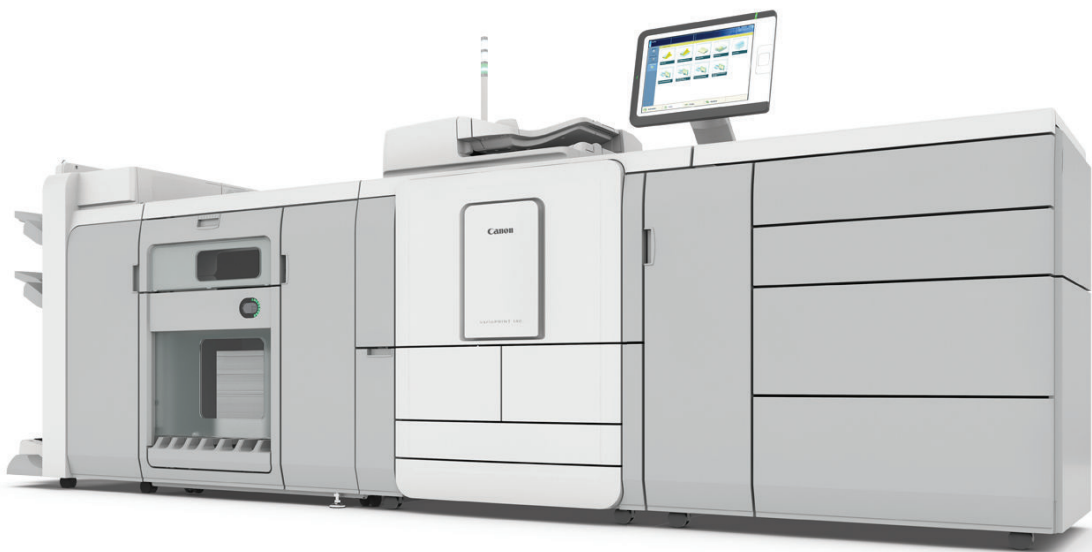# Operation guide

varioPRINT DP line

varioPRINT 115, 130, 140

Canon

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Note

This Operation Guide is written for world-wide markets. As such it may contain information relating to accessories or licensed functionality not supported by Canon U.S.A., Inc. as of the date of the manual publication.

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Chapter 1
Introduction

Notes for the reader

Introduction

This manual helps you to use the varioPRINT DP line. The manual contains a description of the product and guidelines to use and operate the varioPRINT DP line.

Definition

Attention-Getters

Parts of this manual require your special attention. These parts can provide the following:
- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Symbols used in this manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

Overview of the attention-getters

Word	Icon	Indicates
WARNING	⚠️	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	⚠️	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	✋	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and to avoid damaging the machine or property.
NOTE	✏️	Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.
-	🚫	Indicates an operation that must not be performed. Read these items carefully and make sure not to perform the described operations.

Users of the print system

The varioPRINT DP line enables to set up a flexible and efficient print environment.

Default user groups

The varioPRINT DP line knows five default customer user groups, each with their default access rights. Users can be member of one or more user groups: default or custom groups. Custom user groups fit your organization or department and are created by the system administrator. The default user groups are:

Operators are responsible for print production. They are able to access personal jobs that are submitted to the print system. The users that are members of this group can access the control panel.

Key operators are responsible for the system configuration defaults and print quality procedures. Members of this group are also able to access all jobs that are submitted to the print system.

Central operators are responsible for print production. They are able to access all jobs that are submitted to the print system. The members of this group have access to the control panel and remote tools.

Maintenance operators are allowed to perform secured cleaning and maintenance procedures.

System administrators are allowed to configure IT and security settings. The members of this group are also responsible for troubleshooting procedures.

Access rights per user group

Each default user group has default access rights. These rights correspond to access to tools and settings. The table below shows the access rights of the user group members.

Access to	Operator	Central operator	Key operator	Maintenance operator	System administrator
Only personal jobs	✔	✔	✔	✔	✔
All jobs		✔	✔	✔	✔
Control panel	✔	✔	✔	✔	✔
Remote tools		✔	✔		✔
Maintenance tasks				✔	✔
Configuration settings			✔		✔
IT settings					✔

Information in this operation guide

Contents of this guide

Read this operation guide to learn what the varioPRINT DP line product can do for you, how to operate and maintain the print system, and how to use it in a safe way.

The guide starts with basic information on the print system (Chapter 2). The ease of operation and the highlights of PRISMAsync are part of Chapter 3.

In the next chapters you find the instructions how to start up the print system and prepare the system printing (Chapter 4 and 5). For several tasks in these chapters you need to have access to configuration tasks.

Next the guide describes how you can prepare print jobs, copy jobs, and scan jobs for operators (Chapter 6).

Then, the guide describes how you can plan and monitor the workload of jobs remotely (Chapter 7). For the tasks in this chapter you need to have access to the remote tools.

The way you can plan the jobs from the control panel is described in Chapter 8.

How to carry out print jobs, copy jobs, and scan jobs is in the next chapters (Chapter 9, 10, and 11).

Chapter 12 informs you how to keep the system printing.

Carefully read the media handling instructions of chapter 13.

Maintenance instructions teach you how to keep the print system running, and how to keep machine parts clean (Chapter 14). Chapter 15 has information about the solving of problems.

The appendix gives the specifications about your product.

Optionals described in this operation guide

This operation guide includes the description of the following finishing optionals:
• Stacker/Stapler

Other product information

On the downloads site **downloads.oce.com** you find the following product information for the varioPRINT DP line:
• This operation guide
• Safety guide for print system
• Technical reference manual
• High Capacity Stacker operation guide
• Decurler operation guide
• PRISMAsync Remote Manager operation guide

The other optionals have an operation guide that is delivered together with the product.

Chapter 2
Explore the print system

Overview of the varioPRINT DP line Including Accessories

Illustration

> ✎ NOTE
> The illustration shows an example of a full varioPRINT DP line product line including most of the available accessories. Contact your local authorized dealer for more information about the possible configurations.
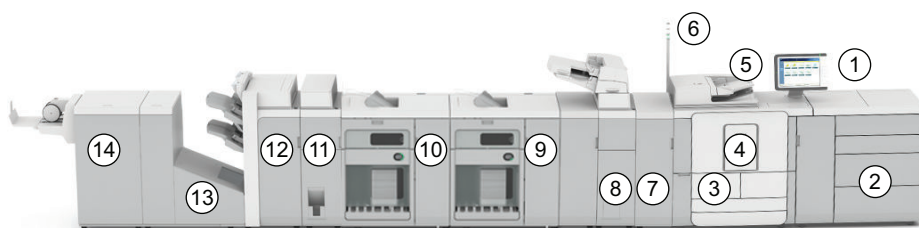
[1] Full varioPRINT DP line product line

Description

> ✎ NOTE
> Whenever a number of sheets is mentioned in the table below, the figure is based on media of 80 g/m² (20 lb bond).

> ✎ NOTE
> The manual uses functional names for product and the available accessories. However, sometimes you need the commercial name, for example to order an accessory. See *Naming Conventions for Accessories (Generic Naming in User Interfaces)* on page 17 for the commercial names.

The specifications of the product and the available accessories are described in the specification section.

The components of a full varioPRINT DP line product line

Item	Component	Function
1	Control panel	• Manage your print, copy and scan jobs. • Make system settings and workflow settings. • Support for troubleshooting, for example clear paper jams.
2	External paper module (four paper trays), optional	Hold the media required to print your jobs. Total capacity: 4,600 sheets, or 7,800 sheets with the optional dual paper trays installed.
3	Internal paper module (four paper trays)	Hold the media required to print your jobs. Total capacity: 4,000 sheets.
4	Printer module	Print the jobs. Access to the printer module is required: • To clear paper jams, and • To carry out Printer Operation Care (POC) actions.

Item	Component	Function
5	Scanner	• Scan paper originals. • Copy paper originals. • Perform media registrations. Capacity: A stack of maximum 300 originals.
6	Operator attention light	Make the status of the system visible from a distance.
7	Decurler	Fixes paper curl caused by heat etc.
8	Inserter	Hold the (pre-printed) cover sheets or insert sheets to finish your documents.
9	First stacker	High capacity stacker to receive the output.
10	Second stacker	Add additional output capacity.
11	Folder	Fold the output in various ways.
12	Stacker/stapler	Staple and stack the output. Optional, the stacker/stapler can be equipped with a Puncher Unit to punch the output.
13	Booklet Trimmer	Trim the fore-edge of each booklet.
14	Two-Knife Booklet Trimmer	Trim the top and bottom of each booklet.
not shown	Puncher	Punch the output.
not shown	Booklet maker	Make a booklet of the output.
not shown	Copy tray	Tray to receive the output.

Printer Only Configuration

Introduction

Next to the configurations mentioned in section *Overview of the varioPRINT DP line Including Accessories* on page 14, the varioPRINT DP line also has a printer only version. The printer only version cannot copy and scan.

The printer only configuration is a varioPRINT DP line product that doesn't have an ADF. Instead of the ADF the varioPRINT DP line product has a cover. The glass plate and the corresponding scanner are still present. You can use the glass plate for service purposes and for media registration. You perform the media registration on a printer only configuration in the same way as on a configuration with an ADF.

The copy and scan mode are not available on the control panel, which disables the use of the scanner to carry out copy and scan jobs.

Naming Conventions for Accessories (Generic Naming in User Interfaces)

Generic Naming of Accessories in User Interfaces

To improve the readability of texts in User Interfaces of control panels and software, the accessories are generally referred to by their function. The table below shows the naming conventions for accessories (commercial product names and the generic terminology used in User Interfaces). Some accessories listed below may not be available in certain markets.

✎ NOTE
In some cases, there is only 1 name for more modules. The reason is that a configuration can only contain 1 of the available types of modules.

Conversion table for commercial names versus generic terminology in User Interfaces

Commercial product name:	In UI, printer driver and software referred to as:
Finisher-W1	[Stacker/stapler]
Booklet Finisher-W1 with saddle press functionality	[Stacker/stapler]
Professional Puncher-B1	[Puncher]
GBC® eWire™	[eWire]
Paper Folding Unit-J1	[Folder]
Document Insertion Unit-N1	[Inserter]
High Capacity Stacker-F1	[Stacker]
High Capacity Stacker-G1	[Stacker]
High Capacity Stacker-H1	[Stacker]
Booklet Trimmer-F1	[Trimmer]
Two-Knife Trimmer-A1	[Trimmer]
Duplex Color Image Reader Unit-L1	[Scanner]
Decurler Unit-C1	[Decurler]
BLM600	[Booklet maker]
Output tray	[Copy tray]

The Paper Modules

Internal Paper Module

> ✎ NOTE
> Whenever a number of sheets is mentioned below, the figure is based on media of 80 g/m² (20 lb bond).

The varioPRINT DP line contains four integrated, internal paper trays.
- Two bulk trays with a capacity of 1,500 sheets each.
- Two multi-size trays with a capacity of 500 sheets each.

The bulk trays support A4, LTR, 16K, and JIS B5 only. When a bulk tray is configured for one of these media sizes, you can only load media with that size. To switch to another media size, you must manually adjust the size of the bulk trays before you can load that other media size.

External Paper Module

You can extend the system with an optional external paper module. This paper module contains four paper trays.
- Two bulk trays with a capacity of 1,700 sheets each (or 3,300 A4/LTR sheets each when the optional dual paper trays are installed)
- Two standard trays with a capacity of 600 sheets each.

Contact your local authorized dealer for more information about the dual paper trays.

Professional stacker / stapler

There are two professional stacker / stapler configurations: the stacker / stapler with booklet maker (Booklet Finisher-W1) and without booklet maker (Staple Finisher-W1). The booklet maker folds and staples booklets. Both finisher configurations can enable the optional punch unit to punch two, three or four holes in the printed output.

The dashboard of the control panel displays the status of the staple cartridges. When the color of the staple icon is orange or red, the staple cartridge needs replacement.
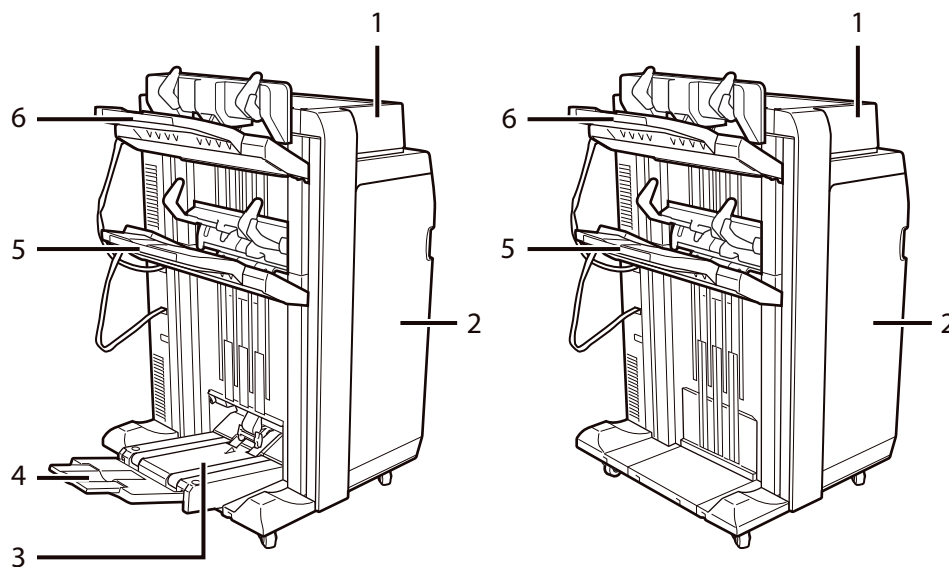
[2] Professional stacker / stapler with booklet maker (Booklet Finisher-W1) and without booklet maker (Staple Finisher-W1)

	Description stacker/stapler
1	Cover, to access the paper path when a paper jam occurs.
2	Cover, to access the area where you replace staple cartridges, clear a paper jam, or clear a staple jam.
3	Booklet tray, to collect booklets.
4	Auxiliary booklet tray, to collect large booklets.
5	Lower tray, to collect finished output. The guides enable correct placement of the printed output.
6	Upper tray, to collect finished output. The guides enable correct placement of the printed output. Extension guides for long sheets are attached to this tray.
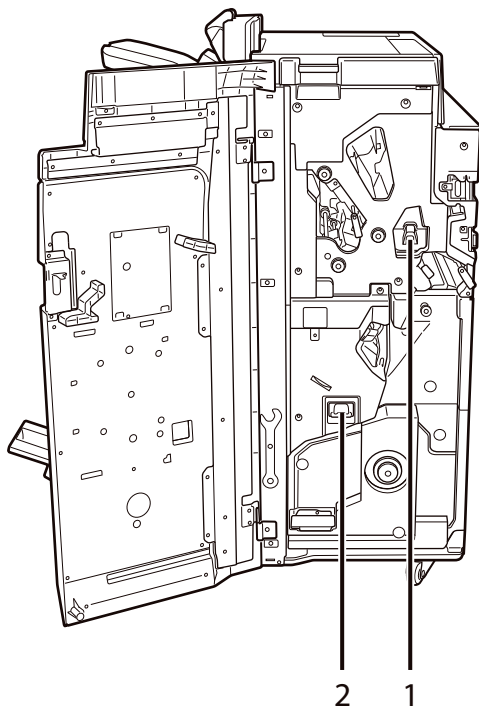
[3] Internal view of the stacker / stapler and saddle-stitch unit (Booklet Finisher-W1)

	Description internal parts of stacker/stapler
1	Punch waste tray, to collect the punch waste.
2	Staple waste tray, to collect the staple waste.

Copy tray

The copy tray collects the printed output. The copy tray is part of the print module. Printed output goes to the copy tray when no other finishing optionals are part of the print system.

The copy tray can have extension guides to collect long sheets.

📝 NOTE
The copy tray has no empty / full sensor. You must take care that there is enough space to deliver sheets to the copy tray.
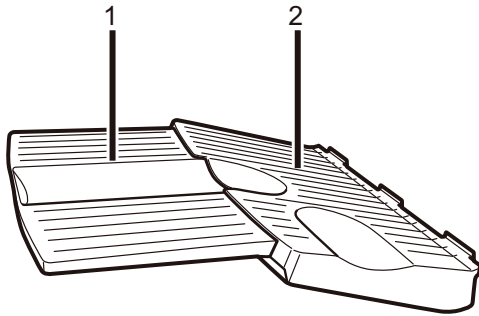
[4] Copy tray

	Description
1	Auxiliary tray, to collect large, printed output (A3 / 11" x 17" or A4R / LTRR).
2	Copy tray, to collect printed output.

Removable Hard Disk (Option)

Introduction to the Removable Hard Disk

Introduction

The PRISMAsync controller can be equipped with a removable hard disk. The removable hard disk is located behind the horizontal cover in front of the control panel.

> ✋ IMPORTANT
> Avoid installing the machine at high altitudes above approximately 3,000 meters above sea level, or higher.
> Machines with a hard disk may not operate properly when used at high altitudes above approximately 3,000 meters above sea level, or higher.

Illustration
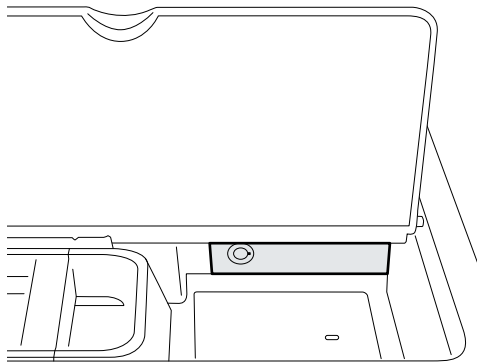
[5] Location of the removable hard disk

Using the Removable Hard Disk

The removable hard disk is intended to prevent the theft of confidential data. After working hours, for example, the hard disk can be removed from the controller and stored in a safe. The next working day, the hard disk must be placed back before the printer is turned on.

A lock in front of the removable hard disk prevents unauthorized removal of the hard disk. For security reasons, only a limited number of people will have a key to the lock.

Each removable hard disk is unique. Always use the same dedicated removable hard disk with a particular printer.

Main Parts

Illustration
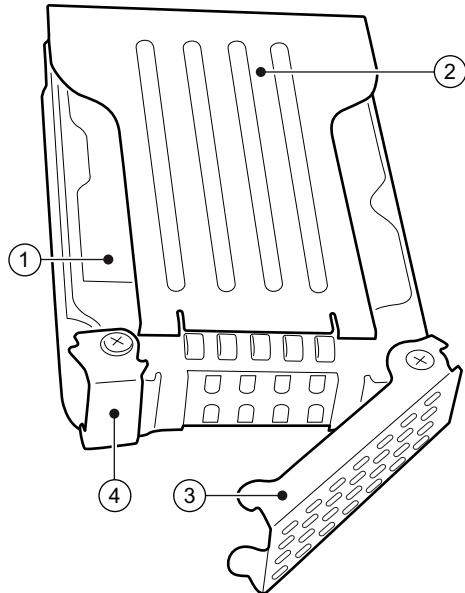
[6] Main parts of the removable hard disk

Part	Description
1	Hard disk
2	Hard disk housing
3	Right-hand handle
4	Left-hand latch

Remove the Removable Hard Disk

Before you begin

Shut down the printer completely.

Wait until the Sleep button and the On/Off button are off.

Procedure

Remove the removable hard disk

Step	Action	Illustration
1	Open the cover (1) in front of the oper-ator panel.	
2	Remove the staple box (2).	
3	Remove the lock (3).	
4	Press the left-hand latch (1) of the hard disk housing. The right-hand handle (2) is released.	
5	Pull the right-hand handle to slide out the removable hard disk.	
6	Place the staple box back.	
7	Close the cover.	
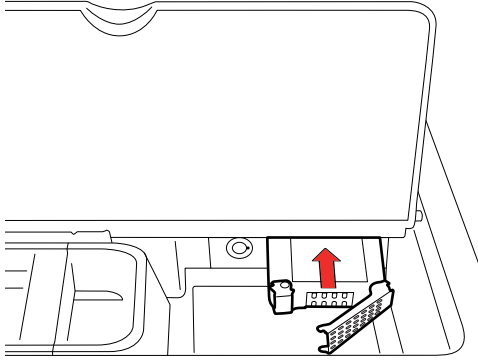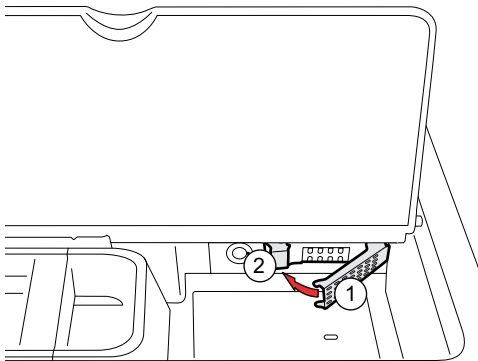
Step	Action	Illustration
8	Store the hard disk in a secure place, for example a safe.	
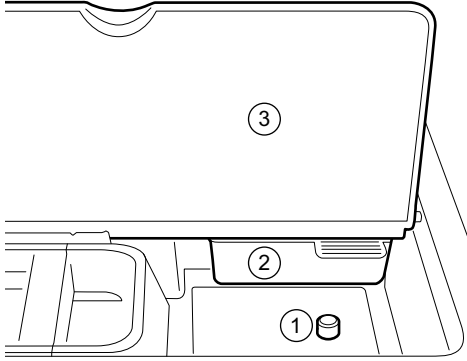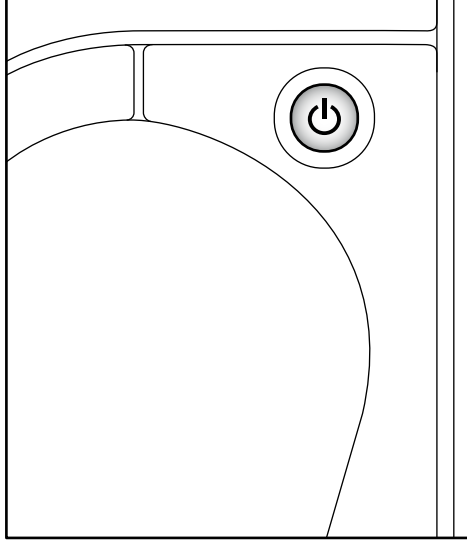
Insert the Removable Hard Disk

Before you begin

Make sure that the printer is completely off before you insert the removable hard disk.

Procedure

Step	Action	Illustration
1	Take the removable hard disk from the secure location where it is stored.	
2	Open the cover in front of the operator panel.	
3	Remove the staple box.	
4	Slide the removable hard disk in. Make sure that you push the hard disk itself. Do not use the right-hand handle to slide the hard disk in.	
5	When the hard disk is completely inserted, close the right-hand handle (1). A click confirms that the right-hand handle is locked correctly behind the left-hand latch (2).	

Step	Action	Illustration
6	Place the lock (1).	
7	Place the staple box (2) back.	
8	Close the cover (3).	
9	Press the On/Off button to turn the printer on.	

Troubleshooting

Troubleshooting

When	Then
You turn the printer on while the removable hard disk is not inserted	The printer operator panel displays an error message.
You turn the printer on while the hard disk of a different printer is inserted	• Press the On/Off button behind the printer operator panel for approximately 5 seconds. The printer will shut down. • Insert the correct hard disk for this printer. • Press the On/Off button to turn on the printer.

✎ NOTE
Do not insert other hard disks or hard disks without the correct varioPRINT DP line software. The printer will not function correctly.

Chapter 3
Explore the ease of operation

What the print system can do for you

The varioPRINT DP line is an easy-to-use multitasking print system that offers many useful functions.

You can define the **same job properties from several locations**: in Remote Printer Driver, the control panel, and Remote Manager.

Across the whole print workflow the **central media catalog** with a wide range of media definitions is available. This ensures first-time-right output.

PRISMAsync supports a **structured document printing workflow** to make the best use of staff resources and expertise.

The **input and finishing optionals** support many different media types and finishing options. The print system can staple, fold, trim, crease or punch the printed output in various ways. You can print **professional looking, high quality output**, such as stapled booklets and books with glued, preprinted covers.

You can use the print system in two modes: **document printing and transaction printing**.

Remote tools help you to operate the printer from a distance. The web-based PRISMAsync Remote Manager application offers **remote workload and job planning** across the printer fleet from one central overview. The Remote Control App ensures you stay informed about the print production on your printers.

Control panel

The control panel is the location on the print system to manage print jobs, copy jobs, and scan jobs. The control panel provides you full system control.
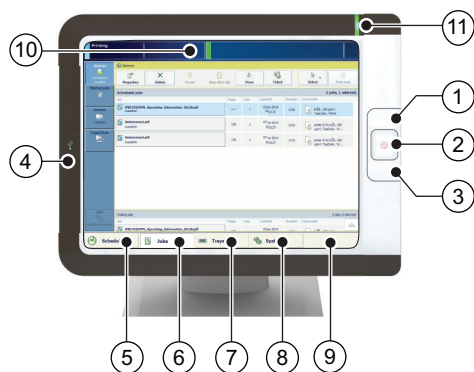
The following table describes the main parts of the control panel and their functions.

The main components of the control panel

	Component	Function
1	Sleep button	Put the system into the sleep mode or wake up the system.
2	Stop button	Stop the printing process after a set or as soon as possible.
3	Paper tray button	Get immediate access to the [Trays] section on the control panel to do the following (for example): • Check the content of all paper trays. • Load a new media type into a paper tray. • Change the media type which is available in one of the paper trays. • Open the front door of the printer.
4	USB port	Insert a USB drive into the USB port to: • Print any documents on the USB drive, or • Scan paper originals to the USB drive You can disable the USB port.
5	[Schedule] button (optional)	Access the [Schedule] view to manage the jobs in the schedule.
6	[Jobs] button	Manage and print the jobs in the lists of [Waiting jobs], [Scheduled jobs] and [Printed jobs], or in a DocBox (optional).
7	[Trays] button	Access the [Trays] section on the control panel to do the following, for example: • Check the content of all paper trays. • Load a new media type into a paper tray, or • Change the media type which is available in one of the paper trays.
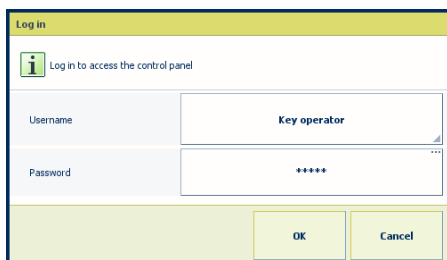
	Component	Function
8	[System] button	Access the [System] section to do the following, for example: • Check the status of the toner, staples and other supplies. • Get information of the finishers. • Read counters. • Start maintenance. • Set up the preferred workflows. • Change a number of default system settings such as the language. • Adjust the brightness and contrast of the LCD panel. • Shut down the printer. • View the content of the media catalog or add (temporary) media to the media catalog.
9	Username	The username of the user that is currently logged in. When you want to log in as another user, log out or change your password, use this button.
10	Dashboard	The dashboard displays information about the system status such as: • Information about the current printing process. • Information about operator intervention that is required soon. • Information about errors. • Information about the status of the toner reservoir and staple cartridges.
11	Status LED	The status LED displays the status of the system: • Red LED The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now. • Orange LED The machine will stop soon, for example because more paper is required. Operator attention is required soon. The orange light illuminates when the machine reaches the warning time. The warning time is a time you can set to determine when the orange light must illuminate. You can set the warning time in the [System] view of the control panel. • Green LED The machine is busy printing. The machine can print longer than the set warning time. Operator attention is not required. • LED off The machine is idle. There are no jobs scheduled for printing and no operator attention is required.

Access to the control panel

The access to the control panel can be secured to protect the contents of the documents and print quality settings. When the access to the control panel is secured, you need to log in to the print system.

The system administrator is responsible for user authorization and for providing your credentials.

For more information, see *Users of the print system* on page 11.

Log in	
ℹ️ Log in to access the control panel	
Username	**Key operator**
Password	*****
	OK Cancel

[7] Login screen

⏱ Schedule	📄 Jobs	☰ Trays	⚙ System	🔑 Key operator

[8] Username is displayed at the bottom of the screen

Settings Editor

Introduction

The Settings Editor is a web-based application and therefore accessible via an Internet browser. The Settings Editor enables you to manage settings or to display information in the following areas.

PRISMAsync offers the web-based Settings Editor to configure the print system according to requirements of the print environment. Part of these settings is also available on the control panel.

The following configuration settings are available In the Settings Editor:
- Media settings, to maintain the media catalog and media families.
- Default job settings, the print and scan quality, finishing properties, and most print languages.
- Energy save modes
- Default system settings of finishers, o/a high capacity stacker, stacker.
- Workflow settings, to set up the DocBox folders, SMB shares, fonts, scan profiles, hotfolders and automated workflows.
- Transaction printing settings (optional), to define setups, image shifting, tray mapping and resources.
- IT and security settings, to establish the connection with servers, to ensure a secure environment, and to set up the accounting system.
- Support information, to view contact and counter information, to install licenses, to update software, to download Remote Printer Driver, to troubleshoot, to generate loggings.
- Troubleshooting to create and download loggings, to backup and restore the system settings, to remove jobs.

How to access the Settings Editor

Make sure you have the following information before you access the Settings Editor.
- The IP address or host name of the PRISMAsync controller.
- The key operator password to change all settings except for the settings in the [Configuration] tab.
- The system administrator password to change all settings including the settings in the [Configuration] tab.

Procedure

1. Open your web browser.

   ✎ NOTE
   When the Settings Editor does not display the correct language, you can change the preferred language in the Internet options of your Internet browser. The desired language must be first in the list of languages.

2. In the address bar, enter the IP address or host name of the PRISMAsync controller.
   http://<printername or IP address>
   https://<printername or IP address>
   The Settings Editor application appears.
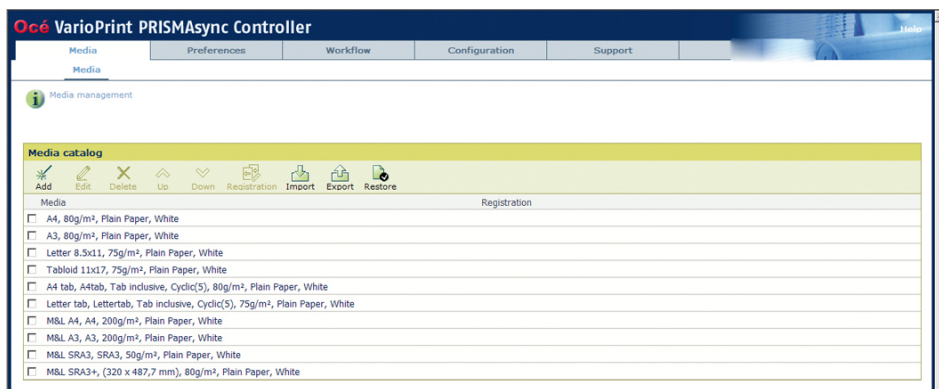
You can now make the required changes.

Remote Manager

The web-based Remote Manager provides workload planning on the configured PRISMAsync print systems. Workload planning helps to achieve an optimal print production and an efficient job handling.

When you work with Remote Manager, you can access the queues of the connected print systems. So, you are able to do the following planning tasks:
- Monitor the status and current activities of each printer.
- Distribute jobs across the available print systems.
- Submit PDF jobs.
- Export and import PDF jobs for preflight tooling.

Media-based workflow

The **media catalog** is the backbone of the media-based workflow. The media catalog contains the media that the print system supports.

The prepress staff select the media for the job from the media catalog. The control panel shows the operator the media the job needs.

The media and color defaults are defined in the media catalog.

Prepress staff selects the required media from the media catalog.

The operator can change job media and manage media in the catalog.

The operator loads and assigns the media in the paper trays.
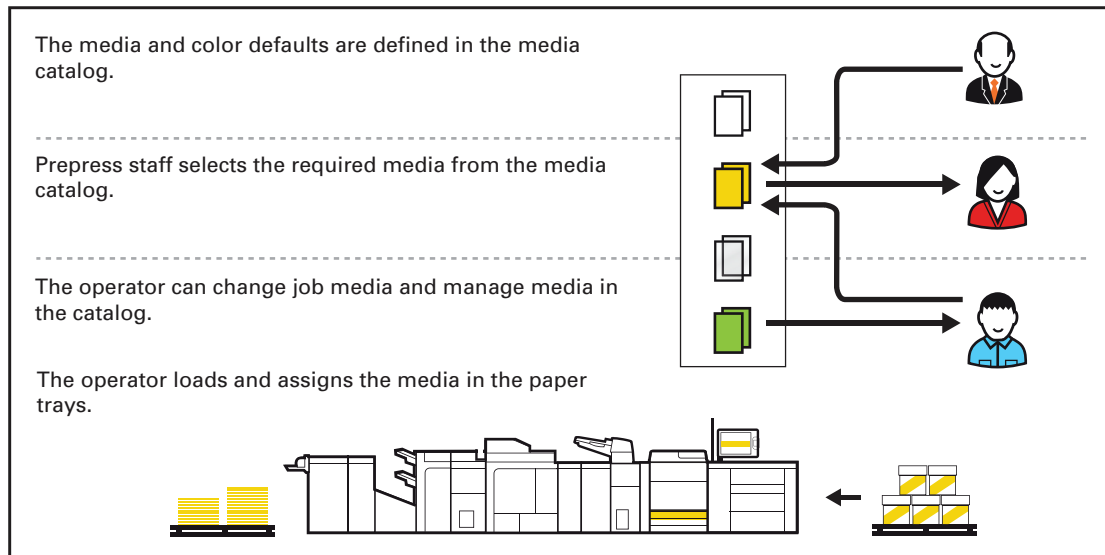
[9] Media-based workflow

During the initial configuration of the print system, the media catalog is filled with media and media attributes.

When you work with the media catalog, you can take advantage of the following benefits:
- The media in the media catalog store print quality attributes that the entire print system uses. Each time you select the media from the media catalog, the print system automatically applies the same print quality settings.
- The control panel shows the operator which media to load.
- The control panel, Remote Printer Driver and the PRISMA software access the same media catalog.
- You can also use the media catalog for copy jobs.

Define the media attributes on the control panel or with the Settings Editor.

The system administrator determines if operators are allowed to manage the media catalog from the control panel.

Document printing workflow

The document printing workflow describes the route from the job preparation to the finishing and delivery of the printed output. The document printing workflow has four phases:

1. **Job preparation**
   Prepress staff defines the print document and job settings, and submits the print job to the PRISMAsync printer. The prepress staff uses PRISMA software, Remote Printer Driver, automated workflows or hotfolders to prepare and submit the jobs.

2. **Workload planning**
   Remote Manager is used to monitor the connected print systems, paper trays, scheduled jobs, and upcoming actions to manage the workload across all connected print systems.

3. **Job planning**
   Print jobs arrive in one of the following PRISMAsync job locations: a DocBox, the list of waiting jobs or the list of scheduled jobs. The active workflow profile determines how PRISMAsync routes the jobs.

4. **Print production**
   The print system prints and finishes jobs according to the job sequence in the list of scheduled jobs.
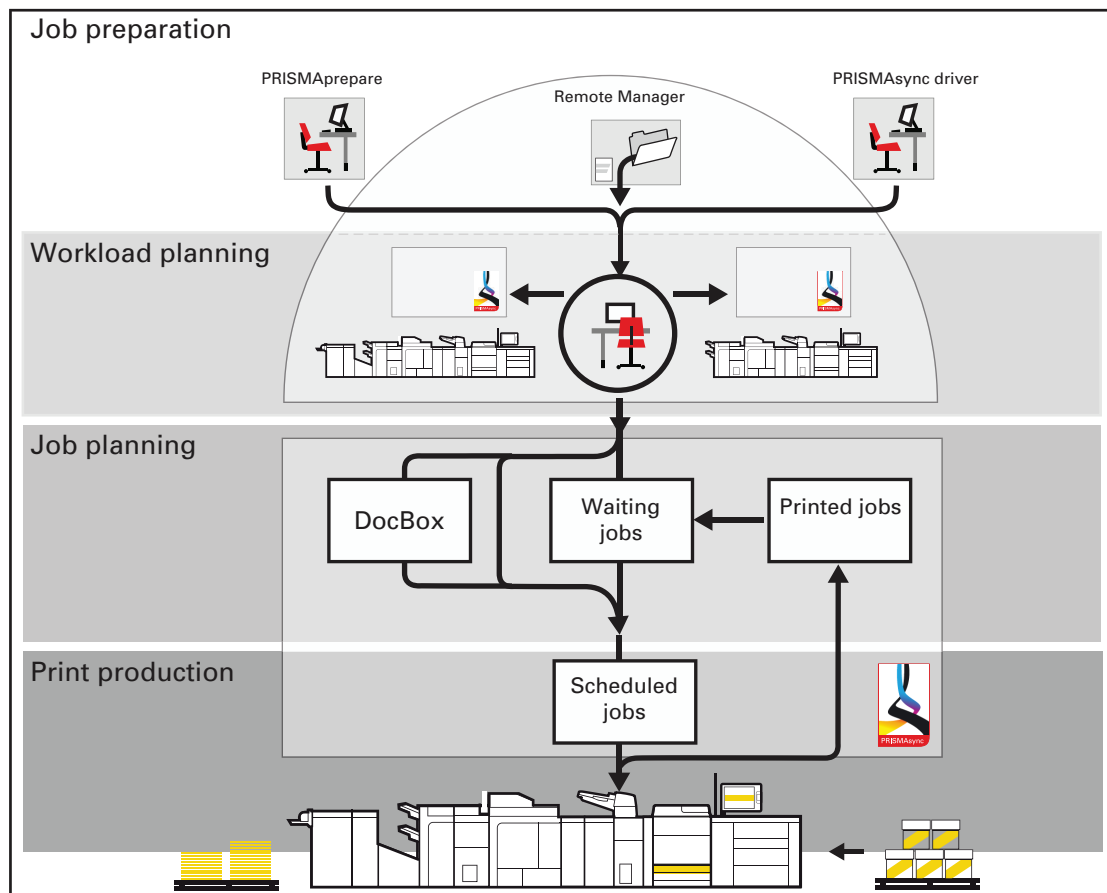
[10] Job workflow for document printing mode

Transaction printing workflow

When there is a license for transaction printing (IPDS or PCL), you can operate the print system in the transaction printing mode. An IPDS or PCL host sends a streaming job to a dedicated port in the print system. The transaction printing mode fits print environments with large numbers of business critical data, such as invoices, checks and salary slips.

Typical for the transaction print mode is that first non-variable parts of a print job are stored on the print server and then merged with the variable parts of the print job.
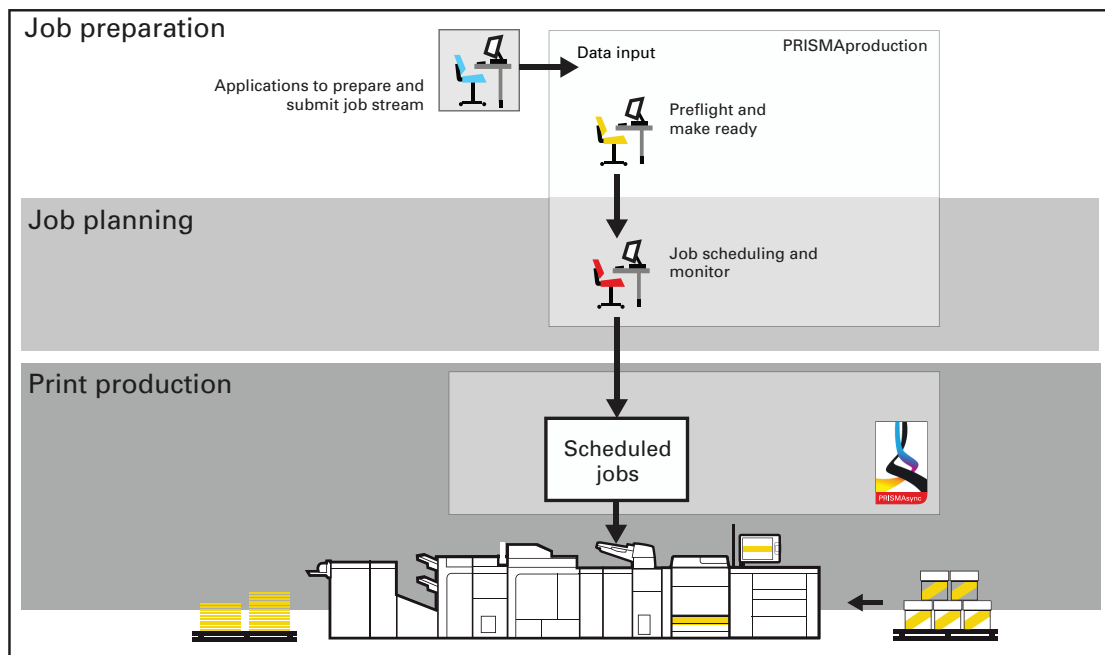
[11] Job workflow for transaction printing mode

During daily work, you can switch between the transaction printing and document printing modes without rebooting the print system.

When the transaction printing mode is active, the print system still accepts PDF and PostScript jobs. However, PRISMAsync starts to process these jobs, when you switch off the transaction printing mode.

Differences between the two printing modes

The transaction printing mode is different from the document printing mode in several respects:
1.   All data in one connection session are part of the same streaming job. This streaming job can have job separators. In this instance, you can see the different job names on the control panel.
2.   The print resolution for IPDS is 240, 300, 600 dpi, or automatically detected.
3.   When the transaction printing jobs contain paper tray selection numbers, you can select a mapping method. The paper tray number corresponds to a physical tray or to media from the catalog:
     •   Tray-to-media mapping
         You can assign the paper tray number included in the print job to a physical paper tray. You select media from the media catalog and link these to a logical tray, indicated by a number. The print system maps the media of the logical tray to the physical paper trays that hold these media. For color management, the output profile associated with the media family of the media is used. The control panel shows the media which the job uses.

- Tray-to-tray mapping
  You specify which logical tray (indicated by a number) corresponds to a physical paper tray. The print system will use the media that are loaded in the physical paper tray to which the job refers via a logical tray. Also other paper trays that contain these media are used when needed. The control panel shows the media which the job uses. For color management, the output profile associated with the media family of the media is used.

Transaction printing setups

A transaction printing setup is a collection of preset print settings for a transaction job, such as output location, data resolution, face orientation, offset stacking, font capture, and logical page size.

Create transaction printing setups in the Settings Editor.

Work in transaction printing mode

When you want to print in the transaction printing mode, first activate the transaction mode and establish the connection with the IPDS or PCL host. When you print in the transaction printing mode, the schedule informs you which types of media the streaming job uses. The schedule cannot predict the time needed for a streaming job.

Image adjustment

You can create a transaction printing preset with an image shift definition. This is useful for better alignment of variable data, such as names or addresses, on the page. You define the image shift on the control panel, but also in the Settings Editor.

Secure error recovery

When an job error occurs in transaction printing mode, the job recovery takes place from the page that caused the error. When multiple pages of the same document are not allowed, for example, for lotteries and bank accounts, you must adjust the error recovery settings. When you select the secure error recovery in the Settings Editor, the print system does not perform an output recovery and deletes all remaining pages. A stack eject follows when the printed output goes to the high capacity stacker. As a result, you must submit the job again.

Chapter 4
Start the print system

Power Buttons and Power Modes

The Power Buttons

The printer has the following switches and buttons to control the power supply.

Button	Name	Description
⏻	On/Off button	The On/Off button is located on top of the printer. Using the On/Off button starts up or shuts down the whole system, including the PRISMAsync controller.
☾	Sleep button	The Sleep button is located at the right-hand side of the control panel. Using the Sleep button puts the printer into sleep mode or wakes the printer up from the sleep mode. When you press the Sleep button, the control panel will be turned off too. The PRISMAsync controller remains on. The Sleep button allows you to switch between the Ready mode and the Sleep mode. This is only possible when the On/Off button is On and the start-up phase is completed.

The Power Modes

You can find the energy saving settings in the Settings Editor under [Preferences] -> [System settings] -> [Energy save modes].

The power modes

Power mode	Control panel	Description
Off	Off	The printer and the controller are completely off. There is no power consumption. The printer cannot receive or print any job.
Ready	On	The printer is ready to print jobs.
Low power mode	Off	The low power mode is an energy save mode. To use the low power mode, the [Low power mode timer enabled] setting in the Settings Editor must be set to [Yes]. When this setting is disabled, the printer skips the low power mode and goes into the sleep mode or deep sleep mode after the time set for these modes. When the printer has been idle for the time defined in the [Low power mode timer] setting, the printer goes into low power mode automatically. Possible values: 5 - 30 minutes. Factory default: 20 minutes. The printer wakes up when a job arrives in the list of [Scheduled jobs] or when you touch the control panel (either the screen or any button).

Power mode	Control panel	Description
Sleep mode	Off	Once the printer has been idle for the time defined in the [Sleep mode timer] setting in the Settings Editor, the printer goes into sleep mode automatically. Compared to the low power mode, the printer uses less energy. Possible values: 31 - 240 minutes. Factory default: 40 minutes. The printer wakes up when: • You press the Sleep button ▢ on the control panel, or • A wake-up timer expires, or • A job arrives in the list of [Scheduled jobs], provided that the [Automatic wake-up enabled] setting in the Settings Editor is set to [Yes]. Press the Sleep button ▢ on the right-hand side of the control panel to put the printer into the sleep mode manually. The printer goes into the sleep mode after all jobs are finished. When the [Deep sleep mode enabled] setting is set to [Yes], the printer goes into the deep sleep mode.
Deep sleep mode	Off	The deep sleep mode is an alternative to the sleep mode described above. To use the deep sleep mode, the [Deep sleep mode enabled] setting in the Settings Editor must be set to [Yes]. Also sleep mode must be enabled. In the deep sleep mode: • The printer uses less energy than in sleep mode. • The printer needs more time to wake up than in sleep mode. 📝 NOTE An application in your workflow may require the printer to wake up more quickly. If the printer does not wake up quick enough, the application may give an error. In that case it is advised to disable the deep sleep mode. Then the printer will use the sleep mode instead.

Turn On the System

Illustration
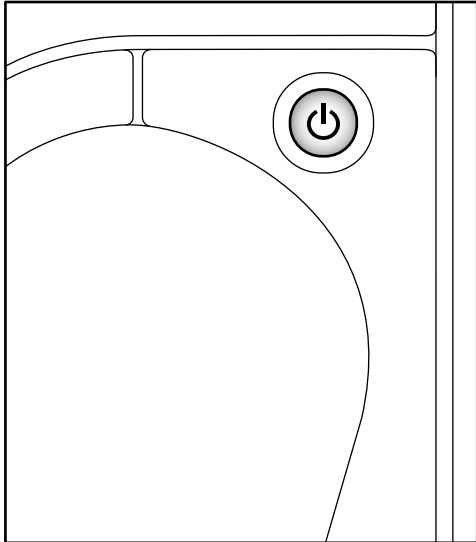
[12] The On/Off button

Procedure

> ✎ NOTE
> This procedure applies to a system that is completely off.

1. Put the On/Off button of each connected finishing unit into the "I" position.
2. Press the On/Off button on top of the printer, next to the base of the control panel.

Shut Down the System

Illustration
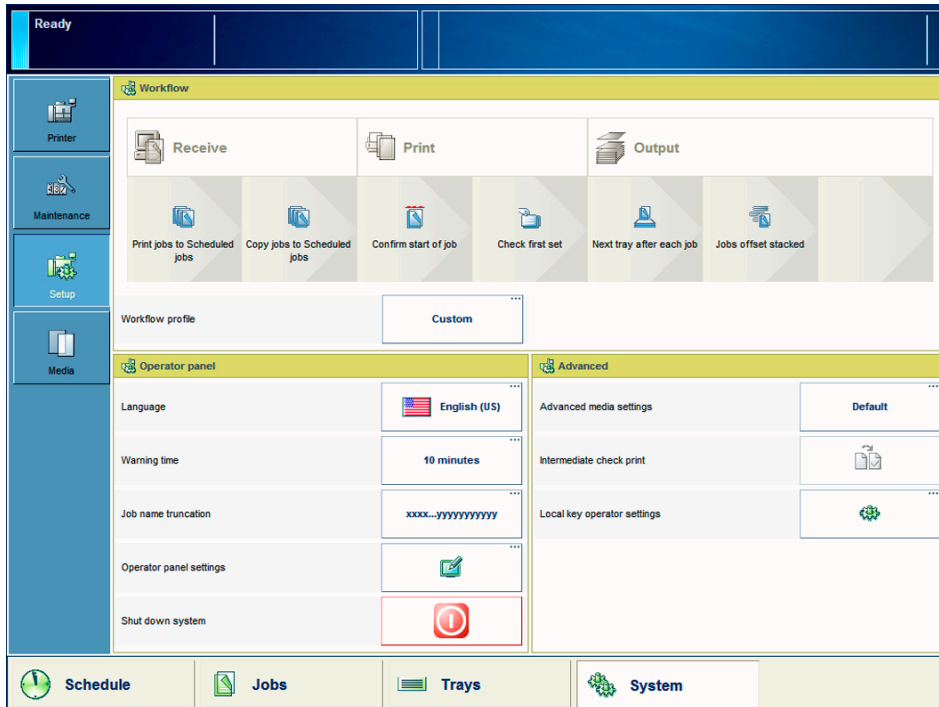
[13] Shut down the system

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Shut down system].
   The control panel displays the message [Are you sure you want to shut down?].
2. Press [Yes].
   A message indicates when the shut down will begin.
   When the shut down is complete, the control panel will be off.
3. To shut down the system completely, switch the On/Off button of each connected finishing unit into the "O" position.

Restart the System

Introduction

You can restart the system via the Settings Editor (under [Support] -> [Troubleshooting]) or via the control panel.

Illustration
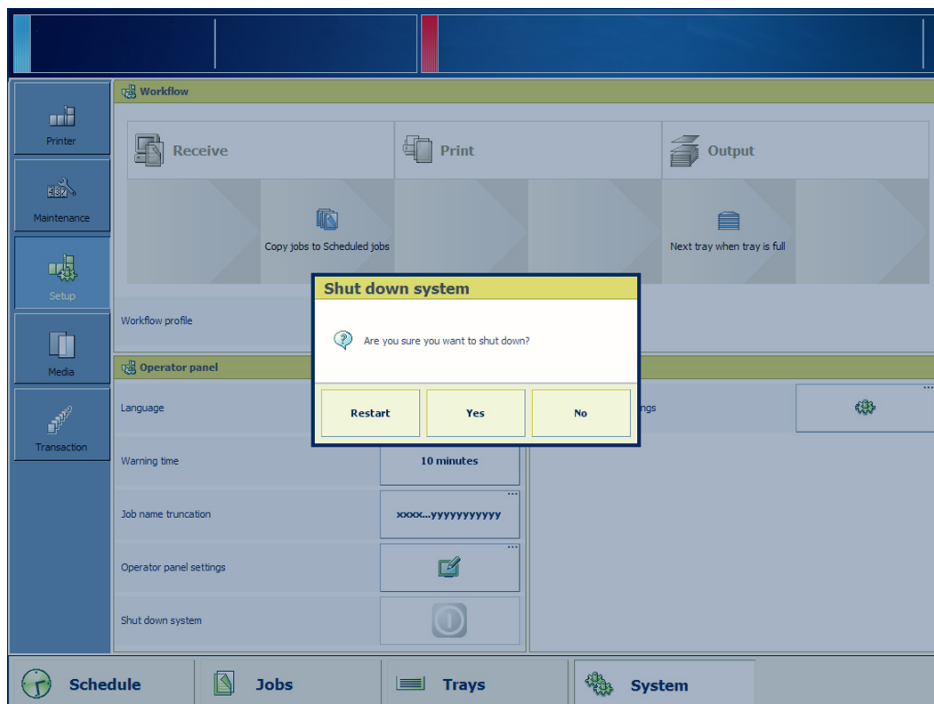
[14] Restart the system

Procedure

1. Touch [System] -> [Setup] -> [Shut down system].
   The control panel displays the message [Are you sure you want to shut down?].
2. Press [Restart].

Chapter 5
Prepare the print system

Adjust the control panel

You can change several settings to adjust the control panel according to your needs or workflow.

Change the display language of the control panel

1. Touch [System] -> [Setup] -> [Language].
2. Select the language.
3. Touch [OK]

Adjust the warning time

The dashboard and the operator attention light warn you when an operator intervention is expected. You can change the warning time or disable the warning in advance.

Choose a warning time so that you have sufficient time to prepare media or remove prints without a print system stop. The factory default is 10 minutes.
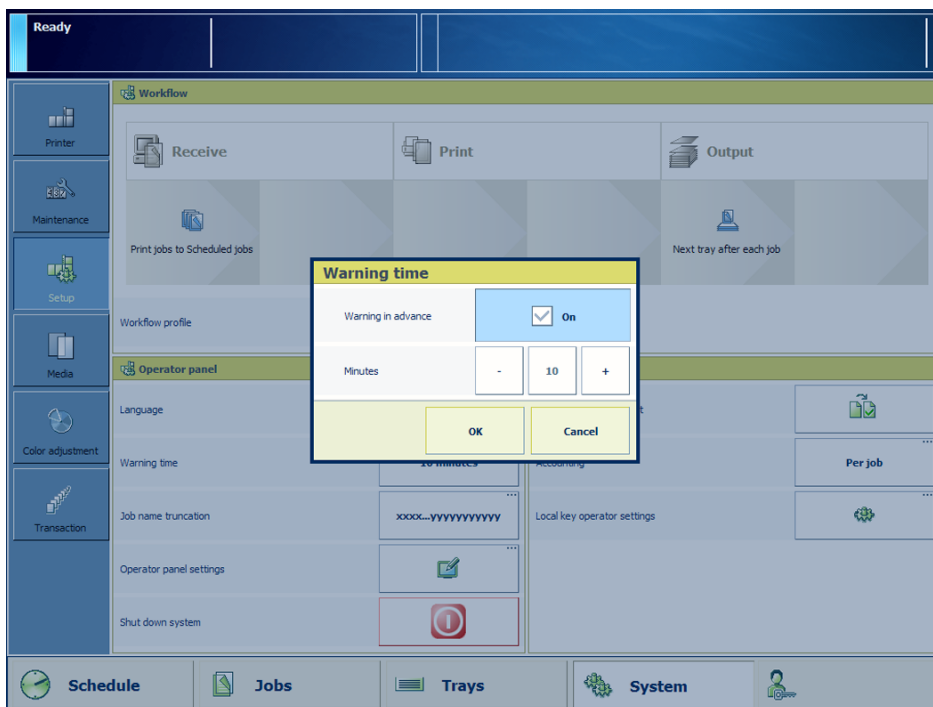
[15] Warning time setting

1. Touch [System] -> [Setup] -> [Warning time].
2. Touch [Warning in advance] to enable or disable the function.
3. Touch the - or + button to decrease or increase the warning time in increments of 1 minute. You can set a time from 1 - 60 minutes.
4. Touch [OK].

Use of shorter job names

When the job name is too long to display on the control panel, PRISMAsync truncates the job name. You can determine how PRISMAsync shortens the job names.
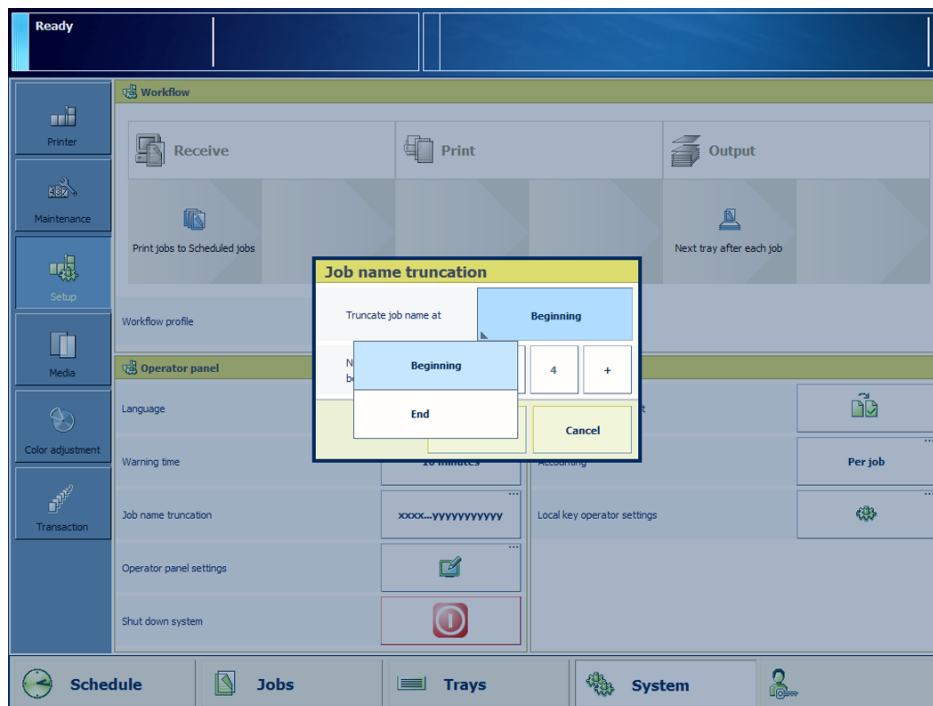
[16] Job name truncation

1. Touch [System] -> [Setup] -> [Job name truncation].
2. Indicate how you want to shorten the job name.
3. Touch [OK].

Adjust the readability of the control panel

You can adjust the brightness and contrast of the control panel screen. Use the automatic or manual adjustment.

Setting	Description
[Auto adjust]	The screen of the control panel will automatically set the correct ratio of brightness and contrast.
[Brightness]	You can increase or decrease the brightness from level 20 to 100 in steps of one. The higher the value, the higher the brightness.
[Contrast]	You can increase or decrease the contrast from level 10 to 100 in steps of one. The higher the value, the higher the contrast.

Adjust the control panel
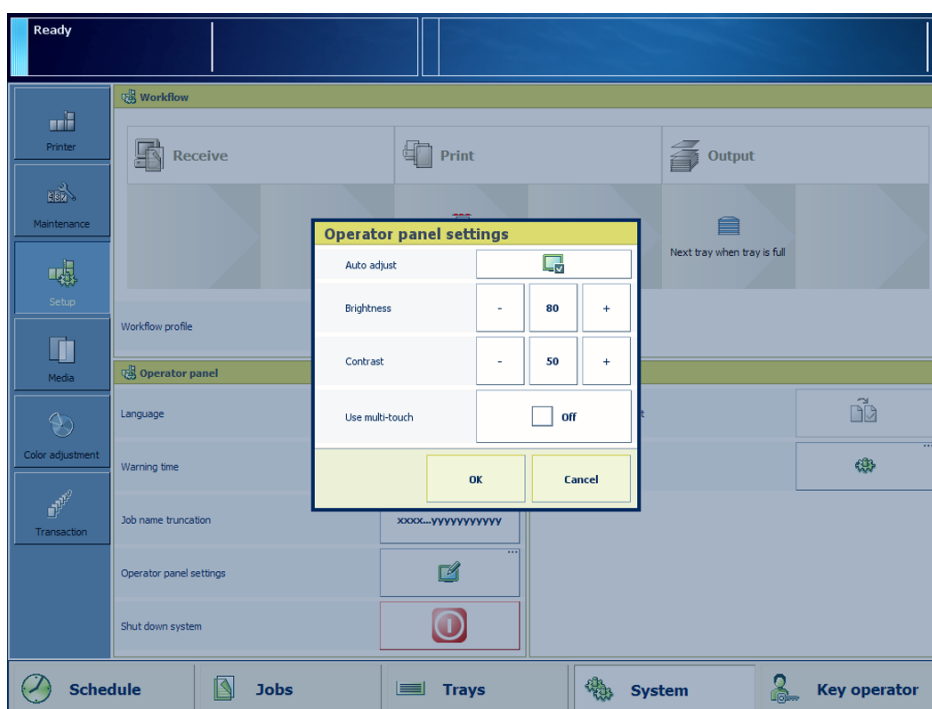
[17] Control panel adjustments

1. Touch [System] -> [Setup] -> [Control panel settings].
2. Choose the automatic adjustment method or touch the + and - buttons to adjust the brightness and contrast manually.
3. Touch [OK].

Use pinch zoom gestures

When you want to use pinch-in and pinch-out gestures you must first enable the multi-touch function.
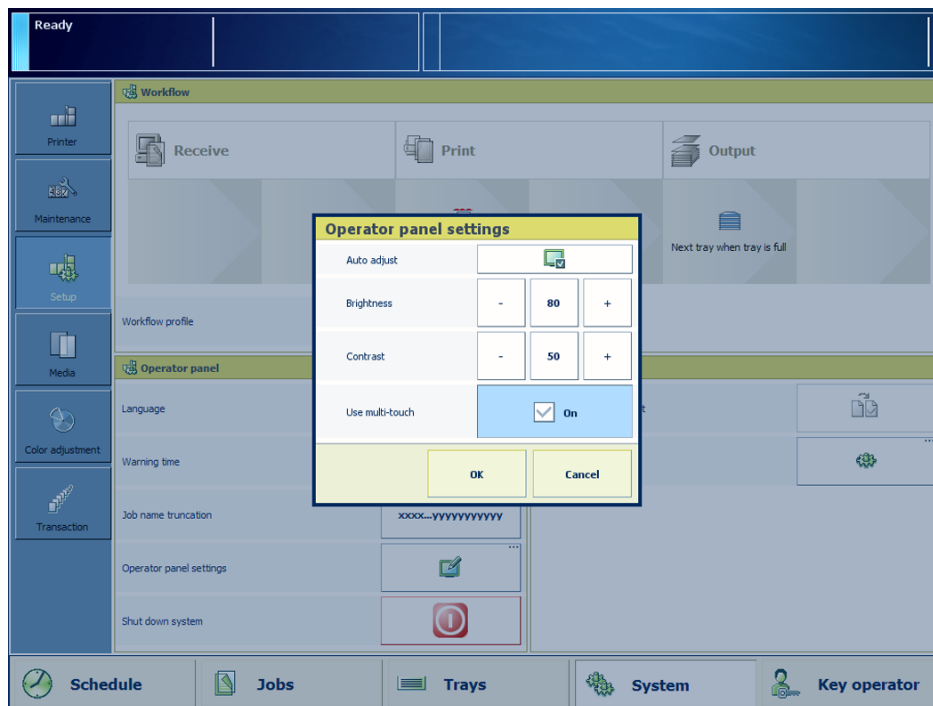
[18] Multi-touch function

1. Touch [System] -> [Setup] -> [Control panel settings].
2. Enable the multi-touch function.
3. Touch [OK].
4. Restart the system.

Work with the Workflow Profiles

Introduction

The machine is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ([Receive], [Print] and [Output]). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).

This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.

> NOTE
> The [Workflow profile] button in the [Setup] section of the [System] view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text [Custom].

> NOTE
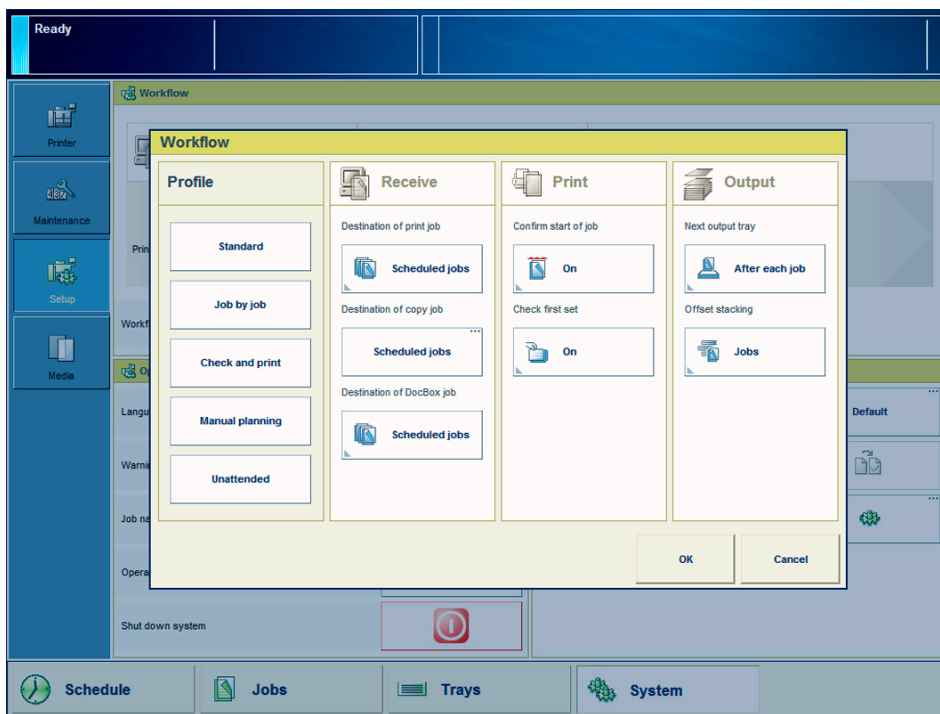> The [Workflow profile] button in the [Setup] section of the [System] view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text [Custom].

The Use of the Default Workflow Profiles

[19] The workflow profiles screen

The following sections make recommendations about when to use which default workflow profile.

Standard workflow profile

[Standard] **Job planning** **Print production** ■ Finishing and delivery ■ Printing ■ Media loading [20] Standard workflow profile	• The standard workflow profile fits a productive workflow with sufficient control over jobs. • Jobs go to the list of scheduled jobs and the print system prints the jobs. • The print system selects another output tray for each next job.

Job by job workflow profile

[Job by job] **Job planning** **Print production** ■ Finishing and delivery ■ Printing ■ Media loading [21] Job by job workflow profile	• The job-by-job workflow profile fits a workflow in which every job needs attention. • All jobs come in the list of scheduled jobs and you start the jobs one by one from the list of scheduled jobs. Always touch [Resume] in the dashboard to start the next job. • The print system selects another output tray for each next job.
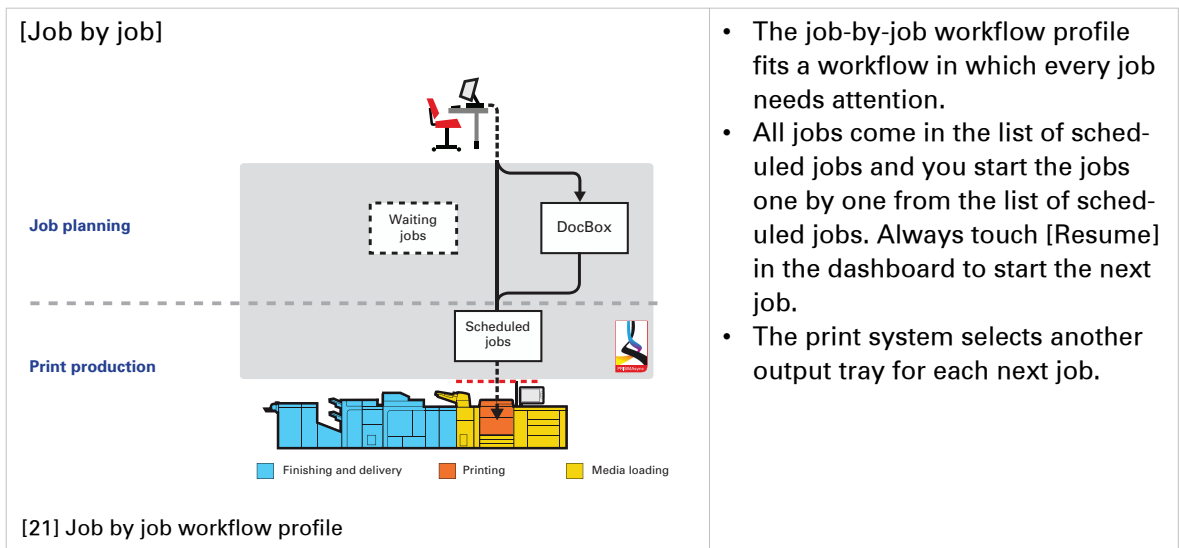
Check and print workflow profile

[Check and print]	• The check-and-print workflow profile is suitable for a workflow in which every job requires attention. You check the print quality and layout setting of the first set. • All jobs are received in the list of scheduled jobs and only the first set of the job is printed. After approval of the first set, you give the print command to print the other sets in one run. • The print system selects another output tray for each next job.

[22] Check and print workflow profile

Manual planning workflow profile

[Manual planning]	• The manual planning workflow fits a workflow in which you want to determine the print priority of the jobs. • All jobs are received in the list of waiting jobs. • The print system selects another output tray for each next job.

[23] Manual planning workflow profile

Unattended workflow profile

[24] Unattended workflow profile

- The unattended workflow profile fits a workflow in which productivity is very important.
- All jobs go to the list of scheduled jobs and are printed.
- To keep the system running, you should make sure consumables remain available and you remove printed output and waste on time.
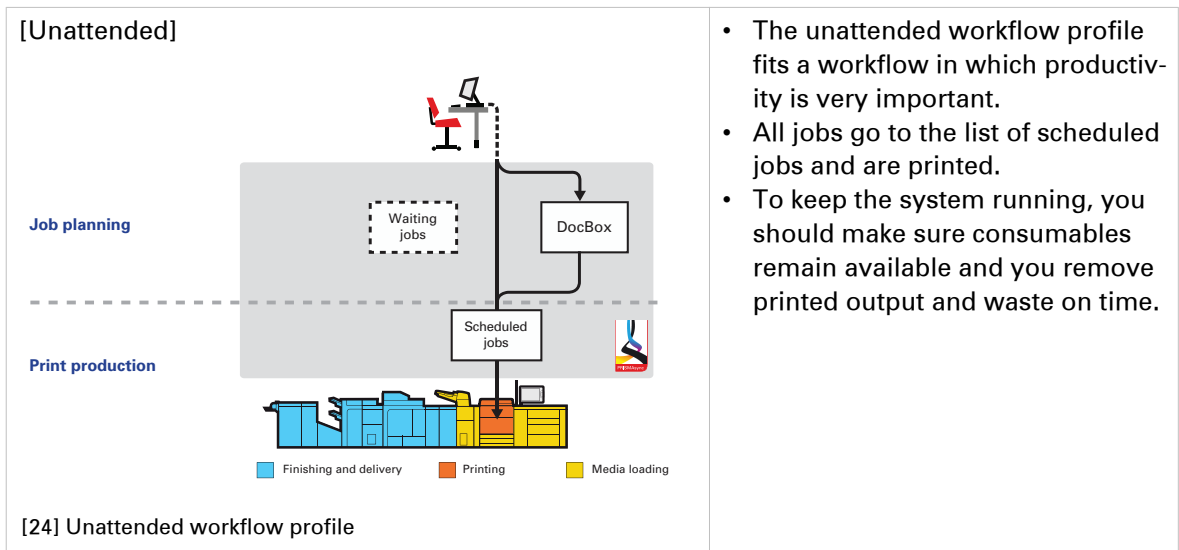
The Default Settings for [Receive]

The default [Receive] settings

Workflow profile	[Receive] settings		
	[Destination of print job]	[Destination of copy job]	[Destination of DocBox job]
[Standard]	[Scheduled jobs]	[Scheduled jobs]	[Scheduled jobs]
[Job by job]	[As in job]	[Scheduled jobs]	[Scheduled jobs]
[Check and print]	[Scheduled jobs]	[Scheduled jobs]	[Scheduled jobs]
[Manual planning]	[Waiting jobs]	[Waiting jobs]	[Scheduled jobs]
[Unattended]	[As in job]	[Scheduled jobs]	[Scheduled jobs]

The Default Settings for [Print]

The default [Print] settings

Workflow profile	[Print] settings	
	[Confirm start of job]	[Check first set]
[Standard]	[Off]	[As in job]
[Job by job]	[On]	[As in job]
[Check and print]	[Off]	[On]
[Manual planning]	[Off]	[As in job]
[Unattended]	[Off]	[Off]

The Default Settings for [Output]

The default [Output] settings

Workflow profile	[Output] settings	
	[Next output tray]	[Offset stacking]
[Standard]	[After each job]	[Sets (as in job)]
[Job by job]	[After each job]	[Sets (as in job)]
[Check and print]	[After each job]	[Sets (as in job)]
[Manual planning]	[After each job]	[Sets (as in job)]
[Unattended]	[When tray is full]	[Banners]

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
[Destination of print job]	[Scheduled jobs]	The jobs are immediately sent to the list of [Scheduled jobs].
	[Waiting jobs]	The jobs are sent to the list of [Waiting jobs]. You can manually define the order in which the jobs will be printed.
	[As in job]	The jobs are sent to the destination that is defined in the job ticket or in the copy job.
[Destination of copy job]	[Scheduled jobs]	The jobs are immediately sent to the list of [Scheduled jobs].
	[Waiting jobs]	The jobs are sent to the list of [Waiting jobs]. You can manually define the order in which the jobs will be printed.
	[DocBox]	The copy jobs go directly to the [DocBox]. When you have more than 1 [DocBox] on your system, you can select the [DocBox] to which the jobs will be sent.
[Destination of DocBox job]	[Scheduled jobs]	The jobs are immediately sent to the list of [Scheduled jobs].
	[Waiting jobs]	The jobs are sent to the list of [Waiting jobs]. You can manually define the order in which the jobs will be printed.
[Confirm start of job]	[On]	The machine always stops before the next scheduled job. Touch [Resume] in the dashboard to start each job.
	[Off]	The machine keeps printing all the jobs. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.

