing job has the highest priority and is completed first, regardless of whether another job has been spooled completely.

NOTE: In environments where very large jobs are printed, consider disabling RIP-While-Receive to allow small jobs to print before large jobs finish spooling. Use the server preference on the network pane to disable RIP-While-Receive.

If an error occurs, a job is moved to the Error queue when spooling finishes. You can restart the job when the error is corrected. It is not necessary to resend the job from the client.

### RIP-Across-Jobs

The Splash RPX-i automatically begins RIPping a second job as soon as the first job finishes RIPping. It does not wait for the first job to finish printing.

### Instant Reprint

Instant Reprint allows RIPped files to print repeatedly without RIPping the job for each repetition. Jobs with an "I" shown in the Print queue Info–Detailed field print without reRIPping.

NOTE: Instant Reprint is a Splash RPX-i server function and requires no action from the user. Changing some job settings might cause the job to reRIP. For a list of these settings, see page 26.

### Print Consecutive Jobs

The Splash RPX-i starts printing the next available job immediately. The Splash RPX-i does not require the copier to cycle down before printing the next job. But if a job does not become available within 30 seconds, the Splash RPX-i cycles down the copier.

# Checking job errors

The Splash RPX-i provides two ways of checking for job errors before printing: Preflight and Color PostFlight. You can find out if errors exist in a file by using Preflight. To identify the elements in the file that are causing the problem, use Color PostFlight.

## Preflight

The Preflight feature allows you to examine jobs before they print for potential problems, and produces a viewable and printable text report. Potential problems include the following:

- PostScript errors

- Missing fonts and font substitutions

- Color mode of each item (RGB, CMYK, Spot) in the file

- Page size

- Spot colors not defined by the Splash Server

**TO SCREEN A JOB FOR POTENTIAL ERRORS**

1 **Select the job in the print queue and choose Preflight from the Jobs menu.**

The job is moved to the Active queue for preflight processing, then moved back to the Hold queue when processing is complete.

2 **Choose Show Preflight from the Jobs menu.**

The Preflight Results dialog box appears.

3 **Click Print to print a hardcopy report.**

4 **Click OK to exit.**

You can now use the Preflight report to identify and fix any errors.

## Color PostFlight

The Color Postflight feature allows you to determine where any problems are. When you run a Color Postflight check, a color-coded printout of the file is produced.

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**TO RUN A POSTFLIGHT CHECK**

- **Select the job in the Print queue and choose Color Postflght from the Jobs menu.**

- **Select the job in the print queue and click the Color Postflight icon in the toolbar.**

- **With the job open, select Postflight and Hold on the File Handling tab of the printer driver.**

    The job is moved to the Active queue for preflight processing and printing, and then moved back to the Hold queue when processing and printing are complete. As the job is processing, a preview of the Postflight is displayed in the Preview window.

    In the printed Postflight of the job, all CMYK data (text, graphics, and images) prints in cyan, all RGB data prints in Red, all Spot data prints in yellow, and all grayscale data prints in grayscale.

    If you decide to convert one mode of color data to another, for instance, CMYK to Spot color, use the Color Tuner application. For more information about Color Tuner, see the *Color Guide*.

# ADVANCED FEATURES OF THE SPLASH RPX-I

This chapter describes some of the advanced job management tools provided on the Splash RPX-i. These features include the following:

- Tray Alignment

- Print Info/Control Strip

- Secure Access

- Screening Preferences

- Job Log Options

- Imposition

## Tray Alignment

Tray Alignment allows you to set vertical and horizontal print offsets that result in the accurate alignment of print margins and crop marks, for either single-sided jobs or duplex jobs. The offsets are different for Side 1/simplex and Side 2. When you first open the Tray Alignment dialog box, Side 1 is automatically selected. Align side 1, and then align Side 2.

Tray Alignment supports the configuration of individual offsets for each tray. You can send duplex jobs in automatic duplex mode to any tray or manually send duplex jobs to Tray 5 for paper stocks that cannot automatically duplex.

**NOTE:** Align Side 1 to correct small offsets that occur during normal printing. If offsets for Side 1 are greater than a few pixels, service the copier. Clipping can occur with large offsets.

**TO SET TRAY ALIGNMENT**

**1 Choose Tray Alignment from the File Menu.**

**2 Click Side 1 and select a tray.**

The paper size and media type is selected automatically, except for Tray 5. You must enter the paper size and media type for Tray 5.
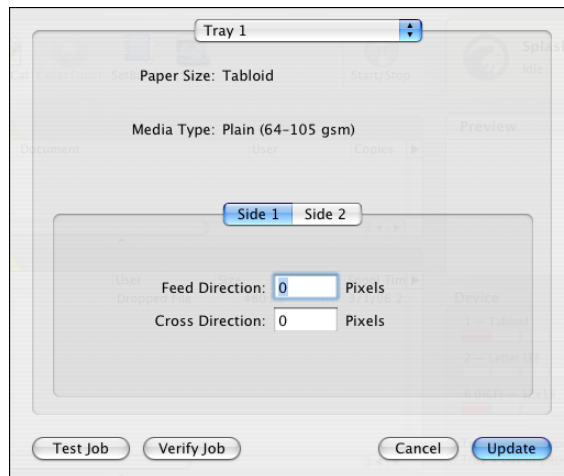


**3 Click Test Job to print a Test Page.**

**4 Follow the instructions on the page to measure and enter the offset values in Feed Direction and Cross Direction.**

**5 Click Verify Job and examine the printed target.**

**6 If the printed target is out of alignment, adjust the values.**

**7 Repeat steps 4 through 6, as necessary.**

**8 Click Update when the correct alignment is achieved.**

**9   To align for a duplex job, click Side 2.**
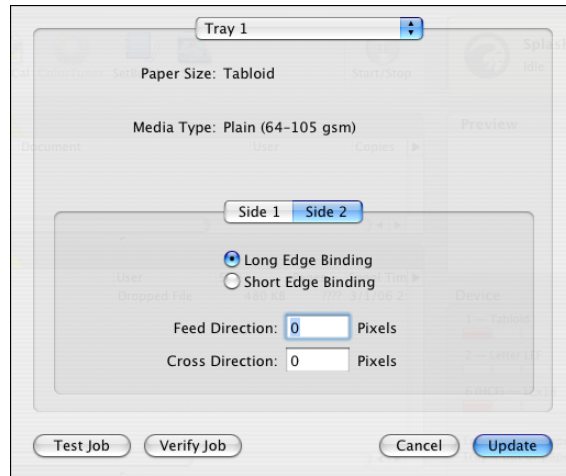


**10   Select a tray and a binding edge.**

The paper size and media type is selected automatically, except for Tray 5. You must enter paper size and media type for Tray 5.

**11   Repeat steps 3 through 8.**

## Tray alignment features

The following features in the Tray Alignment dialog box allow you to configure and print both simplex and duplex jobs.

- **Test Pattern:** Helps determine the offset values needed to center the output on a simplex page and to properly align both sides of a duplex job. Select a tray for a simplex job, or select a tray and a binding edge for a duplex job, and then click Test Job. A test pattern is printed using the offset values of "0" pixels for both the vertical and horizontal offsets. The test pattern contains instructions for determining the correct offset values, depending on whether you are performing alignment for Side 1 (simplex) or Side 2 (duplex). For simplex, measure the target with a ruler and figure out the adjustment, or make a visual judgement of whether the output on the target is centered. For duplex, you must align the patterns on both sides of the pages with each other.

- **Verification Pattern:** Displays the effects of the entered offset values. After you enter the horizontal and vertical offset values, verify the results by clicking Verify Job. The verification target prints, using the offset values that you entered. Review the printed target. If it is not properly centered or aligned, adjust the values.

**NOTE:** To update the offset values without printing a verification target, select the appropriate tray and binding edge and click Update.

- **Specify Offsets:** The minimum Offset Value is -999 and the maximum is +999. If you enter an offset that would cause a particular page size to print the margins outside the print area, the margin is automatically changed to the maximum value. For example, the left margin is -70 pixels. If you enter a value of -100 for the alignment offset, the margin is changed to -70 for the duplex job. The Tray Alignment setting remains -100. If no offset value is entered for a tray, the default alignment offset value is set to zero.

**NOTE:** If the Tray Alignment for Side 2 on the printer is extremely out of alignment, the test pattern target may produce a false match and the verify target will not line up at 0, 0. In this case, adjust the offsets manually until the verify target lines up at 0, 0.

# Print Info

The Print Info feature allows you to print an information strip on a job. This assists in tracking job settings used on different outputs of the same file and routing output back to the originator. The information is printed on the top or bottom of the page, depending on the location selected, and on every page of the job. When you set up Print Info preferences, you can enable the Control Strip. The Control Strip is a set of color control patches on the edge of the output.

## Configuring Print Info

The configuration of Print Info determines content and location of the Print Info Strip. To enable the Print Info Strip for a job, see page 35.

- **To configure Print Info, choose Print Info from the Server menu.**

The Print Info dialog box appears.



**Page Handling** allows you to use the Promote Page Size option to print the job on the next largest paper size available. Although the job is printed centered on the page, it is not scaled to the new paper size. If "Use Tray 5 if needed" is selected and there is no paper available (or the paper large enough) in Trays 1-4, the job prints to the Tray 5 page size.

**NOTE:** Selecting Force Paper Size from Job Options overrides this feature.

**Crop Marks** prints crop marks around the original image paper size of the job. If the Invert option is selected and there is no room on the page to print the crop marks outwardly, the crop marks are drawn into the page. If Invert is not selected and there is no room on the page to print crop marks outwardly, crop marks do not print.

**Info Strip** allows you to set the location where the Print Info Strip prints (top or bottom of page), and the font size of the type.

NOTE: The Control Strip prints at the bottom of the page regardless of the Info Strip position setting.

**Print Preferences** allow you to specify what information is printed on the Info Strip. The defaults are User Name, Job Name, Job Comment, and Date and Time of RIP.

NOTE: Only the preferences you select are printed. If you do not select a preference in Print Preferences, a placeholder is not printed on the page.

**Control Strip** allows you to enable the Control Strip and to specify options for it, including Color Patches, Gray Balance, EPS file (name of file), and Height. The Control Strip image overwrites the job image if it occupies the same part of the page, and the Control Strip does not print on paper sizes smaller than Letter.

NOTE: The Splash RPX-i provides a standard Control Strip. This control strip can be replaced with any other EPS formatted file.

## Enabling Print Info Strip

To enable Print Info Strip on a job-by-job basis from the Splash RPX-i or a client workstation, you must edit Job Options.

---

TO ENABLE PRINT INFO STRIP ON A JOB

1  **Double-click the job in the Hold queue or select the job and choose Edit Job from the Jobs menu.**

   The Job Options dialog box appears.

2  **Select the Extras tab.**

3  **Select Print Info Strip in the Prepress Features section.**

4  **Click OK.**

5  **Drag the job from the Hold queue to the Active queue for printing.**

   NOTE: You can also enable Print Info Strip in the Default Job Settings: Extras tab.

# Secure Access

Secure Access allows you to limit who can print to the Splash RPX-i by defining combinations of user names, passwords, and account numbers that must be entered and verified before a job prints. You can also use Secure Access without the verification feature to improve job logging, by requiring user names and account numbers before a job is printed.

Secure Access accounts are established and managed at the server. Users are prompted for the required information at their workstation. Validation of the information, if required, is performed by the Splash RPX-i. If the information is not valid, users are prompted to re-enter the correct information before the job is printed.

**TO START SECURE ACCESS**

1   **Log on with Administrator privileges and choose Secure Access from the Server menu.**

2   **Click Enable Secure Access.**



3   **Select the required options, and then select Verify to indicate which options are to be verified.**

You can choose to verify User, Password, and Account Number.

**NOTE:** If you select Password, you must select User, and select Verify for both settings. With Password cleared, you can choose whether to verify User or not.

When the Verify option is cleared, the Splash RPX-i processes any job for which the selected information appears. The User and Account Number are output to the Job Log file.

**NOTE:** Files placed in the Drop folder or a Hot Folder, or dragged to one of the print queues, always produce an error when Secure Access is enabled, unless you also select Exempt Drop Folder Jobs. If this option is selected, the files print, regardless of the Secure Access settings.

**4 Type an error message.**

When a user incorrectly enters Secure Access information at a client workstation, the Splash RPX-i returns an error message at the workstation. Edit this error message to provide specific contact information for users of a particular server. The maximum number of characters allowed in the Error Message and E-mail Address fields is 255 characters.

## Using Secure Access at client workstations

When Secure Access is configured at the Splash RPX-i, users must install the Secure Access print driver provided with the Splash RPX-i. For installation instructions, see *Getting Started* and the *Printing Guide*.

## Printing with Secure Access

Printing using the Secure Access printer driver is the same as printing with the standard driver, except that the driver prompts you for the Secure Access information. For applications that provide their own print dialog box, such as QuarkXpress and InDesign, you must select the printer button to be prompted for Secure Access information.

## Setting up Users

The Users feature allows you to set up users with Secure Access or set up scan mailboxes. For more information about setting up scan mailboxes, see page 94.

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**TO SET UP USERS**

**1 Choose Users from the Server menu.**
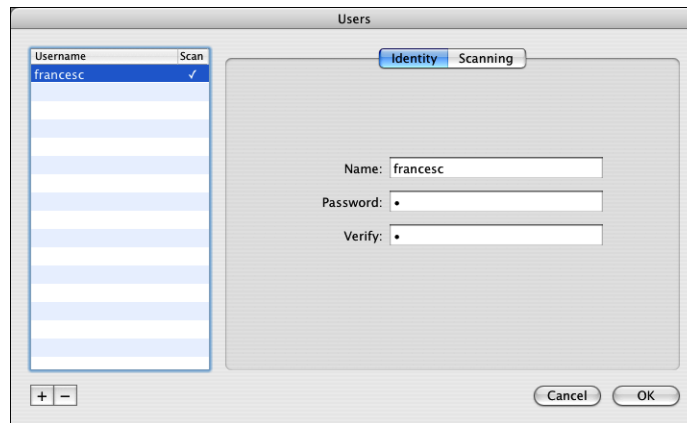


**2 In the Identity pane, click "+" to add a new user.**

**3 Type the required information in the Name, Password, and Verify fields.**

A maximum of 24 characters is allowed in the User field. A maximum of 8 characters is allowed in the Password field. An unlimited number of users can be added to the Users list. However, if you try to enter a duplicate User, a warning dialog box asks if you want to override an existing user.

**4 Click OK.**

**5 To change the name or password for a user, select the user name in the Identity pane and edit the information.**

**6 To remove a user from the list, select the user name and click "-".**

## Accounts

Use Accounts to set up print accounts for use with Secure Access.

