

FreeFlow[®] Print Server

FreeFlow Print Server Help

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About FreeFlow Print Server

The FreeFlow Print Server software provides a user interface (UI) to the following functions of your Xerox printing system:

- Printer Management
- Job Management
- System Administration
- Queue Management
- Adjusting color image quality

The FreeFlow Print Server User Interface

The FreeFlow Print Server software provides a user interface (UI) to control all of the features and functions for your Xerox printing system.

The UI consists of windows, tabs, and dialogs that can be accessed through buttons and menus. In addition, the UI displays status and error messages which provide feedback on job processing.

Online Help is available through **Help Contents** or by selecting the **Help** buttons on the various dialogs. Additional information is available through the customer documentation that is provided on CD-ROM with your system.

The default screen

The **Job Manager** enables you to perform tasks related to jobs. It organizes jobs based on their characteristics such as active, held, paused, completed, and saved and enables you to perform operations on and select options for individual jobs or groups of jobs.

Other features of the default screen are:

- **Menus** - allow you to access other functions of the FreeFlow Print Server.
- **Status area** - indicates the state of the Print Server and printer.
- **Shortcuts** - provide quick access to some of the windows of the FreeFlow Print Server UI that are also accessible through the menus.

Menus

The **FreeFlow Print Server** menus are located at the top of the interface and provide access to additional functions of the system.

The menus are:

- **Logon** - provides access to secured features of the Print Server.
- **System** - enables you to access system management controls including software installation, resetting job IDs, diagnostics, and starting/stopping the system.
- **Services** - enables you to access services providing additional methods of input to the Print Server.
- **Printer** - enables you to access and manage printer configuration functions including setting power saver options.
- **Color** - these tools are used to assist with matching color for printing.
- **Queue** - can automate job management and application of job properties.
- **Setup** - allows configuration of peripherals, licensed features, and network settings.
- **Administration** - enables a System Administrator to control resources, fonts, and accounting.
- **Help** - provides access to this Help set as well as to printable documentation.

Status area

The status area of the UI, below the menu bar, displays information about the Print Server and provides buttons for some printer functions.

Printer message field

The printer message field at the top of the FreeFlow Print Server window displays status messages for the printer.

Mode indicator icons

The mode indicator icons, between the printer message field and the menu bar, become active when the Print Server is in a special mode.

Unload Stacker button

The **Unload Stacker** button allows you to unload the printer stacker to remove the completed output prior to the stacker delivering the output when it is full.

Pause Printer and Resume Printer buttons

The **Pause Printer** and **Resume Printer** buttons toggle the printer between paused and resumed states.

Printer mimic

The printer mimic is a representation of the printer on the Print Server user interface. Busy, Ready, Faulted, and Paused conditions are indicated on the mimic. Additional information may be available by hovering the cursor over an area of the mimic.

Printing and processing progress indicators

The progress of printing and processing is displayed in the upper right corner of the UI. The JobID, Job Name, percentage complete, and the number of pages, images, or sets completed are also displayed.

Viewing additional information and settings

The FreeFlow Print Server provides access to additional information through pop-up menus, Feature Access Buttons (FABs), and tabs.

- Pop-up menus enable you to control functionality at the job or queue level and can be accessed by right-clicking or double-clicking on a particular job or list item.
- Feature Access Buttons (FABs) enable you to set job properties. FABs are available from within specific tabs. Once property selections are made, your choices display on the FAB.
- Tabs provide access to different information, settings, and FABs from within the same window.

Button Guide

- **OK** saves all changes to a tab or dialog and closes the active window.
- **Apply** saves all changes to a tab or dialog without closing the window. You do not need to select **Apply** before selecting **OK** to save changes.
- **Cancel** enables you to close a window without saving changes.
- **Close** enables you to exit a window; changes you have made are saved.
- **Reset** is available on some UI screens. **Reset** enables you to restore previous settings without leaving the UI screen, in the event that the changes you have made are incorrect.

Disk Usage Indicator

The **Disk Usage Indicator** icon allows operators and system administrators to monitor any of the System Disk Partitions:

- Root
- System Data
- User Data

The icon, which is located at the top right corner of the GUI, shows three states of disk usage:

- Normal
- Warning
- Error

Hovering the cursor over the **Disk Usage Indicator** icon displays a tool tip which presents the disk usage percentage for each partition. Percentage indicators change dynamically to show the amount of used and free space.

Double-clicking on the **Disk Usage Indicator** opens a window that contains information about disk size, used and free space, disk usage percentage, partition name or path and the current state of each partition.

Disk Usage Indicator threshold values are defined as follows:

- Root:
 - - Normal Range: 0-84 %
 - - Warning Range: 85-89 %
 - - Error Range: 90-100 %
- System Data and User Data:
 - - Normal Range: 0-69 %
 - - Warning Range: 70-89 %
 - - Error Range: 90-100 %

Note

Percent values may fluctuate +/-5 % based on system/drive/printer or other adjustments that are made during the software development cycle.

Warning and Error messages are displayed as follows:

- **Warning:** Root disk free space is low. A green icon indicates a Warning range.
- **Error:** Root disk free space is dangerously low. A red icon indicates an Error range.

If a disk partition reaches a warning or error disk usage range, a fault message window opens and a fault message also displays in the Status area. Follow the instructions to address disk partition issues.

- Select **Close** to exit the fault message dialog.

Clean File

The **Clean Files** option allows you to remove waste files that are created by system crashes. A warning icon will inform you of which partition to address.

Keyboard Accessibility and Shortcuts

The FreeFlow Print Server enables you access and control the features and functions for your Xerox printing system using the keyboard. You can navigate the system, activate fields within various UI windows, and select printing properties.

Common Keyboard Shortcuts

Shortcuts allow you to perform common UI functions quickly using the keyboard.

Keyboard Selection	Action
Tab	Navigates to the next available component.
Shift+Tab	Navigates to the previous available component.
Control+Tab	Navigates to the next available component even if the component accepts the tab command. An example would be escaping from a table once a table element becomes available.
Shift+Control+Tab	Navigates to the previous available component even if the component accepts the tab command. An example would be escaping from a table once a table element becomes available.
Left Arrow	Moves left one character or component.
Right Arrow	Moves right one character or component.
Up Arrow	Moves up one line or component.
Down Arrow	Moves down one line or component.
Page Up	Moves up one pane of information.
Page Down	Moves down one pane of information.
Home	Moves to the beginning of the data field. In a table, moves to the beginning of the row.
End	Moves to the end of the data field. In a table, moves to the last cell in a row.
Control+Enter or Control+Return	Activates the default command button.
Enter or Return	Activates the command that is currently selected
Esc (Escape)	Exits a menu or window without changes except when focus is in a table cell.
Spacebar	Activates the component that has keyboard focus.

Navigation and Activation Keys

Specific keystrokes enable you to interact with the components and features of the printing system.

Component Type	Keyboard Selection	Action
Split Pane	F6	Moves the focus between the panes to the first available element in the pane.
	F8	Gives focus to the splitter bar. Arrow, Home and End keys can be used to move the bar. Arrow keys give fine control of movement. The Home and End keys effectively hide an entire pane from view.
Mode Indicator	Control-D	Puts focus on the first mode indicator, from which you can display the tool-tip. This can include one or more of the following modes: <ul style="list-style-type: none"> • Secure • Job Fault • Diagnostic • Remote Print Server • Logging
Pause Button(s)	Control-P	Pauses the printer.
Status Area	Control-N	Pauses the scanner on production printer systems.
	Control-U	Unload button
Content Area	Control-S	Start button (Copy, Scan to File, and Print Service) when the pathway to the Start button is open.
Tab Pane	Arrows	Moves between tabs.
	Control-Up Arrow	Puts the focus at the selected tab.
	Control-Page Up	Moves to the previous tab, preparing to enter the first available component in the tab.
	Control-Page Down	Moves to the next tab, preparing to enter the first available component in the tab.
FABs	Control-Shift-Left Arrow / Control-Shift-Right Arrow	Moves the focus between a FAB and the first available element within that FAB.

Component Type	Keyboard Selection	Action
Tables	Tab	Moves focus one cell to the right. If the table cells are selected, the focus should wrap, left to right, top to bottom and then back to the top of the selected region.
	Shift-Tab	Moves focus one cell to the left. With cell selection, Shift-Tab behaves similarly to Tab, but in the reverse order.
	Return/Enter	Move focus one cell down, row selection follows focus. At the bottom of a table, focus wraps to the top of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat from the beginning.
	Shift-Return / Shift-Enter	Move focus one cell up, row selection follows focus. At the top of a table, focus wraps to the bottom of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat.
	Up Arrow / Down Arrow	Deselects the current selection and moves the focus up/down one cell, re-establishing row selection in the focused cell row.
	Left Arrow / Right Arrow	Deselects the current selection and moves the focus left/right one cell.
	Page Up / Page Down	Deselects the current selection. When no vertical scrollbar is visible, it moves the focus and the row selection to the last/first row in a table. The focused cell remains in the same column that it originated. When a vertical scrollbar is visible, it scrolls the table up/down one row and re-establishes the selected row as the last/first visible row in the table. The focus is moved, within its current column to the newly selected row.
	Control-Page Up / Control-Page Down	Deselects the current selection. When the horizontal scrollbar is not visible, it moves the focus to the first/last cell in the row and re-establishes the row selection where the focused cell resides. When a horizontal scrollbar is visible, it scrolls the table left/right to make the first incomplete displayed column visible and places the focus in that column. Row selection is re-established in the focused cell row.
	Home / End	Deselects the current selection. Moves the focus to first/last cell in a row and re-establishes the row selection in the focused cell row.
	Control-Home/ Control-End	Deselects the current selection. Moves the focus to first/last row in the table within the same column where the focus originated and re-establishes the row selection.

Component Type	Keyboard Selection	Action
	Control	Select all rows in a table
Tables	Shift-Up Arrow / Shift-Down Arrow	Extend selection up/down one row in the table.
	Shift-Page Up / Shift-Page Down	Extend selection up/down one "table page" at a time. When the vertical scrollbar is not visible, it moves the focus and row selection to the last/first row in the table. The focused cell remains in the same column in which it originated. Row selection is established from the original row in which the focus resided to the row in which the focus has been moved. When a vertical scrollbar is visible, it scrolls the table up/down one row and moves the focus within its current column to the newly visible row. Row selection is established from the original row in which focus resided to the row in which the focus has been moved.
	Control-Shift-Home / Control-Shift-End	Extend selection from the current row where focus resides to the beginning/end of table. Focus does not move.
	Spacebar	Presents a popup menu, if one exists.
	Control-Left Arrow / Control-Right Arrow	Move a table column where the focus resides right/left one column in the table.
	Shift-Up Arrow / Shift-Down Arrow	Extend selection up/down one row in table.
	Control-Shift-Up Arrow/ Control-Shift-Down Arrow	Sort column where the focus resides in ascending/descending order. This assumes that the table has sorting activated.

Component Type	Keyboard Selection	Action
Lists	Up Arrow / Down Arrow	Deselects the current selection and moves the focus up/down one element re-establishing selection on the focused list element.
	Page Up/Page Down	Deselects the current selection. When the vertical scrollbar is not visible, it moves the focus and element selection to the last/first element in the list. When a vertical scrollbar is visible, it scrolls the list up/down one row, and moves the focus and element selection to the last/first visible element in the list.
	Home/End	Moves the focus and selection to the first/last element in the list.
	Control-A	Select all elements in list.
	Shift-Up Arrow/Shift-Down Arrow	Extend selection and focus up/down one list element at a time.
	Shift-Page Up/Shift-Page Down	Extend selection up/down one, page view, at a time. Focus moves to the bottom/top of selection.
	Shift-Home/Shift-End	Extend selection to the top/bottom of the list. Focus moves to the top/bottom of the list.
Scroll Bars	Up Arrow/Down Arrow	Scroll the viewing window up/down one row at a time.
	Page Up/Page Down	Scroll the viewing window up/down one page view at a time.
	Home / End	Scroll the viewing window to the top/bottom of the displayed component (example: tree, table or list).
Pop Up Menu	Space / Enter	Select the menu item with focus.
	Up Arrow/Down Arrow	Move focus to a previous/next menu item.
	Right Arrow	If focus is a cascading menu element, it opens a cascading menu.
	Left Arrow	If focus is a cascading menu element, it closes a cascading menu.
	Esc	Exit pop-up menus.

Component Type	Keyboard Selection	Action
Pull-down menu	Space/Down Arrow	Activates the menu.
	Up/Down Arrow	Moves focus and selects previous/next menu item.
	Esc	Exits the pull-down menu.
Menu Bar	F10	Activates the menu.
	Up Arrow/Down Arrow	Moves focus to previous/next menu item.
	Space/Enter	Selects focused menu item.
	Esc	Exits the menu bar.
Directory Tree	Up Arrow / Down Arrow	Moves focus and selection up/down one row in the directory tree.
	Left Arrow / Right Arrow	Moves focus left/right one column in the directory tree. If a closed folder is selected the right arrow opens the folder when it is not empty. If the folder is open and selected, the left arrow closes the folder.
	Page Up/Down	Moves up/down one page view. The first available component in view gets the focus and selection.
	Home/End	Moves to the first/last element in the tree.
	Control-Left Arrow/ Control-Right Arrow	Moves focus up/down one row in the directory tree.
	Control-Page Up / Control-Page Down	Moves up/down one page view. The first available component in the view gets focus and selection.
	Control-Home/ Control-End	Moves to the first/last element in the tree.
	Space	Selects the element in the directory tree where the focus is activated.
Tool Tip	Control-F1	Displays a tool tip if one is attached to the focused component.
	Control-F1 / Esc	Hides a tool tip.

Navigation and Activation Keys

Specific keystrokes enable you to interact with the components and features of the printing system.

Component Type	Keyboard Selection	Action
Split Pane	F6	Moves the focus between the panes to the first available element in the pane.
	F8	Gives focus to the splitter bar. Arrow, Home and End keys can be used to move the bar. Arrow keys give fine control of movement. The Home and End keys effectively hide an entire pane from view.
Mode Indicator	Control-D	Puts focus on the first mode indicator, from which you can display the tool-tip. This can include one or more of the following modes: <ul style="list-style-type: none"> • MICR • Secure • Job Fault • Diagnostic • Remote Print Server • Logging
Pause Button(s)	Control-P	Pauses the printer.
Status Area	Control-N	Pauses the scanner on production printer systems.
	Control-U	Unload button
Content Area	Control-S	Start button (Copy, Scan to File, and Print Service) when the pathway to the Start button is open.
Tab Pane	Arrows	Moves between tabs.
	Control-Up Arrow	Puts the focus at the selected tab.
	Control-Page Up	Moves to the previous tab, preparing to enter the first available component in the tab.
	Control-Page Down	Moves to the next tab, preparing to enter the first available component in the tab.
FABs	Control-Shift-Left Arrow / Control-Shift-Right Arrow	Moves the focus between a FAB and the first available element within that FAB.

Component Type	Keyboard Selection	Action
Tables	Tab	Moves focus one cell to the right. If the table cells are selected, the focus should wrap, left to right, top to bottom and then back to the top of the selected region.
	Shift-Tab	Moves focus one cell to the left. With cell selection, Shift-Tab behaves similarly to Tab, but in the reverse order.
	Return/Enter	Move focus one cell down, row selection follows focus. At the bottom of a table, focus wraps to the top of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat from the beginning.
	Shift-Return / Shift-Enter	Move focus one cell up, row selection follows focus. At the top of a table, focus wraps to the bottom of a column. If more than one cell is selected, the focus moves to each selected column in turn and then repeat.
	Up Arrow / Down Arrow	Deselects the current selection and moves the focus up/down one cell, re-establishing row selection in the focused cell row.
	Left Arrow / Right Arrow	Deselects the current selection and moves the focus left/right one cell.
	Page Up / Page Down	Deselects the current selection. When no vertical scrollbar is visible, it moves the focus and the row selection to the last/first row in a table. The focused cell remains in the same column that it originated. When a vertical scrollbar is visible, it scrolls the table up/down one row and re-establishes the selected row as the last/first visible row in the table. The focus is moved, within its current column to the newly selected row.
	Control-Page Up / Control-Page Down	Deselects the current selection. When the horizontal scrollbar is not visible, it moves the focus to the first/last cell in the row and re-establishes the row selection where the focused cell resides. When a horizontal scrollbar is visible, it scrolls the table left/right to make the first incomplete displayed column visible and places the focus in that column. Row selection is re-established in the focused cell row.
	Home / End	Deselects the current selection. Moves the focus to first/last cell in a row and re-establishes the row selection in the focused cell row.
	Control-Home/ Control-End	Deselects the current selection. Moves the focus to first/last row in the table within the same column where the focus originated and re-establishes the row selection.

Component Type	Keyboard Selection	Action
	Control	Select all rows in a table
Tables	Shift-Up Arrow / Shift-Down Arrow	Extend selection up/down one row in the table.
	Shift-Page Up / Shift-Page Down	Extend selection up/down one "table page" at a time. When the vertical scrollbar is not visible, it moves the focus and row selection to the last/first row in the table. The focused cell remains in the same column in which it originated. Row selection is established from the original row in which the focus resided to the row in which the focus has been moved. When a vertical scrollbar is visible, it scrolls the table up/down one row and moves the focus within its current column to the newly visible row. Row selection is established from the original row in which focus resided to the row in which the focus has been moved.
	Control-Shift-Home / Control-Shift-End	Extend selection from the current row where focus resides to the beginning/end of table. Focus does not move.
	Spacebar	Presents a popup menu, if one exists.
	Control-Left Arrow / Control-Right Arrow	Move a table column where the focus resides right/left one column in the table.
	Shift-Up Arrow / Shift-Down Arrow	Extend selection up/down one row in table.
	Control-Shift-Up Arrow/ Control-Shift-Down Arrow	Sort column where the focus resides in ascending/descending order. This assumes that the table has sorting activated.

Component Type	Keyboard Selection	Action
Lists	Up Arrow / Down Arrow	Deselects the current selection and moves the focus up/down one element re-establishing selection on the focused list element.
	Page Up/Page Down	Deselects the current selection. When the vertical scrollbar is not visible, it moves the focus and element selection to the last/first element in the list. When a vertical scrollbar is visible, it scrolls the list up/down one row, and moves the focus and element selection to the last/first visible element in the list.
	Home/End	Moves the focus and selection to the first/last element in the list.
	Control-A	Select all elements in list.
	Shift-Up Arrow/Shift-Down Arrow	Extend selection and focus up/down one list element at a time.
	Shift-Page Up/Shift-Page Down	Extend selection up/down one, page view, at a time. Focus moves to the bottom/top of selection.
	Shift-Home/Shift-End	Extend selection to the top/bottom of the list. Focus moves to the top/bottom of the list.
Scroll Bars	Up Arrow/Down Arrow	Scroll the viewing window up/down one row at a time.
	Page Up/Page Down	Scroll the viewing window up/down one page view at a time.
	Home / End	Scroll the viewing window to the top/bottom of the displayed component (example: tree, table or list).
Pop Up Menu	Space / Enter	Select the menu item with focus.
	Up Arrow/Down Arrow	Move focus to a previous/next menu item.
	Right Arrow	If focus is a cascading menu element, it opens a cascading menu.
	Left Arrow	If focus is a cascading menu element, it closes a cascading menu.
	Esc	Exit pop-up menus.

Component Type	Keyboard Selection	Action
Pull-down menu	Space/Down Arrow	Activates the menu.
	Up/Down Arrow	Moves focus and selects previous/next menu item.
	Esc	Exits the pull-down menu.
Menu Bar	F10	Activates the menu.
	Up Arrow/Down Arrow	Moves focus to previous/next menu item.
	Space/Enter	Selects focused menu item.
	Esc	Exits the menu bar.
Directory Tree	Up Arrow / Down Arrow	Moves focus and selection up/down one row in the directory tree.
	Left Arrow / Right Arrow	Moves focus left/right one column in the directory tree. If a closed folder is selected the right arrow opens the folder when it is not empty. If the folder is open and selected, the left arrow closes the folder.
	Page Up/Down	Moves up/down one page view. The first available component in view gets the focus and selection.
	Home/End	Moves to the first/last element in the tree.
	Control-Left Arrow/ Control-Right Arrow	Moves focus up/down one row in the directory tree.
	Control-Page Up / Control-Page Down	Moves up/down one page view. The first available component in the view gets focus and selection.
	Control-Home/ Control-End	Moves to the first/last element in the tree.
	Space	Selects the element in the directory tree where the focus is activated.
Tool Tip	Control-F1	Displays a tool tip if one is attached to the focused component.
	Control-F1 / Esc	Hides a tool tip.

Mnemonics

Mnemonics are keyboard shortcuts used to access commonly used features using an **Alt** key and letter key combination.

Entries marked with an asterisk (*) are second-level commands and are only available after entering the first level. Using **Alt** closes an open menu, which prevents the use of an **Alt**-letter combination within menus.

Alt + Letter	Destination
Menus	(If marked with *, open the top level menu first, then use the indicated key to activate the shortcut menu item.)
L	Top level of Logon menu
*L	* Logon.
*F	* Logoff.
M	Top level of System menu
*C	* Log Console.
*P	*Pause Processing. Ctrl-Shift-P is an accelerator combination, which does not require you to open the System menu.
*R	*Resume Processing Ctrl-Shift-R is an accelerator combination, which does not require you to open the System menu.
*E	* Eject CD.
*J	Reset Job ID.
*D	* Diagnostics
*S	*Shutdown Ctrl-Shift-S is an accelerator combination, which does not require you to open the System menu.
*X	Exit. Ctrl-Q is an accelerator combination, which does not require you to open the System menu.
*T	Tape Client
*I	IPS Job Manager
I	Top level of the Printer menu

Alt + Letter	Destination
*P	Paper Trays
*L	Stock Library
*F	Finishing
*S	Stacking
*I	Image Quality
C	Top level of the Color Menu
*A	Associations
*P	Color Profiles
*T	User TRCs
*S	Spot Color List
Q	Top level of the Queue menu
*Q	Queue Manager
*A	Accept Jobs
*B	Do Not Accept Jobs
*E	Release Jobs
*D	Do Not Release Jobs
U	Top level of the Customize menu
E	Top level of the Setup menu
A	Top level of the Administration menu
H	Top level of the Help menu
S	Top level of the Services menu
*C	Copy
*S	Scan to File
*P	Print from File
*J	Job Manager

Alt + Letter	Destination
*O	Online Manager
Services controls	
R	Reset button on Copy , Scan to File , and Print from File
B	Build Job button on Copy , and Scan to File
O	Continue Build Job buttons
N	End Build Job button
Esc	Cancel Build Job
Child Window Controls	
O	OK button
R	Reset button
A	Apply , Add insert , Add Exception , or Add Cover
C	Cancel
H	Help access

2

The Print from File service

The Print from File service allows you to access and print jobs from the FreeFlow Print Server interface. Jobs can be located on a local or network drive.

Note

The Print from File service differs from the Saved Jobs tab. The Saved Jobs tab is the location where you resubmit jobs that were already sent through the system, printed and saved. The Print from File service is intended to be the access point for printing a job that has not yet been sent through the system.

About the Print From File window

The Print From File window enables you to perform tasks such as printing, proofing, and changing job properties.

The following options are available regardless of which tab is selected in the Print From File window:

- **Quantity:** Enter the number of job sets you want to print.
- **Queue:** Select the queue that will receive the sent job.
- **Job Type:** Allows you to select from the following options:
 - **Normal:** This default setting is used for normal job printing.
 - **Proof n Copy and Hold:** Allows you to proof the job before releasing the entire job set. Proof jobs will interrupt any currently printing job.
 - **Print Now:** Interrupts a currently printing job to print the selected job.
- **Print:** Submits a job.
- **Reset:** Resets job settings to the last saved state.
- **Close:** Closes the window.

Using the Files tab

The **Files** tab allows you to select the files and pages you want to print, set the job destination, select a document format, and enter a start message and job notes.

1. Select **Browse** and locate the file or files you want to print.

The remaining **Files** tab fields become active once you select a job.

2. From the **Look In** menu, select the location where the job you want to print is located. You can also type the saved job location in the **Look In** field.

You can verify the correct job location by checking with the System Administrator. In some cases, additional directories are created to print specific jobs by user, by department, or by another categorization.

SMB/FTP must be enabled on the system by the System Administrator before it can be accessed to save jobs.

3. If necessary, select the folder that contains the job or jobs.
4. To sort jobs by format, make a job type selection from the **Type** pull-down menu.
5. Select one or more files from the list. If you select more than one file, all the files are sent to the server using default settings. You can select more than one file by performing one of the following:
 - Press and hold down the **CTRL** (Control) key and select each individual job by left-clicking the mouse.
 - To select multiple files that are adjacent to one another, press and hold down the **SHIFT** key and select the first and last file names that you want from the list. This highlights the first and last file name lines and all lines in between.
6. Optional: To preview jobs within the Files menu, right-click the job and select **Thumbnail**.
7. Once you have selected files, click **OK**.

If you selected a single file, the selection also displays in the **Job Name** field where it can be edited and the remaining **Files** tab fields become active.

- **Reload Saved Programming:** If you select a job, make changes to the job properties, but then decide you want the job reset to the original programmed properties, select **Reload Saved Programming**.
- If you want to print the images and not use the job programming, then selecting Load Queue Defaults erases all the programming on the job and uses the programming of the queue you have selected.

Your selection displays in the **File Name** field, which is read-only.

8. If you want to print selected pages, clear **Print All Pages** and enter a page range in the **From** and **To** fields.
9. Optional: Choose a new format from the **Document Format** pull-down menu. The available options vary based on your printer configuration.

You can change the format of a document after it has been submitted to the Print Server. For example, a change from PostScript to ASCII may be desired in order to print the PostScript commands.

If you do not have a valid PostScript license on the system, you will see PostScript in the list of format options, but it will be grayed out and it cannot be selected.

Do not attempt to change one page description language (PDL) to another, such as PostScript to PCL. This type of change may cause print errors since the PCL decomposer cannot interpret the PostScript commands.

10. Set up PostScript, PDF, or ASCII options.

If you do not have a valid PostScript license on the system, you will not be able to set PostScript options.

11. Optional: Change the name of the job by editing the text in the **Job Name field.**

12. You can enter a printer name in the **Target Printer field or accept the default selection.**

13. Select a job **Destination.**

14. Optional: Select **Job Notes to enter information, including a **Start Message**, that should be sent along with the printed job. You can also enter a **Start Message** in the field provided on the **Files** tab.**

15. Optional: Select **Print Banner Pages, **Print Attributes Report**, or both.**

- **Print Banner Page:** A Banner Page is a break page that contains specific job information which prints at the beginning of each job.
- **Print Attributes Report:** The Attributes Report presents a one page summary of selected job settings, especially those that pertain to job identification, stock, output and image quality that originate from queue settings and job programming. Any Queue Property override settings take precedence over all other property settings.

None: Prints no pages.

Standard: Prints a system-generated page.

For Banner Pages, **Use Leading Pages:** Activates the number of pages option. Select the desired number of pages from the beginning of the job to serve as banner pages.

16. Select a **Queue to which you will print.**

17. Select **Print to submit the job to the system.**

The Basic tab

The Basic tab enables you to select the paper stock, sides imaged, stapling/finishing, and collation options.

1. Select the **Basic tab.**

2. Select one of the following **Paper Stock options.**

- a) Select from the **Loaded Stocks** list. This option ensures that the job is requesting an available stock.
- b) Select a named stock from the **Stock List**.
- c) Select a **Custom Stock**. If this option is selected, select a **Name**, **Size/Color**, **Type/Weight** and, if available, the **Coating** option.

Select the **Set Use-Ready** button to set all attributes except for **Size** to use ready. This tells the system to use any available stock of the correct size. If you use this option, you can either select a size or allow size to be determined by the data file. If a stock has mixed stock sizes, it is important not to set a specific size.

3. Select a **Sides Imaged** option from the pull-down menu.
4. Select a **Stapling/Finishing** option.
5. Select **Collated** or **Uncollated** radio button from the Collation field.
 - **Collated:** Documents are printed in sequential page order and delivered as separate document sets. For example, if you print three sets of a 3-page document, the output will be grouped in the following page order: 1,2,3 1,2,3 1,2,3.
 - **Uncollated:** Documents are printed in separate sets of each page. If you print 3 copies of a 2-page uncollated document, the output will be grouped with three copies of page 1 followed by three copies of page 2.

Using the Output tab to set job properties

1. Double-click a job.
2. Select the **Output** tab.
3. Use **Basic Settings** to set the sides imaged and collation.
4. Choose **Stapling/Finishing** to set stapling, finishing, offset, trimming, and output location options. See [Using the Output tab to set job properties](#) in Job Manager.
5. Select **Slip Sheets**.
6. Select **Annotations**.
7. Select **Layout** to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. For a complete description of imposition models see the section entitled Layout Styles.
8. Select **OK** or continue setting job properties.

Your selections display on the individual button.

The Image Quality tab

The **Image Quality** tab contains controls that allow you to make image quality adjustments.

The key to making adjustments to any of the image quality controls is to do so in small increments. Making large adjustments can actually create image quality problems.

The Image Edit tab

The Image Edit tab contains Image Shift, Rotation, and Background Forms Feature Access Buttons (FABs). Additional selections are available within each FAB.

- The Image Shift FAB enables you to control where the page image is printed on the page.
- The Rotation FAB allows you to turn the page images in a job.
- Set Background Form options. See Using background forms for additional information.

About the Special Pages tab

The Special Pages tab enables you to manage exception pages, cover pages, and page inserts.

- Exception pages enable you to set special characteristics for specific pages within a job.
- Cover pages add a finished appearance to jobs and are typically used for bound, stapled, or stitched jobs.
- Covers take precedence if there are conflicts or multiple programming on the same pages. If more than one exception is programmed for a page, only one exception is used and the jobs prints without an error.
- A page insert is a blank piece of paper, a pre-printed page if supported by your printer, or other media that is inserted between printed pages in a job.

Printing a batch of files using the Print from File Service

1. Open the Print from File Service.
2. Select the **Files** tab.
3. In the **Queue** list, choose the queue the files will printed to.

Only the default settings in the Queue will be applied to the job. You will not be able to set job properties for each individual file.

4. Select **Browse**.
5. From the **Look In** menu select the UNIX file system, media, or network location where the job you want to print is located.
You can also type the saved job location in the **Selection** field.
6. In the Browse window, if you want to print only files of a certain type, select the type from the **File Type** menu.
7. Select the folder containing the jobs you want to print. If the jobs are in subdirectories, select the folder containing the subdirectories.

8. Depending on whether your files are in one folder or in subdirectories, select the **Batch Files** icon or the **Batch Files including Subdirectories** icon, located near the top left corner of the Browse window.
9. If you do not want to print some of the files listed, select them and then use the **Delete** button to remove them from the list. You can select more than one file by performing one of the following:
 - Press and hold down the **CTRL** (Control) key and select each individual job by left-clicking the mouse.
 - To select multiple files that are adjacent to one another, press and hold down the **SHIFT** key and select the first and last file names that you want from the list. This highlights the first and last file name lines and all lines in between.
10. If you want to reorder the list, select a single file and use the up and down arrow buttons to change the printing order.
11. Select **OK**. The files are listed in print order in the **File Name** field.
12. Select **Print** to print the files using the queue defaults.

Proofing a job, holding a job and using Print Now

The Print from File Service is intended to be the access point for printing a job that has not been sent through the system. Jobs can be located on a local or, if available, network drive.

After the job is submitted for printing using the Print from File Service, you can then change job properties and perform other job management tasks by accessing the job in Job Manager.

Proofing a job

This feature allows you to print a proof copy of a job while eliminating the need to resubmit the job to print once the content and layout have been verified.

All job attributes apply to Proof jobs except the quantity. The default print quantity for Proof jobs is 1; however, the default can be modified in **Setup > System Preferences** by the System Administrator.

Note

Proof jobs will interrupt any currently printing job.

1. Open the Print from File Service.
2. Select the Files tab and browse to the job you want to print.
3. If you want to proof the job before releasing the entire job set, select **Proof 1 Copy and Hold** from the **Job Type** menu.
4. Select **Print**.

5. The Proof Progress window opens and displays the progress of the proof job. It informs you that for more detailed information about the proof job, select the **Job Manager** button. During the proof process, you can select from the following options:
 - **Program Next Job:** Dismisses the Proof Progress window and returns you to the previous dialog.
 - **Cancel:** Cancels the proof job.
6. Once the proof job completes an information dialog opens and asks if you are satisfied with your proof copy. Select from the following:
 - **Release Job:** Prints the entire job and closes the dialog.
 - **Cancel Job:** Cancels the job and closes the dialog.
 - **Close:** The dialog closes. The job can be modified and/or released from Job Manager.

Using Print Now

The Print Now feature allows you to interrupt a job that is currently printing in order to print a different job or jobs. After all Print Now jobs have completed printing, the Print Server resumes printing the original interrupted job.

1. Open the **Print from File Service**.
2. Select the **Files** tab and select the job you want to print.
3. Select **Print Now** from the **Job Type** menu.
4. Select **Print**.

The job is sent to Job Manager where it can be modified or released.

Note

A newly assigned Print Now job will not interrupt an active Print Now job. The newest Print Now job is added to the end of the active interrupt job list. Any Print Now jobs requiring unavailable resources (such as special media), are ineligible and will not be scheduled as a Print Now job until the resource is made available.

Job Management

Job management allows you to perform job management tasks including printing, proofing, holding, and forwarding jobs, and changing job properties.

Job Manager

The Job Manager enables you to perform a number of different tasks at the job level. You can view all the jobs in the system, including current and completed jobs, or you can display one of several possible subsets of the jobs. The Job Manager also enables you to perform operations on, and select options for, individual jobs or groups of jobs within the system.

The Job Manager is the default screen of the Print Server GUI.

The Job Manager

The Job Manager, also called the Home Screen, is composed of lists and tabs. The lists display jobs in the system in various states. The **Completed** tab enables you to view the status of completed jobs. The **Saved** tab enables you to view jobs saved on the system.

You can configure the layout of the Job Manager to support your workflow.

Note

To rearrange the job data elements in the job lists (such as Job ID or Type), select a column heading and drag it to another location in the column row.

- **Paused:** If a job is unable to print because it is being held, or due to a fault or other error, it is automatically moved to the **Paused** list. The total number of paused jobs is displayed to the right of the **Paused** title. Use the scroll bar to view any additional inactive jobs.

Note

Once a job is saved it is no longer an active job.

- **Completed:** This list displays jobs that have been completed. If **Retain PDL Files** is enabled, the PDL is retained on the system for later reprinting from the **Completed** list.
- **Saved:** This list provides access to all jobs that have been printed to the save repository as well as those jobs that have been previously printed and also saved. You can modify some job settings when reprinting the job.

Note

The **Saved** tab differs from the Print from File service in the following way: The **Saved** tab is intended to be the location where you resubmit jobs that have already been sent through the system, while Print from File is intended to be the access point for printing a job from any file system or media that has not been sent through the system.

- The **Job** drop-down menu enables you to perform job management tasks such as previewing, deleting, or holding jobs, and releasing jobs to print. This menu also enables you to set or change the job properties. All selections within the **Job** drop-down menu are also available by right-clicking a job in Job Manager or by selecting an icon from the toolbar.
- The **View** drop-down menu presents the following selections:
 - **Columns:** You can determine the job list display by selecting or clearing job list titles. If cleared, the item is removed from the job list row.
 - **Toolbar:** Selecting this option displays or hides an assortment of tools that correspond to common tasks.
 - **Redisplay:** This option refreshes the contents of the job list.
- The **Toolbar** icons enable you to access frequently used features. Move the cursor over each icon to see a description.
- The **Queue** drop-down menu displays jobs for a selected queue. **All Queues** displays all jobs on all queues.

The Job Lists

Job List columns can be rearranged by selecting a column heading and dragging it to another location in the column row.

Column widths can be changed by clicking on the column separator, holding down the left mouse button and moving the column separator to the right or left. If a column width is too small to display the complete content of a column, you can hover the cursor over that selection to view the complete content of the column.

You can manage the columns displayed from the **View** drop-down menu. The Job Manager list updates dynamically according to the refresh interval setting.

The job lists display the following information by default, depending on which list you are viewing:

- **Job ID:** The number identifier of the job assigned by the system when the job is received. The Job ID is always displayed.

- **Status:** Displays the status of the job; for example, Receiving, Ineligible, or Faulted.
- **Job Name:** The file name of the job.
- **Queue:** The name of the queue to which the job was sent.
- **Sender:** The logon user name of the person who sent the job from the client or host. A job sent from a Hot Folder is listed as such.
- **Submitted:** The date and time the job was received by the Print Server.
- **Printed:** Displays the date and time that the job was submitted for printing.
- **Completed:** Available within the **Completed** tab, this displays the date and time that the job completed printing or saving.
- **Name:** Available within the **Saved** tab, this indicates the name of the saved job. The Name of the saved job is always displayed.
- **Type:** Available within the **Saved** tab, this indicates the file type of the job.
- **Size:** Available within the **Saved** tab, this indicates the size of the job in kilobytes.
- **Date Modified:** Available within the **Saved** tab, this indicates the date and time of file modification.
- **Path:** Available from the **Saved** tab, this displays the location of the job within the **Jobs Parent Directory**.

Managing the Job list

You can determine the job list display by selecting or deselecting job list titles. If deselected, the item is removed from the job list.

1. From the View menu on the Home Screen, select **Columns**.
2. Select the job list whose columns you want to change.
3. Select the column titles you want to display on the job list or deselect column titles that you want to remove from the job list.

The Job ID column title is read-only and cannot be deselected.

4. Select **OK**.

Your changes are reflected immediately on the job list.

Using job preflight

Preflight allows you to check PDF jobs for missing fonts, spot colors, RGB colorspace, and low or high resolution images. Optionally, a report of any errors discovered can be generated. You can choose whether jobs that fail preflight should continue to be processed or should be held. Preflight can also be set up to run automatically when jobs are processed by a queue.

PDF job preflight functions are available by right-clicking a PDF job in the **Paused Jobs**, **Jobs Held by Queue**, or **Completed Jobs** list and selecting **Preflight** from the menu.

The job preflight functions are:

- **Preflight and Release** - See Running preflight checks on a PDF job for more information.

- **View Report**- See Viewing a preflight error report for more information.
- **Approve PDF** - See Approving a preflight PDF for more information.
- **Print Report** - See Printing a preflight report for more information.
- **Export Report** - See Exporting a preflight report for more information.
- **Setup** See Setting up a job preflight for more information.

Running preflight checks on a PDF job

You can run preflight checks on a PDF job in the Pause Jobs, Jobs Held by Queue, or Completed Jobs list.

Right-click the job and select:

- **Preflight > Preflight.**

Preflight runs the preflight check, but does not change the state of the job. The job stays in the same job list it was in before Preflight was selected.

- **Preflight > Preflight and Release.**

Preflight and Release runs the preflight check and releases the job for further processing if there are no preflight errors. If there are preflight errors, the job is either held or allowed to continue processing, depending on the Preflight Error Job Policy setting.

Viewing a preflight error report

A preflight error report is available for jobs with errors for which **Report as Error** is selected.

Right-click the job and select **Preflight > View Report**. The Preflight Report window opens.

- To ignore the errors and approve the PDF for further processing, select **Approve PDF**.
- To print the error report, select **Print Report**.
- To save the error report, select **Export Report**.

Approving a preflight PDF

PDF jobs with preflight errors are automatically held by the system when Preflight Error Job Policy is set to **Hold the Job**. PDF jobs held because of preflight errors can be approved manually for further processing.

Right-click the job and select **Preflight > Approve PDF**.

Printing a preflight report

A preflight error report is available for jobs with errors for which **Report as Error** is selected.

1. Right-click the job and select **Preflight > Print Report**. The Print Preflight Report dialog opens.
2. Select the queue, sides imaged, and quantity, then select **OK**.

Exporting a preflight report

A preflight error report is available for jobs with errors for which **Report as Error** is selected.

1. Right-click the job and select **Preflight > Export Report**. The Export Preflight Report dialog opens.
2. The default directory for exported reports is in the local file system in `/var/spool/XRXnps/preflightreportexportfiles/` in a folder labeled with the Job ID. If you want to store the report in another location, choose a directory.
3. Select **Export** to save the report. The report format is set in the Preflight FAB for queues or in the Preflight Setup window for jobs.
4. An information window indicates that the report was exported. Select **OK**.
5. Select **Close**.

Setting up job preflight

1. Right-click a job and select **Preflight > Setup**. The Preflight Setup window opens.
2. Under **Preflight Job Policy**, choose how jobs with preflight errors are treated by the system:
 - **Allow Further Processing** - if the job is released by the queue, the job is allowed to proceed to further processing.
 - **Hold the Job** - if the job is released by the queue, the job is held by the system.
3. From the **Report Export Format** list, choose the file format for exported error reports. The default report format is Text. It is highly recommended that preflight reports be generated in text format to minimize any reduction in RIP performance when generating preflight reports.
 - **Text**
 - **XML**
 - **PDF**
4. Choose which preflight checks to run. At least one check must be run. For each of the following checks, you can choose **Report as Error** to generate an error report for the job when the error is encountered.
 - **Missing Fonts** - checks whether fonts in the PDF are embedded in the PDF.
 - **Spot Colors** - checks whether spot colors in the PDF are defined on the Print Server.
 - **RGB Colorspace** - checks whether RGB is in the PDF.
 - **Low Resolution Images** - checks for low resolution images. If this option is selected, you choose the resolution in the **Less Than** list. When images lower than the selected resolution are encountered, an error is reported.
 - **Images Greater than 2400 DPI** - checks whether images above 2400 DPI are present.
5. Select **OK**.

Job Manager menus

The Job Manager menus enable you to perform job management tasks such as forwarding, deleting, or holding jobs, and releasing jobs to print. These menus also enable you to set or change the job properties.

The options followed by ellipses (...) open additional windows for job management tasks. To access a Job menu, select a job and perform one of the following:

- Right-click a job in the job list
- Select the Job pull-down menu
- Select an icon from the toolbar

The options vary based on which Job Management list is active, if **Save PDL Files** is enabled and your printer configuration. The Job menus can contain the following options:

- **Properties:** Opens a window containing a series of tabs that display all of the current settings for the job. Many job management tasks are performed by modifying the job properties.
- **Preview:** Generates a preview look of the job. This feature is available for PostScript, PDF, and TIFF formats. A PostScript license is required to access this feature.
- **Preflight:** Checks a PDF job for problems that could cause the job to print incorrectly or cause performance problems.
- **Release:** Allows the selected Held job to be printed. The job is placed immediately after all printing or pending jobs.
- **Hold:** If a job has been submitted to print and you wish to delay printing of the job, you can place the job on hold. The job will be moved to the **Paused** list. When a job is held it needs to process again before it can be printed. Printing starts at the beginning of the job.
- **Print Now:** Interrupts a currently printing job to print the selected job.
- **Proof:** Prints one copy of the job and retains the job in the system for additional printing. Proof jobs will interrupt any currently printing job.
- **Promote:** Promoting a job enables you to move the selected pending job above all other pending jobs in the queue. The promoted job prints immediately after other previously scheduled print jobs.
- **Forward:** Allows you to forward a job from one FreeFlow Print Server to a second FreeFlow Print Server.
- **Move:** Allows you to move a job to another queue.
- **Copy:** Allows you to print a copy of the job(s) while retaining the original job and programming as originally submitted.
- **Delete:** Terminates printing of the selected job and removes the job from the system.
- **Cancel:** Terminates printing of the selected job and removes the job from the system.

Note

Selecting **Cancel** within the feature dialog windows does not remove the job from the system.

- **Capture/Transfer:** Allows you to Capture and Transfer inactive job data, printer and Print Server information without directly accessing Remote Services.
- **Select All:** Available within the **Saved** tab, once selected it highlights all currently active or inactive jobs.
- **Clear All:** Deselects all jobs currently highlighted in the Job list.
- **Redisplay:** This option refreshes the contents of the job list.

Job Properties Window

The Job Properties window contains Feature Access Buttons (FABs) that are incorporated within tabs and are designed to adjust properties and expedite printing.

To access job properties you can double-click a job, or select a job and perform one of the following:

- Right-click a job and select **Properties**.
- Select **Properties** from the **Job** pull-down menu.
- Select the **Properties** icon from the toolbar.

The Job Properties window contains the following selections:

- The **Settings** tab: Enables you to view settings for pages to print, job format, print destination, job progress, and Administrative Pages.
- The **Stock** Tab: Enables you to select stock properties for the job.
- The **Image Quality** Window: Contains controls to enable you to make image quality adjustments.
- The **Image Edit** Tab: Presents features that allow original images to be modified for output. Selections are image shift, rotation and background forms.
- The **Special Pages** Tab: Contains features that enable you to create and edit exception pages, inserts, and covers.
- The **Time Stamps** Tab: View job submission details.
- The **Faulted** Tab: This tab becomes active when a job faults. A job faults when it contains errors or when there is a problem processing the job.
- The **Ineligible** Tab: This tab becomes active when a job requires a resource to print as programmed. An ineligible job is one that cannot be printed because it lacks a resource required for printing.

In addition to tabs and FABs, the Job Properties window contains a **Content** panel that contains the following fields and buttons which are available regardless of the tab selected:

- **Quantity:** Displays the quantity of job sets to be printed.
- **Job Name:** Displays the job name. This field can be edited.
- **Status:** Details whether the job is printing, pending, faulted, held, completed, or being saved. This field is read only.
- **Document Media List:** The **Document Media List** is available only for jobs that contain % % Document Media DSC comments.

Option conflict gray-out feature

In an effort to help prevent you from selecting conflicting features on the same tab, the FreeFlow Print Server utilizes an option conflict gray-out feature. For example, if you select a Stapling/Finishing option of **Staple**, the **Output Location** changes to a location that supports your finishing selection. The **Output Location** menu is grayed-out until you select a finishing option that is supported by multiple sources. This prevents the job from faulting and prevents you from having to locate the conflicting features.

Restriction

Due to Java limitations this feature cannot gray-out individual selections within a pull-down menu. Conflicts resulting between tabs and within pull-down menus are detected using the Programming Conflicts dialog. If a conflict occurs, the Programming Conflicts dialog opens. The conflict is described and instructions are presented on how to resolve it.

Viewing thumbnail images

Thumbnails provide a quick way to visually identify a job on the FreeFlow Print Server.

1. Right-click the job and select **Thumbnail**. A thumbnail viewer window opens.
2. You can use the controls at the bottom of the window to navigate between the pages of the job and to rotate the thumbnail image.
3. You can resize the thumbnail image by resizing the window.

Previewing jobs

Jobs can be previewed prior to submitting the job to print. An entire job or a select range of pages can be previewed. Preview allows you to view the job and make any changes before the job is submitted for final print.

You can view images of jobs on the FreeFlow Print Server. Three previewing functions are available for different purposes:

- Thumbnail - provides a very low resolution preview for quick visual identification of a job.
- Preview - provides a low resolution preview to verify job composition and layout. A preview takes longer to process than thumbnails.
- Advanced Preview - provides a high resolution image to verify image quality on the screen prior to printing.

Viewing thumbnail images

Thumbnails provide a quick way to visually identify a job on the FreeFlow Print Server.

1. Right-click the job and select **Thumbnail**. A thumbnail viewer window opens.
2. You can use the controls at the bottom of the window to navigate between the pages of the job and to rotate the thumbnail image.

3. You can resize the thumbnail image by resizing the window.

Previewing a job using Job Manager

A PostScript license is required to access this feature.

1. Select the job to preview from the Paused or Held by Queue list.
2. You can preview the job at 75 dpi or 600 dpi. To preview the job at 75 dpi, right-click the job and select **Preview > Preview**. To preview the job at 1200 dpi, select **Preview > Advanced Preview**.
3. You can also select to preview a range of pages, rather than the whole job.
4. While preview images are being generated, you can use the **Cancel** button to stop generating images.
5. Once the preview process is complete, the job you selected displays in the Preview window.
 - a) Use the controls at the bottom of the window to navigate between the pages of the job and to rotate the preview image.
 - b) For advanced preview, use the controls at the top of the window to zoom and pan the image, and to select which separations to display. Use the eyedropper to determine the CMYK values of a particular pixel. If spot colorant is used, this can also be previewed.
6. If you make changes to the job that change composition or layout, use the **Update** button to generate a new preview.

Viewing Held By Queue auto thumbnail and properties

1. Right-click a job from the **Held By Queue** list.
2. View the Job Preview pane. The first page of the job displays. Use the arrow to view the second page.
3. The following job properties display:
 - Job Id
 - Quantity
 - Sides Imaged
 - Stock Name
 - Sender

Using preview range

The Preview Range window allows you to limit the number of pages for which preview images will be generated and to choose whether to generate a low-resolution or high-resolution preview.

1. Select the job to preview from the Paused or Held by Queue list.
2. Select **Preview > Preview Range**.
3. Choose whether to preview all pages by selecting **All**, or whether to preview only some pages by selecting **Preview Range** and entering the page number of the first and last page to be previewed.

4. Choose whether to generate a 75 dpi preview by selecting **Preview** or whether to generate a 600 dpi preview by selecting **Advanced Preview**.
5. Select **OK** to generate the preview.
6. While preview images are being generated, you can use the **Cancel** button to stop generating images.
7. Once the preview process is complete, the job you selected displays in the Preview window.

Viewing a job report

Once preview images of a job are generated, a report of any errors that were generated is available.

1. From the preview window, select **View Errors** for Preview or **Report** for Advanced Preview. A list of font substitutions and other errors generated is displayed.
2. Select **Print Report** to print the report.

Exporting a preview to PDF

Once a preview is generated for a job, the preview images can be exported to PDF.

1. Right-click the previewed job, then select **Preview > Export**.
2. Choose where the PDF is to be stored. You can use the **Show** button to show a list of the PDF files already stored at the selected location.
3. Choose the resolution of the images to export, and the range of pages to be exported, then select **Export**.

Printing Jobs

Job Manager is designed to give you easy access to printing jobs and managing job properties.

For certain tasks you can select more than one job by performing one of the following:

- Press and hold down the <CTRL> (Control) key and select each individual job by left-clicking the mouse.
- To select multiple files that are adjacent to one another, press and hold down the <SHIFT> key and select the first and last file names that you want from the list. This highlights the first and last file name lines and all lines in between.

Releasing a job to print

You can release a job for printing from the Paused or Held By Queue list, or if the Retain PDL option is enabled you can release jobs from the Completed tab.

Select the job you want to release in the **Active**, **Held by Queue**, or **Paused** list and perform one of the following:

- Right-click and choose **Release** from the menu.
- From the Job pull-down menu select **Release**.
- Select the **Release** icon from the toolbar.

- Drag and drop the job into the **Active** list

Changing Job Properties

You can modify the properties of jobs submitted to the FreeFlow Print Server by performing one of the following:

- Double-click a particular job to open the Job Properties window.
- Right-click a job and select **Properties...**
- Select a job and choose **Properties...** from the **Job** pull-down menu.
- Select a job and click the **Properties...** icon from the toolbar.

Applying job properties

Users can apply existing job properties to another job in the Held By Queue area.

1. Select a **Held By Queue** job.
2. Right-click and select **Apply Saved Properties**.
All saved job names display.
3. Select a saved job with properties you want applied to your selected job.

Saving job properties

FreeFlow Print Server users are able to create and save job tickets for future use, enabling more rapid job setup.

1. Select **Job > New Saved Job Properties**.
2. Select one of the following from the Saved Job Properties drop-down list:
 - **Manual Setup** - No changes in manual settings. Used to apply job properties based on queue settings.
 - **Revert to original** - Reverts to original settings.
 - **Name** - Displays a list of all job names available.
3. Select the job settings you wish to save, then click **Save**.

Managing job properties

1. Select **Job > New Saved Job Properties**.
2. Select one of the following from the **Saved Job Properties** drop-down list:
 - **Manual Setup** - No changes in manual settings. Used to apply job properties based on queue settings.
 - **Revert to original** - Reverts to original settings.
 - **Name** - Displays a list of all job names available.
3. Select the job you wish to manage, then click **Manage**.
The Saved Job Properties manager window displays.
4. Make selections to manage the saved job properties. The following options are available:

- Saved Job Properties - Displays all available saved job names.
- Properties - Displays properties of the selected job.
- Rename
- Delete

5. Click **Close**.

Renaming a job

You can rename a job in any of the job lists, except you can only change the name of a job in the Completed list if Retain PDL Files is selected in System Preferences.

1. Select the job.
2. Highlight or select the current name in the Job Name field.
3. Type the new job name.
4. Select **OK**.

Using the Document Media List

The Document Media List (DML) is always available to use within Job Properties, but ignored for scheduling purposes unless the System Administrator has enabled Use Document Media List in **Setup menu > System Preferences > Job Processing**. For additional DML information, see Setting Job Processing options.

The Document Media List is available only for jobs that contain % % Document Media DSC comments. Each media and the associated attributes defined in the % % Document Media are represented in the DML window.

By default, each media is set as enabled for the purposes of media reconciliation with the other sources of media and Resource Based Scheduling (RBS). Any media in the list can be disabled so that it is not considered for RBS purposes. If a job becomes ineligible to print as a result of a DML media not being loaded at the printer, the necessary media can then be loaded to successfully print the job.

If the correct stock is not loaded in the printer and Automatic Stock Substitution is used, the job faults and the correct stock needs to be loaded.

1. Double-click a job to open job properties.
2. Select **Document Media List....** The Document Media List window opens.
3. To enable or disable a specific media, right-click a listed media, and select **Enable** or **Disable**.
4. Select **OK** to close the DML window.

Deleting a job

Deleting a job removes the job from the system.

1. Perform one of the following:
 - Right-click the job and select **Delete**.
 - Select a job and choose **Delete** from the Job menu.

- Select the **Delete** icon from the toolbar.
2. On the Home Screen, select the job to be deleted.
 3. Select **Yes** to remove the job from the system.

The job is completely removed from the system.

Cancelling a job

Cancelling a job terminates printing of the selected job and moves the job to the Completed tab with a status of Cancelled by Operator.

1. On the Home Screen, select the job to be cancelled.
2. Perform one of the following.
 - Select **Cancel** from the Job pull-down menu.
 - Right-click the job and select **Cancel**.
 - Select the **Cancel** icon from the toolbar.
3. Select **Yes** to confirm your action.

Moving a job

Moving a job allows you to move a job from one queue to another queue.

1. Select the desired job.
2. Right-click a job and select **Move**.
3. Select a queue from the list and click **OK**. The job is moved to the selected queue.

Copying a job to Job Manager

Only jobs within the **Paused**, **Completed**, or **Held by Queue** lists can be copied. This feature is not available for aborted or rejected jobs, or for LCDS reports.

The Copy feature allows you to print a copy of the job while retaining the original job and programming as initially submitted. Multiple jobs may be selected.

1. Select a job or jobs, right-click and select **Copy**.

Each copy of your job has a unique Job ID. The name is of the format x!n, where x is the name of the original job and n represents the number of the copies of the job in the system. For example, if you copy the job myjob, the name of the copy is myjob!1. If you then make another copy of myjob or myjob!1, the name of the copy is myjob!2.

The Copy Job window opens.

2. Select one of the following options:
 - **Copy and Hold:** The job is sent to the queue as specified in the job ticket. The job is displayed in the Paused jobs list with a status of Held by User.
 - **Copy and Release:** The job is sent to the queue as specified in the job ticket. The job is displayed in the **Active Jobs** list.
3. Select one of the following from the **Options** field:

- **Use Job Ticket:** The job is copied and contains the same attributes as programmed for the job.
- **Use Queue Defaults:** The job is copied and contains the default attributes of the queue.

4. Select **OK**.

Forwarding a job

In order for a job to be forwarded to another printer, the printer must be set up in the system. Refer to the task Setting up a Printing System Name for Job Forwarding.

A job must be completely spooled before it can be forwarded. Streaming, Fast Reprint, and online jobs cannot be forwarded. If a job is eligible to be forwarded (i.e. the job is not a streaming job, etc.), the Job Forwarding GUI changes the job status to Held and a Job Forwarding dialog opens; otherwise an error dialog is displayed.

Job forwarding allows you to send a job from a FreeFlow Print Server to another printing system. You can forward Completed jobs if the Retain PDL Files feature is enabled.

1. To forward an individual job, right-click a job in the Active or Paused list and select **Forward**. Alternatively, you can select a job and select **Forward** from the Job pull-down menu.
2. To forward multiple jobs, perform one of the following:
 - a) Press and hold down the **CTRL** (Control) key and select each individual job. Right-click within your selection and select **Forward**.
 - b) To select multiple jobs that are adjacent to one another, press and hold down the **SHIFT** key while selecting the first and last jobs you want to select. All of the jobs from the first to the last selected are highlighted. Right-click within your selection and select **Forward**.
3. From the Forward Job dialog window, select the job forward location from the Printing System Name pull-down menu.
4. Type the Queue Name in the corresponding text field.
5. If you want the job to remain on the source Print Server after it is forwarded, select **Retain Job After Forwarding**. To remove the job from the source Print Server after it is forwarded, clear **Retain Job After Forwarding**.

No error recovery is available for forwarded jobs. Therefore, if a network problem or connectivity issue occurs during Job Forwarding, the source system does not raise an error message. Retain a copy of a critical job at the source Print Server.

6. If desired, select **Job Ticket**. The Job Forwarding feature allows you to include or exclude the Xerox Job Ticket when the job is forwarded to another printer. The benefit of this option is to allow control over which job attributes are maintained between the source printer and the destination printer.

An example of when to include the job ticket would be when forwarding to a DocuSP or FreeFlow Print Server at software level 3.x or higher and the job has been programmed with a Xerox Job Ticket, or the job has been programmed with special programming instructions such as exception pages or color attributes. Examples of when to exclude the job ticket are:

- when forwarding to a non-DocuSP or non-FreeFlow Print Server based printer that does not comprehend the XPIF job ticket format,
- when forwarding a job to a printer with a DocuSP version of 2.x or earlier that does not comprehend the XPIF job ticket format.
- the job contains PDL programming information such as setpagedevice commands within PostScript,
- when jobs include subset finishing

7. Click **Forward**. The status of the job displays in the Forward Status field.

Setting up a printing system name for job forwarding

Prior to forwarding a job, a receiving printing system must be defined by the System Administrator.

You can forward Completed jobs if the Retain PDL Files feature is enabled.

Once the receiving printing system is defined it can be edited and deleted.

1. Right-click a job in the **Completed** or **Paused** list and select **Forward**. The Forward Job window opens.
2. Select **Setup**.
3. Click **Add**.
4. Enter the Printing System Name.
5. Enter the Host Name or IP number of the receiving system. IP numbers alone are not supported and a printing system name is required. Job Forwarding uses the printer name to look up the IP address of the receiving system.
6. Select **Apply**. The printing system information displays in the Printer Setup dialog window.
7. Select **Close** twice to exit the windows and return to the Job Forward window.

Editing a printing system for job forwarding

1. Right-click a job in the **Completed** or **Paused** list and select **Forward**. The Forward Job window opens.
2. Select **Setup**.
3. Right-click a printing system and select **Edit**. You can also select a printing system name and select **Edit**.
4. Make any necessary changes and select **OK**. Your changes display in the Printer Status window.
5. Select **Close** twice to exit the windows and return to the Job Forward window.

Deleting a printing system name for job forwarding

1. Right-click a job in the **Completed** or **Paused** list and select **Forward**. The Forward Job window opens.
2. Select **Setup**.
3. Right-click a printing system and select **Delete**. Alternatively, you can select a printing system name and click the **Delete** button.
4. Confirm your action by clicking **Yes**. The printing system is removed from the Printer Status window.
5. Select **Close** twice to exit the windows and return to the Job Forward window.

Limitations and notes associated with job forwarding

The following limitations and notes are associated with the Job Forwarding feature.

- No error recovery is available for forwarded jobs. If a network problem or connectivity issue occurs during Job Forwarding, the source system does not indicate the failure. Because of this condition, retain a copy of a critical job at the source system
- Forwarding jobs that require file referencing are not supported by Job Forwarding. Referenced images are not collected and moved.
 - FreeFlow jobs (*.rdo)
 - VIPP jobs
 - GetTiff Macro jobs
 - Fast Reprint Format (FRF) jobs. These jobs can be successfully forwarded using common mount points between systems.
- IP numbers alone are not supported; a printing system name is required. Job Forwarding uses the printer name to look up the IP address of the receiving Print Server. The names and addresses of the intended receiving Print Servers must be in the /etc/hosts file of the sending Print Server when a name service is not running.
- Job Forwarding is enabled automatically for the System Administrator and the Operator.
- Jobs forwarded to systems without some features, for instance, a job forwarded with binding, to a printer that does not support binding, will display a job ticket error stating that the function is not available on the receiving device.
- The Print Server does not allow you to cancel the forwarding operation after it begins.
- Accounting is not supported. The forwarding Print Server does not keep a record of forwarded jobs.
- Specific resources, including fonts, forms, JDLs, JDEs and TIFF images of a job, are not forwarded.

Process and hold a job

You can right click a PDF color job and select to process and hold the job as a job option. The job must be inactive and can be processed and held until it is released for printing. Once a job is processed, a preview can be generated and a proof copy can be printed. Large previously processed jobs print faster. A proof of the job will match the final print since any parameters applied during the processing will also be applied when the job is printed. Use this option to prepare jobs for fast print and reprint.

1. Select the job you want to process and hold and right-click.
2. Select **Process Job**.
3. You can now select to Preview the processed job.
 - Preview
 - Advanced Preview
 - Preview Range
 - Export to PDF
 - Delete Preview

Print Now

The Print Now feature allows you to interrupt a job that is currently printing in order to print a different job or jobs. After all Print Now jobs have completed printing, the Print Server resumes printing the original interrupted job. To use Print Now, select a job and perform one of the following:

- Right-click the job and choose **Print Now** from the menu.
- From the Job pull-down menu choose **Print Now**.
- Select the **Print Now** icon from the toolbar.

Note

A newly assigned Print Now job does not interrupt an active Print Now job. The newest Print Now job is added to the end of the active interrupt job list. Any Print Now jobs requiring unavailable resources, such as special media or finishing, are ineligible and are not scheduled as a Print Now job until the resource is made available.

Promoting a job

Promoting a job enables you to move the selected pending job above all other pending jobs in the queue. The promoted job prints immediately after other previously scheduled print jobs.

Note

Consider using the Print Now feature if you need to print a job immediately.

Within the **Active** list, right-click the pending job you want to promote and choose **Promote** from the menu.

- Single-queue environment: The job you promote is placed above all other pending jobs.
- Multi-queue environment: If 20 jobs are scheduled to print from a different queue than the one you used to promote your job, the job you promote will be the 21st job to print.

Proofing a job

This feature allows you to print a proof copy of a multi-copy job while eliminating the need to resubmit the job to print once the content and/or layout have been verified.

All job attributes apply to Proof jobs except the quantity. The default print quantity for a Proof job is 1 (one); however, the default can be modified in system preferences by the System Administrator.

Note

You can also set a queue to automatically print proof copies of each job submitted to the queue. The current job is interrupted at the end of a page if printing has not completed or on a set boundary if the interrupted job is finished. Processing for non-proof jobs in the queue is suspended until all proof jobs are printed.

1. In the Active or Paused list select a job and perform one of the following:

- Right-click the job and choose **Proof** from the menu.
- From the Job pull-down menu select **Proof**.
- Select the **Proof** icon from the toolbar.

2. A proof of the selected job is printed.

A newly assigned Proof job does not interrupt a printing Proof job. The newest Proof job is placed in the queue at the end of the active Proof jobs. Any Proof jobs requiring unavailable resources (such as special media), are ineligible and are not be scheduled as an interrupt Proof job until the resource is made available.

3. Once the proof is verified, you can release the job to print.

About JDF printing

A Job Definition Format (JDF) job ticket referencing the PDL document file allows users to attach job settings to their print jobs. The JDF feature utilizes a hot folder mechanism to accept the jobs into the system for processing, and returns updated JDF job tickets containing basic job status information and processing times. When a JDF ticket is submitted to a hot folder, the JDF ticket is parsed, job attributes are mapped and set to FreeFlow Print Server data structures, and the PDL file is used to create a new job, which is scheduled into the system. After the job is scheduled into the system, the JDF job ticket is updated with the processing time and status and moved into the output sub-directory folder or into the error sub-directory folder if a fault is detected during job submission.

The job name displayed at the FreeFlow Print Server has changed. Previously, it was the name of the JDF ticket file. Now, it is taken from the internal JDF data, making the resulting FreeFlow Print Server Job Name more meaningful.

Support is for JDF 1.3 tickets, and earlier, of the following types:

- Product Description (Intent)
- Combined Digital Printing Process

Related Topics:

[Printing with JDF job tickets](#)

[JDF error handling](#)

[JDF printing limitations](#)

Printing with JDF job tickets

JDF job tickets with PDL document files allow job submitters to attach job settings to their print jobs.

1. Place the job's PDL file into a file location accessible to the FreeFlow Print Server.
Typically, the PDL file is placed in a subfolder called "pdl" within the Hot Folder directory, but it may be placed in another local file location or on a remote HTTP server.
2. Place a JDF job ticket that references the PDL file into the Hot Folder directory. The PDL file reference in the JDF ticket can be any of the following forms:
 - Absolute file location:
file:///var/spool/XRXnps/hotfolders/queue_HOLD/pdl/manual.pdf
 - Relative path from where the JDF is stored (typically, a subfolder of the Hot Folder directory): ./pdl/manual.pdf
 - HTTP address (the referenced data file will be retrieved and stored locally within an http data directory before the print job is created within FFPS):
http://www.mywebsite.com/filestoprint/manual.pdf

The Hot Folder processes the JDF ticket and submits the data file associated with the ticket for printing. If the JDF job ticket is invalid or the Hot Folder system fails to successfully create a job, a fault message alerts the operator that the job has failed.

Related Topics:

[About JDF printing](#)

[JDF error handling](#)

[JDF printing limitations](#)

JDF printing limitations

- The FreeFlow Print Server hot folder does not automatically delete the input PDLs that were created manually and stored in the hot folder subdirectories. Manually purge this location periodically.

- The FreeFlow Print Server JDF feature does not support multiple input files. A JDF ticket that references multiple input components (such as a front cover, body, and back cover) must point to a single file where each component needs to have a defined page range and all components must be contiguous. For example: Front Cover: pages 1-2, Body Content: pages 3-98, Back Cover: pages 99-100.

Related Topics:

[About JDF printing](#)

[Printing with JDF job tickets](#)

[JDF error handling](#)

JDF error handling

JDF fault messages display in the Paused list Status field when there is a JDF ticket parsing error, or when the referenced PDL file is not accessible.

To view error details, right-click the job and select **Properties > Faulted** tab.

Related Topics:

[About JDF printing](#)

[Printing with JDF job tickets](#)

[JDF printing limitations](#)

The Saved tab

The Saved tab provides access to all jobs that have been printed to the save repository as well as those jobs that have been previously printed and also saved. When reprinting, you can change the job properties, but those changes do not affect the properties set and saved with the job. The Saved tab does not allow you to reprint jobs that have already been printed but not saved. To reprint jobs that have already been printed but not saved, use the Completed tab.

Note

The Saved Jobs tab differs from the Print from File Service in the following way: The Saved Jobs tab is intended to be the location where you resubmit jobs that have already been sent through the system, while Print from File Service is intended to be the access point for printing a job that has not been sent through the system.

Saving a job

A job must be saved before it can be accessed from the Saved tab.

Note

Not all job parameters are appropriate to be saved with a job. For example, stroke thickening and resolution are not saved with a job.

1. Select the job to be saved, and access the properties.
2. Select the **Settings** tab.

3. Select the **Destination FAB**.
4. Select **Print & Save**, **Save**, or **Save as Background Form** as needed.
5. If a save location is not made available by the System Administrator you can select a folder in which to save your job.
 - a) Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in **Setup menu > System Preferences > Save** tab.

In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.
6. Select **Save Location....** The Save Location window opens.
7. From the **Look In** menu, select the UNIX file system, media, or network location where the job is to be saved. You can also type the location in the Directory field.
8. If necessary, select the save folder.
9. Once the complete pathway appears in the Selection field, select **OK**.
10. If you attempt to save a job with a name of a job that already exists at the save location folder, one of three scenarios occurs depending on the option enabled by the System Administrator within **Setup menu > System Preferences > Default Save Directory** as follows:
 - Auto Generate Name Extension: The job is saved automatically adding a versions number to the name. For example, MyJob.ps.001.frf, followed by MyJob.ps.002.frf, etc..
 - Overwrite job: You can choose to overwrite the job, save it with a different name or you may cancel the job.
 - Fault job: You can change the name of the job, or you may cancel the job.
11. From the **Save Format** pull-down menu select the format in which to save the job.
 - Single-page TIFF: Saves each page in the job as an individual TIFF file.
 - Multi-page TIFF: Saves the entire job as a single TIFF file.
 - PDF: Saves the job as a PDF (Portable Document Format).
 - Fast Reprint Format (FRF): Saves the job with Decomposition completed, to facilitate faster reprinting of relatively larger color jobs.
12. If desired, select **Save DRIs**.
13. If desired, make any additional property adjustments and select **OK**. The job is placed in the save location specified when the job is released for print.

Using a Display Resolution Image

Display Resolution Images, DRIs, can be saved with the print job in order to facilitate editing and viewing of images within the job. DRIs are generally smaller files than full-resolution images and speed up viewing and editing of jobs.

