



THE
DOCUMENT
COMPANY
XEROX

Extended Connectivity Print Job Manager (EC-PJM)

User Guide

For use with Xerox Network Publishing Systems

Extended Connectivity Print Job Manager

User Guide

a Xerox Solution

Part Number: 701P36284
Version 2.0
February, 2001

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1. Introduction

The Extended Connectivity Print Job Manager (EC-PJM) is based upon Microsoft® Windows™ 2000 server. It provides connectivity from a wide array of topologies and network operating systems, as well as the functionality of the standard Print Job Manager. Additionally, the EC-PJM brings job flow and queue management flexibility to a print shop and manual load balancing for multiple printer environments.

Logging on to the EC-PJM Workstation

The DocuTech Network Server, NSPlus Server Series and related servers should be booted before the EC-PJM workstation is switched on. This power-up order allows the network connection and network drive mappings between the servers and the EC-PJM to be established when the EC-PJM is switched on.

To log on to the EC-PJM workstation:

1. Turn the power to the workstation on. A **Welcome to Windows** dialog box appears.
2. Simultaneously press the **Ctrl+Alt+Del** keys. The **Log On to Windows** dialog box appears.
3. Enter your user name in the **User name** text box, your password in the **Password** text box, and click the **OK** button.

Logging Off of the EC-PJM Workstation

To log off of the EC-PJM workstation:

1. On the taskbar, click the **Start** button and select the **Shut Down** option. The **Shut Down Windows** dialog box appears.
2. Verify that the **Log off** option is selected from the drop-down list box.
3. Click the **OK** button.

Shutting Down the EC-PJM Workstation

To shut down the EC-PJM workstation:

1. On the taskbar, click the **Start** button and select the **Shut Down** option. The **Shut Down Windows** dialog box appears.
2. Verify that the **Shut down** option is selected from the drop-down list box.
3. Click the **OK** button.
4. When the **It is now safe to turn off the computer** message appears, switch the power to the workstation off.

Changing Passwords

To change the password for a user account:

1. Log on to the EC-PJM workstation using the user name and password that you would like to change.
2. Once you are logged on, simultaneously press the **Ctrl+Alt+Del** keys. The **Windows Security** dialog box appears.
3. Click the **Change Password** button. The **Change Password** dialog box appears.
4. Enter the old password in the **Old Password** text box and the new password in the **New Password** and **Confirm Password** text boxes.
5. Click the **OK** button.

2. EC-PJM Accounts

At a minimum, four accounts are created and used on the EC-PJM workstation. They include:

- The Administrator account
- The Supervisor account
- The <EC-PJM User> account
- The Guest account

Note: For further information about EC-PJM accounts, see *Appendix A: Creating EC-PJM Account Privileges*.

The Administrator Account

The Administrator account exists only on the EC-PJM workstation and allows for complete administrative rights to the workstation. This includes creating, deleting, and managing user accounts, global groups, and local groups. Additional functions include sharing directories and printers, granting resource permissions and rights to users, and installing operating system files and programs.

The Supervisor Account

The Supervisor account exists on the EC-PJM workstation and on the DocuTech Network Server, if a DocuTech Network Server exists in the network configuration. This account is created on the EC-PJM workstation to administer the DocuTech Network Server. This includes

creating queues and users, and maintaining and upgrading the Network Server software.

Note: The Supervisor account does not belong to the Administrator group. Therefore, this account does not have administrative rights under Windows 2000. The password for the Supervisor account must be the same as the Supervisor password on the DocuTech Network Server.

The <EC-PJM User> Account

The EC-PJM workstation is commonly used as a centralized print server that is maintained and controlled by one or more EC-PJM operators.

In network configurations having a DocuTech Network Server, the <EC-PJM User> account belongs to both the **PSM OPERATORS** and the **NTGATEWAY** groups on the DocuTech Network Server. The <EC-PJM User> account gives the EC-PJM operator the authority to manage print files and queues. It also gives the operator the authority to submit jobs to the DocuTech Network server.

The Guest Account

Depending upon the rights and permissions that are set at your site, the guest account may not be able to log on to the EC-PJM workstation at the EC-PJM console. In the default configuration, the guest account can only log on from a client on the network.

If a DocuTech Network Server exists in the network configuration, the password for the guest account on the EC-PJM workstation must be the same as the guest password on the DocuTech Network Server.

3. Creating Input and Output Queues

This section describes how to set up various Input and Output Queues used in conjunction with the Document Control Manager (DCM) and Print Icon applications. Before using these applications, it is important to set up queues in order to manage your workflow.

Two types of queues, Input and Output, must be created in order to utilize the features of the Document Control Manager and Print Icon applications. Input Queues enable documents to be submitted to a central location for distribution to Output Queues at a later time. Output Queues enable documents to be submitted to the selected print server or local printer.

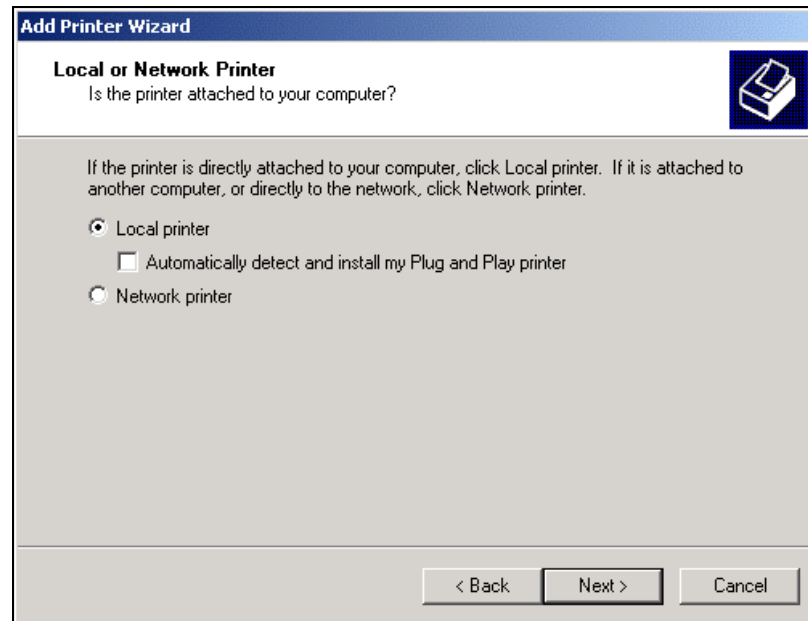
Creating an Input Queue

You should complete the following steps for each Input Queue you create on the Document Control Manager.

To create an Input Queue:

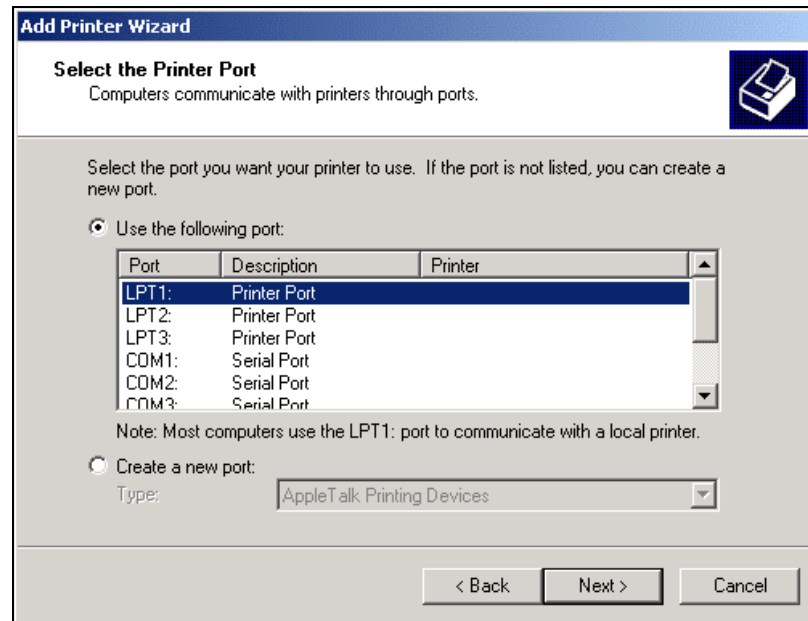
1. On the taskbar, click the **Start** button, and select **Settings/Printers**. The **Printers** dialog box appears.
2. Double-click the **Add Printer** icon. An **Add Printer Wizard** appears.

3. Click the **Next** button. The **Local or Network** dialog box appears.



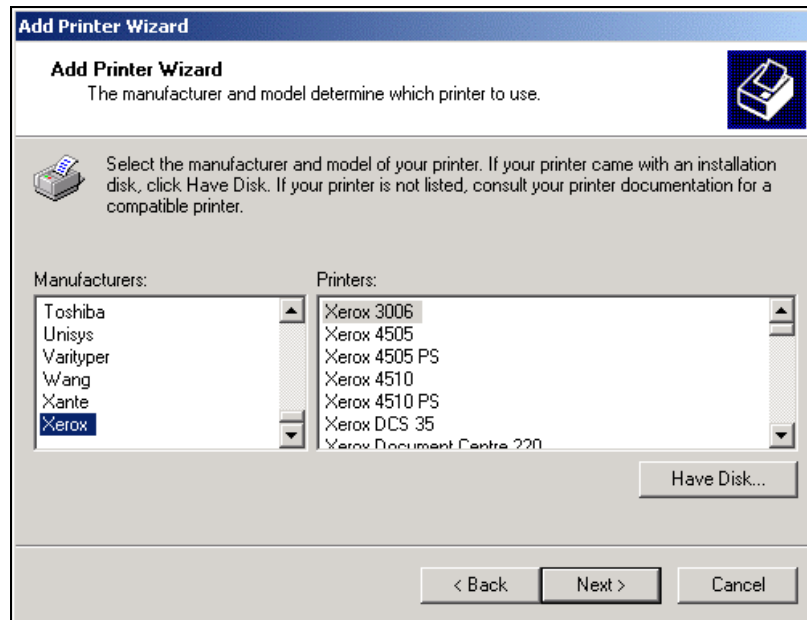
4. Select the **Local printer** radio button.
5. Deselect the **Automatically detect and install my Plug and Play printer** checkbox.

- Click the **Next** button. A **Select the Printer Port** dialog box appears.



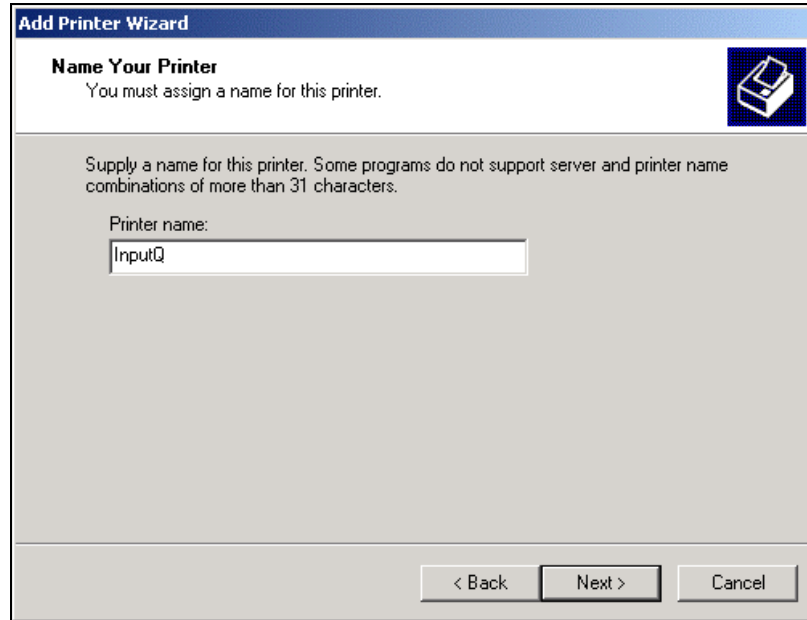
- Verify that the **Use the following port** radio button is selected.
- Select a printer port from the list of ports. The printer port selection must be an LPT or COM port that is not already in use by a physical printer or redirected printer on the network; however, it can be the same as a previously created DCM Input Queue.

- Click the **Next** button. An **Add Printer Wizard** dialog box appears displaying a list of printer Manufacturers and Printers.



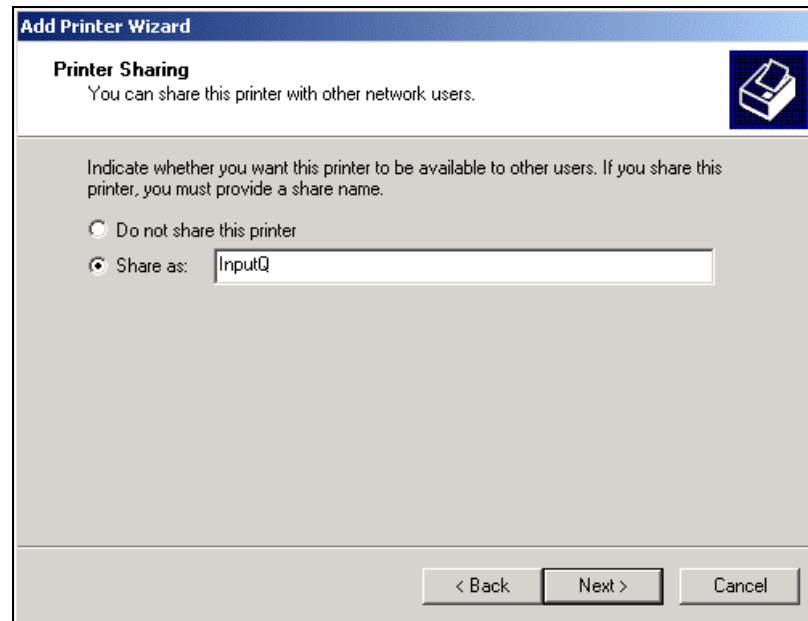
- Select the **Xerox** option from the **Manufacturers** list .The **Printers** list box is automatically updated with the printer models available for the Xerox manufacturer.
- Select the desired printer model for this Input Queue from the **Printers** list.

- Click the **Next** button. **Note:** If the selected driver is already installed on the EC-PJM, a **Use Existing Driver** dialog box appears. You should select the **Keep existing driver (recommended)** option and click the **Next** button. A **Name your Printer** dialog box appears.



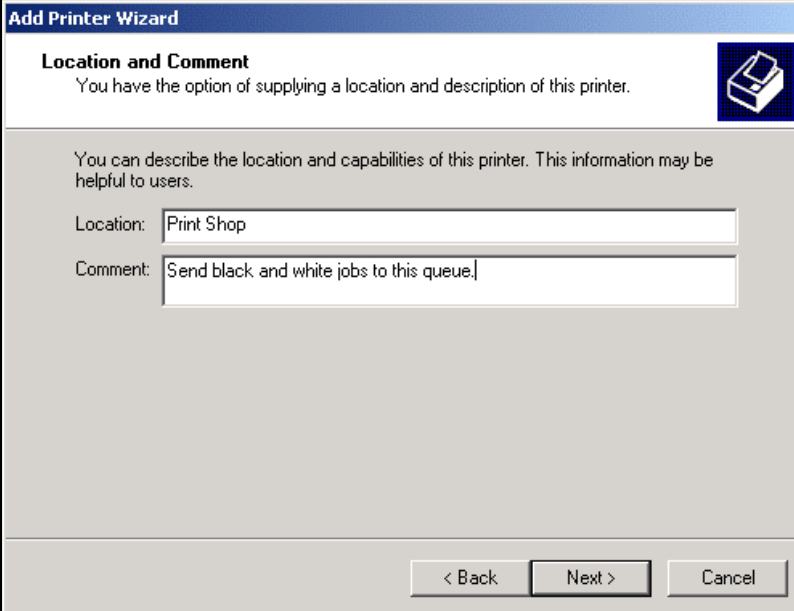
- Enter a name for the DCM Input Queue in the **Printer name** text box. **Note:** If you have already created a DCM Input Queue, you will be asked: **Do you want your Windows-based programs to use this printer as the default?** Select the **No** option.

14. Click the **Next** button. A **Printer Sharing** dialog box appears.



15. Select the **Share as** option and enter a share name for the DCM Input Queue in the **Share as** text box. This name is the Input Queue name that users will see when printing to the EC-PJM.