**TO SET UP ACCOUNTS**

1  **Choose Accounts from the Server menu.**
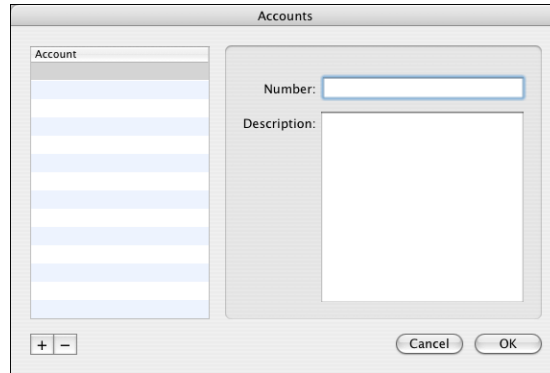


2  **Click "+" to add a new account.**

3  **Enter an account name and description, if required.**

A maximum of 32 characters is allowed in the Account field. A maximum of 100 characters is allowed in the Description field.

**NOTE:** Use alphanumeric characters only for Account names.

The account description allows you to provide more information about the account than can be stored in the account name. The account description is not required and is not used elsewhere by Secure Access.

4  **Click OK.**

5  **To edit account information, select the account name and change the information in the Number and Description fields.**

6  **To remove an account, select the account name and click "-".**

# Screening Preferences

The Screening Preferences feature allows you to select screening methods, create custom screens, specify lines per inch, and create sets of screening preferences. You can then switch between common screening configurations without specifying the details each time.

### TO SET SCREENING PREFERENCES

**1   Choose Screening Preferences from the Server menu.**



**2   Click New to create a new set of screen preferences.**

The Screen Preferences dialog box appears.
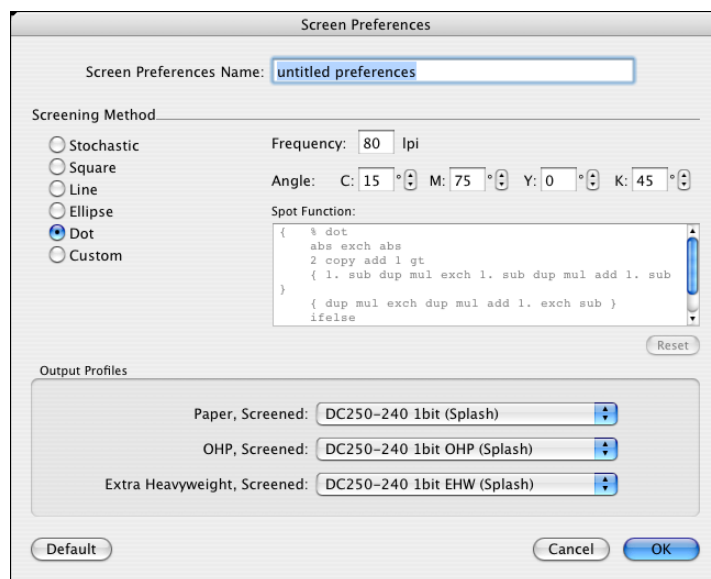
3  **Make the appropriate selections and click OK.**

Frequency and Angle are standard halftone terms. Spot Function is the PostScript code that defines the halftone. To edit this, click Custom.

**Note:** Entering incorrect PostScript code can result in incorrect output and PostScript errors.

The name you assigned to the set of screen preferences is displayed in the list of Screen Preferences sets.

4  **To modify a Screen Preferences set, select the name in the list and click Edit, Duplicate, or Delete.**

# Job Log Options

If Job Logging is enabled, you can print or export the Job Log. The log is a tab-delimited text file that can be imported into Microsoft Excel or other spreadsheet applications.

You must enable Job Logging in the Splash RPX-i Server Preferences. For information about setting Job Logging preferences, see the *Configuration Guide*.

When you have enabled Job Logging, you can print a Job Log at any time.

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**TO PRINT AND EXPORT THE JOB LOG**

**1 Choose Print Log from the File menu.**

The Print Job Log dialog box appears.
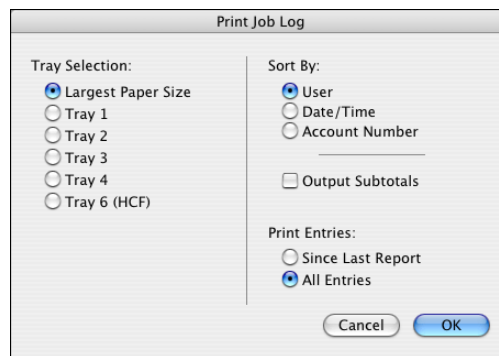


**2 Select the Paper Tray, Sort By criterion, and whether to print from the last printed report or all entries.**

**3 Click OK.**

The Job Log is processed and printed.

**4 To export the log, choose Export Log from the File menu.**

If the log is successfully exported to the computer desktop, a message appears confirming that export was successful.

You can open the log directly from the desktop or choose to export it to a spreadsheet application.

For information about the types of information displayed in the Job Log, see .

**NOTE:** You can print a scan job history report from the copier.

# Imposition

The Imposition feature allows you to rearrange the printing page order of a job to output booklets. In some cases, this feature uses paper more efficiently for printing multiple copies of small documents.

**TO SPECIFY IMPOSITION SETTINGS**

**1  Select the job in the Hold or Error print queue.**

**2  Choose Edit Jobs from the Jobs menu.**

**3  Click the Page tab.**
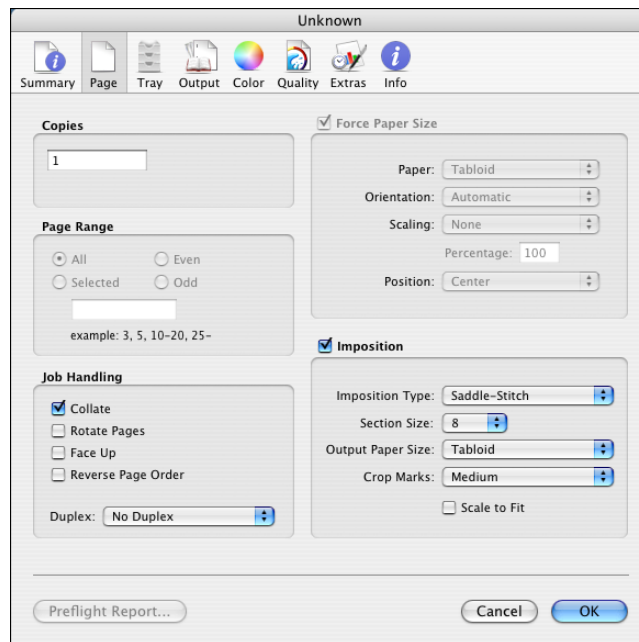


**4  Select Imposition and specify the imposition settings.**

**5  Click OK.**

## Imposition settings

The imposition settings are described as follows:

- **Saddle Stitch** and **Perfect Bound** print two pages of a document together on a single larger sheet, which can then be folded section by section to form booklets. The two options differ in the number of pages printed in each section. Using Saddle Stitch, the number of pages in a section is selectable and usually multiple output sheets are folded together. Perfect Bound prints four original document pages in a single section, which means that each output sheet is folded separately.

  Select Saddle Stitch to print jobs that will be stapled or stitched with thread through the center or into the spine. Select Perfect Bound to print jobs that will be folded, cut, and glued along the back spine into a cover or binding. Most large trade books and larger magazines use this technique.

- **Nested Saddle Stitch** and **Nested Perfect Bound** print four pages of a document together on a single larger sheet, which can then be folded section by section to form booklets, and cut along one edge. The two options differ in the number of pages printed in each section. Using Nested Saddle Stitch, the number of pages in a section is selectable and usually multiple output sheets are folded together. Nested Perfect Bound prints eight original document pages in a single section, which means that each output sheet is folded separately.

  Select Nested Saddle Stitch to print jobs that will be stapled or stitched with thread through the center or into the spine. Select Nested Perfect Bound to print jobs that will be folded, cut, and glued along the back spine into a cover or binding. Most large trade books and larger magazines use this technique.

- **Signature** prints two pages of the job, in order, on a single-sided tabloid sheet. This is always 2-up. Pages 1 and 2 print on the first tabloid sheet and pages 3 and 4 print on a second tabloid page. If Duplex is selected, pages 3 and 4 print on the back side of the first sheet. Odd-numbered jobs print the last page with a blank opposite it.

- **Step and Repeat** and **2-up Imposition** print multiple copies of a single page on the same output page. Step and Repeat prints as many copies of the page as will fit on the selected output page size. It supports duplexing, but not collation. 2-Up Imposition prints two copies of the page on the selected output page size. It supports duplexing and collation.

- **Section Size** defines the number of pages to print in a Saddle-Stitch layout. This feature is enabled only when Saddle-Stitch is selected.

- **Output Paper Size** allows you to specify the correct size for different imposition type settings. For proper results with Saddle Stitch, Perfect Bound, and Signature, the output paper size must be at least twice as large as the original page size defined for printing. For example, for a Letter page, select Tabloid. For A4, select A3. For more information, see

- **Scale to Fit** allows you to scale the imageable output to fit on the selected page size. Scaling preserves the aspect ratio, so the output page may not be completely filled. Scale to Fit becomes available when an Imposition Type is selected (Saddle-Stitch, Perfect Bound, Nestled Saddle-Stitch, Nestled Perfect Bound, or Signature).

- **Crop Marks** print only if there is room for them on the page. The imposed pages print centered on the output sheet. If there is room to place full or partial crop marks, the crop marks are added. To ensure that crop marks print, choose a page size that is more than twice as large as the original page size defined for printing.

  Crop marks are always printed for Step and Repeat, and the size of the crop marks is taken into account when determining how to fit the most possible copies onto the page. Crop mark settings have the following measurements:

  – **Very Short:** 0.1 inch (2.5 mm)

  – **Short:** 0.2 inch (5 mm)

  – **Medium:** 0.3 inch (7.5 mm)

  – **Long:** 0.4 inch (10 mm)

  – **Very Long:** 0.5 inch (12.5 mm)

### Determining the original page size

For 2-Up imposition, the original page size used is always the one selected in Page Setup (or the equivalent) when printing. Turn off the application registration marks or crop marks.

For Step and Repeat, Saddle Stitch, Signature, and Perfect Bound imposition, if the application registration marks or crop marks are not enabled when printing, or the application does not support registration marks or crop marks, the original page size is the one selected in Page Setup. If the application registration marks or crop marks are enabled, the original page size is the size of the actual document, which in many applications can be different from the page size selected in Page Setup.

Jobs created in pre-press applications (such as Quark XPress, InDesign, and Photoshop) and sent without crop marks cause an error message saying that there are no crop marks.

### Setting application registration marks

For Step and Repeat, Saddle Stitch, Perfect Bound, Nested Saddle Stitch, and Nested Perfect Bound, enable registration marks or crop marks from the application, whenever possible. In general, the imposition software recognizes the input page size more precisely when the application generates the registration marks. For Step and Repeat, using the application registration marks or crop marks increases the number of copies printed on a single sheet.

For more information about imposition and other print options, see the *Printing Guide*.

## Printing a booklet

The following steps are necessary to print a booklet from Mac OS or Windows clients or at the Splash RPX-i.

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**TO PRINT A BOOKLET**

1  **Select Print for the document, or select the job in the Hold queue and choose Edit Jobs from the Jobs menu.**

2  **Select the Page pane of the printer or job properties (Splash Features on a Mac OS computer or on the Splash RPX-i) and set the following options.**

   • **Imposition:** On

   • **Imposition Type:** Perfect Bound or Saddle Stitch

   • **Section Size:** Select for Saddle Stitch

   • **Output Paper Size:** Select page size

   • **Scale to Fit:** Enable if original page size is too large to fit half of the output page size

   • **Duplex:** Short Edge Binding

   • **Crop Marks:** Specify the size of the crop marks or none

3  **Select the Output pane and set the following options.**

   • **Output:** Booklet Tray

   • **Fasten Mode:** Fold or Fold and Staple

4  **Click OK.**

5  **Close the printer or job properties and print the document.**

## Color management tools

The Splash RPX-i provides advanced color management tools. For more information about the following features, see the *Color Guide*:

- **Color Cal** offers a set of calibration tools for the copier and scanner.

- **Spot Color Editor** allows you to add and delete spot colors, as well as change the value output for any particular spot color.

- **CopyCal** creates profiles that allow the Splash RPX-i to emulate the output of any color printer.

- **ColorTuner** allows you to edit the output color of RIPped pages before printing all copies of the job.

- **Profiles** provides profiles and options for handling profiles.

# HOT FOLDERS AND VIRTUAL PRINTERS

You can print to the Splash RPX-i from the Splash RPX-i server computer or from any client workstation with an AppleTalk or TCP/IP network connection.

This chapter describes the following ways of sending files to the Splash RPX-i:

- Drop-print to the Splash RPX-i Drop Folder.

- Drop-print to a Splash RPX-i Hot Folder.

- Print to a Splash RPX-i Virtual Printer.

- Drop-print to the Splash RPX-i GA File Converter Drop Folder.

This chapter also describes using the GA File Converter to convert certain graphic file formats to PostScript or EPS and submit the converted jobs for processing through a Hot Folder.

You can also set up the Splash RPX-i as a printer on a client and use the Splash RPX-i printer files to set print options. For more information, see the *Printing Guide*.

## Supported file formats

The Splash RPX-i prints Acrobat PDF, TIFF, EPS, TIFF/IT, PDF-X1/a, CT-NLW, PSD, DCS 2.0, Export PostScript, PDF2GO, and PostScript Level 1, 2, and 3 files. The Splash RPX-i supports the importing of these data file formats.

Direct processing of PostScript, PDF, TIFF, EPS, and DCS 2.0 files is supported. The TIFF/IT, PDF-X1/a, CT-NLW, Export PS, PDF2GO, and PSD formats are processed after conversion by the GA File Converter that starts when the Splash RPX-i is started.

**NOTE:** The GA File Converter must be enabled in Splash Server > Preferences > Server. For more information about setting preferences, see the *Configuration Guide*.

Supported Graphic file formats are EPS, Monochrome EPS, DuoTone EPS, TriTone EPS, QuadTone EPS, RGB EPS, Index EPS, LAB EPS, CMYK EPS, Grayscale EPS, Black and White EPS, TIFF, Black and White TIFF, RGB TIFF, Index TIFF, Grayscale TIFF, and CMYK TIFF.

# Drop-printing using Drop Folders

Use drop-printing to print PostScript files, as opposed to using a PostScript file download utility. The following Drop Folder options allow you to drop-print files.

**NOTE:** If a spooled file is not located on the Splash RPX-i hard disk, the Splash RPX-i cannot print it. Copy the original file to the hard disk.

- **Drop Folder** handles direct processing of PostScript, PDF, TIFF, EPS, and DCS 2.0 files as they are sent or dragged to the Drop Folder. You can also print PDF files that are password-protected in Adobe Acrobat. To do so, enter the password in the PDF Password field of the Edit Doc Info pane in the Job Options dialog box.

  GA File Converter preferences allow you to select a specific Drop Folder and change the job options to reflect all jobs sent to that Drop Folder. For GA File Converter preferences, see .

- **Hot Folders** allows you to create a particular set of pre-selected print options that are applied to every file that is submitted to that Hot Folder. You can create multiple hot folders and submit any Postscript, TIFF, EPS, PDF, or DCS 2.0 file to them.

