

# Quick Print Integration

for FreeFlow<sup>®</sup> Web Services

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## Before you start

*Before you start create the Printer(s) in Printer Administrator for the specific Quick Print target devices to be used during pricing set-up and production*

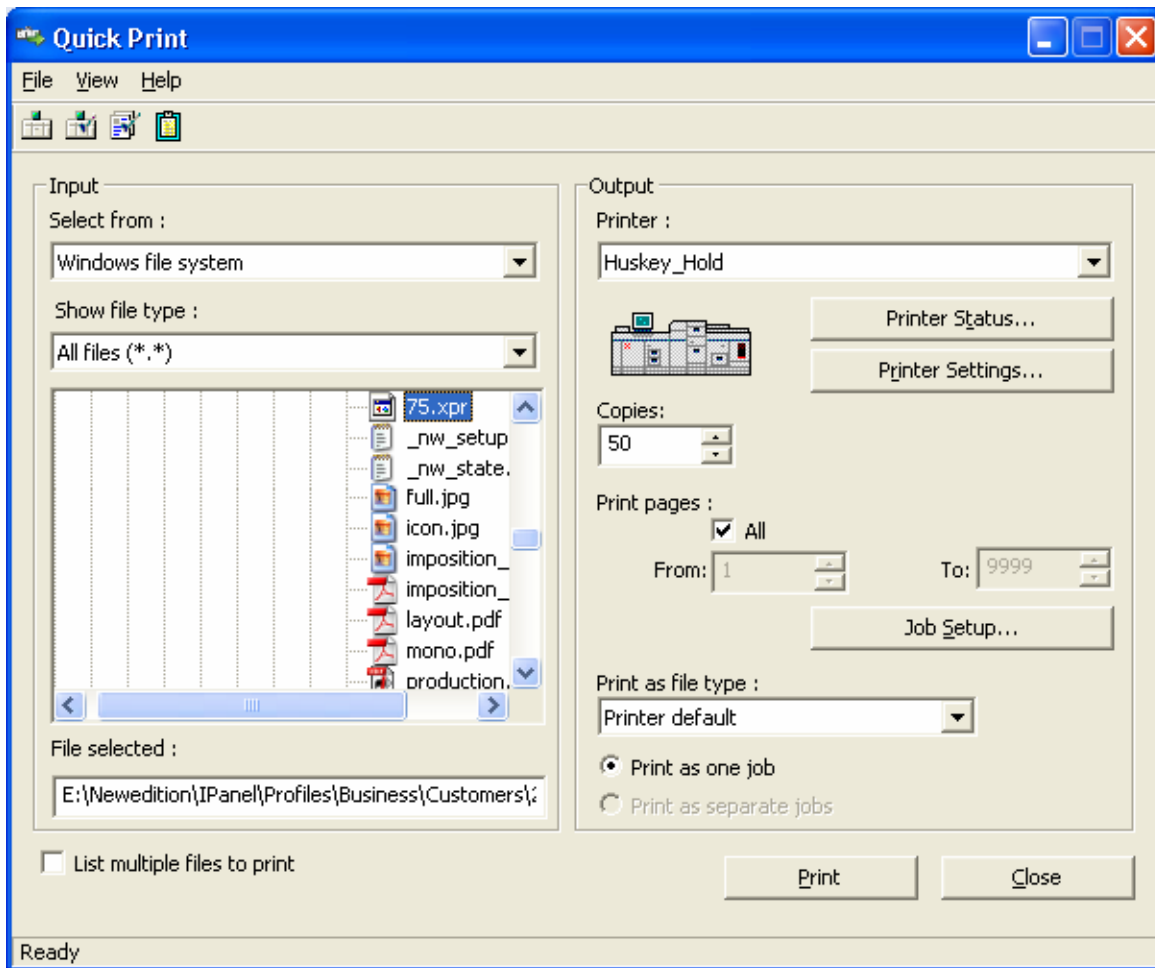


Figure 1:

## Adding a Printer in FreeFlow Printer Administration

- 1 Refer to the Xerox FreeFlow Printer Operator and Administrator Guide to carry out these steps

*Create a “cold folder” directory in the appropriate location to access with a Xerox FreeFlow Quick Print Client to complete the production phase of the workflow*