1. Double-click a job.
2. Select the Settings tab.
3. Select the Destination FAB.

4. Ensure that the checkbox for **Save DRIs** is selected.
5. If desired, select **Gather Now** to gather the components for the DRI.
6. Select **OK** to save the selections, or continue setting job properties.

Printing a saved job

You may need to reprint a job that was saved to the system or, if available, a network location. For example, you may want to make changes to the job or you may want additional prints. In order for a job to be reprinted, the **Destination** setting must be **Save** or **Print and Save**.

1. Select the **Saved** tab.
2. Double-click the job.
3. If desired, make any necessary job property adjustments.

Some properties, such as Layout, cannot be changed in a saved job.

When reprinting, you can change the job properties, but those changes do not affect the properties set and saved with the job.

4. Select **Print**.
5. Select **OK** to close the Information window.
6. Select **Close** to exit the Print Properties window.

Copying a saved job

The Copy feature allows you to save a copy of the job to an external file system or media while retaining the original job and programming as initially submitted. Multiple jobs may be selected.

1. From the Home Screen, in the Saved Job area, select the job to copy.
2. Right-click the job and select **Copy**.
3. From the **Look In** menu, select the file system or media. If needed, select the directory to store the job.
4. Select **OK** to copy the saved job.
5. Select **OK** to close the Copying Files window when copying is complete.

Save a job as a background form

A background form is a TIFF image on which a print job is overlaid. Background forms can be created from all supported PDLs except LCDS. The background form is saved as a single-page TIFF file on the print server.

1. Select the job to be saved as a background form.
2. From within the Settings tab select the Destination FAB.
3. Select **Save As Background Form**.
4. Select **Save Location....** The default background forms folder displays. Select **OK** to save the background form to that location. If you want to save the background form to another location perform the following:
 - a) From the Directory menu select the location where you want to save the background form.
 - b) Once the complete Save Location displays in the Selection field select **OK**.

- c) Select **OK** to accept your entries and exit the job properties dialog window, or **Apply** to continue setting job properties.
- 5. In order to use a background form with a print job, select the Image Edit tab in job properties, and select the background form. Background forms can also be selected through the print driver prior to submission.

Editing a saved job

Only a PDF file may be edited. For instance, the page order can be changed, pages can be removed from the job, pages can be duplicated within the job, and additional pages can be imported into the job from other saved PDF jobs.

1. Select the **Saved** tab.
2. Right-click the PDF job you want to edit and select **Editor**.

You may view the job and scroll through the pages using the arrow buttons.

3. Make your selections, and then select **OK** to save the edited job. Within the **File** menu, the options are as follows:

- a) **Information:** Use this option to gain information on the job.

The information dialog contains seven fields that provide the following information:

- **Title:** contains the job name.
- **Author:** contains the name of the document sender.
- **Path:** contains the directory path in which the file resides.
- **Producer:** this field contains FreeFlow Print Server, since the FreeFlow Print Server is the producer of the file.
- **Created:** contains the date that the file was created.
- **Modified:** if the file was modified, the date of the modification is included in this field.
- **File size:** details the size of the PDF file.

- b) **Import:** pages from one saved job can be imported into the job that is currently open in the Document Editor.
- c) **Save:** use this option to save the edited job.
- d) **Save As:** if desired, the edited job may be saved under a different name in order to avoid overwriting the current job.
- e) **Exit:** closes the Document Editor window.
- f) **Edit:**

Within the **Edit** menu, the options are as follows:

- **Undo:** Use this option to undo the last action.
- **Renumber:** This option enables you to change the page order of the job.
- **Delete:** This option, when selected, enables you to delete one or more pages from the job.

Importing of images is only available from other PDF jobs

The Settings Tab

The Settings tab allows you to perform the following tasks:

- Use **Pages/Format** to select pages to print, job format options and to view and edit job notes.
- Use **Destination** to indicate whether you want to print a job or save a job to reprint later.
- View print job progress by selecting **Job Progress**.
- Use **Administrative Pages**: Administrative Pages are optional pages that print with the job. See Using job Administrative Pages for additional information.

Using the Settings tab to set job properties

Double-click the job, then select the **Settings** tab to view and edit job property settings.

- **Job Notes** allow you to enter information that should be sent along with the printed job. All users have view access to Job Notes. To view and edit job notes, select **Job Notes**.

View or enter the desired information in the following fields:

- **Sender Name**: The name of the person who sent the job. This field cannot be edited.
 - **User Id**: The identification number of the user who sent the job
 - **Recipient Name**: The name of the person who receives the job. If you do not know the name, you may enter a recipient location.
 - **Source File**: The path name to a file that was referenced by the job ticket rather than being directly submitted to the printer. For example, a saved job ticket contains a reference to the saved job file.
 - **Account Info**: Allows sites that bill customers for printer use to track account activity.
 - **Account Id**: This field may contain an internal billing number, a credit card number, or other tracking or billing numbers.
 - **Additional Account Info**: Contains any additional account information.
 - **Banner Page Message**: Information to be printed on the banner page of the print job.
 - **Start Message**: Special instructions or information for the print operator. The Start Message displays on the **Settings** tab.
- The **Job Progress** FAB enables you to view the following job progress information.
 - Bytes Processed
 - Images Processed
 - Total Pages Saved/Printed
 - Sets Completed

Job processing information is updated at regular intervals and at significant events. The Refresh interval can be set in the Job Processing options.

Using Pages/Format

Use **Pages/Format** to set the page range you wish to print or to change the format of a document. You can change the format of a PostScript, PDF or ASCII document after it has been submitted to the Print Server. For example, a change from PostScript to ASCII may be desired in order to print the PostScript commands.

Note

If you do not have a valid PostScript license on the system, the PostScript option is grayed out and it cannot be selected.

1. To set the page range to print:
 - a) Printing all pages is enabled by default. If you want to print a selected range of pages clear **Print All Pages**.
 - b) Enter a page range in the **From** and **To** fields.
2. Choose a format from the Format pull-down menu. The available options vary based on your printer configuration.
3. If the PostScript, PDF, or ASCII job format is selected then the **Setup...** button becomes active. Select **Setup...** to access PostScript/PDF and ASCII options. See PostScript/PDF format settings or ASCII fonts for more information.

Do not attempt to change one page description language (PDL) to another, such as PostScript to PCL. This type of change may cause print errors since the PCL decomposer cannot interpret the PostScript commands.

4. Select **OK**, or continue setting job properties. Your selection displays on **Pages/Format**.

Using Destination to print and/or save a job

1. Select **Print & Save**, **Save** or **Save as Background Form**. The Save location and Save Format fields become active.
2. Verify the correct Save Location by either checking with the System Administrator or by viewing the Save Location in **Setup menu > System Preferences > Save** tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.
3. Select **Save Location....** The Save location dialog window opens.
4. From the Look In menu select the UNIX file system or media, location where the job is to be saved or type the location in the Directory field.
5. If the save location is the UNIX file system or a media location, proceed to the next step. If a network location is selected see Using Network Filing.
6. If necessary, select the save folder.
7. Once the complete pathway appears in the Selection field select **OK**.
8. From the Save Format pull-down menu select from:
 - Single-page TIFF: Saves each page in the job as an individual TIFF file.
 - Multi-page TIFF: Saves the entire job as a single TIFF file.
 - PDF: Saves the job as a PDF (Portable Document Format).

- Fast Reprint Format (FRF): Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs. If desired, select **Save DRIs**. See Using a Display Resolution Image for additional information.

9. Select **OK** or continue setting job properties.

Administrative Pages

Administrative Pages are optional pages that print with the job. Administrative Pages consist of the Banner Page, Error Page and Attributes Report.

The System Administrator or Operator can set Administrative Pages options.

Different Administrative Pages can be enabled for each queue, or one Administrative Page can be created for a group of queues.

Note

Administrative Pages settings for the Banner Page and Error Page default paper stock, Site Message, font settings, sides imaged and edge treatment can be accessed via **Printer Menu > Switches**.

Note

Enabling the Override icon will make each setting take precedence over any property selections made in the Job Manager or programmed into the job. For example, if you want to print a Banner Page and/or an Attributes Report on a particular queue, enable the Override icon.

Banner Page

A Banner Page is a break page that contains specific job information which prints at the beginning of each job.

Banner pages provide the following information:

- Job name: Specifies the name of the job and is used to identify and track the job in the queue.
- Job sender: The name of the person who sent the job. This field cannot be edited.
- Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
- Banner page message: Information you want to be printed on the banner page.
- Printing date and time: Specifies when the job was printed.
- Number of copies: The number of job copies that were printed.
- Product name and current software version
- Account number: Can be a number used for billing purposes.
- Job ID: The job identification set at the Print Server.
- Server and queue name: Identifies the server and queue

Error Page

An Error Page prints with your job if the page has been enabled by the System Administrator. The Error Page contains job information and errors or warnings generated as the job is processed.

Print Attributes Report

The Attributes Report presents a one page summary of selected job settings, especially those that pertain to job identification, stock, output and image quality that originate from queue settings and job programming. Any Queue Property override settings take precedence over all other property settings.

Setting Banner Page options

The Banner Page, an optional Administrative Page, is a break page that prints at the beginning of each job.

1. Select from the following methods to access **Administrative Pages**:
 - Double-click a queue or job and select **Properties > Settings > Administration Pages**.
 - When using Print from File, select the **Files** tab and select the desired Administration Page.
 - When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.
2. Select from the following options:
 - **None**: Prints no pages.
 - **Standard**: Prints a system-generated page.
 - **Use Leading Pages**: Activates the number of pages option. Select the desired number of pages from the beginning of the job to serve as banner pages.
3. Select **OK** or continue setting properties.

Setting Error Page options

The Error Page, an optional Administrative Page that prints with the job, presents errors or warnings generated as the job is being processed.

1. Select from the following methods to access **Administrative Pages**:
 - Double-click a queue or job and select **Properties > Settings > Administration Pages**.
 - When using Print from File, select the **Files** tab and select the desired Administration Page.
 - When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.
2. Select from the following options:
 - **None**: Prints no pages.

- **Standard:** Prints a system-generated page.

3. Select **OK** or continue setting properties.

Setting Attributes Report options

The Attributes Report, an optional Administrative Page that prints with the job, presents a summary of job settings.

1. Select from the following methods to access **Administrative Pages**:

- Double-click a queue or job and select **Properties > Settings > Administration Pages**.
- When using Print from File, select the **Files** tab and select the desired Administration Page.
- When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.

2. Select from the following options:

- **None:** Prints no pages.
- **Standard:** Prints a system-generated page.

3. Select **OK** or continue setting properties.

About PostScript/PDF format settings

The required start string for VIPP jobs can be automatically loaded and accessed. The initialization file can be established, by the System Administrator, for a particular queue or on a per-job basis.

To set variable data options for PS/PDF jobs, select an initialization file from the pull-down menu. If an initialization file is not available the default selection is None.

The available **Variable Data** options are:

Select an **After Job Completion** option:

Choosing the fonts for an ASCII job

If the job that you are printing is an ASCII job, you must select the font used to print this job before printing can occur. The font name, orientation, and size must be selected.

1. Select the ASCII job and select **Properties**.
2. Make sure the Format is set to ASCII, and select **Setup**.
3. In the **Fonts** list, select the name of the font to be used when printing the ASCII job. If no font is selected, the default font Courier is used.
4. Select the image orientation from the **Font Orientation** menu. If no choice is made, the job is printed as portrait.
5. Select a font size in the **Font Size** box.
6. Select **OK**.

Using network filing via SMB

SMB access must be enabled on the system by the System Administrator before it can be accessed to save jobs. The System Administrator programs the SMB Server Login information that is required to gain network file access.

If this information was not programmed by the System Administrator, a dialog box displays requesting this information when SMB filing is accessed.

1. Enter your User Name and Password.
2. Type the Domain Name, or select **Browse** to locate the Domain Name and select **OK**.
3. Type the Server Name, or select **Browse** to locate the Server Name and select **OK**.
4. If required, type the Share Path, or select **Browse** to locate the Share Path and select **OK**.
5. After entering all the required information, select OK to close the Save Location dialog window. The Network Validation dialog opens if it takes longer than two seconds to validate the network connection information.
6. Select **OK** if validation is successful.
7. If validation is not successful, follow the displayed instructions or contact the System Administrator.

Using Network Filing via FTP/SFTP

FTP or SFTP access must be enabled on the system by the System Administrator before it can be accessed to save jobs. The System Administrator programs the Login information that is required to gain network file access.

If this information was not programmed by the System Administrator, a dialog box displays requesting this information when FTP filing is accessed.

1. Enter your User Name and Password.
2. Type the Server Name, or select **Browse** to locate the Server Name and select **OK**.
3. After entering all the required information, select OK to close the Save Location dialog window. The Network Validation dialog opens if it takes longer than two seconds to validate the network connection information.
4. Select **OK** if validation is successful.
5. If validation is not successful, follow the displayed instructions or contact the System Administrator.

The Stock Tab

The Stock tab contains stock and tray selections for your job. Selections include the **Size/Color** and **Type/Weight** buttons. Depending on your system, the **Coating** and **Grain** buttons may also be available.

The Stock tab allows you to perform the following tasks:

- Specify a paper stock for a job
- Program stock for a job using the Custom option from any of the pull-down menus

Using the Stock tab to set job properties

1. Open Job Manager.
2. Double-click the job you want to view.
3. Select the **Stock** tab.

A graphical representative icon displays stock characteristics.

Note

Depending on the configuration of your system, not all of the features described may be available.

4. Select from the following options:
 - a) Leave the stock settings alone. Any attributes not specified either by the submitter or in the data file will be picked up from queue defaults.
 - b) Select from the **Loaded Stocks** list. This option ensures that the job is requesting an available stock.
 - c) Select the **Set Use Ready** button to set all attributes except for Size to use ready. This tells the system to use any available stock of the correct size. If you use this option, you can either select a Size, or allow Size to be determined by the data file.

If a job has mixed page sizes, it is important not to set a specific size.

- d) Choose **Unspecified** from the **Name** menu and program the stock attributes. If **Unspecified** is selected, you can use the **Size/Color** button, **Type/Weight** button, and, if available, the **Coating** button, to select stock properties. If **Custom** stock is selected from the Size menu, the Width and Height fields become active.

If these attributes are not available in the printer when the job is ready to print, the job will become ineligible or raise a Stock Not Loaded fault.

- e) Choose a named stock from the **Name** list or Stock list.

When using a named stock, it is recommended that you always choose from the list of attributes from the list on both the job/queue, and tray, to ensure attributes match for printing.

5. Select **Apply**.
6. Select **OK**.

Related Topics:

[Using the Stock tab to set queue properties](#)

[How do I use the Set Use Ready option?](#)

Programming extra long stock

You can print on long sheets up to 26 inches long, such as A4 Book Covers and calendars. This is available for simplex, face up, 600 x 600 x 8 resolution jobs only.

Paper and printing specifications are as follows:

- **Print Speed:** Up to 9 ppm, Simplex mode only

- **Paper Weights:** Uncoated 52-220 gsm, Coated 72-220 gsm
 - **Maximum Paper Size:** 660.4 mm x 330.2 mm
1. Create a custom stock in Stock Library Manager.
 2. Insert sheet in Tray 5.
 3. Open Queue Manager and set the resolution to **600 x 600 x 8** under **PDL Settings**.
 4. Click the **Stock** tab in Job or Queue Manager and select the custom stock.

You will see this custom stock option on the **Basic** tab as well under **Paper Stock**.

5. Release the job. The job prints to a supported top tray.

The Output Tab

Use the Output tab to select various printing options to apply to the job. Depending upon where you access the Output tab, some features may not be available. For example, Output options can be set on individual jobs, at the queue, or on a copy job if your system has the Copy service.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

Using the Output tab to set job properties

1. Double-click a job.
2. Select the **Output** tab.
3. Use **Basic Settings** to set the sides imaged and collation.
4. Choose **Stapling/Finishing** to set stapling, finishing, offset, trimming, and output location options.
5. Select **Slip Sheets**.
6. Select **Annotations**.
7. Select **Layout** to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. For a complete description of imposition models see the section entitled Layout Styles.
8. Select **OK** or continue setting job properties.

Your selections display on the individual button.

Setting basic properties

If the basic output properties are being set on a queue, the Override icon can be selected to allow this setting to override any programming associated with a job.

1. Use the **Sides Imaged** option to indicate whether the jobs submitted to the queue should print on one or both sides of a page. Sides imaged is often referred to as plex. You can select whether the job will be printed one-sided or two-sided. If the job is to be printed two-sided, you can rotate the second side to print head-to-toe.

2. Collation controls the sequence in which pages in a job will print. Collation is enabled by default. Select from:

Using the Stapling/Finishing button

Finishing is a general term referring to the processes, such as stapling, binding, stitching, folding, and hole-punching, that are typically performed on a job after it has finished printing. The specific finishing options that are available vary based on the capabilities of your printer and any attached finishing units. If no finishing unit is available, the default setting is None.

If available, the Square Fold Trimmer is used with the booklet maker. It is attached to the end of the booklet maker. The Square Fold flattens the booklet spine, reducing the booklet's thickness and giving it the appearance of a square shaped, bound book. Selection options ranging from a value of 2 to -2 indicate the force, or pressure, on the fold. If Bi-Fold Multiple Sheets is selected, and the Square Fold Trimmer is present, it allows you to select a pressure value and select Trim Outside Edge to trim the edge of the fold. If Bi-Fold Multiple sheets is selected, and a Two Sided Trimmer is present, the Top/Bottom Trimming option is available to trim the top and bottom edges. This allows you to create a full bleed when paired with the booklet maker and Square Fold.

1. Double-click a job.
2. Select the **Output** tab.
3. Select the **Stapling/Finishing** button.
4. Select an option from the **Stapling/Finishing** menu. Options include:
 - **Stapling** - 1, 2, or 4 Staples, or Center Staple.
 - **Hole punch** - 2 or 3 holes.
 - **Folding**: Folding is used to produce stapled and unstapled booklets, and single sheet folding (C-Fold and Z-Fold). Folding options include:
 - **Z Tri-Fold Print Inside** - A Z-Fold uses two parallel folds to create six panels of equal size, three panels on each side of the paper. The two folds are made in opposite directions, creating a Z shape. Side 1 will be inside the fold.
 - **Z Tri-Fold Print Outside** - A Z-Fold uses two parallel folds to create six panels of equal size, three panels on each side of the paper. The two folds are made in opposite directions, creating a Z shape. Side 1 will be outside the fold.
 - **C Tri-Fold Print Inside** - A C-Fold uses two parallel folds to create six panels of roughly the same size, 3 panels on each side of the paper. The outer panels are folded toward each other so that they overlap. Side 1 will be inside the fold.
 - **C Tri-Fold Print Outside** - A C-Fold uses two parallel folds to create six panels of roughly the same size, 3 panels on each side of the paper. The outer panels are folded toward each other so that they overlap. Side 1 will be outside the fold.

Note

Folding cannot be performed using transparencies, pre-cut tabs, labels, or coated stock.

- **Bi-Fold Print Inside** - Used to fold a single sheet. Side 1 will be inside the fold. If the Two Sided Trimmer is available, you have the option to select Trim Top/Bottom Edges. If the Square Fold Trimmer is available, you have the option to Trim Outside Edge.
 - **Bi-Fold Print Outside** - Used to fold a single sheet. Side 1 will be outside the fold. If the Two Sided Trimmer is available, you have the option to select Trim Top/Bottom Edges. If the Square Fold Trimmer is available, you have the option to Trim Outside Edge.
 - **Bi-Fold Multiple Sheets** - Used to fold multiple sheets, as in a booklet. If the Two-Sided Trimmer is available, you have the option to select Trim Top/Bottom Edges. If the Square Fold Trimmer is available, you have the option to Trim Outside Edge and the option to create a square fold at different pressures.
 - **Bi-Fold Stapled Multiple Sheets** - Used to fold multiple sheets and staple the saddle of the booklet. If the Two-Sided Trimmer is available, you have the option to select Trim Top/Bottom Edges. If the Square Fold Trimmer is available, you have the option to Trim Outside Edge and the option to create a square fold at different pressures.
 - **Z Fold Half Sheet** - Gives you the option to select **Z Fold Half Sheet Left Bind** or **Z Fold Half Sheet Right Bind**.
- **Multiple Finishing** - Gives you the option to select multiple finishing options, such as Stapling and Hole Punch.
 - **Trimming** - Enables Top/Bottom Trimming: Enables you to select the **Trimmed Height** and **Position Shift** values. You can select inches or millimeters. This allows you to trim the top and bottom edges of the sheet.
5. Select a placement option for the finishing option selected.
 6. If desired, select an **Offset** from the Offset menu:
 - **None**: Offset is not performed. This is the default selection.
 - **Each Collated Set**: The offset occurs between each set printed.
 - **Each Uncollated Stack**: The offset occurs between each stack printed.
 - **Each Set and Stack**: The offset occurs between each set and stack printed.
 7. If you select **Each Collated Set** or **Each Set and Stack**, the **Collated Sets Offset Interval** option displays. To change the number of sets to offset together, select a value. The default selection is one.
 8. Select an **Output Location** where you want your print job to be delivered. Available selections depend on your printer configuration.
 - **System Specified**: This is the default selection. The system determines the most appropriate destination of the given job.
 - **Top Tray**: Used for simpler jobs that do not require finishing or collated stacking. This tray is also used as the purge destination.
 - **Main Tray or Stacker**: Used for most jobs that require stacking or stapling.

- **Bypass Transport:** Jobs are passed through to any installed third-party finishing device.
- **Binding:** The binder enables you to finish print jobs by adding a tape binding on the edge.
- **Folding:** Used to produce stapled and unstapled booklets, and single sheet folding (C-Fold and Z-Fold). Up to 15 sheets can be folded using normal or light weight stock.

If you select a finishing option that conflicts with the Output Location selection, the Output Location automatically changes to a selection that can handle your finishing choice.

9. **Output Order** options are only available if the Output Location selection can handle offset delivery. Output order determines the order in which the printed pages are delivered to an output device, either first to last or last to first. Specifying the output order is important for certain types of finishing. Select from the following:

- **System Specified:** Allows the system to determine the most appropriate order for the given job.
- **1 - N (Ascending):** Printed pages are delivered first to last with the last page on top.
- **N - 1 (Descending):** Printed pages are delivered last to first with the first page on top.

10. **Output Delivery** is useful for retrieving the printed output in a specific order or for use with certain types of finishing. Select from the following:

- **System-specified:** The system determines the most appropriate delivery option for the job.
- **Face Up:** Side 1 of each sheet is delivered face up.
- **Face Down:** Side 1 of each sheet is delivered face down.

11. In **Subset Output Options**, Finishing and Offset Subset are available only if the Output Location selection can handle offset stacking.

- **Finishing:** The Finishing checkbox becomes available to all Stapling/Finishing selections except None, Hole Punch, C-Fold, and Z-Fold. Select Finishing and set the Pages Per Subset value.
- **Offset Subset:** A subset can be programmed for offset for both collated sets and uncollated stacks. In both cases the output is offset after the specified number of pages are delivered in each set or stack.
- Select **Offset Subset** and set the Pages Per Subset value.

12. The **Pad Printing** feature is available to all printers with a binder and is used to create pads of single sheet forms.

- **Sheets Per Pad:** Type a number or select the number of pages per pad desired.
- **Number of Pads:** Type a number or select the number of pads desired.

- Optionally, select the **Add Back Cover** checkbox and the **Paper Stock** to use for the back cover of the pad.

For additional Subset and Finishing option details, see the following tables: Feature options required to use Subset Finishing and Offset.

Enabling Slip Sheets

Slip Sheets are pieces of paper or other media that are inserted between document sets in a print job. Slip Sheets differ from job inserts in that slip sheets separate one job set from another, while job inserts separate pages of a job.

1. Select Slip Sheets.
2. To use Slip Sheets select **Enable**.
3. The Slip Sheets Stock field becomes active. The Slip Sheets Stock menu displays stock selection choices. A scroll bar is present within each fly-out menu if more than eight stocks are available.
4. From the **Slip Sheets Stock** menu select from the following:
 - Loaded Stock: Presents stocks that are currently available to the printer. Select a stock, and select **OK**.
 - Stock List: You can select a stock and verify the characteristics of the stock by selecting a stock and clicking **OK**.
 - Custom Stock: Make selections for Size/Color, Type/Weight, and if available, Coating. If Custom is selected from the Size menu, the Width and Height fields become active

Note

Be sure the attributes you select are supported on the printing system.

5. Select **OK** to apply your changes and exit the dialog window.

Setting Layout Styles

The Layout feature enables you to control the placement, rotation, cropping, and scaling of source document pages onto the printed output. This process is commonly known as Imposition.

The Layout Styles ignore page-level PostScript programming. Various image spacing settings are applied after imposition, and in some cases may provide unexpected and inappropriate results. See Caveats for using the Layout feature.

It is recommended that a proof print is made of the job prior to submitting the job for printing to ensure the layout styles and settings selected match the expected output.

1. Double-click the job you want to modify.
2. Select the **Output** tab.
3. Select **Layout**.
4. Select the desired layout style from the **Layout Style** menu. The associated information icon presents layout style tips. For a description of the available layout styles, see the table for Layout Styles.

5. Select the **Original Orientation** corresponding to your desired output.
 - Portrait (Left Bind or Right Bind)
 - Landscape (Top Bind or Bottom Bind)
6. Select the desired **Signature Division**.
 - Auto Divide to allow the system to determine the number of sheets per signature.
 - Custom Divide allows you to set the number of sheets per signature.
 - Select maximum number of sheets per signature.
7. Select the **Pages on Sheet Side** option corresponding to your desired output. The image on the screen changes to indicate how the images are placed on the page based on your selections.
 - Select **Repeated** to impose multiple copies of the same image on a page.
 - Select **Sequential** if the images are to be imposed in order.
 - Select **Alternating** to achieve a postcard imposition.
 - Select **Cut and Stack** to create a document which can be cut down the center and combined to form one job.
8. Select Advanced Settings **Setup** to set the following:
 - **Reduce and Enlarge** sets the size of the output image in relation to the input image.
 - **Margins** sets the size of the gutter margin for the layout styles that require a gutter.
 - **Outside Margin** sets the size of the margins on the outside edge of the output.
 - **Trim size** sets the size of the final image if the image is larger than the final document. For example, for images with bleed edges should have a trim size set.
 - **Crop Marks** determines if the output image should have crop marks to allow for post-printing trimming. If 2 sided printing or Booklet options are selected, Crop Marks can be placed on both side 1 and side 2 of the output.
 - Set the **Units** to inches or millimeters, depending upon your usual unit of measure.
9. Select **OK** to apply the settings to the job.
10. Select **Save As...** to save the layout settings to a file to allow for future application of the style to additional jobs. Saving the layout settings can shorten the programming time on future jobs if the layout style is used frequently.

Advanced Settings for Layouts

Gutter

For all layout styles other than 1-Up, you can program the amount of white space, or gutter, between imposed images. You can specify one gutter amount which is applied in both the X and Y directions, if enough images on the imposed page warrant gutter in both directions. This gutter amount is relative to the unscaled original document size. For example, an original US Letter (8.5x11) document, programmed for 2-Up imposition on US Letter output stock with 50 % reduction scaling. If a gutter of 1 inch is programmed, since the original document image is reduced by 50 %, the gutter is reduced by 50 % as well, leaving an actual .5 inch gutter between images. When crop marks are programmed in conjunction with gutter, the marks are placed along the exterior of the imaged area on both sides of the gutter.

Outside Margin

When custom multiple-up imposition is specified or when Auto Size is selected, you can specify the amount of white space around the outside of the imposed output, or outside margin. Like the gutter, you can specify one outside margin amount which is applied as the minimum allowable amount of white space along the exterior of the imaged area on all four sides. Depending on various factors, such as scale percentage, image size, or gutter, more outside margin may exist than is programmed. Unlike gutter, the outside margin is the actual amount of white space on the output sheet, and is not relative to the unscaled original document size. If you program an outside margin of 1 inch, at least 1 inch of white space is left on all four edges of the output sheet.

Bleed/Trim

For all layout styles, you can specify the existence of image bleed in the original document. If bleed is specified, you must specify the trim size. The trim size is the trim size of the original document, not the trim size of the imposed image after reduction or enlargement. If you specify a trim size greater than the automatically detected original document size, the image is centered within the larger trim box. Bleed and trim size are used to place crop marks on the output sheet. Crop marks, when specified, are placed around the edges of the Trim Box. When gutter and/or outside margin are specified along with bleed, the bleed image appears within the gutter and/or outside margin white space, with the appropriate crop marks.

Remove Image Bleed

When bleed and trim size are programmed for signature-style layouts, such as Saddle Stitch and Perfect Booklet, you can specify the amount of image bleed to remove along the center fold line of the signature output sheet. You can select Bleed to Fold or set a custom bleed amount. When Bleed to Fold is selected, the entire bleed area is removed from the right edge of the left-hand image and the entire bleed area is removed from the left edge of the right-hand image along the center fold line. The two image trim

boxes are flush with each other along the fold. If custom bleed is selected, you can manually specify the amount of bleed area to be removed from each image along the center fold line, in effect moving each of the trim boxes inwards towards the fold line by the specified amount. The custom bleed amount is relative to the unscaled original document size. Bleed for signature jobs and gutters are mutually exclusive. If bleed is selected, gutter is not programmable. Signature shift is still selectable.

Crop Marks

You can specify the output sides on which to place crop marks. When one-sided printing is selected, you can choose between printing no crop marks and printing crop marks on the front side of the output. When two-sided printing is selected, either duplex or head-to-toe, you can choose to print crop marks on the back side of the output or print crop marks on both sides of the output. When a signature-style layout is selected, all four crop mark options are available, regardless of the programmed plex, since two-sided printing is implied and overridden in a signature layout. When auto-size is selected, crop marks are not available for programming, as Auto-Size calculates a reduce/enlarge value which automatically images to the edge of the output sheet and crop marks are only placed along the exterior of the imaged output. When an outside margin is programmed in conjunction with auto-size reduce/enlarge a border of white space is placed around the imaged output, and the imaged output is automatically scaled to fit within the border and crop marks are placed within the outside margin.

Signature Division

When a layout style is set to Book Multiple Signatures, the Signature Division option becomes available. The pull down menu provides two options, Custom Divide and Auto Divide. The number of sheets in each booklet must be entered as the system will separate the document into the entered number of sheets. Each booklet will contain the entered number of pages, any blank pages will not be added. Auto divide automatically divided into sets where the desired number of sheets are in each booklet. Specail pages such as covers, exception pages, and inserts will not be supported when using this feature. Finishing will be supported if the sets are large enough for the specified finishing.

Adjustable Booklet Creep

When using the Book Multiple Signature selection and selecting a gutter margin, the gutter can be changed to shift in or out of the booklet. Use this option when using in-line finishers, folders, and off-line folders or inverters. You can adjust the Creep In or Creep Out to avoid pre-press work and changes to align the trim of a job. Use Creep Out to add a wider gap to each sheet when printing a large stack. Use Creep In to decrease the gap on each sheet of prints.

Binding

Binding can be placed on any of side of a job.

Portrait Left Bind produces a book that reads from left to right as a standard English book. Selecting right bind will create a book that reads right to left such as an Arabic or Japanese book. Landscape books are read one page over another. Landscape Top Bind produces a book that reads from top to bottom such as a standard calendar. Landscape Bottom Bind produces a book where each page is flipped downward.

Caveats for using the Layout feature

- Job programming is applied after the pages are imposed. These settings include Sides Imaged, Collation, Image Shift, and Quantity. It is possible to program settings that create a conflict with the layout settings which may produce unexpected or incorrect results when the images are imposed. For instance, if you remove collation on a set of prints you wish to impose as saddle signature, you get N copies of each page next to each other instead of 1-N, 1-N, 1-N, which may create problems when the signature booklet is sent to the Signature Booklet Maker.
- All special page programming, such as inserts, covers, and page exceptions, are ignored when using the Layout feature. In addition, color management settings made at the job or queue level are not considered when using layout. To perform color corrections on imposed jobs, make your imposition selections and then save the job as a reprint file. Then, you can perform color corrections on the reprint file.
- The Reduce/Enlarge function automatically scales the input pages to the output media only if the input pages are all the same size.
- The Layout feature is valid only for PostScript and PDF print jobs and spooling queues. Any page-level PostScript programming in the PDL is lost when the job is printed.

Note

If you do not have a valid PostScript license on the system, you cannot set PostScript options.

- For jobs with multiple pages sizes that are printed in imposition mode, the template is created based on the stock that is selected in the job level; all pages with larger sizes will be cut off.

The Image Quality tab

The **Image Quality** tab contains controls that allow you to make image quality adjustments.

The key to making adjustments to any of the image quality controls is to do so in small increments. Making large adjustments can actually create image quality problems.

Adjusting color balance

Using the Color Balance feature you can adjust the color balance on a job or page range using simple slider controls. The color balance feature is available on a job or queue basis.

1. The **Color Balance** feature can be applied to a job or a queue:

- To a job: Open the job **Properties**, select the **Image Quality** tab or, to adjust the color balance for a page range, select the **Special Pages** tab, then select **Exception Page...** and specify the **Exception Page Range**.
- To a queue: Select **Queue > Queue Manager...** and double-click the queue where you want the Color Balance feature to be applied. Select the **Image Quality** tab.

2. Select **Color Adjustments**.

3. From the **Adjustment Type** menu, select **Color Balance**.

The All Colors, C, M, Y, and K buttons are available. The C button is selected by default.

4. Select the color button for the color balance adjustment you want to make. You can make adjustments to the color balance for all colors simultaneously with the All Colors button or to only cyan, magenta, yellow, or black when you select the appropriate button.

Note

If you make an adjustment using the C, M, Y, or K buttons, the All Colors button becomes unavailable.

5. Make color balance adjustments using the following sliders:

- **Highlight:** Move the slider up (positive values) to make the highlights in the image darker. Move the slider down (negative values) to make the highlights in the image lighter.
- **Midtone:** Move the slider up (positive values) to make the midtones in the image darker. Move the slider down (negative values) to make the midtones in the image lighter.
- **Shadow:** Move the slider up (positive values) to make the shadows in the image darker. Move the slider down (negative values) to make the shadows in the image lighter.

The buttons above the sliders each have three values that change to show the numerical effect that changing the slider has on that particular color.

As you make changes to the color balance using the sliders, you can select **Show Adjustment** to view the changes you are making in the preview window. The preview of your job images is only available for PostScript, PDF, and TIFF file types. For other file types, such as PCL, or VIPP, stock images are used for the preview.

If you select and then clear the Show Adjustment check box, you can show or hide the effect of the color balance adjustment to get before and after views of the displayed image.

6. To reverse or cancel all changes to the color balance sliders, select **Zero All**.

7. If you have FreeFlow Print Server Professional Edition, you can select **Convert to TRC** to change the slider values into TRC values.

The Convert to TRC editor window opens allowing you to enter a Name, make other edits, and save your changes as a TRC.

User TRCs

What are User TRCs?

User Tone Reproduction Curves (TRCs) provide users a mechanism for adjusting color output on individual color separations. User TRCs are graphical representation of 4 curves, one for each color separation (Cyan, Magenta, Yellow, and Black).

User TRCs are the preferred method for adjusting color when the adjustment has to be done at the print server. They should be used to adjust color instead of using the **Image Adjustment** sliders, which offer no preview and often greatly increase job processing time, or **Advanced Color Settings**, which are used for color management, not adjustment to correct printer drift.

User TRCs:

- can be created within the Color Manager, Queue Manager, Print from File Service, or from within a job.
- can be applied on a Queue, Job, and Page basis. In other words, User TRCs can be chosen from within Queue Manager or within a job. Within a job, the desired User TRC can be applied to all pages or just to specified pages.
- are applied to a job after it is processed. As a result, the color reproduction of reprint jobs can be adjusted using a TRC. In fact, the User TRC is one of the few image quality features available for reprint jobs
- can be exported to and imported from other FreeFlow Print Servers.

Previewing and Editing TRCs

Opening the User TRCs Edit window

User TRCs can be applied to a job or page to adjust the color output of a specific job. They can also be applied to a queue to adjust the color for all jobs in the queue.

The User TRCs Edit window can be opened by using one of the following methods:

Note

Changes made to User TRCs using any of the methods listed below appear in all the other methods.

- From the **Home Screen**: Double-click a job, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Services** menu: Select **Services > Print From File**. Select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Queue** menu: Select **Queue > Queue Manager**. Double-click a queue, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Color** menu: Select **Color > User TRCs** and double-click a User TRC.

Note

In this dialog, TRCs can be selected, edited, and previewed but cannot be applied to a job, page, or queue.

The New TRC - Edit window

Selecting **New TRC** opens the New TRC - Edit window. The Identity curve will be displayed in the graph. The Identity curve describes a state in which no color change will be made to the color channel.

Note

To view only the curve you wish to edit, click the eye icons for the other three curves to turn those curves off.

Each option in the window is defined as follows:

- **Edit:** Defines which curve (All Curves, C, M, Y, or K) is available for editing. If an adjustment has been made to a single curve, the All Curves option cannot be selected.
- **Eye icon:** Defines which color separations are present in the display graph.
- **Selected Point:** Indicates the X and Y values of the currently selected point. Values can be adjusted by typing a new value, by clicking the **Input (X)** or **Output (Y)** boxes, or by dragging the selected point in the graph.
- **Delete:** Deletes the currently selected point.
- **Add...:** Opens a window for the currently selected curve to allow direct input of an X and Y value that will be added as a point.
- **Undo:** Reverses any changes made to the selected curve. You can undo multiple changes.
- **Redo:** Reverses the Undo function.
- **Options:** Select this menu for additional options:
 - **Default Curve:** Resets the selected curve to the Identity curve.
 - **Default All Curves:** Resets all curves to the Identity curve.
 - **Copy Curve:** Copies the selected curve values to other curves in the graph.
 - **Print Curve:** Prints the curves you select to the queue of your choice on the printer. User TRC curves can be printed to confirm curve values or to keep as a record of curves created.
 - **Comments:** Enables you to input descriptive information specific to the curve.

Previewing User TRCs

The effects of TRCs can be previewed for PostScript and PDF jobs. You can preview TRC adjustments on a particular job or on a specific page within a job. TRC editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. You can preview a single page or a range of pages. Click **Update** and the Job preview specify range window opens. Perform one of the following:

- To preview all the pages in the job, select **All**.
 - To preview a range of pages, clear the **All** checkbox and enter a page range in the **To** and **From** fields.
 - To preview a single page, enter the same page number in both the **To** and **From** fields.
2. You can also change how the preview appears on the screen. Select from the following:
- **Show Adjustment:** Select the check box to show any curve adjustments made on the sample image.
 - **Zoom:** Select a value from the menu to zoom in or out of the sample image.
3. Select **OK**.
- The preview image refreshes to the first of the pages indicated in the page range selected.

Editing User TRCs

Tonal Reproduction Curves editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. Select the color separation curve you want to edit by selecting the corresponding **Edit** button.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

2. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:
 - a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.

After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:
 - a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.
 - b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
 - c) Open each curve for editing in turn and perform your corrections.
- 3. In the event that you want to reset any changes or return to default settings, perform the following:
 - Select the appropriate curve from the CMYK **Edit** buttons and, if changes have been made, select the **Undo** or **Redo** arrows. The **Undo** and **Redo** selections are available while previewing the image. This can be helpful when deciding what Control Point settings best meet your job needs.
 - You can return each CMYK Control Point to a default value by selecting the appropriate CMYK **Edit** button and then selecting **Options > Default Curve**. To reset all Control Points, select **Options > Default All Curves**.
- 4. In the **Options > Comments** field, you can input descriptive information specific to the curve. For example, you might type a short description of the color adjustments provided by the TRC or the jobs for which it would be used.
- 5. Once you have completed the editing process, select **OK** or **Apply** for further options. Select from the following:
 - If you edited the TRC you can:
 - Overwrite existing TRC:** The edited TRC takes on the same name as the one you edited. The changes are saved to the existing TRC.
 - Save as New TRC Name:** Name the edited TRC in the field provided. The new TRC is added to the User TRCs menu
 - Cancel:** Edits are discarded.

You should be aware of the following when editing a TRC:

- Editing a TRC is a global event. If numerous jobs reference the same TRC file and that file is changed, the change affects all the jobs that reference that TRC. In this case, it is recommended that you save the TRC as a new file, in order to eliminate an undesired effect on other jobs.

Creating new User TRCs

The primary access point for creating a new TRC is from the **Image Quality** tab in **Job Properties**. A new User TRC can be added from the User TRCs management window as well (**Color > User TRCs**).

1. To add a new User TRC from the User TRCs management window (**Color > User TRCs**), perform one of the following:
 - Right-click anywhere in the **User TRCs** window and select **New....**
 - From the **TRC** menu, select **New....**
 - Select the **New...** icon from the toolbar.
2. To add a new User TRC from the **Image Quality** tab in **Job Properties**, select **Color Adjustments, Adjustment Type**, and select **New TRC**.
3. In the New TRC - Edit window, type a unique name in the **Name** box.
4. Select the color separation curve you wish to begin editing.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

5. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:
 - a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.

After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:
 - a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.

- b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
6. Open each curve for editing in turn and perform your corrections.
7. Once you are satisfied with your selections, select **OK** to commit all changes and exit the New TRC window.

Copying User TRCs

You can copy any User TRCs. This is useful if you want to keep the original TRCs intact and modify the copy.

1. Select the TRC to be copied.
2. Right-click the selected TRC and select **Copy** or select **Copy** from the **TRC** menu.
3. The Copy window opens. Change the name of the User TRCs and make any edits necessary to the curves.
4. Once you are satisfied with your selections, select **OK** to commit all changes and exit the Copy window.

Deleting User TRCs

User TRCs can be deleted from the User TRCs window.

1. Select **Color > User TRCs...** to open the User TRCs window.
2. Select the TRC to be deleted.
3. Click the **Delete** icon or right-click the selected TRC and select **Delete**.
4. Click **Close** or select another function.

Note

A job will fault if the TRC that the job references no longer exists.

Printing TRC Curves

User TRC curves can be printed to confirm curve values or to keep as a record of curves created.

1. Click **Options > Print Curves...**
 2. The Print window opens. **All** is selected by default. Clear the **All** selection and select one or more of the curves for printing if you do not want to print all the curves.
 3. From the **Queue** menu, select the queue to which the TRC print job is submitted. The job will be a single-page TIFF.
 4. Select **OK**.
- The job is submitted to the selected queue.

Importing and Exporting User TRCs

Exporting User TRCs

User TRCs can be exported to CD or DVD, a USB device, the print server file system, or to a location on a Windows network.

1. Select **Color > User TRCs**.
2. Within the list of User TRCs, select the TRCs you wish to export.

3. Right-click on the group of selected TRCs and select **Export...**
 4. In the Export TRCs window, from the **Look In** menu, select one of the following:
 - **CD-RW** - Place a CD-R or CD-RW in the CD or DVD drive.
 - **File System** - From the directory listing presented, navigate to the directory on the print server where you want to save the User TRCs.
 - **Windows Network (SMB)** - From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where you want to save the User TRCs.
- Note**
- You may have to log in to the machine where the User TRCs are to be exported.
- **USB** - From the directory listing presented, navigate to the directory where you want to save the User TRCs.
5. Select **OK**.
For an export to the File System or Windows Network, a message appears that the operation is completed. For an export to CD, the CD will eject when the operation is finished and a message appears to say that the operation is completed.
 6. Click **OK** to close the Information window that appears.
 7. Click **Close**.

Importing User TRCs

User TRCs can be imported from a CD or DVD, a USB device, the print server file system, or from a location on a Windows network.

1. Select **Color > User TRCs**.
 2. Right-click anywhere in the **User TRCs** area and select **Import...** or from the **TRC** menu, select **Import...**
 3. In the Import TRCs window, from the **Look In** menu, select one of the following:
 - a) **CD-RW**
Place a CD-R or CD-RW in the CD or DVD drive. From the directory listing presented, navigate to the directory where the User TRCs are located.
 - b) **File System**
From the directory listing presented, navigate to the directory where the User TRCs are located.
 - c) **Windows Network (SMB)**
From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where the User TRCs are located.
- Note**
- You may have to log in to the machine where the User TRCs are located.
- d) **USB**
From the directory listing presented, navigate to the directory where the User TRCs are located.
4. Select the User TRCs to be imported.

Note

Only one *.trc file can be selected for each import.

5. Select **Import**.

If the User TRC already exists, a message will appear. Click **Yes** to overwrite the existing TRC.

It is recommended that a proof be run whenever an imported TRC is first used.

6. Click **OK** to close the Information window that appears.

7. Click **Close**.

About grayscale printing

Selecting **Grayscale** from the **Color Mode** menu disables Image Quality features incompatible with grayscale printing.

Print as Grayscale

Selecting **Grayscale** disables the following Image Quality controls:

You may still employ anti-aliasing and may apply a user TRC to the Grayscale job.

Setting up trapping

1. Select **Properties** for either the selected job or the selected queue.
2. Select the **Image Quality** tab.
3. Select **Options**.
4. To enable Trapping, mark the checkbox.
5. Within the Trapping Setup area, you may select pixel values for the width and height parameters, from 1 to 20 pixels. The default setting is 1 pixel in both directions.

Generally, a trapping zone above 4 pixels is visually obvious and not pleasing to the eye. A higher value should be considered carefully; you can set a higher trap zone to control individual images that have been poorly trapped individually. Two direction parameters are included because the feed direction has a marginal effect on image quality. However, in nearly all cases, you would set these two values the same. If you are setting the trap width for a queue, you may choose to set this option for override by selecting the **Override** icon to show a locked setting in the **Color Properties** tab

6. If you wish to use vector over image trapping, select the checkbox for **Image/Vector Trapping**.
7. Select **OK** to accept the trapping settings, or **Cancel** to reject changes.

Automatic Image Enhancement

Automatic Image Enhancement allows you to enhance incoming RGB or Grayscale images that are embedded in PostScript or PDF documents. You can enable or disable this feature on a queue, job, or page basis.

When Automatic Image Enhancement is enabled, any RGB or Grayscale images in the job file are enhanced prior to color space conversion to CMYK.

Selection of Automatic Image Enhancement does not affect which path (LUT or generic ICC) is used for the subsequent conversion to CMYK. Processing time is increased since Automatic Image Enhancement is an additional job operation.

Options for Automatic Image Enhancement are as follows:

- **Off**
- **Normal:** Preset adjustments are used for automatic image enhancement
- **Custom:** Click **Setup** after selecting Custom to individually set image enhancement preferences.

When Automatic Image Enhancement is enabled by selecting Normal or Custom, the system checks the following image areas:

- Contrast (including localized Contrast)
- Saturation
- Sharpness
- Exposure
- Color Balance
- Noise Reduction
- Shadow Detail
- Red Eye Reduction

When the job is processed, a complex algorithm is applied to these image areas to determine if the image is within normal ranges or out of range. If the image is out of range, the image is adjusted to improve the print quality. In files with multiple images, only those images that are out of range are adjusted.

Note

When using Automatic (RGB Only), contouring may be seen in dark or highlight areas. Also, the color balance may change slightly.

This feature supports PS and PDF files only.

Note

In the **Image Quality** tab select **Color Management...**, and then the **RGB** tab. In the **RGB Color Space** area, from the **Images** menu, select **sRGB**.

Caveats and Limitations:

- Image Enhancement is not maintained when forwarding a job.
- This feature is available at the job, queue, or page level.
- This feature is not selectable from the client.

About Custom Image Preferences

The Custom Image Preferences window allows you to override the Automatic settings in the Automatic Image Enhancement feature.

From the Automatic Image Enhancement menu, select **Custom** and then click **Select** to open the Custom Image Preferences window. The settings displayed initially are the Normal preferences. Modify any of the following preferences:

- Contrast
- Saturation
- Sharpness
- Exposure
- Color Balance
- Noise Reduction
- Shadow Detail
- Red Eye Reduction

Once you have completed making preference changes, click **OK** to save your changes. The Automatic Image Enhancement area will display the custom settings you have selected.

Selecting a resolution

Use the resolution option to adjust the resolution of the images in the print job.

For best results, match the resolution of the print file to the resolution setting of the print queue.

About Halftone Screens

Halftone Screen refers to the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color for color systems.

Use the Halftone menu to select halftones to apply to the images. The **System Specified** halftone screen is applied unless you change the **Halftone** menu selection.

Note

The numbers refer to the screen frequencies of the various dot screen and line screen patterns described. It is important to note that a higher-value screen frequency does not necessarily produce a better result. Also, the novice user is encouraged to accept the default setting, as this setting is designed to produce the best general results of the available settings.

The general differences between the various kinds of halftone screens are as follows:

Note

Selections available vary by printer type.

- **Dot** screening applies a rosette type pattern to the screen, which is a commonly desired screen pattern. The dot screen halftone makes seeing artifacts and patterns in a large halftone much less likely. However, when two straight line areas meet one another, slight jags may be visible. A dot screen is particularly useful for large gradients and other shading areas likely to produce visible lines from a line screen pattern.

- **Line Screen Halftone:** A line screen provides a linear dot pattern. The line screen halftone makes seeing artifacts and patterns in a large halftone more likely compared to a dot screen. However, when two straight lines adjoining halftone areas meet, the linear nature of the screen avoids the jagged border areas that are more often found in a dot screen pattern.
- **Stochastic Screens:** Stochastic screening uses randomly placed dots instead of the traditional halftone dots aligned along designated screen angles. The concept of stochastic screening is that dots placed randomly do not cause moire patterns. However, completely random positioning does not work well. The stochastic screen prevents screening interference patterns, but it can cause graininess and other visual artifacts. Therefore, stochastic screening as implemented by your printer uses a complex algorithm to determine the optimum placement of dots in order to appear random while reducing graininess. This random arrangement of dots means there is no direction to the screen; and therefore no screen angle exists. The variable spacing of the dots means there is no fixed spacing, and therefore there is no screen frequency. So, without frequency or angle, there is no possibility of moire between the four process-color screens, or even of moire from patterns within an image.

Setting a halftone screen

1. Double-click the job or queue to open Properties.
2. Select the **Image Quality** tab.
3. Select **Halftone**.
4. From the Halftone menu, select the desired setting according to your system. For most jobs, accept the default, System Specified, setting.

The dual dot selection applies the 180 Dot to all objects except small fonts and thin isolated lines where the 250 Dot is used instead. Although the 250 Dot is used for small text and thin lines, the 180 Dot profile is used for color processing.

5. If applicable, enter a Stroke Thickening value. Stroke Thickening is available for PostScript, TIFF, PCL, and PDF formats. Adjust the Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command. The available range is located below the box.
6. Select **OK** to accept the changes and exit the job properties, or **Apply** to set the changes without exiting the dialog. If you do not wish to retain your changes, select **Cancel** to exit without saving changes.

The Color Management window

About the Color Management window

The Color Management window is accessed by selecting **Color Management** on the **Image Quality** tab.

The window is comprised of the upper color data flow diagram and the lower controls areas.

The color data flow diagram represents the paths that color data will take while being processed by the system. This diagram always reflects the current state of the control area settings and refreshes when the settings are changed. Place the mouse pointer over any spot on the diagram to display a tool tip with extended information about that particular spot.

The lower half of the Color Management window contains the controls area. Controls are in a tabbed layout and are grouped by color space (**CMYK**, **RGB**, and **Gray**) and associated processing options (**Spot** and **PDF/X**). The **Destination Profile** is not located within the tabbed layout since it affects all color spaces.

The **Use Embedded Profile** and **Use Embedded Rendering** check boxes are available to honor or ignore any embedded profiles or rendering intents that may be in the job. By default, the check boxes are not selected and any profiles or rendering intents are ignored. When selected, any embedded profile or rendering intents take precedence over the queue default settings. If there are no embedded profiles or rendering intents in the job, the queue default settings are used even if the Use Embedded Profile or Use Embedded Rendering check boxes are selected.

Note

It is recommended that **Use Embedded Profile** for RGB be selected. Turning this feature on gives the most accurate output from the intent of the file creator.

The Rendering Intent and Color Space features are separate on each tab. This allows the system to perform specific optimizations for CMYK or RGB. For example, a **Colormetric** selection is best used for **CMYK** color matching, while a value of **Perceptual** is best used for **RGB** professional photographs.

On the **CMYK** tab, the **Direct CMYK** menu option is available to enable the direct (pass-through) CMYK workflow. When Direct CMYK is selected for both **Images** and **Text / Graphics** options, the color flow diagram shows that Rendering Intent and Destination Profile are bypassed.

Editing Color Management settings

Selecting the Input Color Space

Input Color Space can be selected for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The Properties window appears.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
The Color Management window displays.
4. To determine how the print server processes the color space for the input, select the appropriate tab and make the necessary adjustments.
5. Select **OK** to save settings and exit the Color Management window, or **Apply** to save settings and continue setting properties, or **Cancel** to exit without saving your edited settings.

About the CMYK tab

The **CMYK** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **CMYK Color Space** and **CMYK Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **CMYK Color Space** area contains two menus: **Images** and **Text / Graphics**. The **CMYK Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for CMYK.

In the **CMYK Color Space** area, selecting **Direct CMYK** in both the **Images** and **Text / Graphics** menus bypasses any Rendering Intent and Destination Profile settings.

About the RGB tab

The **RGB** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **RGB Color Space** and **RGB Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **RGB Color Space** area contains two menus: **Images** and **Text / Graphics**. The **RGB Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for RGB.

The **RGB Emulation** area lets you control emulation processing. The default setting for RGB Emulation is **Off**. When **On**, RGB processing follows the CMYK path, as reflected in the data flow diagram. If you are trying to match an industry standard and your file contains RGB and CMYK input, turn RGB emulation on so your RGB and CMYK elements will match. Also turn RGB emulation on if you have a document that contains RGB and CMYK data and want all of the data to match. The RGB data will get converted to CMYK via the CMYK color space chosen in the CMYK tab. When RGB Emulation is set to **On**:

- The **RGB Rendering Intent** adjustments are unavailable since the RGB emulation is enabled via the auto-generation of RGB-to-CMYK DeviceLink ICC profiles and image adjustment is applied on the Lab color space.

- Some settings are unavailable in the **Image Quality** tab.

About the Gray tab

The **Gray** tab appears in the Color Management window. It can be accessed by selecting **Color Management** on the **Image Quality** tab.

The tab contains a single area, **Gray Color Space**. The area has a checkbox that can be selected to use embedded profile or embedded rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** dialog, an override icon is available at the top of the tab. Click the override icon to lock (override) or unlock the settings for the tab. When the override icon is locked, the settings associated with the override take precedence over what has been programmed in the job.

The **Gray Color Space** area contains two menus: **Images** and **Text / Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimization for Gray.

About the Spot tab

The **Spot** tab appears in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

Spot Color Processing can be **Enabled** or **Disabled**. When the color path is disabled, the alternative color space is used instead of the spot colors.

The Print Server honors all PANTONE® and spot colors that are defined in the spot color table. The spot colors in PostScript and PDF files can be specified by the PostScript setcustomcolor operators as well as the separation and DeviceN color operators. The alternative color spaces get utilized in case the spot color is not found in the spot color table.

As an example of why this feature can be valuable, consider the following scenario: you may want to print a document that contains spot color text, graphics, and images. When you view the document onscreen, the spot color data is honored. When the document is printed, however, the colors can look very different from what was seen onscreen. The Print Server does not support spot color processing for images. You might prefer to disable spot color processing and eliminate this problem.

An additional example is if you have spot color objects and CMYK objects next to each other and they are supposed to match. If you disable spot color processing the spot color data will go through the CMYK path and the objects will look the same.

About the PDF/X tab

The **PDF/X** tab is in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

PDF/X processing can be enabled by selecting **Process as PDF/X**. When enabled, the Output Intent profile specified in a PDF/X job will be applied. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X. PDF jobs that are not PDF/X compliant will print normally using the color settings specified in the Color Management window.

If **Disable RGB Emulation for PDF/X Jobs** is selected, the Destination Profile will only be applied to Device CMYK colors.

Note

The **Queue Mode** must be set to normal to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically cleared and are not available.

About the Transforms tab

The **Transforms** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab allows you to select from two drop-down menus to apply third party DeviceLinks:

- **CMYK-to-CMYK**
- **RGB-to-CMYK**

Note

The Feature license must be enabled and activated within FreeFlow Print Server before the feature can be used. Ensure that your system administrator has enabled the **External DeviceLink Profiles** string in the License Manager window.

Device Link Integrator is a FreeFlow Print Server option used to import device link profiles and utilize them in FreeFlow Print Server internal color management setup. You can then use a third party color management system that can output device links and/or device link profiles.

These third party management systems allow you to control the accuracy level of profiles during creation. With Device Link Integrator, the color management system is used only to generate the device link profile, and FreeFlow Print Server applies the device link to color correct jobs.

Once Device Links are added to FreeFlow Print Server, they are selectable on the Transforms tab.

See the Xerox® FreeFlow® Print Server Device Link Integrator User Guide for more details on this feature.

Selecting the Output Color Space

1. Select the **Image Quality** tab
2. Click the **Color Management...** button. The Color Management window displays.
3. To set the **Destination Profile**, click the pull-down menu and choose the most recent profile for the halftone you are using.

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

Enabling or disabling Spot Color processing

Spot Color processing can be enabled or disabled for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **Spot** tab.
5. Select the radio button to make spot color processing either **Enabled** or **Disabled**.
6. Select **OK**.

Enabling or disabling PDF/X processing

Note

To properly process PDF/X4 content within a PDF/VT file, PDF/X processing must be enabled.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **PDF/X** tab.
5. To enable PDF/X processing if PDF/X-1a or PDF/X-3 jobs contain Output Intent profiles:
 - a) Select **Process as PDF/X**.

The Output Intent profile information is extracted and applied to the queue or the selected job. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X.

When PDF/X processing is enabled, PDF jobs that do not contain an Output Intent profile will print through the normal PDF path. Other PDLs will also print normally.

Note

The **Color Mode** on the **Image Quality** tab must be set to **Normal** to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically sent to off and are not available.

- b) To apply the Destination Profile to only Device CMYK colors, select **Disable RGB Emulation**.
- 6. To disable PDF/X processing, ensure that the checkbox for **Process as PDF/X** is cleared.
- 7. Select **OK**.

Setting up Job Rendering

Occasionally, the requested colors in an image are outside the gamut of the target printer and cannot be exactly reproduced. Rendering provides color mapping between the color gamut of the source image and the color gamut of the printer. Select the Rendering option that best fits the images in the source files as they map to the printer.

Note

The default settings on this window give optimal results with most print jobs. Only make changes to the settings if you understand the effect that the changes will have to the output.

1. Select **Queue > Queue Manager**.
2. Double-click a queue in the Queues list.
3. Select the **Image Quality** tab.
4. Select the **Color Management...** button. The Color Management window opens.
5. On the **CMYK** and **RGB** tabs, in the **Rendering Intent** area, select **Use Embedded Rendering** to use the rendering already embedded within the job or choose between the following options:

Note

You can choose different rendering options for images, text, and graphics. For instance, you might choose **Perceptual** for the images, **Pure** for the text, and **Relative Colorimetric** for the graphics, in order to optimize each output type appropriately.

.As another example, if you have text over graphics and text is defaulted to Pure and the graphics are defaulted to Saturation the output might not be as you would expect. Changing the rendering of text to Saturation would match the graphics with the saturation intent.

- **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs. Preserves 100 % K, making it good for text.
- **Perceptual:** Optimizes the rendering of photographic images. Preserves the visual relationship among colors as they are perceived by the human eye. All or most colors will be proportionally scaled to fit the output gamut but their relationship will not change.
- **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut. Colors that fall within the Output Color space remain the same. Only colors that fall outside are changed to the closest possible color within the Output Color space.
- **Pure (for Text):** Optimized for rendering of text and line art. The Pure intent attempts to subdue halftone textures, thus increasing the visibility of small text. Preserves 100 % K, making it good for text.

- **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
6. Select **OK** to commit changes and exit, or select **Apply** to save current changes and continue making changes.
 7. Close the Properties window.

The Image Edit tab

The Image Edit tab contains Image Shift, Rotation, and Background Forms Feature Access Buttons (FABs). Additional selections are available within each FAB.

- The Image Shift FAB enables you to control where the page image is printed on the page.
- The Rotation FAB allows you to turn the page images in a job.
- Set Background Form options. See Using background forms for additional information.

Setting the job properties using the Image Edit tab

1. Double-click a job in the Active or Paused list. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see [Setting Job Processing options](#).
2. Select the Image Edit tab.
3. Select the Image Shift FAB to adjust the location on a page where printing occurs. The procedure to shift an image varies based on whether you are printing on a one-sided or two-sided page. The Summary field displays stock and size imaged details. For more information, see Using the Image Shift FAB.
4. Set rotation by selecting the Image Rotation FAB. Use rotation to turn a page image 180 degrees from its current position. 0 degrees represents no rotation. You may need to rotate a page image so that it prints properly when processed by a finishing device; for example, to allow for right-side stitching or binding. In some instances, you may only be able to select rotation on the job ticket prior to submitting the job from the client.
5. Select Background Forms options. For additional information, see Using background forms.
6. Select **OK** or continue setting job properties. Your selections display on the individual FABs.

About Background Forms

Up to 64,000 color background forms can be stored. You are encouraged to clear the form cache regularly to avoid exhaustion of disk space. To delete background forms from the system, delete the cache. See Setting Job Processing options for additional information.

The following features are not supported by the color background forms feature:

- Page Parallel RIP
- Imposition

- Saving VI jobs to background forms in a cache-enabled queue
- Background form auto rotation to match the orientation of the job media is not supported. The saved background form is saved according to the paper size setting in the tray. A defect is evident if you program the job using a tray of different paper size or paper feed orientation.

Using background forms

Background forms are images that are preprocessed and saved on the Print Server as a TIFF image. The background form image is then merged with a print job at print time. You can merge a specified background form with variable data via job submission settings. The benefit of using background forms is that only the variable data needs to be submitted to the Print Server, and processing time should be faster.

Exception pages and cover pages that contain job data are merged and printed with background forms. System generated pages including banner pages, blank cover pages, page inserts, and error pages, do not contain job data and are not, therefore, merged and printed with the background form.

Color background forms support the following PDLs: PostScript, PCL, TIFF for saving the background form only, IPDS in that background forms cannot be saved from IPDS, but IPDS jobs can be merged with background forms saved in other PDLs.

1. Double-click the selected job. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see [Setting Job Processing options](#).
2. From within the Image Edit tab select the Background Form button.
3. To enable background forms select **Use Background Forms**. The remaining fields become active.
4. In the **Form Name** field, either type a background form name or select **Browse**.
 - a) From the **Look In** menu select the location of the background form list.
 - b) Select the background form you want to use and select **OK**.
5. Select from one of the following **Apply Form Pages**:
 - Throughout Job: The background form cycles through the job repeatedly. This selection is for a background form that is either 1 page that repeats for every page in the job, or is the same number of form pages for the same number of repeats of the form in the job.
 - Once: The background form cycles through the job once. This selection is for a background form that is only used once in the job, regardless of how many total pages the job contains.
 - Once, Then Repeat: The background form cycles through job once, and then cycles through repeatedly only from the entered From Form Page location onward. Enter a page number in the From Form Page field.

Note

If the selected form contains less pages or images than you enter in the From Form Page field, you are instructed to enter a From Form Page value that corresponds to the number of form pages in the background form.

6. Enter Displacement values. Entered values shift the background form prior to merging with the document. The alignment values are determined from the lower left corner of the page, independent of the orientation, portrait or landscape, of the page.
 - Select a unit of measure.
 - Vertical: A negative value shifts the background form downward. A positive value shifts the background form upward. The default value is 0.
 - Horizontal: A negative value shifts the background form to the right. A positive value shifts the background form to the left. The default value is 0.
7. Select **OK** to accept your entries and exit the job properties dialog window, or **Apply** to continue setting job properties.

Note

The background form image size must match the image size of the job pages on which the form is merged.

Note

If the background form image resolution differs from the resolution of the job, the printer scales the background form image data to match the resolution of the job prior to merging.

About the Special Pages tab

The Special Pages tab enables you to manage exception pages, cover pages, and page inserts.

- Exception pages enable you to set special characteristics for specific pages within a job.
- Cover pages add a finished appearance to jobs and are typically used for bound, stapled, or stitched jobs.
- Covers take precedence if there are conflicts or multiple programming on the same pages. If more than one exception is programmed for a page, only one exception is used and the jobs prints without an error.
- A page insert is a blank piece of paper, a pre-printed page if supported by your printer, or other media that is inserted between printed pages in a job.

Creating exception pages

Exception pages enable you to set special characteristics for specific pages within a job.

1. Double-click the selected job. You can access Completed jobs if **Retain PDL Files** is enabled. For additional information about Retain PDL Files see [Setting Job Processing options](#).
2. Select the **Special Pages** tab.
3. Select the **Exception Page** button.
4. Enter the page numbers of page ranges, separated by commas, of the pages to be programmed.
5. Select the **Output** tab to set the sides imaged for the exception page or pages.

- a) Select **1 Sided** or **2 Sided**.
 - b) If **2 Sided** is selected, you can choose to **Rotate Side 2**, which rotates the image on the second page 180 degrees.
6. Select the **Image Edit** tab to set image shift options.
- a) Select the **Shift Options** from the pull-down menu.
 - b) Select the Units. The Units selection determines how the entries in the X and Y shift boxes impact the image shift.
 - c) Enter the desired values in the X and Y boxes to shift the images on Side 1 and Side 2. Depending upon the shift option selected, the X and Y values change to appropriately match the image shift. For example, Mirror X only changes the Side 1 X setting to the negative of the Side 2 X setting.
7. Select **Add Exception**. The exception page displays on the special page list.

Related Topics:

[Printing with Clear Dry Ink](#)

Creating inserts

Job inserts separate pages of a job. Job inserts differ from slip sheets since slip sheets separate one job from another. Inserts may also be preprinted stock or forms.

Note

Inserts may not be programmed for a job with covers if the inserts affect the cover printing. For example, inserts are not allowed between the images to be printed on the front and back of a cover. An insert request takes precedence over an exception page request. When two or more special pages (covers, inserts or exception pages) are programmed, image ordering conflicts may occur. Verify that programmed options do not conflict.

1. Double-click the selected job. You can access Completed jobs if Retain PDL Files is enabled. For additional information about Retain PDL Files see [Setting Job Processing options](#).
2. Select the **Special Pages** tab.
3. Select the **Inserts** button.

Note

To edit an existing insert, right-click a listed insert and select **Edit**.

4. Enter the page number and/or page ranges, separated by commas, where you want the insert placed in the **After Page(s)** field.

Note

Any combination of single pages and page ranges can be specified using the After Page(s) box. The ranges can overlap, and multiple inserts pages can be programmed after any page of the job. Values specified will apply to all of the Inserts pages and ranges edited.

5. Enter the number of insert pages you want to place in that location using the Insert Quantity field.
6. After you have completed setting insert page properties select the **Add Insert** button.

7. Select **Close**. Insert page information displays on the special page list.

Creating cover pages

Covers add a finished appearance to jobs and are typically used for bound, stapled, or stitched jobs. Covers are programmed as part of a print job; therefore, any printing required on the cover pages must be submitted as part of the job.

Select the **Stock** tab.

Related Topics:

[Printing with Clear Dry Ink](#)

The Time Stamps Tab

The Time Stamps tab in Job Properties allows you to view time information for the job.

- **Submission Time:** The time that the job was submitted and accepted by the Print Server.
- **Processing Start Time:** The time that the Print Server started to process the job.
- **Print Start Time:** The time the job started printing.
- **Total Print Suspend Time:** The time the job was suspended while printing.
- **Completion Time:** The amount of time the job took to complete.
- **Processing End Time:** The time the Print Server finished processing the job.
- **Print End Time:** The time the job finished printing.
- **Total Processing Suspend Time:** The time the job was suspended while being processed.

The Faulted tab

The **Faulted** tab contains job fault clearance information. A faulted job may contain errors which cause it not to print, to print with errors, or to print only a cover sheet. This tab is unavailable unless a job has faulted.

Clearing a faulted job

Job faults appear in the Printer Status field. An exclamation point (!) appears next to the job.

1. In the Printer Status field, double-click the faulted message.
2. Double-click the faulted job.
3. The Job Properties dialog opens with the Faulted tab selected. The tab displays details of the fault along with clearance instructions.
4. Follow the instructions to clear the fault. The scroll bar allows you to display instructions that are not visible. If more than one fault has occurred, select **Next Fault** and follow the instructions for that fault.
5. Select **OK** when all faults are cleared.

The Ineligible Tab

The Ineligible tab is active only when a job becomes ineligible. An ineligible job is a job that cannot print because it lacks a resource required for printing. For example, if you send a job to the printer that contains a stock property selection of Ledger and the printer is not programmed to use Ledger stock, the job becomes ineligible. The job is placed in the Paused list where it remains ineligible until either ledger stock is loaded at the printer or you change the job stock property to a stock that is loaded at the printer.

Clearing an ineligible job

1. Double-click the ineligible job. The Job Properties opens at the Ineligible tab. The Ineligible tab contains a list of the resources that are needed before the job can print.
2. Perform one of the following:
 - Load the needed resources. When the system detects that the resources are available, the job is automatically scheduled to print. For example, if the job requires blue stock, the job starts to print when blue stock is added at the printer and programmed into the Printer Manager.
 - Change the job property setting to a resource that the printer currently supports. For example, if the requested job property stock setting is blue stock and the printer does not contain blue stock, but does contain white stock, change the job property stock setting to white. The job is then eligible to print.
3. Select **OK** to close the dialog window.