16. Click the **Next** button. A **Location and Comment** dialog box appears.



The screenshot shows a dialog box titled "Add Printer Wizard" with a sub-header "Location and Comment". Below the sub-header is a small printer icon and the text "You have the option of supplying a location and description of this printer." The main area contains the text "You can describe the location and capabilities of this printer. This information may be helpful to users." followed by two text input fields: "Location:" with the value "Print Shop" and "Comment:" with the value "Send black and white jobs to this queue." At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

17. If desired, enter a descriptive location in the **Location** text box and enter any comments in the **Comment** text box.

18. Click the **Next** button. A **Print Test page** dialog box appears.

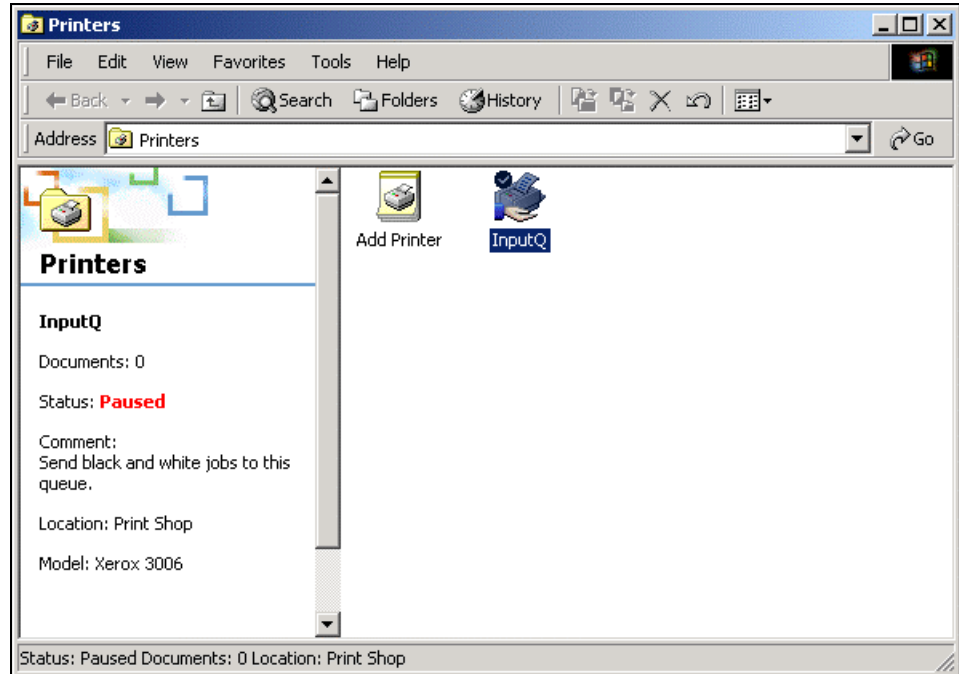
19. Select the **No** option.

20. Click the **Next** button. A **Completing the Add Printer Wizard** dialog box appears.



21. Verify that your printer settings are correct and click the **Finish** button. **Note:** If you need to make any changes to your settings, use the **Back** button.
22. Once you have created an Input Queue, you must pause the queue in order for documents to remain in the queue for use within Document Control Manager. From the **Start** menu, select **Settings/Printers**. A **Printers** dialog box appears.
23. Select the newly created **Input Queue**.

24. From the **File** menu, select the **Pause Printing** option. A checkmark appears next to the **Pause Printing** option to verify that the Input Queue is now paused. You will also see the word **Paused** displayed in red next to the word **Status**.

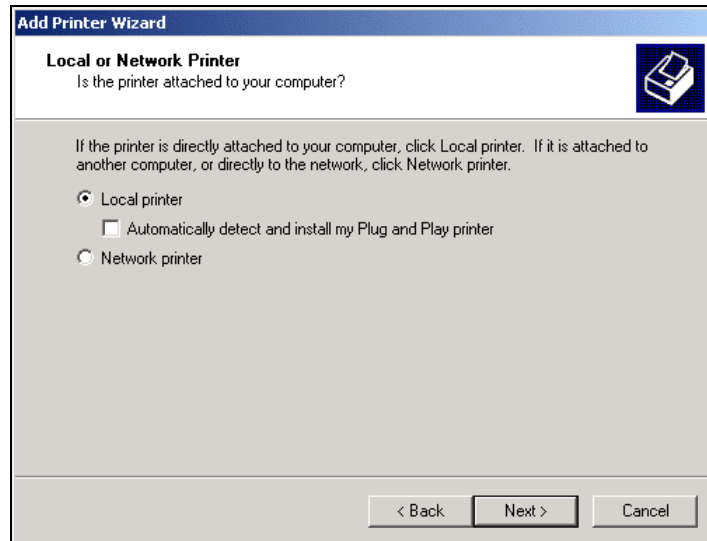


Creating an Output Queue for a TCP/IP Printer

This section describes how to create an Output Queue for a TCP/IP printer, such as a 61XX, the NSPlus Server series, or the Document Center series.

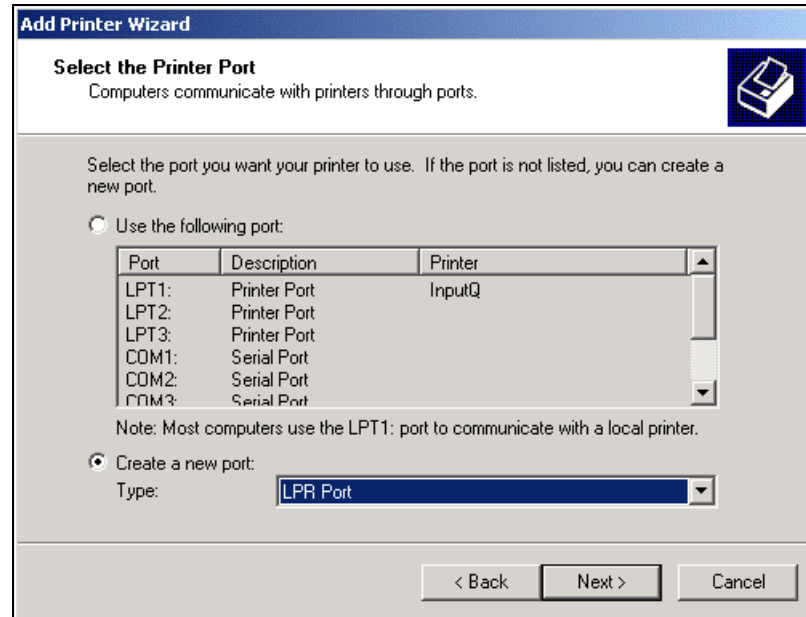
To create an Output Queue for a TCP/IP printer:

1. From the **Start** menu, select **Settings/Printers**. A **Printers** dialog box appears.
2. Double-click the **Add Printer** icon. An **Add Printer Wizard** appears.
3. Click the **Next** button. A **Local or Network Printer** dialog box appears.



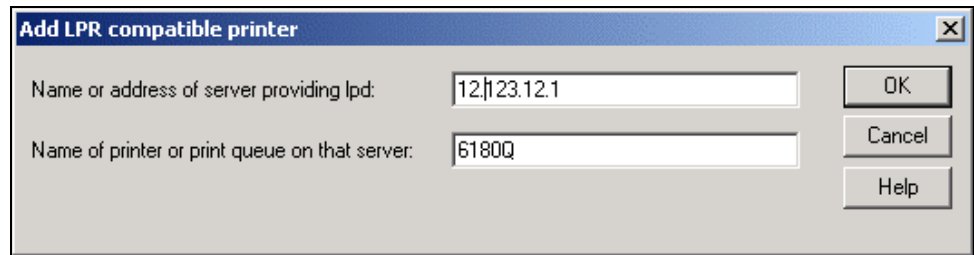
4. Select the **Local printer** option.
5. Deselect the **Automatically detect and install my Plug and Play printer** check box.

- Click the **Next** button. A **Select the Printer Port** dialog box appears.

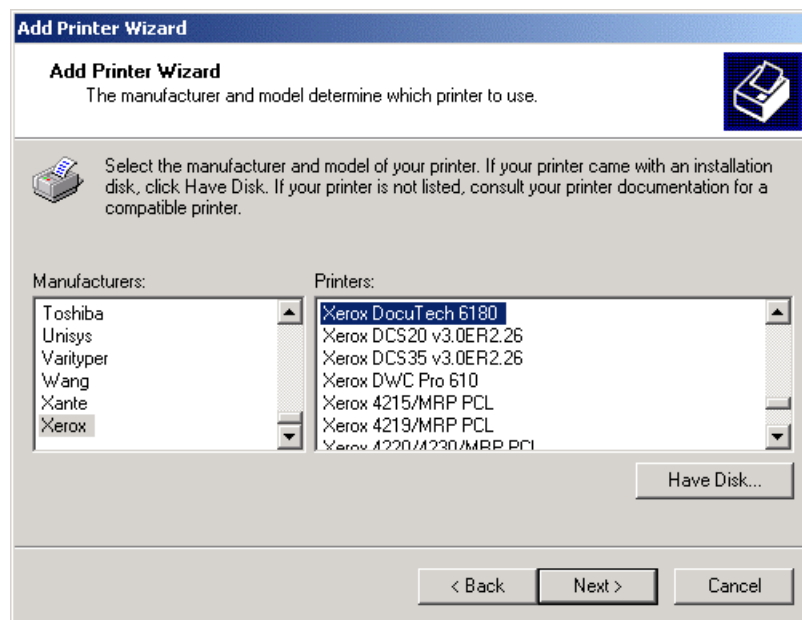


- Select the **Create a new port** option.
- Select the **LPR Port** option from the **Type** drop-down list box.

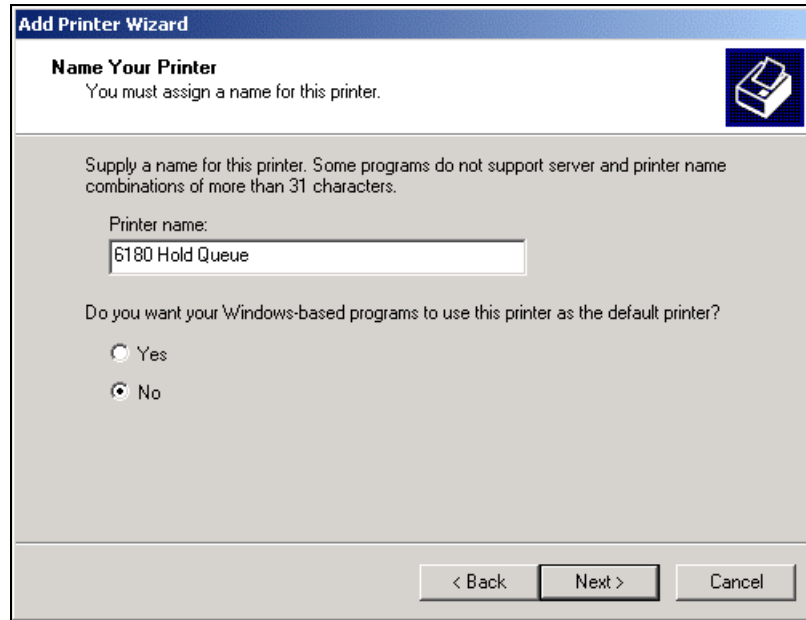
- Click the **Next** button. An **Add LPR compatible printer** dialog box appears.



- Enter the IP address in the **Name or address of server providing lpd** text box.
- Enter the printer or print queue name in the **Name of printer or print queue on that server** text box. The queue name must be typed in exactly as it is at the printer.
- Click the **OK** button. The **Add Printer Wizard** dialog box appears.

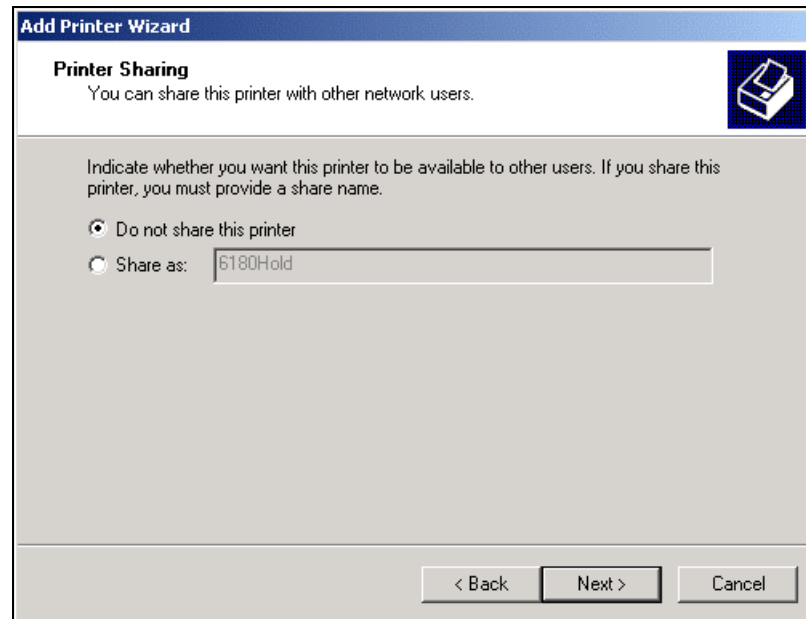


13. Select the **Xerox** option from the **Manufacturers** list box. The **Printers** list is automatically updated with the printer models available for the Xerox manufacturer.
14. Select the desired printer model for this Output Queue.
15. Click the **Next** button. A **Name Your Printer** dialog box appears.



16. In the **Printer name** text box, enter a meaningful printer or queue name you are printing to. **Note:** If you have already created a DCM Output Queue, you will be asked: **Do you want your Windows-based programs to use this printer as the default?** Select the **No** option.

17. Click the **Next** button. A **Printer Sharing** dialog box appears.

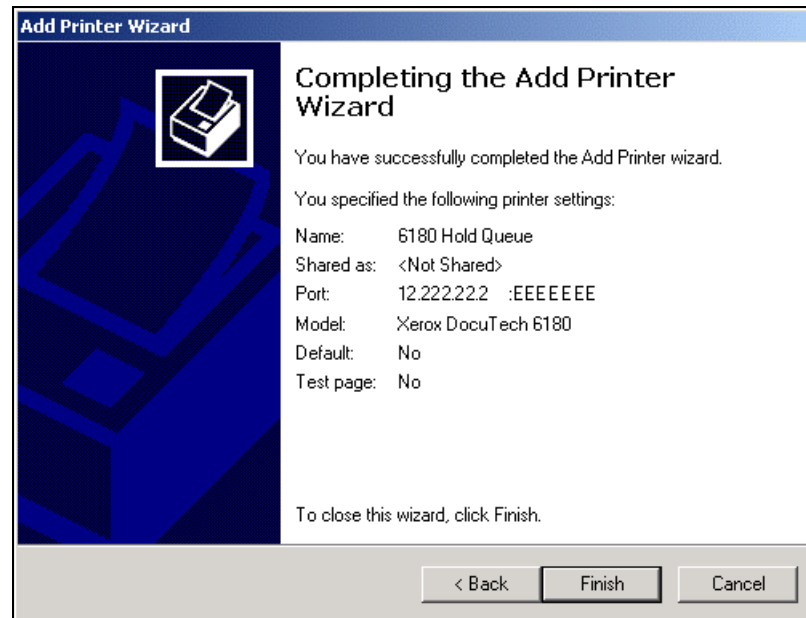


18. Select the **Do not share this printer** option.

19. Click the **Next** button. A **Print Test Page** dialog box appears.

20. Select the **No** radio button.

21. Click the **Next** button. A **Completing the Add Printer Wizard** dialog box appears.



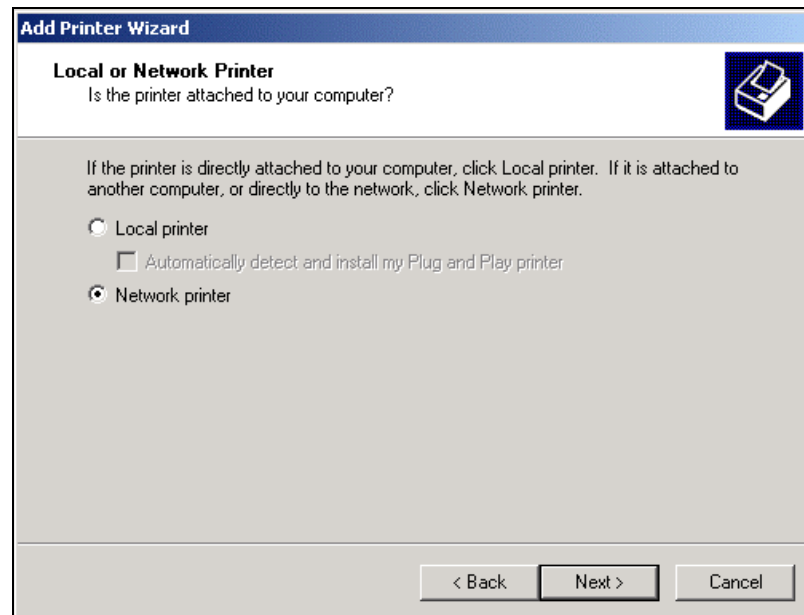
22. Verify that your printer settings are correct and click the **Finish** button.
Note: If you need to make any changes to your settings, use the **Back** button.