## **“Cold Folder” directory for approved jobs**

In order to create the “Cold Folder” Directory carry out the following steps:

- 1** Make shared folder on a local or remote computer. Make sure that everyone has Full Control access to this folder.
- 2** Create new folder
- 3** Right click on created folder and select Properties
- 4** Go to “Sharing” tab
- 5** Select Share this folder. The share name will appear.
- 6** Press “Permissions” button and make sure that everyone has Full Control
- 7** Press OK to save changes. The Folder properties window regains the focus
- 8** Press OK to save changes.
- 9** Open “My network places” and setup new network place that points to the shared folder defined at the step 1. If you prompted to enter user name and password, just enter it (login to the remote computer) and select “Remember my password” option”.

## Adding a Printer

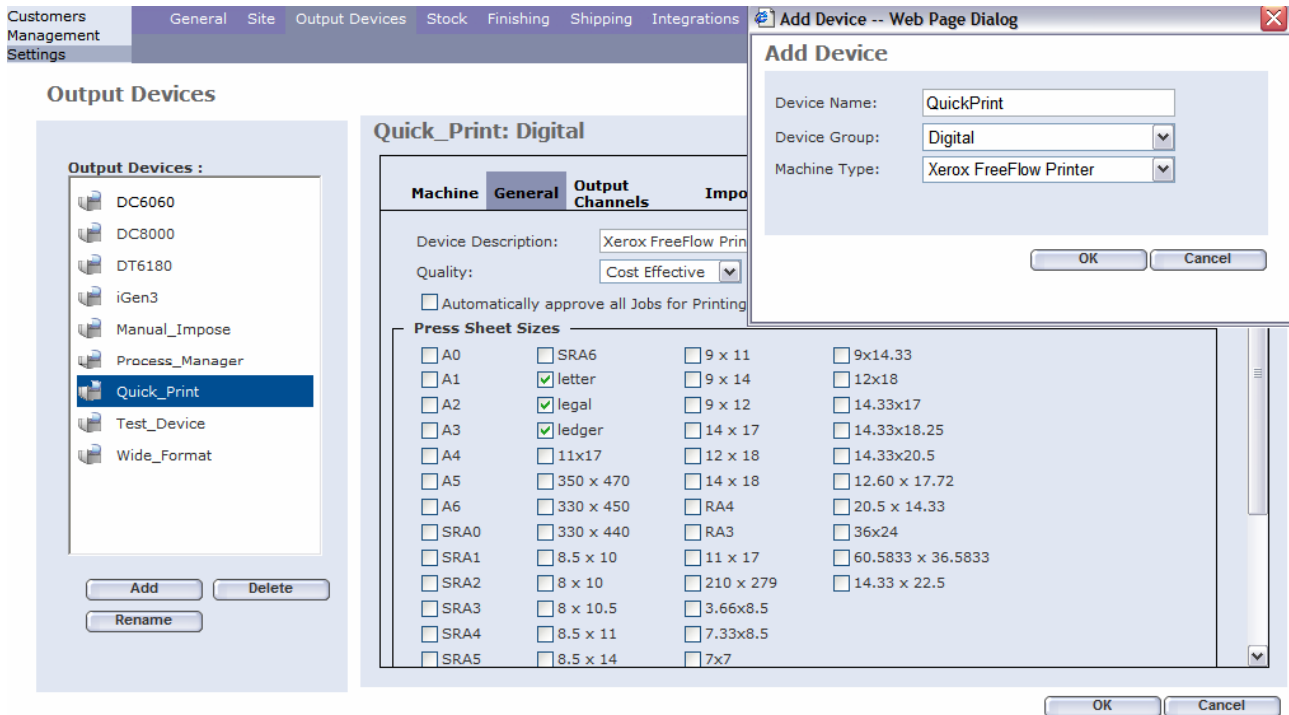


Figure 1: Adding a Xerox Free Flow Printer

## Add an Output Device

In order to create a Xerox FreeFlow Printer carries out the following steps

- 10** Select *Settings*, then *Output Devices* tab
- 11** Select *Add* in *Output Devices*: pane
- 12** In the *Add Device* dialog Enter *Device Name*, *Device Group* select **Digital** and *Machine Type* select **Xerox FreeFlow Printer**
- 13** Select **OK**
- 14** Optional change the *Device Description* and add appropriate *Press Sheet Sizes*

**NOTE:** It is best to enter a description for the printer because of the various displays of the printing device among the dialog boxes such as Pricing, Edit Properties, and Print Properties.