Viewing Jobs that contain errors

Jobs can be processed and printed that contain errors. For example, jobs may contain PostScript and font substitution errors.

You may want to disable the printing of the Error Page and view errors by only using the **Error...** button in order to avoid printing errors on expensive paper stocks or for any other reason.

Jobs that contain processing errors contain an error message that can be viewed in the following ways:

- After a job has printed by viewing the Error page. To print Error Pages they must be enabled by the System Administrator.
- Accessing the **Error...** button from within the Job Manager Properties on the Completed job.

Additional information about jobs that print with errors.

- The listed errors are presented in the same form as that when viewing the printed Error Page.
- The **Error...** button is available to any completed job that prints with errors. The job is located in the Completed jobs tab.

- The Error messages are logged to files in the /opt/XRXnps/log directory. The messages are in the format: <jobid\>/decomp.log.
 - Errors can be logged for the following formats: PostScript, PDF, PPML, TIFF, ASCII, Imposition as well as other formats that utilize Adobe software.
1. Within the Completed job tab, double-click the job that printed with errors.
 2. Select the **Errors...** button, which is located to the right of the Status field. The Errors window opens which contains the job name and associated errors.
 3. The text is read only, but all or part of the text string can be copied and pasted using copy and paste keyboard commands.
 4. If the job does not print to your satisfaction, address the errors and resubmit the job.
 5. Select **Close** to exit the Error window.

Queue Management

Queue management involves creating and enabling queues to hold jobs prior to being printed and to help manage the flow of jobs through the printing system. The Queue Manager can also be used to change the properties of a queue or to change the job accept and release status of a queue.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in Job Manager or programmed into the job.

Default Queues

Three predefined queues are created automatically on new FreeFlow Print Server installations or systems that reload the operating system.

Note

Predefined queues are not created during FreeFlow Print Server upgrade installations.

This installation feature enables you to use Print, Save and Hold queue capabilities without having to manually create each of these queues after installation.

The following queues are created automatically:

- **HostName_PRINT:** The print queue is created with the standard set of default settings.
- **HostName_SAVE:**
 - **Color printers:** The save queue is created with typical color attribute settings. For example, Fast Reprint Format, Save DRIs, and Gather images are enabled.
 - **Monochrome printers:** The save queue is created with typical monochrome image quality attribute settings.

- **HostName_HOLD:** The hold queue is created with the standard set of default settings. The queue is set to Do Not Release Jobs. This setting prevents the queue from automatically releasing jobs to print. Jobs can only print once they are manually set to release or if the queue status is changed.

These queues can be treated like any other queue that is created: properties can be changed and the queue can be copied or deleted at any time.

Note

If you decide to use a new language on the system, the initial language change will prompt the system to ask you if you want the three predefined queues renamed to the selected language. Follow the displayed instructions.

About the Queue Manager

The Queue Manager window displays all of the queues available on the printer. Each queue can be thought of as a virtual printer which has unique characteristics that are defined when the queue is created. The queue list displays the name, priority, and state for any queues available at the system.

Queue Manager Main Window

Queue Manager is accessed by selecting **Queue > Queue Manager....** The main window will display the following:

- **Queue:** Name of the queue.
- **Locked queue icon:** A padlock icon indicates that a queue is locked. Properties of a locked queue cannot be changed without first unlocking the queue.
- **Hot Folder icon:** Hot Folders is an option that allows you print jobs by copying jobs into a Hot Folder enabled queue. If a Hot Folder icon displays, then Hot Folders are enabled.
- **Preflight icon:** Queues can automatically check incoming PDF jobs for common problems such as missing fonts.
- **Priority:** Each queue for the printer is assigned a priority. The priority informs the system the order in which the queues should be processed. A queue's priority setting can be set between 1 (highest priority) and 100 (lowest priority). The default priority setting is 50.
- **Accept:** The column display will either be Yes or No. If Yes is displayed the queue is enabled to accept new jobs for printing. If No is displayed the queue is prevented from accepting new jobs for printing.
- **Release:** The column display will either be Yes or No. If Yes is displayed the queue will automatically print incoming jobs. If No is displayed the queue can only print if it is manually set to release or if the queue status is changed.

Queue Properties

The Queue Properties dialog enables you to view and specify parameters that are used as default settings to process all jobs submitted to the queue. You can access queue properties by performing one of the following:

- Double-click a queue.
- Select a queue and choose **Properties...** from the **Queue** menu.
- Right-click a queue and select **Properties....**
- Select a queue and click the **Properties...** toolbar icon.

The Queue Properties dialog contains the following tabs:

- **Settings Tab:** Contains default job property settings for jobs submitted to the queue.
- **Stock Tab:** Presents stock and tray choices for your print job using FABs. You can also select your stock from the Stock List.
- **Output Tab:** Contains features used for to determine job output options.
- **Image Quality Tab:** Enables you to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
- **Image Edit Tab:** Presents features that allow original images to be modified for output.
- **PDL Settings:** Page Description Language (PDL) settings determine how jobs sent to the queue are decomposed (ripped), or prepared for printing based on their PDL.

Note

If you do not have a valid PostScript license on the system, you will see PostScript in the list of format options, but it will be grayed out and it cannot be selected.

Queue Menu

When you right-click on a queue, or use the Queue pull-down menu the following options display:

- **Properties:** View and modify the properties of an existing queue.
- **Hot Folder:** Hot Folders is an option that allows you print jobs by copying jobs into a Hot Folder enabled queue.
- **Copy:** Allows you to create a copy of a queue with the option of changing the copied queue properties.
- **New:** Creates a new queue.
- **Delete:** Delete an existing queue.
- **Accept Jobs:** Enables the queue to accept new jobs.
- **Do Not Accept Jobs:** Prevents the queue from accepting new jobs for print.
- **Release Jobs:** Sets the queue to automatically send incoming jobs to print.
- **Do Not Release Jobs:** Prevents the queue from automatically releasing jobs to print. Jobs can only print once they are manually set to release or if the queue status is changed.
- **Administrative Pages:** Administrative Pages consist of the Banner Page, Error Page and Attributes Report controls. Different Administrative Pages can be enabled for each queue, or one Administrative Page can be created for a group of queues.
- **Set as Default:** A default queue can be selected.

- **Lock/Unlock:** You can lock or unlock one or multiple queues.
- **Select All:** Highlights all of the queues in the queue list.
- **Clear All:** Clears all selected (highlighted) queues in the queue list.

You can select more than one queue to Delete, Accept Jobs, Do Not Accept Jobs, Release Jobs, and Do Not Release Jobs by performing one of the following on your keyboard:

- Press and hold down the <CTRL> (Control) and select each individual queue.
- To select multiple queues that are adjacent to one another, press and hold down the <SHIFT> key while selecting the first and last file names you want to select. This highlights the first and last queue name lines and all lines in between.

View menu

The View pull-down menu contains the following choices:

- **Columns...:** You can determine the queue list display by selecting or deselecting queue list titles. If deselected, the item is removed from the queue list row.
- **Show Toolbar:** Selecting this option displays an assortment of icons that correspond to common tasks.
- **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
- **Redisplay:** Refreshes the queue list display.

Creating New Queues

Before jobs can be printed, they must be submitted to the printer through a print queue. The function of a queue is to manage the flow of print jobs through the Print Server to the printer.

Understanding the Override Option

Before you create a queue and begin making property selections for it, you must understand the Override option. When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

The override option works in the hierarchy shown below.

1. Queue overrides
2. Exception page programming
3. Job ticket settings
4. Submission print protocol (lp, lpr, nprint) settings
5. PDL Level options (setpagedevice & PCL options)
6. Queue defaults

For example, any Exception Page settings (priority 2) will override any Job Ticket settings (priority 3). Any Queue Property override settings take precedence over all other property features.

Creating and Enabling a Queue

You can create a single queue through which all jobs will be submitted to a printer, or you can create several different queues that possess distinct properties. Once a queue is created, you can copy a queue if an existing queue already contains most of the attributes you need for a new queue.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

The limit for the number of queues that can be created is 250. However, the number of possible AppleTalk connections is 128, and it is inadvisable to use a large number of AppleTalk queues, since this practice will degrade system performance. On systems with the AppleTalk license disabled, 250 queues can be set up without performance degradation.

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

Creating a new queue

Create a new queue when you need to control the flow or handling of documents in different ways.

1. Select **Queue > NewQueue**.
2. In the **Queue Name** field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway

Note

The **Printer Name** is read only. It contains the name of the connected printer.

3. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 99,999.
4. Enable the **Override** icon if you want the setting to take precedence over programming associated with individual jobs.
5. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If the Parallel RIP feature is available, select **Enable or **Disable**.**

This feature will only appear if your system includes a valid PPR license.

A typical site using Parallel RIP should have at least two queues: one queue set for Page Parallel workflows and a second queue set for unknown/non-DSC compliant workflows such as object caching. This will enable the site to take full advantage of Parallel RIP and VIPP caching respectively.

Note

If Parallel RIP is selected, you will not be able to select VI Object cache options, and if VI Object Cache is selected, Parallel RIP is disabled automatically.

The queue set up for Parallel RIP should be set to Protected PostScript and Parallel RIP enabled.

7. Make extended option selections using the following tabs:

- The **Settings** tab: The Settings tab contains queue property options.
- The **Stock** tab: Select the queue default paper stock.
- The **Output** tab: Allows you to select queue output options.
- The **Image Quality** tab: Contains features that enables you to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
- The **Image Edit** tab: Presents features that allow original images to be modified for output.
- The **PDL Settings** tab: Select decomposer (processing) options.

Note

If you do not have a valid PostScript license on the system, you will see PostScript in the list of format options, but it will be grayed out and it cannot be selected.

8. In the Queue list, right-click the copied queue and choose **Accept Jobs to enable to queue for job processing.**

The default state of a new queue is unlocked.

Copying a queue

Sometimes an existing queue already contains most of the attributes you need for a new queue. In that case you can simply copy an existing queue and modify its attributes to create a new queue.

Note

A locked queue can be copied by an Operator. The resulting new queue will not be locked.

1. Select **Queue > Queue Manager**.
2. Select the queue that you want to copy.
3. From the **Queue** pull-down menu select **Copy**. The Copy Queue dialog opens.
4. In the **Queue Name** field, enter a meaningful name that will help you identify the queue. For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway

Note

The **Printer Name** is read only. It contains the name of the connected printer.

5. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 99,999.
6. Enable the **Override** icon if you want the setting to take precedence over programming associated with individual jobs.
7. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession

8. Make extended option selections using the following tabs:
 - The **Settings** tab: The Settings tab contains queue property options.
 - The **Stock** tab: Select the queue default paper stock.
 - The **Output** tab: Allows you to select queue output options.
 - The **Image Quality** tab: Contains features that enables you to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
 - The **Image Edit** tab: Presents features that allow original images to be modified for output.
 - The **PDL Settings** tab: Select decomposer (processing) options.

Note

If you do not have a valid PostScript license on the system, you will see PostScript in the list of format options, but it will be grayed out and it cannot be selected.

9. Select **Copy Queue** to complete the copy queue setup.
10. Select **Close** to exit the Copy Queue dialog.

11. In the **Queue** list, right-click the copied queue and choose **Accept Jobs** to enable the queue for job processing.
12. Close the Queue Manager window.

Using the Queue Manager Settings tab

Use the Queue Manager Settings tab to edit queue settings. You can also enter account information, job comments for each queue, and set how jobs are submitted to the queue.

1. Select **Queue > Queue Manager**.
2. Double-click a queue to open the queue Properties window.
3. Select the **Settings** tab.
4. Select **Notes**.
5. Enter text in the following fields:
 - **Comments:** Enter a description of the queue or specify instructions to job submitters.
 - **Banner Page Message:** Enter a message. This message appears on the first sheet of each job printed from this queue.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

6. Select **OK**.
7. Review the Print Line settings. Print Line selections, made during new queue creation, cannot be changed on an existing queue.
8. Select **Input/Format** to choose the manner in which jobs will be submitted to the queue.
9. Select **Preflight** to choose preflight checks and preflight error policy for PDF jobs.
10. Select **Destination** to set a save location and job format.
11. Select **Raster Image Processor** to change Parallel RIP options.
12. Select **Job Filter** to change both the VPC filter mechanism and the PPML filter mechanism. The VPC Filter is a job filtering mechanism that can be applied to one or more queues.
13. Select **Administrative Page** to make changes on Administrative Page settings.

Using the Preflight FAB

The Preflight FAB allows you to choose whether PDF jobs submitted to the queue are checked automatically for missing fonts, spot colors, RGB colorspace and low or high resolution images.

If preflight checks are enabled for a queue, PDF jobs submitted to the queue are checked for preflight problems immediately, regardless of whether the queue is set to Release Jobs or Do Not Release Jobs. Changes to the preflight settings for the queue are applied to jobs only at the time they are submitted to the queue. Jobs that are ineligible, faulted, rejected, or aborted will not be checked for preflight if they are moved to a new queue.

Preflight is also available on demand for one or more PDF jobs.

Note

Preflight checks are not available for streaming or font download queues.

1. Under Preflight (PDF Only), choose whether to run preflight checks for PDF jobs submitted to this queue.
 - **Disabled** - does not run any Preflight checks.
 - **Run Preflight Checks** - enables preflight checks. At least one preflight check must be selected
2. Under Preflight Job Policy, choose how jobs with preflight errors are treated by the system:
 - **Allow Further Processing** - if the job is released by the queue, the job will be allowed to proceed to further processing.
 - **Hold the Job** - if the job is released by the queue, the job will be held by the system.
3. From the Report Export Format list, choose the file format for exported error reports. Exported reports are stored in /var/spool/XRXnps/preflightreportexportfiles/ in a folder labeled with the Job ID.
 - **Text**
 - **XML**
 - **PDF**

The default report format is Text.

Note

It is highly recommended that preflight reports be generated in text format to minimize any reduction in RIP performance when generating preflight reports.

4. Choose which preflight checks will be run. At least one check must be run if preflight checks are enabled for the queue. For each of the following checks, you can choose Report as Error to generate an error report for the job when the error is encountered
 - **Missing Fonts** - checks whether fonts in the PDF are embedded in the PDF.
 - **Spot Colors** - checks whether spot colors in the PDF are defined on the Print Server.
 - **RGB Colorspace** - checks whether RGB is in the PDF
 - **Low Resolution Images** - checks for low resolution images. If this option is selected, you choose the resolution below which the check will fail from the Less Than list.
 - **Images Greater than 2400 DPI** - checks whether images above 2400 DPI are present.
5. Select **OK** or continue setting queue properties.

Using Destination

1. Select from the following:
 - **Print:** Prints the document only.

- **Print & Save (Fast Reprint Only):** Both prints the document and saves it to a specified location.

Note

Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed.

Note

FRF filenames cannot contain ~ (tilde).

- **Save:** Saves the document to the location designated in Save Location.... The document can be retrieved later for printing.
- **Save as Background Form:** A background form is a preprinted insert on which a print job is overlaid.

Note

SMB must be enable on the system by the System Administrator before it can be accessed to save jobs.

Note

Verify the correct Save Location by either checking with the System Administrator or viewing the Save Location in **Setup > System Preferences > Save** tab. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.

If a save option is selected the Save Location fields become active. If a save location is not made available by the System Administrator you can select a folder in which jobs are saved.

2. Click **Save Location....** The Save location dialog window opens.
3. From the Look In menu select the UNIX file system, media, or network location where the job is to be saved or type the location in the Directory field.
4. If necessary, select the save folder.
5. Enable the Override icon if you want the Destination setting to take precedence over programming associated with individual jobs.
6. Once the complete pathway appears in the Selection field click **OK**.
7. Select a Save Format:
 - **Single-page TIFF:** Saves each page in the job as an individual TIFF file.
 - **Multi-page TIFF:** Saves the entire jobs as a single TIFF file.
 - **Fast Reprint Format:** Saves the job with Decomposition completed, to facilitate faster reprinting of the relatively larger color jobs.

Note

Color printers can Print & Save a job using Fast Reprint Format (FRF) only. Once Print & Save is selected, the Job Format is set automatically to FRF and cannot be changed

Note

FRF filenames cannot contain ~ (tilde).

If you selected **Save as Background Form** the Save Job Format is automatically set to Single-Page TIFF and it is read-only.

8. If desired, select from the following:

- DRIs:

Save: Display Resolution Images (DRIs) can be saved with the print job in order to facilitate editing and viewing of images within the job. DRIs are generally smaller files than full-resolution images and will speed up viewing and editing of jobs.

Override

- Gather Components:

Fast Reprint Files: If a job is physically stored across the network, Gather Components ensures that all image files are pulled to the inQ before scheduling the job. Gather Components should not be selected when submitting jobs that are stored on the local Free Flow Print Server disk, as this would result in an unnecessary copy.

Override

9. Select **OK** or continue setting queue properties.

Setting or Changing Queue Properties

Once a new queue is created, most properties of the queue can be added, deleted, and modified. The Queue Name and Printer Name cannot be modified. Select one of the following options to modify queue properties:

- Double-clicking a queue.
- Right-click a queue and select **Properties**.
- Select a queue and choose the **Properties** icon from the toolbar.
- Select a queue and select **Properties** from the Queue menu.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

The Content menu

The content menu is accessible at all times regardless of the tab selected. Content menu features consist of the following:

- **Quantity:** Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 99,999.

- **Queue Name:** The Queue Name field is read-only when viewing queue properties. If you are creating a new queue the field is editable. Spaces are not permitted in queue names.
- **Printer Name:** Displays the name of the printer.
- **Priority:** Each queue for the printer is assigned a priority. The priority informs the system the order in which the queues should be processed. A Queue's priority setting can be between 1 (highest priority) and 100 (lowest priority). The default priority setting is 50.
- **Override:** When you enable the Override icon for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

Adding Comments and a Banner Page Message to a Queue

You can enter job comments and a Banner Page message for each queue.

1. Select **Queue > Queue Manager**.
2. Double-click a queue to open the queue Properties window.
3. Select the **Settings** tab.
4. Select **Notes**.
5. Select **OK**.

The Settings tab

The Settings tab allows you to view and change default job settings that are applied to jobs submitted to the queue.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

Background form settings

A queue can be programmed to save jobs as single-page TIFF background forms. A background form is a form on the system that behaves as a pre-printed form on which a print job is overlaid. Background forms can be created from all supported PDLs except LCDS.

Note

Exception pages and cover pages that contain job data are merged and printed with background forms. System generated pages including banner pages, blank cover pages/page inserts/exception pages, and error pages, do not contain job data and are not, therefore, merged and printed with the background form.

1. Select **Queue > Queue Manager**.
2. Double-click the queue you want to access.
3. Select **Destination**.
4. Select **Save As Background Form**.
5. Choose a form save location:
 - If a background form location has been specified, enter a location in the field.

- If no background form location has been specified, select **Save Location**. The default background forms folder displays. Click **OK** to save the background form to that location.
 - To specify another location, from the **Directory** menu, select the UNIX file system, media location, or if available, network location where you want to save the background form. Once the complete Save Location displays within the Selection field, click **OK**.
6. Select **Override** if you want the background form selection to apply to any jobs submitted to that queue. Override settings take precedence over any property selections made in the Job Manager or programmed into the job
Once **Save as Background Form** is selected, the **Save Job Format** is automatically set to Single-Page TIFF and is read-only.
 7. Select **OK** to accept your entries and exit the queue properties dialog window, or **Apply** to continue setting queue properties.
 8. Close the Queue Manager window.

For environments that will be using PPML as one of the inputs to the printer, you may elect to set up a queue to accept and process PPML jobs specifically.

1. Determine the queues where PPML jobs are to be sent. New queues can be created for this purpose.
2. Select **Queue > Queue Manager**.
3. Disable the selected queue(s) by right-clicking on them and selecting **Do Not Accept Jobs** from the context menu. This action will prevent the queue or queues from accepting jobs while you are modifying properties.
4. Select the **Settings** tab.
5. Select the **Input/Format FAB**.
6. Select **PPML** from the **Format** menu.
7. If desired, select the **Override** checkbox for this feature.
8. If you will be submitting PPML Job Package files, which are zipped files containing the PPML file, the PPML dataset, and possibly a Xerox XPIF job ticket, you should:
 - a) Select **Apply Filter** from within the **Job Filter FAB**.
 - b) Select **PPML Package Unzipper** under **Filter Name**.

This will enable the queue to automatically unzip the file, placing the PPML dataset in the appropriate directory for retrieval at RIP time.

Note

When PPML Job Package files are finished printing, all files associated with the PPML JP file are deleted, including the dataset files. If you want your dataset files to remain on the system, you must upload them as a separate operation and then simply point the PPML file itself to the URL in which the dataset is contained.

9. Select the **PDL Settings** tab.
10. Select the **PPML FAB**
11. To keep PPML dataset resources on the system, enter the **PPML Job Package Source File** directory in the **Directory** text field.
12. Select **OK**.

13. In the **Queue Manager** window, enable the queue(s) by right-clicking and selecting **Accept Jobs** from the context menu.
14. Close the Queue Manager window.

Enabling Parallel RIP

To enhance RIP performance, you may choose to set up your FreeFlow Print Server to RIP as few as 1 page (normal, non-parallel operation) and as many as 5 pages in parallel. Once Parallel RIP is set up in Setting Job Processing options, you may choose to enable or disable it at the Queue level.

Note

In order to employ Page Parallel RIP (PPR), your system must possess a valid PPR license.

Note

This feature is not available when the queue PostScript setting is Unprotected or the Variable Data caching setting is Enabled.

1. Select **Queue > Queue Manager....**
2. Double-click a queue to open Queue Properties.
3. Select the Raster Image Processor FAB.
4. Select either **Enable** or **Disable**.
5. Select **OK**, or continue setting queue properties.
6. Close the Queue Manager window.

Administrative Pages

Administrative Pages are optional pages that print with the job. Administrative Pages consist of the Banner Page, Error Page and Attributes Report.

The System Administrator or Operator can set Administrative Pages options.

Different Administrative Pages can be enabled for each queue, or one Administrative Page can be created for a group of queues.

Note

Administrative Pages settings for the Banner Page and Error Page default paper stock, Site Message, font settings, sides imaged and edge treatment can be accessed via **Printer Menu > Switches**.

Note

Enabling the Override icon will make each setting take precedence over any property selections made in the Job Manager or programmed into the job. For example, if you want to print a Banner Page and/or an Attributes Report on a particular queue, enable the Override icon.

Banner Page

A Banner Page is a break page that contains specific job information which prints at the beginning of each job.

Banner pages provide the following information:

- Job name: Specifies the name of the job and is used to identify and track the job in the queue.
- Job sender: The name of the person who sent the job. This field cannot be edited.
- Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
- Banner page message: Information you want to be printed on the banner page.
- Printing date and time: Specifies when the job was printed.
- Number of copies: The number of job copies that were printed.
- Product name and current software version
- Account number: Can be a number used for billing purposes.
- Job ID: The job identification set at the Print Server.
- Server and queue name: Identifies the server and queue

Error Page

An Error Page prints with your job if the page has been enabled by the System Administrator. The Error Page contains job information and errors or warnings generated as the job is processed.

Print Attributes Report

The Attributes Report presents a one page summary of selected job settings, especially those that pertain to job identification, stock, output and image quality that originate from queue settings and job programming. Any Queue Property override settings take precedence over all other property settings.

Setting Banner Page options

The Banner Page, an optional Administrative Page, is a break page that prints at the beginning of each job.

1. Select from the following methods to access **Administrative Pages**:

- Double-click a queue or job and select **Properties > Settings > Administration Pages**.
- When using Print from File, select the **Files** tab and select the desired Administration Page.
- When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.

2. Select from the following options:

- **None**: Prints no pages.

- **Standard:** Prints a system-generated page.
- **Use Leading Pages:** Activates the number of pages option. Select the desired number of pages from the beginning of the job to serve as banner pages.

3. Select **OK** or continue setting properties.

Setting Error Page options

The Error Page, an optional Administrative Page that prints with the job, presents errors or warnings generated as the job is being processed.

1. Select from the following methods to access **Administrative Pages**:

- Double-click a queue or job and select **Properties > Settings > Administration Pages**.
- When using Print from File, select the **Files** tab and select the desired Administration Page.
- When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.

2. Select from the following options:

- **None:** Prints no pages.
- **Standard:** Prints a system-generated page.

3. Select **OK** or continue setting properties.

Setting Attributes Report options

The Attributes Report, an optional Administrative Page that prints with the job, presents a summary of job settings.

1. Select from the following methods to access **Administrative Pages**:

- Double-click a queue or job and select **Properties > Settings > Administration Pages**.
- When using Print from File, select the **Files** tab and select the desired Administration Page.
- When reprinting a saved job, right-click the saved job and select **Print > Settings > Administration Pages**.

2. Select from the following options:

- **None:** Prints no pages.
- **Standard:** Prints a system-generated page.

3. Select **OK** or continue setting properties.

Applying Administration Pages to queues

You can then apply Administrative Page settings to one or more queues.

1. Select **Queue > Queue Manager**.

2. Select a queue, or to apply Administration Pages to multiple queues, perform one of the following:
 - To select individual queues, press and hold down the **CTRL** (Control) key and select each individual queue.
 - To select multiple queues that are adjacent to one another, press and hold down the **SHIFT** key and select the first and last queue names you want to access. This highlights the first and last queue name lines and all lines in between.
3. Right-click within your selection and select **Administrative Pages Control** and select from the following:
 - **Enable Banner Page:**

Default: Sets the Banner Page for all selected queues to the default setting.

Override: Sets the Banner Page for all selected queues to the override setting.
 - **Disable Banner Page:** Disables the Banner Page on all selected queues.

Default: Disables the Banner Page for all selected queues that were set to the default setting.

Override: Disables the Banner Page for all selected queues that were set to the override setting.
 - **Enable Error Page:** Enables the Error Page on all selected queues.
 - **Disable Error Page:** Disables the Error Page on all selected queues.
 - **Enable Attributes Report:** Sets all selected queues to enable the use of the Attribute Report.

Default: Sets the Attribute Report for all selected queues to the default setting.

Override: Sets the Attribute Report for all selected queues to the override setting.
 - **Disable Attributes Report:** Sets all selected queues to disable the use of the Attribute Report.

Default: Disables the Attributes Report for all selected queues that were set to the default setting.

Override: Disables the Attributes Report for all selected queues that were set to the override setting.

The Stock Tab

Features within the Stock tab enable you to set up a default stock to be used for jobs sent through the queue.

The Stock tab allows you to specify a paper stock for a queue by selecting the color, size, type, and weight of the stock to be used. Be sure the attributes you select are supported on the printing system.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

Using the Stock tab to set queue properties

1. Select **Queue > Queue Manager**.
2. Double-click a queue to open the queue Properties window.
3. Select the **Stock** tab.
4. Specify a paper stock for a queue by selecting one of the following options from the **Name** drop-down menu:
 - a) Select a stock currently loaded on the printer from the **Loaded Stocks** menu.
 - b) Select the **Set Use-Ready** button to set all attributes except Size to use ready. This tells the system to use any available stock of the correct size.

The common use stock should be placed in the highest capacity tray, as that is the first chosen. More expensive stocks, intended for restricted use, should not be in the highest capacity tray.
 - c) From the **Name** menu select a stock. Select **Unspecified** from the Name menu to set custom stock properties using the **Size/Color** button, **Type/Weight** button, and if available, the **Coating** button. If **Custom Stock** is selected from the **Size** drop-down menu, the Width and Height fields become active.
 - d) Rather than assigning stock characteristics each time you work with a stock, you can create a list of pre-programmed stocks which are accessed through **Stock List**.

Your printer comes with several pre-programmed stock types, but you can add additional named stocks to the list by selecting the a stock list from the Name menu and the stock you wish you use.
5. Select **OK** and then select **Apply**.
6. Select **OK**. Your selections will display on each individual button.
7. Close the Queue Manager window.

Related Topics:

[Using the Stock tab to set job properties](#)

[How do I use the Set Use Ready option?](#)

Programming extra long stock

You can print on long sheets up to 26 inches long, such as A4 Book Covers and calendars. This is available for simplex, face up, 600 x 600 x 8 resolution jobs only.

Paper and printing specifications are as follows:

- **Print Speed:** Up to 9 ppm, Simplex mode only
 - **Paper Weights:** Uncoated 52-220 gsm, Coated 72-220 gsm
 - **Maximum Paper Size:** 660.4 mm x 330.2 mm
1. Create a custom stock in Stock Library Manager.

2. Insert sheet in Tray 5.
3. Open Queue Manager and set the resolution to **600 x 600 x 8** under **PDL Settings**.
4. Click the **Stock** tab in Job or Queue Manager and select the custom stock.

You will see this custom stock option on the **Basic** tab as well under **Paper Stock**.

5. Release the job. The job prints to a supported top tray.

The Output tab

The Output tab contains features used for determining output options that are processed through the selected queue.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

The Output tab allows you to perform the following tasks:

- **Basic Settings:** Set sides imaged, and collation options.
- **Stapling/Finishing:** Select finishing, offset, and output options.
- **Slip Sheets:** Enable slip sheets.
- **Sample:** Set collated sets and/or uncollated stacks.
- **Mixed Stock Size Job:** If you are printing a job that uses more than one stock size, this allows you to set options to optimize the throughput of the job.
- **Layout:** Set layout or imposition options for a queue.
- **Annotations:** Add the following to a document after it has been submitted to the printer: page numbers, watermarks, and date stamps.

Using the Output tab to set queue properties

1. Select **Queue > Queue Manager**.
2. Double-click a queue to open queue Properties window.
3. Select the **Output** tab.
4. Select **Basic Settings**.
5. Select **Stapling/Finishing** to set finishing, offset, trimming, and output options.
6. Select **Slip Sheets** to choose whether or not to use slip sheets. Slip Sheets are pieces of paper (or other media) that are inserted between document sets in a print job.
7. Select **Sample:** Use to set **Uncollated Stacks** and/or **Collated Sets**.
8. Select **Layout** to control the placement, rotation, cropping, and scaling of source document pages onto the printed output.
9. Select **Mixed Stock Size Job** if you are printing a job that uses more than one stock size. You will need to set the options to optimize the throughput of the job. If you do not set these options, job processing efficiency may be greatly reduced.
10. Once you have finished making your selections, click **OK** or continue setting queue properties. Your selections will display on each individual button.
11. Close the Queue Manager window.

The Image Quality tab

The Image Quality tab features enable a System Administrator to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

Using the Sample button

The **Sample** button allows you to get a copy of the entire job after a programmable number of copies have been printed. Sampling is not available for jobs printing to the top (sample) tray.

1. Select the **Sample** button and choose **Uncollated Stacks** and/or **Collated Sets**.
2. Select from the following options:
 - **Uncollated Stacks:** Prints a sample of each stack every n pages in the stack. Once selected, you can enter the number of stack pages in the field below. This allows you to set how often a sample is performed (pages).
 - **Collated Sets:** Prints a sample of the entire set every n pages in the set. Once selected, you can enter the number of set pages in the field below. This allows you to set how often a sample is performed (pages).
 - Enable the **Override** icon if you want this setting to take precedence over programming associated with individual jobs.
3. Select **OK** to close the dialog, or continue setting queue properties.

The Image Quality tab

The **Image Quality** tab contains controls that allow you to make image quality adjustments.

The key to making adjustments to any of the image quality controls is to do so in small increments. Making large adjustments can actually create image quality problems.

Adjusting color balance

Using the Color Balance feature you can adjust the color balance on a job or page range using simple slider controls. The color balance feature is available on a job or queue basis.

1. The **Color Balance** feature can be applied to a job or a queue:
 - To a job: Open the job **Properties**, select the **Image Quality** tab or, to adjust the color balance for a page range, select the **Special Pages** tab, then select **Exception Page...** and specify the **Exception Page Range**.
 - To a queue: Select **Queue > Queue Manager...** and double-click the queue where you want the Color Balance feature to be applied. Select the **Image Quality** tab.

2. Select **Color Adjustments**.
3. From the **Adjustment Type** menu, select **Color Balance**.
The All Colors, C, M, Y, and K buttons are available. The C button is selected by default.
4. Select the color button for the color balance adjustment you want to make. You can make adjustments to the color balance for all colors simultaneously with the All Colors button or to only cyan, magenta, yellow, or black when you select the appropriate button.

Note

If you make an adjustment using the C, M, Y, or K buttons, the All Colors button becomes unavailable.

5. Make color balance adjustments using the following sliders:
 - **Highlight:** Move the slider up (positive values) to make the highlights in the image darker. Move the slider down (negative values) to make the highlights in the image lighter.
 - **Midtone:** Move the slider up (positive values) to make the midtones in the image darker. Move the slider down (negative values) to make the midtones in the image lighter.
 - **Shadow:** Move the slider up (positive values) to make the shadows in the image darker. Move the slider down (negative values) to make the shadows in the image lighter.

The buttons above the sliders each have three values that change to show the numerical effect that changing the slider has on that particular color.

As you make changes to the color balance using the sliders, you can select **Show Adjustment** to view the changes you are making in the preview window. The preview of your job images is only available for PostScript, PDF, and TIFF file types. For other file types, such as PCL, or VIPP, stock images are used for the preview.

If you select and then clear the Show Adjustment check box, you can show or hide the effect of the color balance adjustment to get before and after views of the displayed image.

6. To reverse or cancel all changes to the color balance sliders, select **Zero All**.
7. If you have FreeFlow Print Server Professional Edition, you can select **Convert to TRC** to change the slider values into TRC values.
The Convert to TRC editor window opens allowing you to enter a Name, make other edits, and save your changes as a TRC.

User TRCs

What are User TRCs?

User Tone Reproduction Curves (TRCs) provide users a mechanism for adjusting color output on individual color separations. User TRCs are graphical representation of 4 curves, one for each color separation (Cyan, Magenta, Yellow, and Black).

User TRCs are the preferred method for adjusting color when the adjustment has to be done at the print server. They should be used to adjust color instead of using the **Image Adjustment** sliders, which offer no preview and often greatly increase job processing time, or **Advanced Color Settings**, which are used for color management, not adjustment to correct printer drift.

User TRCs:

- can be created within the Color Manager, Queue Manager, Print from File Service, or from within a job.
- can be applied on a Queue, Job, and Page basis. In other words, User TRCs can be chosen from within Queue Manager or within a job. Within a job, the desired User TRC can be applied to all pages or just to specified pages.
- are applied to a job after it is processed. As a result, the color reproduction of reprint jobs can be adjusted using a TRC. In fact, the User TRC is one of the few image quality features available for reprint jobs
- can be exported to and imported from other FreeFlow Print Servers.

Previewing and Editing TRCs

Opening the User TRCs Edit window

User TRCs can be applied to a job or page to adjust the color output of a specific job. They can also be applied to a queue to adjust the color for all jobs in the queue.

The User TRCs Edit window can be opened by using one of the following methods:

Note

Changes made to User TRCs using any of the methods listed below appear in all the other methods.

- From the **Home Screen**: Double-click a job, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Services** menu: Select **Services > Print From File**. Select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Queue** menu: Select **Queue > Queue Manager**. Double-click a queue, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Color** menu: Select **Color > User TRCs** and double-click a User TRC.

Note

In this dialog, TRCs can be selected, edited, and previewed but cannot be applied to a job, page, or queue.

The New TRC - Edit window

Selecting **New TRC** opens the New TRC - Edit window. The Identity curve will be displayed in the graph. The Identity curve describes a state in which no color change will be made to the color channel.

Note

To view only the curve you wish to edit, click the eye icons for the other three curves to turn those curves off.

Each option in the window is defined as follows:

- **Edit:** Defines which curve (All Curves, C, M, Y, or K) is available for editing. If an adjustment has been made to a single curve, the All Curves option cannot be selected.
- **Eye icon:** Defines which color separations are present in the display graph.
- **Selected Point:** Indicates the X and Y values of the currently selected point. Values can be adjusted by typing a new value, by clicking the **Input (X)** or **Output (Y)** boxes, or by dragging the selected point in the graph.
- **Delete:** Deletes the currently selected point.
- **Add...:** Opens a window for the currently selected curve to allow direct input of an X and Y value that will be added as a point.
- **Undo:** Reverses any changes made to the selected curve. You can undo multiple changes.
- **Redo:** Reverses the Undo function.
- **Options:** Select this menu for additional options:
 - **Default Curve:** Resets the selected curve to the Identity curve.
 - **Default All Curves:** Resets all curves to the Identity curve.
 - **Copy Curve:** Copies the selected curve values to other curves in the graph.
 - **Print Curve:** Prints the curves you select to the queue of your choice on the printer. User TRC curves can be printed to confirm curve values or to keep as a record of curves created.
 - **Comments:** Enables you to input descriptive information specific to the curve.

Previewing User TRCs

The effects of TRCs can be previewed for PostScript and PDF jobs. You can preview TRC adjustments on a particular job or on a specific page within a job. TRC editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. You can preview a single page or a range of pages. Click **Update** and the Job preview specify range window opens. Perform one of the following:
 - To preview all the pages in the job, select **All**.
 - To preview a range of pages, clear the **All** checkbox and enter a page range in the **To** and **From** fields.

- To preview a single page, enter the same page number in both the **To** and **From** fields.
2. You can also change how the preview appears on the screen. Select from the following:
 - **Show Adjustment:** Select the check box to show any curve adjustments made on the sample image.
 - **Zoom:** Select a value from the menu to zoom in or out of the sample image.
 3. Select **OK**.

The preview image refreshes to the first of the pages indicated in the page range selected.

Editing User TRCs

Tonal Reproduction Curves editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. Select the color separation curve you want to edit by selecting the corresponding **Edit** button.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

2. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:
 - a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.

After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to

reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:
 - a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.
 - b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
 - c) Open each curve for editing in turn and perform your corrections.
- 3. In the event that you want to reset any changes or return to default settings, perform the following:
 - Select the appropriate curve from the CMYK **Edit** buttons and, if changes have been made, select the **Undo** or **Redo** arrows. The **Undo** and **Redo** selections are available while previewing the image. This can be helpful when deciding what Control Point settings best meet your job needs.
 - You can return each CMYK Control Point to a default value by selecting the appropriate CMYK **Edit** button and then selecting **Options > Default Curve**. To reset all Control Points, select **Options > Default All Curves**.
- 4. In the **Options > Comments** field, you can input descriptive information specific to the curve. For example, you might type a short description of the color adjustments provided by the TRC or the jobs for which it would be used.
- 5. Once you have completed the editing process, select **OK** or **Apply** for further options. Select from the following:
 - If you edited the TRC you can:

Overwrite existing TRC: The edited TRC takes on the same name as the one you edited. The changes are saved to the existing TRC.

Save as New TRC Name: Name the edited TRC in the field provided. The new TRC is added to the User TRCs menu

Cancel: Edits are discarded.

You should be aware of the following when editing a TRC:

- Editing a TRC is a global event. If numerous jobs reference the same TRC file and that file is changed, the change affects all the jobs that reference that TRC. In this case, it is recommended that you save the TRC as a new file, in order to eliminate an undesired effect on other jobs.

Creating new User TRCs

The primary access point for creating a new TRC is from the **Image Quality** tab in **Job Properties**. A new User TRC can be added from the User TRCs management window as well (**Color > User TRCs**).

1. To add a new User TRC from the User TRCs management window (**Color > User TRCs**), perform one of the following:

- Right-click anywhere in the **User TRCs** window and select **New....**
 - From the **TRC** menu, select **New....**
 - Select the **New...** icon from the toolbar.
2. To add a new User TRC from the **Image Quality** tab in **Job Properties**, select **Color Adjustments, Adjustment Type**, and select **New TRC**.
 3. In the New TRC - Edit window, type a unique name in the **Name** box.
 4. Select the color separation curve you wish to begin editing.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

5. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:
 - a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.

After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:
 - a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.
 - b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
6. Open each curve for editing in turn and perform your corrections.
 7. Once you are satisfied with your selections, select **OK** to commit all changes and exit the New TRC window.

Copying User TRCs

You can copy any User TRCs. This is useful if you want to keep the original TRCs intact and modify the copy.

1. Select the TRC to be copied.
2. Right-click the selected TRC and select **Copy** or select **Copy** from the **TRC** menu.
3. The Copy window opens. Change the name of the User TRCs and make any edits necessary to the curves.
4. Once you are satisfied with your selections, select **OK** to commit all changes and exit the Copy window.

Deleting User TRCs

User TRCs can be deleted from the User TRCs window.

1. Select **Color > User TRCs...** to open the User TRCs window.
2. Select the TRC to be deleted.
3. Click the **Delete** icon or right-click the selected TRC and select **Delete**.
4. Click **Close** or select another function.

Note

A job will fault if the TRC that the job references no longer exists.

Printing TRC Curves

User TRC curves can be printed to confirm curve values or to keep as a record of curves created.

1. Click **Options > Print Curves...**
2. The Print window opens. **All** is selected by default. Clear the **All** selection and select one or more of the curves for printing if you do not want to print all the curves.
3. From the **Queue** menu, select the queue to which the TRC print job is submitted. The job will be a single-page TIFF.
4. Select **OK**.

The job is submitted to the selected queue.

Importing and Exporting User TRCs

Exporting User TRCs

User TRCs can be exported to CD or DVD, a USB device, the print server file system, or to a location on a Windows network.

1. Select **Color > User TRCs**.
2. Within the list of User TRCs, select the TRCs you wish to export.
3. Right-click on the group of selected TRCs and select **Export....**
4. In the Export TRCs window, from the **Look In** menu, select one of the following:
 - **CD-RW** - Place a CD-R or CD-RW in the CD or DVD drive.
 - **File System** - From the directory listing presented, navigate to the directory on the print server where you want to save the User TRCs.

- **Windows Network (SMB)** - From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where you want to save the User TRCs.

Note

You may have to log in to the machine where the User TRCs are to be exported.

- **USB** - From the directory listing presented, navigate to the directory where you want to save the User TRCs.

5. Select OK.

For an export to the File System or Windows Network, a message appears that the operation is completed. For an export to CD, the CD will eject when the operation is finished and a message appears to say that the operation is completed.

6. Click OK to close the Information window that appears.

7. Click Close.

Importing User TRCs

User TRCs can be imported from a CD or DVD, a USB device, the print server file system, or from a location on a Windows network.

1. Select Color > User TRCs.

2. Right-click anywhere in the User TRCs area and select Import... or from the TRC menu, select Import....

3. In the Import TRCs window, from the Look In menu, select one of the following:

a) CD-RW

Place a CD-R or CD-RW in the CD or DVD drive. From the directory listing presented, navigate to the directory where the User TRCs are located.

b) File System

From the directory listing presented, navigate to the directory where the User TRCs are located.

c) Windows Network (SMB)

From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where the User TRCs are located.

Note

You may have to log in to the machine where the User TRCs are located.

d) USB

From the directory listing presented, navigate to the directory where the User TRCs are located.

4. Select the User TRCs to be imported.

Note

Only one *.trc file can be selected for each import.

5. Select Import.

If the User TRC already exists, a message will appear. Click **Yes** to overwrite the existing TRC.

It is recommended that a proof be run whenever an imported TRC is first used.

6. Click **OK** to close the Information window that appears.
7. Click **Close**.

About grayscale printing

Selecting **Grayscale** from the **Color Mode** menu disables Image Quality features incompatible with grayscale printing.

Print as Grayscale

Selecting **Grayscale** disables the following Image Quality controls:

You may still employ anti-aliasing and may apply a user TRC to the Grayscale job.

Setting up trapping

1. Select **Properties** for either the selected job or the selected queue.
2. Select the **Image Quality** tab.
3. Select **Options**.
4. To enable Trapping, mark the checkbox.
5. Within the Trapping Setup area, you may select pixel values for the width and height parameters, from 1 to 20 pixels. The default setting is 1 pixel in both directions.

Generally, a trapping zone above 4 pixels is visually obvious and not pleasing to the eye. A higher value should be considered carefully; you can set a higher trap zone to control individual images that have been poorly trapped individually. Two direction parameters are included because the feed direction has a marginal effect on image quality. However, in nearly all cases, you would set these two values the same. If you are setting the trap width for a queue, you may choose to set this option for override by selecting the **Override** icon to show a locked setting in the **Color Properties** tab

6. If you wish to use vector over image trapping, select the checkbox for **Image/Vector Trapping**.
7. Select **OK** to accept the trapping settings, or **Cancel** to reject changes.

Automatic Image Enhancement

Automatic Image Enhancement allows you to enhance incoming RGB or Grayscale images that are embedded in PostScript or PDF documents. You can enable or disable this feature on a queue, job, or page basis.

When Automatic Image Enhancement is enabled, any RGB or Grayscale images in the job file are enhanced prior to color space conversion to CMYK.

Selection of Automatic Image Enhancement does not affect which path (LUT or generic ICC) is used for the subsequent conversion to CMYK. Processing time is increased since Automatic Image Enhancement is an additional job operation.

Options for Automatic Image Enhancement are as follows:

- **Off**
- **Normal:** Preset adjustments are used for automatic image enhancement

- **Custom:** Click **Setup** after selecting Custom to individually set image enhancement preferences.

When Automatic Image Enhancement is enabled by selecting Normal or Custom, the system checks the following image areas:

- Contrast (including localized Contrast)
- Saturation
- Sharpness
- Exposure
- Color Balance
- Noise Reduction
- Shadow Detail
- Red Eye Reduction

When the job is processed, a complex algorithm is applied to these image areas to determine if the image is within normal ranges or out of range. If the image is out of range, the image is adjusted to improve the print quality. In files with multiple images, only those images that are out of range are adjusted.

Note

When using Automatic (RGB Only), contouring may be seen in dark or highlight areas. Also, the color balance may change slightly.

This feature supports PS and PDF files only.

Note

In the **Image Quality** tab select **Color Management...**, and then the **RGB** tab. In the **RGB Color Space** area, from the **Images** menu, select **sRGB**.

Caveats and Limitations:

- Image Enhancement is not maintained when forwarding a job.
- This feature is available at the job, queue, or page level.
- This feature is not selectable from the client.

About Custom Image Preferences

The Custom Image Preferences window allows you to override the Automatic settings in the Automatic Image Enhancement feature.

From the Automatic Image Enhancement menu, select **Custom** and then click **Select** to open the Custom Image Preferences window. The settings displayed initially are the Normal preferences. Modify any of the following preferences:

- Contrast
- Saturation
- Sharpness
- Exposure
- Color Balance

- Noise Reduction
- Shadow Detail
- Red Eye Reduction

Once you have completed making preference changes, click **OK** to save your changes. The Automatic Image Enhancement area will display the custom settings you have selected.

Selecting a resolution

Use the resolution option to adjust the resolution of the images in the print job.

For best results, match the resolution of the print file to the resolution setting of the print queue.

About Halftone Screens

Halftone Screen refers to the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color for color systems.

Use the Halftone menu to select halftones to apply to the images. The **System Specified** halftone screen is applied unless you change the **Halftone** menu selection.

Note

The numbers refer to the screen frequencies of the various dot screen and line screen patterns described. It is important to note that a higher-value screen frequency does not necessarily produce a better result. Also, the novice user is encouraged to accept the default setting, as this setting is designed to produce the best general results of the available settings.

The general differences between the various kinds of halftone screens are as follows:

Note

Selections available vary by printer type.

- **Dot** screening applies a rosette type pattern to the screen, which is a commonly desired screen pattern. The dot screen halftone makes seeing artifacts and patterns in a large halftone much less likely. However, when two straight line areas meet one another, slight jags may be visible. A dot screen is particularly useful for large gradients and other shading areas likely to produce visible lines from a line screen pattern.
- **Line Screen Halftone:** A line screen provides a linear dot pattern. The line screen halftone makes seeing artifacts and patterns in a large halftone more likely compared to a dot screen. However, when two straight lines adjoining halftone areas meet, the linear nature of the screen avoids the jagged border areas that are more often found in a dot screen pattern.
- **Stochastic Screens:** Stochastic screening uses randomly placed dots instead of the traditional halftone dots aligned along designated screen angles. The concept of stochastic screening is that dots placed randomly do not cause moire patterns. However, completely random positioning does not work well. The stochastic screen prevents screening interference patterns, but it can cause graininess and other visual artifacts. Therefore, stochastic screening as implemented by your printer uses a

complex algorithm to determine the optimum placement of dots in order to appear random while reducing graininess. This random arrangement of dots means there is no direction to the screen; and therefore no screen angle exists. The variable spacing of the dots means there is no fixed spacing, and therefore there is no screen frequency. So, without frequency or angle, there is no possibility of moire between the four process-color screens, or even of moire from patterns within an image.

Setting a halftone screen

1. Double-click the job or queue to open Properties.
2. Select the **Image Quality** tab.
3. Select **Halftone**.
4. From the Halftone menu, select the desired setting according to your system. For most jobs, accept the default, System Specified, setting.

The dual dot selection applies the 180 Dot to all objects except small fonts and thin isolated lines where the 250 Dot is used instead. Although the 250 Dot is used for small text and thin lines, the 180 Dot profile is used for color processing.

5. If applicable, enter a Stroke Thickening value. Stroke Thickening is available for PostScript, TIFF, PCL, and PDF formats. Adjust the Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command. The available range is located below the box.
6. Select **OK** to accept the changes and exit the job properties, or **Apply** to set the changes without exiting the dialog. If you do not wish to retain your changes, select **Cancel** to exit without saving changes.

The Color Management window

About the Color Management window

The Color Management window is accessed by selecting **Color Management** on the **Image Quality** tab.

The window is comprised of the upper color data flow diagram and the lower controls areas.

The color data flow diagram represents the paths that color data will take while being processed by the system. This diagram always reflects the current state of the control area settings and refreshes when the settings are changed. Place the mouse pointer over any spot on the diagram to display a tool tip with extended information about that particular spot.

The lower half of the Color Management window contains the controls area. Controls are in a tabbed layout and are grouped by color space (**CMYK**, **RGB**, and **Gray**) and associated processing options (**Spot** and **PDF/X**). The **Destination Profile** is not located within the tabbed layout since it affects all color spaces.

The **Use Embedded Profile** and **Use Embedded Rendering** check boxes are available to honor or ignore any embedded profiles or rendering intents that may be in the job. By default, the check boxes are not selected and any profiles or rendering intents are ignored. When selected, any embedded profile or rendering intents take precedence over the queue default settings. If there are no embedded profiles or rendering intents in the job, the queue default settings are used even if the **Use Embedded Profile** or **Use Embedded Rendering** check boxes are selected.

Note

It is recommended that **Use Embedded Profile** for RGB be selected. Turning this feature on gives the most accurate output from the intent of the file creator.

The Rendering Intent and Color Space features are separate on each tab. This allows the system to perform specific optimizations for CMYK or RGB. For example, a **Colormetric** selection is best used for **CMYK** color matching, while a value of **Perceptual** is best used for **RGB** professional photographs.

On the **CMYK** tab, the **Direct CMYK** menu option is available to enable the direct (pass-through) CMYK workflow. When Direct CMYK is selected for both **Images** and **Text / Graphics** options, the color flow diagram shows that Rendering Intent and Destination Profile are bypassed.

Editing Color Management settings

Selecting the Input Color Space

Input Color Space can be selected for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The Properties window appears.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
The Color Management window displays.
4. To determine how the print server processes the color space for the input, select the appropriate tab and make the necessary adjustments.
5. Select **OK** to save settings and exit the Color Management window, or **Apply** to save settings and continue setting properties, or **Cancel** to exit without saving your edited settings.

About the CMYK tab

The **CMYK** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **CMYK Color Space** and **CMYK Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **CMYK Color Space** area contains two menus: **Images** and **Text / Graphics**. The **CMYK Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for CMYK.

In the **CMYK Color Space** area, selecting **Direct CMYK** in both the **Images** and **Text / Graphics** menus bypasses any Rendering Intent and Destination Profile settings.

About the RGB tab

The **RGB** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **RGB Color Space** and **RGB Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **RGB Color Space** area contains two menus: **Images** and **Text / Graphics**. The **RGB Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for RGB.

The **RGB Emulation** area lets you control emulation processing. The default setting for RGB Emulation is **Off**. When **On**, RGB processing follows the CMYK path, as reflected in the data flow diagram. If you are trying to match an industry standard and your file contains RGB and CMYK input, turn RGB emulation on so your RGB and CMYK elements will match. Also turn RGB emulation on if you have a document that contains RGB and CMYK data and want all of the data to match. The RGB data will get converted to CMYK via the CMYK color space chosen in the CMYK tab. When RGB Emulation is set to **On**:

- The **RGB Rendering Intent** adjustments are unavailable since the RGB emulation is enabled via the auto-generation of RGB-to-CMYK DeviceLink ICC profiles and image adjustment is applied on the Lab color space.
- Some settings are unavailable in the **Image Quality** tab.

About the Gray tab

The **Gray** tab appears in the Color Management window. It can be accessed by selecting **Color Management** on the **Image Quality** tab.

The tab contains a single area, **Gray Color Space**. The area has a checkbox that can be selected to use embedded profile or embedded rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** dialog, an override icon is available at the top of the tab. Click the override icon to lock (override) or unlock the settings for the tab. When the override icon is locked, the settings associated with the override take precedence over what has been programmed in the job.

The **Gray Color Space** area contains two menus: **Images** and **Text / Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimization for Gray.

About the Spot tab

The **Spot** tab appears in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

Spot Color Processing can be **Enabled** or **Disabled**. When the color path is disabled, the alternative color space is used instead of the spot colors.

The Print Server honors all PANTONE® and spot colors that are defined in the spot color table. The spot colors in PostScript and PDF files can be specified by the PostScript setcustomcolor operators as well as the separation and DeviceN color operators. The alternative color spaces get utilized in case the spot color is not found in the spot color table.

As an example of why this feature can be valuable, consider the following scenario: you may want to print a document that contains spot color text, graphics, and images. When you view the document onscreen, the spot color data is honored. When the document is printed, however, the colors can look very different from what was seen onscreen. The Print Server does not support spot color processing for images. You might prefer to disable spot color processing and eliminate this problem.

An additional example is if you have spot color objects and CMYK objects next to each other and they are supposed to match. If you disable spot color processing the spot color data will go through the CMYK path and the objects will look the same.

About the PDF/X tab

The **PDF/X** tab is in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

PDF/X processing can be enabled by selecting **Process as PDF/X**. When enabled, the Output Intent profile specified in a PDF/X job will be applied. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X. PDF jobs that are not PDF/X compliant will print normally using the color settings specified in the Color Management window.

If **Disable RGB Emulation for PDF/X Jobs** is selected, the Destination Profile will only be applied to Device CMYK colors.

Note

The **Queue Mode** must be set to normal to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically cleared and are not available.

About the Transforms tab

The **Transforms** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab allows you to select from two drop-down menus to apply third party DeviceLinks:

- **CMYK-to-CMYK**
- **RGB-to-CMYK**

Note

The Feature license must be enabled and activated within FreeFlow Print Server before the feature can be used. Ensure that your system administrator has enabled the **External DeviceLink Profiles** string in the License Manager window.

Device Link Integrator is a FreeFlow Print Server option used to import device link profiles and utilize them in FreeFlow Print Server internal color management setup. You can then use a third party color management system that can output device links and/or device link profiles.

These third party management systems allow you to control the accuracy level of profiles during creation. With Device Link Integrator, the color management system is used only to generate the device link profile, and FreeFlow Print Server applies the device link to color correct jobs.

Once Device Links are added to FreeFlow Print Server, they are selectable on the Transforms tab.

See the Xerox® FreeFlow® Print Server Device Link Integrator User Guide for more details on this feature.

Selecting the Output Color Space

1. Select the **Image Quality** tab
2. Click the **Color Management...** button. The Color Management window displays.
3. To set the **Destination Profile**, click the pull-down menu and choose the most recent profile for the halftone you are using.

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

Enabling or disabling Spot Color processing

Spot Color processing can be enabled or disabled for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.

The **Properties** window opens.

2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **Spot** tab.
5. Select the radio button to make spot color processing either **Enabled** or **Disabled**.
6. Select **OK**.

Enabling or disabling PDF/X processing

Note

To properly process PDF/X4 content within a PDF/VT file, PDF/X processing must be enabled.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **PDF/X** tab.
5. To enable PDF/X processing if PDF/X-1a or PDF/X-3 jobs contain Output Intent profiles:
 - a) Select **Process as PDF/X**.

The Output Intent profile information is extracted and applied to the queue or the selected job. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X.

When PDF/X processing is enabled, PDF jobs that do not contain an Output Intent profile will print through the normal PDF path. Other PDLs will also print normally.

Note

The **Color Mode** on the **Image Quality** tab must be set to **Normal** to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically sent to off and are not available.

- b) To apply the Destination Profile to only Device CMYK colors, select **Disable RGB Emulation**.
6. To disable PDF/X processing, ensure that the checkbox for **Process as PDF/X** is cleared.
7. Select **OK**.

Setting up Job Rendering

Occasionally, the requested colors in an image are outside the gamut of the target printer and cannot be exactly reproduced. Rendering provides color mapping between the color gamut of the source image and the color gamut of the printer. Select the Rendering option that best fits the images in the source files as they map to the printer.

Note

The default settings on this window give optimal results with most print jobs. Only make changes to the settings if you understand the effect that the changes will have to the output.

1. Select **Queue > Queue Manager**.

2. Double-click a queue in the Queues list.
3. Select the **Image Quality** tab.
4. Select the **Color Management...** button. The Color Management window opens.
5. On the **CMYK** and **RGB** tabs, in the **Rendering Intent** area, select **Use Embedded Rendering** to use the rendering already embedded within the job or choose between the following options:

Note

You can choose different rendering options for images, text, and graphics. For instance, you might choose **Perceptual** for the images, **Pure** for the text, and **Relative Colorimetric** for the graphics, in order to optimize each output type appropriately.

As another example, if you have text over graphics and text is defaulted to Pure and the graphics are defaulted to Saturation the output might not be as you would expect. Changing the rendering of text to Saturation would match the graphics with the saturation intent.

- **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs. Preserves 100 % K, making it good for text.
 - **Perceptual:** Optimizes the rendering of photographic images. Preserves the visual relationship among colors as they are perceived by the human eye. All or most colors will be proportionally scaled to fit the output gamut but their relationship will not change.
 - **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut. Colors that fall within the Output Color space remain the same. Only colors that fall outside are changed to the closest possible color within the Output Color space.
 - **Pure (for Text):** Optimized for rendering of text and line art. The Pure intent attempts to subdue halftone textures, thus increasing the visibility of small text. Preserves 100 % K, making it good for text.
 - **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
6. Select **OK** to commit changes and exit, or select **Apply** to save current changes and continue making changes.
 7. Close the Properties window.

Image Quality settings

1. Double-click the job or queue to open **Properties**.
2. Click the **Image Quality** tab.
3. Select Color Adjustments.
4. The **Print Darkness** control makes all pixels lighter or darker. Increasing Darkness (-) moves all pixels in the image toward black. Decreasing Darkness (+) moves all pixels toward white.

5. If desired, from the Print Quality Area, select **Toner Saver**. The Toner Saver feature uses less toner and is therefore more economical than the **Normal** setting. You may want to use the Normal setting when printing proof documents.
6. Select the **Color Mode** menu. Select from one of the options presented.
 - Xerox Consistent Color
 - Normal: Default
 - Grayscale: Prints Black (K) toner only, same on Black & white printer.

Note

Color Mode choices available depend upon your print engine. Xerox Consistent Color mode provides consistent output across print engines. If selected, the only available option to choose is Destination Output.

Note

If some Image Quality features are disabled it is because they are incompatible with the Color Mode you selected.

7. Select **Options**. Choose from controls for **Overprint**, **Black Overprint**, and **Trapping**.

Note

If Adobe PDF Print Engine is selected as the chosen PDF processor, then the control for RGB to Black for Text/Graphics will display here.

8. Select **Options**. Choose from controls for **PostScript Overprint**, **Black Overprint**, **Anti-Aliasing**, and **Trapping**.

Note

If Adobe PDF Print Engine is selected as the chosen PDF processor, then the control for RGB to Black for Text/Graphics will display here.

9. Select **Image Adjustments**. The following controls are available:
10. Select **User TRCs**. Select user TRCs that have been set up within Color Manager.
11. Select **Halftone**.
12. Select **Image Resample**. Choose from the following selectable Image Resample, or Interpolation, methods:
 - System Specified
 - Nearest Neighbor
 - Bi-linear
 - Smart
13. If desired, select **Color Management**. The Color Management window opens. Within this window, you can make settings for **CMYK** or **RGB Color Space** and **CMYK** or **RGB Rendering Intent**, as well as enabling or disabling **Spot Color Processing** and support for **PDF/X** workflows.
14. Select **OK** to commit changes and exit, or select **Apply** to save current changes and continue making changes.
15. Close the **Properties** window.

About Image Quality Options

- **PostScript Overprint**
 - An Image Quality enhancement process performed during RIP that allows the color underneath to combine with the color on top in order to provide the desired effect.
 - Can be set by selecting the corresponding check box.
- **Trapping**
 - An image processing technique used to compensate for misregistration in a print engine or press. Misregistration results in white gaps and shifted hues.
 - Can be set by selecting the corresponding check box.
- **Black Overprint**
 - An Image Quality enhancement process performed during RIP that prevents the background of a black object from being removed. With the black being printed over the other color layers, any misregistration in the print engine or press will not result in white gaps.
 - Can be set by selecting the corresponding check box
- **Anti-Aliasing**
 - A method for reducing the jagged appearance (caused by rasterization) of curves and diagonal lines. Anti-aliasing enhances the smoothness of such curves and lines.
 - Can be set by selecting the corresponding check box
- **RGB to Black for Text/Graphics**
 - Renders RGB black/gray text and graphics using black (k) toner only.
 - **Off (default):** all RGB colors are processed according to color profile settings.
 - **Black uses K:** R=G=B=0 will map to C=M=Y= 0 and K= 100 % , all other colors are processed according to color profile settings.
 - **Black and Gray use K only:** all values of R=G=B will map to K=1-R.

Print as Grayscale is located at the top of the Image Quality tab.

Automatic Image Enhancement

Automatic Image Enhancement allows you to enhance incoming RGB or Grayscale images that are embedded in PostScript or PDF documents. You can enable or disable this feature on a queue, job, or page basis.

When Automatic Image Enhancement is enabled, any RGB or Grayscale images in the job file are enhanced prior to color space conversion to CMYK.

Selection of Automatic Image Enhancement does not affect which path (LUT or generic ICC) is used for the subsequent conversion to CMYK. Processing time is increased since Automatic Image Enhancement is an additional job operation.

Options for Automatic Image Enhancement are as follows:

- **Off**
- **Normal:** Preset adjustments are used for automatic image enhancement
- **Custom:** Click **Setup** after selecting Custom to individually set image enhancement preferences.

When Automatic Image Enhancement is enabled by selecting Normal or Custom, the system checks the following image areas:

- Contrast (including localized Contrast)
- Saturation
- Sharpness
- Exposure
- Color Balance
- Noise Reduction
- Shadow Detail
- Red Eye Reduction

When the job is processed, a complex algorithm is applied to these image areas to determine if the image is within normal ranges or out of range. If the image is out of range, the image is adjusted to improve the print quality. In files with multiple images, only those images that are out of range are adjusted.

Note

When using Automatic (RGB Only), contouring may be seen in dark or highlight areas. Also, the color balance may change slightly.

This feature supports PS and PDF files only.

Note

In the **Image Quality** tab select **Color Management...**, and then the **RGB** tab. In the **RGB Color Space** area, from the **Images** menu, select **sRGB**.

Caveats and Limitations:

- Image Enhancement is not maintained when forwarding a job.
- This feature is available at the job, queue, or page level.
- This feature is not selectable from the client.

Setting up Trapping

1. Within **Job Manager** or **Queue Manager**, select **Properties...** from the right-click menu.
2. Select the **Image Quality** tab.
3. Select the Options FAB.

4. Select the **Trapping** checkbox to enable Trapping.
5. Within the **Trapping Setup** window, you may select pixel values for the width and height parameters, from 0 to 20 pixels.

The default setting is 1 pixel in both directions.

6. If you wish to use vector over image trapping, select the checkbox for **Image/Vector Trapping**.
7. Select **OK** to accept the trapping settings, or **Cancel** to reject changes.

Generally, a trapping zone above 4 pixels is visually obvious and not pleasing to the eye. A higher value should be considered carefully; however, the ability to set a higher trap zone has been included to give you control over individual images that have been poorly trapped.

Two direction parameters are included because the feed direction has a marginal effect on image quality. However, in nearly all cases, you would set these two values the same.

Editing Color Advanced Settings

Selecting the Input Color Space

Input Color Space can be selected for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The Properties window appears.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
The Color Management window displays.
4. To determine how the print server processes the color space for the input, select the appropriate tab and make the necessary adjustments.
5. Select **OK** to save settings and exit the Color Management window, or **Apply** to save settings and continue setting properties, or **Cancel** to exit without saving your edited settings.

Enabling or disabling Spot Color processing

Spot Color processing can be enabled or disabled for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **Spot** tab.
5. Select the radio button to make spot color processing either **Enabled** or **Disabled**.
6. Select **OK**.

Selecting the Output Color Space

1. Select the **Image Quality** tab
2. Click the **Color Management...** button. The Color Management window displays.

3. To set the **Destination Profile**, click the pull-down menu and choose the most recent profile for the halftone you are using.

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

Setting up Job Rendering

Occasionally, the requested colors in an image are outside the gamut of the target printer and cannot be exactly reproduced. Rendering provides color mapping between the color gamut of the source image and the color gamut of the printer. Select the Rendering option that best fits the images in the source files as they map to the printer.

Note

The default settings on this window give optimal results with most print jobs. Only make changes to the settings if you understand the effect that the changes will have to the output.

1. Select **Queue > Queue Manager**.
2. Double-click a queue in the Queues list.
3. Select the **Image Quality** tab.
4. Select the **Color Management...** button. The Color Management window opens.
5. On the **CMYK** and **RGB** tabs, in the **Rendering Intent** area, select **Use Embedded Rendering** to use the rendering already embedded within the job or choose between the following options:

Note

You can choose different rendering options for images, text, and graphics. For instance, you might choose **Perceptual** for the images, **Pure** for the text, and **Relative Colorimetric** for the graphics, in order to optimize each output type appropriately.

.As another example, if you have text over graphics and text is defaulted to Pure and the graphics are defaulted to Saturation the output might not be as you would expect. Changing the rendering of text to Saturation would match the graphics with the saturation intent.

- **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs. Preserves 100 % K, making it good for text.
- **Perceptual:** Optimizes the rendering of photographic images. Preserves the visual relationship among colors as they are perceived by the human eye. All or most colors will be proportionally scaled to fit the output gamut but their relationship will not change.
- **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut. Colors that fall within the Output Color space remain the same. Only colors that fall outside are changed to the closest possible color within the Output Color space.
- **Pure (for Text):** Optimized for rendering of text and line art. The Pure intent attempts to subdue halftone textures, thus increasing the visibility of small text. Preserves 100 % K, making it good for text.

- **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
6. Select **OK** to commit changes and exit, or select **Apply** to save current changes and continue making changes.
 7. Close the Properties window.

The Image Edit Tab

The Image Edit tab presents features that allow original images to be modified for output.

Note

When you enable the Override icon for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

The Image Edit tab contains the following options:

- Set image shift options using the Image Shift FAB: Image shift allows you to adjust the location on a page where printing will occur.
- Use Background Forms.

Using the Image Edit tab to set queue properties

1. Select **Queue > Queue Manager**.
2. Double-click the queue you want to modify.
3. Select the **Image Edit** tab.

Note

When you enable the Override icon in Queue Manager for any queue property, that selection applies to any jobs submitted to that queue and takes precedence over any property selections that are made in the Job Manager or programmed into the job.

Using Image Shift

Select **Image Shift** to adjust the location on a page where printing will occur. The procedure to shift an image will vary based on whether you are printing on a one-sided or two-sided page. The FAB window contains a mimic of a printed page that reflects the image shift changes you make.

1. Shifting the image on a one sided job (1 to 1 Sided, or 2 to 1 Sided):
 - a) For 1 Sided jobs, the **Shift** option is set to **Independent**.
 - b)
 - **Manual:** Enables you to adjust the sides imaged. Using the X axis and Y axis, enter a shift value.
 - **Auto Center:** Automatically centers the image on the page. The mimic is updated and all image shift controls are grayed out. Image shift values are displayed within the spin box.
2. Shifting the image on a two-sided job (2 to 2 Sided, or 1 to 2 Sided):

The software does not automatically adjust the image shift for two-sided jobs. You must enter the specific requirements for a two-sided job.

- a) Click the **Image Shift** FAB.
- b) The FAB window contains a mimic of a printed page that reflects the image shift changes you can make. Select the desired unit of measure, **inches** or **mm**, and select from the following:
 - **Independent:** Select an independent vertical or horizontal shift for both sides 1 and 2.
 - **Auto-Center:** Automatically centers the image on the page. The mimic is updated and all image shift controls are grayed out. Image shift values are displayed within the spin box.
 - **Mirror:** The horizontal and vertical image shift for both sides moves in opposite directions from each other. Mirror is best for two sided jobs.
 - **Mirror X only:** The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
 - **Mirror Y only:** The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
 - **Tandem:** The horizontal and vertical shift moves in the same direction for both sides.
 - **Tandem X only:** The horizontal shift for both sides moves in the same direction. The vertical shift remains independent for both sides.
 - **Tandem Y only:** The vertical shift for both sides moves in the same direction. The horizontal shift for both sides remains independent for both sides. Tandem is best used for head-to-toe jobs.
- c) Select the desired unit of measure.
- d) Using the X and Y axis, enter a shift value.
 - When selecting the horizontal (X) image shift, enter a positive number to move the image away from the left side of the paper. Enter a negative number to move the image away from the right side of the paper.
 - When selecting the vertical (Y) image shift, enter a positive number to move the image upward and a negative number to move the image down.
 - Use the **Reset** option to bring both the X and Y values back to zero (no shift).
 - Select **Override Y Values**, or **Override X Values** if you want the queue settings to take precedence over attributes programmed with individual jobs.