  Create and delete Hot Folders by choosing Hot Folders from the Server menu. For more information, see . Any number of Hot Folders can be created with no limitation other than available hard disk space. If file sharing is enabled, folders are automatically shared when created.

Hot Folders co-exist with the Drop Folder. Drop Folder ensures compatibility for previous releases and allows you to avoid forcing a set of job options on dropped jobs. Windows and Mac OS download applications for the Drop Folder are automatically created when you start the Splash RPX-i.

- **GA File Converter Drop Folder** supports direct processing of TIFF/IT, CT--NLW, PDF2GO, Export PS, and PSD files sent to the GA File Converter Drop Folder. TIFF/IT files version P1 and P1 8.8 are supported, assuming all three forks of the file (FP, CT, and LW) are provided. The three forks can be provided in any order. By default, the output PostScript file is placed in the Drop Folder for processing. However, a preference in the GA File Converter allows you to select a different input and output folder. This allows use of Hot Folder for graphic arts files.

⚠️ TIFF/IT, CT-NLW, PSD, or PDF-X1/a files may produce processing errors if they are dragged to the Splash RPX-i queues or placed in the Drop Folder.

**NOTE:** All files copied to the Drop Folder are copied to the Splash RPX-i hard disk. If a file cannot be printed, it is moved to the Splash Folder:Unprintable Files folder. The Unprintable Files folder is automatically created by the Splash RPX-i when it receives a file that fails to print.

If you drop-print a PostScript file that was created with Splash RPX-i software, the
Splash RPX-i uses the print options selected at the printer driver for the job. If the PostScript
file was not created with Splash RPX-i software, the Splash RPX-i applies default print
options. To apply specific options to all jobs, create a hot folder (see "Hot Folders" on
page 51).

## Printing to Drop Folders

A Drop Folder is set up in the Splash RPX-i server computer Public folder when the
Splash RPX-i server software is installed. When the Splash RPX-i is running, you can print to
the Drop Folder over the network. The following procedures also apply for printing to the GA
File Converter Drop Folder.

For printing to a Hot Folder, see .

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**TO ACCESS A DROP FOLDER FROM A WINDOWS COMPUTER**

1  **Click to Start and choose Run.**

2  **In the Open field, type two backslashes and the IP address of the Splash RPX-i, and click OK.**

   For example: \\10.10.257.1

   The contents of the Splash RPX-i Public folder are displayed.

3  **Drag and drop the files you want printed to the Drop Folder or the GA File Converter
   Drop Folder.**

   For convenience, you can create a shortcut of any Drop Folder you print to regularly and
   place it on the Windows desktop.

---

**TO ACCESS A DROP FOLDER FROM A MAC OS COMPUTER**

1  **Choose Connect to Server from the Go menu.**

2  **In the Server address field, type the IP address of the Splash RPX-i.**

3  **Click Connect and log on as Guest.**

4  **Select the Splash volume from the list of volumes on the Splash RPX-i server computer and
   click OK.**

5  **Drag and drop the files that you want printed to the Drop Folder or GA File Converter Drop
   Folder.**

   For convenience, you can make an alias of any Drop Folders you use regularly and place it on
   the Mac OS desktop.

# Hot Folders

Hot Folders is a utility that allows you to store and reuse frequently used print options when printing PostScript and PDF files on the Splash RPX-i. With Hot Folders, you can do the following:

- Create special folders (Hot Folders) that assign specific print settings and print queues to jobs.

- Print jobs to the Splash RPX-i by dragging and dropping them onto hot folders at the Splash RPX-i server computer or from your desktop via File Sharing.

Hot Folders allows you to create multiple drop folders, each with an assigned set of print options that are applied to all jobs placed in the folder. This allows you to control print options and process a series of jobs with common printer driver options.

For any job placed in a Hot Folder, the options associated with the Hot Folder override any options included in the job. A job created with the Splash RPX-i printer driver might specify Duplex, Long Edge Bind, but if it is dropped into a folder for which Duplex is set to None, the job does not print as Duplex.

## Creating Hot Folders

Hot Folders are created in the Splash:Hot Folders folder. Folders may be shared via AppleTalk for Mac OS clients and via SMB for Windows clients. Hot Folders do not replace existing drop folders.

**TO CREATE HOT FOLDERS**

**1 Choose Hot Folders from the Server menu.**
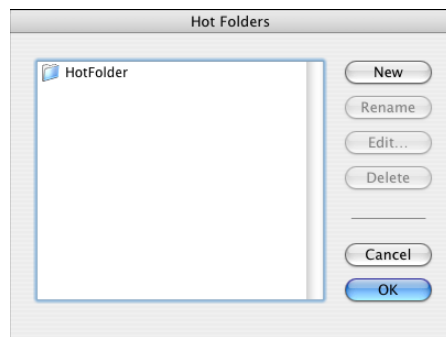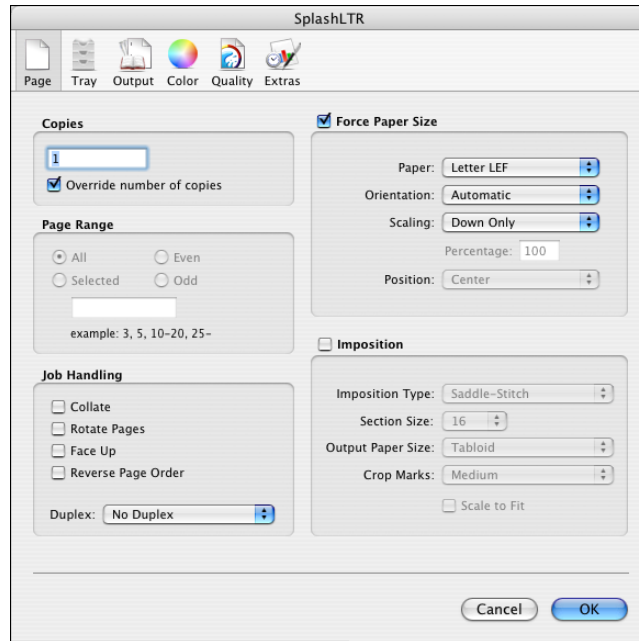


**2 Click New.**

A new folder icon appears.

**3 Enter a name for the Hot Folder.**

This is the name the client selects at the client workstation.

**4 Click OK.**

**5 Click Edit to configure print options for the Hot Folder.**



**6 Enter the settings for each tab.**

**7 Click OK.**

## Managing Hot Folders

The following options allow you to modify Hot Folders:

**Edit** allows you to edit the printer driver options of existing Hot Folders.

**Rename** allows you to change the name of a Hot Folder.

**Delete** allows you to select individual Hot Folders and delete them.

TO EDIT HOT FOLDERS

**1 Choose Hot Folders from the Server menu.**

**2 Select the Hot Folder that you want to edit from the list that appears.**

**3 Click Edit.**

The Job Options dialog box appears, allowing you to change the options.

**4 Click OK.**

**NOTE:** If the options for a Hot Folder are being edited, the exact set of options that is applied is dependent on when the job finishes copying to the Hot Folder and when the editing is completed. Jobs placed in a Hot Folder before the editing starts use the old options. Jobs placed in the folder after the editing is completed use the new options. If a job is placed in the folder while editing is in progress, an undefined set of options is attached.

**TO RENAME HOT FOLDERS**

1  **Choose Hot Folders from the Server menu.**

2  **Select the Hot Folder you want to rename.**

3  **Click Rename.**

4  **Type the new name for the Hot Folder.**

5  **Click OK.**

The maximum number of characters allowed in the Rename field is 31. If you have not created any Hot Folders, the Rename option is unavailable.

**NOTE:** When you rename a Hot Folder, the old folder is automatically deleted and the new one created.

**TO DELETE HOT FOLDERS**

1  **Choose Hot Folders from the Server menu.**

2  **Select the Hot Folder you want to delete.**

3  **Click Delete.**

4  **Click OK.**

**NOTE:** If you try to move a Hot Folder from the Splash folder on the Splash RPX-i server computer, or drag it to the Trash icon, it is not deleted. As part of the uninstall process of the Splash RPX-i Installer, Hot Folders are deleted.

Users at client workstations can view Hot Folders, but they cannot make changes to the folder or files. For more information about configuring the Splash RPX-i for file sharing, see the *Configuration Guide*.

## Printing to Hot Folders

The following file formats are supported for Hot Folders:

- PostScript

- PDF

- TIFF

- EPS

- DCS 2.0

- JPEG

**NOTE:** The Hot Folders feature does not work with file types handled by the GA File Converter. Any such files placed in a Hot Folder are moved to the Unprintable Files folder.

When a Hot Folder is created and published on the network, users at client workstations connect to the Splash RPX-i and drag their file to the desired Hot Folder.

---

**TO ACCESS A HOT FOLDER ON A WINDOWS COMPUTER**

**1 Click Start and choose Run.**

**2 In the Open field, type two backslashes and the IP address of the Splash RPX-i and click OK.**

For example: \\10.10.257.1

The contents of the Splash RPX-i Public folder are displayed.

**3 Double-click the Hot folders volume.**

**4 Drag and drop the files that you want printed to the desired Hot Folder.**

For convenience, you can create a shortcut of any Hot Folders you print to regularly and place it on the Windows desktop.

TO ACCESS A HOT FOLDER FROM A MAC OS COMPUTER

1  **Choose Connect to Server from the Go menu.**

2  **In the Server address field, type the IP address of the Splash RPX-i.**

3  **Click Connect and log on as Guest.**

4  **Select the Splash Server volume from the list of volumes on the Splash RPX-i server computer, and click OK.**

5  **Double-click to open the Hot Folders folder.**

6  **Drag and drop the files you want printed to the desired Hot Folder.**

For convenience, you can make an alias of any Hot Folders you use regularly and place it on the Mac OS desktop.

## Sharing Hot Folders

You share Hot Folders over the network by enabling Personal File Sharing on the RPX-i Macintosh. Personal File Sharing is enabled by default when you install the Splash RPX-i Server Software. The procedure below is only necessary if File Sharing has been disabled.

TO SHARE HOT FOLDERS

1  **Choose System Preferences from the Apple menu.**

2  **Click Sharing in the Internet & Network section.**

3  **Click Personal File Sharing.**

4  **Quit System Preferences.**

# Virtual Printers

When enabled, the Virtual Printers option sets up your Hot Folders as individual print queues on the network. Users can then print to these queues from whatever applications they are using, and the Hot folders print options are applied to the job.

To set up Virtual Printers, you must do the following:

- Create a Hot Folder with custom job options.

- Enable Virtual Printers on the Splash RPX-i.

- Install the Splash RPX-i printer driver on your client computer.

  For more information, see the *Printing Guide*.

- Configure the Virtual Printer on your client computer.

---

**TO ENABLE VIRTUAL PRINTERS ON THE SPLASH RPX-I**

**1 Choose Preferences in the Splash Server menu.**

**2 On the Network tab, select Virtual Printers and Enterprise Networking and click OK.**

All Splash Hot Folders are now published as Virtual Printers on your network.

## Setting up Virtual Printers on client computers

Once the Splash Hot Folders have been published as Virtual Printers, they can be configured as printers on client computers. Before setting up a Virtual Printer on a client computer, make sure you have the following information:

- The DNS name and the IP address of the Splash RPX-i

- The name of the Hot Folder that you want to set up as a Virtual Printer

**NOTE:** You must install the Splash RPX-i printer driver on the client computer.

Virtual Printers can be set up on Windows 2000/XP/Server 2003, Mac OS X v10.2/10.3, and Mac OS 9 computers.

**Setting up Virtual Printers on Windows computers**

The following procedure describes setting up a Virtual Printer on a Windows XP computer. The procedure is similar on Windows 2000/Server 2003, with some differences in terminology and user interface.

---

**TO SET UP A VIRTUAL PRINTER ON A WINDOWS COMPUTER**

1  **Click Start, choose Settings, and then choose Printers and Faxes (or Printers).**

2  **Under Printer Tasks, click Add a printer to open the Add Printer Wizard, and then click Next.**

3  **Click Local printer or stand-alone network printer, clear the "Automatically detect and install my Plug and Play printer" option, and then click Next.**

4  **Click Create a new port, and then select Standard TCP/IP Port.**

5  **Click Next and provide the following information:**

   • In the field for Name or address of server providing LPD, type the IP address of the Splash RPX-i.

   • In the field for Name of printer or print queue on that server, type the name of the Hot Folder that you are configuring as a Virtual Printer.

   Hot Folder names are case sensitive, and must be entered exactly the same as the original.

6  **In the TCP/IP Printer Port wizard screen, click Next to configure your port.**

7  **Click Custom and select Settings.**

8  **In the Port Settings window, click LPR for Protocol, enter the Hot Folder name in the queue name field, and click OK.**

   **NOTE:** Hot Folder names are case sensitive, and must be entered exactly the same as the original.

9  **Click Next and then click Finish to exit the Printer Port Wizard.**

10  **Select the Splash RPX-i from the list of manufacturers and printers.**

   If you have not installed the printer driver previously, follow the instructions for installing a printer driver detailed in the *Printing Guide*.

11  **Click Next.**

12  **Choose whether to designate this printer as the default printer, share it, print a test page.**

13  **Click Next in each window.**

14  **Click Finish.**

   You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

### Setting up Virtual Printers on Mac OS X v10.4 computers

Set up Virtual Printers on Mac OS X v10.4 computers in any of the following ways:

- Default browser

- LPD connection

- AppleTalk

TO SET UP A VIRTUAL PRINTER ON A MAC OS V10.4 COMPUTER USING DEFAULT BROWSER

1 **Choose Go>Utilities>Printer Setup Utility.**

2 **In the Printer List window, click Add.**

3 **Select Default Browser.**

4 **Select the Splash Server: <Hot Folder name> printer name with a Bonjour connection.**

The name appears in the Name field, and the appropriate PPD file for the Splash RPX-i is automatically selected. If it is not selected, proceed to step 5.
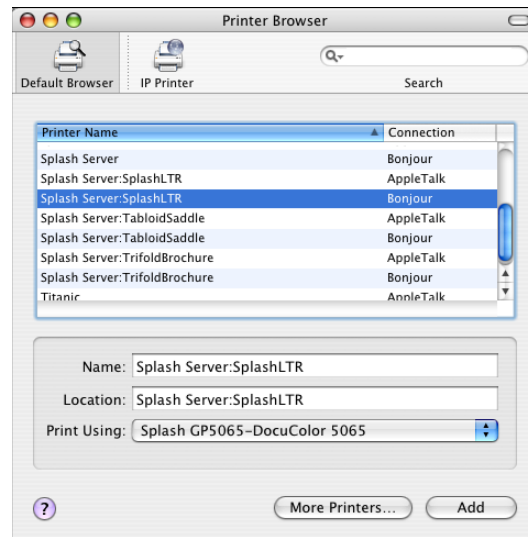


5 **In the Print Using list, select Splash, and then select the Splash RPX-i printer driver.**

6 **Click Add.**

The Virtual Printer appears in the list of printers.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

**TO SET UP A VIRTUAL PRINTER ON A MAC OS V10.4 COMPUTER USING THE LPD CONNECTION**

1 **Choose Go>Utilities>Printer Setup Utility.**

2 **In the Printer List window, click Add.**

3 **Click the IP Printer icon.**

The IP Printer pane appears.

