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# Xerox<sup>®</sup> Wide Format FreeFlow<sup>™</sup> Accxes<sup>®</sup> Submit User Guide

FreeFlow<sup>™</sup> Accxes<sup>®</sup> Submit



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# Introduction

## FreeFlow™ Accxes® Submit

Xerox Wide Format FreeFlow Accxes Submit is part of the Xerox Wide Format FreeFlow Accxes Productivity Tools suite of software.

Accxes Submit is license-free Windows client software used to submit printable file formats to FreeFlow Accxes Control software.

Accxes Submit can also be used as an alternative to Accxes Client Tools for print job submission to Accxes-based printers.

Files submitted using the Accxes Submit client software must be in a print ready format that is supported by either FreeFlow Accxes Control and/or Accxes-based printers. For a list of supported file formats see either the Accxes Control User Guide, or the Accxes Controller specification sales sheet.

## Key Features

- Easy to set-up and use application for submitting printable file formats without the need to process files on the client PC.
- Load printable files into the software by drag and drop.
- Save print sets.
- Automatic installation of Print Modes and Finishing options from Accxes Control and Accxes-based printers.
- Simple menu navigation to change size, copy count, etc.

## System Requirements

The Xerox® Wide Format FreeFlow™ Accxes® Submit software requires the following minimum PC specification to function correctly.

- Min 2.0Ghz Processor, 2Gb RAM, 5Gb available disk space.
- Windows XP, Windows 7, 32bit and 64bit – with latest service packs.

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# Installation

# 1

## Before you start

Download the latest FreeFlow Accxes Submit installation kit from:

<http://downloads.xwfsolutions.com/ffapt/Install%20Kits/>

Administrator permissions are required to install this software.

## Installation Procedure

1. Double-click the Accxes Submit Setup.exe file to begin the installation.
2. Click [Next] to continue the installation.  
Review the Software End User License Agreement
3. Accept the terms of the license agreement and select [Next] in order to continue.
4. Accept the default installation folder and select [Next] to continue.
5. Click [Install] to begin the installation.

The Accxes Control set-up window displays the successful completion of the installation.

6. Select [Finish].

Proceed to the next chapter to configure Accxes Submit for first use.

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# Accxes Submit – First Use

# 2

## Introduction

Once installed, Accxes Submit must be configured to use at least one print device before the software fully starts.

This chapter explains the basic set-up of the software.

## Before you start

Accxes Submit attempts to verify the connection to any printer configured within the application. If the connection is unsuccessful, the printer will not be installed and the software can not be used. Therefore, before you start, ensure the following:

1. If Accxes Submit is intended for use with the Accxes Control software, ensure the software is running and correctly configured with at least one enabled network hotfolder.
2. Configuration of Accxes Submit with Accxes Control will require the TCP/IP address of the PC hosting Accxes Control and the port number associated with the enabled network hotfolder within Accxes Control.
3. If Accxes Submit is intended for use with an Accxes-based printer, ensure the printer is on and correctly configured on the network.
4. Configuration of Accxes Submit with an Accxes-based printer also requires the TCP/IP address of the Accxes Controller.

## Configure Accxes Submit for first use

Start the Accxes Submit application from:

Start > All Programs > Xerox > FreeFlow Accxes > Accxes Submit

The language selection window will open first. Select your default language and uncheck the box to disable displaying the language selection again.

Click [OK] to continue starting the application.

The Settings window will open (figure 2.1). Note: Accxes Submit will not run until at least one printer has been configured. Once correctly configured, Accxes Submit will start normally. The Settings window can be accessed at any time from the File > Settings menu.