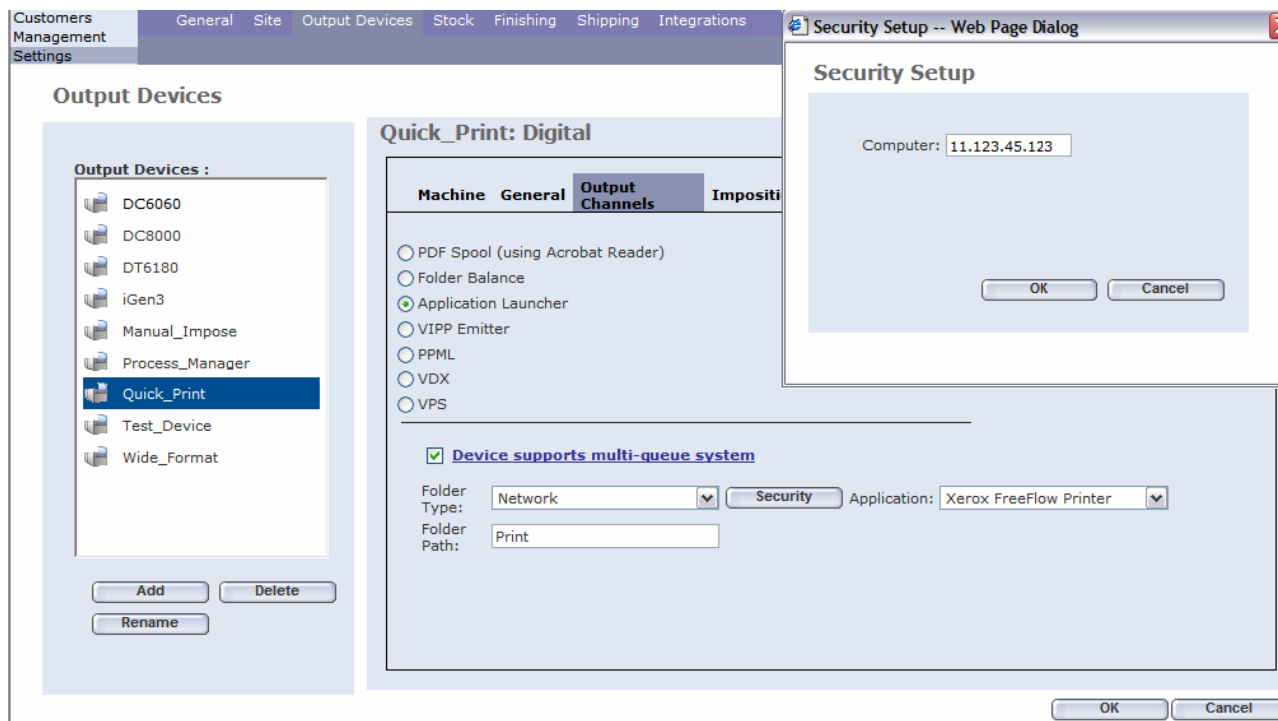


Figure 2: Security Set-up for Output Device

## Security Set-up

In order to set-up the path for the PDF and Xerox Job Tickets to transfer upon approval carry out the following steps:

- 1 Press on *Output Channels* tab
- 2 Select *Application Launcher* radio button
- 3 Check mark *Device supports multi-queue system* checkbox
- 4 Select *Folder Type: Network*
- 5 Select *Application: Xerox FreeFlow Printer* (this could be the only selection)
- 6 Type the shared “Cold Folder” directory name in *Folder Path*. This is the Folder for the Xerox Job Ticket and resources when the job is *Approved in the Tasks/Approval Queue*
- 7 Select *Security* button
- 8 In *Security Set-up* enter *Computer IP* of the remote computer where the “Cold Folder” directory defined in *Folder Path* entry resides
- 9 Press *OK* to save changes