4 **Select Line Printer Daemon - LPD from the Protocol list.**

5 **Type the IP address of the Splash RPX-i.**

The IP address appears in the Name field as you type in the Address field.

6 **Type the Hot Folder name in the Queue field.**
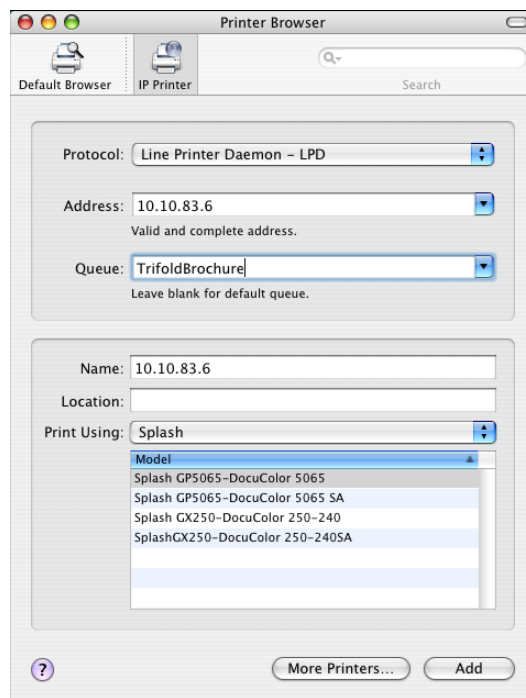


7 **In the Print Using list, select Splash, and then select the Splash RPX-i printer driver.**

If you have configured Secure Access printing at the Splash RPX-i, select the PPD file for Secure Access printing.

8 **Click Add.**

The Virtual Printer appears in the list of printers.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

**TO SET UP A VIRTUAL PRINTER ON A MAC OS V10.4 COMPUTER USING APPLETALK**

**1 Choose Go>Utilities>Printer Setup Utility.**

**2 In the Printer List window, click Add.**

**3 Click the Default Browser or IP Printer icon.**

> **NOTE:** Use this procedure if the Splash RPX-i is in a different AppleTalk zone than your computer. If it is in the same zone, the Splash RPX-i is displayed as a default browser. Follow the procedure on .
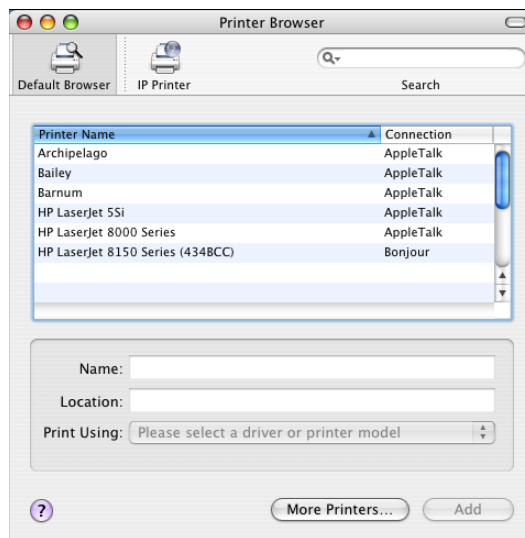


**4 Click More Printers.**

A dialog box appears, listing other connections.

**5 Select AppleTalk from the connection list.**

The AppleTalk pane appears.

**6 Select the AppleTalk zone for the Splash RPX-i from the list.**

The AppleTalk printers in the specified zone appear in the list. The Virtual Printers that are configured at the Splash RPX-i also appear in the list.

**NOTE:** Virtual Printers are linked to Hot Folders. The names of the Virtual Printers appear as <printer name:Hot Folder name> in the Name list.
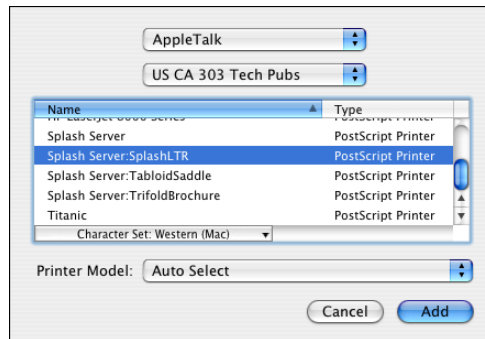


7 **Select the Splash Server: <Hot Folder name> name in the Name list.**

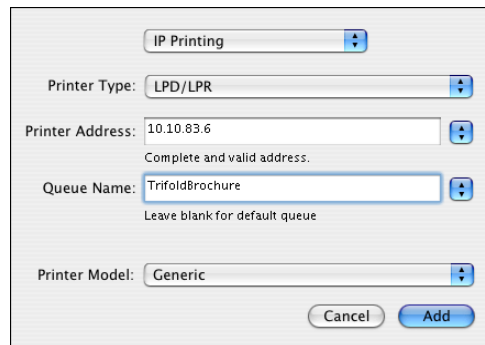8 **In the Printer Model list, select Splash, and then select the Splash RPX-i printer driver.**

If you have configured Secure Access printing at the Splash RPX-i, select the PPD file for Secure Access printing.

9 **Click Add.**

The Virtual Printer appears in the printer list.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

**Setting up Virtual Printers on Mac OS X v10.3 and earlier computers**

Set up Virtual Printers on Mac OS X v10.3 and earlier computers in any of the following ways:

- AppleTalk

- LPD/LPR connection

- Rendezvous

---

**TO SET UP A VIRTUAL PRINTER ON MAC OS V10.3 AND EARLIER USING APPLETALK**

**1 Choose Utilities from the Go menu.**

**NOTE:** If you are using Mac OS X v10.2.x, select Applications and then Utilities to access the Print Center.

**2 Start Printer Setup Utility or Print Center.**

**3 Click Add.**

**4 Select AppleTalk from the connection list.**

**5 Select the AppleTalk zone for the Splash RPX-i from the zone list.**

The Virtual Printers that are configured at the Splash RPX-i appear in the list.

**NOTE:** Virtual Printers are linked to Hot Folders. The names of the Virtual Printers appear as <printer name:Hot Folder name> in the Name list.

**6 Select the Splash Server: <Hot Folder name> name in the Name list.**
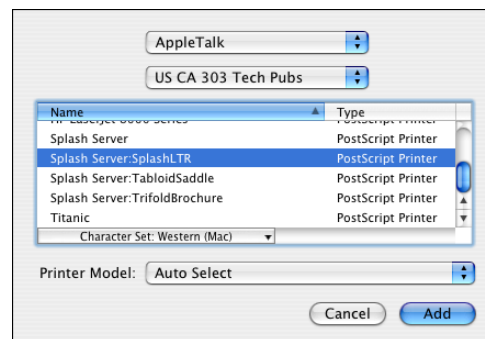


**7 In the Printer Model list, select Splash, and then select the Splash RPX-i printer driver.**

If you have configured Secure Access printing at the Splash RPX-i, select the PPD file for Secure Access printing.
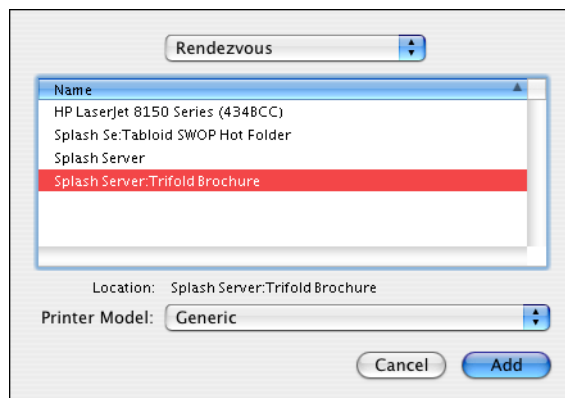
**8 Click Add.**

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

**TO SET UP A VIRTUAL PRINTER ON MAC OS V10.3 AND EARLIER USING LPD/LPR**

**1  Choose Utilities from the Go menu.**

**NOTE:** If you are using Mac OS X v10.2.x, select Applications and then Utilities to access the Print Center.

**2  Start Printer Setup Utility or Print Center.**

**3  Click Add.**

**4  Select IP Printing from the connection list.**

**5  Select LPD/LPR from the Printer Type list.**

**6  Type the IP address of the Splash RPX-i in the Printer Address field.**

**7  Type the Hot Folder name in the Queue Name field.**



**8  In the Printer Model list, select Splash, and then select the Splash RPX-i printer driver.**

If you have configured Secure Access printing at the Splash RPX-i, select the PPD file for Secure Access printing.

**9  Click Add.**
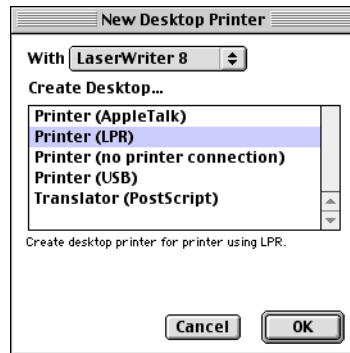
The Virtual Printer appears in the printer list.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

**TO SET UP A VIRTUAL PRINTER ON MAC OS V10.3 AND EARLIER USING RENDEZVOUS**

**1 Choose Utilities from the Go menu.**

> **NOTE:** If you are using Mac OS X v10.2.x, select Applications and then Utilities to access the Print Center.

**2 Start Printer Setup Utility or Print Center.**

**3 Click Add.**

**4 Select Rendezvous from the connection list.**



**5 Select the Splash Server: <Hot Folder name> printer name.**

**6 In the Printer Model list, select Splash, and then select the Splash RPX-i printer driver.**

If you have configured Secure Access printing at the Splash RPX-i, select the PPD file for Secure Access printing.

**7 Click Add.**

The Virtual Printer appears in the printer list.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.
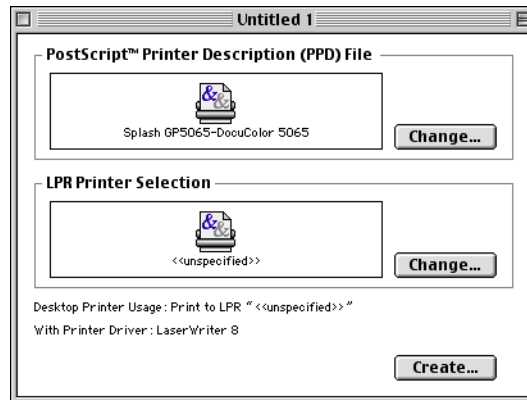
**Setting up Virtual Printers on Mac OS 9 computers**

Virtual Printers are set up n Mac OS 9 computers using the LPR connection.

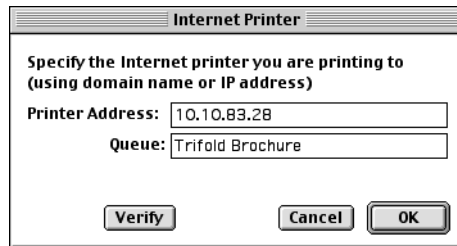**TO SET UP A VIRTUAL PRINTER ON A MAC OS 9 COMPUTER**

1 **Choose Applications>Utilities>Desktop Printer Utility.**

2 **Select LaserWriter 8 and Printer (LPR).**

**3   For the PPD file, click Change and select the Splash RPX-i printer description.**

**4   For the LPR Printer Selection, click Change to open the Internet Printer dialog box.**

**5   In the Printer Address field, type the IP address of the Splash RPX-i. In the Queue field, type the name of the Hot Folder you want to add as a Virtual Printer.**

**Internet Printer**

Specify the Internet printer you are printing to
(using domain name or IP address)

Printer Address: 10.10.83.28

Queue: Trifold Brochure

[Verify]     [Cancel]  [OK]

**6   Click Verify to verify the IP address.**

**7   Click OK, then click Create.**

**8   Type a name for the Virtual Printer and click OK.**

We recommend that you name the Virtual Printer the same as the Hot Folder on the Splash RPX-i.

You can now print to the newly configured Virtual Printer using the specific Hot Folder job options.

## GA File Converter

The GA File Converter allows you to print the most popular pre-press file formats, without requiring the application in which they were created. Pre-press format files are created by imagesetters and pre-press proofing systems. Print these files on the Splash RPX-i for proofing and pre-flight purposes by converting them to PS or EPS files. The GA File Converter must be used with Hot Folders. The input folder for a file that you are converting must be linked to a Hot Folder.

The following formats can be converted by the GA File Converter:

- TIFF-IT
- CT/LW
- CT/NLW
- PSD
- PDF2GO
- ExportPS
- PDF-X1/a

### TO ENABLE THE GA FILE CONVERTER

1  **Open the Splash Server Preferences.**

2  **On the Server tab, click GA File Converter, and then click OK.**

The GA File Converter icon appears in the Splash RPX-i server computer Dock.

For more information about setting Splash RPX-i server preferences, see the *Configuration Guide*.

**TO CONFIGURE THE GA FILE CONVERTER**

> **NOTE:** Before configuring the GA File Converter, create the Hot Folder that you want to use for the file conversion. To create a Hot Folder, see page 51.

**1 Click the GA File Converter icon in the Splash RPX-i server computer Dock.**
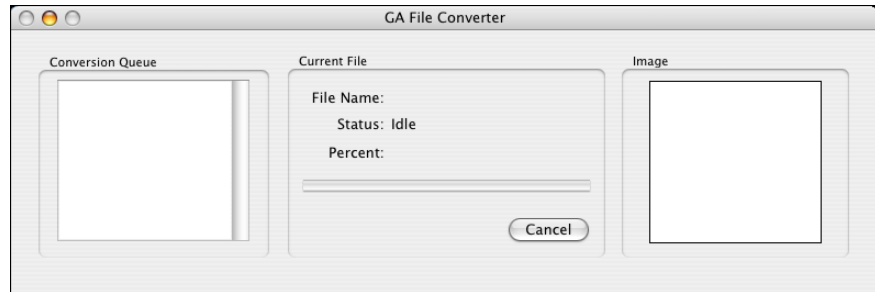


**2 Choose Preferences from the GA File Converter menu.**



**3 Click the Conversion Options tab, and specify the settings that you want.**

The Conversion settings are as follows:

**Resolution:** The default is 200 dpi. Increase the resolution for printing smoother line art.

**Anti-aliasing:** The default is Nearest Neighbor. For highest quality output, select Bi-linear.

**Compression:** The default is Lossless. For highest quality output, select None.

The default settings are designed to provide the fastest printing results possible. Changing these settings can result in increased RIPping and printing time. We recommend that you only change these settings if you are printing line art that requires high-resolution printing.