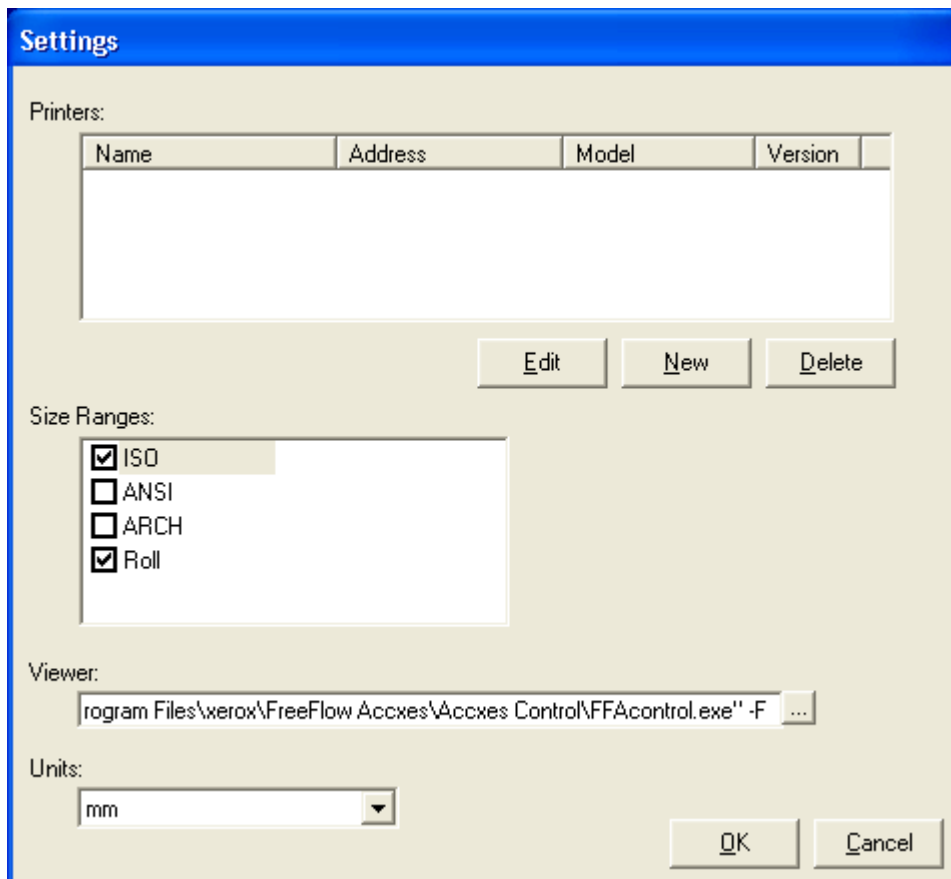


Fig 2.1

## Printers field

In the Settings window, below the Printers field, click [New] to open the Printer Details window shown below:

### Accxes-based Printers

If configuring Accxes Submit to print direct to a Xerox Wide Format Accxes-based printer, enter the name of the printer in the Name field and the TCP/IP address of the Accxes controller in the Address field.

### FreeFlow Accxes Control

If configuring Accxes Submit to print to FreeFlow Accxes Control software, enter the name of the Accxes Control network hotfolder in the Name field and the TCP/IP address of the PC hosting Accxes Control in the Address field.

It is possible to set up more than one printer in Accxes Submit to print to more than one network hotfolder in Accxes Control. Different Accxes Control network hotfolders are addressed by adding the network port number to the TCP/IP address in the Name field as shown in the example below:

#### Example

Two network hotfolders have been configured within Accxes Control:

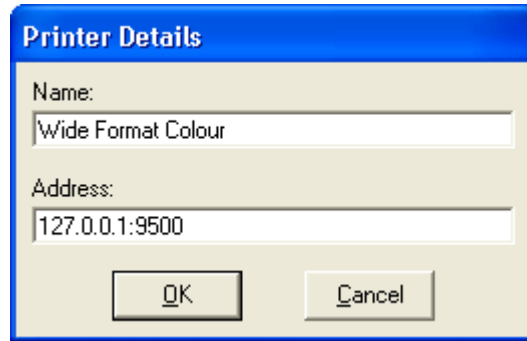
One hotfolder is created with the name 'Wide Format Colour' and configured to use port 9500. Everything printing to this hotfolder is sent to a wide format colour device and does not use any rules to affect processing.

A second hotfolder is created with the name 'Automatic' and configured to use port 9600. Everything printing to this hotfolder is subject to rules that split print jobs according to size and colour.