Your selections will display on the Image Shift FAB and within the Summary field.

Note

This task list describes the shift behavior on side one. The shift behavior of side two is determined by the Shift Option selected.

Using Edge Erase

1. Select **Edge Erase**. Edge Erase allows you to erase defects such as fold or staple marks, wrinkles, handwriting, or other undesirable markings along any of the four edges of the input document. You can print to the edges of the document or adjust each edge of the document and print to those specific dimensions. The default edge erase value is 0.1 inches (3 mm). From the drop-down menu select from the following:
 - **Border Erase**: This selection enables you to adjust all four borders of the page to the same setting. For example, if you enter 1.0 in the field the border size will be one-inch on each edge of the page. The available border range is displayed below the spin box.
 - **Standard Edge Erase**: When selected, all borders can be set independently. Standard Edge Erase is set to **Independent** within the **Options** menu and is read only for **1 to 1 Sided**, and **1 to 2 Sided** jobs. If **2 to 1 Sided**, or **2 to 2 Sided** is selected then the following selections are available:
2. **Standard Edge Erase** is set to Independent within the **Options** menu and is read only for **1 to 1 Sided**, and **1 to 2 Sided** jobs. If **2 to 1 Sided**, or **2 to 2 Sided** is selected then the following selections are available:
 - **Independent**: Select an independent vertical or horizontal shift for both sides 1 and 2.
 - **Auto-Center**: Automatically centers the image on the page. The mimic is updated and all image shift controls are grayed out. Image shift values are displayed within the spin box.
 - **Mirror X**: The horizontal shift for both sides moves in opposite directions. The vertical shift for both sides remains independent.
 - **Mirror Y**: The vertical shift for both sides moves in opposite directions. The horizontal shift for both sides remains independent.
 - **Mirror Both**: The horizontal and vertical image shift for both sides move in opposite directions from each other. Mirror is best used for two sided jobs.
3. The **Side** fields become active when **Standard Edge Erase** is selected. Make a selection. The available border range is displayed below each spin box.

Using Image Alignment

Image Alignment is used to fine tune image placement on the paper. This adjustment can be used to correct drifting that may occur on very long print jobs and can be implemented while a job is printing. Alignment changes apply to all jobs within a specific queue and impact all pages within a job regardless of whether you are printing a one-side or a two-sided job.

1. Select a unit of measure to specify the increment of change.
2. Select **Displacement** values. **Scan Lines** control the X (horizontal) movement and **Dots** control the Y (vertical) movement. Select **Center** to return all measurements to zero.
3. To verify how changes will impact the job, select **Sample Print** and print a sample page showing the alignment changes. Printing a test page may interrupt a job if there are other existing jobs in the queue.

Using Rotation

Select **Rotation** to turn a page image 180 degrees from its current position (0 degrees represents no rotation). You may need to rotate a page image so that it will print properly when processed by a finishing device (for example, to allow for right-side stitching or binding).

1. Choose **180** degrees (or 0 degrees if the job is already rotated) from the Image Rotation pull-down menu.
2. Enable the Override icon if you want this setting associated with individual jobs.
3. Once you have finished making your selections, click **OK** or continue setting queue properties.

Using Background Forms

A background form is a preprinted insert on which a print job is overlaid. You can set up a queue to use background forms.

Note

Exception pages and cover pages that contain job data are merged and printed with background forms. System generated pages including, banner pages, blank cover pages/page inserts/exception pages, and error pages, do not contain job data and are not, therefore, merged and printed with the background form.

Note

Color background forms support the following PDLs: PostScript, PCL, TIFF (saving the background form only), IPDS (background forms cannot be saved from IPDS, but IPDS jobs can be merged with background forms saved in other PDLs).

1. Select **Queue > Queue Manager...**
2. Select the the **Image Edit** tab.
3. Select the **Background Form FAB**.
4. To enable background forms, select **Use Background Forms**. The remaining fields become active.
5. In the **Form Name** field perform one of the following:

-
- Select **Browse....**

From the Directory menu select the UNIX file system, media location, or if available, network location of the background form list.

Select the background form you want to use and click **OK**.

6. Select from one of the following **Apply Form Pages**:
 - **Throughout Job**: The background form cycles through job pages repeatedly.
 - **Once**: the background form cycles through job pages once.
 - **Once, Then Repeat**: The background form cycles through job pages once, and then cycles through repeatedly only from the entered From Page location onward. Enter a page number in the From Page field.

Note

If the selected form page has a maximum form page value which is less than the number placed in the From Page field, you will be instructed to enter a From Page value that corresponds to the form page selected.

7. Enter **Displacement** values: Entered values shift the background form prior to merging with the document. The alignment values are determined from the lower left hand corner of the page, independent of the orientation (portrait or landscape) of the page.
 - Select a unit of measure **inches, mm**.
 - **Vertical**: A negative value shifts the background form downward. A positive value shifts the background form upward. The default value is 0.
 - **Horizontal**: A negative value shifts the background form to the right. A positive value shifts the background form to the left. The default value is 0.
8. Enable the Override icon if you want background form selections to apply to any jobs submitted to that queue. Override settings take precedence over any property selections made in the Job Manager or programmed into the job.
9. Select **OK** to accept your entries and exit the queue properties dialog window, or **Apply** to continue setting queue properties.
10. Close the Queue Manager window.

The PDL Settings Tab

The options within the PDL Settings tab are used to define settings specific to each PDL interpreter to determine the resolution, halftone, and the protected state of the system.

Note

If you do not have a valid PostScript license on the system, you will not see a PostScript/PDF option.

Note

When you enable the Override icon for any queue property, that selection will apply to any jobs submitted to that queue and will take precedence over any property selections made in the Job Manager or programmed into the job.

The PDL Settings tab contains the following selections:

- **PDF Processing**: Allows you to choose your PDF processing selection. Legacy PostScript Conversion or Adobe PDF Print Engine (APPE).
- **PostScript**: Allows you to set options using a traditional Adobe Interpreter.
- **Advanced PostScript**: Set prescan options.
- **Native PDF**: Set Native PDF settings. You must select Adobe PDF Print Engine for the PDF processing to make selections for this option. Settings also apply to PDF's that are set to use the Legacy PostScript converter.
- **TIFF**: Contains resolution settings.

- **PCL:** Presents resolution, lines per page, orientation, and advanced settings.

Note

If there is no PostScript license on your system, the PostScript FAB will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one FAB, called PCL/ASCII.

- **ASCII:** Contains font options.
- **PPML:** For environments that will be using PPML as one of the inputs to the printer you will need to set up the queue to accept PPML.

Using the **PDL Settings** tab to set queue properties

1. Select **Queue > Queue Manager**.
2. Double-click the queue you want to modify.
3. Select the **PDL Settings** tab.
4. Choose **PostScript/PDF**.
5. Use **Advanced PostScript** to select prescan options. The system scans for requirements while the job is being received which eliminates network delays. This maximizes processing performance on the job.
 - **Basic:** Prescans to the first page of the job.
 - **Full:** Prescans to the end of the job. The advantage of this selection is that more comments are seen ahead of processing for purposes of Resource Based Scheduling.
6. Set TIFF Decomposer options by selecting **TIFF**.
7. Set **PCL** options.
8. Select **ASCII**.
9. Select **OK**, or continue setting queue properties.
10. Close the Queue Manager window.

About Adobe PDF Print Engine (APPE)

The two available options are Legacy PostScript Conversion and Adobe PDF Print Engine. These two options can be selected for each queue.

- Legacy PostScript Conversion processes jobs by converting a pdf into a PostScript file, then processing the PostScript for print. Legacy PostScript Conversion can be used to produce output that is visually compatible with previous prints.
- Adobe PDF Print Engine (APPE) processed pdf jobs using a native PDF converter. PDF jobs processed using the legacy PostScript conversion may be visually different when processed using the native PDF converter.

Use the Native PDF option to select the PDL settings specific to processing pdf jobs. The PDF processing setting has no effect on jobs in other formats, such as PostScript or PCL.

In addition, Image Quality settings change since the Adobe PDF Print Engine allows support for the processing of RGB to black or gray.

Note

A queue must have APPE enabled to process VIPP jobs (jobs with extension as .nm, .sub, .vp) and jobs from XMPie and other clients that produce native PDF/VT files.

Selecting the Native PDF PDL processing options

1. **Adobe PDF Print Engine** must be selected in the PDF Processing to make the Native PDF selections available.
2. Select an Image Processing option, **Normal** or **Enhanced**. Normal processing allows for faster printing because images are reduced to half the queue resolution as needed.

The **Enhanced** option is not available when **1200x1200x8** is selected as the **Resolution (dpi)**.

Note

If your situation permits, we recommend that you proof your most color sensitive jobs with both Normal and Enhanced settings for Image Processing. This allows you to determine the impact on performance and whether the output meets your image quality requirements.

The Image Processing setting has no impact on the processing time or appearance of text or vector graphics on a page. Text and vector graphics are always processed and printed at queue resolution. Selecting Enhanced processing can affect the amount of data that is processed and therefore can extend the time required to process and print pages. The following examples illustrate the impact of using normal image processing:

With Enhanced processing selected:

- A 300 dpi image sent to a 600 dpi queue will be changed to 600 dpi at processing time and then assembled into pages at 600 dpi and printed at 600 dpi. Doubling the resolution of an image while processing means that more data must be processed before and during page assembly, so overall processing time for the page will be longer. Any differences in appearance of the resulting printed images are generally not visible to the naked eye.
- A 600 dpi image sent to a 600 dpi queue is processed at 600 dpi, assembled into pages at 600 dpi and printed at 600 dpi.

With Normal processing selected:

- A 300 dpi image sent to a 600 dpi queue remains at 300 dpi during job processing. Once processing is complete, the image portions of a page will be assembled at 300 dpi and then converted to 600 dpi for output. Delaying the conversion of image data to 600 dpi means that less data must be processed and assembled and the processing time should be considerably less. Delaying the change in image resolution on a page until just before output should not produce any differences visible to the naked eye.

- A 600 dpi image sent to a 600 dpi queue is converted to 300 dpi during processing. Once processing is complete, the image portions of a page are assembled at 300 dpi and then converted to 600 dpi for output. Halving the resolution of images at the beginning of the process and then doubling them at the end may extend the processing time. For most print jobs the output appearance is generally identical.
3. Select a queue resolution (dpi). Use the resolution option to achieve better performance for jobs that were saved at 300 dpi. Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer; therefore, not all resolutions print exactly as expected.
 4. If desired, adjust advanced settings by performing the following:
 - a) Select **Setup**.
 - b) Adjust the **Minimum Line Width** to control the thickness of fine lines within the pdf job that may drop out during printing. The minimum line width is selected for both supported resolutions.
 - c) Select **OK**.
 5. Enable the Override icon if you want settings to take precedence over any resolution settings associated with individual jobs.
 6. In the **Parallel RIP** field, set to enable or disable. Parallel RIP is the default behavior when the Adobe PDF Print Engine is selected as it enhances direct PDF processing.

The Parallel RIP option cannot be enabled when using Variable Data. The selection made will depend on the content of the job to be printed. Select Enable for best performance when content within the job is reused. If most of the job has unique pages, select to disable. Settings are unique to the interpreter selected and not for another.
 7. Select an **After Job Completion** option:
 8. Select **OK**, or continue setting queue properties.

Using PostScript

Note

If you do not have a valid PostScript license on the system, you will not see a PostScript/PDF option.

1. Select an Image Processing option, **Normal** or **Enhanced**. Normal processing allows for faster printing because images are reduced to half the queue resolution as needed.

The **Enhanced** option is not available when **1200x1200x8** is selected as the **Resolution (dpi)**.

Note

If your situation permits, we recommend that you proof your most color sensitive jobs with both Normal and Enhanced settings for Image Processing. This allows you to determine the impact on performance and whether the output meets your image quality requirements.

The Image Processing setting has no impact on the processing time or appearance of text or vector graphics on a page. Text or vector graphics are always processed and printed at queue resolution.

Selecting Enhanced processing can affect the amount of data that is processed and therefore can extend the time required to process and print pages.

The following examples illustrate the impact of using normal image processing:

With **Enhanced** processing selected:

- A 300 dpi image sent to a 600 dpi queue will be changed to 600 dpi at processing time and then assembled into pages at 600 dpi and printed at 600 dpi. Doubling the resolution of an image while processing means that more data must be processed before and during page assembly, so overall processing time for the page will be longer. Any differences in appearance of the resulting printed images are generally not visible to the naked eye.
 - A 600 dpi image sent to a 600 dpi queue is processed at 600 dpi, assembled into pages at 600 dpi and printed at 600 dpi.
 - A 300 dpi image sent to a 600 dpi queue remains at 300 dpi during job processing. Once processing is complete, the image portions of a page will be assembled at 300 dpi and then converted to 600 dpi for output. Delaying the conversion of image data to 600 dpi means that less data must be processed and assembled and the processing time should be considerably less. Delaying the change in image resolution on a page until just before output should not produce any differences visible to the naked eye.
 - A 600 dpi image sent to a 600 dpi queue is converted to 300 dpi during processing. Once processing is complete, the image portions of a page are assembled at 300 dpi and then converted to 600 dpi for output. Halving the resolution of images at the beginning of the process and then doubling them at the end may extend the processing time. For most print jobs the output appearance is generally identical.
2. Select a queue resolution (dpi). Use the resolution option to achieve better performance for jobs that were saved at 300 dpi. Resolutions vary from printer to printer; therefore, not all resolutions print exactly as expected.
 3. If desired, adjust advanced settings by performing the following:
 - a) Select **Setup...**, which is located below the **Advanced Settings** field.
 - b) Select a **Halftone** from the menu that corresponds to your Resolution selection.
 - c) **Stroke Thickening** is available for PostScript, TIFF, PCL, and PDF formats. Adjust Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command. The available range is located below the spin box.
 - d) Select **OK**.
 4. Under **OPI (Open PrePress Interface) Substitution**, select **Substitute Images** to enable the substitution of images.

Select an **Open PrePress Interface Substitution** option. Select **Do Not PreScan**, **PreScan**, or **PreScan & Gather**. The options are described below:

- **Do Not PreScan:** A PreScan is not performed on the job. If the Print Server has a problem accessing the high resolution image during decomposition, the job will fault if this is selected.

Note

If a queue is set to Do Not PreScan, and one or more held job(s) are in the queue, you cannot change the setting to PreScan. This is because once a job has reached the Job Manager, it is too late to apply the PreScan attribute. You must move the jobs to another queue, change the attribute, and then move the jobs back into the queue.

- **PreScan:** The system will scan the incoming PostScript file for Open PrePress Interface Comments when the job is received. High-resolution jobs will be replaced with low-resolution jobs
5. Enable the Override icon if you want settings to take precedence over any resolution settings associated with individual jobs.
 6. You can automatically load and access the required start string for VIPP jobs. The initialization file can be established for a particular queue or on a per-job basis.
 - Specify VIPP settings for the Initialization File by selecting from the Initialization file pull-down menu.
 - Enable the Override icon if you want this setting to take precedence over any file settings associated with individual jobs.

Note

The VIPP start command must be placed in the /var/spool/XRXps/vipp directory, and must have the lower case ending of .ini . A Print Server restart must be performed. The queue PDL default must be set to PostScript. The VIPP start command must be submitted (or queue override set) to automatically append the VIPP initialization file. You can select which initialization files to apply to subsequent jobs

Variable Data Internet PostScript PrintWare (VIPP) Variable Object Caching allows a job to cycle through common forms without negatively impacting performance due to the overhead of decomposing the form for each page or instance. In other words, if you want to reuse a variety of forms without processing them each time, you can set up a VIPP cache queue to reuse desired document objects that exist in a post-processed state.

The FreeFlow Print Server can automatically load and access the required start string for VIPP jobs. The initialization file can be established for a particular queue or on a per-job basis.

7. In the **Parallel RIP** field, set to enable or disable.

The Parallel RIP option cannot be enabled when using Variable Data. The selection made will depend on the content of the job to be printed. Select Enable for best performance when content within the job is reused. If most of the job has unique pages, select to disable. Settings are unique to the interpreter selected and not for another.

8. In the **Protection** field set the desired decomposer state.

- **Protected:** A protected queue does not allow any changes made by the PostScript markup to remain in effect or persist once the job has completed. This option ensures that all jobs sent to the queue are decomposed as expected.
- **Unprotected:** An unprotected queue allows changes made by the PostScript markup to remain in effect or persist once the job has completed. These changes are applied to all following jobs and may affect how the job prints.

Note

Only one decomposer runs for each context, regardless of the number of queues that exist. If you set up five protected queues, all five queues funnel jobs to one protected decomposer. The same occurs with unprotected queues. A command sent to one unprotected queue is directed to the unprotected decomposer. Because all unprotected queues feed into the same unprotected decomposer, the command persists across all unprotected queues and affects all jobs sent to those unprotected queues.:

9. Select an **After Job Completion** option:
10. Select **OK**, or continue setting queue properties.

Setting PCL Advanced Options

1. Click **Setup....**
2. Select a unit of measure **inches, mm**.
3. Set custom paper size by entering values in **Width** and **Height** fields.
4. If desired, enable or disable **HP Tray Emulation**. If this feature is enabled, the system automatically centers custom sized stock in a manner that is similar to the HP product line. The PCL is encoded to center the image. If this feature is disabled (default), the FreeFlow Print Server orients the image to the side of the stock.
5. If desired, enable or disable **PJL** (Printer Job Language). PJL contains code commands interpreted by the printer.

If PJL is enabled, PJL commands will be interpreted. If PJL is disabled, PJL commands will be discarded.

Key features enabled for PJL data streams:

- Embedded PJL Plex
- Embedded PJL Custom sizes

The FreeFlow Print Server supports HP PJL. Key features are enabled for PJL data streams and include:

- PJL Enter Language = PCL and PCL XL

Note

Switching to PS is not currently supported.

- PJL Set Paper = Executive, Letter, A4, Legal, A3, Ledger, Monarch, DL, C5, COM10, A5, Eurolegal, 14 x17, B5, JISB4, JISB5, Hagaki, Ohagaki, ISOB4, and Custom.

PJL Set Duplex = Off, On

PJL Set Binding = Longedge, Shortedge

6. Enter a font number in the **PCL Fonts** field. The font number indicates which font loaded on the Print Server will be used.

Note

To determine the font number of the available fonts, select the Fonts tab in the Administration module, print a sample of the PCL resident fonts, and use the list to check the PCL font number.

7. Select from **Internal**, **Soft**, or **Cartridge** fonts.
 - **Soft**: Indicates that the font was downloaded and made permanent.
 - **Internal**: Indicates that the font is one of the resident fonts loaded on the FreeFlow Print Server at installation.
 - **Cartridge**: Indicates that the font was added to the Print Server. Choose a Symbol Set. The symbol set determines the font set from which the default font will be selected. The available symbol sets are available for the internal resident fonts only. Enter the desired Point Size and Pitch.
8. Choose a **Symbol Set**. The symbol set determines the font set from which the default font will be selected. The available symbol sets are available for the internal resident fonts only.
9. Enter the desired **Point Size** and **Pitch**.
 - **Point Size**: Indicates the point size for proportionally spaced fonts and is ignored for fixed spaced fonts.
 - **Pitch**: Indicates the number of characters per inch for the font. Pitch applies only to fixed spaced fonts and is ignored for proportionally spaced fonts.
10. Click **OK** after you have entered your settings.

Setting TIFF Decomposer options

1. Select a **Resolution** (dpi).

Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.
2. Select a halftone setting. Halftone allows you to adjust the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color.
 - a) Select **Setup...**
 - b) From the menu select the halftone that corresponds to the resolution setting you made.
 - c) Select **OK**.
3. Enable the Override icon if you want this setting to take precedence over any TIFF resolution settings associated with individual jobs.
4. Select **OK**, or continue setting queue properties.

Setting PCL options

Note

If there is no PostScript license on your system, the PostScript button will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one button, called PCL/ASCII.

1. Set the desired PCL resolution for the queue.
Use the resolution option to achieve better performance for jobs that were saved or scanned at 300 dpi. Resolutions vary from printer to printer, therefore not all resolutions print exactly as expected.
2. Enable the Override icon to ensure that all jobs sent to this queue are decomposed with the selected resolution rather than with the resolution specified in the job.
3. Select one of the resource options:
 - **Do Not Save Resource:** All resources are deleted and do not persist across system restarts.

Note

Only one decomposer runs for each context, regardless of the number of queues that exist. If you set up five Save Resource queues, all five queues funnel jobs to one Save Resource decomposer. The same occurs with Do not save resource queues. Because all Save Resource queues feed into the same Save Resource decomposer, any commands persist across all Save Resource queues and affect all jobs sent to those queues.

- **Save Resource:** All PCL fonts, macros, user-defined symbol sets, and user-defined patterns that have a permanent status are saved or persist across system restarts, may be applied to all following jobs, and may affect how the job prints.
 - **Job-Level Save:** Select this option, if desired, to save PCL resources on a job to job basis.
4. Program **PCL Paper Sources**.
 5. Specify the **Lines Per Page** to determine how many line will print on each page.
 6. Select **Edge to Edge Printing** if you want text to print as close to the edge of the paper as possible. Setting this option directs the PCL decomposer to ignore the print area designated within the PCL job.
 7. Set the page **Orientation** to specify the positioning of the printed image on the page.
 - **Portrait:** The printed page image is taller than it is wide. When you view a page printed with a portrait orientation, you hold it with the long edges to the side.
 - **Landscape:** The printed page image is wider than it is tall. When you view a page printed with a landscape orientation, you hold it with the short edges to the side.
 8. A **Line Termination** command directs the printer to behave in specified ways when Carriage Return (CR), Line Feed (LF), and Form Feed (FF) commands are sent to it. Mainframe and UNIX environments typically require some form of CR/LF/FF adjustment.

This feature allows you to set a custom paper size which maps to the PCL escape sequence <esc>&l101A (denoting print on custom stock size). HP printers generally respond to this command by imaging an area 11.7 x 17.7 inches and then printing the image, centered, on the stock supplied.

Note

These settings change the PCL decomposer's default line termination. This feature should not be used in a mixed PCL and ASCII environment because PCL data streams can include another line termination escape sequence which may be undesirable. That type of job will again change the line termination setting, possibly without your knowledge.

Note

Mainframe applications often have the ability to change line termination settings. An adjustment at the mainframe is always more desirable than using the FreeFlow Print Server line termination feature.

9. Select a **Line Termination** from the following:

- **No Translation** (default option)
- **CR = CR+LF; LF = LF; FF = FF**: This command string specifies a Carriage Return to return to the left margin one line below the current line; leaving Line Feed and Form Feed defined in the classic manner.
- **CR = CR; LF = CR+LF; FF = CR+FF**: This command string specifies a Line Feed to increment one line plus move to the left margin; also a Form Feed is specified to feed to the next page and start at the left margin. Carriage Return is defined in the classic manner.
- **CR = CR+LF; LF = CR+LF; FF = CR+FF**: This command specifies a Carriage Return to return to the left margin one line below the current line; it also specifies a Line Feed to return to the left and increment one line below the current line. The Form Feed is specified to feed to the next page and start at the left margin.

10. If desired, set **Advanced PCL Settings**.

11. Select **OK** to close the dialog, or continue setting queue options. Your selection will display on the PCL FAB.

The PCL Paper Sources option

The PCL Paper Sources option maps the PCL 5e defined paper sources 1 through 6 (Standard, Manual Paper Feet, and so forth) to a paper type designation for use when the job is printed.

For example, the Standard paper source can be defined as plain, white, 75 gsm, no drilled. Any PCL job that includes the Standard paper source definition within the job maps to the paper type defined here and uses that paper, as available, in a paper tray on the printer. The mapping occurs only if no other paper specification is given with the job (such as in the Job Ticket) or no override is set for paper on the queue.

1. Select **Paper Sources....** The PCL Paper Sources dialog appears.
2. Right-click a **PCL Paper Source** option and select **Properties...** to open a dialog which allows you to change paper tray settings. Make any desired changes and select **OK**.

3. Select **Close** to exit PCL Paper Sources.

Note

If tray is not defined in the job ticket, the queue default media is assigned to the tray.

PCL Tray Commands

This table shows the PCL 5/XL commands required to select PCL Paper Sources.

Tray	PCL 5	PCL XL	Value
		Enum	
	<esc>&l0H	eDefaultSource	0
1	<esc>&l1H	eManualFeed	2
2	<esc>&l2H	eMultiPurposeTray	3
3	<esc>&l3H	eUpperCassette	4
4	<esc>&l4H	eLowerCassette	5
5	<esc>&l5H	eEnvelopeTray	6
6	<esc>&l6H	eThirdCassette	7
	<esc>&l7H	eAutoSelect	1
7	<esc>&l8H	eExternalTray1	8
8	<esc>&l20H	eExternalTray2	9
9	<esc>&l21H	eExternalTray3	10
10	<esc>&l22H	eExternalTray4	11
11	<esc>&l23H	eExternalTray5	12
12	<esc>&l24H	eExternalTray6	13
13	<esc>&l25H	eExternalTray7	14
14	<esc>&l26H	eExternalTray8	15
15	<esc>&l27H	eExternalTray9	16
16	<esc>&l28H	eExternalTray10	17
17	<esc>&l29H	eExternalTray11	18

18	<esc>&l30H	eExternalTray12	19
19	<esc>&l31H	eExternalTray13	20
20	<esc>&l32H	eExternalTray14	21
21	<esc>&l33H	eExternalTray15	22
22	<esc>&l34H	eExternalTray16	23
23	<esc>&l35H	eExternalTray17	24
24	<esc>&l36H	eExternalTray18	25
25	<esc>&l37H	eExternalTray19	26
26	<esc>&l38H	eExternalTray20	27
27	<esc>&l39H	eExternalTray21	28

Using the ASCII FAB

ASCII, the American (National) Standard Code for Information Interchange, is a standard character-to-number encoding widely used in the computer industry. ASCII jobs are decomposed using the PostScript decomposer. ASCII jobs may be decomposed by the PCL decomposer if the document or PDL format selected at submission is PCL. Set ASCII Decomposer options by selecting the ASCII FAB.

Note

If there is no PostScript license on your system, the PostScript FAB will not appear, and since all ASCII jobs will be processed either by the ASCII decomposer or the PCL decomposer, PCL and ASCII will be combined on one FAB, called PCL/ASCII.

1. Select a font from the **Fonts** list. If a font is not selected then the default font, Courier, is used.
2. Select an **Orientation** to specify the positioning of the printed image on the page.
3. Select the desired font size.
4. Select **OK**, or continue setting queue options. Your selection will display on the ASCII FAB.

Controlling Queue Behavior

In addition to creating and modifying queue properties, you can also perform global operations when working with the queue list. You can access queue menu selections by performing one of the following:

- Select a queue and select from the **Queue** menu.
- Right-click a queue and select from the menu.
- Select a queue and click a toolbar icon.

Managing the queue list

You can determine the queue list display by selecting or deselecting queue list titles. If deselected, the item is removed from the queue list row.

1. Select **Queue > Queue Manager**.
2. From the **View** menu, select **Columns....**
3. Select the column titles you want to display on the queue list. Deselect column titles that you want to remove from the queue list.

The Queue column title is read-only and cannot be deselected.

4. Select **OK**. Your changes are reflected immediately on the queue list.
5. Close the Queue Manager window.

Deleting a queue

If you no longer need a particular queue, you can delete it from the queue list.

1. Select **Queue > Queue Manager**.
2. Right-click the queue and select **Delete**.
3. Select **Yes** on the conformation dialog to delete the queue. The queue is removed from the queue list.
4. Close the Queue Manager window.

Enabling a queue to accept jobs

Jobs cannot flow through a queue unless the queue is set to accept jobs.

1. Select **Queue > Queue Manager**.
2. Right-click the queue and select **Accept Jobs**. The Accept status in the queue list will change to Yes.
3. Close the Queue Manager window.

Preventing a queue from accepting jobs

If you need to prevent jobs from processing through a particular queue, you can set the queue to not accept jobs.

1. Select **Queue > Queue Manager**.
2. Right-click the queue and select **Do Not Accept Jobs**. The Accept status in the queue list will change to No.
3. Close the Queue Manager window.

Setting a queue to release jobs

Although a queue may accept jobs for processing, the jobs will not print unless the queue is set to release print jobs. If the queue is not set to release jobs then jobs will be held until released through Job Manager.

Note

If preflight checks are enabled for the queue, all jobs submitted to the queue are checked for preflight problems immediately, regardless of whether the queue is set to Release Jobs or Do Not Release Jobs.

1. Select **Queue > Queue Manager**.
2. Right-click the queue that you want to release jobs and choose **Release Jobs**. The Release status in the queue list will change to Yes
3. Close the Queue Manager window.

Setting a queue to hold jobs

To control the process flow of jobs through a queue, you can set the queue to hold jobs until they are individually released for print.

1. Select **Queue > Queue Manager**.
2. Right-click the queue that you want to release jobs and choose **Do Not Release Jobs**. The Release status in the queue list will change to No.
3. Close the Queue Manager window.

Locking or unlocking a queue

Queues can be locked and unlocked by the System Administrator. You can lock or unlock one or multiple queues. If the queues you select are a mix of locked and unlocked queues, all queues are set to the state you select.

- A padlock icon indicates the queue is in the locked state.
 - Properties of a locked queue cannot be changed without first unlocking the queue.
 - Locked queues can not be deleted. Unlock the queue first.
 - Locked queues can be copied by an Operator. The resulting new queue will not be locked.
 - An Operator can change the Accept/Do Not Accept Jobs and Release/Do Not Release Jobs attributes on a locked queue.
 - Placing the cursor on the tool tip accesses the date and time the queue was last locked.
1. Log in as System Administrator. The Lock/Unlock selection is active only when logged on as System Administrator.
 2. Select **Queue > Queue Manager**.
 3. Perform one of the following after selecting any queues you want to lock/unlock:
 - From the Queue menu, select **Lock** or **Unlock**
 - Right click within a queue selection and select **Lock** or **Unlock**.
 4. Close the Queue Manager window.

Using queue list controls

The Queue Manager contains other settings that enable you to control the display of the queue list.

1. Select **Queue > Queue Manager**.

2. Select the desired queue.
3. From the **View** pull-down menu select one of the following:
 - **Columns....**: Determine the queue list display by selecting or deselecting queue list titles.
 - **Show Toolbar**: Selecting this option displays an assortment of tools that correspond to common tasks.
 - **Hide Toolbar**: This option, which is only available when the toolbar is displayed, toggles the display of the toolbar of.
 - **Redisplay**: Refreshes the display of the list to ensure all changes are reflected.
4. Close the Queue Manager window.

Setting the default queue

Queue Manager enables you to select a default queue.

1. Select **Queue > Queue Manager**.
2. Select the queue that you want to designate as the default queue.
3. From the **Queue** pull-down menu select **Set as Default**. A checkmark is placed next to the queue you selected, indicating that it is the default queue.
4. Close the Queue Manager window.

Applying Administration Pages to queues

You can then apply Administrative Page settings to one or more queues.

1. Select **Queue > Queue Manager**.
2. Select a queue, or to apply Administration Pages to multiple queues, perform one of the following:
 - To select individual queues, press and hold down the **CTRL** (Control) key and select each individual queue.
 - To select multiple queues that are adjacent to one another, press and hold down the **SHIFT** key and select the first and last queue names you want to access. This highlights the first and last queue name lines and all lines in between.
3. Right-click within your selection and select **Administrative Pages Control** and select from the following:
 - **Enable Banner Page**:
 - Default**: Sets the Banner Page for all selected queues to the default setting.
 - Override**: Sets the Banner Page for all selected queues to the override setting.
 - **Disable Banner Page**: Disables the Banner Page on all selected queues.
 - Default**: Disables the Banner Page for all selected queues that were set to the default setting.
 - Override**: Disables the Banner Page for all selected queues that were set to the override setting.

- **Enable Error Page:** Enables the Error Page on all selected queues.
- **Disable Error Page:** Disables the Error Page on all selected queues.
- **Enable Attributes Report:** Sets all selected queues to enable the use of the Attribute Report.

Default: Sets the Attribute Report for all selected queues to the default setting.

Override: Sets the Attribute Report for all selected queues to the override setting.

- **Disable Attributes Report:** Sets all selected queues to disable the use of the Attribute Report.

Default: Disables the Attributes Report for all selected queues that were set to the default setting.

Override: Disables the Attributes Report for all selected queues that were set to the override setting.

Enabling and disabling Hot Folders

The Hot Folders option must be enabled or disabled by the System Administrator.

1. Select **Queue > Queue Manager....** The **Hot Folder** icon displays on any queue that has Hot Folders enabled.
2. Right-click a queue that does not display a Hot Folders icon and select **Hot Folder > Enable Hot Folder**.
3. After a successful job submission to the queue, the job is deleted from the Hot Folder.

Note

If the Hot Folder fails to submit a job to a queue, that job is copied to a folder titled Error, which is a sub folder in the Hot Folder. The Error folder only appears if a job fails to be submitted by the Hot Folder. Jobs within the Error folder and jobs within a disabled Hot Folder remain there until they are deleted by a user. The FreeFlow Print Server does not automatically purge the Error folder or disabled Hot Folders.

4. To disable a Hot Folder, right-click the Hot Folder and select **Hot Folder > Disable Hot Folder**. The Hot Folder icon is removed from the queue list display.

Note

Hot Folders are stored in the directory: /var/spool/XRXnps/hotfolders. This directory is configured through the /opt/XRXnps/configuration/printSvc.config file.

5. Close the Queue Manager window.

Logon and Password Security

The **Logon** menu enables you to log on, log off, and change your password.

Logon/Logoff

You must logon to the FreeFlow Print Server system before you can use all the available features.

You can manually type your logon information or use the pull-down menu.

There are three user types that are allowed access to the FreeFlow Print Server:

- **User:** The Walk Up User has minimum access rights. This is the default user when the system is started up. The Walk Up User is not required to logon or enter a password.
- **Operator:** The Operator requires a logon and a password and has restricted access. The Operator level is designated for the Print Operator.
- **System Administrator:** The System Administrator requires a logon and a password and has restricted access, however the System Administrator has fewer restrictions than the Operator. The System Administrator can access and control all system and job data except service data and service functions.

If ADS is available then the **Logon To** menu can be selected. The **Logon Message** field provides specific logon messages.

Logon

1. From the **Logon** menu select **Logon....** To log on you need to know your user group and user password.

If **Login Attempts Allowed** is enabled, you will have between 1 and 6 login attempts before you are locked out of the system. You are warned on the next to last login attempt that your account will be locked if you do not enter the correct login information. If your account is locked or if you need assistance prior to a lockout, contact your System Administrator.

There are three user types that are allowed access to the FreeFlow Print Server:

- **User:** The Walk Up User has minimum access rights. This is the default user when the system is started up. The Walk Up User is not required to logon or enter a password.
 - **Operator:** The Operator requires a logon and a password and has restricted access. The Operator level is designated for the Print Operator.
 - **System Administrator:** The System Administrator requires a logon and a password and has restricted access, however the System Administrator has fewer restrictions than the Operator. The System Administrator can access and control all system and job data except service data and service functions.
2. Select the user access level, either System Administrator or Operator from the **User** pull-down menu or enter specific logon details which were supplied to you by the System Administrator.
 3. Enter a password.
 4. The **Logon To** menu is only present within the Logon dialog if ADS has been configured. The default selection is ADS Domain.
 5. Select **OK**.

Note

To maintain security, the logon passwords should be changed after the system has been installed and at regular intervals.

Logoff

It is recommended that you logoff from the system once you have completed using the system.

If the Default Logoff is enabled then the system automatically logs you off after a certain period of inactivity.

From the **Logon** menu select **Logoff...**

The default user screen displays.

Password security

To maintain system security, the logon passwords for the System Administrator and Operator should be changed after the system has been installed and at regular intervals thereafter.

Password expiration

Although FreeFlow Print Server does not provide a means to set password expiration on a user account, there are alternative ways to set password expiration:

- Using the command line
- Using smc (Solaris Management Console)
- To set MINWEEKS and MAXWEEKS, edit the passwd file in the /etc/default directory. These values are set to null by default on Solaris.

FreeFlow Print Server does not prompt you to enter a new password if it has expired. It will post an unknown user name or password message if a password has expired. It is up to the System Administrator to determine if the password has expired.

1. To determine if a password has expired, open the terminal window.
2. Attempt to log in as the user whose password may have expired.
If the password has expired, the system prompts you to enter a new password.

Changing passwords

Only the System Administrator has the authority to set and change the passwords for the System Administrator and Operator. Individual users can change their own passwords.

Passwords can be either weak or strong passwords. Weak passwords consist of three to eight alphanumeric characters, while strong passwords demand additional character entry rules. If you do not know whether you are using weak or strong passwords, contact your System Administrator.

1. Log on as a System Administrator.
2. Select **Change Password...** from the **Logon** menu.
3. Type the current password in the **Old Password** field. Typed characters appear as asterisks.
4. Type the new password.

Weak passwords require zero to eight alphanumeric characters, as determined by your System Administrator.

Strong passwords require:

- at least eight characters
- at least one upper case alphabetic character
- at least one numeric character (0-9)
- at least one special character including, but not limited to: !, @, \$, %, period (.), underscore (_) and hyphen (-).

5. Retype the new password to verify character entry.
6. Select **OK**.

If you decide not to keep the changes, select **Reset** to restore the original password. An error dialog box displays if any entry is not valid.

Enabling strong passwords

Strong passwords can help you meet strict security guidelines.

FreeFlow Print Server provides a mechanism by which a strong password policy can be enforced. Strong passwords must meet all of the following criteria:

- At least eight characters
- At least one upper case alphabetic character
- At least one numeric characters (0-9)
- At least one special character including, but not limited to: !, @, \$, %, period (.), underscore (_) and hyphen (-). The following behaviors apply to the Strong Password policy:
 - Strong Password Checking is disabled by default.
 - The Strong Password policy applies to all accounts.
 - The Strong Password Policy and the Login Attempts Allowed policies can be controlled independently.

1. From the **Setup** menu, select **Users & Groups**.
2. Select **Enabled** to use Strong Passwords.
3. You can enable the maximum login attempts that are allowed on your system in the event that incorrect login information is used when trying to access the system. The user account can be disabled once the maximum login attempts is reached. Login Attempts Allowed can be used for both strong or weak passwords.

- a) Select **Enabled**. The spin box becomes available to use.
- b) Once enabled, use the spin box to enter a number for the maximum login attempts allowed. You can enter a number from 1 to 6. The default selection is 3.

The Login Attempts allowed policy applies to all accounts, with the exception of the Root account.

- c) The failed login message is displayed. The System Administrator can enter a customized message.

Note

Users are warned to enter a correct login or their account will be locked.

Note

The number of failed login attempts is not configurable. Also, this function only applies to failed login attempts via the GUI and does not apply to the root (su) user.

4. Select **OK**.

Note

A restart is not required.

Once the feature is enabled, new users are forced to have a strong password assigned to their account. The passwords for existing users remain the same and can continue to be used as they were set prior to enabling strong passwords. You can update existing passwords as necessary.

Note

If you are running an NIS+ name service, strong passwords are enforced via the NIS+ server.

6

The Printer menu

The Printer menu enables you to access and manage printer configuration functions.

Unlocking a finisher

This feature allows you to select the finisher module you want to unlock. You can access the base finisher module staple drawer and top cover areas at any time. This feature is made available only if a finisher module is available to the printer.

1. From the Printer menu select **Unlock Finisher**.
The Unlock Finisher dialog window opens. The current state of each finisher is displayed. Each finisher dialog window is identified by a letter which corresponds to the printer icon located at the top right corner of the GUI.
2. Select the top cover and/or stapler drawer you want to unlock and click **Unlock**. Wait for the dialog to display Unlock before accessing the finisher.

Note

The system automatically unlocks both the top cover and stapler drawer when there is a paper or stapler jam.

3. Click **Close** to exit the dialog window.

Power Saver

Power Saver allows you to configure a timed power saver to switch off the printer and monitor after a specified period of inactivity. The available options depend on printer configuration.

There are two levels of power saver: Low Power Mode and Sleep Mode..

Setting up Power Saver and Automatic Shutdown

When you are logged onto the system as either a System Administrator or Operator, the Power Saver option is available.

To set up automatic power saver perform the following:

Note

If the printer is in Power Saver mode, you must exit Power Saver before accessing Power Saver Setup. Select **Exit Power Saver** from the Printer menu.

1. Select **Printer > Power Saver Setup....**
2. To set monitor shut off:
 - a) Select **Set Monitor Off Mode**. Once enabled, the Time Delay field becomes active.
 - b) Type or use the slide bar to set the number of minutes that will elapse before the monitor turns off.
3. You can select either or both **Low Power Mode** or **Sleep Mode** by marking the corresponding checkbox. If both Low Power Mode and Sleep Mode are selected, Sleep Mode will not activate until the Low Power Mode timer has expired. To designate the length of inactivity time that must elapse before printer power saver starts. In the Low Power, and Sleep Mode fields enter a number of minutes by typing the value or using the slide bar. The maximum inactivity time period is located to the right of the mode slide bars.
 - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
 - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.

Note

Click **Defaults** to return power saver settings to default values.

4. Select **OK** to save your settings and exit the window.

Using immediate Power Saver

The available options depend on printer configuration. To activate the immediate Power Saver:

1. Select **Enter Low Power Mode** or **Enter Sleep Mode** from the Printer menu. A dialog window opens stating that the Power Saver may be delayed if there are active jobs in the system.
2. If you select **Yes** the printer will power off and enter the assigned mode after all jobs have completed printing.
 - **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
 - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time of idleness, if Low Power Mode is

disabled. Sleep Mode is terminated by print requests and certain other system events.

Exiting Power Saver

If the printer is in Low Power Mode or Sleep Mode, you can immediately exit these modes by selecting **Exit Power Saver** from the Printer menu, or by releasing a job for printing.

Toner Level

The Toner Level icon displays the level of each toner on a given printer.

Selecting the icon or selecting the Toner Level item from the Printer menu displays the level of each color toner.

If the level for a specific toner falls below 25 %, a warning is displayed.

Setting Administrative Pages properties

Administrative Pages are optional pages that print with the job.

Banner Page

A Banner Page is a break page that contains specific job information which prints at the beginning of each job.

Banner pages provide the following information:

- Job name: Specifies the name of the job and is used to identify and track the job in the queue.
- Job sender: The name of the person who sent the job. This field cannot be edited.
- Job recipient: The name of the person who will receive the job. If you don't know the name, you may enter a recipient location.
- Banner page message: Information you want to be printed on the banner page.
- Printing date and time: Specifies when the job was printed.
- Number of copies: The number of job copies that were printed.
- Product name and current software version
- Account number: Can be a number used for billing purposes.
- Job ID: The job identification set at the Print Server.
- Server and queue name: Identifies the server and queue

Error Page

An Error Page prints with your job if the page has been enabled by the System Administrator. The Error Page contains job information and errors or warnings generated as the job is processed.

Note

Administrative Pages settings for the Banner Page and Error Page default paper stock, Site Message, font settings, sides imaged and edge treatment can be accessed via **Printer Menu > Switches**.

Setting the sides imaged

If logged on as System Administrator or Operator you can enable or disable two-sided printing for the printer. The default setting is 2 Sided, enabled.

Disabling two-sided printing is important if the paper inverter is damaged or not working properly, or for any other reason that would cause jobs to fault from two-sided printing.

To set the sides imaged option:

1. Select **Switches...** from the Printer menu.
2. To enable two-sided printing select **2 Sided**.
3. Select **OK**, or continue setting properties.

Setting the edge treatment option

When a document contains a dense image along one edge of the paper, the amount of toner is increased in that region. If excess toner is located at the edge of a page, it can cause the paper to wrap around the fuser and jam the printer.

Edge Treatment settings are used to prevent fuser wraps by lightening the image along the leading edge and thus reducing the amount of toner.

Only the System Administrator can make Edge Treatment selections.

Note

Because images that extend all the way to the edge of the paper can cause an increase in the frequency of jams, dense images should not be placed at either the right or left edges of the page. Determine which of the Edge Treatment options is best for printing.

1. Select **Switches...** from the Printer menu.
2. Evaluate the job to determine which of the Edge Treatment options is best for printing.
3. Select **OK**, or continue setting properties.

Unload Stacker option

Using this option enables you to unload the printer stacker to remove the completed output prior to the stacker delivering the output when it is full. This feature is available on printers with one or more stackers.

Using the unload stacker feature enables you to open one of the stackers to retrieve the completed output. This allows you to check the output for completeness, and to validate that the finishing and printing is correct during the print process.

To unload printers with multiple stackers:

1. Select **Unload Stacker...** from the Printer menu. The Unload Stacker dialog window opens.
2. Select the stacker(s) you want to unload. If unloading will be delayed, the Unload Pending dialog window displays informing you of the unloading status. This window closes automatically once stacker unloading has occurred.
3. Select **OK**. Retrieve the output from the stacker.

Sample Current Job

You can use this feature when releasing the job set to the printer or while the job set is printing so you can check to make sure the job will print or is printing as expected. A single page of the job prints so you can verify job settings. When a sample is printed, duplicate pages are generated and delivered to the Stacker Top Tray.

The following job sampling options are available:

- **Static Sample:** The printer must be paused before this feature can be used. When selected, this feature prints a copy of the next page to be printed. The printer delivers two copies of this sheet; one copy is sent to the Sample Tray and one is sent with the job to the Stacker.

Note

Sample Current Job is different from proofing a job. When proofing a job, the entire job prints. When using Sample Current Job, only a single page prints.

Note

Sample Current Job is not available to use while the system is in Secure Mode.

Using the Sample Current Job feature (Static Sample)

This feature is especially useful for viewing the final output of a job when releasing the job set to the printer or while the job set is printing.

1. Submit a job to the printer.
2. When the status of the job is either printing or waiting for the printer, click the printer **Pause** button, which is located at the top right corner of the main UI.
 - If the job is printing, the sample page that prints will be the next page of the job set after Pause is enforced.
 - If the job is waiting for the printer, the sample page that prints will be the first page of the job set.

Note

Be sure to click the **Pause** button as soon as possible when you see that the status of the job is printing or waiting for the printer, because smaller jobs may print before a job pause can take effect.

3. Once the printer has paused, click the job again and select **Sample Current Job** from the Printer menu. A single page prints so you can verify job settings.
4. If you want to adjust any job properties you will need to Hold the job:

Note

When a job is held, it needs to process again before it can be printed. A paused job does not need to process again when it resumes printing.

- a) Right-click the job and select **Hold**. The job is placed in the Paused list where it can be accessed to change properties.
 - b) Right-click the job, select **Properties...**, and make property adjustments.
 - c) Select **Release**. The job is placed back into the Active Jobs list.
5. If you are satisfied with the results of the printed output, select **Resume**, **Resume Printer** or **Resume All** and the entire job set will print.

Reposition Output

The Reposition Output feature allows users to move forward or backward, or reposition, the output page printing on a job. On legacy printing systems, this is called spacing.

Note

Complicated publishing application workflows are not the target audience for this feature. A typical workflow for this feature is a large or indefinite-sized, unfinished, 1-N job.

Limitations of the Reposition Output feature:

- Reposition Output is not available while the system is in Secure Mode.
- Both N-1 and 1-N reposition is supported; however, the UI displays only 1-N status. The intended long-job target workflow makes 1-N usage more intuitive and easier to use (compared to N-1).
- Spacing is not allowed for LCDS set-sensitive jobs.
- Reposition Output is not available for IPDS jobs. Although Reposition Output options are selectable, the commands will not be honored and no warning message will be provided.
- Repositions on finished or subset finished jobs are not supported.
- You can reposition backward 2000 total pages. Forward reposition is only limited by the size of the job.
- Spacing is allowed only when the printer is paused and no security or MICR settings are enabled. Spacing out of the current job is not limited by Secure or MICR modes.

Using the Reposition Output feature

1. While a job of the appropriate type is printing, select **Reposition Output...** from the Printer menu. The Reposition Output dialog window will open showing you current job information and spacing options.
2. Select **Pause** from the Printer Options area of the dialog window. The Job Information field presents print job data.

3. Input values in the Reposition Output dialog window to space forward or backward through the paused job for the desired number of pages or sets.
 - **Sets to Space:** You can use this feature to reposition to another set of your print job. For example: if you are currently printing page 35 of set 5 you would enter 2 in the Set field to reposition to page 35 of set 3.
 - **Pages to Space:** For example: a job with 20,000 pages can be paused at page 10,001 and spaced backward (or repositioned) to print page 9,050 with virtually no impact on performance.
4. Upon receiving the message Output has been spaced successfully the UI will update with a new location.
5. If desired, select **Sample** to sample-print the next scheduled page.
6. If the sample print is acceptable, select **Start Spacing** to continue. To set Reposition Output on the next scheduled job click the **Next Job** button.

The Stock Library window

The Stock Library contains the names of all paper stocks programmed for the printer. Names are listed in alphabetical order and can be sorted by selecting the desired header. The number of Unspecified listings does not exceed the number of available trays.

The Stock Library window allows you to view the attributes for a stock, such as name, size, color, type, and weight of each stock.

Select **Printer > Stock Library** or select the **Stock Library** button from the home screen to view the Stock Library. The following options can then be selected:

- Properties
- Calibration
- Halftone Calibration dates

Stocks are programmed and managed with the **Stock Library Manager**. See the Help system for the Stock Library Manager for your press.

To add stock or modify existing stocks in the stock library after restoring the stock library

1. Log in as the system administrator.
2. Navigate to `/var/opt/xerox/Versant2100Press/UI/public/custom`.
3. Change permissions in the stocks folder to 777.
4. Return to the stock library and resume adding or modifying stocks.

The Finishing window

The Finishing window enables you to set up internal or external finishing devices, create finishing profiles, enable or disable finishing profiles, and import and export profiles. Your ability to access these features is determined by the System Administrator.

Finishing window fields

The Finishing window contains the following fields:

- **Internal Finishers:** The internal finishing devices covered in this section include the stapler and the binder.
 - **Name:** Shows the name of the binder and/or stapler.
 - **Status:** Indicates whether the finisher is enabled or disabled.
 - **External Finishers:** External finishing options include any DFA level 1-compliant finishers that can be attached to the printer. If the printer is not configured with an external finisher this field is not available.
 - **Profile Name:** Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the finisher.
 - **Status:** Indicates whether the finisher is enabled or disabled.
 - **Online:** Indicates whether the finisher is online or offline.
 - **Device Name:** Shows the name of the external finisher.

Finishing window menus

You can access finisher menus by either selecting the Internal Finisher and External Finisher pull-down menus, by right-clicking on a listed finisher, or using the toolbar.

- Internal Finisher menu:
 - **Properties:** View and edit internal finisher properties.
 - **Enable:** Enables the selected finisher.
 - **Disable:** Disables the selected finisher.
 - **Select All:** Highlights all finishers.
 - **Clear All:** Deselects all the finishers which are highlighted.
- External Finisher menu:
 - **Finishing Transport Module** settings: presents output height, output registration, and output exit velocity settings.
 - **Properties:** View and edit external finisher properties.
 - **New:** Set up a new finishing profile.
 - **Delete:** Delete a finisher profile.
 - **Import Profile:** Import an external finisher profile.
 - **Export Profile:** Export an external finisher profile.
 - **Online/Offline:** Indicates whether the finisher is online or offline.
 - **Enable:** Enables the selected finisher.

- **Disable:** Disables the selected finisher.
- **Device Setup:** To set up and enable an external finisher.
- **Select All:** Highlights all finishers.
- **Clear All:** Deselects all the finishers which are highlighted.
- View menu:
 - **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
 - **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
 - **Redisplay:** This option refreshes the contents of the finisher list.
 - **Toolbar:** Toolbar icons enable you to access frequently used features. Move the mouse pointer over each icon to see a description.

Setting up external finishing devices

This feature allows System Administrators to create and manage the configuration of third-party finishing devices. These devices are connected to the printer through a bypass transport and are referred to as external finishers. The FreeFlow Print Server supports DFA Level 1-compliant, third-party finishers.

An external finishing device may have one or more finisher profiles. Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the Finisher.

Online finishing profiles may be used to finish printed jobs and may be specified as an output option for a queue.

External finisher setup overview

To set up an external finishing device on your printing system, perform the following steps in order:

1. Create the device profile.
2. Create one or more finisher profiles to use with the device.
3. Place a device profile online to allow hardware access.
4. Enable the finisher profiles to allow software processing.

Creating a device profile

The first step in setting up and enabling an external finisher is to create the device profile.

Note

Refer to the documentation provided with the finishing device for the specifications and parameters needed to set up the device.

1. Select **Printer > Finishing....**
2. Select an external finisher.
3. Select **Device Setup...** from the **External Finishers** menu. Perform one of the following:

- To set up a new finishing device, right-click in the Device Setup window select **New....**
- To change the profile, select an existing device profile, right-click, and select **Properties....**

4. Select the **Properties and Default Limits** FAB:

a) Create a new profile or edit a profile

If you are creating a new profile, enter a name for the new device you are defining in the **Name** field.

If you are editing a profile the **Name** field is editable. The default name is the name or ID of the device.

b) Select the finishing device type from the **Device Type** pull-down menu. The supported types are the Signature Booklet Maker (SBM), or External, which indicates any device other than the SBM

Selecting SBM will automatically enter the device properties and timings for a Signature Booklet Maker

Note

If users will be submitting jobs from a client software package that uses the Signature Booklet Maker option, only one SBM should be defined for the Print Server. Job tickets on which the Signature Booklet Maker is selected are mapped automatically to the first finishing device profiled as an SBM device type

c) Enter the rest of the properties and default limits (minimum and maximum values) for the device in the remaining fields.

- **Function 1/Function 2:** These pull-down menus are only available if System Specified is the option selected within the Device Setup Properties window. Function 1 and Function 2 are defined by the manufacturer of your third-party finishing device. Specify the following for each of the special functions:

Line Off turns off the function.

Line On turns on the function.

System Specified turns the function on and off when specified by the system software, such as in a Dynamic Job Descriptor Entry (DJDE).

- **Sheet Sequence:** Indicates the order in which the finished sheets may be delivered to the device output tray: first to last (1 - N) or last to first (N - 1). Select one or both options.
- **Side 1 Direction:** Indicates whether pages may be stacked in the output tray face up, face down, or either way. You can select one or more of these options.
- **Rotate:** Rotate indicates whether the printed page must be turned 90 degrees before it passes through the finishing device.

If the Device Type selected is External, then the available selections are **Always** and **Never**.

If the Device Type is Signature Booklet Maker, the option is System Specified.

- **Stream Jobs:** Select from **Supported** and **Not Supported**.

Supported: The DFA device can handle job streaming. Multiple jobs can be sent to the print engine which allows for higher productivity printing since there is no cycle down between jobs.

Not Supported: Only one job at a time can be sent to the DFA device. Set stock default limits, bursting, and decollating options.

- d) Select the **Timings** FAB. Enter the timing parameters for your finishing device. You must obtain this information from the documentation for your finishing product or from the device manufacturer customer support representative.
 - e) Select the **Sheet Recovery** pull-down menu to set the desired set recovery behavior. See Automatic Set Recovery option for more information.
 - f) Select **OK** to save the new device profile.
- The Device Profile window closes, and the Device Setup window displays showing the new device name in the list.

Creating a finisher profile

Finisher profiles contain the configuration settings of the finishing device that control different capabilities of the finisher. An external finisher may have more than one profile. Once you have set up the device by creating a device profile, you can create one or more finisher profiles for the device.

1. Perform one of the following within the External Finishers field:

- To set up a new finishing profile, right-click in the Device Setup window and select **New....**
- To change the profile, select an existing profile, right-click, and select **Properties....**

The **Finisher Profile** window opens, displaying the **Properties and Limits** FAB.

- If you are creating a new profile, enter a name for the profile. The name should be indicative of the finishing device and the specific configuration the profile specifies.
- If you are editing a profile the **Name** field is read-only

Note

Submitters of jobs must know the exact name of any finisher profiles in order to access the external finishers. The submitter must enter the profile name on the job ticket as a custom finishing option.

2. The device **Type** pull-down lists the names of the finishing devices for which device profiles have been created. Select the name of the device for which you want to create a finisher profile. Enter the remaining properties for the device in the appropriate fields

- a) **Function 1/Function 2:** These pull-down menus are only available if System Specified is the option selected within the Device Setup Properties window. **Function 1** and **Function 2** are defined by the manufacturer of your third-party finishing device. Specify the following for each of the special functions:
 - **Line Off** turns off the function.
 - **Line On** turns on the function.
 - **System Specified** turns the function on and off when specified by the system software, such as in a DJDE.
 - b) **Sheet Sequence:** Indicates the order in which the finished sheets may be delivered to the device output tray: first to last (1 - N) or last to first (N - 1). Select one or both options.
 - c) **Side 1 Direction:** Indicates whether pages may be stacked in the output tray face up, face down, or either way. You can select one or more of these options.
 - d) **Rotate:** Rotate indicates whether the printed page must be turned 90 degrees before it passes through the finishing device.
 - If the Device Type selected is External then the available selections are Always and Never.
 - If the Device Type is Signature Booklet Maker the option is System Specified.
3. The following fields require you to enter the minimum and maximum defaults for your particular finishing device. The range of values is shown below the text field for each property.
- a) Minimum and Maximum Sheet Length indicates the minimum and maximum sheet length that can be processed by the finishing device.
 - b) Minimum and Maximum Sheet Width indicates the minimum and maximum sheet width that can be processed by the finishing device.
- Note**
- Sheets greater than 14.3 inches (or 363 mm) in one dimension feed short edge first. Therefore, the larger measurement for these stocks must be entered as the width instead of the length.
- c) Minimum and Maximum Sheet Weight indicates the minimum and maximum sheet weight that can be processed by the finishing device.
 - d) Minimum and Maximum Set Size indicates the largest and smallest number of sheets that can be processed by the device in a set (for example, sets of pages that will be stapled or drilled together).
- Note**
- The parameters that you enter in these fields are the properties and limits for one configuration of the finishing device. Your entries on this window do not have to be the same as those in the equivalent fields on the device profile, which are the default parameters for the device itself.
4. Select **OK** to save the new finisher profile and close the window. The profile appears in the External Finishers profile list in the Finishing window.

Note

If you want to create another finisher profile for the same device, repeat the process for as many profiles as you want to set up.

5. Placing device profiles online: After you have set up a finishing device and created one or more profiles for it, you must place it online to make the hardware available for access.

Note

Only one device profile can be online at a time.

- a) Right-click the profile you want to modify.
- b) Select **Online** from the menu.

The change is reflected in the Online field in the External Finishers Profile list.

6. Enabling a Finisher profile.

Before a profile can be accessed by the printing system software, you must enable it in the finisher profiles list.

- a) Right-click the profile you want to enable.
- b) Select **Enable** from the menu.

The Status field changes to **Enabled**.

7. Disabling a finisher profile.

- a) Right-click the profile you want to disable.
- b) Select **Disable** from the menu.

The Status field changes to **Disabled**

Automatic Set Recovery option

Automatic Set Recovery ensures that each set of a job is communicated within the system. DFA is monitored, and any set not delivered to the final DFA destination is automatically reprinted by the system.

Automatic Set Recovery is useful when you use inline set-oriented DFA finishers. Without this feature, you would need to manually reprint a damaged set. For LCDS and IPDS, the job containing the damaged set must be resubmitted.

The available behaviors are:

- **Sheet Recovery:** This is the default selection. Following a finisher jam, the job recovers to the first undelivered sheet in the job.
- **Set Recovery:** Following a finisher jam the job is positioned back to the start of the first incomplete set and printing resumes from there.

Considerations and Limits:

- Automatic Set Recovery is only intended for collated jobs and is not activated for uncollated jobs.
- Maximum set sizes handled while using Automatic Set Recovery is approximately 2000 sheets.

- For some very small jobs with Automatic Set Recovery on, there are a necessary number of skipped pitches.

The Stacking window

The Stacking window allows you to enable and disable the offset stacker. It also allows you to view and control settings for all stackers present on your system.

Stacker Controls

Depending on your printer configuration, the Stacking window contains the following fields:

- **Name:** The name of the stacker.
- **Status:** Indicates whether the stacker is enabled or disabled.
- **Mixed Mode:** If enabled, it allows a tray to use more than one stock type.
- **Limit:** Displays the stock quantity limits unique to the selected stacker.

The Stacking Window Menu

The stacking options available depend on your printer configuration.

- **Stacker Limits:** Shows the bin limit of each stacker.
- **Settings:** Displays the stacker settings.
- **Enable:** Enables the selected stacker.
- **Disable:** Disables the selected stacker.
- **Stacking Mode & Limits:** Allows you to enable mixed finishing and, if supported, bin limit. Bin limit defines the maximum number of sheets each stacker can contain.
- **Select All:** Highlights all stackers.
- **Clear All:** Deselects all highlighted stackers.

Using the Stacking window

The different stacker options enable you to control the manner in which documents are delivered to and retrieved from the stacker.

The Stacking window allows you to perform the following tasks:

- Enable or disable a stacker.
- **Stacking Mode and Limits:** allows you to enable mixed finishing and, if supported, bin limit. Bin limit defines the maximum number of sheets each stacker can contain.
- Choose stacker settings:
 - **Control offset stacking:** Offset stacking enables you to deliver staggered (offset) sets of documents to the stacker rather than printing several documents in a single set.

Note

The offset stacking option is available only for stackers that can handle offset stacking.

- **Set the Bindexer capacity.** The Bindexer capacity identifies the total number of pages allowed to be bound as a job.
- **Set stacker limits:** set the bin limit of each stacker.

Managing the Stacker list

You can determine the stacker list display by selecting or deselecting Stacker list titles. If deselected, the item is removed from the Stacker list row.

1. Select **Printer > Stacking**.
2. Select **View > Columns....**
 - Select the column titles you want to display on the Stacker list.
 - Deselect the titles that you want to remove from the stacker list.

Note

The Name column title is read-only and cannot be deselected.

3. Select **OK**.

Your changes are reflected immediately on the Stacker list.

The Image Quality window

The features within the Image Quality window enable a System Administrator to set functions that will enhance the quality of the printed image based on the type of file being printed and the fonts being used. Fine details in an image and fine lines, can be difficult for the printer to resolve. The Image Quality options are set for each decomposer for each printer type.

Settings can be modified for printer darkness and for PCL, and PostScript/PDF Raster Image Processors (RIP) and font rasterizers.

Resolution options vary by decomposer.

Note

If you do not have a valid PostScript license, the system will not display a PostScript decomposer.

Note

TIFF properties do not contain unique settings for this release of FreeFlow Print Server and therefore, settings are not adjustable.

The Image Quality window menus and fields

- The Raster Image Processor **Properties...** menu can be accessed by performing one of the following:

The Printer menu

- Double click a Raster Image Processor.
- Right-click a Raster Image Processor and select **Properties....**
- Select a Raster Image Processor and select the **Properties...** icon from the toolbar.
- **View** menu:
 - **Show Toolbar:** Selecting this option displays an assortment of tools that correspond to common tasks.
 - **Hide Toolbar:** This option, which is only available when the toolbar is displayed, will toggle the display of the toolbar off.
 - **Redisplay:** This option refreshes the contents of the Raster Image Processor list.
- Raster Image Processors field:
 - **Type:** Indicates the type of Raster Image Processor (RIP). The selections are PCL, PostScript/PDF, or TIFF.

Note

If you do not have a valid PostScript license, the system will not display the PostScript RIP.

Note

TIFF properties do not contain unique settings for this release of FreeFlow Print Server and therefore, settings are not adjustable.

Note

PS/PDF default font rasterizer properties can be selected in this field.

- **Resolution:** Displays the resolution of each RIP.

Adjusting image quality

1. Select **Printer > Image Quality....**
2. Adjusting PostScript/PDF Image Quality

Note

If you do not have a valid PostScript license, the system will not display PostScript IQ options.

- a) Double-click the row in the Raster Image Processor list which contains the PostScript/PDF processor and resolution you want to modify.
- b) Select a True Type Spot Size value. This selection allows the darkness of the scalable fonts to be adjusted.
- c) Adjust the Stroke Thickening to control the thickness of fine lines created by the PostScript stroke command.
- d) Select a Font Renderer to specify which renderer will be used to process PostScript jobs containing Adobe Type 1 scalable fonts.

If you select **Xerox Font Solution**, you must also set controls for thickening and bitting.

- **Thickening:** defines, in pixels, how much thickening or darkening should be applied to the font.

- **Minimum Thickening:** defines the width of a minimum stroke in pixels. This setting only thickens strokes that are less than the minimum value in width.
 - **Half Biting:** determines how aggressively the software processes text to remove digital edge roughness. For most observers, the primary effect of changing this control from Light to Full will be an apparent darkening of extremely fine text.
- e) Select **OK** when you are finished, or select **Advanced...** to set advanced PostScript/PDF options and continue to the next step.
3. Set PostScript/PDF advanced options: This enables you to define various settings to optimize the functionality of the PostScript/PDF decomposer.

Note

If you do not have a valid PostScript license, the system will not display PostScript IQ options.

- a) On the Virtual Memory tab, enter the initial virtual memory. This setting defines the amount of memory made available to the PostScript decomposer for processing jobs. Up to four different PostScript/PDF decomposers can use this virtual memory value.

Note

If you do not have a valid PostScript license, the system will not display any PostScript decomposers.

- b) Select the System tab to modify system cache settings. The PostScript/PDF decomposer's use of cache space allows it to avoid re-drawing specific components of a logical page, instead storing them in cache for improved processing performance. Cache is allocated out of virtual memory.
- c) Select the **User** tab to set the amount of cache dedicated to any single component within cache. Increasing a particular setting may increase processing performance; however, arbitrarily increasing cache values can lead to decreased performance or failure to process a job.
- **MaxFontCache:** Memory for holding fonts in cache.
 - **MaxFormCache:** Memory for holding forms in cache.
 - **MaxPatternCache:** Memory for holding patterns in cache.
 - **MaxScreenCache:** Memory for holding halftones in cache.
 - **MaxUPathCache:** Memory for holding user paths that define shapes, trajectories, or regions in cache.
 - **MaxFontItem:** Maximum memory any single font character can occupy within the Font Cache.
 - **MaxFormItem:** Maximum memory any single form within the Form Cache.
 - **MaxPatternItem:** Maximum memory any single pattern within the Pattern Cache.
 - **MaxScreenItem:** Maximum memory any single halftone within the Screen Cache.
 - **MaxSuperScreen:** Maximum number of pixels in a super cell that increases the number of gray levels in halftones.

- **MaxUPathItem:** Maximum memory for any single user path that defines shapes, trajectories, or regions in the User Path Cache.
- **Accurate Screens:** The Accurate Screens technology uses a supercell, or an array of halftone cells, to provide a very close fit to a requested screen frequency and angle.
- **Idiom Recognition:** The software scans the PostScript file. If it finds a blend or gradient created by one of the popular prepress applications, such as Quark XPress, Adobe Illustrator, or FreeHand, it replaces that blend with the superior PostScript Smooth Shading blend.

d) Select **OK** twice to close the windows.

4. Adjust PCL image quality:

- a) Double-click the row in the Raster Image Processor list which contains the PCL processor and resolution you want to modify.
- b) On the PCL Image Quality dialog, select a Thickening Control. The thickening controls enhance raster graphics, resident PCL standard gray patterns, or bitmap fonts included in the PCL file.

- **Gray Patterns:** The gray pattern control darkens standard Type 10 tints.
- **Raster Graphics:** The raster graphics control darkens raster images, such as scanned photos.
- **Bitmap Fonts:** The bitmap fonts control darkens bitmap PCL fonts.

- c) Select an HPGL (Hewlett-Packard Graphics Language) Minimum Stroke Width to set the line width threshold for thickening fine lines contained in PCL jobs. All fine lines with a pixel width less than the minimum stroke setting will be thickened to match the setting.
- d) Select **Tint Darkness Control** to adjust the darkening of commonly used Type 11 custom fills.

- **None:** No enhancement.
- **1D Overstrike:** Causes each scan line to be shifted by one pixel in the fast scan direction and merged with the original scan.
- **2D Overstrike:** Causes each line to be shifted by one pixel in the both the fast and slow scan directions and merged with the original scan line. This will cause very dark patterns to be printed as solid black.
- **2X Scaling** Scales the patterns by a factor of two and causes the halftone screen frequency to be cut in half.

- e) Use the UFST (Universal Font Scaling Technology) control setting to adjust the amount of thickening for Intellifont scalable fonts:
 - **Intellifont Spot Size:** Controls the darkness of the Intellifonts processed with this rasterizer.
 - **True Type Spot Size:** Controls the darkness of the True Type scalable fonts.
- f) Select **OK** to close the window.

Note

TIFF properties do not contain unique settings for this release of FreeFlow Print Server and therefore, settings are not adjustable.

5. Restoring factory defaults: Default image quality settings are optimized for the printer. If you modify these settings, you may later want to restore the factory defaults.
 - a) Double-click the row in the Raster Image Processor list which contains the processor and resolution you want to modify.
 - b) Select **Defaults**.
 - c) Select **OK**.

The System Menu

The System menu enables you to access system management controls including software installation, resetting job IDs, diagnostics, and starting/stopping the system.

