

Tips

- Use a ? at the prompt (>) to find out which commands are available at your current access level.
- When the procedure affects more than one job, you can enter more than one DOC ID, or you can enter a range, for example: 001, 003, 005 or 001-005
- Use the space bar or Enter key once you have typed part of the command (enough for it to be unique).
- If you have a lot of virtual printers, when you use **List Virtual Printers**, enter a partial name with an * to shorten the list of virtual printers displayed.
- For many commands, you can enter all the information on one line instead of going through the prompts. For example: **Set Tray 1 USLetter::white**
- For the NPS/IPS system, paper is referred to as “media.”

Change paper in trays

When you change the type of paper in a tray, you must enter the media settings at the controller. If you do not do this, a job may not print (ineligible), or it may print on the wrong paper.

- Use **Set Tray** to define the type of paper in the tray: Size:Type:Color:Weight. A weight of 0 indicates no preference.
- On the DC 2060, when you have the same size stock in more than one tray, you must use the same orientation in each tray.
- On the DC 2060, you must enter the paper weight on the paper tray weight selector, and for tray 3, you must also use the coated/uncoated indicator. Note that the weight used on the tray indicator may not necessarily match the number used for the weight parameter in the **Set Tray** command. This is because the tray indicator uses gsm, while for the **Set Tray** command, you may enter the number in pounds (lbs.) or some other unit depending on your site requirements.
- If you are using a virtual printer with a media list, for example for IPDS jobs, you can use **Set Tray From Virtual Printer Media** to quickly set up trays to match the virtual printer media list.

Print IPDS jobs

This is the general procedure for setting up the printer for printing an IPDS job. The procedure assumes that the correct IPDS options have been entered using **Set Option**, and that a virtual printer with appropriate attributes for the job, including a media list, has been created. It also assumes that printing and queuing are started.

1. Enter **Show IPDS Status** so that you know the current system state and virtual printer state.
2. Enter **Set Channel Online**, if needed.
3. Enter **Set IPDS Virtual Printer**, if needed.
4. Load the required paper stock in the printer.
5. Set up the paper trays using **Set Tray** or **Set Tray from Virtual Printer Media**.
6. Enter **Start IPDS Printing**, if needed.

Hold a job

Use this procedure to hold a job until you are ready to release it. (This does not apply to IPDS jobs.)

- **List Documents**
- Note Doc ID of job(s) to hold
- **Hold Document <DocID(s)> <Reason>**

You can optionally specify a reason about why the job is held, or you can omit the reason.

Release a job

Use this procedure to release a job that has been held. (This does not apply to IPDS jobs.)

- **List Documents**
- Note Doc ID of job(s) to release
- **Release Document <DocID(s)>**

Cancel a job

- **List Documents**
- Note Doc ID of job(s) to cancel
- **Cancel Document <DocID(s)>**

Print a job ahead of other jobs

Use this procedure if you want to move a job to the top of the print list. (This does not apply to IPDS jobs.)

- **List Documents**
- Note Doc ID of job(s) to promote to the top of the list
- **Promote Document <DocID(s)>**

Check job status

The List Document command has many options that can help you find the status of one job or many.

List Documents <Status> <Custom spec>

Ineligible

Jobs waiting for certain paper or toner color. Use frequently.

Held

Jobs that have been held by an operator

Canceled

Jobs that have been canceled by an operator

All

Lists all jobs that have been sent to the system

Complete

Lists jobs that have completed printing

Custom Specification

There are many job attributes you can check against. See the *Guide to Managing Print Jobs*. Example: SenderName lists jobs sent by a particular user. (You must know the user id.)

Change document attributes

Use this procedure if you need to change print attributes for a job, like media (paper type). You should be sure the changes you make are acceptable to the job owner. You can also use it when a job prints partially and then hangs. (See **Print from a specific page**.)

- **List Documents**; note Doc ID of job
- **Hold Document <DocID(s)>** (to give you time to make changes)
- Use **Show Document Attributes <DocID(s)>**
- Note the current attributes and values.
- Use **Change Document Attributes <DocID(s)>** to change the attribute value.
- Use **Release Document <DocID(s)>**.

Note: Not all attributes apply to IPDS jobs.

Print from a specific page

Use this procedure if you need to print a job from a specific page rather than from the beginning of the job. (This does not apply to IPDS jobs.)

- **List Documents**
- Note Doc ID of job
- **Show Document Attributes**
- Note the page range attribute and value.
- Use **Change Document Attributes** to change the PageRange attribute value so the starting page and ending pages are correct.

Handle a "hung" job

Use this procedure if your job will not print and appears "stuck", and is preventing other jobs from printing.

- **Stop Printing**
- **List Documents**
- Note Doc ID of job
- **Restart Sequencer**
- Repeat if necessary until job is put in Held status (no more than 3 times)
- **Start Printing**

You can release the job to see if it prints successfully. If it does not, repeat the above procedure and contact the administrator or person who sent the job.

Halt or restart the system

Use this procedure if you need to shut down the system. This is not frequently required.

- **Stop Printing**
- Wait until jobs currently printing are finished
- If you need to:
 - Completely shut down the system, use **Halt System**
 - Shutdown and automatically restart the system, use **Restart System**.

If you need to power off the system, be sure the controller screen displays the OK> prompt before you press the power button.

Note: When you power on a Sun Blade 1000 controller, the monitor will remain blank for about a minute.

Test system ability to print

Use this procedure to determine whether the system can print.

- **List Sample Documents**
- Note name of job you want to use to print to test printing.
- **Print Sample Document <job name>**

When you enter the job name, it is case-sensitive.

If the sample document prints, then you know that print-ready documents can print. The problem may be with the job itself or with the ability of the system to process jobs.

Xerox DocuPrint NPS/IPS

Operator Quick Reference Card

Command Line Interface

Refer to this card when performing operator tasks on the Xerox DocuPrint NPS/IPS controller using the command line interface or telnet remote access. This quick reference provides concise step-by-step procedures for many commonly performed operator tasks. Commands you enter are in **bold** type.

This card is not intended to describe all possible options and activities. Use this card as a tool to help you remember how to perform the procedures. For detailed information, refer to the documentation.

All operations in this quick reference can be performed using Operator or Administrator privilege.

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