Creating an Output Queue for a Novell Printer

This section describes how to create an Output Queue for a Novell printer, such as a DocuTech Network Server.

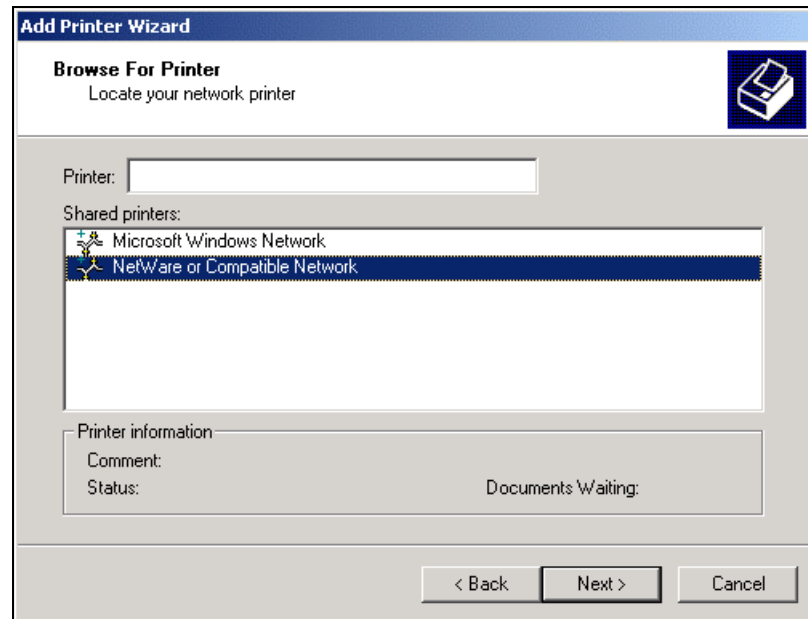
To create an Output Queue for a Novell printer:

1. From the **Start** menu, select **Settings/Printers**. A **Printers** dialog box appears.
2. Double-click the **Add Printer** icon. An **Add Printer Wizard** appears.
3. Click the **Next** button. A **Local or Network Printer** dialog box appears.



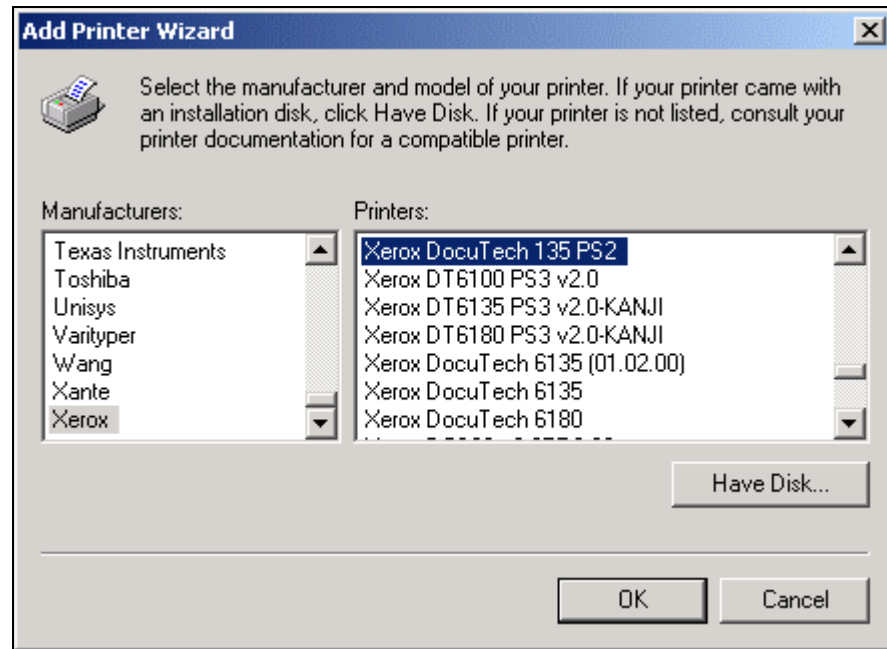
4. Select the **Network printer** option.

5. Click the **Next** button. A **Browse for Printer** dialog box appears.



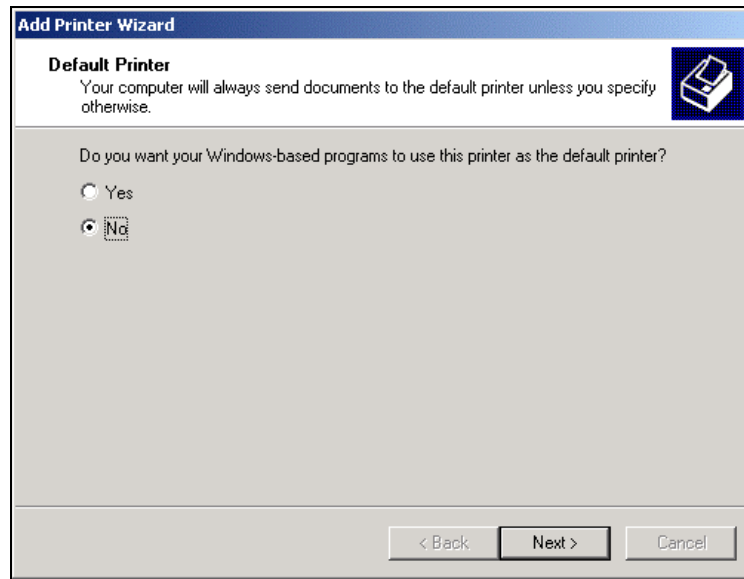
6. Do one of the following:
 - Enter the appropriate printer to represent your Output Queue in the **Printer** text box. It should be entered in the format of **\\servername\queuename**.
 - Double-click the **NetWare or Compatible Network** option. Double-click the options representing your DocuTech Network Server and select the queue that you would like to print to.

7. Click the **Next** button. The **Add Printer Wizard** dialog box appears.

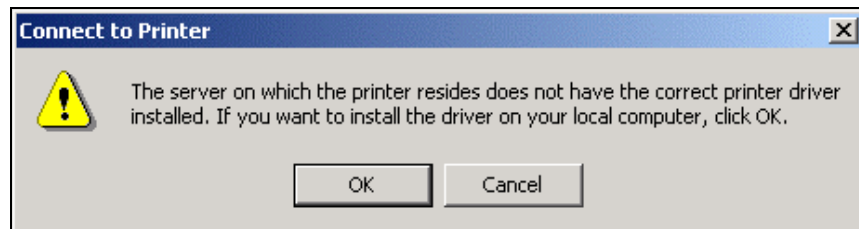


8. Select the **Xerox** option from the **Manufacturers** list box. The **Printers** list is automatically updated with the printer models available for the Xerox manufacturer.
9. Select the desired printer model for this Output Queue.

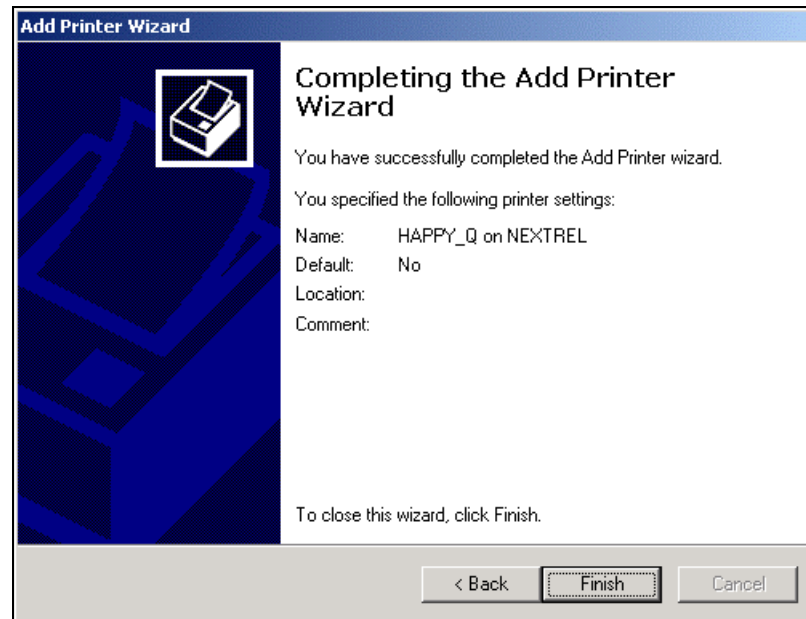
- Click the **OK** button. A **Default Printer** dialog box appears.



- Select the **No** option.
- Click the **Next** button. **Note:** If an acceptable print driver is not installed on the connected printer, you may be prompted to install the driver on the EC-PJM workstation and a **Connect to Printer** dialog box will appear. You should click the **OK** button.



A **Completing the Add Printer Wizard** dialog box appears.



13. Click the **Finish** button.

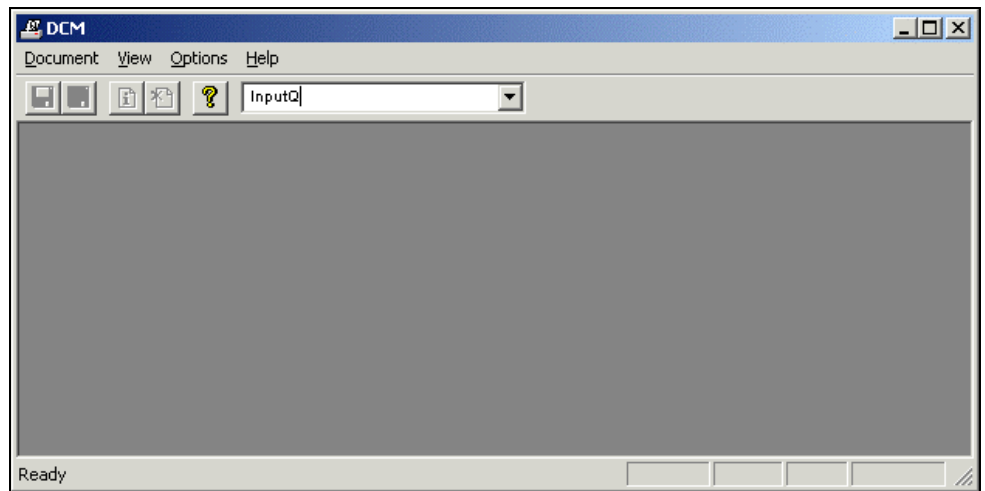
Once the creation and connection of these queues is complete, you are ready to use the Document Control Manager and Print Icon applications.

4. The Document Control Manager (DCM) Application

The Document Control Manager (DCM) application allows you to manage documents through the use of Input and Output Queues. This enables users to manually balance the distribution of documents within a mixed network-printing environment from a centralized application.

To start the Document Control Manager application:

- On the taskbar, click the **Start** button, and select **Programs/EC-PJM Tools/Document Control Manager**. The **Document Control Manager** main application window appears.



The DCM Menu and Toolbar Commands

The DCM menu items and toolbar buttons allow you to manipulate documents within the currently active Input Queue.






The Document Control Manager Menu Items

Menu	Menu Option	Function
Document	Save	Allows you to save the selected documents from an Input Queue to file, with or without a Xerox Job Ticket.
Document	Delete	Removes the selected documents from the Input Queue.
Document	Copy	Copies the selected documents from the Input Queue to either another Input Queue or an Output Queue. The selected documents remain in the DCM Input Queue for additional access at a later time.
Document	Move	Moves the selected documents from the Input Queue to either another Input Queue or an Output Queue.
Document	Proof	Sets the copy count of the document's job ticket to a quantity of one and copies the document to either another Input Queue or an Output Queue. The selected documents remain in the Input Queue for additional access at a later time.
Document	Info	Displays information about the currently selected document.
Document	Print XJTs	Prints Xerox Job Ticket information from the selected documents to either another Input Queue or an Output Queue. A new document titled "Job Ticket for <document name>" is generated for each document and placed in the selected queue. Note: To view a sample of a printed Xerox Job Ticket, refer to <i>Appendix B: Sample Xerox Job Ticket</i> .
Document	Cancel Printing	Cancels the in-progress copy, move, proof, or print XJT operation for the selected documents.
Document	Select All	Selects all documents in an Input Queue.
Document	Invert Selection	Changes all selected documents to unselected and all unselected documents to selected.
Document	Close	Closes the currently active queue window.

Menu	Menu Option	Function
Document	Exit	Exits the DCM application, while saving the current state of the queue windows based upon the configuration options set.
View	Toolbar	Displays or hides the toolbar.
View	Status Bar	Displays or hides the status bar.
View	Sort Ascending	Arranges documents displayed in the active queue window in ascending order.
View	Sort Descending	Arranges documents displayed in the active queue window in descending order.
View	Sort by Document	Arranges documents displayed in the active queue window in ascending or descending alphabetical order, according to the document title.
View	Sort by Sender	Arranges documents displayed in the active queue window in ascending or descending alphabetical order according to the sender name.
View	Sort By Size	Arranges documents displayed in the active queue window in ascending or descending order according to the document size.
View	Sort by date	Arranges documents shown in the active queue window in ascending or descending order according to the displayed document timestamp.
Options	Settings	Displays configuration options for the DCM application.
Options	Always Scan	Always displays the scanned information for all documents placed in an Input Queue.
Options	Conditional Scan	Displays the scanned information for a document, which meets the conditions defined in the Configure Conditional Scanning dialog box. If a document does not meet the defined conditions, the system information is displayed.
Options	Never Scan	Always displays only the system information for all documents placed in an Input Queue.
Options	Standard Mode	Places DCM in a mode of operation which requires the user to manually copy, move, or proof the selected documents from the Input Queue to either another Input Queue or an Output Queue. Standard Mode also allows the user to view information about a document and save the document to file. This is the default mode of operation.

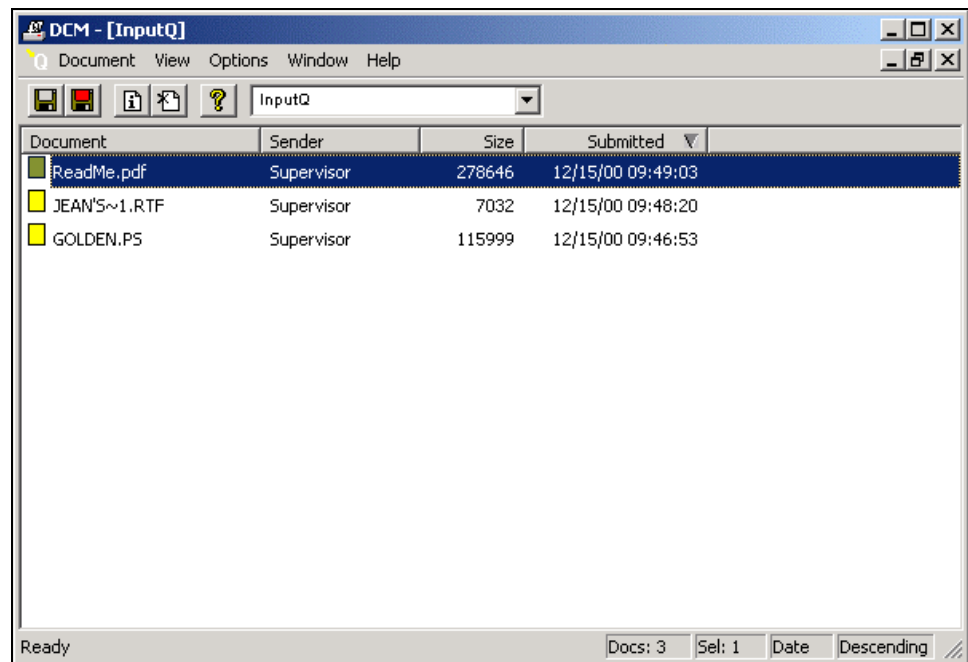
Menu	Menu Option	Function
Options	Automatic Mode	Places DCM in a mode of operation which automatically moves documents to either another Input Queue or an Output Queue at the same time the documents arrive in the selected Input Queue. The final queue destination is selected from a cascading menu of available queues that displays when Automatic Mode is selected.
Options	Cluster Mode	Places DCM in a mode of operation that allows the EC-PJM operator to configure Input Queues to automatically distribute and forward jobs to multiple printers.
Window	Cascade	Places any opened Input and Output Queue windows in a stack, with each window's title bar visible.
Window	Tile	Horizontally tiles any opened Input and Output Queue windows.
Window	Arrange Icons	Arranges any minimized Input and Output Queue windows as non-overlapping icons.
Help	Contents	Displays the contents of the DCM online help system, step-by-step instructions for using DCM, and reference information.
Help	About DCM	Displays version and copyright information about the DCM application.