**4  Click the Output Options tab.**
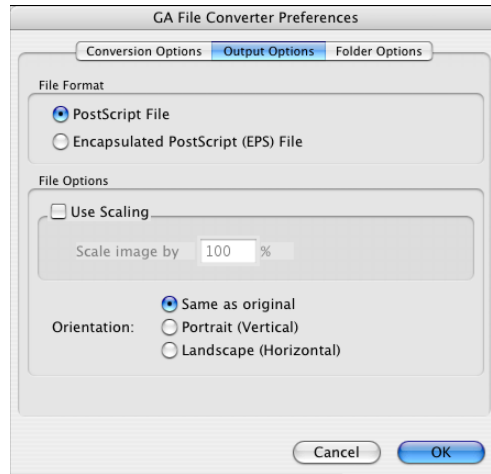
The Output Options settings are as follows:

**Output Format:** The default is PostScript.

**Use Scaling:** Type a percentage in the Scale image by field. The default is Off. To scale the image, specify scaling through the print options for the Hot Folder for faster printing.

**Orientation:** The default is Same as original. To change the orientation, you can also use the Force Page Size print option for the Hot Folder.

**5  Select Output Options.**

**6  Click the Folder Options tab.**

**7 Click Add.**
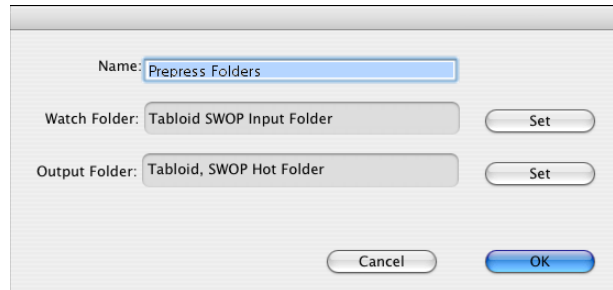


**8 In the Name field, type a name to link the Input folder and the Hot Folder that you are going to use.**

To create a Hot Folder, see "Creating Hot Folders" on page 51.

NOTE: Names are limited to 255 characters. Special characters are not recommended.

**9 Click Set to create an Input (Watch) folder and browse to the location in which you want to save this folder.**

NOTE: If you save the Input folder in the GA File Converter Hot Folders in the Public folder, it will be shared to both Mac and Windows clients.

**10 Click New Folder to create an Input folder in the location that you have chosen.**

**11 Type a name for the new folder.**

**12 In the Finder window, select the newly created Input Folder and click Choose.**

You are returned to the Add Folders window.
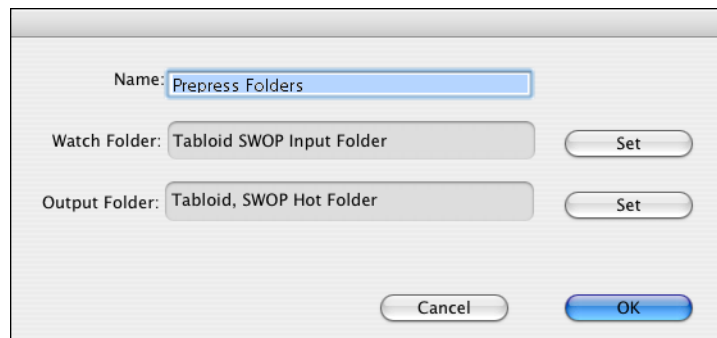
**13 Click Set to create an Output folder.**

**14 Select the Hot Folder you created earlier as the Output folder.**

**15 Browse to the location of the Hot Folder, select the Hot Folder, and then click Choose.**

By default, Hot Folders are placed in the Public folder on the Splash RPX-i server computer.

**16 In the Add Folders window, click OK, and then click OK in the Folder Options tab.**

You can now use the Input folder you created to convert files. The converted files are output to the Hot Folder you specified and are printed with the print options defined for that folder.

To print to the Input folder, drag and drop the files you want converted. If the Input folder has been created in the Public folder and shared over the network, users on client computers can drag and drop their files into the Input folder.

# SPLASH RPX-I PRODUCTION FEATURES

The Splash RPX-i offers features particularly useful in a production printing environment. The production printing features for the Splash RPX-i include the following:

- Set Builder

- Mixed Media

- Schedule

- Job Error

- Resume Printing

## Set Builder

The Set Builder feature allows you to gather a series of documents and collate them as a single document set. You can then print the set using a standard set of finishing options, such as Copies, Collate, Staple, Rotate, and Duplex. Set Builder combines documents from multiple applications and platforms, freeing you from piecing documents together into a single application at the client workstation.

The Set Builder user interface is list-based, allowing you to add individual jobs to a document set and arrange the order of the jobs within the document.

The Set Builder main window displays available jobs in the Hold and Error queues. For jobs in the Available jobs list, you have the option to Add, Duplicate, or Edit the print job options.

The options in the Document Set Options dialog box allow you to set Job Handling options globally (for example, Staple, Duplex, Insert Blank Pages). Click Edit Doc Info to edit information such as the Document Title, User ID, Password, and Account.

### Printing a document set with Set Builder

The following procedure describes how to create and print a document set with Set Builder.

**TO CREATE A DOCUMENT SET WITH SET BUILDER**

1   **Choose Set Builder:New Set from the File menu, or click the Set Builder icon in the toolbar.**

The Set Builder dialog box appears.
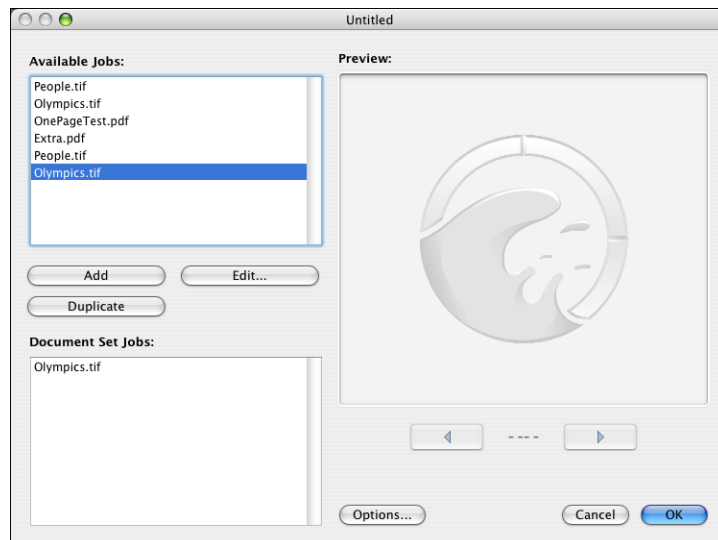


2   **Select a job from the Available Jobs list and click Add.**

The job moves to the Document Set Jobs list.

**NOTE:** When you select a job in the Document Set Jobs list, the Add button changes to Remove, allowing you to delete the job.

**3 Reorder the jobs by dragging them up or down in the Document Set Jobs list.**

**4 Click Options.**

The Options dialog box appears, allowing you to select the finishing options for this document set.
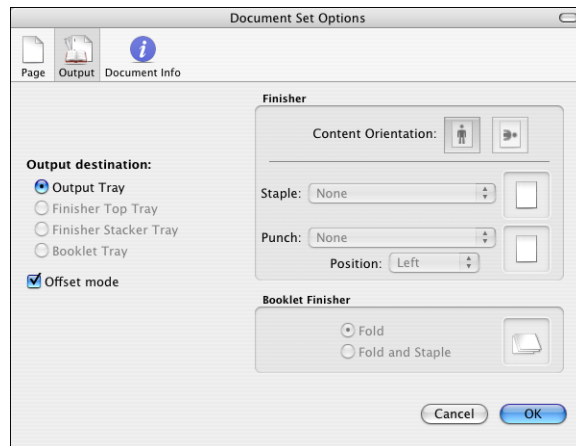


**5 Click Page and Output to set the finishing options on each pane.**

**6 Click Document Info to edit the Document and User ID fields.**
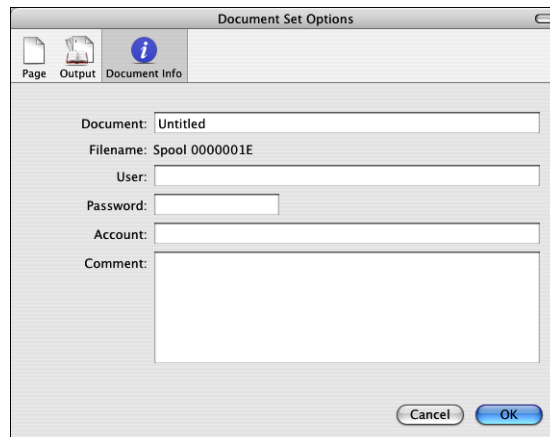


**NOTE:** If Secure Access is selected at the server, you must type information in the Password and Account fields. When the document set is printed, this information is applied to every job that is part of the set.

**7 Click OK.**

Your document set now appears in the Hold queue. When you move it to the Active queue to print it, its status changes to Assembling. The components of the document set RIP and save image files, but not print. When the components have all RIPped, the document set status changes to Printing, and the set begins to print.

---

**TO EDIT A DOCUMENT SET**

1 **Choose Set Builder:Open Set from the File menu.**

2 **Select the document set in the list and click Open.**

The main Set Builder window opens.

3 **Click Options and change job settings as desired.**

4 **Click OK.**

## Setting finishing options

Certain finishing options, such as the number of copies printed and the output tray used, are applied to the entire document set. These finishing options override the equivalent settings in the Edit Job dialog box for all jobs that are part of the document set, and include the following:

- Copies

- Duplex

- Insert Blank Pages

- Staple

- Collate

- Rotate Pages

- Punch

- Punch Position

- Offset Mode

- Output Destination

## Managing Set Builder jobs

In the Set Builder dialog box, you can select options to manage the sets you create.

- **Remove** removes a job from the list of jobs in the Document Set Jobs list.

- **Duplicate** duplicates a selected job in the list of Available Jobs. Clicking Duplicate automatically opens the Job Options dialog box for the new job. Click Edit Doc Info in the Info pane of the Job Options dialog box to change the Name, User ID, Password, Account, or Comment fields.

- **Edit** opens the Job Options dialog box. Edit the job print options here, or double-click the job in the Available Jobs list.

- **Preview** displays the previews for any selected job in Available Jobs or Document Set Jobs.

## Duplex and odd-length jobs

When you select Duplex printing for a document set, the total number of pages in any component job in the document set is "padded" so it has an even number of images (sides), if the Insert Blank Pages option is enabled.

For example, a document set composed of a five-page job, a four-page job, and a three-page job, prints a total of seven sheets, with the back side of the third and seventh sheet left blank. With the Insert Blank Pages option disabled, the document prints a total of six sheets.

## Previews

The Preview window only previews jobs that have been RIPped. The arrow keys move from page to page within a job, but do not cross from job to job, even in the Document Set Jobs list. To see the entire preview of a document set, select the first job in the Document Set Jobs list and click the right arrow. Scroll through the job until the page number stops incrementing. Select a second job and repeat until you have scrolled through the entire document set.

## Errors in Set Builder document sets

If an error occurs in any component of a document set, the entire document set fails to print. To reprint the document set, correct the error and re-release the document set. Only the jobs that previously caused the error re-RIP.

# Mixed Media

Mixed Media allows you to print a single job on different types of paper and to different paper trays.
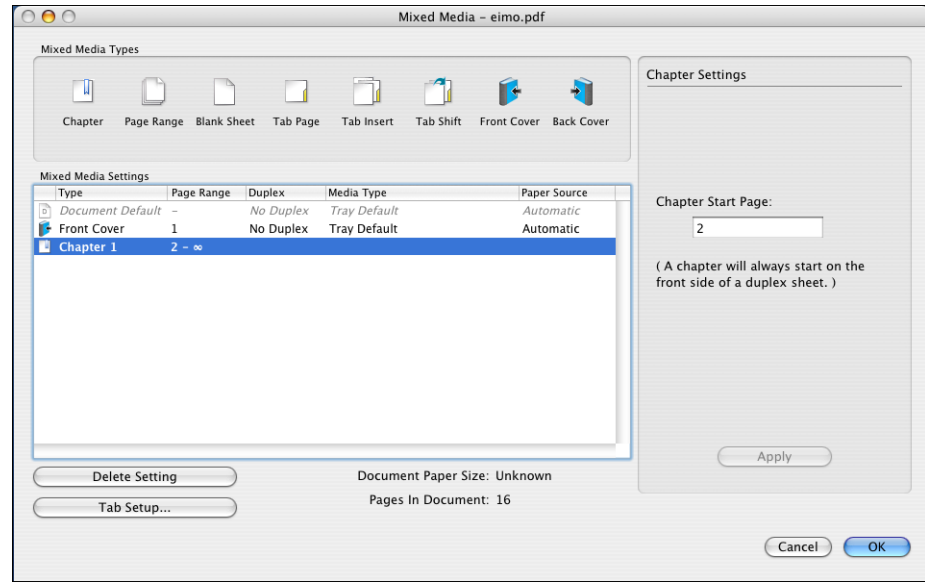
---

**TO USE MIXED MEDIA**

**1 Choose Mixed Media from the Jobs menu or the Tray tab of the Job Settings dialog box.**
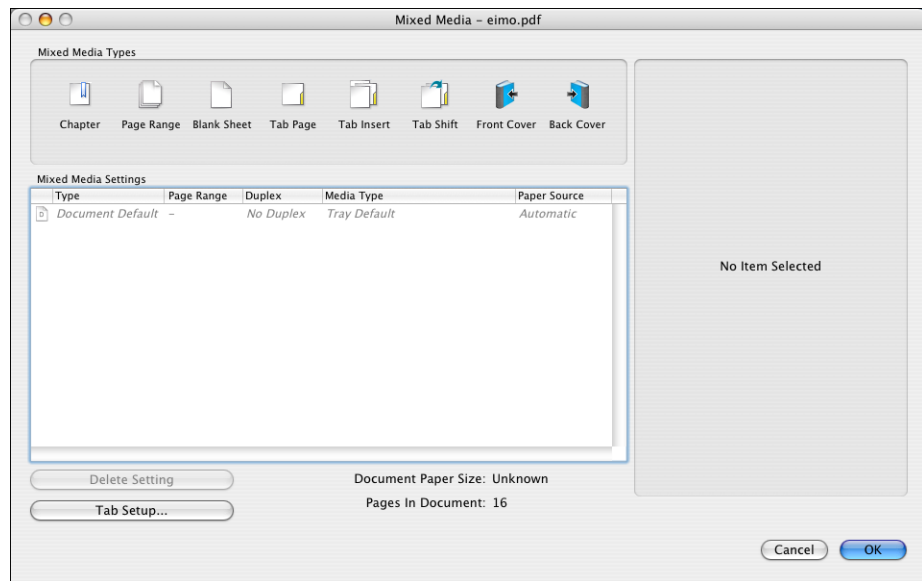
**2   To specify media for a particular item, drag the icon into the Mixed Media Settings list and select the settings.**
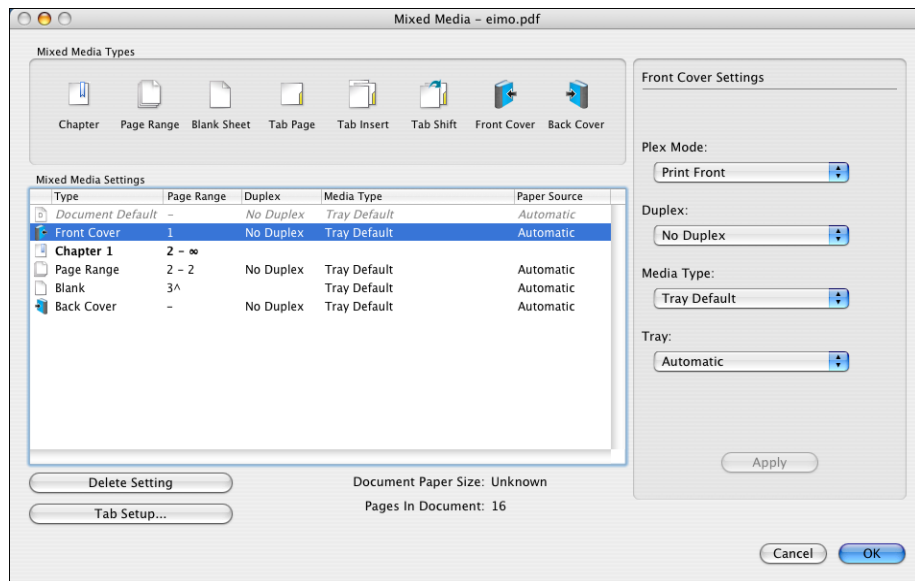
You can specify media for the following: Chapter, Page Range, Blank Sheet, Tab Page, Tab Insert, Tab Shift, Front Cover, and Back Cover.