Within Accxes Submit, configure the first printer to address the Wide Format Colour hotfolder using port 9500 as follows:

In the Printer Details Name field, enter a name such as 'Wide Format Colour' or anything else that identifies the wide format colour device.

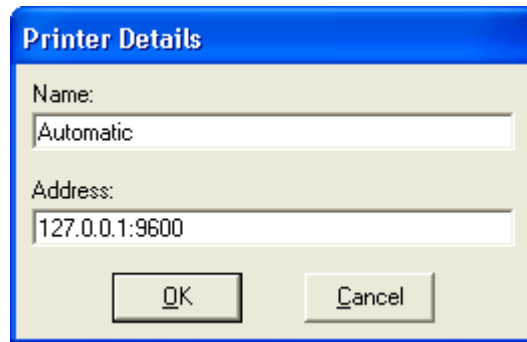
In the Address field, the correct hotfolder queue is addressed by entering xx.xx.xx.xx:9500 (TCP/IP address, colon, port number - Where xx.xx.xx.xx represents the TCP/IP address of the PC hosting Accxes Control) – See example right:



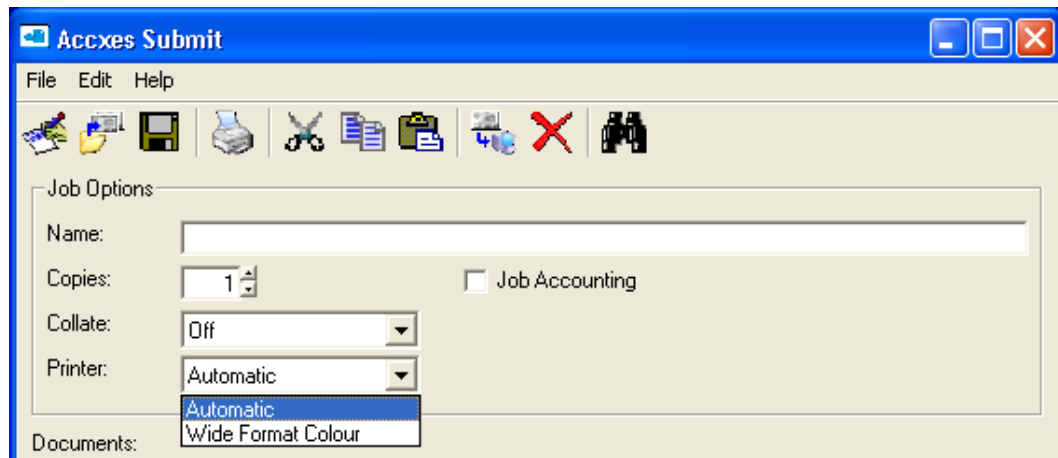
Within Accxes Submit, configure the second printer to address the Automatic hotfolder using port 9600 as follows:

In the Printer Details Name field, enter a name such as 'Automatic' or anything else that identifies the automatic print queue or the Accxes Control application.

In the Address field, the correct hotfolder queue is addressed by entering xx.xx.xx.xx:9600 (TCP/IP address, colon, port number - Where xx.xx.xx.xx represents the TCP/IP address of the PC hosting Accxes Control) – See example right:



When Accxes Submit is started, both print queues will be listed in the Printer field as shown in the example below:



## Size Ranges field

The Size Ranges field is used to determine the print sizes available to the user for selecting when scaling print jobs.

In order to avoid users having to navigate a large dropdown list because it includes unused media sizes, it is recommended to disabled the unused size ranges.

In the example shown (Figure 2.1) both ANSI and ARCH are disabled, leaving just ISO and roll sizes available.

## Viewer field

FreeFlow Accxes Submit is intended for use with print ready file formats. It is therefore possible to configure the software to use a viewer in order to visually check a file prior to print submission. Experimentation with various viewers is necessary.