The Document Control Manager Toolbar

Toolbar Button	Toolbar Option	Function
	Save with Xerox Job Ticket	Allows you to save the selected documents to file with a Xerox Job Ticket.
	Save without Xerox Job Ticket	Allows you to save the selected documents to file without a Xerox Job Ticket.
	Info	Displays information about the currently selected document.
	Delete	Removes the selected documents from the Input Queue.
	Help Contents	Displays the contents of the DCM online help system, step-by-step instructions for using DCM, and reference information.

Sorting Documents in DCM

You can sort documents in DCM by using the menu options within the View menu or by selecting the headings, such as **Document**, **Sender**, **Size**, or **Submitted** located above the document list. The documents will be sorted by the selected Sort Ascending or Sort Descending option and an upward or downward arrowhead will be displayed next to the current sort by column heading. For example, the following queue displays documents sorted by submission date in descending order as seen under the **Submitted** heading.



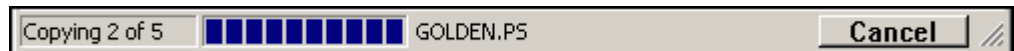
You may sort documents in various manners by selecting multiple column headings. To do this, hold down the **Shift** key and select the appropriate column headings in the order in which you would like to sort the documents. For example, hold the **Shift** key and click the **Sender** name, **Size**, and **Document** name headings in that order, to sort by sender, size, and then document.

The DCM Status Bars

The Document Control Manager window contains a status bar located at the bottom of the window. This status bar displays information about the currently active queue window, including the number of documents in the queue, the number of currently selected documents, and the sort criteria of the queue.



A status bar is also displayed at the bottom of a queue window when the queue is actively printing documents. This status bar displays the status and name of documents currently being processed. The current operation, such as proofing, and numeric values, are displayed to represent which document from the selected set of documents is currently being processed.







Selecting an Input or Output Queue

In the DCM application, Input Queues appear above the dotted separator line and Output Queues appear below the dotted separator line in the drop-down list box of queues.

To select an Input or Output Queue:

- From the drop-down list box, select the appropriate Input or Output queue. The names of all Input and Output Queues available on your system appear in this list box. Once the queue is selected, a window appears displaying the queue name in the title bar and a list of current documents contained in the queue.

Arrows appear next to the letter **Q** in a queue window to represent the type of queue being displayed.

- The  icon indicates that the queue is an Input Queue.
- The  icon indicates that the queue is an Output Queue.
- The  icon represents a queue in automatic mode.
- The  icon represents a queue in cluster printing mode.

Copying Documents Between Queues

The Document Control Manager application allows you to copy documents displayed in an Input Queue to either another Input Queue or an Output Queue. The selected documents remain in the DCM Input Queue for additional access at a later time.

To copy documents from an Input Queue to another Input or Output Queue:

1. Select the desired Input Queue from the drop-down list box. A window appears displaying the queue name in the title bar and a list of current documents contained in the queue.
2. Select the documents to be copied in the Input Queue window.
3. Do one of the following:
 - From the **Document** menu, select the **Copy** option. A cascading menu appears representing the available Input and Output Queues. Select the desired queue you would like to copy the documents to.
 - Hold down the **CTRL** key, select the documents, then drag and drop them onto another Input or Output Queue window.
 - Press the right mouse button and select the **Copy** option. Select the desired queue you would like to copy the documents to.

Note: You may cancel the copy operation by clicking the **Cancel** button.

Moving Documents Between Queues

The Document Control Manager allows you to move documents from Input Queues to another Input or Output Queue.

To move documents between queues:

1. Select the desired Input Queue from the drop-down list box. A window appears displaying the queue name and a list of current documents contained in the queue.
2. Select the document to be moved in the Input Queue window.
3. Do one of the following:
 - From the **Document** menu, select the **Move** option. A cascading menu appears displaying the available Input and Output Queues. Select the desired Input or Output Queue.
 - Drag the highlighted documents, and drop them onto another Input or Output Queue window.
 - Press the right mouse button and select the **Move** option. Select the desired Input or Output Queue.

To cancel the move process, click the **Cancel** button.

Proofing Documents

The Document Control Manager allows you to proof documents from Input Queues. Proofing a document copies the document from the Input Queue to the Output Queue. If the selected document contains a Xerox Job Ticket, the copy count of the Xerox Job Ticket will be set to one.

To proof documents:


1. Select the desired Input Queue from the drop-down list box on the Document Control Manager toolbar. A window appears displaying the name of the queue and a list of current documents contained in the queue.
2. Select the documents to be proofed in the Input Queue window.
3. Do one of the following:
 - Select the **Proof** option from the **Document** menu. A cascading menu appears displaying the available queues. Select the desired Output Queue for proof submission.
 - Hold down the **Shift** key, drag the highlighted documents, and drop them onto an Output Queue.
 - Press the right mouse button and select the **Proof** option. Select the desired Output Queue for proof submission.

Note: To cancel proofing at any time, click the **Cancel** button.

Deleting Documents

The Document Control Manager application allows you to delete or remove documents from Input Queues. Deleting a document will permanently remove the document from the Input Queue.

To delete a document:



1. Select the desired Input Queue from the drop-down list box on the Document Control Manager toolbar. A window appears displaying the name of the queue and a list of current documents contained in the queue.
2. Select the documents to be deleted in the Input Queue window.
3. Do one of the following:
 - Select the **Delete** option from the **Document** menu.
 - Click the  toolbar button.
 - Press the **Delete** key.

Note: If the **Confirm Delete** option has been set, a message box appears asking you to confirm the deletion.

Saving Documents

The Document Control Manager allows you to save document(s) from an Input Queue to file(s). If the document contains a Xerox Job Ticket, you have the option to save the document with or without the associated Xerox Job Ticket.

To save document(s) from an Input Queue to file:

1. Select the desired Input Queue from the drop-down list box. A window appears displaying the queue name in the title bar and a list of the current documents contained in the queue.
2. Select the document(s) you would like to save.
3. Do one of the following:
 - Select the **Save/Save** option from the **Document** menu or click the  button to save the documents with Xerox job ticketing information.
 - Select the **Save/Save w/o XJT** option from the **Document** menu or click the  button to save the documents without Xerox job ticketing information.

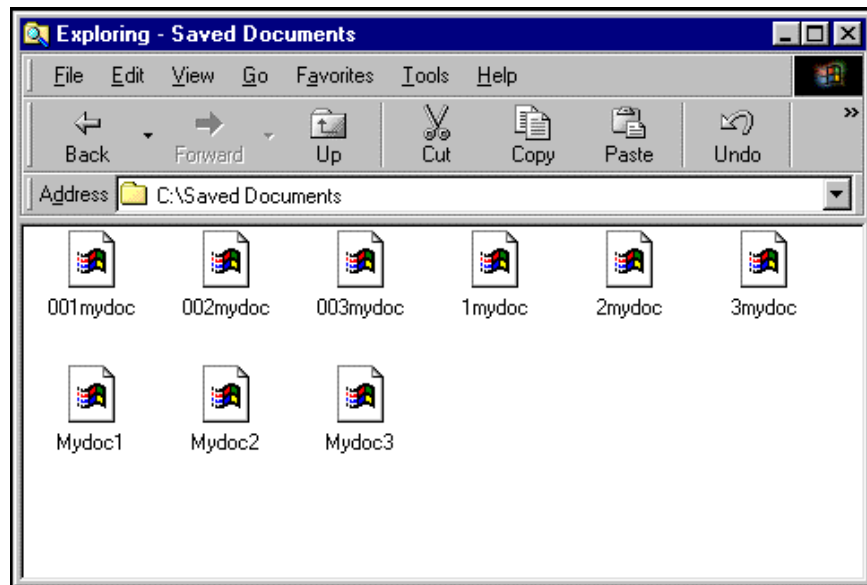
The **Save As** dialog appears.

4. Navigate to the location where you would like to save the files from the **Save in** drop-down list box.

5. Enter a name for the file(s) in the **File name** text box. If you are saving multiple files, there are 3 ways you can name the documents:
 - You can assign a single file name to all of the files and a numeric value will automatically be appended to each file name in order to distinguish the documents. For example, if you are saving 3 files and you name the file mydoc, the files will be saved as mydoc1, mydoc2, and mydoc3.
 - You can insert the number [#] symbol before, after, or within the file name and a numeric value will automatically be added to each file name. For example, by entering #mydoc, files would be saved as 1mydoc, 2mydoc, 3mydoc. Entering multiple [#] symbols enables you to control the numerical length. For example, by entering ###mydoc, files would be saved as 001mydoc, 002mydoc, 003mydoc.
 - To save each file using its display name as the file name, enter a plus [+] symbol in the **File name** text box.

6. Click the **Save** button.

The following graphic displays sample file names:



Viewing Document Information

The Document Control Manager allows you to view information about a document stored in an Input Queue.

If the document contains a Xerox Job Ticket, a plus [+] symbol will be displayed in the icon appearing next to the document name. In addition, Xerox Job Ticket characteristics, such as portrait staple, dual staple, bound, and multiple copies will also be displayed in the document's icon. When you view the document, the Xerox Job Ticket information will be displayed.

In some cases, job ticketing information may be present, but not through the use of the standard Xerox Job Ticket. If the file was submitted with the use of PostScript Printer Description files, a limited set of ticketing attributes can be viewed and edited. For further information, refer to the Xerox PPD tab information later in this section. Because of performance issues, this feature is typically disabled. Refer to the *EC-PJM Configuration Guide* for details on when and how to enable this feature.

To view information about a document stored in an Input Queue:

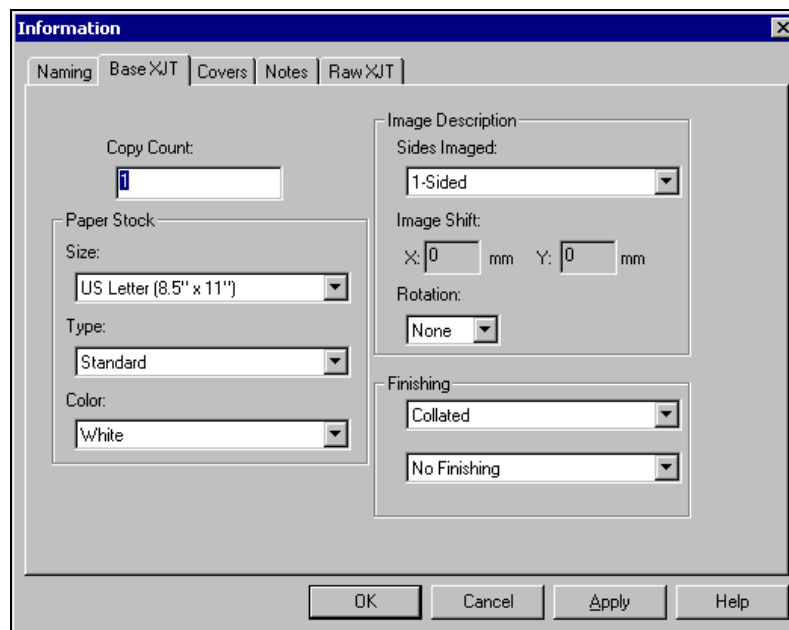
1. Select the appropriate Input Queue from the drop-down list box. A window appears displaying the queue name in the title bar and a list of current documents contained in the queue.
2. Select the document to view.
3. From the **Document** menu, select the **Info** option. An **Information** dialog box appears.

4. Select the **Naming** tab to display the **Naming** properties.

The screenshot shows a dialog box titled "Information" with a close button (X) in the top right corner. The dialog has four tabs: "Naming", "Base XJT", "Covers", "Notes", and "Raw XJT". The "Naming" tab is selected. It contains two sections: "Document" and "Sender". Each section has four radio button options: "System", "PDL", "XJT", and "User". In the "Document" section, "System" is selected and the text "ReadMe.pdf" is displayed in the adjacent text box. In the "Sender" section, "System" is selected and the text "Supervisor" is displayed. Below these sections is a checkbox labeled "Modify XJT Names" which is currently unchecked. At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

The **Naming** tab displays the **System**, **PDL**, **XJT**, and **User** options used for naming the selected document. The names that appear on this tab depend upon the document type and submission method used to place the document in the Input Queue. The **System** option displays the system name and the **PDL** option displays the PDL name embedded in the PostScript code. The **XJT** option displays the Xerox Job Ticket name and the **User** option allows the EC-PJM operator to enter a customized name for additional identification purposes. The name displayed in an Input Queue window depends upon which options are selected here. Also, If the **Modify XJT Names** checkbox is selected, the selected document and sender names will be updated in the Xerox Job Ticket when the document is printed.

5. Select the **Base XJT** tab. If the document is associated with a Xerox Job Ticket, the **Base XJT** properties appear. If the document is not associated with a Xerox Job Ticket, you may add a default Xerox Job Ticket to your document.



The screenshot shows the 'Information' dialog box with the 'Base XJT' tab selected. The dialog has a title bar with a close button. Below the title bar are five tabs: 'Naming', 'Base XJT', 'Covers', 'Notes', and 'Raw XJT'. The 'Base XJT' tab is active. The dialog is divided into several sections:

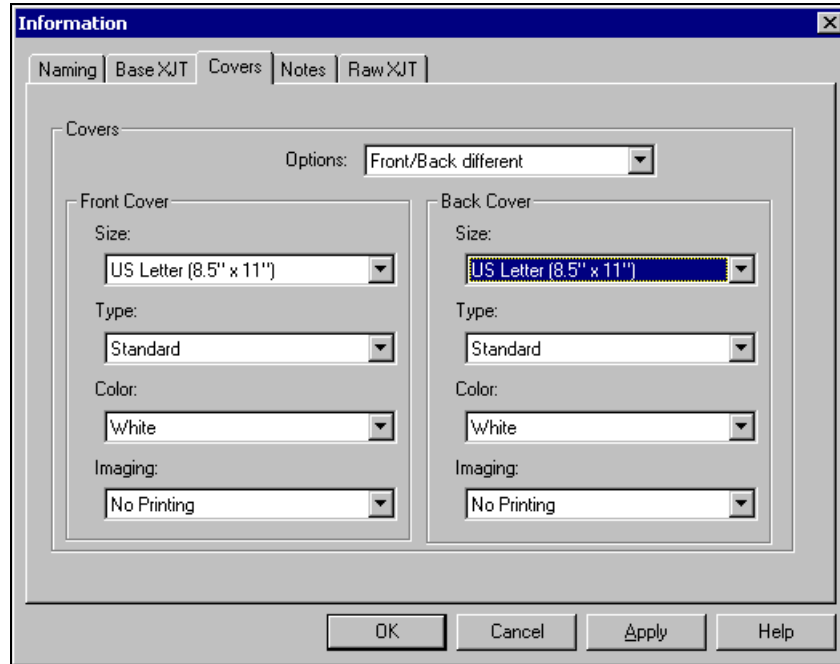
- Copy Count:** A text input field containing the number '1'.
- Paper Stock:** A group box containing:
 - Size:** A dropdown menu set to 'US Letter (8.5" x 11")'.
 - Type:** A dropdown menu set to 'Standard'.
 - Color:** A dropdown menu set to 'White'.
- Image Description:** A group box containing:
 - Sides Imaged:** A dropdown menu set to '1-Sided'.
 - Image Shift:** Two input fields for 'X' and 'Y' coordinates, both set to '0', followed by 'mm'.
 - Rotation:** A dropdown menu set to 'None'.
- Finishing:** A group box containing:
 - A dropdown menu set to 'Collated'.
 - A dropdown menu set to 'No Finishing'.

