



Océ
PlotWave 340/360

Touch The New Way
Of Printing



Canon
CANON GROUP

User manual
Operating
information

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Chapter 1

Introduction

Notes for the reader

Introduction

This manual helps you to use your printer properly. The manual contains a description of the product and guidelines for usage.

Definition

Attention Getters






Some parts of this manual require special attention:




- Additional general information, for example information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Note, Attention, and Caution

The words **Note**, **Attention**, and **Caution** draw attention to important information.

Overview of the attention getters

Word	Icon	Indicates
Note		Tips or additional information about the correct use of the product.
Attention		Information to prevent property damage, for example damage to the product, documents or files.
		Information to prevent personal injuries. The Caution indication has several icons that warn against various hazards. The five icons are shown below:
Caution		General hazard
Caution		Hot surface
Caution		Electric shock

Word	Icon	Indicates
Caution		Moving parts
Caution		Laser beam
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety manual

The safety manual for this product is found online with the title **Safety guide**. Visit <http://global.oce.com/support>, select your printer and find your manual in the list.

Online support for your product

Introduction

Océ offers comprehensive support for your product on the website:

<http://global.oce.com/>

Here you can find the latest information that can help you to take full benefit of your product. Furthermore you can also find answers to your questions.

Please visit the website regularly for updates on the following topics:

- Downloads
- Support
- Supplies

Downloads

User manuals, printer drivers, and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:

<http://global.oce.com/support>

Before you use your product, you must always download the latest safety manual for your product. Before you use your product, make sure that you read and understand all information in the manual entitled "**Safety Guide**".

Support

A Knowledge Base with answers to your questions or problems is continuously being updated. To find an answer to your question or problem, please visit:

<http://global.oce.com/support> and select your product.

In the Support section, use the search field to enter your question. You will get a list of possible answers.

Supplies

A media guide with the latest information is available on the website:

<http://global.oce.com/supplies/>

Here you can find the media that your product supports, for example. You can also find more information about supplies for your product like printheads. Furthermore, you can directly order new supplies through the website.

Addresses local Océ organisations

For the addresses of local Océ organisations visit:

<http://global.oce.com/contact/countries>

Comments

Send your comments by e-mail to:

itc-userdoc@oce.com

Available documentation

Introduction

This manual is part of a complete documentation set. The following table shows a complete overview of the available documentation.



Note:

For up-to-date documentation, visit Océ on the internet and find all the information on your printer on the support page.

Available documentation

Documentation	Availability
User Manual - Operating guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in multiple languages.
User Manual - Installation guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in English and Japanese.
Online Help - Océ Express WebTools	<ul style="list-style-type: none"> Embedded in the application. Available in multiple languages.
User manual - Safety guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file (multilingual).
Quick Reference Guide for the use of Océ Mobile WebTools	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file.
Océ Large Format Systems Connectivity - Administration guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in English only.
Océ Large Format Systems Security - Administration guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in English only.

Available documentation Océ Wide format Printer Driver for Microsoft® Windows®

Documentation	Availability
User guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.

Available documentation Océ PostScript® 3 Driver

Documentation	Availability
Installation guide	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.

Available documentation Océ Publisher Select

Documentation	Availability
User guide - Océ Publisher Select	<ul style="list-style-type: none"> On Océ website (http://global.oce.com), under the PlotWave's support page. Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.

Chapter 2

Get to Know the Printing System

Introduction

The Océ PlotWave 340/360

Introduction

The Océ PlotWave 340/360 is a black and white, all-in-one wide format print, copy, and scan system with a multi-touch user panel and an optional colour scanner.

Illustration



The key concepts

Introduction

The Océ PlotWave 340/360 features several concepts that make the printer unique. An understanding of these main concepts is key to optimally profit from your PlotWave system.

Printer configuration

The Océ PlotWave 340/360 printer has 1 or 2 media rolls. The 'Océ Scanner Express', the front original tray, the Océ 2400 fanfold or Océ 4311 fullfold are optional.