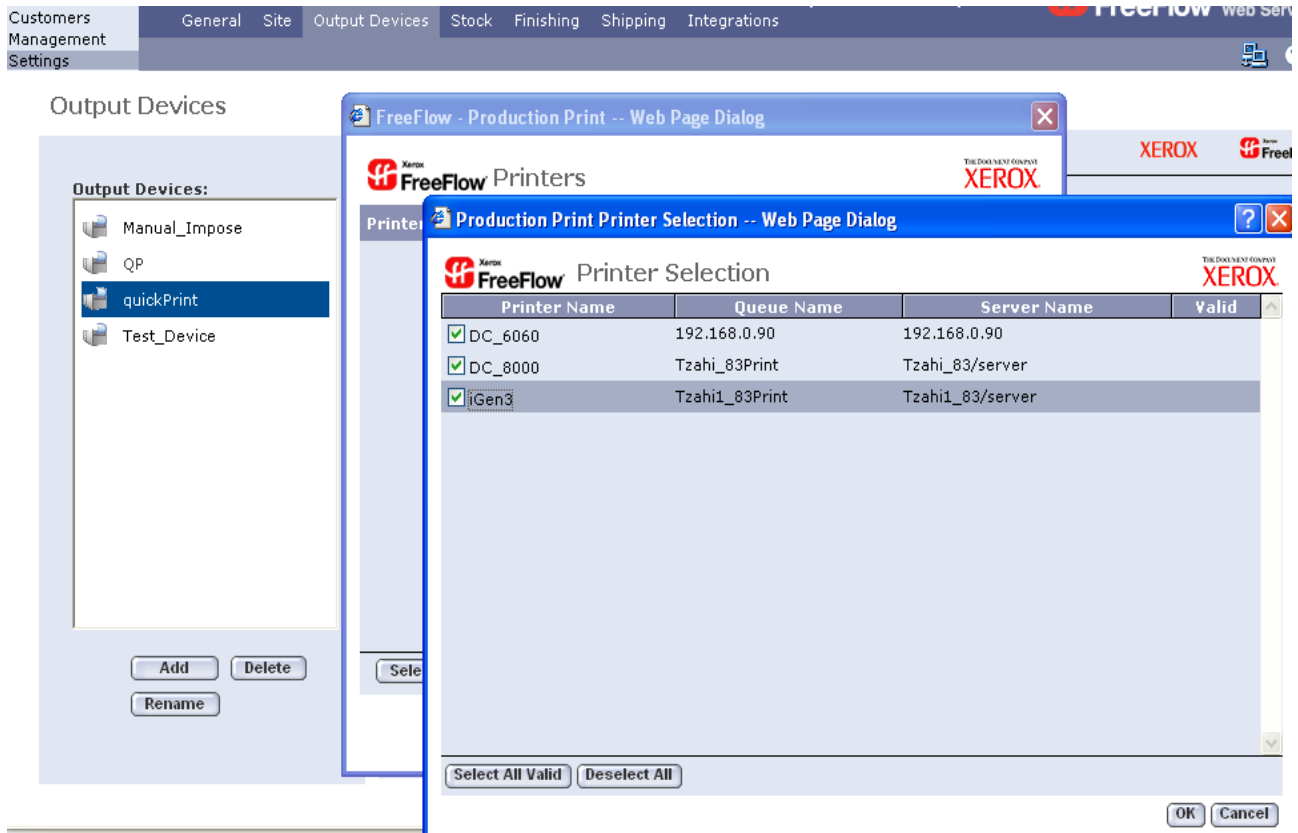


Figure 3: Create a list of Printers

## Get Printers

In order to connect to the printers previously set-up in the FreeFlow Printer Administration to carry out the following steps:

- 1 Select Device supports multi-queue system link
- 2 Select *Get Printers* button. The printers previously set-up will display.
- 3 Select *Select All Valid*, *Deselect All* or Checkmark the Printers appropriate for this Output Device
- 4 Click on *OK* button
- 5 Select the printer you want for default and click *OK* button.