Setting	Values	Effect
[Check first set]	[On]	The machine goes on hold after the first set of a job is printed. You can check the quality and layout of the first set before the machine prints the remaining sets.
	[Off]	The machine will print the whole job without stopping after the first set.
	[As in job]	The machine will print the jobs as indicated in the job ticket.
[Next output tray]	[After each job]	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	[When tray is full]	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.
[Offset stacking]	[Jobs]	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	[Sets (always)]	Each printed set that is delivered to an output location is stacked on top of the previous set with an offset. This helps you to identify the various sets.
	[Sets (as in job)]	Each printed set is delivered to the output location as defined in the job ticket or copy job. Therefore, the sets can be stacked in one straight line or with an offset.
	[Banners]	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	[Off]	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

Automated Workflows

Introduction to Automated Workflows

Definition

The Settings Editor enables you to set up separate automated workflows. Automated workflows are print queues that you can program to perform a range of operations. Automated workflows are mostly used for legacy applications where jobs are printed automatically and certain settings must be set automatically. Every automated workflow represents a different virtual printer with its own specific attributes. The table below describes the attributes you can define.

The selection of automated workflows is handled when the job is sent over LPR via the name of the automated workflow of the job ticket. Once the job is sent to a specified automated workflow on the printer, you cannot move the job to another workflow. The control panel does not display the various automated workflows. However, jobs can get a label that you can use as a selection criterion for further processing and production.

The use of automated workflows has for example the following advantages.
- The print workflow is automated even more, which improves the productivity.
- The programming of individual jobs is eliminated, which optimizes the job throughput.
- You can more easily distinguish, prioritize and produce jobs in different automated workflows with different properties using less operator involvement.
- You can easily assign legacy applications without job tickets to specific job profiles.

📝 NOTE
You can define whether or not the settings of a job ticket overrule the settings of an automated workflow in the Settings Editor.

Attributes

📝 NOTE
It is not mandatory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Attribute	Description
[Queue name]	You can enter a distinguishing name for the automated workflow (maximum 25 characters). This name is also used as a label on the control panel. This helps the operator to identify certain jobs on the control panel. In this way, the operator can identify from which LPR queue or workflow the job has arrived. Different LPR queues can have the same label if the operator chooses to do so. In that case, the operator cannot distinguish from which specific queue a job has arrived. The LPR queue name is not displayed on the control panel.
[Description]	You can enter a description of maximum 200 characters.
[Overrule job ticket]	When this settings is enabled, then the settings of the automated workflow will be used. When this setting is disabled, then the settings of the job ticket will be used.
[Number of copies]	You can indicate how many copies of a job must be printed. ▶

Attribute	Description
[Sort]	You can indicate whether the jobs must be sorted [By Set] or [By Page].
[Media]	You can enter the media that must be used.
[Fit to media]	You can indicate whether every page must be scaled to the media size.
[Print sides]	You can indicate whether the jobs must be printed one-sided or two-sided.
[Orientation]	You can indicate whether the prints must be [Portrait] or [Landscape].
[Rotate 180 degrees]	You can indicate that the prints must be rotated 180 degrees.
[Tumble]	You can indicate the orientation of page images on opposite sides of a sheet. When [Tumble] is set to [Yes], the two pages are oriented in such a way that the binding is at the top or bottom. The image is rotated 180 degrees on alternate pages. Both sides of the page are printed. However, the position of the image is reversed (from top to bottom) on every other page. When [Tumble] is set to [No], the binding is at the left or right. The images are not rotated on alternate pages. ✎ NOTE [Tumble] is only possible when the setting [Print sides] is set to [2-sided].
[Impositioning]	You can indicate how the prints must look, for example [2-up] or [Same 2-up].
[Impositioning size]	You can indicate the size of booklet jobs.
[Front or booklet cover]	You can indicate which media must be used for the front covers or booklet covers.
[Front cover print on]	You can indicate which sides of the front cover must be printed.
[Back cover]	You can indicate which media must be used for the back covers.
[Back cover print on]	You can indicate which sides of the back cover must be printed.
[Perfect binding]	You can indicate where the binding must be done, for example [Left binding] or [Right binding]
[Offset stacking]	You can indicate whether each next job or set must be stacked with an offset compared to the previous job or set.
[Staples]	You can indicate where the prints must be stapled, for example [Top left] or [Top right].
[Output location]	You can indicate where the jobs are sent, for example to the stacker.
[Sheet order]	You can indicate the order in which the sheets will be delivered, for example [Face down - Normal order].
[Feed edge]	You can indicate whether the sheets will be fed [Long edge] or [Short edge].

▶

Attribute	Description
[Header up/down]	You can indicate whether the header of the sheets must be [Header-up] or [Header-down].
[Offset stacking]	You can indicate whether the prints must be delivered to the output location with or without a small shift.
[Offset after N sets]	You can indicate the number of sets that will be shifted together.
[Punches]	You can indicate how many punch holes are required.
[Folding]	You can indicate the required folding method.
[Fold to]	You can indicate the size in which the media must be folded.
[Trim]	You can indicate how the media must be trimmed.
[Trim / target width ({0})]	You can indicate the width that must be trimmed.
[Trim / target height ({0})]	You can indicate the height that must be trimmed.
[Contrast]	You can indicate the contrast of the print.
[Brightness adjustment]	You can indicate whether the print must be darker or lighter.
[Resolution]	You can indicate whether the job must be printed on [1200 x 1200 dpi] or [600 x 2400 dpi].
[Halftoning]	You can indicate whether the job must be printed [Line 200 LPI], [Dot 200 LPI] or [Dot 125 LPI].
[Fattening]	You can indicate whether [Fattening] must be on or off.
[Minimum line width]	You can indicate whether the minimum line width must be maintained, or thinner lines can be printed.
[Enhanced color rendering]	You can indicate whether the [Enhanced color rendering] must be on or off.
[Page numbers]	You can indicate whether or not you want to print a page number on each page of a PDF print job.
[Start with page number]	You can indicate with which number the page numbering starts.
[Position]	You can indicate the position of the page number on the page.
[Text before page number]	You can indicate the text that is printed before the page number.
[Text after page number]	You can indicate the text that is printed after the page number.
[Job destination]	You can indicate the list to which the job must be sent. For the varioPRINT DP line, you can select [Waiting jobs], [Scheduled jobs] or [DocBox jobs] (optional).
[DocBox name]	You can indicate the name of the DocBox to which the jobs must be sent.
[Printing workflow]	You can indicate the type of workflow for the jobs. You can select [Receive, then print while RIP is in progress] or [Streaming].
[PDL type]	You can indicate whether PostScript®, PCL, PDF or XPS must be used as page description language.

Attribute	Description
[Separator sheets] [Separator sheets]	[A separator sheet is an empty sheet that is inserted before a set. If 'As in job' is selected, the addition of a separator sheet to the job is as defined in the job. If the job does not specify separator sheet, no separator sheet is added to the job.]
[Separator sheet after N sets]	[Indicate after how many sets you want to include a separator sheet in the stack. N represents the number of sets.]
[Account ID]	You can indicate the account number of the customer that will be used for accounting purposes.
[Cost center]	[Cost center can be a maximum of 40 characters long.]
[Custom]	[Custom can be a maximum of 255 characters long.]

Add an Automated Workflow

Introduction

The Settings Editor contains one factory default automated workflow. You can add your own specific automated workflows to improve your productivity.

✎ NOTE
It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Illustration
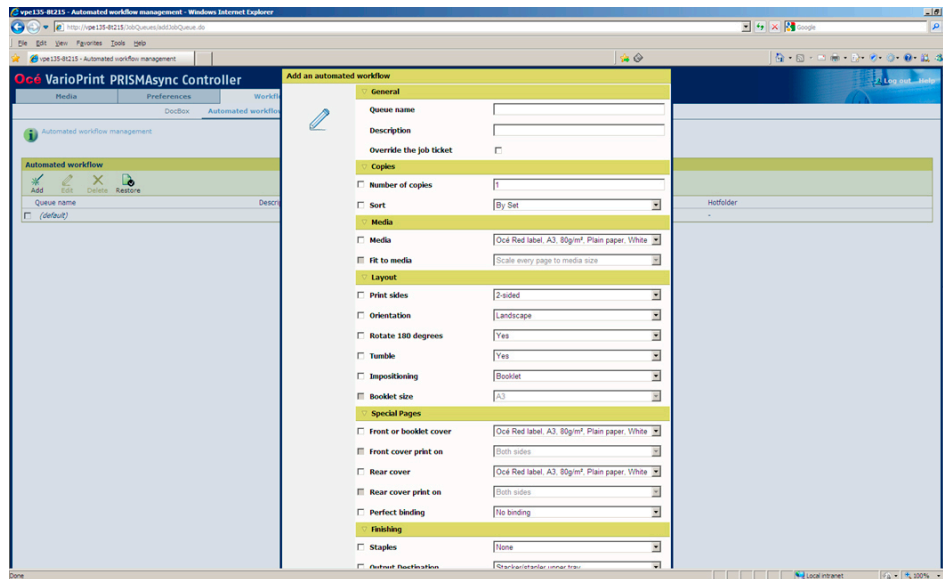
[25] Add an automated workflow

Procedure

1. Select [Workflow] -> [Automated workflows].
2. Click the [Add] button.
   A pop-up window displays the attributes you can specify for the new workflow.
3. Tick the checkboxes of the attributes you want to define.
4. Specify or select the values of the attributes.
5. Click [Ok].

Edit an Automated Workflow

Introduction

You can change the attributes of an existing automated workflow.

NOTE
It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Procedure

1. Select [Workflow] -> [Automated workflows].
2. Tick the checkbox of the workflow you want to edit.
3. Click the [Edit] button.
   A pop-up window displays the attributes you can specify for your workflow.
4. Change the attributes.
5. Click [Ok].

Delete an Automated Workflow

Introduction

When you no longer need a certain automated workflow, you can delete that workflow.

✎ NOTE
You cannot delete the factory default automated workflow.

Procedure

1. Select [Workflow] -> [Automated workflows].
2. Tick the checkbox of the workflow you want to delete.
3. Click the [Delete] button.
4. Click [Ok].

Restore the Factory Default Workflow

Introduction

You can restore the factory default automated workflow. This has the following consequences.
- All the automated workflows you added will be removed
- All the changes in the default workflow will be lost.

Procedure

1. Select [Workflow] -> [Automated workflows].
2. Click the [Restore] button.
   The factory default automated workflow is restored.

Hotfolders

Introduction to Hotfolders

Introduction

Technically, a hotfolder is a mapped network drive on a workstation that is linked to a shared folder on the PRISMAsync controller.

For an operator, a hotfolder is a folder on a workstation where printable files can be dropped for printing.

Hotfolders are primarily aimed at recurring workflows. In these workflows identical printable files with identical settings are printed on a regular basis. Hotfolders should not be used in combination with print job tickets.

The Job Settings for Hotfolders

The settings of a hotfolder can be defined by:
- A hotfolder default ticket in the hotfolder itself, or
- The automated workflow to which the hotfolder is linked.

It is advisable to use the hotfolder functionality in combination with the hotfolder default ticket.

However, if you want to use the settings of the automated workflow where the hotfolder is linked to, it is advised not to place a hotfolder default ticket in the hotfolder, to prevent mixing up settings. Furthermore, you must make sure that the [Overrule the job ticket] setting in that automated workflow is enabled (tick the checkbox).

Before You Can Use a Hotfolder

To be able to use the hotfolder function, the following steps must be carried out first:
- In the Settings Editor, the system administrator must activate the hotfolder function.
- In the Settings Editor, the system administrator must create a hotfolder and link the hotfolder to an automated workflow.
- On a workstation, the key operator must create a shared network drive that is linked to the hotfolder.
- On the desktop of that workstation, the key operator can create a shortcut to the hotfolder, if desired.

Activate the Hotfolder Function

Introduction

The information in this section is intended for system administrators.

✎ NOTE
By factory default, the hotfolder function is disabled. To use the hotfolder function, the system administrator must activate this function once. After the system administrator activated the hotfolder function, up to 10 hotfolders can be defined.

✎ NOTE
For this procedure, the System administrator password is required.

Procedure

1. Open the web browser and enter the host name or IP address of your PRISMAsync controller.
2. Select [Workflow] -> [Hotfolders].
3. Click [Configure].
4. At [Enabled], select [Yes] to activate the hotfolder function.
5. Enter a unique [User name] and [Password].
   Make sure that you filled in the user name and password before you continue with the next step.
6. Click [OK] to confirm the activation of the hotfolder function.
   A confirmation window opens.
7. Click [OK] to restart the controller now.

Create a Hotfolder

Introduction

The information in this section is intended for system administrator.

Before you begin

The hotfolder function must be activated. Otherwise, the system administrator must activate the hotfolder function first.

Procedure

> 🖉 NOTE
> This procedure requires the system administrator password for the Settings Editor.

1. Open your web browser and enter the host name or IP address of your PRISMAsync controller.
2. Select [Workflow] -> [Hotfolders].
3. Click [Add].
4. Give the hotfolder a logical name.
   A logical name helps you to recognize the type of jobs you want to process using this hotfolder.
5. Select the automated workflow to which you want to link the hotfolder.
6. Click [OK].

Create a Shared Network Folder on a Workstation

Introduction

The information in this section is intended for key operators.

Before creating a shared network folder on a workstation, the following actions must be carried out first:
- Enable the hotfolder function.
- Create an automated workflow (optional).
- Create a hotfolder.

> **NOTE**
> This procedure describes the creation of a shared network folder on a workstation with a Microsoft® Windows® operating system. Depending on the operating system of your workstation, the procedure can be different.

Procedure

1. Open Microsoft® Explorer.
2. Click Tools -> Map Network Drive...
3. Select a drive letter for the shared network folder.
4. Enter the name of the shared network folder, for example \\12.34.56.78\Booklet, or click the 'Browse' button to navigate to the required location.

   > **NOTE**
   > Instead of 12.34.56.78 you must enter the host name or IP address of the PRISMAsync controller. Booklet is the name you gave to the hotfolder when you created the automated workflow.

5. Click 'Finish'.
   A log in screen will appear.
6. Enter the user name and the password that were defined when the hotfolder function was enabled in the Settings Editor.
7. Click 'OK.'
   The hotfolder is now ready for use.
8. If desired, you can create a shortcut to the shared network folder on the desktop of the workstation.

Create a Hotfolder Default Ticket ('default_ticket.jdf')

Introduction

Hotfolders are primarily aimed at recurring workflows. In these workflows identical printable files with identical settings are printed on a regular basis. A hotfolder default ticket (' default_ticket.jdf') in the hotfolder determines the settings for the print jobs. The name of the hotfolder default ticket must not be changed, otherwise it will not be used in the hotfolder.

NOTE
If you want to use the hotfolder default ticket, make sure that the [Overrule job ticket] setting of the automated workflow in which the hotfolder was created, is disabled (no check mark in the checkbox). Otherwise, the settings of the automated workflow overrule the settings of the hotfolder default ticket.

Procedure

NOTE
This procedure is an example of the procedure on a Microsoft® Windows® operating system. For other operating systems, the procedure can vary.

1. Click Start - Settings - Printers and Faxes.
2. Right-click the printer driver of your printer and select Printing Preferences.
3. Define the required settings.
4. Click the [Save] icon in the Templates bar.
5. Enter a name for the template.
6. Click [OK].
7. Right-click the template you just created and select 'Save as ticket'.
8. Browse to the shared network folder and click [Save].
   The template is saved as a hotfolder default ticket.
   Do not change the name of the hotfolder default ticket ('default_ticket.jdf').

Accounting

General Information

Introduction to the Accounting Function

Introduction

✎ NOTE
Accounting requires a license. Contact your local authorized dealer for more information.

The accounting function is meant to charge the costs for print, copy and scan jobs to customers or users.

Below, the basics of accounting are described. Detailed information about the accounting function is described in separate chapters.

Basics

- Mandatory:
  To use the accounting function, a license file must be uploaded to the PRISMAsync controller first. Then the account log file is created too.
  For each job, the account log file stores job information such as type of job and account ID, if applicable. To calculate the costs, you can download the account log files via the Settings Editor.
- Optional:
  If you want to distinguish jobs for various customers, you must use account IDs. An account ID is a number that is unique for a certain customer. To be able to enter account IDs, you must set the [Identification enabled] setting in the Settings Editor to [Yes]. From now on, each job requires an account ID. However, any ID entered is considered valid. Jobs with an account ID can be recognized by a $ on the job icon.
  On the control panel, the [Account ID] and the [Accounting mode] buttons become available.
- Optional:
  If you want to make sure that only predefined account IDs are accepted, you must set the [Verification enabled] setting in the Settings Editor to [Yes] and upload an account ID file to the PRISMAsync controller. The account ID file ('accid.csv') must contain account related information, but at least account IDs.
  Now the PRISMAsync controller checks whether an account ID entered on the control panel is predefined in the account ID file. When you enter a non-valid account ID for a job, the control panel displays the message [Invalid account ID. Enter a valid account ID.]. You must enter a valid account ID to continue with this job.

✎ NOTE
In the Settings Editor, navigate to [Configuration] -> [Accounting] for all accounting settings. Only key operators or system administrators can perform actions in the [Accounting] section.

The Accounting Related Settings in the Settings Editor

Description

📝 NOTE
Accounting requires a license. Contact your local authorized dealer for more information.

The table below describes the available accounting related settings in the Settings Editor (navigate to [Configuration] -> [Accounting]).

The accounting related settings

Setting	Description
[Save account log files]	You can save the account log files to a location on your PC or network to create invoices for customers, for example.
[Upload account ID file]	[Upload a file with account IDs to make sure that submitted print jobs will only be printed when they have a valid account ID. To use this functionality, verification of account IDs must be activated.]
[Download account ID file]	[Download the file with account IDs from the system, for example to update the file with new IDs.]
[Default account ID for streaming jobs]	[Use this setting to define the default account ID that is used when the system processes streaming jobs.]
[Identification enabled]	[Enable this setting if every job which is printed/copied on the system must have an account ID.]
[Verification enabled]	[Enable this setting if the account ID of every job must be verified. For this verification, an account ID file must be uploaded to the system.]
[Account field separator]	This setting allows you to select the character used in the account log files to separate the information. You can select [Use ';' (semi-colon)] or [Use ',' (comma)].
[UTF-8 header enabled]	This settings allows you to indicate that the account log files must be encoded in UTF-8.

Enable the Identification and Verification of Account IDs

Introduction

> ✎ NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.

To be able to enter account IDs for jobs, the [Identification enabled] setting in the Settings Editor must be set to [Yes].

If you want to make sure that the PRISMAsync controller accepts only predefined account IDs, the [Verification enabled] setting in the Settings Editor must be set to [Yes] too. Then an account ID file is required too.

> ✎ NOTE
> You can only enable the verification function when the identification function was enabled first.

Procedure

> ✎ NOTE
> System administrators only.

1. Access the Settings Editor.
2. Click [Configuration] -> [Accounting].
3. To enable the identification function, click [Identification enabled] -> [Yes] -> [OK].
4. To enable the verification function, click [Verification enabled] -> [Yes] -> [OK].

> ✎ NOTE
> When both the [Identification enabled] and the [Verification enabled] settings in the Settings Editor are set to [Yes], the control panel displays the account name that corresponds to the account ID as defined in the 'accid.csv' file. When no account name is defined, the control panel displays the account ID.

The Account ID File

The Account ID File

Introduction

> ✎ NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.

All account related information, such as account IDs and account names, is stored in an account ID file ('accid.csv'). You can download this file via the Settings Editor to add, edit or delete account information. You can enter a maximum of 2,000 account IDs. Make sure that each account ID is unique.

> ✎ NOTE
> The first row of the account ID file contains header information. Do not change or delete this row.

The content of the Account ID File

The account ID file contains 4 columns with the account information. Only the first two columns <recordid> and <accountid> are mandatory. Filling in the other columns is optional.

The content of the account ID file

Data field	Description
<recordid>	All accounts, starting in row two, must have the ID 4313.
<accountid>	This column contains the IDs (maximum 40 characters) that will be checked for validity when [Verification enabled] is set to [Yes]. ✎ NOTE You can only enter 12 digits on the control panel.
<accountname>	This column contains the account name (maximum 40 characters) that corresponds with the account ID in the second column. When you enter an account ID and [Verification enabled] is set to [Yes], the control panel displays the name that corresponds with the account ID. When no name is defined in the account ID file, the control panel displays the account ID.
<comment>	This column is a free text field (maximum 255 characters) where you can enter additional information about an account, for example the maximum monthly print volume. This information is not displayed on the control panel.

Download, Edit and Upload the Account ID File

Procedure

✎ NOTE
Accounting requires a license. Contact your local authorized dealer for more information.

1. In the Settings Editor, click [Configuration] -> [Accounting].
2. Click [Download account ID file].
3. Click the link to the 'accid.csv' file.
4. Click [Save].
5. Browse to the location where you want to save the file, then click [Save].
6. Using Microsoft® Excel®, for example, you can now add, edit, or delete account IDs from the file, then click [Save].
7. In the Settings Editor, click [Configuration] -> [Accounting].
8. Click [Upload account ID file].
9. Browse to the location of the changed 'accid.csv' file.
10. Select the required file and click 'Open'.
11. Click [Upload account ID file].

The Account Log File

The Account Log File

The Name of an Account Log File

> ✏️ NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.

An account log file has the following name format:
<serialnumber><yyyy><mm><dd><extension>, for example 012345678920120115.CSV.

Item	Description
<serialnumber>	The serial number of the device. This number is a text string with a maximum length of 10 characters (A-Z, a-z, 0-9). The serial number is provided by the PRISMAsync controller at the moment the account log file is created.
<yyyy><mm><dd>	The year, month and day the account log file was created.
<extension>	The file extension, either .CSV (Comma Separated Values) for inactive log files, or .ACL (ACtive Log) for the active log file. For the current day, the file has the extension .ACL. At midnight, the .ACL file is converted into a .CSV file. The PRISMAsync controller can store a maximum of 99 .CSV files + 1 .ACL file. When the limit is reached, the oldest .CSV file is removed. You can retrieve the account log files from the Settings Editor ([Configuration] -> [Accounting] -> [Save account log files]) and import the files into Microsoft® Excel, for example.

Data Records

An account log file consists of data records. The data records contain information about the use of the varioPRINT DP line. For each job, a new data record is added to the current account log file.

The first record of an account log file is the header record. The header record always starts with 4302. Every subsequent data record starts with 4303. These records contain the actual accounting information for each job.

The Fields of an Account Log File

The following table describes the fields of each data record in an account log file.

Field name	Specification	Description
<recordtype>	4303	A number that identifies a data record.
<documentid>	A text string with a maximum length of 40 characters	A unique identification for a job or document, which is supplied by the submitter of the job. The document ID is extracted from the print data, for example the attribute 'documentid' in an OJT. This field keeps the same value when the job is submitted multiple times. The field is empty when the attribute is not available.

Field name	Specification	Description
<jobid>	A number	The PRISMAsync controller creates a unique job identification number when: • A new print job is received • A new copy or scan job is started • An existing job is started from the mailbox • An existing job is moved from the [Printed jobs] section to the [Waiting jobs] section ✎ NOTE The term mailbox is understood to include the list of [Waiting jobs] and the [DocBox].
<jobtype>	Possible entries: • COPY • IP • AP • SYSTEM • SCAN • SCAN2MBX • MBXCOPY	Describes the type of job. • COPY: Direct copy job • IP: Interactive print job (a job that was printed from the mailbox). • AP: Automatic print job (a job that was directly printed from the network, not from the mailbox) • SYSTEM: A test print that was started in the service mode or service copy mode. • SCAN: A scan-to-file job. • SCAN2MBX: A job that was scanned to the mailbox. • MBXCOPY: A copy job that was printed from the mailbox. ✎ NOTE The term mailbox is understood to include the list of [Waiting jobs] and the [DocBox].
<startdate>	<yyyy>-<mm>-<dd> ✎ NOTE When you open the file in Microsoft® Excel, the date format changes into the date format that is defined in Microsoft® Excel	The date on which the printer started printing the job. Typically, this is the first moment that a job can be interrupted or stopped via the control panel.

Field name	Specification	Description
<starttime>	<hh>:<mm>:<ss> ✏ NOTE When you open the file in Microsoft® Excel, the time format changes into the time format that is defined in Microsoft® Excel	The time on which the printer started printing the job. Typically, this is the first moment that a job can be interrupted or stopped via the control panel.
<activetime>	<hh>:<mm>:<ss>	The total time the job is active and actually printing. Hours can exceed 24.
<idletime>	<hh>:<mm>:<ss>	The total time the job is active, but waits for an action by the operator, such as clearing an error or loading the required media. Hours can exceed 24.
<readydate>	<yyyy>-<mm>-<dd>	The date on which the job was finished or aborted.
<readytime>	<hh>:<mm>:<ss>	The time the job was finished or aborted.
<result>	Possible entries: • Done • Abrt • Stop	Information about how the job was completed. • Done: The job was finished correctly. • Abrt: The operator or the PRISMAsync controller stopped or aborted the job, for example in case of an error. • Stop: The job was stopped by the user and moved to the [Waiting jobs] section. When the job is restarted or continued later, multiple account records will be generated for this job.
<username>	A text string with a maximum length of 255 characters	The user name that is defined for the job, for example in the attribute 'username' in an OJT.
<jobname>	A text string with a maximum length of 255 characters	The name of the job for automatic or interactive print jobs and scan jobs, for example in the attribute 'jobname' in an OJT. For scan jobs, the generated file name is used.
<costcentre>	A text string with a maximum length of 40 characters	The name of a department or user as defined in the [Cost center] field of the [Account] tab of the printer driver or in the attribute 'GroupName' in an OJT. This field is empty when the attribute is not available
<custom>	A text string with a maximum length of 255 characters	Information as defined in the [Custom] field of the [Account] tab of the printer driver or in the attribute 'custom' in an OJT, for example. This field is empty when the attribute is not available

▶

Field name	Specification	Description
<accountid>	A text string with a maximum length of 40 characters	The account ID as defined in the [Account ID] field of the [Account] tab of the printer driver, or on the control panel, or in the attribute 'accountid' in an OJT, for example. This field is empty when the attribute is not available
<jobaddressee>	A text string with a maximum length of 255 characters	The name of the recipient of the print job. The name is extracted from the print data, for example the attribute 'jobaddressee' in an OJT.
<nofscana4>	A number	The number of scanned A4-like sheets, including custom sized sheets of which at least one dimension is equal to or less than 257 mm / 10.1".
<nofscana3>	A number	The number of scanned A3-like sheets, including custom sized sheets of which all dimensions are larger than 257 mm / 10.1".
<nofsinglestaples>	A number	The number of times that a single staple was used in a job. 📝 NOTE This number does not include the staples from an off-line stapler.
<nofdoublestaples>	A number	The number of times that double staples were used in a job. 📝 NOTE This number does not include the staples from an off-line stapler.
<noffinishedsets>	A number	The number of finished sets. A set is finished after the last sheet is sent to the output location.
<outputdestination>	Names of output locations	A descriptive name of the output location. The exact names vary per product and depend on the configuration of the product.
<nofprinteda4bw>	A number	The number of printed A4-like sheets (copy jobs or print jobs) printed in B&W. Inserts will be counted as B&W too.
<nofprinteda4c>	A number	The number of printed A4-like sheets (copy jobs or print jobs) printed in color.
<nofprinteda3bw>	A number	The number of printed A3-like sheets (copy jobs or print jobs) printed in B&W. Inserts will be counted as B&W too.
<nofprinteda3c>	A number	The number of printed A3-like sheets (copy jobs or print jobs) printed in color.
<tonerblack>	Value in milligrams	The estimated total usage of black toner for sheets that are printed or copied in B&W.
<tonercolor>	Value in milligrams	The estimated total usage of toner for sheets that are printed or copied in color.

Field name	Specification	Description
<nofsimplex>(1-16)*	A number	The number of 1-sided sheets of a certain paper type used in a job.
<nofduplex>(1-16)*	A number	The number of 2-sided sheets of a certain paper type used in a job.
<mediaformat>(1-16)*	A text string with a maximum length of 255 characters	The media size used for the job. Not every product supports all media sizes.
<mediatype>(1-16)*	A text string with a maximum length of 40 characters. Some entries are standardized: • PLAIN • TRANS • COVER • MYPAPER • COLOR_COPY • COATED • OTHER	Description of the media types used. • PLAIN: normal paper • TRANS: transparencies • COVER: a special front or back page • MYPAPER: a special media type that must be placed in a paper tray before starting the job, and that must be removed from that paper tray as soon as the job is ready. • COLOR_COPY: color copy paper • COATED: coated media • OTHER: unspecified media. This is used when custom strings are not available.
<mediaweight>(1-16)*	A number	The weight of the media type in grams per m² or lb.
<mediacolor>(1-16)*	A text string with a maximum length of 40 characters	The color of the media used for the job.
<medianame>(1-16)*	A text string with a maximum length of 40 characters	The name of the media used for the job.
<cyclelength>(1-16)*	A number	If subsequent sheets are not identical (cyclic media), the cycle length indicates after how many sheets the same sequence starts again. For normal media the cycle length is 1. For cyclic media with an unknown cycle length, the cycle length is 0.
<isinsert>(1-16)*	Yes or no ('y' or 'n')	A media attribute that indicates whether the bitmaps are printed on this media (y) or not (n). An insert sheet can be 1-sided or 2-sided. The bitmaps corresponding to insert sheets typically are still part of the print job. Selection of insert media enforces that these bitmaps are not printed (again) on the insert media.
<istab>(1-16)*	Yes or no ('y' or 'n')	This is a media attribute that indicates whether the media is tab media. Typically, tab media has a cycle length of 1, but this is not mandatory
<punchcount>(1-16)*	A number	The number of punch holes of the prepunched media.
<nofpunches>	A number	The number of punched sheets in a job.
<noffolds>	A number	The number of folded sheets in a job.

Field name	Specification	Description
<nofbooklets>	A number	The number of booklets in a job.
<nofbinds>	A number	The number of bound sets in a job.

📝 NOTE
* All fields that contain (1-16) will be included 16 times in an account log file. Each number refers to the type of media (1 up to 16) that is used. The media characteristics of the first media type in a job are logged in the fields ending on '1'. The characteristics of the next, different media type are logged in the fields ending with '2' and so on. For example, <mediatype2> and <mediaweight2> both correspond to the second type of media used in a job. If you use less than 16 media types, the remaining fields are empty. If you use more than 16 media types, they are logged as if they were media type 16. The maximum number of media types per job is 16.

Save an Account Log File

Procedure

> ✎ NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.

1. In the Settings Editor, click [Configuration] -> [Accounting].
2. Click [Save account log files].
3. Click the link to the required file, then click [Save].
4. Browse to the location where you want to save the file, then click [Save].

Use Accounting

Select an Accounting Mode

Introduction

> 📝 NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.

When the [Identification enabled] setting in the Settings Editor is set to [Yes], the accounting function becomes available on the control panel. In the [Accounting mode] setting on the control panel, you can select when an account ID must be entered. The table below describes the options.

The accounting modes

Setting	Description
[Per job]	Each job requires an account ID. You can enter a new account ID for each job. By default, the control panel displays the account ID used for the previous job. However, you can change the account ID displayed.
[Per job(Clear account ID)]	Each job requires an account ID. You must enter a new account ID for each job. The system clears the account ID used for the previous job. Therefore, the [Account ID] field in the [Job] pane is empty before the next job.

Setting	Description
[Fixed]	The same account ID is used for all jobs until you select [Change account ID] or [Clear account ID] under [System] -> [Setup] -> [Accounting] to terminate the fixed account ID currently in use. When you use a fixed account ID, the [Account ID] field in the [Job] pane is grayed out. ✏ NOTE The [Fixed] setting overrules account IDs that are indicated in applications or printer drivers. Therefore, select another accounting mode before printing jobs that were submitted from an application or printer driver.

Illustration
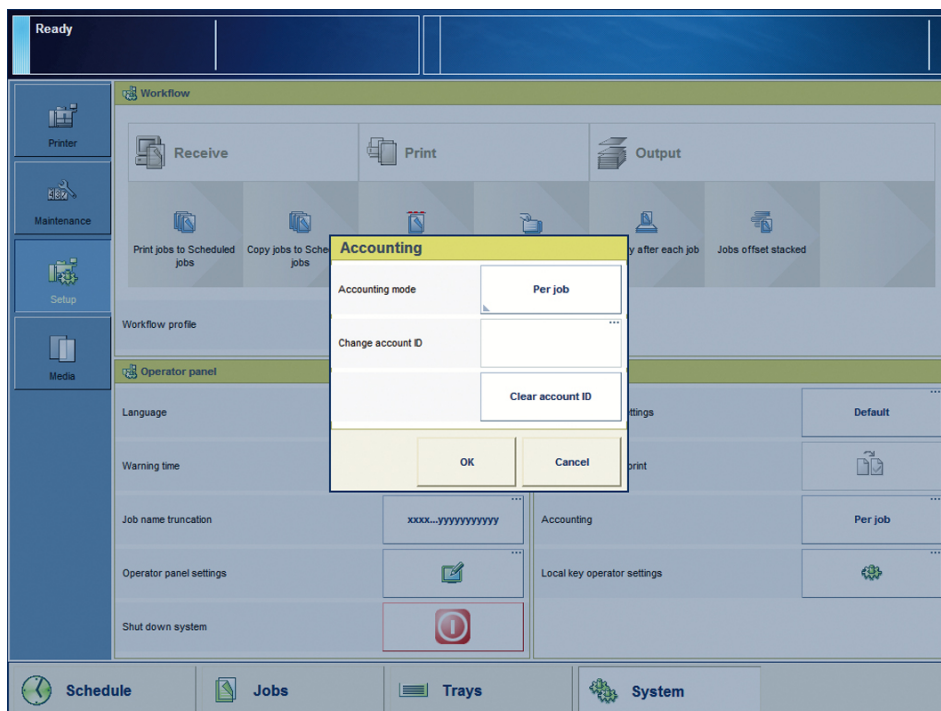
[26] Select an accounting mode

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Accounting].
2. Press [Accounting mode].
3. Select the desired setting.
4. Press [OK].

Enter an Account ID per Job

Introduction

✎ NOTE
Accounting requires a license. Contact your local authorized dealer for more information.

When the [Identification enabled] setting in the Settings Editor is set to [Yes], the accounting function becomes available on the control panel. The description below applies to entering an account ID on the control panel when the [Accounting mode] is set to [Per job(Clear account ID)].

Illustration
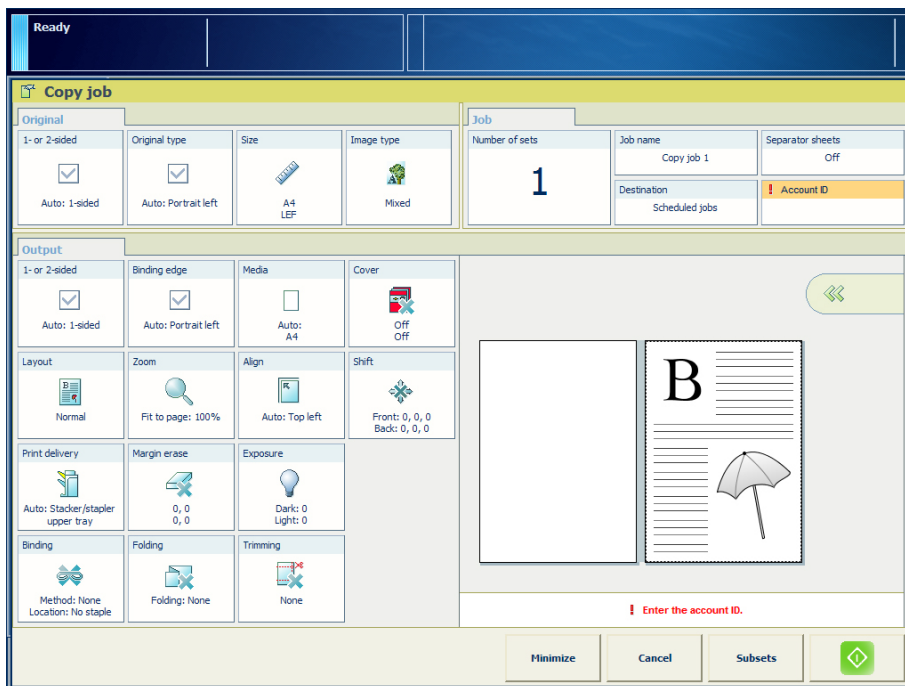
[27] The [Account ID] field in the [Job] pane

Procedure

1. On the control panel, touch the [Account ID] button in the [Job] pane of print, copy and scan jobs. A numerical keyboard appears.
2. Enter the account ID for the current job (1 - 12 digits). Use the "C" button to correct a wrong entry.
3. Press [OK].

Enter an Account ID in the Printer Driver

Before you begin

> NOTE
> Accounting requires a license. Contact your local authorized dealer for more information.
>
> To use the accounting function in the printer driver the [Enable accounting] setting in the [Properties] of the printer driver must be enabled.
>
> In Microsoft® Windows® XP, for example, you must click Start -> Settings -> Printers and Faxes -> right-click your printer -> [Properties] -> tab that shows the name of your printer, to enable accounting.

> NOTE
> The fixed account ID as defined on the operator panel overrules the account ID that is defined in the printer driver. Therefore, make sure that you cancel the fixed account ID before you print the job from the [Waiting jobs] section on the operator panel.

Procedure

1. In your application, click 'File' -> 'Print'.
2. If more printers are available, select the required printer from the list.
3. Click [Properties].
4. Click [Account].
5. Enter the [Account ID].
6. Optionally, you can enter the name of the [Cost center] and any additional information in the [Custom] field.
7. Click [OK].

> NOTE
> When the [Verification enabled] setting in the Settings Editor is set to [Yes], automatic print jobs that do not have a valid account ID are automatically placed in the [Waiting jobs] section. You must enter a valid account ID to print the jobs.

Chapter 6
Prepare the jobs

Prepare print jobs

Where to Define Print Job Settings

Introduction

Print jobs can vary from straightforward jobs with only a few settings to complex jobs with extended settings. Therefore, there are several possibilities to define the settings for your print jobs. For straightforward jobs, the use of the printer driver can be fine. If you often print recurring jobs with identical, complex settings, the use of automated workflows or hotfolders can be the best way to print your jobs. This section gives an overview of various possibilities.

✎ NOTE
It is strongly recommended to define the settings for a print job in only one place, for example in a printer driver or in an automated workflow, but not in both. Otherwise, undesired output results can occur because settings can become mixed.

Where to Define Print Job Settings

Define the job settings

Item	Description
PDL settings	The job will be printed using either • the PDL default settings as defined in the Settings Editor, or • the PDL settings that were defined in a job itself, as interpreted by the PDL.
Job ticket	The job will be printed using the settings that were defined in the printer driver. When you frequently print jobs with identical settings, you can use the template function of the printer driver. Templates contain predefined job settings. You can also create your own custom templates.
Hotfolder	Hotfolders are primarily aimed at recurring print workflows. In these workflows, identical PDFs or other printable files with identical settings are printed on a regular basis. The advantage of a hotfolder is that you do not have to open a file and check the settings before printing. Operators can see hotfolders as a folder on their workstation where they can simply drag & drop files. A hotfolder option is the default ticket ('default_ticket.jdf') in a hotfolder, which defines the settings for the print jobs. The files will be printed according to settings of the hotfolder default ticket in that hotfolder.
Automated workflow	Automated workflows are LPR print queues that you can programmed to perform a range of operations. Automated workflows are primarily aimed at recurring print jobs with identical settings that must be printed the same way as before. The advantage of automated workflows is that you do not have to open a file and check the settings before printing.

▶

Item	Description
Control panel	After a print job has arrived on the PRISMAsync controller, the print job becomes visible on the control panel. There you can change a number of job settings or combine print jobs, for example. It is best to change the print job settings in the list of [Waiting jobs] or in the optional [DocBox]. With the optional [Page programming] function, you can insert pages and define the media and finishing settings for the page ranges in a job. ✎ NOTE You can only make changes to jobs that are currently not being printed.

Prepare print jobs with Remote Printer Driver

Remote Printer Driver enables you to prepare the complete print job. Remote Printer Driver is available in all applications for Microsoft Windows and Apple Macintosh operating systems. You use Remote Printer Driver to submit documents from applications, such as Microsoft Office and Adobe Acrobat.

Be aware that there are also other PRISMAsync locations from where you can define job settings at a later moment. In addition, workflow definitions can overrule settings you have made with Remote Printer Driver.

The printer and its finishing equipment determine which settings are available in Remote Printer Driver. Below you find an overview of the functions. The online help of Remote Printer Driver also provides detailed information on the available functions. Download Remote Printer Driver from the Settings Editor.
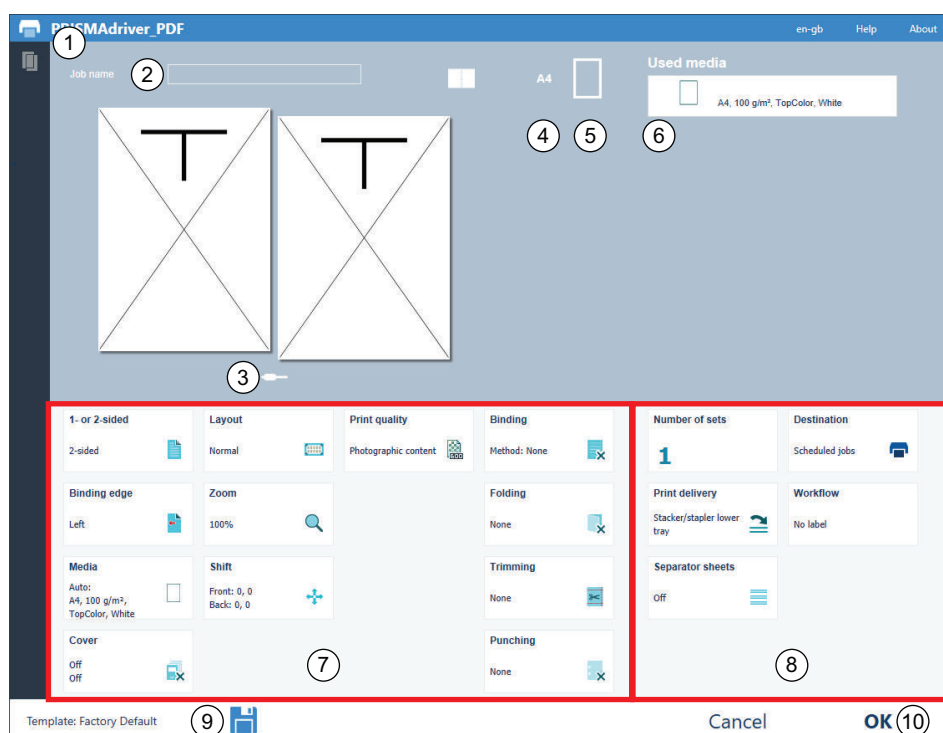
[28] Functions of PRISMAsync Remote Printer Driver

	Function	Description
1	Printer configuration	Click the icon to see the finishing options of the printer. When the printer is not available for printing, the printer icon turns red.
	Available media	Click the icon to check which media are currently assigned in the paper trays of the printer.
	Printer has stopped	When you see a red exclamation mark in this area the printer has stopped printing. Click on the mark to see why the printer stopped.
2	Job name	The job name identifies the job on the PRISMAsync Print Server.

	Function	Description
3	Document view	This preview displays the layout of the document when using the current settings.
4	Document size	The default document size is transferred from the application.
5	Document orientation	The default document orientation is transferred from the application.
7	Job settings	The job settings refer to the layout, finishing, color / black & white options to change the job.
8	Job destination, workflow, and output delivery settings	These settings refer to several options: the number of sets, the use of separator sets, the job location on the control panel, the required output tray. The label option allows for an extra identification field.
9	Job template	A template bundles a series of job settings. Click the icon to save the current job settings for later re-use. It is also possible to delete stored templates.
10	Submit job to printer	With the OK button you submit the document and job ticket to the printer.

Print a Job Using PRISMAprepare (Option)

Introduction

PRISMAprepare (optional) is a software application that enables you to prepare your print jobs on page level. You can preview the result per page.

This procedure describes the most important steps for the preparation of print jobs.

✎ NOTE
See the online help of PRISMAprepare for all the details.

Procedure

1. Prepare the document.
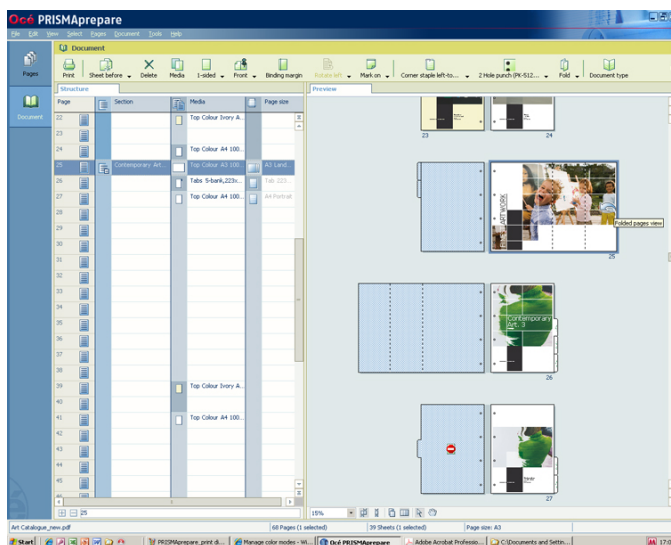
[29] Lay out preparation with PRISMAprepare

2. Use the media catalog to define the media.
   With PRISMAprepare you can export the media catalog to PRISMAsync controllers.
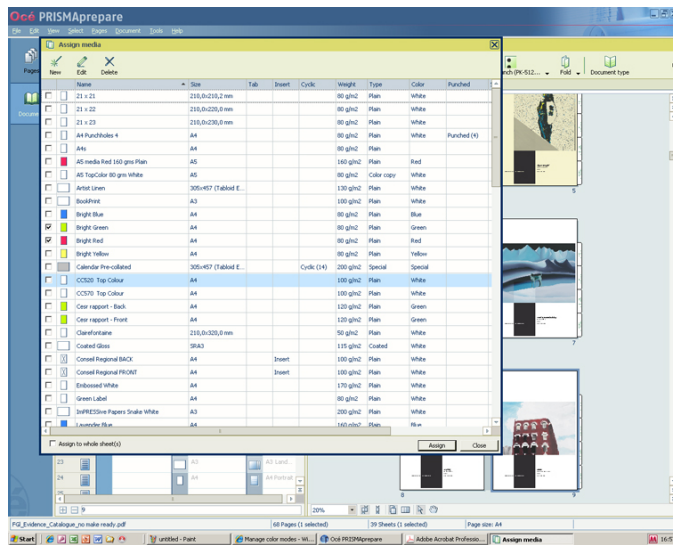
[30] The media catalog in PRISMAprepare

3. Define the required finishing options.

Print a File from a USB Drive

Introduction

You can print documents (*.pdf, *.ps, *.prn, *.xps files) on a USB drive.

You can disable / enable this function in the Settings Editor.

Illustration
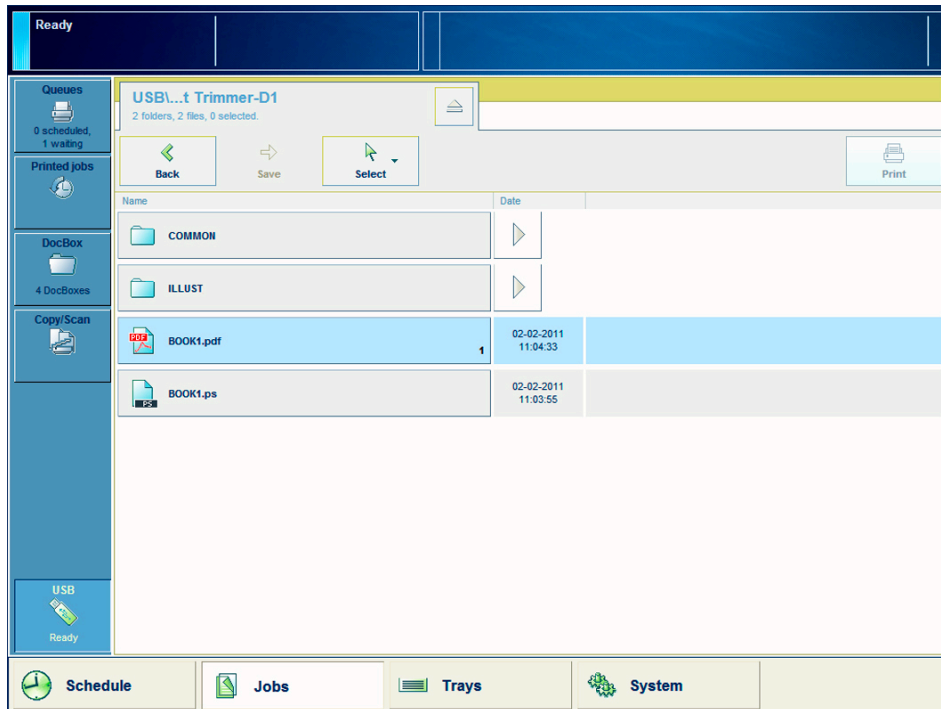
[31] Example of a folder structure on the USB drive
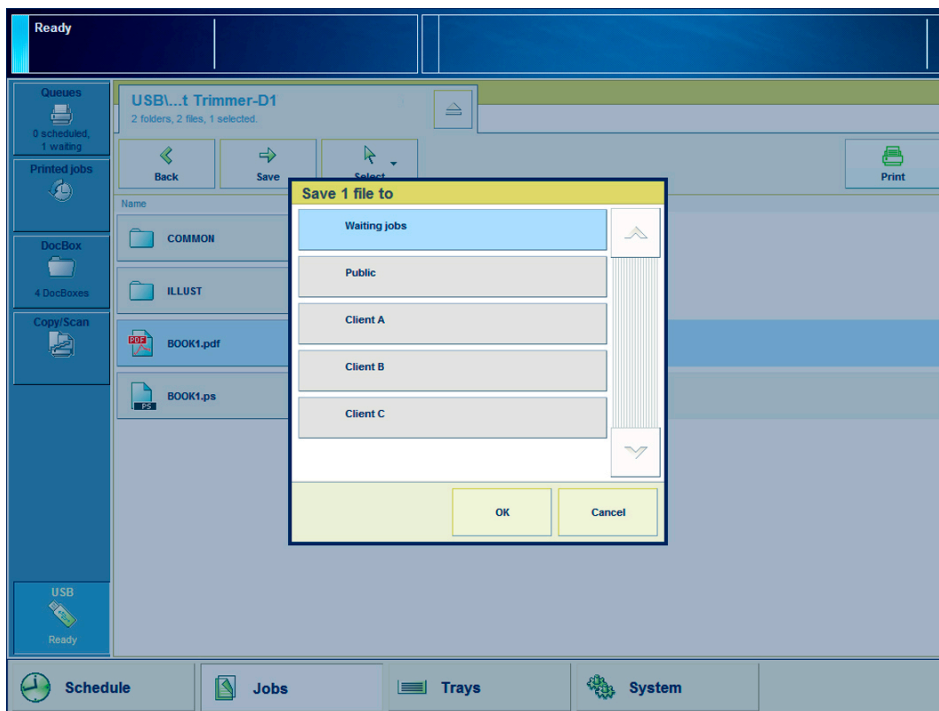
[32] Save a file to a different location

Procedure

1. Insert the USB drive into the USB port ⌗ at the left-hand side of the control panel.
2. On the control panel, touch [Jobs] -> [USB].
3. Touch ▷ to browse through the directories on the USB drive.
4. Touch the file or files you want to print, or touch [Select] to select multiple files.
5. Touch [Print] to send the file to the list of [Scheduled jobs] immediately, or
6. Touch [Save] to save a copy of the file to another location on your printer such as the list of [Waiting jobs] or a DocBox. Then you can edit the file first and print the file from the other location
   The locations you can select depend on your system configuration.
7. Remove the USB drive from the control panel when the USB LED on the control panel is off.

Print a page number via PRISMAsync

Introduction

You can print a page number on each page for PDF print jobs. Per job you can specify the position and alignment of the page number, the prefix, and the suffix of the page number.

You can also add a page number via PRISMAprepare. In PRISMAprepare you can also add a company logo, headers, and footers.

Before you begin

Define the font and the font size for the page number in the Settings Editor.

You can add page numbers via the job properties, see below, or via an automated workflow (AWF) in the Settings Editor.

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job to which you want to add page numbers.
4. Touch [Properties], or double-tap the job.
5. Indicate in the print quality tile the required information for the page numbers.

Prepare copy jobs and scan jobs

Introduction to the Copy Function

Introduction

The copy function enables you to copy paper originals. You can define the settings of the copy jobs manually or by using templates. Templates contain predefined settings for recurring types of copy jobs.

The copy function contains a number of factory default templates, for example for copying mixed-size originals or combining several sets of originals. Furthermore, you can define customized templates. The factory default templates are directly available when you access the copy function. When you select one of these templates, the system sets the typical settings for the selected type of copy job automatically. Next you can define all other settings for the originals and the output.

The table below show the factory default templates you can use to start a copy job or a scan job.

The Factory Default Templates

Overview of the templates

Template	When to use
[Copy job]	Copy originals that have the same media size and only require simple settings, for example two-sided or a staple.
[Combined copy job]	Combine several sets of originals with the same or mixed media size, and create one single copy job. When you select this template, the possibility to add subsets is already displayed.
[Copy to DocBox] NOTE [Copy to Doc-Box]is only visible when your system is equipped with the optional DocBox function.	Send the job to the DocBox to get extended possibilities to programmed each page separately. When you select this template, the destination of the copy job is set to the first available DocBox. The destination is always set to this DocBox, even when a different copy job destination has been defined for the active workflow profile. However, you can change the DocBox to which the job must be sent.
[Booklet job]	Create booklets from paper originals. When you select this template: • The [Layout] setting is set to [Booklet], and • The [Media] setting is set to A3/Tabloid, because the system assumes you want to create booklets of A4/LTR originals.
[Mixed size]	Copy a set of originals that consists of different media sizes. The output will also consist of these different media sizes.
[Easy copy job]	Copy originals that only require simple settings: one-sided or two-sided copy, zoom, media, staples, number of copies.
[PDF scan job]	Scan originals to a PDF job that is stored in the DocBox. Now you can use PDF datapath functionality such as page numbering.

Template	When to use
[Last used]	Reuse the settings of the previous copy job or scan job for your new job. ✎ NOTE You cannot use [Last used] when the previous job was a scan job or a combined copy job.

Introduction to the Scan Function

Definition

The scan function enables you to create digital documents from paper originals. You can scan paper originals from the automatic document feeder (ADF) and from the glass plate of the scanner.

Scan Types and Output Locations

✎ NOTE
The scan function requires a software license. If you have a license, scan to file, scan to SMB, scan to email and scan to USB are available. Scan to DocBox requires an additional software license for the DocBox function.

Scan types and output locations

Scan type	Output location
Scan to file	FTP server
Scan to SMB	SMB server
Scan to email	SMTP server. The file is attached to an email message.
Scan to USB	USB flash drive
Scan to DocBox	PRISMAsync controller
PDF scan job	DocBox on the PRISMAsync controller

Usage

You can use the scan-to-email, scan-to-file and scan-to-SMB templates through the [Copy/Scan] section on the control panel ([Jobs] -> [Copy/Scan]. To scan a document, select the required template. Next, the job window opens. There you can change a number of settings for this scan job. These changes are only valid for this job. The default settings of the scan template will not change. However, you can save the changes in a new template, see *Create templates to use for recurring jobs* .

The scan-to-USB function is accessible through the USB button in the [Jobs] section on the control panel. The left-hand side of the control panel contains the slot for the USB flash drive.

The scan-to-DocBox function is accessible through the [Copy to DocBox] tile in the [Copy/Scan] section.

The PDF scan job is accessible through the [PDF scan job] tile in the [Copy/Scan] section.

Condition

The customer must have a fully configured FTP, SMB and SMTP server available. The settings in the Settings Editor are used to connect the printer to the customer's FTP, SMB and SMTP server.

Configuration

To use the scan-to-file, scan-to-SMB and scan-to-email functions, the following items must be configured in the Settings Editor on the PRISMAsync controller.
- Scan to file ([Configuration] -> [Connectivity])
- Scan to SMB ([Workflow] -> [SMB shares])

- Scan to email ([Configuration] -> [Connectivity])
- LDAP server ([Configuration] -> [Connectivity]), if available. Otherwise, you can use an address list file (ral.csv) to search for recipients.

The scan profiles file contains all copy- and scan templates that are defined. You can download the scan profiles file for backup.

You can also use the scan profiles file to upload the copy- and scan templates to another system.

Download and upload the scan profiles file via the Settings Editor: [Workflow] -> [Scan profiles].

Removal of Scan Jobs

The PRISMAsync controller buffers the scan jobs until the jobs are delivered to the specified output location. You can remove scan jobs from the buffer manually or automatically.
- Manually via the printer control panel: Touch [Jobs] -> list of [Scan jobs] -> select a scan job -> touch [Delete].
- Manually via the Settings Editor: Access the Settings Editor -> click [Support] -> [Troubleshooting] -> [Clean the scan job export buffer].
- Automatically: The PRISMAsync controller removes a buffered scan job automatically 48 hours after a scan job has finished.

Scanning Information

Introduction

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the glass plate (by the arrow in the top left corner) or the back edge of the ADF.

The size of the original is automatically detected, and the document is scanned.

The machine cannot always detect the size of the original if it is a non-standard paper size, such as a book. In this case, specify the size of the original.

Orientation on the Glass Plate

When you put an original on the glass plate, always put the original face down on the glass plate.

NOTE
If the top edge of the original is not aligned with the back edge of the glass plate (by the arrow in the top left corner), your original may not be scanned correctly.
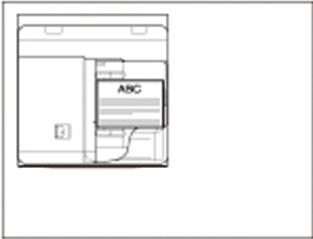
Placement on the glass plate

Placement	Illustration
Vertical placement	
Horizontal placement	

Orientation in the ADF

Placement in the ADF

Placement	Illustration
Vertical placement	

Placement	Illustration
Horizontal placement	

Placement of the Originals

You can place originals of the following sizes either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than that of vertically placed originals. Place originals horizontally when you copy with a preset zoom, for example when you enlarge an A4 original to A3 paper.

> **NOTE**
> You must always place A3, B4, B6 and 11" x 17" originals horizontally.

Copy or scan originals and books using the glass plate

Introduction

Use the glass plate to copy or scan bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. Also place originals on the glass plate when you want to copy an A3 original with an image that extends all the way to the edges without the periphery of the original being cut off.

⚠️ **CAUTION**
Do not press down hard on the ADF when you use the glass plate to copy thick books. Doing so may damage the glass plate and result in personal injury.
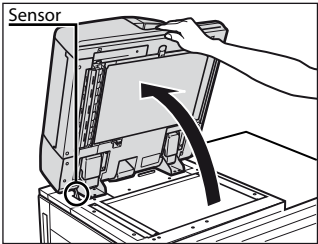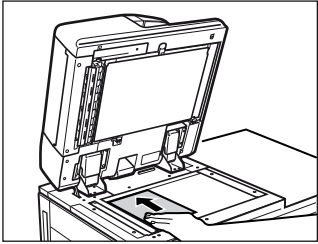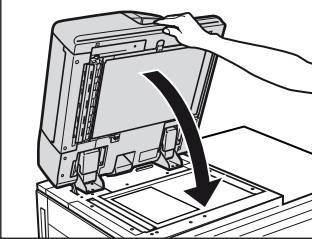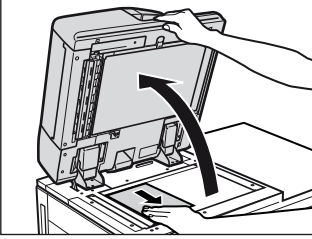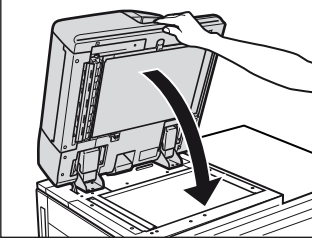
✎ NOTE
The scanner automatically detects the following sizes of originals (after you closed the ADF): A5, Statement 5.5"x8.5", B5, A4, A4R, Letter 8.5"x11", LetterR, B4R, B5R, LegalR 8.5"x14", A3R, TabloidR 11"x17", B6.
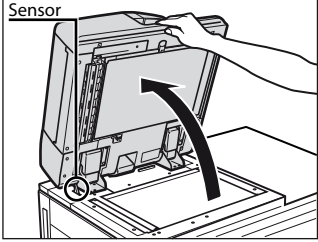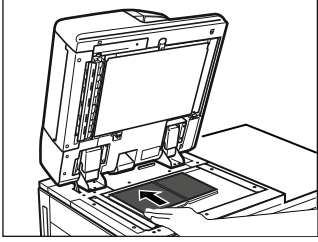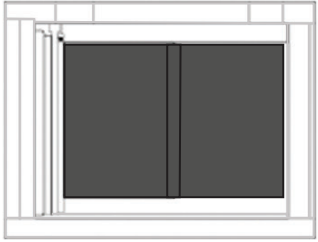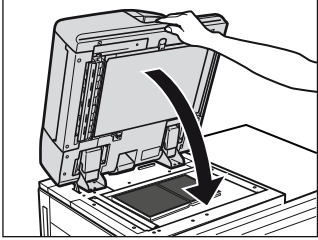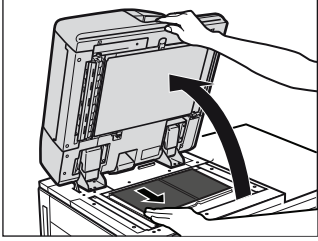
Procedure
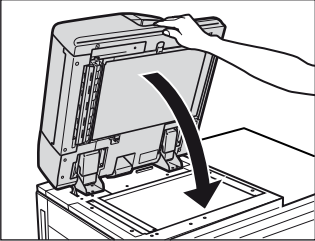
Copy originals on the glass plate

Step	Action	Illustration
1	Open the ADF. ✎ NOTE Open the ADF at least 300 mm (11.8"). Otherwise, the size of the originals may not be detected correctly.	 Sensor = Sensor
2	Place one original face down on the glass plate.	

Step	Action	Illustration
3	Align the top edge of your original with the back edge of the glass plate (by the arrow in the upper-left corner). ✎ NOTE When you enlarge an A4 or A5 original onto A3 paper, place the original horizontally on the glass plate, and align it with the A4R or A5R marks. ✎ NOTE When you enlarge a Letter or Statement original onto 11"x17" or Legal paper, place the original horizontally on the glass plate, and align it with the LetterR or StatementR marks.	
4	Gently close the ADF to prevent personal injury or damage to the scanner.	
5	Define the copy or scan settings on the control panel and touch [Start] ◉.	
6	When the copy or scan job is ready, open the ADF and remove the original from the glass plate.	
7	Gently close the ADF to prevent personal injury or damage to the scanner.	

Copy books on the glass plate

Step	Action	Illustration
1	Open the ADF. ✏ **NOTE** Open the ADF at least 300 mm (11.8"). Otherwise, the size of the originals may not be detected correctly.	 Sensor = Sensor
2	Place the book on the glass plate with the pages face down.	
3	Align the top edge of pages of your book with the back edge of the glass plate (by the arrow in the top left corner).	
4	Gently close the ADF to prevent personal injury, damage to the scanner, or damage to the book.	
5	Define the copy or scan settings on the control panel and touch [Start] ◉.	Select the setting [Book] to make copies/scans from a book original on the glass platen. You can copy/scan the individual pages of a book. You can copy/scan the left-hand half and the right-hand half of the original (opened book) as two separate copies. Or you can copy/scan the left-hand half or the right-hand half of the original (opened book).
6	When the copy or scan job is ready, open the ADF and remove the book from the glass plate.	

Step	Action	Illustration
7	Gently close the ADF to prevent personal injury or damage to the scanner.	

Copy or Scan Originals Using the ADF

Introduction

Use the ADF to copy or scan a set of up to 300 originals. The scanner automatically feeds the originals to the glass plate and scans them. Two-sided originals can be scanned as two-sided documents.

Do not place the following types of originals into the ADF:
- Thin originals, when the scanner is located in an environment with high temperatures or high humidity.
- Torn originals or originals with large binding holes.
- Severely curled originals or originals with sharp folds.
- Clipped or stapled originals.
- Carbon backed paper.
- Transparencies and other highly transparent originals.
- Any other originals which may not feed smoothly.
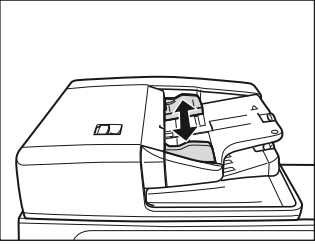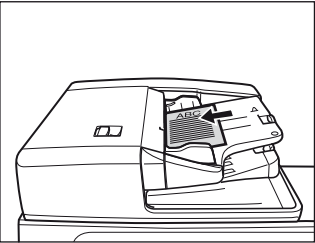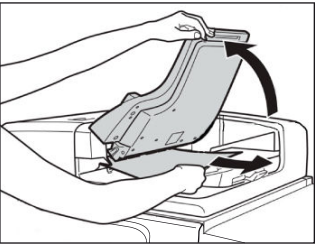
NOTE
Always smooth out any folds in your originals before placing them into the ADF.

Procedure

Copy originals in the ADF

Step	Action	Illustration
1	Adjust the paper guides to fit the size of your originals.	
2	Neatly place your originals with the side to be copied face up into the originals tray. Place your originals as far into the ADF as possible until the originals indicator is lit.	
3	Define the copy or scan settings on the control panel, and touch [Start] .	
4	When scanning is complete, remove the originals from the original output area to avoid paper jams.	

Access Other Functions During a Copy Job or Scan Job

Introduction

When you access the copy function or scan function from the [Copy/Scan] view, the job window opens in full screen mode. Therefore, the buttons that give access to the other system functions are not visible. However, you can access the other functions while you define the settings for your copy job or scan job.

NOTE
The machine will remember all the job settings you already defined.

Procedure

1. In the job window on the control panel, touch [Minimize].
   The [Copy/Scan] view appears. The navigation buttons at the bottom of the control panel become visible and accessible.
2. Carry out the desired actions.
3. To get back to your job window, touch [Jobs].
4. Press [Resume job].

Chapter 7
Plan the workload remotely

PRISMAsync Remote Manager (Option)

With PRISMAsync Remote Manager you can monitor printers, operate printers remotely and send jobs and ready-to-print documents to the printer queues of all configured printers. You must enable and configure PRISMAsync Remote Manager in the Settings Editor.

Refer to the user manual for the PRISMAsync Remote Manager for the options available when using this product.

Use the Remote Control app to monitor printing

The PRISMAsync Remote Control app helps you to stay informed about the print production on the available PRISMAsync printers. Even at a distance.

With PRISMAsync Remote Control on your smartphone, you see the status of your PRISMAsync driven printers at a glance. You receive alerts when operator actions, such as loading media or adding consumables, are foreseen. Or, in case a problem at the printer asks for an immediate action. PRISMAsync Remote Control helps you to keep your printers printing, even while you're doing other things.
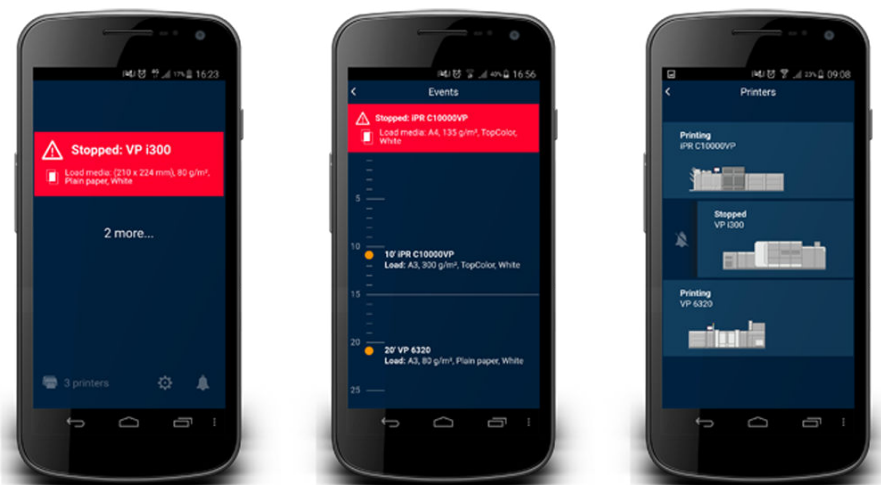
[33] The Remote Control app: notifications, upcoming events, and printer status on a smartphone

Before you begin

To use the Remote Control app you need the following:
- One of the following smartphones:
  - Smartphone with Google Android 4.1 or higher
  - Apple iPhone 4 or later with iOS 7 or higher
- A Microsoft or Google account.

Set up Remote Control

You must set up Remote Control on every print system you want to monitor. You need administrator rights to set up Remote Control.
1. Go to the control panel to enable and configure the proxy server:
   Touch [System] -> [Setup] -> [System configuration] -> [Proxy server].
2. Enable and configure the remote connection:
   Touch [System] -> [Setup] -> [System configuration] -> [Remote connection].
3. Open the Settings Editor.
4. Register this printer in the Remote Control administration in the Settings Editor.
5. Enable the Remote Control function in the Settings Editor.
6. Administer the users of the Remote Control app in the Settings Editor.

Set up the Remote Control app

1. Download the PRISMAsync Remote Control app from Google Play ▶ or the Apple App Store
   .

2. Start the app and log in with your Google or Microsoft account.

3. Change the default settings, if required.

Chapter 8
Plan the jobs

Manage the jobs in the queue

Schedule a Waiting Job for Printing

Introduction

The selected workflow determines the destination of jobs. When jobs go to the list of [Waiting jobs], you must manually send the jobs to the print queue (list of [Scheduled jobs]). This enables you to keep full control of all jobs that must be printed.

Procedure

1. On the control panel, touch [Jobs] -> [Queues].
2. If collapsed, first touch ▽ to expand the desired list of [Waiting jobs].
3. Touch the job(s) you want to print, or use the [Select] button to make a selection.
   To undo the multiple selection and only select one job, you must touch and hold that job for two seconds.
4. Press [Print].
   The job is moved to the bottom of the list of [Scheduled jobs].

Print an Urgent Job Immediately

Introduction

When a job must be printed urgently, you can give that print job priority over all other print jobs. The [Print now] button allows you to print a job immediately. When you use the [Print now] button, the active print job 🖨 will be paused as soon as the current set is ready.

To print a job as soon as possible but not immediately, you can use the [To top] function.

Locations of the [Print now] Button

The [Print now] button is available at the following locations.
- List of [Scheduled jobs].
- DocBox (optional).