When the icon for the item is selected, the available settings are displayed in the right pane of the Mixed Media window.

**3   Make changes and click Apply.**

All of the settings are displayed in the Mixed Media Settings list.



**4   Click OK.**
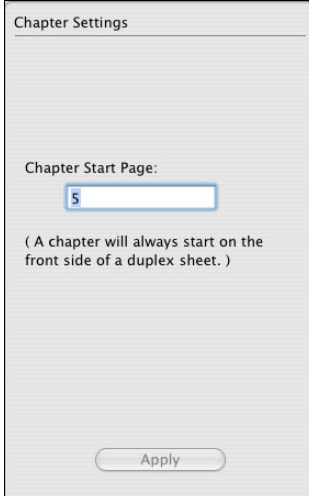
## Mixed Media types

This section describes Mixed Media types.

### Chapter

Specify a page as the start of a chapter. Chapter starts must print on the front side of a duplex page if the document or page range containing it is duplex. If required, a blank second side is inserted automatically to make the chapter start on the front side of the duplex page.

In the Chapter Start Page field, type the page number on which you want chapters to start. On client computers, you can enter more than one page number for the chapter starts.

Chapter Settings

Chapter Start Page:

5
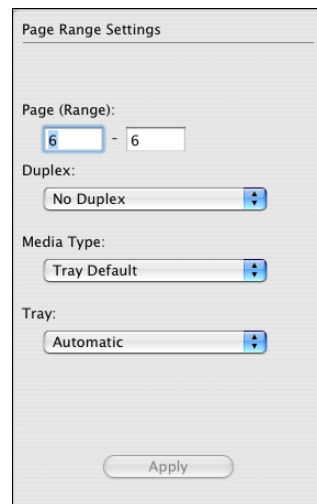
( A chapter will always start on the front side of a duplex sheet. )

Apply

**Page Range**

Specify a page range to print on a particular media type.

• Type the page number of the page range in the Page Range fields.

• Select Duplex or No Duplex.

• Select a Media Type.
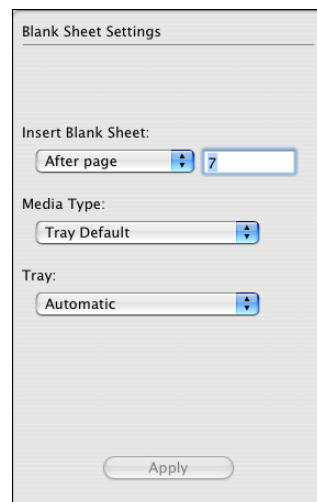
• Select a Tray.

**Blank Sheet**

Specify a blank sheet to be inserted before or after the selected page.

• Type page number and select either Before or After the page.

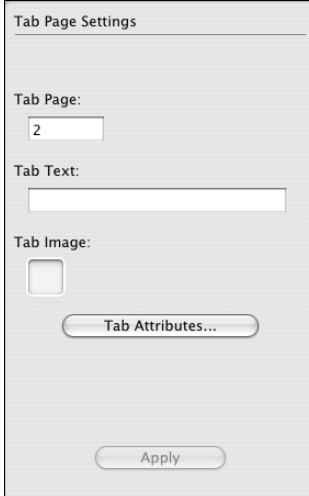• Select a Media Type.

• Select a Tray.

**Tab Page**

Specify a page of the document to be printed on the body of a tab sheet. You can also add selected text and image on the tab.

**NOTE:** Tab Page is not available from client computers.

• Click Tab Setup to set up the Tab Attributes which are applied to all the tabs used in the document.

• In the Tab Setup dialog window, specify number of tabs in a set, tab page size, tray, media type, and specify whether to apply same text attributes for all tabs.

• In the Tab Setup dialog window, click Tab Attributes to specify rotation of the text on the tab, alignment, font type, size, and color, and see a preview of how the text will appear on the tab.

**NOTE:** For information about Tab Setup, see "Printing Tabs" on page 85.

• In the main Mixed Media window, with the Tab Page selected in the Mixed Media Types, specify the page, the tab text, and a tab image. Click Tab Attributes to customize attributes for the selected Tab Page.
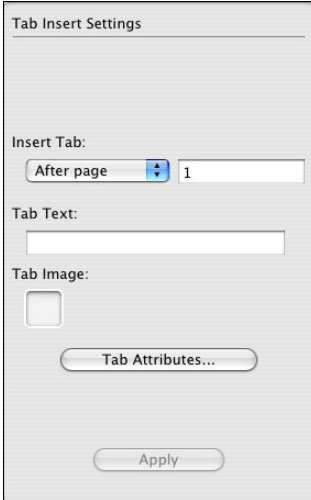
Tab Page Settings

Tab Page:
2

Tab Text:

Tab Image:

Tab Attributes...

Apply

**Tab Insert**

Specify a tab sheet to be inserted in the document and the text and image to be printed on the tab.

• Type page number and specify before or after the page.

• Specify tab text.

• Specify tab image (see the following section).

• Specify Tab Attributes (see "Tab Page" on page 81.

**Tab Image**

To add a tab image, drag an image file from the desktop to the Tab Image box.

Supported file types are PDF, EPS, JPEG, TIFF.

Any size image can be accepted and will be scaled to fit the roughly 1/4-inch by 1/2-inch area, if there is text entered in the Tab Text field. If the Tab Text field is left blank, the image area expands to an area 1/4-inch high and as wide as the tab.
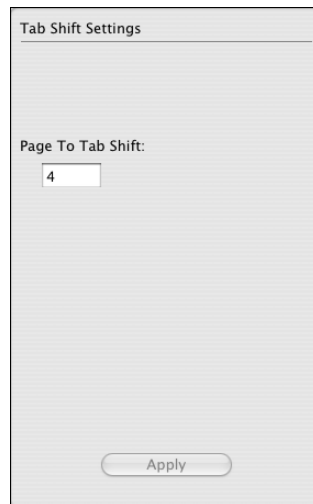
**NOTE:** Smaller images process more quickly. For quality results with the shortest processing time, use a 300 dpi or higher image, designed to fit the available space.

### Tab Shift

Specify an existing page of a document to be shifted so that part of the page prints on the tab and the other part prints on the body of the tab sheet.

• Type the page number for the Tab Shift.

**NOTE:** No default Tab Attributes are specified for Tab Shift. The contents of the tab are determined solely by the contents of the original application document.

Tab Shift Settings

Page To Tab Shift:
4

Apply

**Front Cover and Back Cover**

Specify the first page of the document as a front cover, and the back page as a back cover.

- Choose Plex Mode to specify which side of the covers get printed, Print Front, Print Back, or Print Both.

- If Print Both is selected, then Long Edge Binding or Short Edge Binding must be specified in the Duplex menu.

- Select media type.

- Select tray.

NOTE: The Splash RPX-i constrains many invalid combinations of media type and duplex. The client does not apply these constraints. If the Splash RPX-i receives a job which specifies an invalid duplex and media type combination, it changes the duplex setting to None and retains the selected media type.

## Printing Tabs

Print the job to the Splash RPX-i using the Send and Hold option along with any other desired options such as number of copies.

You can initiate tab printing from the Splash RPX-i or from the Splash Server Remote.

TO PRINT TABS

1  **Select the job in the Hold queue.**

2  **Choose Mixed Media from the Jobs menu.**

3  **Click Tab Setup and define the attributes of the tabs used in the job, including**

   • Number of tabs in a set

   • Tab page size

   • Tray

   • Media Type

   • Default tab attributes

NOTE: To set default tab attributes, select Apply same text attributes for all tabs and click Tab Attributes.
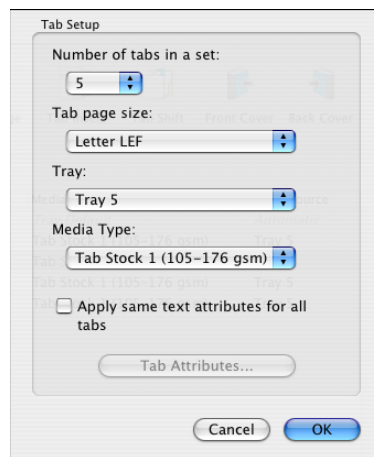
4  **Click OK.**

5  **In the main Mixed Media window, drag Tab Insert, Tab Page, or Tab Shift to the list.**

6  **Select the item that you want to specify settings for.**

7 **Type the page number and specify the other settings.**

For information about Tab Insert, see page 82.

For information about Tab Page, see page 81.

For information about Tab Shift, see page 83.

8 **After specifying settings, click Apply to save changes.**

9 **Repeat steps 6 through 8 for all tabs in the job.**

10 **Click OK to close the Mixed Media dialog.**

11 **Release the job from the Hold queue.**

NOTE: If you print using Tab Stock 1 as the media type for tabs, you must use single reverse collated tabs. If you print using Tab Stock 2 as the media type for tabs, you must use single collated tabs.

# Schedule Job

Schedule Job allows you to set a time and date to print a job.

1 **Select a job in the Hold or Error queue and choose Schedule Job from the Jobs menu.**
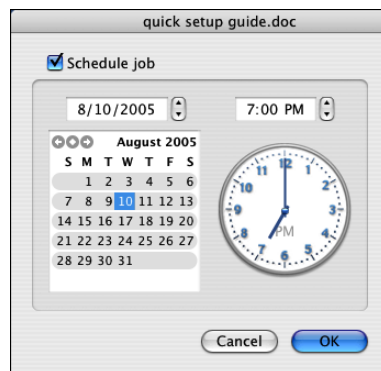


2 **Select Schedule job and choose a date and time.**

3 **Click OK.**

A clock icon appears in the Info-Detailed column next to the job name in the Hold queue.

## Job Error

If a job in the Active queue cannot print due to the copier status, an error message is displayed and an alert sounded. The job is suspended and moved to the Error queue so that the next job can print. You can specify how long an error message is displayed and can turn off the sound alert in the Server tab of the Splash Server Preferences. For more information, see the *Configuration Guide*.

## Resume Printing

Resume Printing allows you to resume printing a job that has been suspended and moved to the Error queue. When you select Resume Printing, the job prints from where it left off. For a collated document, printing resumes at the start of the set.

### TO RESUME A PRINT JOB

- **Select the suspended job in the Error queue and select Resume Printing from the Jobs menu.**

## Restart Printing

Restart Printing reprints the job from the beginning, regardless of the error condition of any previous print.

### TO RESTART A PRINT JOB

- **Select your job and drag it to the Active queue.**

# SPLASH SERVER REMOTE

The Splash Server Remote allows you to view and manage the Splash RPX-i from a remote Mac OS X workstation. It is intended as an administrative tool. Most features are available when you log on with Administrator privileges. If you are not logged on with Administrator privileges, you can view server status, print queues, and job options.

To use the Splash Server Remote application, you must first install the software on a Mac OS X v10.4 computer.

**NOTE:** Splash Server Remote is only supported on Mac OS X v.10.4.

For more information about installing Splash Server Remote and connecting to a Splash RPX-i, see *Getting Started*.

## Using Splash Server Remote

Splash Server Remote provides the same interface as that on the Splash RPX-i server computer. It makes most of the features of the Splash RPX-i available for remote administrators.

When Splash Server Remote is running, you can switch the connection to a different Splash RPX-i using the Connect to Server menu selection in the Splash Server Remote menu. The same choices for connections are available in the Connect to Server menu selection in the Splash Server Remote interface.

**TO USE SPLASH SERVER REMOTE**

**1 Click the Splash Server Remote icon on the Mac OS X client computer desktop.**



**2 Select Connect to Server in the Splash Server Remote menu.**
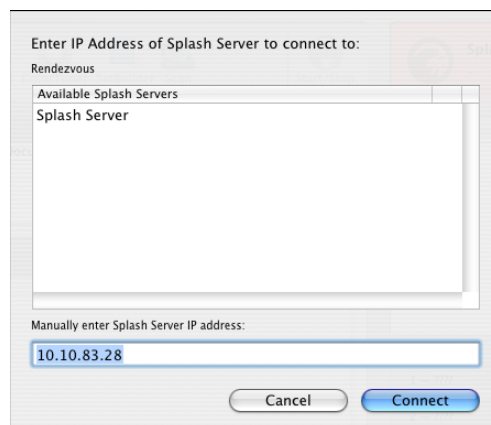
**3  Select the Splash RPX-i you want to connect to in the list of Available Splash Servers, or type the Splash RPX-i IP address in the IP address field, and click Connect.**

You can view jobs as guest, or log on with Administrator privileges to perform administrative functions.