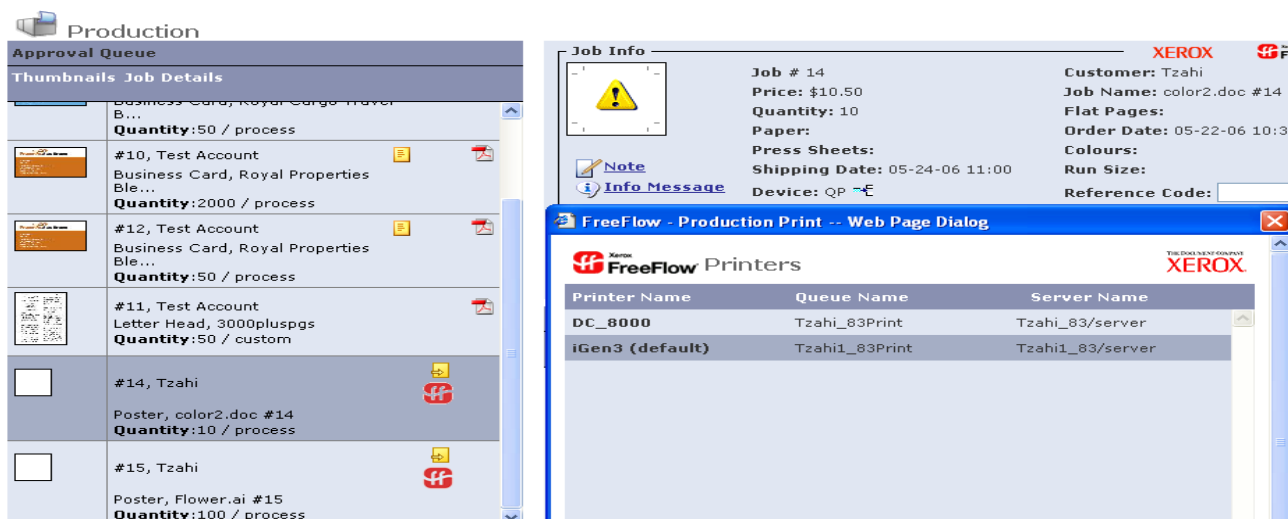





Figure 4: Approve Job

## Printing a Free Flow Web Services Job to a Free Flow Printer

In order to approve a FreeFlow Web Services based job carry out the following steps

- 1 Select Tasks / *Production* menu
- 2 Choose Job in *Approval* queue.
- 3 Press on *Approve* button
- 4 The job (PDF, .XPR, .XPIF) will be transferred to the designated "cold" folder created in the Output Device set-up for non catalog jobs. Use the FreeFlow QuickPrint on any client to access this folder to complete the production print.
- 5 The approval is successful when the  icon appears in the Status column
- 6 A message will be shown to the user saying that the files are stored in the previously configured Network Folder
- 7 Jobs that fail in the *Printing Queue* are generally due to network errors. Check the *Device* set-up to diagnose this problem. 

Selecting a different *Printer Selection* for jobs in the *Approval Queue*

- 1 Choose the Job in *Approval Queue*
- 2 Select the multiple queue icon in *Job Info* next to the *Device* name  or click on *Edit Imposition* button
- 3 Change the *Printer Selection* by selecting a different *Printer Name*
- 4 Select the *OK* button