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

The **Base XJT** tab displays the **Copy Count**, **Paper Stock**, **Image Description**, and **Finishing** options for the selected document. The user may modify all fields in the **Base XJT** property page except for the **Image Shift** information.

- To save changes made to the **Base XJT** tab without closing the **Information** dialog box, click the **Apply** button.
- To save changes made to the **Base XJT** tab and close the **Information** dialog box, click the **OK** button.
- To cancel changes made to the **Base XJT** tab, click the **Cancel** button.

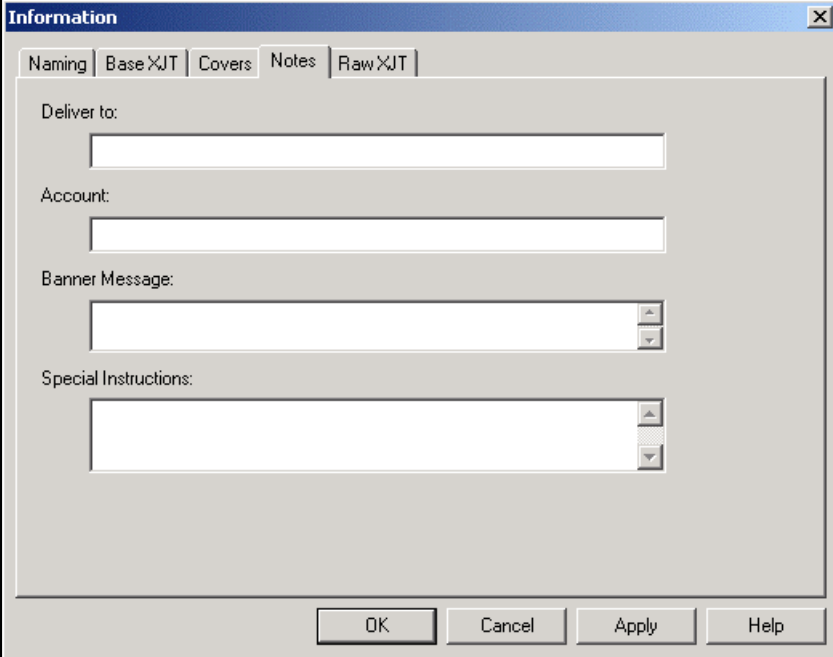
6. Select the **Covers** tab. If the document is associated with a Xerox Job Ticket, the **Covers** properties appear. If the document is not associated with a Xerox Job Ticket, you may choose to add a default Xerox Job Ticket to your document.



The **Covers** property page displays the **Size**, **Type**, **Color**, and **Imaging** information for the front and back covers of the selected document. The user may modify all fields in the **Covers** property page.

- To save changes made to **Covers** tab without closing the **Information** dialog box, click the **Apply** button.
- To save changes made to the **Covers** tab and close the **Information** dialog box, click the **OK** button.
- To cancel changes made to the **Covers** tab, click the **Cancel** button.

7. Select the **Notes** tab. If the document is associated with a Xerox Job Ticket, the **Notes** properties appear. If the document is not associated with a Xerox Job Ticket, you may choose to add a default Xerox Job Ticket to your document.

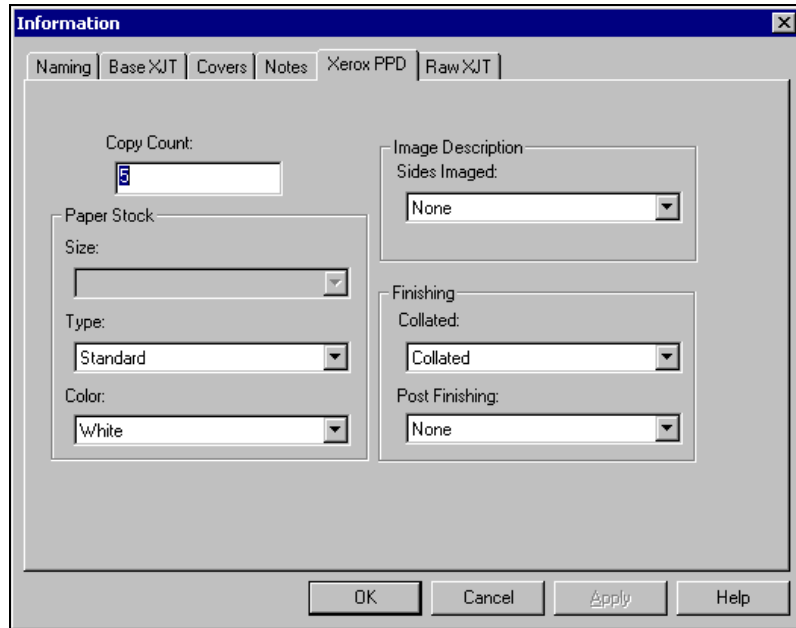


The screenshot shows a dialog box titled "Information" with a close button (X) in the top right corner. The dialog has five tabs: "Naming", "Base XJT", "Covers", "Notes", and "Raw XJT". The "Notes" tab is selected. The dialog contains four input fields: "Deliver to:" (a text box), "Account:" (a text box), "Banner Message:" (a text box with up and down arrow buttons on the right), and "Special Instructions:" (a text box with up and down arrow buttons on the right). At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

The **Notes** tab displays the **Deliver to**, **Account**, **Banner Message**, and **Special Instructions** information about the selected document. The user may modify all fields in the **Notes** tab.

- To save changes made to **Notes** tab without closing the **Information** dialog box, click the **Apply** button.
- To save changes made to the **Notes** tab and close the **Information** dialog box, click the **OK** button.
- To cancel the changes made to the **Notes** tab, click the **Cancel** button.

- Select the **Xerox PPD** tab, if one exists. The **Xerox PPD** properties appear.



The screenshot shows the 'Information' dialog box with the 'Xerox PPD' tab selected. The dialog has several tabs: 'Naming', 'Base XJT', 'Covers', 'Notes', 'Xerox PPD', and 'Raw XJT'. The 'Xerox PPD' tab contains the following fields:

- Copy Count:** A text input field containing the number '5'.
- Paper Stock:** A group box containing:
 - Size:** A dropdown menu.
 - Type:** A dropdown menu with 'Standard' selected.
 - Color:** A dropdown menu with 'White' selected.
- Image Description:** A group box containing:
 - Sides Imaged:** A dropdown menu with 'None' selected.
- Finishing:** A group box containing:
 - Collated:** A dropdown menu with 'Collated' selected.
 - Post Finishing:** A dropdown menu with 'None' selected.

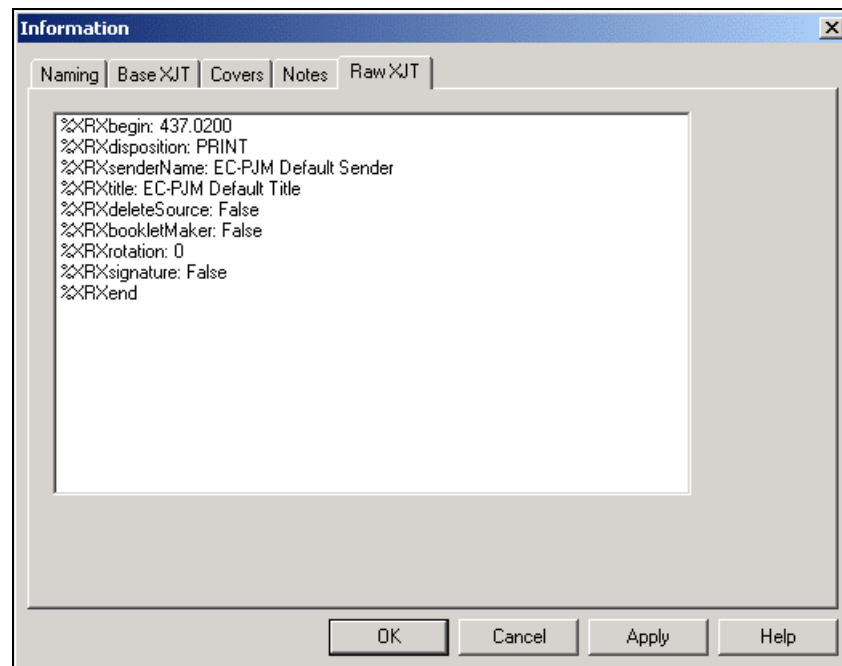
At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Job ticketing information can be embedded directly into the PostScript instructions of the document through the use of Postscript Printer Description files (PPDs). The **Xerox PPD** tab displays the **Copy Count**, **Paper Stock**, **Image Description**, and **Finishing** options for the selected document. The user may modify any available fields on the **Xerox PPD** tab.

- To save changes made to the **Xerox PPD** tab without closing the **Information** dialog box, click the **Apply** button.
- To save the changes made to the **Xerox PPD** tab and close the **Information** dialog box, click the **OK** button.
- To cancel the changes made to the **Xerox PPD** tab, click the **Cancel** button.

Note: As Xerox Job Ticket options are available for most Xerox printers, it is recommended that Xerox Job Tickets be used for editing job ticket data. A user can take advantage of DCM's PPD display and editing capabilities when Xerox Job Ticketing is not available on their printer. This feature is designed to be used specifically with the Xerox Document Centre family of printers.

8. Select the **Raw XJT** tab. If the document is associated with a Xerox Job Ticket, the **Raw XJT** tab displays all job ticketing information. This property page cannot be modified.



9. Click the **OK** or **Cancel** button to close the **Information** dialog box.

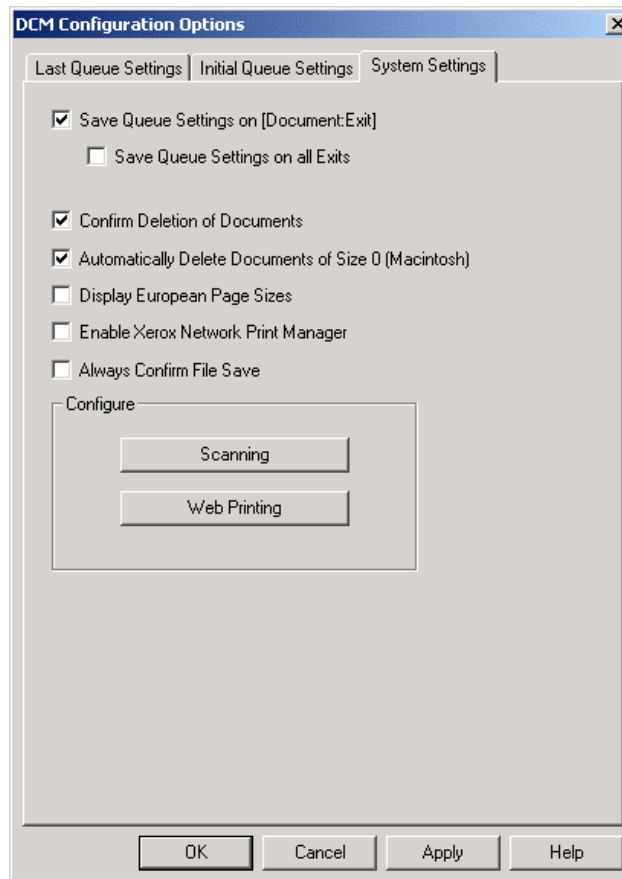
Setting DCM Configuration Options

The Document Control Manager application allows you to customize system-wide DCM settings and individual Input and Output Queue settings.

Setting DCM System Configuration Options

To view and set the DCM system-wide configuration options:

1. In the DCM application, select the **Settings** item from the **Options** menu. The **DCM Configuration Options** dialog box appears.
2. Select the **System Settings** tab. The system settings are displayed.



The following options are available on the **System Settings** tab:

- When the **Save Queue Settings on [Document: Exit]** checkbox is selected, DCM stores the window location, standard or automatic mode settings, column sort and display settings, conditional scan settings, and PDF print settings for all queues only when a user selects the **Exit** option from the **Document** menu.
- When the **Save Queue Settings on all Exits** checkbox option is selected, DCM stores the window location, automatic or standard mode settings, column sort and display settings, conditional scan settings, and PDF print settings for all queues when a user selects either the **Exit** option from the **Document** menu or clicks the close **X** button in the right-hand corner of the application window.
- If the **Confirm Deletion of Documents** checkbox is selected, a confirmation message displays when you select the **Delete** command in order to delete selected documents from an Input Queue.
- If the **Automatically Delete Documents of Size 0 (Macintosh)** checkbox is selected, DCM scans all documents in DCM Input Queues and automatically removes documents from the queue that are submitted via AppleTalk and arrive with a size of zero. **Note:** This setting is only applicable in environments where Macintosh clients submit documents to DCM Input Queues.
- If the **Display European Page Size** checkbox is selected, DCM adds European page size entries to the **Paper Stock Size** drop-down list box in the **Base XJT** tab of the **Information** dialog box.
- If the **Enable Xerox Network Print Manager** checkbox is selected, DCM can connect to the Network Print Management software.
- If the **Always Confirm File Save** checkbox is selected, a **Save As** dialog box will appear asking for file name confirmation before saving files.

- The **Configure Scanning** button invokes a dialog box allowing the user to configure the conditions which the system name of the document must meet in order for the scanned information to be displayed. These conditions are exercised when the **Conditional Scan** option is selected for an Input Queue.
- The **Configure Web Printing** button invokes a dialog box allowing you to enable Web printing and select the set of queues that will be available for printing through a Web browser. *[Configure Web Printing is a deprecated option. Though it still can be invoked, there are no guarantees on functionality or performance]*
- The **Apply** button allows you to save the changes made to **System Settings** tab without closing the **DCM Configuration Options** dialog box.
- The **OK** button allows you to save the changes made to **System Settings** tab and close the **DCM Configuration Options** dialog box.
- The **Cancel** button allows you to cancel changes made to **System Settings** tab.

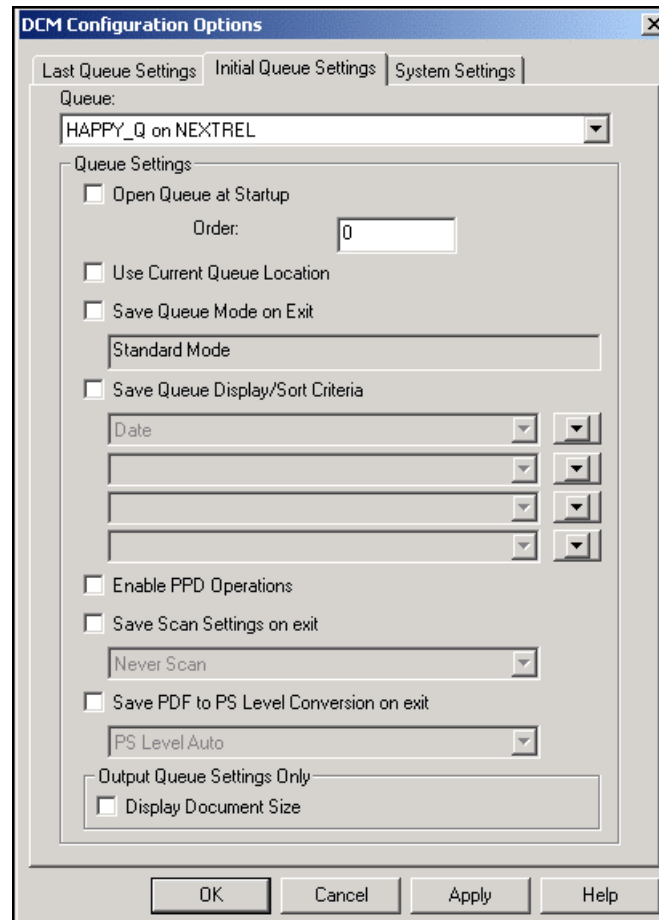
Setting DCM Initial Queue Configuration Options

To set individual Input and Output Queue states at DCM startup, you can use the **Initial Queue Settings** tab on the **DCM Configuration Options** dialog box.