**NOTE:** The following illustration shows the Splash Server Remote application when you log on with Administrator privileges.
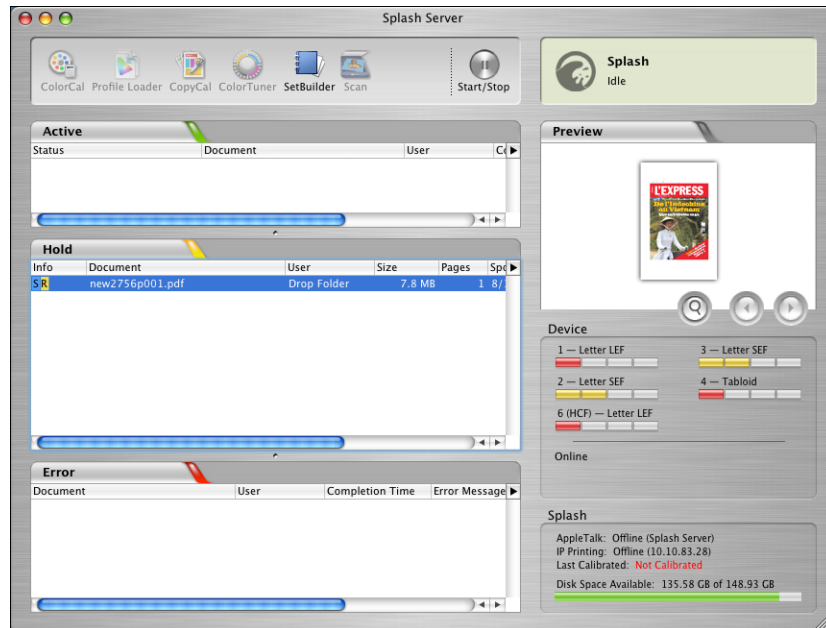
## Splash Server Remote functions

You can access Splash RPX-i as a guest or administrator. The following table shows what functions and settings of the Splash RPX-i are available remotely for administrator or guest access, and what functions are unavailable under any circumstances.

| Administrator functions | Guest functions | Functions not available |
|---|---|---|
| Change Preferences | View Preferences | ColorCal |
| Print Configuration Page | Access Remote Scan (if installed | Profile Loader |
| Create Document Sets | on client computer in the | CopyCal |
| Start/Stop processing | Applications folder) | Color Tuner |
| Create Hot Folders | View Hot Folders | Import/Export/Delete Colot |
| Change Secure Access settings | View Secure Access settings | Tuner Sets |
| Create/delete Users | View Screening Preferences | Spot Color Editor |
| Create/delete Accounts | View Color Profiles | Import/Export Color Profiles |
| Change print Info settings | View Color Profile Sets | Export Log |
| Change Screening Preferences | View Output Profiles | Tray Alignment |
| Change Color Profiles | View Job Options for all jobs | |
| Change Color Profile Sets | View Schedule Job settings | |
| Change Output Profiles | View Mixed Media settings | |
| Delete Color Profiles | Move jobs around in the Hold | |
| Edit Job Options | and Error print queues | |
| Delete Jobs | | |
| Schedule Jobs | | |
| Change/create Mixed Media settings for jobs | | |
| Hold jobs | | |
| Remove a hold on jobs | | |
| Preflight jobs | | |
| Color Postflight jobs | | |
| Show Preflight for jobs | | |
| Restart processing a job | | |
| Resume processing a job | | |
| Apply defaults to a job | | |
| Edit the default settings for jobs | | |
| Clear Color Tuner from a job | | |
| Apply Color Tuner sets to a job | | |
| Move jobs around in all queues | | |
| Move jobs to the Active queue | | |

## Administrator connections

An unlimited number of administrators can be connected to a Splash RPX-i through Splash Server Remote.

Multiple administrators, both local and remote, can make changes to the same dialogs and settings at the same time. The last change made is the one that is applied.

## User connections

An unlimited number of users can be connected through Splash Server Remote.

**NOTE:** When you have approximately 20 users on a 10 Mbit network, 40 users on a 100 Mbit, or 50 users on a 1 Gbit network, server performance is impacted by 20 percent. We recommend that you keep the number of connections low to avoid affecting Splash RPX-i performance.

Users not logged on with Splash RPX-i Administrator privileges can view the main server interface, job options, and preferences, but cannot make any changes. When a dialog box appears, the OK button appears dimmed and a message informs users that they cannot save changes until they log on with Administrator privileges.

# SCAN

The Scan feature enables the Splash RPX-i to operate as a high-resolution color scanner. Scan allows you to scan printed images in CMYK, RGB, or Grayscale.

You can set up mailboxes on the Splash RPX-i and initiate scans at the copier control panel that you send to the mailboxes. You can then retrieve scans from the copier to the Splash RPX-i, and retrieve scans over the network to client Windows and Mac OS computers, using the Splash Remote Scan application or the Splash Remote Scan TWAIN plug-in module.

**NOTE:** Scan mailboxes can also be set up on the Fiery when the Splash RPX-i is connected to the network. You can retrieve scans from any mailbox through the Splash RPX-i or the Fiery, regardless of which system was used to originally create the mailbox.

For information about installing the Splash Remote Scan software, see *Getting Started*.

SCAN94

# Setting up mailboxes

A number of default scan mailboxes are set up on the Fiery. When the Splash RPX-i is connected to the Fiery, a default SplashColorCal template is created on the Fiery for calibration.

You can set up more scan mailboxes through the Splash RPX-i interface by creating users. Those templates can be modified and deleted by deleting and modifying the user account on the Splash RPX-i.

The default mailboxes on the Fiery are as follows:

- (color)

- (grayscale)

- (SplashColorCal)

  The SplashColorCal mailbox is for Splash RPX-i calibration and should always be used for Splash RPX-i calibration.
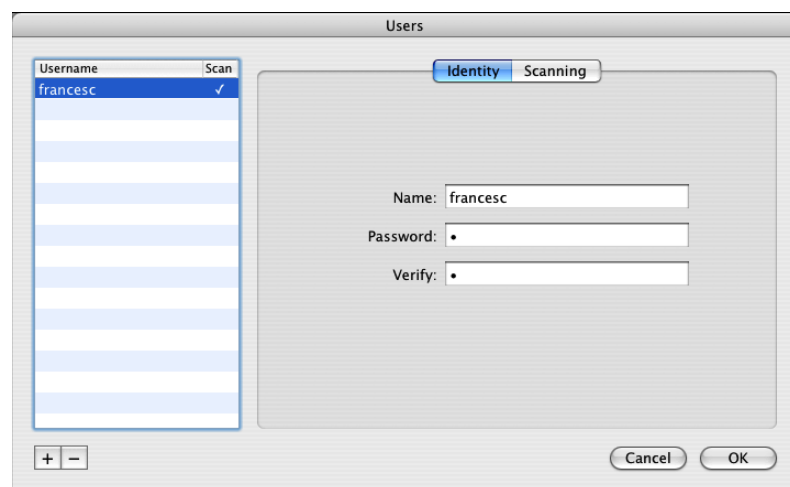
- (ColorCal)

  The ColorCal mailbox is for the Fiery, and should not be used for Splash RPX-i calibration.

To set up custom mailboxes on the Splash RPX-i, use the following procedure.
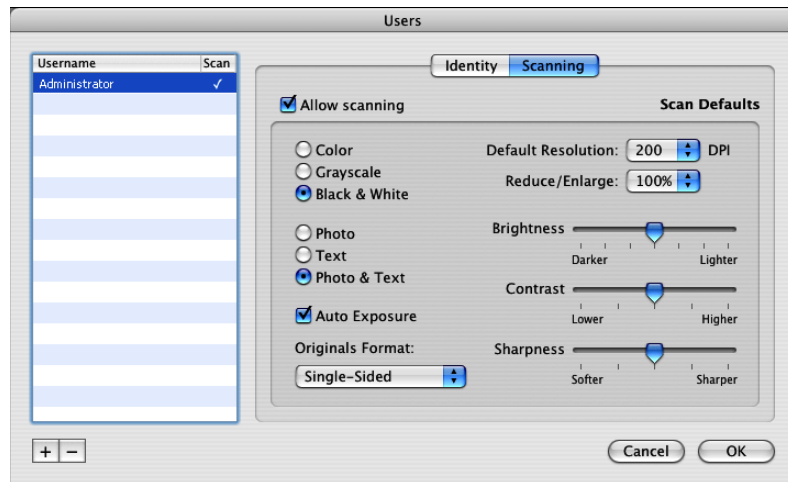
---

**TO SET UP SCAN MAILBOXES**

**1  Choose Users from the Server menu.**



**2  In the Identity pane, click "+" to set up a new mailbox.**

**3  Type the required information in the Name and Password fields. Retype the Password in the Verify field.**

**4  Click the Scanning tab.**



**5  Select Allow scanning.**

**6  Select the desired options and click OK.**

> **NOTE:** These settings become the default settings for this mailbox. You can temporarily change the settings at the copier for each scan. To change the defaults permanently, edit them in the Scanning tab.

In the list of users, a checkmark is displayed in the Scan column for the mailbox you have set up.

**7  To change the name or password for a mailbox, select the mailbox name in the Identity pane, and edit the information.**

The maximum number of characters allowed in the User field is 24. The maximum numbers of characters allowed in the Password field is eight. You can add an unlimited number of mailboxes to the Users list. However, if you try to enter a duplicate mailbox, a warning dialog box appears, asking if you want to override an existing mailbox.

**8  To remove a mailbox from the list, select the mailbox name and click "-".**

## Scanning from the copier

Scan jobs can only be initiated at the copier control panel. Scan jobs are sent to one of the default Mailbox/Job Templates or custom Mailbox/Job Templates. Using Splash Remote Scan, you can retrieve the scan jobs at the Splash RPX-i or over the network from client Mac OS and Windows computers.

**NOTE:** You can print a scan job history report from the copier.

To scan an image to a mailbox, use the following procedure.

---

**TO SCAN AN IMAGE**

1  **On the copier control panel, press the All Services button.**

2  **On the copier LCD screen, press Network Scanning.**

3  **Select the Mailbox that you want to use from the list in the Basic Scanning pane.**

4  **Specify specific scan settings and click Save for each pane.**

5  **Place the image you want to scan on the copier glass or place it in the automatic document feeder (ADF).**

6  **Press the green Start button on the control panel.**

To scan multiple documents, repeat these steps for each scan. You can retrieve all of the scanned images from the client workstation.

For more information about scanning features and settings, see the documentation that accompanies your copier.

# Using Splash Remote Scan

With the Splash Remote Scan application and the TWAIN plug-in module, you can retrieve scan files on the Splash RPX-i or remotely by accessing a mailbox. You can open the scan file in Splash Remote Scan or in a host application, such as Photoshop, and save the file to a location of your choice.

## Configuring Splash Remote Scan

The first time you start Splash Remote Scan, you must configure the connection to the Splash RPX-i. Before you configure the connection, you must have the correct IP address. Make sure the Splash RPX-i is registered in a Domain Name Server (DNS) on your network. When you open Splash Remote Scan, the Scan Configuration dialog box opens. For instructions on configuring the connection to the Splash RPX-i for the first time, see *Getting Started*.

Complete instructions on configuring and modifying the connection to the Splash RPX-i are provided in Remote Scan Help.

If you have previously configured a connection to the Splash RPX-i, it appears in the main Splash Remote Scan window, and you can immediately start to initiate a scan or retrieve any scans initiated at the copier control panel, and use the Remote Scan Help.

## Retrieving a scan

After you scan a document at the copier to a selected mailbox, you can retrieve the scan from the Splash RPX-i or from a computer on the network.

Instructions for using the Splash Remote Scan application and TWAIN plug-in module are provided in Remote Scan Help. The following topics in Help are not applicable to Splash Remote Scan:

• Scans cannot be initiated from Splash Remote Scan. Scanning is initiated at the copier control panel. For more information, see "Scanning from the copier" on page 96.

• Scans cannot be sent to the multiple locations as described in the Remote Scan Help.

**TO RETRIEVE AND SEND A SCAN FILE**

1  **On the Splash RPX-i server computer, click Scan in the toolbar or choose Scan from the File menu.**

   **On a client computer, start the Splash Remote Scan application, or open the TWAIN compliant application, such as Photoshop or Acrobat.**

   **If you opened the TWAIN-compliant application, select Splash Remote Scan as the import device.**

2  **Select the Splash RPX-i in the Configuration dialog box and click OK.**

3  **Type the name of the mailbox to which you scanned the file at the copier.**

   **NOTE:** Using guest as a mailbox name gets you access to both guest_color and guest_grayscale.

4  **Click Refresh.**

   All scan jobs in the selected mailbox are displayed.

5  **Select the scan you want to save and click Send.**

6  **In the Send dialog box, select Save to Disk and browse to the location where you want to save the file.**

7  **Choose either PDF or JPEG from the File Format list.**

   **NOTE:** Choosing JPEG for multipage documents results in one file per page. Selecting PDF generates a single document containing all pages.

8  **Click Send to save the file.**

# WEB QUEUE MANAGER

The Web Queue Manager installed with the Splash RPX-i server software allows remote users on a TCP/IP network to view and control print jobs at the Splash RPX-i.

With Web Queue Manager, you can perform the following functions:

• Review the status of print jobs sent to the Splash RPX-i.

• Hold print jobs.

• Release held print jobs.

• Review and change print options for a job in the Print queue.

For information about configuring the Splash RPX-i to allow remote users to connect to it, see the *Configuration Guide*.

# Using the Web Queue Manager

The following procedure describes how to manage jobs remotely using the Web Queue Manager.

**TO USE THE WEB QUEUE MANAGER**

**1  Start your web browser application (Safari or Microsoft Internet Explorer).**

**2  In the Web browser, enter the IP address for the Splash RPX-i.**

Contact your administrator for the IP address.

The Web Queue Manager appears in the browser application window.
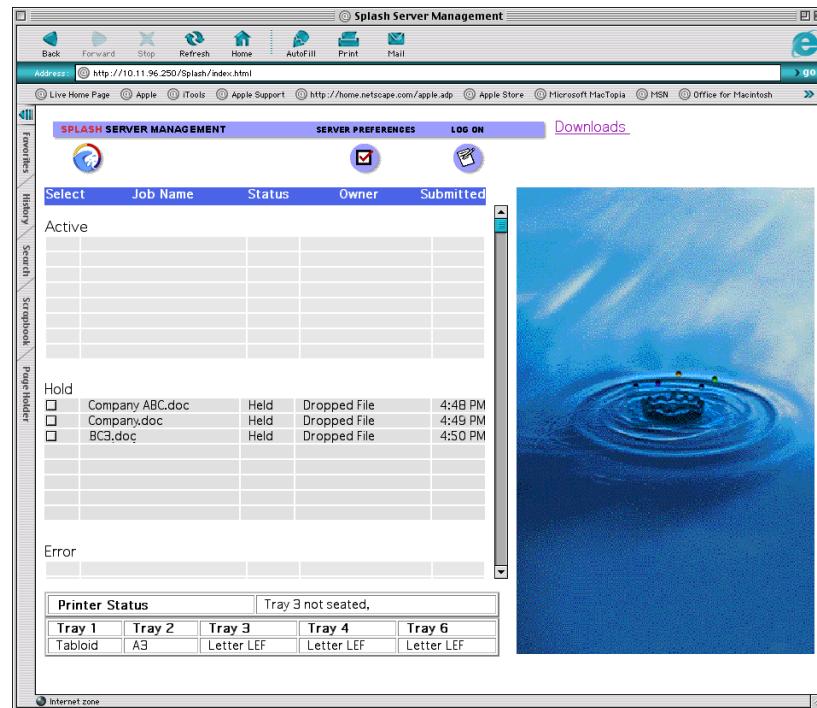
A list of jobs waiting to print at the Splash RPX-i appears, along with information about the printer and any errors that might have occurred at the printer.