If Accxes Submit has been installed on the same PC used to host FreeFlow Accxes Control software, it is possible to use the Accxes Control application to view print files within the Accxes Submit application. This is configured by entering the path of the Accxes Control viewer application in the Viewer field exactly as follows, including the quotes:

```
"C:\Program Files\xerox\FreeFlow Accxes\Accxes Control\FFAcontrol.exe" –F
```

## Units field

This field sets the default units used within the Accxes Submit application. Use the dropdown to select mm, cm or inches.

Once all the above has been configured, click [OK] in the Settings window in order to run the Accxes Submit application. The next chapter explains the Accxes Submit User Interface.

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# Accxes Submit – User Interface

# 3

## Accxes Submit User Interface

Once the Accxes Submit settings have been configured for first use with at least one printer correctly configured, the application opens (Figure 3.1).

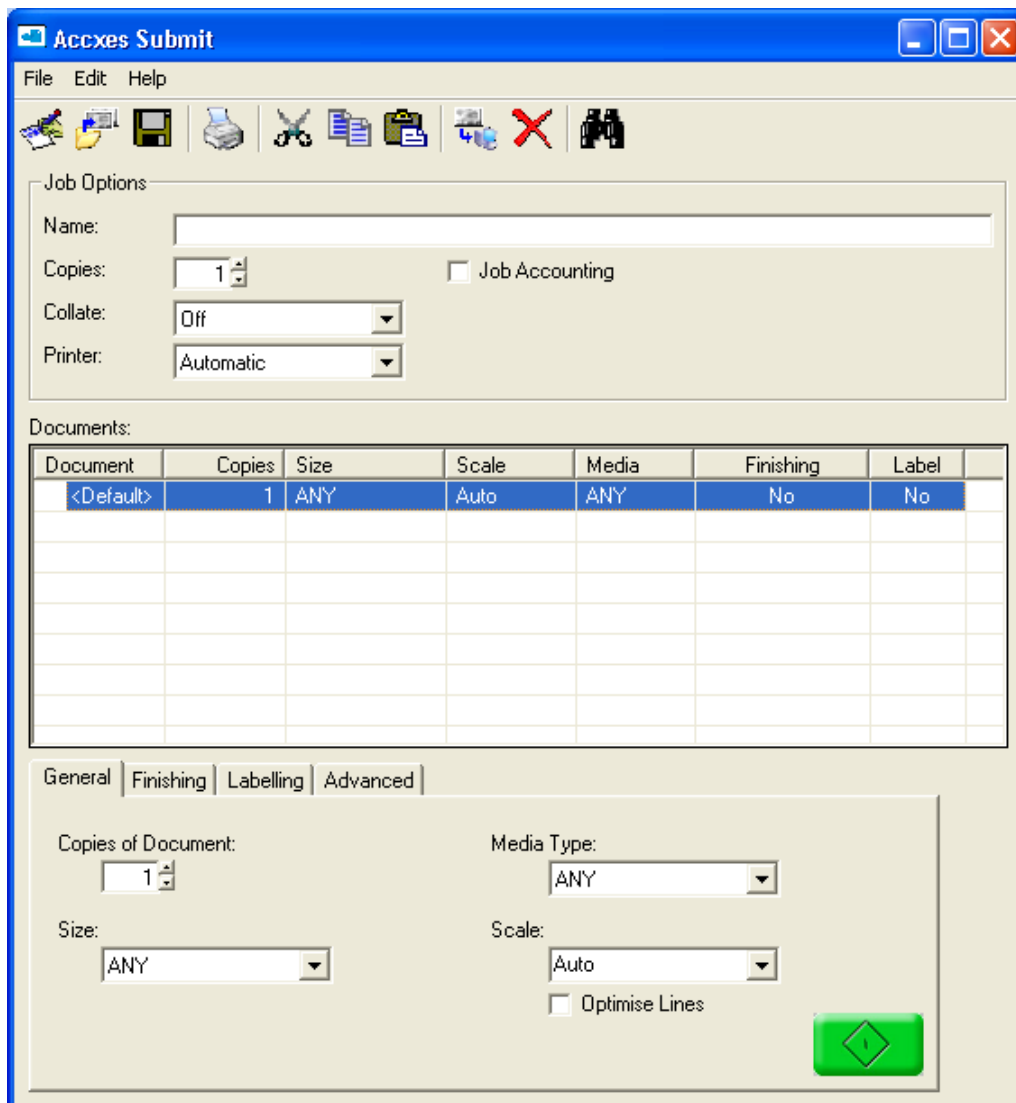


Fig 3.1

The Accxes Submit User Interface is explained in four main areas (Figure 3.2):