To view and set initial queue configuration options:

1. In the DCM application, select the **Settings** item from the **Options** menu. The **DCM Configuration Options** dialog box appears.
2. Select the **Initial Queue Settings** tab. The DCM initial queue settings are displayed.

3. Select the queue you would like to configure from the **Queue** drop-down list box. The dialog box is updated to reflect the settings for the selected queue.



The following options are available on the **Initial Queue Settings** tab.

- If the **Open Queue at Startup** checkbox is selected, DCM automatically opens the selected queue window at startup of the application. You can enter a numeric value in the **Order** text box to represent the order in which the queue windows are opened in relation to other queue windows.
- If the **Use Current Queue Location** checkbox is selected, the queue is restored in the queue's currently opened location. If deselected, the queue is restored in the default location. If grayed and checked, the queue is restored in the queue's previous initial location.
- If the **Save Queue Mode on Exit** checkbox is selected, DCM restores the selected queue in the current mode of the queue. If deselected, the queue is restored in standard mode. If grayed and checked, the queue is restored in the previous initial mode of the queue. The actual mode setting for each option is displayed in the text box below the **Save Queue Mode on Exit** checkbox.
- If the **Save Queue Display/Sort Criteria** checkbox is selected, DCM restores the queue display/sort order in the queue's current sort order. If deselected, the queue display/sort order is restored in the default sort order. If grayed and checked, the queue display/sort order is restored in the queue's previous initial sort order. The actual display/sort order setting for each option is displayed in the text boxes below the **Save Queue Display/Sort Criteria** checkbox.
- If the **Enable PPD Operations** checkbox is selected, a **Xerox PPD** tab will be displayed in the **Information** dialog box, allowing the user to apply ticketing options to a document. This option is only recommended for use with the Xerox Document Centre family. **Note:** For further information, refer to the *Viewing Document Information* section.

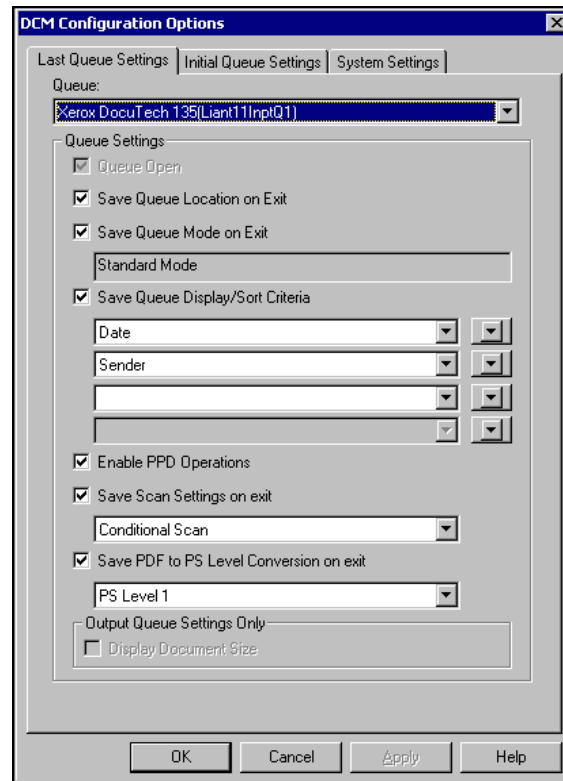
- If the **Save Scan Settings on exit** checkbox is selected, DCM restores the queue scan setting to the current scan setting of the queue. If deselected, the queue scan setting is restored to Never Scan. If grayed and checked, the queue scan setting is restored to the previous initial scan setting of the queue. The actual scan setting for each option (Always, Conditional, or Never) is displayed in the text box below the **Save Scan Settings on exit** checkbox.
- If the **Save PDF to PS Level Conversion on exit** checkbox is selected, DCM restores the queue's PS level conversion to the current PS level conversion of the queue. If deselected, the queue PS level conversion is restored to Postscript Level Automatic. If grayed and checked, the queue PS level conversion is restored to the previous initial PS level conversion of the queue. The actual PS level conversion for each option (Postscript Level 1, Postscript Level 2, Postscript Level 3, or Postscript Level Auto) is displayed in the text box below the **Save PDF to PS Level Conversion on exit** checkbox.
- If the **Display Document Size** checkbox is selected within the **Output Queue Settings Only** section, DCM displays the size of all documents displayed in an Output Queue. This selection may cause the DCM application to run slower when Output Queues are viewed.
- Click the **Apply** button to save the changes made to the **Initial Queue Settings** tab without closing the **DCM Configuration Options** dialog box.
- Click the **OK** button to save changes made to the **Initial Queue Settings** tab and close the **DCM Configurations Options** dialog box.
- Click the **Cancel** button to cancel changes made to the **Initial Queue Settings** tab.

Setting DCM Last Queue Configuration Options

To set individual Input and Output Queue states while running the DCM application, you can use the **Last Queue Settings** tab on the **DCM Configuration Options** dialog box.

To view and set last queue configuration options:

1. In the DCM application, select the **Settings** item from the **Options** menu. The **DCM Configuration Options** dialog box appears.
2. Select the **Last Queue Settings** tab. The DCM last queue settings are displayed.
3. Select the queue you would like to configure from the **Queue** drop-down list box. The tab is updated to reflect the settings for the selected queue.



The following options are available on the **Last Queue Settings** tab.

- If the **Queue Open** checkbox is selected, the selected queue window is currently open. You cannot modify this setting.
- If the **Save Queue Location on Exit** checkbox is selected, DCM stores the location of the selected queue window upon closing the queue window.
- If the **Save Queue Mode on Exit** checkbox is selected, DCM stores the automatic or standard queue mode of the selected queue upon closing the queue window. The actual mode setting for the selected queue is displayed in the text box below the **Save Queue Mode on Exit** checkbox.
- If the **Save Queue Display/Sort Criteria** checkbox is selected, DCM stores the queue display/sort order in the queue's current sort order. The drop-down boxes located below the **Save Queue Display/Sort Criteria** checkbox display the current sort order beginning with the top field. Use these drop-down boxes to modify the sort order for the selected queue. Use the arrow keys located next to the drop-down field options to indicate ascending or descending sort for the selected field.
- If the **Enable PPD Operations** checkbox is selected, a **Xerox PPD** tab will be displayed in the **Information** dialog box allowing the user to apply ticketing options to a document. This option is only recommended for use with the Xerox Document Centre family. **Note:** For further information, refer to the *Viewing Document Information* section.
- If the **Save Scan Settings on exit** checkbox is selected, DCM stores the queue scan setting for the current scan setting of the queue. The actual scan setting for each option (Always, Conditional, or Never) is displayed in the text box below the **Save Scan Settings on exit** checkbox to modify the scan setting for the selected queue. Use these checkboxes to modify the scan settings.

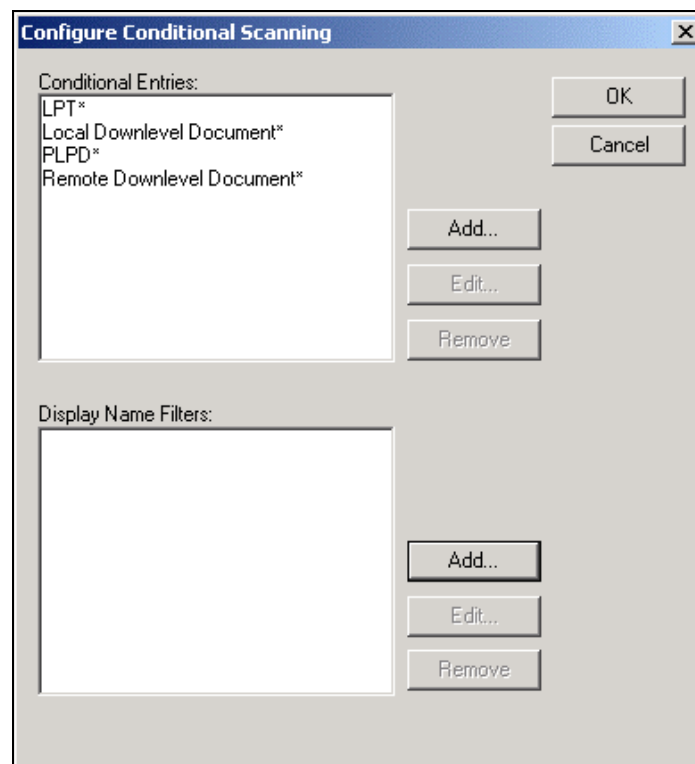
- If the **Save PDF to PS Level Conversion on exit** checkbox is selected, DCM stores the queue's PS level conversion as the current PS level conversion of the queue. The actual PS level conversion for each option (Postscript Level 1, Postscript Level 2, Postscript Level 3, or Postscript Level Auto) is displayed in the text box below the **Save PDF to PS Level Conversion on exit** checkbox. Use these drop-down list boxes to modify the PS Level Conversion setting for the selected queue.
- If the **Display Document Size** checkbox is selected within the **Output Queue Settings Only** section, DCM displays the size of all documents displayed in an Output Queue. This selection may cause the DCM application to run slower when Output Queues are viewed.
- Click the **Apply** button to save the changes made to the **Last Queue Settings** tab without closing the **DCM Configuration Options** dialog box.
- Click the **OK** button to save changes made to the **Last Queue Settings** tab and close the **DCM Configurations Options** dialog box.
- Click the **Cancel** button to cancel changes made to the **Last Queue Settings** tab.

Configuring Scanning of Document Names

The Document Control Manager application allows you to construct a list of conditional entries and filters that can be used to determine whether scanned information is displayed when the Conditional Scan option is selected.

To create the conditional entries:

1. From the **Options** menu, select the **Settings** item. The **DCM Configuration Options** dialog box appears.
2. Select the **System Settings** tab.
3. Click the **Configure Scanning** button. The **Configure Conditional Scanning** dialog box appears.



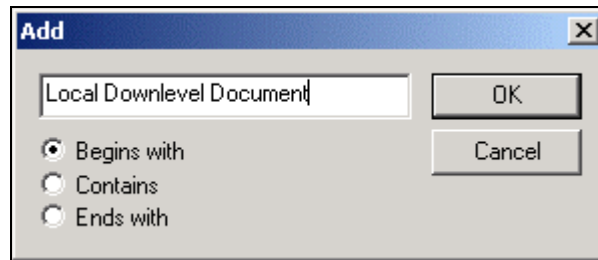
The **Conditional Entries** list box contains a list of entries, which will be matched against the system name of the document when a document is placed in an Input Queue and the Conditional Scan option is selected. If the system name matches any of the conditional entries, where an asterisk represents a wildcard comparison, the scanned information is displayed in the Input Queue.

The **Display Name Filters** list box contains a list of entries, which will be matched against the system name of the document when a document is placed in an Input Queue and the Conditional Scan option is selected. If the system name begins with any display name filter entries, the display name filter portion of the system name is replaced with the text that follows the arrow of the display name filter.

Adding a Conditional Entry

To add a new conditional entry:

1. Click the **Add** button. The **Add** dialog box appears.



2. Enter the new entry in the text box. Type the entry in exactly as it appears in the Input Queue, paying attention to case and spaces.
3. Select either the **Begins with**, **Contains**, or **Ends with** option to set the condition.
4. Click the **OK** button. The new entry appears in the **Conditional Entries** list box.

Editing a Conditional Entry

To edit an existing conditional entry:

1. Select the entry in the **Conditional Entries** list box.
2. Click the **Edit** button.
3. Edit the entry in the text box as desired.
4. Select the appropriate radio button to modify the condition.
5. Click the **OK** button. The modified entry is updated in the **Conditional Entries** list box.

Removing a Conditional Entry

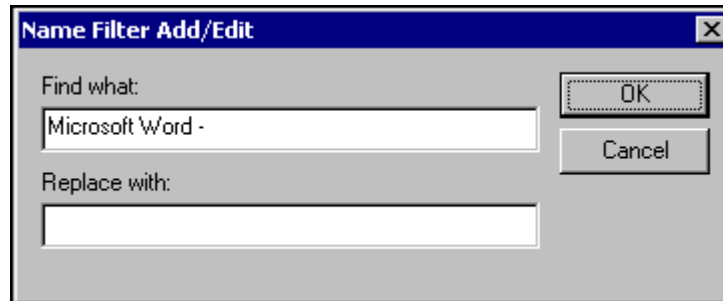
To remove an entry from the **Conditional Entry** box:

1. Select the entry in the **Conditional Entries** list box.
2. Click the **Remove** button.

Adding a Display Name Filter

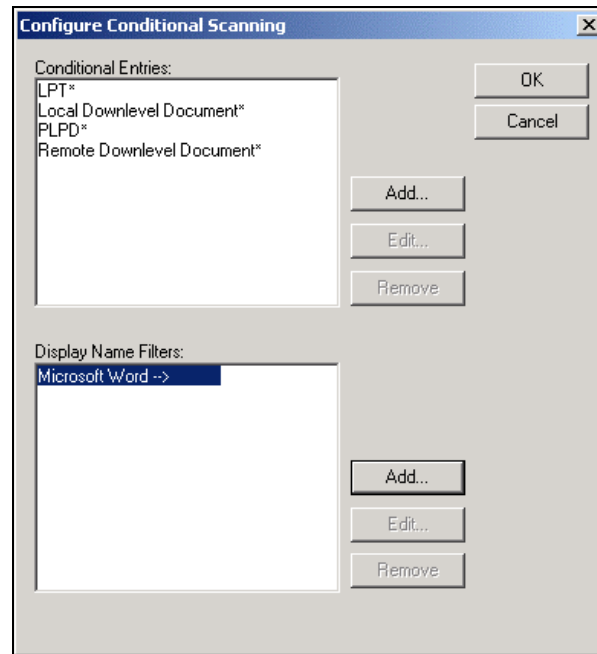
To add a new display name filter to the **Display Name Filters** list box:

1. Click the **Add** button. The **Name Filter Add/Edit** dialog appears.



2. Enter a filter such as Microsoft Word in the **Find What** text box. Leaving the **Replace with** text box blank will remove "Microsoft Word -" from the document name.
3. Enter the text that will replace the filter in the **Replace With** field.

4. Click the **OK** button. The new filter appears in the **Display Name Filters** list box.



Editing a Display Name Filter

To edit an existing display name filter:

1. Select the entry from the **Display Name Filters** list box.
2. Click the **Edit** button. The **Name Filter Add/Edit** dialog box appears.
3. In the **Find What** and **Replace With** text boxes, edit the entries as desired.
4. Click the **OK** button.

Removing a Display Name Filter

To remove a display name filter:

1. Select the entry from the **Display Name Filters** list box.
2. Click the **Remove** button.
3. Close all open dialog boxes.

Converting Documents from PDF to PostScript

The DCM application allows you to submit Adobe Acrobat's Portable Document Format (PDF) into an Input Queue for conversion to PostScript prior to sending the document to the Xerox production printers. This feature allows clients to place PDF documents in a well-known directory for printing from the EC-PJM without requiring the client or EC-PJM user to view the PDF document in Acrobat Reader prior to performing the print operation.

The PDF to PostScript conversion of documents uses a Xerox supplied Acrobat Reader Plug-In. This plug-in requires Acrobat Reader to be running in order to complete the PDF to PostScript conversion of documents.

To submit documents for PDF to PostScript conversion:

1. Place the PDF documents in an Input Queue.
2. Select the **Move** or **Copy** options from the **Document** menu to move or copy the documents to another Input Queue or Output Queue. The PDF document will be converted to PostScript prior to placing the document in the desired queue.

Note: If you try to copy or move the PDF document when Acrobat Reader is not running, a dialog box will appear informing you that the Document Control Manager was unable to connect to Acrobat Reader. You should then verify that Acrobat Reader is running. If it is not running, start the application and click the **Retry** button. If Acrobat Reader is running, select the **About Plug-Ins** option from the **Help** menu in Acrobat Reader. A cascading menu appears displaying the plug-ins currently available on the system. Verify that the **DCM PDF Printing** plug-in is displayed in the menu and click the **Retry** button. If it is not listed, contact your Xerox service representative.