Automatic paper feed

The Océ PlotWave 340/360 offers a fully automated paper feed function. Place the roll on the media drawer's roll loading station, and the paper is fed into the printer, cut, and sized completely automatically.

The original feed of the scanner is also automated. Feed the paper in the scanner between the marker lines. The scanner takes the original and aligns it properly to make sure the scan is correct. The Smart Access displays the detected width, and gives a live scan view of the scanning process.

Océ Radiant Fusing technology

With the Océ Radiant Fusing technology the printer instantly wakes up and uses half the energy of comparable systems. When in idle mode, the system is cold and requires minimal energy. With the wake-up button on the user panel, the user can activate the printer and the system is up and running within several minutes.

Océ ClearConnect

The Océ ClearConnect is the multi-touch user panel of the Océ PlotWave 340/360 that is used like a tablet. It gives easy access to all your copy, scan, or print jobs and offers instant feedback on the system. The breadcrumbs show the navigation of your job, and with the home button you can always return to the home screen.

Features such as the Smart Inbox, the Smart Access, presets, and access to the cloud make the Océ ClearConnect unique.

Print functionality

The Océ PlotWave 340/360 supports printing from various applications and drivers. Create and send jobs from optional drivers or mobile devices. Feel free to start multiple jobs at a time, as the Océ PlotWave 340/360 allows neatly collated and stacked documents of up to 50 A0/E-size plots on the 'Top Delivery Tray' due to the special air separation technology.

Copy functionality

With the Océ PlotWave 340/360 and the integrated 'Océ Scanner Express' a large number of copy activities can be performed. A wide variety of settings are supported. You can specify the copy job's layout, media, finishing, image, and quality enhancement options from the user panel.

Scan functionality

The 'Océ Scanner Express' offers full hybrid performance with its scan-to-file functionality. Documents are scanned and copied and then stored digitally. Users can send their files, via SMB, FTP, LPR, WebDAV, to various locations such as local drives, personal Smart Inboxes, Eneo, or the cloud application of your choice. Insert a USB device into the USB port on the multi-touch user panel to scan to USB, or use Océ Mobile WebTools and Océ Publisher Mobile to scan to your mobile device.

Live view and preview

The Océ ClearConnect supports a job by offering a live scan view of the scanning process. The user can see if the document is scanned accordingly. In the preview window the user can also view the jobs. Swipe between several jobs and pan to view the image in detail.

Mobility and the cloud

The Océ PlotWave 340/360 makes it possible to print from and scan to the cloud application of your choice. Together with mobile applications such as Océ Mobile WebTools, Océ Publisher Mobile the printer can be easily accessed and used from any location.

Green button principle

The Océ PlotWave 340/360 is a user-friendly system. Default jobs can be performed by simply tapping the green button on the user panel in the Smart Access. When you want to change settings, you can easily switch the presets and tap the green button.

Presets

Predefined settings: presets, listed on the user panel help to edit the job settings for copy, scan, and print jobs. Presets give easy access to change the most common used settings. To start a job with different settings you simply select a job tile, select the preferred presets, and tap the green button. Presets can be predefined in Océ Express WebTools.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralised workflow. The application has an intuitive layout from which you can perform many tasks based on user role defined access. Separate work spaces give you a complete overview and full control over print and scan job management.

Tasks you can manage are:

- Settings and configuration management
- Network connectivity management
- Queue management
- License management
- System monitoring
- Scan retrieval
- Print job submission

You can access the integrated Océ Express WebTools controller application from any networked workstation.

Adobe® PostScript® 3™/PDF

The Océ PlotWave 340/360 fully supports Adobe® PostScript® 3™. For Japanese, Chinese and Korean language extra fonts are optional. They can be enabled with a license in the Océ Express WebTools.

Processing sets

The Océ PlotWave 340/360 supports the processing of sets. This means that a job can consist of several files or originals. You can print or scan these files or originals multiple times and sort them by page or by set.