**Main Menus and Icons** – Menus for Accxes Submit settings, Job and Document options.

**Job Options** – Changes made here affect all the documents in the print job.

**Documents List (Print Job)** – Documents listed here make up the print job.

**Document Options** – Changes made here affect individual documents in the print job.

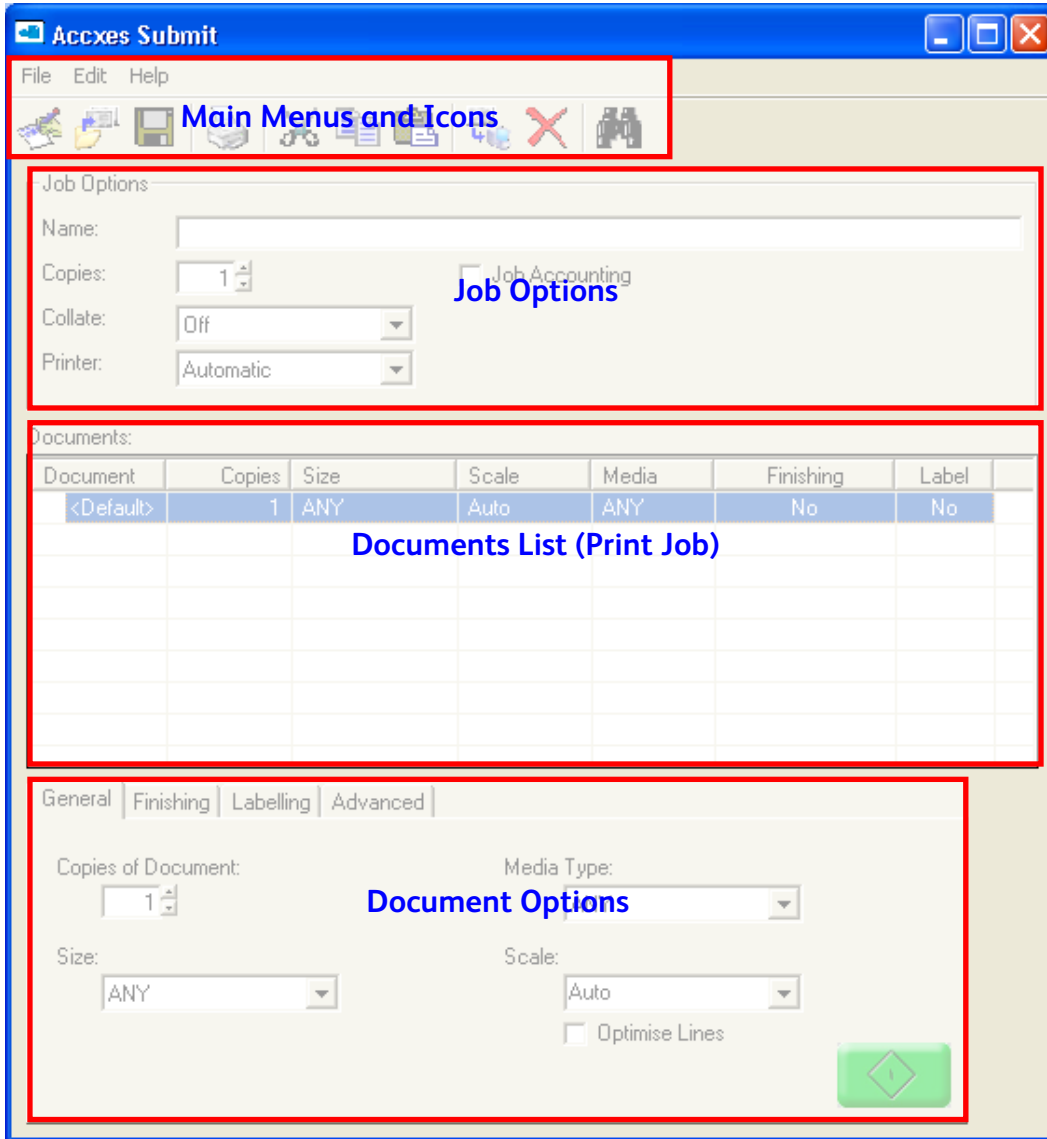












Fig 3.2

Each area of the Accxes Submit User Interface is explained in the following pages.



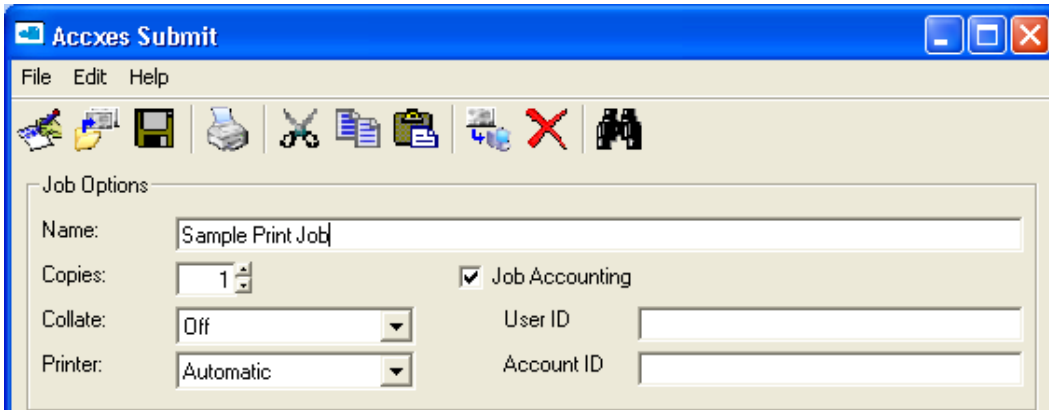
## Main Menus and Icons

File menu	
 <b>New</b>	Creates a new print job – removes all existing documents and returns print settings to defaults.
 <b>Open</b>	Opens a previously saved print job.
 <b>Save</b>	Saves the documents in the print job and all the print job settings – note this saves a reference to locations of the various documents in the print job. It does not save the actual documents themselves.
<b>Save As</b>	As above but can be used to save an existing job with a different name.
 <b>Print</b>	Submits the current print job to Accxes Control or an Accxes-based printer.
<b>Settings</b>	Opens the Settings window to edit printers, media sizes, viewer and units.
<b>Exit</b>	Exit the Accxes Submit application.

Edit menu	
 <b>Cut</b>	Removes one or more highlighted documents from the Documents List.
 <b>Copy</b>	Used to create additional copies of one or more highlighted documents in the Documents List.
 <b>Paste</b>	Pastes a document or documents in the Documents List after selecting either Cut or Copy.
<b>Copy Options</b>	Copies the print options for one highlighted document.
<b>Paste Options</b>	Pastes the print options to one or more highlighted documents.
 <b>Insert</b>	Opens a Windows explorer to select and insert a new document below the currently highlighted document.
 <b>Delete</b>	Removes one or more highlighted documents from the Documents List.
 <b>View</b>	Opens the currently highlighted document in the Viewer.

Help menu	
<b>Change Language</b>	Change language used in Accxes Control
<b>About</b>	Displays the installed version of Accxes Submit.

## Job Options



Job Options	
<b>Name</b>	Automatically populated with the name of the first document in the Documents List, or the name of a previously saved print job. Can also be used to type any message required to display in the Accxes Control Main Interface job Queue.
<b>Copies</b>	Copies of every document in the entire print job.
<b>Collate</b>	Off, Reverse or Forward. Sets the collation required for the entire print job when printed as a set.
<b>Printer</b>	Selects the desired printer from the list of devices created in the Settings window.
<b>Job Accounting</b>	When enabled, the User ID and Account ID field appear in order to enter Job Accounting data that can be used to identify account details.