Using the System menu

The System menu allows you to perform the following tasks:

Pausing and resuming the printer

If you need to stop the printer from processing you can pause the printer. Consider pausing the printer instead of holding jobs when you need to make an adjustment, such as changing the toner. When a job is held it needs to process again before it can be printed. This is not the case when pausing the printer.

1. Select the **Pause** button located in the upper right corner of the FreeFlow Print Server window.

The **Resume/Cancel Job** dialog window opens.

2. Select **Resume Printer**, **Resume Scanner**, or **Resume All** to continue job processing.

Pausing and resuming processing

1. To pause the print process select **System > Pause Processing** or use the keyboard entry of **Ctrl + Shift + P**.

Pause processing is typically used for very large jobs.

2. To resume the print process select **System > Resume Processing** or use the keyboard entry of **Ctrl + Shift + R**.

When **Resume Processing** is selected the print process resumes where it left off. Any adjustments that have been made to the job or the queue are only applied to the portion of the job that has not yet been processed.

Reset Job IDs

Each job is assigned a sequential identification number when it is submitted for printing. Resetting the job IDs deletes all of the jobs in the system, resets the job ID numbers, purges the accounting log, and restarts the software.

Caution

Resetting the job IDs deletes all jobs in the system, including all held, faulted, or ineligible jobs, and purges the accounting logs. Before performing a reset, be sure to save the accounting information to a file and verify that all jobs currently in the system can be deleted.

Resetting Job IDs

1. Log on as the System Administrator.
2. Select **Queue: Queue Manager...**
3. Select a queue. Right-click and select **Select All**.
4. Right-click and select **Do Not Accept Jobs**.
5. Close the **Queue Manager** window.
6. Check for any jobs that are printing or saving.

If one or more jobs are currently active, wait until the jobs complete before continuing.

- If you want to also remove jobs that are currently active, select **Do Not Release Jobs**.

7. Select **System > Reset Job ID**.

A warning message is displayed indicating that all jobs will be deleted, the accounting log will be purged, and the FreeFlow Print Server software will be restarted.

8. Select **Yes**.

The **Reset Job ID** dialog window opens.

9. Follow the dialog instructions. Enter the number that you want to start numbering the jobs after the software is restarted. The default is 1.
10. Select **OK**.

The job database and accounting log are cleared and the FreeFlow Print Server software restarts.

Log Console

A User can view current and historic system usage activities. Logs include operator activity, and it indicates the area of the FreeFlow Print Server GUI that have been accessed. Each log entry displays the date and time of event occurrence.

An example of what might be detailed when logged in as a System Administrator is as follows:

- November 30, 2007 11:35:42 PM: Log off as current user and log on as specified user
- Is Remote Connection?: true
- IP: xx.253.199.xxx

- Logon As: sa

When an Operator selects the job stock color, the following might display:

- November 30, 2007 11:35:42 PM: Set attributes on jobID: 22
- ----(Job Attributes)----
- key: JOBMEDIA.Medium Color
- text: blue

The log also includes entries from Remote Print Server access. These entries are indicated by an asterisk before the date/time stamp, and it includes the IP Address and the name of the machine that initiated the activity. An example of Remote Print Server access log might display as follows:

- *November 30, 2007 11:35:42 PM: (xx.253.199.xxx, andromeda)
- ID: 22
- ----(Job Attributes)----
- key: JOBMEDIA.Medium Color
- text: blue

Recording activity in the Log Console can be started and stopped at any time.

Viewing log activity and system usage

1. Select **System > Log Console....**

The **Log Console** presents two tabs, **Current** and **History**.

- The **Current** tab displays activities that have occurred since the printer was started (with logging activated), or when logging is activated. The **Current** tab contains a maximum number of line entries in the scrolling window. Once the threshold limit is exceeded, the older line entries are removed from the list. Line entries that are removed from the **Current** tab can then be viewed within the **History** tab.
- The **History** tab displays activities that have occurred since logging was activated, based on calendar dates.

2. To view historic logs, select a date from the **View** menu.

The **View** menu holds a minimum of 2 weeks (14 days) worth of dates. When a log falls outside the date range in the menu, the log data file is deleted.

Logs have a size limit. If the log size limit is reached for a particular day, another log for the same day might appear in the menu list. The additional log will be marked with the same date, but it has a number designation appended to it. The following is an example of the log numbering scheme as the logging system ages each log: If the current date is Nov 30, 2005 and the system needs to generate another log because of size constraints, the log labeled as Nov 30, 2005 will be labeled as Nov 30, 2005 -1, and a new log is created with the Nov 30, 2005 label. If the size constraints are exceeded again, the log labeled as Nov 30, 2005 -1 is marked as Nov 30, 2005 -2, the log marked as Nov 30, 2005 is labeled as Nov 30, 2005 -1, and a new log is created with the Nov 30, 2005 label.

Dates marked with an asterisk (*) indicate that no log exists for that given date.

3. To clear, disable or enable the Current Log Console, open the **Current** tab and select one of the following:
 - a) Select **Clear** to clear the Current Log Console.
 - b) Select **Disable Logging** to disable logging of activities.
 - c) Select **Enable Logging** to enable the logging of activities.
4. Select **Close** to exit the Log Console window.

Network Status

Displays a summary of current LPR, IPP, Hot Folder, AppleTalk, and Socket gateway activity.

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

Using Network Status

1. Open the **System Menu**.
2. Select **Network Status**.
3. Select **View** to select columns to be viewed on the Network Status window. Place a checkmark in the appropriate column names.
 - Queue Name
 - Accept/Release
 - Hot Folder
 - Socket

Note

If the LPD tab in the Gateways dialog box is disabled, then the LPR gateway will appear disabled on this menu.

This dialog monitors the accept and release status for each listed queue. Updated information automatically displays.

Printing a Configuration Report

The configuration report contains all of the system information, such as system settings, queue settings, license strings, paper tray stock, network and font information. The configuration report can be used to validate system settings after a software install or upgrade, or to maintain a record of queue and paper settings.

1. Select **System > Print > Configuration Report**.
2. From the Configuration Report dialog, select the queue and stock to print the job.
3. Select **Okay**.

Printing a Test Page

Printing a Test Page allows for a quick print of a sample job. Sample jobs provided on the system are in PostScript, so a PostScript license is required.

1. Select **System > Print > Test Page**.
2. Select the queue.
3. Select **OK**.

Remote Services

This feature, available to the System Administrator, is used to transmit printer data to Xerox Corporation. Additional services include updating software, viewing services, and ordering supplies. A subscription is required for each service.

Note

Remote Services is not available on non-networked printer configurations.

Using Remote Services

1. Select **System > Remote Services....** The Remote Services dialog window opens. The following selections are available:
 - Synchronize with Xerox: The printer performs a synchronization with a Xerox server to determine what services are enabled on the printer.
 - Configure Remote Services: To use diagnostics effectively you should enter the following information when your system is first installed: HTTP Proxy Server (IP Address), HTTP Proxy Port, Proxy User Name (if required by your proxy server), and Proxy Password (if required by your proxy server).
2. The above fields can also be edited.
 - a) Select **Enable** to use Remote Monitoring, to set a Transfer Time or to select a Frequency (hours).
 - b) Select either **Service** or **Service and Engineering**.
 - c) Select **OK**.
3. Select the **System Tab** to view printer services and transmission details. To see a text version of the last sent transmission, select **View Last Transmission**.
4. Select the **Billing Tab** to display billing history details.
5. Select **Close** to exit the dialog window.

Update Manager

The FreeFlow Print Server Update Manager provides the capability to deliver software updates, such as engineering patches and maintenance releases, remotely.

Using Update Manager

Follow these steps to perform an update:

1. Click the **Launch** main menu button and select **FreeFlow Print Server Update Manager**.
2. Enter the root password. **Update Manager** displays.

Installation of FFPS software and patches requires Administrator (root) privileges before updating the system.

3. Click **Check for Updates** to communicate with the Xerox Software Update Server. Provided that the proxy and network configuration have been properly set up, this retrieves a list of updates that are available for the current system.

Available updates display in the **Updates Available for Download** list.

4. Select one of the updates and click **Download Update**.

The downloaded updates display in the **Updates Available for Install** list.

5. Select the update to install and click **Install Update**.

Clicking **Export Update** allows you to export the selected update to a specified destination, such as the Solaris File System or a USB storage device.

Clicking **Import Update** allows you to import an update from a location other than the Xerox Software Update Server, such as a USB storage device, or a network mounted directory that was previously written with the **Export Update** function.

6. Click **Close** to exit the application.

Exporting updates

After an update has been downloaded, you have the option to export the update to the Unix file system or a USB storage device.

1. Select an update from the **Updates Available for Install** list.
2. Click **Export Update**.
3. Click **Browse** and select a destination folder for the export.
4. Click **Export**.

Importing updates

You can import updates to install later from the file system or a USB storage device.

1. Select an update from the **Updates Available for Install** list.
2. Click **Import Update**.
3. Click **Browse** and select the folder that contains the update to import.
4. Click **Import**.

Software Install

This feature enables the System Administrator to install and manage software.

Using the Software Install feature

1. Select **System > Software Install....**
2. Select from the following:
 - Select **Install** to install software modules needed to run the system, a new software service, or new hardware.
 - Select **Manage Releases** to display information about installed modules. The System Administrator can view the installation log, set the software version, and uninstall modules.

3. If **Install** is selected, select the software modules needed to run the system, a new software service, or new hardware.
 - a) From the **Install From** field choose the installation file location.
 - b) **Use CD Drive**: Installs the service from a CD.
 - c) **Specify File Location**: Select to use the file system directory for locating the installation file.
 - d) Select **File Location....**
 - e) Select **Browse...**
 - f) Select the file location from the **Look In** pull-down menu.
 - g) Select the installation file from the directory.
 - h) Select a file type from the **Files of Type** menu.
 - i) Once the correct file name displays, select **Next** to continue installation procedures.
 - j) Select the module to be installed. If desired, select **Set to current version**.
 - k) Select **Install** to complete the installation process.
4. Select **Close** to exit the dialog window.
5. Select **Yes** to confirm your action.

Data Overwrite

Data overwrite is a licensable feature that enhances system security by allowing you to protect data from being retrieved off your hard drive after it has been deleted.

Setting up Data Overwrite on your system

1. In the main GUI window, select **System > Data Overwrite....**

Note

This feature must be licensed on your system in order for it to appear in the System menu.

2. Within the **Data Overwrite** window, select from the following options:

- **Use Fast Mode**
- **Display Verbose Messages**
- **Partition List (Separate Partitions with Semicolons)**

When this box is checked, the text box becomes active, allowing you to type in which disk partitions you wish to overwrite.

- **Exclude Partitions (Separate Partitions with Semicolons)**

When this box is checked, the text box becomes active, allowing you to type in which disk partitions you wish to protect from the overwrite operation.

3. Select **OK**. Depending whether you have active jobs in a queue, one of two things will happen:
 - a) If there ARE active jobs in a queue, you receive a warning dialog that states, Active jobs will be deleted. Are you sure you want to overwrite data? If so, select **OK** or **Cancel**, as desired. Proceed to step b.

- b) If there are NO active jobs in a queue, OR if you have already selected **OK** as part of step a, another warning appears. This one says:

Data overwrite will:

- (1) Delete all jobs in the system
- (2) Erase job database and accounting log
- (3) Purge all log files
- (4) Restart the system

The system will be offline for approximately x minutes.

Are you sure you want to overwrite data?

4. Select **OK** to start the overwrite process, or **Cancel** if you do not wish to continue the overwrite process. The system performs the action and restarts automatically.

Service Diagnostics

Diagnostics is primarily reserved for the Service Representative. However, if there is a problem with the printer, the Diagnostics window provides the phone number for service. The service contact number may request information displayed in the Diagnostics window such as Software Level, Printer Serial Number or fault codes. To access diagnostics, select **System > Service Diagnostics...**

The following tasks can be performed by a Trusted User or System Administrator:

- Change Password
- Restore Install Site Settings
- View Printer Data, including Feeders, Print Engine and Finishing information.

Powering on/off and restarting the system and printer

Powering on the printer

Once the Print Server has been powered on you can then power on the printer.

1. Make sure the printer power cord is securely plugged into the power receptacle and the printer power button is on.
2. From the Printer menu select **Printer On**. The system requires several minutes before it is ready for printing.

Powering off the printer

It is recommended that the Print Server be used to power off the printer. The printer also powers off when shutting down the entire system by selecting **Shutdown** from the **System** menu.

1. From the **Printer** menu select **Printer Off**.
2. Select **Yes** to confirm this procedure. The printer powers off immediately.

Performing a deferred shutdown and restart

A deferred shutdown allows all currently processing jobs to complete before the system is restarted; however no new jobs are accepted until after the system has been restarted. This feature is available to a System Administrator or Operator.

1. Open **Queue Manager**.
2. Select a queue. If more than one queue is present, choose **Select All** from the **View** pull-down menu.
3. From the **Queue** pull-down menu select **Do Not Accept Jobs** and then select **Do Not Release Jobs**.
4. Close the **Queue Manager** window.
5. Select **Shutdown** from the **System** menu.
The shutdown confirmation window displays.
6. Select **Yes** to shut down the printer and exit the FreeFlow Print Server software.

All currently processing and printing jobs are completed before the shutdown occurs. You have the opportunity to cancel the shutdown until jobs that are currently printing and processing are complete by selecting **Cancel Shutdown**.

7. Restart the system by pressing the switch on the server and wait for the system to become fully operational. Once the printer and processor are in the Ready state you can perform printing operations.
8. Select each queue that should accept jobs and selecting **Accept Jobs** and, if desired, **Release Jobs**.

Note

You can use the **Ctrl** or **Shift** keys to select multiple queues.

Restarting the FreeFlow Print Server software

Use this procedure when a recovery procedure asks you to restart the FreeFlow Print Server software.

1. Open **Queue Manager**.
2. Select a queue. If more than one queue is present, choose **Select All** from the **View** pull-down menu.
3. From the **Queue** pull-down menu select **Do Not Accept Jobs** and **Do Not Release Jobs**.
4. Close the **Queue Manager** window.
5. Wait for any jobs to complete processing and then select **Restart** from the **System** menu.
6. Select **Yes** to confirm.
7. Wait for the software to fully become operational.

Once the printer and processor are in the Ready state you can perform printing operations.

When to use an emergency power off

An emergency power off procedure should be used when the power must be switched off immediately.

Caution

The emergency power off procedure may corrupt the FreeFlow Print Server software. This method should only be used in an absolute emergency.

Use the emergency power off procedure for the following conditions:

- The equipment emits unusual odors or makes unusual noises.
- A wall panel or circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled onto the equipment.
- The equipment is exposed to water damage or flood.
- Any part of the equipment is physically damaged.

Performing an emergency power off of the printer

1. Select **Shutdown** from the **System** menu and select **Interrupt**.

This process immediately shuts down the system without completing the processing of current jobs. All operations are stopped and the system shuts down. The system will not release or accept jobs until after the system has been restored. This procedure does not corrupt the software and is therefore, the recommended method of shutdown.

2. Push and hold the off switch for 5-10 seconds.
3. Trip the breaker to the off position.

The breaker is located in the back panel of the printer.

4. Remove the printer power cord from the power receptacle.

About backing up and restoring the system files

The Backup and Restore utilities provide you with the ability to back up and/or restore a complete image of the system, including the FreeFlow Print Server software and the server operating system.

Backing up the System files

Backup options are available only on systems that have a magnetic tape device and/or a dedicated local disk partition (XRXbackup).

1. From the System menu select **Backup/Restore...**
2. Select **Backup System...**

If a magnetic tape device is used for backing up your system, you are presented with the following choices, instead of the Backup System selection:

- **Backup System to UNIX File System:** This selection is the same as the Backup System procedure which follows in Step 3.

- **Backup System to Tape Drive:** Allows you to backup your system to a tape drive. If selected, continue to Step 6.
3. Select the File Group you want to back up.
 4. The backup can be saved to a partition of the local disk.
 5. Once you have located the backup location, select **OK**.
 6. A warning dialog opens indicating that the FreeFlow Print Server will shut down automatically when the backup is complete. The instructions inform you that to continue system backup after shutdown, perform one of the following:
 - If the system is off, power on the system.
 - If the system is at the **OK >** prompt, type **boot**.

Note

Error messages are recorded in the Backup/Restore Log.

7. Click **OK** to continue. As the backup begins, the sequence of events is as follows:
 - a) The warning window closes and a busy cursor appears for approximately two minutes as the system prepares to initiate the backup process.
 - b) The system shuts down and powers off. Wait 30 seconds, then power the printer back on.
 - c) During the boot process a caution is raised that states that this System Backup process will take n minutes. Type **Y** to continue, type **N** to terminate the process.
 - d) Perform one of the following:
 - Type **N** and the boot process continues, but the backup process terminates.
 - Type **Y** to continue the backup process. The main GUI displays once the backup process is complete.
 - e) When the Solaris desktop would normally appear, the printer starts to generate the iso file that is used to create a bootable CD. A series of messages resembling the following display: **10% done, estimate finish Wed. Jun 16 10:05:34 2004.**
 - f) The actual CD writing process begins. A series of messages resembling the following displays: **Writing track 1... 59%...**
 - g) The CD is finalized as the writing process nears the end: **Finalizing (can take up to 4 minutes)...done**
 - h) After the CD writing is complete, the CD is ejected. Remove the CD, label it and store it in a safe place.
 - i) Next, a series of Dump messages resembling the following appears as the file systems are dumped: **DUMP: Writing 32 Kilobyte records.**
 - j) For each file system being dumped, after the first 10 minutes, the screen is updated every 10 minutes with an estimate of how much more time is required to complete the backup. If the dump for an individual file system takes less than 10 minutes, this message does not appear. The entire dump process for all file systems normally takes less than 45 minutes, but may take over an hour depending on the volume of customer data files stored on the system disk. After the file system dumps are complete, the normal boot process resumes and the printer should come to a ready state.

Restoring the System Disk files

The process to restore the system disk from the CD-R is covered in the FreeFlow Print Server System Guide.

About Backing up and restoring the configuration files

The Backup and Restore utilities provide you with the ability to back up the configuration files used by the FreeFlow Print Server and restore them at a later time. These configuration files store the settings of the Print Server software, such as queues, user TRCs, print resources, and NVM.

Note

The configuration files do not include system level files such as the operating system, print server platform system data, or file systems.

Backup options are available only on systems that have a magnetic tape device and/or a dedicated local disk partition (XRXbackup).

Backing up the configuration files

1. From the System menu select **Backup/Restore**.
2. Select **Backup Configuration**.
3. From the **Select Categories** list choose the file or files you want to back up. Select **All** to back up the complete list of configuration files.
4. Choose either **File System** (the local Print Server file system); a remote location, via **Windows SMB, FTP or SFTP**, or the appropriate media location from the **Look in** menu.

If the backup file is stored in the File System, Windows SMB or other remote location, select the directory location for the file.

If the backup file is stored in a remote location, enter the appropriate authorization credentials and select **OK**.

The file structure (file names, linkages) is different when backing up remotely vs. locally, so to restore from a remote location, the backup has to be stored directly by the backup operation. If stored locally and manually moved to a remote location, it cannot be restored from the remote location.

5. Select **Estimate Archive File Size** to estimate the backup file size.
6. Click **OK**.

If the size of the archive is too large, select **Cancel** and deselect some files before proceeding.

A dialog displays the size of the files you have selected to back up.

7. Select **OK** to start the backup process.

During the backup, the progress of the backup displays.

An informational warning indicates that restoring this backup should be limited to the current machine, for the same product and the same major software version.

Viewing the configuration backup details

The Configuration Backup Status window displays the progress of the configuration backup.

Double-click on a row to display the details, or select a row and then select **Details....**

Restoring the configuration files

Use this process to restore configuration files and queues.

1. From the **System** menu select **Backup/Restore**.
2. Select **Restore Configuration**.
3. Select the file that is to be used to restore the system.

The file can be located on a partition of the local disk or network file system, or on media supported by the system, such as a floppy disk, CD-RW, or tape drive.

4. Select a **Host** name from the **Select Backup** field.
5. From the **Look In** field, select the files you want to restore.

If the backup file is stored in a remote location, enter the appropriate authorization credentials and select **OK**.

6. Select **OK** to continue.

A warning dialog opens indicating that restoring the configuration from this archive reverts the configuration to the settings in place at the time that the archive was created.

7. Select **OK** to begin the restore process.

A warning screen displays if a discrepancy in the hostid, product or major software version is detected between the backup system and the current system. Select **OK** to override and proceed; select **Cancel** to decline the configuration restore.

The system checks if there are queue names in the backup that match queue names already on the system. If so, it prompts you to choose from:

Merge: This option causes the backed up queue to be merged with the system's queue of the same name – the attributes from the backup queue will have precedence, however there may be “optional” or new attributes on the system queue that are preserved.

Overwrite: This option causes the backed up queue to replace the system's queue of the same name, and fill in new attributes (or those whose structure changed) with defaults.

Skip: This option prevents the backed up queue from being restored. Choose this option if you only want to restore queues that do not exist on the current system.

Once the restore process is complete, an information window opens which informs you that the restore configuration completed successfully.

8. Select **Restart Now** or **Restart Later**.

Note

Error messages are recorded in the Backup/Restore Log.

Undoing queue restoration

Undoing queue restoration

A snapshot of the system's queues is saved as an archive prior to each configuration restore that designates queues as one of the categories to be restored. The queues archive allows you to easily revert the system's queues to that previous state. If queue restoration has taken place, a button labeled Undo Restore is added to the Queue Manager window.

1. In the Queue Manager window, select **Undo Restore**.

The current set of queues are erased and replaced by the contents of the archived snapshot.

2. Select **Restart**.

Queue Manager displays the freshly reverted set of print queues.

Restoring the configuration files

Secure Mode

Secure mode provides an extra level of control over printed pages. A number of different features in the FreeFlow Print Server enable operators to print pages or samples more than once. This capability creates a security risk for MICR applications. The secure mode can be used to disable page sampling, page spacing, and the offline tape Move Block command.

Enabling Secure Mode

1. Select **Secure Mode...** from the **System** menu.

The Secure Mode dialog opens.

2. Select **Enable** and **OK**.

3. Select **OK** on the Warning dialog to confirm that page sampling will be disabled.

Eject CD media

Select **Eject CD** from the **System** menu.

About Data Overwrite

The Data Overwrite software removes all data from the spool, swap, and outQ partitions of the print server hard disk. The data cannot be retrieved.

The FreeFlow Print Server Data Overwrite feature requirements are documented in NIST SP 800-88 and restated in the Process Guide to DoD 5220.22-M. The algorithm is a three-pass overwrite consisting of a character, its complement, and then a random character. To enable an optional Read Verification pass, Data Overwrite writes a 0x40404040 pattern in the last third write pass.

If the Read Verify option has been enabled, the last write pass is followed by an optional Read verification pass that reads the data sectors and compares the read data to the 0x40404040 pattern. If this data is not found on the disk, the software generates an error.

The data overwrite operation does not process defective or spare blocks for SCSI and FCAL drives. It also does not perform any special disk error recovery. If a higher secure data overwrite scheme is required, the Sun Solaris Format command, Purge utility, is available. Additionally, 3rd party software with more flexibility and functions, such as UniShred Pro is available. However, it is not part of the Data Overwrite software nor is it supported by the FreeFlow Print Server.

The Data Overwrite process maintains a detailed log of the entire Data Overwrite process, including the start and stop time for each partition, the partition name and boundaries, and error messages. The log file is cumulative and every time the Data Overwrite process is run, the details are added to the existing log. The file is maintained during the overwriting process in /dataOverwrite.log. When the Data Overwrite process is complete, the file is transferred to /var/spool/XXRnps/log/dataOverwrite.log.

On a regular basis, the log file should be backed up and deleted from the system.

Running a Data Overwrite

Data Overwrite removes all data from the spool, swap, and outQ portions of the print server hard drive. The data cannot be retrieved.

1. Log on as System Administrator.
2. Select **System > Data Overwrite**.
3. Select **OK**.
4. If there are active jobs in the system, a warning message is displayed. Select **OK**.
5. Select **OK**.
6. Select to overwrite any additional items such as Saved Jobs and User Resources such as fonts or forms.

Selecting the option for Saved Jobs Only overwrites all saved jobs in the /var/spool/XXRnps/saved directory.

7. Select to **Use Fast Mode** option if desired. The Fast Mode option runs the Data Overwrite in a single write pass only. Not selecting Fast Mode results in three complete passes overwriting the data on the disk.
8. Select to run an additional final pass as verification of the last data written. If the final verification pass is selected, select one of the following:
 - a) Verify the entire overwritten data.
 - b) Verify a 10 % sample.
9. Select **OK**.
10. A time estimation for how long the Data Overwrite will run is displayed. Select **OK** to being the process, or select **Cancel**.

Do not interrupt the Data Overwrite process. For example, do not enter CTRL-C or power off the system. If the Data Overwrite process is interrupted, the system software or the file system could become corrupted, requiring a clean install of the software.

The System Menu

The FreeFlow Print Server interface and the operating system are shut down. When the Data Overwrite process is complete, the system reboots, the FreeFlow Print Server interface restarts, and a completion status is displayed.

If the Data Overwrite process fails, run the process a second time. If the process fails again, call for service.

The Services Menu

Print from File

This menu item opens the Print from File window. See the Print From File Service for more information.

IPDS Manager

This menu item opens the Intelligent Printer Data Stream (IPDS) manager.

The Customize Menu

The Customize menu enables you to create shortcuts to frequently used functions, configure the layout of your workspace, and choose the size of the text on the FreeFlow Print Server UI.

Showing and hiding shortcuts

You can choose to show or hide the shortcut icons on the home screen.

1. Select **Customize > Workspace Settings....**
2. On the **Shortcuts** tab, choose **Show** or **Hide**.
3. Close the **Workspace Settings** window.

Enabling the AutoThumbnail option

When the Auto Thumbnail option is enabled, users are able to view the first two pages of a Held By Queue job, as well as job properties, before releasing it to print.

1. Select **Customize > Workspace Settings**.
2. Select the **Job Manager** tab.
3. Select **Auto Thumbnail**.
4. Click **OK**.

When a user selects a job from Held By Queue, the thumbnail and the properties of the job display.

Selecting shortcuts to display

You can select up to six shortcuts to display on the home screen and choose their order.

1. Select **Customize > Workspace Settings....**
2. On the **Shortcuts** tab, select **Show**.
3. Change the shortcut display.

- To add a shortcut to display on the home screen, select an item in the **Available Shortcuts** list, then select **Add >>**.
 - To remove a shortcut from the home screen, select an item in the **Selected Shortcuts** list, then select **<< Remove**.
 - To change the order that the shortcuts are displayed in on the home screen, select an item in the **Selected Shortcuts** list, then select the up or down arrow button to change the order.
4. Close the Workspace Settings window.

Setting the Job Manager layout

You choose the Job Manager layout that makes the best use of screen area for your workflow.

1. Select **Customize > Workspace Settings...**
2. Select the **Job Manager** tab.
3. Choose the layout:
 - **Held By Queue** uses most of the screen area for held jobs.
 - **Active** uses most of the screen area for active jobs.
 - **Full Width** allows the most screen area to display information in columns.
4. To show or hide the list of saved jobs, select **Show** or **Hide** under **Saved List**. If **Show** is selected, the **Saved** tab in Job Manager and the **All Jobs** and **Jobs in selected paths** buttons become available:
 - **All Jobs**: If **All Jobs** is selected, any **Saved Jobs** residing in the **Saved Job** repository are displayed in the **Saved** tab.
 - **Jobs in selected paths**: If **Jobs in selected paths** is selected, the **Selected Paths** button becomes available. Click this button to open the Saved Jobs List window. Use the Saved Jobs List window to add or remove directories that will be included in the search for saved jobs.
5. To show or hide the list of jobs held by the queue, select **Show** or **Hide** under **Held By Queue List**.
6. Select **OK** to save the changed layout and close the **Workspace Settings** window.

Using the Saved Jobs List - Select Paths window

1. Open the Saved Jobs List window:
 - a) Select **Customize > Workspace Settings**.
The Workplace Settings window opens.
 - b) Select the **Job Manager** tab.
 - c) In the **Saved List** area, select **Show**.
 - d) Select **Jobs in selected paths**.
 - e) Select **Selected Paths...**
The Saved Job List - Select Paths window opens.

2. From the **Create Path** directory list select a directory to be included in the search for Saved Jobs.
3. Select **Add Path >>**.
The directory added appears in the **Selected Paths** area. The path checkbox is selected and jobs in the path will appear in the **Saved Jobs** tab.

Note

Any number of directories can be added to the **Selected Paths** area but only one directory can be added at a time.

4. To prevent a path in the **Selected Paths** area from appearing in the **Saved** tab, clear the path checkbox.
5. To permanently remove a path from the **Selected Paths** area, select the path and then select **<< Remove Path**.

Note

The Saved Jobs directory cannot be removed from the **Selected Paths** area, but it can be disabled by clearing by clearing the checkbox.

6. Select **OK** to save the changes to the selected paths.

Setting the home screen

The System Administrator can choose whether the Copy Service or the Job Manager is the default screen.

1. Select **Customize > Workspace Settings....**
2. Select the **Home Screen** tab.
3. Choose the home screen.
4. Select **OK**.

Setting the home screen timeout

When the home screen timeout is enabled, after a specified period of inactivity the current user is logged out and the printer server displays the home screen.

Automatically logging users out enhances security and ensures that walk-up users see the same screen each time they use the print server.

1. Select **Customize > Workspace Settings....**
2. Select the **Home Screen** tab.
3. Set the timeout period.
 - a) Select **Enabled**.
 - b) Enter the timeout period in minutes.
4. Select **OK**.

Text Size

Administrator or Operator users can choose the text size displayed on the FreeFlow Print Server.

The text size choices are **Small**, **Medium**, or **Large**. The default setting is **Small**. Changing the text size requires a print server restart.

Changing the UI text size

1. Select **Customize > Text Size**.
2. Choose a text size.
3. Click **OK**.
You are prompted to restart the FreeFlow Print Server.
4. Select **Yes** to restart.

The Setup Menu

Most system configuration functions can be accessed through the Setup menu. System configuration activities include setting up the network gateways, specifying system preferences, viewing the system and software configurations, and feature licenses.

Accessing and viewing the system configuration

The System Configuration window allows the System Administrator to view configuration information for the printer, Print Server, network, and attached devices. You can print information contained within each tab by selecting **Print**.

Note

The server.config file supplies the Printer Name value. It is contained in the section Product Name under the Name entry. Currently, Diagnostics refers to this name as Printer Type.

- To view configuration information, select **Setup > System Configuration**.
- Select the **Peripherals**, **General**, **Printer**, **Devices**, **Network**, or **Software** tabs. The following is a list of the information that is contained within these tabs:
- **Peripherals**: displays information on any installed peripherals. Right-click a listed peripheral and select from:
 - **Format/Initialize**
Enter a Volume Label.
Select a **Format Type**.
Select **OK**.
 - **Erase**
Select from **All Sessions** or **Last Session**.

Select **OK**.

- **Eject/Unload**
- **Rename**

Enter a new name, then select **OK**.

The new name displays in the **Name** field.

- **Rewind**
- **Setup** (for CD drive)
- **Redisplay**: Refreshes peripheral list contents.

- **General**: The General tab displays the following information about the printing system:

- **Processor**: Displays the central processing units (CPUs) installed in the FreeFlow Print Server.
- **Physical Memory Size**: Displays the size, in megabytes, of the internal memory installed in the FreeFlow Print Server.
- **Operating System**: Displays the type of operating system software installed on the FreeFlow Print Server.
- **Disk Units**: Displays the make, model, and size of the internal hard disk drives of the FreeFlow Print Server.
- **Version**: Displays the version number of the operating system software.

- **Printer**: The Printer tab displays the following information about the printing system:

- **Controller Name**: Displays the name of the system. The name is determined prior to installation and is entered when the FreeFlow Print Server software is installed.
- **Printer Name**: Displays the model of the attached printer.
- **Controller Serial Number**: Displays the serial number of the FreeFlow Print Server.
- **Spool Size**: Displays the size, in megabytes, of the disk partition reserved for the OutQ. The OutQ space is used to store job information after the job has been decomposed and before the job is sent to the printer.
- **Installed Printer Hardware**: Displays the options installed on the attached printer, for example internal finishers.
- **Customer Asset Tag**

Select **Setup...** to enter asset tag data.

- **Xerox Asset Tag**:

Select **Setup** to enter asset tag data.

- **Devices**: The Devices tab displays information pertaining to the FreeFlow Print Server configuration.

- **Network:** The Network tab displays the following information about the network connections of the printing system:
 - **Network Address:** Displays the IP address of the printing system. The IP number is established by the System Administrator prior to installation of the printing system and is entered during the FreeFlow Print Server software installation.
 - **Channel Address:** Displays the channel address of the printing system if the system is using the channel connection.
 - **Network Connectivity:** Displays the type of network connection being used by the printing system.
- **Software:** The Software Configuration utility displays the list of software packages currently loaded on the FreeFlow Print Server. Each package is shown with the version number; tag (for feature types: core feature, optional feature, licensed feature, or billable feature); and time and date stamp.

Setting up the CD Drive

1. The **CD Hardware Default Speed** is shown.
2. To enter a speed, other than the default speed, clear **Use Hardware Default**. The **Default Speed** and **Maximum Speed** fields become active.
3. If desired, enter a maximum speed.
The value you enter is reflected below the **Default Speed** field.
4. Enter a **Default Speed** value.
The range is displayed below the box.
5. Select a **Default** mode:
 - **Write Disk:** Copies data directly to the CD without performing a simulation.
 - **Simulation:** A test run/burn is performed to make certain that proper conditions are present for a successful write to disk. Writing to disk is not performed until the simulation is successful.
6. Select **OK** to exit the setup window.

Printing System configuration information

You may print information from each tab within the **System Configuration** tabset.

1. Select **Setup > System Configuration**.
2. Select the **Peripherals**, **General**, **Printer**, **Devices**, **Network**, or **Software** tabs.
3. Select the **Print** button.
A window will appear.
4. Select **OK**.
The job is submitted to the queue.

Feature Licenses

The Feature Licenses utility is typically used by the Xerox Service Representative at installation.

The License Manager window displays a selection of features such as Diagnostics, Decomposers and Gateways. To enable these features a license string is required.

License strings are either provided by or purchased from Xerox.

Viewing licenses

To view licenses, select **Setup > Feature Licenses....**

The following information is presented:

- **Name of the license:** Licenses are listed alphabetically. The number of features contained within a license package is shown in parentheses after the license package name. Click the icon to the left of the package name to expand or collapse the view of the license package.
- **Type of license:**
 - **Package:** Contains the entire license package which may also contain features.
 - **Feature:** The FreeFlow Print Server supports the bundling of features into a package for licensing purposes. All the features in a license package share the same validating license numbers and expiration date. Each feature within a license package can be enabled or disabled separately.
 - **Status of the license:** Indicates if the license is valid or invalid. All features within the license package inherit the status of the license package.
 - **The State column:** indicates if the license is enabled, disabled, or mixed:
 - **Enabled:** The license package and all the features contained within the package are enabled.
 - **Disabled:** The license package and all the features contained within the package are disabled.
 - **Mixed:** Indicates that some features within the license package are enabled while others are disabled.
- **License expiration date:** All features within the license package inherit the expiration date of the license package.

Accessing license properties

1. To access license properties, select **Setup > Feature Licenses....**
2. If a license contains features, double-click the license to expand or collapse the view. The number of features within the license package is indicated in parentheses.

3. You can select license package or feature properties by performing one of the following:
 - Select **Setup > Feature Licenses....**
 - Right-click a license package or feature and select **Properties....**
 - Select a license package or feature and click the **Properties...** button.
4. If a license package is selected, in the License field select **Activate** or **Deactivate**.
If the license has features, you can enable or disable all features. The number of features within the license package is indicated in parentheses.
 - **Maintain Current Status:** The status of the license package and features within the license package remain the same. If marked, the **Enable All** and **Disable All** selections are grayed out.
 - **Enable All:** All the features within a license package are enabled. This selection is made available only if Maintain Current Status is cleared.
 - **Disable All.** All the features within a license package are disabled. This selection is made available only if Maintain Current Status is cleared.

If a license does not contain features, you can select from the following options.

- **Enable:** Enables the license.
- **Disable:** Disables the license.

The following fields are displayed:

- **License Name:** This field cannot be edited.
- **Package String:** available only on licenses containing features. This field can be edited.
- **Feature String:** This field can be edited.
- **Printer Serial Number:** The serial number of the printer that contains the license.
- **Expiration Date:** This field can be edited.

Select **OK** to save your changes and exit the dialog window.

If a feature is selected, it can be enabled or disabled. Since the validation status and expiration date of a bundled feature is set for the entire bundle, the remaining properties of an individual feature are read-only.

5. Select **Close** to exit License Manager.

Loading a license file

This feature allows you to update the licenses for features on the print server without requiring a service call. You can apply a permanent license, renew an expiring license, or download a license to a non-licensed system.

1. Select **Setup > Feature Licenses**.
2. Select **Load License File**. One of the following actions occur:

- The system checks for the presence of a CD with a license file before displaying the Select License File dialog window. If a CD containing a license file is located, the Load License File dialog window displays the CD in the Directory pull-down menu and highlights the first license file.
 - If a CD is not located, the Select License File dialog window displays the file system within the Directory pull-down menu. Locate the appropriate license file and select a valid license file from the Files field.
3. Select **Auto Update License** to update versions, license upgrades, features, etc.
 4. Once the correct file displays in the Selection field, click **OK**.
 5. Select **Close**.

Networking

This section details the network setup tasks for the printer. Gateway availability and configuration is based on your network environment and the gateways that were loaded and licensed when the FreeFlow Print Server software was installed.

Setting the Host Name and Internet Protocol

The Network Configuration window allows you to set the **Host Name** and **Internet Protocol**. You can also select **Restore Xerox Defaults** and **Clear Network Settings** in this section of the window. The Host Name and Internet Protocol are set at print server installation time and should only be modified by skilled personnel when a network change requires it.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. The **Host Name** box contains the name of the FreeFlow Print Server host. Change the Host Name to any name that is preferred.

Note

The Host Name will stay the same across server reboots.

4. The **Internet Protocol** menu controls the display of network configuration tabs and the IP mode used by the print server. Selections available are:

- a) **IPv4 Enabled:** When IPV4 is enabled, all tabs are enabled except the IPV6 tab.

FreeFlow Print Server sends and receives data via Internet Protocol Version 4 (64-bit addressing, for example, 13.241.32.64). It does not recognize any request to connect nor job submission via Internet Protocol Version 6 (IPV6), nor is it able to send data via IPV6.

- b) **IPv6 Enabled:** When IPV6 is enabled, all tabs are enabled except the IPV4 tab.

FreeFlow Print Server sends and receives data via Internet Protocol Version 6 (IPV6, 128-bit addressing, for example, 2630:0:290:6113:1D2B:98FE:B417:E45D:213:3FFF:FE76:137C). It does not recognize any request to connect nor job submission via Internet Protocol Version 4 (IPV4), nor is it able to send data via IPV4.

- c) **Dual Protocol; IPv4 Preferred:** When this option is selected, all tabs are enabled. This is also the Manufacture Default FreeFlow Print Server mode.

FreeFlow Print Server can send and receive data via either IPv6 or IPv4, however IPv4 is the preferred mode by default. For example, if FreeFlow Print Server receives multiple IP addresses of a remote host when it attempts to connect via a naming service (for example, DNS) using HostName, it will try the IPv4 addresses first. If this connection fails, it will try the IPv6 addresses. It is possible that none of the addresses will result in a good connection if there is no path to get to the remote host over v4 or v6.

- d) **Dual Protocol; IPv6 Preferred:** When this option is selected, all tabs are enabled.

Similar to the **Dual Protocol; IPv4 Preferred** option above, FreeFlow Print Server can send and receive data via either IPv6 or IPv4. However, when this option is selected, IPv6 is the preferred mode by default. For example, if FreeFlow Print Server receives multiple IP addresses of a remote host when it attempts to connect via a naming service (for example, DNS) using HostName, it will try the IPv6 addresses first. Failing that, it will try the IPv4 addresses. It is possible that none of the addresses will result in a good connection if there is no path to get to the remote host over either v4 or v6.

- e) **Network Disabled:** When this option is selected, the system is non-networked.

All Network Configuration tabs are inactive. FreeFlow Print Server cannot send nor receive data via any network connection. You must click **Restore Xerox Defaults** to put the system back to Manufactured Default networked state, or use the Solaris Sys-Unconfig command to achieve similar effect.

5. Click **OK** to save any changes made.
6. Reboot the print server after a switch is made from one Internet Protocol to another.

Restoring Xerox Defaults

Network values established on the server can be reset back to factory defaults.

Caution

Restoring defaults will set network values back to the factory defaults. Restoring IP values requires a DHCP server on the network. Do not proceed unless you are sure the factory defaults are acceptable to you and your network is able to handle this operation.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. In the top portion of the Network Configuration window, click **Restore Xerox Defaults**.
4. An alert will appear to ask if you want to continue with the Restore Defaults operation. Selection an option:
 - **Yes:** The system proceeds to restore default values.
 - **No:** The system closes the alert and cancels the operation.
5. If you selected **Yes** and the operation was successful, the system will display an alert. Click **OK** to reboot the system.

Upon reboot, the network configuration for the system is restored to DHCP / default IPv4 / base networking.

Clearing Network Settings

All network values established on the server can be cleared.

Caution

Selecting the **Clear All Settings** button will cause the system to clear all network configuration settings. The System will be placed in a non-networked, unconfigured state.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. In the top portion of the Network Configuration window, click **Clear All Settings**.
4. An alert will appear to ask if you want to continue with the Clear All Settings operation. Selection an option:
 - **Yes:** The system proceeds to clear all network values.
 - **No:** The system closes the alert and cancels the operation.
5. If you selected **Yes** and the operation was successful, the system will display an alert. Click **OK** to reboot the system.
Upon reboot, the network configuration for the system is in a non-networked, unconfigured state.

Setting the IPv4 tab

Use the IPv4 tab to set or modify IPv4 settings.

Note

If **Dual Protocol; IPv4 Preferred** or **Dual Protocol; IPv6 Preferred** is selected and the IP Configuration Method is **Static**, you can manually enter one or more IPv6 addresses under the IPv6 tab, and one IPv4 address under the IPv4 tab. The most-recently entered address is the address in effect.

Note

If **Dual Protocol; IPv4 Preferred** or **Dual Protocol; IPv6 Preferred** is selected and the IP Configuration Method is **Automatic**, the system automatically obtains its IPv6 IP address via auto-configuration and will also automatically obtain its IPv4 IP address via a DHCPv4 server.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. **Static** is the **IP Configuration Method** enabled by factory default. When this system was first powered on, an IP Address, Subnet Mask, and Default Gateway address should have been set. These items should now be displayed within the IP Address tab. If they are not present, type in the static **IP Address**, **Default Gateway** address, and **Subnet Mask**.
4. To change to an Automatic (DHCP) IP address, click the **IP Configuration Method** menu and select **Automatic**.

Note

When the IP Configuration Method is set to Automatic, all the text boxes change to: Value will be automatically generated after OK.

5. If Automatic addressing was unsuccessful, or is not desired, select **Static** from the **IP Configuration Method** menu and type the required addresses.
6. Click **OK** to save any changes made.
7. If a switch was made from one Internet Protocol to another, reboot the print server.

Setting the IPv6 tab

Use the IPv6 tab to set or modify IPv6 settings.

Note

If **Dual Protocol; IPv4 Preferred** or **Dual Protocol; IPv6 Preferred** is selected and the IP Configuration Method is **Static**, you can manually enter one or more IPv6 addresses under the IPv6 tab, and one IPv4 address under the IPv4 tab. The most-recently entered address is the address in effect.

Note

If **Dual Protocol; IPv4 Preferred** or **Dual Protocol; IPv6 Preferred** is selected and the IP Configuration Method is **Automatic**, the system automatically obtains its IPv6 IP address via auto-configuration and will also automatically obtain its IPv4 IP address via a DHCPv4 server.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. **Automatic** is the **IP Configuration Method** enabled by factory default. If IPv6 IP addresses are available, they will be present in the IP Addresses and Default Gateways tables.

Note

The IP Addresses and Gateway tables have standard table behaviors. Column width can be adjusted and clicking a column header will sort the column.

Note

If the system is non-networked, IP Configuration Method is grayed out and cannot be changed. If the system is in IPv6 or a Dual Protocol Automatic mode, the IP Addresses and Gateway tables are read-only and both sets of Add, Edit, and Delete buttons are inactive.

4. To change to static IP addresses, click the **IP Configuration Method** menu and select **Static**.
Both sets of Add, Edit, and Delete buttons become active.
5. Add new IP addresses, edit or delete existing addresses, as required.
6. Click **OK** to save any changes made.
7. If a switch was made from one Internet Protocol to another, reboot the print server.

Adding or Editing an IP or Gateway address

From the IPv6 tab, IP and Gateway addresses can be added or edited.

Note

The **IP Configuration Method** menu must be set to **Static** to edit or add an IPv6 IP address.

1. To add an IPv6 IP address:
 - a) Next to the **IP Addresses** table, click **Add**.
 - b) In the Add IP Address window that appears type an **IPv6 Address** (40 characters maximum) and **Subnet Prefix Length** (4 characters maximum).
 - c) Click **Add** to add the new address. The address is validated and saved if it is valid, otherwise an error message displays.
 - d) The Add IP Address window remains on the screen to allow entry of another IP address. Repeat steps a and b for each additional address or click **Close** to exit the window.
2. To edit an IPv6 IP address:
 - a) In the **IP Addresses** table, select an address in the table and click **Edit**.
 - b) In the Edit IP Address window that appears type or edit the **IPv6 Address** (40 characters maximum) and **Subnet Prefix Length** (4 characters maximum).
 - c) Click **OK** to add the new address. The address is validated and saved if it is valid, otherwise an error message displays.
 - d) Click **Close** to exit the window.
3. To add an IPv6 Gateway address:
 - a) Next to the **Default Gateways** table, click **Add**.
 - b) In the Add Default Gateway window that appears type an **IPv6 Address** (40 characters maximum).
 - c) Click **Add** to add the new address. The address is validated and saved if it is valid, otherwise an error message displays.
 - d) The Add Default Gateway window remains on the screen to allow entry of another IP address. Repeat steps a and b for each additional address or click **Close** to exit the window.
4. To edit an IPv6 Gateway IP address:
 - a) In the **Default Gateways** table, select an address in the table and click **Edit**.
 - b) In the Edit Default Gateway window that appears type or edit the **IPv6 Address** (40 characters maximum).
 - c) Click **OK** to add the new address. The address is validated and saved if it is valid, otherwise an error message displays.
 - d) Click **Close** to exit the window.

Deleting an IP or Gateway address

From the IPv6 tab, IP and Gateway addresses can be deleted.

Note

The **IP Configuration Method** menu must be set to **Static** to delete an IPv6 IP address.

1. In the **IP Addresses** table or **Gateway** table, select one or more addresses.
2. Either right-click and select **Delete** from the pop-up menu or click the **Delete** button.

**Caution**

Selected addresses are deleted immediately without a warning dialog appearing.

The selected IP addresses are removed from the table.

3. Click **OK** to save any changes made.

Single IP and Dual IP port forwarding

Using the Single IP feature, both the printer and the DFE running FreeFlow Print Server are accessed from the user's network via a single IP address. This feature eliminates the need for a network hub/switch device, and the need for the user to allocate separate IP addresses for FreeFlow Print Server and the printer.

The system administrator may view and configure the Port Forwarding behaviors of FreeFlow Print Server. Enabling the port forwarding behavior permits a user's networked client PCs to access a selected subset of the printer network services through FreeFlow Print Server by accessing the IP address of the DFE. Protocols that can be forwarded from FreeFlow Print Server to the printer, known as inbound requests, include selected print submission protocols and device administration protocols.

This feature also enables the printer controller to access the user's network services by forwarding all network requests that are initiated by the printer from the FreeFlow Print Server private network to the user's network. No outbound traffic is blocked by the single IP port forwarding feature.

In the Single IP configuration, the printer is connected to the private interface of the FreeFlow Print Server Platform. In this case, network clients may access the printer only through the FreeFlow Print Server IP address.

By default with the single IP Feature, port forwarding behaviors are disabled and the network client cannot access the printer services directly.

The user would submit jobs to FreeFlow Print Server only. FreeFlow Print Server processes the jobs and sends the images to the printer over the print engine cable.

If the user wants to submit jobs directly to the Printer without spooling and RIPing the jobs in FreeFlow Print Server, the administrator may enable the port forwarding behavior for the selected Print Services running on the printer.

With Dual IP mode, FreeFlow Print Server and the printer are assigned a public IP address and the printer is directly accessible to network clients. A network client would access the printer directly by using the IP address of the printer, since it is connected to the user's network.

Enabling and disabling port forwarding for Raw Print/LPR in Single IP mode

To enable or disable port forwarding:

1. Select **Setup > IP/Port Forwarding**.

The IP/Port Forwarding Configuration window displays.

2. The following information displays:

- **Current mode:** Indicates the current active mode. **Single IP** mode is the default.
- **IP Mode:** Allows you to select **Single IP** or **Dual IP** mode.
- **Private Interface IP:** The IP address of the FreeFlow Print Server Private Network interface, which is directly connected to the printer.
- **Printer Side Interface IP:** The IP address of the printer.
- **Private Interface Name:** Logical network interface name of the FreeFlow Print Services Private Interface, which is connected to the printer. This name is assigned by the Solaris operating system.
- **Service Name:** Name of the workflow service.
- **IP Forward Direction:** Provides information whether the service that is running on the printer acts as a server or client. **Inbound** means the printer will be available for, and provide service for a request. **Outbound** means the printer generates the request.
- **Port Forward:** Indicates the status of the FreeFlow Print Server-managed IP forwarding behavior. Disabled means that the service request will be handled by FreeFlow Print Server. Enabled means FreeFlow Print Server will forward the service request to the printer and the printer will process it.
- **Port:** Port number assigned to the service at the the FreeFlow Print Server public network side.
- **Printer Port:** Port number assigned to the service at the printer side.

Note

NA is given as the port number used by services running on the printer that generate the outbound requests . These outbound port numbers are typically assigned by the Printer operating system, and cannot be predicted in advance.

The GUI does not provide an option to enable or disable the port forwarding behavior for all services. However the System Administrator can change the LPR and Raw print (9100) port forwarding behavior to either enabled or disabled.

The System Administrator is not allowed to change the Port number for LPR/Port 9100 port forwarding behavior.

3. Right-click on the service and select **Enable** or **Disable**.
4. Click **OK**.

The single IP port forwarding feature does not support the IPv6 network environment in Single IP mode.

Switching from Single IP mode to Dual IP mode

Perform the following prerequisites before switching to Dual IP mode:

- Disconnect the LAN connectivity between the FreeFlow Print Server DFE private interface and IOT.
- Connect the IOT to the LAN network.
- Configure IOT Network Interface connection mode as either DHCP or Static mode.

- Reboot the IOT.

1. Select **Setup > IP/Port Forwarding**.

The IP/Port Forwarding Configuration window displays.

Note

The printer status will be **Printer Ready** state only if the IOT is in Static/DHCP mode with the default IP Address 100.100.100.101, and is able to communicate with DFE. Otherwise the printer will be in an error status mode.

2. Select **Dual IP** from the **IP Mode** drop-down list.
3. Enter the IP Address of the printer in the **Printer Side Interface IP** field. The default IOT IP address is 100.100.100.101.
The **Private Interface Name** and **Private Interface IP** field and the **Enable** and **Disable** options are grayed out.
4. Click **OK**.

Switching from Dual IP mode to Single IP mode

Perform the following prerequisites before switching to Single IP mode:

- Disconnect the LAN connectivity of the IOT.
- Connect the IOT LAN cable with the FreeFlow Print Server DFE private interface.
- Set the IOT Network Interface to DHCP Mode.
- Reboot the IOT.

1. Select **Setup > IP/Port Forwarding**.

The IP/Port Forwarding Configuration window displays.

2. Select **Single IP** from the **IP Mode** drop-down list.

The **Private Interface Name**, **Private Interface IP**, and **Printer Side Interface IP** fields are grayed out.

3. The option to **Enable** or **Disable** the service for Raw Print and LPR is enabled.
4. Click **OK** to save any modifications.
5. Power the IOT off and then power it on.

Setting the NIS / NIS+ tab

If you will be using NIS to distribute password, group, or host address information on your UNIX network, select the **NIS/NIS+** tab.

Note

In IPv4-only mode, FreeFlow Print Server allows only IPv4 addresses to be entered.

In IPv6-only mode, FreeFlow Print Server allows only IPv6 addresses to be entered.

In Dual mode, FreeFlow Print Server allows either type of address to be entered.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration....**
3. Select the **NIS / NIS+** tab.
4. Select **Enable Name Service**.

5. The NIS Plus radio button is enabled by default. If desired, select the **NIS** radio button instead.
6. Select the **Find NIS Server** check box to query the network for the name and IP address of the Network Information Service server.
7. If the NIS server is not found, or the Find NIS Server check box is left unselected, use the supplied fields to type in the **NIS Domain Name**, **NIS Server IP** address, and **NIS Server Name**, if known.
8. Click **Apply** or **OK** to save your settings.

Setting the DNS tab

If you will be using DNS for Hostname resolution on your network, complete the settings on the **DNS** tab.

Note

In IPv4-only mode, FreeFlow Print Server allows only IPv4 addresses to be entered.

In IPv6-only mode, FreeFlow Print Server allows only IPv6 addresses to be entered.

In Dual mode, FreeFlow Print Server allows either type of address to be entered.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. Select the **DNS** tab.
4. If it is not already enabled by factory default, select the **Enable DNS** check box to enable it.
5. Select the **Enable Dynamic DNS Registration** check box if your network uses a dynamic DNS server to automatically update host name to IP address mapping.
6. In the **Domain Name** box, type in the domain that this device resides in (for example, Xerox.com).
7. In the **DNS Server** list, provide the IP addresses of up to three DNS servers to search when resolving host names to IP addresses.
8. In the **Domain Search List**, provide the names of other domains to search, if needed, to resolve the host name.
9. Click **Apply** or **OK** to save your settings.

Setting the Options tab

If you will be using **NetBIOS Name**, **WINS**, **Active Directory Services (ADS)**, set the **Ethernet Speed**, or view the **Ethernet MAC Address**, complete or view the settings on the Options tab.

Note

NetBIOS and WINS are both IPv4 features. They are inactive in IPv6-only mode.

Note

SMB / FTP settings are shown only on systems with scanners. For systems without a scanner, the settings are hidden.

1. Log on as a System Administrator.
2. Select **Setup > Network Configuration...**
3. Select the **Options** tab.

4. The **NetBIOS Name** is, by default, the same as the Host Name. To change the NetBIOS Name, replace the default name.
5. If you will be using WINS for NetBIOS name resolution on your Microsoft network:, in the **WINS (IPv4 only)** area:
 - a) Select the **Enable WINS** check box.
 - b) In the **Primary WINS Server** box, type the IP address of the Primary WINS server for resolution of NetBIOS names to IP addresses on the Microsoft network.
 - c) Click **Apply** or **OK** to save your settings.
6. If there is a scanner attached to the system, select any of the available options:
 - **Enable SMB Filing**
 - **Enable FTP Filing**
 - **Enable SFTP Filing**
7. If an ADS domain has been created the domain name is visible in the **Active Directory Services (ADS) Domain** box.
 - a) To join an ADS group click **Join....**
 - b) In the ADS groups window, select a group to join.
 - c) Select **OK**.
8. To set an **Ethernet Speed**, select a speed from the Ethernet Speed menu.
9. The Ethernet MAC Address box displays the MAC address of the Ethernet connection currently in use.
10. Click **Apply** or **OK** to save your settings.

Auto Proxy Detection

Auto Proxy Detection enables the system to detect the user's proxy HTTP server details automatically within the user's LAN by use of the WPAD protocol combined with PAC (proxy auto-configuration) files.

Many networks require outbound connections to the public internet to go through a proxy HTTP server, also called a Web Proxy, or a Web Proxy Server, situated between the user's internal network and the public internet. Applications running on such a user network must therefore know the address and port number of this proxy if they require access to the public internet.

The Auto Proxy Detection feature automates the setting of this proxy information where possible, by using information available within the user's intranet. This is not always available in every user environment.

Proxy configuration is available from FreeFlow Remote Print Server.

Requirements for Single IP Configuration

1. FreeFlow Print Server acts as a DHCP server for the engine controller on the private network.

2. Upon system startup, when the engine (IOT) controller requests WPAD info via DHCP, FreeFlow Print Server DHCP service will respond with the available PAC URL. This allows the engine controller to locate the user's Web Proxy Server, thus providing engine-centric features with outbound access to the public network.

The above Single IP scenario only works when FreeFlow Print Server is started before the engine controller (enabling FreeFlow Print Server to learn the Web Proxy Server's info before being queried by the engine controller for this information) in the system startup sequence. Any system startup workflow in which the engine controller is started before FreeFlow Print Server will likely result in the engine controller not receiving the correct Web Proxy Server info from FreeFlow Print Server, meaning that engine-centric features will not have outbound access to the public network.

Setting the Proxy Configuration

1. Click **Setup > Network Configuration**. The Network Configuration window displays the Host name, Internet Protocol details and default network configuration settings.
2. Select the **Options** tab and click **Settings** under **Proxy Configuration**. The Proxy Configuration window is displayed with the **Automatic Configuration** settings and **Manual Settings** options.
3. Select one of the following options:
 - a) To enable WPAD via DHCP, click the **Automatically Detect Settings** checkbox (this option is enabled by default).
 - b) To Enable WPAD via DNS, click the **Use DNS** checkbox.
 - c) To enable Auto Proxy detection by downloading a Proxy Auto Configuration (PAC) file off the user network, click the **Use Automatic Configuration Script** checkbox (this option is disabled by default). Then enter the URL of the PAC file (also called the script) in the **Address** textbox.
 - d) To supply the Web Proxy Server manually, click the **Manual Proxy** checkbox, and enter the proxy server IP address or hostname in the **Server** textbox and enter the port number in the **Port** textbox.

Setting up LPD

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **LPD** tab.
4. If it is not already enabled by factory default, select the **Enabled** radio button for **Line Printer Daemon (LPD)**.
5. Select the **Enabled** radio button for **LPD Default Queue**.

Note

For Production systems, with numerous internal printer queues set up with Queue Manager, if this setting is disabled, client LPR ports can be configured to send jobs to your queue of choice.

6. Leave the LPD Port at its default value of 515.

Note

LPD listens on port 515 for incoming TCP connections from clients.

7. Click **Apply** or **OK** to save your settings.

Entering Proxy Information Into Remote Services

In support of effective diagnostics, at the time that your system is first installed you should enter your HTTP Proxy Server name and HTTP Proxy Port number into the Remote Services feature of the system.

1. Log on as a System Administrator.
2. Select **System > Remote Services....**
3. Select **Options > Configure Remote Services....**
4. Enter your HTTP Proxy Server name (IP address) and HTTP Proxy Port number.
5. Enter the Proxy User name and Proxy Password (if required by your Proxy server).
6. Select **OK**, then **Close**.

Enabling Raw TCP/IP (Port 9100)

1. Log on as a System Administrator.
2. Select **Setup > Gateways**.
3. Select the **Socket** tab.
4. Select **Port 9100**, right click and select **Properties**.
5. Select a **Port Number**.
6. Select a **Queue**.
7. Choose a **VPS Option** from the **VPS Options** drop-box.

The acronym VPS stands for VTAM Print Service, which enables the printer to operate in a VTAM/SNA (mainframe data printing) environment.

- Select **Non-VPS** for operation with page description languages such as PCL and PostScript.

Note

If you do not have a valid PostScript license, the system does not process PostScript jobs.

8. Select **OK**.
9. Select **Port 9100**, right click and select **Enable**.
10. Select **Apply** or **OK** to save your settings.

Configuring SNMP

SNMP (Simple Network Management Protocol) provides a method to remotely monitor and diagnose printer performance over the network. Once SNMP has been enabled at the printer, SNMP Manager software, running on a network-connected workstation, polls the printer's SNMP Agent for operating information and receives traps from the Agent regarding the occurrence of specific events. Examples of such events might be an alert that one or more of the printer's trays is out of paper, or that the printer is low on toner.

Examples of typical SNMP Manager software include:

- IBM Network Printer Manager
- Novell Managewise

- TNG Unicenter
- HP OpenView
- Xerox CentreWare

Note

Novell support is discontinued with FreeFlow Print Server 9.0 and higher.

Accessing SNMP settings

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **SNMP** tab.

Enabling SNMP

1. Log on as a System Administrator.
2. Select **Setup > Gateways.**
3. Select the **SNMP** tab.
4. Mark the **Enable SNMP** check box.
5. Place a check mark in the **Enable Authentication Traps** if you want to receive notification of authentication events at the device.
6. Accept the default name or type a new name in the text box for **Read Community String**.

This is the password for SNMP Get requests issued by the SNMP Manager to the Agent.

7. Accept the default name or type a new name in the text box for **Write Community String**.

This is the password for SNMP Set requests issued by the SNMP Manager to the Agent.

Caution

If you change the Read (Get) and Write (Set) Community Strings, you must also change the strings used by all network applications communicating by SNMP with this Agent.

8. Accept the default name or type a new name in the text box for **Trap Community String**.

This is the password for SNMP Traps sent by the Agent to the SNMP Manager.

9. Select **OK** or **Apply** to save settings.

Configuring or Viewing SNMP Serial Numbers

The status of components can be reported by serial numbers. Components with serial numbers include feeders, trays, and stackers.

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **SNMP** tab.
4. To configure or view component serial numbers, click the **SNMP Serial Numbers...** button.

5. Where allowed, such as in the case of trays, type the serial numbers of the listed components into the text boxes supplied.

Note

Serial numbers for feeders and stackers are supplied by the system and can only be viewed.

6. Click **OK** to accept your entries, or **Cancel** to close the window without enabling any changes.

Setting up SNMP Internationalization

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **SNMP** tab.
4. Select the **Internationalization...** button.
5. From the **Language** pull-down, select the desired language package to use. The default setting is **Same as Local User Interface**.
6. If desired, use the radio buttons to select the units of measure to use. The choices are:
 - **US English**
 - **Metric**
 - **Same as Local User Interface** (this is the default setting)
7. Select **OK** to return to the main **SNMP Gateway** tab.

Configuring Common IPP and SNMP Settings

Common Settings available for display by the IPP or SNMP Manager include:

- Printer Administrator
- Printer Administrator Phone Number
- Printer Administrator URL
- Printer Administrator Location
- Printer Location
- General Printer Name. To configure the common settings:

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **IPP** or **SNMP** tab.
4. Click the **Common Settings...** button.
5. Type the applicable information into the available text boxes.
6. Click **OK** to save your settings.

Setting or Editing SNMP Trap Parameters

1. Log on as a System Administrator.
2. Select **SetupGateways....**
3. Select the **SNMP** tab.
4. Double click on any numbered horizontal line in the **Traps** table.

5. In the box supplied for **TCP/IP networks**, type in the IP address of the workstation which is running the SNMP Manager program.
6. In the box supplied for **NetWare networks**, type in the MAC address (NIC hardware address) of the workstation that is running the SNMP Manager.
7. For TCP/IP networks, enable the **Port Number** radio button and type in **162** for the port number of the SNMP Manager workstation that will be receiving UDP datagrams from the device's SNMP Agent.
8. For IPX networks, enable the **Port Number** radio button and type in **9010** for the default IPX Socket Number of the SNMP Manager workstation.
9. Select a **Trap Client Persistence**:
 - **Volatile**
 - **Non-Volatile**
10. Under the **Trap SNMP Version** heading, select the SNMP version supported by your SNMP Manager.

Note

The Xerox Common Management Interface (XCMI) used by this system supports both SNMP versions 1.0 and 2.0.

11. Under the **Traps Type** heading, place a check mark in the available boxes for the type of Traps you wish to send to the Manager.
 - Check the **Printer Alert** box for traps regarding tray condition.
 - Check the **Warm Start** box for traps regarding system reboots.
 - Check the **Cold Start** box for traps regarding the powering on of shut down systems.
12. Click **OK** or **Apply** to save your settings.

IPP

Internet Print Protocol (IPP) is a standard for printing over the Internet. The IPP client generates printing and status instructions to be received and processed by the FreeFlow Print Server IPP gateway. The System Administrator must configure the IPP Gateway.

IPP allows printing from virtually anywhere using Internet or Intranet access.

The gateway provides the ability to:

- Generate a list of capabilities for a particular printer
- Send a print job request to a selected group
- Query any queue or job
- Instruct the printer to retrieve the document to be printed
- Check on the progress of a particular print job
- Cancel and/or purge a previously submitted print job
- Support streaming if the designated queues input value is set to Stream. A job can start printing before all document data has been transferred
- Provide a notification from the printer in case of problems with the job

- Provide sufficient security for printing over the Internet

Enabling IPP

1. Log on as a System Administrator.
2. Select **Setup > Gateways**.
3. Select the **IPP** tab.
4. Select **Enable IPP**.
5. Under the **Remote Authorization** heading, decide whether or not you wish to let Internet or Intranet users cancel or purge their print jobs.
 - To enable these capabilities, select the box preceding the **Allow Job Cancel** and/or **Allow Job Purge** settings.
 - To disable these capabilities make sure that the check boxes are empty.
6. Click **Common Settings** to edit general information available for display by this printer and select **OK**.
7. Click **Apply** or **OK** to save your settings.

NetWare (NDS and Bindery)

The NetWare Gateway supports NetWare Directory Services (NDS) and bindery emulation connections. In addition, it provides support for IPX/SPX over Ethernet 802.2, Ethernet II, and Ethernet 802.3 frame types. The gateway requires the gateway protocol and network numbers to be configured manually.

The System Administrator needs to configure the NetWare Gateway and then configure the Queue Server component of the NetWare Gateway for either an NDS or a Bindery connection.

The IPX/SPX protocol supports streaming to a queue with an Input value set to Stream.

The Queue Server component of the NetWare Gateway occupies a connection on a NetWare Server where it monitors a specific NetWare print queue for jobs. Jobs are submitted from NetWare clients to a printer queue to a NetWare Server. Once a job is received by the NetWare print queue, the queue server pulls the job to the Print Server for processing and printing.

Setting up the Netware Server

NDS - Set up a Print Server object, Print Queue object, and Printer object in the appropriate Context (NDS Tree) using NetWare Administrator, NetAdmin, or PCONSOLE. Refer to the documentation supplied by Novell (www.novell.com) to complete this task.

Note

Novell support is discontinued with FreeFlow Print Server 9.0 and higher.

For later use in setting up the printer, record precisely (observing upper and lower case, dot notation, etc.) the following items used in setting up objects on the server:

- NDS Tree
- NDS Context Name
- Print Server name

- Print Server password

Note

If the printer services queues on multiple file servers, the Print Server name and password must be the same on all the file servers.

Bindery - Set up a Print Server, Queue, and Printer Configuration on the Primary (File) Server using PCONSOLE. Refer to the documentation supplied by Novell (www.novell.com) to complete this task.

For later use in setting up the printer, record precisely (observing upper and lower case, punctuation, etc.) the following items:

- File (Primary) Server name
- Print Server name
- Print Server password
- Queue name assigned

Note

If the printer services queues on multiple file servers, the Print Server name and password must be the same on all the file servers.

Setting the Frame Type and Novell Net Number

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **NetWare** tab.

Note

If the **NetWare** tab is grayed out, select **Feature Licenses...** from the **Setup** menu and verify that the Novell NetWare Gateway license is present and enabled. If the license is not present, contact your Xerox representative.

Note

Novell support is discontinued with FreeFlow Print Server 9.0 and higher.

4. The **NetWare** tab indicates NetWare routes and their supported frame types. Auto Configuration is the default setting for detection. Manual Configuration can be selected by clicking **Setup....**
5. Verify that a displayed Frame Type and Novell Net Number matches your network settings.
6. To make changes to the displayed information, select **Setup > Manual Configuration > OK**.
7. When the Warning prompt displays, click **OK**.
8. When the Question window displays, select **Now** or **Next Restart** to determine when the configuration change occurs.
9. Select the line representing the setting that you would like to change and right click the system mouse.
10. From the displayed window, select **Properties...**, **Add...**, or **Delete...** to bring up a window enabling you to make your changes.

11. Click **OK** on the window after your changes have been made, then respond to the prompt as to whether you wish your changes to be configured **Now** or on the **Next Restart**.

Accessing Queue Server to configure printer to server communications

1. Log on as a System Administrator.
2. Select **Setup > Gateways....**
3. Select the **Queue Server** tab.
4. In the upper left corner of the Queue Server window, note the displayed Mode.
 - For the Office system (Multi-Function Printer) the Mode should be displayed as Office.
 - For the Production system the Mode should be displayed as Production.
5. If the displayed mode does not match your system:
 - a) Click the **Setup...** button
 - b) Select the correct Mode
 - c) Click **OK**.
 - d) When the Warning prompt displays, decide if you wish to continue with the Mode change. If the answer is yes, click **OK**.
 - e) When queried as to whether you wish your changes to be configured Now or on the Next Restart, click **Now**.

Note

The Queue Server window provides two tables for configuring the printer\qs connection to the NetWare server. The upper table is used for configuring NDS connections, while the lower table is used for configuring Bindery connections.