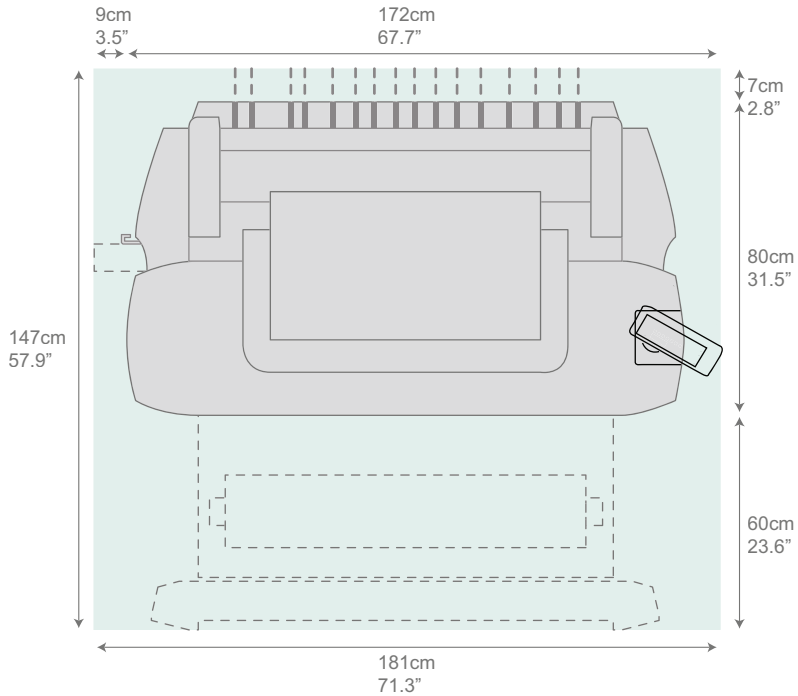
Spool memory

The Océ PlotWave 340/360 contains a spool memory which provides a queuing system for documents you want to print or copy. The spool memory allows multiple users to send print and copy jobs to the Océ PlotWave 340/360 at the same time. The print and copy jobs are then placed in the print queue where they wait to be printed. The job that is put first into the queue is printed first. The system can be set up to give priority to either print or copy jobs.

Connect your Printing System

Working area [Footprint]

The printing system (with or without the optional 'Océ Scanner Express') requires a floor space / working area of at least **1810 mm x 1470 mm (71,3 inch x 57,9 inch)**.



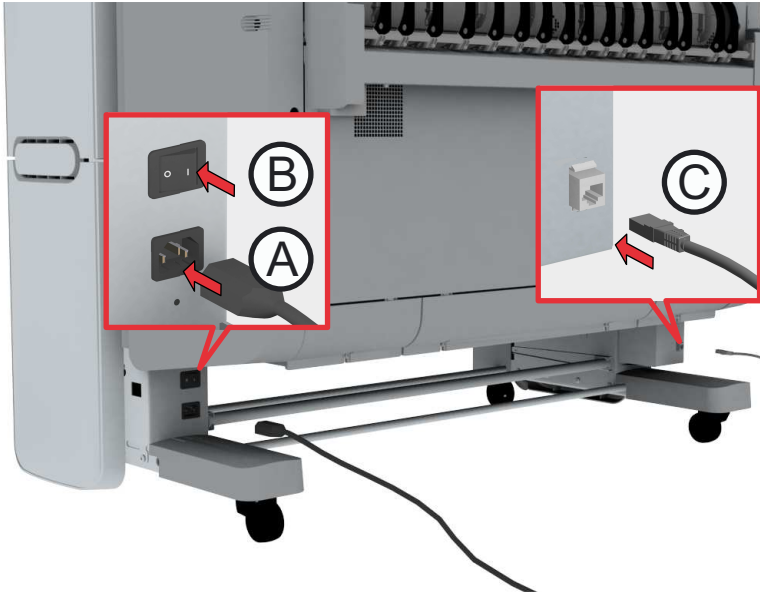
Connect the mains supply cable and the network cable



Attention:

Make sure the power switch(B) is in 'off' position.