## Documents list

The Documents List of the Accxes Submit Main Interface (Shown below) lists all the documents and their print modes in the current print job.

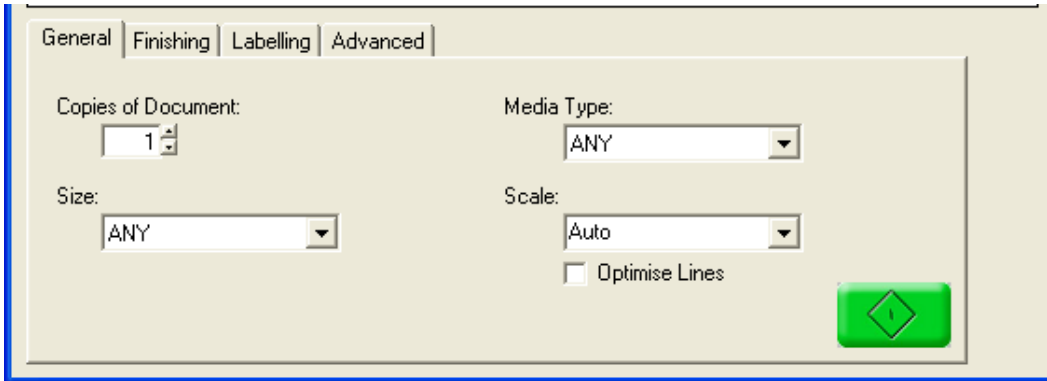
The document settings identified in the Documents line called <Default> affects all documents added to the list. Changing these default document print options changes all subsequently added documents. It does not change documents already in the Documents list.


Documents:						
Document	Copies	Size	Scale	Media	Finishing	Label
<Default>	1	ANY	Auto	ANY	No	No
Sample1...	1	ANY	Auto	ANY	No	No
Sample1...	2	ROLL_A3	Auto	ANY	No	No
Sample2...	2	ROLL_A3	Auto	ANY	No	No
EUROel...	1	ANY	Auto	ANY	No	No
Full burn...	1	ANY	Auto	ANY	No	No
Sample2...	1	ANY	Auto	ANY	No	No

## Document options

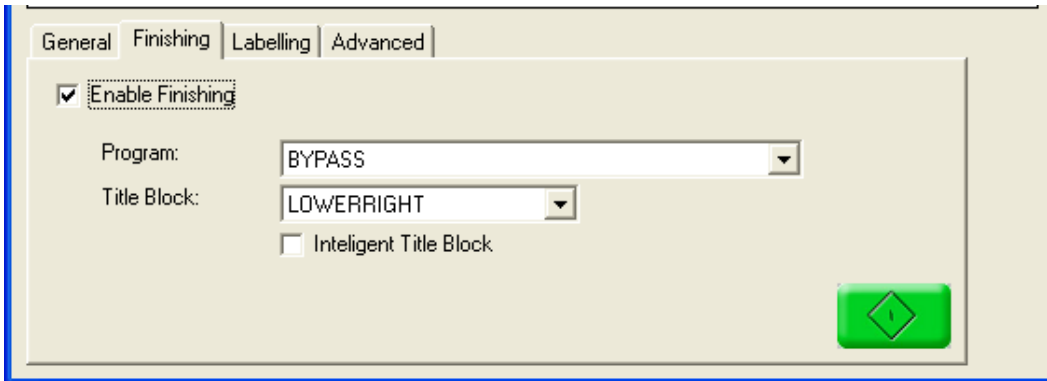
Documents options are spread across four tabs: General, Finishing, Labelling and Advanced. Each tab is explained as follows:

### General tab



General tab	
<b>Copies of Document</b>	Changes the copy count for one or more highlighted documents.
<b>Size</b>	Default is ANY and means the document will print at its original size. Use the dropdown field to changes the print size for one or more highlighted documents.
<b>Media Type</b>	Default is ANY and means documents will automatically print using the default print mode and rules within Accxes Control. Any additional print modes created within Accxes Control get downloaded to Accxes Submit when the printer is created in the Settings window. These print modes are then available to be chosen by the user when submitting print jobs. When printing to a Wide Format Colour Inkjet Device, such options listed here can identify print modes such as Draft, Normal and Best.
<b>Scale</b>	Default is Auto and means the document will be scaled to whatever size is chosen in the Size field. A list of default scaling percentages is also listed in this field.
<b>Optimise Lines</b>	Ensures print lines are maintained when reducing a document size. Otherwise reduction of fine lines could result in them disappearing.
	Prints the current print job.