✎ NOTE
To give priority to a job in the list of [Waiting jobs], you must first touch [Print] to send the job to the list of [Scheduled jobs]. There you can select the job and touch [Print now].
To give priority to a job in the list of [Printed jobs], you must first reprint the job. The job is sent to the list of [Waiting jobs]. From there, you must send the job to the list of [Scheduled jobs]. There you can select the job and touch [Print now].

Procedure

1. On the control panel, touch [Jobs] -> [Queues].
2. If collapsed, first touch ▾ to expand the list of [Scheduled jobs].
3. Touch the job which you want to print immediately.
4. Press [Print now].
   The urgent job appears at the top of the list of [Scheduled jobs].
   The active print job 🖨 is paused as soon as the current set is ready and becomes second in the list.

Give Priority to a Print Job

Introduction

When you want to print a job as soon as possible, but not necessarily immediately, you must use the [To top] function. The [To top] function moves the selected job to the second position in the list of [Scheduled jobs], below the active print job 📇. The job will be printed when the active print job 📇 is ready.

Procedure

1. On the control panel, touch [Jobs] -> [Queues].
2. If collapsed, first touch 🔽 to expand the list of [Scheduled jobs].
3. Touch the job to which you want to give priority.
4. Press [To top].

Print a Scheduled Job Later

Introduction

The machine prints the jobs that are present in the list of [Scheduled jobs] jobs.

However, you can decide to print a job later, for example because:
- The required media are out of stock, or
- You first want to make a proof.

Then you must move the job back to the list of [Waiting jobs].

✏ NOTE
To select the active print job 🔖 you must first press the Stop button 🔴 2x to stop the job.

✏ NOTE
To select the active print job 🔖 you must first press the Stop button 🔴 two times to stop the job.

Procedure

1. On the control panel, touch [Jobs] -> [Queues].
2. If collapsed, first touch ▽ to expand the list of [Scheduled jobs].
3. Touch the job or jobs you want to print later or use the [Select] button to make a selection.
   To undo the multiple selection and only select one job, you must touch and hold that job for two seconds.
4. Press [Move].
   The job is moved to the list of [Waiting jobs].

Send a job to another printer

You can send jobs with their settings to another PRISMAsync printer from the following locations:

- List of scheduled jobs
- List of waiting jobs
- A DocBox
- List of printed jobs

✎ NOTE
When one or more settings or finishing options for the job are not available on the selected remote printer, a warning icon is displayed in the job on the remote printer. The job on the remote printer indicates that there are contradictions you must resolve.

✎ NOTE
The list of remote printers must be available and configured in the Settings Editor.

Procedure

1. Touch [Jobs].
2. Go to the location of the jobs.
3. Select the jobs you want to send to another printer, or use an option from the [Select] menu to select multiple jobs together.
4. Select [Copy to] from the button bar or from the drop-down menu.
5. Select a printer from the list or use [Other printer] to manually enter a printer name.
6. Touch [OK].

Bundle Jobs in the List of [Waiting jobs]

Introduction

The bundle function allows you to combine two or more jobs into one new job. For example, this can be convenient when the participants of a meeting need several documents in a specific order. Often, the required documents are sent from several workplaces to the printer in advance. Normally, this means that you must print the documents first and sort or staple them later. By using the bundle function you can determine the order of the documents before printing and print all documents in the correct order in only 1 print job.

Important Information About the Bundle Function

- You can only bundle print jobs that are currently in the list of [Waiting jobs].
- You can change a number of settings for the bundled job via the [Properties] window.
- By default, the number of sets for a bundled job is one. So before printing, you must first indicate the required number of sets.
- When you stop a job after a set, the printing stops after one copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- All the jobs in the bundle must have the same output location. Otherwise, the control panel displays a warning message. To continue, you must first split the bundled job, then change the individual job settings and finally bundle the jobs again.

Main Actions on the Bundle Function

The table below describes the main actions you can carry out with regard to the bundle function.

Main bundle functions

Main actions	Description
[Bundle]	When you touch [Bundle] after selecting two or more jobs, a new job is created that contains the original jobs. The new job is added to the bottom of the list of [Waiting jobs]. The original jobs are re-moved from the list. The new job gets a new name that is based on the name of the first job in the bundle.
[Split]	When you touch [Split] after selecting a bundled job, the job is split into the original, separate jobs. The bundled job is removed. The separate jobs are added to the bottom of the list of [Waiting jobs]. You can use the [Split] function to correct mismatched set-tings, for example.
Change job settings	The [Properties] window gives access to a pane where you can do the following. • Change a number of job settings. • Change the order of the jobs in the bundle.
[Delete]	Delete the job.
[Ticket]	Print the job ticket of the job.
[Proof]	Print one copy of the job first to check if the result meets your ex-pectations.

Illustration
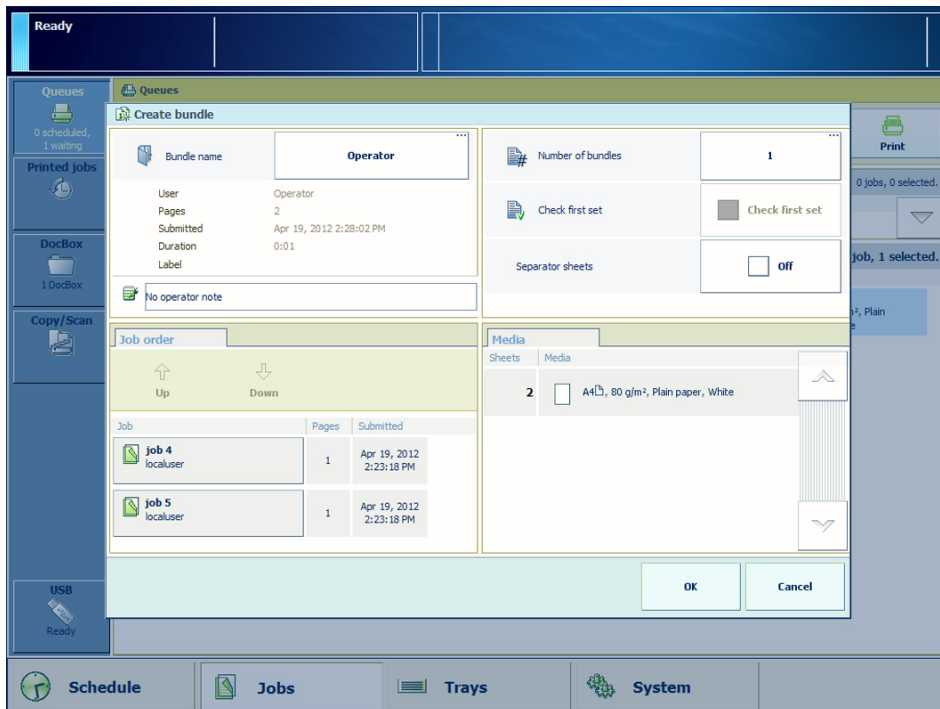
[34] The [Create bundle] window

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Waiting jobs].
2. Touch the jobs you want to combine, or use an option from the [Select] menu to select multiple jobs at once.
3. Press [Bundle].
   A [Create bundle] window appears that allows you to make some changes.
4. If necessary, use the [Up] and [Down] buttons to change the job order.
5. If necessary, change the generic job settings, such as [Number of bundles].
6. Press [OK].

Add extra sheets to a job

Introduction

You can add extra sheets to print and copy jobs to get more information on your printed jobs. Include banner and trailer pages to see the beginning and end of a job. Use separator sheets to separate the sets in jobs.

Print job information is printed on banner and trailer pages, while separator sheets are not printed on.

Banner and trailer page

With the Settings Editor you can enable the banner and trailer pages function. You can configure whether banner and trailer pages are applicable to all jobs or to copy jobs or to print jobs.
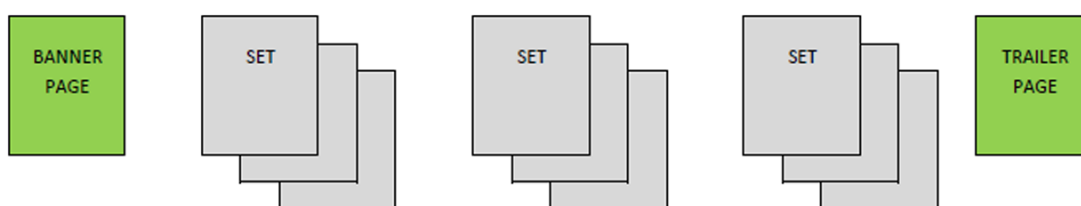
[35] Banner and trailer page

Separator sheets
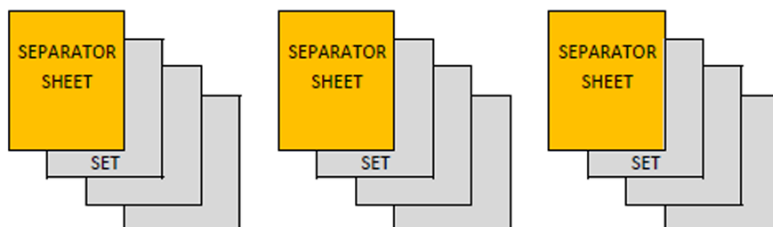
[36] Separator sheets

Below you find the procedure to add separator sheets.

You add the separator sheets in one of the following locations via the control panel (see below):
• List of waiting jobs
• List of scheduled jobs
• A DocBox

You can also add separator sheets via the automated workflow in the Settings Editor. Here you can indicate after how many sets to want a separator sheet.

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job to which you want to add separator sheets.
4. Touch [Properties], or double-tap the job.
5. Indicate at the top right corner that you want separator sheets.

Use the DocBox (Option)

The DocBox Function

Introduction to the DocBox Function

Introduction

DocBox is short for Document Box. The DocBox function, which is available through the operator panel, creates a buffer between the preparation of a job, for example page programming, and the printing of the job. The DocBox supports the operator by offering comprehensive means to store, group, edit and reprint documents.

A DocBox can contain the following jobs:
- Print jobs
- Scan jobs

✎ NOTE
In the Settings Editor, the system administrator can create as many DocBoxes as required, for example a DocBox for each individual customer or department.

Illustration
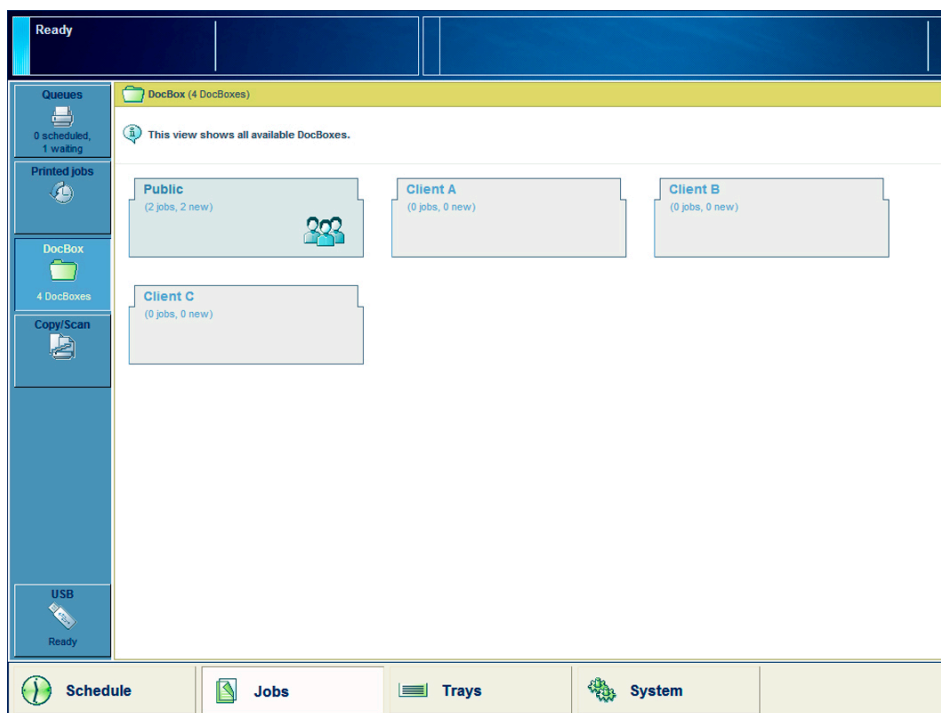
[37] The starting page for DocBox jobs

When to Use the DocBox

For example:
- To carry out advanced job preparation actions.

- To correct settings when the proof print is not correct, for example change the print quality or layout of a document.
- To combine analogue documents with digital documents.
- To store jobs that must be reprinted regularly, for examples reports or books.

Create a New DocBox

Illustration
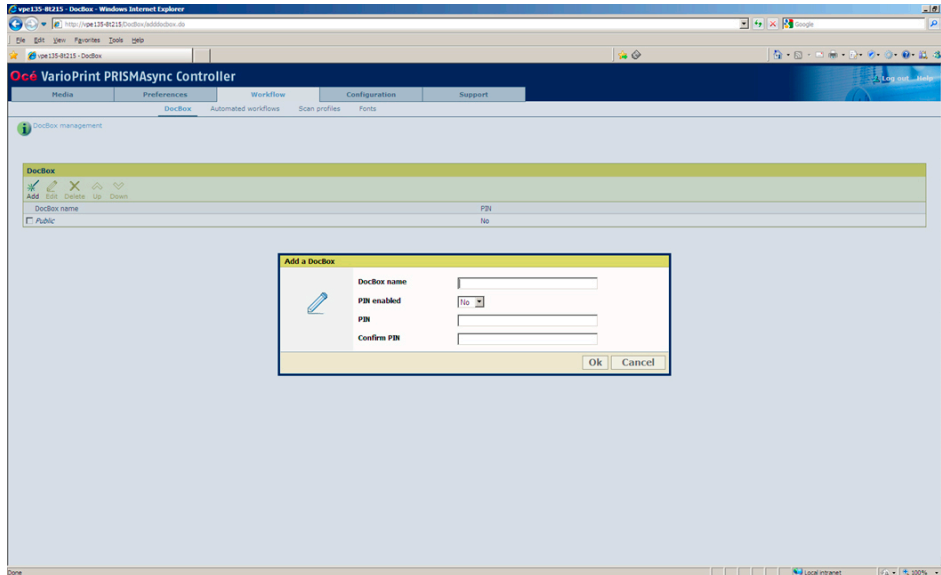
[38] Create a DocBox

Procedure

> ✎ NOTE
> Only the System Administrator is allowed to create a new DocBox in the Settings Editor.

1. Open your web browser and enter the host name or IP address of the PRISMAsync controller.
2. Log on to the Settings Editor as System Administrator.
3. Select [Workflow] -> [DocBox].
4. Click [Add].
5. Enter a new DocBox name. Identical DocBoxes are not allowed.
6. If you want to secure the new DocBox with a PIN, set [PIN enabled] to [Yes] and enter a PIN to secure the DocBox.
   Each time you access this DocBox through the operator panel, you must enter this PIN.
7. Confirm the PIN.
8. Click [OK].

Handle the Jobs in a DocBox

Overview of the Available Settings for DocBox Jobs

Introduction

When you select a job in a DocBox and touch [Properties], the current settings of the selected job are displayed. Below, the available settings are described.

✎ NOTE
Depending on the type of job you want to edit, either a print job or scan job, some settings cannot be changed. When a setting cannot be changed, the setting is greyed out.

Preview the job settings for PDF print jobs

For PDF print jobs a realistic preview is displayed in the job properties. For other jobs a general preview is displayed indicating most of the settings.
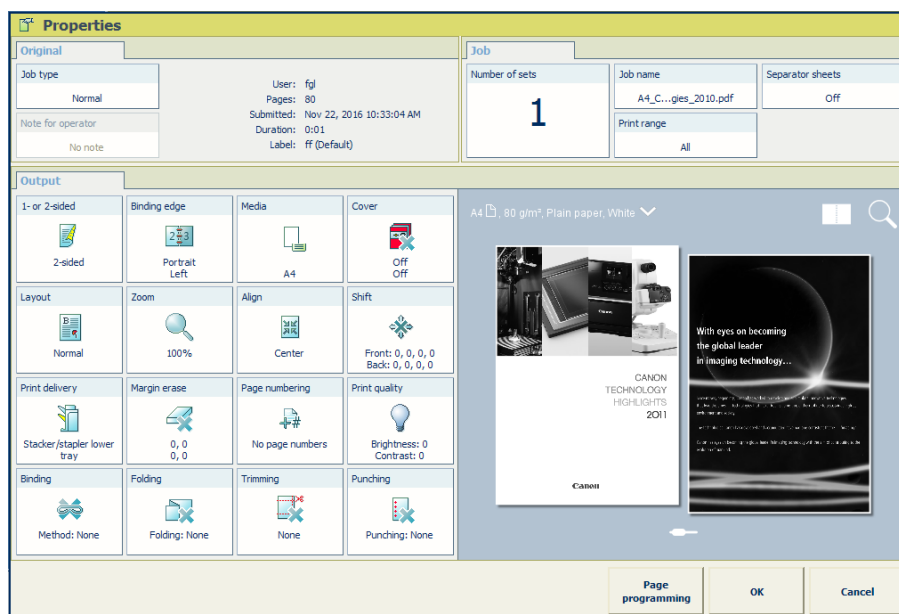
1. View the result of the job and imposition settings in the sheet view ☐.
2. Touch the ⬒ icon and browse the document.
3. View how the document will look after printing in the document view ☐.
4. Use the zoom function 🔍 to view specific details.

Available settings
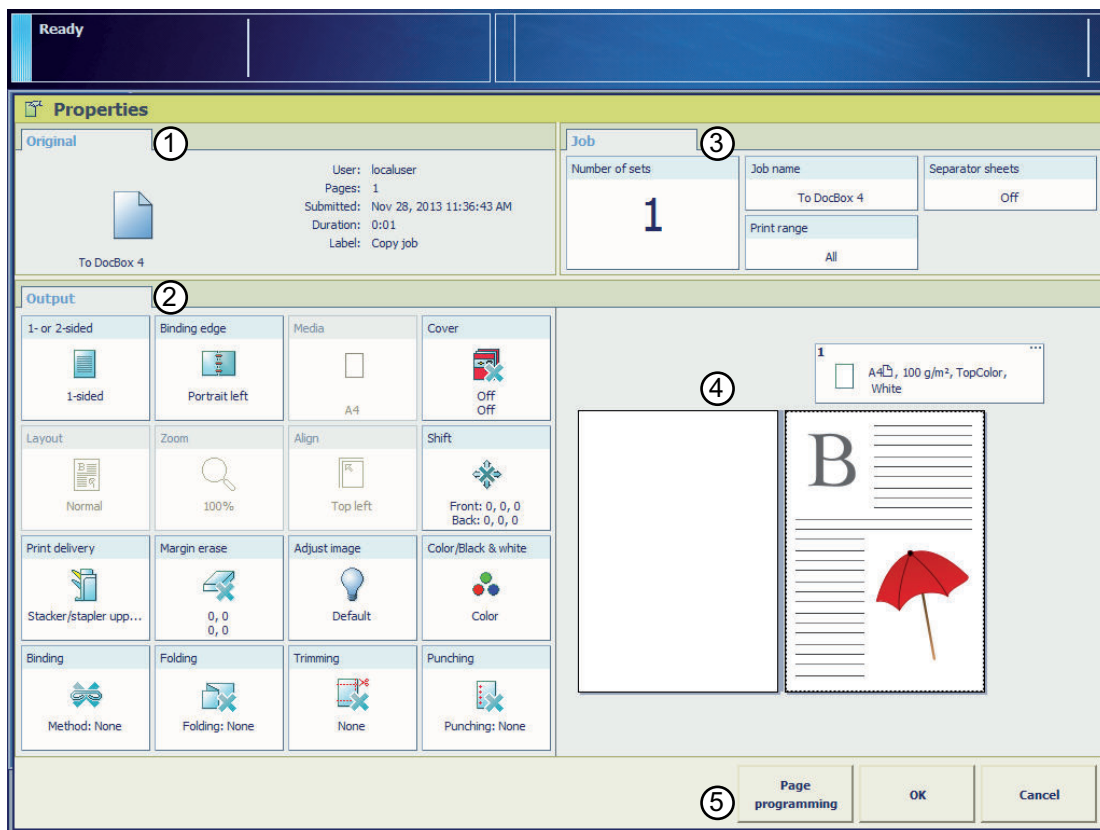
Number	Pane	Description
1	[Original]	The [Original] pane shows the general job settings you can define for the originals
2	[Output]	The [Output] pane shows the generic settings you can define for the whole job
3	[Jobs]	The [Jobs] pane shows the settings you can define for the job
4	Preview	The preview displays the settings you defined for the output.
5	Action buttons	The action buttons indicate the actions you can carry out. With the optional [Page programming] function, you can insert pages and define the media and finishing settings for the page ranges in a job.

[1- or 2-sided]

Setting	Values	Description
[1- or 2-sided]	[1-sided]	The output contains an image on one side.
	[2-sided]	The output contains an image on both sides.

[Binding edge]

Setting	Values	Description
[Binding edge]	[Portrait left]	• The original has a vertical format (height > width). • The binding edge is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Portrait top]	• The original has a vertical format (height > width). • The binding edge is at the top. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape left]	• The original has a horizontal format (width > height). • The binding edge of the original is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape top]	• The original has a horizontal format (width > height). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.

[Media]

Setting	Values	Description
[Media]	Names of the media in the media catalogue	Here you can select the media for the job. The list displays all the media that are available in the media catalog including the temporary media. The media catalog is a list of media that you can define in the Settings Editor. ✎ NOTE You can only change to media with the same size, for example, from A4 blue to A4 green.

[Cover]

Setting	Values	Description
[Cover]	[Front]	Touch the button to toggle between [On] and [Off]. When [Front] is [On] then the [Media] setting below [Front] becomes enabled.
	[Media]	When [Front] is [On], you can select a media from the media catalog to use as front cover.
	[Print sides]	When [Front] is [On], you can indicate which side of the front cover must be printed. You can select. • [Both sides] • [Front side] • [Back side] • [None]
	[Back]	Touch the button to toggle between [On] and [Off]. When [Back] is [On] then the [Media] setting below [Back] becomes enabled.
	[Media]	When [Back] is [On], you can select a media from the media catalogue to use as back cover.
	[Print sides]	When [Back] is [On], you can indicate which side of the back cover must be printed. You can select: • [Both sides] • [Front side] • [Back side] • [None]

[Layout]

Setting	Values	Description
[Layout]	[Normal]	The machine prints the pages with no special layout settings.
	[Booklet]	The machine prints the pages in booklet order. The pages one and four are printed on the front side of a sheet. The pages two and three are printed on the back side of a sheet.
	[Same up]	The machine prints the same image multiple times next to each other. By default, the system keeps the size of the originals. When you copy A4/LTR originals with the setting [Same up] and [Images per sheet] is two, the machine will automatically print the job on A3 / 11" x 17", for example. When you cut the A3 / 11"x 17" sheets in two, you get two identical A4 / LTR copies of your document. To reduce your A4/LTR originals to A5/STMT prints, you can use the zoom function or select another media type.
	[Multiple up]	The machine prints multiple consecutive images on one side of a sheet, next to each other.
	[Same-up flipped]	The machine prints the same image twice on one side of a sheet, but one image is upside down compared to the other.
	[Images per sheet]	Here, you can select the number of images you want to print when you select [Same up] or [Multiple up].

[Zoom]

Setting	Values	Description
[Zoom]	[Fit to page]	When [Fit to page] is [On], the image is resized so it fits onto the page. When [Fit to page] is [Off], the original size of the image is maintained.
	[Percent]	Use the + and - buttons to reduce or enlarge the size of the image (from 25% to 400%). The preview pane immediately shows the results of your action.

[Align]

Setting	Values	Description
[Align]	[Top left]	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The [Align] setting allows you to indicate the position of the image on the sheet. [Top left] moves the image to the upper left corner of the sheet.
	[Top center]	[Top center] moves the image to the center at the top of the sheet.
	[Top right]	[Top right] moves the image to the upper right corner of the sheet.
	[Center left]	[Center left] moves the image to center of the left side of the sheet.
	[Center]	[Center] moves the image to the center of the sheet.
	[Center right]	[Center right] moves the image to the center of the right side of the sheet.
	[Bottom left]	[Bottom left] moves the image to the lower left corner of the sheet.
	[Bottom center]	[Bottom center] moves the image to the center of the bottom side of the sheet.
	[Bottom right]	[Bottom right] moves the image to the lower right corner of the sheet.

[Shift]

Setting	Values	Description
[Shift]	[Margin shift]	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. By default, the front side and the back side are linked ⌀. Then the image on both sides will be shifted the same amount. Touch ⌀ to terminate the link and shift each side individually.
	[Image shift]	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. By default, the front side and the back side are linked ⌀. Then the image on both sides will be shifted the same amount. Touch ⌀ to terminate the link and shift each side individually.

[Print delivery]

Setting	Values	Description
[Print delivery] 1	[Output location]	Select the output location for the job. Depending on the settings for your copy job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion. • [Stacker/stapler upper tray] Deliver the prints at the upper tray of the stacker/stapler. • [Stacker/stapler lower tray] Deliver the prints at the lower tray of the stacker/stapler. • [Stacker/stapler booklet tray] Deliver the prints at the booklet tray of the stacker/stapler. • [Folder main tray] Deliver the folded prints to the tray at the bottom of the folder.
	[Sort]	 [By page] The output is sorted by page. [By set] The output is sorted by set.
	[Offset stacking]	This setting is only available when the [Offset stacking] setting is set to [Sets (as in job)] in the workflow profile. [Each set] Each set delivered to an output location will have a small shift on top of the previous set. This makes it easier to recognize individual sets. [Off] All the sets or jobs that get to an output location are stacked in a straight stack.
	[Advanced settings]	It may only be necessary to change the advanced settings when an offline finisher processes sheets in a non-standard way. Please refer to the finisher manuals for more information.

Setting	Values	Description
[Print delivery] 2	[Sheet order]	 [Face up] Deliver the prints face up, first sheet on top. [Face up reverse] Deliver the prints face up, last sheet on top. [Face down] Deliver the prints face down, first sheet on top. [Face down reverse] Deliver the prints face down, last sheet on top.
	[Sheet orientation]	 [Header up LEF] Deliver the prints with the header on top side and in portrait position (vertical). [Header up SEF] Deliver the prints with the header on top side and in landscape position (horizontal). [Header down LEF] Deliver the prints with the header at the bottom side and in portrait position (vertical). [Header down SEF] Deliver the prints with the header at the bottom side and in landscape position (horizontal).

Setting	Values	Description
[Print delivery] 3	[Print order]	• [Front/back] Default value. The front page on the front, the back page on the back. • [Back/front] Puts the front page on the back and the back page on the front.
	[Rotation]	• [0 degrees] • [180 degrees] Rotates the prints 180 degrees.

[Margin erase]

Setting	Values	Description
 [Margin erase]	[Binding edge]	Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the [Binding edge] setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94".

[Exposure]

Setting	Values	Description
[Exposure]	[Dark]	You can adjust the settings for light areas and dark areas on the print separately. • When an area on the output must be darker, then select a value of -1 to -3. • When the area must be lighter, then select a value of 1 to 3.
	[Light]	• When the area must be darker, then select a value of -1 to -3. • When an area on the output must be lighter, then select a value of 1 to 3.

[Print quality]

Setting	Values	Description
[Print quality] 1	[Brightness] (default 0)	When your prints are too dark or too light, changing the brightness can correct this problem. -1 to -3 creates darker prints. +1 to +3 creates lighter prints.
	[Contrast] (default 0)	When the difference between light and dark areas of a print is not big enough, you can change the contrast to correct this problem. Example: When a blue text is displayed rastered, you can increase the contrast to make the text more black and sharper.
	[Advanced settings]	The advanced settings are intended for special print jobs, such as printing bar codes or printing a color image on a B/W printer.
	[Fattening] (default [Off])	The fattening function can increase the readability of texts with small fonts (< 6 points, 6/72 inch). However, when you print special data such as bar codes, fattening can make bar codes difficult to read. Therefore, you can turn the fattening function off when you print such special data.
	[Minimum line width] (default [On])	The minimum line width function is required to keep thin lines visible. The lines in PS/PDF jobs always keep a minimum width of 1/600 inch. However, when you print special data such as CAD drawings, smaller lines may be required. Therefore, you can turn the minimum line width function off. Then even thinner lines will be printed.

▶

Setting	Values	Description
[Print quality] 2	[RIP resolution] (default [600x2400] dpi)	The RIP resolution can improve the readability of fine details. When you print very thin, slanted lines, for example in Chinese characters, 1200x1200 gives the best result. 600x2400 is best suited for mainly horizontal and vertical objects.
	[RIP raster] (default [LINE_200LPI])	The default raster is [LINE_200LPI]. This is best suited for over 95% of all prints. In special cases, for example moiré patterns from scanned images, you can try to improve the print result with the [DOT_200LPI] raster or even the [DOT_125LPI] raster. However, then you may loose some fine details. The raster screen for PS/PDF jobs is [LINE_200LPI]. All raster screens are compatible with resolutions of 600x2400 dpi and 1200x1200 dpi.
	[Color profile] (default [Normal])	You can use color profiles when you print color images on a B&W printer. The selected color profile determines how a color image is reproduced in black and white. • [Enhanced] is a color profile developed by Océ that converts CMYK or RGB data into different gray values in a contrast-balanced way. When you select [Enhanced], the images will become lighter, softer and less contrast-rich. • [Normal] is a color profile developed by Adobe® that converts color data into gray values. When you select [Normal], the images will become darker and more contrast-rich. NOTE You can also use your own color profiles. Make the required settings in the Settings Editor.

[Binding]

Setting	Values	Description
[Binding]	[None] [1 staple] [2 staples] [Saddle stitching]	Here you can define the required number of staples. Furthermore you can define where you want the staples with the [Location] option. The available locations for one staple: • [Top left] • [Top right] • [Bottom left] • [Bottom right] The available locations for two staples: • [Left edge] • [Top edge] • [Bottom edge] • [Right edge] Check the preview for the result of the selection.

[Folding]

This option is only available when you have a folding unit connected.

Setting	Values	Description
[Folding]	[None]	
	[Z-fold]	Required output location for Z-folded A4R, LetterR and Legal: • Folder output tray, or • Any output tray of the stacker/stapler. ✎ NOTE Z-folded A3, B4 and Tabloid 11" x 17" sheets must be sent to the stacker/stapler.
	[Z-fold large sheets only]	Required output location for Z-folded A3, B4 and Tabloid 11" x 17": Any output tray of the stacker/stapler.
	[Tri-fold in]	Required output location: Folder output tray
	[Tri-fold out]	Required output location: Folder output tray
	[Parallel fold]	Required output location: Folder output tray
	[Print method]	Use the [Print method] option to define on which side to print: • [Print inside] • [Print outside] Check the preview for the result of the selection.

[Trimming]

This option is only available when you have a trimming unit connected.

Setting	Values	Description
[Trimming]	[None]	No trimming of the document.
	  [Trim size]	You can indicate the amount of trimming at the long edge and short edge (from 2.0 mm to 20.0 mm / 0.08" - 0.80")
	  [Finishing size]	You can indicate the size of the resulting document after trimming. You can either touch [Size] to select a default media size or manually define the width and length of the document. When you define a non-standard media size, the [Size] box displays [Custom].

[Punching]

This option is only available when you have a punching unit connected.

Setting	Values	Description
[Punching]	 [None]	Here you can select the required number and the location of the punch holes. Location: • [Left] • [Top] • [Right] • [Bottom]
	  [2 holes]	
	  [3 holes]	
	  [4 holes]	
	  [Die set dependent]	

[Number of sets]

Setting	Values	Description
[Number of sets]	[Check first set]	When the [Check first set] setting is enabled, the printer stops after the first set of a job has been printed. You can check the quality of the output. ✏ NOTE This setting is only available when in the workflow profile [Check first set] is set to [As in job].
	[Number of sets]	You can indicate how many copies of the job you need. You can enter a value from 1 - 65,000. The default value is 1.

[Job name]

Setting	Values	Description
[Job name]		To identify your job more easily, you can change the name of the job. When you touch the [Job name] button a keyboard appears. Then you can change the name of the job.

[Page range]

Setting	Values	Description
[Page range]	[All]	When [All] is selected, all pages of the job will be printed.
	[Page range]	When [Page range] is selected, use the [From] and [To] fields to indicate the first and last pages you want printed.

[Separator sheets]

Setting	Values	Description
[Separator sheets]	[On]	When the [Separator sheets] setting is enabled, a separate sheet is inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, select a media from the media catalog use as separator sheets. You can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).
	[Off]	No separator sheet will be inserted before each set.

[Page numbering]

This setting is only available for PDF jobs.

Setting	Values	Description
[Page numbering]	[On]	Print a page number on each page of the job.
	[Off]	No page number on each page of the job.
[Position]	[Top left] [Top center] [Top right] [Bottom left] [Bottom center] [Bottom right]	The position of the page number on the page.
[Start with page number]		The number with which the page numbering starts.
[Text before page number] [Text after page number]		The text that is printed before or after the page number.

Edit a Job in a DocBox

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to edit.
3. Touch the job you want to edit.
4. Touch [Properties], or double-tap the job to open the [Properties] window.
5. If you want to carry out extended page programming, touch [Page programming].
6. Change the required settings.
7. Touch [OK].

Combine Jobs in a DocBox (Build Function)

Introduction

You can combine a job in a DocBox with other jobs from the same DocBox. The system creates a new job from the selected jobs. The ⊞ icon indicates a built job.

✎ NOTE
You cannot combine PDF jobs with non-PDF jobs.

Illustration
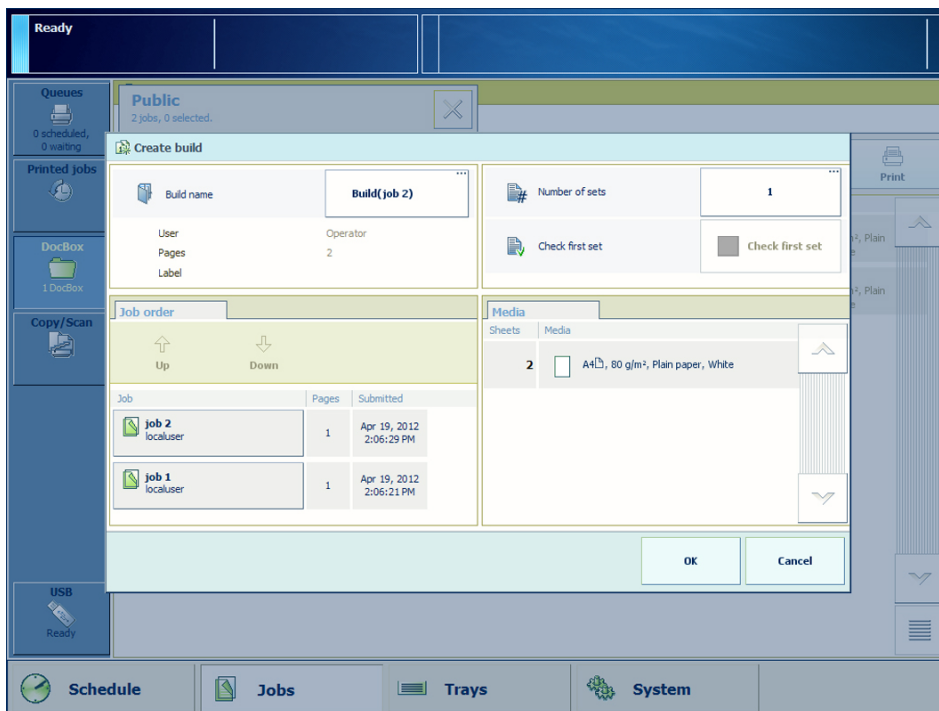
[39] The [Create build] window

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the jobs you want to combine.
3. Touch the jobs you want to combine, or use an option from the [Select] menu to select multiple jobs at once.
4. Touch the [Build] button or select [Build] from the drop-down menu.
   A [Create build] window appears that allows you to make some changes.
5. If necessary, use the [Up] and [Down] buttons to change the job order.
6. If necessary, change the generic job settings, such as [Number of sets].
7. Touch [OK].

Split a Combined Job in the DocBox

Introduction

You can split a combined job in the DocBox into the original separate jobs. Then the system restores the jobs with their original settings and status. You cannot split a combined job in the list of Waiting jobs.

> ✎ NOTE
> You can only split a job when the job is not locked. Otherwise, you must unlock the job first.

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to split.
3. Touch the job you want to split.
4. Touch the [Split] button, or select [Split] from the drop-down menu.
   The DocBox displays the original jobs.

Lock a Job in a DocBox

Introduction

The DocBox allows you to lock the settings of your jobs. Advantages:
- Settings cannot be changed accidentally.
- The job is always printed exactly the same.

Illustration
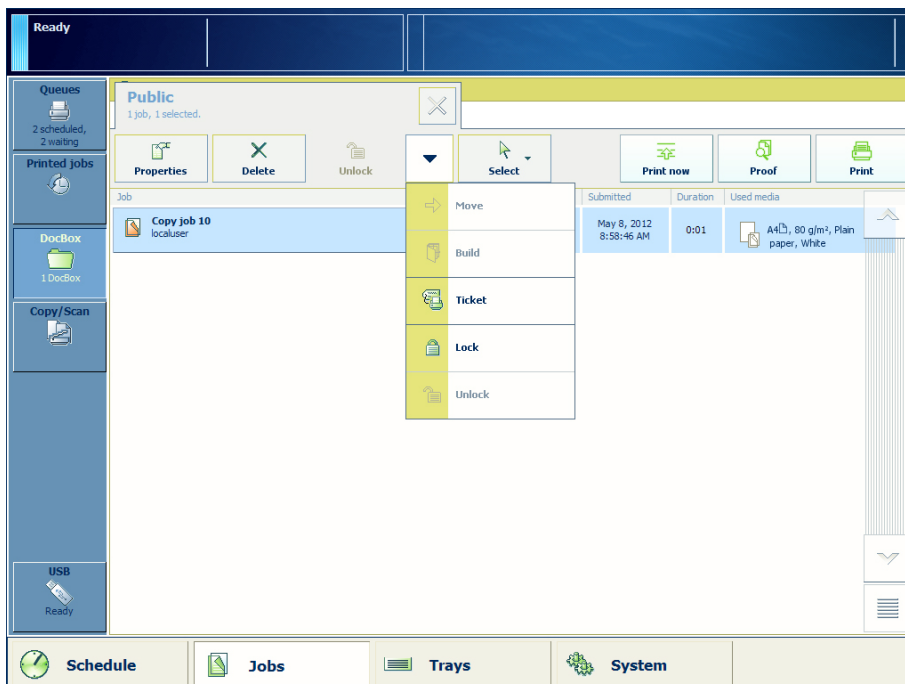
[40] Select [Lock].

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to lock.
3. Touch one or more jobs that you want to lock, or use an option from the [Select] menu to select multiple jobs at once.
4. From the drop-down menu, select [Lock].
   📄 indicates that the job is locked.

Unlock a Job in a DocBox

Introduction

Unlocking a job can be required if you want to split a locked, combined job into the original jobs, for example.

Illustration
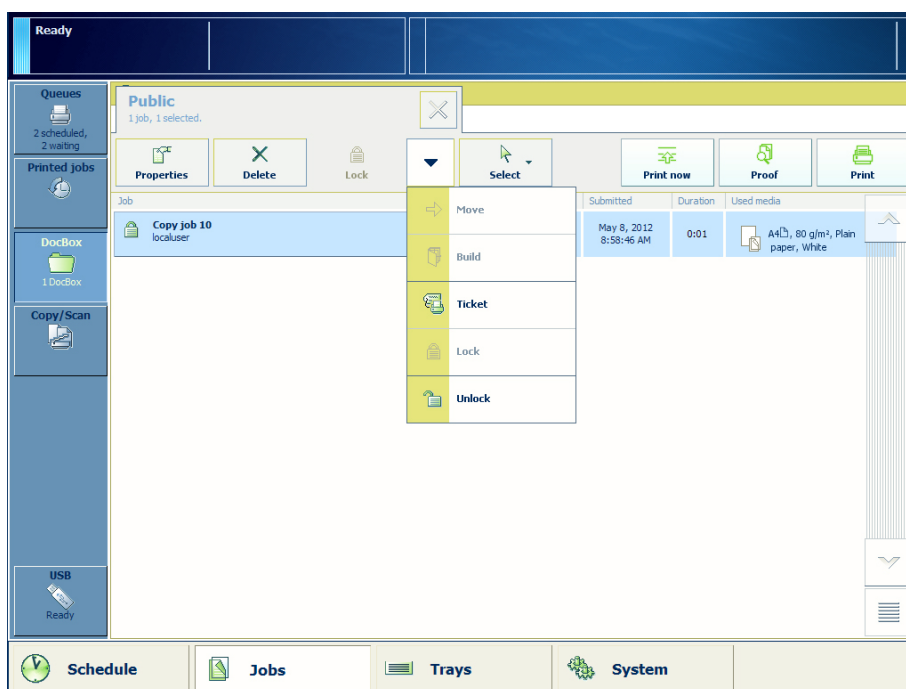
[41] Select [Unlock].

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to unlock.
3. Touch the job that you want to unlock.
4. From the drop-down menu, select [Unlock].

Move a Job from One DocBox to Another

Illustration
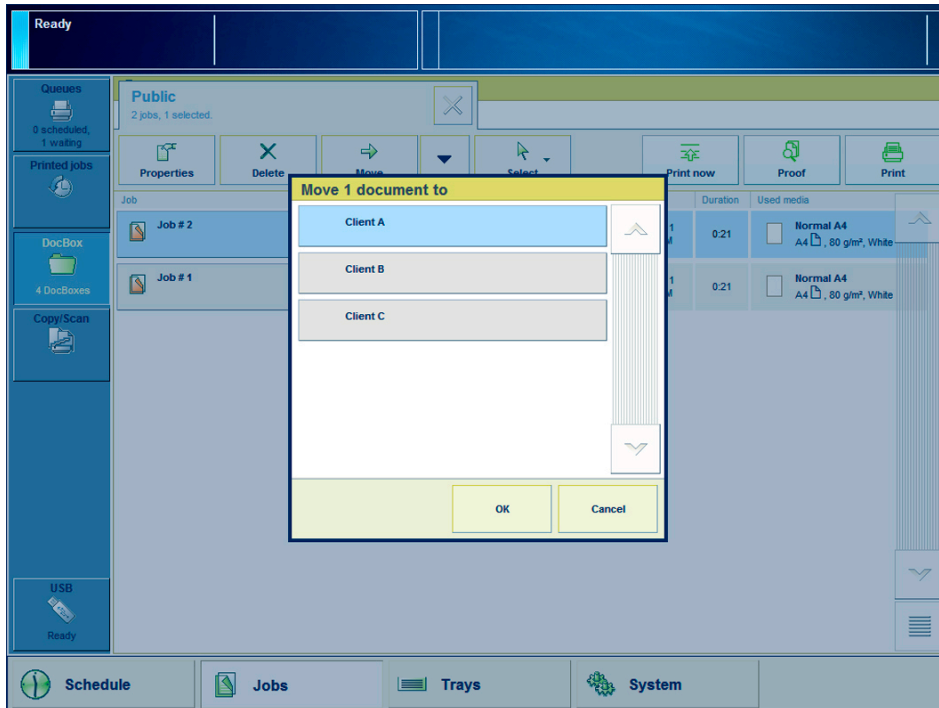
[42] Move a DocBox job

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox button that contains the job you want to move.
3. Touch the job you want to move.
4. Touch the [Move] button, or select [Move] from the drop-down menu.
5. Touch the destination.
6. Press [OK].

Print the Jobs in a DocBox

Print a Non-Urgent Job from the DocBox

Introduction

You can print jobs from the DocBox in two ways:
- Without urgency
  The system sends the print job to the bottom of the list of [Scheduled jobs].
- With urgency (immediately)
  The system sends the print job to the top of the list of [Scheduled jobs]. The job currently active is put on hold.

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to print.
3. Touch the desired job.
4. Touch [Print] to print the non-urgent job.

Print an Urgent Job from the DocBox Immediately

Introduction

You can print jobs from the DocBox in two ways:
* Without urgency
  The system sends the print job to the bottom of the list of [Scheduled jobs].
* With urgency (immediately)
  The system sends the print job to the top of the list of [Scheduled jobs]. The job currently active is put on hold.

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the job you want to print.
3. Touch the desired job.
4. Touch [Print now] to print the urgent job immediately.

Select and Print Multiple Jobs from the DocBox

Introduction

When you want to print one job in a DocBox you can select and print that job. However, you can also select multiple jobs at a time. The table below shows the available options.

Select multiple jobs

Jobs	Description
[All]	Select all the jobs from the active DocBox.
[Jobs with available media]	These are the jobs for which the required media are currently available in the paper trays.
[Jobs with label]	These are the jobs that have a label. A label is a name that helps you to identify certain jobs on the operator panel, for example the name of a customer. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer XYZ' can be added to jobs. Then you can select and print all the jobs for 'Customer XYZ' at once.
[Printed jobs]	These are the jobs that have already been printed before.
[New jobs]	These are the jobs that have not been printed yet.
Manually	Touch the required jobs one by one

Illustration
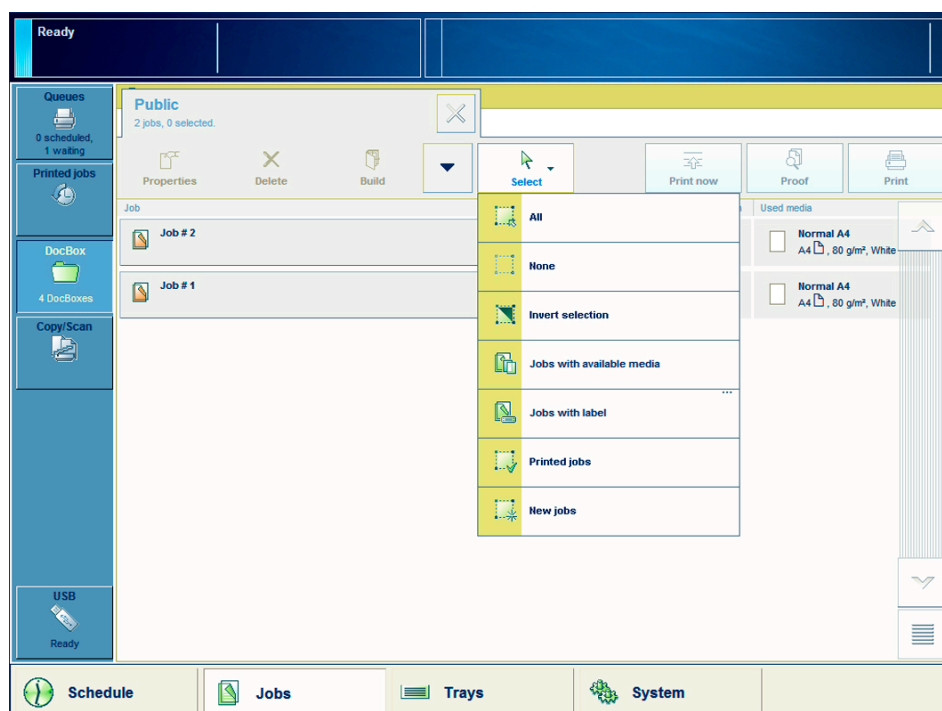
[43] Select multiple jobs

Procedure

1. On the control panel, touch [Jobs] -> [DocBox].
2. Touch the DocBox that contains the jobs you want to print.
3. Touch the [Select] button.
4. From the drop-down menu, select the required option.
5. Press [Print].

Chapter 9
Carry Out Print Jobs

Change the Print Job Settings on the Control Panel

Description of the Print Job Settings that You Can Change on the Control Panel

Introduction

Usually, the settings for a print job is defined in PDLs, applications, printer drivers, automated workflows, or hotfolder default tickets. However, when a job has arrived on the PRISMAsync controller, you can change a number of job settings for all jobs that are currently not being printed. This section gives an overview of the print job settings that you can change on the control panel.

With the [Properties] button you view and partly change the job settings of the jobs in the following queues.
- [Waiting jobs]
- [Scheduled jobs]
  You **cannot** change the settings of an active job.
- [Printed jobs] (view settings only)

You can partly define the following settings for the jobs in the list of [Waiting jobs] and the list of [Scheduled jobs].
- The characteristics of the output
- Generic settings that apply to the whole job.

Preview the job settings for PDF print jobs

For PDF print jobs a realistic preview is displayed in the job properties. For other jobs a general preview is displayed indicating most of the settings.
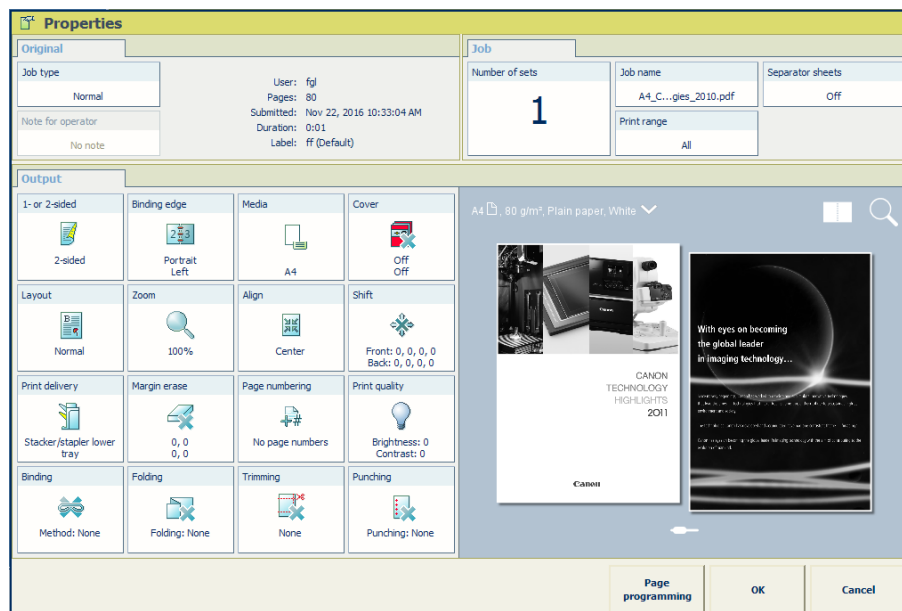
1. View the result of the job and imposition settings in the sheet view ☐.
2. Touch the ☐ icon and browse the document.
3. View how the document will look after printing in the document view ☐.

4. Use the zoom function 🔍 to view specific details.

Change the job settings

Number	Pane	Description
1	[Original]	The [Original] pane shows general job information
2	[Output]	The [Output] pane shows the output settings you can define for the whole job
3	[Jobs]	The [Jobs] pane shows the general settings you can define for the job
4	Preview	The preview displays the settings you defined for the output.
5	Action buttons	The action buttons indicate the actions you can carry out. With the optional [Page programming] function, you can insert pages and define the media and finishing settings for the page ranges in a job.

[1- or 2-sided]

Setting	Values	Description
[1- or 2-sided]	[1-sided]	The output contains an image on one side.
	[2-sided]	The output contains an image on both sides.

[Binding edge]

Setting	Values	Description
[Binding edge]	[Portrait left]	• The original has a vertical format (height > width). • The binding edge is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Portrait top]	• The original has a vertical format (height > width). • The binding edge is at the top. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape left]	• The original has a horizontal format (width > height). • The binding edge of the original is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape top]	• The original has a horizontal format (width > height). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.

[Media]

Setting	Values	Description
[Media]	Names of the media in the media catalogue	Here you can select the media for the job. The list displays all the media that are available in the media catalog including the temporary media. The media catalog is a list of media that you can define in the Settings Editor. ✎ NOTE You can only change to media with the same size, for example, from A4 blue to A4 green.

[Cover]

Setting	Values	Description
[Cover]	[Front]	Touch the button to toggle between [On] and [Off]. When [Front] is [On] then the [Media] setting below [Front] becomes enabled.
	[Media]	When [Front] is [On], you can select a media from the media catalog to use as front cover.
	[Print sides]	When [Front] is [On], you can indicate which side of the front cover must be printed. You can select. • [Both sides] • [Front side] • [Back side] • [None]
	[Back]	Touch the button to toggle between [On] and [Off]. When [Back] is [On] then the [Media] setting below [Back] becomes enabled.
	[Media]	When [Back] is [On], you can select a media from the media catalogue to use as back cover.
	[Print sides]	When [Back] is [On], you can indicate which side of the back cover must be printed. You can select: • [Both sides] • [Front side] • [Back side] • [None]

[Layout]

Name of the setting	Available options	Description
[Layout]	[Normal]	The printer prints the pages with no special layout settings.
	[Booklet]	The printer prints the pages in booklet order. The pages 1 and 4 are printed on the front side of a sheet. The pages 2 and 3 are printed on the back side of a sheet.
	[Same up]	The printer prints the same image 2, 4, 6, 9 or 16 times on 1 side of a sheet. By default, the system keeps the size of the originals. If necessary, use the Zoom function to reduce or enlarge the size of the images.
	[Multiple up]	The machine prints 2, 4, 6, 9 or 16 consecutive images on 1 side of a sheet. By default, the system keeps the size of the originals. If necessary, use the Zoom function to reduce or enlarge the size of the images.
	[Same-up flipped]	The printer prints the same image on 1 side of a sheet. The images are rotated compared to each other. By default, the system keeps the size of the originals. If necessary, use the Zoom function to reduce or enlarge the size of the images.

[Zoom]

Name of the setting	Available options	Description
[Zoom]	[Fit to page]	When [Fit to page] is [On], the image is resized so it fits onto the page. When [Fit to page] is [Off], the original size of the image is maintained.
	[Percent]	Use the + and - buttons to reduce or enlarge the size of the image (from 25% to 400%). The preview pane immediately shows the results of your action.

[Align]

Setting	Values	Description
[Align]	[Top left]	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The [Align] setting allows you to indicate the position of the image on the sheet. [Top left] moves the image to the upper left corner of the sheet.
	[Top center]	[Top center] moves the image to the center at the top of the sheet.
	[Top right]	[Top right] moves the image to the upper right corner of the sheet.
	[Center left]	[Center left] moves the image to center of the left side of the sheet.
	[Center]	[Center] moves the image to the center of the sheet.
	[Center right]	[Center right] moves the image to the center of the right side of the sheet.
	[Bottom left]	[Bottom left] moves the image to the lower left corner of the sheet.
	[Bottom center]	[Bottom center] moves the image to the center of the bottom side of the sheet.
	[Bottom right]	[Bottom right] moves the image to the lower right corner of the sheet.

[Shift]

Setting	Values	Description
[Shift]	[Margin shift]	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. By default, the front side and the back side are linked ⬍. Then the image on both sides will be shifted the same amount. Touch ⬍ to terminate the link and shift each side individually.
	[Image shift]	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. By default, the front side and the back side are linked ⬍. Then the image on both sides will be shifted the same amount. Touch ⬍ to terminate the link and shift each side individually.

[Print delivery]

Setting	Values	Description

[Print delivery] 1	[Output location]	Select the output location for the job. Depending on the settings for your copy job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.
		• [Stacker/stapler upper tray]
		  Deliver the prints at the upper tray of the stacker/stapler.
		• [Stacker/stapler lower tray]
		  Deliver the prints at the lower tray of the stacker/stapler.
		• [Stacker/stapler booklet tray]
		  Deliver the prints at the booklet tray of the stacker/stapler.
		• [Folder main tray]
		  Deliver the folded prints to the tray at the bottom of the folder.

	[Sort]	 [By page] The output is sorted by page. [By set] The output is sorted by set.
	[Offset stacking]	This setting is only available when the [Offset stacking] setting is set to [Sets (as in job)] in the workflow profile. [Each set] Each set delivered to an output location will have a small shift on top of the previous set. This makes it easier to recognize individual sets. [Off] All the sets or jobs that get to an output location are stacked in a straight stack.
	[Advanced settings]	It may only be necessary to change the advanced settings when an offline finisher processes sheets in a non-standard way. Please refer to the finisher manuals for more information.

Setting	Values	Description
[Print delivery] 2	[Sheet order]	[Face up] Deliver the prints face up, first sheet on top. [Face up reverse] Deliver the prints face up, last sheet on top. [Face down] Deliver the prints face down, first sheet on top. [Face down reverse] Deliver the prints face down, last sheet on top.
	[Sheet orientation]	[Header up LEF] Deliver the prints with the header on top side and in portrait position (vertical). [Header up SEF] Deliver the prints with the header on top side and in landscape position (horizontal). [Header down LEF] Deliver the prints with the header at the bottom side and in portrait position (vertical). [Header down SEF] Deliver the prints with the header at the bottom side and in landscape position (horizontal).

Setting	Values	Description
[Print delivery] 3	[Print order]	• [Front/back] Default value. The front page on the front, the back page on the back. • [Back/front] Puts the front page on the back and the back page on the front.
	[Rotation]	• [0 degrees] • [180 degrees] Rotates the prints 180 degrees.

[Print quality]

Setting	Values	Description
[Print quality] 1	[Brightness] (default 0)	When your prints are too dark or too light, changing the brightness can correct this problem. -1 to -3 creates darker prints. +1 to +3 creates lighter prints.
	[Contrast] (default 0)	When the difference between light and dark areas of a print is not big enough, you can change the contrast to correct this problem. Example: When a blue text is displayed rastered, you can increase the contrast to make the text more black and sharper.
	[Advanced settings]	The advanced settings are intended for special print jobs, such as printing bar codes or printing a color image on a B/W printer.
	[Fattening] (default [Off])	The fattening function can increase the readability of texts with small fonts (< 6 points, 6/72 inch). However, when you print special data such as bar codes, fattening can make bar codes difficult to read. Therefore, you can turn the fattening function off when you print such special data.
	[Minimum line width] (default [On])	The minimum line width function is required to keep thin lines visible. The lines in PS/PDF jobs always keep a minimum width of 1/600 inch. However, when you print special data such as CAD drawings, smaller lines may be required. Therefore, you can turn the minimum line width function off. Then even thinner lines will be printed.

Setting	Values	Description
[Print quality] 2	[RIP resolution] (default [600x2400] dpi)	The RIP resolution can improve the readability of fine details. When you print very thin, slanted lines, for example in Chinese characters, 1200x1200 gives the best result. 600x2400 is best suited for mainly horizontal and vertical objects.
	[RIP raster] (default [LINE_200LPI])	The default raster is [LINE_200LPI]. This is best suited for most of the prints. In special cases, for example moiré patterns from scanned images, you can try to improve the print result with the [DOT_200LPI] raster or even the [DOT_125LPI] raster. However, then you may loose some fine details. The raster screen for PS/PDF jobs is [LINE_200LPI]. All raster screens are compatible with resolutions of 600x2400 dpi and 1200x1200 dpi.
	[Color profile] (default [Normal])	You can use color profiles when you print color images on a B&W printer. The selected color profile determines how a color image is reproduced in black and white. • [Enhanced] is a color profile developed by Océ that converts CMYK or RGB data into different gray values in a contrast-balanced way. When you select [Enhanced], the images will become lighter, softer and less contrast-rich. • [Normal] is a color profile developed by Adobe® that converts color data into gray values. When you select [Normal], the images will become darker and more contrast-rich. ⬥ NOTE You can also use your own color profiles. Make the required settings in the Settings Editor.

[Binding]

Setting	Values	Description
[Binding]	[None] [1 staple] [2 staples] [Saddle stitching]	Here you can define the required number of staples. Furthermore you can define where you want the staples with the [Location] option. The available locations for one staple: • [Top left] • [Top right] • [Bottom left] • [Bottom right] The available locations for two staples: • [Left edge] • [Top edge] • [Bottom edge] • [Right edge] Check the preview for the result of the selection.

[Folding]

This option is only available when you have a folding unit connected.

Setting	Values	Description
[Folding]	[None]	
	[Z-fold]	Required output location for Z-folded A4R, LetterR and Legal: • Folder output tray, or • Any output tray of the stacker/stapler. ✎ NOTE Z-folded A3, B4 and Tabloid 11" x 17" sheets must be sent to the stacker/stapler.
	[Z-fold large sheets only]	Required output location for Z-folded A3, B4 and Tabloid 11" x 17": Any output tray of the stacker/stapler.
	[Tri-fold in]	Required output location: Folder output tray
	[Tri-fold out]	Required output location: Folder output tray
	[Parallel fold]	Required output location: Folder output tray
	[Print method]	Use the [Print method] option to define on which side to print: • [Print inside] • [Print outside] Check the preview for the result of the selection.

[Trimming]

This option is only available when you have a trimming unit connected.

Setting	Values	Description
[Trimming]	[None]	No trimming of the document.
	 [Trim size]	You can indicate the amount of trimming at the long edge and short edge (from 2.0 mm to 20.0 mm / 0.08" - 0.80")
	 [Finishing size]	You can indicate the size of the resulting document after trimming. You can either touch [Size] to select a default media size or manually define the width and length of the document. When you define a non-standard media size, the [Size] box displays [Custom].

[Punching]

This option is only available when you have a punching unit connected.

Setting	Values	Description
[Punching]	 [None]	Here you can select the required number and the location of the punch holes. Location: • [Left] • [Top] • [Right] • [Bottom]
	 [2 holes]	
	 [3 holes]	
	 [4 holes]	
	 [Die set dependent]	

[Number of sets]

Setting	Values	Description
[Number of sets]	[Check first set]	When the [Check first set] setting is enabled, the printer stops after the first set of a job has been printed. You can check the quality of the output. ✎ NOTE This setting is only available when in the workflow profile [Check first set] is set to [As in job].
	[Number of sets]	You can indicate how many copies of the job you need. You can enter a value from 1 - 65,000. The default value is 1.

Job Name

Setting	Values	Description
[Job name]		To identify your job more easily, you can change the name of the job. When you touch the [Job name] button a keyboard appears. Then you can change the name of the job.

[Page range]

Setting	Values	Description
[Page range]	[All]	When [All] is selected, all pages of the job will be printed.
	[Page range]	When [Page range] is selected, use the [From] and [To] fields to indicate the first and last pages you want printed.

[Separator sheets]

Setting	Values	Description
[Separator sheets]	[On]	When the [Separator sheets] setting is enabled, a separate sheet is inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, select a media from the media catalog use as separator sheets. You can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).
	[Off]	No separator sheet will be inserted before each set.

[Page numbering]

This setting is only available for PDF jobs.

Setting	Values	Description
[Page numbering]	[On]	Print a page number on each page of the job.
	[Off]	No page number on each page of the job.
[Position]	[Top left] [Top center] [Top right] [Bottom left] [Bottom center] [Bottom right]	The position of the page number on the page.
[Start with page number]		The number with which the page numbering starts.
[Text before page number] [Text after page number]		The text that is printed before or after the page number.

Change the [Output] Settings

Change Two-Sided into One-Sided and Vice Versa

Introduction

Jobs for which [1-sided] or [2-sided] printing was defined, will be printed on either one side or both sides of a sheet. If required, you can change this setting.

📝 NOTE
You cannot change this setting for the active print job 🖨.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [1- or 2-sided] button.
5. Touch the desired value.
6. Press [OK].

Change the Binding Edge

Introduction

The binding edge determines whether the binding position is along the long edge or the short edge of the media. The binding edge is usually set via the printer driver, for example. However, you can view and change the binding edge via the operator panel. The binding edge has a relation with the direction of the margin shift, orientation and staple position.

When the binding edge is changed for two-sided printing, the image orientation is automatically adjusted to get the correct layout. The orientation of the image on the back side of the page will be changed too.

NOTE
You cannot change this setting for the active print job 🔍.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Binding edge] button.
5. Touch the desired value.
6. Press [OK].

Select Another Media for a Job

Introduction

If you want to print a job on other media than originally defined for that job, you can select a different media via the operator panel. Requirements regarding the new media:
* The media must be available in the media catalog.
* The media must have the same size as the original media.

✎ NOTE
You cannot change this setting for the active print job 🖫.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. In the preview pane at the right-hand side, touch the media you want to change.
   When more than one media was defined for a job, the preview pane displays a separate button for each media.
5. From the list, select the new media.
6. Press [OK].

Change the Settings for Covers

Introduction

When front covers or back covers are required, the settings are usually set in the printer driver, for example. However, you can view and change the settings for the covers via the control panel.

You can change the following settings for both the front cover and the back cover separately.
- Enable or disable the use of a cover.
- Select the desired media from the media catalog.
- Indicate whether the cover must be left empty, printed one-sided, or printed two-sided.

✎ NOTE
You cannot change this setting for the active print job 🖫.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Cover] button.
5. Make the required changes.
6. Press [OK].

Shift the Image Roughly to Create Binding Space

Introduction

If you want to create space for staples or punch holes, for example, you can use the [Align] function. The preview in the right-hand pane of the control panel displays the consequences of your changes.

The [Align] function allows a rough image shift. You can select one of the following settings:

[Align] values

When you select:	Then the image is moved to:
[Top left]	The upper left corner of the sheet.
[Top center]	The upper center of the sheet.
[Top right]	The upper right corner of the sheet.
[Center left]	The left-hand side of the sheet, over the center line.
[Center]	The middle of the sheet.
[Center right]	The right-hand side of the sheet, over the center line.
[Bottom left]	The lower left corner of the sheet.
[Bottom center]	The lower center of the sheet.
[Bottom right]	The lower right corner of the sheet.

> NOTE
> You cannot change this setting for the active print job 🖺.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Align] button.
5. Make the required changes.
6. Press [OK].

Shift the Image Precisely to Create Binding Space or Correct the Layout

Introduction

If you want to create space for staples or punch holes, for example, you can use the [Align] function. However, when the [Align] function is not precise enough, you can use the [Margin shift] and [Image shift] functions. These functions allow you to shift the image more precisely. The preview in the right-hand pane of the control panel displays the consequences of your changes. If you shift the margin too much, you may loose part of the image.

The [Shift] function has two options.
- [Margin shift] allows you to increase or decrease the margin horizontally to create more binding space, for example. With [Margin shift], you can shift an image relative to the binding edge.
- [Image shift] allows you to move the image horizontally and vertically. This gives you more freedom in moving the image exactly to the desired position.

By default, the values of the front side and the back side are linked. To define different values for each side, touch ▮. The changes you make are valid for the whole document, not only for the current page.

✎ NOTE
You cannot change this setting for the active print job 🗐.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Shift] button.
5. Make the required changes.

   ✎ NOTE
   You can touch the - and + buttons to change the values. You can also enter the required value directly. Touch the number to enter a value manually. The numeric keyboard appears. There you can enter the required value.

6. Press [OK].

Change the Print Delivery Settings

Introduction

Usually the print delivery settings have been defined in the printer driver. This section describes how to change some settings on the control panel.

Overview of the Print Delivery Settings

Setting	Description
[Output location]	Change the output location for the job. The list shows all the output locations that are available for your system. Make sure there is a match between the selected output location and the job requirements. For example, when a job requires staples, you must select an output location that allows stapling.
[Sort]	Change the sorting method of the prints. You can select sort [By page] or [By set]. [44] Sort by page [45] Sort by set
[Offset stacking]	Stack the prints with an offset. This setting is only available when the [Offset stacking] setting of the active [Workflow profile] is set to [Sets (as in job)].
[Advanced settings]	Finishing equipment often requires that the printed sheets are delivered in a certain order. For finishers that are integrated in your printing system, the required settings are adapted automatically. However, sometimes it can be necessary to change a number of settings manually, for example when you want to finish the prints using offline finishers. If required, you can change the [Sheet order], [Sheet orientation], [Print order] and [Rotation].

> NOTE
> You cannot change this setting for the active print job 📑.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Print delivery] button.
5. Make the required changes.
6. Press [OK].

Change the Stacking Method per Job

Introduction

The [Offset stacking] function creates a visible distinction between sets or jobs in an output location. The active workflow profile or the active automated workflow determines the default type of offset stacking.

You can only change the type of [Offset stacking] per job when the [Offset stacking] setting of the active [Workflow profile] is set to [Sets (as in job)].

> NOTE
> You cannot change this setting for the active print job 🖫.

Procedure

> NOTE
> Remember that you can only change the stacking method per job when the active [Workflow profile] is set to [Sets (as in job)].

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Print delivery] button.
5. Touch the [Offset stacking] button to toggle between [On] and [Off].
6. Press [OK].

Change the Print Quality Settings

Introduction

The print quality settings help you to optimize the quality of your prints. You can use the following applications to change the print quality settings.
• Printer drivers.
• Job submission applications such as PRISMAprepare.
• The control panel of your printer.
• The Settings Editor on the PRISMAsync controller.

In the printer driver, in PRISMAprepare and on the control panel, you can change the settings per job. In the Settings Editor, you can change the settings for all upcoming jobs.

The tables below describe both the basic and advanced print quality settings you can change through the control panel.

Basic Settings

Basic print quality settings

Basic settings	Description
[Brightness] (default 0)	When your prints are too dark or too light, changing the brightness can correct this problem. -1 to -3 creates darker prints. +1 to +3 creates lighter prints.
[Contrast] (default 0)	When the difference between light and dark areas of a print is not big enough, you can change the contrast to correct this problem. Example: When a blue text is displayed rastered, you can increase the contrast to make the text more black and sharper.

✎ NOTE
Each of the 35 combinations of contrast and brightness settings corresponds to a specific transfer curve (i.e. transfer.ps file). In the Settings Editor, you can change the default settings for contrast and brightness adjustments for jobs that do not ask for any brightness or contrast adjustment.

Advanced Settings

Advanced print quality settings

Advanced settings	Description
[Fattening] (default [Off])	The fattening function can increase the readability of texts with small fonts (< 6 points, 6/72 inch). However, when you print special data such as bar codes, fattening can make bar codes difficult to read. Therefore, you can turn the fattening function off when you print such special data.
[Minimum line width] (default [On])	The minimum line width function is required to keep thin lines visible. The lines in PS/PDF jobs always keep a minimum width of 1/600 inch. However, when you print special data such as CAD drawings, smaller lines may be required. Therefore, you can turn the minimum line width function off. Then even thinner lines will be printed.

Advanced settings	Description
[RIP resolution] (default [600x2400] dpi)	The RIP resolution can improve the readability of fine details. When you print very thin, slanted lines, for example in Chinese characters, 1200x1200 gives the best result. 600x2400 is best suited for mainly horizontal and vertical objects.
[RIP raster] (default [LINE_200LPI])	The default raster is [LINE_200LPI]. This is best suited for over most of the prints. In special cases, for example moiré patterns from scanned images, you can try to improve the print result with the [DOT_200LPI] raster or even the [DOT_125LPI] raster. However, then you may loose some fine details. The raster screen for PS/PDF jobs is [LINE_200LPI]. All raster screens are compatible with resolutions of 600x2400 dpi and 1200x1200 dpi.
[Color profile] (default [Normal])	You can use color profiles when you print color images on a B&W printer. The selected color profile determines how a color image is reproduced in black and white. • [Enhanced] is a color profile developed by Océ that converts CMYK or RGB data into different gray values in a contrast-balanced way. When you select [Enhanced], the images will become lighter, softer and less contrast-rich. • [Normal] is a color profile developed by Adobe® that converts color data into gray values. When you select [Normal], the images will become darker and more contrast-rich. NOTE You can also use your own color profiles. Make the required settings in the Settings Editor.

NOTE
You cannot change this setting for the active print job 📇.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch [Print quality].
5. Make the required changes.
6. Touch [OK].

Change the Finishing Method

Introduction

The required finishing method is usually set in the printer driver. However, you can change the finishing method on the control panel.

Depending on the configuration of your system you can change the following finishing methods, for example.
- Number of staples.
- Number of punch holes.
- The location of the staples or punch holes.

NOTE
You cannot change this setting for the active print job 🖨.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or go to a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Binding] button.
5. Make the required changes.
6. Press [OK].

Define the Finishing for Print Jobs

Introduction

The required finishing method is usually set in the printer driver. However, you can change the finishing method on the control panel.

Depending on the configuration of your system you can change the following finishing methods, for example.
- Number of staples.
- Number of punch holes.
- The location of the staples or punch holes.
- Folding method.
- Trimming method.

> **NOTE**
> You cannot change this setting for the active print job 🖼.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Binding], [Folding] or [Trimming] button.
5. Make the required settings.
6. Press [OK].