1. Plug the mains supply cable in the power connection, at the back of the printer (A) (on the left hand side).



2. Plug the other side of the mains supply cable into the wall socket.
3. Plug the network cable in the network connection (C), at the back of the printer (on the right hand side), to connect the printer to your company network.

Switch on the printing system



Attention:

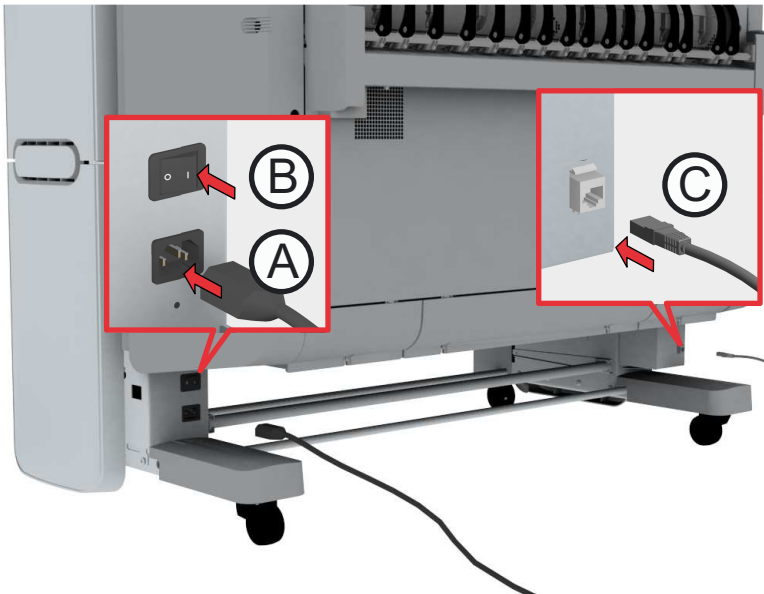
Make sure the mains supply cable (A) is plugged in.



Attention:

Make sure the network cable (C) is plugged in.

1. Switch on the power switch at the back of the printing system (B).



[12] The power switch at the back of the printer.

The Hardware

The components of the printer (front)

Illustration



Component - function table

Nr	Component	Description / Function
1	lower left front cover	Remove this cover when you want to move the printer.
2	lower front cover	Located at the front, used for error recovery.
3	media bypass	To manually feed cut-sheets up to 36" width.
4	toner compartment	Compartment to refill toner.
5	printer top cover	Only available in printer-only version.
6	top delivery tray	Delivery tray that collects the printed sheets.

Nr	Component	Description / Function
7	USB port	USB connector to use a USB mass storage device to print from or to scan to.
8	Océ ClearConnect: multi-touch user panel	The Océ ClearConnect user panel allows the user to start copy, scan, or print jobs, and to monitor the system and the job status.
9	media drawer	Media drawer that contains the media roll 1 and/or 2.
10	on / off button	Button to start or shut down the printer. This button is equivalent to the 'Shut down' button in Océ Express WebTools.
11	lower right front cover	Located at the front, used to level the printer.
12	wheel	Swivel wheel with brakes.

The components of the printer (left side)

Illustration



Component - function table

Nr	Component	Description / Function
1	residual toner compartment	Gives access to the residual toner container.

The components of the printer (back)

Illustration



Component - function table

Nr	Component	Description / Function
1	power switch	Switch the main power supply on or off. You can find the serial number of the printer on the sticker above the power switch.
2	upper back cover	Open the upper back cover with the media jam clearance handle, when you want to access the heater section in case of a media jam.
3	media jam clearance handle	Use this handle to access the paper in case of a paper jam in the heater section.