## Finishing tab



Finishing tab	
<b>Enable Finishing</b>	Makes the finishing options available so that folding options can be applied to one or more documents.
<b>Program</b>	Default is BYPASS and means documents are not folded. Once Finishing is enabled, the Program field lists the fold programs available for the Xerox Wide Format installed folder. The fold programs are either downloaded direct from an Accxes-based printer or from Accxes Control, when printers are added in the Settings window.
<b>Title Block</b>	Default is DON'T CARE and means any folded documents will be folded according to the most appropriate settings based upon the orientation of the document. The dropdown field is used to set alternative title block positions required when printing direct to an Accxes-based printer. However, when Accxes Submit is used to print through Accxes Control, the software uses automatic Title Block detection.
<b>Intelligent Title Block</b>	Default is disabled. When enabled, this option works together with other folded selections to help Accxes controllers work out whether the mix of document size, orientation, fold style and title block selection are valid. If not, Accxes will automatically change the parameters to produce what it believes is the correct output. Experimentation is required.

## Labelling tab

The screenshot shows the 'Labelling' tab in a software interface. It contains the following controls:

- Enable Label:** A checked checkbox.
- Text:** An empty text input field.
- Font:** A dropdown menu showing 'Courier'.
- Size:** A dropdown menu showing '14'.
- Shading:** A dropdown menu showing '100'.
- Rotate:** A dropdown menu showing '0'.
- Location:** Two dropdown menus: 'X' set to 'LEFT' and 'Y' set to 'TOP'.
- Apply:** A green diamond-shaped button.

Labelling tab	
<b>Enable Label</b>	Makes the label option available.
<b>Text</b>	Free text field used to type whatever label the user requires.
<b>Font</b>	Choice of font for the label.
<b>Size</b>	Choice of font size.
<b>Shading</b>	Shading of font. White is 0, Black is 100 and numbers in-between provide greyscale.
<b>Rotate</b>	Rotation of the label. Experimentation is required.
<b>Location X Y</b>	XY location of the label on the print. Experimentation is required.

## Advanced tab

The screenshot shows the 'Advanced' tab of the Accxes Submit software. It features four tabs: 'General', 'Finishing', 'Labelling', and 'Advanced'. The 'Advanced' tab is active and contains the following settings:

- Media Source:** A dropdown menu set to 'Auto'.
- Rotate:** A dropdown menu set to 'Auto'.
- Justification:** Two dropdown menus, one for 'X' and one for 'Y', both set to 'CENTER'. Each dropdown is followed by the unit 'mm'.
- Mirror:** Two checkboxes, one for 'X' and one for 'Y', both of which are unchecked.

A green diamond-shaped button with a white outline is located in the bottom right corner of the settings area.

Advanced tab	
<b>Media Source</b>	Default is Auto and means media choice will be made based upon best choice by the printer or by any default workflows applied within Accxes Control. Additional Media Sources will be listed here when a new printer with additional options is added in the Settings window.
<b>Justification X Y</b>	Default is CENTER, CENTER and means the image will be centred on the page. Changing this can help ensure an image smaller than the smallest roll size available is printed on one side of the sheet thereby making trimming only necessary on one side. The dropdown fields provide options for Left, Right, Top and Bottom.
<b>Rotate</b>	Default is Auto and means rotation of the image on the page will be automatic to provide the best fit. The dropdown fields provide options to rotate the image 0, 90, 180 or 270 degrees.
<b>Mirror X Y</b>	Mirrors the image in either the X or Y plane or both.

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