Change the [Job] Settings

Change the Number of Sets

Introduction

Follow the procedure below to change the number of sets for a job that is present in the list of [Waiting jobs] or [Scheduled jobs], or in a DocBox.

NOTE
You cannot change this setting for the active print job 📇.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Number of sets] button.
5. Enter the desired number of sets (between 1 and 65,000).
   If necessary, touch the arrow button <- to correct the previous entry, or touch [Cancel] to close the numerical keyboard without saving the changes.
6. Press [OK].

Check the First Set

Introduction

When you have a large print job and you want to check whether the job is printed correctly, it is advised to check the first set before printing all other sets. When a job is sent to the printer, the submitter can indicate in the job submission application that the first set must be checked. However, the workflow profile that is selected on the control panel determines how the printer handles these requests.

Depending on the selected workflow profile, the [Check first set] setting can have the following values:
- [On]
- [Off]
- [As in job]

When you use the [Check first set] function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the printer will print the first set and then stop. When you continue the job, the nine remaining sets are printed. This is different from printing a proof.

Methods to check the first set

You can use one of the following methods to indicate that you want to check the first set.
- Use a workflow profile where [Check first set] is enabled. Then the printer stops after the first set.
- Enable the function [Check first set] in the [Properties] window for a specific job only. However, you can only change the [Check first set] setting there when a workflow profile is selected where the [Check first set] setting is [As in job].

> **NOTE**
> You cannot change this setting for the active print job 🖨.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Number of sets] button.
5. Touch [Check first set] when the button states [Off].
   The text changes from [Off] to [On]. A check mark indicates that the checking of the first set is enabled.
6. Press [OK].
   The [Number of sets] button has a check mark.
7. Press [OK].

Change the Page Range You Want to Print

Introduction

Usually, in the printer driver is defined whether all pages or only a range of pages must be printed. However, you can also change this setting through the control panel.

✎ NOTE
You cannot change this setting for the active print job 🖨.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Page range] button.
5. Touch [Method] -> [Pages].
6. Touch the [From] button.
   Enter the number of the first page you want to print.
7. Touch the [To] button.
   Enter the number of the last page you want to print.
8. Press [OK].

Change the Use of Separator Sheets

Introduction

Separator sheets are empty sheets that are automatically inserted before each new set or job to separate two sets or jobs. In the Settings Editor you can define the media that must be used as separator sheets. You can also specify after how many sets you want to include a separator sheet in the stack. The use of separator sheets can be enabled via the automated workflows in the Settings Editor. However, you can change this setting through the control panel.

✎ NOTE
You cannot change this setting for the active print job 📄.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch the [Separator sheets] button to toggle between [On] and [Off].
5. Touch [OK].

Change the Print Job Settings on Page Level

Introduction

You can change settings of a job on page level via the [Page programming] in the job properties.

Procedure

1. On the control panel, touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs], or select a DocBox.
2. Touch the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. If you want to carry out extended page programming, touch [Page programming].
5. Change the required settings.
6. Press [OK].

Print Your Jobs Using the Control Panel

Reprint a Job

Introduction

> ✎ NOTE
> The following description is only applicable when the setting [Printed jobs] in the Settings Editor is enabled.

Print jobs that have been completed are moved from the list of [Scheduled jobs] list to the list of [Printed jobs]. The [Printed jobs] list helps you to reprint jobs quicker and easier.

The List of Printed Jobs

- When you want to reprint a job, the selected job is always copied to the list of [Waiting jobs] first.
- You cannot change the job settings in the list of [Printed jobs]. This is only possible in the list of [Waiting jobs].
- You cannot reprint streaming jobs.
- The list of [Printed jobs] does not store proof prints, system jobs and jobs that were stopped or deleted.
- When you shut down the printer all jobs remain present in the list of [Printed jobs].
- The list of [Printed jobs] can only store jobs. To prevent the disk of your system from becoming full, jobs must be deleted manually or automatically on a regular basis. In the Settings Editor, you can indicate the cleaning period, then the clean-up is carried out at midnight or at the next start-up (in general the next morning).
- If E-shredding is enabled, the jobs will be shredded after removal from the list of [Printed jobs].

Procedure

1. On the control panel, touch [Jobs] -> [Printed jobs].
2. Touch the job(s) you want to reprint or use the [Select] button to make a selection.
   To undo the multiple selection and only select one job, you must touch and hold that job for two seconds.
3. Press [Copy].
4. Touch [Queues] -> [Waiting jobs].
5. Touch the job you want to reprint.
6. Touch [Properties] if you want to change the settings, for example the number of sets.
7. Press [Print].

Select more than One Job for Printing

Introduction

The table below describes the possibilities to select more than one job for printing.

Select more jobs

Options	Description
Select two or more jobs manually	Touch the jobs you want to print one by one.
[Select] button - [All]	All jobs in the list of [Waiting jobs] are printed. The order in the list of [Waiting jobs] determines the print order. However, in the list of [Scheduled jobs] you can give priority to a job.
[Select] button - [Jobs with available media]	All jobs for which the required media are currently available in the paper trays, will be printed. This improves the productivity, because you must not change the required media during printing. You may only need to add more of the currently available media types.
[Select] button - [Jobs with label]	A label is a name or tag that helps you to identify certain jobs on the control panel. When a job is sent to the printer, the person who submits the job can add a label to that job. The label can be any name that helps to identify certain jobs. The label can be defined in the printer driver, in a job ticket or via an automated workflow. When the label in the printer driver is identical to a defined automated workflow, then the print job will be printed with the settings of this automated workflow. For example, the label 'Customer XYZ' can be added to jobs. Then you can select and print all the jobs for 'Customer XYZ' at once.

Procedure

1. On the control panel, touch [Jobs] -> [Queues].
2. If collapsed, first touch ▽ to expand the list of [Waiting jobs], or go to a DocBox.
3. Touch the jobs you want to print one by one, or make a selection using the [Select] button.
   The selected jobs are highlighted.
4. Press [Print].

Print a Job Ticket

Introduction

Job tickets are used to transfer settings from an application to the printer. It can be convenient to print a job ticket before printing a job, to get an overview of the main job characteristics.

Job tickets can contain the following information, for example.
- Job name.
- Job owner.
- Job destination.
- Job settings such as the number of sets.
- Required media.

Where to Find the [Ticket] Button

The [Ticket] button is available at the following sections of the control panel.
- [Scheduled jobs].
- [Waiting jobs].
- [Printed jobs] (if enabled in the Settings Editor).
- [DocBox] (in the drop-down list ▽).

Procedure

1. On the control panel, touch [Jobs].
2. Select one of the locations mentioned above.
3. Touch one or more jobs of which you want to print the job ticket.
4. Press [Ticket].
   The job is sent to the bottom of the list of [Scheduled jobs]. The job may not be immediately visible in the list of [Scheduled jobs]. You can recognize the job by the prefix @_ in front of the job name.

Make a Proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the [Proof] function, the machine prints one copy of the job. You can only make a proof for a job in the list of [Waiting jobs] or in the [DocBox] (optional).

When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, if you need 10 sets the printer will still print 10 sets after you made the proof. This is different from the checking of the first set.

Locations of the [Proof] Button

The [Proof] button is available at the following locations.
- List of [Waiting jobs].
- [DocBox] (optional).

NOTE
To make a proof of a job in the list of [Printed jobs], you must first touch [Copy] to copy the job to the list of [Waiting jobs]. There you can select the job and touch [Proof].

Procedure

1. On the control panel, touch [Jobs].
2. Select one of the locations mentioned above.
3. Touch the job of which you want to print a proof.

   NOTE
   You can select multiple jobs.

4. Press [Proof].
   A copy of the job goes to the bottom of the list of [Scheduled jobs]. The original job remains in the list of [Waiting jobs] or in the [DocBox].
   You can recognize a proof by the magnifying glass on the job icon .

Stop the Printer

Introduction

The printer can stop in two ways.
- Manually
  Use the Stop button ⓥ or the [Stop after job] button to stop the printer.
- Automatically
  Define a corresponding setting in the workflow profiles.

Stop the Printer Manually

Manual stop

When to stop	Action	Description
After a set	Press the Stop button ⓥ one time	- The printer stops when the currently printed set of the active print job 🖶 is completed. - The dashboard displays the [Resume] button ▷ with a vertical green bar, and the message [Stopping after set...]. - When the set is completed, the vertical green bar changes into red and the message [On hold] appears. - Touch the [Resume] button ▷ to continue printing. ✏ NOTE It depends on the set size and the moment you press the Stop button ⓥ when the printer will stop. For example, when you have a large set of 1,000 pages and you press the Stop button ⓥ after the first page, the printing will continue for a couple of minutes.
As soon as possible	Press the Stop button ⓥ two times	- The printer stops when the printer buffer is empty (as soon as possible). - The dashboard displays the [Resume] button with a vertical red bar, and the message [Stopping as soon as possible...]. - When the printer buffer is empty, the message [On hold] appears. - Touch the [Resume] button ▷ to continue printing. ✏ NOTE The buffer can contain up to 50 pages. Because the printer stops when the buffer is empty, it is possible that the last printed set is not complete.

When to stop	Action	Description
After a job	Touch the [Stop after job] button	• In [Jobs] -> [Queues] -> [Scheduled jobs] you must select the job after which the printer must stop. Then touch the [Stop after job] button. • A horizontal, red and white stop bar indicates that the stop-after-job function is active. • The printer stops when the last job before the stop bar is completed. • Touch the [Resume] button ▷ to continue printing. ✎ NOTE The [Stop after job] button is not available when the [Confirm start of job] setting in the active [Workflow profile] is set to [On]. Then the printer stops automatically after each job.

✎ NOTE
When you print streaming jobs 🏠 or jobs that consist of 1 large set, you must press the Stop button 🚫 two times to stop the printer as soon as possible.

Procedure

Automatic stop

When	Then
• The [Check first set] setting in a [Workflow profile] is [On], and • The [Check first set] setting is also enabled in the job.	The printer stops each time the first set of a print job is completed. You can check the first set before you continue the print job.
The [Confirm start of job] setting in a [Workflow profile] is [On].	The printer stops each time at the start of a new job. You must start each job manually.

Delete Print Jobs

Locations where You Can Delete Print Jobs

You can delete jobs from the following locations.
- List of [Printed jobs] (if this function is enabled in the Settings Editor).
- List of [Scheduled jobs].
- List of [Waiting jobs].
- [DocBox] (optional).

✎ NOTE
You can only delete the active print job 🖩 in the list of [Scheduled jobs] when the printer is on hold. If necessary, press the Stop button 🛑 two times to put the printer on hold.

Select the Jobs You Want to Delete

The table below describes your options to select one or more jobs.

Select one or more jobs that you want to delete

What to delete?	How to do?
One or more separate jobs	• Select the desired location described above. • Touch the jobs one by one.
All jobs	• Select the desired location. • Touch [Select] -> [All].
[Jobs with available media]	• Select the desired location. • Touch [Select] -> [Jobs with available media].
[Jobs with label]	• Select the desired location. • Touch [Select] -> [Jobs with label].
[Printed jobs] in the [Doc-Box]	• Select the [DocBox]. • Touch [Select] -> [Printed jobs].
New jobs in the [DocBox]	• Select the [DocBox]. • Touch [Select] -> [New jobs].

✎ NOTE
For the list of [Printed jobs], you can indicate in the Settings Editor that the list must be cleaned automatically at specified times. The factory default is one day. Furthermore, in the Settings Editor you can manually clean up the jobs in the lists of [Printed jobs], [Scheduled jobs], [Waiting jobs] and the [DocBox].

Procedure

1. Go to one of the following locations.
   - On the control panel, touch [Jobs] -> [Queues]
     If collapsed, first touch ▽ to expand the list of [Scheduled jobs] or [Waiting jobs].
   - Touch [Jobs] -> [Printed jobs]
2. Select the jobs you want to delete.
3. Press [Delete].
   A message appears.
4. When you are sure that you want to delete the selected job(s), touch [Yes].

Variable data printing

Variable data printing

Introduction

Printing variable data (VDP or variable document printing) is a print method that uses variable text and graphics, for example names and addresses. A VDP job has records to distinguish the different sets. VDP is used for direct marketing, advertising and personalized letters.

PRISMAsync supports several PPML formats and the PDF/VT format for variable data printing. PDF/VT enables variable document printing with the use of the latest PDF standards. Also manually created VDP jobs are supported.

Submit variable data jobs to PRISMAsync with an automated workflow, a hotfolder or PRISMAprepare. When PRISMAsync receives a variable data print job, it distinguishes the record structure. Records are treated as print sets with fixed content.

VDP job

Scheduled jobs						2 jobs, 1 selected.
Job	Records	Pages	Sets	Submitted	Duration	Used media
A4P_15pages - Frames.pdf din	4	72	4/20	Apr 17, 2014 10:35:01 AM	0:19	A4, 80 g/m², TopColor, White
A4P_15pages - Frames.pdf din	4	72	100	Apr 17, 2014 10:41:28 AM	2:06	A4, 80 g/m², TopColor, White

The ▦ icon indicates a VDP job.

When the VDP job arrives in the print queue, you can use the following functions:
• Print a proof of the first record.
• Interrupt the print process after a certain record, and resume the print process of the job later.
• Print a range of records.
• Change the settings of the job. Be aware that when you change settings of a PDF/VT job, these settings are applicable to all records of the job.

✎ NOTE
Page programming is not available for VDP jobs.

Convert a job to a variable data job

If you print a large document that has the structure of a variable data document, you can instruct the print system to handle this job as a variable data job.

To indicate how the job is composed, you enter either the number of records or the pages per record. The job is split into records.

You can also convert jobs to variable data jobs with an automated workflow.
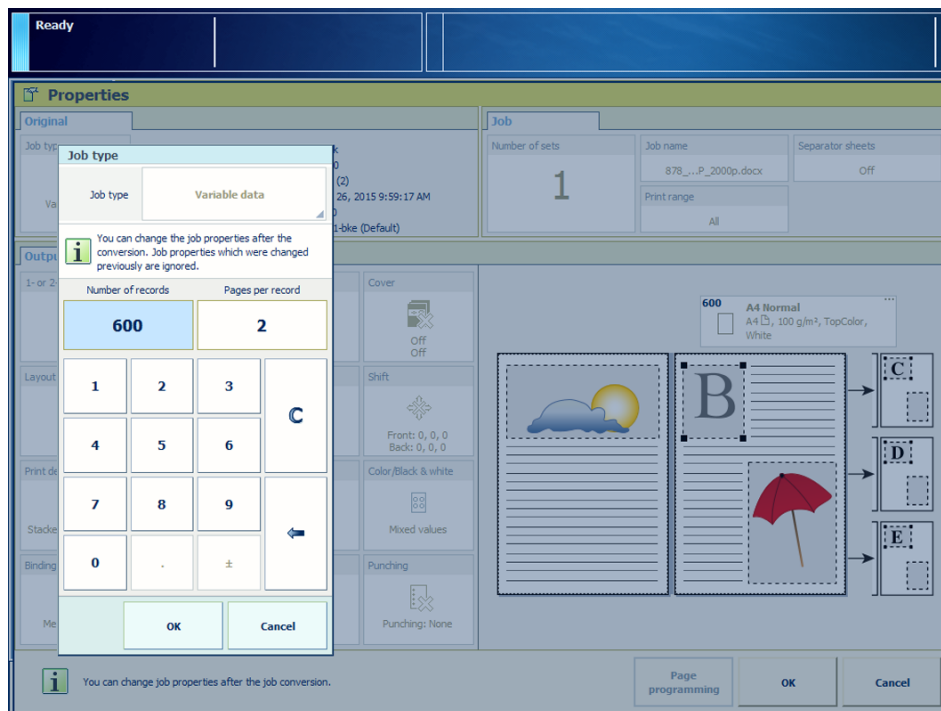
[46] Indicate the structure of the job

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job you want to convert.
4. Touch [Properties], or double tap the job.
5. Touch [Job type].
6. Touch [Normal] -> [Variable data].
7. Specify the number of records and the pages per record.
8. Touch [OK] to store the new job type.
9. Touch [OK] to start the conversion.

After you finish

After conversion you can make the job settings and print the variable data job.

✎ NOTE
You cannot change a VDP job into a normal job.

Transaction Printing (Option)

Introduction to the [Transaction] Section

Introduction

NOTE
Transaction printing requires a license. The [System] view on the control panel displays the [Transaction] section only when transaction printing is licensed.

Transaction printing enables you to print typical transactional documents like invoices, salary slips or other variable data streams. Before you can start transaction jobs, you must first activate the transaction mode via the control panel. The [Transaction] section contains the settings that you need to use transaction printing. There you can also shift the image in case of a misalignment.

The following information is described below.
- An overview of the items in the [Transaction] section on the control panel.
- The sequence of steps you must perform to print your transaction jobs.

Overview of the [Transaction] Section
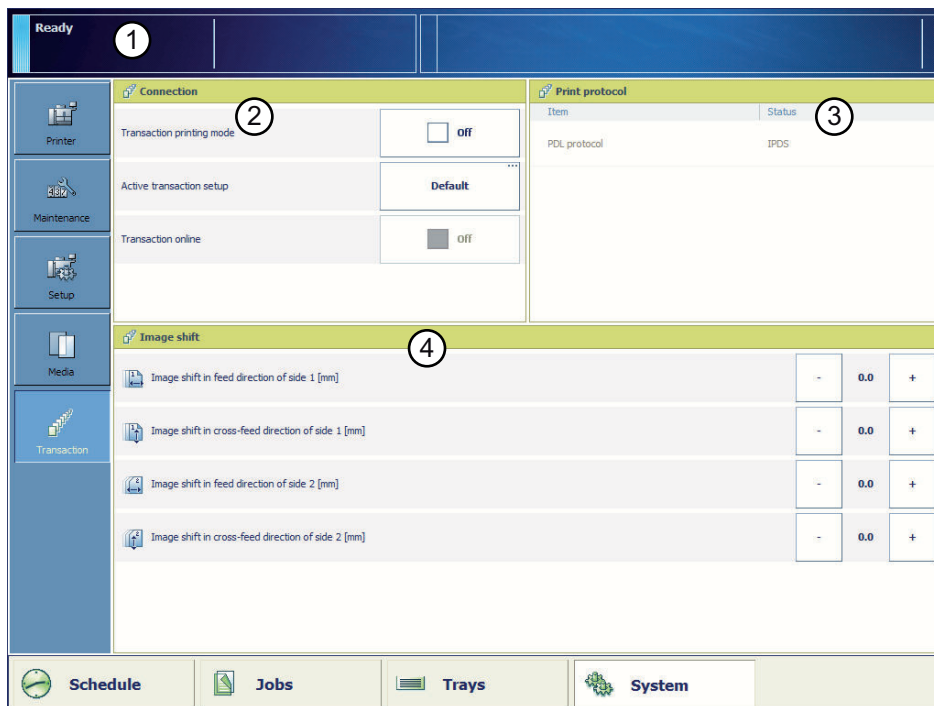
[47] Overview of the [Transaction] section

The Items of the [Transaction] Section

Description of the [Transaction] section

Num-ber	Item	Function
1	Dashboard	The dashboard displays the following information for transaction printing. • The connection status • The IP address of the host that sends the jobs • The name of the active transaction job • The progress of the active transaction job
2	[Connection]	The [Connection] section gives access to the following functions. • Turn the transaction printing mode on or off • Select the setup for the transaction jobs You can define setups in the Settings Editor ([Transaction printing] -> [Setups]). • Put the printer online or offline. The printer must be online for the host to be able to connect to the printer.
3	[Print protocol]	Display the active printer description language (read-only). You can change the active PDL in the Settings Editor ([Transaction printing] -> [Settings] -> [Requested active PDL]). When the requested active PDL is changed, the new PDL becomes effective when you put the printer online.
4	[Image shift]	Display and change the active image shift settings, for example when the images on the front and back of a sheet are not aligned correctly.

Sequence of Steps to Print Transaction Jobs

The following table describes the sequence of steps for transaction printing. Make sure that the list of [Scheduled jobs] is empty before you begin.

Step	Actions on the print-er	Actions on the host	Remarks
1	Switch the printer in-to the transaction printing mode.		Via the control panel: [System] -> [Transaction] -> [Transaction print-ing mode] -> [On].
2	Select the active set-up that you need.		• Via the control panel: [System] -> [Transaction] -> [Active trans-action setup], or • Via the Settings Editor: [Trans-action printing] -> [Setups], or • By the host via the data stream (when the printer is online and connected).

Step	Actions on the printer	Actions on the host	Remarks
3	Change the active PDL when currently the wrong PDL is active. This is only possible when you have licenses for more than one PDL.		Via the Settings Editor: [Transaction printing] -> [Setups] -> [Requested active PDL].
4	Load the required media into the paper trays.		Only required when the active setup has set the tray mode to tray to tray.
5	Put the printer online.		• Via the control panel: [System] -> [Transaction] -> [Transaction online] -> [On], or • Via the Settings Editor: [Transaction printing] -> [Settings] -> [Switch the printer online or offline].
6		Connect to the printer.	
7		Submit the transaction print jobs.	
8	Print the transaction print jobs.		You must perform all the regular activities, for example load the media, empty the output locations, add the supplies and solve errors.
9	Put the printer off line when the transaction print jobs are ready.		• Via the control panel: [System] -> [Transaction] -> [Transaction online] -> [Off], or • Via the Settings Editor: [Transaction printing] -> [Settings] -> [Switch the printer online or offline].
10	Switch the printer back to the document printing mode.		• Via the control panel: [System] -> [Transaction] -> [Transaction printing mode] -> [Off].

Activate Transaction Printing

Before you begin

Make sure that the list of [Scheduled jobs] is empty.

Procedure

1. On the control panel, touch [System] -> [Transaction] -> [Transaction printing mode].
   The text on the button changes from [Off] to [On].
2. If required, touch [Active transaction setup] and select the desired setup.
   The attributes of the transaction setup are defined in the Settings Editor on the PRISMAsync controller.
3. Load the required media into the paper trays if the setup selects the tray-to-tray mode.
4. Touch [Transaction online] to put the printer online.
   The text on the button changes from [Off] to [On].
5. On the host or mainframe, connect to the printer and start the job.

   📝 NOTE
   You can also select a setup and put the printer online via the [Transaction printing] section in the Settings Editor.

Deactivate Transaction Printing

Before you begin

Make sure that the list of [Scheduled jobs] is empty.

Procedure

1. On the control panel, touch [System] -> [Transaction] -> [Transaction online] to put the printer offline.
   The text on the button changes from [On] to [Off].
   Note that you can only switch the [Transaction online] function to offline when
   • The transaction print jobs are ready.
   • The printer contains no more print data.
   • The printer has stopped because all the jobs are ready, not because an error has occurred.

   When you switch [Transaction online] to offline, the connection to the host is disconnected automatically.
2. Press [Transaction printing mode].
   The text on the button changes from [On] to [Off].

   > ✎ NOTE
   > You can also put the printer offline via the [Transaction printing] section in the Settings Editor.

Shift the image in the Transaction Printing Mode

Introduction

When a misalignment occurs, you can shift the image to correct the problem. You can shift the image on the front side and back side horizontally and vertically. Examples of possible misalignments:
• A name or address is not placed correctly in the right area.
• Lines on the front side and back side of a sheet are not aligned correctly.

To keep the shift settings for future use, you must specify the shift settings in the setup via the Settings Editor. Each time that the setup is loaded, the shift settings included in the setup will become the active shift settings.

✎ NOTE
Only use the image shift function if you want to shift the image of the whole job. The image shift applies to all the media in all the paper trays.

Procedure

1. On the control panel, touch [System] -> [Transaction].
2. Touch the - or + buttons to shift the image on the front side or back side of the sheet.

Transaction Setups

Create a New Transaction Setup

Introduction

For transaction printing, transaction setups are required. Transaction setups contain specific settings for specific transaction jobs. You can create setups in the Settings Editor.

✎ NOTE
This section describes how to create a transaction setup from scratch. If you want to create a transaction setup that is very similar to an existing setup, you can also create a copy and make changes afterwards. In this case you must select the setup and click [Copy].

Procedure

1. Go to [Transaction printing] -> [Setups].
2. Click the [Add] button.
   A pop-up window appears.
3. Enter a name and description for the transaction setup, then click [OK].
4. Check the box next to the setup, then click [Open] to allow changes to the settings of the setup.
5. Depending on the type of setup you created, click [IPDS setup] or [PCL setup].

   ✎ NOTE
   PCL is not available for all products. If you only have one license, the other PDL is not available.

   You can change the settings:
   • By group (click the pencil at the right-hand side of the group settings).
   • By item (click the pencil behind the individual settings).

   After you changed the settings of a transaction setup, you must load the transaction setup to make the setup changes active (see *Activate a Transaction Setup* on page 204).

Edit a Transaction Setup

Procedure

1. Select [Transaction printing] -> [Setups].
2. Tick the checkbox of the setup you want to edit.
3. If required, click the [Edit] button to change the name or description of the setup, then click [OK].
4. Click [Open] to allow changes to the setup.
5. Depending on the type of setup you want to change, click [IPDS setup] or [PCL setup].

> ✎ NOTE
> PCL is not available for all products. If you only have one license, the other PDL is not available.

You can change the settings:
- By group (click the pencil at the right-hand side of the group settings).
- By item (click the pencil behind the individual settings).

After you changed the settings of a transaction setup, you must load the transaction setup to make the setup changes active (see).

Activate a Transaction Setup

Introduction

After you create a new transaction setup or edited an existing transaction setup, you must activate the transaction setup in the Settings Editor. Otherwise, the changes are not applied.

Procedure

1. In the Settings Editor, click [Transaction printing] -> [Settings] -> [Switch the printer online or offline] to switch the printer offline.
2. Click [Transaction printing] -> [Setups], select the setup and click [Load].
   The transaction setup is now activated.

Exchange All Setups Between Printers

Introduction

If you have more than one printer, you can exchange the transaction setups between the printers, provided that the printer type and software version are identical. You can then use identical transaction setups on two or more printers.

Procedure

1. In the Settings Editor, click [Transaction printing] -> [Setups].
2. Click [Export].
3. Save the file.
4. To import the setups, click [Import].
5. Browse to the location where the setup file is stored.
6. Choose either [Replace] or [Merge].

   🖉 NOTE
   After you imported the setup file you must open and load the transaction setup you want to use.

IPDS

Media information (IPDS)

Introduction

The media catalog:
- Contains a list of predefined media and their attributes.
- Is an essential part of the system behavior of the varioPRINT DP line.
- Helps you to print your jobs more easily while using the correct media.

Make sure that the [Tray selection mechanism] setting in the Settings Editor is set to [Tray to media].

This is the preferred setting. The printer is a media-based machine. The tray-to-media method supports this behavior.

For [IPDS tray to media for tray 1] assign the media catalogue item from the list. The list displays all the media in the media catalog. The system copies the media attributes from the selected media to the transaction setup.

When you assign A3/Tabloid-like media or want to use short-edge feed for other media, change the feed direction to [Short-edge feed (SEF)].

NOTE
The Settings Editor displays only the media for which the media name is consistent with the IPDS media name definitions. Valid characters for an IPDS media name are: A-Z, a-z, 0-9, blank.

Output Recovery in Case of an Error (IPDS)

Introduction
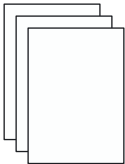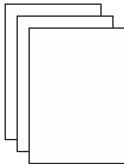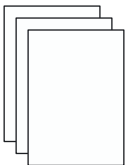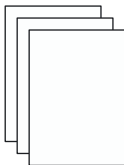
The printer is equipped with an efficient, reliable output recovery in case of an error. By factory default, the output recovery is set to [Normal]. After the error is solved, the job continues at the page where the error occurred automatically.
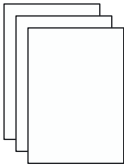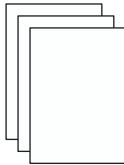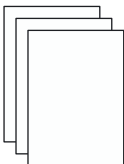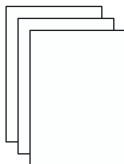
However, some printing environments require that multiple copies must be avoided. For example, in transactions involving the printing of valuable documents such as cheques. In such an environment, the [Output recovery] setting of your IPDS setup must be set to [Suppressed].

When the output recovery is suppressed, the printer will not automatically make sure that the output is corrected after a recovery. All pending pages in the printer will be deleted and the stack will be ejected. The host system and the operator are responsible for the recovery. The operator must restart the job manually on the correct page.

The tables below describe what happens when either the normal output recovery or the suppressed output recovery is selected.
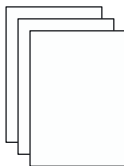
Normal Output Recovery in IPDS
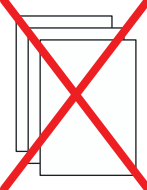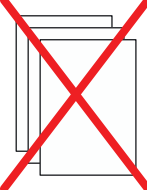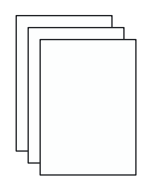
Job	Job progress states	Normal output recovery	End up in the output location after error recovery
	Sheets printed successfully.	Are stacked at one of the output locations.	Sheets are in output location
	Sheets copied to controller memory (including error pages).	Remain in controller memory.	Once the error is resolved, the printer restarts by printing the first page in the controller memory. ▶

Job	Job progress states	Normal output recovery	End up in the output location after error recovery
	Sheets jammed in the machine.	The control panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	These sheets stay in the memory of the controller. Once the printer resumes printing, these pages will be printed again.
	Sheets in host memory.	Remain in host memory.	These sheets stay in the host memory. When the printer starts printing, these pages will be copied and sent to the controller.

Suppressed Output Recovery in IPDS

Pages that are copied to the memory of the controller are deleted from the system. The operator must send these missing pages as a new transaction print job to the printer.

Job	Job progress states	Suppressed output recovery	End up in the output location after error recovery
	Sheets printed successfully	Are stacked at one of the output locations.	Sheets are in output location

Job	Job progress states	Suppressed output recovery	End up in the output location after error recovery
	Sheets copied to controller memory (including error pages).	Are deleted completely.	These sheets are not delivered to the output location.
	Sheets jammed in the machine.	The control panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	These sheets are not delivered to the output location.
	Sheets in host memory.	Remain in host memory.	Once the error is resolved, the printer restarts by printing the first page in the host memory.

PCL

Media Messages (PCL)

Introduction

The media catalog:
• Contains a list of predefined media and their attributes.
• Is an essential part of the system behavior of the varioPRINT DP line.
• Helps you to print your jobs more easily while using the correct media.

Response to Media Messages

For transaction printing, the content of the paper trays (in terms of media from the media catalog) is translated into a format that the controller understands. However, the controller receives only a limited amount of information (name or size of the media). This can lead to miscommunication where the controller misses a media requirement. Then the controller will ask for the required media via a message on the control panel. This [Media message] indicates the name or size of the missing media.

Your response to the [Media message] depends on the mode in which the printer works, either:
• The tray-to-tray mode, or
• The tray-to-media mode.

Handle the Media Messages in the Tray-to-Media Mode (PCL)

Procedure

1. A message on the control panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press [Assign media].
     Continue with step 2 when you select this option.
   - Press [Continue].
   - Press [Cancel stream].
     The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.

   > ✎ NOTE
   > The following steps apply only when you chose to assign a media.

2. From the list of media, select the media that must be used as the media the controller is asking for, and touch [OK].
   If you do not select media from the media catalog with the requested size or name, the printer will select a media with the default size.

3. Select one of the 16 memory locations of the logical-tray table to be used for the required media. Note that the media that was previously allocated to that memory position in the setup will be overwritten. Then that media will no longer be available to the transaction stream.
   Now you can assign other media or continue the print job.

Handle the Media Messages in the Tray-to-Tray Mode (PCL)

Procedure

1. A message on the control panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press [Assign media].
     Continue with step two when you select this option.
   - Press [Continue].
   - Press [Cancel stream].
     The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.

   > 🖉 NOTE
   > The following steps two and three apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and touch [OK].
   The media will now be displayed with the name that is defined in the media catalog.
   If you do not select media from the media catalog with the requested size or name, the printer will select a media with the default size.
3. Select the paper tray where you want to load the required media and touch [OK].
4. Load the media.
5. Close the paper tray.
6. Press [OK].
   Now you can assign other media or continue the print job.

Chapter 10
Carry Out Copy Jobs

Copy Your Documents

Description of the Copy Job Settings

Introduction

When you make a copy, you can define the following.
- How the originals look.
- How the output must look.
- Generic settings for the whole job.

To improve the productivity, the system defines a number of settings for the [Original] and the [Output] automatically. However, you can overrule these automated settings manually. The automated settings have the prefix [Auto].

Copy job settings

[48] The copy job settings

	Section	Description
1	[Original]	The [Original] section contains the settings to define how the original looks.

	Section	Description
2	[Output]	The [Output] section contains the settings available to define how the resulting copy must look. ✎ NOTE All the settings have a fixed position. If a setting is not possible, then the location of that setting is empty. Example: The [Trimming] setting is only be available when you have a trimmer. Otherwise, the location of the [Trimming] setting is empty.
3	[Job]	The [Job] section enables you to define generic properties for the whole job.
4	Preview	The preview section shows the result of the settings defined for the output.
5	Action buttons	The buttons in this section allow you to select actions, for example, save settings to a template, cancel a job, or start scanning. With the optional [Page programming] function, you can insert pages and define the media and finishing settings for the page ranges in a job.

[Original] Settings - [1- or 2-sided]

Setting	Values	Description
[1- or 2-sided]	☑	The automatically set value for this setting.
	[1-sided]	Only the front side contains an image or text.
	[2-sided]	Both the front side and the back side contain an image or text.

[Original] Settings - [Original type]

Setting	Values	Description
[Original type]	☑	The automatically set value for this setting.
	[Portrait]	[Binding edge]
		[Left] • The original has a vertical format (height > width). • The binding edge is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
		[Top, head to toe] • The original has a vertical format (height > width). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape]	[Binding edge]
		[Left] • The original has a horizontal format (width > height). • The binding edge of the original is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
		[Top, head to head] • The original has a horizontal format (width > height). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.
	[Book]	Make copies/scans from a book original on the glass plate. You can copy/scan the individual pages of a book. [Pages] • [Both pages]: The left-hand half and the right-hand half of the original (opened book) are copied/scanned as two separate copies. • [Left page]: The left-hand half of the original (opened book) is copied/scanned. • [Right page]: The right-hand half of the original (opened book) is copied/scanned.

[Original] Settings - [Size]

Setting	Values	Description
[Size]	A4, A3, Letter, Tabloid, etc.	Original in the ADF or on the glass plate: • Automatic size detection, or • Enter the media format of the original. When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01". The text of the[Size] button changes into [Custom].
	[Portrait] [Landscape]	• Automatic orientation detection, or • Indicate the orientation of nonstandard size media

[Original] Settings - [Image type]

Setting	Values	Description
[Image type]	[Mixed]	The original contains a combination of text and images.
	[Photo]	The original contains mainly or only images.
	[Text]	The original contains mainly or only text.
	[High detail]	The original contains an image with lots of details.

[Original] Settings - [Background]

Setting	Values	Description
[Background]	Number	Suppression of vague or yellowish background.

[Output] Settings - [1- or 2-sided]

Setting	Values	Description
[1- or 2-sided]	[Auto]	The automatically set value for this setting.
	[1-sided]	The output contains an image on one side.
	[2-sided]	The output contains an image on both sides.

[Output] Settings - [Binding edge]

Setting	Values	Description
[Binding edge]	[Auto]	The automatically set value for this setting.
	[Portrait left]	• The output has a vertical format (height > width). • The binding edge is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Portrait top]	• The output has a vertical format (height > width). • The binding edge of the print is at the top. • When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form. This means that every back side of a two-sided print is upside down compared to the front side.
	[Landscape left]	• The output has a horizontal format (width > height). • The binding edge of the print is on the left side. • When you turn a sheet over the binding edge, the text or image is in readable form.
	[Landscape top]	• The output has a horizontal format (width > height). • The binding edge of the print is at the top. • When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form. This means that every back side of a two-sided print is upside down compared to the front side.

[Output] Settings - [Media]

Setting	Values	Description
[Media]	Names of the media in the media catalogue	Here you can select the media for the copy job. The list displays all the media that are available in the media catalogue. The media catalog is a list of media that you can define in the Settings Editor application on the PRISMAsync controller.

[Output] Settings - [Cover]

Setting	Values	Description
[Cover]	 [Front]	Here you can indicate that the print job requires a front cover. When the setting is enabled the corresponding setting [Media] becomes enabled.
	[Media]	When the setting [Front] is enabled, you can select a media from the media catalog.
	[Print sides]	Here you can select the sides of the front cover you want to print on. • [Both sides] • [Front side] • [Back side] • [None]
	  [Back]	Here you can indicate that the print job requires a back cover. When the setting is enabled the corresponding setting [Media] becomes enabled.
	[Media]	When the setting [Back] is enabled, you can select a media from the media catalog.
	[Print sides]	Here you can select the sides of the back cover you want to print on. • [Both sides] • [Front side] • [Back side] • [None]

[Output] Settings - [Layout]

Setting	Values	Description
[Layout]	[Normal]	The machine prints the pages with no special layout settings.
	[Booklet]	The machine prints the pages in booklet order. The pages one and four are printed on the front side of a sheet. The pages two and three are printed on the back side of a sheet.
	[Same up]	The machine prints the same image multiple times next to each other. By default, the system keeps the size of the originals. When you copy A4/LTR originals with the setting [Same up] and [Images per sheet] is two, the machine will automatically print the job on A3 / 11" x 17", for example. When you cut the A3 / 11"x 17" sheets in two, you get two identical A4 / LTR copies of your document. To reduce your A4/LTR originals to A5/STMT prints, you can use the zoom function or select another media type.
	[Multiple up]	The machine prints multiple consecutive images on one side of a sheet, next to each other.
	[Same-up flipped]	The machine prints the same image twice on one side of a sheet, but one image is upside down compared to the other.
	[Images per sheet]	Here you can select the number of images you want to print when you select [Same up] or [Multiple up].

[Output] Settings - [Zoom]

Setting	Values	Description
[Zoom]	[Fit to page]	When [Fit to page] is [On], the image is resized so it fits onto the page. When [Fit to page] is [Off], the original size of the image is maintained.
	[Percent]	Use the + and - buttons to reduce or enlarge the size of the image (from 25% to 400%). The preview pane immediately shows the results of your action.

[Output] Settings - [Align]

Setting	Values	Description
[Align]	[Auto]	The automatically set value for this setting.
	[Top left]	The [Align] setting allows you to indicate the position of the image on the sheet. [Top left] moves the image to the upper left corner of the sheet.
	[Top center]	[Top center] moves the image to the center at the top of the sheet.
	[Top right]	[Top right] moves the image to the upper right corner of the sheet.
	[Center left]	[Center left] moves the image to center of the left side of the sheet.
	[Center]	[Center] moves the image to the center of the sheet.
	[Center right]	[Center right] moves the image to the center of the right side of the sheet.
	[Bottom left]	[Bottom left] moves the image to the lower left corner of the sheet.
	[Bottom center]	[Bottom center] moves the image to the center of the bottom side of the sheet.
	[Bottom right]	[Bottom right] moves the image to the lower right corner of the sheet.

[Output] Settings - [Shift]

Setting	Values	Description
[Shift]	[Margin shift]	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. Widening the margin can be useful if you want to staple or punch the output, for example. Narrowing the margin can be useful if you do not need additional space for stapling or punching the output, for example. If you want to define a different value for each side, press ⬍. The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
	[Image shift]	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press ⬍. The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.

[Output] Settings - [Print delivery]

Setting	Values	Description

[Print delivery]	[Output loca-tion]	Select the output location for the job. Depending on the set-tings for your copy job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.
		• [Stacker/stapler upper tray]
		  Deliver the prints at the upper tray of the stacker/stapler.
		• [Stacker/stapler lower tray]
		  Deliver the prints at the lower tray of the stacker/stapler.
		• [Stacker/stapler booklet tray]
		  Deliver the prints at the booklet tray of the stacker/stapler.
		• [Folder main tray]
		  Deliver the folded prints to the tray at the bottom of the folder.

	[Sort]	 [By page] The output is sorted by page. [By set] The output is sorted by set.
	[Offset stack-ing]	This setting is only available when the [Offset stacking] set-ting is set to [Sets (as in job)] in the workflow profile. [Each set] Each set delivered to an output location will have a small shift on top of the previous set. This makes it easier to rec-ognize individual sets. [Off] All the sets or jobs that get to an output location are stacked in a straight stack.

Setting	Values	Description
[Print delivery]	[Advanced settings] -> [Sheet order]	 [Face up] Deliver the prints face up, first sheet on top. [Face up reverse] Deliver the prints face up, last sheet on top. [Face down] Deliver the prints face down, first sheet on top. [Face down reverse] Deliver the prints face down, last sheet on top.
	[Advanced settings] -> [Sheet orientation]	 [Header up LEF] Deliver the prints with the header on top side and in portrait position (vertical). [Header up SEF] Deliver the prints with the header on top side and in landscape position (horizontal). [Header down LEF] Deliver the prints with the header at the bottom side and in portrait position (vertical). [Header down SEF] Deliver the prints with the header at the bottom side and in landscape position (horizontal).

Setting	Values	Description
[Print delivery]	[Advanced settings] -> [Print order]	• [Front/back] Default value. The front page on the front, the back page on the back. • [Back/front] Puts the front page on the back and the back page on the front.
	[Advanced settings] -> [Rotation]	• [0 degrees] • [180 degrees] Rotates the prints 180 degrees.

[Output] Settings - [Margin erase]

Setting	Values	Description
 [Margin erase]	[Binding edge]	Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the [Binding edge] setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94".

[Output] Settings - [Exposure]

Setting	Values	Description
[Exposure]	[Dark]	You can adjust the settings for light areas and dark areas on the print separately. • When an area on the output must be darker, then select a value of -1 to -3. • When the area must be lighter, then select a value of 1 to 3.
	[Light]	• When the area must be darker, then select a value of -1 to -3. • When an area on the output must be lighter, then select a value of 1 to 3.

[Output] Settings - [Binding]

Setting	Values	Description
[Binding]	[None]	Here you can define the required number of staples. Furthermore you can define where you want the staples with the [Location] option. The available locations for one staple: • [Top left] • [Top right] • [Bottom left] • [Bottom right] The available locations for two staples: • [Left edge] • [Top edge] • [Bottom edge] • [Right edge] Check the preview for the result of the selection.
	[1 staple]	
	[2 staples]	
	[Saddle stitching]	

[Output] Settings - [Folding]

This option is only available when you have a folding unit connected.

Setting	Values	Description
[Folding]	[None]	
	[Z-fold]	Required output location for Z-folded A4R, LetterR and Legal: • Folder output tray, or • Any output tray of the stacker/stapler. ✎ NOTE Z-folded A3, B4 and Tabloid 11" x 17" sheets must be sent to the stacker/stapler.
	[Z-fold large sheets only]	Required output location for Z-folded A3, B4 and Tabloid 11" x 17": Any output tray of the stacker/stapler.
	[Tri-fold in]	Required output location: Folder output tray
	[Tri-fold out]	Required output location: Folder output tray
	[Parallel fold]	Required output location: Folder output tray
	[Print method]	Use the [Print method] option to define on which side to print: • [Print inside] • [Print outside] Check the preview for the result of the selection.

[Output] Settings - [Trimming]

This option is only available when you have a trimming unit connected.

Setting	Values	Description
[Trimming]	[None]	No trimming of the document.
	 [Trim size]	You can indicate the amount of trimming at the long edge and short edge (from 2.0 mm to 20.0 mm / 0.08" - 0.80")
	 [Finishing size]	You can indicate the size of the resulting document after trimming. You can either touch [Size] to select a default media size or manually define the width and length of the document. When you define a non-standard media size, the [Size] box displays [Custom].

[Output] Settings - [Punching]

This option is only available when you have a punching unit connected.

Setting	Values	Description
[Punching]	 [None]	Here you can select the required number and the location of the punch holes. Location: • [Left] • [Top] • [Right] • [Bottom]
	 [2 holes]	
	 [3 holes]	
	 [4 holes]	
	 [Die set dependent]	

[Number of sets]

Setting	Values	Description
[Number of sets]	[Check first set]	When the [Check first set] setting is enabled, the printer stops after the first set of a job has been printed. You can check the quality of the output. ✎ NOTE This setting is only available when in the workflow profile [Check first set] is set to [As in job].
	[Number of sets]	You can indicate how many copies of the job you need. You can enter a value from 1 - 65,000. The default value is 1.

Job name

Setting	Values	Description
[Job name]		To identify your job more easily, you can change the name of the job. When you touch the [Job name] button a keyboard appears. Then you can change the name of the job.

[49] Change the job name

[Destination]

Setting	Values	Description
[Destination]	[Scheduled jobs]	Add the copy job to the list of [Scheduled jobs] in the [Jobs] view.
	[Waiting jobs]	Add the copy job to the list or [Waiting jobs] in the [Jobs] view.
	[DocBox]	Add the copy job to the [DocBox] (if licensed).

[Separator sheets]

Setting	Values	Description
[Separator sheets]	[On]	When the [Separator sheets] setting is enabled, a separate sheet is inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, select a media from the media catalog use as separator sheets. You can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).
	[Off]	No separator sheet will be inserted before each set.

Make an easy copy

Introduction

An easy copy is a copy for which you only need to define a few settings before touching the Start button ◈:

- One-sided or two-sided original.
- One-sided or two sided copy.
- Zoom.
- Media.
- Stapling.
- The number of copies required.

When you need more settings, you have to make a copy job instead of an easy copy job.

You must enable the [Easy copy job] in the Settings Editor.

When the [Easy copy job] is enabled in the Settings Editor, also the [Last used] template is automatically opened after each copy / scan job. This means that you can easily make a number of the same copies / scans without having to define the settings each time again.

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. Select the [Easy copy job].
   You select the [Easy copy job] template from the [Jobs] view: touch [Jobs] -> [Copy/Scan].
3. If required, change the default settings and the required number of copies.
4. Touch ◈.
   The job is added to the list of [Scheduled jobs].

Create templates to use for recurring jobs

Introduction

When you regularly carry out identical copy or scan jobs, you can create custom templates for them. The custom templates contain the default settings for these jobs.

Procedure

1. Touch [Jobs] -> [Copy/Scan].
2. Select an existing copy or scan job template.
   You cannot save the [Easy copy job] template as a custom template.
3. Make the required settings for the recurring job.
4. Touch [Save as template] to save the settings to a custom template.
5. Enter the name of the custom template and touch [OK].
6. Touch [Cancel].
   The custom template is now available at [Jobs] -> [Copy/Scan].
7. To edit the template, touch the custom template for 2 seconds.
   You can now select the following options.
   - [Rename].
   - [Move].
     Touch a blue line in front of a template to indicate the new location.
     The location of the [Last used] template is set.
   - [Delete]
     You cannot delete the [Easy copy job] template.

   🖉 NOTE
   Touch the [Last used] template for 2 seconds to save the settings of the last job to a template.

Copy Non-Standard Size Originals

Introduction

The scanner can detect the following media sizes automatically:

Glass plate	ADF
• A3R • A4 • A4R • A5 • B4R • B5 • B5R • B6 • Statement 5.5" x8.5" • Letter 8.5" x 11" • LetterR 11"x 8.5" • LegalR 8.5" x14" • TabloidR 11" x 17"	• A3R • A4 • A4R • A5 • A5R • B4R • B5 • B5R • B6R • Statement 5.5" x 8.5" • StatementR • Letter 8.5" x 11" • LetterR 11" x 8.5" • LegalR 8.5" x 14" • TabloidR 11" x 17"

When you copy originals with a different size, you must enter the correct measures manually.

The ADF supports originals of 140 mm x 128 mm - 630 mm x 304.8 mm (5.5"x 5" - 24.9" x 12").

The glass plate supports originals of 10 mm x 10 mm - 432 mm x 297mm (0.4" x 0.4" - 17" x 11.7").

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Copy job].
3. In the [Original] section, touch [Size].
4. Use the - and + buttons to enter the correct media size.
5. Press [OK].
   The [Size] button displays the defined size.
6. In the [Output] section, touch [Media].
7. Select a media from the list and touch [OK].
   The setting [Zoom] determines how the copy will look. When [Zoom] ->[Fit to page] is enabled, the original will be scaled to fit the media size of the output. When [Zoom] -> [Fit to page] is disabled, you can enter a custom zoom percentage.

The Zoom Behavior

Introduction

When you carry out a copy job or scan job, you can use the [Zoom] function to reduce or enlarge an image, for example:
- Copy an A4 original on an A3 sheet. The system enlarges the image.
- Copy an A3 original on an A4 sheet. The system reduces the image.
- Copy an A4 original with a small illustration on an A4 sheet, and at the same time enlarge the illustration.

By factory default, the [Zoom] function is set to [Fit to page]. To change the zoom factor manually, touch the - and + buttons of the [Zoom] function.

The zoom function for originals in the automatic document feeder is different from the zoom function for originals on the glass plate.

Zoom behavior

Original	Starting point of the zoom function
Automatic document feeder	Center
Glass plate	Upper left-hand corner
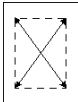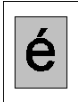
✎ NOTE
The zoom function works identical for both copy jobs and scan jobs.

How to Use the Zoom Function for a Scan from the ADF

The following table shows the zoom behavior of the machine when the originals are scanned from the automatic document feeder. The focus is on the centre of the original.
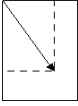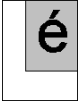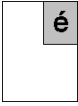
Scan from the automatic document feeder using the zoom function

Illustration	Description
	The original is placed face-down and in readable form into the automatic document feeder. The center of the original is a fixed point and is used as the origin of the image.
	Result of a scan with a 100% zoom factor.
	Result of a scan with a 50% zoom factor. ✎ NOTE The center of the image is fixed.
	Result of a scan with a 200% zoom factor. ✎ NOTE The center of the image is fixed.

How to Use the Zoom Function for a Scan from the Glass Plate

The following table shows the zoom behavior of the machine when the originals are scanned from the glass plate. The focus is on the upper right-hand corner of the original (upper left-hand corner of the glass plate).

Scan from the glass plate using the zoom function

Illustration	Description
	The original is placed face-down and in readable form in the upper left-hand corner on the glass plate. The upper left-hand corner of the glass plate is a fixed point and is used as the origin of the image.
é	Result on paper of a scan with a 100% zoom factor.
é	Result on paper of a scan with a 50% zoom factor. NOTE The upper right-hand corner of the image is fixed.
é	Result on paper of a scan with a 200% zoom factor. NOTE The upper right-hand corner of the image is fixed.

Staple, Punch, Fold, or Trim the Output

✎ NOTE
When you make one copy of one original, stapling is not possible.

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Copy job].
3. At the [Binding] setting, select the required number of staples and the location of the staples.
4. At the [Punching] setting, select the required number of holes.
5. At the [Folding] setting, select the folding method.
6. At the [Trimming] setting, define the trim settings
7. If required, define the other settings for the original document and the output.
8. Enter the generic values in the [Job] section.
9. Touch [Start]◈.

Rename a Copy Job

Introduction

When you carry out a new copy job, the system creates an automatic name for the job. The default name 'Copy Job' followed by a sequence number is displayed in the [Job name] field. However, you can rename the copy job into a name of your choice. This name helps you to recognize the job in the list of [Scheduled jobs], [Waiting jobs] or in the [DocBox] (optional).

Procedure

1. In the job window on the control panel, touch [Job name].
   A keyboard appears.
2. Touch and hold 'Backspace' until the current name is deleted.
3. Enter a new name.
4. Press [OK].

Combining subsets into one document

Introduction

You can copy or scan several sets of originals to one document or file with subsets. With the optional [Page programming] function, you can add pages, for example, tab sheets, and define the media and finishing settings for each page and subset.

✎ NOTE
When you copy or scan subsets, the [Last used] template is disabled.

Procedure

1. Place the first subset face up into the ADF.
2. Touch [Jobs] -> [Copy/Scan] -> [Combined copy job].
3. Define the subset settings for both in the [Original] and [Output].

   ✎ NOTE
   Some settings that you define for the first subset apply to the whole job, the [Type] and [Resolution] settings, for example. These settings are fixed and are grayed out after scanning the first subset.

4. Touch [Scan].
5. Put the next subset into the automatic document feeder or on the glass plate.
6. Repeat steps 3 to 5 for all subsequent subsets.
   A number indicates the order in which the subsets have been scanned.

   ✎ NOTE
   When you combine 1-sided and 2-sided originals, you can define whether a new subset must continue on a new sheet or on the previous sheet.

7. Touch [Ready] when the last subset is scanned and processed.
   A full overview of all the scanned subsets appears in the right-hand pane. If required, you can add, insert, delete or edit subsets.
8. If required, use the optional [Page programming] function to insert pages and define the media and finishing settings per page range.
9. Touch [Ready] again to close the [Page programming] function.
10. Touch ◈.

Insert Tab Sheets to Divide Your Document

Introduction

If you want to use tab sheets to create a physical division in your document, you must treat the copy job as a combined copy job. The tab sheets will be processed as inserts.

Before you begin

- Make sure that you split up your original document into the parts (subsets) that must be preceded by tab sheets.
- Make sure that you load the required tab sheets into a paper tray or into the optional inserter module.

Illustration
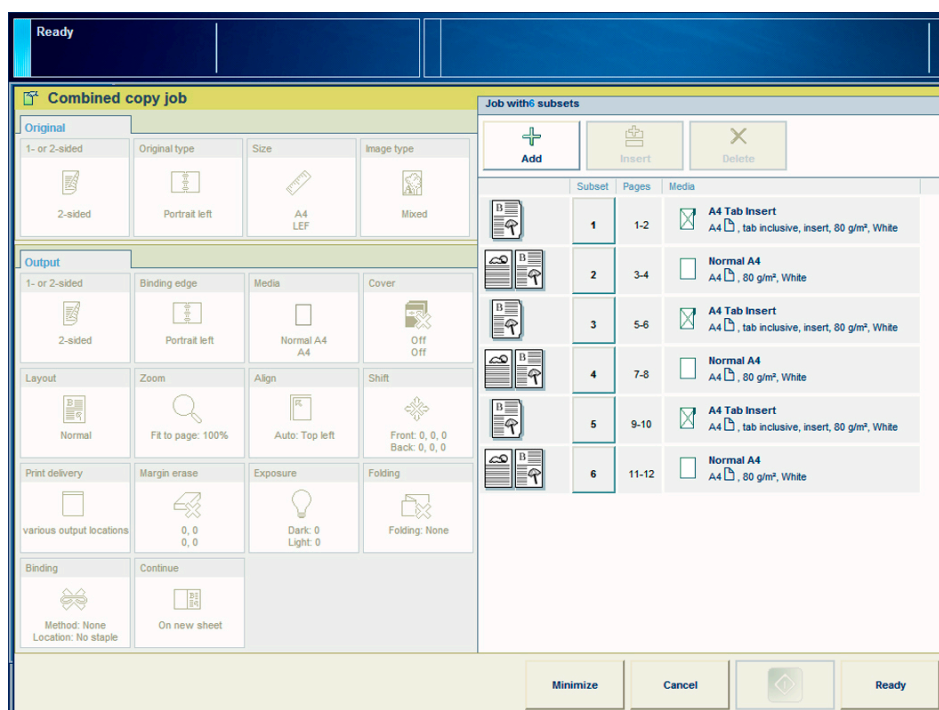
[50] Insert tab sheets

Procedure

1. Place the first subset face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Combined copy job].
3. Define the settings for the subset (both in the [Original] and [Output] section).
4. Press ◈.
5. Place the next subset face up into the ADF, or face down on the glass plate.
6. Repeat the steps three and four for all subsequent subsets.
7. Touch [Ready] when all subsets were scanned.
8. Press [Edit].
   A preview pane displays the scanned subsets.

9. Touch the subset before which you want to insert the first tab sheet.
   The selected subset is highlighted.
10. Press [Insert].
11. In the settings pane, touch [Media] and select a tab media.
12. Press ◈.
13. Press [Ready].
14. Press [Edit].
15. Repeat the steps nine to fourteen until all the tab sheets were inserted.
16. Touch [Ready] when all the tab sheets were inserted.
17. Define the general job settings such as [Number of sets].
18. Press ◈.

Scan Now and Print Later

Introduction

You can scan an original document now and print the document later (postponed copying). To use this function, you must send a copy job to the list of [Waiting jobs] or to the [DocBox] (optional).

When to do

You must only change the destination to [Waiting jobs] or [DocBox] (optional) when the default destination of copy jobs is [Scheduled jobs]. The default destination of copy jobs is defined in the workflow profiles.

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Copy job] or [Combined copy job].
3. Define the settings for your copy job.
4. Touch [Destination] to select [Waiting jobs] or [DocBox] (optional).
5. If required, touch [Job name] to rename the job. This helps you to recognize the job more easily.
6. Touch [Start]◇.
   The job is sent to the selected destination. There you can select the job whenever you want to print it.

Chapter 11
Carry Out Scan Jobs

Configure the Scan Function

Configure the Settings for Scan to File

Introduction

To use the scan-to-file function, the system administrator must configure the function in the Settings Editor on the PRISMAsync controller ([Configuration] -> [Connectivity]). A scan job will be sent to the FTP server configured.

How to Configure the Settings for Scan to File

The table below describes the settings that the system administrator must configure in the Settings Editor.

Settings for scan to file in the Settings Editor

Setting	Description
[Connection test]	Click [Connection test] to check if the scan-to-file function is configured correctly.
[Scan to file, scan to email and scan to SMB enabled]	This setting must be set to [Yes] to use the scan function.
[Host name / IP address]	The name or IP address of the FTP server that receives the scan jobs.
[Port]	The TCP port number of the FTP server. The default value is 21.
[User name]	The user name that is used to access the FTP server when sending scan jobs.
[Password]	The password that corresponds with the user name.
[Destination directory]	The directory on the FTP server to which the scan jobs will be sent.

Configure the Settings for Scan to SMB

Introduction

To use the scan-to-SMB function, the system administrator must enable this function in the Settings Editor on the PRISMAsync controller ([Configuration] -> [Connectivity]). The system administrator must add SMB shares ([Workflow] -> [SMB shares]). The maximum number of SMB shares is 3. A scan job will be sent to the selected SMB share.

How to Configure the Settings for Scan to SMB

The table below describes the settings that the system administrator must configure in the Settings Editor.

Settings for scan to SMB in the Settings Editor

Setting	Description
[Scan to file, scan to email and scan to SMB enabled]	This setting must be set to [Yes] to use the scan function.
[Name]	The name of the SMB share.
[Description]	The description of the SMB share.
[Network destination]	Select [Domain] or [Workgroup].
[Domain name]	Name of the domain.
[User name]	The user name that is used to access the SMB server when sending scan jobs.
[Password]	The password that corresponds with the user name.
[Path]	The directory on the SMB server to which the scan jobs will be sent.

Configure the Settings for Scan to Email

Introduction

To use the scan-to-email function, the system administrator must configure the function in the Settings Editor on the PRISMAsync controller ([Configuration] -> [Connectivity]). A scan job will be sent as an attachment to the email address defined.

How to Configure the Settings for Scan to Email

The table below describes the settings that the system administrator must configure in the Settings Editor.

Settings for scan to email in the Settings Editor

Setting	Description
[Connection test]	Click [Connection test] to check if the scan-to-email function is configured correctly.
[Mailserver host name / IP address]	The name or IP address of the SMTP server that handles the emails containing the scan jobs.
[Port]	The TCP port number of the SMTP server. The default value is 25.
[User name]	The user name that is used to access the SMTP server when sending scan jobs.
[Password]	The password that corresponds with the user name.
[Sender]	The name that will be displayed as the sender of the email that contains the scan job.
[Maximum attachment size]	The maximum size allowed for the attached scan job in MB. You can enter a value from 0 - 2147483647 in steps of one. The value '0' means unlimited. The default value is 5 MB.
[Allow scanning to multiple email addresses]	When enabled you can send the scan job to one or more email addresses. You must enter the email address on the control panel. Separate the email addresses with ';'.

You can enter the email addresses in different ways:
- Enter the email address.
- Enter an LDAP user code.
  Configure the Settings for the LDAP Server on page 247
- Select the email address from an address list.
  Use an address book for scan to email on page 259

Configure the Settings for the LDAP Server

Introduction

If the scan-to-email function is enabled, a list of user codes and matching email addresses is required. When a user enters his/her unique code on the control panel, the scan job will be sent to the matching email address.

The list of user codes and matching email addresses can be available at the following places:
- On an LDAP server, if available
- If an LDAP server is unavailable, in an address list file (default name: ral.csv), which must be uploaded to the PRISMAsync controller through the Settings Editor ([Configuration] -> [Connectivity]).

When a user enters the user code, the system will first look for a matching email address in the LDAP database. When the system does not find a matching email address there, or when an LDAP server is not available, the system will search the address list file (ral.csv) for the matching email address.

How to Configure the Settings for the LDAP Server

The table below describes the settings that the system administrator must configure in the Settings Editor.

Settings for LDAP in the Settings Editor

Setting	Description
[Connection test]	Click [Connection test] to check if the connection to the LDAP server works correctly.
[Enabled]	This setting must be set to [Yes] to realize a connection between the printer and the LDAP server.
[Mailserver host name / IP address]	The name or IP address of the LDAP server where user information for scan to email can be retrieved.
[Port]	The TCP port number of the LDAP server. The default value is 389.
[User name]	The user name that is used to access the LDAP server.
[Password]	The password that corresponds with the user name.
[LDAP search base]	The path to the LDAP directory that contains the user identifiers, for example o=YourOrganization.
[Search filter]	The type of user identification that must be searched for, for example a telephone number or employee ID.
[Attribute with email address]	The LDAP attribute that contains the email address of the user, for example 'mail'.

Use the Address List File (ral.csv)

Introduction

If an LDAP server is not available, you must use a remote address list file (ral.csv) for scan to email. This file must contain the unique user codes and matching email addresses. The PRISMAsync controller stores the address list file. Proceed as follows:

1. Download the file via the Settings Editor ([Configuration] -> [Connectivity], scroll down to the LDAP section -> [Download address list file]).
2. Edit the file in Microsoft® Excel®, for example.
3. Upload the file via the Settings Editor ([Configuration] -> [Connectivity], scroll down to the LDAP section -> [Upload address list file]).

Syntax of the Address List File

The address list file must contain a header line (mandatory) and at least one line with an email recipient.

A "," or ";" separates the items in a record.

<CR> or <LF> separates records.

The header record shows the fields that the address list uses (ruid,address,comment).

A profile record contains the unique user codes and matching email addresses. ruid and address are mandatory. comment is optional.

Record Items

Record items

Record item	Description
ruid	A unique user code, for example an employee number or tele-phone number. Maximum 20 digits. Leading zeros are allowed.
address	The email address that matches the user code. Maximum 40 characters. Do not use the characters <CR>, <LF>, "," and ";".
comments	Additional information, if required.

NOTE
Do not change the header information.

Examples of Correct Profiles

- 01234,userA@companyX.com
- 56789,userB@organizationY.com

Scan Your Documents

Description of the Scan Job Settings

Introduction

When you make a scan, you can define the following.
- How the original looks.
- How the resulting file must look.
- Generic settings for the whole job.

To improve the productivity, the system defines a number of logical settings for the [Original] and the [Output] automatically. However, you can overrule these automated settings manually. The automated settings have the prefix [Auto].

Illustration
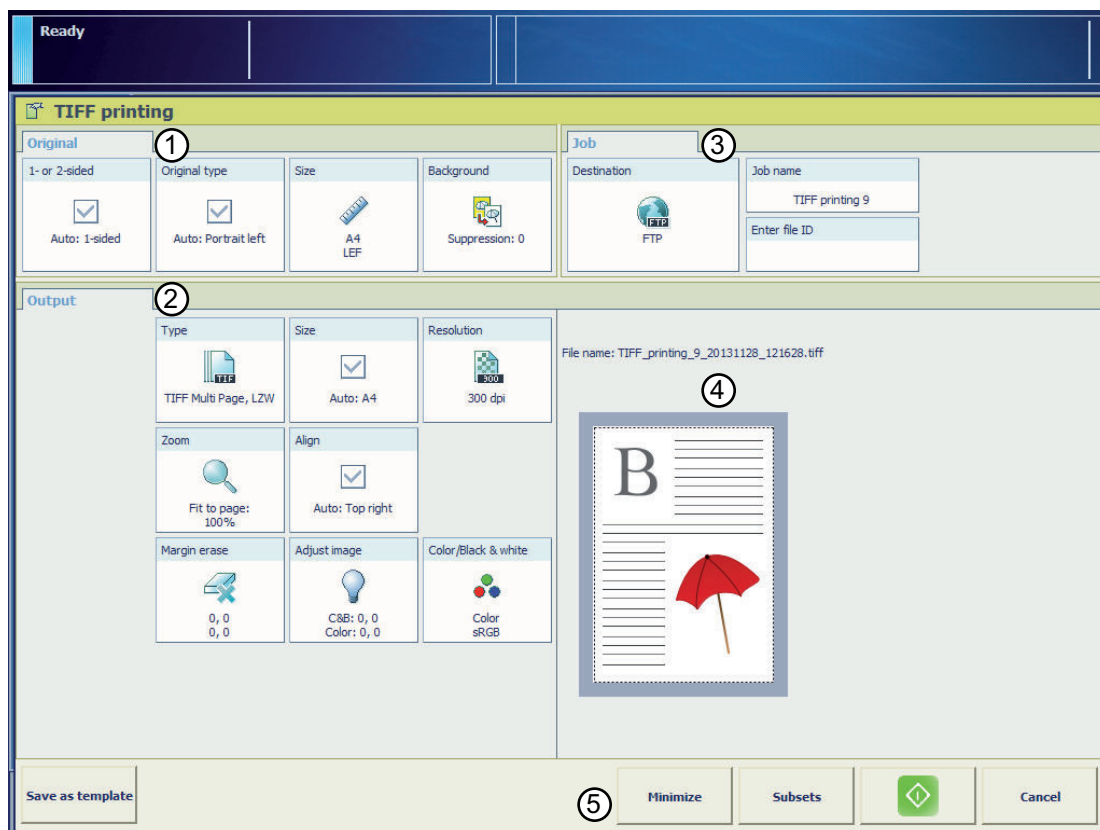
[51] The scan job settings

	Section	Description
1	[Original]	The [Original] section contains the settings to define how the original looks.
2	[File]	The [File] section contains the settings to define how the resulting file must look.

	Section	Description
3	[Job]	The [Job] section enables you to define generic properties for the whole job.
4	Preview	The preview section shows the result of the settings defined for the output.
5	Action buttons	The buttons in this section allow you to select actions, for example, save settings to a template, cancel a job, or start scanning. With the optional [Page programming] function, you can insert pages and define the media and finishing settings for the page ranges in a job. The optional [Page programming] function is available when you scan subsets into one file.

[Original] Settings - [1- or 2-sided]

Setting	Values	Description
[1- or 2-sided]		The automatically set value for this setting.
	[1-sided]	Only the front side contains an image or text.
	[2-sided]	Both the front side and the back side contain an image or text.

[Original] Settings - [Original type]

Setting	Values	Description
[Original type]		The automatically set value for this setting.
	[Portrait]	[Binding edge]
		[Left] • The original has a vertical format (height > width). • The binding edge is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
		[Top, head to toe] • The original has a vertical format (height > width). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
	[Landscape]	[Binding edge]
		[Left] • The original has a horizontal format (width > height). • The binding edge of the original is at the left-hand side. • When you turn a sheet over the binding edge, the image or text on the back of the sheet is in readable form.
		[Top, head to head] • The original has a horizontal format (width > height). • The binding edge of the original is at the top. • When you turn a sheet over the binding edge, the image or text on the back side of the sheet is in readable form.
	[Book]	Make copies/scans from a book original on the glass plate. You can copy/scan the individual pages of a book. [Pages] • [Both pages]: The left-hand half and the right-hand half of the original (opened book) are copied/scanned as two separate copies. • [Left page]: The left-hand half of the original (opened book) is copied/scanned. • [Right page]: The right-hand half of the original (opened book) is copied/scanned.

[Original] Settings - [Size]

Setting	Values	Description
[Size]	A4, A3, Letter, Ledger, etc.	Original in the ADF or on the glass plate: • Automatic size detection, or • Enter the media format of the original. When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01". The text of the[Size] button changes into [Custom].
	[Portrait] [Landscape]	• Automatic orientation detection, or • Indicate the orientation of nonstandard size media

[Original] Settings - [Image type]

Setting	Values	Description
[Image type]	[Mixed]	The original contains a combination of text and images.
	[Photo]	The original contains mainly or only images.
	[Text]	The original contains mainly or only text.

[Original] Settings - [Background]

Setting	Values	Description
[Background]	Number	Suppression of vague or yellowish background.

[File] Settings - [Type]

The default settings result in small files with an acceptable quality loss. When higher quality is needed, set the quality factor higher.

Setting	Values	Description
[Type]	[Format]	Select the required format.
	[Compression]	Define the compression factor to reduce the file size. ✎ NOTE A higher compression factor results in a scan with lower quality.
	[Quality]	When a higher quality is needed, you must set the [Quality] higher.

[File] Settings - [Resolution]

Setting	Values	Description
[Resolution]	[300 dpi]	Select [300 dpi] when you want to view or archive the generated file, for example.
	[600 dpi]	Select [600 dpi] when you want to print or edit the generated file, for example.

[File] Settings - [Size]

Setting	Values	Description
[Size]	All media sizes that the media catalog supports	Select the media size of the resulting file.

[File] Settings - [Zoom]

Setting	Values	Description
[Zoom]	[Fit to page]	You can select a media size for the file that differs from the media size of the original. When the [Fit to page] setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the file.
	[Percent]	Use this setting to change the zoom manually within the range 25% to 400%.

[File] Settings - [Align]

Setting	Values	Description
[Align]	[Top left]	The [Align] setting allows you to indicate the position of the image on the sheet. [Top left] moves the image to the upper left corner of the sheet.
	[Top center]	[Top center] moves the image to the center at the top of the sheet.
	[Top right]	[Top right] moves the image to the upper right corner of the sheet.
	[Center left]	[Center left] moves the image to center of the left side of the sheet.
	[Center]	[Center] moves the image to the center of the sheet.
	[Center right]	[Center right] moves the image to the center of the right side of the sheet.
	[Bottom left]	[Bottom left] moves the image to the lower left corner of the sheet.
	[Bottom center]	[Bottom center] moves the image to the center of the bottom side of the sheet.
	[Bottom right]	[Bottom right] moves the image to the lower right corner of the sheet.

[File] Settings - [Margin erase]

Setting	Values	Description
[Margin erase]	[Binding edge]	Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the [Binding edge] setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94".

[File] Settings - [Exposure]

Setting	Values	Description
[Exposure]	[Dark]	You can adjust the settings for light areas and dark areas on the print separately. • When an area on the output must be darker, then select a value of -1 to -3. • When the area must be lighter, then select a value of 1 to 3.
	[Light]	• When the area must be darker, then select a value of -1 to -3. • When an area on the output must be lighter, then select a value of 1 to 3.

[File] Settings - [Color/Black & white]

Setting	Values	Description
[Color/Black & white]	●○ [Black and white]	Select this setting to make black & white scans.
	[Grayscale]	Select this setting to make grayscale scans. When you select this option, the [Image type] and [Zoom] functions are disabled. The file type automatically changes into the preferred settings.
	[Color]	Select this setting to make color scans. NOTE To make color scans, the color scanning option must be licensed.

[Job name]

Setting	Values	Description
[Job name]		For scan to USB, you can enter a job name.

[Destination]

Setting	Values	Description
[Destination]		For scan to USB, you can enter the destination of the scan job on the USB drive. You can select either the root of the USB drive, or a new folder called ScansX, whereby X is an incrementing number. The first time you use this option, the folder will be called Scans1. For the other destinations you select the destination in the [Destination] field, for example scan to email or FTP.

[Enter the user code.]

