## Tips

- The access level is displayed on the title bar. Some commands are available only if you have Operator or Administrator access. Logon from the System menu.
- In NPS/IPS, "properties" and "attributes" are generally the same thing.
- Right-click on objects such as jobs or virtual printers to access a pop-up menu.
- For the NPS/IPS system, paper stock 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.

- Open the Printer Manager and access the Stock Setup tab.
- If the type of media you need is listed, right-click on the stock and select Add to Trays to add that paper to the appropriate tray.
- If the media is not listed, click the New Stock button to define the stock. Then add it to the tray.

**Notes:**

- 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 tray setting on the controller. This is because the tray indicator uses gsm, while at the controller, you may enter the number in pounds (lbs.) or some other unit depending on your site requirements

## 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 in the System Options tab of the Administration window, 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. In the System menu, access the IPDS Manager. Select the Status tab. Note the current system state and IPDS virtual printer.

2. Select Set Channel Online, if needed.

3. Select the IPDS Virtual Printer you want to use.

4. Load the required paper stock in the printer.

5. Set up the paper trays in the Printer Manager.

6. Select Start Printing in the IPDS Manager, 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.)

- Open the Job Manager to view the list of Active jobs.
- Right-click on the job you want to hold.
- Select Hold in the pop-up menu.

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.)

- Open the Job Manager to view the list of Held jobs.
- Right-click on the job you want to release.
- Select Release in the pop-up menu.

## Cancel a job

- Open the Job Manager to view the list of jobs.
- Right-click on the job you want to cancel.
- Select Cancel in the pop-up menu.
- Confirm that you want to cancel the job.

## 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.)

- Open the Job Manager to view the list of jobs.
- Right-click on the job you want to promote.
- Select Promote in the pop-up menu.

## Check job status

Open the Job Manager to view a list of Active and Held jobs. For information about any of the jobs, double-click to view the Properties window for the job.

## Change document attributes

Use this procedure if you need to change print attributes for a job, for example, media (paper type). You should be sure the changes you make are acceptable to the job owner.

- Open the Job Manager to view the list of jobs.
- Right-click on the job, and in the pop-up menu select Hold.
- Double-click on the job you want to change. The Properties window opens.
- Make desired changes on the appropriate tab and click OK.
- Right-click on the job and select Release.

**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.)

- Open the Job Manager to view the list of jobs.
- (Optional) Right-click on the job, and in the pop-up menu select Hold.
- Double-click on the job you want to change. The Properties window opens.
- In the General tab, put the desired page numbers in the Pages to Print field. Click OK.
- If the job is Held, right-click on the job and select Release.

## Handle a "hung" job

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

- Click the button to Stop Printing.

- Open the Job Manager to view a list of active jobs.

- Note Doc ID of job.

- In the System menu, select Restart Sequencer.

- Repeat if necessary until job is put in the Held list (no more than 3 times).

- Click the button to 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.

- Click the button to Stop Printing.

- Wait until jobs currently printing are finished.

- Access the appropriate command in the System menu. If you need to:

  - Completely shut down the system, use **Shutdown.**

  - Shutdown and automatically restart the system, use **Restart**.

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, or to evaluate output quality.

- Open the Administration window and select the Sample Documents tab.

- Note name of sample document you want to use to print.

- Right-click the sample document and select Print.

- Select the print settings you want and click OK.

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

*Graphical User Interface*

Refer to this card when performing operator tasks on the Xerox DocuPrint NPS/IPS controller using the graphical user interface. This quick reference provides concise step-by-step procedures for many commonly performed operator tasks.

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 or online Help.

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

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