The media drawer

Illustration

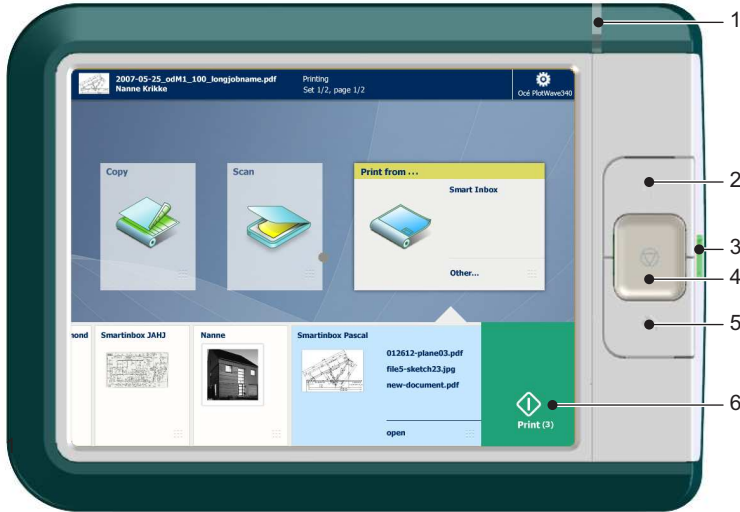


Component - function table

Nr	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	Media placed on roll holder in first position.
3	media roll 2 (optional)	Media placed on roll holder in second position. <i>i</i> Note: The scanner calibration sheet is located at the back of roll 2.
4	roll loading station	Groove integrated behind the front cover of the media drawer, on which the media can be easily loaded.
5	clean cut button	Button used to trim a strip of a new or damaged media roll.

The user panel: Océ ClearConnect

Illustration



Components of the Océ ClearConnect

Nr	Component	Description / Function
1	status light	Light that gives feedback on the status of the printer.
2	wake-up button	Button that allows the operator to get the printer out of sleep mode.
3	USB port	Port to insert a USB mass storage device into.
4	stop button	Button that allows the operator to stop the printer and scanner.
5	home button	Button to return to the home screen on the user panel display.
6	green button (touch)	Dynamic tile on the user panel display that allows the operator to start a scan, print, or copy job.



Note:

For more information on the Océ ClearConnect, see *['Introduction to Océ ClearConnect'](#)* on page 43.

The output delivery

Introduction

The printer is equipped with a top delivery tray to collect your printed output.

Illustration



How to define the output delivery

In Océ Express WebTools and under 'All settings' on the user panel you can define the default 'Sheet delivery' for your printed output.

- When you select 'Top Delivery Tray' and you use plain or transparent paper, your printed output is by default delivered in the standard top delivery tray.
Your printed output is delivered face-down.
When you use a different media type, the printed output is always delivered at the back of the printer.
- When you select 'Back output' your printed output is by default delivered at the back of the printer.
Your printed output is delivered face-up.

Media compatibility with the 'Top Delivery Tray' and 'Back output'

Paper media

Media name	Compatible with the 'Top Delivery Tray'
Paper 60 g	Yes

Media name	Compatible with the 'Top Delivery Tray'
'Paper 64 g'	Yes
'Paper 75 g'	Yes
'Paper 75-80 g'	Yes
'Recycled pap. 80 g'	Yes
'Paper 90-110 g'	Yes
'Transp. 75 g'	Yes
'Transp. 90 g'	Yes
'Transp. 110 g'	Yes

Other media

Media name	Compatible with the 'Top Delivery Tray'
'Film 3.5 mil'	No, delivered to the 'Back output'
'Film 4.5 mil'	No, delivered to the 'Back output'
'Translucent'	No, delivered to the 'Back output'
'Vellum'	No, delivered to the 'Back output'

The components of the scanner (optional)



Note:

The scanner calibration sheet for the 'Océ Scanner Express' is located in the media drawer , at the back of roll 2.

Illustration



[19] The integrated scanner.