Setting	Values	Description
[Enter the user code.]		This setting applies only to scan-to-email jobs. To use the scan-to-email function, an LDAP server must be configured. The LDAP server contains a mapping of unique user codes and email addresses. When you enter your user code, for example your employee number or telephone number, the LDAP server checks if you are a registered user. If you are a registered user, the system sends the scan job as an attachment to the corresponding email address. This setting is only applicable when you do not have an address book configured for scan-to-email. **NOTE** The name of this button depends on the name defined in the scan profile file.

[Account ID]

Setting	Values	Description
[Account ID]		Enter the account ID for the current job. The [Account ID] setting is only available when the accounting function on the PRISMAsync controller is enabled.

Scan to File

> 📝 NOTE
> Scanning mixed size originals is supported.

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan].
3. Select a scan-to-file profile.
   The job window opens.
4. Change the settings for the original and the file.
5. Touch [Start]◈.
   The scanner scans the originals. The system sends the resulting file to the scan server. The file is stored with a predefined name in a designated directory. There is no message on the control panel to inform you that the file was stored successfully. You can access the status information on the controller.

Scan to Email

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan].
3. Select a scan profile.
   The job window opens.
4. Select email as [Destination].
5. Change the settings for the original and the file.
6. If applicable, change the subject at [Email subject].
   A keyboard appears to enter the subject.
7. At [Recipients] enter an email address or user ID.
   You can enter more email addresses when you configured this option in the Settings Editor (see *Configure the Settings for Scan to Email* on page 246). Separate the email addresses with a ';'.
   You can also select one or more email addresses from the address book, see *Use an address book for scan to email* on page 259.
   When you entered a user ID, the corresponding email address is displayed. You must configure the connection between ID and email address (see *Configure the Settings for the LDAP Server* on page 247 and *Use the Address List File (ral.csv)* on page 248).

   > 🖉 NOTE
   > You can create a template for scan to email. See *Create templates to use for recurring jobs* on page 232.

8. Touch [Start] 🔷.
   The scanner scans the originals. The system sends the resulting file to the entered email address or email addresses.

Use an address book for scan to email

Introduction

When an address list file (ral.csv also known as address book file; see *Use the Address List File (ral.csv) on page 248*) is uploaded, you can search and select one or more email addresses via the control panel. An address book is also available when ldap is configured.

You can also add a new email address.

✎ NOTE
An address book is only available when [Allow scanning to multiple email addresses] is enabled in the Settings Editor.
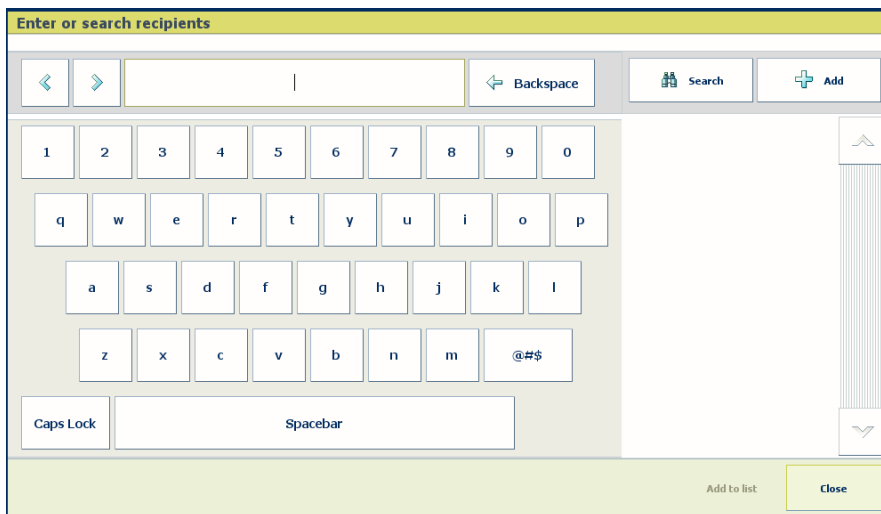
Search and select an email address from the address book

1. In the job window of a scan profile, select email as [Destination].
2. Do not enter an email address. Touch [Email address] to open the search on the address book.

   ✎ NOTE
   When no address list file (ral.csv) is uploaded, the keyboard is displayed to enter an email address.

3. Enter one or more strings separated with a space. All entries in the address book that contain any of the strings are displayed in the right-hand column.
4. Touch an email address to select it.
5. Touch [Add to list] to add the email address to the list of recipients.
6. When you want to add another email address, touch [Add]. Go to step 3.
   When you have selected all required email addresses, touch [OK] to return to the [Destination] tile.

Add an email address to the address book

1. In the job window of a scan profile, select email as [Destination].
2. Do not enter an email address. Touch [Email address] to open the search on the address book.
3. Touch [Add] to add a new email address.

4. Enter the email address and a comment. You can use the comment for the name. The comment is optional.
5. Touch [OK] to return to the [Destination] tile.

Scan to USB

Illustration
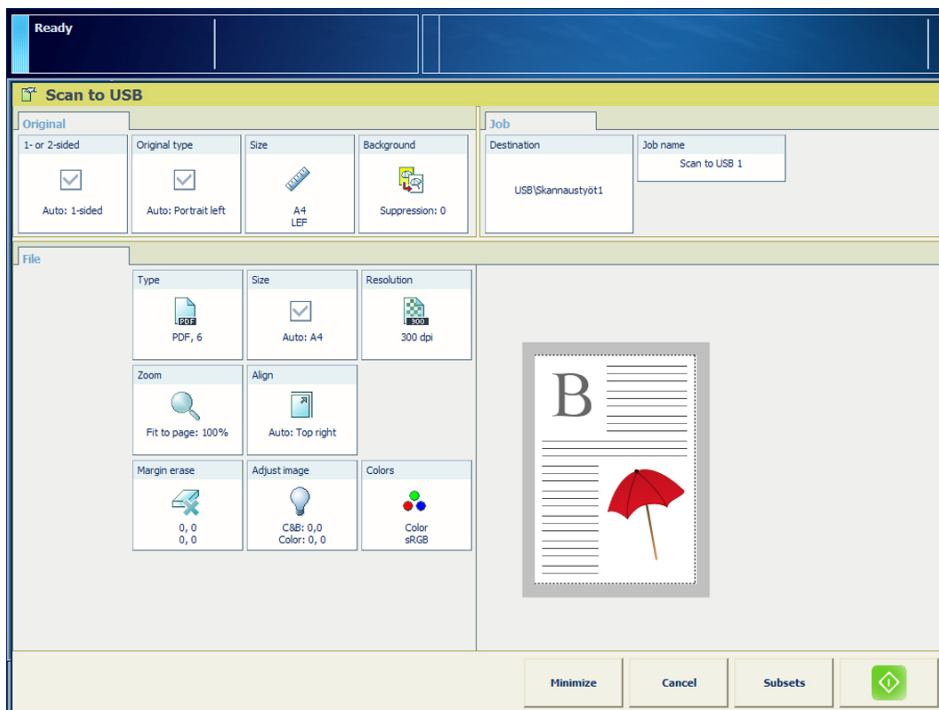
[52] Scan to USB

Procedure

1. Insert a USB drive into the USB port at the left-hand side of the control panel.
2. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
3. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Scan to USB].
   The job window opens.
4. Change the settings for the original and the file.
5. Touch [Job name] to change the default job name.
   Use the keyboard to change the name, then touch [OK].
6. Touch [Destination] to indicate the folder on your USB drive where you want to save the file.
7. If applicable, enter the [Account ID].
8. Touch [Start] ◈.
   The scanner scans the originals. The system sends the resulting file to your USB drive.
9. Touch ⏏ to eject the USB drive.
10. Remove the USB drive from the control panel when the message [USB drive has been successfully ejected.] displays.

Scan to DocBox

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Copy to DocBox].
   The job window opens.
3. Change the settings for the original and the file.
4. Touch [Job name] to change the default job name.
   Use the keyboard to change the name, then touch [OK].
5. Touch the [Destination] button.
6. From the drop-down menu, touch [DocBox]
7. Touch the [DocBox] button
8. Touch the DocBox to which you want to scan the job.
9. Touch [OK].
10. Touch [Start] .
    The scanner scans the originals. The system sends the resulting file (bitmap) to the selected DocBox.

Scan to SMB

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [Scan to SMB].
   The job window opens.
3. Change the settings for the original and the file.
4. Press [Start].
   The scanner scans the originals. The system sends the resulting file to the shared device.

PDF scan job

Introduction

Scan originals to a PDF job that is stored in the DocBox. Now you can use PDF datapath functionality such as page numbering.

Procedure

1. Place the originals face up into the automatic document feeder (ADF), or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan] -> [PDF scan job].
   The job window opens.
3. Change the settings for the original and the file. Select the DocBox where the PDF job must be stored.
4. Touch [Job name] to change the default job name.
   Use the keyboard to change the name, then touch [OK].
5. Touch [Start] .
   The scanner scans the originals. The system sends the resulting file to the selected DocBox.
   In the DocBox you can use PDF datapath functionality such as page numbering.

Create templates to use for recurring jobs

Introduction

When you regularly carry out identical copy or scan jobs, you can create custom templates for them. The custom templates contain the default settings for these jobs.

Procedure

1. Touch [Jobs] -> [Copy/Scan].
2. Select an existing copy or scan job template.
   You cannot save the [Easy copy job] template as a custom template.
3. Make the required settings for the recurring job.
4. Touch [Save as template] to save the settings to a custom template.
5. Enter the name of the custom template and touch [OK].
6. Touch [Cancel].
   The custom template is now available at [Jobs] -> [Copy/Scan].
7. To edit the template, touch the custom template for 2 seconds.
   You can now select the following options.
   - [Rename].
   - [Move].
     Touch a blue line in front of a template to indicate the new location.
     The location of the [Last used] template is set.
   - [Delete]
     You cannot delete the [Easy copy job] template.

   > 🖉 NOTE
   > Touch the [Last used] template for 2 seconds to save the settings of the last job to a template.

Combine subsets into one file

Introduction

You can copy or scan several sets of originals to one document or file with subsets. With the optional [Page programming] function, you can add pages, for example, tab sheets, and define the media and finishing settings for each page and subset.

Procedure

1. Place the first subset face up into the ADF or face down on the glass plate.
2. Touch [Jobs] -> [Copy/Scan] -> Scan profile -> [Subsets]
3. Define the subset settings for both [Original] and [File].

   > ✎ NOTE
   > Some settings that you define for the first subset apply to the whole job, the [Type] and [Resolution] settings, for example. These settings are fixed and are grayed out after scanning the first subset.

4. Press [Scan].
5. Put the next subset into the automatic document feeder or on the glass plate.
6. Repeat the steps 3 - 5 for all other subsets.
   A number indicates the order in which the subsets have been scanned.

   > ✎ NOTE
   > When you combine 1-sided and 2-sided originals, you can define whether a new subset must continue on a new sheet or on the previous sheet.

7. Touch [Ready] when the last subset is scanned and processed.
   A full overview of all the scanned subsets appears in the right-hand pane. If required, you can add, insert, delete or edit subsets.
8. If required, use the optional [Page programming] function to insert pages and define the media and finishing settings per page range.
9. Touch [Ready] again to close the [Page programming] function.
10. Press ◈.

Optimize the Scan Quality

Introduction

The printer can detect photos, rasters and fine lines on the original. This information is processed in such a way that the digital result has a high scan quality. This means that in most cases you do not need to adjust quality settings to get the best result.

Problems and Solutions

Overview of possible scan problems and solutions

Description of the problem	Solution
All the pages are upside down	You placed the originals in the wrong direction into the automatic document feeder (ADF) or on the glass plate. Make sure the originals are placed correctly and scan the originals again.
Every second page is upside down	The [Original type] and [Size] settings that you selected do not correspond with the orientation of the information on the originals. Select the correct [Original type] and [Size] settings and scan the originals again.
All the pages are positioned sideways	There is more than one explanation for this problem. • Wrong orientation selected. • Original feed direction confused with the orientation of the information on the original. • The application you use does not process the TIFF/PDF file in the right way. Select the correct [Original type] and [Size] settings and scan the originals again. If the problem remains, the application you use can be the cause of the problem. Check the results in another application.
The information on the page is too large or too small	This problem can occur when the size of the original and the selected size of the target scan are not the same. The problem can also be caused by a (manual) change in the zoom factor. Check the size of the [Original] and the [File] on the operator panel and scan the originals again.
The information on the page is too light or too dark	You can change the [Exposure] settings to influence the result.

Procedure

1. Place the originals face up into the ADF, or place one original face down on the glass plate.
2. On the control panel, touch [Jobs] -> [Copy/Scan].
3. Select a scan profile.
4. Define the settings for the [Original]
5. From the [Image type] setting, select the correct type of original ([Photo], [Text] or [Mixed])
6. Define the settings for the [File].
7. Select [Exposure].

8. Select the desired value to change the settings for the [Light] and [Dark]areas on the scan.
   [Light]: When the area must be darker, then select a value of -1 to -3. When an area on the output is light gray but must be white, then select a value of 1 to 3.
   [Dark]: When an area on the output is dark gray but must be black, then select a value of -1 to -3. When the area must be lighter, then select a value of 1 to 3.
9. Press [OK].

Chapter 12
Keep the system printing

Use the Schedule (Option)

Introduction to the [Schedule] View

Introduction

The [Schedule] is your daily planning board for print jobs. The [Schedule] helps you to keep the machine running.

This section shows and describes the main parts of the [Schedule].

🖉 NOTE
The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs 🐾, all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

🖉 NOTE
The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs 🐾, all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

Illustration
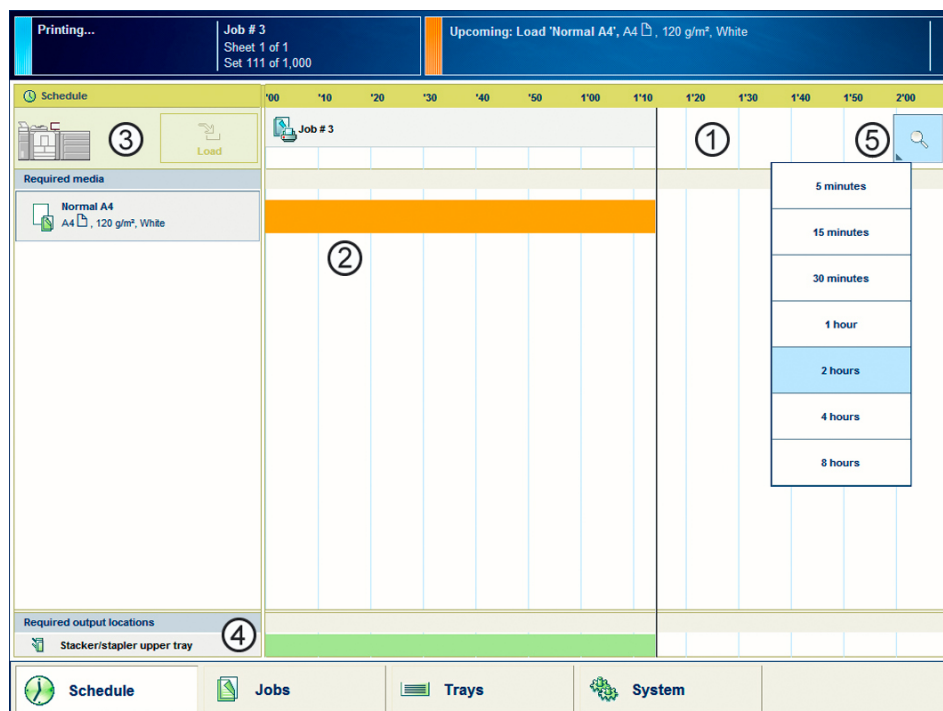
[53] The [Schedule] view

1. The Jobs Pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.

An icon and the job name represent a job. The icon indicates the state of the job, for example printing 🖶.

Furthermore, the ⋮ icon indicates the stop moments of the machine. For example, when the setting [Confirm start of job] in the workflow profiles (see list of references below) is set to [On] or when you use the [Stop after job] function.

2. The [Required media] Pane

The [Required media] pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see list of references below). The bars show the availability of the media. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.

✎ NOTE
When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.

The possible display of small jobs

Image	Description
▐	Green. The required media is available.
▐	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
▐	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The Media Toolbar

The media toolbar displays the following information for the media that is selected in the [Required media] pane. Furthermore, the media type toolbar contains the [Load] button to load and assign the required media.

The icons in the media toolbar

Icon	Description
	The list of [Required media] shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.
	The list of [Required media] shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.
	The list of [Required media] shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of [Required media].

4. The Output Locations Pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example, because the output location will be full soon.
Red	The output location is required now, but not available. For example, because the output location is full.
Gray	The output location is required, but availability is unknown.

5. The Zoom Control

The zoom control enables you to adjust the time scale visible in the [Schedule]. When you touch the zoom button, a drop-down list appears. Then you can select the desired time scale (five minutes - eight hours).

Load Media via the [Schedule] View

Introduction

When the [Schedule] view is available on your printer, you can load and assign the required media directly in the [Schedule] section.

✎ NOTE
When you load a different media size, you must also set the paper guides inside the paper tray to the correct dimensions. You cannot change the media size for the internal bulk trays one and two. These are preset to a fixed media size. To switch to another media size for the bulk trays, these trays must be adapted manually first.

Illustration
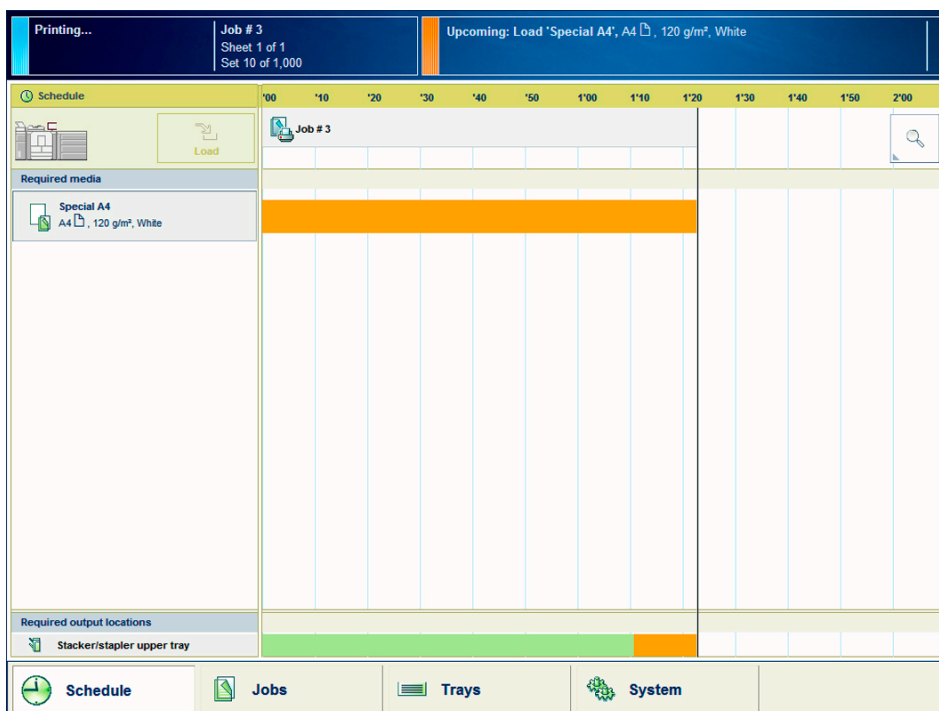
[54] Load the media

Procedure

1. On the control panel, touch the button for the media you want to load, for example Special A4.
2. Press [Load].
   The [Trays] view appears.
3. On the screen, touch the paper tray where you want to load the media.
4. Touch [OK] to open the paper tray.
5. Load the media into the paper tray.
   The system assumes you loaded the selected media type, in this example Special A4. The system will automatically assign Special A4 to that paper tray.

   ✎ NOTE
   You can always change the assigned media type later by touching the [Assign] button.

6. Gently close the paper tray.

The Dashboard

Introduction

The dashboard is the upper part of the control panel. The dashboard is always visible, irrespective of the current view. The dashboard shows the following.
- The status of the system.
- The status of the supplies.
- The status of the finishers.
- The current process.
- Instructions for the operator.
- The [Resume] button ▷ after you stopped the printer.

Illustration

The following illustration shows the dashboard while the machine is busy. The vertical status bar is green. No action is required.

The following illustration shows the dashboard while the machine is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.

The Parts of the Dashboard

The dashboard

Number	Function
1	Display the status of the machine, for example [Initializing...], [Printing...] or [Printing will stop...]. Each status message can have a sub-message with additional information.
2	Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed. For document printing, the counter can display the following information. • Set X of Y • Sheet X of Y or Sheet X. X represents the current status of the print job. Y represents the total number of sets or sheets of a print job. When the sorting method for a job is set to [By set] the dashboard displays the set count (Set X of Y). If the sorting method for a job is set to [By page], or when you print stream jobs, the dashboard only displays a sheet count.

Number	Function
3	Display the action that you must do now or soon. The colors of the vertical status bar at the left-hand side match the colors of the LED on the control panel and the operator attention light. When the color is orange or red, a message indicates the required action. Orange means that action is required soon. How long before an upcoming action the control panel starts to display the message depends on the defined warning time. Red means that action is required now.
4	• Display that maintenance is required soon or immediately • Display the status of the finishers. • Display the status of the staple cartridges. • Display the status of the toner reservoir.

NOTE

The dashboard can only display one message at a time. When there are more messages, the dashboard displays the first required or most important message. The dashboard indicates that there are more messages. Touch this message to display all other messages.

The Operator Attention Light

Introduction

The operator attention light on top of the printer helps you to monitor the status of the printer from a distance. The colors of the lights match the printer status that the dashboard displays.

Illustration

[55] The operator attention light

Status Colors

The status colors of the operator attention light

Color	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The machine will stop soon, for example because more paper is required. Operator attention is required soon. The orange light illuminates when the machine reaches the warning time. The warning time is a time you can set to determine when the orange light must illuminate. You can set the warning time in the [System] section of the operator panel. By factory default, the warning time is set to 10 minutes. So 10 minutes before operator attention is required, the orange light will illuminate.
Green	The machine is busy printing. The machine can print longer than the set warning time. Operator attention is not required.
All lights off	The machine is idle. There are no jobs scheduled for printing.

Remote Monitor

Description

> ✎ NOTE
> Remote Monitor requires a license.

Remote Monitor is a web application that you can access via a URL from a remote PC. The application shows part of the operator panel with up-to-date status information, for example about how long the printer can continue printing without operator intervention.

Remote Monitor also has an alert function. The Remote Monitor window will automatically pop up on your PC monitor when the printer status changes from 'running' (attention light is green) to 'stopped' (attention light is red) or 'going to stop' (attention light is orange).

For confidentiality reasons, Remote Monitor does not display job information.

> ✎ NOTE
> The time zone of the remote PC must be the same as the time zone of the printer.

Specifications

Remote Monitor specifications

URL to access Remote Monitor	http://<printername or IP address>/remoteinfo https://<printername or IP address>/remoteinfo
Recommended resolution of your computer screen	Minimum 640 x 480 pixels
Supported web browsers	• Microsoft® Internet Explorer® 8 and higher • Mozilla Firefox® 10 and higher • Google Chrome™ 17 and higher • Apple Safari® 6 and higher
Language	As defined in your browser, as long as the printer supports this language
Update frequency	Every 5 seconds
Time line	Fixed (30 minutes)
Printer information displayed	• Host name • System mode • Status panel • Attention light • Operator instruction • Time line

Chapter 13
Media Handling

Introduction

Introduction to the Media Handling

Media Handling

During printing, the printer can draw sheets from any tray that contains the required media for that sheet in the job. You can open any tray while the system is running to add paper. The tray opens as soon as possible without causing a paper jam. If the required media is available in other trays, printing continues. Otherwise, printing stops.

Reload behavior

If you open and close a tray, and the slider position in the tray is consistent with the media type previously configured for that tray, then the system assumes that the media type has not changed. Otherwise, the system prompts you to assign a new media type to the tray.

Media assignment through the control panel

The control panel enables you to assign a specific media type to a tray at any time. You can select the media to be assigned from the media catalogue and from the temporary media types. When the print jobs require media that are not included in the media catalogue, these media become temporary media on the system.

Supported media types per paper tray

All paper trays, except the internal bulk trays one and two, can be configured as desired.

The internal bulk trays one and two only support A4, LTR and B5. There is no sensor on these trays that can detect the configuration. When you open and close these bulk trays, the assumption is that the size is not changed. To load a different media size, the bulk trays must be adjusted first.

What is the Media Catalog

The print system uses a central media catalog from which you can select media for jobs. The [Media catalog] is a list of predefined media and media attributes which you can define in the Settings Editor application on the controller. When enabled in the Settings Editor you can also define the [Media catalog] on the control panel. The use of the [Media catalog] is only recommended, not compulsory.

When you use the media catalog, the control panel, the printer drivers and other applications all display the same list of predefined media. The control panel and the printer driver automatically retrieve and display the latest version of the media catalog.

What are Temporary Media

You can also use many other media that are not included in the media catalog. These media become temporary media. You can look up the currently used temporary media in the [Media] section of the [System] view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:
• No more waiting jobs need this media type
• No more scheduled jobs need this media type
• No more printed jobs need this media type
• No more DocBox jobs need this media type
• This media type is no longer available in the paper trays.

If you plan to use these media more often, you can add these temporary media to the media catalog; *Add Temporary Media to the Media Catalog* on page 291.

Introduction to the [Trays] View

Introduction

The [Trays] view has the following functions.
- Display the current content and filling level of the paper trays
- Open the paper trays and assign the media to paper trays
- Change the media that is currently assigned to a paper tray.

The Items of the [Trays] View
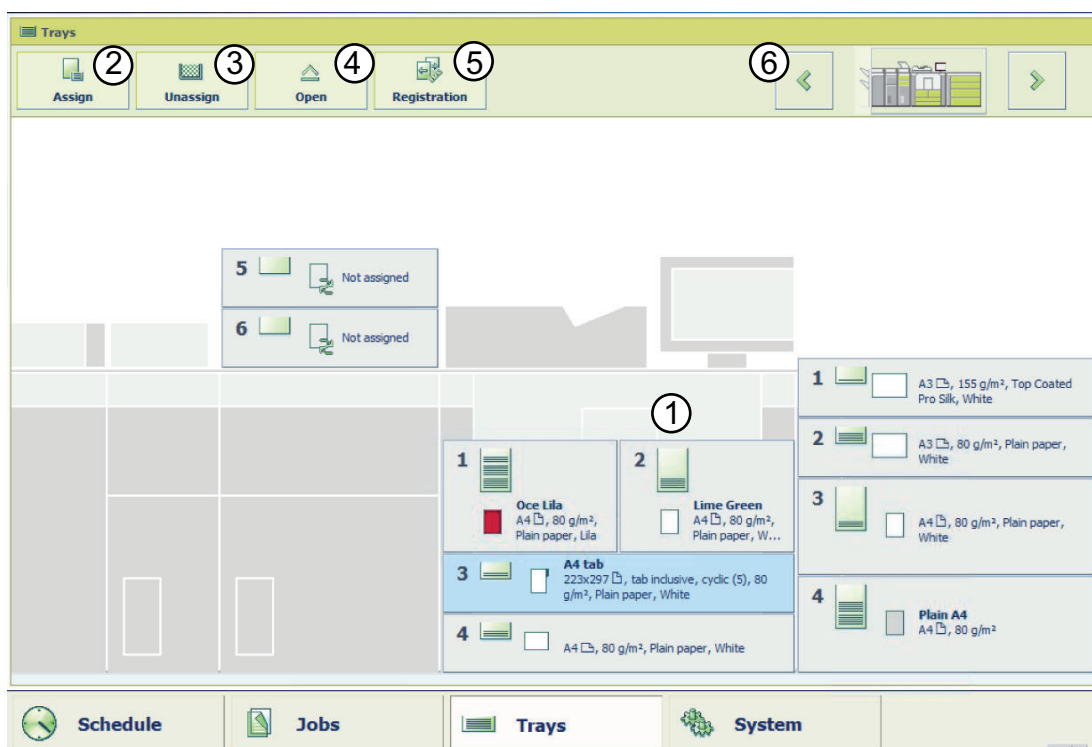
[56] Example of a configuration with 1 external paper module

Num-ber	Item	Function
1	Content of the paper trays	Indicate the current content and filling level of the paper trays. The [Trays] view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts.
2	[Assign] button	Assign media from the media catalogue.
3	[Unassign] button	Unassign media from the paper tray.
4	[Open] button	Open the selected paper tray to load the media.
5	[Registration] button	Perform a media registration on the selected media.
6	Arrow buttons	When your configuration contains more paper modules than the [Trays] view can display in one screen, you can touch the arrow buttons to change the part of the machine displayed.
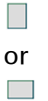
The paper tray information

The [Trays] view displays the following textual information for each paper tray.
- The media name, for example 'Normal paper'.
- The media size, for example A4 or LTR.
- The media weight, for example 80 g/m² or 20 lb bond.
- The media color
- The special characteristics of the media, for example [cyclic] or [punched]. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The [Trays] view displays the following icons for each paper tray.

The meaning of the icons

Icon	Description
	The paper tray is empty.
	The paper tray is full. ✎ NOTE Each line indicates the presence of about 100 sheets.
	The paper tray is too full. Remove sheets from the stack.
	The plate inside the paper tray is down.
	The paper tray is open.
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media.
or	The paper tray contains media that are fed over the long edge or short edge. The small icons indicate A4/LTR or A4/LTR-like media. The large icons indicate A3/Tabloid or A3/Tabloid-like media. When you defined a color for a media, the icon can have that color.
	The paper tray is in use for one or more scheduled jobs.
	The paper tray contains tab sheets.
	The paper tray contains tab sheets that must be processed as inserts.
	The paper tray contains inserts.
	The paper tray contains media that are fed over the long edge.
	The paper tray contains media that are fed over the short edge.

Introduction to the [Media] Section

Introduction

The [System] view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the [Media] section in the [System] view.

Overview of the [Media] section

The print system uses a central media catalog from which you can select media for jobs. Correctly defined media attributes are important in order to ensure high print quality.

When enabled in the Settings Editor, you can add, delete and change media in the media catalog via the control panel.

The items of the [Media] section; [Media management via control panel] disabled

When [Media management via control panel] is disabled you can only view the media catalog.
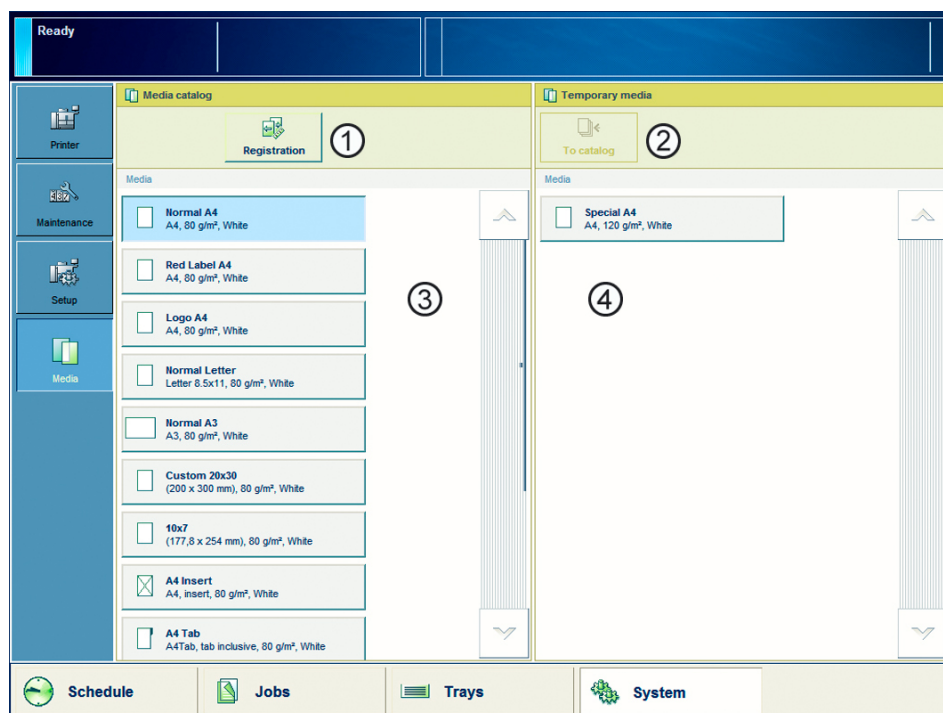
[57] Overview of the [Media] section; [Media management via control panel] disabled

	Item	Function
1	[Registration] button	Touch the [Registration] button after selecting a media from the media catalog to start a registration procedure for that media.
2	[To catalog] button	Touch the [To catalog] button after selecting a temporary media to add that media to the media catalogue. *Add Temporary Media to the Media Catalog* on page 291

	Item	Function
3	List of all the media that are available in the media catalog.	The list displays the current content of the media catalog.
4	List of temporary media	The list displays the temporary media that are currently available on the system. *What are Temporary Media* on page 280

The items of the [Media] section; [Media management via control panel] enabled

When [Media management via control panel] is enabled you can add, delete and change media in the media catalogue via the control panel.
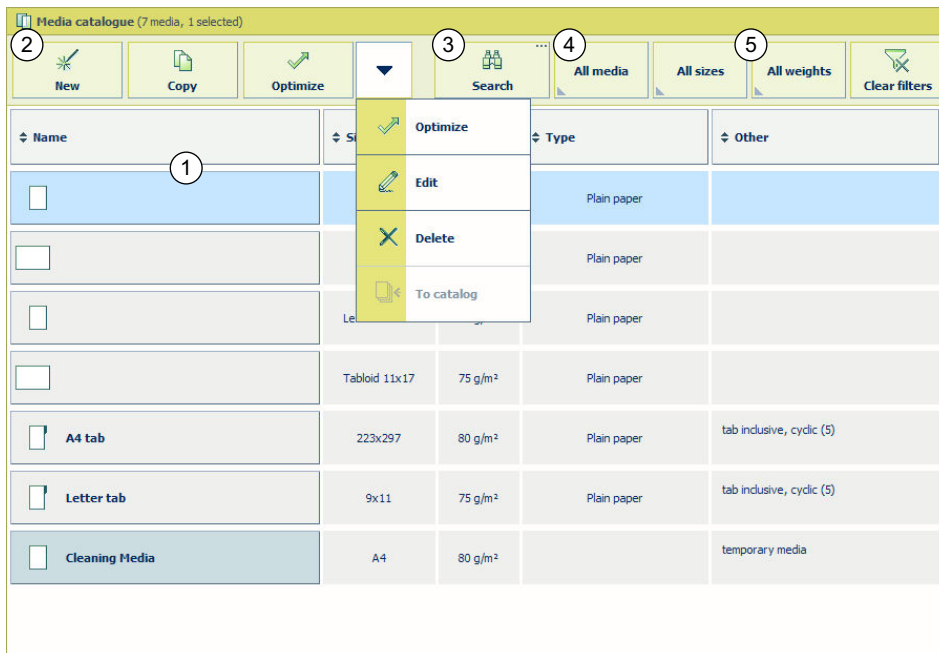
[58] Overview of the [Media] section; [Media management via control panel] enabled

Num-ber	Item	Function	More information
1	• List of all the media that are available in the [Media catalog]. • List of temporary media • List of all media	• Display the current content of the [Media catalog]. • Display the temporary media that are currently available on the system . • Display the [Media catalog] and the temporary media.	*What are Temporary Media* on page 280

Num- ber	Item	Function	More information
2	Media management	Manage the media catalog: • Add (new, copy) • Edit • Delete • Optimize • [To catalog] (only for temporary media)	• Add *Add media to the media catalog* on page 290 • Optimize *Media Registration* on page 311 • [To catalog] *Add Temporary Media to the Media Catalog* on page 291
3	Search button for the me- dia.	Search through the list of media.	
4	Select which media you want to display.	[Media catalog], temporary media or all media.	

5	Filter the media.	• Filter the list of media on:
		  • Media size
		  • Media weight
		• Clear the filters	

Media Related Actions

Open a Tray and Load Media Using the Paper Tray Button

Introduction

Besides loading media via the [Load] button in the [Schedule] view, there are two ways to open a tray and to load and assign media:
1. Through the softkey for the [Trays] view at the bottom of the control panel.
2. Through the paper tray button ▤ at the right-hand side of the control panel.

In both cases, the control panel displays an overview of the printer and the paper trays. Now you can open a tray, and load and assign media.

This section describes the use of the paper tray button ▤.

IMPORTANT
Make sure that you remove the packaging carefully from the paper because glue stains on the paper can pollute the machine. To prevent pollution, it is advised to remove the first and the last sheet of a pack of paper. In case of pollution of the machine, you must carry out the drum cleaning procedure via the Maintenance section on the control panel.

NOTE
You only have to assign the media to a paper tray when you change the media type for that paper tray. For example, when the paper tray previously contained Normal A4 and you load Coated A4 now. Then you have to assign Coated A4 to that paper tray.

NOTE
You can order all required supplies from your local authorized dealer.

Procedure

1. Press the paper tray button ▤ at the right-hand side of the control panel.
2. On the control panel, touch the tray in which you want to load the media.
3. Touch [Open] to open the selected tray.
4. Load the media into the tray (header up, face up).
5. When you loaded a different media type than the media previously contained in the selected paper tray, touch [Assign media].
6. Select the correct media type from the media catalogue.
7. Press [OK].
8. Press [Done].
9. Close the paper tray gently by pushing in the middle of the tray cover.

Load and Assign Media Using the [Trays] Softkey

Introduction

Besides loading media via the [Load] button in the [Schedule] view, there are two ways to open a tray and to load and assign media:
1. Through the softkey for the [Trays] view at the bottom of the control panel.
2. Through the tray hardkey ▤ at the right-hand side of the control panel.

In both cases, the control panel displays an overview of the printer and the paper trays. Now you can open a tray, and load and assign media.

This section describes the use of the softkey for the [Trays] view.

IMPORTANT
Make sure that you remove the packaging carefully from the paper because glue stains on the paper can pollute the machine. In case of pollution of the machine, you must carry out the drum cleaning procedure via the Maintenance section on the control panel.

NOTE
You only have to assign the media to a paper tray when you change the media type for that paper tray. For example, when the paper tray previously contained Normal A4 and you load Coated A4 now. Then you have to assign Coated A4 to that paper tray.

NOTE
You can order all required supplies at your local authorized dealer.

Illustration

[59] Load and assign media using the [Trays] softkey

Procedure

1. On the control panel, touch [Trays].
2. Touch the paper tray where you want to put the media.
3. Press [Open].

4. Load the new media.
5. Close the paper tray gently by pushing in the middle of the tray cover.
6. Press [Assign].
   A list of media from the Media catalogue appears. The list displays all the media in the Media catalogue that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.
7. Touch the new media type.
8. Press [OK].

Add media to the media catalog

When enabled in the Settings Editor, you can add new media to the media catalog via the control panel.
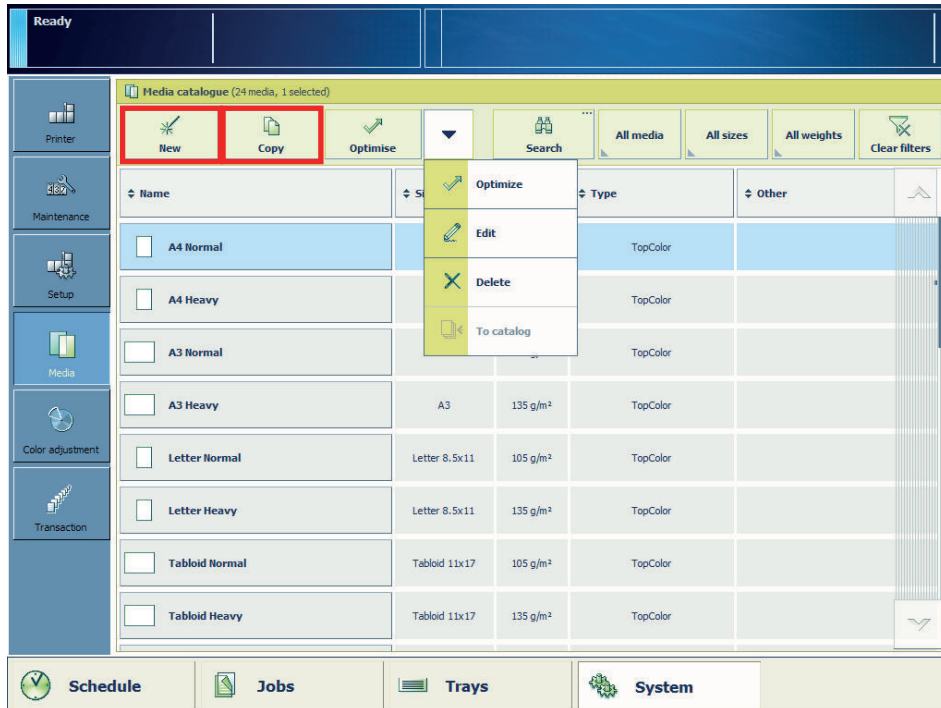
[60] Media management via the control panel

Procedure

1. Touch [System] -> [Media].
2. Use one of the following methods to add new media.
   • Touch [Copy] to use one of the current media definitions as starting point and copy its attributes to the new media definitions.
   • Touch [New] to define all attributes from scratch.
   • Touch [New] -> [Import from media library] to import a media with correct media attributes from the media library.
3. If required, define the name and attributes of the new media.
   For convenient retrieval of media in the media catalog, use the following media attributes:
   • Name
   • Custom type name

   > **IMPORTANT**
   > For optimal print quality, define the correct values for the following media attributes. Refer to the packaging of the media for this information.
   > • Size
   > • Weight
   > • Surface type

4. Touch [OK].

Add Temporary Media to the Media Catalog

Introduction

When a job is submitted that requires media that are not included in the media catalog, these media become temporary media. The control panel displays the temporary media in the following places.

- In the list of [Required media] in the [Schedule] view, when the job is scheduled for printing.
- In the list of [Temporary media] in the [Media] tab of the [System] view.

When you plan to use a temporary media more often, you can add the media to the media catalog.

This section describes how to add temporary media to the media catalog.

Procedure

1. On the control panel, touch [System] -> [Media].
   The names of the temporary media are displayed in the [Temporary media] section.
2. Select the media you want to add to the media catalog.
3. Press [To catalog].
   The media is added to the media catalog.

   > 🖉 NOTE
   > If required, you can edit the attributes of the media in the media catalog, that is part of the Settings Editor.

Media indicators Black & White

Media is displayed on several locations of the control panel. Extra information about the media is displayed by icons.

Icon	Description
	The media is required for a job in the list of scheduled jobs or list of waiting jobs.
	The media is loaded into a paper tray.
	The media is used in a scheduled job and loaded into a paper tray.
	The warning icon indicates that the media definition needs attention. Check if all important attributes are defined.

Use the Separation Enhancer

Introduction

The separation enhancer improves the separation performance of specific media, such as coated media. The table below gives recommendations about the use of the separation enhancer.

To prevent the risk of double sheet separations, it is advised to remove the separation enhancer in all other situations.

The trays three and four both contain a separation enhancer. You can use the separation enhancer in all the trays.

When to use the separation enhancer

Media formats	Coated media types	All other media types
Small formats: A4, LTR, 16K, B5, US Standard	> 100 g/m² (28 lb bond)	Never
Large formats: (A3, SRA3, A3+, 8K, B4, Legal)	Always	> 160 g/m² (60 lb cover)

✏️ NOTE
Only deviate from the recommendations above when the printer repeatedly stops while the operator panel displays the error code ORE147x1.

Illustration
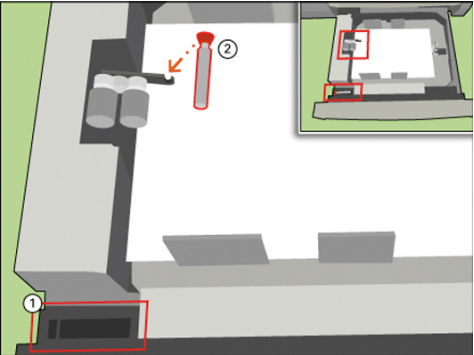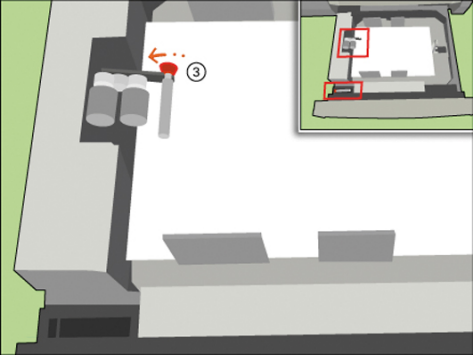
[61] The separation enhancer

Procedure

Install the separation enhancer

Step	Action	Remarks
1	Touch [System] -> [Maintenance] -> [Go to maintenance tasks] -> [Separation enhancer] -> [Start].	

Step	Action	Remarks
2	[Open the tray (tray 3 or 4) and loosen the separation enhancer.] [Place the separation enhancer in the separation unit.]	
3	[Lock the separation enhancer.]	

Adjust the Size of the Bulk Tray

Introduction

The bulk trays are designed to contain the media that you frequently use a lot. Therefore, the paper guides inside the bulk trays are set to a fixed media size.

However, if you want to use a different media size with a bulk tray, you must do the following.
• Reposition the paper guides of the bulk tray manually to match the new media size, and
• Assign the changed media size to the corresponding bulk tray.

Before you begin

1. Touch the paper tray button at the right-hand side of the control panel.
2. On the control panel, touch the bulk tray of which you want to adjust the size.
3. On the control panel, touch [Open] to open the selected bulk tray.

Required tools

Socket wrench

Illustration
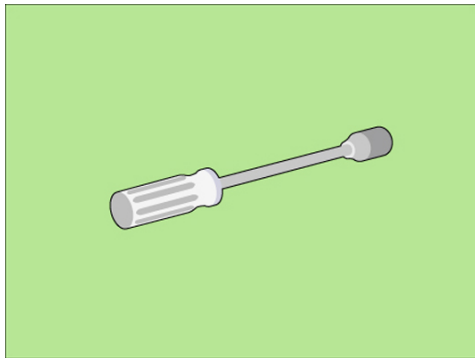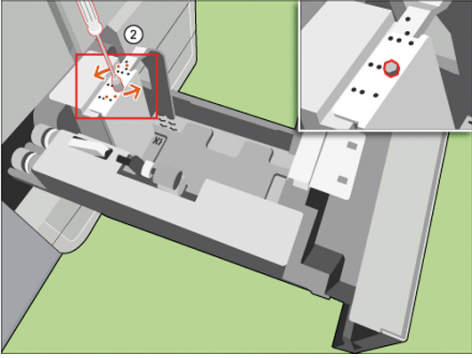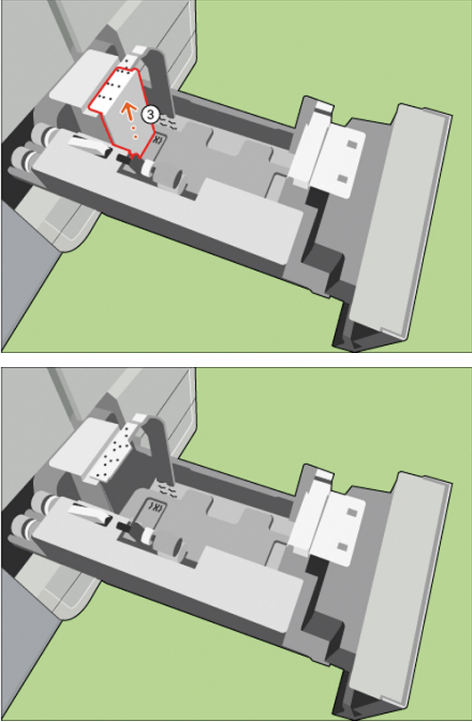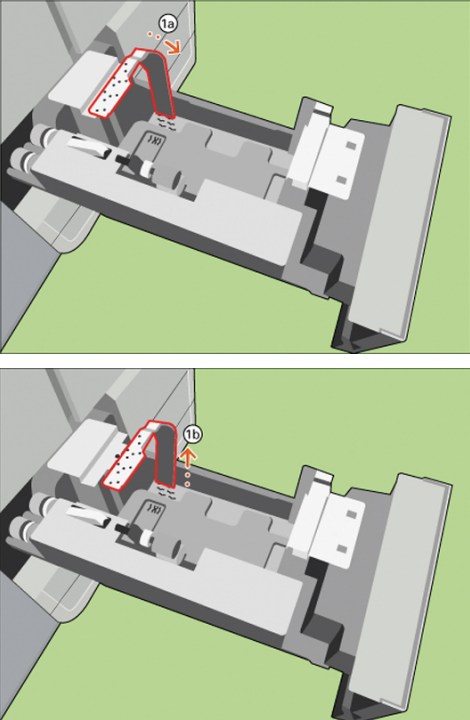
[62] Required tools
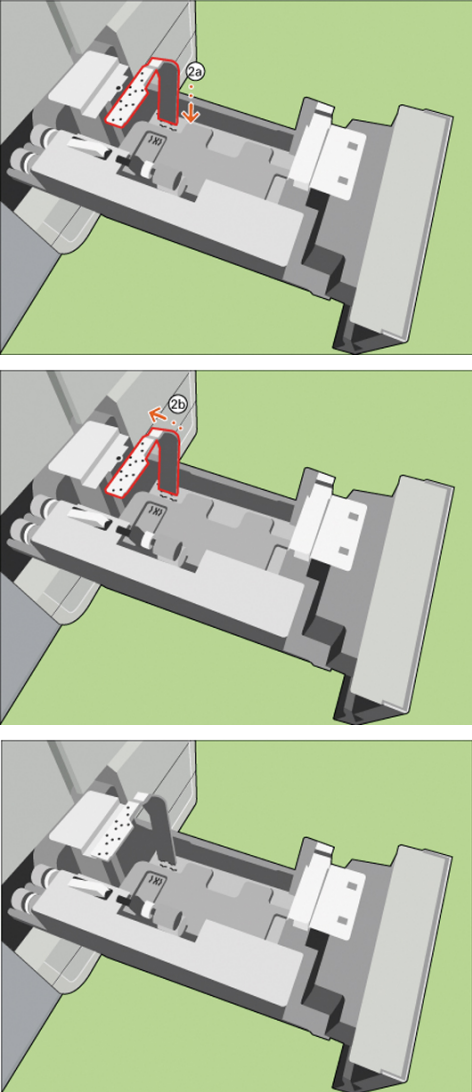
Procedure
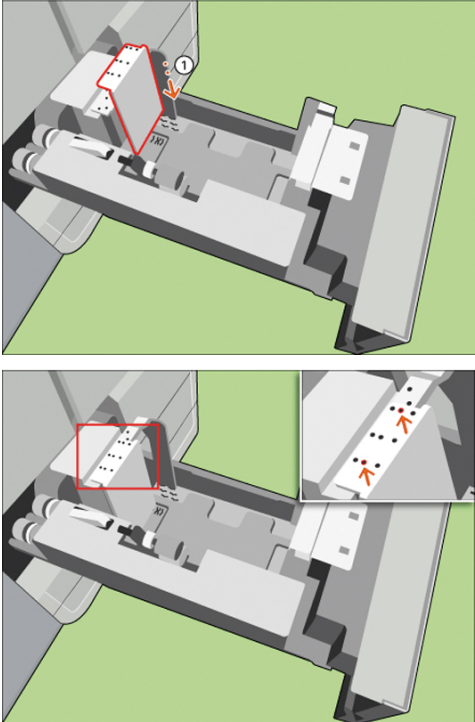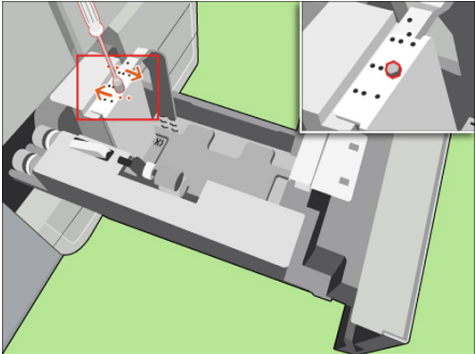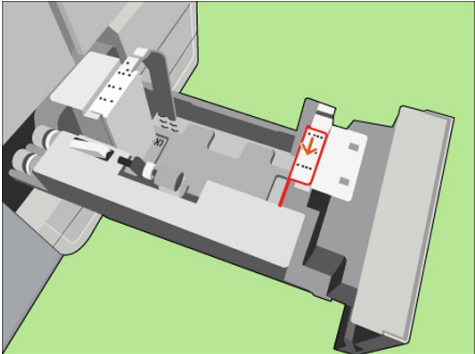
Adjust the bulk tray
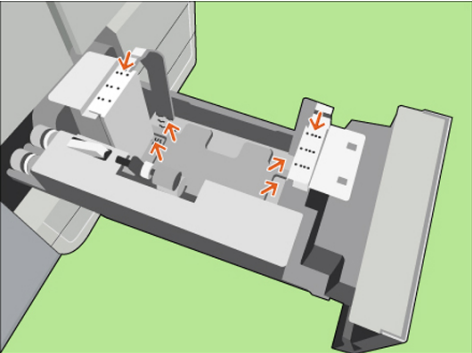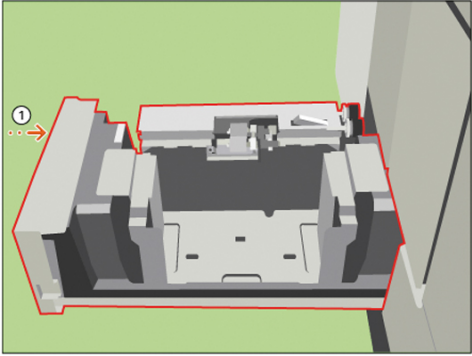
Step	Action	Illustration
1	[Remove the paper.]	

Step	Action	Illustration
2	[Use the socket wrench to loosen the bolt at the back side.]	
3	[Remove the top paper guide.]	

Step	Action	Illustration
4	[Turn the side paper guide out of the slots.]	

Step	Action	Illustration
5	[Place the side paper guide. Align the 4 pins with the desired slots.]	

Step	Action	Illustration
6	[Place the top paper guide. Align the 4 pins with the desired slot.]	
7	[Use the socket wrench to tighten the bolt.]	
8	[Adjust other side] Repeat the previous steps for the front side.	

Step	Action	Illustration
9	[Check if all plates are aligned with the corresponding size marks.]	
10	[Close the tray.]	
11	In the [Trays] view on the control panel, assign the new media size to the bulk tray.	

Adjust the Size of the optional Bulk Tray for small Format

Introduction

The bulk trays are designed to contain the media that you frequently use a lot. Therefore, the paper guides inside the bulk trays are set to a fixed media size.

When the optional bulk tray for small format is installed, you can adjust the size of the bulk tray to A5 or Statement.

✏️ NOTE
When you want to adjust the size of the bulk tray from A5 or Statement to A4 or Letter, remove the A5 paper guide plates. Change the media size for the selected bulk tray. Assign the new media.

Required tools

Socket wrench
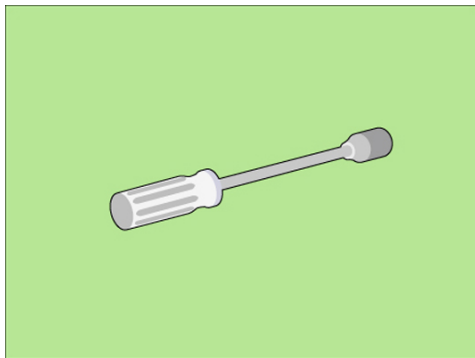
Procedure

1. Touch the paper tray button at the right-hand side of the control panel.
2. On the control panel, touch the bulk tray of which you want to adjust the size.
3. On the control panel, touch [Open] to open the selected bulk tray.

4. Place the paper guide plates for small format over the existing paper guide plates.
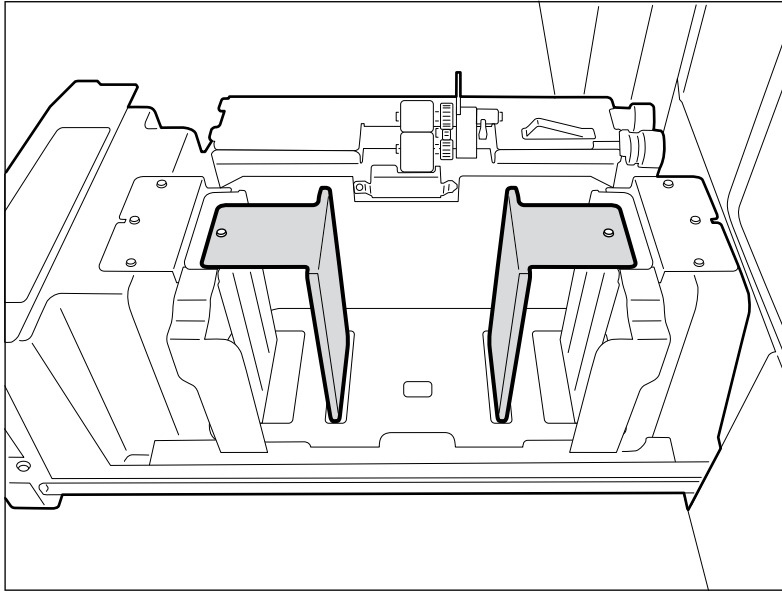
5. Use the socket wrench to tighten the bolts.
6. Close the tray.
7. Change the media size for the selected bulk tray. [System] -> [Setup] -> [System configuration] (under [Advanced]) -> [System settings] -> [Bulk tray 1 media size] or [Bulk tray 2 media size].
8. In the [Trays] view on the control panel, assign the new media to the bulk tray.

Use the JIS B5 Adapter (Option)

When to do

When you place small media with a short edge of 182 mm - 203 mm (7.2" - 8.0") in the bulk trays of an external paper module, especially JIS B5.

Before you begin
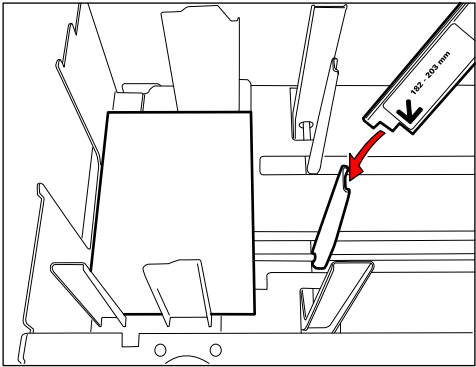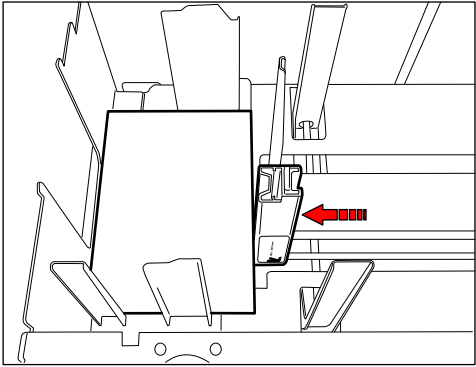
1. Open a bulk tray of an external paper module.
2. Remove the current media from that bulk tray.
3. Place the media.
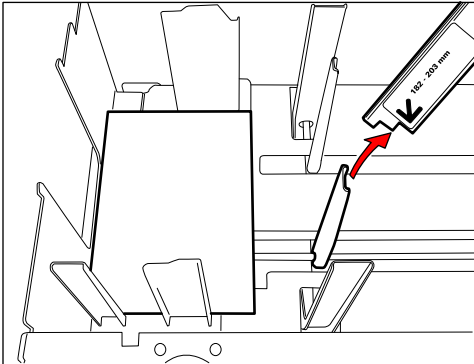
Required tools

1 JIS B5 adapter

Procedure

Place and remove the adapter

Step	Action	Illustration
1	Place the adapter over the front slider at the right-hand side.	
2	Slide the adapter against the media.	

Step	Action	Illustration
3	When you place a larger media type, make sure that you remove the adapter. ✎ NOTE Do not store the adapter inside the paper tray. Otherwise, an error can occur.	

Process Special Media

Process Pre-Printed Media and Use of the [Pre-printed mode] Setting

Introduction

The system is able to handle pre-printed media without problems if the guidelines regarding pre-printed media and inks are taken into account. In case media or inks are used that are not listed in the guidelines, the use of pre-printed media can lead to undesired print quality issues. To prevent print quality issues, a [Pre-printed mode] function is available on the printer. It is advised to enable the [Pre-printed mode] when there are problems with processing pre-printed media. The system will then be cleaned at fixed intervals. It is advised to enable the [Pre-printed mode] only when you process pre-printed media. Afterwards, the function should be disabled.

✎ NOTE
Contact your local authorized dealer for the latest guidelines.

Illustration
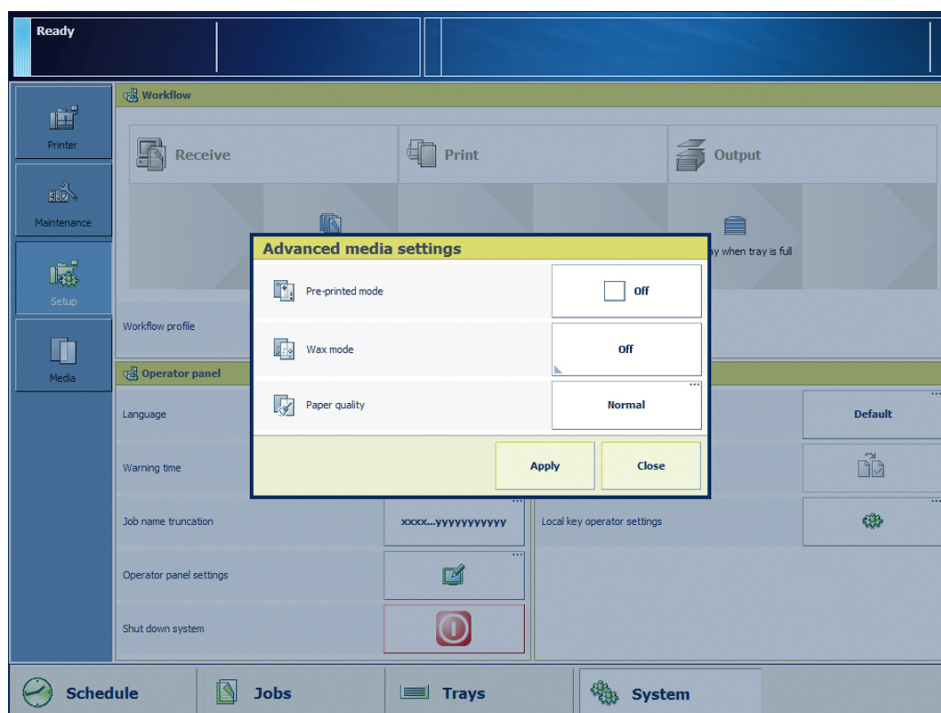
[63] The [Pre-printed mode] setting

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Advanced media settings] (under [Advanced]).
2. Touch the [Pre-printed mode] button.

3. Press [On].

✎ NOTE
Make sure that you put the [Pre-printed mode] setting back to [Off] when you have finished using pre-printed media.

4. Press [OK].

✎ NOTE
The text on the [Advanced media settings] button has changed into [Custom], which indicates that a default setting in the [Advanced media settings] section has changed.

Result

The pre-printed mode is active. At the right-hand side of the dashboard the following icon is displayed.

Process Wax Paper and Use of the [Wax mode] Setting

Introduction

Wax paper and print quality issues

During the production process of paper, in most cases a chemical is added to enable writing on the paper.

Paper that contains this chemical that leads to pollution inside the system is called wax paper. The paper is called wax paper because the pollution is a wax-like substance inside the system. The pollution can lead to undesired print quality issues. To prevent or solve this so-called wax problem, a [Wax mode] function is available on the printer. It is advised to use the [Wax mode] in case of problems with processing wax paper. Then the system will be cleaned automatically after printing wax paper. It is advised to enable the [Wax mode] only when you process wax paper. Afterwards, the function should be disabled.

The wax modes

The printer has two wax modes that help you to solve print quality issues with wax paper. Each wax mode consists of two steps:
1. Safe preheating of the system to prevent the deposition of wax.
2. After printing, the printer remains in the stand-by mode to decompose the remaining wax.

Differences between wax mode [1] and [2]
* Wax mode [2] requires a higher start-up temperature, which increases the start-up time of the printer.
* Wax mode [2] requires more time for the decomposition of the wax.

Important information about the cleaning process

The more wax paper you print, the longer the printer needs to decompose the wax. For an optimal performance of the wax mode, do not print more than 50,000 sheets of wax paper. If you must print more, first let the printer run in stand-by mode to decompose the wax, or carry out print jobs that do not require wax paper.

After processing wax paper, do not switch off the printer manually or put the printer into the sleep mode manually. Leave the printer in stand by-mode to allow the cleaning of the wax components. After maximum 2 hours in the stand-by mode, the printer will switch to the sleep mode automatically. If these two hours were not enough to decompose all the wax, the machine remains stand-by after the next job, until all the wax is cleaned.

When to do

* Select wax mode [1] when you have print quality issues with wax paper.
* Only select wax mode [2] when wax mode [1] is not sufficient to solve the print quality issues.

Illustration
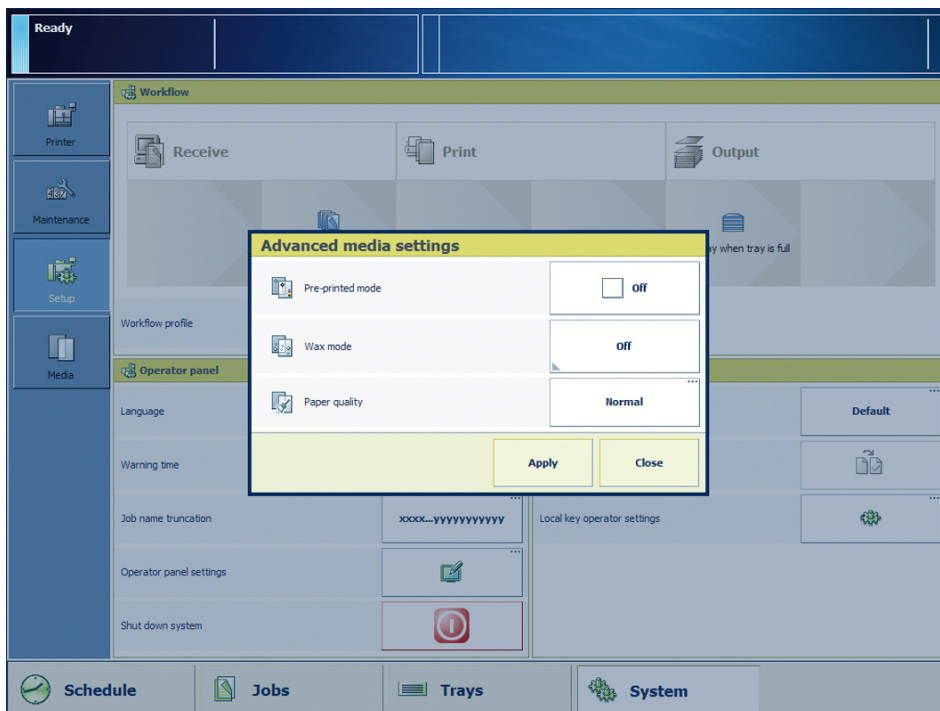
[64] The [Wax mode] setting

🖐 IMPORTANT
Make sure that you put the [Wax mode] setting back to [Off] when you have finished using wax paper.

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Advanced media settings] (under [Advanced]).
2. Touch the [Wax mode] button.
3. Touch [1] or [2].
4. Touch [OK].
   The text on the [Advanced media settings] button has changed into [Custom]. This indicates that a default setting in the [Advanced media settings] section has changed.. The control panel does not display any other reminder that helps you to remember that the [Wax mode] setting is active.

Deal with Paper Dust and Use of the [Paper quality] Setting

Introduction

Good paper is best run with the highest paper quality factor: [Normal].

Lower grade media such as recycled paper can leave more paper dust in the machine. This can lead to uneven, dark areas on prints with ghosts (echos) of previous pages. If necessary, you can improve the print quality by decreasing the value of the [Paper quality] setting to [Low] or [Lower].

When to do

1. Decrease the [Paper quality] from [Normal] to [Low] when the use of lower grade media causes quality issues.
2. Decrease the [Paper quality] from [Low] to [Lower] when the quality issues are not solved by using the [Low] mode.

📝 NOTE
When you change a value of the [Paper quality] setting, a restart of the printer is required. The restart takes 2-3 minutes.

Illustration
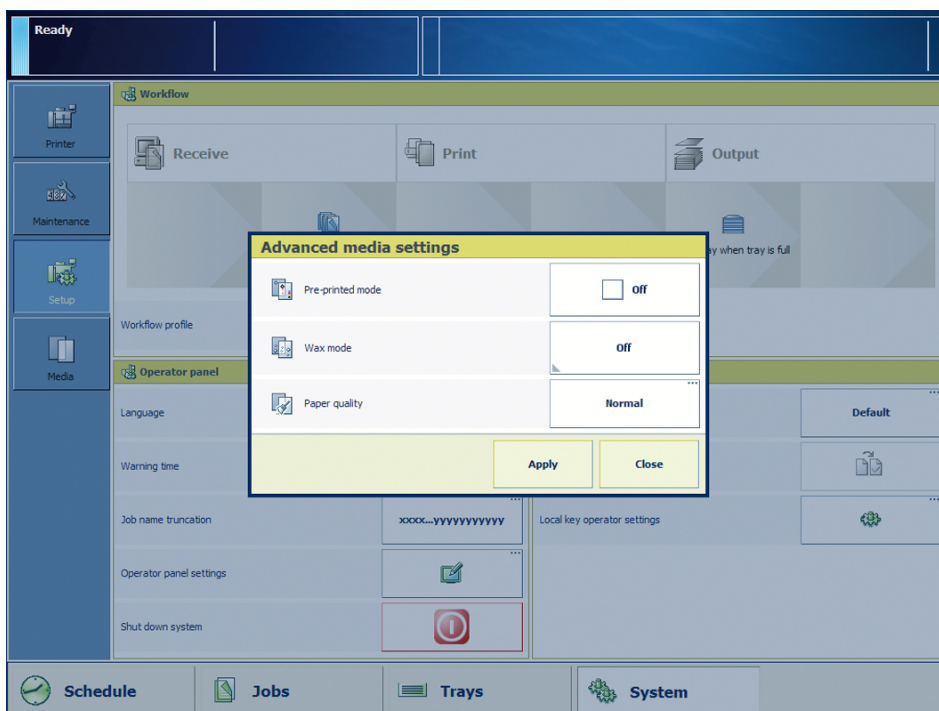
[65] The [Paper quality] setting

✋ IMPORTANT
Make sure that you put the [Paper quality] setting back to [Normal] when you have finished using fiber-rich media.

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Advanced media settings] (under [Advanced]).
2. Touch the [Paper quality] button.
3. Touch [Low] or [Lower].
4. Press [OK].
   The text on the [Advanced media settings] button has changed into [Custom]. This indicates that a default setting in the [Advanced media settings] section has changed. The control panel does not display any other reminder that helps you to remember that the [Paper quality] setting is active.

Media Registration

When to Perform a Media Registration

Examples of when to Perform Media Registration

Introduction

Media registration is an indication for how accurately an image is positioned on a sheet of paper. The position and the form of a printed image can differ slightly from the original image or the digital image. Possible causes:
- Printer component tolerances.
- Media size tolerances.
  Possible causes:
  - Inaccuracies during the paper production, or
  - The relative humidity or temperature of the environment in which the paper is stored and used.
- Media type (glossy media, for example).
- Job type (1-sided or 2-sided).
- Feed direction (LEF or SEF)
- A change of media supplier.
- A new batch of media.

The different properties of media can influence the alignment of images when the media are printed. This section gives examples of situations when media registration can be required.

✎ NOTE
- It is recommended to check the media registration after every 500,000 prints.
- After a software upgrade, you must verify the media registration.
- When you copy the media catalog from one printer to another, you must verify the media registration because the media registration depends on the printer and on the media.
- The situations described are only examples. There are more situations possible when media registration must be performed.