PDF documents may be converted to various PostScript levels based upon the current PostScript settings configured in the **Options** dialog box.

The user may set the conversion level to PostScript Level 1, PostScript Level 2, PostScript Level 3, or Auto PostScript Level. Auto PostScript Level will output either PostScript Level 1 or PostScript Level 2 based on the selected Output Queue's capability. If an Output Queue supports PostScript Level 3 printing, the PDF is submitted directly to the Output Queue without PDF to PostScript conversion.

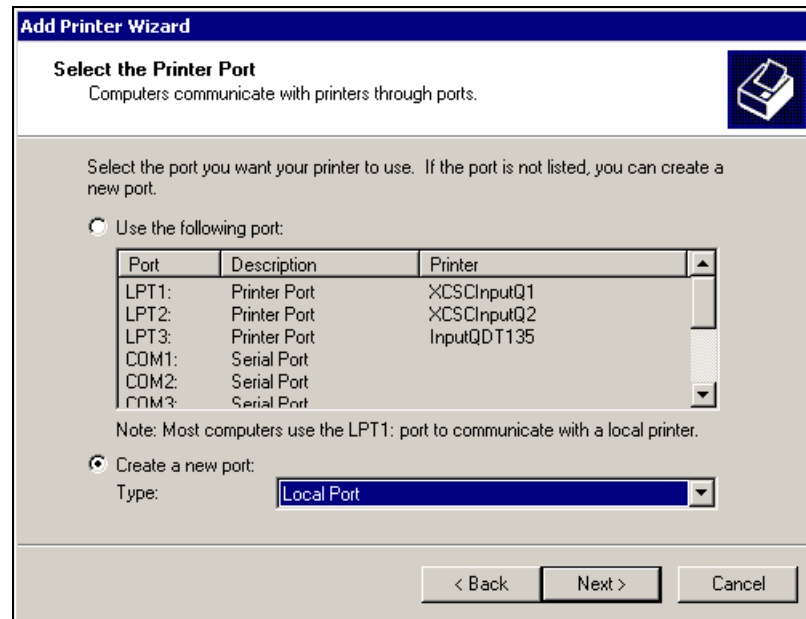
Configuring EC-PJM to Print PDFs with Prepended Xerox Job Tickets

When using the Document Control Manager to print PDF files with prepended Xerox Job Tickets, a special print queue is required in order to retain the Xerox Job Ticket.

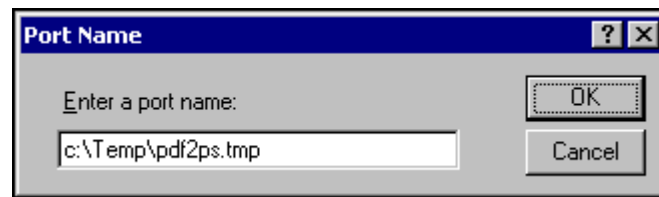
To create a print queue for ticketed PDFs:

1. Click the **Start** button and select **Settings/Printers**. A **Printers** dialog box appears.
2. Double-click the **Add Printer** icon. An **Add Printer Wizard** appears.
3. Click the **Next** button. The **Local or Network** dialog box appears.
4. Select the **Local printer** radio button.
5. Deselect the **Automatically detect and install my Plug and Play printer** checkbox.

- Click the **Next** button. A **Select the Printer Port** dialog box appears.



- Select the **Create a new port** radio button and select the **Local Port** option from the **Type** drop-down list box.
- Click the **Next** button. A **Port Name** dialog box appears.



- In the **Enter a port name** text box, enter **C:\Temp\pdf2ps.tmp** as it is assumed that "C:\Temp" is the directory where the system stores temporary files.
- Click the **OK** button. The **Add Printer Wizard** dialog box appears.

11. Select the **Xerox** option from the **Manufacturers** list box. The **Printers** list is automatically updated with the printer models available for the Xerox manufacturer.
12. Select the desired printer model for this queue.
13. Click the **Next** button. A **Name Your Printer** dialog box appears.
14. In the **Printer name** text box, enter **DCM PDF-PS**. **Note:** If you have already created a DCM Output Queue, you will be asked: **Do you want your Windows-based programs to use this printer as the default?** Select the **No** option.
15. Click the **Next** button. A **Printer Sharing** dialog box appears.
16. Select the **Do not share this printer** option.
17. Click the **Next** button. A **Print Test Page** dialog box appears.
18. Select the **Yes** radio button to print a test document and verify that the file **C:\temp\pdf2ps.tmp** now exists.
19. Click the **Next** button. A **Completing the Add Printer Wizard** dialog box appears.
20. Click the **Finish** button.

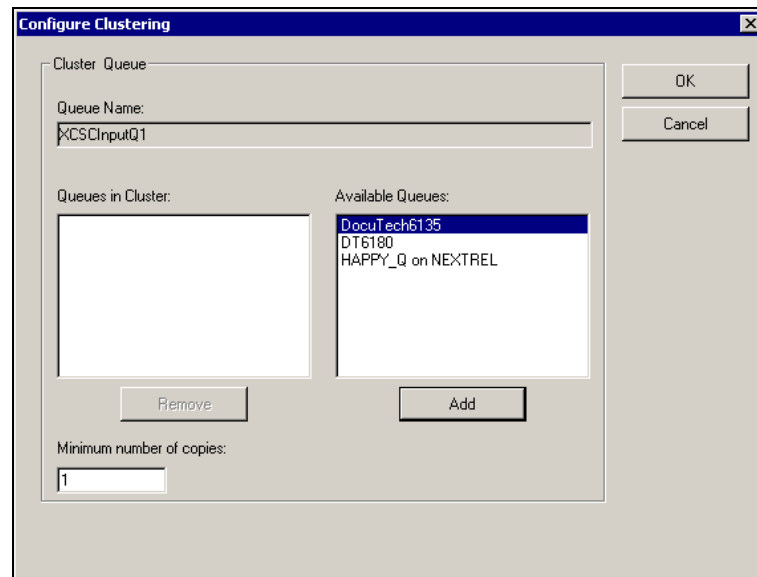
Cluster Printing

Cluster printing allows the EC-PJM to act as a front-end system that drives multiple printers so they essentially operate as a single output device, instead of relying on just one output device for mission-critical high-volume processing.

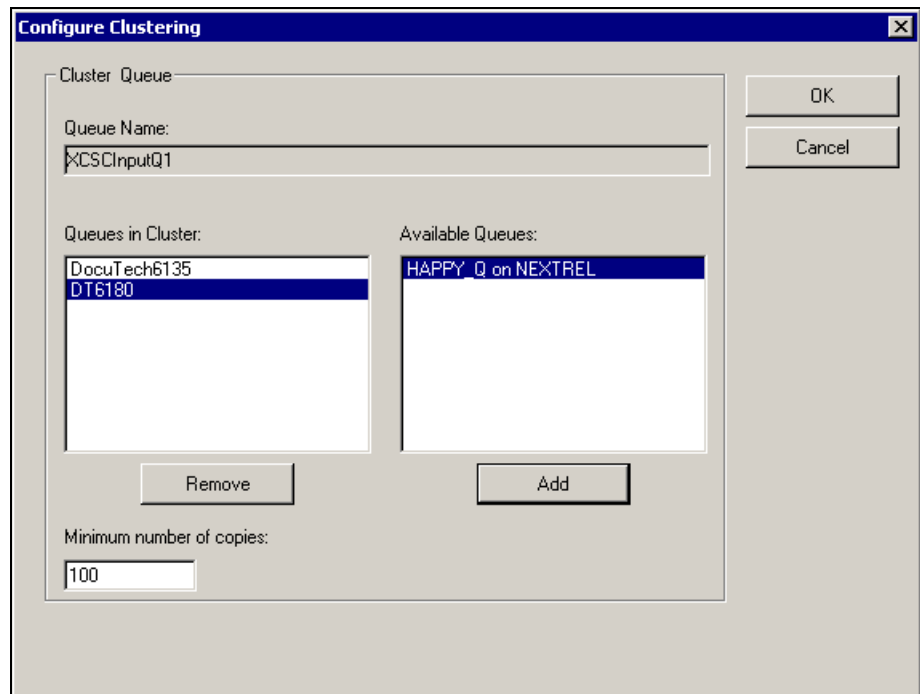
The EC-PJM operator can configure Input Queues to automatically distribute and forward jobs to multiple printers. Jobs can be divided and routed to several printers to maximize production levels, or can be distributed among the printers based on the printers' capabilities.

To set cluster printing:

1. Select the desired Input Queue.
2. From the **Options** menu, select **Cluster Mode**. A **Configure Clustering** dialog box appears.



3. Select each of the queues to be included in the cluster from the **Available Queues** list and click the **Add** button. The selected queues are added to the cluster.
4. In the **Minimum number of copies** text box, enter the minimum number of copies to be sent to each printer. In no case will the job be forwarded to any queue in the cluster with less than the minimum number of copies specified. For example, if you have a 500-copy job and you printed it to the following cluster, 250 copies would be sent to the DocuTech6135 and 250 copies would be sent to the DT6180. If you have a 150-copy job, all 150 copies would be forwarded to the first Output Queue listed in the cluster.



5. Click the **OK** button.

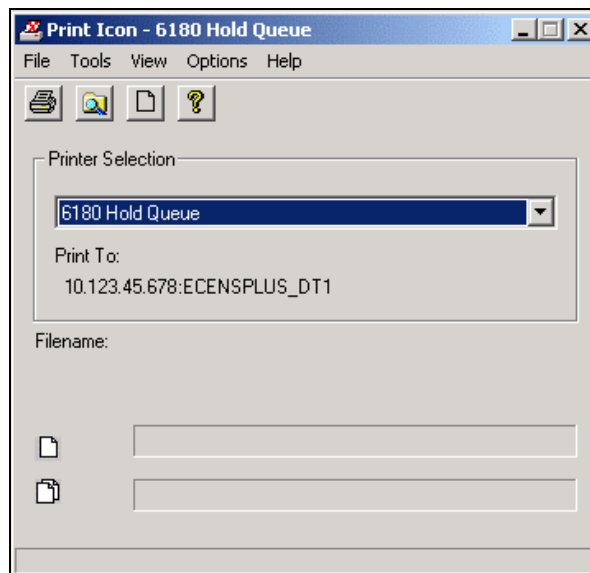
5. The Print Icon Application

The Print Icon application enables you to forward one or more documents to any queue identified on the EC-PJM workstation. The Print Icon application is installed by default onto the EC-PJM workstation during the EC-PJM installation. In addition, the Print Icon application may be installed on any Windows 2000 workstation.

Note: To install the Print Icon application on a Windows 2000 workstation, refer to the *Extended Connectivity Print Job Manager Installation Guide*.

To start the Print Icon application:

- On the taskbar, click the **Start** button, and select **Programs/EC-PJM Tools/PrintIcon**. The **Print Icon** main application window appears.







The Print Icon Menu and Toolbar Commands

The following tables describe the menu and toolbar functions available in the Print Icon application.

The Print Icon Menu Items

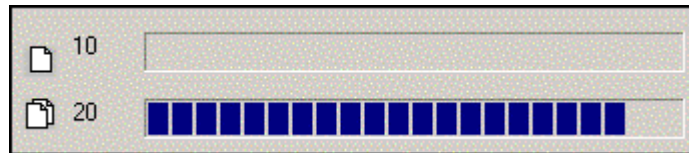
Menu	Menu Option	Function
File	Close	Closes the Print Icon application.
Tools	Connect to Printer	Allows users to connect to an existing network printer by using the Add Printer Wizard .
Tools	Windows Explorer	Launches the Windows Explorer application from within the Print Icon application, providing the user an easy way to select documents for print submission.
View	Toolbar	Displays or hides the toolbar.
View	Status Bar	Displays or hides the status bar.
Options	Set as selected printer	Saves the current printer selection as the default printer for subsequent use of the Print Icon application. A checkmark appears next to this option when the current printer selection is set as the selected printer.
Options	Display document drop confirmation dialog	By selecting this option, Print Icon displays a confirmation message verifying the operation when you drop documents onto an open Print Icon application.
Options	Document Types	Displays a dialog box allowing the user to select from a pre-defined list of document types that are acceptable for the drag-and-drop operations of the Print Icon application.
Options	Restore Options Settings	Automatically restores the defaults for all settings.
Help	Contents	Displays the contents of the Print Icon help system, step-by-step instructions for using Print Icon, and reference information.
Help	About Print Icon	Displays version and copyright information about the Print Icon application.


The Print Icon Toolbar Buttons


Toolbar Button	Toolbar Option	Function
	Connect to printer	Allows users to connect to an existing network printer by using the Add Printer Wizard .
	Windows Explorer	Launches the Windows Explorer application from within the Print Icon application providing the user an easy way to select documents for print submission.
	Document Types	Displays a dialog box allowing the user to select from a pre-defined list of document types that are acceptable for the drag-and-drop operations of the Print Icon application.
	Help Contents	Displays the contents of the Print Icon help system, step-by-step instructions for using Print Icon, and reference information.

The Print Icon Progress Bars

The Print Icon application window contains two progress bars located near the bottom of the window. These progress bars indicate the processing status of documents dropped onto the Print Icon application.



The top progress bar, represented by the single page icon , displays the status of the document currently being processed. The document name is also displayed along with the document's progress.

The bottom progress bar, represented by the multiple page icon , displays the status of the processing for an entire set of documents dropped onto the Print Icon application.

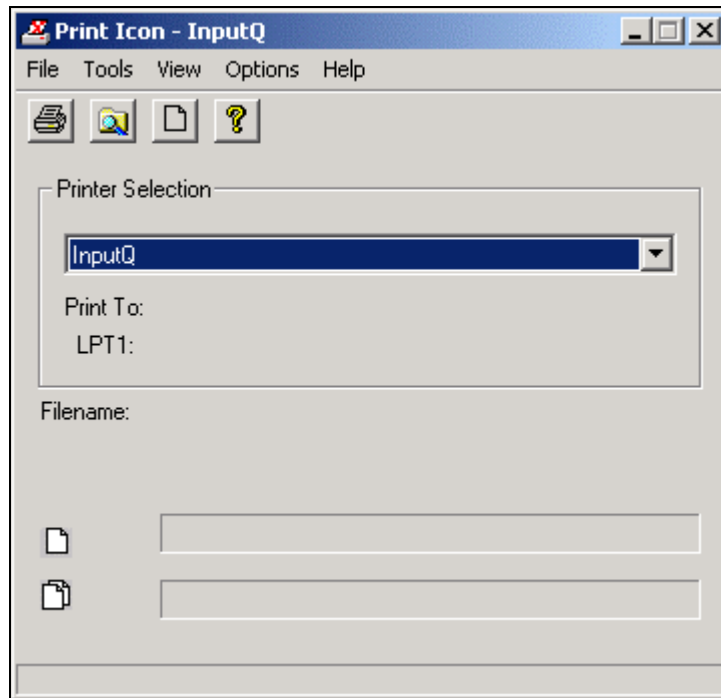
Numeric values are also displayed next to the progress bar icons. These values represent which document, from the entire set of documents, is currently being processed. For example, the top progress bar's numeric value display of 10 and the bottom progress bar's numeric value display of 20 indicates that the 10th document out of 20 is currently being processed.

Selecting a Printer or Queue


The main function of the Print Icon application is to allow PDL and PDF files to be submitted to a selected printer or Input Queue.

To select the desired printer or Input Queue:

- From the **Printer Selection** drop-down list box, select the appropriate printer. All printers available in your system appear in the drop-down list box.



The printer name is also displayed in the title bar of the Print Icon application. Along with the printer name, the **Print To** setting is displayed below the **Printer Selection** drop-down list box. The **Print To** name specifies the destination for the printer output, such as LPT1, COM1, or FILE.

Note: If the desired printer or Input Queue does not appear in the **Printer Selection** drop-down list, click the **Connect to printer**  button to display the **Add Printer Wizard**.

Copying Files to the Print Icon Application

To copy files to the Print Icon application, users may select documents using the **Windows Explorer** or **My Computer** applications.

You may copy files onto the Print Icon application when the application is either minimized or maximized. If the Print Icon application is minimized, it appears on the Windows taskbar. When dropping files onto a minimized Print Icon application, you must hold the mouse over the taskbar until the Print Icon application window is displayed. You can then drag and drop the files onto the maximized Print Icon application window.