**3    To view the Server preferences set for the Splash RPX-i, click the Server Preferences icon.**

1   Server Preferences icon
2   Server Preferences
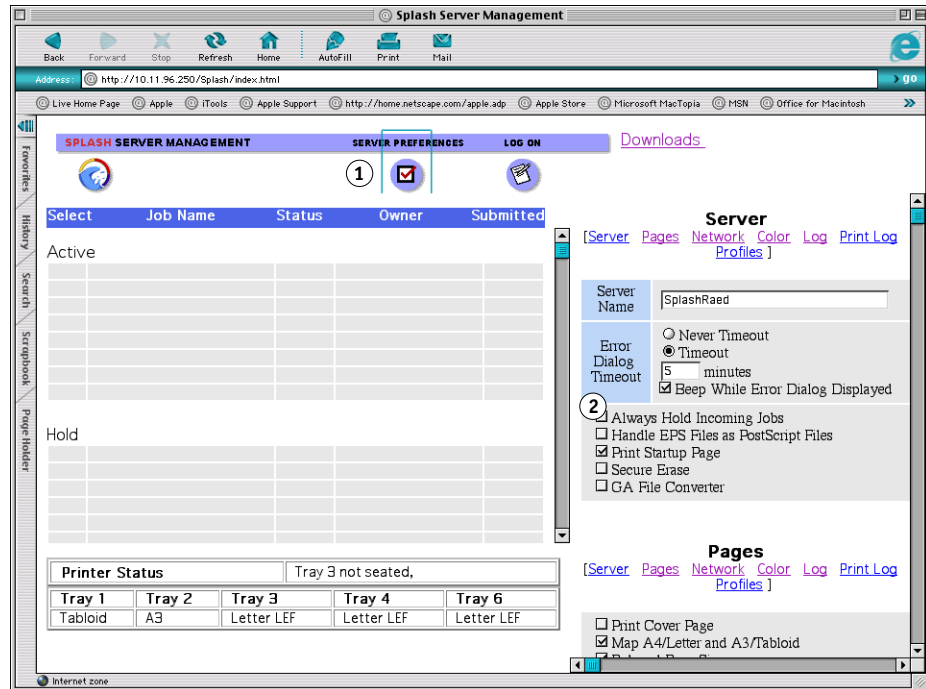


**NOTE:** If you log on with Administrator privileges, you can change the Server Preferences from this window.

**4    To view information for a job, select the check box to the left of the job and click Job Info/ Edit at the bottom of the page, below the Error queue.**

**5    If the job has already been RIPped, click Preview in the Job Information pane to view a preview image of the first page of the job.**

The Splash RPX-i must be configured to support the Preview feature.

## Managing jobs in the Print queue

If the Splash RPX-i is configured to allow you to manage print jobs in the Print queue, you can use the Web Queue Manager to place jobs on hold, edit, print, or delete them.

---

### TO MANAGE PRINT JOBS FROM THE WEB QUEUE MANAGER

**1  Click the Log On icon, enter your user name and password, and then click Register.**

A confirmation message appears listing which jobs you have permission to manage on the server with the Web Queue Manager.

**NOTE:** If you did not provide a user name and password when you originally sent the job to the printer, enter the name that appears in the Owner column of the job list.

**2  Select the job and use the command buttons that appear under the job list to manage jobs in the Splash queues.**

- **Release** causes a job to be processed and printed.

- **Hold** places a job on hold.

- **Delete** removes the job from the server.

- **Job Info/Edit** shows the current job information.

For more information, see the following procedure.

The job list updates to show the revised Splash RPX-i queue information.

**NOTE:** If the Splash RPX-i is configured to limit remote print queue management, the Web Queue Manager displays a message that you can not access the selected job.

---

### TO EDIT THE PRINT OPTIONS FOR A JOB LISTED IN THE WEB QUEUE MANAGER

**1  To view or change the print options for a job, select the checkbox to the left of the job, click Job Info/Edit, and then click the Edit button that appears below the job information.**

The current print options for the job appear.

Job Option links are located under each of the following tabs: Doc Info, Page, Tray Output, Color, Quality, and Extras. For more information about these options, see the *Printing Guide*.

**2  Select the desired print options and click Save Settings.**

# Downloading installers and files from the Web Queue Manager

You can use the Web Queue Manager to download installers and other files from the Splash RPX-i.

---

**TO DOWNLOAD INSTALLERS FROM THE SPLASH RPX-I**

**1 From the Web Queue Management screen, click the Downloads link.**

A list of the Splash RPX-i downloadable files links is displayed.

> CMYK Profiles
> ColorTunerSets Folder
> ColorSyncProfiles
> CopyCal Target
> Output Profiles
> PhotoShop Separation Tables
> RGB Profiles
> TIFF Folder
> Splash Documentation
> Splash Installer Downloads

**2 Click the Splash Installer Downloads link.**

**3 Select an installer to download.**

**NOTE:** The installers are encoded appropriately for the platform on which they will be used. If you are downloading the Mac OS installers to a Windows computer or vice-versa, make sure your browser is set to not delete the encoded file. The decoding process can cause corruption if run on the wrong platform.

**NOTE:** If you do not have other media available to restore your Splash RPX-i software, download the installers to a server to retain a backup copy.

To download other files from the Splash RPX-i, click a link listed in the Splash RPX-i downloadable files list.

## Splash Installer Downloads

The Splash Installer Downloads available include the following:

- Splash Client Software

- Splash Remote Scan (separate installers for Mac and Windows)

- Splash Server Remote software

Click the link for the software that you want to install and follow the on-screen instructions.

For more information about installing Splash RPX-i software, see *Getting Started*.

# SPLASH RPX-I SERVER MENUS

This chapter provides detailed information about Splash RPX-i server menus.

## Print queue column headings

The Splash RPX-i provides column headings that can be added to any of the three print queues to display information about jobs sent to the Splash RPX-i. For information about modifying the print queue column headings, see page 16.

The column headings for the print queues are as follows:

- **Account** displays the account from which the job came.

- **Application** indicates the application in which the document was created or the type of file, if the application is not known.

- **Comment** displays any relevant comments on the job.

- **Completion Time** indicates the last time the server completed a job activity.

- **Copies** lists the number of copies requested.

- **Document** lists the title of the job being sent to the Splash RPX-i.

- **Error Message** explains why a job was sent to the Error queue.

- **Info–Basic** displays a job status information symbol (see page 16).

- **Info–Detailed** displays all job status information symbols that apply, with a colored background that indicates job progress (see page 17).

- **Pages** indicates the number of pages in the job.

- **Pages to Print** shows the progress of the job.

- **Paper Size** displays the paper size.

- **Size** lists the full size of the RIPped job.

- **Spool Name** assigns a spool number or file name to the job.

- **Spool Time** indicates what time the job was spooled/received.

- **Status** indicates whether the Splash RPX-i is receiving, printing, preflighting, or has encountered a job error.

- **User** displays the origin of the job.

## Main menus

The following table describes the top-level menus displayed on the Splash RPX-i server computer when the Splash RPX-i server application is running. For more information, see also .

| Menu | Command | Submenu command | Description |
|------|---------|-----------------|-------------|
| Splash Server | About Splash Server | | Displays information about the current version of Splash RPX-i server application. |
| | Preferences | | Allows you to change the Splash RPX-i server preferences settings. For more information, see the *Configuration Guide*. |
| | Services | | The commands under this submenu provide access to Mac OS X computer system services. |
| | Hide Splash Server | | Minimizes and hides the Splash RPX-i server application window. The application continues to run in the background. |
| | Hide Others | | Minimizes and hides all currently running applications other than Splash RPX-i server application. The hidden applications continue to run in the background. |
| | Show All | | Maximizes and brings to the foreground all applications that are currently running on the computer. |
| | Quit Splash Server | | Exits the Splash RPX-i server application. |

| Menu | Command | Submenu command | Description |
|------|---------|-----------------|-------------|
| File | Open | | Allows you to browse for and import a file into the Hold queue. |
| | Save Spool File | Save Spool File + Option key | Allows you to save a spooled file in the location of your choice. The submenu command allows you to save the spooled file along with any job settings for the job. |
| | Close Window | | Closes the Splash RPX-i server application. |
| | Print Log | | Prints the current Job Log on a local printer. |
| | Export Log | | Exports the contents of the current panel of the Jobs window, and a log of scanned jobs, to tab-delimited text files on the Desktop. |
| | Print Configuration Page | | Prints the current settings for the Splash RPX-i server preferences. Only enabled with Administrator login. |
| | Tray Alignment | | Allows the administrator to set print offsets for all jobs to ensure centered output. Allows you to adjust placement of the printed image on the page to correct for misalignments of the paper tray. |
| | Set Builder | New Set | Allows you to combine a series of jobs and print them as a set. |
| | Set Builder | Open Set | Accesses the list of created sets for editing purposes. |
| | Color Tuner Sets | Import Set Export Set Delete Set | Accesses functions of Color Tuner. For more information, see the *Color Guide*. |
| | Scan | | Opens the Splash Remote Scan application. |
| Edit | Not applicable to Splash RPX-i | | Mac OS functions |

| Menu | Command | Submenu command | Description |
|------|---------|-----------------|-------------|
| Server | Start/Stop Processing | | Sends the selected job to the Active queue and starts processing it. |
| | Hot Folders | | Allows you to create and modify Hot Folders. |
| | Secure Access | | Allows you to set Secure Access parameters. |
| | Users | | Allows you to set up users, mailboxes for scanning jobs, and to specify scanning options for the mailboxes. |
| | Accounts | | Allows you to set up accounts. |
| | Print Info | | Allows you to specify job information for the Control Strip. |
| | Screening Preferences | | Allows you to set screening preferences. |
| | ColorCal | | Opens the ColorCal application. For more information, see the *Color Guide*. |
| | Spot Color Editor | | Opens the Spot Color Editor. For more information, see the *Color Guide.* |
| | CopyCal | | Opens the CopyCal application. For more information, see the *Color Guide.* |
| | Login/Logout | | Opens the login/logout dialog for administrator access. |
| Profiles | Color Profiles Color Profile Sets Output Profiles | | Allows you to assign the available color profiles, color profile sets, and output profiles on the Splash RPX-i. For more information, see the *Color Guide.* |
| | Import Color Profile | | Allows you to import color profiles to the Splash RPX-i from other sources. For more information, see the *Color Guide.* |
| | Export Color Profile | | Allows you to export color profiles from the Splash RPX-i to other locations. For more information, see the *Color Guide.* |
| | Delete Color Profiles | | Allows you to delete color profiles. For more information, see the *Color Guide.* |

| Menu | Command | Submenu command | Description |
|---|---|---|---|
| Jobs | Edit Job | | Opens the selected job in the Hold or Error queue. |
| | Delete Job | | Deletes the job from the Splash RPX-i. |
| | Schedule Job | | Allows you to specify an exact date and time for printing a job. |
| | Mixed Media | | Allows you to specify different media types for different page ranges in the selected spooled/held job. |
| | Hold | | Sends the job to the Hold queue. |
| | Remove Hold | | Sends the job to the Active queue. |
| | Preflight | | Runs a preflight check on the job. |
| | Color Postflight | | Runs a postflight check on the job and prints a postflight report. |
| | Color Tuner | | Opens the Color Tuner application. For more information, see the *Color Guide.* |
| | Show Preflight | | Displays the Preflight report. |
| | Restart Printing | | Restarts printing a job from the beginning after it has been stopped. |
| | Resume Printing | | Resumes printing from where an error on the Splash RPX-i interrupted printing. |
| | Apply Defaults | | Applies the default Job Settings to the job. For more information, see the *Printing Guide*. |
| | Edit Defaults | | Opens the Job Settings dialog box for editing settings. For more information, see the *Printing Guide*. |
| | Clear ColorTuner | | Clears all Color Tuner settings from selected job. For more information, see the *Color Guide*. |
| | Apply ColorTuner Set | | Allows you to select from list of saved Color Tuner sets. For more information, see the *Color Guide*. |
| Window | Minimize | | Minimizes the Splash RPX-i server application. |
| | Zoom | | |
| | Bring All to Front | | |
| | Splash Server/ (name of server) | | Shows or hides Splash RPX-i server application. |

# Print queue Jobs menu

When you select a job in one of the print queues, you can access settings for the job. Not all settings are available in both print queues.

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### TO ACCESS JOB SETTINGS

- **Select the job and click the Jobs menu.**

  For a list of the available options accessed from the Jobs Menu, see .

- **Select the job and click the arrow to the right of the print queue column headings.**

  The commands available in the print queue job menu are as follows:

  **NOTE:** Keyboard shortcuts appear in parentheses.

  - **Add Column** adds an informational column to the Print Job Queues.

  - **Select All Jobs** selects all jobs in the queue. (Command+A)

  - **Edit Job** opens the Job Print Options menu for the selected job. (Command+E)

  - **Delete Job** deletes the selected job. (Command+K)

  - **Schedule Job** allows you to schedule the time and day of printing.

  - **Mixed Media** allows you to specify different media for pages within a job.

  - **Hold** sends the job to the Hold queue. This option is only available if the job is in the Active queue. (Command+H)

  - **Remove Hold** sends the job to the Active Queue. This option is only available if the job is in the Hold or Error queue. (Command+R)

  - **Preflight** screens job for errors and sends it to the Hold queue. (Command+F)

  - **Color Postflight** runs a Postflight check on a color job.

  - **Color Tuner** allows you to edit the color output of RIPped pages of a job, before it finishes printing all copies of a job. (Command+T)

  - **Show Preflight** opens the Preflight Results dialog box. This option is only available if the job has been preflighted.

  - **Restart Printing** restarts printing after it has been stopped.

  - **Resume Printing** resumes printing from where an error interrupted printing.

  - **Apply Defaults** applies the current defaults that have been set at the server.

  - **Clear Color Tuner** removes all color changes from a selected job. (Command+A)

  - **Apply ColorTuner Set** applies all color changes from a selected job.

# Job Log information

The Job Log file automatically groups print jobs by user and contains the following information about each job:

| Item | Description |
| --- | --- |
| User Name | The network identity of the client that sent the job to the Splash RPX-i. |
| Document Name | The name of the file sent. |
| Print Date | The date the job was sent. |
| Status | If a job was completed, deleted, or held. |
| Start Time | The time the Splash RPX-i started processing the job. |
| Elapsed Time | The total time (in seconds) required to print the job. Elapsed Time starts with the time the job begins to be received at the server, and ends at the time printing is completed. |
| Process Time | The amount of time (in seconds) that the Splash RPX-i spent processing (RIPping) the job. |
| Color Mode | If a job was printed in grayscale or color. |
| Manual Feed | If the bypass tray was used instead of an automatic feed tray. |
| Duplex | If the job was printed as double-sided output using the Manual Duplex feature. |
| Paper Type | The type of paper used for a job printed to the bypass tray. |
| Page Size | The page size on which a job was printed. |
| Pages Rendered | The number of pages in the document. |
| Color Pages Printed | The total number of pages printed in color. |
| Black Pages Printed | The number of pages printed using black ink only. |
| Cover Page | If a cover page was printed for a job. |
| Job Comment | Any information entered in the Document Comment field at the printer driver. |
| Account Number | The account number associated with the file (if available). |

For information about printing and exporting the job log, see .

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