Example 1 - Images and Text

When you print images and text on a sheet, the following deviations can occur:

The lines on the front and back are not aligned (front-to-back side registration).	
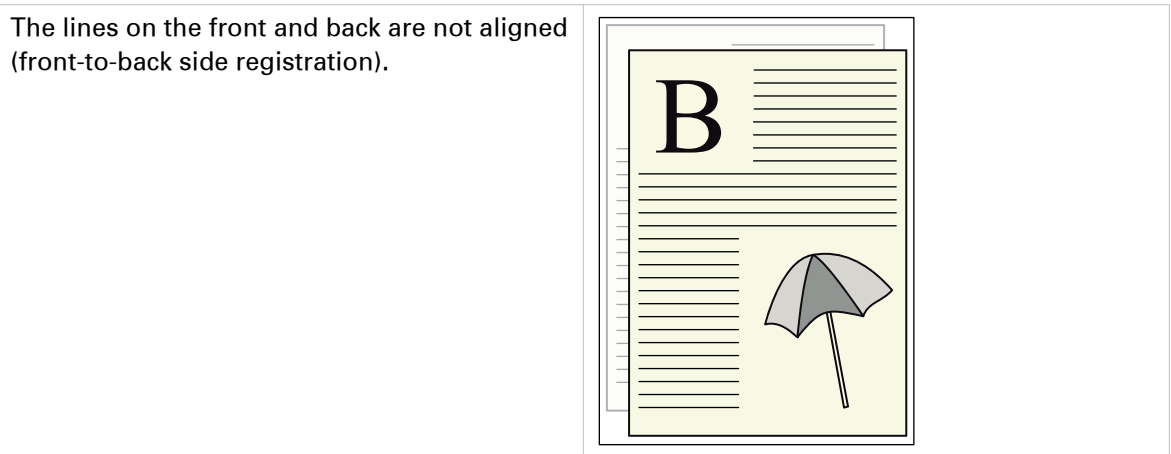
The image is not in the center of the sheet (shifted image).	
The image is skewed (skewed image).	
The image is tilted (diamond shape image).	
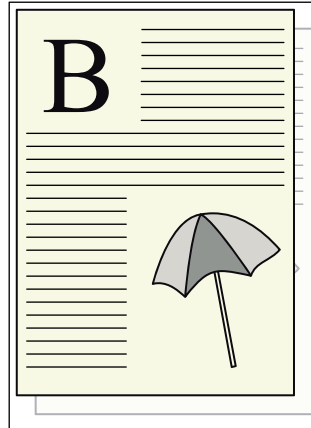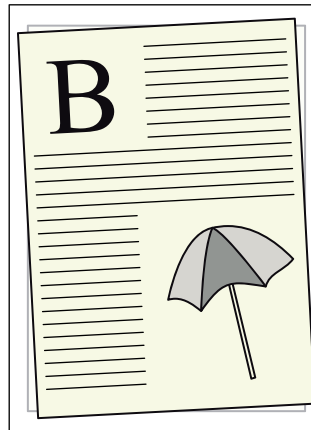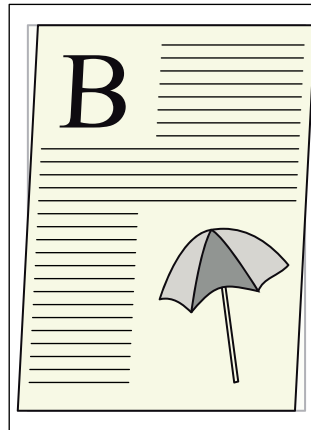
The top of the image is smaller than the bottom of the image, or the other way around (trapezoid shape image).	
The image is reduced or shrunk in the feed direction (elongation).	
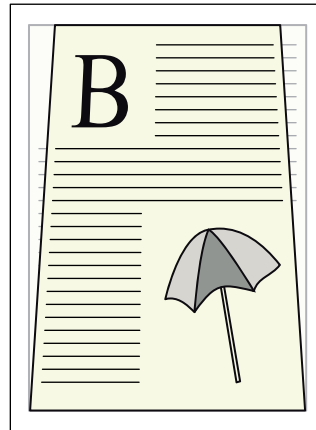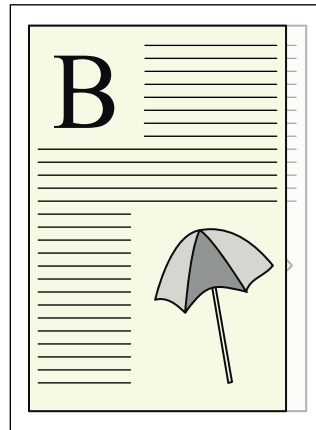
✐ NOTE
Combinations of two or more deviations can occur.

Example 2 - Forms

When you print text on forms, the text must be printed in the designated area. For example, an address or a date must be printed at the correct position. Here you see an example where the printed date is not positioned correctly.

How to Perform a Media Registration

Media Registration Quick Start

Introduction

This section gives a general description on how to perform a media registration. A detailed description is given in the sections that follow.

Procedure

1. On the control panel, select the media for which you want to perform the media registration. You can start a media registration from the trays view (touch [Trays] -> [Optimize]), or from the media catalog (touch [System] -> [Media]). There you can select the required media.
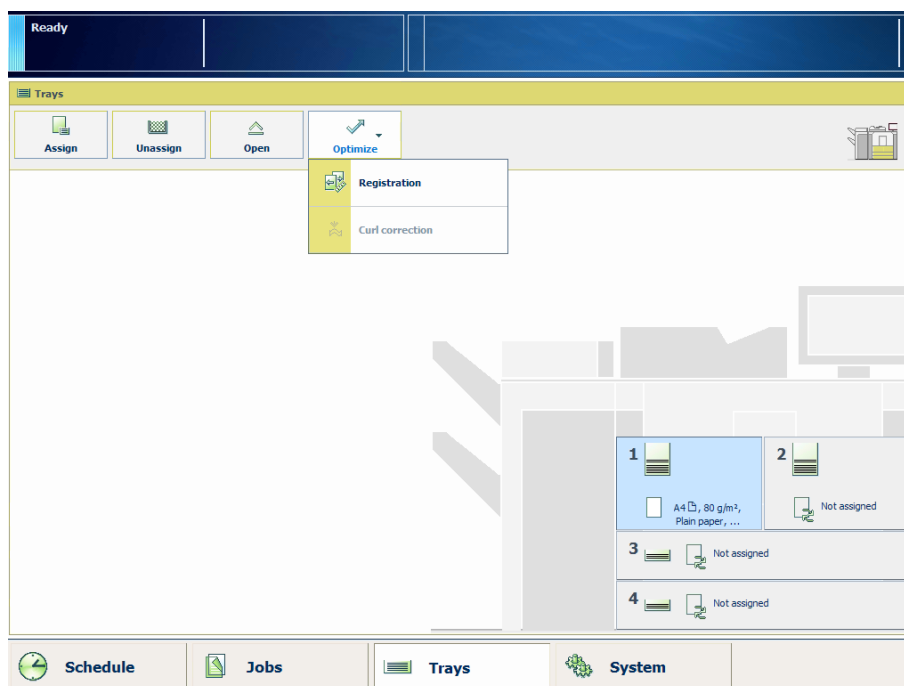
[66] Perform the media registration via the trays view
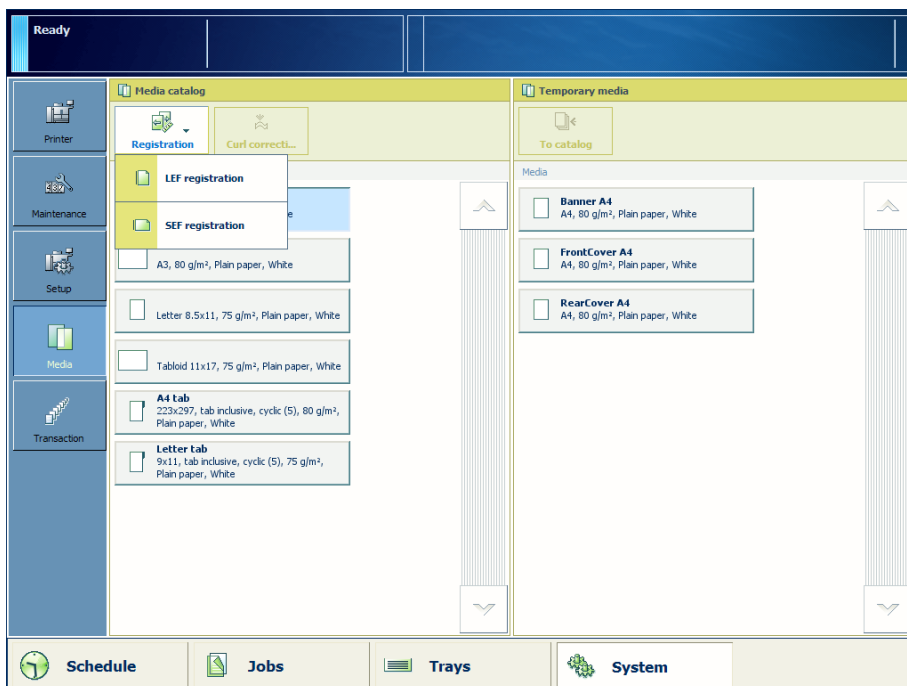
[67] Perform the media registration via the media catalog

2. Touch [Registration].
3. When you start a media registration from the media catalog, select the feed direction for which you want to perform the media registration. The media registration can be different for LEF and SEF.
When you start a media registration from the trays view, the feed direction is already selected.
If the printer is not warmed up, the media registration starts by warming up the printer.
4. Select [Correction of shift / zoom] or [Manual registration]. It is recommended to start with the automatic media registration adjustment.
At [Correction of shift / zoom], touch [Start].
When you select [Manual registration], go to step 8.
5. Follow the instructions on the control panel to scan the printed registration sheets.
6. You can verify the result of the automatic registration adjustment on the verification chart.
Touch [Print verification chart] to print the verification chart.

   📝 NOTE
   Depending on the media type and the media size, the dots, circles and lines on the verification chart do not have to match perfectly.

7. If you perceive that the media registration is not optimal, you must perform a manual media registration adjustment. But after automatic media registration, the media registration is optimal in almost all cases.
At the [Manual registration], touch [Start].
8. In the manual registration adjustment, you can adjust the registration parameters for the front side and the back side separately. Only use [Advanced settings] in exceptional cases. Use [Advanced settings] carefully because these settings influence each other.
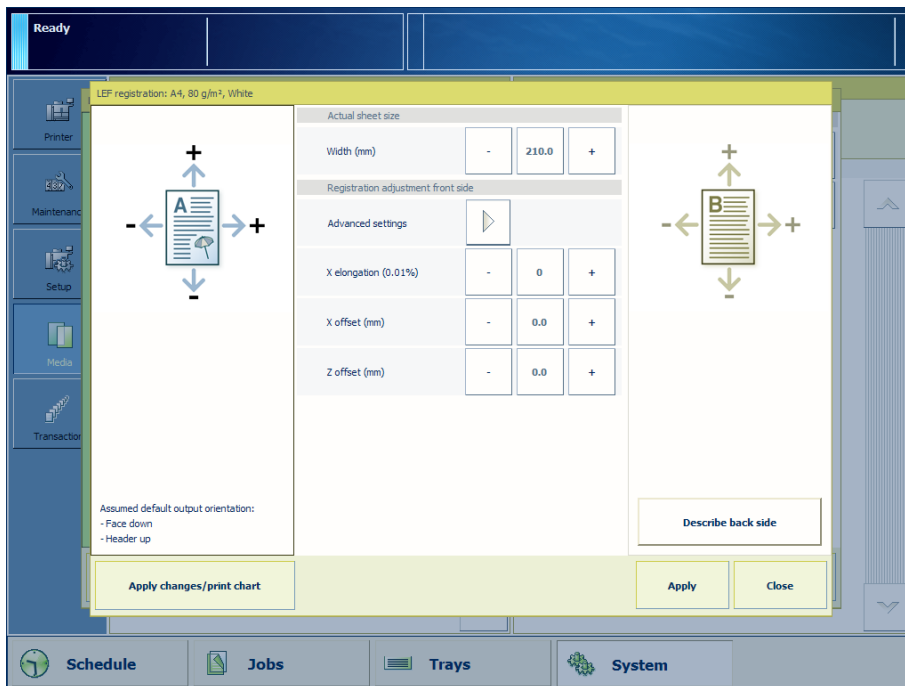
A detailed description is given in the sections that follow.

> ✎ NOTE
>
> X means an adjustment in the feed direction.
> Z means an adjustment perpendicular to the feed direction.

9. You can verify the result of the manual registration adjustment on the verification chart. Touch [Print verification chart] to print the verification chart.

> ✎ NOTE
>
> • Depending on the media type and the media size, the dots, circles and lines on the verification chart do not have to match perfectly.
> • You can also perform a manual media registration via the Settings Editor. The manual media registration via the control panel is preferred because you can print the verification chart immediately after you changed a setting.

Order of the Media Registration Actions

Introduction

When the media registration is not optimal, you can take various actions to solve the misalignment. This section describes the order of the actions you must take.

Media Registration Options

Procedure

Option	Where	Scope	When
Automatic media registration via the control panel. See *Media-Specific Registration on page 321*.	Control panel	Specific media	Media registration is not optimal.
Manual media registration. Only needed in incidental cases. The manual media registration can be done via the control panel (see *Via the Control Panel on page 326*) and via the Settings Editor. The manual media registration via the control panel is preferred because you can print the verification chart immediately after you changed a setting. Both procedures have the same result.	Control panel (preferred) Settings Editor	Specific media	Only when the media registration is not optimal after you performed the automatic media registration via the control panel. Or when the media is 1-sided media, because the automatic media registration prints a 2-sided registration print. Examples of 1-sided media are tab sheets and transparency media with paper backing.

If the printer is not warmed up, the media registration starts by warming up the printer.

After you performed one of the media registration options, you can print a verification chart to verify the media registration adjustment. See *Print the Verification Chart for Media Registration on page 319*.

It can occur that the media registration for a media is correct but the image overlaps some preprinted parts of the media. You must shift the image for that specific preprinted media (see *Corrections for Preprinted Media on page 345*).

Order of the Actions

Procedure

1. Perform the automatic media registration on the control panel for the media of your current job. Print the job again or print the verification chart to verify if the media registration is correct now. If the media registration is not optimal, continue with step 2 below.
2. Perform a manual media registration adjustment via the control panel (preferred) or via the Settings Editor. Only needed in incidental cases. E.g. media registration is not optimal, media is 1-sided.

Print the Verification Chart for Media Registration

Introduction

You can print the verification chart on a specific media to verify if the media registration for that specific media is optimal.

✎ NOTE
You cannot print the verification chart on media that you can only print 1-sided because the verification chart is 2-sided. Use your own job to verify if the media registration is optimal. Examples of 1-sided media are tab sheets and transparency media with paper backing.

Before you begin

Before you print the verification chart, make sure that the printer is warmed up. The printer must have printed for at least 20 minutes.
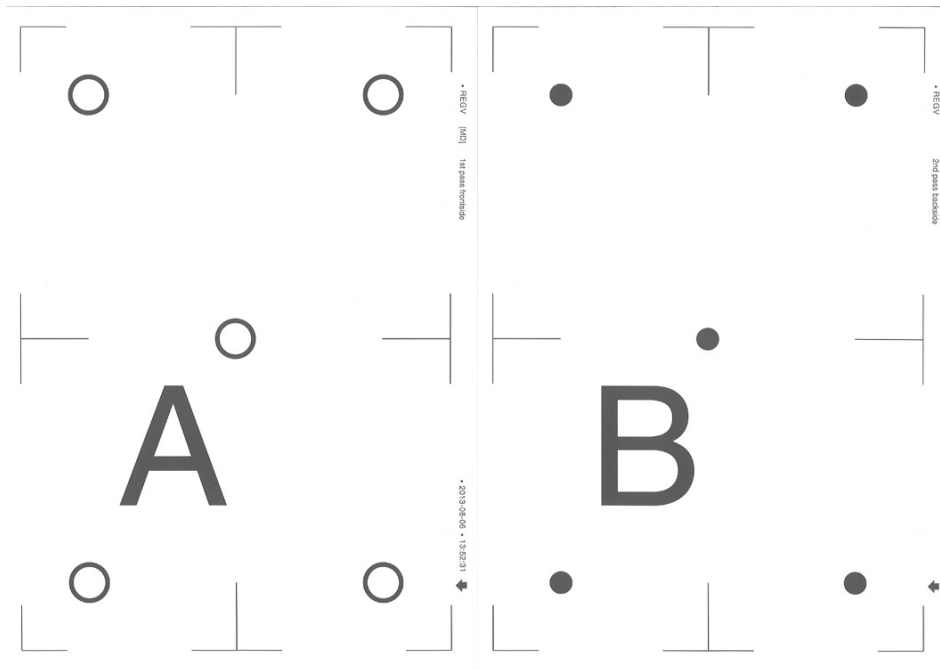
[68] Front side (circles) and back side (dots) of the verification chart for media registration
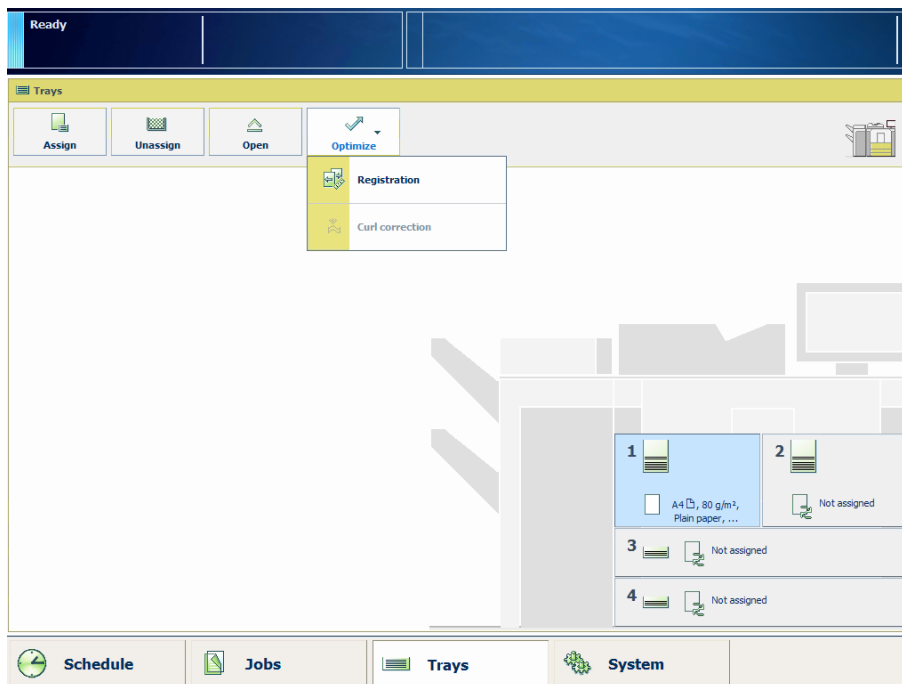
[69] Print the verification chart via the trays view

Procedure

1. On the control panel, touch [Trays].
2. Select the media via the tray that contains the media.
3. Touch [Optimize] -> [Registration].
4. You can also select the media via the media catalog.
   1. On the control panel, touch [System] -> [Media] to open the media catalog.
   2. Select the media from the media catalog for which you want to print the verification chart for media registration.
   3. Touch [Registration].
   4. Select the feed direction for which you want to print the verification chart.
5. Touch [Print the verification chart].
   The verification chart is printed and you can verify the media registration for the selected media. The verification chart has an optimal result when the paper path is filled. Therefore three blank sheets precede the verification chart and two blank sheets are delivered after the verification chart is printed.
   You are not charged for the blank sheets.

Result

You must use the lines in the corners of the verification chart to measure the registration for manual registration adjustment.

Option 1 - Automatic Media Registration Adjustment

Media-Specific Registration

When to do

When the media registration for a specific media is not optimal.

You can start a media-specific registration from the trays view or from the media catalog. First, the steps of the media registration procedure are described in general.

✎ NOTE
- The media-specific registration overwrites any automatic or manual media-specific registration performed previously.
- You cannot perform media-specific registration for temporary media. You must add the temporary media to the media catalogue first.
- You cannot perform an automatic adjustment for media that you can only print 1-sided, because the adjustment procedure prints 2-sided registration sheets. Examples of 1-sided media are tab sheets and transparency media with paper backing. For these media, you must perform a manual media registration.
- It is recommended to perform the media registration when the list of [Scheduled jobs] is empty. Otherwise, other jobs can start printing while the media registration takes place.

✎ NOTE
- When the media is larger than the glass plate (larger than 420 mm (16.5") in X direction (feed direction) and / or larger than 297 mm (11.7") in Z direction (perpendicular to the feed direction)), you can still perform media specific registration. The information needed for the automatic adjustment is within the range of the glass plate. You must only enter the actual sheet size via the manual adjustment for this media. The scanner cannot detect the actual sheet size and assumes the nominal sheet size.
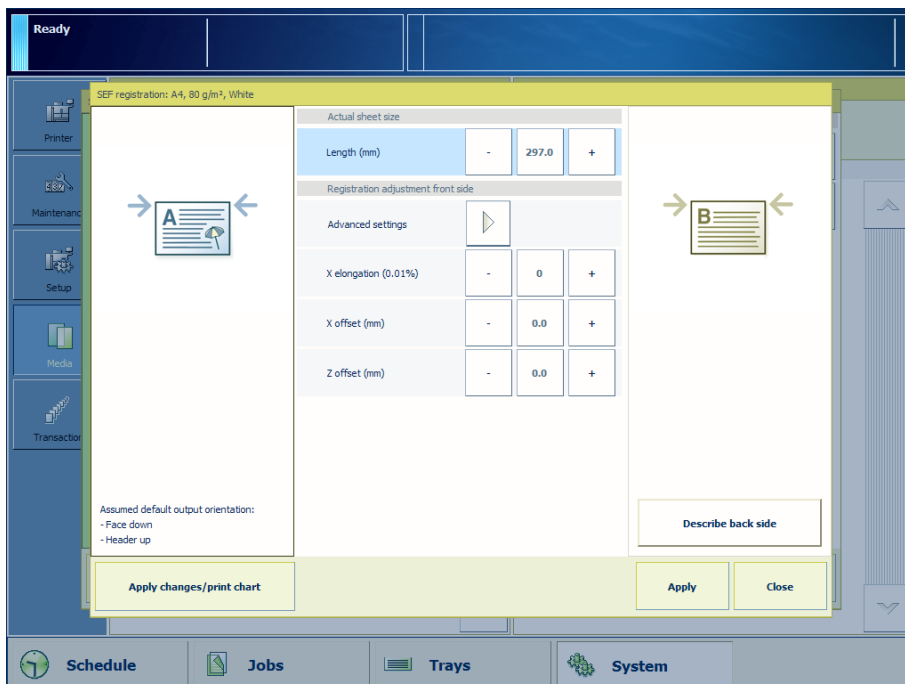
Media Registration Procedure

1. The system prints a number of registration sheets.
2. Scan the printed registration sheets one by one. First the front side, then the back side.
3. The systems calculates the registration adjustment parameters.
4. The system sets the calculated parameters as default registration parameters for this specific media.

Start a Media-Specific Registration via the Trays View
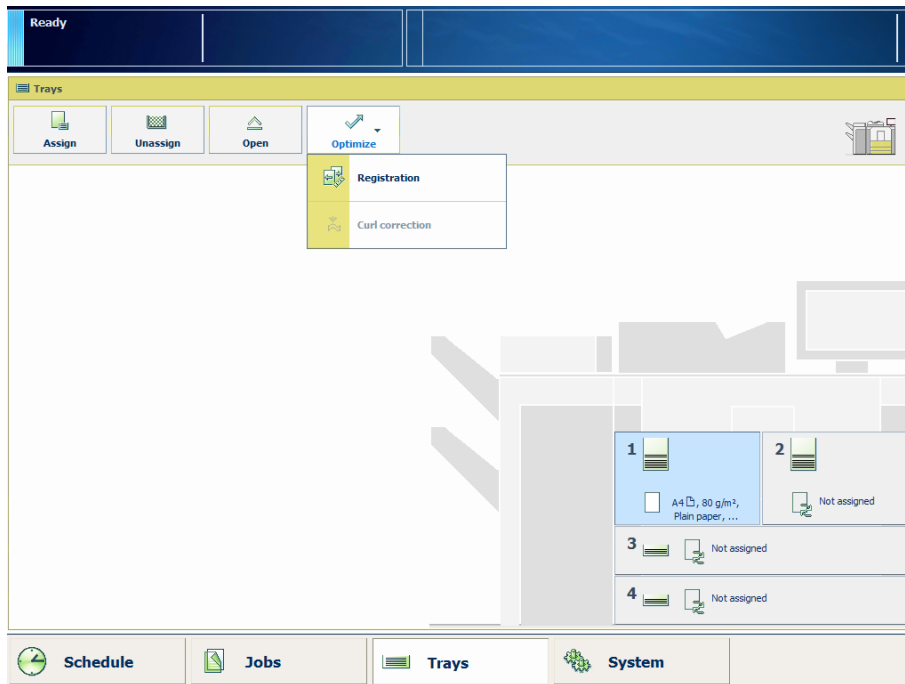
1. On the control panel, touch [Trays] to open the trays view.

2. Select the media for which you want to perform the media registration.
3. Touch [Optimize] -> [Registration].
   When the media is larger than 420 mm (16.5") in X direction (feed direction) you get a reminder to enter the actual sheet size via the manual adjustment.
4. At [Correction of shift / zoom], touch [Start].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.
6. Touch [Next].

Start a Media-Specific Registration from the Media Catalog

1. On the control panel, touch [System] -> [Media] to open the Media Catalog.
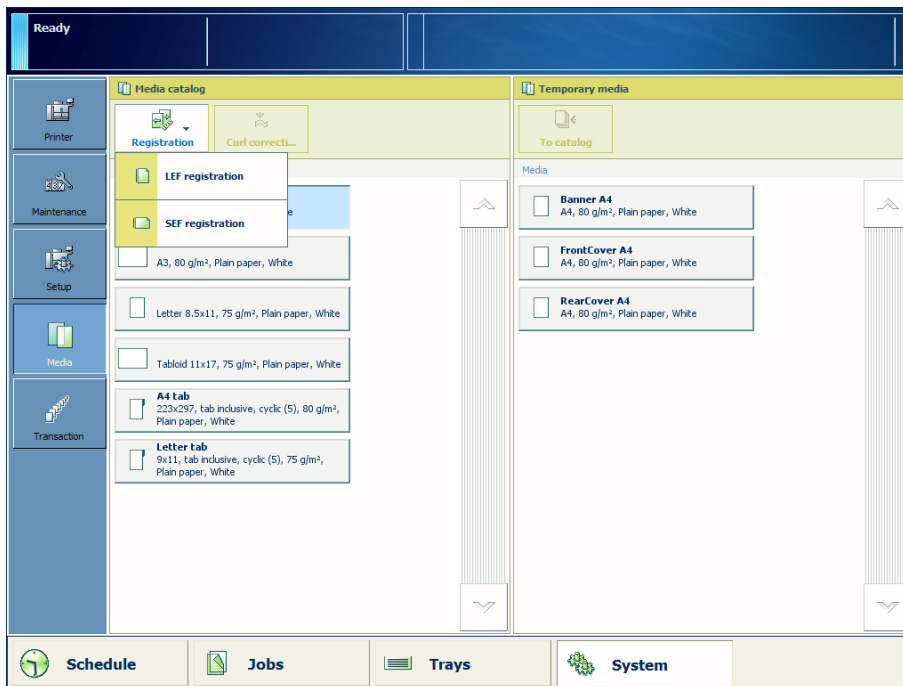
2. Select the media for which you want to perform the media registration.
3. Press [Registration].
   When the media is larger than 420 mm (16.5") in X direction (feed direction) you get a reminder to enter the actual sheet size via the manual adjustment.
4. Select the feed direction for which you want to perform the media registration ([LEF registration] or [SEF registration])
5. At [Correction of shift / zoom], touch [Start].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
6. Enter the maintenance PIN to start the wizard.
7. Press [Next].

Actions for Media-Specific Registration

Procedure

Step	Action	Remark
1	Place the registration sheet with number 1 face down on the glass plate, and touch [OK] to scan.	NOTE Make sure that the registration sheets are placed correctly in the left-hand upper corner of the glass plate. Make sure that the registration sheet on the glass plate is not curled or has dog ears. You can use a stack of paper to reduce the curl. You must close the ADF / cover for each scan.

Step	Action	Remark
2	Place the registration sheet with number 2 face down on the glass plate, and touch [OK] to scan.	
3	Repeat the steps 1 and 2 with the next registration sheets.	
4	The media registration is completed when the control panel displays the message [Remove the registration sheet from the glass plate.] Touch [Next].	
5	The control panel displays the message [Do you want to print the verification chart?]. When you touch [Yes], the verification chart is printed. The automatic media registration is completed.	NOTE The media specific registration adjustment overwrites any automatic or manual media specific registration performed previously.
6	 If the adjustment was successful, this icon appears behind the media registered in the media catalog in the Settings Editor.	
7	When the following conditions apply, you must enter the actual sheet size via the manual media registration for this media. • The media registration is not optimal and • The sheet is larger than 420 mm (16.5") in X direction (feed direction) and larger than 297 mm (11.7") in Z direction (perpendicular to the feed direction).	See *Registration Values* on page 328. If you do not enter the actual sheet size, you will see a large deviation in front-to-back side registration.
8	Only if the media registration is not optimal, continue with the next option.	Print the verification chart to verify if the media registration is optimal now.

Option 2 - Manual Media Registration Adjustment (Only Needed in Incidental Cases)

When to Do

- You already performed the automatic registration adjustment via the control panel (option 1), but the result is still not optimal, or
- The media is 1-sided media. Examples of 1-sided media are tab sheets and transparency media with paper backing.

Description

You can do the manual adjustment of the media registration via the control panel and via the Settings Editor. Both procedures have the same result. The manual adjustment via the control panel is preferred because you can print the verification chart immediately after you changed a setting.

Determine the kind of adjustment you need. This depends on the image on the sheet, for example elongation, image shift or skew.

You can define the following settings:
- Standard settings for front side and back side
  - X elongation
  - X offset; in the feed direction
  - Z offset; perpendicular to the feed direction
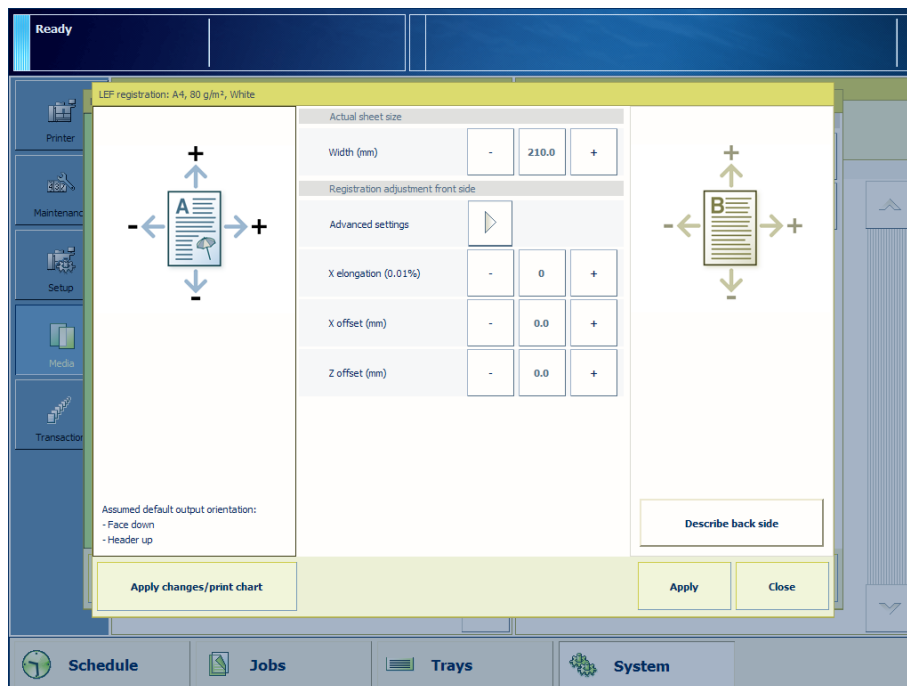
- Advanced settings for front side and back side. Touch [Advanced settings] to display these settings.
  - Trapezoid
  - Diamond
  - Skew

✎ NOTE
It is recommended to perform the media registration when the list of [Scheduled jobs] is empty. Otherwise, other jobs can start printing while the media registration takes place.

Via the Control Panel

Before you begin

✎ NOTE
- The media-specific registration adjustment overwrites any automatic or manual media specific registration performed previously.
- You cannot perform media-specific registration for temporary media. You must add the temporary media to the media catalogue first.

Print the verification chart to verify the media registration.

1. On the control panel, touch [Trays] to open the trays view.
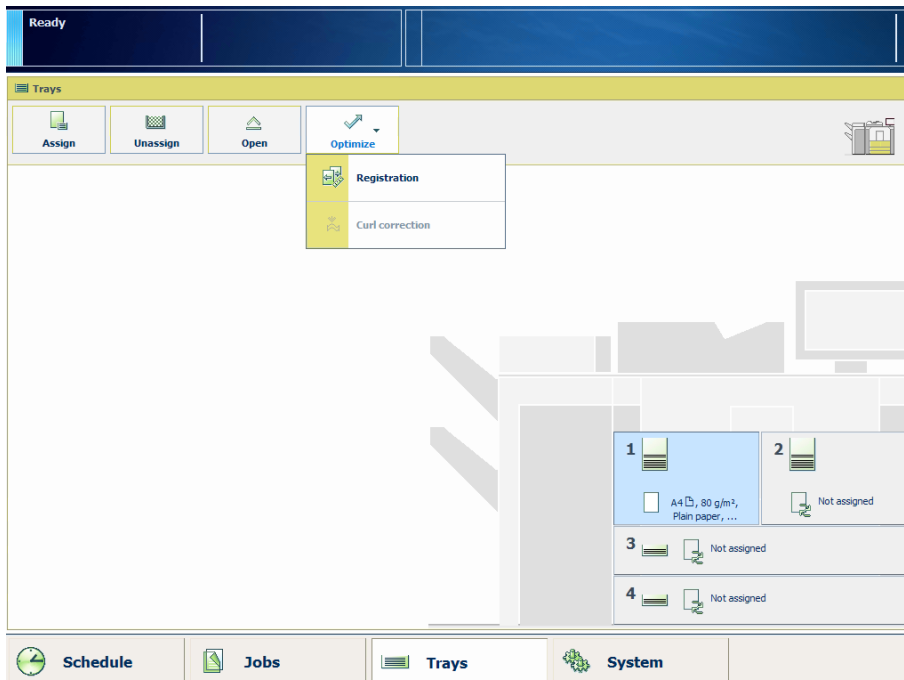
2. Select the media for which you want to perform the media registration.
3. Touch [Optimize] -> [Registration].
   When the media is larger than 420 mm (16.5") in X direction (feed direction), you get a reminder to enter the actual sheet size via the manual adjustment.
4. At [Manual registration], touch [Start].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the manual adjustment.
6. Touch [Next].

You can also select the media via the media catalogue, instead of via the trays view.
1. On the control panel, touch [System] -> [Media] to open the media catalog.
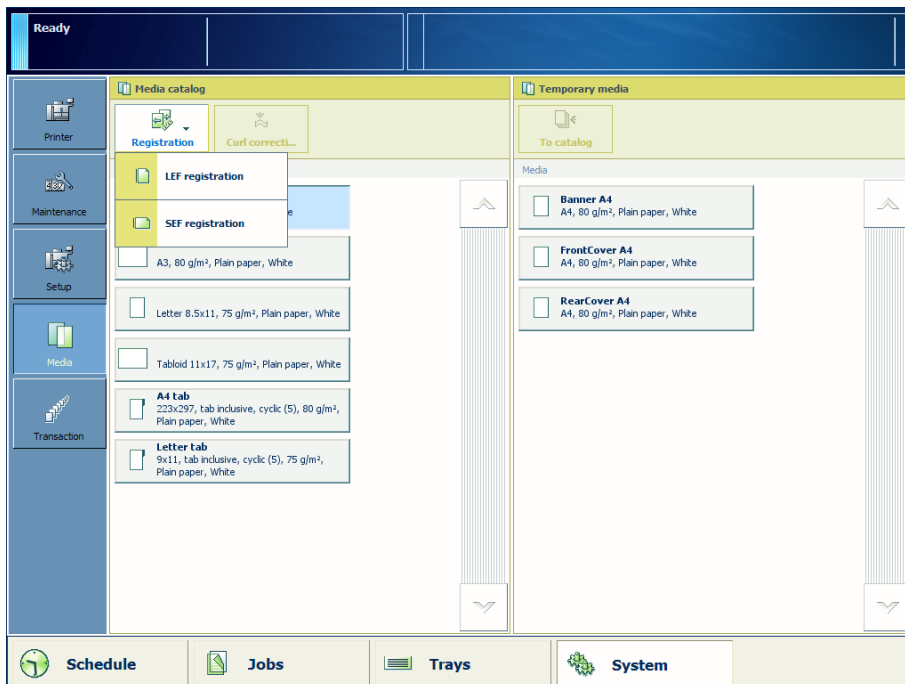
2. From the media catalog, select the media for which you want to perform the media registration.
3. Touch [Registration].
   When the media is larger than 420 mm (16.5") in X direction (feed direction), you get a reminder to enter the actual sheet size via the manual adjustment.
4. Select the feed direction for which you want to perform the media registration.
5. At [Manual registration], touch [Start].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
6. Enter the maintenance PIN to start the manual adjustment.
7. Touch [Next].

Registration Values

Section	What to enter
Upper section (1)	The actual sheet size measured in the feed direction. It is recommended to measure several (6) sheets. Determine the average sheets size in the feed direction. For LEF, enter the sheet width. [70] For LEF, enter the sheet width For SEF, enter the sheet length. [71] For SEF, enter the sheet length The actual sheet size is used in the front-to-back registration. The actual sheet size has impact on the distance between the leading edge of the sheet and the leading edge of the image.
Lower section (2)	The required values. Use the verification chart to determine which value to change. The sections hereafter describe how to determine the values you must enter. For most situations you can correct the media registration with the standard settings. Only in exceptional cases, you need the advanced settings.

NOTE

You can touch the - and + buttons to change the values. You can also enter the required value directly. Touch the number to enter a value manually. The numeric keyboard appears. There you can enter the required value.

NOTE

If you touch [Close] before you apply the changes, the values are not saved.

You must decide whether you want to correct the media registration of the front side or the back side or both. You can base this decision on the processing of the jobs that have an incorrect media registration, for example cutting, booklet making or folding. To correct the media registration of the front side touch [Describe front side]. For the back side, touch [Describe back side].

For 1-sided media you simply have to correct the media registration of the front side. Examples of 1-sided media are tab sheets and transparency media with paper backing. For 1-sided media you cannot use the verification chart because the verification chart is 2-sided. To perform the media registration you must use your own image to determine the required values.

NOTE

- In most cases, after automatic media registration you must only adjust the elongation and / or the image shift.
- If there are two or more registration problems, you must solve the problems one by one. First you correct the registration of each side. Then you correct the front-to-back side registration. For example, if the image is skewed and there is a problem with the front-to-back side registration, then you must first adjust the skewed image. If the skewing is correct, you must improve the front-to-back side registration.

NOTE

If you are unable to recognize which kind of media registration deviation you have (see *Example 1 - Images and Text* on page 311), perform the following actions:
1. Measure the value for the skewed image, diamond shape image and trapezoid image. See the corresponding sections.
2. Select the deviation with the largest value and correct the deviation. Use the corresponding manual actions described in this document.
3. Print the verification chart.
4. If the angles in the corners are straight then continue with the next step. If not, repeat step 1 - 3.
5. If needed, correct the image shift and / or elongation. Use the corresponding manual actions described in this document.

Elongation

When to do

Elongation occurs in the feed direction.

Procedure

Job	Verification chart
<--	Feed direction
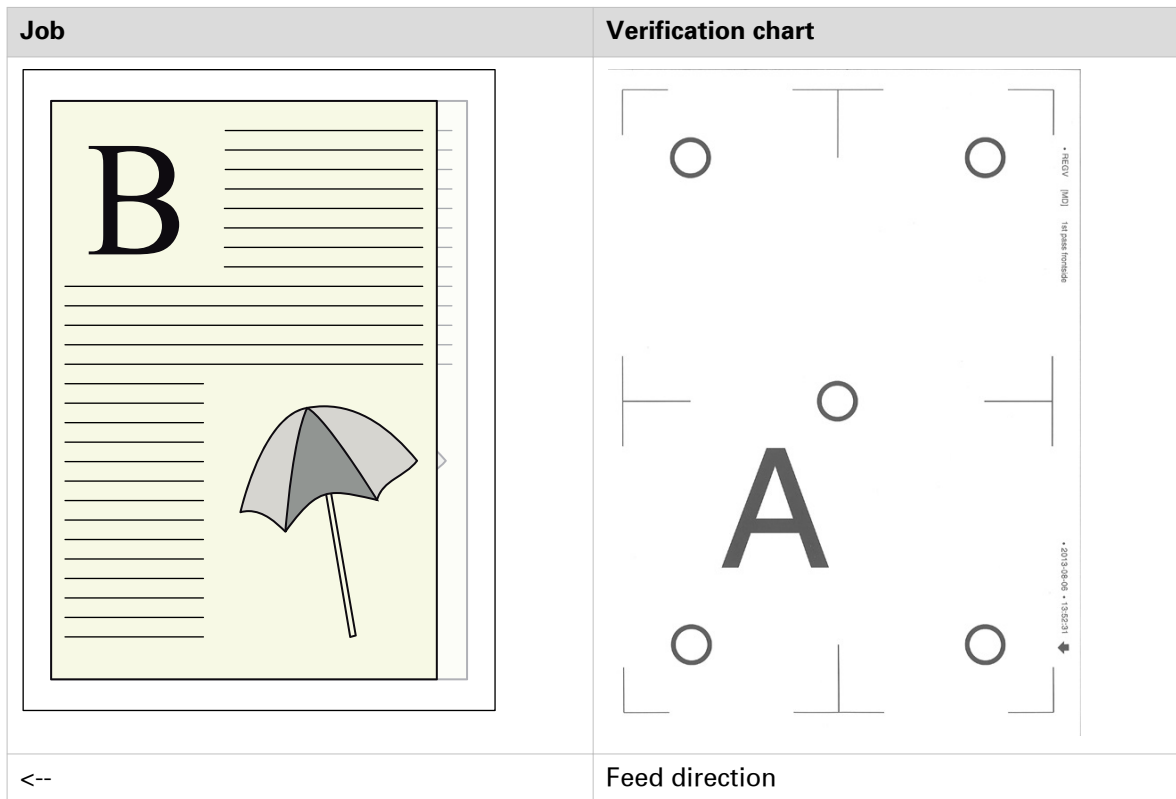
Media Registration

> With elongation, the lines at the left-hand side (leading edge) of the verification chart are at the correct position. The image is elongated / shrunk at the right-hand side (trailing edge) of the sheet.

Procedure

1. On the verification chart, determine if the image on the back side has an elongation or the image on the front side.
   Use the X elongation back to adjust the back side.
   Use the X elongation front to adjust the front side.
2. On the verification chart, use an accurate ruler to measure the distance between the lines on the front side and the back side at the right-hand side of the sheet.
   - Measure the distance between the vertical lines at the front side and the back side at the top-right corner.
     For example, hold the verification chart against the light, or measure the distance between the line and the edge of the sheet on the front side and the back side.
   - Measure the distance between the vertical lines at the front side and the back side at the bottom-right corner.
   - Calculate the average value.
3. Calculate this average value as a percentage of the media size in the feed direction.
   For example: 1 mm is 0.48% of 210 mm (0.04" is 0.48% of 8.27").
4. Enter the value according to the table below.
5. Confirm the changed value.
6. Print the verification chart again and verify if the media registration is optimal.
   If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Values for the Media Registration

Procedure

Settings front side	What to enter
X elongation (0.01%)	The image is elongated or shrunk in increments of 0.01%. A value > 0 elongates the image by moving the trailing edge of the image to the right: • The length of the image in the feed direction increases. • The distance between the leading edge of the sheet and the image on the sheet remains the same. • The circles on the right-hand side of the verification chart move to the right (trailing edge). A value < 0 shrinks the image by moving the trailing edge of the image to the left: • The length of the image in the feed direction decreases. • The distance between the leading edge of the sheet and the image on the sheet remains the same. • The circles on the right-hand side of the verification chart move to the left (leading edge).

Settings back side	What to enter
X elongation (0.01%)	The image is elongated or shrunk in increments of 0.01%. A value > 0 elongates the image by moving the trailing edge of the image to the right: • The length of the image in the feed direction increases. • The distance between the leading edge of the sheet and the image on the sheet remains the same. • The dots on the right-hand side of the verification chart move to the right (trailing edge). A value < 0 shrinks the image by moving the trailing edge of the image to the left: • The length of the image in the feed direction decreases. • The distance between the leading edge of the sheet and the image on the sheet remains the same. • The dots on the right-hand side of the verification chart move to the left (leading edge).

Ranges

Setting	Range
X elongation (0.01%)	-500 to +500

✎ NOTE
If the elongation is too great, the image can become larger than the sheet. In this case the image is printed over the edges of the sheet.
• Risk of reprinting.
• Risk of system pollution.

Shifted Image

When to do

The image is shifted in the X direction (feed direction) and/or in the Z direction (perpendicular to the feed direction).

Procedure

Job	Verification chart
<--	Feed direction

Media Registration
With an image shift, all corners are shifted in the same direction. We assume that the skew is correct.

Procedure

1. On the verification chart, determine if the image on the back side is shifted or the image on the front side.
   Change the back side if the image on the back side is shifted.

Change the front side if the image on the front side is shifted.

2. On the verification chart, use an accurate ruler to measure the distance that the image is shifted in the feed direction (X) and in the direction perpendicular to the feed direction (Z).
   • Measure the distance between the top-left corner on the front side and the back side in the feed direction.
   • Measure the distance for all the corners in the feed direction.
   • Measure the distance for all the corners in the direction perpendicular to the feed direction.
   • Calculate the average value in the feed direction (X) and the average value in the direction perpendicular to the feed direction (Z).
3. Enter the values according to the table below.
4. Confirm the changed values.
5. Print the verification chart again and verify if the media registration is optimal.
   If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Values for the Media Registration

Procedure

Settings front side	What to enter
[X offset ({0})] 	The image is shifted in X direction (feed direction) in mm (inches). A shift > 0 moves the image to the right-hand side (trailing edge): • The distance between the leading edge of the sheet and the image on the sheet increases. • The distance between the trailing edge of the sheet and the image on the sheet decreases. • The circles on the verification chart move to the right-hand side (trailing edge). A shift < 0 moves the image to the left-hand side (leading edge): • The distance between the leading edge of the sheet and the image on the sheet decreases. • The distance between the trailing edge of the sheet and the image on the sheet increases. • The circles on the verification chart move to the left-hand side (leading edge).

Settings front side	What to enter
[Z offset ({0})] + –	The image is shifted in Z direction (perpendicular on the feed direction) in mm (inches). A shift > 0 moves the image to the top of the sheet: • The distance between the top of the sheet and the image on the sheet decreases. • The circles on the verification chart move to the top of the sheet. A shift < 0 moves the image to the bottom of the sheet: • The distance between the top of the sheet and the image on the sheet increases. • The circles on the verification chart move to the bottom of the sheet.

Settings back side	What to enter
[X offset ({0})] – +	The image is shifted in X direction (feed direction) in mm (inches). A shift > 0 moves the image to the right-hand side (trailing edge): • The distance between the leading edge of the sheet and the image on the sheet increases. • The distance between the trailing edge of the sheet and the image on the sheet decreases. • The dots on the verification chart move to the right-hand side (trailing edge). A shift < 0 moves the image to the left-hand side (leading edge): • The distance between the leading edge of the sheet and the image on the sheet decreases. • The distance between the trailing edge of the sheet and the image on the sheet increases. • The dots on the verification chart move to the left-hand side (leading edge).

Settings back side	What to enter
[Z offset ({0})] 	The image is shifted in Z direction (perpendicular on the feed direction) in mm (inches). A shift > 0 moves the image to the top of the sheet: • The distance between the top of the sheet and the image on the sheet decreases. • The dots on the verification chart move to the top of the sheet. A shift < 0 moves the image to the bottom of the sheet: • The distance between the top of the sheet and the image on the sheet increases. • The dots on the verification chart move to the bottom of the sheet.

Ranges

Setting	Range (mm)	Range (inches)
[X offset ({0})]	-5.0 to +5.0	-0.197 to +0.197
[Z offset ({0})]	-2.5 to +2.5	-0.098 to +0.098

📝 NOTE
If the shift is too much, the image be printed over the edges of the sheet.
• Risk of reprinting.
• Risk of system pollution.

Trapezoid Shape Image

When to do

The trapezoid shape is perpendicular to the feed direction.
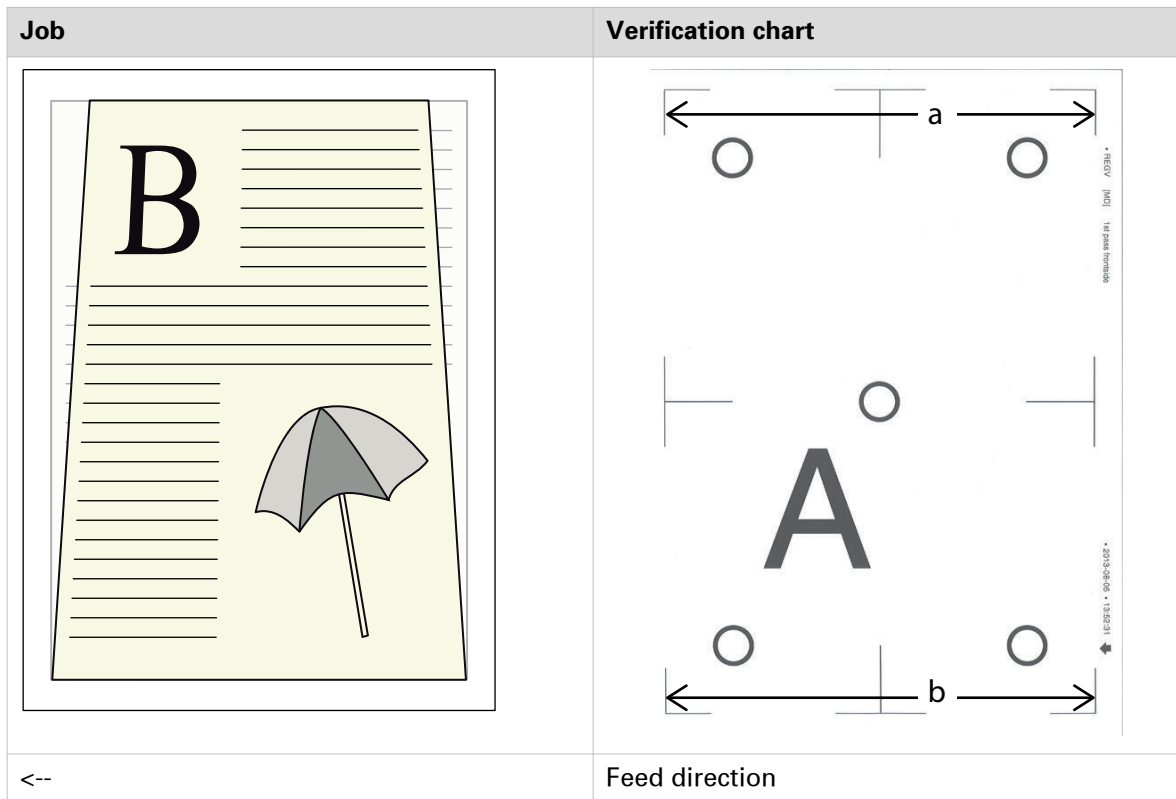
Procedure

Job	Verification chart
<--	Feed direction

Media Registration

Procedure

1. On the verification chart, determine if the image on the back side has a trapezoid image or the image on the front side.
   If the trapezoid image is on the back side, change the back side.
   If the trapezoid image is on the front side, change the front side.
2. On the verification chart, use an accurate ruler to measure the distance between the corners of the image at the bottom of the sheet and at the top of the sheet.
   - Measure the distance between the bottom-left corner and the bottom-right corner. b in the figure above.
     E.g. the distance between the corners is 190.8 mm (7.51").
   - Measure the distance between the top-left corner and the top-right corner. a in the figure above.
     E.g. the distance between the corners is 191.3 mm (7.53").
   - Determine the difference between the distance measured at the bottom and the distance measured at the top. b - a.
     In the example the measured difference is -0.5 mm (-0.02").
3. Enter the measured difference according to the table below.
4. Confirm the changed value.
5. Print the verification chart again and verify if the media registration is optimal.
   If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Values for the Media Registration

Procedure

Settings front side	What to enter
[Trapezoid ({0})]	The image is adjusted in mm (inches). Measured difference > 0: • At the bottom of the sheet, the length of the image in the feed direction decreases. • The distance between the circles at the bottom of the verification chart decreases. Measured difference < 0: • At the top of the sheet, the length of the image in the feed direction decreases. • The distance between the circles at the top of the verification chart decreases.

Settings back side	What to enter
[Trapezoid ({0})]	The image is adjusted in mm (inches). Measured difference > 0: • At the bottom of the sheet, the length of the image in the feed direction decreases. • The distance between the dots at the bottom of the verification chart decreases. Measured difference < 0: • At the top of the sheet, the length of the image in the feed direction decreases. • The distance between the dots at the top of the verification chart decreases.

Ranges
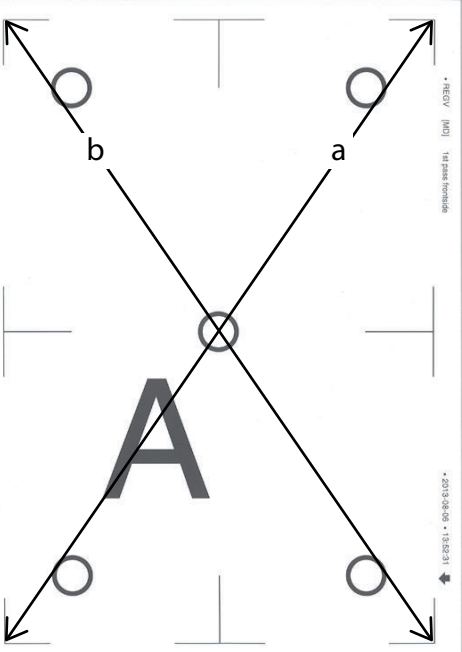
Setting	Range (mm)	Range (inches)
[Trapezoid ({0})]	-2.5 to +2.5	-0.098 to +0.098

Diamond Shape Image

When to do

The diamond shape is perpendicular to the feed direction. You can measure the diamond shape via the diagonal of the image.

Procedure

Job	Verification chart
<--	Feed direction

Media Registration via the Diagonal of the Image

Procedure

1. On the verification chart, determine if the image on the back side has a diamond shape or the image on the front side.
    If the diamond shape is on the back side, change the back side.
    If the diamond shape is on the front side, change the front side.
2. On the verification chart, use an accurate ruler to measure the distance between:
    *   The top-right corner and the bottom-left corner. a in the figure above.
        For example, the distance is 336.0 mm (13.23").
    *   The top-left corner and the bottom-right corner. b in the figure above.
        For example, the distance is 335.0 mm (13.19").
3. Determine the difference between the second value measured and the first value measured. b - a.
    In the example, the measured difference is -1.0 mm (-0.04").
4. Enter the measured difference according to the table below.
5. Confirm the changed values.
6. Print the verification chart again and verify if the media registration is optimal.
    If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Values for the Media Registration via the Diagonal of the Image

Procedure

Settings front side	What to enter
Diamond 	The image is adjusted in mm (inches). Adjustment > 0: • The diagonal from the top-right corner of the image to the bottom-left corner of the image increases. • The distance between the circle at the top-right corner and the circle at the bottom-left corner increases. • The diagonal from the top-left corner of the image to the bottom-right corner of the image decreases. • The distance between the circle at the top-left corner and the circle at the bottom-right corner decreases. Adjustment < 0: • The diagonal from the top-right corner of the image to the bottom-left corner of the image decreases. • The distance between the circle at the top-right corner and the circle at the bottom-left corner decreases. • The diagonal from the top-left corner of the image to the bottom-right corner of the image increases. • The distance between the circle at the top-left corner and the circle at the bottom-right corner increases.

Settings back side	What to enter
Diamond -←▯B☰▯→+	The image is adjusted in mm (inches). Adjustment > 0: • The diagonal from the top-right corner of the image to the bottom-left corner of the image increases. • The distance between the dot at the top-right corner and the dot at the bottom-left corner increases. • The diagonal from the top-left corner of the image to the bottom-right corner of the image decreases. • The distance between the dot at the top-left corner and the dot at the bottom-right corner decreases. Adjustment < 0: • The diagonal from the top-right corner of the image to the bottom-left corner of the image decreases. • The distance between the dot at the top-right corner and the dot at the bottom-left corner decreases. • The diagonal from the top-left corner of the image to the bottom-right corner of the image increases. • The distance between the circle at the top-left corner and the circle at the bottom-right corner increases.

Ranges

Setting	Range (mm)	Range (inches)
Diamond	-2.5 to +2.5	-0.098 to +0.098

Skewed Image

When to do

The image is skewed (rotated) on the front side and/or on the back side.

Procedure
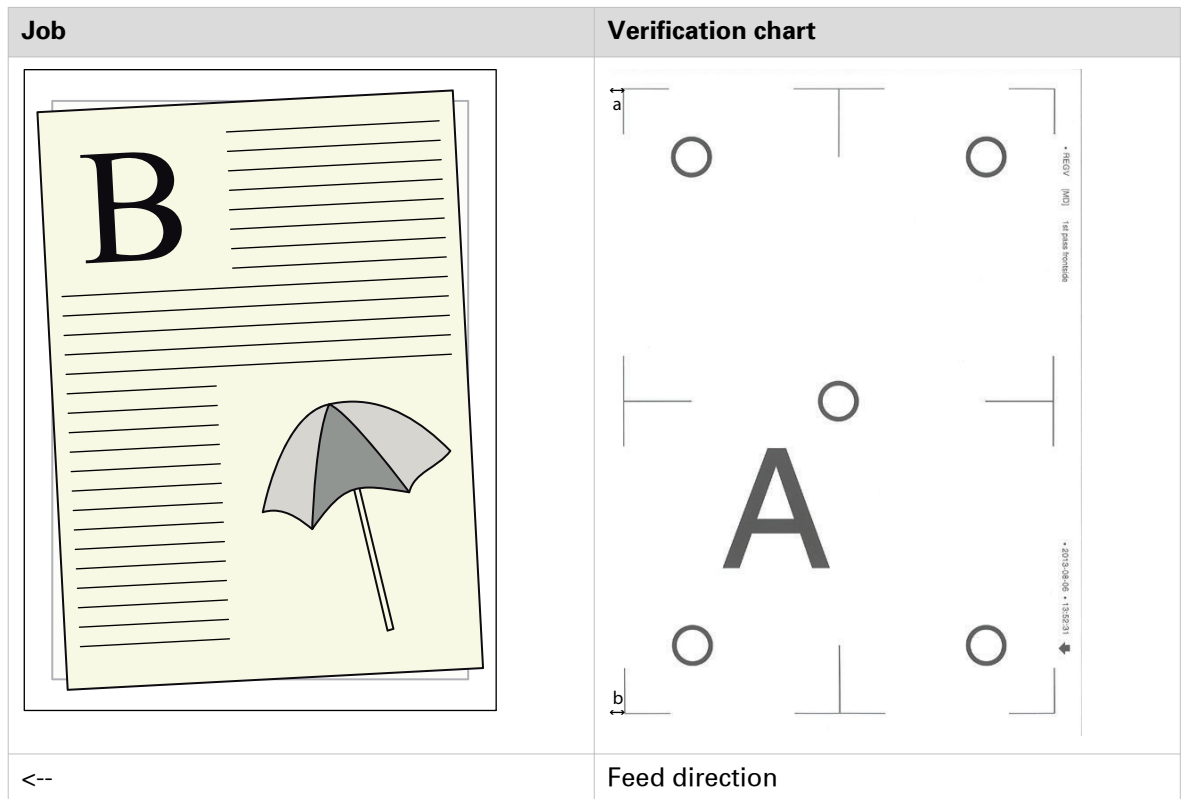
Job	Verification chart
<--	Feed direction

Media Registration

Procedure

1. On the verification chart, determine if the image on the back side is skewed or the image on the front side.
   If the image on the back side is skewed, change the back side.
   If the image on the front side is skewed, change the front side.
2. On the verification chart, use an accurate ruler to measure the distance between:
   • The leading edge of the sheet and the top-left corner. a in the figure above.
     For example, the distance is 10.3 mm (0.40").
   • The leading edge of the sheet and the bottom-left corner. b in the figure above.
     For example, the distance is 9.5 mm (0.37").
3. Determine the difference between the value measured at the bottom and the value measured at the top. b - a. This is the skew (rotation).
   In the example, the measured skew is -0.8 mm (-0.03").
4. Enter the value according to the table below.
5. Confirm the changed value.
6. Print the verification chart again and verify if the media registration is optimal.
   If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Values for the Media Registration

Procedure

Settings front side	What to enter
Skew	The image is rotated in mm (inches). Adjustment > 0: • The image is rotated clockwise. • The distance between the leading edge of the sheet and the circle at the top-left corner is increased. • The distance between the leading edge of the sheet and the circle at the bottom-left corner is decreased. Adjustment < 0: • The image is rotated counter-clockwise. • The distance between the leading edge of the sheet and the circle at the top-left corner is decreased. • The distance between the leading edge of the sheet and the circle at the bottom-left corner is increased.

Settings back side	What to enter
Skew	The image is rotated in mm (inches). Adjustment > 0: • The image is rotated clockwise. • The distance between the leading edge of the sheet and the dot at the top-left corner is increased. • The distance between the leading edge of the sheet and the dot at the bottom-left corner is decreased. Adjustment < 0: • The image is rotated counter-clockwise. • The distance between the leading edge of the sheet and the dot at the top-left corner is decreased. • The distance between the leading edge of the sheet and the dot at the bottom-left corner is increased.

Ranges

Setting	Range (mm)	Range (inches)
Skew	-2.5 to +2.5	-0.098 to +0.098

Front-to-Back Side Registration

Introduction

When the front-to-back side registration is not satisfactory:
- Correct the front side registration.
- Correct the back side registration.

Procedure

Job	Verification chart
<--	Feed direction
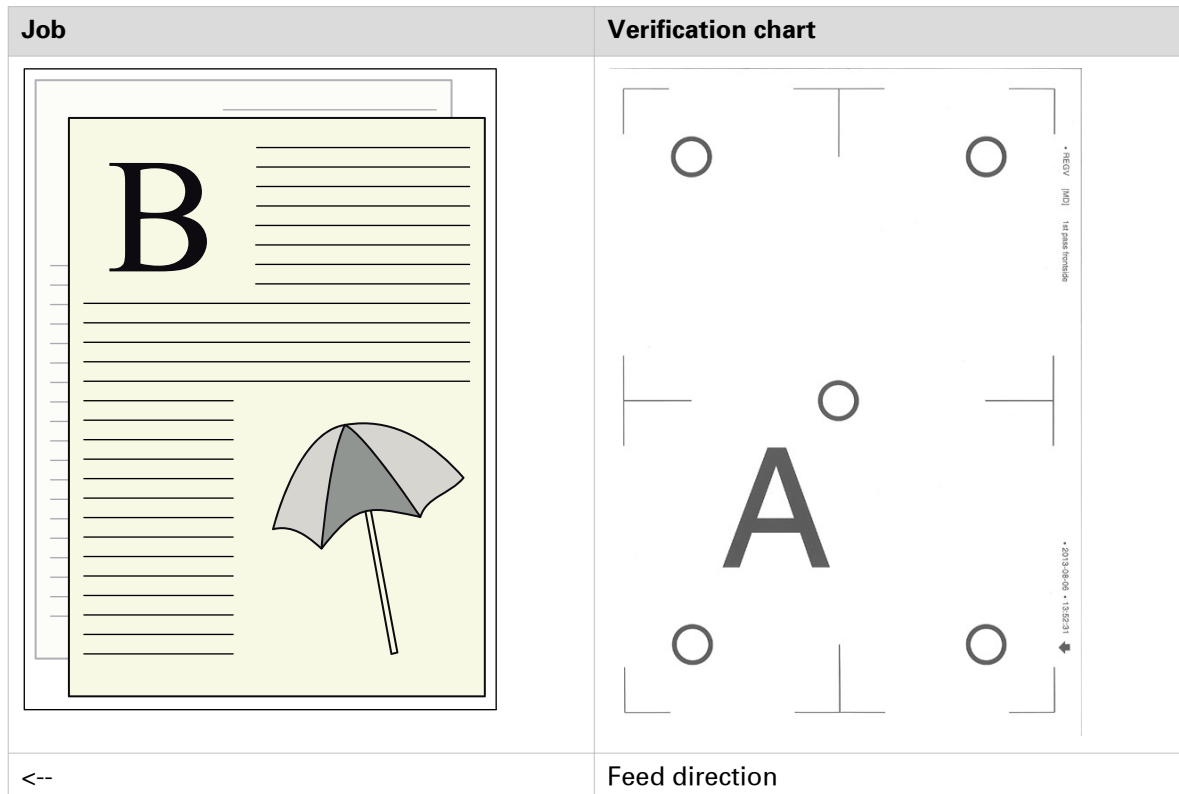
Media Registration

Before you begin

To correct the front-to-back side registration, you must first get one side correct and then shift the other side in such a way that the front-to-back registration is correct.

Procedure

1. If the verification chart displays a trapezoid image, a diamond shape or skew, use the corresponding manual actions described in this document to correct the registration.
2. Correct the image shift to adjust the front-to-back side registration.
3. If the image is elongated / shrunk, use the corresponding manual actions described in this document to correct the registration.
4. Print the verification chart again and verify if the media registration is optimal.
   If the media registration is not optimal, change the value or use another setting depending on how the registration looks.

Via the Settings Editor

Before you begin

    NOTE
- It is not preferred to perform the manual media registration via the Settings Editor. The manual media registration via the control panel is preferred because you can print the verification chart immediately after you changed a setting.
- The media specific registration adjustment overwrites any automatic or manual media specific registration performed previously.

Print the verification chart to verify the media registration.
1. Start the Settings Editor application.
2. Click [Media] to open the media catalog.
3. Select the media from the media catalog for which you want to perform the media registration.
4. Click [Registration].
   When you are not logged in, the login screen appears.
5. Enter the username and password to start the registration.
6. Select for which feed direction you to perform the media registration.
7. Enter the required values. The sections related to the manual media registration via the control panel (see *Via the Control Panel* on page 326) describe how to determine the values you must enter. Only the [Corrections for preprinted media] are not available on the control panel. These settings are described in this section.
   For 1-sided media you simply have to correct the media registration of the front side. Examples of 1-sided media are tab sheets and transparency media with paper backing. For 1-sided media you cannot use the verification chart because the verification chart is 2-sided. To perform the media registration you must use your own image to determine the required values.
   Possible settings, as displayed in the Settings Editor:
   - Actual sheet size
   - Registration front side
     - Trapezoid
     - Diamond
     - Skew
     - X elongation (0.01%)
     - X offset
     - Z offset
   - Registration back side
     - Trapezoid
     - Diamond
     - Skew
     - X elongation (0.01%)
     - X offset
     - Z offset
   - Corrections for preprinted media (see *Corrections for Preprinted Media* on page 345)
     - [X image shift front ({0})]
     - [X image shift back ({0})]
     - [Z image shift front ({0})]
     - [Z image shift back ({0})]
8. When the media registration is ready, the ⬚ icon appears behind the media registered.

✎ NOTE
- In most cases, after automatic media registration you must only adjust the elongation and / or the image shift.
- If there are two or more registration problems, you must solve the problems one by one. First you correct the registration of each side. Then you correct the front-to-back side registration. For example, if the image is skewed and there is a problem with the front-to-back side registration, then you must first adjust the skewed image. If the skewing is correct, you must improve the front-to-back side registration.

✎ NOTE
If you are unable to recognize which kind of media registration deviation you have (see *Example 1 - Images and Text* on page 311), perform the following actions:
1. Measure the value for the skewed image, diamond shape image and trapezoid image. See the corresponding sections.
2. Select the deviation with the largest value and correct the deviation. Use the corresponding manual actions described in this document.
3. Print the verification chart.
4. If the angles in the corners are straight then continue with the next step. If not, repeat step 1 - 3.
5. If needed, correct the image shift and / or elongation. Use the corresponding manual actions described in this document.

Corrections for Preprinted Media

Introduction

When you use preprinted media, there is a possibility that the image is not at the correct position, even when the media registration is correct. For example, it is possible that a preprinted line along an edge of the media covers part of the printed image. In that case you can perform an image shift for all the jobs that are printed on this media.

Procedure

1. Print a representative job on the preprinted media.
2. Measure the distance that the image must shift for the front side and the back side.
3. In the section [Corrections for preprinted media] enter the values according to the table below.
4. Click [OK].
5. Print the job again and check if the image is printed at the correct position.

Values

Procedure

Settings front side	What to enter
[X image shift front ({0})]	The image is shifted in X direction (feed direction) in steps of 0.1 mm (0.001 inches).
[Z image shift front ({0})]	The image is shifted in Z direction (perpendicular to the feed direction) in steps of 0.1 mm (0.001 inches).

Settings back side	What to enter
[X image shift back ({0})]	The image is shifted in X direction (feed direction) in steps of 0.1 mm (0.001 inches).
[Z image shift back ({0})]	The image is shifted in Z direction (perpendicular to the feed direction) in steps of 0.1 mm (0.001 inches).

Ranges

Setting	Range (0.1 mm)	Range (0.001 inches)
[X image shift front ({0})]	-500 to +500	-1969 to +1969
[X image shift back ({0})]	-500 to +500	-1969 to +1969
[Z image shift front ({0})]	-500 to +500	-1969 to +1969
[Z image shift back ({0})]	-500 to +500	-1969 to +1969

Media registration: Troubleshooting

Introduction

When you perform media registration some issues can occur. This section gives an overview of known issues and what to do.

Registration of Preprinted Media Fails

Issue

The registration of preprinted media fails.

Cause

If the registration sheet contains pre-printed information, the scanner will have difficulties performing the measurements.

Solution

- Perform a manual media registration on the preprinted media.
- Perform an automatic media registration on the same media without the preprinted information.
- Perform an automatic media registration on a media similar to the preprinted media. The similar media must not contain any preprinted information.

Automatic Media Registration of Long Sheets is not satisfactory

Issue

The result of an automatic media registration on sheets longer than 420 mm (16.5") is not satisfactory.

Cause

The automatic media registration cannot handle sheets longer than 420 mm (16.5"). The automatic media registration assumes the nominal sheet length of the media.

Solution

Measure the actual sheet length and enter this value via the manual media registration.
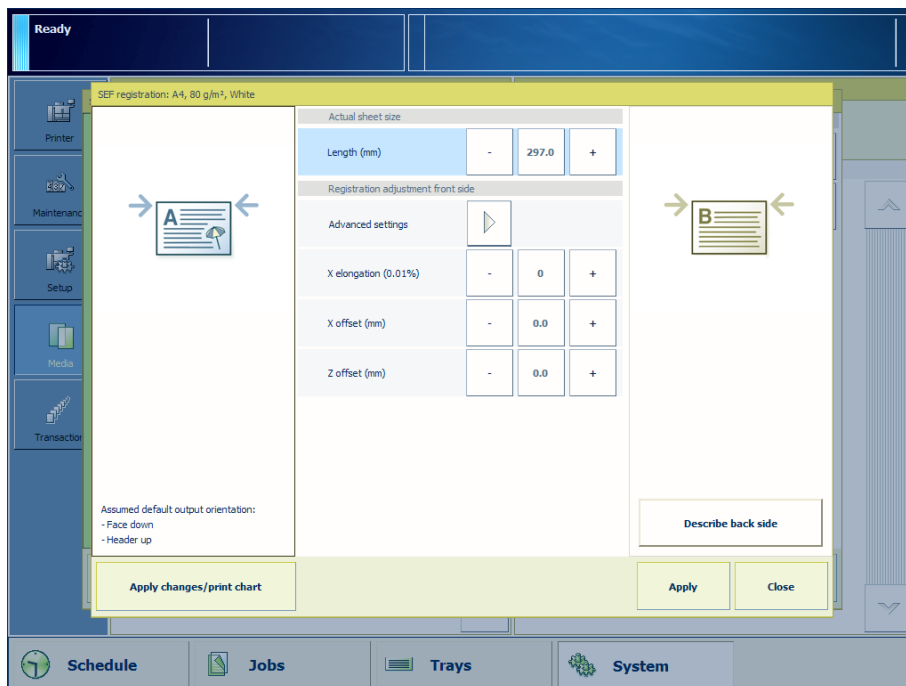
Shifted Image after Paper Path Registration (Only if POC is Applicable)

Issue

After you performed the paper path registration the image can be shifted in X direction (feed direction). This offset occurs mainly when you use A4 or Letter for the paper path registration.