Configuring Queue Server in Office Mode

In Office Mode, Queue Server logs into the listed NetWare File Servers as a named Novell Print Server, and determines what NetWare queues to service by reading the File Server's Print Server configuration information. All jobs pulled from the Server's queues are placed into the printer's single, default internal queue for processing. The system supports at least eight different Print Server connections in any combination of NDS or Bindery configurations.

Note

Novell support is discontinued with FreeFlow Print Server 9.0 and higher.

1. To view the properties of an existing connection configuration, in either the **NDS** or **Bindery** table, right click on a horizontal selection line and select **Properties....**
2. To delete an existing connection configuration, in either the **NDS** or **Bindery** table, right click on a horizontal selection line and select **Delete....**
3. To add a new connection configuration, click on the **New...** button in the window's lower right corner, or right click on a blank horizontal selection line and select **New....**
4. When the New Queue Server window displays, select **NDS** or **Bindery**.
5. If you selected **NDS**:

- a) In the boxes provided, enter a **Tree Name** of up to 32 characters and a **Context Name** of up to 256 characters and click **Next**.

The Context Name can be in either typeful (CN=name.OU=name.O=name.C=name) or distinguished (common_name.name.name.name) format.

Note

These names must match the NDS Tree Name and NDS Context Name that were recorded when initially performing the Setting Up the NetWare Server procedure.

- b) In the boxes provided, enter the Print Server name and password that match those that were recorded when initially performing the Setting Up the NetWare Server procedure.

Print Server names for NetWare 4.x and newer versions can be up to 64 characters long. The Print Server password can be up to 127 characters long.

- c) For Query Interval (queue polling interval), either accept the 5 second default setting, or use the selection arrows to choose a setting of 1 to 240 seconds.

6. If you selected Bindery, click **Next**

- a) In the boxes provided, enter a File Server (Primary Server) name, Print Server name, and Print Server Password that match those that were recorded when initially performing the Setting Up the NetWare Server procedure. Print Server names for NetWare 3.x are limited to 47 characters.

Print Server names for NetWare 4.x and newer versions can be up to 64 characters long. The Print Server password can be up to 127 characters long.

- b) For Query Interval (queue polling interval), either accept the 5 second default setting, or use the selection arrows to choose a setting of 1 to 240 seconds.
- c) Click **OK**.
- d) Respond to the prompt as to whether you wish your changes to be configured **Now** or on the **Next Restart**.

Configuring Queue Server in Production Mode

In Production Mode, Queue Server logs into the listed NetWare File Servers as a named Novell Print Server, and services the NetWare queues specified in Queue Server. Jobs pulled from each NetWare queue are placed into one of a number of possible internal printer queues, also specified in Queue Server. The system supports at least eight different Print Server connections in any combination of NDS or Bindery configurations.

Note

Novell support is discontinued with FreeFlow Print Server 9.0 and higher.

1. To view the properties of an existing connection configuration, in either the **NDS** or **Bindery** table, right click on a horizontal selection line and select **Properties....**
2. To delete an existing connection configuration, in either the **NDS** or **Bindery** table, right click on a horizontal selection line and select **Delete....**
3. To add a new connection configuration, click on the New... button in the window's lower right corner, or right click on a blank horizontal selection line and select **New....**
4. When the New Queue Server window displays, select **NDS** or **Bindery**.

5. If you selected **NDS**:

- a) In the boxes provided, enter a Tree Name of up to 32 characters and a Context Name of up to 256 characters and click **Next**.

Note

These names must match the NDS Tree Name and NDS Context Name that were recorded when initially performing the Setting Up the NetWare Server procedure.

The Context Name can be in either typeful (CN=name.OU=name.O=name.C=name) or distinguished (common_name.name.name.name) format.

- b) From the displayed list at the top of the next window, select a Print Server.
- c) In the box provided, enter the Print Server Password that matches the password recorded when initially performing the Setting Up the NetWare Server procedure. The Print Server Password can be up to 127 characters long.
- d) Click the **Logon** button.
- e) From the displayed list at the top of the next window, under the NetWare heading, select a **Print Queue**.
- f) From the displayed list at the bottom of the window, under the FreeFlow Print Server heading, select an internal printer queue to receive the jobs pulled from the previously selected NetWare queue.

Note

Internal printer queues are created using Queue Manager.

- g) Click **OK**, then respond to the prompt as to whether you wish your changes to be configured **Now** or on the **Next Restart**.

6. If you selected **Bindery**:

- a) Click **Next**.
- b) From the displayed list at the top of the next window, select a File Server.
- c) In the **User Name** and **Password** boxes provided, enter your Bindery Server login name and password (authenticating your rights to manage the print server and queue).
- d) Click the **Logon** button.
- e) From the displayed list at the top of the next window, select a Print Server.
- f) In the box provided, enter the Print Server Password that matches the password recorded when initially performing the Setting Up the NetWare Server procedure. The Print Server Password can be up to 127 characters long.
- g) Click the **Logon** button.
- h) From the displayed list at the top of the next window, under the NetWare heading, select a Print Queue.
- i) For Query Interval (queue polling interval), either accept the 5 second default setting, or use the selection arrows to choose a setting of 1 to 240 seconds.
- j) From the displayed list at the bottom of the window, under the FreeFlow Print Server heading, select an internal printer queue to receive the jobs pulled from the previously selected NetWare queue.

Note

Internal printer queues are created using Queue Manager.

- k) Click **OK**, then respond to the prompt as to whether you wish your changes to be configured **Now** or on the **Next Restart**.

AppleTalk

Enabling AppleTalk through License Manager

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

Print jobs can be submitted from Macintosh clients to the Print Server for printing over the AppleTalk print path. The System Administrator must configure the AppleTalk Gateway with the proper Phase Type and Zone. The AppleTalk Gateway supports streaming if the designated Input value of the queue is set to Stream.

Before setting up the gateway, the AppleTalk PAP must be installed and licensed. The AppleTalk Gateway software is installed and the license enabled on the Print Server by the Xerox service representative.

1. Log on as a System Administrator.
2. Select **Setup > Feature Licenses**.
3. If necessary, expand the Ethernet Network selection.
4. Right click on the horizontal selection line labeled AppleTalk Gateway and select **Properties**.
5. In the Properties window, make sure that the **Activate** radio button under the License heading is selected.
6. Make sure that the **Enable** radio button under the Feature heading is selected.
7. Make sure that **AppleTalk Gateway** is the name displayed under the **License Name** heading.
8. If not part of a license package, the License String should be filled in with a lengthy string of characters (letters and numbers).
If this is not the case, contact your Xerox representative.
9. Select **OK** or **Apply** to save your settings, or **Cancel** to close the window without making any changes.

Viewing or Changing Phase Type and Zone Name

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

1. Log on as a System Administrator.
2. Select **Setup > Gateways**.
3. Select the **AppleTalk** tab.
4. Select **Enable Apple Talk**.
The remaining fields become active.
5. Select an AppleTalk Phase.

Phase Type is set to 2 by default. This denotes a multi-zoned network of 256 workstations per zone. The Phase 1 setting, which is available by clicking the selection arrow, is an older phase with a limit of 256 workstations on a single network.

6. The Zone Name is set as a star (*) by default. This setting lets the closest router assign the printer to a zone. You also can configure the Zone Name as necessary.
7. If required, make changes to the settings then click **Apply** or **OK**. If no changes are required, click **Cancel**.
8. To log off, select **Logoff** from the Logon menu.

Microsoft ADS User Names

Beginning with software release 3.1, a Single Sign-On feature, available under the FreeFlow Print Server Setup menu, lets System Administrators configure the system to join a Windows 2000 domain enabling users to log on to the printer with Microsoft Active Directory Services (ADS) user names.

Configuring the system to join the domain

1. Create a user account for the system on a Windows 2000 domain controller.
2. Log on as a System Administrator.
3. Select **Setup > Single Sign-On**.
4. Select **Enable DNS**.
5. In the Windows Domain Name box, provide the fully qualified DNS name or NetBIOS name for the Windows 2000 domain controller.
6. Select **Join Domain...**
7. In the Active Directory Services Login dialog, enter in the User Name and Password that matches the information that was used when creating the user account for the system as described in step 1 above.
8. Click **OK**.
9. Observe that three boxes are provided for mapping ADS network groups to the three user account groups (administrators (sa), operators, users) permitted to log on to the printer.
10. Modify the ADS network group names, as required, to reflect the network group names being used in your Microsoft Active Directory Services domain.
11. Click **OK**.

Logging on to the system with ADS user names

Note

ADS network groups must have been mapped to the three user account groups (administrators (sa), operators, users) permitted to log on to the printer. This mapping provides ADS logged in users with their appropriate operating privileges on the printer.

From the Logon menu, users select **ADS** for authentication, then log on to the system with their ADS user names and passwords.

Encoding

Encoding defines the character encoding scheme that is expected by each of the available gateways. Most of the options for each gateway are specific to Japanese character sets. For non-Japanese installations, select ISOLatin.

Setting up encoding

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

1. Select **Setup > Gateways....**
2. Select the **Encoding** tab.
3. Depending on your system configuration select a language from the **Netware, Lp/Lpr,** and/or **AppleTalk** pull-down menus.
4. For non-Japanese installations, select **ISOLatin**.
5. Select **OK**.

Online Gateway Setup

Note

Online Setup can be configured only if the Online Gateway package has been installed.

1. Select **Setup > Gateways**.
2. Select **Online Setup** tab.
3. Enter a **Host Channel Address** and a **Host Name**, if desired.
 - **Host Channel Address** (optional): The address of the channel to which the channel interface connects. The host uses this address to send data to the channel interface. Valid values are between 00 and FF, inclusive.
 - **Host Name** (optional): The name of the host to which the channel is connected. No verification is performed. The maximum number of characters is 40.
4. Select a Data Transfer Mode.

The differences between the data transfer modes are speed and cable-length requirements.

 - **Single Tag Interlock:** The slowest option. Single tag interlock is cable-length dependent and limited to 200 feet (61 m).
 - **Double Tag Interlock:** Twice as fast as single tag. Double tag interlock is cable-length dependent and limited to 200 feet (61 m). The system should operate in double tag mode unless constrained by configurations to channels with cable lengths greater than 200 feet (61 m).
 - **Data Streaming:** Cable-length independent up to 400 feet (122 m), and is usually reserved for fast devices (including Xerox printers) that operate at extended lengths. Systems should operate in Data Streaming mode only at your direction and configuration. Data Streaming mode is not interlocked; therefore, data transfer errors may occur. If data transfer errors do occur, the printer must be switched to the next lower data transfer mode. When Data Streaming is enabled, you can select between two different data rates.

5. Add any devices and/or modify any options required for controlling the devices on the channel. Devices that are already set up, are shown in the Devices list.

Note

You cannot add a device while the Online Channel Interface is enabled from the Online Manager.

Device Options:

- **Name:** The user-supplied name that identifies each configuration is limited to 40 characters. The printing system references this name in the Online Manager.
 - **Address:** The address specified on the host for the printing system.
 - **Buffer Size:** Determines how much data is collected by the gateway before being transferred to the decomposer. A large buffer size helps improve throughput by reducing the number of times the gateway must supply data to the decomposer. Using a smaller buffer size may reduce throughput, due to the increased overhead of processing many small blocks of data. However, in the event of a system failure, data in the buffer may be lost. This means the buffer size should be reduced if concern about how data might be lost during a system failure outweighs the need for maximum throughput. This field has a valid range between 4 KB and 64 KB, inclusive. The buffer size default is set at 64 KB.
 - **Emulation:** Provides the selection of Line Printer emulations supported by the printing system. The default is IBM 4245.
6. Do one of the following:
 - Right-click the Devices group box and select **Add...** from the menu. The Add Device window opens.
 - Right-click a device in the Devices group and select **Modify...** from the menu. The Modify Device window opens.
 7. Type an identifying name; enter a valid address and buffer size, and select an emulation mode from the **Emulation** pull-down menu.
Limits are listed by each field name.

Note

You cannot modify a device name.

8. Select **OK** to close the window.
The new device is listed in the Devices list.
9. If you wish to delete a device from the list, right-click the name of the device, and select **Delete** from the menu. Then select **Yes** to confirm you want to delete the device.
10. Select **OK** when you have completed the Online setup.

Selecting and Creating Security Profiles

Security Profiles control access to the system for individuals belonging to any one of three main user account groups.

The three account groups are:

- System Administrator (sa)
- Machine Operator (if one is assigned)
- User (Walk-up or Trusted).

Individual user accounts are set up by the System Administrator from **Setup > User Account**.

Four Security Profiles named None, Low, Medium, and High are factory supplied and are always available for selection as the Current profile controlling system access. Although these factory-supplied profiles cannot be edited or deleted, they can be copied allowing new profiles to be created, edited, and selected by the System Administrator for use as the Current Security Profile controlling system access for logged on users.

Whenever a different profile is selected to be the Current profile, this selection remains in effect, controlling system access, until a new profile is chosen. One profile is also designated as the Default profile. This Default profile can be selected as the Current profile by selecting **Restore Default Profile**.

Selecting the Current profile

1. Log on as a System Administrator.
2. Select **Setup > Security Profiles...** to display the Security Profiles window.
3. Select a Profile Name.
4. Right click on the highlighted table row corresponding to the selected Profile Name.
5. Select **Set as Current**.
6. The window informs you that the new security profile will be applied immediately and it may take up to 5 minutes for the operation to complete.
7. To proceed, select **Yes**.
You are informed that the system must be shutdown for the new settings to take affect.
8. Select **OK** to close the window.
9. To shutdown now, select **Shutdown** from the System menu.

Note

If you chose to Shutdown later, a triangular warning graphic is displayed in the Security Profiles window. When the cursor is placed over the graphic, a tool tip states that the Current Profile has been changed since the last restart.

10. If you chose Shutdown later, when you are finished working with Security Profiles, log off the system by selecting **Logoff** from the **Logon** menu.

Selecting the Default Profile

1. Log on as a System Administrator.
2. Select **SetupSecurity Profile...** to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select **Set as Default**.

Selecting the Default Profile to be the Current Profile

1. Log on as a System Administrator.
2. Select **Setup > Security Profiles...** to display the Security Profiles window.
3. Click **Restore Default Profile** in the Security Profiles window.
You are informed that the system must be shutdown for the new settings to take affect.
4. Select **OK** to close the window.
5. To shutdown now, select **Shutdown** from the System menu.

Note

If you chose to Shutdown later, a triangular warning graphic is displayed in the Security Profiles window. When the cursor is placed over the graphic, a tool tip states that the Current Profile has been changed since the last restart.

6. If you chose Shutdown later, when you are finished working with Security Profiles, log off the system by selecting **Logoff** from the **Logon** menu.

Viewing Profile Properties

1. Log on as a System Administrator.
2. Select **Setup > Security Profiles...** to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select **Properties...**

Note

When the Properties window displays, the four system-supplied Security Profiles are viewable, but not editable.

To create editable, User Defined profiles, follow the steps for Copying Profiles and Creating New Profiles.

Copying Profiles and Creating New Profiles

1. Log on as a System Administrator.
2. Select **SetupSecurity Profiles...** to display the Security Profiles window.
3. Select a Profile Name in the Security Profiles window.
4. Right click on the selected Profile Name.
5. Select **Copy...**
6. Type a name for this new profile in the Name field.
7. Note that by default, the Type selection for this profile is set to **User Defined**.
8. Click on any of the five available tabs of the Properties window to edit available parameters.
9. Click **OK** to save your settings.

General Tab

To can access the **General** tab, by selecting **Setup > Security Profiles...** and double-clicking a profile.

You can apply any settings after every reboot by selecting **Apply Settings After Every Reboot**. If deselected, the security profiles are enforced immediately.

- Authentication (autologon enabled/disabled)

Use this feature to enable or disable the ability of the machine to start up using an autologon account, without requiring someone to manually log on. When enabled, an account to be used for autologon must be specified. When nobody is logged on, all system features, except for logon, are inaccessible.

Automatic Logon User Name is the user account for automatic logon.

To set up Automatic Logon:

1. Select **Automatic Logon**. The User Name field becomes active.
2. Select **OK** or continue setting properties.
3. Select a User Name from the pull-down menu.

- Logon Message and Minimum Password Length

You can set up a custom logon message and the minimum length of a password.

1. From the **Logon Message** field, select **Setup...**
2. You can select a displayed message from the pull-down menu.
3. You can select **New...** to add a custom logon message.
4. You can select **Edit...** to edit a custom message.
5. Select **OK** after you have entered your new message.
6. Select **OK** to exit the **Logon Message** field.
7. You can set a minimum password length of up to eight characters by entering a number in the **Maximum Password Length** field.

The following rules apply:

By default, all of the system-supplied Security Profiles (None, Low, Medium, and High) are set to a minimum password length of 6 characters.

If a Custom (User-Defined) Security Profile is created, a user with System Administrator privileges (i.e., a member of the System Administrator group) has the ability to adjust the required length of user passwords within a range of 0-8 characters.

8. Select **OK** or continue setting Security Profile properties.

- Limit Print Service Paths

When the Limit Print Service Paths setting is enabled the system restricts user access to the reprinting of files from the path specified in the Allowed Paths field. This prevents unlimited user printing of all the available files on the system.

To change the Allowed Path:

1. Select **Limit Print Services Path**. The Allowed Paths field becomes active.

2. Select **Setup....**
3. From the Directory menu, select the directory that you want access to be allowed. The directory location displays in the Selection field.
4. To add this location to the Reprint Manager Allowed Paths, select **Add To List**. Repeat steps to add additional allowed paths.
5. Select **OK**.

- General Services, Cleanup Menus

When enabled, the desktop displayed on the system monitor shows a limited number of menu items and there is no terminal window access to the underlying UNIX (Solaris) operating system. Enabled is the default value for Low, Medium, and High factory-default profiles. When set to disabled, the logged on user sees a set of menu selections similar to that of DocuSP 3.x, with terminal window access available. To change the setting, right-click on the **Cleanup Menus** line and select **Disabled** or **Enabled**.

- General Services, UNIX Terminal Authentication

Enabled is the default value for authentication for Low, Medium, and High factory-default profiles. This forces the user to log on to the system to use its features. To change the setting, right-click on the **Authenticate** line and select **Disabled** or **Enabled**.

System tab

1. Select **System** tab.
2. From the **Secure File Permissions** list select:
 - None
 - All Packages
 - Solaris Packages Only
3. Disable or enable system services by right-clicking on each selection.

INIT tab

This tab contains system wide services that can be enabled or disabled for this profile. Right-click on the line of the service that you want to change the status of and select **Enable** or **Disable**.

INETD tab

This tab, named for the Internet Daemon (inetd), contains the daemons for all the services in the system's Internet environment. Individual daemons can be enabled or disabled for this profile. Using the system mouse, right click on the line of the service that you wish to change the status of and select **Enable** or **Disable** from the pop up menu.

RPC tab

This tab provides access to the following services: LPR, HTTP, HTTPS Printing, Raw TCP Printing, FTP connections, and RPC, and provides the following choices:

- **Disable All Connections:** this selection disables all remote connections to the FreeFlow Print Server.
- **Enable All Connections:** this selection allows all remote connections to access the FreeFlow Print Server.
- **Enable Specified Connections:** this selection allows you to enter specific IP addresses (Internet Protocol address) that can access the FreeFlow Print Server. An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example.

Adding, editing and deleting IP Addresses and Members

Members can be modified when you select **Enable Specified Connections**.

Adding IP Addresses

Adding an IP address to the Address field allows you to enable a specified connection.

1. Select **Enable Specified Connections**.
2. Right-click within the **IP Address** field and select **New....**
The Add Connection window opens.
3. Enter IP addresses by selecting one of the following options:

- Select **IP Address** to enter a specific IP Address.

Enter information in the **Name** and **Description** fields.

- Select **By IP Address Range** to enter an IP Address range.

Enter a **Starting IP Address** and an **Ending IP Address** in the fields provided.

Enter information in the **Name** and **Description** fields.

- Select **By Subnet Mask**

Enter a Name, Description and IP Address.

Select a **Subnet Mask** from the menu.

4. Select **Add**.

The Name of the specified connection is added to the **Address** field.

5. Select **Close** to exit the IP Edit window.

Adding IP Address Members

Once you have added IP Addresses to the **IP Address** field, you can add those IP Addresses to the Members list.

The IP Addresses that are placed in the Members list can then be moved to the **IP Address** field when you want to enable that IP Address to be an Enabled Specified Connection.

1. Select **Enable Specified Connections**.
2. Select the IP Address you want to add.
3. Click the right-facing arrow that is located between the two fields to move the selected IP Address to the **Members** field.
4. When you want the Member IP Address to be an Enabled Specified Connection, select the IP Address from the **Members** field and then click the left-facing arrow.

The IP Address is now an Enabled Specified Connection.

Editing IP Addresses and Members

1. Select **Enable Specified Connections**.
2. Right-click the IP Address that you want to change and select **Edit**.
3. Make your changes and select **OK**.

Changes are made immediately.

Deleting IP Addresses and Members

1. Select **Enable Specified Connections**.
2. Right-click the IP Address you want to remove and select **Delete**.

The IP Address is immediately removed.

System Preferences

Setting International Preferences

1. Select **Setup > System Preferences....**
2. Select the **International** tab.
3. From the **Module** pull-down menu, select the area for which to change the international preferences:
 - **Server UI**
 - **Administration Pages**
 - **Accounting**
4. From the **Language** pull-down menu, select the desired language.
A system restart is necessary when you change this setting.
5. Using the respective menus, select the appropriate display formats for:
 - **Units**
 - **Time Format**
 - **Date Format**
 - **Numeric Format**
6. If you want your settings to be considered default values, mark the **Default** checkbox below each selection.

7. From the **Paper Region** pull-down menu, select the desired default paper size:

- **US/Canada**
- **Europe**
- **FX**
- **South America**

8. Select **OK**.

If you wish to change several or all of the module preferences, make your changes once, select **Apply**, then select a different module. When you are done making all changes, select **OK**.

Note

A restart of the FreeFlow Print Server software is only necessary if you have changed the language; a restart is not necessary for the other settings to take effect.

Setting Up the Default Save Directory

The system default job save location on the FreeFlow Print Server is /var/spool. It is highly recommended that a more suitable location be used, such as one of the optional additional drives available for the Print Server or an automount point.

Note

The directory structure and all necessary permissions must be created using UNIX commands from a Terminal window before the directory can be established as the Save location.

Note

The Saved jobs tab in Job Manager differs from the Print from File Service in the following way: The Saved tab is intended to be the location where you resubmit jobs that have already been sent through the system, while Print from File Service is intended to be the access point for printing a job that has not been sent through the system.

1. Select **Setup > System Preferences...**
2. Choose the **Save** tab.
3. Select the File Server Type, either **UNIX** or **PC**.

The file server type determines the format of the saved file names to allow the files to be accessible by the client workstation.

When a job is saved, the Print Server checks if the name matches the name of an existing job in the same destination. If the name matches that of an existing job, the system applies the selected **Duplicate Job Name Resolution option**. The system proceeds according to the option selected, and does not stop and wait for a user response.

Note

The following conditions apply to Duplicate Job Name Resolution:

1. Options are applied only to the local drive.

The system logs document when a job has been replaced and when new versions are created.

The job format is not considered and file extensions are ignored when comparing job names. MyJob in PDF format is considered the same job name as MyJob in TIFF format.

- **Auto Generate Name Extension:** Allows you to save multiple versions a job that have the same name. This is accomplished by adding a new version number to the job title. Job numbers are a maximum three digits. Numbers are attached to the job incrementally with leading zeros. If a job titled MyJob.ps.frf is already in the Save directory and you want to save it as a different job because you changed some attributes, the job title is saved automatically as MyJob.ps.001.frf, followed by MyJob.ps.002.frf, etc. No confirmation or warning message is displayed.
- **Overwrite Job:** Automatically replaces the existing version of the job with the new version. All remnants of the older job are removed from the system. No confirmation or warning message is displayed.

Overwrite Job supports the following formats:

Note

Scanning Service with job ticket: PDF, single-page TIFF, and multi-page TIFF.

Copy Service with job ticket: Multi-page TIFF.

Print Processing with or without job ticket: PDF, single-page TIFF, and multi-page TIFF, Fast Reprint Format (FRF).

- **Fault Job:** This is the default selection. Fault Job does not permit a job to be saved using the same name. If an attempt is made to save a job with the same name as one already in the save directory, a fault message displays. You must change the name of the job to one that is not currently in the save directory in order to continue the save process.

4. You can select a Background Form Mode:

- By default, background forms are saved in FreeFlow Print Server Mode which maintains FreeFlow Print Server behaviors. In FreeFlow Print Server Mode, Save Image Files in a Sub-Directory is available and it is enabled by default. This allows you to save images in a sub-directory of the background form directory.
- NPS Mode saves background forms compatible with Xerox Network Printer Series (NPS) systems. Forms are saved in a single directory and the forms have a page limit of 9,999. Save Image Files in a Sub-Directory is not available on NPS systems.

5. When the desired location is displayed in the Parent Directory field, select **OK**.

Unless you enter a different save directory path, all jobs with destinations of Save and Save as Background Form are saved to the selected locations.

Unless you enter a different save directory path, all jobs with destinations of Save are saved to the selected locations.

Setting PPML preferences

You can use the PPML tab in the System Preferences window to define where your PPML packages exist on the system.

1. Select **Setup > System Preferences...**
2. Select the **PPML** tab.
3. Within the **Directory** text field, type the path to the directory in which your PPML packages exist.
This enables the PPML package unzipper to locate the packages.
4. Select **OK** to save changes and exit, **Apply** to save changes and remain in the window, or **Cancel** to exit without saving changes.

Note

If you have entered an incorrect path, an error message appears; if so, click **OK** to dispel the error message and retype the directory path correctly.

Setting Job Processing options

Job Processing enables you to set the scheduling mode, job processing order, TIFF image position, and Raster Image Processors (parallel processing) option.

1. Select **Setup > System Preferences**.
2. Select the **Job Processing** tab to access the following options:
3. Use the **Scheduling Mode** area to specify how jobs that require unavailable paper stock or finishing options are handled by the system. Choose from the following:
 - **Resource Based Scheduling:** The system determines if the resources needed to print the job are available. If resources needed for printing are not available, the job is identified as ineligible and the system continues to RIP and print other jobs. Once the required resources that made the job ineligible become available, the job is scheduled and released to print.
 - **FIFO (First In First Out):** FIFO jobs are scheduled and printed in the order they were initiated on the system. If the print job requires a soft resource, such as a stock needs to be loaded or, the stock tray is disabled, the system raises a function fault and suspend printing. If a print job requires a hard resource, such as stapler disabled or, binder is off, the system faults the job and continues printing other jobs.:
 - **Use Document Media List:** If enabled, the Document Media List is subject to Resource Based Scheduling. The Document Media List (DML), is then available to use within the **Job Manager > Stock tab**. The Document Media List is available only for PostScript jobs that contain % % Document Media DSC comments.
4. Select the desired **Job Completion Options**:

Note

The Job Completion Options feature is not supported for IDPS.

Note

You are required to restart the system after making changes in Job Completion Options. Select Yes to restart immediately. If you select No your settings are not applied.

- **Retain PDL files disabled:** This is the default setting. The job is not made available to resubmit once it has completed printing and is placed in the Completed jobs tab field in Job Manager. To have the system delete PDL files, the Retain PDL Files checkbox must be cleared.
- **Retain PDL files:** By selecting this option you are allowed to change job properties and resubmit jobs for printing once they are available in the Completed jobs tab field in Job Manager. Only jobs submitted after this feature is enabled can be released again.

You can select to retain jobs by choosing the Time Period that the jobs are held. Maximum % Spool Capacity is active at all times when Retain PDL Files is selected.

PDL Files are retained until the maximum value of either Percent of Spool Capacity or Time Period is reached. Select the information icon for additional detail.

Note

Retain PDL files is automatically disabled whenever the system is in Secure Mode. Retain PDL files is restored when the system exits Secure Mode.

Note

Time Period can only be used for spooled jobs. It does not apply to streamed jobs.

- **Maximum % Spool Capacity:** This selection is always active when Retain PDL Files is selected. A spooled job is a job that is completely saved to the input spool before it is processed by the system. The Maximum % Spool Capacity can be set between 1-100 %. It is important to realize that a used spool capacity above 85 % can affect system performance.

Note

The following caveats apply if the maximum spool capacity is reached:

If the job being sent is the only job in the system, additional data cannot be spooled. A fault message is displayed, but the job is not faulted.

When submitting a job and other jobs are in the system, the system deletes retained job data in a first in, first out (FIFO) basis to recover more spool space. Once spool space is recovered, jobs are again saved. If sufficient space cannot be recovered, the system stops saving it to spool and aborts the job.

Note

Depending on the size of the retained jobs and the size of the internal hard drive on your system, a lower value may be more appropriate. Users employing the setretainPDL utility should be aware that disk capacity monitoring is the responsibility of the end user.

Time Period: Select the radio button to enter the amount of time you want to have jobs retained in the Completed Jobs tab. You can select from **Hours** or **Days**. The default setting is 24 Hours or 1 Day. If you want to retain jobs for an unlimited period of time, do not select this option. Jobs will be removed from the system when the maximum the Time Period elapses or the Maximum % Spool Capacity value is reached.

Note

Time Period can only be used for spooled jobs. It does not apply to streamed jobs.

Select **Yes** to restart immediately. If you select **No** your settings are not applied.

5. **Ripped Data Limit:** This setting allows you to control the number of unprinted pages the system will process. Limiting the number of processed pages on the system allows you more flexibility to redirect jobs and limits the amount of data lost if a non-recoverable error occurs.
6. **Variable Data Objects Disk Space Allocated:** This setting allows you to change the amount of disk space that is allocated for variable data objects. Use the Variable Data Objects Disk Space Allocated box to enter a value between 0 and 80. Select **Delete All** to remove any variable data objects on the system.
7. **PostScript Caching:** Select from:
 - Accelerated Mode
 - Normal Mode
8. **PDF Optimization:** PDF Optimization allows for the caching of objects to increase processing performance. Object caching is utilized to:
 - reduce the size of the PostScript database
 - improve the performance of PDF jobs which include repeated images.

Whereas PostScript files must be treated as a stream, PDF files are organized like a database. A PDF file can define an image once and then reference it many times. Instead of embedding an image every time it is needed, the first time that an image is encountered it is written to an external file or cached.

Select a PDF Optimization:

- **Disabled:** PDF optimization is not used.
 - **Cache Where Possible:** Graphics, text and image objects are stored in a cache, so that the cached object can be used again, instead of each object being replicated in the PostScript stream.
9. **Raster Image Processors:** Set the number of possible Raster Image Processors using the **Allocated** box. The value can be set from a value of 1 (no parallel processing employed) to the number shown in the **Maximum** field (see the note below). If this setting is great than 1, the **Raster Image Processors** feature will appear in the Queue **Settings** tab in Queue Manager; at the Queue level you will be able to enable or disable the feature, provided that it is set to greater than 1 in the Job Processing tab.

Note

This feature is currently supported for PostScript, PDF, VIPP, and ASCII formats. In addition, the number of Raster Image Processors available will scale proportionately to the number of CPUs and memory added to a system. The values described above are meant to be taken as a general rule of thumb; depending on your system's configuration, you may have greater, or fewer, Raster Image Processors available. Generally, it is good practice to use the number of parallel Raster Image Processors displayed in the Recommended window. This feature will only be available if a valid license is obtained.

Raster Image Processing enables the Print Server to split a large job into chunks that are delivered to the multiple instances of the Adobe PostScript interpreter where they are all processed simultaneously (parallel processing). Batches or streams of small jobs will also benefit from parallel processing. The multiple interpreter instances will handle a stream of a small job in parallel as well.

10. **Hot Folders:** Hot Folders provide a quick and convenient method of submitting print-ready jobs. You are able to drag and drop files into Hot Folders where the jobs print automatically after a specified period of time that is determined by the System Administrator. You can create one Hot Folder per queue.

Note

A FreeFlow Print Server software restart is required for any polling time changes to take effect.

This feature supports PDL jobs with Job Definition Format (JDF) job tickets or Xerox Printing Instruction Format (XPIF) job tickets. It also supports PDL jobs without any accompanying job tickets. The ability to support JDF or XPIF job tickets with PDL files adds flexibility when you want specific settings for jobs instead of default queue settings. The file types supported by Hot Folders are: PDF, PostScript, PCL, TIFF, VIPP and VIPP Projects. The Print Server automatically performs all the required networking configuration, utilizing SMB, then exports the Hot Folder onto the network where it is then visible to all users. A Hot Folders icon is placed within the queue list when Hot Folders are enabled on the queue.

Note

All Hot Folders created by the Print Server are stored in the directory: `/var/spool/XXnps/hotfolders`. This directory is configured through the `/opt/XXnps/configuration/printSvc.config` file.

To set the Hot Folders release time interval select a Hot Folders **Polling Time** interval by using the Polling Time box. At the time interval you select, the Hot Folder enabled queue will be polled and if there are jobs within those queues, the jobs will be released. For example, if you select 15 seconds, then every 15 seconds Hot Folder enabled queues are polled and jobs within those queues will print. The available time period interval range is displayed below the Polling Time box. The default value is 5 seconds. To enable Hot Folders on a queue, see Using Hot Folders.

Note

If the Hot Folder fails to submit a job to a queue, that job is copied to a folder titled Error, which is a sub folder in the Hot Folder. The Error folder only appears if a job fails to be submitted by the Hot Folder. Jobs within the Error folder and jobs within a disabled Hot Folder remain there until they a user deletes them. The Print Server does not automatically purge the Error folder or disabled Hot Folders.

Jobs are printed First In First Out (FIFO), based on the timestamp with which they are submitted to the Hot Folder.

Note

Your system may not yet support this functionality.

11. PostScript Finishing Behavior: PostScript Finishing Behavior is a feature that can be utilized when using Xerox Network Printer Series (NPS) systems. The current settings are displayed in the PostScript Finishing Behavior field. To make changes, perform the following:

- a) Select **Setup....** The PostScript Finishing Behavior dialog opens.
- b) **Duplex Activate/Deactivate:** Activation always prints the first job page on a new sheet of medium. On deactivation the system automatically delivers the last sheet of medium printed on one side only.

Any selection change requires a system restart.

Select from:

- **Ignore:** Disregards any duplex activate/deactivate (<< /Duplex false >> setpagedevice << /Duplex true >> setpagedevice) commands within a PostScript job. This is the default selection.
 - **Process:** Prints the page following each duplex activate/deactivate setpagedevice command on a new sheet of stock, in compliance with Adobe PostScript Redbook specifications. Selecting this option enables behaviors that are similar to those that are on NPS systems.
- c) **Offset:** Select from:
- **Start on Current Page:** Offsetting starts on the page where the offset (<< /jog1 >> setpagedevice) command is encountered within a PostScript job. This is the default selection.
 - **Start on Following Page:** Offsetting starts on the page that comes directly after the page where the offset (<< /jog1 >> setpagedevice) command is encountered. Selecting this option enables behaviors that are similar to those that are on NPS systems.

In each case, the offset continues until it is turned off by a (<< /jog0 >> setpagedevice)

12. Scan Job Options: Select from:

- **Retain Until Manually Deleted:** Scan jobs are retained until manually deleted. Time period controls are unavailable.

- **Automatically Delete:** This is the default selection. Scan jobs are automatically deleted after a specified period of time, with the default set to 120 hours. When this option is selected, the **Time Period** to automatically delete jobs can be entered. The time period for **Days** can be set from 1 to 30. The time period for **Hours** can be set from 1 to 720. Time period controls are unavailable when Retain Until Manually Deleted is selected.

13. Print Mode: Select from:

- **Multiple Job Mode:** This selection offers the best print performance for streams of multiple page jobs.
- **Batch Mode:** This selection improves print performance for streams of 5 or more single-page jobs.

14. Select OK, or continue setting system preferences.

Setting the Job Policy

Use the Job Policy tab to select how the system handles certain types of jobs. Available selections within the Job Policy tab depend on the printer configuration.

Note

Available selections within the Job Policy tab depend on the printer configuration.

1. Select **Setup > System Preferences**.
2. Choose the **Job Policy** tab.
3. In the **Finishing Options** area, select the appropriate **Over Limit Finishing** option to specify how jobs that are too big or too small for the selected finishing option are handled by the system.
 - **Fault Job:** Faults the job if the number of pages to print is too large or too small for the selected finishing. Some jobs will not fault if the job is too small for the finishing selected. For example, a one page job that has stapling selected. A fault message displays and the finishing option must be changed for the job to print. The printer continues to print other jobs.
 - **Print Job Unfinished:** Automatically prints the job without using finishing settings. If the finishing selection is critical to the job, do not select this option.
 - **User Intervention:** User input determines how the job is processed.
4. In the **Finishing Options** area, select a **Set-Size Checking** option:
 - **Check Set Size Before Printing:** Enables the system to check the set size before printing and informs you if a finishing discrepancy exists.
 - **Begin Printing Without Checking:** You are not informed of a finisher discrepancy.

5. The **Color Mode Auto Switch** feature allows you to set a threshold of printed pages before the housings are shut down. If a color housing is engaged but not being used while a significant number of pages is being printed, image quality and toner waste occurs. Billing is not affected by the Color Mode switch. And, unlike other printer mode switching, this system looks ahead at the processed job rather than reacting to already printed pages. The following is an example of when the color modes switch, using a default threshold of 200.
 - A job is printing in full color mode. The FreeFlow Print Server detects that the next 200 pages are black only. The print server requests that the printer cycle down all of the color housings except the black (K).
6. The **Grayscale Image Print Mode** produces a job printed in black and white. Color variations in the document are reflected with shades of gray. Make a selection from the following options:
 - **Fast - Bill as Color** (Maximum performance option): If the user chooses Fast - Bill as Color, the system will not differentiate between “black only” and full color pages. The printer will not switch into the Grayscale Image Print Mode when encountering a “black only” page; therefore, no skipped pitches and no reduction in performance would be incurred. However, all “black only” pages will be billed at the higher color rate.
 - **Slow - Bill as Black Only** (Minimum cost option): If the user chooses Slow - Bill as Black Only option, the system will run jobs containing color and “black only” pages as normal. Any “black only” pages encountered in the job stream would be printed in the Grayscale Image Print Mode, and would be billed at the lower black and white rate. However, switches from the black to color mode will force skipped pitches and result in reduced performance.
7. Select the appropriate **Partitioning** option to specify how the system manages the internal disk capacity assigned to hold jobs that have been processed and are ready for printing. This partition is referred to as the OutQ.

Note

You are required to restart the system after making changes to Partitioning options. Select **Yes** to restart immediately. If you select **No** your settings will not be applied.

Partitioning Options:

- **Off**: Disables the ability of the Print Server to break the job into smaller pieces. If the job is too big for the partition, the job is faulted or rendered ineligible and the job must be resubmitted in smaller pieces.
- **Large Partition**: Creates a large partition to allow large jobs to be printed before the system requires the job to be broken into smaller pieces to prevent disk saturation. If the partition is filled by a single job, the Print Server prints the portion ready for printing and switches to the small partition configuration to print the remainder of the job. The printed output consists of a large portion of the job followed by one or more smaller portions of the job.

- **Small Partition:** Creates two small partitions. When the first partition is full, the job begins printing while the job continues to be processed by the second partition. This selection may cause a job to be broken into smaller portions when it was unnecessary. However, smaller partitions achieve the maximum performance should jobs require being broken into smaller portions for print.
 - **User Intervention:** Prompts the operator with a fault message when a job fills the partition. The selections available are: print the job in small partitions, print the job 1 to N with a quantity of 1, or cancel the job and require that the job be broken into smaller pieces and resubmitted.
8. Set the **Proof Quantity** to a value of 1 through 100 to specify how many copies of a proof job are printed.

Note

You are required to restart the system after making changes to Proof Quantity options. Select **Yes** to restart immediately. If you select **No** your settings will not be applied.

9. Select the appropriate option for **2 Sided Stock Conflict Resolution**. The 2 Sided Stock Conflict Resolution option is used when printing duplex jobs on media that has different attributes on the front and back sides, such as glossy paper.

Note

You are required to restart the system after making changes to 2 Sided Stock Conflict Resolution options. Select **Yes** to restart immediately. If you select **No** your settings will not be applied.

Stock Conflict Information:

Move Side 2 Images to Next Page: A job programming conflict between the front and back side media attributes results in the back side being placed on the front side of the next sheet of media for which it was programmed.

Apply Side 2 Properties to Side 1: The back side properties are applied to the front side. For example, if page 5 is programmed for blue paper, page 6 is programmed for white paper, and page 5 and 6 are duplex, there is a media conflict. The properties for side 2 are applied and page 5 is printed on white paper.

Apply Side 1 Properties to Side 2: Prints the properties applied to Side 1 to both Side 1 and Side 2.

Note

The Apply Side 1 Properties to Side 2 option enables behaviors that are similar to those that are on NPS systems.

10. Select the appropriate option for **Layout Image Rotation**.

For booklets, the **Normal** option will flip on the long edge. Select **Rotate 90** to flip on the short edge. For other layouts, select **Rotate 90** to change the output orientation.

11. To cancel inactive jobs after a specific period of time:
- a) From the **Cancel Inactive Jobs After Timeout** area, select **Enabled**.

- b) Enter the number of hours that must elapse before inactive jobs are cancelled.
The hour range is displayed below the field.
12. Select the appropriate **Job Output Option** to select whether and how the Print Server starts a new sheet on the web at offsets within a job or at the start of new copies of a job.
- Job Output Option information:
- **New Sheet Each Copy:** A new copy of a job will always start on a new sheet on the web.
 - **New Sheet on Offset:** The page with an LCDS or PostScript offset will be put at the beginning of a new sheet on the web. If necessary, the previous sheet will be padded with blank pages.
13. Select **OK**, or continue setting system preferences.

Selecting the Grayscale Image Print Mode for Performance

1. From the Main GUI window, select **Setup > System Preferences...**
 2. Within the System Preferences window, select the **Job Policy** tab.
 3. Within the **Grayscale Image Print Mode** area, select either **Fast - Bill as Color** or **Slow - Bill as Black Only**.
- The Slow selection is the default and will be selected automatically if you do not make a choice.

Setting the font site policy

The **Font Site Policy** tab specifies the policy for substituting PostScript fonts when a font that is requested for a job is not available.

Note

If you do not have a valid PostScript license, the system does not contain PostScript fonts.

1. Select **Setup > System Preferences...**
2. Select the **Font Site Policy** tab.
3. Select **Yes** to enable font substitutions.
4. Select a substitute font if the requested font is not available from the PostScript Resident Fonts list.
The substitute font appears in the selection field. If a font is not selected, the default font, Courier, is used.
5. Select **OK**, or continue setting system preferences.

Stocks and Trays tab

The **Stocks and Trays** tab is used to activate features found elsewhere on the system. Available selections depend on the printer configuration.

Setting Preferences for the Remote Print Server

1. Select **Setup > System Preferences...**

2. Select the **Remote Access** tab.
3. Choose from the following:
 - **Disable All Connections:** this selection disables all remote connections to the FreeFlow Print Server.
 - **Enable All Connections:** this selection allows all remote connections to access the FreeFlow Print Server.
 - **Enable Specified Connections:** this selection allows you to enter specific IP addresses (Internet Protocol address) that are allowed to remotely access the FreeFlow Print Server. An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example.

Note

After you have enabled specific IP addresses you can then choose to either select **Disable All Connections** or **Enable All Connections**. The IP addresses you set in **Enable Specific Connections** are available when you again select it.

4. Within the **Remote Access** tab, select **Apply** to commit changes and remain in the System Preferences window, or select **OK** to commit changes and exit.

Adding IP addresses for Remote Print Server

1. Select **Setup > System Preferences....**
2. Select the **Remote Access** tab in the Preferences window.
3. Select the **Enable Specified Connections** button to see the list of IP addresses.
4. Right-click in the **IP Address** field and select **Add....**
The **Add Connection** window appears.
5. Type the IP address you want to add and select **Add Connection**.
The added IP address displays in the **IP Address** field.

Note

You receive an error message if you enter an incorrect IP address format. If this occurs, click **OK** on the error message window and enter a correctly formatted IP address.

Editing IP addresses for Remote Print Server

1. Select **Setup > System Preferences....**
2. Select the **Remote Access** tab in the Preferences window.
3. Select the **Enable Specified Connections** button to see the list of IP addresses.
4. Right-click the IP address you want to edit and select **Edit....**
5. Make your changes and select **OK**.
The edited IP address displays in the **IP Address** field.

Note

You receive an error message if you enter an incorrect IP address format. If this occurs, click **OK** on the error message window and enter a correctly formatted IP address.

Deleting IP addresses for Remote Print Server

1. Select **Setup > System Preferences...**
2. Select the **Remote Access** tab in the Preferences window.
3. Select the **Enable Specified Connections** button to see the list of IP addresses.
4. Right-click the IP address you want to delete and select **Delete**.
The IP address is deleted immediately.

Remote Print Server specifics and limitations:

- There is no known geographic limit to the remote capability
- Client memory constraints may limit the number of simultaneous FreeFlow Remote Print Server windows open at once
- It is supported by all Java capable clients
- Directory listings and directory path operations such as Peripheral Lists to UNIX file systems are not currently supported
- Print Service is not currently supported
- FreeFlow Print Server local drive/peripheral dependent items do not display on the remote interface. These include accounting export paths, accounting record display and Reprint Manager lists.

Enabling SSL/TLS

1. Log on as a System Administrator.
2. Select **Setup > SSL/TLS...**
3. Select **Enable SSL/TLS**.

Note

If you do not have a valid SSL/TLS certificate, obtained from a Certificate Authority, or a self-signed certificate, all selections on the upper part of the page are unavailable (grayed out), and only the **Add Certificate...** and **Install Received Certificate...** selections are available. You must obtain a valid certificate to install (or set up a self-signed certificate).

4. Select from the following Modes:
 - **Normal** (Encrypted and Unencrypted Access)
 - **Secure** (Encrypted Access Only)
5. Use the **Encryption Strength** pull-down menu to select the resolution of the encryption:
 - **Normal (DES-MD5 - 56-bit)**
 - **Normal (RC4-MD5 - 40-bit)**
 - **Normal (DES-MD5 - 128-bit)**
 - **Normal (3DES-MD5 - 128-bit)**
 - **High (RC4-MD5 - 128-bit)**
 - **High (3DES-MD5 - 128-bit)**

Generally, the higher the bit count, the greater the security. However, if you are frequently receiving submissions from client workstations outside the US, the encryption standards may be lower than US domestic standards; in this case you may need to set your encryption strength to lower than optimal to avoid locking these client workstations out.

6. Select **Close** to exit and save your changes.

Note

If SSL is disabled, then other web-based logins provided by the Print Server may not be secure/encrypted.

Managing your SSL/TLS certificate

Since you must have a valid SSL/TLS certificate installed on your Print Server in order to effect SSL/TLS transactions, you must obtain and install one of two types; Self-Signed and Certificate Authority. Each type has some similar and some unique installation procedures. For a Certificate Authority-signed certificate, the procedure is, in general terms, to set up a certificate, generate a file, send the file to the Certificate Authority (CA), and install the valid certificate once obtained from the CA. A self-signed certificate can be used set up and used immediately. One of the two types of certificate must be installed before you can employ SSL/TLS.

Setting up a self-signed SSL/TLS certificate

1. Log on as a System Administrator.
2. Select **Setup > SSL/TLS....**
3. Select **Add Certificate....**
The Add Certificate Wizard appears.
4. In Step 1 of the Wizard, select **Self-Signed Certificate** and click **Next**.

Note

A self-signed certificate has not been signed by a recognized Certificate Authority. Web browsers display security warnings to users if they access a site with a self-signed certificate.

5. In Step 2 of the Wizard, you see text boxes containing the **Fully Qualified Domain Name** and the **IP Address**.
 - a) You can select whether the name or the IP address is used.
 - b) If you want to input a different Domain Name, select **Other** and type a maximum of 256 alphanumeric characters into the supplied text field.
 - c) When you have made your selection, click **Next**.

Note

If you selected [Other], a warning message appears; if you intend to proceed with using the non-qualified Domain Name, dispel the warning message by selecting **OK**.

6. In Step 3 of the Wizard, enter the requested information in the text fields.
Only the **Organization** field and the **Country** pull-down are required.
When you are finished, click **Next**.

7. In Step 4 of the Wizard, specify how long you want the certificate to be valid. When you are finished, click **Next**.
 8. In Step 5 of the Wizard, verify that the information is correct. If so, click **Install**.
 9. Step 6 of the Wizard appears, verifying that your self-signed certificate has been installed. Click [**Close**].
- You are now able to enable SSL/TLS.

Setting up a signed certificate from a certificate authority

1. Log on as a System Administrator.
2. Select **Setup > SSL/TLS....**
3. Select **Add Certificate....**
The Add Certificate Wizard appears.
4. In Step 1 of the Wizard, select **Signed Certificate from a Certificate Authority** and click **Next**.
5. In Step 2 of the Wizard, you see text boxes containing the **Fully Qualified Domain Name** and the **IP Address**:
 - a) You can select the radio buttons to choose whether the Domain Name or the IP address is used
 - b) If you want to input a different Domain Name, select **Other** and type a maximum of 256 alphanumeric characters into the supplied text field.
 - c) When you have made your selection, click **Next**.

Note

If you selected **Other**, a warning message appears; if you intend to proceed with using the non-qualified Domain Name, close the warning message by selecting **OK**.

6. In Step 3 of the Wizard, enter the requested information in the text fields.
Only the Organization field and the Country pull-down are required.
When you are finished, click **Next**.
7. In Step 4 of the Wizard, specify which directory you want the completed certificate.pem file.
When you are finished, click **Next**.
8. In Step 5 of the Wizard, verify that the information is correct. If so, click **Save**.
9. Step 6 of the Wizard appears, verifying the location of your certificate.pem file.
Instructions are provided on how to obtain the Signed Certificate.
When you are finished click **Close**.
10. Follow the instructions in Step 6 to obtain the Signed Certificate.
11. Once you have received the Signed Certificate, you are then able to install it by clicking **Install Received Certificate....**
A window appears and you must specify the location of the certificate file.
When you are finished click **Install**.
12. Close the warning message by clicking **OK**.
13. When the Information box appears, verifying the installation of the certificate by clicking **OK**.
Once this is complete, you can enable SSL/TLS.

Installing a received SSL/TLS certificate

You can install a received SSL/TLS certificate that is stored on the file system or CD media.

1. Log on as a System Administrator.
2. Select **Setup > SSL/TLS....**
3. Select **Install Received Certificate....**
4. From the **Look In** menu, select the **UNIX file system** or **CD**.
5. From the **Directory**, select the file location.
6. Once the file is displayed in the **Selection** field, select **Install**.

Removing an SSL/TLS certificate

1. Log on as a System Administrator.
2. Select **SetupSSL/TLS....**
3. Select **Remove Certificate....**
4. When the **Information** box appears, select **Yes** to remove the certificate.
5. Another message appears informing you that you cannot enable SSL/TLS until you install or obtain another certificate. Click **OK** to close this message.
6. Click **Close** to exit the SSL/TLS window.

IP Filter

Provides access to the following services: LPR, IPP, HTTP, SMB Printing (if available), RAW TCP Printing, and FTP Connections.

1. Select **Setup > IP Filtering....**
2. From the IP Filter window select from the following options:
 - **Disable All Connections:** Disables all remote connections to the FreeFlow Print Server.
 - **Enable All Connections:** Allows all remote connections to access the FreeFlow Print Server.
 - **Enable Specified Connections:** Allows you to enter specific IP addresses (Internet Protocol address) that are allowed to remotely access the FreeFlow Print Server.

An IP address is the identifier of a computer or device attached to a TCP/IP network. IP addresses are written as four sets of numbers separated by periods. An IP address of 14.145.112.34 is an example.

3. Select **OK**.

FTP and Remote Diagnostics

FTP (File Transfer Protocol) and Remote Diagnostics are features that can be used to access the system remotely for system diagnostic purposes.

FTP is a protocol that is used to transfer files over a TCP/IP network. Enabling FTP activates the FTP daemon. Enabling Remote Diagnostics activates telnet and PPP (Point to Point Protocol).

You can enable FTP/Remote Diagnostics without changing security profiles. Enabling FTP/Remote Diagnostics takes effect immediately, regardless of the current security profile setting and it remains in effect until the next reboot or the FTP/Remote Diagnostics checkboxes are cleared. Once the system is rebooted or the FTP/Remote Diagnostics checkboxes are cleared, the security profile settings return to the settings that were present before activation of FTP/Remote Diagnostics.

Using FTP/Remote Diagnostics

1. Select **Setup > FTP/Remote Diagnostics....**
2. Select from the following:
 - **Enable FTP**
 - **Enable Remote Diagnostics**
3. Select **OK** to apply your selection and close the window.
4. Select **OK** in the Information window.
The setting takes effect immediately and remains in effect until the next system restart.

About users and groups

The System Administrator can add, edit, and disable user accounts and manage group authorization.

Note

System specified user profiles can be copied and edited, but not deleted. Non-system specified users can be deleted.

There are four system specified user account profiles:

- Customer Service Engineer
- System Administrator
- Operator
- User

Adding a new user

1. Select **Setup > Users & Groups.**
2. Select the **Users** tab.
3. Right click a user account and select **New.**
4. Type a user name.
5. Type and retype a user password.
6. From the **User Group** pull-down menu select a user profile:
 - Users

- Operators
 - System Administrators
7. Under Account Status select **Enabled**.
 8. Add any account comments.
 9. Click **Add**.
The user is added to the user list.

Editing a user account

Note

Only account comments can be edited for system specified user entries.

1. Select **Setup > Users & Groups**.
2. Select the **Users** tab.
3. Right-click a user in the list and select **Edit**.
4. Make changes and click **OK**.
Your changes are immediately reflected on the account.

Enabling or Disabling an account

1. Select **Setup > Users & Groups....**
2. Select the **Users** tab.
3. Right-click, or double-click a user in the list and select **Enable** or **Disable**.

Deleting a new account

Note

System specified users cannot be deleted.

1. Select **Setup > Users & Groups....**
2. Select the **Users** tab.
3. Select a user from the list.
4. Right-click the user and select **Delete**.
5. Click **OK**.
The account is removed from the user list.

Setting Group Authorizations

This feature allows the System Administrator to do the following for an account group:

- Enable or disable permissions for an entire set of Customer Diagnostic or Job Management services.
 - Enable or disable permissions for individual Job Management services, to support workplace needs.
 - Restore Job Management services to their default values.
1. Log on as a System Administrator.
 2. Select **Setup > Users & Groups**.
 3. Select the **Group Authorizations** tab.

4. Select a group from the **Group Filter** menu.
5. For Job Management and/or Customer Diagnostic services, right-click a group and service and select from the following options :

- **Enable All** to allow access to all operations in the service.
- **Disable All** to remove access to all operations in the service.

The Job Management Access Control window shows the results of the selection.

Select **Close**.

Select **OK** to apply the change.

6. For Job Management services only, right-click a group and service and select from the following options:

- **Restore Defaults** to return services to their default group values.

The Job Management Access Control window shows the results of the selection.

Select **Close**.

Select **OK** to apply the change.

- **Customize** to enable or disable individual services.

In the Job Management Access Control window, select a single item or multiple items, right-click and select **Enable** or **Disable**.

Note

If the selected items are a single value, for example, “disabled,” the menu presents only **Enable**. If the selected items include mixed values, the menu presents **Enable** and **Disable**.

Select **Close**.

Select **OK** to apply the change.

Related Topics:

[Default Job Management user settings](#)

Default Job Management user settings

Job Management services that have been enabled or disabled can be restored to the default values shown in the table.

- Users are fully disabled.
- System Administrators are fully enabled.
- Operators are assigned the recommended factory default settings.

Job Management Service	GUI Location	Default User Setting	Default Operator Setting	Default SA Setting	Availability
Print from File	Services and Shortcut	Disabled	Disabled	Enabled	
Saving/Modifying Job Properties	JM > Job > Properties	Disabled	Enabled	Enabled	
Job Disposition (e.g., Print/Save)	JM > Job > Properties > Settings > Destination	Disabled	Enabled	Enabled	
Save Job Location	In JM, QM, and System Settings	Disabled	Disabled	Enabled	
Save From Location	In JM, QM, and System Settings	Disabled	Disabled	Enabled	Not on color systems
Background Form	Access to Feature Button in JM and QM	Disabled	Disabled	Enabled	
Print Banner Page	JM > Right-clickjob > Properties > Settings > Administrative Pages	Disabled	Enabled	Enabled	
Print Attributes Report	JM > Right-clickjob > Properties > Settings > Notes	Disabled	Enabled	Enabled	
Job Notes	JM > Right-clickjob > Properties > Settings > Administrative Pages	Disabled	Enabled	Enabled	
Thumbnail	JM > Right-clickjob	Disabled	Disabled	Enabled	Only when licensed
Preview	JM > Right-clickjob	Disabled	Disabled	Enabled	
Preflight	JM > Right-clickjob	Disabled	Disabled	Enabled	Only on color systems and when licensed
Process Job	JM > Right-clickjob	Disabled	Enabled	Enabled	Only on color systems
Release	JM > Right-clickjob	Disabled	Enabled	Enabled	
Hold	JM > Right-clickjob	Disabled	Enabled	Enabled	
Print Now	JM > Right-clickjob	Disabled	Enabled	Enabled	

The Setup Menu

Job Management Service	GUI Location	Default User Setting	Default Operator Setting	Default SA Setting	Availability
Proof	JM > Right-clickjob	Disabled	Disabled	Enabled	
Forward	JM > Right-clickjob	Disabled	Disabled	Enabled	
Move	JM > Right-clickjob	Disabled	Disabled	Enabled	
Copy	JM > Right-clickjob	Disabled	Disabled	Enabled	
Delete	JM > Right-clickjob	Disabled	Disabled	Enabled	
Cancel	JM > Right-clickjob	Disabled	Enabled	Enabled	
Capture/Transfer Job	JM > Right-clickjob	Disabled	Disabled	Enabled	Only when licensed
Duplicate Job Name Resolution	Setup > System Preferences > Save Tab	Disabled	Enabled	Enabled	
PPML Repository Location	Setup > System Preferences > Job Processing Tab	Disabled	Disabled	Enabled	Only when licensed
Retain PDL Options	Setup > System Preferences > Remote Access Tab	Disabled	Disabled	Enabled	
FFRPS Access	Administration > Accounting	Disabled	Disabled	Enabled	
Acct GUI Manager	Administration > Accounting	Disabled	Disabled	Enabled	
Acct Options (Logging/Purge)	Administration > Accounting	Disabled	Disabled	Enabled	
Acct Log Print	Administration > Accounting	Disabled	Disabled	Enabled	
Acct Log Purge	Administration > Accounting	Disabled	Disabled	Enabled	
LCDS Resource Manager	Administration > LCDS Resources	Disabled	Disabled	Enabled	Not on color systems
BGF Manager	Administration > File Access	Disabled	Disabled	Enabled	Not on color systems

Job Management Service	GUI Location	Default User Setting	Default Operator Setting	Default SA Setting	Availability
Install Postscript Soft Fonts	Administration > PostScript/PDF/PCL Fonts	Disabled	Disabled	Enabled	
Install PCL Cart-ridge Fonts	Administration > PostScript/PDF/PCL Fonts	Disabled	Disabled	Enabled	
Sample Current	Printer	Disabled	Disabled	Enabled	
Reset Job Id	System	Disabled	Disabled	Enabled	

Viewing ADS Group information

1. Select **Setup > Users & Groups....**
2. Select the **ADS Groups** tab to view the following fields:
 - ADS Group Map to Administrators
 - ADS Group Map to Operators
 - ADS Group Map to Users
 - Status
3. Click **OK** to exit the window.

Administration

The Administration module allows you to manage accounting functions, fonts and security.

Using the Administration menu

The Administration menu allows you to perform the following tasks:

- Managing accounting The Accounting feature tracks all jobs that have been processed and printed, enabling your site to charge for use of the Xerox printing system.
 - Viewing the accounting log
 - Using account logging, Automatic Export/Purge, and Remote Purge
 - Printing the Accounting Log
 - Purging the Accounting Log
 - Exporting the Accounting Log
 - Managing Fonts: The Print Server provides a variety of PostScript and PCL fonts. The print server supports the PCL command set on the printer using PCL 5e.

Note

If you do not have a valid PostScript license, the system does not contain PostScript fonts.

- Viewing fonts on the Print Server
- Printing a list of PostScript and PCL resident fonts
- Loading additional fonts on the Print Server

About accounting

The Accounting feature tracks all jobs that have been processed and printed, enabling your site to charge for use of the Xerox printing system.

Viewing the accounting log

The accounting log provides a detailed record for each job. You can view the entire log or specific records.

1. Select **Administration > Accounting**.
2. To view the Accounting Log select from the following options and select the **View** button:
 - Select **All** to view all records.
 - To view a range of records, type the job ID numbers for the first record you wish to view and the last record you wish to view in the range fields.
 - To view an individual job select **Job ID** and type the Job ID number.
3. Select **View** to see the selected log records.

Setting the Accounting Log options

You can set the accounting log size, enable remote purging of the log, and enable automatic exporting of the Accounting Log. The Accounting Log is enabled during the Print Server installation. If you do not need an Accounting Log it can be disabled.

1. Select **Administration > Accounting**.
2. Select **Options**.
3. Select to **Enable** or **Disable** the Accounting log.

Changing this setting requires a restart of the print server software.

4. If Account Logging is enabled, you can set the maximum accounting log size. The Accounting Log size range is displayed below the Maximum Log Size fields. When the log is 80 percent full, a message displays to prompt you to delete or print a record of the log. If the accounting log reaches the maximum number of records, a record is deleted for each new record added starting with the oldest. A message displays every time a new record is added and an old record is deleted.

When the log is 80 percent full, a message displays to prompt you to delete or print a record of the log. If the accounting log reaches the maximum number of records, a record is deleted for each new record added starting with the oldest. A message displays every time a new record is added and an old record is deleted.

5. You can automatically export and purge the Accounting Log. If this feature is enabled, the accounting log is set to automatically export and purge when the log is 80 % full.
 - a) Select **Settings** to select the directory for the file location, file properties, and export record format that are to be exported. The log is purged after the content has been exported to a file.
 - b) Select the directory where the exported file is to be saved, file properties, and export record format that are to be exported. The log is purged after the content has been exported to a file
 - c) Select the file properties. The version, type, encoding, file format, and separator character (for example, colon or semicolon) indicate the type of records and the output format of the file. The file properties settings allow the exported file to be imported into another application, such as a spreadsheet, for billing your customers.

The log is automatically purged after the content has been exported to a file.

6. Enable **Remote Purge** if you want to purge the Accounting Log from another, remote, computer using a network connection to the Print Server.
 - **Disable:** Disables the Remote Purge feature.
 - **Enable Without Password:** All users have access to the Remote Purge option without a password, and are able to purge the log remotely.
 - **Enable With Password:** A user must enter a password for access to the Remote Purge option and to purge the log remotely. Enter the password in the fields provided.
7. Click **OK** to save the settings.

Purging the Accounting Log

You can purge specific entries or the entire Accounting Log. Ensure that important Accounting Log information is first saved by exporting the log to a file before it is purged. See [Exporting the Accounting Log](#) for additional information.

1. Select **Administration > Accounting**.
2. Select **Purge**.
3. Select **Log Entries** and choose one of the following:
 - Select **All** to delete the entire accounting log.
 - Clear **All** and enter the range of job ID numbers you want to purge.
 - Select **Job ID** and enter a job ID number to delete all of the specific records associated with the job ID.
4. Select **OK**.
5. The system pops up the following message when:
 - **All** is selected - Do you want to purge the accounting log?
 - **Range of Job ID** is entered - Do you want to purge the selected accounting log entries?
 - **Job ID** is selected - Do you want to purge the accounting log for the selected Job Id?
6. Select **Yes** to confirm the accounting log purge.

Printing the Accounting Log

You can print specific entries or the entire Accounting Log. The log prints on 8.5 x 11 inch or A4 standard paper. Selections can be made for number of copies, the queue selection, and the sides printed.

Note

Log entries are printed in the order they are received. Older records are printed first. The log is printed with one record per page.

1. Select **Administration > Accounting**.
2. Select **Print**.

3. Select a print queue from the **Queue** pull-down menu.
4. Select **Sides Imaged** from the pull-down menu.
5. In the **Quantity** field enter the number of sets to print.
6. Select the **Log Entries** option in the **Pages to Print** field to choose the pages you want to print:
 - Select **All** to print the entire accounting log.
 - Clear **All** if you want to print a portion of the accounting log and enter a range of job ID numbers.
 - Select the **Job ID** option and enter a job ID number to print that specific record.
7. Select **OK** to print the accounting log.

Exporting the Accounting Log

Export the accounting log to a file that can be used by another application to create reports for customers, or to keep as an electronic record of past transactions.

1. Select **Administration > Accounting**.
2. Select **Export**.
3. Select the destination of the exported accounting log files by performing one of the following:
 - Select the UNIX file location or media type from the **Directory** menu.
 - Type the name of the file in the **Selection** field. The default is set to AccExport_system serial number_date_time. The system only provides a default name for media that supports the length of the name. Otherwise, no default is provided.
4. From the Export records field choose one of the following:
 - To export all records mark **All**.
 - Clear **All** and enter the range of job ID numbers you want to export.
 - Select **Job ID** and enter a job ID number to export all the specific records associated with the job ID.

Note

For MSDOS compatibility type eight characters or less.

5. Select the format version of the exported accounting log from the **File Properties** pull-down menu.
 - **Version 3.0:** Exports all entries that are new and old, having zero and non-zero values, except trapping, present in the accounting log. The exported file is a fixed format and does not vary in length. Additionally, entries that are not viewable on the interface are exported. These entries are: Channel Idle Time, Initial JDL, Initial JDE, DJDE Records Read, and Lines Printed. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 2.x.

- Version **4.0**: Exports all entries including trapping. Also includes the following fields:
 - Interrupt Status: Options are **Interrupt** and **Interrupted**.
 - Job Source: Indicates the Gateway through which the job was submitted.
 - RIP Interrupt Time: Displays how long the job was suspended in the RIPing status, if the job was interrupted by a Print Now job.

The exported file is a fixed format and does not vary in length. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.1.

- Version **5.0**: Exports all entries including those for color attributes. The exported file is a fixed format and does not vary in length. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.5.
- Version **6.0**: Contains AccountID, UserID, and additional job data for the purpose of identifying who printed jobs and the account to which users are assigned. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 4.0.
- Version **7.0**: Adding to version 6.0, this version of the export file also includes details about highlight colors, highlight printing color, mapping algorithm, highlight mismatch action, etc. The exported file is a fixed format and does not vary in length.
- Version **8.0**: This version contains LCD information including Final JDL and Final JDE. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 4.2.
- Version **9.0**: This version contains LCD Error Codes. This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 5.1.
- Version **10.0**: Exports the **Total Clear Pages Printed** field data, which tallies the total number of pages in a job that has clear applied to it.
- Version **11.0**: Adding to version 10, this version of export file contains information about the **Banner page message**.

6. The **Type** and **Encoding** fields change automatically, based on the Version that you select.

Type	Definition
Full	A File Property type characterized by a fixed length log entry. All null values are included as blanks between delimiters.

Encoding	Definition
EBCDIC	In contrast to the 7-bit ASCII encoding scheme, Extended Binary Coded Decimal Interchange Code (EBCDIC) is an 8-bit character encoding schema.
ISOLatin	For all non-Japanese installations, you may use this encoding.
Unicode	Unicode is a computing industry standard for the consistent encoding, representation and handling of text expressed in most of the writing systems.

As a result, the following behaviors apply:

- The Encoding field displays **Unicode**, when any of the Version is selected (Version 3.0 to Version 11.0). The user can select from the following options, as per the requirement:
 - EBCDIC
 - ISOLatin
- The Type Field displays **Full** for all the selected Versions (3.0 to 11.0).

7. Select a **File Format** for the exported Accounting Log data:

- **Name-Value Pairs:** A database file format that contains the name equal to value grouping for each variable in every log entry. The file consists of the record attributes in the order in which the records are displayed with attribute names. The field values are separated by a colon, and the records are separated by a carriage return.
- **Record Layout Definition:** A database file format that defines the order of variables at the front in order to facilitate using delimited variables with no name necessary. This type of database works well when converting to standard database and spreadsheet software.

8. Select a **Separator Character**, such as a colon, semi-colon, comma, space, or Tab.
9. Select **Export** to start the export process.
10. Select **OK** after the files are exported.
11. Select **Close** to exit the Export Accounting dialog window.

About fonts

The Print Server provides a variety of PostScript and PCL fonts.

Fonts that are permanently installed on the Print Server are called Resident fonts. You cannot change or delete Resident Fonts, but you may view them.

Additional fonts can be installed through the font manager from supported media, a UNIX directory, or downloaded through a queue or as part of a job. These are called Soft fonts or Cartridge fonts.

Note

Managing LCDS fonts is accomplished through the LCDS Resources selection within the Administration menu.

- **PostScript:** A widely used Page Description Language (PDL) from Adobe that is used on Apple Macintosh and Microsoft Windows personal computers. Most printing companies accept and may even require a PostScript file format for electronic files. An example of a document name in this format is Report.ps.
- **PCL:** Printer Control Language developed by Hewlett-Packard. This is the command language used in many printers. An example of a document name in PCL format is report.pcl.

For additional information see [Viewing fonts on the Print Server](#) and [Loading additional fonts on the Print Server](#).

Viewing fonts on the Print Server

You can view the PostScript and PCL fonts loaded on the Print Server.