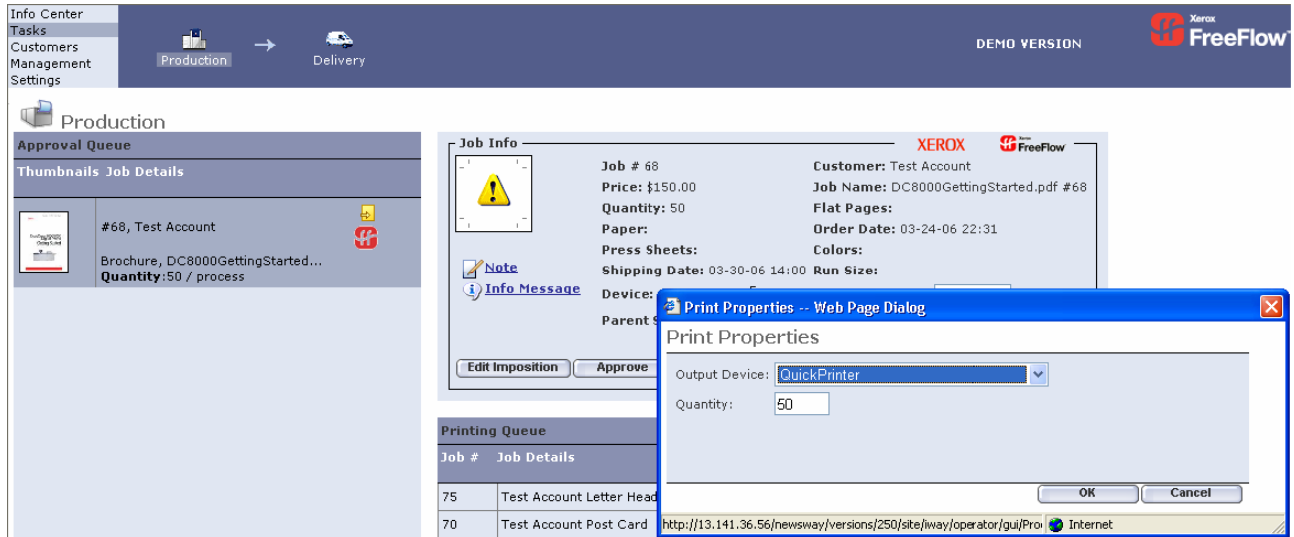




Figure 5: Edit Imposition or Check Output Device


## Printing a FreeFlow Repository using FreeFlow Quick Print

In order to approve job from a FreeFlow Job Library or DocuShare (see the appendix for the FreeFlow Repository for steps to create these “Catalog Ready” items) carry out the following steps

Note: The job appears with a Manual Impost Icon in Job Info. The icon  for the job is also unique. Both of these factors identify this job as a repository or “catalog ready” job.

- 1 Select Tasks / Production menu, Choose Job in *Approval* queue.
- 2 Press on *Approve* button
- 3 The approval is successful when the  icon appears in the Status column. Jobs that fail  in the *Printing Queue* are generally due to network errors. Check the *Device* set-up, *Synchronize with the External Repository* and the *FreeFlow Repository* Set-up to diagnose this problem.

Changing the Print Device and Quantity

- 1 Choose the Job in *Approval Queue*
- 2 Select the multiple queue icon in *Job Info* next to the *Device* name  or click on *Edit Imposition* button
- 3 Change the *Output Device* by selecting a different *Printer Name*
- 4 Change the *Quantity* if appropriate select *OK* and continue with steps 1 - 2