You may also copy files onto a desktop shortcut that references the Print Icon application. When files are dropped onto the Print Icon shortcut, the Print Icon application automatically launches and processes the files.

More than one Print Icon application may be active at any time. This allows operators to manage their print production environment by placing documents on multiple printers or Input Queues for future printing.

To copy files from the Windows Explorer or My Computer applications to the Print Icon application:

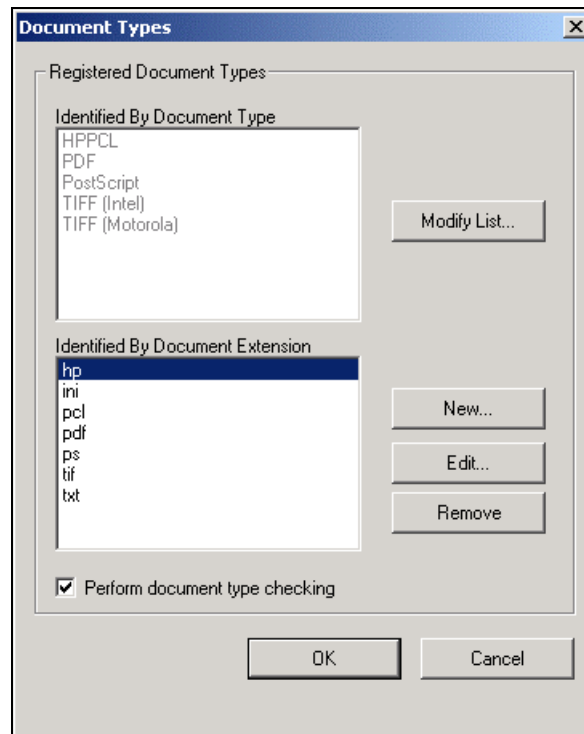
1. Open the **Windows Explorer** or **My Computer** application.
2. Select the files you would like to copy to the **Print Icon** application.
Note: To select all files in a window, choose the **Select All** option from the **Edit** menu.
3. Hold down the left mouse button, drag the highlighted documents, and drop them onto the Print Icon application.
4. Once the files are placed on the **Print Icon** application, release the left mouse button. A system beep confirms that the **Print Icon** application has successfully placed your documents into the currently selected printer or Input Queue.

Customizing Document Types

The Print Icon application allows the user to customize a list of registered document types that are acceptable for the drag-and-drop submission of documents. A document type may be defined by selecting one of several pre-defined document types that the Print Icon application can identify, such as Postscript or HPPCL. You may also define a document type by selecting a document's extension, such as .ps or .pcl.

To customize document types:

- From the **Options** menu, select the **Document Types** option. The **Document Types** dialog appears.



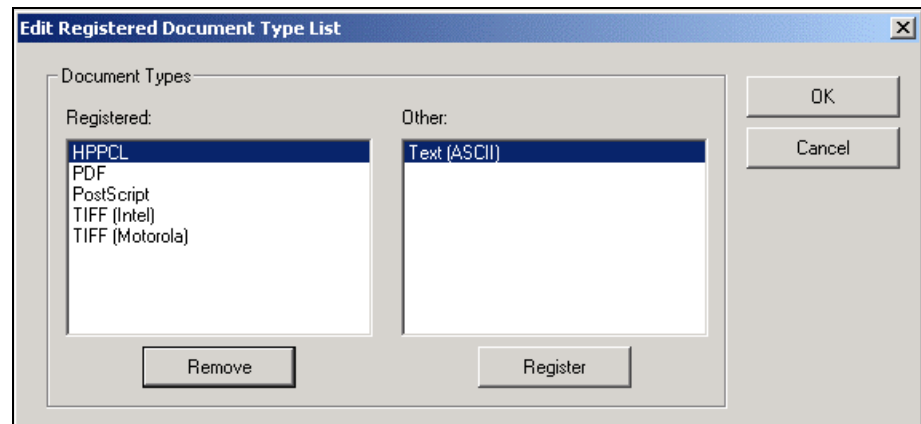
The **Registered Document Types** section contains two separate lists of registered document types. The first list box, **Identified By Document Type**, displays a list of pre-defined document types that are acceptable for submission to the Print Icon application. The second list box, **Identified By Document Extension**, displays a list of document extensions that are used to determine if a document is acceptable for submission to the Print Icon application.

The **Perform document type checking** checkbox, when selected, confirms that all documents submitted to the currently selected printer or Input Queue are included in the list of registered document types, either by document type or document extension. If a submitted document is not a registered document type or document extension, a message box displays stating that the document is not an acceptable document type. You can then select **Yes** to continue submission of this document or **No** to cancel the operation.

Modifying the List of Acceptable Document Types

To modify the list of acceptable document types displayed in the **Identified by Document Type** list box:

1. Click the **Modify List** button. The **Edit Registered Document Type List** dialog box appears.



2. Do one of the following:
 - To add a document type to the **Registered** document list, select the desired document type in the **Other** list box and click the **Register** button. The selected document type appears in the **Registered** list box.
 - To remove a document type from the **Registered** document list, select the desired document type in the **Registered** list box and click the **Remove** button. The selected document appears in the **Other** list box.

3. Click the **OK** button. The document types are added to or removed from the **Identified By Document Type** list.

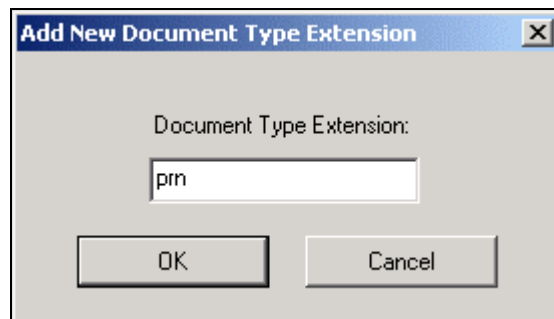
Note: A user may only register document types from the pre-defined list of document types known to the Print Icon application. To register document types not found in the list, refer to the section *Modifying the List of Acceptable Document Extensions*.

Modifying the List of Acceptable Document Extensions

A user may modify the list of acceptable file extensions displayed in the **Identified By Document Extension** list box, by either adding a new document extension, editing an existing extension, or removing an existing extension.

To add a new document extension to the registered document list:

1. Click the **New** button. The **Add New Document Type Extension** dialog box appears.



2. Enter the new document type extension, such as **prn**, in the **Document Type Extension** text box.
3. Click the **OK** button. The registered document type extension is added to the **Identified By Document Extension** list.

To edit an existing document type extension in the registered document list:

1. Click the **Edit** button. The **Edit Document Type Extension** dialog box appears.
2. In the **Document Type Extension** text box, edit the document type extension as desired.
3. Click the **OK** button. The modified document type extension is updated in the **Identified By Document Extension** list.

To remove a document extension from the registered document list:

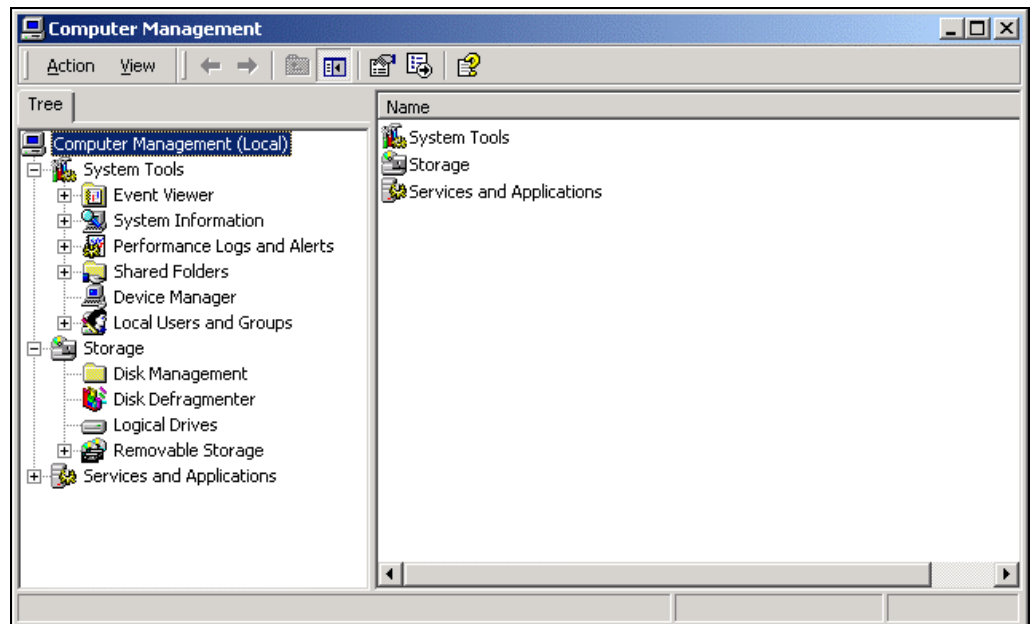
1. Select the desired document type extension from the **Identified by Document Extension** list box.
2. Click the **Remove** button. A dialog box appears to confirm the operation.
3. Click the **Yes** button to remove the selected document type extension.
4. Close all open dialog boxes.

Appendix A. Creating EC-PJM Account Privileges

The following procedure describes how to create the appropriate level of access for an Administrator account. You may follow this procedure for the other user accounts in order to assign appropriate rights. Use the following privilege level table for guidance.

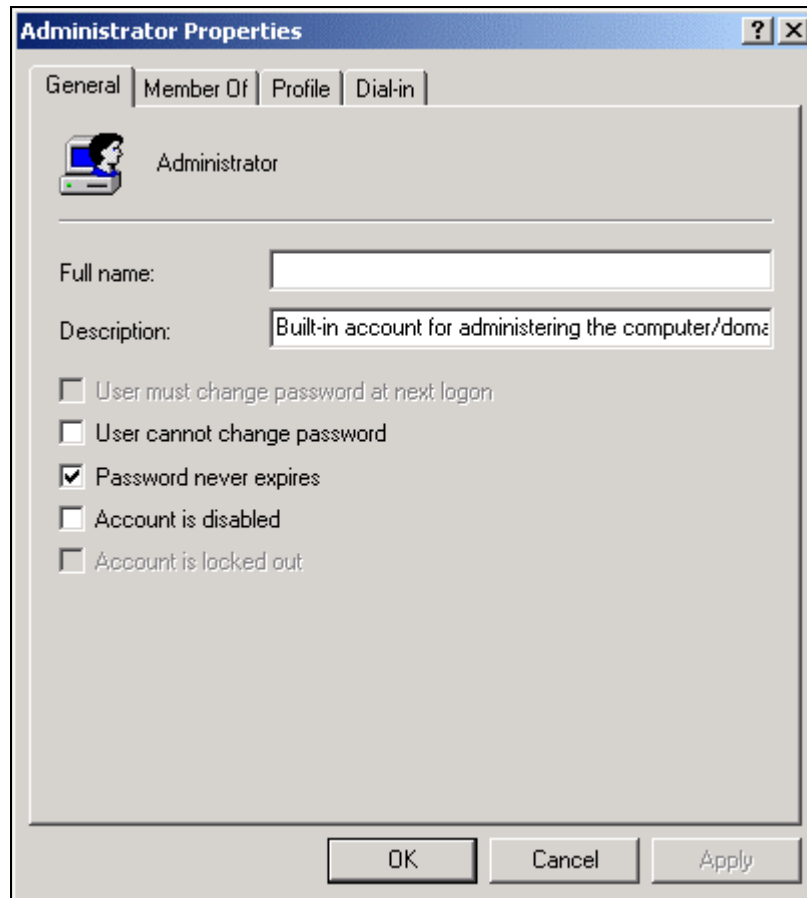
EC-PJM Account	Level of Access
Administrator	Administrator
Supervisor	Power User
<EC-PJM User >	Power User
Guest	User

1. On the taskbar, click the **Start** button and select **Programs/Administrative Tools/Computer Management**. A **Computer Management** dialog box appears.



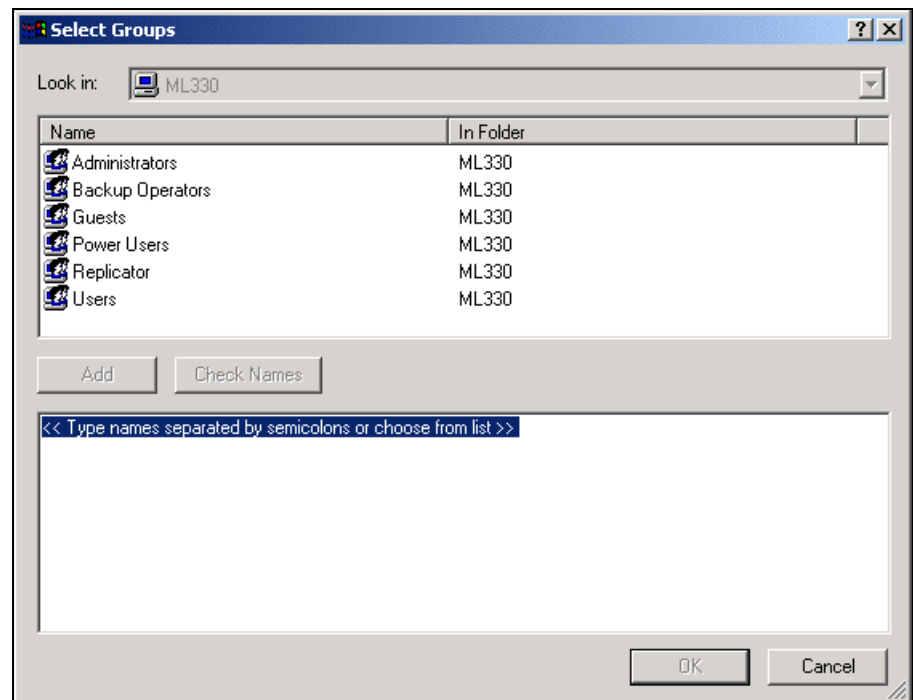
2. Expand the **Local Users and Groups** icon under the **System Tools** heading.

3. Select the **Users** folder and double-click the **Administrator** name. An **Administrator Properties** dialog box appears.



4. Select the **Member Of** tab.

5. If the appropriate level of access is not displayed, click the **Add** button. The **Select Groups** dialog box appears.



6. Select the appropriate group in the **Name** list and click the **Add** button.
7. Click **OK** to return to the **Administrator Properties** dialog box.
8. Click **OK** to return to the **Computer Management** dialog box.
9. Close the **Computer Management** dialog box.

Appendix B. Sample Xerox Job Ticket

Using the Document Control Manager (DCM) application, users are able to print Xerox Job Ticket information for a document. The following displays a sample Xerox Job Ticket.

Job Ticket Information For: 70131704.doc

EC-PJM Naming Information

Document Names:

-> System: 70131704.doc

PDL:

XJT: EC-PJM Default Title

User:

Sender Names:

-> System: tbusmire

PDL:

XJT: EC-PJM Default Sender

User:

Modify XJT Names: Checked

Job name:

EC-PJM Default Title

From:

EC-PJM Default Sender

To:

Account number:

Copies	Imaging	Stock	
3	2-Sided US Letter (8.5" x 11")	White Standard	
Finishing	Job type	X Shift	Y Shift
Collated	Standard	None	None
Bound			
No Rotation			

Covers:

Front cover Print on Side 1 US Letter (8.5" x 11") Blue Standard

Back cover Print on Side 2 US Letter (8.5" x 11") Blue Standard

Appendix C. Virus Protection Recommendations

Xerox takes special precautions to ensure the EC-PJM system is shipped free from computer virus contamination. We recommend that you invest in a virus detection software application to continue to protect your EC-PJM system from viruses.

Computer viruses are best detected by virus detection and control application software that is accepted by the PC industry. Some of the virus detection and control applications available to, and widely used by, the PC industry include:

- Norton Anti-Virus by Symantec
- McAfee VirusScan by Network Associates, Inc.

To ensure maximum protection from new viruses, update or upgrade your virus detection software regularly.

We recommend that you adhere to the following guidelines to keep your EC-PJM system free of viruses:

- Regularly (at least weekly) run virus protection software on the EC-PJM server.
- If a virus is detected on the EC-PJM server, do not remove the virus. Instead, cancel the virus detection application, backup important user files including pending or saved documents. Rerun the virus protection software and repair/remove any detected viruses.