Viewing the fonts on the Print Server displays all the fonts that are loaded, regardless of whether they were loaded during or after installation.

1. Select **Administration > PostScript/PDF/PCL Fonts**.
2. To view loaded fonts make a selection from the **Font Type** pull-down menu.
 - **PostScript All:** Displays all of the PostScript fonts currently loaded and available on the Print Server.
 - **PostScript Resident:** Displays all of the PostScript fonts that are loaded as part of the Print Server installation and cannot be deleted.
 - **PostScript Soft:** Displays any fonts that have been loaded on the Print Server by the System Administrator. PostScript Soft fonts can be deleted from the Print Server.
 - **PCL Resident:** Displays all of the PCL fonts that are loaded as part of the Print Server installation and cannot be deleted.
 - **PCL Cartridge:** Displays any PCL fonts that have been loaded on the Print Server by the System Administrator. PCL Cartridge fonts can be deleted from the Print Server.

Printing a list of PostScript and PCL resident fonts

A sample set of fonts currently loaded on the Print Server can be printed.

1. Select **Administration > PostScript/PDF/PCL Fonts...**
2. Select **Print**.
3. Select a queue from the **Queue** pull-down menu.
4. Select a **Sides Imaged** from the pull-down menu.
5. Enter the number of sets to be printed in the **Quantity** field.
6. Select the Font Type:
 - Select **PostScript** or **PCL** to print a sample of all PostScript or PCL fonts resident on the Print Server.
 - Select **All** to print a sample of all of the fonts on the Print Server regardless of font type.
7. Select **OK**.

Loading additional fonts on the Print Server

Additional fonts can be loaded onto the Print Server from media or a UNIX directory. If the source is a UNIX directory, the directory must be on a mounted file system accessible at the Print Server. Fonts loaded on the Print Server must be in print-ready format. For PostScript fonts ensure that the files are in .pfa,.pfb or regular ASCII format. PCL fonts must be bitmap files that include only font header and character data or in a format such as IntelliType FAIS (Font Index File Style).

In addition, you can load fonts to be used with MICR, Magnetic Image Character Recognition, jobs by ensuring that you have the appropriate media containing the required fonts. LCDS fonts are managed through the LCDS Resources option.

1. If the fonts are stored on media, insert the media into the appropriate drive.
2. Select **Administration > PostScript/PDF/PCL Fonts**.
3. Select one of the following font types:
 - **PostScript All**
 - **PostScript Resident**
 - **PostScript Soft**
 - **PCL Resident**
 - **PCL Resident**
 - **PCL Cartridge**
4. Select **Load**.
The Import Fonts dialog window opens.
5. Select the appropriate directory or media type from the **Look In** pull-down window.
If the fonts are being loaded from media, the media is read by the Print Server and the fonts stored on the media are displayed. If the **UNIX File System** option is selected, choose the appropriate directory.
6. Select the fonts to be loaded from the **Files** field.

7. Select **Install**. Wait for the fonts to finish loading before removing the storage media from the system. The main Fonts dialog window displays the fonts that have been loaded.
8. To display a list of available fonts select **List Fonts**.
9. If the fonts were supplied from removable media, select the **Eject** icon.

You must restart the software to make the font available.

10. Select **Close** to exit the Install dialog window.

The Language menu

The Language menu, in the FreeFlow Print Server main window, displays all languages provided by the FreeFlow Print Server software.

The selected language is applied to the Server UI, Administration Pages, and Accounting options, available via **Setup > System Preferences**. The languages in the Language menu appear in their native language. For example, the German language displays as “Deutsch.”

Supported languages

As of 8.0 SP2 launch, the following languages are supported in FreeFlow Print Server and are automatically installed on supported printers:

- English
- French
- Italian
- German
- Spanish
- Dutch
- Portuguese
- Russian
- Simplified Chinese
- Traditional Chinese
- Korean

Note

Japanese is supported. However, it is implemented and managed by FX and is not included in the global language set provided by the FreeFlow Print Server software.

Selecting a language

The Language menu, in the FreeFlow Print Server main window, displays all languages provided by the FreeFlow Print Server software.

Although each language has associated Units, Time Format, Date Format, and Numeric Format built into the language file, the operator can select **Setup > System Preferences > International** to make independent selections for each of these options.

1. Log on as a System Administrator.
2. Select **Language**.
3. Select an installed language.
4. In the Question window, select from the following:
 - **Desktop Language:** Changes the Desktop language. The Launch menu and the options within it appear in the new language.

Note

When this checkbox is selected, you are prompted to perform a system shutdown. When the system is powered back on, the desktop is in the new language. If the “Desktop Language” checkbox is de-selected, only a restart is required.

- **Default Queue Names.** Changes the <hostname>_PRINT, _SAVE, and _HOLD queue names to the new language.

Note

When this checkbox is selected, you are prompted to restart the server user interface. If the **Desktop Language** option is also selected, a system shutdown is required.

Language selection limitations

The Language menu items are disabled when:

- Viewing the menu through FreeFlow Remote Workflow. A language can only be selected or changed locally, on the server.
- Logged in as a User. The Language menu is only available to Operators and System Administrators.

Color Management

Color workflows often involve several different devices, including but not limited to, monitors, scanners, cameras, and printers. Each of these devices has a specific color range, or gamut, that it can produce.

Color management attempts to match color across input, display, and output devices by referencing their color reproduction to a known standard using International Color Consortium (ICC) profiles. ICC profiles provide a consistency across all color print engines.

About Color Management

Color Management tools are used to assist with matching color for printing. Color Management tools can include hardware devices such as spectrophotometers and colorimeters, and software such as color profiles, Tone Reproduction Curves (TRCs), and color space transformations.

Devices such as the spectrophotometer measure the printed output of a printer, which is then used to calibrate the printer and/or create appropriate TRCs which can adjust for any color matching problems caused by the printer itself.

Color matching software is used to convert between device dependent RGB and CMYK color spaces to a device independent color space in order to match colors by adjusting for differences between device color gamuts.

The grey options cannot be changed and jobs process with the same color settings regardless of the color printer model, providing a consistent color output across all Xerox color printers.

Color Management tools can be used by users of all knowledge levels:

- **Skilled:** If you are knowledgeable about color workflows and colorimetry you may choose to make specific Image Quality settings in the Color Management window in order to fine tune the system to your preferences. You can access the Color Management window by selecting **Color Management** from the **Image Quality** tab.

- **Novice:** If you are unfamiliar with color workflows, simpler color management options available from the **Image Quality** tab allow you to make a collection of settings based on standard defaults.

The Color menu

The Color menu contains items to access color management windows:

- **Associations:** Opens the Associations window where you can associate named stocks with color groups or profiles.
- **Color Profiles:** Opens the Color Profiles window where you can manage color profiles as well as perform color calibrations on your stocks.
- **User TRCs:** Opens the User TRCs window where you can create, edit, store, and manage user Tone Reproduction Curves (TRCs).
- **Spot Color List:** Opens the Spot Color List window where you can create Custom User Colors, edit, display, and store spot colors, including PANTONE® colors. You can view the properties of all colors, edit all colors, and delete custom colors. You may also print a swatch book of a set of colors or print a proof of a color being edited.

The Associations window

The Associations window enables you to perform several color management activities, including associating named stocks with color groups or profiles, setting up new color groups, editing existing color groups, and setting up and editing halftone profiles.

Stock Profile Terms and definitions:

- **Profile Name:** Assign or change the profile name.
- **Stock Name:** Select the stock name from the drop-box.
- **Color:** Choose from a list of possible stock colors.
- **Weight:** Select a stock weight from the drop-box.
- **Opacity:** Choose from Opaque or Transparent.
- **Coating:** If available, stock coating options include:
 - None
 - Gloss
 - High Gloss
 - Semi-Gloss
 - Satin
 - Matte

Understanding the Associations window

The Associations window contains a list of color groups with their attributes.

This list contains the following columns:

- **Pre-Installed Color Group icon:** the first column in this list contains an icon that shows whether the color group is pre-installed or user-created. The icon is different for each case, and a tool tip will display if you place the pointer over the icon.
- **Color Group:** this column contains the name of the color group.
- **Summary:** this column contains the name of the stock which is associated with the color group.
- **Trays:** this column displays a number and an appropriate icon if the color group and stock are loaded in a specific tray.
- **Size:** this column displays the size of the stock associated with the color group.
- **Color:** this column displays the color of the stock associated with the color group.
- **Opacity:** this column displays whether the stock associated with the color group is opaque or transparent.
- **Weight:** this column displays the weight, in gsm (grams per square meter) of the stock associated with the color group.
- **Coating:** if available, this column contains information on the coating properties of the stock associated with the color group.
- **Latest Calibration:** this column displays the calibration date of the stock associated with the color group.
- **Profile Name:** this column displays the name of the profile associated with the color group.

Right-clicking in the list provides a context menu. All these menu options are also available via pull-down menus in the **Associations** tab.

The context menu contains the following options:

- **Color Group**

Note

Color profile activities can also be performed using the **Profile** menu.

- **Properties**
- **New Group**
- **Delete Group**
- **Set Group as Default**
- **Export**
- **Import**
- **Restore Default Profiles**

- **Color Profile**

Note

Color profile activities can also be performed using the **Profile** menu.

- **New Profile Family**
- **Add Halftone Profile**
- **Update Halftone Profile**

- **Replace Halftone Profile**
- **Assign Profile Family**
- **Calibration**

Note

Calibration activities can also be performed using the **Calibrate** menu.

- **Calibration**
- **Revert to Previous Calibration**
- **Set Maximum Versions**
- **Halftone Calibration Dates**
- **Calibrate X-Rite Instrument**
- **Calibration Instrument**

- **Manage Associations**

This option opens a dialog that enables you to perform various Association management tasks.

Setting Color Group properties

1. Select **Color > Associations....**
2. Right-click in the row whose properties you desire to set.
3. Select **Color Group > Properties....**
The Color Group Properties window opens.
4. If desired, clear the **Set As Default Color Group** checkbox.
5. Select **Assign Profile Family....**
The Assign Profile window opens.
6. Select a profile from the list presented.
7. Select **OK**.
The assigned stocks and calibration dates lists are displayed in read only mode.
The current profile family name updates.
8. Select **OK**.
A Question window appears.
9. If the settings you made are appropriate, select **Yes**.
The Color Group is updated.

Creating a new Color Group

1. Select **Color > Associations....**
2. Select the **New Color Group...** button.
The New Color Group window appears.
3. Select **Assign Profile Family....**
The Assign Profile window opens.
4. Select a profile family from the list.
5. Select **OK**.

The window closes and the Current Profile Family name updates.

6. Select **Add Group**.
7. Select **OK** if a message box pops up.
8. Select **Close**.

The new Color Group is added to the **Associations** list.

Moving a stock into a Color Group

1. Select **Color > Associations...**
2. Right-click on the desired Color Group.
3. Select **Color Group > Move Stock**.
The Move Stock window opens.
4. Select a Color Group from the list into which to move the stock.
5. Select **OK**.
The group will now have a stock associated within it.

Setting a Color Group as default

1. Select **Color > Associations...**
2. Right-click on the desired Color Group. Select **Color Group > Set Group as default**.
3. At the question window, select **Yes** if you intend to proceed.
The group will become the default Color Group.

Deleting a Color Group

1. Select **Color > Associations...**
2. Right-click on the desired Color Group.
3. Select **Color Group > Delete Group**.

Note

You cannot delete pre-installed Color Groups. If you attempt to do so, an error message will appear.

4. At the question window, select **Yes** if you intend to proceed.
The group will disappear from the **Associations** tab.

Exporting a Color Group

1. Select **Color > Associations**.
2. Right-click on the desired Color Group.
3. Select **Color Group > Export**.
The Export Groups window opens.
4. Select the directory into which to export the group.
5. If desired, you can select or deselect the checkbox for the export policy. The checkbox is labeled Include Profile Data.
6. Select **OK**.
The stock will export.
7. After the export is complete, select **OK**.

Importing a Color Group

1. Select **Color > Associations**.

2. Right-click on the desired **Color Group**.
3. Select **Color Group > Import**.
The Import Groups window opens.
4. In the directory locate the desired group to import.
5. Select the specific group from the **Files** list.
6. Under import options:
 - a) Select or deselect the checkbox for **Associated Color Groups**.
 - b) If the checkbox is selected, choose whether the GUI will ask first before importing or will simply replace existing Color Groups.
7. Select **Import**.
The import action will occur.
8. Select **OK**.
9. Select **Close**.

Restoring Color Group defaults

1. Select **Color > Associations....**
2. Right-click on a **Color Group**.
3. Select **Color Group > Restore Profile Defaults**.
A question appears saying: Pre-installed profile families will be restored for all of the Pre-installed Color Groups. Are you sure you want to restore defaults?
4. Select **Yes** to perform the action.

The original profiles for all pre-installed profile families will be restored.

Full Width Array retraining

The Full Width Array (FWA) retraining procedure allows users to retrain the FWA values received from the i1 spectrophotometer, to ensure accurate color representation. As a result of this retraining procedure, the FWA RGB values are compared with LAB Look Up Table (LUT) values and derive the output values. To perform this operation, both the FWA and the i1 spectrophotometer are required.

Retraining Full Width Array values

1. Connect the i1 spectrophotometer.
2. Select **Color > FWA Baseline**.

Another way to access this feature is to select **Color > Associations**, right-click a stock, and select **Calibration > FWA Baseline Calibration**.
3. Click **OK**. The FWA Baseline Calibration window displays.
4. Select a **Stock Name**, **Color Group**, and **Halftone** value.

The Stock Name, Color Group and Halftone values are automatically filled if you selected the FWA Baseline Calibration window through the Associations window.

The left side of the screen displays the calibration process steps. The right side of the screen displays calibration instructions.

5. Click **Print FWA Target and Scan**.
6. Select from the following options for when the calibration will occur:

- End of Current Job
 - End of Current Copy
 - Now
7. Click **OK**.
FWA targets print.
 8. Click **Print i1 Target**.
 9. Select from the following options for when the calibration will occur:
 - End of Current Job
 - End of Current Copy
 - Now
 10. Click **Measure i1 Target**.
 11. Manually scan the printout using the i1 spectrophotometer.
 12. The i1 values are compared with the FWA scanned values generated earlier and the new FWA Baseline value is calculated.
 13. Click **Accept New FWA Baseline**.

Calibrating the printer

Calibrating the printer can be initiated from the **Color** menu, the **Calibration** short-cut button on the Home Screen (if present), or the Associations, Paper Trays, and Stock Library windows.

Depending on your printer and the version of FreeFlow Print Server installed, you will:

- use the X-Rite Spectrophotometer measuring device to calibrate the printer
- use Full Width Array to calibrate the printer

Note

If you have a supported system running FreeFlow Print Server Professional, select **Color > Calibration Preferences** to open the Calibration Preferences window. Select the **Calibration Instrument** you wish to use.

Using the X-Rite Spectrophotometer to calibrate the printer

1. Open the Calibration window.
2. Select a **Color Group** that currently has associated stocks loaded in the machine.
3. Select the **Calibrate** button.
4. Within the text fields, ensure the **Color Group** and **Stock Name** are correct.
5. Select the halftone for which you are calibrating.

Note

If you intend to use several halftone profiles, you will need to complete this process for each of the desired halftones.

6. Select **Print Target**.
7. Select a quantity to print using the spin box.

8. Select **OK**.
 9. When the Information screen appears, select **OK**. The target will print.
 10. Select **Properties**.
 11. Type a new **Profile Name** in the text field.
 12. Type a **Description**.
 13. Under Options, select whether the profile will:
 - Apply To All Halftones
 - Apply Only To Selected Halftone
 14. Select **OK**.
 15. Select **Measure**.
 16. Select **Begin** and follow the on-screen prompts as the X-rite Spectrophotometer scans a series of strips on the test target. A set of Tonal Reproduction Curves (TRCs) are generated.
 17. When all strips have been scanned, select **OK** when the Calibration Complete message pops up.
 18. The results of the scan will be displayed on the System Calibration window for each color channel TRC for the current state of the system.
Each color channel can be viewed alone by selecting the associated check box. Each TRC is associated with the stock and up to five different TRCs can be stored for calibration.
- Note**
- Selecting **Close** will terminate the calibration process. Selecting **Revert** will allow you to select a previously created calibration TRC. Selecting **Accept** will change the system operation to the newly created TRC. Selecting **Start Over** will start the calibration process from the beginning.
19. After Accepting the calibration data, select **OK** in the Accept Calibration Data screen to close the dialog.
 20. Select **OK** to close the information dialog.
 21. Select **Close** to exit the calibration dialog.
 22. Select **Yes** to answer the question dialog.
Within the **Color Profiles** tab, your calibration date and time will appear for all stocks associated with the profile. The stock actually calibrated will be in bold type.

Manual TRC Calibration with the X-Rite i1 Spectrophotometer

1. Connect the X-Rite i1 spectrophotometer via the USB port.
2. Select **Color > Calibration Preferences**.
3. Select the X-Rite calibration instrument.
4. Select **OK**.
5. Select **Color > Calibration**.
6. Select a **Stock Name** and **Color Group**.
7. Select the **Halftone** for which you are calibrating.

Note

If you intend to use several halftone profiles, you will need to complete this process for each of the desired halftones.

8. Select **Print Target**. The target prints.
9. Select **Measure**. A screen displays to calibrate the X-Rite instrument.
10. Select **Next**.
11. Take the target printouts and measure the strips line by line, using the X-Rite i1 device.
12. Select **Next** and then **OK**. The system starts to calculate TRC values after all scan lines are measured.
13. Select **OK**. A graph displays with TRC values.
14. Click **Accept** to save the calibration data.

Calibrating X-Rite instrument

The X-Rite spectrophotometer is calibrated using a color reflection reference strip that is supplied with the instrument.

The strip must be free from smudge marks and dust.

1. Remove the strip from its protective envelope.
2. Press and hold the instrument button for 3 seconds.

The light changes from green to yellow, indicating that the instrument is in calibration mode.

Note

If a calibration is not performed after a short period of time, the light changes back to green, indicating that the instrument has returned to measurement mode.

3. Hold the color reflection reference strip flat with the patches facing up.
4. Point the arrow on the strip toward the slot on the instrument, and center the end of the strip under the alignment mark on the instrument.
5. Slowly insert the strip past the front idler rollers until it comes to rest against the rear drive rollers.

The bar across the strip aligns approximately with the front of the instrument when the strip is positioned correctly.

6. Let go of the strip.
7. Press the instrument button.

The light flashes yellow slowly for short period of time before the strip begins to move. The strip is pulled through the instrument and out the back. The light turns steady green after a successful calibration. A fast flashing yellow light indicates a failed calibration.

Note

If calibration fails, press the instrument button to return it to measurement mode, verify the strip is clean, and begin again.

8. Place the strip in its protective envelope.

Using Full Width Array to calibrate the printer

1. Select **Color > Calibration Preferences**.
2. Select **Full Width Array**.
3. Select **Color > Calibration**.
4. Click the **Stock Name** menu and select a stock from the list.
5. Select the **Halftone** for which calibration is performed.
6. Select **Start**.
7. Select a timing option to print the new calibration target:
 - **End of Current Job**
 - **End of Current Copy**
 - **Now**
8. Select **OK**.

When the system completes the calibration, calibration targets print to the top tray of the printer. A Tonal Reproduction Curve (TRC) displays on the calibration window.

Note

View the **Current Curve** and the **Candidate** (new) curve on this window. You can also view the **Color Separations** for Cyan, Magenta, Yellow, and Black.

Note

Select the **Erase All Calibrations** button to delete all of them from the system and start from a non-calibrated state.

9. Select **Accept** to apply the TRC.
10. Select a timing option for when to accept the calibration data:
 - **End of Current Job**
 - **End of Current Copy**
 - **Now**
11. Select **OK**.

Timer Based Calibration

Calibrating the printer is setting it up for optimum ink distribution on paper. Calibration ensures linear progression of the ink tints from 100 % to 1 % without a tonal distortion. Calibration also ensures the best color saturation for vivid color prints as each paper stock absorbs ink differently. The user must create a separate calibration for each paper stock that is used. The system calibrates automatically either based on elapsed time or on the number of pages printed. This helps to ensure color consistency.

1. Select **Calibrate > Calibration** from the Associations window or select the **Calibration** button on the FreeFlow GUI.
2. Select **Configure Auto Calibration**. The Automatic Calibration Configuration window displays.
3. Select **Enable** in the **Automatic Color Calibration Mode** area of the window.
4. Select either **Elapsed time** (in hours) or **Pages printed** to specify the interval between automatic calibrations.

If **Elapsed time** is selected, once the specified time period has elapsed, the system calibrates at the end of the active job or before the next print cycle, if no jobs are running. A calibration does not occur, even if the specified time period has elapsed, until a job is queued to be printed.

If **Pages printed** is selected, once the number of specified pages has been printed, the system calibrates the printer at the end of the active job or before the next print cycle, if jobs are not running.

5. Select a **Stock Name** for the system to calibrate the printer using the pull-down menu. If the specified time or number of printed pages elapses, the automatic calibration begins.

If the specified stock is not loaded, an error occurs.

6. Select one or more of the available **Halftone** checkboxes. The TRC curve is then displayed in the order in which the selections were made.

There is no default selection, but the common setting for halftone is set to **200 Dot**.

Selecting more than one halftone setting consumes more time for the calibration operation.

Selecting **Accept resultant TRCs automatically** minimizes Operator intervention by accepting the output of the calibration, the Tone Reproduction Curves (TRCs), without further interaction. This is desirable when a short elapsed period between calibrations is specified.

7. Select **OK**. After the calibration job prints, the system calculates the data readings, and the TRCs are displayed in the Calibration window.

The Color Profiles window

This section explains the information on the Color Profiles window and what it means.

Understanding the Color Profiles window

The Color Profiles window contains a Profile list.

The list contents are as follows:

- System-Supplied vs. User-Defined Profiles icon
- Name: (the name of the profile)
- Type: (source or destination)
- Color Space: (CMYK, RGB, CMY, etc.)
- Description: (name of the stock associated with the profile)
- Halftone:

Right-Clicking in the list provides a context menu.

Depending on your printer configuration, the context menu contains the following options:

- Properties

- Apply Changes
- Profile to Stock
- Profile Optimization
- Add
- Add to Destination
- Replace
- Delete
- Print List
- Save List
- Import
- Export
- Select All
- Clear All

The Color Profiles Tab View menu

The Color Profiles tab contains a menu that enables the user to control the attributes that are displayed in the **Color Profiles** list. When this menu is accessed, the following options appear, accessible as checkboxes:

- **State**
- **Name**
- **Type**
- **Color Space**
- **Description**

To prevent any attribute from displaying, simply click the checkbox to remove the mark.

In addition to these attributes, the following view options are available in this menu:

- **Show Toolbar**
- **Hide Toolbar**
- **Select All**
- **Clear All**
- **Redisplay**

Using Profile Optimization

FreeFlow Print Server supports two different color translation paths: the ICC translation path and the Xerox enhanced translation path. The Xerox enhanced translation path utilizes Fast Path Look Up Tables (FP LUT). The ICC translation path uses both a source and a destination profile to translate one color space to another. The ICC translation path requires multiple translation steps and hence is less efficient.

When a custom ICC profile is added to the Print Server, it is processed through the ICC path, which requires a color transformation to a profile connection space and then to device CMYK.

Enabling Profile Optimization overcomes the deficiencies of the ICC path, which maximizes RIP and preserves K through the path. This feature is applicable for CMYK profiles.

Note

Creating Fast Path LUTs using custom destination profiles may introduce unexpected results such as contouring, or defects in shadow and highlight regions.

Note

When a Pure or Saturation rendering intent is selected, the Relative Colorimetric rendering intent is used to generate the Fast Path LUT with a compensation for the K values.

About destination profiling

You can use the Color Profile menu to maintain destination profiles. Specifically, you can update a profile, add a new profile, add a new profile family, and assign a profile family.

Using either an internal or external scanner, target pages are scanned, the Characterization Library retrieves the scan data, and updated or new destination profiles are generated.

Using Full Width Array to create a color profile

1. Select **Color > Associations**.
 2. Right click on a target stock, and select **Color Profile > New Profile Family**.
 3. Select the **Setup** button.
 4. Enter a unique **Profile Name**.
 5. Enter a **Description** and select **OK**.
 6. Select **Start**. Profiling targets print on the target stock to the top tray.
 7. When the button becomes available, select **Finish** to apply the profile.
- The newly created profile is added to the profile database.

8. Select **Close**.

Updating a Halftone Profile

Use this process to update an existing destination profile.

1. Select **Color > Associations**.
2. Right-click in the list. Select **Color Profile > Update Halftone Profile**.
The Update Halftone Profile window appears.
3. Select **1. Setup**. This opens a window where you can set the parameters for the halftone profile update. From the **Halftone** menu, select the halftone for this profile and click **OK**.

Note

The profile generated can be applied to all halftone profiles by selecting **Apply to All Halftones** in the **Options** area. **Apply Only to Selected Halftone** is selected by default.

4. Select **2. Print Target**. The Print Boundary window appears.

- a) Select from the choices presented when to print the profile targets and the **Quantity** of targets to be printed.
- b) Click **OK** to print the targets
- c) Click **Close** to dismiss the Information window

Note

If left open, the Information window will close automatically when all targets have been printed.

5. Select **3. Measure** to display the Measure Progress dialog for the installed X-Rite measurement instrument.
6. Select **Initialize** and follow the on-screen prompts as the X-Rite Spectrophotometer scans a series of strips on the test target.
7. When all strips have been scanned, select **OK**.
8. Select **Finish** to apply the profile. Once the profile is applied, the window refreshes and becomes ready to select a different halftone to update another profile in the family.

Setting up a new Profile Family

1. Select **Color > Associations**.
2. Make sure stock is loaded and right-click in the list and select **Color Profile > New Profile Family**.
3. Select **1. Setup**. This opens a window where you can set the parameters for the halftone profile.
 - a) From the **Halftone** menu, select the halftone for this profile.
 - b) Edit the **Profile Name** and **Description** fields.
 - c) Select **Apply Only to Selected Halftone**.
 - d) Click **OK**.
4. Select **2. Print Target**. The Print Boundary window appears.
 - a) Select from the choices presented when to print the profile targets and the **Quantity** of targets to be printed.
 - b) Click **OK** to print the targets
 - c) Click **Close** to dismiss the Information window

Note

If left open, the Information window will close automatically when all targets have been printed.

5. Select **3. Measure** to display the Measure Progress dialog for the installed X-Rite measurement instrument.
6. Select **Initialize** and follow the on-screen prompts as the X-Rite Spectrophotometer scans a series of strips on the test target.
7. When all strips have been scanned, select **OK**.
8. Select **Finish** to apply the profile. Once the profile is applied, the window refreshes and becomes ready to select a different halftone to update another profile in the family.

Assigning a Profile Family

1. Select **Color > Color Profiles**.
2. Right-click in the list. Select **Color Profile > Assign Profile Family**.
The Assign Profile Family window appears.
3. From the list, select the desired profile.
4. Select **OK**.
The profile family is changed.

Deleting a Color Profile

1. Select **Color > Color Profiles....**
2. Right-click on the profile you wish to delete.
3. Select **Delete**.
4. Answer **Yes** to the question.

Replacing a Color Profile

1. Select **Color > Color Profiles**.
2. Right-click on the profile you wish to replace.
3. Click **Replace**.
4. Select the path of the new profile to replace the existing one.
5. Click **Load**.

Saving the Profile List

1. Select **Color > Color Profiles....**
2. Right-click on a profile in the Color Profiles list.
Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
3. Select **Save List....**
4. Within the Save Profile List window, select the destination directory.
5. Select a Name from the Name list, or type a new name in the Selection field.
6. Select a save option from the following save options:
 - Profile Properties (comma separated values)
 - Profile Names only
7. Select **OK**.

Importing the Profile List

1. Select **Color > Color Profiles....**
2. Right-click on a profile in the Color Profiles list.
Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
3. Select **Import....**
4. Within the Import Profiles window, select the directory from which you wish to import the profile(s).
5. Select a file type from the drop-box.

6. Select a file from the Files list, or type the name of the file in the Selection field.
7. Select the Import Policy from the following list:
 - Ask to replace duplicate profiles
 - Automatically replace duplicate profiles
8. Select **OK**.

Exporting the Color Profile List

1. Select **Color > Color Profiles....**
2. Right-click on a profile in the Color Profiles list.

Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.

3. Select **Export....**
4. Select the directory to which you wish to export the list.
5. Type a unique name for the profile list in the Selection field.

Alternatively, you may select an already-saved list from the files drop-box and overwrite it. This may be useful when you wish to update a previously-saved profile list.

6. Select the Export Policy from the following list:
 - Profile Properties (comma separated values)
 - Profile Names only
7. Select **OK**.
8. When the Information message appears, click [**OK**] to close the message box.

Exporting Color Profiles to CD-RW

1. Place a CD-R or CD-RW in the CD-RW Drive.
2. Restart the Print Server software.

Note

This is necessary so that the drop-down menus will contain the choice **CD_RW 1**.

3. Select **Color > Color Profiles....**
4. Highlight the profiles to be exported to the CD.
5. Right-click and select **Export...** from the menu.
6. In the Export Profiles dialog, access the **Directory** option arrow and select **CD-RW**.
7. Select **OK**.

The CD will eject when the operation is finished and a window will open to say that the operation is completed.

8. Click **OK** to close the window.

Saving a list of Color Profiles to CD-RW

1. Place a CD-R or CD-RW in the CD-RW Drive.
2. Restart the FreeFlow Print Server software.

Note

This is necessary so that the drop-down menus will contain the choice **CD_RW 1**.

3. Select **Color User TRCs**.
4. Within the list of User TRCs, select the TRCs you wish to export.
5. Right-click on the group of TRCs you wish to export, and select **Export...**
6. In the Export TRCs window, access the Directory option arrow and select **CD-RW**.
7. Select **OK**.
8. The CD will eject when the operation is finished and a window will open to say that the operation is completed. Click **OK** to close this window.

Printing the Profile List

1. Select **Color > Color Profiles...**
2. Right-click on a profile in the **Color Profiles** list.
Additionally, you may click and drag to select multiple profiles within the list, and then right-click within the selection area.
3. Select **Print List...**
4. Select the print queue to which you wish to send the print job.
5. Within the **Sides Imaged** drop-box, select from the following:
 - 1-sided
 - 2-sided
 - Head to Toe
6. Select the quantity of printed copies.
7. Select from the following print options:
 - Profile Properties (comma separated values)
 - Profile Names only
8. Select **OK**.

User TRCs**What are User TRCs?**

User Tone Reproduction Curves (TRCs) provide users a mechanism for adjusting color output on individual color separations. User TRCs are graphical representation of 4 curves, one for each color separation (Cyan, Magenta, Yellow, and Black).

User TRCs are the preferred method for adjusting color when the adjustment has to be done at the print server. They should be used to adjust color instead of using the **Image Adjustment** sliders, which offer no preview and often greatly increase job processing time, or **Advanced Color Settings**, which are used for color management, not adjustment to correct printer drift.

User TRCs:

- can be created within the Color Manager, Queue Manager, Print from File Service, or from within a job.

- can be applied on a Queue, Job, and Page basis. In other words, User TRCs can be chosen from within Queue Manager or within a job. Within a job, the desired User TRC can be applied to all pages or just to specified pages.
- are applied to a job after it is processed. As a result, the color reproduction of reprint jobs can be adjusted using a TRC. In fact, the User TRC is one of the few image quality features available for reprint jobs
- can be exported to and imported from other FreeFlow Print Servers.

Previewing and Editing TRCs

Opening the User TRCs Edit window

User TRCs can be applied to a job or page to adjust the color output of a specific job. They can also be applied to a queue to adjust the color for all jobs in the queue.

The User TRCs Edit window can be opened by using one of the following methods:

Note

Changes made to User TRCs using any of the methods listed below appear in all the other methods.

- From the **Home Screen**: Double-click a job, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Services** menu: Select **Services > Print From File**. Select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Queue** menu: Select **Queue > Queue Manager**. Double-click a queue, select the **Image Quality** tab and **Color Adjustments**. From the **Adjustment Type** menu, select a User TRC and click **Edit / Preview**.
- From the **Color** menu: Select **Color > User TRCs** and double-click a User TRC.

Note

In this dialog, TRCs can be selected, edited, and previewed but cannot be applied to a job, page, or queue.

The New TRC - Edit window

Selecting **New TRC** opens the New TRC - Edit window. The Identity curve will be displayed in the graph. The Identity curve describes a state in which no color change will be made to the color channel.

Note

To view only the curve you wish to edit, click the eye icons for the other three curves to turn those curves off.

Each option in the window is defined as follows:

- **Edit**: Defines which curve (All Curves, C, M, Y, or K) is available for editing. If an adjustment has been made to a single curve, the All Curves option cannot be selected.

- **Eye icon:** Defines which color separations are present in the display graph.
- **Selected Point:** Indicates the X and Y values of the currently selected point. Values can be adjusted by typing a new value, by clicking the **Input (X)** or **Output (Y)** boxes, or by dragging the selected point in the graph.
- **Delete:** Deletes the currently selected point.
- **Add...:** Opens a window for the currently selected curve to allow direct input of an X and Y value that will be added as a point.
- **Undo:** Reverses any changes made to the selected curve. You can undo multiple changes.
- **Redo:** Reverses the Undo function.
- **Options:** Select this menu for additional options:
 - **Default Curve:** Resets the selected curve to the Identity curve.
 - **Default All Curves:** Resets all curves to the Identity curve.
 - **Copy Curve:** Copies the selected curve values to other curves in the graph.
 - **Print Curve:** Prints the curves you select to the queue of your choice on the printer. User TRC curves can be printed to confirm curve values or to keep as a record of curves created.
 - **Comments:** Enables you to input descriptive information specific to the curve.

Previewing User TRCs

The effects of TRCs can be previewed for PostScript and PDF jobs. You can preview TRC adjustments on a particular job or on a specific page within a job. TRC editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. You can preview a single page or a range of pages. Click **Update** and the Job preview specify range window opens. Perform one of the following:
 - To preview all the pages in the job, select **All**.
 - To preview a range of pages, clear the **All** checkbox and enter a page range in the **To** and **From** fields.
 - To preview a single page, enter the same page number in both the **To** and **From** fields.
2. You can also change how the preview appears on the screen. Select from the following:
 - **Show Adjustment:** Select the check box to show any curve adjustments made on the sample image.
 - **Zoom:** Select a value from the menu to zoom in or out of the sample image.
3. Select **OK**.
The preview image refreshes to the first of the pages indicated in the page range selected.

Editing User TRCs

Tonal Reproduction Curves editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. Select the color separation curve you want to edit by selecting the corresponding **Edit** button.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

2. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:

- a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.
After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:

- a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.
- b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
- c) Open each curve for editing in turn and perform your corrections.

3. In the event that you want to reset any changes or return to default settings, perform the following:

- Select the appropriate curve from the CMYK **Edit** buttons and, if changes have been made, select the **Undo** or **Redo** arrows. The **Undo** and **Redo** selections are available while previewing the image. This can be helpful when deciding what Control Point settings best meet your job needs.
 - You can return each CMYK Control Point to a default value by selecting the appropriate CMYK **Edit** button and then selecting **Options > Default Curve**. To reset all Control Points, select **Options > Default All Curves**.
4. In the **Options > Comments** field, you can input descriptive information specific to the curve. For example, you might type a short description of the color adjustments provided by the TRC or the jobs for which it would be used.
 5. Once you have completed the editing process, select **OK** or **Apply** for further options. Select from the following:
 - If you edited the TRC you can:

Overwrite existing TRC: The edited TRC takes on the same name as the one you edited. The changes are saved to the existing TRC.

Save as New TRC Name: Name the edited TRC in the field provided. The new TRC is added to the User TRCs menu

Cancel: Edits are discarded.

You should be aware of the following when editing a TRC:

- Editing a TRC is a global event. If numerous jobs reference the same TRC file and that file is changed, the change affects all the jobs that reference that TRC. In this case, it is recommended that you save the TRC as a new file, in order to eliminate an undesired effect on other jobs.

Creating new User TRCs

The primary access point for creating a new TRC is from the **Image Quality** tab in **Job Properties**. A new User TRC can be added from the User TRCs management window as well (**Color > User TRCs**).

1. To add a new User TRC from the User TRCs management window (**Color > User TRCs**), perform one of the following:
 - Right-click anywhere in the **User TRCs** window and select **New....**
 - From the **TRC** menu, select **New....**
 - Select the **New...** icon from the toolbar.
2. To add a new User TRC from the **Image Quality** tab in **Job Properties**, select **Color Adjustments, Adjustment Type**, and select **New TRC**.
3. In the New TRC - Edit window, type a unique name in the **Name** box.
4. Select the color separation curve you wish to begin editing.

Note

By default, the Cyan curve is selected to edit first; also, by default, all curves are selected for viewing. To hide any curve that is obscuring the one you wish to edit, select its corresponding eye icon.

5. Within the Curves graph window, position the mouse pointer on the active curve and click and drag the curve into the desired shape. Use this method to make quick, coarse changes for initial adjustments.

Type values or click the **Input** boxes to make fine adjustments. This is the recommended practice if you know exactly what digital CMYK output you would like, given a CMYK input. This control is for very specific C, M, Y, or K changes:

- Adding a Control Point:
 - a) Move the mouse pointer on the graph. The pointer shows a plus sign (+) to indicate that a mouse click will add a point to the curve.

Note

Alternatively, select **Add....** A window opens for you to enter Control Point values.

- b) To fine tune the Control Point, enter values or use the **(Input) X** or **(Output) Y** boxes to adjust the values.
- c) Select the **Add** button. The Control Point is added on the TRC screen.
- d) Select **Close** to exit the Add Control Point window. Add additional curves as required.

After adding or moving the X and Y coordinates for the Control Point, you will see a circle in the graph on the line. Click and drag the circle to another point to reshape the curve. Remember also that you may set multiple control points per curve.

- Moving a Control Point:
 - a) Select the Control Point you want to move. The mouse pointer shows a four-headed arrow to indicate that you may now move the Control Point.
 - b) To fine tune the adjustments, type values directly in the **(Input) X** and **(Output) Y** field or use the **(Input) X** or **(Output) Y** boxes to adjust the values. The Control Point is moved on the TRC screen.
6. Open each curve for editing in turn and perform your corrections.
 7. Once you are satisfied with your selections, select **OK** to commit all changes and exit the New TRC window.

Copying User TRCs

You can copy any User TRCs. This is useful if you want to keep the original TRCs intact and modify the copy.

1. Select the TRC to be copied.
2. Right-click the selected TRC and select **Copy** or select **Copy** from the **TRC** menu.
3. The Copy window opens. Change the name of the User TRCs and make any edits necessary to the curves.

4. Once you are satisfied with your selections, select **OK** to commit all changes and exit the Copy window.

Deleting User TRCs

User TRCs can be deleted from the User TRCs window.

1. Select **Color > User TRCs...** to open the User TRCs window.
2. Select the TRC to be deleted.
3. Click the **Delete** icon or right-click the selected TRC and select **Delete**.
4. Click **Close** or select another function.

Note

A job will fault if the TRC that the job references no longer exists.

Printing TRC Curves

User TRC curves can be printed to confirm curve values or to keep as a record of curves created.

1. Click **Options > Print Curves...**
2. The Print window opens. **All** is selected by default. Clear the **All** selection and select one or more of the curves for printing if you do not want to print all the curves.
3. From the **Queue** menu, select the queue to which the TRC print job is submitted. The job will be a single-page TIFF.
4. Select **OK**.

The job is submitted to the selected queue.

Importing and Exporting User TRCs

Exporting User TRCs

User TRCs can be exported to CD or DVD, a USB device, the print server file system, or to a location on a Windows network.

1. Select **Color > User TRCs**.
2. Within the list of User TRCs, select the TRCs you wish to export.
3. Right-click on the group of selected TRCs and select **Export...**
4. In the Export TRCs window, from the **Look In** menu, select one of the following:
 - **CD-RW** - Place a CD-R or CD-RW in the CD or DVD drive.
 - **File System** - From the directory listing presented, navigate to the directory on the print server where you want to save the User TRCs.
 - **Windows Network (SMB)** - From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where you want to save the User TRCs.

Note

You may have to log in to the machine where the User TRCs are to be exported.

- **USB** - From the directory listing presented, navigate to the directory where you want to save the User TRCs.

5. Select **OK**.

For an export to the File System or Windows Network, a message appears that the operation is completed. For an export to CD, the CD will eject when the operation is finished and a message appears to say that the operation is completed.

6. Click **OK** to close the Information window that appears.

7. Click **Close**.

Importing User TRCs

User TRCs can be imported from a CD or DVD, a USB device, the print server file system, or from a location on a Windows network.

1. Select **Color > User TRCs**.

2. Right-click anywhere in the **User TRCs** area and select **Import...** or from the **TRC** menu, select **Import...**

3. In the Import TRCs window, from the **Look In** menu, select one of the following:

a) **CD-RW**

Place a CD-R or CD-RW in the CD or DVD drive. From the directory listing presented, navigate to the directory where the User TRCs are located.

b) **File System**

From the directory listing presented, navigate to the directory where the User TRCs are located.

c) **Windows Network (SMB)**

From the Windows Network (SMB) directory listing presented, navigate to the machine and directory where the User TRCs are located.

Note

You may have to log in to the machine where the User TRCs are located.

d) **USB**

From the directory listing presented, navigate to the directory where the User TRCs are located.

4. Select the User TRCs to be imported.

Note

Only one *.trc file can be selected for each import.

5. Select **Import**.

If the User TRC already exists, a message will appear. Click **Yes** to overwrite the existing TRC.

It is recommended that a proof be run whenever an imported TRC is first used.

6. Click **OK** to close the Information window that appears.

7. Click **Close**.

About spot colors

Spot colors are specific named colors that are processed separately by the print server to help ensure that the printed output color matches a physical standard reference color.

Spot colors are simulated in the printed output by mixing specific amounts of cyan (C), magenta (M), yellow (Y), and black (K) process colors. The print server displays CMYK recipes for spot colors in the Spot Color List window.

Spot color processing

When spot color processing is enabled, and a color recipe has been defined on the print server with exactly the same name as the spot color defined in the file, the color is printed using the CMYK color recipe on the print server. No source profile, rendering intent, destination profile, or user TRC is applied to the spot color.

If no matching color name is found in the spot color list, or when spot color processing is disabled, the spot color is rendered using an alternate color space (CMYK or RGB) defined in the input file. Any source profile, rendering intent, destination profile, or user TRC applied to the rest of the color path is also applied to the spot color.

In some cases you may wish to disable spot color processing. For example:

- If a job contains spot colors for text, graphics, and images you may wish to disable spot color processing to avoid the text and graphic spot color looking different from the image spot color.
- If a job contains spot color data adjacent to CMYK or RGB data that should match, you may wish to disable spot color processing so that both are processed in the CMYK or RGB color space.

PANTONE® colors

PANTONE® is one color reference system for spot colors. Recipes for printing PANTONE® spot colors on coated and uncoated paper stocks are included in the Spot Color List.

If you edit a PANTONE® color, it retains the same name, but it is re-categorized as a custom color. The original recipe for the PANTONE® color is always retained, and you can revert to the original recipe and PANTONE® category at any time.

Limitations

There are many variables in process reproduction of colors generated by the FreeFlow Print Server, any one of which may affect the quality of the spot color simulation, including:

- type of paper used
- effective final resolution
- dot structures and halftones
- non-Xerox toner or colorant

The FreeFlow Print Server supports spot color simulation for text and graphics. It does not support spot color processing for images.

Creating a new spot color

A series of windows allows you to continue adjusting and printing samples of a spot color until you find an acceptable match to your desired color.

1. Select **Color > Spot Color List**.

2. Select **New Color**.

The Spot Color Editor window opens.

3. Type the name of the new color in the Color Name field.

The color name must exactly match the name of the spot color in the job file.

4. Use the Color Variations list to choose the size of the color variation steps.

5. Use one of the following methods to adjust the C, M, Y, and K values of the spot color:

- Enter the values in the Adjusted fields.
- Click a color variation to choose its C, M, Y, and K values.

Adjusting the spot color sets that color as the new center color in the diagram, and generates a new set of color variations.

6. Select **Print Sample**.

The Print Spot Color Sample window opens.

7. Choose the **Queue** and the **Print Time**, then select **OK**.

Ensure that the queue you select has spot color processing enabled.

Print Now interrupts any presently printing jobs other than Print Now jobs. Print prints after any other Print Now jobs and after any other active jobs.

The Spot Color Selector window opens, and a spot color sample is printed.

8. Evaluate the printed spot color sample against your desired color.

The Spot Color Selector window shows the same numbered color variation diagram and unique ID as the sample print. Use the ID to identify the correct sample print when selecting the best match to your desired color.

- If the center color (1) of the printed spot color sample is an acceptable match to your desired color, select **Done Editing**.
- If you are satisfied that one of the numbered color variations matches your desired color, click a numbered color to choose it as the best match, or type its number in the Best **Match** field, then select **Done Editing**.
- If you want a new print sample based on one of the spot color variations, click a numbered color to choose it as the best match, then select **Print Sample**.
- If you want to make further refinements, click a numbered color to choose it as the best match, then select **Edit Color**.

Related Topics:[About the Spot Color Editor window](#)

The Spot Color Editor window allows you to select from an array of color variations to change the cyan, magenta, yellow and black (C, M, Y, and K) values of a spot color recipe.

Editing an existing spot color

A series of windows allows you to continue adjusting and printing samples of a spot color until you find an acceptable match to your desired color.

1. Select **Color > Spot Color List**.
2. Double-click the color you want to edit.

If you edit a PANTONE® color, it retains the same name, but it is re-categorized as a custom color. The original recipe for the PANTONE® color is always retained, and you can revert to the original recipe and PANTONE® category at any time.

The Spot Color Editor window opens.

3. Optional: Use the **Color Variations** list to choose the size of the color variation steps.
4. Click a color variation to choose it as the adjusted spot color.

Adjusting the spot color sets that color as the new center color in the diagram, and generates a new set of color variations.

5. Select **Print Sample**.

The Print Spot Color Sample window opens.

6. Choose the **Queue** and the **Print Time**, then select **OK**.

Ensure that the queue you select has spot color processing enabled.

Print Now interrupts any presently printing jobs other than Print Now jobs. **Print** prints after any other Print Now jobs and after any other active jobs.

The Spot Color Selector window opens, and a spot color sample is printed.

7. Evaluate the printed spot color sample against your desired color.

The Spot Color Selector window shows the same numbered color variation diagram and unique ID as the sample print. Use the ID to identify the correct sample print when selecting the best match to your desired color.

- If the center color (1) of the printed spot color sample is an acceptable match to your desired color, select **Done Editing**.
- If you are satisfied that one of the numbered color variations matches your desired color, click a numbered color to choose it as the best match, or type its number in the **Best Match** field, then select **Done Editing**.
- If you want a new print sample based on one of the spot color variations, click a numbered color to choose it as the best match, then select **Print Sample**.
- If you want to make further refinements, click a numbered color to choose it as the best match, then select **Edit Color**.

Related Topics:

[About the Spot Color Editor window](#)

The Spot Color Editor window allows you to select from an array of color variations to change the cyan, magenta, yellow and black (C, M, Y, and K) values of a spot color recipe.

Printing a spot color sample

A series of windows allows you to continue adjusting and printing samples of a spot color until you find an acceptable match to your desired color.

1. Select **Color > Spot Color List**.
2. Select a color in the Spot Color List window.
3. Select **Print Sample**.
The Print Spot Color Sample window opens.
4. Select a **Queue**.

When you print a sample, it picks up the queue settings. Settings such as imposition, quantity, and tray preference cannot be set at the job level. The sample will be printed using the Destination Profile set up in the queue. You will most likely want to set up a queue for this purpose ahead of time.

5. Select a **Print Time**, then select **OK**.

Print Now interrupts any presently printing jobs other than Print Now jobs. **Print** prints after any other Print Now jobs and after any other active jobs.

6. Evaluate the printed spot color sample against your desired color.

The Spot Color Selector window shows the same numbered color variation diagram and unique ID as the sample print. Use the ID to identify the correct sample print when selecting the best match to your desired color.

- If the center color (1) of the printed spot color sample is an acceptable match to your desired color, select **Done Editing**.
- If you are satisfied that one of the numbered color variations matches your desired color, click a numbered color to choose it as the best match, or type its number in the **Best Match** field, then select **Done Editing**.
- If you want a new print sample based on one of the spot color variations, click a numbered color to choose it as the best match, then select **Print Sample**.
- If you want to make further refinements, click a numbered color to choose it as the best match, then select **Edit Color**.

Related Topics:

[About the Print Color Sample window](#)

The Print Color Sample window allows you to set options for printing a sample of a spot color with a set of variations of that color.

[Printing a Swatch Book](#)

[How do I control which Destination Profile is used?](#)

Printing a Swatch Book

1. Select **Color > Spot Color List**.
2. Select **Print Swatch Book**.
3. Select the **Queue**.

When you print a swatch book, the swatch book picks up the queue settings. Settings such as imposition, quantity, and tray preference cannot be set at the job level. The swatch book will be printed using the Destination Profile set up in the queue. You will most likely want to set up a queue for this purpose ahead of time.

4. Select a **Print Time**, then select **OK**.

Print Now interrupts any presently printing jobs other than Print Now jobs. **Print** prints after any other Print Now jobs and after any other active jobs.

5. Choose which type of swatch book to print:

- **PANTONE Coated**
- **PANTONE Uncoated**
- **PANTONE Goe Coated**

Related Topics:

[About the Print Swatch Book window](#)

The Print Swatch Book window allows you to set options for printing a swatch book of PANTONE® colors.

[Printing a spot color sample](#)

[How do I control which Destination Profile is used?](#)

Reverting a modified PANTONE® color to its original color recipe

If you edit a PANTONE® color, it retains the same name, but it is re-categorized as a custom color. The original recipe for the PANTONE® color is always retained, and you can revert to the original recipe and PANTONE® category at any time.

1. Select **Color > Spot Color List**.
2. Choose **All** or **Custom** from the **Spot Color List** control.

Modified PANTONE® colors are categorized as custom colors.

3. Right-click the modified color in the list.
4. Select **Revert**.

The PANTONE® color reverts to its original color recipe and PANTONE® category.

Deleting a custom spot color

Delete is only available for custom spot colors. Modified and unmodified PANTONE® colors cannot be deleted.

1. Select **Color > Spot Color List**.
2. Right-click the color you want to delete.
3. Select **Delete**.

4. When the confirmation window appears, select **Yes**.

About the Spot Color List window

The Spot Color List window organizes your PANTONE® and custom spot colors, and allows you to create, modify, delete, and print spot colors.

You can access functions to manage spot colors by right-clicking any spot color, or by selecting a color in the list and then using the buttons in the Spot Color List window.

The Spot Color List control changes which spot color types are displayed in the list. The choices are:

- **All**
- **PANTONE Coated**
- **PANTONE Uncoated**
- **Custom** - only colors that you created (**New Color**) or PANTONE® colors that you modified (**Modified Color**) are displayed.

You can find a particular color in the list by typing part of its name in the **Find Color** field, then selecting **Find Next**. Entries in the **Find Color** field are not case sensitive.

The list of spot colors can be sorted by clicking any of the labeled headings. The headings are:

- **Custom Color** (icon) - displays icons to indicate colors that you created (**New Color**) or PANTONE® colors that you modified (**Modified Color**).
- **Color Name** - the name of the spot color.
- **CMYK** - the numerical values corresponding to the respective values of Cyan, Magenta, Yellow, and Black for each spot color.
- **Preview** (unlabeled) -an approximation of each spot color.

Related Topics:

[Creating a new spot color](#)

[Editing an existing spot color](#)

[Printing a spot color sample](#)

[Printing a Swatch Book](#)

[Reverting a modified PANTONE color to its original color recipe](#)

[Deleting a custom spot color](#)

About the Spot Color Editor window

The Spot Color Editor window allows you to select from an array of color variations to change the cyan, magenta, yellow and black (C, M, Y, and K) values of a spot color recipe.

The center color in the window shows the current spot color. Color variations are arranged around the center color along a line for each process color. Along each line, each color varies from its neighbor by the percentage selected in the **Color Variations** list. **Medium (5% increments)** is the default selection. As you get closer to the desired color, you may wish to adjust the color variation increments for finer control.

When you place the pointer over one of the colors, the C, M, Y, and K values of the color are displayed and the **Adjusted** color swatch temporarily shows that color. When you click any color that color becomes the new center color from which new color variations are generated.

When editing an existing color you can select **Reset** to change the **Adjusted** C, M, Y, and K values back to the **Original** values.

By selecting **Print Sample** you can print the adjusted spot color along with its variations to help you match the printed output to your desired color. Selecting **OK** applies the adjustments to the spot color without printing. Selecting **Cancel** closes the Spot Color Editor window without applying any changes.

Related Topics:

[Creating a new spot color](#)

[Editing an existing spot color](#)

About the Print Color Sample window

The Print Color Sample window allows you to set options for printing a sample of a spot color with a set of variations of that color.

- **Queue** - choose a queue to submit the print job to.
- **Print Time:**
 - **Print Now** interrupts any presently printing jobs other than Print Now jobs.
 - **Print** prints after any other Print Now jobs and after any other active jobs.
- **OK** - a print is generated based on your selections.
- **Cancel** - closes the window without printing.

Related Topics:

[Printing a spot color sample](#)

About the Print Swatch Book window

The Print Swatch Book window allows you to set options for printing a swatch book of PANTONE® colors.

- **Queue** - choose a queue to submit the print job to.
- **Print Time:**
 - **Print Now** interrupts any presently printing jobs other than Print Now jobs.
 - **Print** prints after any other Print Now jobs and after any other active jobs.
- **Type**
 - **PANTONE Coated**
 - **PANTONE Uncoated**
 - **PANTONE GOE Coated**

Note

Swatch books for coated, uncoated, and GOE coated stocks are printed separately so that they can be printed on the appropriate stocks.

- **OK** - a print is generated based on your selections.
- **Cancel** - closes the window without printing.

Related Topics:

[Printing a Swatch Book](#)

About the Spot Color Selector window

The Spot Color Selector window opens each time a spot color sample is printed.

The Spot Color Selector window shows the same numbered color variation diagram and unique ID as the sample print. Use the ID to identify the correct sample print when selecting the best match to your desired color.

When you place the pointer over one of the colors, the C, M, Y, and K values of the color are displayed. Clicking one of the numbered colors selects it as the best match to your desired color. You can also enter the number of the color in the **Best Match** field.

A series of windows allows you to continue adjusting and printing samples of a spot color until you find an acceptable match to your desired color.

Evaluate the printed spot color sample against your desired color:

- If the center color (1) of the printed spot color sample is an acceptable match to your desired color, select **Done Editing**.
- If you are satisfied that one of the numbered color variations matches your desired color, click a numbered color to choose it as the best match, or type its number in the **Best Match** field, then select **Done Editing**.

- If you want a new print sample based on one of the spot color variations, click a numbered color to choose it as the best match, then select **Print Sample**.
- If you want to make further refinements, click a numbered color to choose it as the best match, then select **Edit Color**.

Additional Job- and Queue-level Color Management

This section contains additional information about Color Management that is not covered in other sections of the online help.

Color Space Translations

Color Space Translations define how the system will render objects, i.e. text, graphics, and photographs, from Input to Output Color spaces.

The system will render the object using the Source ICC profile, the Rendering Intent based on the object type, and the Task-Specified Destination Profile.

Gray Component Removal

The Color Print Server supports Gray Component Removal (GCR) for RGB and CIE Lab color data. This occurs within the Raster Image Processor.

Color ICC Profiles are present in the **Color > Color Profiles** pull-down menu which represent the different levels of GCR that are supported. These Output Color ICC Profiles were created from the XRxDigitalText_Plain_90 profile for plain - 90 g/m² - 94 white point stock.

The Print Server applies a Medium GCR color transformation by default to all jobs unless the Light or Heavy Output Profile is selected. This is for both Xerox provided Output Color profiles and customer created Output Color profiles.

The new Profiles can be set at the Queue or Job level, and are defined as follows:

- XEROX_iGenX-Light_GCR: this selection will produce high quality Caucasian skin tones and excellent Highlight colors. This value will cause the system to use higher amounts of C, M, and Y toner and very little K in the output. This selection will yield the best image quality, but it will also use the most CMY toner, thereby making this the most expensive selection from a consumables viewpoint.

Using Gray Component Removal

1. Double-click on a job in **Job Manager**, or on a queue in **Queue Manager**, depending upon which level you want to apply the GCR ICC profile.
The Job or Queue Properties window will open.
2. Select the **Image Quality** tab.
3. Select the **Color Management** button.
The Color Management window displays.

4. If you have accessed this option through Queue Manager, you may also wish to set the override for this option, to apply your settings to all jobs in the queue.
5. Select **Apply** to commit changes and remain in the Color Management window, **Cancel** to reject changes, or **OK** to commit changes and exit.

Using the Grayscale Image Print Mode for Performance

You can select the Grayscale Image Print Mode from **Setup > System Preferences...** under the **Job Policy** tab.

- **Minimum Cost Option:** If the you choose **Slow - Bill as Black Only**, any black-only pages encountered in the job stream will print in the Grayscale Image Print Mode, and will be billed at the lower black and white rate. However, switches from the black to color mode will force skipped pitches and result in reduced performance.
- **Maximum Performance Option:** If you choose **Fast - Bill as Color**, the system does not differentiate between black-only and full color pages. The printer does not switch into the Grayscale Image Print Mode when encountering a black-only page, so no pitches are skipped and performance is maximized. But, all black-only pages will be billed at the higher color rate.

Selecting a Print Mode

Select a Print Mode to determine the characteristics of printed output. Settings are changed depending upon which mode is selected.

1. Select a queue from the queue list and open the properties for that queue.
2. Select the **Color** tab.
3. Select one of the Color Modes:

- Xerox Color Consistent (XCC) Print Mode:

Produces an output that is similar to one produced on any Xerox color product. XCC defines the way the Print Server transforms unknown color and minimizes the differences between Xerox color products.

- Custom Color Print Mode:

Provides System Administrators who are skilled color users the ability to create queues with the appropriate defaults and overrides for specific color adjustment properties. This enables the novice user to submit his or her jobs to specific queues and achieve acceptable and repeatable color rendering for those jobs.

When setting the Custom Color Print Mode, the GUI will display queue default settings associated with the Meadows Color Print Mode. The System Administrator can then make any changes to the queue attributes as required.

- **Color Options:** Trapping Black Overprint Anti-Aliasing See Setting Image Quality options for more information on these options.
- **Color Image Quality:** See Setting Image Quality options for more information on Color Image Quality.

Using Open PrePress Interface

1. Select **Setup > Open PrePress Interface....**

The Open PrePress Interface Configuration window will appear.

2. Select the check box to enable the substitution of images.

3. Select an **Open PrePress Interface Substitution** option. Select **Do Not PreScan**, **PreScan**, or **PreScan & Gather**.

The options are described below:

- **Do Not PreScan:** A PreScan is not performed on the job. If the Print Server has a problem accessing the high resolution image during decomposition, the job will fault if this is selected.
- **PreScan:** The system will scan the incoming PostScript file for Open PrePress Interface Comments when the job is received. High-resolution jobs will be replaced with low-resolution jobs
- **PreScan & Gather:** The system scans for requirements while the job is being received which eliminates network delays. This maximizes RIP performance on the job.

Previewing User TRCs

The effects of TRCs can be previewed for PostScript and PDF jobs. You can preview TRC adjustments on a particular job or on a specific page within a job. TRC editing can be performed and viewed in real time while previewing an image.

Note

Stock images are displayed for formats other than PostScript or PDF.

1. You can preview a single page or a range of pages. Click **Update** and the Job preview specify range window opens. Perform one of the following:

- To preview all the pages in the job, select **All**.
- To preview a range of pages, clear the **All** checkbox and enter a page range in the **To** and **From** fields.
- To preview a single page, enter the same page number in both the **To** and **From** fields.

2. You can also change how the preview appears on the screen. Select from the following:

- **Show Adjustment:** Select the check box to show any curve adjustments made on the sample image.
- **Zoom:** Select a value from the menu to zoom in or out of the sample image.

3. Select **OK**.

The preview image refreshes to the first of the pages indicated in the page range selected.

The Color Management window

About the Color Management window

The Color Management window is accessed by selecting **Color Management** on the **Image Quality** tab.

The window is comprised of the upper color data flow diagram and the lower controls areas.

The color data flow diagram represents the paths that color data will take while being processed by the system. This diagram always reflects the current state of the control area settings and refreshes when the settings are changed. Place the mouse pointer over any spot on the diagram to display a tool tip with extended information about that particular spot.

The lower half of the Color Management window contains the controls area. Controls are in a tabbed layout and are grouped by color space (**CMYK**, **RGB**, and **Gray**) and associated processing options (**Spot** and **PDF/X**). The **Destination Profile** is not located within the tabbed layout since it affects all color spaces.

The **Use Embedded Profile** and **Use Embedded Rendering** check boxes are available to honor or ignore any embedded profiles or rendering intents that may be in the job. By default, the check boxes are not selected and any profiles or rendering intents are ignored. When selected, any embedded profile or rendering intents take precedence over the queue default settings. If there are no embedded profiles or rendering intents in the job, the queue default settings are used even if the Use Embedded Profile or Use Embedded Rendering check boxes are selected.

Note

It is recommended that **Use Embedded Profile** for RGB be selected. Turning this feature on gives the most accurate output from the intent of the file creator.

The Rendering Intent and Color Space features are separate on each tab. This allows the system to perform specific optimizations for CMYK or RGB. For example, a **Colormetric** selection is best used for **CMYK** color matching, while a value of **Perceptual** is best used for **RGB** professional photographs.

On the **CMYK** tab, the **Direct CMYK** menu option is available to enable the direct (pass-through) CMYK workflow. When Direct CMYK is selected for both **Images** and **Text / Graphics** options, the color flow diagram shows that Rendering Intent and Destination Profile are bypassed.

Editing Color Management settings

Selecting the Input Color Space

Input Color Space can be selected for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The Properties window appears.
2. Select the **Image Quality** tab.

3. Select **Color Management**.

The Color Management window displays.

4. To determine how the print server processes the color space for the input, select the appropriate tab and make the necessary adjustments.
5. Select **OK** to save settings and exit the Color Management window, or **Apply** to save settings and continue setting properties, or **Cancel** to exit without saving your edited settings.

About the CMYK tab

The **CMYK** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **CMYK Color Space** and **CMYK Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **CMYK Color Space** area contains two menus: **Images** and **Text / Graphics**. The **CMYK Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for CMYK.

In the **CMYK Color Space** area, selecting **Direct CMYK** in both the **Images** and **Text / Graphics** menus bypasses any Rendering Intent and Destination Profile settings.

About the RGB tab

The **RGB** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab is divided into two areas: **RGB Color Space** and **RGB Rendering Intent**. Each area has a checkbox that can be selected to use embedded profile or rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

The **RGB Color Space** area contains two menus: **Images** and **Text / Graphics**. The **RGB Rendering Intent** area contains three menus: **Images**, **Text**, and **Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimizations for RGB.

The **RGB Emulation** area lets you control emulation processing. The default setting for RGB Emulation is **Off**. When **On**, RGB processing follows the CMYK path, as reflected in the data flow diagram. If you are trying to match an industry standard and your file contains RGB and CMYK input, turn RGB emulation on so your RGB and CMYK elements will match. Also turn RGB emulation on if you have a document that contains RGB and CMYK data and want all of the data to match. The RGB data will get converted to CMYK via the CMYK color space chosen in the CMYK tab. When RGB Emulation is set to **On**:

- The **RGB Rendering Intent** adjustments are unavailable since the RGB emulation is enabled via the auto-generation of RGB-to-CMYK DeviceLink ICC profiles and image adjustment is applied on the Lab color space.
- Some settings are unavailable in the **Image Quality** tab.

About the Gray tab

The **Gray** tab appears in the Color Management window. It can be accessed by selecting **Color Management** on the **Image Quality** tab.

The tab contains a single area, **Gray Color Space**. The area has a checkbox that can be selected to use embedded profile or embedded rendering information in the job or cleared to ignore embedded information.

If the tab is viewed from a queue **Properties** dialog, an override icon is available at the top of the tab. Click the override icon to lock (override) or unlock the settings for the tab. When the override icon is locked, the settings associated with the override take precedence over what has been programmed in the job.

The **Gray Color Space** area contains two menus: **Images** and **Text / Graphics**. These menus allow separate adjustments to be made to allow the system to perform specific optimization for Gray.

About the Spot tab

The **Spot** tab appears in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

Spot Color Processing can be **Enabled** or **Disabled**. When the color path is disabled, the alternative color space is used instead of the spot colors.

The Print Server honors all PANTONE® and spot colors that are defined in the spot color table. The spot colors in PostScript and PDF files can be specified by the PostScript setcustomcolor operators as well as the separation and DeviceN color operators. The alternative color spaces get utilized in case the spot color is not found in the spot color table.

As an example of why this feature can be valuable, consider the following scenario: you may want to print a document that contains spot color text, graphics, and images. When you view the document onscreen, the spot color data is honored. When the document is printed, however, the colors can look very different from what was seen onscreen. The Print Server does not support spot color processing for images. You might prefer to disable spot color processing and eliminate this problem.

An additional example is if you have spot color objects and CMYK objects next to each other and they are supposed to match. If you disable spot color processing the spot color data will go through the CMYK path and the objects will look the same.

About the PDF/X tab

The **PDF/X** tab is in the color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

If the tab is viewed from a queue **Properties** window, one or two override icons are available at the top of the tab. Click the override icon to lock (override) or unlock the settings in the tab. When an override icon is locked the settings associated with the override take precedence over what has been programmed in the job.

PDF/X processing can be enabled by selecting **Process as PDF/X**. When enabled, the Output Intent profile specified in a PDF/X job will be applied. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X. PDF jobs that are not PDF/X compliant will print normally using the color settings specified in the Color Management window.

If **Disable RGB Emulation for PDF/X Jobs** is selected, the Destination Profile will only be applied to Device CMYK colors.

Note

The **Queue Mode** must be set to normal to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically cleared and are not available.

About the Transforms tab

The **Transforms** tab appears in the Color Management window. You can access the Color Management window by selecting **Color Management** on the **Image Quality** tab.

The tab allows you to select from two drop-down menus to apply third party DeviceLinks:

- **CMYK-to-CMYK**
- **RGB-to-CMYK**

Note

The Feature license must be enabled and activated within FreeFlow Print Server before the feature can be used. Ensure that your system administrator has enabled the **External DeviceLink Profiles** string in the License Manager window.

Device Link Integrator is a FreeFlow Print Server option used to import device link profiles and utilize them in FreeFlow Print Server internal color management setup. You can then use a third party color management system that can output device links and/or device link profiles.

These third party management systems allow you to control the accuracy level of profiles during creation. With Device Link Integrator, the color management system is used only to generate the device link profile, and FreeFlow Print Server applies the device link to color correct jobs.

Once Device Links are added to FreeFlow Print Server, they are selectable on the Transforms tab.

See the Xerox® FreeFlow® Print Server Device Link Integrator User Guide for more details on this feature.

Selecting the Output Color Space

1. Select the **Image Quality** tab
2. Click the **Color Management...** button. The Color Management window displays.
3. To set the **Destination Profile**, click the pull-down menu and choose the most recent profile for the halftone you are using.

For more information on specific output or destination profiles, and to use Gray Component Removal (GCR) profiles, select Using Gray Component Removal.

Enabling or disabling Spot Color processing

Spot Color processing can be enabled or disabled for a queue or a job.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **Spot** tab.
5. Select the radio button to make spot color processing either **Enabled** or **Disabled**.
6. Select **OK**.

Enabling or disabling PDF/X processing

Note

To properly process PDF/X4 content within a PDF/VT file, PDF/X processing must be enabled.

1. Double-click a queue in the **Queues** list or a job from the Home Screen.
The **Properties** window opens.
2. Select the **Image Quality** tab.
3. Select **Color Management**.
4. Select the **PDF/X** tab.
5. To enable PDF/X processing if PDF/X-1a or PDF/X-3 jobs contain Output Intent profiles:
 - a) Select **Process as PDF/X**.

The Output Intent profile information is extracted and applied to the queue or the selected job. Some settings on the CMYK and RGB tabs will be ignored as they are incompatible with PDF/X.

When PDF/X processing is enabled, PDF jobs that do not contain an Output Intent profile will print through the normal PDF path. Other PDLs will also print normally.

Note

The **Color Mode** on the **Image Quality** tab must be set to **Normal** to enable PDF/X support. When the Queue Mode is set to **Grayscale**, **Xerox Consistent Color**, or the native device color option, the PDF/X controls are automatically sent to off and are not available.

- b) To apply the Destination Profile to only Device CMYK colors, select **Disable RGB Emulation**.
6. To disable PDF/X processing, ensure that the checkbox for **Process as PDF/X** is cleared.
7. Select **OK**.

Setting up Job Rendering

Occasionally, the requested colors in an image are outside the gamut of the target printer and cannot be exactly reproduced. Rendering provides color mapping between the color gamut of the source image and the color gamut of the printer. Select the Rendering option that best fits the images in the source files as they map to the printer.

Note

The default settings on this window give optimal results with most print jobs. Only make changes to the settings if you understand the effect that the changes will have to the output.