Cause

Possible causes:
- The bulk media has media registration settings from a previous media registration setting.
- The sheet length of the bulk media differs from the nominal sheet length for this media.
- The paper path registration for A3/Ledger was performed before the paper path registration for A4/Letter.
- The printer is not sufficiently warmed-up. The mentioned offset in X direction (feed direction) is related to the temperature of the environment and how much the printer is warmed up.

Solution

Perform one or more of the following actions depending on the possible cause:
- Set the media specific registration settings of the bulk media to 0. Perform the paper path registration again.
- Enter the actual measured sheet length of the bulk media via the manual media registration adjustment.
- First perform the paper path registration for A4/Letter and after that perform the paper path registration for A3/ledger.
- Make sure that the printer is warmed up. The printer must have printed for at least 20 minutes. Perform the paper path registration again.
- Perform a manual media registration adjustment for the bulk media.

Media Registration: Frequently Asked Questions

Introduction

In this section you find answers to some frequently asked questions regarding media registration.

Question	Answer
What should you do after a software update?	After a service technician upgraded the software you must verify the media registration. You can print the verification chart to verify if the media registration is optimal (see *Print the Verification Chart for Media Registration* on page 319).
What should you do after you copied the media catalog?	When you copy the media catalogue from one printer to another printer you must verify the media registration. You can print the verification chart to verify if the media registration is optimal (see *Print the Verification Chart for Media Registration* on page 319). The media registration depends on the printer and on the media.
How do you perform a media registration for temporary media?	You cannot perform media specific registration for temporary media. First add the temporary media to the media catalog. Next, perform the media registration for the selected media.
How do you perform a media registration of 1-sided media? Examples of 1-sided media are tab sheets and transparency media with paper backing.	You must perform a manual media registration. You cannot perform the automatic adjustment for media that you can only print 1-sided, because the adjustment procedure prints 2-sided registration sheets. You cannot print the verification chart for 1-sided media because the verification chart is 2-sided. Use your own job to determine the required values and to verify the media registration.

Chapter 14
Maintain the print system

System configuration

System configuration and maintenance

Your organization and print environment can ask for a system configuration that meets production and workflow requirements. In addition, authorization, security and sustainability guidelines are important when you establish a print system.

The installation of the print system includes most configuration tasks, such as definitions of preferences, job workflows and print languages.

Changing the settings at a later time depends upon the type of print, copy or scan job.

Configuration tasks for the system administrators and key operators

The configuration settings are available via a web-based configuration tool, the Settings Editor. Both the key operator and the system administrator can change settings in the Settings Editor. A part of the Settings Editor settings and information is also available on the System view and Start view of the control panel. You need rights to access configuration settings to change these settings. (*Users of the print system* on page 11)
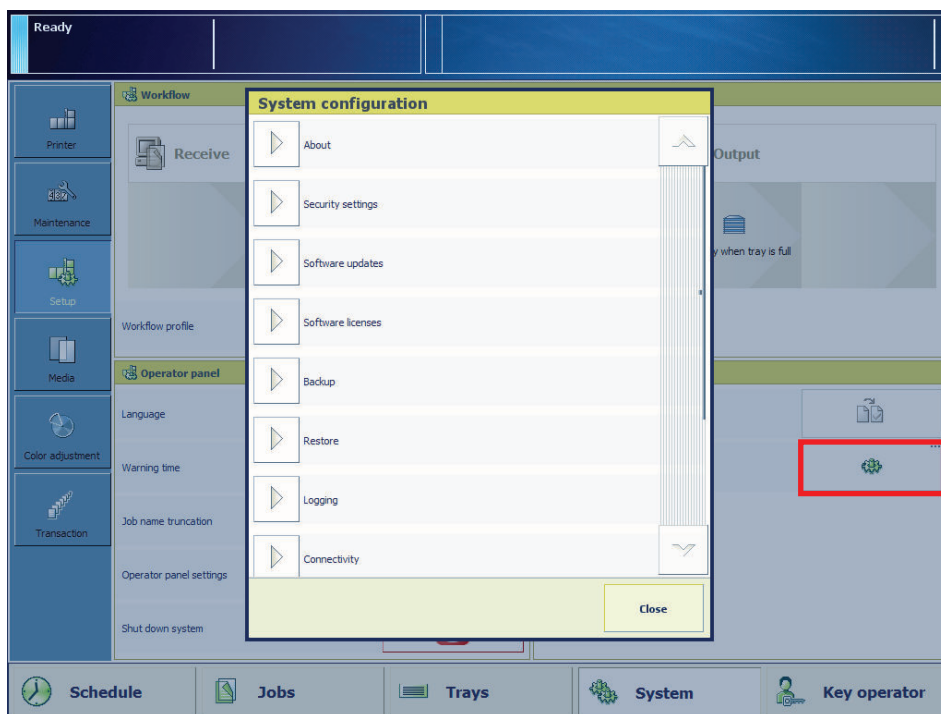
[72] The system configuration settings on the control panel

Maintenance tasks for operators

Operators are responsible for refilling the consumables, the removal of staple and punch waste, and manual cleaning tasks.

Maintenance tasks for maintenance operators

Maintenance operators can perform procedures to clean machine parts or improve the image quality. Furthermore, they are responsible for mechanical maintenance tasks and maintenance procedures via the control panel.

For some procedures you must have the rights to perform maintenance tasks to prevent unauthorized use.
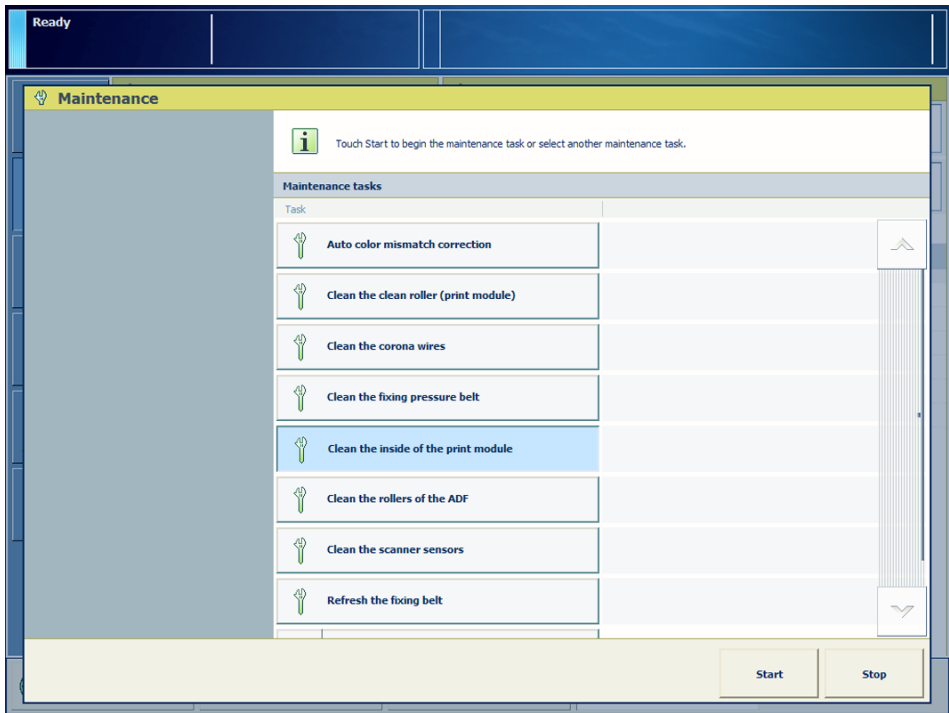
[73] Maintenance tasks on the control panel

Change a number of settings in the Settings Editor via the control panel

Introduction

> ✎ NOTE
> The information contained in this section is primarily intended for key operators and system administrators.

The Settings Editor application on the PRISMAsync controller is a web based application that allows key operators and system administrators to adapt the system to the situation in an organization and production environment. The Settings Editor allows key operators and system administrators to manage settings regarding to network configuration, system preferences, job preferences and media, for example.

For convenience reasons, a subset of frequently used settings is accessible through the control panel.
- Via a button on the start up screen.
  You can access the subset of settings without initialization of the printer or without making a connection to the network.
- Via the [System] tab.

Settings available via the control panel

Group of settings	Available settings	Short description
[About]	• [Serial number] (read-only) • [Version of printer software] (read-only)	The [About] section allows you to look up the serial number and software version of the printer.
[Security settings]	• [System installation from USB] • [Confirmation after system recovery] • [HTTP/HTTPS traffic] • [Use of USB drive] • [Disable IPsec communication]	The [Security settings] section allows you to set the security to the required level. You can prevent unauthorized software upgrade via USB. You can also enable / disable the USB drive. You can configure whether or not you want a confirmation after system recovery. Because a system recovery restores to the previous PRISMAsync system working state, it can happen that security settings are lost. You can configure the HTTP/HTTPS traffic and the IPsec communication.

Group of settings	Available settings	Short description
[Software updates]	• [Download auto-matically] • [Upgrade from USB drive] • [Upgrade from server] • [PRISMAsync downgrade] • [Install Windows update] • [Uninstall Windows update] • [Install software from USB installa-tion drive]	You can upgrade the printer software through this section when the service organization has made an update available. You can upgrade the Microsoft® Windows® software through this section. You can downgrade patches through this section. Follow the instructions on the control panel when you upgrade or down-grade the software. When you enable [Download automatically] an update is downloaded automatically, when available via ORS. You only have to install the update. You can select the setting to keep existing jobs on the system when you upgrade the software from USB. The jobs on the system are not deleted after you upgrade the software from server. Service can install software from an USB in-stallation drive. When you install from an USB installation drive the current installation of the system will be erased. The master boot record of the hard disk will be cleaned.
[Software licenses]	• [Install new license] • [Upload license]	When you have a new license to activate a new feature on the printer, you can upload the license through this section. After uploading the license, the feature becomes active. You can only use this section after you inser-ted an USB drive in an USB port of the PRIS-MAsync controller or on the control panel. Follow the instructions on the control panel when you upload the license.
[Backup]	• [Creation date last backup] (read-only) • [Include confiden-tial data in backup] • [Create backup] • [Export backup to USB drive] • [Delete backup]	The system administrator can make a backup of the configuration of the print system. The system administrator can use this backup a/o to restore the configuration or for fleet man-agement.
[Restore]	• [Import backup from USB drive] • [Restore complete configuration] • [Restore service configuration] • [Restore user con-figuration]	A user can restore the user configuration. The user configuration consists of workflow set-tings like AWF and DocBox and other settings that are not related to the hardware of the sys-tem. For example you can use the user config-uration for fleet management. Only service can restore the complete configu-ration or the service configuration.

Group of settings	Available settings	Short description
[Logging]	• [Save data dump file] • [Save trace file] • [Print configuration report]	When an error occurs, the help desk of your printer supplier can ask you to create and send a trace file and a datadump file. The datadump file is a .zip file that contains detailed technical information about your system. Furthermore, the system can store trace log files in .zip files. You can save both .zip files to a USB drive. The configuration report contains information about the configuration of your printing system, for example information about the system configuration, controller configuration and network settings. You can print the configuration report for backup purposes, for example. Follow the instructions on the control panel when you save a file or print a report.
[Connectivity]	• [MAC address] (read-only) • [Hostname] • [Link speed and duplex settings] • IPv4 settings • IPv6 settings • DNS settings • WINS settings • [Test TCP/IP connection] • [HTTP port] • [HTTPS port]	The [Connectivity] section contains the main settings to integrate the printer into a network. After you have adapted the network settings, you can test the connection from here. Follow the instructions on the control panel when you adapt the network settings.
[Proxy server]	• [Proxy server usage] • [Proxy server name] • [Proxy server port] • [Proxy server authentication] • [Proxy server authentication type] • [Username for proxy authentication] • [Password for proxy authentication] • [Proxy server domain]	The [Proxy server] section contains the settings to configure the proxy server. Follow the instructions on the control panel when you adapt the proxy server settings.

Group of settings	Available settings	Short description
[Remote connection] (optional)	• [Remote connection status] (read-only) • [eRDS connection] (read-only) • [Remote connection enabled] • [Remote Service country code] • [Remote Service custom country code] • [Service organization ID] • [Test Remote connection]	The [Remote connection] section (optional) contains the settings to enable the remote connection and to configure the Remote Service. ✎ NOTE Only Service can adapt the remote connection settings. After Service adapts the remote connection settings, you can test the remote connection with this setting.
[System settings]	• [Date and time] • [System of measurement] • [Media weight] • [Time zone] • [Show install wizard after next startup]	The [System settings] section contains a/o settings to change the date and time of the system, or the system of measurement used. When you change the system of measurement, all corresponding values on the system will be changed. For example, when you change [Metric] into [Imperial], all length values will be displayed in inches. You can also indicate how the media weight is displayed.

Group of settings	Available settings	Short description
[System settings]	• [Update finisher configuration] • [Bulk tray 1 media size] • [Bulk tray 2 media size]	Furthermore, when a new finisher was added to your configuration, you can use the [Update finisher configuration] function to tell the system that your configuration was updated. Then the finisher will be added to the output locations in the job parameters section, for example. From the [System settings] you can also indicate the media in the bulk trays one and two. ✎ NOTE A5 and Statement are only valid if the bulk tray for small format is installed and configured by the service technician. If you select A5 or Statement and the bulk tray for small format is not installed, you are not able to assign media to the bulk tray.

Procedure

✎ NOTE
The key operator PIN or the system administrator password is required to make changes in this section.

1. Touch [System] -> [Setup] -> [System configuration] (under [Advanced]).

2. Touch the button of the group that contains the setting you want to change or view.
3. Touch the required setting.
4. Look up the required information or make the required changes.
5. If you make a change, touch [OK] to confirm.
6. Press [Close].

Introduction to the [Setup] Section

Introduction

The [System] view gives access to system information, the system setup and media information.

This section gives an overview of the [Setup] section in the [System] view.

Overview of the [Setup] Section
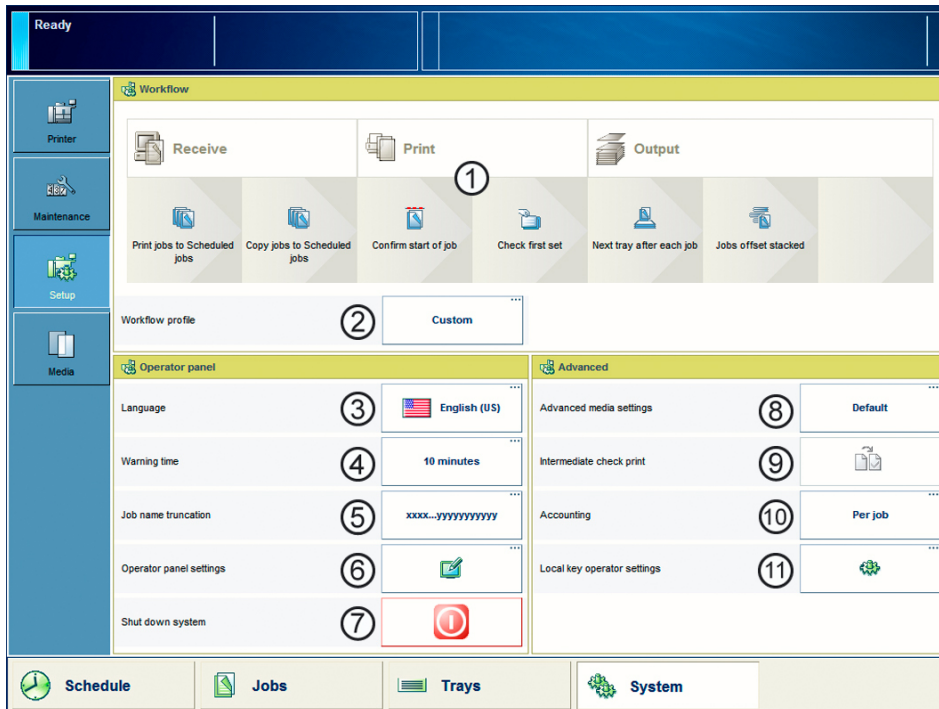
[74] Overview of the [Setup] section

The Items of the [Setup] Section

Description of the [Setup] section

Num-ber	Item	Description
1	Summary of the defined workflow settings	Display the main settings of the current workflow profile.
2	[Workflow profile]	Select a workflow profile or manually define the settings that match your needs.
3	[Language]	Change the language of the system.
4	[Warning time]	Define the moment when the system warns you about an action that is required soon, for example 10 minutes in advance. The warning is displayed in the dashboard and indicated through the operator attention light.
5	[Job name truncation]	Define the way the system shortens the job name when the job name is too long to display fully.

Num-ber	Item	Description
6	[Control panel settings]	Adjust the brightness and contrast of the screen of the control panel.
7	[Shut down system]	Shut down the printer and the controller in a controlled way.
8	[Advanced media settings]	• Enable or disable the [Pre-printed mode]. • Enable or disable the [Wax mode]. • Set the paper quality factor to [Normal], [Low] or [Lower].
9	[Intermediate check print]	Print a test sheet of a running job to check the quality.
10	[Accounting]	Define the [Accounting mode] and the [Account ID]. The [Accounting mode] is only available when the [Identification enabled] setting in the Settings Editor on the PRISMAsync controller is set to [Yes].
11	[System configuration]	Get direct access to a number of important key operator settings in the Settings Editor on the PRISMAsync controller.

Backup and restore

Introduction

The system administrator can make a backup of the configuration of the print system. The system administrator can use this backup a/o to restore the configuration.
- After a hardware failure, for example a crash of the hard disk.
- After installation of a new version of the software.

The system administrator can use the backup also for fleet management. The system administrator configures one system and makes a backup. Then the system administrator restores the backup at other systems.

Backup and restore are part of the system configuration. System configuration is available on the System view and the Start view of the control panel.

You can also make a backup and restore a backup via the Settings Editor.

Backup

1. Insert the USB drive into the USB port at the left-hand side of the control panel.
2. Select the [System configuration] on the System view or on the Start view of the control panel.
3. Touch [Backup].
4. Touch [Create] to create a backup.
   The backup is stored on the controller.

You can export the backup to a USB drive: touch [Export].

You can delete a backup from the system: touch [Delete].

Restore

1. Insert the USB drive with the backup into the USB port at the left-hand side of the control panel.
2. Select the [System configuration] on the System view or on the Start view of the control panel.
3. Touch [Restore].
4. Touch [Import] to import a backup from the USB drive to the print system.
5. Touch [Restore] to restore the configuration.
   A user can restore the user configuration. The user configuration consists of workflow settings like AWF and DocBox and other settings that are not related to the hardware of the system. For example you can use the user configuration for fleet management.
   Only service can restore the complete configuration or the service configuration.

Counters

Introduction to the Counters

Description

The following table describes the counters in the [Maintenance] section of the [System] view.

Counter information

Type of counter	Description
[Billing counters]	The [Billing counters] display the total number of normal and large prints that have been made since the printer was installed. A service technician can configure the billing counters displayed. You cannot re-set the billing counters.
[Day counters]	The [Day counters] display the number of normal (A4/Letter-like) and large (A3/Tabloid-like) prints that have been made since the counter was last reset to 0. You can reset the day counters at the beginning of a working day or before you start a new job for a specific customer, for example.

NOTE
The [Billing counters] and the [Day counters] provide information about the number of one-sided and two-sided prints that have been made on normal and large media. The length of the media determines whether a media is normal or large. Media with a length of less than 364 mm (14.3") are referred to and counted as normal media, for example A4/Letter. Media with a length of 364 mm (14.3") or more are referred to and counted as large media, for example A3/Tabloid.

Reset the Day Counters

Illustration
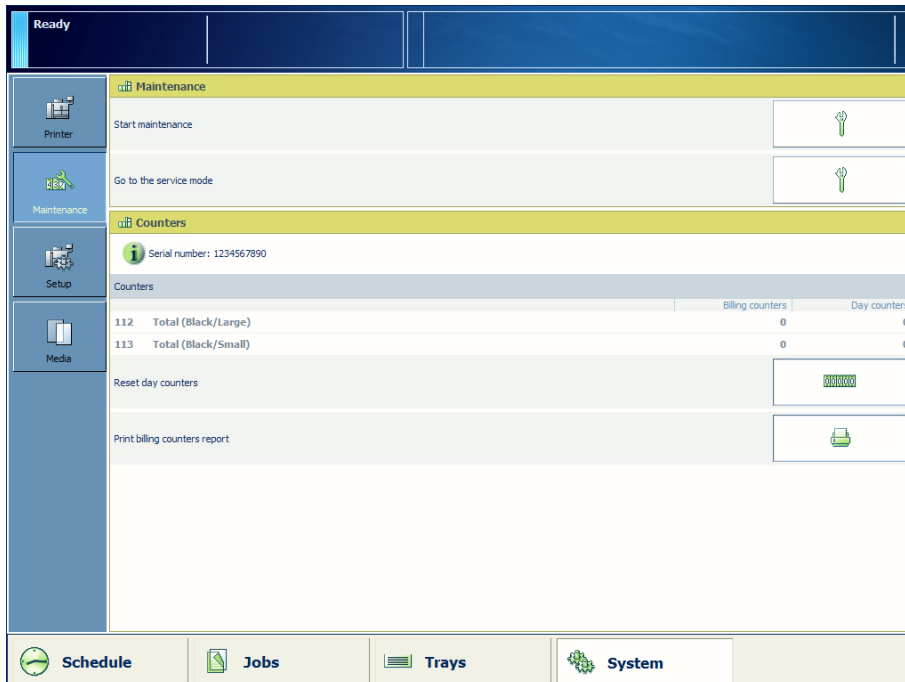
Procedure

1. On the control panel, touch [System] -> [Maintenance] -> [Reset day counters].
   A dialog box will ask you to confirm that you really want to reset the day counters.
2. Touch [Yes] to reset the day counters to 0.

Print the Billing Counters Report

Introduction

You can print a report that contains all figures of the configured billing counters. The language of the billing counters report is the same as the selected language for the system.

Illustration
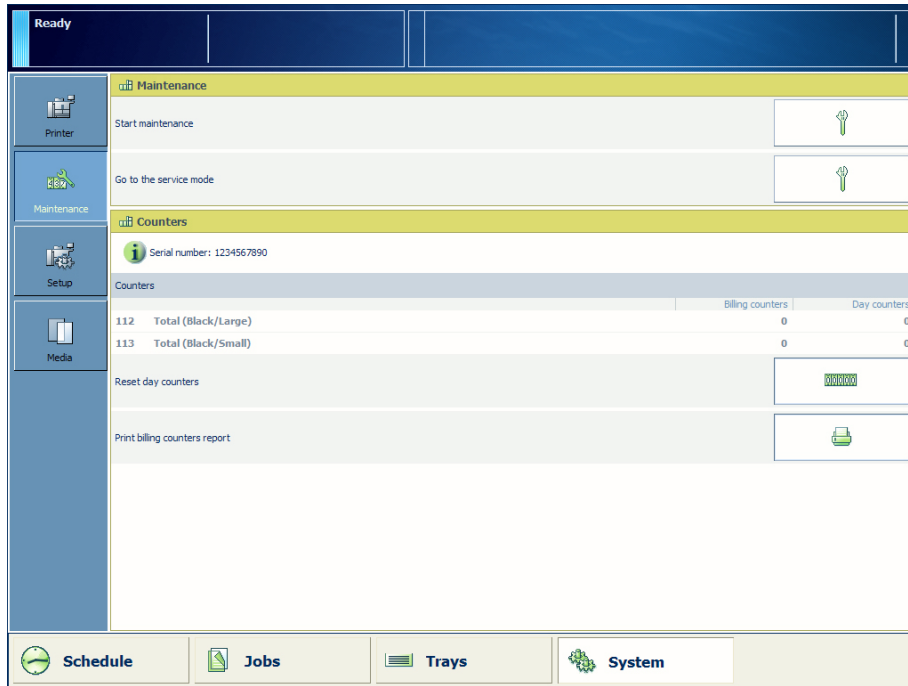
[75] Print the billing counters report

Procedure

1. On the control panel, touch [System] -> [Maintenance] -> [Print billing counters report].

Software upgrade

Upgrade PRISMAsync from server

Introduction

You can update the printer with the latest PRISMAsync software that is available from the service organization. The service organization stores the software on the ORS server for your device.

Before you begin

Remote Service must be available.

Procedure

> NOTE
> You must log in as System Administrator to upgrade the software.

1. Access the Settings Editor.
2. Click [Support] -> [Software updates].
3. In the [PRISMAsync upgrades] section, click [Upgrade from server]. Select the available version. If no version is visible, the service organization has not made a version available.
4. After you downloaded the version, you must install this version.
5. When the upgrade is completed you must restart the system.

Upgrade PRISMAsync

Introduction

You can upgrade or downgrade the printer with the PRISMAsync software that is available on the system.

Procedure

> ✏ NOTE
> You must log in as System Administrator to upgrade the software.

1. Access the Settings Editor.
2. Click [Support] -> [Software updates].
3. In the [PRISMAsync upgrades] section, click [Upgrade]. Select the available version.
   When no version is visible, the service organization has made no version available.
4. After you downloaded the version, you must install this version.

> ✏ NOTE
> After you upgraded the software, you can downgrade to the previous installed version.
> In the [PRISMAsync upgrades] section, click [Downgrade].

5. You must restart the system once the the upgrade or downgrade is complete.

Upgrade Microsoft Windows

Introduction

You can update the printer with the latest operating security patches of Microsoft® Windows®.

Before you begin

You must download the operating security patches of Microsoft Windows before you can upgrade Microsoft Windows with the operating security patches.

Procedure

> 📝 NOTE
> You must log in as System Administrator to upgrade the software.

1. Access the Settings Editor.
2. Click [Support] -> [Software updates].
3. In the [Windows updates] section, click [Install]. Browse to the operating security patches of Microsoft Windows you downloaded.
4. Follow the instructions on the screen to upload the required files.
5. When the upgrade is completed you must restart the system.

Install software from a USB installation drive

Introduction

✎ NOTE
Only service can execute this action.

Service can install the software via a USB drive. Service can use this option for example to downgrade to a previous software version.

Before you begin

Service must have a USB installation drive with the required software version available.

Procedure

✎ NOTE
You must log in as Service to install the software from a USB installation drive.

1. Insert the USB drive into the USB port at the left-hand side of the control panel.
2. Select the [System configuration] on the System view or on the Start view of the control panel.
3. Touch [Software updates].

✋ IMPORTANT
When you install from an USB installation drive the current installation of the system will be erased. The master boot record of the hard disk will be cleaned.

4. Touch [Install software from USB installation drive].
5. When the installation is completed you must restart the system.

Printer Operation Care (POC)

Introduction to Printer Operation Care (POC)

Introduction

Printer Operation Care (POC) is a concept that allows you to replace a number of parts yourself without the help of a service technician. This saves costs and improves the productivity.

The following actions are part of the POC concept:
- Replace the separation rollers in the paper trays.
- Replace the heat exchanger foils.
- Replace the spiral cleaner.

✎ NOTE
Removing paper from the TTF in case of a paper jam is also part of POC, because this requires the replacement of the spiral cleaner.

Which POC actions you can carry out depends on your service contract. When a POC action is not part of your service contract, you will get the message [Call Service] after you selected a maintenance action.

When maintenance is required, the dashboard will display an orange or red maintenance icon.

The maintenance icons

Icon	Description
🔧	Maintenance is required soon. It is advised to start maintenance as soon as possible.
🔧	Maintenance is required now. The printer stops. The required mainte-nance must be carried out before you can resume printing.

⚠️ **CAUTION**
Only trained personnel is allowed to carry out POC actions.

Illustration
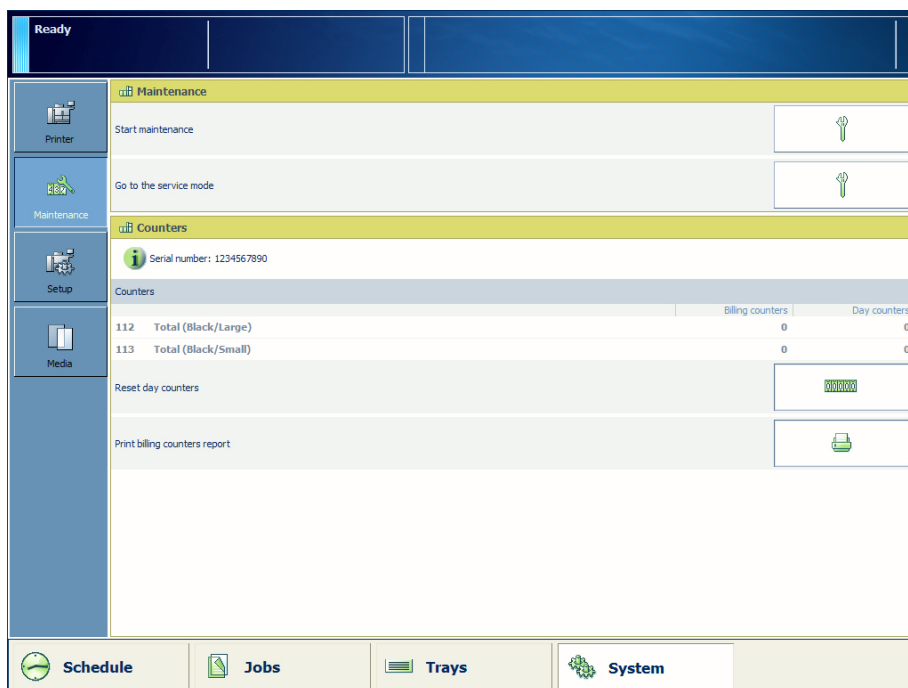
[76] Start maintenance

Assistance on Printer Operation Care

You can find more assistance on how to replace the consumables at the following places:
- On the control panel. The control panel shows and describes the required actions step by step.
- In this User Manual.

Perform a Paper Path Registration

Introduction

✏ NOTE
Only trained operators who have permission to perform POC actions, and Service Technicians, are allowed to perform the paper path registration.

The paper path registration adjusts the registration for bulk media for printer-dependent offsets. Usually, the paper path registration is performed by a Service Technician at the installation or after a software upgradeThe paper path registration adjustment is a machine adjustment. The paper path registration is the basis of the media registration. The media-specific adjustment creates a difference with the bulk registration adjustment.

When to do

The Service Technician must perform the paper path registration adjustment after the replacement or disassembly of certain units.

After the trained operator replaced the heat exchanger foils, the trained operator must verify the media registration. If the media registration is not optimal, the paper path registration adjustment is required.

✏ NOTE
After the bulk registration adjustment, the media-specific registration can be changed. It is recommended to verify the media registration for the specific media. If the media registration is not satisfactory, the media specific registration is required.

Procedure

1. On the control panel, touch [System] -> [Maintenance] -> [Go to maintenance tasks] -> Printer registration adjustment A4/Letter -> [Start].
   The tray for the A4/LTR bulk media is tray 1.

   ✏ NOTE
   You must first perform the paper path registration adjustment for A4/LTR and after that you must perform the paper path registration adjustment for A3/Ledger.

   ✏ NOTE
   When the optional bulk tray for small format is installed, make sure that bulk tray 1 contains A4 or Letter. Also, make sure that you have assigned A4 or Letter to bulk tray 1. If needed you must adjust the size of the tray (see *Adjust the Size of the optional Bulk Tray for small Format* on page 301).

2. Enter the maintenance PIN

   ⚠ WARNING
   Only trained personnel is allowed to carry out POC actions.

3. Follow the instructions on the screen.
   If the printer has not warmed up, the registration starts with warming up the printer.

✐ NOTE
Make sure that the registration sheets are placed correctly in the left-hand upper corner of the glass plate. Make sure that the registration sheet on the glass plate is not curled or has dog ears. You can use a stack of paper to reduce the curl.
You must close the ADF / cover for each scan.

The instructions for the paper path registration are the same as the instructions for the automatic media specific registration.

4. Repeat step 1, 2 and 3 for A3/Ledger.
The tray for the A3/Ledger bulk media is tray 3.

After you finish

If the front-to-back side registration is not satisfactory after you performed the paper path registration, you must check the actual sheet length in the feed direction. The paper path registration assumes nominal sheet length. If the actual sheet length differs from the nominal sheet length, you must enter the actual sheet size (see *Registration Values* on page 328). If the media registration is not correct you must perform the manual media registration for this media (see *Option 2 - Manual Media Registration Adjustment (Only Needed in Incidental Cases)* on page 325).

✐ NOTE
Previously performed media specific registration can influence the media registration for bulk media. To verify the paper path registration, we therefore recommend to set all media specific registration settings to 0.

Replace the Separation Rollers

When to do

The control panel will indicate when the separation rollers of a paper tray must be replaced. The life of separation rollers is more than 200,000 sheet separations.

Before you begin

1. Touch the paper tray button ▤ at the right-hand side of the control panel.
2. On the control panel, touch the tray of which you want to replace the separation rollers.
3. Touch [Open] to open the tray.

Required tools

Socket wrench

New separation rollers

⚠️ **CAUTION**
Only trained personnel is allowed to carry out POC actions.
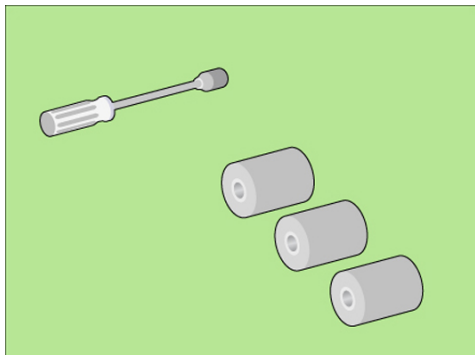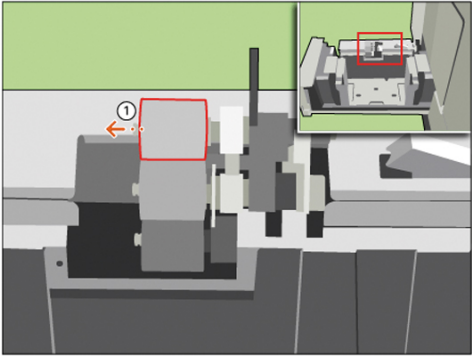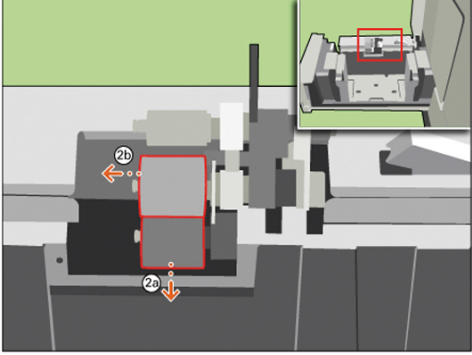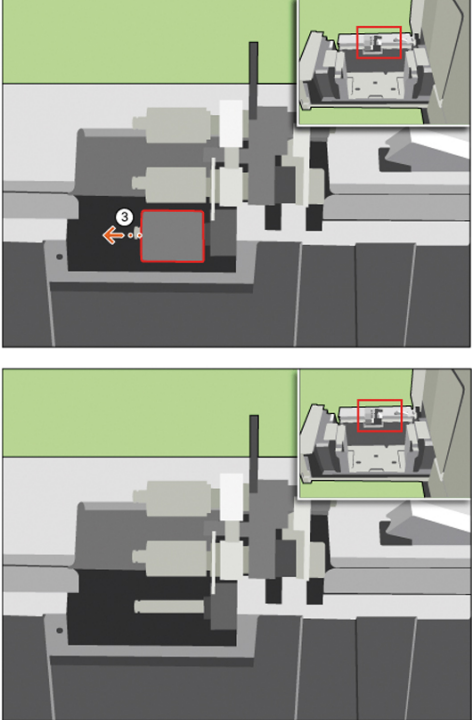
Illustration

[77] Required tools
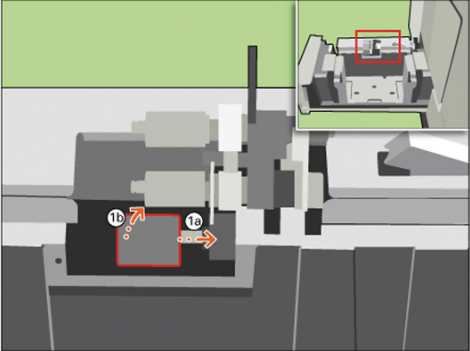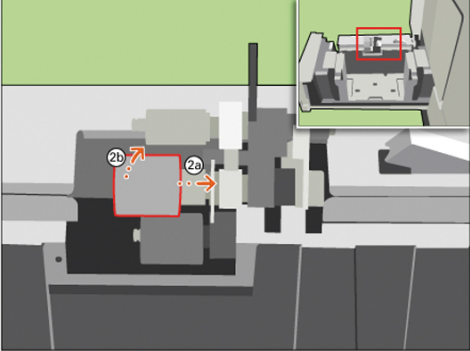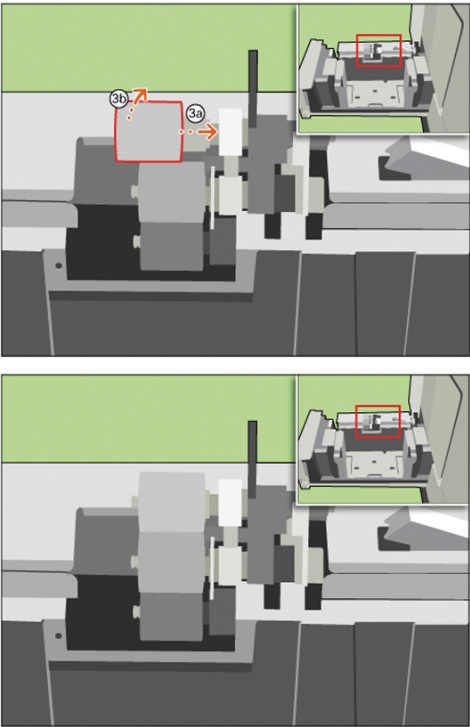
Procedure

Replace the separation rollers
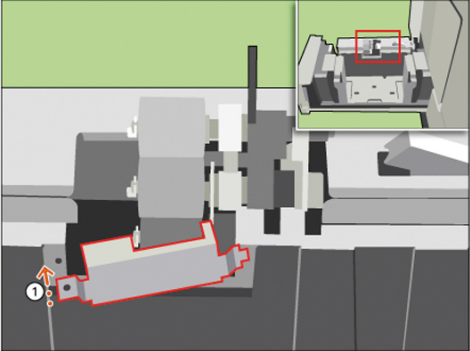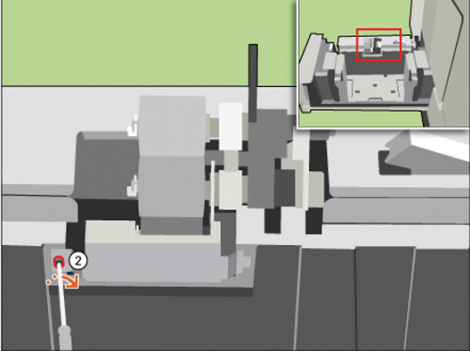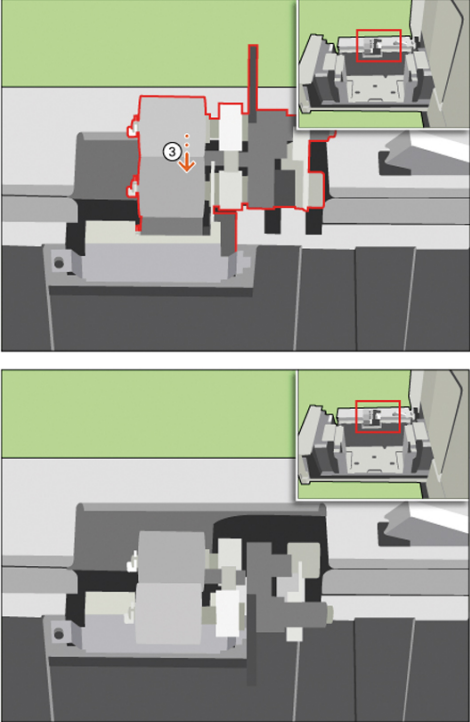
Step	Action	Illustration
1	[Turn the upper separation roller until the roller is face up.]	
2	[Use the socket wrench to loosen the bolt.]	
3	[Remove the cover plate.]	

Step	Action	Illustration
4	[Remove the 3 fixation clips.]	
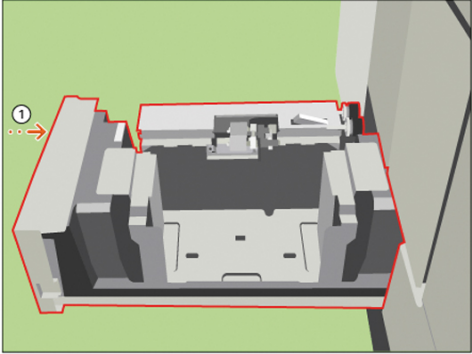
Step	Action	Illustration
5	[Remove the upper separation roller.]	
6	[Push the lower separation roller down to remove the middle separation roller.]	
7	[Remove the lower separation roller.]	

Step	Action	Illustration
8	[Place a new lower separation roller. Turn the roller into position.]	
9	[Place a new middle separation roller. Turn the roller into position.]	
10	[Place a new upper separation roller. Turn the roller into position.]	

Step	Action	Illustration
11	[Place the 3 fixation clips.]	

Step	Action	Illustration
12	[Place the cover plate back.]	
13	[Use the socket wrench to tighten the cover plate.]	
14	[Turn the upper separation roller back into position.]	

Step	Action	Illustration
15	Gently close the tray. It is advised to push at the centre of the tray.	

Replace the Heat Exchanger Foils

Before you begin

✎ NOTE
This POC action is available, depending on the type of the heat exchanger foils.

1. On the control panel, touch [System] -> [Maintenance] -> [Go to maintenance tasks] -> [Replace the heat exchanger foils] -> [Start].
2. [Enter the maintenance PIN.]
3. [Touch Next to unlock the door.]

Required tools

Socket wrench

New heat exchanger foils

⚠ **CAUTION**
Only trained personnel is allowed to carry out POC actions.
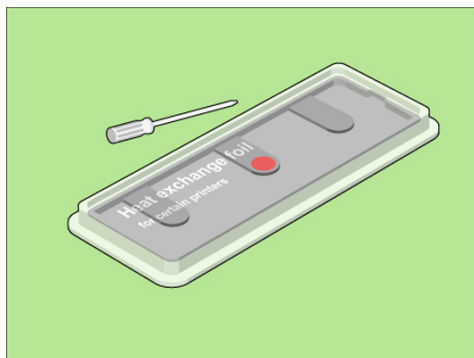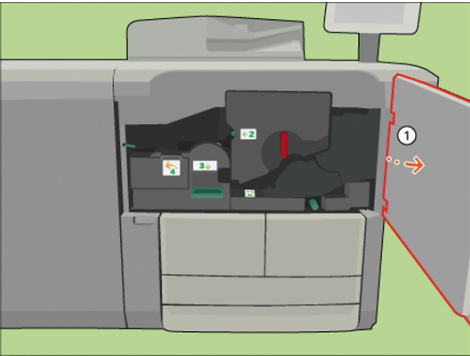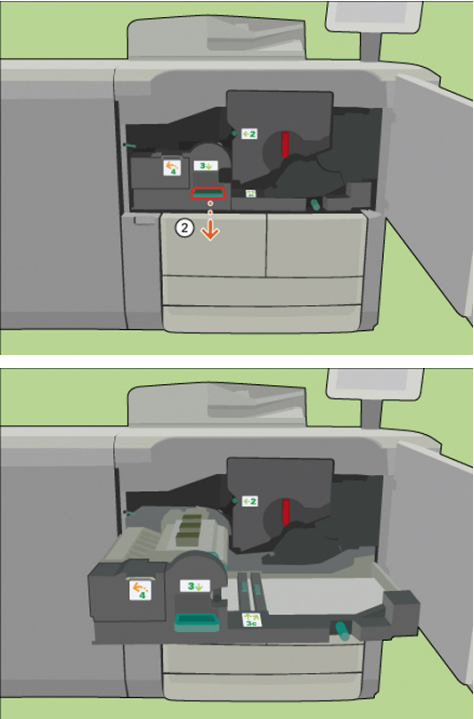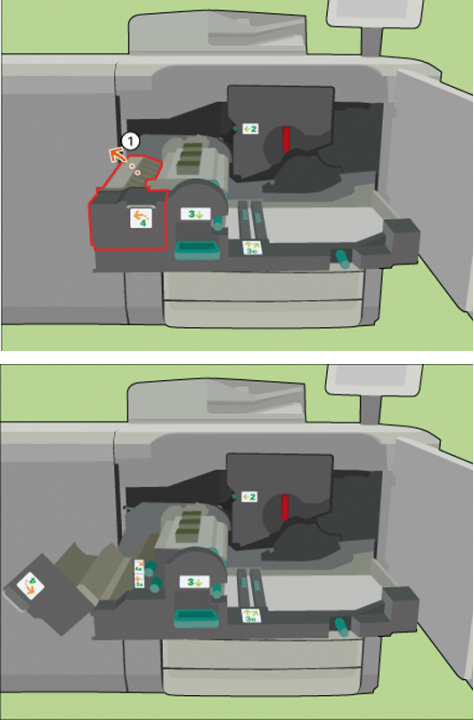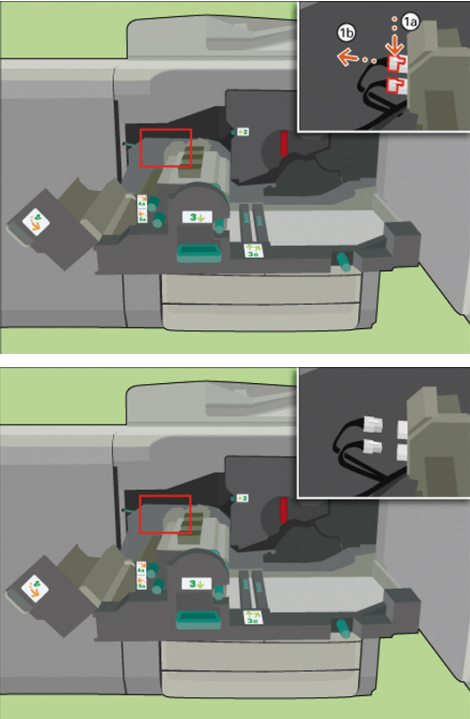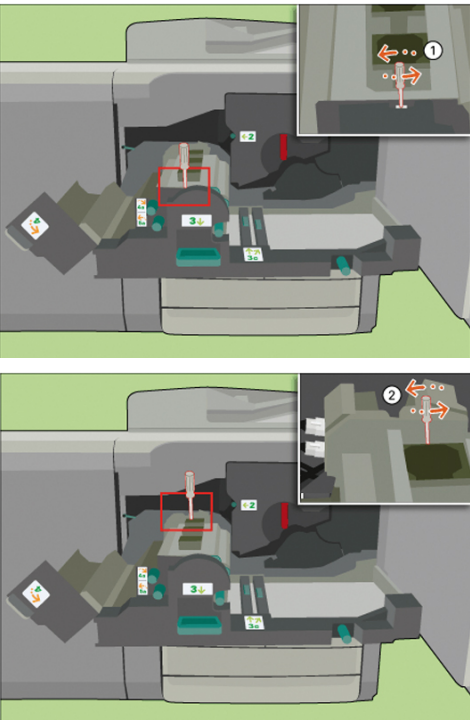
Illustration

[78] Required tools

Procedure
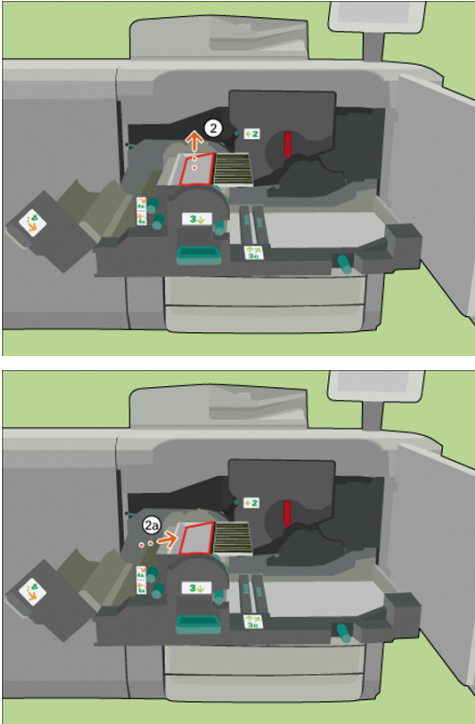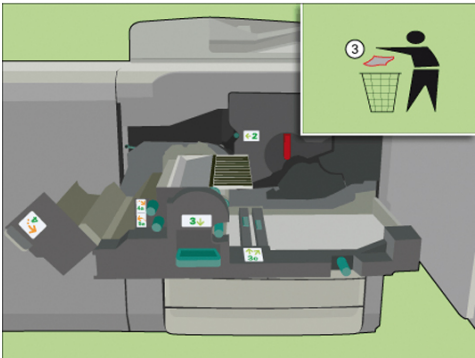
Replace the heat exchanger foils

Step	Action	Illustration
1	[Open the front door.]	
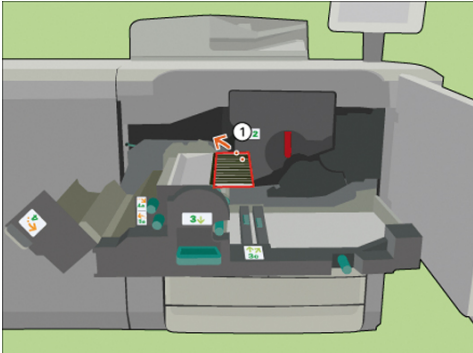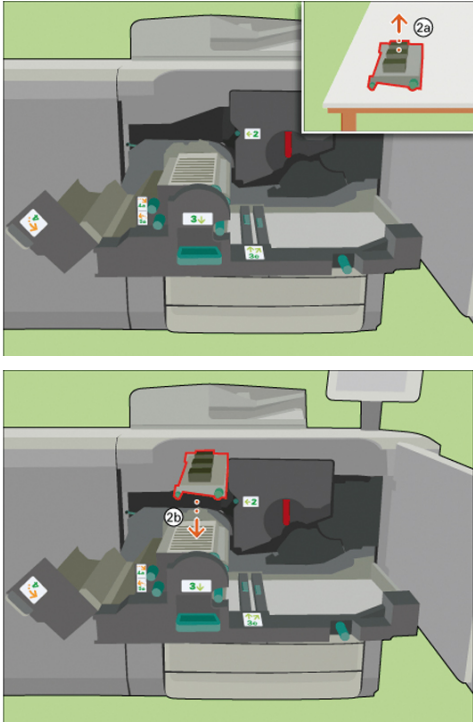
Step	Action	Illustration
2	[Use handle 3 to slide out the transport unit.]	
3	[Use handle 4 to open the turn unit.]	
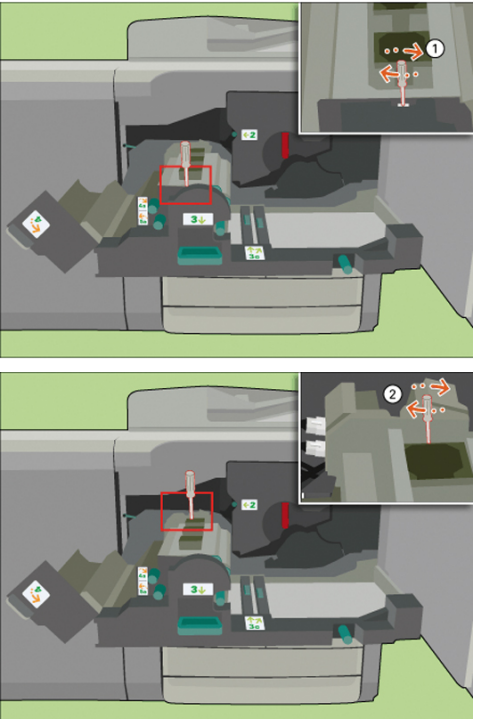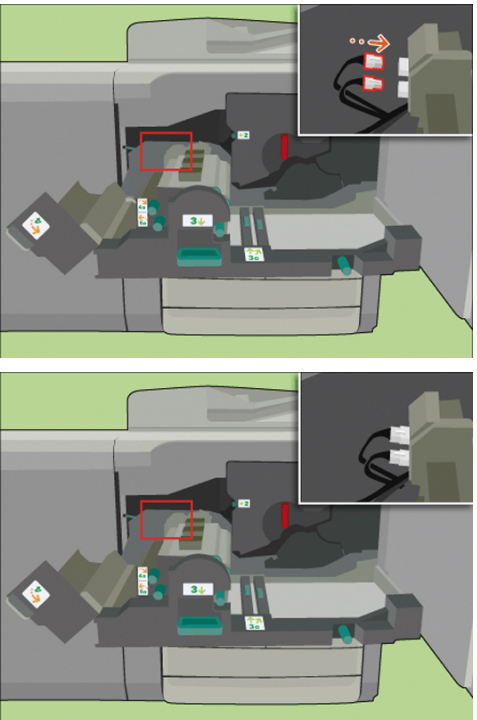
Step	Action	Illustration
4	[Remove the 2 plugs from the heat exchanger.]	
5	[Use the socket wrench to loosen the 2 fixation pens.]	
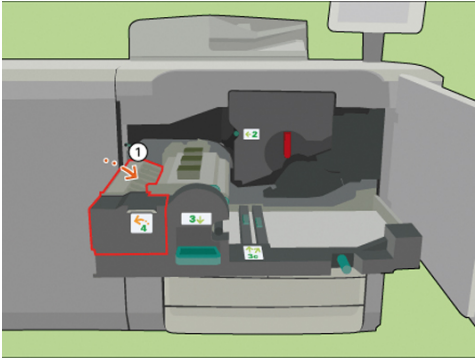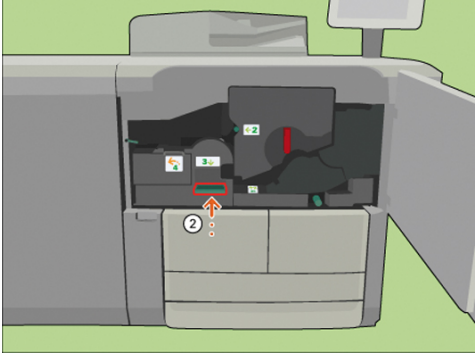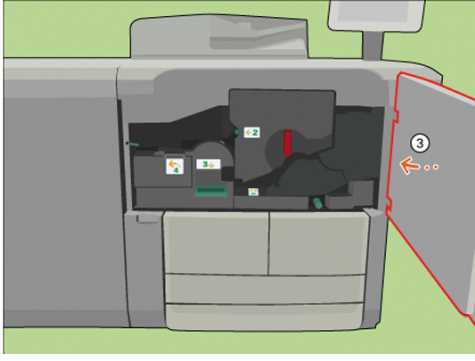
Step	Action	Illustration
6	[Use the red handle to remove the heat exchanger.]	
7	[Place the heat exchanger on a clean, flat surface.]	
8	[Turn the pressure plate over.]	

Step	Action	Illustration
9	[Remove the 2 heat exchanger foils.]	
10	[Discard the foils into a common dustbin.]	

Step	Action	Illustration
11	[Place the wrapper with the new foils in the heat exchanger.]	
12	[When the new foils are in place, remove the wrapper.] [Caution: Do not touch the foils to keep the new foils clean.]	

Step	Action	Illustration
13	[Turn the pressure plate back.]	
14	[Place the heat exchanger back.]	

Step	Action	Illustration
15	[Use the socket wrench to tighten the 2 fixation pens.] ✎ NOTE Push the fixation pens down during the fastening.	
16	[Place the 2 plugs of the heat exchanger back.]	

Step	Action	Illustration
17	[Use handle 4 to close the turn unit.]	
18	[Use handle 3 to slide the transport unit back.]	
19	[Close the front door.]	
20	Answer the question [Which heat exchanger foils did you put back?] with [New] to confirm that you installed new heat exchanger foils. When you did not replace the heat exchanger foils, touch [Existing].	

Replace the Spiral Cleaner

Introduction

When the spiral cleaner is almost full, the control panel displays the orange maintenance icon. The POC action [Replace the spiral cleaner] becomes active. The table below describes the meaning of the maintenance icons.

The maintenance icons

Icon	Description
	Maintenance is required soon. It is advised to replace the spiral cleaner as soon as possible. You can print about 45,000 more images before replacing the spiral cleaner becomes required.
	Maintenance is required now. The printer stops. You must replace the spiral cleaner to resume printing.

When to do

You can replace the spiral cleaner:
- Immediately or at a convenient time in the short-term, if you cannot wait for the printer to cool down (for example when your printer is in use 24/7), or
- During a cold start of the printer, for example the next morning when the printer was off or in sleep mode during the night.

🖉 NOTE
When the printer is shut down or put into sleep mode while the orange maintenance icon is displayed, you must replace the spiral cleaner at the next start-up. Then the red maintenance icon will be displayed.

🖉 NOTE
The same indication may appear shortly after you replaced the spiral cleaner. Sometimes error 6324 is displayed shortly.
The cause may be one of the following:
- The spiral cleaner is not connected correctly.
  Do not replace the spiral cleaner during the POC action, but install the same spiral cleaner.
- The spiral cleaner is broken.
  Replace the spiral cleaner.
- The temperature sensor for the spiral cleaner is dirty.
  Clean the sensor.
  Do not replace the spiral cleaner during the POC action, but install the same spiral cleaner.

Before you begin

1. On the control panel, touch [System] -> [Maintenance] -> [Go to maintenance tasks] -> [Replace the spiral cleaner] -> [Start].
2. [Enter the maintenance PIN.]
3. [Touch Next to unlock the door.]
   Wait until the printer is turned off.
4. Put on the heat-resistant gloves in case the machine is warm.

Required tools

Heat-resistant gloves

Socket wrench

New spiral cleaner

⚠ **CAUTION**
Only trained personnel is allowed to carry out POC actions.
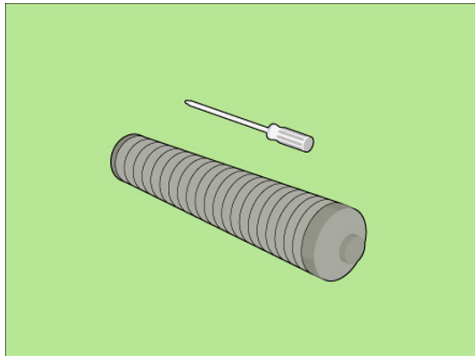
Illustration

[79] Required tools

⚠ **CAUTION**
You must wear the heat-resistant gloves when you replace the spiral cleaner.

Procedure

Replace the spiral cleaner

Step	Action	Illustration
1	[Open the front door.]	

Step	Action	Illustration
2	[Use the socket wrench to loosen the 2 fixation pens.]	
3	[Turn the red handle counter-clockwise.]	

Step	Action	Illustration
4	[Slide the TTF unit out of the frame.]	
5	[Pinch both fixation springs.]	
6	[Slide the fixation caps from the cleaner ends.]	

Step	Action	Illustration
7	[Remove the spiral cleaner from the TTF.] [Place the spiral cleaner on the packaging of the new cleaner.] ✏ NOTE [When the spiral cleaner has cooled down, discard the cleaner into a common dustbin.] Or return the cleaner to your service organization.	

Step	Action	Illustration
8	[Place the new spiral cleaner in the TTF.]	

Step	Action	Illustration
9	[Slide both fixation caps over the cleaner ends until the caps click in place.]	
10	Check if the spiral cleaner can rotate freely.	
11	[Align the TTF with the rail.]	

Step	Action	Illustration
12	[Slide the TTF unit back.]	
13	[Turn the red handle clockwise.]	

Step	Action	Illustration
14	[Use the socket wrench to tighten the 2 fixation pens.]	
15	[Close the front door.]	
16	Answer the question [Which spiral cleaner did you put back?] with [New] to confirm that you installed a new spiral cleaner. When you did not replace the spiral cleaner, touch [Existing].	

Remove Paper from the TTF

When to do

The control panel will indicate when paper must be removed from the TTF.

Before you begin

1. When the control panel displays the message [Touch Next to unlock the door.], touch [Next]. Wait until the printer is turned off.
2. Put on the heat-resistant gloves.

Required tools

Heat-resistant gloves

Socket wrench

New spiral cleaner

⚠️ **CAUTION**
You must wear heat-resistant gloves.

Illustration
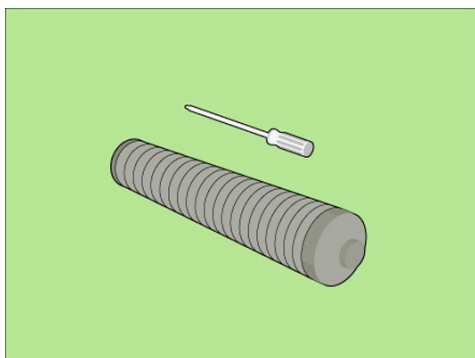
[80] Required tools
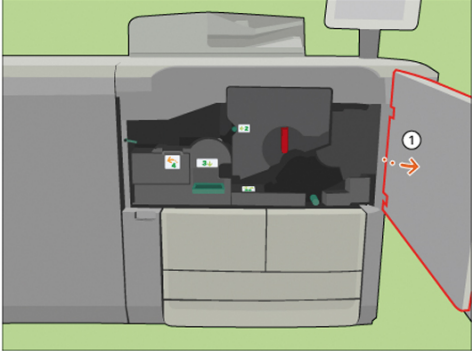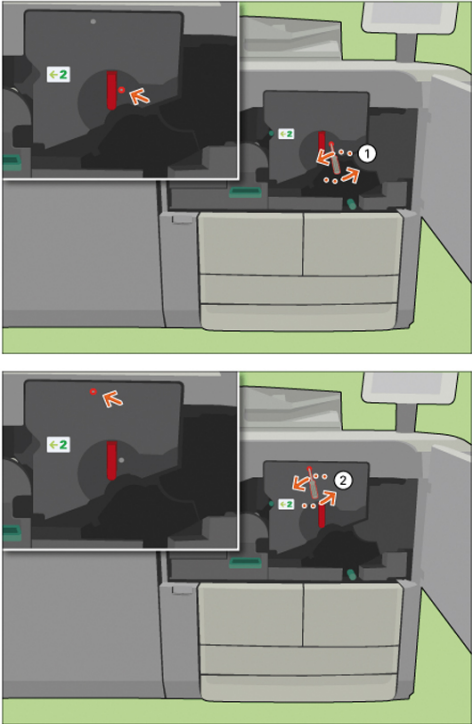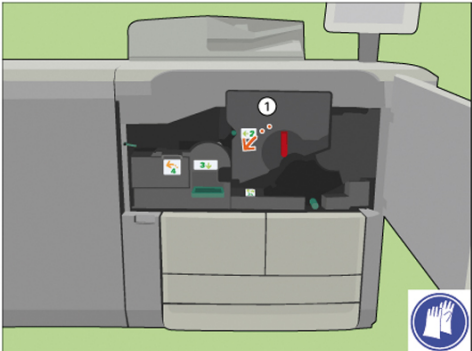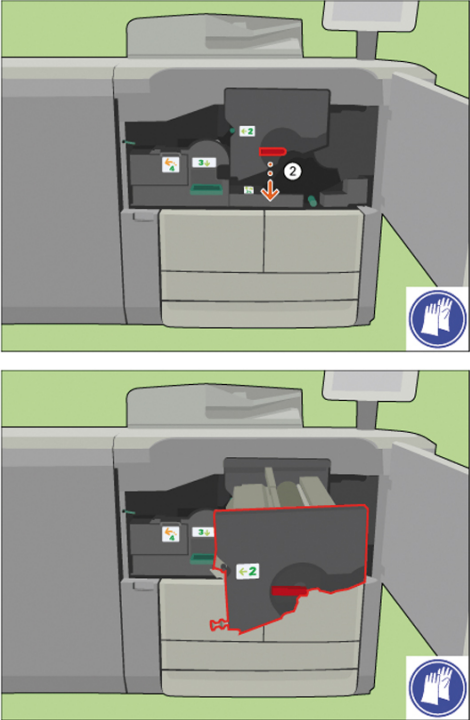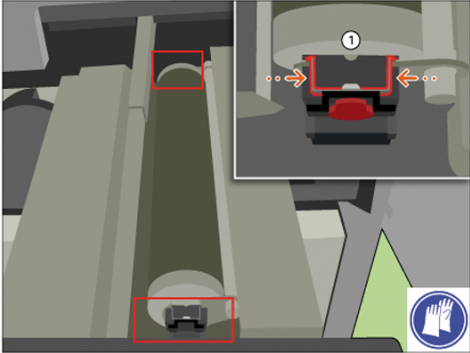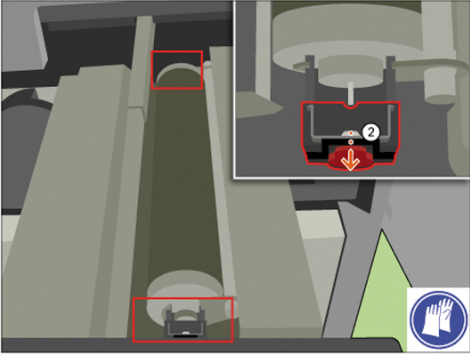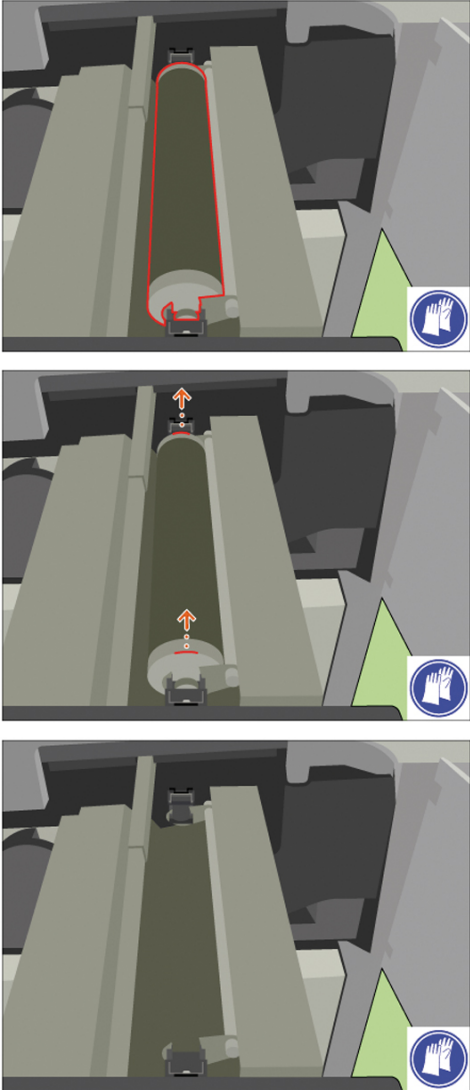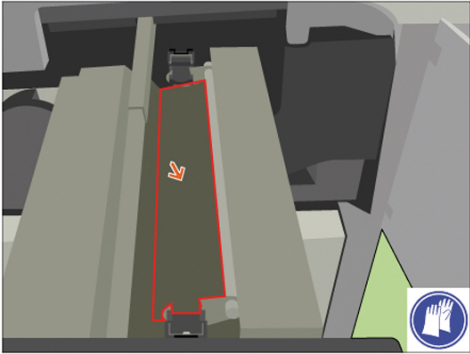
⚠️ **CAUTION**
You must wear the heat-resistant gloves when you remove paper from the TTF.
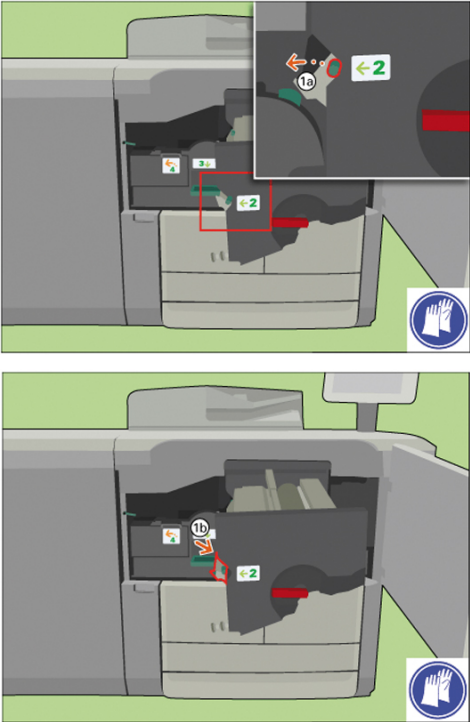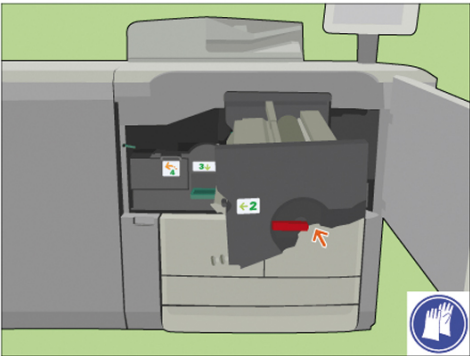
Procedure
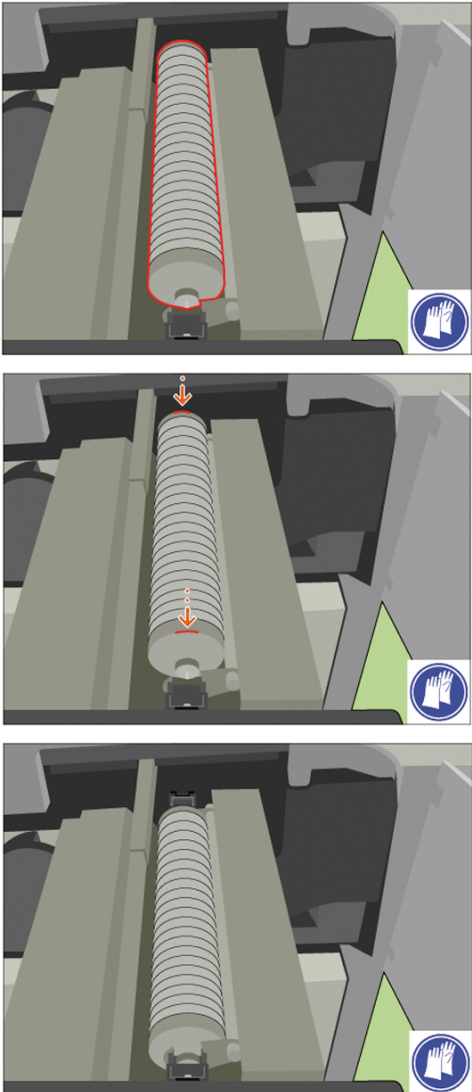
Remove paper from the TTF

Step	Action	Illustration
1	[Open the front door.]	
2	[Use the socket wrench to loosen the 2 fixation pens.]	
3	[Turn the red handle counter-clockwise.]	