## Pricing

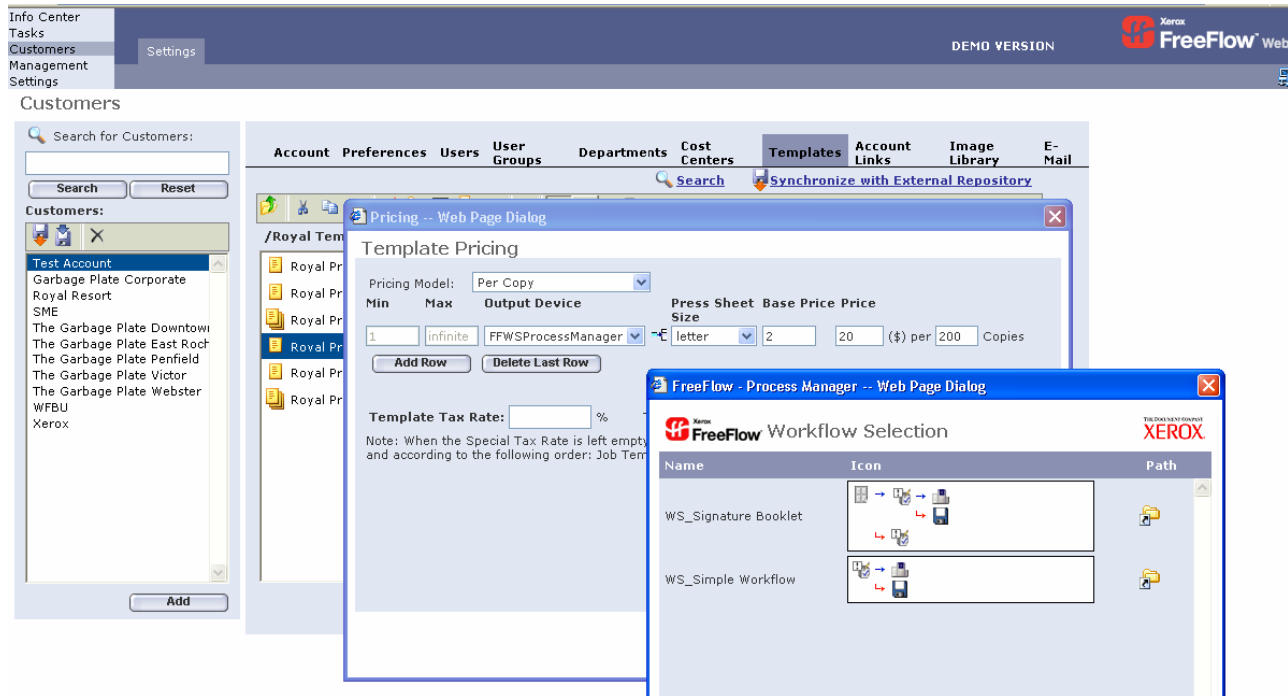


Figure 6: Set Pricing at a Template Level

### Pricing can be pre-set at either a Customer/Template Level or Job Type/Job Subtype

- 1 Select either *Templates from Customers / Settings* or *Job Subtype from Management / Job Type Library* and select *Pricing*
- 2 Select the *Add Row* button, select *Per Copy* for Pricing Model, and enter appropriate prices
- 3 Select the **Xerox FreeFlow Printer** from the *Output Device* drop down menu. This was the output device previously set-up.
- 4 Select the **Printer Name** from the *Printer Selection* dialog
- 5 Select *OK*

Note: any order for the specific customer template of a NewJob or Template created with this Job Type will automatically have this device selection designated in the *Tasks/Production/Job Info/Device*

## Trouble Shooting

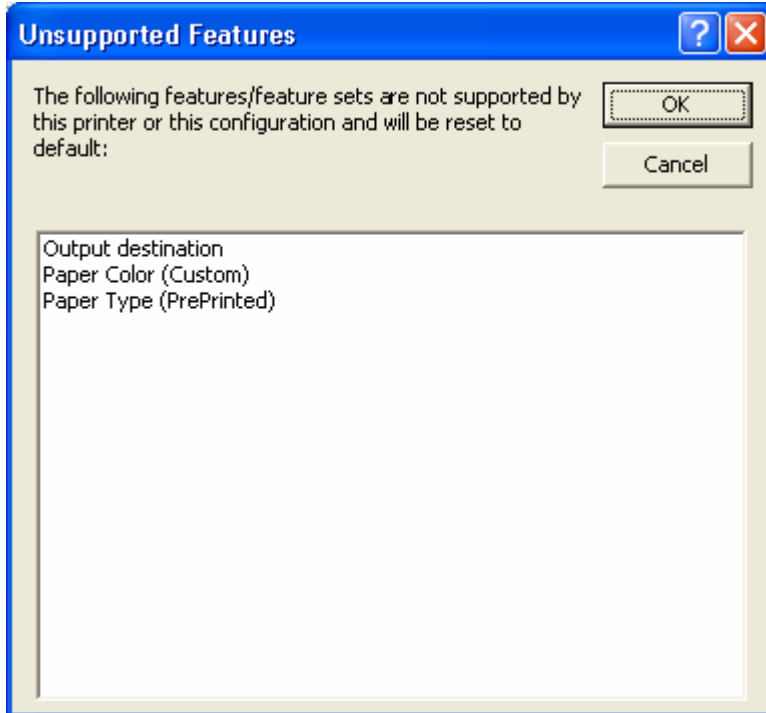



Figure 7: Mismatch in production setting

When a mismatch occurs in the production job ticket produced by an order from the FreeFlow Web Services, the device settings alert message will occur. This can be corrected at the QuickPrint interface.

Select *OK* and attend to this at the QuickPrint Interface or select *Cancel* and use the multiple queue icon in *Job Info* next to the *Device* name  select a different Printer Selection