1. Select **Queue > Queue Manager**.
2. Double-click a queue in the Queues list.
3. Select the **Image Quality** tab.
4. Select the **Color Management...** button. The Color Management window opens.
5. On the **CMYK** and **RGB** tabs, in the **Rendering Intent** area, select **Use Embedded Rendering** to use the rendering already embedded within the job or choose between the following options:

Note

You can choose different rendering options for images, text, and graphics. For instance, you might choose **Perceptual** for the images, **Pure** for the text, and **Relative Colorimetric** for the graphics, in order to optimize each output type appropriately.

As another example, if you have text over graphics and text is defaulted to Pure and the graphics are defaulted to Saturation the output might not be as you would expect. Changing the rendering of text to Saturation would match the graphics with the saturation intent.

- **Saturation:** Optimizes the rendering of business graphics, such as charts and graphs. Preserves 100 % K, making it good for text.

- **Perceptual:** Optimizes the rendering of photographic images. Preserves the visual relationship among colors as they are perceived by the human eye. All or most colors will be proportionally scaled to fit the output gamut but their relationship will not change.
 - **Relative Colorimetric:** Also optimized for rendering of spot color and logos. This transformation, however, uses additional information, such as hue and saturation, specified in the source profile to select the most appropriate value within the printer gamut. Colors that fall within the Output Color space remain the same. Only colors that fall outside are changed to the closest possible color within the Output Color space.
 - **Pure (for Text):** Optimized for rendering of text and line art. The Pure intent attempts to subdue halftone textures, thus increasing the visibility of small text. Preserves 100 % K, making it good for text.
 - **Absolute Colorimetric:** Optimized for rendering to spot color and logos by identifying the closest value within the printer gamut.
6. Select **OK** to commit changes and exit, or select **Apply** to save current changes and continue making changes.
 7. Close the Properties window.

FreeFlow Print Server

Frequently Asked Questions (FAQs)

This section of the helpset is intended to provide you with workflows for common tasks that can be performed using your system.

It is not intended to supplant the point-of-need documentation provided elsewhere; rather, it is intended to function as a catch-all for tasks that are frequently elevated to the Operator Assistance Call level.

Feature options required to use Subset Finishing and Offset

Subset Output Option Availability Details for Nuvera printers

Stapling/Finishing Selection	Subset Finishing	Subset Offset
None	Inactive	Active
1 Staple options	Active	Inactive until Finishing is toggled on
2 Staple options	Active	Inactive until Finishing is toggled on
Z-Fold (single sheet)	Inactive	Inactive
C-Fold (single sheet)	Inactive	Inactive

Stapling/Finishing Selection	Subset Finishing	Subset Offset
Bi-Fold (multiple sheet)	Active	Inactive until Finishing is toggled on
DFA Device	Active	Inactive

Subset Output Option Availability Details for DC24x / 25x / 260 and Xerox 4110 / 4590 EPS printers

Stapling/Finishing Selection	Subset Finishing	Subset Offset
None	Inactive	Active
1 Staple options	Active	Inactive until Finishing is toggled on
2 Staple options	Active	Inactive until Finishing is toggled on
Center Staple	Inactive	Inactive until Finishing is toggled on
Hole Punch options	Inactive	Inactive until Finishing is toggled on
Z-Fold (half-sheet options)	Inactive	Inactive until Finishing is toggled on
Z-Fold (single sheet)	Inactive	Inactive
C-Fold (single sheet)	Inactive	Inactive
Bi-Fold (single sheet)	Inactive	Inactive
Bi-Fold (multiple sheet)	Active	Inactive until Finishing is toggled on
Bi-Fold and Staple (multiple sheet)	Active	Inactive until Finishing is toggled on
Multiple Finishing	Inactive	Inactive until Finishing is toggled on

Subset Output Option Availability Details for DocuTech 61xx and DocuTech 1xx HighLight Color printers with Finisher

Stapling/Finishing Selection	Subset Finishing	Subset Offset
None	Inactive	Inactive until Stacker is selected

Stapling/Finishing Selection	Subset Finishing	Subset Offset
1 Staple options	Active	Inactive
2 Staple options	Active	Inactive
Binding options	Active	Inactive
DFA Device	Active	Inactive

Subset Output Option Availability Details for DocuTech 1xx HighLight Color printers without Finisher

Stapling/Finishing Selection	Subset Finishing	Subset Offset
None	Inactive	Inactive until Stacker is selected
DFA Device	Active	Inactive

Subset Output Option Availability Details for DC 7000 / 8000 printers without Finisher

Stapling/Finishing Selection	Subset Finishing	Subset Offset
No Stapling/Finishing available	Inactive	Inactive until Stacker is selected

Subset Output Option Availability Details for DC 7000 / 8000 printers with Finisher

Stapling/Finishing Selection	Subset Finishing	Subset Offset
None	Inactive	Inactive until Stacker is selected
1 Staple options	Active	Inactive
2 Staple options	Active	Inactive
DFA Device	Active	Inactive

Subset Output Option Availability Details for iGen printers

Stapling/Finishing Selection	Subset Finishing	Subset Offset
No Stapling/Finishing available	Inactive	Inactive until Stacker is selected

Stapling/Finishing Selection	Subset Finishing	Subset Offset
DFA Device	Active	Inactive

General job programming tasks

After a job has arrived at the Print Server, you may choose to make a wide variety of settings in order to get your job to print exactly as you wish it to appear. You may wish to change job properties, make image quality adjustments, program stocks, and set up or turn off banner pages.

How do I add and program covers?

1. Double-click a job.

You can modify Completed jobs only if **Retain PDL Files** is enabled.

2. Select the **Special Pages** tab.
3. Choose **Front Cover** or **Back Cover**.

If you need to program the same characteristics for both the front and back covers, select **Make the Front and Back Cover the Same**. Otherwise, the paper stock and sides printed characteristics must be independently programmed for each cover within the job.

4. From the **Print On** pull-down menu select the location where you want the cover to print:
 - **Inside Only**
 - **Outside Only**
 - **Both Sides**
5. Choose the stock or stock characteristics.
6. After you have completed setting cover page properties click the **Add Cover** button.

How do I add and program inserts?

Inserts separate the pages of a job. They may use unprinted or preprinted stock. Inserts differ from slip sheets, which separate whole jobs.

1. Double-click a job.

You can modify **Completed** jobs if **Retain PDL Files** is enabled.

2. Select the **Special Pages** tab.
3. Select **Inserts**.
4. Enter the page number and/or the page ranges, separated by commas, where you want the insert placed in the **After Page(s)** field.

Restriction

Inserts may not be programmed for a job with covers if the inserts affect the cover printing. For example, inserts are not allowed between pages printed on the front and back of a cover.

Note

Any combination of single pages and page ranges can be specified using the After Page(s) box. The ranges can overlap, and multiple inserts pages can be programmed after any page of the job. Values specified will apply to all of the Inserts pages and ranges edited.

Note

An insert request takes precedence over an exception page request. When two or more special pages are programmed (covers, inserts, or exception pages) image ordering conflicts may occur. Verify that programmed options do not conflict.

5. Enter the number of insert pages you want to place in that location using the **Insert Quantity** field.
6. After you have completed setting insert page properties click the **Add Insert** button.
7. Click **Close** to exit the window.

How do I add inserts to a 2-up or signature job?

At this time, you may not add inserts to a 2-up or signature job. All page level programming should be done at the client workstation prior to submission, and once submission is complete, you can use the **Job Properties > Output** tab to set layout options, but there is no option to place inserts in the signature or 2-up job. Therefore, if you wish a specific kind of page to be included in the imposed job, you will need to program that page at the client workstation.

How do I add slip sheets?

1. Open the **Job Manager**.
2. Double-click the job you wish to edit.
The Job Properties window opens.
3. Select the **Output** tab.
4. Select the **Slip Sheets** FAB.
5. To use Slip Sheets select **Enable**.
The **Slip Sheets Stock** field becomes active.
6. Choose a stock.
7. Click **OK** to apply your changes and exit the window.

Note

Ensure that the attributes you select are supported on the printing system.

How do I change job properties?

1. Double-click the job.
2. Access the tabs containing settings you wish to change.
3. After you are finished editing the job settings, select **OK**.

How do I change paper tray attributes?

This procedure is similar to changing stock programming.

How do I change stitch/staple placement?

This procedure is only applicable to products that have stapling as an available option.

1. Open the **Job Manager**.
2. Double-click the job you wish to edit.
The Job Properties window opens.
3. Select the **Output** tab.
4. Select **Stapling/Finishing**.
5. Select a stapling option from the **Stapling/Finishing** menu.
6. Select the **Staple Placement** option from the diagrams displayed.

The stock size selected on the Stock tab determines the staple placement.

7. Select subset options, if desired.
8. Select **Apply**.
9. Select **OK**.

How do I change stock programming (paper tray stock change)?

Stock settings within a Dedicated tray can only be changed by a Trusted User or Administrator. Fully Adjustable tray settings can be changed by all users.

1. Select **Printer > Paper Trays....**
2. Right-click the tray and select **Properties....**
3. Programming paper trays:

When you want to use a particular stock type in a paper tray, you must program the paper tray to recognize the stock. Moving the cursor over the paper mimic icon in the Summary field gives you tray and feeder information.

- Double-click the tray to change stock properties.

The Tray Properties window opens.

4. Select a stock by performing one of the following:
5. Select OK.

How do I convert a signature job to standard, and a standard job to signature?

If you wish to convert a standard job to signature, simply program a signature job.

However, if you wish to convert a signature job to standard, this must be done by editing the original job at the client workstation prior to resubmission.

How do I copy a queue?

Sometimes an existing queue already contains most of the attributes you need for a new queue. In that case you can simply copy an existing queue and modify its attributes to create a new queue.

1. Select **Queue > Queue Manager....**
2. From the **Queue** pull-down menu select **Copy....**
The Copy Queue window opens.
3. In the **Queue Name** field, enter a meaningful name that will help you identify the queue.
For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

Note

When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.

Note

The Printer Name is read only. It contains the name of the connected printer.

4. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 99,999.
Select **Override** if you want the Quantity setting to take precedence over programming associated with individual jobs.
5. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue.
The default priority setting is 50.
Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority

are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

6. If desired, make extended option selections using the following tabs:

- The **Settings** tab: The Settings tab contains queue properties FABs.
- The **Stock** tab: Select the queue default paper stock.
- The **Output** tab: Allows you to select queue output options.
- The **Image Edit** tab: Presents features that allow original images to be modified for output.
- The Image Quality window: Contains features that enable you enable to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
- The **PDL Settings** tab: Select decomposer (processing) options.

Note

If you do not have a valid PostScript license on the system, you will see PostScript in the list of format options, but it will be grayed out and it cannot be selected.

7. Select **Copy Queue** to complete the copy queue setup.
8. Select **Close** to exit the Copy Queue window.
9. In the **Queue** list, right-click the copied queue and choose **Accept Jobs** to enable the queue for job processing.
10. Close the Queue Manager window.

How do I create a queue?

Create a new queue when you need to control the flow or handling of documents in different ways.

1. Select **Queue > New Queue....**
2. In the **Queue Name** field, enter a meaningful name that will help you identify the queue.

For example, if the queue is set to release jobs, the name may be PRINTER20RELEASE. The name may consist of letters and/or numbers and can have up to 25 characters, including underscores.

Note

When creating a queue to be used for lp/lpr printing, the queue name must be limited to 14 characters. A queue name longer than 14 characters will not be visible to the lp/lpr gateway. This is a limitation of the gateway.

3. Select a quantity to indicate the number of job sets that will be printed for all jobs sent to this queue unless a different quantity is specified in the job, itself. Select a number between 1 and 99,999.

Select **Override** if you want the Quantity setting to take precedence over programming associated with individual jobs.

4. Set a priority from 1 (highest priority) to 100 (lowest priority) for the queue. The default priority setting is 50.

Each queue for the printer is assigned a priority. The priority tells the system the order in which the queues should be processed. All jobs in the queue with the highest priority are processed before jobs in queues with lower priorities. If a priority is not set, a default priority of 50 is assigned to the queue when it is created. If more than one queue has the same priority, the queues are processed in repeating succession.

5. If the Parallel RIP feature is available, select **Enable** or **Disable**.

A typical site using Parallel RIP should have at least two queues. One queue set for Page Parallel workflows and a second queue set for unknown/non-DSC compliant workflows such as object caching.

This will enable the site to take full advantage of Parallel RIP and VIPP caching respectively.

Note

This step is important for PPR users that want to take advantage of the Page Parallel feature but are unable to use conforming PostScript files (e.g. DSC and Page Independence).

6. Make extended option selections using the following tabs:
 - The **Settings** tab: The **Settings** tab contains queue properties FABs.
 - The **Stock** tab: Select the queue default paper stock.
 - The **Output** tab: Allows you to select queue output options.
 - The Image Quality window: Contains features that enable you to set functions that enhance the quality of the printed image based on the type of file being printed and the fonts being used.
 - The **Image Edit** tab: Presents features that allow original images to be modified for output.
7. Select **Add Queue** to complete the new queue setup.
8. Select **Close** to exit the New Queue window.
9. In the **Queue** list, right-click the new queue and choose **Accept Jobs** to enable the queue for job processing.

How do I delete a job?

Deleting a job removes the job from the system.

1. Open **Job Manager**.
2. Click on any listed job.
3. Delete the job by performing one of the following:
 - Right-click the job and select **Delete**.
 - Select a job and choose **Delete** from the Job menu.
 - Select the **Delete** icon from the toolbar.
4. Select **Yes** to remove the job from the system.

How do I determine the optimal Parallel RIP option?

To determine the optimal Parallel RIP option, consult the table, below.

Print Application	Parallel RIP Applicable?	Object Caching, VI cache Applicable?	Neither PPR nor VI Object Cache Necessary
Print-On-Demand Books-On-Demand	Ideal PPR candidate <ul style="list-style-type: none"> • POD applications often contain very little repeated content. • Perfect for extremely tight turn-arounds on very short runs like single-copy jobs. • The PPR configuration allows print-for-one books to RIP on multiple CPU's simultaneously. 	Not an ideal VI Object Cache candidate <ul style="list-style-type: none"> • Typical POD applications have few (if any) repeating patterns and very little object reuse. • VI caching would be of little benefit for these applications. 	N/A
Yearbooks	Ideal PPR candidate <ul style="list-style-type: none"> • The job may have a repeating school logo but many student portraits that do not repeat. The extra RIP horsepower of PPR can help guarantee printer productivity. • PPR can RIP multiple segments of this book in parallel and speed throughput. 	Not an ideal VI Object Cache candidate <ul style="list-style-type: none"> • The school's logo represents a tiny fraction of the job content. • The student pictures are often higher resolution, non-repeating elements. • Based on the makeup of the job, VI caching may be beneficial, but this is unlikely. 	N/A

Print Application	Parallel RIP Applicable?	Object Caching, VI cache Applicable?	Neither PPR nor VI Object Cache Necessary
Booklets (4 pages, 1 copy)	Ideal PPR candidate <ul style="list-style-type: none"> Many short booklet jobs smaller than 4 pages are good candidates for PPR. Very small jobs with a copy count of 1 can usually RIP simultaneously (this is called Job Parallel RIP). 	Does not benefit from VI Object Cache <ul style="list-style-type: none"> VI caching for streams of small 4-page jobs is not beneficial. The value of caching is best realized when objects are reused. The more often objects are reused, the greater the benefit from VI Object Caching. 	N/A
Booklets (4 pages, copy count greater than 5)	Not an ideal PPR candidate	Not an ideal VI Object Cache candidate	<ul style="list-style-type: none"> A single 5-page booklet with a copy count of greater than 5 is not RIP intensive. You may use PPR or VI caching but generally, either is not necessary for satisfactory throughput.
Journals	Ideal PPR candidate <ul style="list-style-type: none"> Well-suited for PPR, especially if the journal contains many RIP intensive components, such as scanned images or photos. 	Does not benefit from VI Object Cache <ul style="list-style-type: none"> VI caching for journals is not usually beneficial. The value of caching is highest when cached objects are reused often. 	<ul style="list-style-type: none"> A single journal with a copy count of 5 or greater that is not image intensive will not normally require either PPR or VI caching for satisfactory throughput.

Print Application	Parallel RIP Applicable?	Object Caching, VI cache Applicable?	Neither PPR nor VI Object Cache Necessary
Product Manuals	Ideal PPR candidate <ul style="list-style-type: none"> Producing very short or small runs of manuals is ideal. The first copy will benefit from improved RIP performance with PPR, although copies 2-N will not be advantaged. 	Not an ideal VI Object Cache candidate	<ul style="list-style-type: none"> A single manual with a copy count of 5 or greater is not RIP intensive will not require either PPR or VI caching for satisfactory throughput.
Direct Mail Variable	Not an ideal PPR candidate	Ideal VI Object Cache candidate <ul style="list-style-type: none"> While this application is generally not well suited to a PPR workflow, VI Object Caching will produce the best results because the number of reusable objects is high. 	N/A
Product Spec Sheets	Does not benefit from PPR.	Does not benefit from VI Object Cache	<ul style="list-style-type: none"> This application normally uses multiple copy work; therefore, neither PPR nor VI caching provide large benefits.

Definitions:

Parallel RIP, Page Parallel RIP (PPR): The Parallel RIP option is available for a number of FreeFlow Print Server based products. This option uses a combination of memory, CPU, and proprietary software to process complex jobs. The print job is split into segments (PPR) and processed in parallel in multiple processing instances. The number of available parallel processors is system-dependent. Additionally, a number of small jobs may be processed in parallel; this is called Job Parallel RIP.

VI Object Caching: Many variable print jobs contain reusable resources and objects. Several page description languages support this capability and create print files with a single object that is referenced many times throughout the document. Optimized PDF, Optimized PostScript, PPML, and VIPP use this concept to minimize file size and maximize RIP speeds.

How do I direct jobs to a particular tray?

A job will go, automatically, to the tray which contains the appropriate stock. If more than one tray contains the appropriate stock, and you have a preference for a specific tray, simply disable the other tray in Printer Manager.

To disable a paper tray:

- Right-click a tray and choose **Disable Tray** from the menu.
- Select a tray and choose **Disable Tray** from the **Tray** pull-down menu.
- Select a tray and choose the **Disable Tray** icon from the toolbar.

How do I export/save the accounting log?

You can export an accounting log to a file that can be used by another application to create billing reports for customers, or to save as an electronic record of past transactions.

1. Select **Administration > Accounting...**
2. Click **Export...**
3. Select the destination of the exported accounting log files by performing one of the following:
 - Select the UNIX file location or media type from the **Directory** menu.
 - Type the name of the file in the **Selection** field. The default is set to "AccExport_<system serial number>_<date>_<time>". The system only provides a default name for media that supports the length of the name. Otherwise, no default is provided.

Note

For MS_DOS compatibility type eight characters or less.

4. From the **Export records** field choose one of the following:

Note

Additional option selections are available for all versions except Version 2.

- To export all records mark **All**.
 - Clear **All** and enter the range of job ID numbers you want to export.
 - Select **Job ID** and enter a job ID number to export all the specific records associated with the job ID.
5. Select the format version of the exported accounting log from the **File Properties** pull-down menu.
 - Version 2: This is the version supported by DocuTech 61xx with DocuSP 1.4 or earlier and DocuTech 65/DocuPrint 65 with DocuSP version 1.1 or earlier. Selecting this version exports only the accounting fields applicable to these versions of DocuSP. The **Type** field displays Condensed DocuSP and the **Encoding** field displays ASCII.

- Version 3.x: Exports all entries, except trapping, present in the accounting log. The exported file is a fixed format and does not vary in length. The **Type** field displays Full DocuSP and the **Encoding** field displays ASCII (3.0) or EBCDIC (3.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 2.x.
- Version 4.x: Exports all entries including trapping. The exported file is a fixed format and does not vary in length. The **Type** field displays Full DocuSP and the **Encoding** field displays ASCII (4.0) or EBCDIC (4.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.1.
- Version 5.x exports all entries including those for color attributes. The exported file is a fixed format and does not vary in length. The **Type** field displays Full DocuSP and the **Encoding** field displays ASCII (5.0) or EBCDIC (5.1). This version exports accounting log entries that may not be applicable to all printing products, and matches the feature set for DocuSP 3.5.
- Version 6.x contains Account ID, User ID, and additional job data for the purpose of identifying who ran jobs and the account to which users are assigned.

6. Select a **Type** for the exported Accounting Log:

- **Full DocuSP:** A File Property type characterized by a fixed length log entry. All null values are included as blanks between delimiters.
- **Condensed DocuSP:** Used only for Version 2, this File Property type enables the log entry to contain only that data that is pertinent to DocuSP 1.4. Log entries that use this method are variable in length.

7. Select an **Encoding** option for the exported Accounting Log:

- **ASCII:** Formats that end in “0” (e.g., 5.0) are ASCII based export files.
- **EBCDIC:** Formats that end in “1” (e.g., 5.1) are EBCDIC bases export files.

8. Select a File Format for the exported Accounting Log data:

- **Name-Value Pairs:** A database file format that contains the “name = value” grouping for each variable in every log entry. The file consists of the record attributes in the order in which the records are displayed with attribute names. The field values are separated by a colon, and the records are separated by a carriage return.
- **Record Layout Definition:** A database file format that defines the order of variables at the front in order to facilitate using delimited variables with no name necessary. This type of database works well when converting to standard database and spreadsheet software.

Note

The defaults for **File Properties** field are 2 for Version, Condensed DocuSP for Type and ASCII for Encoding.

9. Select **OK** to start the export process.
10. Select **OK** after the files are exported.
11. Select **OK** to exit the Export Accounting window.

How do I hold a job?

1. Open the **Job Manager**.
2. Right-click on the job you wish to hold.
3. Select **Context > Hold**.

Note

You must be logged in as an Administrator or Operator to perform this task.

The job will be removed from the **Active** list and will be placed in the **Paused** list.

How do I insert a range of pages before a specified page?

At this time, you can only insert special pages such as covers, inserts, tab stock, etc. into a document.

How do I interrupt a job to print another job?

1. Open the **Job Manager**.
2. Right-click on the job you wish to print immediately.
3. Select **Context > Print Now**.

The job will start to RIP and will interrupt the currently-printing job.

Note

You must be logged in as an Administrator or Operator to perform this task.

How do I invert a page when I copy a job?

Note

Depending on the configuration of your system, not all of the features described may be available.

You can enable Negative and Mirror Image features to invert a page when using the Copy Service:

1. Open the **Copy Service**.
2. Select the **Image Edit** tab.
3. Select the **Negative/Mirror Image** FAB.
4. Select from the following:

- **Negative Image:** When enabled, this feature allows you to print your original document as an inverse, or negative image. The results are black pixels appearing white and white pixels appearing black. This feature is especially useful for copying Photostats which are white on black, but when copied should appear as normal, black on white images. The paper mimic reflects how the feature affects your document.

Note

The Negative Image setting is performed before Edge Erase is applied.

- **Mirror Image:** When enabled, this feature allows you to print a mirror image across the lead edge of the input document. This feature can be very useful to the animation industry where the apparent direction of an image is reversed. Other applications include the ability to scan old architectural and engineering drawings when the master drawings are inked on the backside to facilitate chemical reproduction systems. The paper mimic reflects how the feature affects your document.

The output mirror image depends on the input orientation. For example, the mirror image is left to right or top to bottom depending on which way the original document is placed in the document handler.

How do I load fonts onto the Print Server?

In order to get your Fonts into the FreeFlow Print Server it is highly recommend they be put on to a CD-ROM as it is the easiest method for transfer and it ensures that the original data of the Macintosh or Windows fonts are retained during the font conversion process.

Note

The format must be Windows compatible. If the CD is a standard Windows/Mac compatible "Joliet" format, the file names must be less than 32 characters. Make sure the fonts are NOT compressed (.ZIP or .SIT)

1. Ensure that you are logged on as an Administrator.
2. If the fonts are stored on media, insert the media into the appropriate drive.
3. Select **PostScript/PDF/PCL Fonts...** from the **Administration** menu.
4. From the **Font Type** menu, select one of the following font types:
 - **PostScript Soft**
 - **PCL Cartridge**
5. Select **Load...**
The Import Fonts window opens.
6. Select the appropriate directory or media type from the **Directory** pull-down window.
If the fonts are being loaded from media, the media is read by the Print Server and the fonts stored on the media are displayed. If the UNIX File System option is selected, choose the appropriate directory.

7. Select the fonts to be loaded from the **Files** field.
8. Select **Install**. Wait for the fonts to finish loading before removing the storage media from the system.
The main Fonts window displays the fonts that have been loaded.
9. To display a list of available fonts select **List Fonts**.
10. If the fonts were supplied from removable media, select the **Eject** icon in the upper right corner of the **Directory** field.

Note

A restart of the FreeFlow Print Server software is required to make the font available.

11. Select **Close** to exit the Install window.

How do I make image quality adjustments?

1. Double-click a job in the **Current** or **Paused** list.
2. Select the **Image Quality** tab.
3. Select the **Image Adjustments** FAB.
 - Use the slide bar to adjust **Print Darkness**. The default setting is 0 (zero).
Your Print Darkness selection is displayed below the slide bar.
 - Select settings from the **Mode** pull-down menu. The **DocuTech 135 Print Darkness** setting prints output that is similar in appearance to that of a DocuTech 135 printer.
 - You can also use the image quality **Default Settings** by selecting the appropriate button.
 - Determine if you want **Toner Saver** to be on or off by marking the corresponding radio button.
4. Select **OK** or continue setting job properties.
Your selection will appear on the **Image Adjustments** FAB.
5. Select the **Options** FAB to access controls for **PostScript Overprint**, **Black Overprint**, **Anti-Aliasing**, and **Trapping**.
The **Anti-Aliasing** option is not available when the **1200x1200x8** Resolution(dpi) is selected on the **PDL Settings** tab.
Once you have edited these settings, select **Apply**.
Your settings will be listed on the FAB.
6. Select the **Image Adjustments** FAB to adjust **lightness**, **contrast**, **saturation**, and **color cast settings**.
Once you have edited these settings, select **Apply**.
Your settings will be listed on the FAB.
7. Select the **User TRCs** FAB.

Any user TRCs that have been created are accessible through the pull-down menu.

You may also view the curves by selecting **View Curves**.

Once you have edited these settings, select **Apply**.

Your settings will be listed on the FAB.

8. Select the **Halftone** FAB. You can select from the following:

- **System Specified**
- **Standard Dot**
- **200 Dot (Primary)**
- **150 Dot**
- **200 Line**
- **300 Line**
- **600 Line**

Note

Depending upon which printer you have, you may see different halftone options.

9. Once you have made your choice, select **Apply**. Your setting will be listed on the FAB.
Your setting will be listed on the FAB.

10. Select the **Image Resample** FAB to select an interpolation method. Select from the following choices:

- **System Specified**
- **Nearest Neighbor**
- **Bi-linear**

11. If desired, click **Color Management...** to open the Color Management window.

12. Select one off the following:

- Select **OK** to save settings and exit the job properties tabset.
- Select **Apply** to save settings and continue setting job properties.
- Select **Cancel** to exit the tabset without saving your edited settings.

How do I pause and resume a printer?

When a job is paused it stops the printing or scanning process. Consider pausing the printer instead of holding jobs when you need to make an adjustment, such as changing the toner. Paused jobs do not process again. When a job is held it needs to process again before it can be printed.

1. From the content menu select **Pause**, which is located in the upper right corner of the main window.
2. To resume the printing process select **Resume**.
3. The Resume/Cancel Job window presents both scan and print jobs that have been paused and gives you the following options:

Note

If the scanner was faulted, you must reinsert the entire set of originals to maintain document integrity.

- **Resume Printer:** The current printing job continues the print process.
- **Resume All:** Resumes both printer and scanner processing.

Note

IPDS jobs will not stream/process and other non-IPDS jobs in the system will stop processing when an IPDS job is sent to a Paused system.

How do I perform a multi-page crop?

At this time you cannot crop pages from a document. The document must be edited at the client workstation and resubmitted. This holds true for Print from File jobs; there is currently no edit functionality for reprint jobs.

How do I print 5.5 x 8.5 duplex?

To print duplex on a 5.5 x 8.5 page, the original size of 5.5 x 8.5 must be set at the client application prior to submission. Then, perform the following procedure:

1. Open the **Job Manager**.
2. Double-click the job you wish to edit.
The Job Properties window opens.
3. Select the **Output** tab.
4. Select the **Basic Settings** FAB.
5. In the **Sides Imaged** pull-down menu, select **2-Sided**.
6. Click **OK** to save changes and return to the Job Manager main window.

How do I print a 2-up job head-to-toe?

1. Open the **Job Manager**.
2. Double-click the job you wish to edit.
The Job Properties window opens.
3. Select the **Output** tab.
4. Select the **Basic Settings** FAB.
5. In the **Sides Imaged** pull-down menu, select **2 Sided**.
6. Select **Rotate Side 2**.
7. Select the **Layout** FAB.
8. From the **Layout** pull-down menu, select the desired 2-up layout (i.e. **2-up Flip Right**, **2-up Cut and Stack**).
9. Click **OK** to save changes and return to the Job Manager main window.

How do I print a job head-to-toe?

1. Open the **Job Manager**.
2. Double-click the job you wish to edit.
The Job Properties window opens.
3. Select the **Output** tab.
4. Select the **Basic Settings** FAB.
5. In the Sides Imaged pull-down menu, select **2 Sided**.
6. Select **Rotate Side 2**.
7. Click **OK** to save changes and return to the **Job Manager** main window.

How do I print a job in reverse order?

Output order determines the order in which the printed pages are delivered to an output device, either first to last or last to first.

1. Open **Job Manager**.
2. Double-click a job in the **Active** or **Paused** list.
3. Select the **Output** tab.
4. Select the **Stapling/Finishing** FAB.
5. From the **Output Order** menu select from:
 - **System Specified**: Allows the system to determine the most appropriate order for the given job.
 - **1 - N (Ascending)**: Printed pages are delivered first to last with the last page on top.
 - **N - 1 (Descending)**: Printed pages are delivered last to first with the first page on top.

How do I print letter size on larger paper?

You may print a letter or legal sized job on larger paper, but the system has no facility to enlarge the actual image onto the new, larger-size paper. If you wish to enlarge the images in a print job, you must do this at the client workstation and resubmit the job.

How do I print the accounting log?

You can print specific entries or the entire Accounting Log. The log prints on 8.5 x 11 inch or A4 standard paper. Selections can be made for number of copies, and the sides printed.

Note

Log entries are printed in the order they are received. Older records are printed first. The log is printed with one record per page.

1. Select **Administration > Accounting...**
2. Select **Print...**
3. Select a print queue from the **Queue** pull-down menu.
4. Select a **Sides Imaged** from the pull-down menu.
5. In the **Quantity** field enter the number of sets to print.
6. Select the **Log Entries** option in the **Pages to Print** field to choose the pages you want to print:
 - Select **All** to print the entire accounting log.
 - Clear **All** if you want to print a portion of the accounting log and enter a range of job ID numbers.
 - Select the **Job ID** option and enter a job ID number to print that specific record.
7. Select **OK** to print the accounting log.

How do I prioritize/promote a job?

Prioritizing a job is the same operation as promoting it. You can promote a job in the print queue up to the top unless there are jobs printing or processing. In this case, the job can be promoted up to just below/after the currently-printing/processing jobs.

1. Open the **Job Manager**.
2. Right-click on the job you wish to promote.
3. Select **Promote** from the **context** menu.
The job will move up one position in the queue.
4. Continue selecting **Promote** until the job assumes the next-to-print position in the queue.

Note

You must be logged in as an Administrator or Operator to perform this task.

How do I program a booklet/signature job?

Note

This procedure works only when a Signature Booklet is present on your system.

1. Ensure that the Signature Booklet Maker (SBM) is enabled:
 - a) Select **Printer > Finishing**.
 - b) If the SBM is not enabled, right-click on it and select **Enable**.

2. Open the **Job Manager**.
3. Double-click the job you wish to edit
The Job Properties window opens.
4. Select the **Output** tab.
5. Select the **Layout** FAB.
6. From the **Layout** pull-down menu, select one of the signature booklet options:
 - **Booklet**
 - **Perfect Booklet**
7. Select the **Stapling/Finishing** FAB.
8. Select the **SBM** from the **Output Location** pull-down menu.
9. Select **OK** to save settings and return to the Job Manager main window.
10. Right-click on the job and select **Release**.

How do I program job finishing?

1. Double-click the job you wish to edit.
2. Select the **Output** tab.
3. Click **Stapling/Finishing**.
4. Select your finishing option from the **Stapling/Finishing** menu.
5. Move the cursor over the paper mimic icons to see a description of each available selection and click the icon you want to use.
6. If your printer supports staple placement and if stapling is selected, select a staple placement position.

The stock size selected on the Stock tab determines staple placement.

7. Select a subset finishing option, if desired.
8. Select **Apply**.
9. Select **OK**.

How do I proof a job?

1. Open the **Job Manager**
2. Right-click on the job you wish to proof.
3. Select **Context > Proof**.

Note

You must be logged in as an Administrator or Operator to perform this task.

The proof job rips and prints, and then the paused jobs are completed.

How do I resolve stock programming conflicts (required stock not loaded)?

To resolve stock programming conflicts, click on the Stock Not Loaded message in the Status window of the main GUI window. A message will pop up, giving you the details of which stock is programmed on the job. Then, check the tray programming within Printer Manager to determine if the stock needs to be loaded.

How do I use the Set Use Ready option?

The Set Use-Ready button is available from Job Manager, Queue Manager, and Print from File. This option helps avoid unnecessary “Stock Not Loaded” faults.

When the FreeFlow Print Server is searching for a print tray that matches the requested stock, stock attributes that are set to “Use Ready” are not taken into consideration.

The following examples demonstrate some scenarios for utilizing the Set Use Ready feature:

1. Enable clients to submit jobs that will print on any stock of the correct size.

Create a new queue. On the Stock tab, select the **Set Use-Ready** button. This sets all stock attributes other than size to “Use Ready”, meaning those attributes do not matter.

Note

On a light production printer, this is already the default for queue stock settings.

Example scenario A: A job is submitted specifying USLetter, with no other stock attributes specified by the client. FreeFlow Print Server searches the feeders and finds USLetter loaded in feeders 1 through 6. Feeder 6 has the highest maximum capacity, so the job prints from feeder 6.

Note

The most commonly used paper should be placed in the highest capacity tray, as that is the first chosen. More expensive stocks, intended for restricted use, should not be in the highest capacity tray. If all matching trays are of equal capacity, the lowest tray number is selected first.

Example scenario B: A job is submitted from the client specifying USLetter 120 gsm. No feeders are loaded with USLetter 120 gsm.

If Resource Based Scheduling (RBS) is enabled, the job becomes ineligible, and in job properties the Ineligible tab requests USLetter 120 gsm.

If RBS is disabled, the job RIPs, and when it is the next in line to print, a “Stock Not Loaded” fault is raised and requests USLetter 120 gsm.

2. If a Coating option is available, enable clients to submit jobs that will print on any Uncoated stock of the correct size, preventing casual use of expensive Coated stocks.

The administrator selects **Set Use-Ready** on the Stock tab for the queue, so that attributes except size default to Use Ready. Then the administrator changes the **Coating** attribute to **Uncoated**. Thus most jobs coming in to the queue will print on the stock size requested in the job, using Uncoated stock only.

If a job needs Coated stock, the client can explicitly select **Coated** and that job ticket setting will take precedence over the Uncoated queue default.

3. Enable a variable data job to print that has dynamic media selections and changes embedded throughout the datastream (such as via setpagedevice calls).

The user creates a queue to run these types of jobs, selecting the main **Set Use-Ready** button next to the Stock Name selection. All attributes except size are set to Use Ready; size remains with USLetter[A4] default. As the job runs, the media attributes requested in the file (and only those attributes) will be used to select stocks. The size from the job file takes precedence over queue default size if they are different.

Note

Once the printer starts printing with a stock, it will only print on a stock with the same attributes. If a job is stopped in the middle of the run, it will only switch to a tray that contains the same stock definition. However, this does not apply if the job is Held and then Released again, or between a Proof run and the final Released run. Make sure to specify which attributes are important if the Proof stock must match the Print stock, or when holding and re-releasing a job.

Related Topics:

[Using the Stock tab to set job properties](#)

[Using the Stock tab to set queue properties](#)

How do I select offset stacking?

1. From the Home Screen, double-click a job in the **Active** or **Paused** list.
You can access Completed jobs if **Retain PDL Files** is enabled.
2. Select the **Output** tab.
3. Choose the **Stapling/Finishing** button to set stapling, finishing, offset, and output location options.
4. Select an offset from the **Offset** pull-down menu:
 - **None**: Offset is not performed. This is the default selection.
 - **Each Collated Set**: The offset occurs between each set printed.
 - **Each Uncollated Stack**: The offset occurs between each stack printed.
 - **Each Set and Stack**: The offset occurs between each set and stack printed.

Note

Offset options are available only if the Output Location selection can handle offset stacking.

5. If you select **Each Collated Set** or **Each Set and Stack**, the **Collated Sets Offset Interval** option displays. To change the number of sets to offset together, select a value. The default selection is one.
6. Select **Offset Subset** and set the **Pages Per Subset** value.

Offset Subset inserts an offset within a stack (uncollated set) after each specified page number.

How do I set up First In First Out (FIFO) printing?

1. Select **Setup > System Preferences....**
2. Select the **Job Processing** tab.
3. Set the **Scheduling Mode**:

The **Scheduling Mode** is used to specify how jobs that require unavailable paper stock or finishing options are handled by the system. Choose from the following:

Note

Only System Administrators can change this setting.

- **Resource Based Scheduling:** The system determines if the resources needed to print the job are available. If resources needed for printing are not available, the job is identified as ineligible and the system continues to RIP and print other jobs. Once the required resources that made the job ineligible become available, the job is scheduled and released to print.
- **FIFO (First In First Out):** FIFO jobs are scheduled and printed in the order they were initiated on the system. If the print job requires a soft resource, such as a stock needs to be loaded or, the stock tray is disabled, the system raises a function fault and suspend printing. If a print job requires a hard resource, such as stapler disabled or, binder is off, the system faults the job and continue printing other jobs.

4. Select **OK**.

How do I turn off banner, error and attributes report pages?

Queues can be set up to print banner pages, error pages and the attributes report which contain file-specific information and messages. However, you may wish to turn off this capability, especially if you do not have a large number of people submitting jobs or to avoid printing these pages on expensive stock.

1. Select **Queue: > Queue Manager....**
2. Double-click a **queue** to open the Queue Properties window.
3. Select the **Settings** tab.
4. Select **Administrative Pages**.
5. To disable **banner**, **error** and **attributes report** pages, select **None** for each page you want to turn off.

How Do I Use the Fuser Width Switch to Optimize Image Quality?

Fuser assemblies for this product are equipped with a switch which allows you to select a different width position if you have multiple fusers on site, typically, one fuser for smaller paper and one fuser for larger paper. Setting the width switch to a desired setting reduces or eliminates the wear marks on the fuser, extending the fuser life.

The Print Server supports the multiple fuser option to by allowing you to optimize the system's image quality on a job basis. Resource Based Scheduling (RBS) and First In First Out (FIFO) jobs are based on the fuser width settings. The job becomes ineligible if the fuser does not support the paper width defined for a job. When a suitable fuser is loaded, RSB jobs are scheduled and printed automatically; FIFO jobs are scheduled and printed in the order they were initiated on the system.

For information about setting the fuser width switch, refer to the Xerox® Color J75 User Guide and the Xerox® Color C75 User Guide.

How do I use Power Saver?

When you are logged onto the system as either a System Administrator or Operator, the Power Saver option is available.

Note

If the printer is in Power Saver mode, you must exit Power Saver before accessing Power Saver Setup. Select **Exit Power Saver** from the **Printer** menu.

1. Select **Printer > Power Saver Setup....**
2. To set monitor shut off:

- a) Select **Set Monitor Off Mode**.
Once enabled, the **Time Delay** field becomes active.
 - b) Type or use the slide bar to set the number of minutes that will elapse before the monitor turns off.
3. You can select either or both **Low Power Mode** or **Sleep Mode** by marking the corresponding checkbox.
- If both Low Power Mode and Sleep Mode are selected, Sleep Mode will not activate until the Low Power Mode timer has expired.
- **Low Power Mode:** A reduced power consumption mode entered after a specified period of system idleness. Low Power Mode is terminated by print requests and certain other system events.
 - **Sleep Mode:** Similar to Low Power Mode, but in this mode the fuser and certain devices are completely powered off. Sleep Mode is entered after a specified time in Low Power Mode, or after a specified time idleness, if Low Power Mode is disabled. Sleep Mode is terminated by print requests and certain other system events.
4. To designate the length of inactivity time that must elapse before printer power saver starts. In the Low Power, and Sleep Mode fields enter a number of minutes by typing the value or using the slide bar.
- The maximum inactivity time period is located to the right of the mode slide bars.
5. Select **OK** to save your settings and exit the dialog window.

Note

Click **Defaults** to return power saver settings to default values.

Job layout and finishing

FreeFlow Print Server provides you with many job layout and finishing options. Using these options, you can achieve your desired print outputs.

Manipulating jobs in the main job window

Within the main Home Screen window, you can perform a variety of activities, including holding, proofing, saving, interrupting, and printing a job, as well as moving a job up in the queue.

Queue management topics

The following topics relate to queue management:

- [How do I create a queue?](#)
- [How do I copy a queue?](#)

How do I control which Destination Profile is used?

When printing swatch books, you need to have the job or the queue point to the Destination Profile. The Destination Profile is used for rendering all color, including spot color, into printer CMYK.

You can use a specific Destination Profile, which is set up at the job or queue level at **Image Quality > Color Management > Destination Profile**. Or you can select **Use Stock Profile** under Destination Profile, meaning the profile applied to the job or queue is the one associated with the paper stock you are using. You can see which one is associated with the paper stock at **Color Associations > Stock Group**.

The only time the Destination Profile is not used is if Direct CMYK is selected in the CMYK Color Space menu. Direct CMYK means the job already has CMYK and does not need to be converted.

Related Topics:

[Printing a spot color sample](#)

[Printing a Swatch Book](#)

Stock Programming/Tray Usage

The following topics pertain to stock programming, and to paper tray programming and usage.

What are the stock and tray descriptions for the Loaded Stock menu?

Table 1: Stock and tray descriptions for the Loaded Stock menu

Tray Configuration	Format	Example
Single Feeder	Tray<space>[Tray]	Tray: [4]
Multiple Feeders	Tray<space>[Feeder:Tray]	Tray: [1:4]
Multiple Trays (Same stock in multiple trays)	Tray<space>[Feeder:Tray,Tray, Tray]	Tray: [1:1,2,3]
Insertter	Tray<space>[Insertter:Tray]	Tray: [A:4]

Tray Configuration	Format	Example
Multiple feeders, multiple trays (Same stock in multiple trays, in multiple feeder configura- tion)	Tray<space>[Feeder:Tray,Tray, Tray]<space>[Feeder:Tray,Tray, Tray]	Tray: [1:1,2,3] [2:1,2,3]
Long Edge Feed Short Edge Feed	Tray<space>L<space>[Feeder: :Tray],<space><space>S<space> [Feeder:Tray]	Tray: L [1:1] S [1:2]

What are the stock and tray descriptions for the Name menu?

Table 2: Stock and tray descriptions for the Name menu

Tray Configuration	Format	Example
Single Feeder	[Tray]	[4]
Multiple Feeders	[Feeder:Tray]	[1:4]
Multiple Trays (Same stock in multiple trays)	[Feeder:Tray,Tray,Tray]	[1:1,2,3]
Inserters	[Inserters:Tray]	[A:4]
Multiple feeders, multiple trays (Same stock in multiple trays, in multiple feeder configuration)	[Feeder:Tray,Tray,Tray]<space> [Feeder:Tray,Tray,Tray]	[1:1,2,3] [2:1,2,3]
Long Edge Feed Short Edge Feed	L<space>[Feeder:Tray],<space> <space>S<space>[Feeder:Tray]	L [1:1] S [1:2]

What are Tray Confirmation Save behaviors?

The following tables illustrate the resulting conditions between stocks in trays and naming conventions.

Table 3: Tray Confirmation Save Behaviors - When Settings Change

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
One Stock per Tray	Fill with Existing	The stock name is unchanged. If the name is not Unspecified, Save as New Stock is active due to tray settings change. On confirmation (selecting OK) in the Tray properties window with Save as New Stock On (box checked), save the new stock. Use Auto-Generated Name Extension if the stock name is a duplicate.	The stock name is unchanged. If the stock name is not Unspecified, Save as New Stock is active due to a tray settings change. On confirmation (selecting OK) in the Tray Properties window with Save as New Stock On (box checked), save the new stock. If the stock name is a duplicate, a pop-up displays to enter a name extension.	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults	The stock name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active and the above, One Stock per Tray > Fill with Existing, behavior applies.	The stock name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active, then the above, One Stock per Tray > Fill with Existing, behavior applies.	Name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
Multiple Stocks per Tray	Fill with Existing	The stock name defaults to Unspecified. Save as Multiple New Stock is active due to tray settings change. On confirmation (selecting OK) in the Tray Properties window with Save as Multiple New Stocks On (box checked), save the new stocks. Use Auto-Generated Name Extensions for any duplicate stock names.	The stock names are unchanged. Save as Multiple New Stocks is active due to a tray settings change. On confirmation (selecting OK) in the Tray Properties window with Save as Multiple New Stocks On (box checked), save the new stocks. If any of the stock names is a duplicate, a pop-up displays to enter a name extension for each duplicate name.	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults	The stock name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies.	The stock name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active, then the above, One Stock per Tray > Fill with Existing behavior applies.	Name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active, then the above, One Stock per Tray > Fill with Existing, behavior applies

Table 4: Tray Confirmation Save Behaviors - After Every Tray Cycle

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
One Stock per Tray	No printer change	Existing programming is displayed. Save as New Stock is inactive. Refill assumed on confirmation (selecting OK).	Existing programming is displayed. Save as New Stock is inactive. Refill assumed on confirmation (selecting OK).	Existing programming is displayed. Save as New Stock is inactive. Refill assumed on confirmation (selecting OK).
	Fill with Existing	The stock name is unchanged. If the stock name is not Unspecified, Save as New Stock is active only if the printer tray settings have changed or you changes the settings in the Tray Properties window.	The stock name is unchanged. If the stock name is not Unspecified, Save as New Stock is active only if the printer tray settings have changed or you changes the settings in the Tray Properties window	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults	The stock name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies.	The stock name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies.	Name defaults to Unspecified. Save as New Stock is inactive if the stock name is Unspecified. Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
Multiple Stocks per Tray	No printer change	Existing programming is displayed. Save as New Multiple Stocks is inactive. Refill assumed on confirmation (selecting OK).	Existing programming is displayed. Save as New Multiple Stocks is inactive. Refill assumed on confirmation (selecting OK).	Existing programming is displayed. Save as New Multiple Stocks is inactive. Refill assumed on confirmation (selecting OK).
	Fill with Existing	The stock names are unchanged. Save as Multiple New Stocks is active due to tray settings change. On confirmation (selecting OK) in the Tray Properties window with Save as Multiple New Stocks On (box checked), save the new stocks. Use Auto-Generated Name Extensions for any duplicate stock names.	The stock names are unchanged. Save as Multiple New Stocks is active due to a tray settings change. On confirmation (selecting OK) in the Tray Properties window with Save as Multiple New Stocks On (box checked), save the new stocks. If any stock names is a duplicate, a pop-up displays to enter a name extension for each duplicate name.	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults			

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
		<p>The stock name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified.</p> <p>Note</p> <p>Note: If the stock name is edited in the Tray Properties, Save as New Stock is active the above, One Stock per Tray > Fill with Existing, behavior applies.</p>	<p>The stock name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified.</p> <p>Note</p> <p>Note: If the stock name is edited in the Tray Properties, Save as New Stock is active, then the above, One Stock per Tray > Fill with Existing behavior applies.</p>	<p>Name defaults to Unspecified. Multiple stocks are removed from the tray. Save as New Stock is inactive if the stock name is Unspecified.</p> <p>Note</p> <p>Note: If the stock name is edited in the Tray Properties, Save as New Stock is active, then the above, One Stock per Tray > Fill with Existing, behavior applies</p>

Table 5: Tray Confirmation Save Behaviors - Auto Accept Settings Changes

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
One Stock per Tray	No printer change	Refill assumed. No change in stock attributes.	Refill assumed. No change in stock attributes.	Refill assumed. No change in stock attributes.
	Fill with Existing	Temporary stock created with both printer and existing settings. Not allowed to save the new stock.	Temporary stock created with both printer and existing settings. Not allowed to save the new stock.	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults	Temporary stock created with both printer and default settings. Not allowed to save the new stock.	Temporary stock created with both printer and default settings. Not allowed to save the new stock.	Temporary stock created with both printer and existing settings. Not allowed to save the new stock.

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
Multiple Stocks per Tray	No printer change	Refill assumed. No change in stock attributes.	Refill assumed. No change in stock attributes.	Refill assumed. No change in stock attributes.
	Fill with Existing	Temporary stocks created with both printer and existing settings. Not allowed to save new stocks.	Temporary stock created with both printer and existing settings. Not allowed to save new stocks.	Not Applicable. Combination of settings is not allowed.
	Fill with Defaults	Temporary stocks created with both printer and default settings. Not allowed to save new stocks.	Temporary stocks created with both printer and default settings. Not allowed to save new stocks.	Temporary stocks created with both printer and default settings. Not allowed to save new stocks.

		Auto Generate Name Extension	Manually Generate Name Extension	Enforce Unique Names
One Stock per Tray	Fill with Existing	Refill assumed for all cases. If the printer tray values do not match Tray Programming, a fault is declared.		
	Fill with Defaults			
Multiple Stocks per Tray	Fill with Existing			
	Fill with Defaults			

Glossary

abort

To terminate a program, printing, or non-printing execution before it is completed.

account

A way to identify a job. An account can consist of a mixture of letters, numbers, and symbols. If an account is not entered, the system will indicate none specified.

AppleTalk

The network communication protocol inherent to the Apple Macintosh operating system.

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

application software

software resident on the client workstation used to create print documents.

ASCII

American Standard Code for Information Interchange: Standardized code that represents letters, numbers, and other characters established by the American National Standards Institute to achieve compatibility between data processing and data communications equipment.

Banner Page

A page printed with each print request that shows you who submitted the print request, the request ID, when the request was printed, and other information about the printed job.

bind

To join printed pages and covers in order to form a book.

bindexer

A sorter that is located inside the finisher. The bindexer collates the pages of each print set.

bitmap

An electronic image. It is comprised of a matrix of picture elements (pixels or dots), where a bit value of one means that the picture element is imaged, and a bit value of zero means that the picture element is not imaged. The number of picture elements in a square area is a function of the display device resolution.

boot

To load initial instructions into the memory of the computer. These instructions then direct the loading of the rest of the program.

buffer

An area of memory used for the temporary storage of data as it is being transferred from one location to another.

Cartridge Font

Fonts that were added to the Print Server using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted from the system when they are no longer needed.

caution

A notice that alerts the user to the safety information that will prevent damage to the equipment.

client software

The software that enables the submission of print jobs to the Print Server.

collated

A method of stacking the printed pages. The prints are grouped in a 1-2-3, 1-2-3, 1-2-3 page order. See also, uncollated

command

A statement that instructs the system to perform a specific operation.

command line

A string of statements with possible arguments that you enter to instruct the system to perform an operation or series of operations.

controller

A primary component of the printing system that manages the queuing and processing of print jobs sent over the network, as well as various other tasks.

data stream

The format of data passed from one device to another.

decomposer

A Print Server subsystem that generates the bitmap image that is based on the PDL file.

decomposition service

A process within the print service that allows, through the use of various applications and options, the saving of files as TIFF image files.

default

A particular setting or value for a variable that is assigned automatically by the software and remains in effect until cancelled or changed by the operator. This setting is designed to produce the best results using the available settings. See also; System Specified.

device

Any piece of equipment that accepts PDL jobs and provides output resulting from those jobs. A laser printer capable of interpreting PDL and outputting text and images is a device. Equivalent terms for device are printer, printing device, output device, and raster device.

device dependent

A feature associated with a particular model of device. Device-dependent features result in output varying from one printing device to another.

diagnostics

The programs that are used to diagnose problems within the system or to help service personnel pinpoint the source of such problems.

directory

Logical grouping of files and subdirectories that are identified by name.

DocuSP

The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer. DocuSP is now named the Xerox FreeFlow Print Server.

dpi

Dots per inch.

driver

A program that links a peripheral device to the operating system.

dry ink

The minute particles of resin and pigment that are deposited and fused onto the page to create images. Also called toner.

duplex

To print on both sides of a sheet of paper.

edge treatment

Lead Edge Screening is used to prevent fuser wraps on documents that print edge to edge by lightening the image along the leading edge, thus reducing the amount of toner. Some documents contain a dense image along one edge of the paper causing an increase in the amount of toner in that region. If that region is at the leading edge of the paper, the excess toner may cause the paper to wrap around the fuser and jam the printer.

error message

A message displayed on the system or printed on an error page, informing you of an error or a fault that occurred with the processing of a job.

Error Page

A page printed at the end of a print job that includes error messages, if any occurred.

Ethernet

The network architecture standard consisting of a coaxial cable and associated components for connecting workstations to each other, file servers, and peripherals. This communication system enables workstation users to share information and services.

Exception Pages

Pages within a job where special page characteristics are set. Exception Pages can be a different stock size or color, side imaged or other options available on the FreeFlow Print Server.

extension

The portion of a filename that follows a period. In some instances the extension identifies the file type. For example, .ps would specify a PostScript file.

fault

A condition which prevents proper processing of a print job and requires the intervention of an operator. For example, a paper jam is a fault.

filename

A name of a file or a directory.

fill

The PostScript graphic operation in which the inside of a shape is painted with some color, such as black or a pattern.

finishing

The operations that are performed after a document leaves the press. For example, binding is a finishing operation.

fixed disk

A disk drive permanently mounted within a computer. Same as hard disk.

font

A complete set of alphanumeric characters and symbols that have common characteristics such as style (typeface), point size, weight, and stress. Computers store font images in data files, defined in either bitmap or contour format. For example, 10 point Helvetica Light Italic.

font renderer

This is an option that allows the System Administrator to select the rasterizer that will be used to process PCL jobs that contain scalable fonts. Additional parameters may be set for the selected rasterizer to enhance the printing of Intellifont and True Type fonts.

format

The layout of a document, including margins, page length, line spacing, and font; to prepare a disk to accept data.

frame

The unit of data within a packet whose specifications are defined by the network architecture and network communications protocol.

FreeFlow Print Server

The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer.

FTP

File Transfer Protocol: A network protocol layer used for reliably transferring files over a network, built upon TCP/IP.

fuser wrap

A condition, resulting in a paper jam, during which the output sheet of paper sticks to the fuser roll and the paper curls around the roll.

gateway

A network switching device used to connect incompatible networks.

Graphical User Interface (GUI)

A graphics based user interface. It acts as a means of input/output allowing users to interface in a more intuitive and effective way. GUIs consist of windows, icons, and pull-down/pop-up menus.

grayscale

An image in which each picture element (pixel or dot) is defined as a gray value as opposed to black or white values. An image file may contain different numbers of gray values depending on its resolution. A halftone screen is applied to grayscale images to prepare them for printing on devices that are capable of printing only solid black dots.

GUI

See Graphical User Interface.

Half Bitting

A control that simulates a partial change in position of a pixel by printing every other pixel and allowing the printer to smooth out the ripples. The resulting effect is that peaks and valleys of the pixels are smoothed.

halftone screen

A tool used in the offset printing, typesetting, and laser printing process to convert a continuous tone (photographic) image to dots. This allows the image to be printed using one of the printing processes.

hard disk

A disk drive permanently mounted within a computer. Same as fixed disk.

head to head

To print the reverse side of a page so that the finished document opens like a book.

head to toe

To print the reverse side of a page so that the finished document opens like a calendar.

highlight

A visual indication that an object is in a special state. Often used to denote that an item is selected.

Hold

Delaying the printing of a selected job.

humidity

The degree of wetness in the printer.

HTTP

Hypertext Transfer Protocol: The communication protocol used on the World Wide Web.

icon

A small pictorial representation of a base window. When an icon is used, it conserves screen space and keeps the window available for easier access.

image

The rectangular array of sample values. Each sample value represents some gray-level value or color. Also known as sampled image.

image quality

An option that allows a System Administrator to set a variety of functions to enhance the quality of the printed image based on the type of PDL file being printed and the type of fonts being used.

Image Shift

A job option that allows you to adjust the location on a page where printing will occur by shifting the image horizontally and/or vertically along an X and/or Y axis.

ineligible job

A job whose resources are not available to the printer (such as yellow paper, tabs, etc.) Once the resource becomes available, the job will print.

interpolation

An algorithm used to convert bitmap data from one resolution to a bitmap having another resolution.

interposer

A device that provides additional paper trays for a printer and allows for the use of preprinted forms or inserts that can be inserted into a job without needing to pass through the fuser.

Internal Font

One of the resident fonts loaded at installation.

IOT

Image Output Terminal: The part of a printer or a copier that actually marks the paper.

IP

The Internet Protocol of the TCP/IP communications suite.

job

A document file that is associated with a set of printing instructions. Print data, print options data, and other information required for processing and printing a document.

job flow

The path a job takes from creation to completion at the printer.

Job Forwarding

A FreeFlow Print Server option that provides you with the ability to forward a job from one system to another.

Job Inserts

pages that separate specific pages of a job.

Job Manager

A printer control module which provides for management and processing of jobs from the time they are received to the time they are printed.

job size

The size of the print master data file measured in bytes.

job status

The status of a print job in the print queue.

job submission

The process of sending a document with an attached job ticket to the server.

job ticket

A file that contains all the settings that will determine how the printer will print your document. For example, a typical job ticket contains information on paper type, simplex or duplex, binder or tab pages, and number of copies to fit. It also contains information on whether the document has any finishing options set, like stapling, binding, etc.

LAN

Local Area Network: A network connecting computer and peripheral devices through cables.

landscape

The page orientation in which page images are arranged horizontally on the page so that the resulting image is wider than it is long; contrast to portrait.

log

A file that contains a record of events such as messages, errors, and job and accounting information.

logon

The process of gaining access to a system by entering a user name and, optionally, a password.

log out

The process of exiting a user work session on a system.

Long Edge Feed (LEF)

The orientation in which the paper is fed through the imaging system long-edge first. See also, Short Edge Feed.

lpr

Refers both to the print protocol provided in the internet protocol suite and to the program that implements part of that protocol. A command used to submit a job.

menu

A group of controls contained in a list of options.

minimum thickening

The width of a minimum stroke in pixels.

misregistration

The result of incorrectly aligned colors due to many factors including paper stretch, and press alignment. Misregistration results in white gaps and shifted hues. See also, trapping.

modules

Individual control units within the software. The FreeFlow Print Server contains the following modules: Job Manager, Printer Manager, Reprint Manager, Queue Manager, Color Manager, and Administration.

moire

The pattern which results because of one screen angle overprinting other screen angles in color printing.

named stock

A name assigned to a particular stock to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.

offset

A stacking option that delivers printed output in a manner where the edge of each printed job set is placed a few inches from the edge of the other printed sets.

operating system (OS)

Computer software that controls the low-level operations of computer hardware, including input and output to memory, disk drives, and peripherals.

Operator

A logon level of the FreeFlow Print Server system. The Operator, typically equivalent to the print operator, possesses less access rights than the System Administrator and more rights than a walk-up user.

Ordered Stock

Stock placed in a specific order in a tray, such as tab stock.

orientation

The position of the page image relative to the actual page; describes whether the printed image is parallel to the long side of the paper (landscape orientation) or to the short side of the paper (portrait orientation).

password

A combination of letters and numbers associated with a user name. A password provides security for a user account.

path

The route to a file on a disk.

PCL

Printer Command Language: A text-oriented language developed by Hewlett Packard primarily for use with its own range of printers. It is also compatible with many other printers. It supports graphics, text, and images with a wide variety of fonts.

PDL

Page Description Language: A file format that provides a set of instructions to the printer describing the appearance of a page or pages. PostScript and PCL are examples of page description languages.

PDF/VT

Portable Document Format/Variable Transactional: The PDF/VT feature is for Variable and Transactional printing. An example of a PDF/VT print job is a color graphics page that has transparencies and a monochrome billing statement page.

peripheral

A device used in conjunction with a computer or workstation usually for input or output. Printers and modems are examples of peripherals.

permissions

The attribute of a file or directory that specifies who has read, write, or execute access.

Personalized Page Markup Language (PPML)

An XML-based language used to describe the structure of a document.

pitch

The number of characters per inch.

pixel

An abbreviation for picture element. The smallest addressable element on the scan line of the output device. Pixels have a finite size which depends on the resolution of the device. For example, a pixel on a 300 spi printer is 1/300 of an inch wide.

platform

A combination of hardware and operating system software.

portrait

The page orientation in which page images are arranged vertically on the page so that the resulting image is taller than it is wide; contrast to landscape.

PostScript

A page description language developed by Adobe Systems, Inc. It supports graphics, text, and images with a wide variety of fonts. It is designed to be printer independent.

PostScript stroke command

A PostScript graphic operation in which the length of a path is painted with a color, such as black.

power off

To shut down the system.

power on

To start the system.

power saver

A printer mode which enables you to minimize the printer power consumption during times of no usage. Both manual and automatic power saver activation is available.

ppm

Pages per minute.

preferences

Preferred settings which can be set within the software to control such things as language and fonts.

preferred tray

This is the tray in the printer that contains the most commonly used stock. The printer can be set up to use this tray as the default, until its stock runs out.

primary stock

Primary stock is the most commonly used paper stock in the printer.

print application software

Software resident on the client workstation used to create print documents.

print client

The application or machine in the distributed system that assembles a service request and submits the request to the server.

print job

An object that represents a request to print one or more documents together on a logical printer.

Print Now

A Job Manager option that allows you to interrupt a currently printing job to print another selected job.

print options

A set of options available for controlling the processing of a print job. Print options include simplex or duplex printing, media selection, collating, stitching, etc. Print options can be sent to the Print Server as a part of the job, providing automatic job processing.

print queue

A queue that temporarily stores print jobs that have been sent over the network.

print service

A print service accepts printing requests and performs the indicated actions.

printer

The hardware component that places the page image on a physical page.

Printer Manager

A component of the software designed to set up and manage functions of the printer such as, paper trays, paper stock, stacking, and stock size checking.

priority

The order in which queues are serviced.

proof job

If this option is selected, a single copy of the document will be printed. A benefit to this is that the printer operator gets the chance to view the document before a long print run is begun. When a job is proofed, it is not removed from the queue as occurs when the job is released to the printer. This also helps you to avoid having to resubmit the job from your workstation.

promote

Moving a job above all pending jobs in the queue.

public net

The main enterprise-wide network, comprising possibly many segments joined by gateways and routers.

queue

A subdirectory on a print server where jobs are stored until the print server can deliver them to the printer.

Queue Manager

A component of the software that allows you to create, manage, and modify queues.

RAM

Random Access Memory. Volatile memory used for temporary storage of data and software commands, used by programs for immediate task processing.

Raster Image Processor (RIP)

The hardware and/or software that rasterizes an image by changing text and images into an array of pixels that will be printed.

rasterizer

A portion of software that converts graphic objects made up of vectors, or line segments, into dots for output to raster graphic screens and printers.

reboot

Reloading initial instructions into the memory of the computer. These instructions then direct the loading of the remainder of the programs.

release

Allows the selected held job to be printed. The job is placed immediately after all printing or pending jobs in the queue.

Reprint Manager

A component of the software that allows reprinting of jobs that have been saved through the decomposition service.

Resident Fonts

The fonts that are loaded on the server at the time of installation and cannot be deleted.

resolution

The measurement of the number of picture elements (pixels or dots) per square area of unit.

RIP

See Raster Image Processor.

rotation

To turn a page image from its current position. 0 (zero) degrees represents no rotation.

router

A device used to connect networks or similar or different architectures to isolate data transmission within each network.

Sample Job

A print file in a specific PDL format whose printed result is known. The output of the Sample Job on a subject printer is compared with the known result as a diagnostic tool to determine whether the printer is working properly.

SBM

Signature Booklet Marker.

scalable fonts

A mathematical equation that describes to the printer how to draw the characters of a font. Because only one equation must be stored to produce a character in a variety of sizes, the required amount of memory is much less than for bitmap fonts.

scroll bar

A control that is used to move the view of the data displayed in a window or work space settings.

scrolling

Using the scroll bar to view data that cannot be viewed entirely within a single pane.

select

To choose from a list of options, such as those in a menu.

server

In a computer network, a unit that provides a specific service (such as data storage and computer services) to network users.

settings

The controls used for defining values.

Short Edge Feed (SEF)

Laser printing in which the paper is fed through the imaging system short-edge first. See also, Long Edge Feed.

simplex

Printing on one side of the paper.

slider

A control used to set a value and give a visual indication of the setting.

Slip Sheets

Extra paper or other media that are inserted between document sets of a print job.

SNMP

Simple Network Management Protocol: A widely used protocol for managing networks.

Soft Fonts

Fonts that are loaded on the server any time after the initial installation using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted when they are no longer needed.

Solaris

A bundled software release from Sun Microsystems which includes the Sun Operating System.

spi

Spots per inch.

spooling space

Space allocated on a print server for storing requests in the printer queue.

stacking

To offset stacks for collated output, uncollated output, or both. This enables stacks or sets of prints to be delivered in a staggered pile.

staple

A finishing option that uses pre-cut wire to staple each print set.

status

The current condition of a system component.

status message

The information generated by an application that informs you about the progress of a process.

stitch

A finishing option which cuts and inserts the wired stitches into each print set.

Stochastic Screening

The process of using randomly spaced dots instead of the traditional halftone dots aligned along designated screen angles. The concept of Stochastic Screening is dots that are spaced randomly will not cause moiré patterns. The Stochastic Screen prevents screening interference patterns, but it can cause graininess and other visual artifacts.

stock

The various types of paper used for printing.

stock list

A list available within the interface that identifies all stock types currently loaded on the printer or that are available to be loaded.

stock name

A name assigned to a particular stock to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.

string

A sequence of alphanumeric characters treated as one unit of data by a program.

stroke

The weight, or width of a character or line.

subnet mask

A series of 4 bytes whose bits identify the corresponding bits in a 4-byte network host addresses as network versus host addresses. The 1s in the mask correspond to the bits used for the network address. The 0s in the mask correspond to the bits used for the host address.

System Administrator

The person generally responsible for configuring, operating, and maintaining network systems and workstations. The System Administrator can access and control all system and job data except service data and functions.

System Specified

The system determines the most appropriate settings for the given job. This could be an output location, output order, or resolution. System Specified settings can generally be changed by selecting various FreeFlow Print Server system options in the Setup: Preferences window. See also, default.

2D Overstrike

2D Overstrike is a PCL image quality control that causes each scan line to be shifted by one pixel in both the fast and slow scan directions and to be merged with the original scan line. This will cause very dark patterns to be printed as a solid black line.

2-sided

To print on both sides of a sheet of paper.

2X scaling

2X scaling is a PCL image quality control that scales the patterns by a factor of two. This process works well for printing user-defined patterns designed for 300 dpi.

Tagged Image File Format (TIFF)

A common image format developed by Aldus and Microsoft for scanned color and black and white images. It is a versatile, reliable, and widely supported bitmap format designed for exchanging digital information.

TCP/IP

Transmission Control Protocol/Internet Protocol: Commonly used network communications protocol supported by the FreeFlow Print Server. It is a set of communication conventions that the devices use to exchange information with each other.

throughput

The measurement of the speed of a printer, expressed in pages per minute.

TIFF

See Tagged Image File Format.

toner

The minute particles of resin and pigment that are deposited and fused onto the page to create images. Also called dry ink.

trapping

An image processing technique used to compensate for misregistration in a print engine or press.

UFST

Universal Font Scaling Technology, is one of several font rasterizers. The USFT control setting is used to adjust the amount of thickening for Intellifont scalable fonts.

uncollated

A method of stacking printed pages. Documents are printed in separate sets of each page. Printing two sets of a three page document would result in a 1-1-1, 2-2-2 page order. See also, collated.

UNIX

An operating system for computers, usually working in a network environment. It consists of a hierarchical system of commands, shells, files, and directories.

Unspecified Stock

A stock name that presents the system with a minimum of limitations for printing.

VIPP

Variable Data Internet PostScript PrintWare: Setting up and using a VIPP cache queue enables you to reuse desired document objects that exist in a post ripped state.

virtual printers

Logical names for the printer that allow different sets of default attributes to be applied to submitted jobs. The Print Operator and System Administrator define virtual printer names and the associated set of attributes and values.

Walk Up User

Has the minimum access rights. This user is not required to logon.

warm boot

Restarting the Print Server while power is still on.

warning

A notice that alerts users to safety information that will prevent personal injury.

weight

Refers to the weight of the paper stock in grams per square meter (gsm) or pounds. The paper weight is usually printed on the ream wrapper.

workstation

A computer able to process data but designed specifically for interaction with a network.

write black

The laser images the location on the photoreceptor where black marks are to be printed. The technology enhances the ability to consistently print the fine details associated with lines, text, and halftone dots thereby producing uniform, smooth gray tones and graphics.

write white

The laser images the location on the photoreceptor where white marks are to be printed.

X axis

The horizontal axis on a grid.

Y axis

The vertical axis on a grid.

zone

Logical, user-defined grouping of devices in an AppleTalk intranet that makes it easier to locate network services.

Note

AppleTalk support is discontinued with FreeFlow Print Server 9.0 and higher.

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