▶

Step	Action	Illustration
4	[Slide the TTF unit out of the frame.]	
5	[Pinch both fixation springs.]	
6	[Slide the fixation caps from the cleaner ends.]	
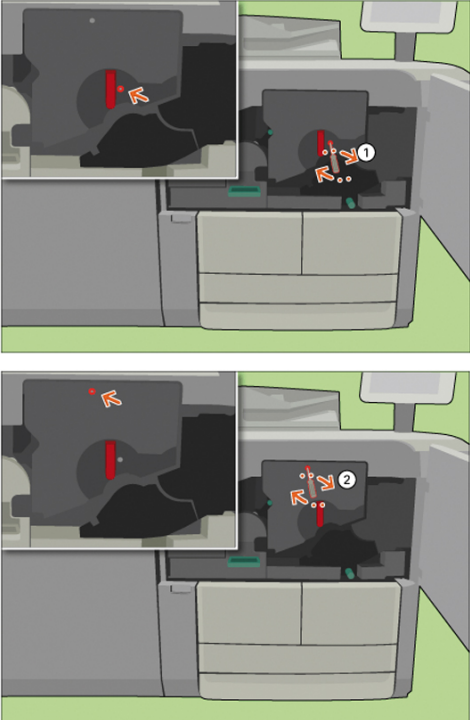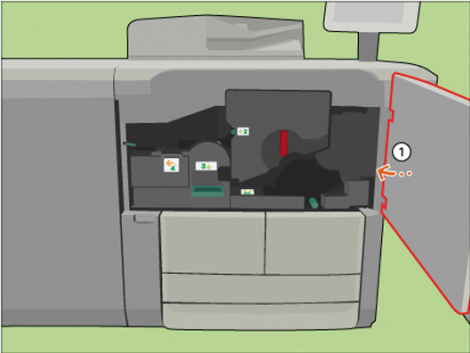
Step	Action	Illustration
7	[Remove the spiral cleaner from the TTF.] [Place the spiral cleaner on the packaging of the new cleaner.] ✎ NOTE [When the spiral cleaner has cooled down, discard the cleaner into a common dustbin.] Or return the cleaner to your service organization.	
8	[Remove paper underneath the spiral cleaner.]	

Step	Action	Illustration
9	[Use handle 2 to open the flap and check for paper.]	
10	[Remove sheets underneath the TTF.]	

Step	Action	Illustration
11	[Place the new spiral cleaner in the TTF.]	

Step	Action	Illustration
12	[Slide both fixation caps over the cleaner ends until the caps click in place.]	
13	Check if the spiral cleaner can rotate freely.	
14	[Align the TTF with the rail.]	

Step	Action	Illustration
15	[Slide the TTF unit back.]	
16	[Turn the red handle clockwise.]	

Step	Action	Illustration
17	[Use the socket wrench to tighten the 2 fixation pens.]	
18	[Close the front door.]	
19	Answer the question [Which spiral cleaner did you put back?] with [New] to confirm that you installed a new spiral cleaner. When you did not replace the spiral cleaner, touch [Existing].	

Remove Paper from the Heat Exchanger

Required tools

Socket wrench

New heat exchanger foils

NOTE
New heat exchanger foils are only needed with certain configurations. Follow the instructions on the screen.

Procedure

1. When the control panel displays the message [Touch Next to unlock the door.], touch [Next].
   Wait until the printer is turned off.
2. Follow the instructions on the screen.
   The actions displayed on the screen, depend on the type of the heat exchanger foils.

Advanced Maintenance Actions for High Capacity Stacker-G1 and High Capacity Stacker-H1

Replace the Flip Rings in the Flip Unit

When to do

Replace the four flip rings (indicated by (1) in the illustration below) when the stacking quality is not OK or when the flip rings are worn significantly. The flip rings are located behind the front cover.

Required tools

Four new flip rings

⚠️ **CAUTION**
Only trained personnel is allowed to carry out this action, if supported by your service organization.
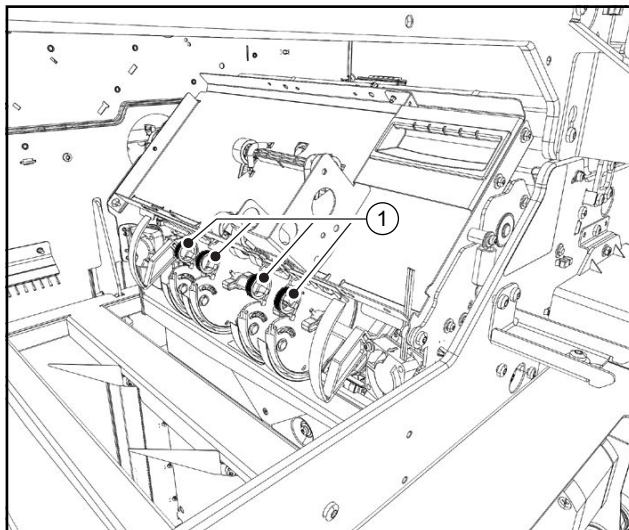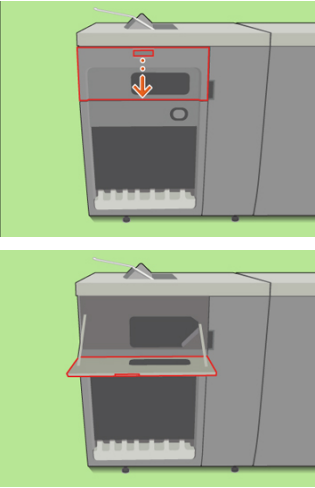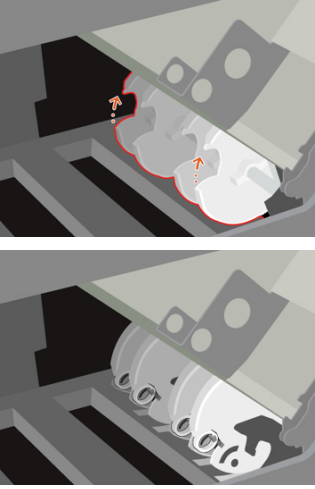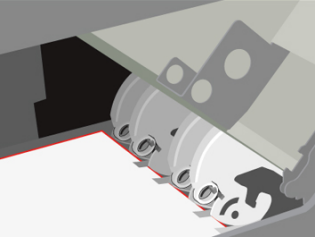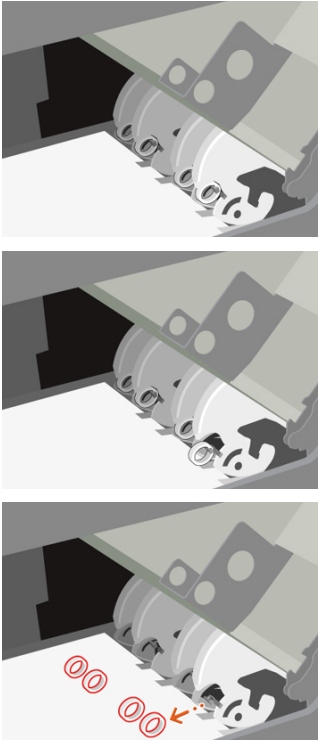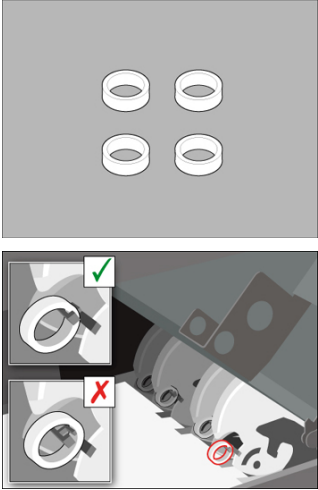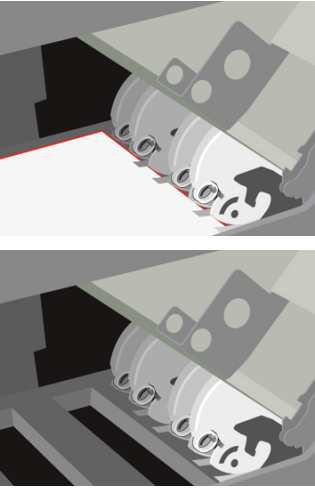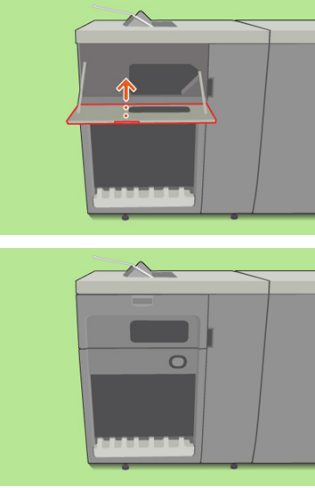
Illustration

[81] The location of the flip rings

Procedure

Replace the flip rings

Step	Action	Illustration
1	Open the front cover.	
2	If required, rotate the flip wheel to get access to the flip rings.	
3	Put an A3/Tabloid sheet on the stack tray to prevent parts from falling into the stacker.	

Step	Action	Illustration
4	Remove the flip rings one by one.	
5	Place the new flip rings one by one. Check if the flip rings can rotate freely.	

Step	Action	Illustration
6	Remove the sheet from the stack tray.	
7	Close the front cover.	

Clear a Paper Jam in the Lower Input Paper Path of the Registration Unit

When to do

- A red LED lights up at the stacker control panel.
- The printer stops. The printer control panel displays the red maintenance icon 🔧.
- The printer control panel displays a message that indicates a paper jam in the lower input paper path of the registration unit.

⚠️ **CAUTION**
When the lower input paper path of the registration unit also contains jammed paper, the printer control panel displays the red maintenance icon 🔧. In that case only trained personnel is allowed to remove the jammed paper.
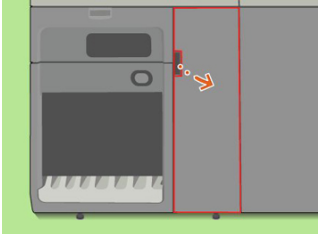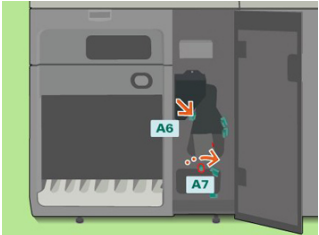
Illustration
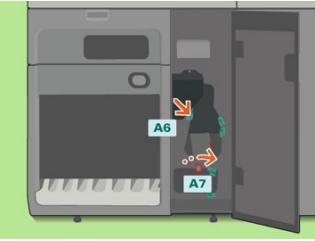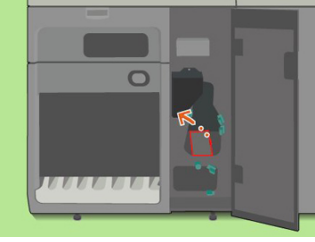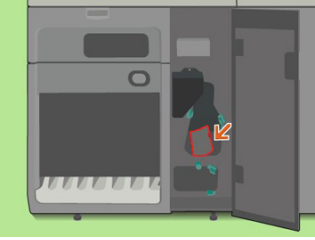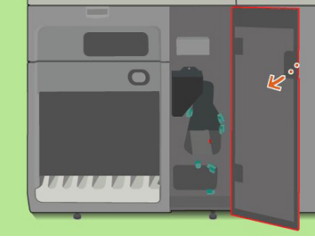
[82] Indication at the stacker control panel

Procedure

Clear a paper jam in the lower input paper path of the registration unit

Step	Action	Illustration
1	Open the front door.	
2	**Caution:** When you turn the knob, be careful not to get your fingers caught. Turn A7 to remove the jammed paper.	

Step	Action	Illustration
3	Remove the jammed paper from A6.	
4	Lift the handle to open the paper path section.	
5	Remove the jammed paper.	
6	**Caution:** When you close the paper path section, be careful not to get your fingers caught. Lower the handle to close the paper path section.	
7	Close the front door.	
8	The control panel will display the message [Did you remove all sheets from the paper path?] Touch [Yes] to confirm that all paper was removed.	

Clear a Paper Jam in the Registration Unit

When to do

- A red LED lights up at the stacker control panel.
- The printer stops and the printer control panel displays the red maintenance icon 🛠.
- The printer control panel displays a message that indicates a paper jam in the registration unit.

Required tools

Socket wrench 5.5

⚠ **CAUTION**
Only trained personnel is allowed to carry out this action, if supported by your service organization.
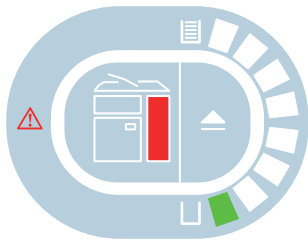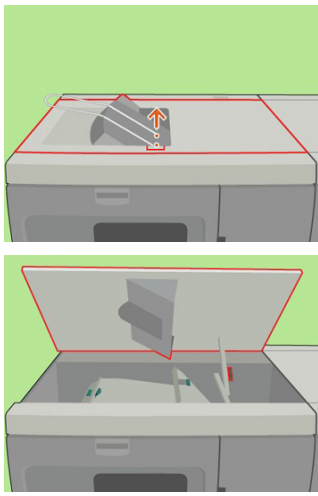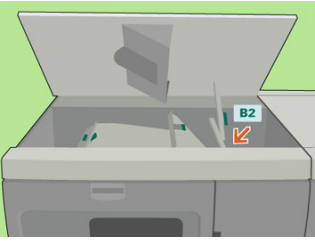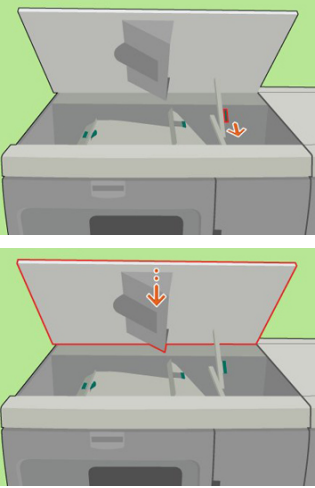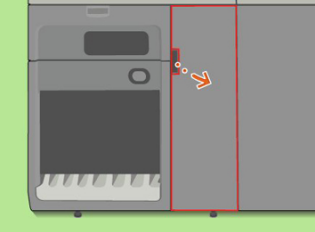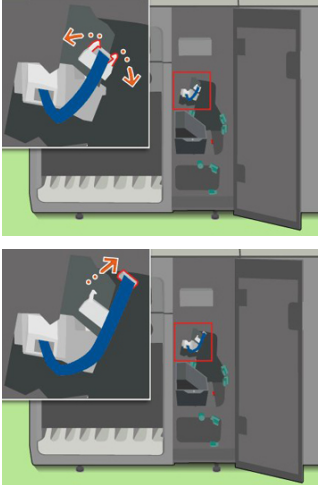
Illustration

[83] Indication at the stacker control panel
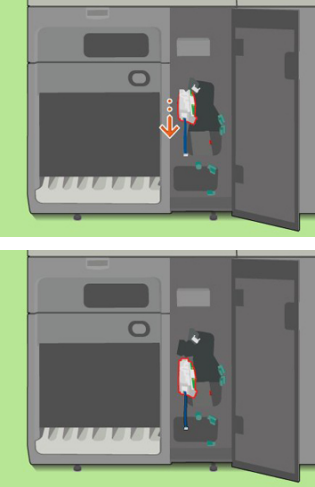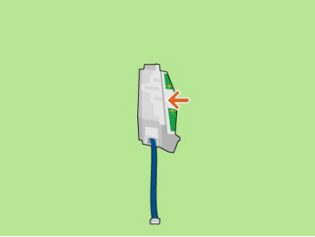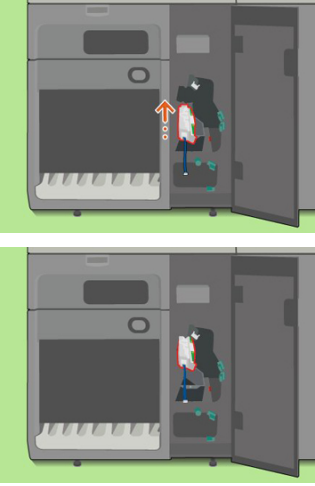
Procedure
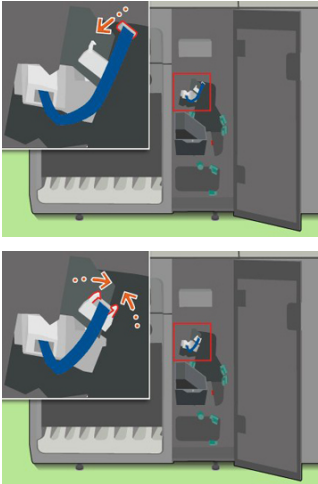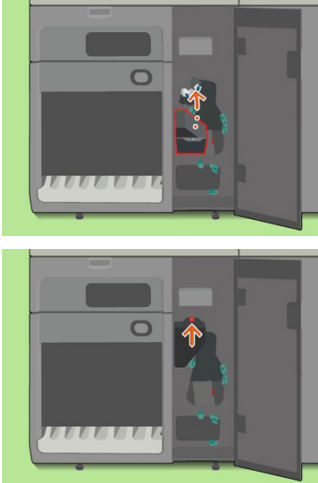
Clear a paper jam in the registration unit

Step	Action	Illustration
1	Open the top cover.	

Step	Action	Illustration
2	Open B2 to remove the jammed paper.	
3	**Caution:** When you close the top cover, be careful not to get your fingers caught. Close the top cover.	
4	Open the front door.	

Step	Action	Illustration
5	Use the socket wrench to loosen the screw and open the cover.	
6	Open the 2 retaining clips and disconnect the flat cable.	

Step	Action	Illustration
7	**Attention:** Do not pull the flat cable. Pull out the registration unit.	
8	Remove any pieces of paper from the registration unit.	
9	Place the registration unit back. The arrows must be on top.	

Step	Action	Illustration
10	**Attention**: Do not twist the flat cable. Connect the flat cable and close the 2 retaining clips.	
11	Close the cover and use the socket wrench to fasten the screw.	
12	Close the front door.	
13	The printer control panel will display the message [Did you remove all sheets from the paper path?]. Touch [Yes] to confirm that all paper was removed.	

Remote Service (ORS) (Option)

Remote Service

Introduction

✎ NOTE
Remote Service requires a license. Remote Service also requires a permission to an Canon site outside the customer domain, either via a proxy server or via IP white list. Contact your local IT specialist to give you the permission.

Remote Service is an application that runs on a printer or a separate server in the customer's network. Remote Service requires a working Internet connection to establish a secure connection between the customer's site and Canon. In case a proxy server is present, Remote Service must be configured correctly.

Remote Service has the following functionality:

Functionality	Description
Remote Diagnostics	When a customer contacts Canon in case of a problem, Canon can automatically retrieve service related data from the printer for analysis and troubleshooting. With these data, Canon can quickly identify the source of the problem and possibly solve the problem via the telephone.
Remote Meter Reading	With this function counter information that is needed for billing can be automatically sent to Canon on a regular basis. Then the customer does not need to collect the meter readings manually and send these to Canon. The customer can always check the sent data and approve the meter readings.

Functionality	Description
Remote Software Upgrade	With this function, the customer can update the printer with the latest software. The software is only retrieved from Canon when the customer wants this. From release 3.3 onwards, the jobs on the system are not deleted after you upgraded the software.

Illustration
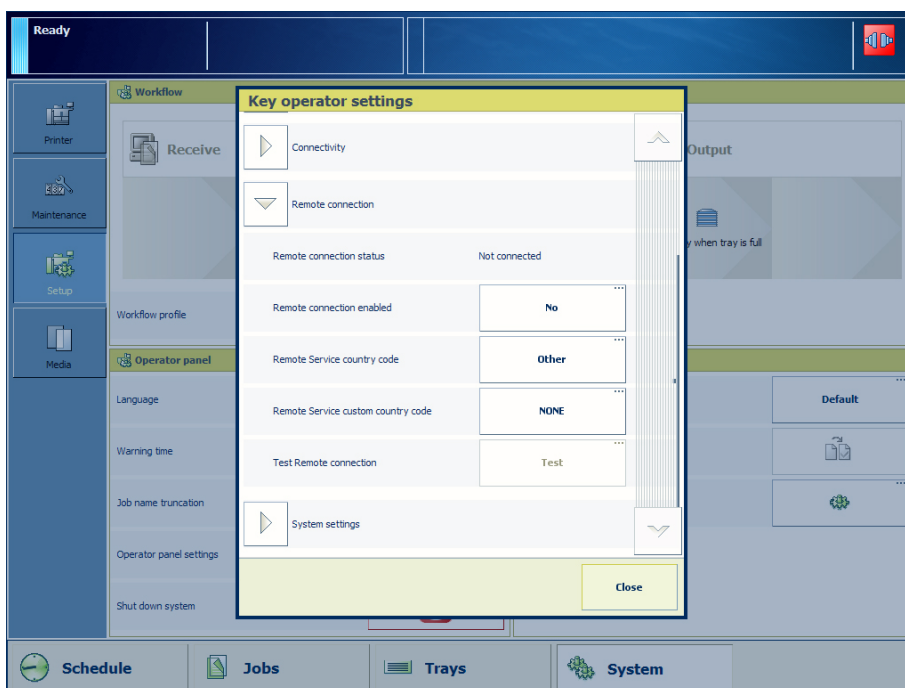
Using Remote Service

- In the Settings Editor, all settings for the customer's proxy server must be set correctly ([Configuration] -> [Connectivity] -> [Proxy server]).
- Via the control panel, the remote connection must be enabled ([System] -> [Setup] ->[System configuration] -> [Remote connection] -> [Remote connection enabled] -> [Yes]).
- Via the control panel, you can test the remote connection ([System] -> [Setup] ->[System configuration] -> [Remote connection] -> [Test Remote connection]).
  The test can take up to 30 seconds. When the connection is not OK, a message indicates the reason for the failure.
- The dashboard of the control panel displays a red icon (see figure) when the printer becomes disconnected from the Internet. Make sure the connection is online, because otherwise Canon cannot retrieve data from your printer.
- If required, you can change a number of connectivity settings via the control panel ([System] -> [Setup] ->[System configuration] -> [Connectivity]).
- You can verify the communication with Canon by downloading the audit log files via the Settings Editor ([Support] -> [Logging] > [Save the log files of the remote service connection]). The Settings Editor keeps up to four audit log files. Each log file can contain maximum 10 Mb of data. When all 4 files are full, the first file is overwritten. You can open the audit log files with any text editing application.

Add Toner and Staples

Check the Status of the Toner Reservoir

Introduction

This section describes the following:
- Warnings when the toner level is low.
- Where to find the current filling level of the toner reservoir.

Toner Low Warnings

When the toner level is low, and toner is required, you will get the following warnings:

Filling level	Warning
20%	- Dashboard: Orange warning icon, and a corresponding message. - Operator attention light: Orange lamp lights up.
0%	- Dashboard: Red warning icon, and a corresponding message. - Operator attention light: Red lamp lights up.

Procedure

1. On the control panel, touch [System] -> [Printer].
   The [Supplies] pane displays the current filling level.
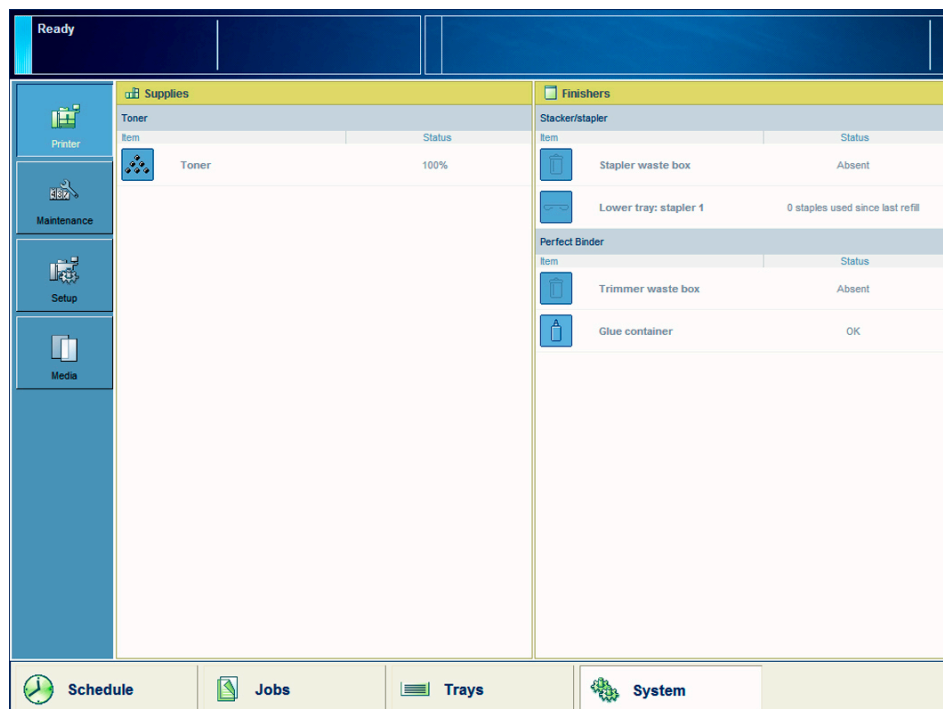
[84] Check the status of the toner reservoir

Add Toner

Introduction

When the control panel indicates that you must add toner, then you can add maximum two bottles of toner. Add the toner according to the instructions.

Only use genuine Canon toner to get the best print quality.

Product name	Supported Canon toner
Canon varioPRINT 135 Series	Canon varioPRINT 135 Series Toner Black

CAUTION
- **Handle toner bottles carefully.**
- **Do not burn or throw used toner bottles into open flames, because this can ignite toner residuals inside the toner bottles, which can cause burns or start a fire.**
- **Do not store toner bottles in places exposed to open flames, because this can ignite the toner, which can cause burns or start a fire.**
- **If you accidentally spill or scatter toner, then carefully collect the toner particles or wipe them up using a soft, damp cloth in a way that prevents inhalation. If you use a vacuum cleaner to clean up spilled toner, only use a vacuum cleaner that has safeguards against dust explosions. The use of a vacuum cleaner without these safeguards can result in a malfunction of the vacuum cleaner, or a dust explosion due to static discharge.**
- **Keep toner out of reach of children. If toner is ingested, consult a physician immediately.**
- **Avoid breathing dust.**
- **Only use toner in environments with adequate ventilation.**

IMPORTANT
- Only use toner bottles that are intended for use with this printer.
- Be aware that there are counterfeit Canon toners are available on the market. The use of counterfeit toners can result in a poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner. For more information, see http://www.canon.com/counterfeit.
- Store toner bottles in a cool and dry location, away from direct sunlight. It is recommended to store the toner at a temperature below 30 °C (86 °F) and a relative humidity below 80%.
- Do not store toner bottles in an upright position.
- Do not add more toner than described in the table below.
- Before you use the toner bottle, shake the closed toner bottle well.

Maximum Amount of Toner to Be Added

Add toner

Icon	Indicated %	Description
	100%	The toner reservoir is filled for more than 60%. Do not add toner.
	60%	The toner reservoir is filled for 20%-60%. Add maximum one bottle of toner.

Icon	Indicated %	Description
	20%	The toner reservoir is filled for less than 20%. The printer can print at least 600 sheets, depending on the coverage. Add maximum two bottles of toner as soon as possible.
	0%	The toner reservoir is empty. The printer stops. Add maximum two bottles of toner immediately to resume printing.

How to add toner

IMPORTANT
Only add toner when the printer is ON.

Procedure

1. Open the cover of the toner reservoir in front of the control panel.
2. Put the toner bottle upside down into the toner reservoir.
3. Pull the slide to the right.
4. Wait until the toner bottle stops shaking, then push the slide to the left.
5. Remove the toner bottle.
6. Close the cover of the toner reservoir.

Check the Status of the Staple Cartridges

Introduction

The stacker/stapler can contain the following staplers:
- One stapler that can add one or two staples to non-booklet prints. These prints are delivered to the upper or lower output tray.
- One stapler that can add two staples to booklets. These booklets are delivered to the booklet tray.
  This stapler is only available when the stacker/stapler is equipped with the optional saddle stitch unit.

When all the staple cartridges are sufficiently filled, the staple icon in the dashboard is blue. When the staple icon in the dashboard is orange or red, one of the staple cartridges is empty or almost empty. You must refill the staple cartridge as soon as possible.

To find out which staple cartridge is empty or almost empty, you must go to the [Printer] section of the [System] view. The icon for the staple cartridge that must be refilled is orange or red.

📝 NOTE
Even when the staple icon is blue, you can still go to the [System] view to check the number of staples that has been used since the last refill.

The Colors of the Staple Icon

The colors of the staple icon

Staple icon	Description
	A blue staple icon indicates that all the staple cartridges contain sufficient staples.
	An orange staple icon indicates that one of the staple cartridges is almost empty.
	A red staple icon indicates that one of the staple cartridges is empty. The printer stops when a job requires staples from the empty staple cartridge.

Illustration
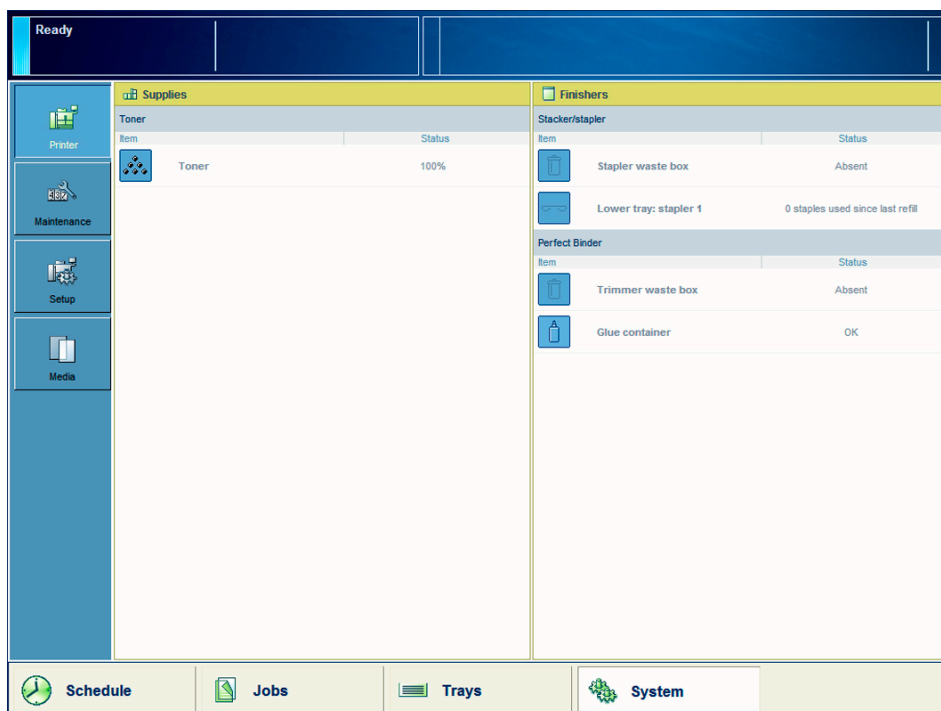
[85] Check the status of the staple cartridges

Procedure

1. Check the staple icon in the dashboard.
2. When the staple icon is orange or red, go to the [Printer] section of the [System] view to check which staple cartridge must be refilled.

Replace the Staple Cartridge of the Stapler Unit

Introduction
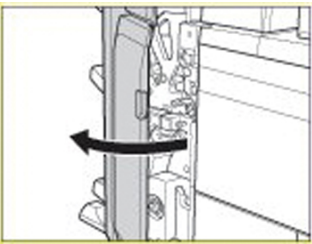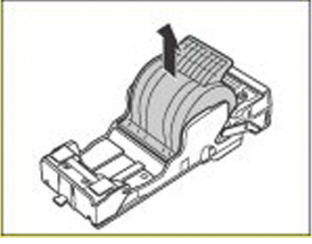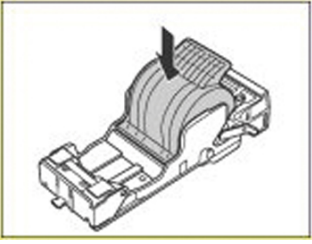
When a staple cartridge of the stapler unit inside the stacker/stapler is empty, the control panel will display a message indicating which staple cartridge must be replaced. The procedure below describes how to replace the staple cartridge.

Required tools
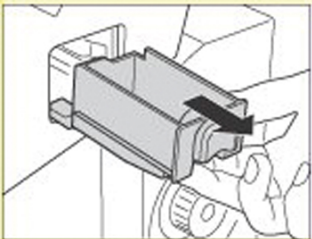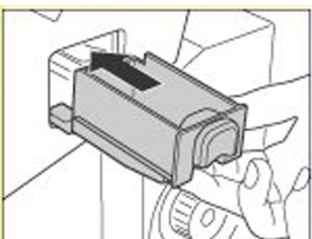
Staple N1

Procedure

Replace the staple cartridge of the stapler unit

Step	Action	Illustration
1	Open the front door of the stacker/stapler.	
2	Grab the green tab of the staple case and pull the staple case out of the staple unit. ✎ NOTE When the stapler unit is at the back and it is difficult to pull out the staple case, turn the dial at the bottom left-hand side to the left to move the stapler unit.	
3	Pull out the staple cartridge.	
4	Insert the new staple cartridge (Staple N1).	

Step	Action	Illustration
5	Gently push the staple case as far as possible into the stapler unit until the staple case is securely in place.	
6	Pull out the stapler waste box. The stapler waste box is located below the stapler unit.	
7	**Caution:** Do not touch the staple waste. Empty the stapler waste box into a common dustbin.	
8	Put the stapler waste box back into place.	
9	**Caution:** When you close the front door of the stacker/stapler, be careful not to get your fingers caught, because this may result in personal injury. Close the front door of the stacker/stapler.	

Replace the Staple Cartridge of the Saddle Stitch Unit

Introduction

If a staple cartridge of the saddle stitch unit of the optional Saddle Finisher-AF2 is almost empty, the control panel will display a message indicating which staple cartridge must be replaced. The procedure below describes how to replace the staple cartridge.
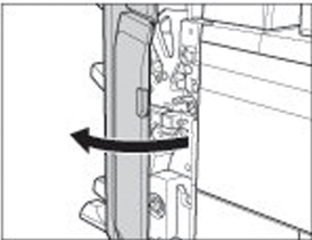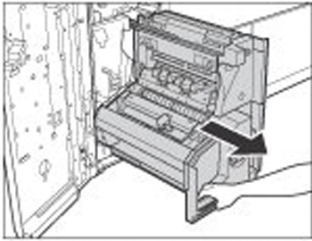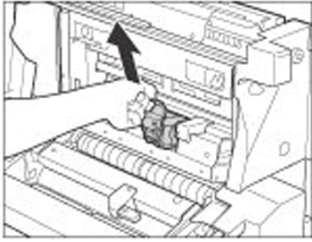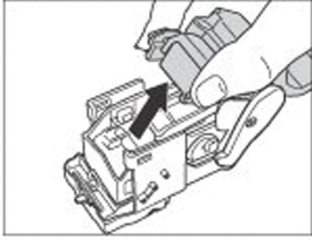
NOTE
This procedure is only necessary when the Saddle Finisher-AF2 is attached.

Required tools
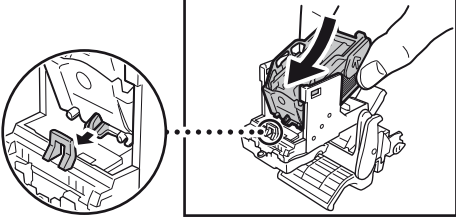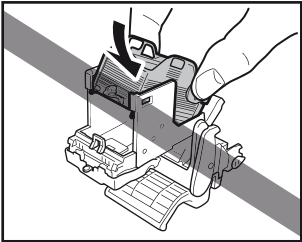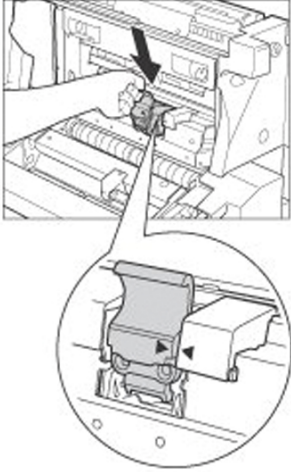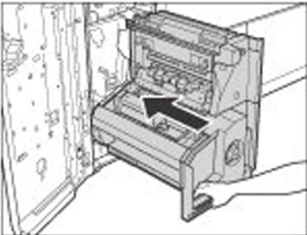
Staple P1

Procedure

Replace the staple cartridge of the saddle stitch unit

Step	Action	Illustration
1	Open the front door of the stacker/stapler.	
2	Pull out the saddle stitch unit.	
3	Grab the tab of the staple case and pull the staple case out of the staple unit.	
4	Hold the cover of the staple case by its left and right sides Lift the cover and slide the cover off.	

Step	Action	Illustration
5	Squeeze at the indicated positions to release the empty staple cartridge. Lift the empty staple cartridge and pull the staple cartridge out.	
6	Insert the new staple cartridge (Staple P1). ✎ NOTE When you replace the staple cartridges, replace both the front and back staple cartridges.	
7	Return the staple case to its original position in the saddle stitch unit. Make sure that the arrow on the staple case aligns with the arrow on the saddle stitch unit. ✎ NOTE Follow the steps 3 to 7 to replace the other staple cartridge in the saddle stitch unit.	
8	Gently push the saddle stitch unit back into the printer.	

Step	Action	Illustration
9	**Caution:** When you close the front door of the stacker/stapler, be careful not to get your fingers caught, because this may result in personal injury. Close the front door of the stacker/stapler.	

Cleaning

Clean the Scanner Sensors

When to do
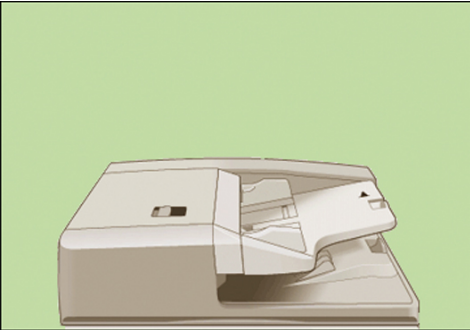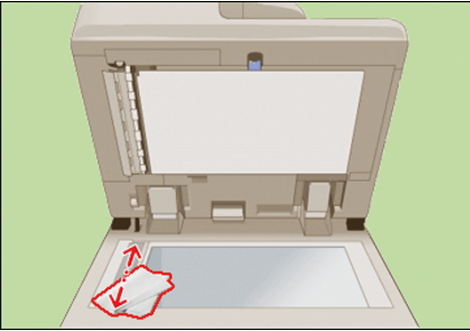
When copies contain stains.
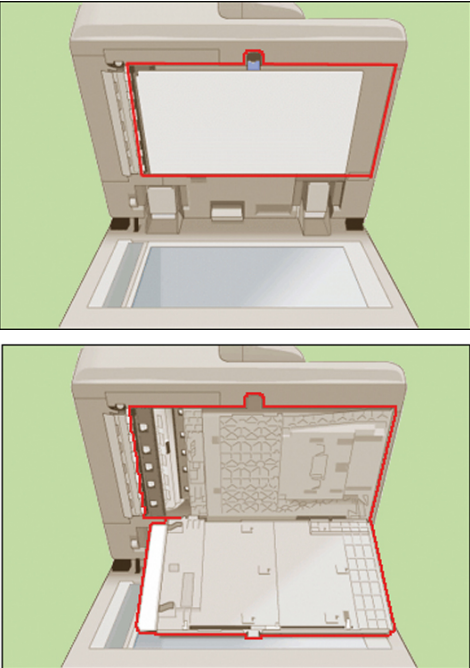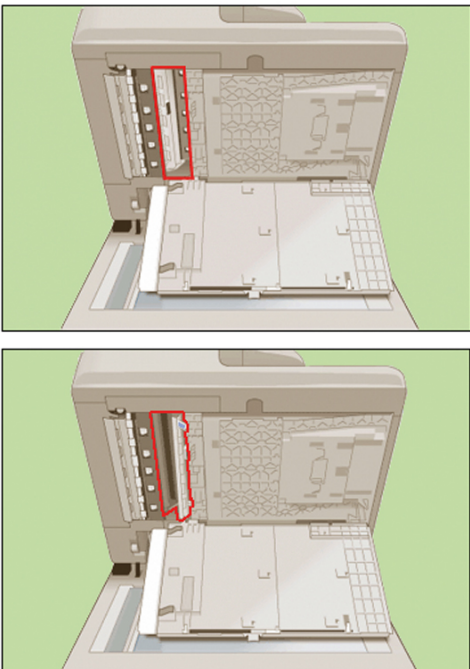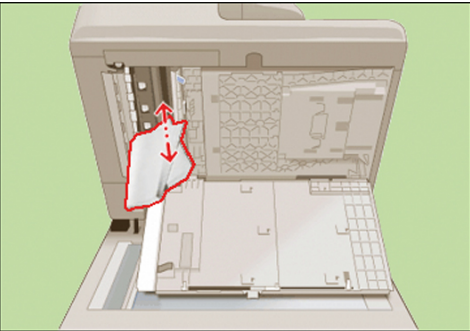
Required tools
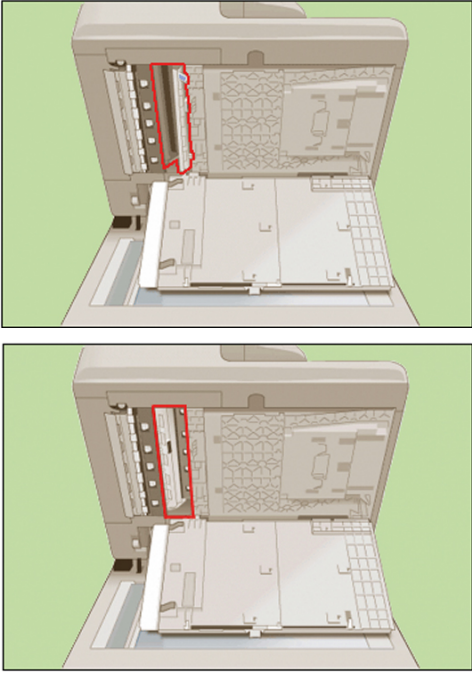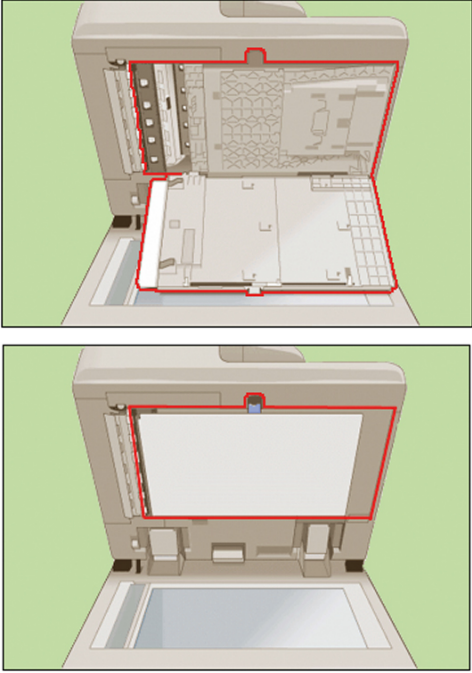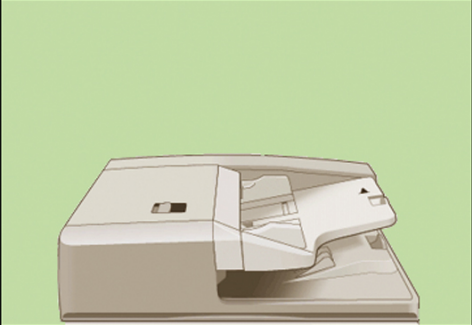
Soft tissue

Procedure

Clean the scanner sensors

Step	Action	Illustration
1	[Open the main cover.]	
2	[Use a tissue to clean the scanner sensor.]	

Step	Action	Illustration
3	[Open the white plate.]	
4	[Open the lower right-hand guide.]	
5	[Use a tissue to clean the scanner sensor.]	

Step	Action	Illustration
6	[Close the lower right-hand guide.]	
7	[Close the white plate.]	
9	[Close the main cover.]	

Clean the Z Sensor

When to do
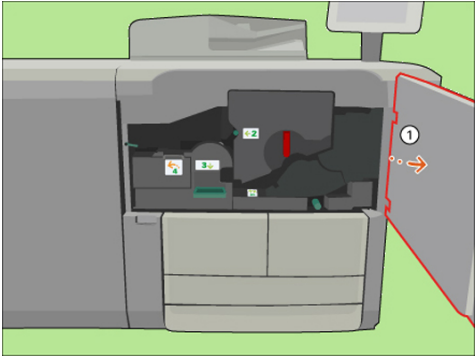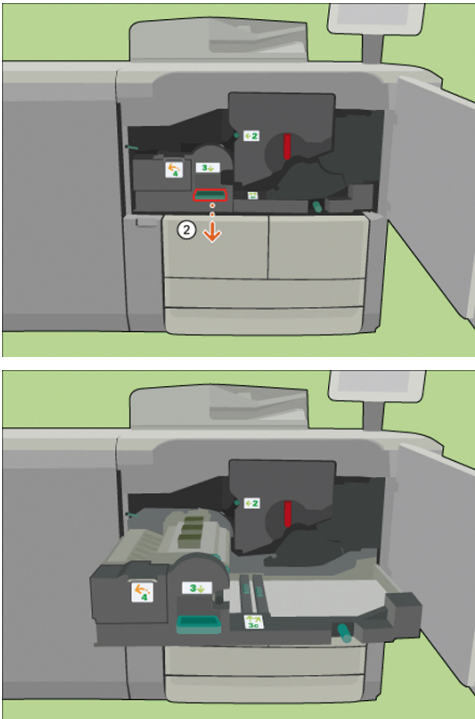
In case of error code 16718.
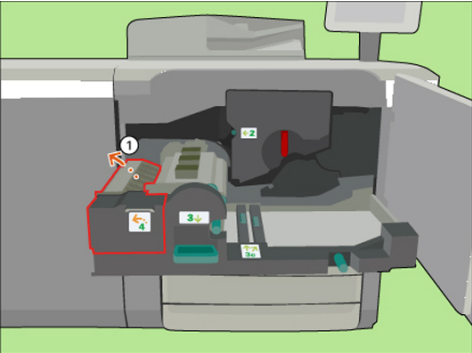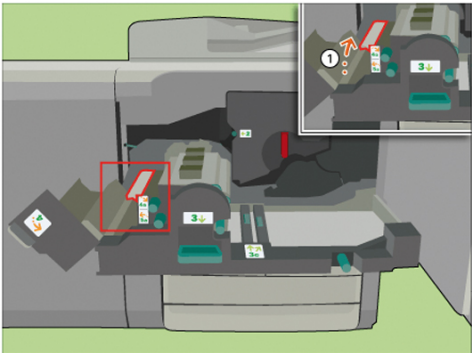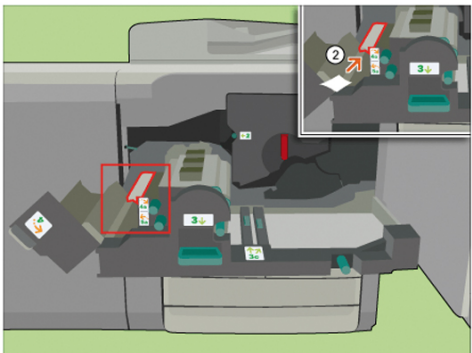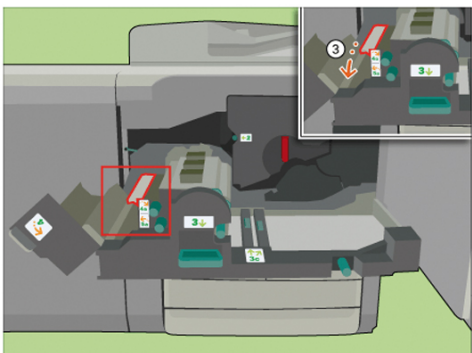
Required tools
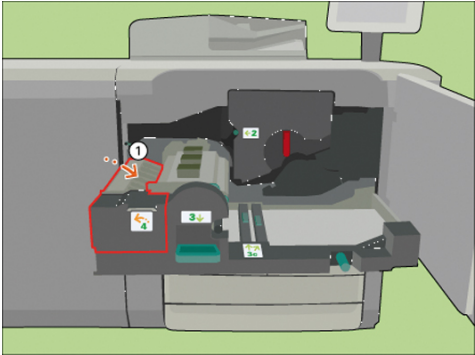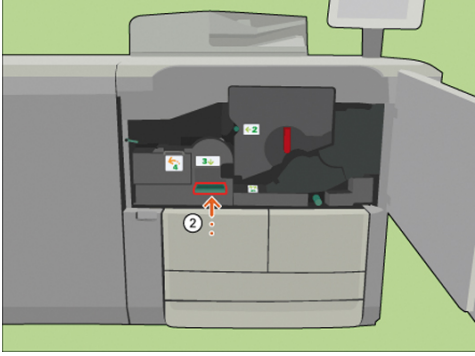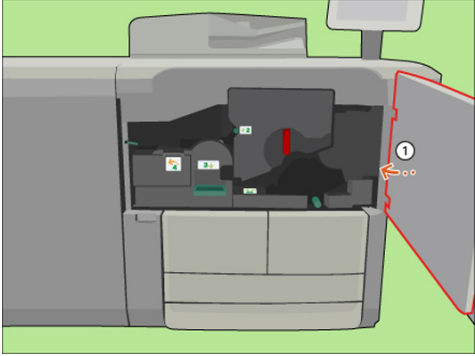
Soft tissue.

Procedure

Clean the Z sensor

Step	Action	Illustration
1	[Open the front door.]	
2	[Use handle 3 to slide out the transport unit.]	

Step	Action	Illustration
3	[Use handle 4 to open the turn unit.]	
4	[Use handle 5 to open the flap.]	
5	[Use a tissue to clean the sensor and the sensor box on the inner side.]	
6	[Close the flap.]	

Step	Action	Illustration
7	[Use handle 4 to close the turn unit.]	
8	[Use handle 3 to slide the transport unit back.]	
9	[Close the front door.]	

Manually Start a Drum Cleaning

Introduction

The cleaning procedure consists of the following steps:
- The drum cools down. The control panel indicates the time required.
- The drum is cleaned automatically. You cannot interrupt this action.

When to do

When the prints contain dots.

Procedure

1. On the control panel, touch [System] -> [Maintenance] -> [Go to maintenance tasks] -> [Clean the drum] -> [Start].
2. [Enter the maintenance PIN.]
3. Follow the instructions on the control panel.

Automatic Drum Cleaning

Introduction

The imaging drum inside the machine can get contaminated with glue spots. Glue spots on the drum can affect the print quality. Possible causes of the glue spots:
- The use of recycled media, or
- Wrapper glue residues on one or more sheets of paper.

The machine contains a sensor that can detect glue spots. When the [Automatic drum cleaning] setting is enabled, and spots are detected, an automatic drum cleaning procedure will take place.

✎ NOTE
When automatic drum cleaning is enabled, the cleaning will not take place before the first detection of glue spots. If you want to clean the drum immediately, you must start the manual drum cleaning procedure via the control panel ([System] -> [Maintenance] -> [Go to maintenance tasks] -> [Clean the drum] -> [Start]).

Precautions

Some contamination of the drum cannot be excluded completely, but you can take precautions to limit the possibility of contamination.

Advice:
- Open the wrapper very carefully, using a knife or scissors.
- Remove the top and bottom sheets of the paper package before you load the paper into a paper tray.
- Use paper from a box.

Settings for Automatic Drum Cleaning

The control panel contains the following settings with regard to automatic drum cleaning.

Setting	Description
[Automatic drum cleaning]	Here you can enable or disable the automatic drum cleaning function. When the setting is disabled, the drum is not cleaned automatically. The settings described below in this table are grayed out on the control panel. If the setting is enabled, the sensor will frequently check the drum for glue spots ([Glue detection interval]). If necessary, the automatic drum cleaning procedure is performed. The three settings described below in this table are active. Possible values: • [On] • [Off] Factory default value: [Off]. ✎ NOTE The drum cleaning can take a couple of minutes. The control panel provides feedback.

Setting	Description
[Glue detection interval]	You can indicate the interval, in number of sides, after which the drum sensor checks the drum for glue spots. A lower value means that the sensor checks the drum more often. The frequency of the occurrence of glue spots depends highly on the media used. Possible values: • [20 sides] • [50 sides] • [100 sides] • [200 sides] • [350 sides] Factory default value: [350 sides]. ✎ NOTE A side is not necessarily equal to a sheet. A side is based on an image on A4/LTR-like media. An image is anything that is printed on one side of A4/LTR-like media. Below, you can find an example of the conversion for the [20 sides] value. At lower intervals, the productivity can decrease. • When A4/LTR is printed one-sided, then 20 sides = 20 sheets. • When A4/LTR is printed two-sided, then 20 sides = 10 sheets. • When A3/Tabloid is printed one-sided, then 20 sides = 10 sheets. • When A3/Tabloid is printed two-sided, then 20 sides = 5 sheets. So when you print A3/Tabloid two-sided, for example, the sensor checks the drum after every 5 sheets printed.
[Glue detection sensitivity]	You can indicate the size of glue spots that the sensor detects. The factory default value makes sure that only fairly large spots will be detected. Only select a higher value when smaller glue spots must be detected. Possible values: • [Normal] • [High] • [Very high] Factory default value: [Normal].
[Resume automatically after cleaning]	You can indicate the behavior of the printer after an automatic drum cleaning took place. Select [Yes] if you want to continue printing immediately, without checking the output first. Select [No] if you first want to check the prints that were made before the drum cleaning. When the drum cleaning is ready, the control panel displays a message that asks you if you want to continue. Now you can check the output. Possible values: • [Yes] • [No] Factory default value: [No].

Setting	Description
[Start of run detection]	You can indicate if the system checks for glue pollution before the start of a run. Select [On] if you want the system to check for glue pollution before the start of a run. Possible values: • [On] • [Off] Factory default value: [Off]. 🖉 NOTE It is advised that you enable [Start of run detection] only when you often use recycled media.

Advised settings for different types of users

Setting	Normal user		User that demands high quality	
	Plain paper	Frequent use of recycled media	Plain paper	Frequent use of recycled media
[Automatic drum cleaning]	[On]	[On]	[On]	[On]
[Glue detection interval]	[350 sides]	[350 sides]	[100 sides]	[100 sides]
[Glue detection sensitivity]	[Normal]	[Normal]	[Very high]	[Very high]
[Resume automatically after cleaning]	[Yes]	[Yes]	[Yes]	[Yes]
[Start of run detection]	[Off]	[On]	[Off]	[On]

How to Change the Settings for Automatic Drum Cleaning

Procedure

1. On the control panel, touch [System] -> [Setup] -> [Advanced media settings] (under [Advanced]).
2. Touch the [Automatic drum cleaning] button to enable the setting.
3. If required, change the values of the settings described in the table.
4. Touch [Apply] to confirm the changes.

Chapter 15
Troubleshooting

Solving Errors

Introduction

The main types of possible errors are the following.
- Errors that relate to the machine
- Errors that relate to the jobs

This section gives an overview of the possible errors and the solutions to these errors.

🖉 NOTE
Only operators who received the special maintenance training are allowed to replace or clean parts and solve paper jams in the process units.

Overview of Possible Machine Errors

Handle machine errors

Error	Solution	Additional information
Paper jam	Follow the instructions on the control panel.	After you solved the error, the machine starts from the point where the printing stopped due to the error. Check for double prints.
Software error	Follow the instructions on the control panel.	A message on the control panel will indicate that you must restart the machine.
Service required	Follow the instructions on the control panel.	A message on the control panel will indicate that you must contact Service or your local authorized dealer.
Unit reconditioning	Follow the instructions on the control panel.	After an error was solved, the machine checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the control panel and check the output.	Sometimes, the system cannot determine if the output is complete. Then you must check the output. Touch the [OK] button when the output is complete.
The prints contain dots	Carry out the drum cleaning procedure.	On the control panel, you can start this procedure by touching [System] -> [Maintenance] -> [Go to maintenance tasks].
A paper tray does not open	Check if all paper trays are closed correctly.	
Paper jams or dog ears because the horizontal transport unit inside the printer is not closed completely.	Make sure that the horizontal transport unit is always completely pushed in until locked.	

Overview of Possible Job Errors

Handle job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the machine stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	• The controller corrects the settings. • You must define a correct combination of job settings in the [Properties] section of the [Jobs] view on the control panel.	The solution depends on the place where the job settings are defined. • When the job settings are defined in an application or printer driver, the controller automatically corrects the settings. • When you define the job settings on the control panel, the control panel displays a message that the defined combination is not possible. The [OK] button is disabled.

Store the logging in case of software errors

Introduction

When the system has a software error, you can store the logging. Service can use this logging to analyse the error.

Procedure

1. On the control panel an error screen is visible that indicates a software error. A software error has an error code that starts with 115. The system creates a log. This may take a few minutes. After the creation of the log is complete, you can insert a USB drive into the USB port ⟨⟩ at the left-hand side of the control panel.
   When you do not want to store the logging of the software error, you can touch the error screen to exit the error. The system restarts.
   Only non-recoverable software errors will store the error log.
2. Touch the USB drive button ⟨⟩ on the error screen.
   The systems stores the logging of the error on the USB drive.
3. When the systems indicates that the storing is completed, remove the USB drive.
4. Touch the error screen to exit the error. The system restarts.

   > **NOTE**
   > When the system has two identical software errors after each other, you can delete all jobs. If one or more jobs caused the software error, the system restarts without an error.

   > **NOTE**
   > If the system experiences three identical software errors, one after another the system reinstalls the software upon restarting. Reinstallation will take a while.

Appendix A
Specifications

General

Specifications

Specification	Value
Description	Light to mid production, B&W printer / scanner / copier
Toner	Canon varioPRINT 135 Series Toner Black
Imaging technology	DirectPress®; mono-component toner
Warm-up time	150-270 seconds, depending on amount of toner in cleaner
First copy time	One-sided: 3.9 seconds
First print time	One-sided, ripped: 5.1 seconds
Printer dimensions	Excluding operator panel: 1,130 mm x 765 mm x 1,040 mm (44.5" x 30.1" x 40.9") Including operator panel: 1,130 mm x 765 mm x 1,430 mm (44.5" x 30.1" x 56.3")
Printer weight	263 kg (578.6 lb)
Power requirement	1-Phase: 200-240 V, 50/60 Hz • USA 20 A (16 A rated) • USA 15 A (12 A rated)
Certificates	EPA Energy Star® / TEC compliancy, RoHS, Cetecom / CE Class A, FCC Class A, UL / TüV / CE, VCCI, ErP, China RoHS, CRDH FDA (USA), WEEE, Green Procurement Standards, EAC, KC, RCM International Energy Star Program (Japan, EU, USA) Section 508, EPEAT BRONZE, De-inkability certificate, CCC China (sourced locally, C-tick Australia (sourced locally)

Environmental

Specification	Description
Ozone emissions	None (printer)
Optimum temperature	17-30 ºC (62.6-86 ºF), printer up to 34 ºC (93.2 ºF). For accessories, refer to their specifications.
Relative humidity	20-80%
Altitude	Lower than 1,000 m (3,281 ft)
Room size and ventilation or air change rate at room size	> 50 m^3 and > 100 m^3/h or > 2 AC/hr for room size > 35 m^3 📝 NOTE This is the ventilation requirement for the printer, additional to the standard building ventilation requirements.
Sound power level	Standby: 33 dB Print: maximum 64 dB
Power consumption	Off mode: 0.2 W Sleep mode: 4,3 W (excluding controller) Low power mode: 150 W Ready mode: 270 W Operation mode (USA, LTR, 75 g/m², two-sided): 1.9 kW / 2.0 kW / 2.2 kW (varioPRINT® 115 / 130 / 140 respectively)
TEC value	USA, LTR, 75 g/m²: 20.3 kWh / 21.2 kWh / 22.8 kWh (varioPRINT® 115 / 130 / 140 respectively)

Printer Speed

Below you find the maximum engine speeds in images per minute.

Printing, media weight	Model	A4 LEF, B5 LEF, A5 SEF	Letter LEF	Ledger	A3	SRA3	JIS B4 SEF
Two-sided, less than 120 g/m² (31 lb bond)	115	118	115	60	61	58	64
	130	133	130	68	69	65	72
	140	143	140	73	75	70	78
One-sided, less than 220 g/m² (80 lb cover)	115	118	115	60	61	58	64
	130	133	130	68	69	65	72
	140	143	140	73	75	70	78
Two-sided, 120 g/m² - 220 g/m² (31 lb bond - 80 lb)	115	113	110	57	59	55	61
	130	123	120	63	64	60	67
	140	123	120	63	64	60	67
> 220 g/m³ (80 lb cover)	115	61	60	31	32	30	33
	130	61	60	31	32	30	33
	140	61	60	31	32	30	33

LEF: Long-edge feed

SEF: Short-edge feed

Paper Modules

Internal Paper Module

✎ NOTE
Whenever a number of sheets is mentioned in the table below, the figure is based on media of 80 g/m² (20 lb bond).

Specification	Description
Description	Standard paper module
Paper trays	• Bulk tray 1: 1,500 sheets (A4, JIS B5, Letter, 16K. When the bulk tray for small format is installed also A5, Statement.) • Bulk tray 2: 1,500 sheets (A4, JIS B5, Letter, 16K. When the bulk tray for small format is installed also A5, Statement.) • Multi-size tray 3: 500 sheets; 140 mm x 182 mm - 320 mm x 432 mm (5.5" x 7.2" - 12.6" x 17.0") • Multi-size tray 4: 500 sheets; 140 mm x 182 mm - 320 mm x 488 mm (5.5" x 7.2" - 12.6" x 19.2")
Paper weight	50 - 300 g/m² (13 lb bond - 110 lb cover)
Detection	Automatic paper size detection (multi-size tray), tray-empty detection
Paper feed technology	Friction feed
Features	Paper Logic, tray linking, paper level indication, on-the-fly loading, tab sheet processing (one side only)

External Paper Module

Specification	Description
Description	Optional paper module. The bulk trays three and four can be equipped with dual paper trays (optional).
Dimensions (WxDxH)	980 mm x 750 mm x 1,040 mm (38.6" x 29.5" x 40.9")
Weight	203 kg (447 lb)
Power supply	90-264 V, 40-67 Hz, 200 W
Paper trays	• Tray 1: 600 sheets • Tray 2: 600 sheets • Tray 3: 1,700 sheets; dual paper tray: 3,300 sheets (A4, LTR) • Tray 4: 1,700 sheets; dual paper tray: 3,300 sheets (A4, LTR)
Paper size	All paper trays: 203 mm x 203 mm - 320 mm x 488 mm (8.0" x 8.0" - 12.6" x 19.2"), JIS B5 LEF (option), including custom sizes
Paper weight	50 - 300 g/m² (13 lb bond - 110 lb cover)
Detection	Automatic paper size detection, tray-empty detection
Paper feed technology	Vacuum feed, air separation
Features	Paper Logic, tray linking, paper level indication, on-the-fly loading, tab sheet processing (one side only)

Finishing and delivery specifications

For the specifications of the other optionals, refer to the manuals delivered together with these optionals.

Copy Tray-R2

Specification	Value
Description	Output tray to collect printed output
Capacity	250 sheets (80 g/m² / 20 lb bond)
Paper size	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTRR, STMTR Custom sizes: 100 mm x 148 mm - 330.2 mm x 487.7 mm 3.9" x 5.8" - 13" x 19.2" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 ½"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 ½"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm 332 mm / 9 ½" x 13")
Paper weight	52 - 300 g/m² / 14 lb bond - 110 lb cover
Dimensions (WxDxH)	422 mm x 382 mm x 175 mm / 16 5/8" x 15" x 6 7/8"
Weight	Approximately 1.2 kg / 2.6 lb

Staple Finisher-W1

Specification	Value
Description	Stacker / stapler with (offset) stacking, stapling with staple-cut for thin sets, including build-in joggers to optimize output stack quality
Paper size for stacking	As supported by the printer
Paper size for stapling	A3, A4, A4R / 11" x 17", LTR, LTRR, Executive, Legal, Ledger, JIS B4, JIS B5
Paper weight	52 - 256 g/m² / 14 lb bond - 140 lb cover
Maximum stapling capacity	A4, B5, LTR: 100 sheets (80 g/m² / 20 lb bond) A3, A4R, B4, LTRR, Legal, Ledger: 50 sheets (80 g/m² / 20 lb bond)
Stacking capacity for non-stapled sheets	**Upper tray:** 1000 sheets **Lower tray:** 2000 sheets; maximum of 4000 sheets in high volume stack mode
Stacking capacity for stapled sets	**Lower tray:** 200 sets; maximum of 3000 sheets
Features	Corner stapling, two-point stapling also for A4R and LTRR Staple-cut function depends on thickness set

Specification	Value
Power requirement	120 V, 8 A
Dimensions (WxDxH)	800 mm x 792 mm x 1239 mm / 31.5" x 31.18" x 48.78"
Weight	130 kg / 287 lb

Booklet Finisher-W1

Specification	Value
Description	Stacker / stapler with (offset) stacking, stapling with staple-cut for thin sets, booklet folding, saddle-stitching and saddle-press functionality, including build-in joggers to optimize stack quality
Paper size for stacking	As supported by the printer
Paper size for stapling	A3, A4, A4R / 11" x 17", LTR, LTRR, Executive, Legal, Ledger, JIS B4, JIS B5
Saddle stitch capacity	2 - 25 sheets (80 g/m² / 20 lb bond), including 1 cover sheet up to 256 g/m² / 140 lb index
Paper weight	52 - 256 g/m² / 13 lb bond - 110 lb cover
Output capacity of the saddle stitcher	Conveyor belt: 30 booklets. When delivering to an external catch tray, an unlimited output capacity is available
Stacking capacity for non-stapled sheets	**Upper tray:** 1000 sheets **Lower tray:** 2000 sheets; maximum of 4000 sheets in high volume stack mode
Stacking capacity for stapled sets	**Lower tray:** 200 sets; maximum of 3000 sheets
Maximum stapling capacity	A4, B5, LTR: 100 sheets (80 g/m² / 20 lb bond) A3, A4R, B4, LTRR, Legal, Ledger: 50 sheets (80 g/m² / 20 lb bond)
Features	Corner stapling, two-point stapling also for A4R and LTRR Staple-cut function depends on thickness set Saddle stitching Folding up to 5 sheets per set Saddle press functionality to increase the flatness of booklets Optional: can be combined with 1 or 3 knife trimming
Power requirement	120 V, 8 A
Dimensions (WxDxH)	800 mm x 792 mm x 1239 mm / 31.5" x 31.18" x 48.78"
Weight	182 kg / 401 lb

Media Specifications

Media Types

Media	Description
Transparencies	Only paperbacked and printed one-sided
Tabs	Yes
Self adhesives	Yes
Textured paper	Yes
Die cuts	Yes
NCR paper	On media recommended by the manufacturer
Pre-printed paper	According to the manufacturer's guidelines for pre-printed media
Recycled paper	On media recommended by the manufacturer

Media Weights

Media	Internal paper module	External paper module
Plain paper	50 - 300 g/m² (13 lb bond - 110 lb)	60 - 300 g/m² (16 lb bond - 110 lb)
Offset media	60 - 300 g/m² (16 lb bond - 110 lb)	60 - 300 g/m² (16 lb bond - 110 lb)
Coated media	Not recommended*	80 - 300 g/m² (20 lb bond - 110 lb)

✎ NOTE
* Some coated media can be used when you install the separation enhancer.

Printing, Copying and Scanning

Printing

Specification	Description
Job management	DocBox, lists of [Scheduled jobs], [Waiting jobs] and [Printed jobs]
Print resolution	PCL: 600 x 600 dpi Adobe® PostScript® 3™: 1200x1200 dpi, 600x2400 dpi
Engine resolution	600x2400 dpi
Maximum printable area	PCL: adjustable Adobe® PostScript® 3™: 3 mm from side, maximum 308 mm x 484 mm (12.1" x 19")
Screen frequency	PCL: 106 lpi maximum Adobe® PostScript® 3™: 200 lpi maximum
Gray levels	PCL: 125 Adobe® PostScript® 3™: 200
Features	pre-RIP, print-while-RIP-while-spool, printing multiple sizes, hot-folders/automated workflows, optional transaction printing

Copying

Specification	Description
Copy resolution	600x1200 dpi
Exposure control	Auto / Manual (9-step scale), [Text], [Mixed], [Photo], [High detail]
Zoom	25-400%; automatic
Screen frequency	200 lpi
Gray levels	200
Features	Automatic quality optimization for text/photo, light/dark setting, cover insertion, [Combined copy job], automatic rotation, booklet printing, multiple images per sheet, margin shift, margin erase, image position, automatic paper selection, tab copying, combination of different original sizes. book copy, [Easy copy job], use [PDF scan job] for page numbering.

Scanning

Specification	Description
Resolution	75, 100, 150, 200, 300 (default), 600 dpi
Pull scan	Not available
Color scanning	Optional license
Destination	Scan to email, Scan to FTP, Scan to USB, Scan to DocBox, Scan to SMB, Scan to PDF (DocBox)

Specification	Description
File format	PDF (single and multiple page), PDF/A, TIFF, JPEG/sRBG (colour scanning)
Maximum original size	304.8 mm x 431.8 mm
Features	Thumbnail preview (DocBox), scan profiles, status overview, gray level scanning, scan once print many, scan-in-warmup, scan-while-print, subset-scanning, multi-tasking user interface, RGB color scanning, scan to file with mixed original sizes

PRISMAsync Controller

Specification	Description
Description	Embedded PRISMAsync controller.
Processor	2.7 GHz
Memory	4 GB
Hard disk	500 GB
Network connectivity	10/100/1000 Base-T
Network protocols	TCP/IP (LPR/LPD, socket), SMB static/auto IP (via DHCP) SNMP v1-v3 (printer MIB, private MIB, job monitoring MIB) IPv4 & IPv6
Operating system	Microsoft® Windows 10®

Supported Page Description Languages (PDL)	• APPE (Adobe® PDF Print Engine)
	   • Adobe® PostScript® 3™ / streaming PostScript®
	   • PPML/GA Level 1
	   • PPML versions 1.5, 2.1 and 2.2
	• PCL 6 (combines PCL5e and PCL XL) (option)
	• PDF 1.7
	• XPS
	• IPDS (option)
	• Xerox® PPP support

USB printing	PDF, PS, PCL, XPS via USB connection on operator panel
Security	Common Criteria EAL2+, E-shredding, HTTPs, Firewall, PIN for DocBox, User authentication to SDS, removable hard disk, IPv6, software protection license (integrity checker), user authentication per user role: key operator, system administrator and service representative.
Features	Print while RIP, streaming, multi-job processing, pre-RIP, no cycle-down between jobs, multi-tasking (scan/copy/print), web-based configuration with Settings Editor, Remote meter reading, Remote Diagnostics, remote software upgrade, Remote Monitor.
Hardware options	Generic USB mouse support, Section 508 kit (video, attention signal), copy control device interface for accounting, operator attention light, removable hard disk.

Printer Driver Support

Printer driver	Remark
PS3 UPD - Microsoft Windows Server 2003/2008/2008 R2/2012	32 & 64-bit support
PS3 UPD - Microsoft Windows Client Vista/Windows7/Windows8/Windows8.1/Windows 2012 R2	32 & 64-bit support
PS3 PPD - legacy Microsoft Windows & Mac/Linux-CUPS/Other	
PS3 - Macintosh (Mac OS 10.6/10.7/10.8/10.9)	Intel & PowerPC
PCL6 UPD - Microsoft Windows Server 2003(R2)/2008/2008 R2/2012	32 & 64-bit support
PCL6 UPD - Microsoft Windows Client Vista/Windows 7/Windows 8/Windows8.1/Windows 2012 R2	32 & 64-bit support
PCL6 GPD - legacy Microsoft Windows & Mac/Linux-CUPS/Other	
Microsoft XPS UPD - Microsoft Windows Client Vista/Windows Server 2008/Windows 7/Windows Server 2008 R2/Windows 8/Windows server 2012/Windows 8.1/Windows 2012 R2	32 & 64-bit support
SAP Device Type (SAP R/3 4.6 and higher)	Implementation & support via C&SS
Remote Printer Driver 5.2.0.0	PostScript, PCL and PDF

NOTE
All UPD drivers are Microsoft® certified

Index

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