The components of the scanner

	Component	Description / Function
1	scanner top cover	Closes off the scanner.
2	original feeding table	Use the original feeding table to feed the original into the scanner (face up).
3	scanner open levers	Use the scanner open levers to open the scanner top cover.
4	originals exit	Exit for the scanned original.
5	Output refeed protector	Prevents that your output is not refeed into the scanner

The front original tray (optional)

Introduction

The printer can be delivered with a front original tray to hold and collect your originals.

When you want to scan multiple originals the tray can hold your originals. It also makes sure that your originals do not fall on the floor or get damaged when the scanner releases your originals.

Illustration



[20] Position 1 - Holds and collects the originals



[21] Position 2 - Access the media drawer

Position of the front original tray

Position	Description / Function
1	In this position the front original tray holds and receives originals.
2	In this position you can access the media drawer. You can lower the front original tray easily when you push it down.

The folder (optional)

Introduction

The printer can be delivered with an external folder. The Océ PlotWave 340 is compatible with the Océ 2400 fanfold. The Océ PlotWave 340 is compatible with the Océ 2400 fanfold and the Océ 4311 fullfold.



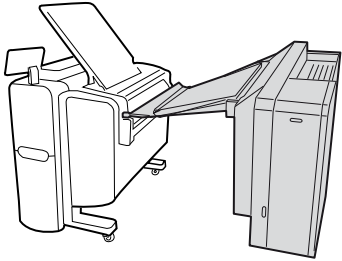
Note:
A technician is required to install the folder and configure the system.



Note:
For more information on folders, visit <http://global.oce.com/support> and select your product.

Finishing options

Finishing options

Component	Function	Position of the component
Folder	Folds the output.	 [22] Folder

Media compatibility with the folder

Media name	Compatible with the folder
Paper 60 g	Yes
'Paper 64 g'	Yes
'Paper 75 g'	Yes
'Paper 75-80 g'	Yes
'Recycled pap. 80 g'	Yes

Media name	Compatible with the folder
'Paper 90-110 g'	Yes



Note:
For folding speed reasons, outputs longer than 1.2m must be printed one sheet at a time.

The printing system consumables

Consumable	Consumable part	Description
Media	roll	<p>The roll consists of a core and the media. The media should be placed loose on its core.</p> <p>There are many different compatible media types and sizes. For more information, see <i>Preferred Océ media types and sizes</i> on page 365.</p> <p>The core of the media roll is the cardboard inner part of the roll. A roll has a 3" core.</p>
Océ PlotWave 340/360 toner	toner bottle	Bottle with black toner, specifically used for your PlotWave printer.
	residual toner container	Container for residual toner.

Océ ClearConnect: the multi-touch user panel

Introduction to Océ ClearConnect

Introduction

The Océ ClearConnect is the user panel of your printer.

The Océ ClearConnect is a multi-touch user panel, with dynamic tiles for print, copy, and scan jobs.

The Océ ClearConnect



Component	Function
1. status light	<p>Light that gives feedback on the status of the printer.</p> <ul style="list-style-type: none"> ■ A green light indicates that the printer is ready. ■ A green blinking light indicates that the printer is busy. ■ A red light indicates that an error occurred.

Component	Function
2. wake-up button	The button that allows the operator to do the following: <ul style="list-style-type: none">■ Get the printer out of sleep mode■ Wakes the printer up to full functionality
3. USB port	You can insert a USB mass storage device to: <ul style="list-style-type: none">■ Print a file directly from the USB mass storage device.■ Scan an original directly to the USB mass storage device. The green light that illuminates the port starts to blink during data transfer.
4. stop button	The button with a red light that allows the operator to do the following: <ul style="list-style-type: none">■ Immediately interrupt a scan job.■ Stop a print job after the page that is being printed.
5. home button	The button that allows the operator to do the following: <ul style="list-style-type: none">■ Return to the home screen on the user panel display.■ Reset settings to default, by pressing the button twice.
6. green button (touch)	Dynamic tile on the user panel display that allows the operator to do the following: <ul style="list-style-type: none">■ Start a scan job, a print job, or a copy job on the user panel

The home screen

Introduction

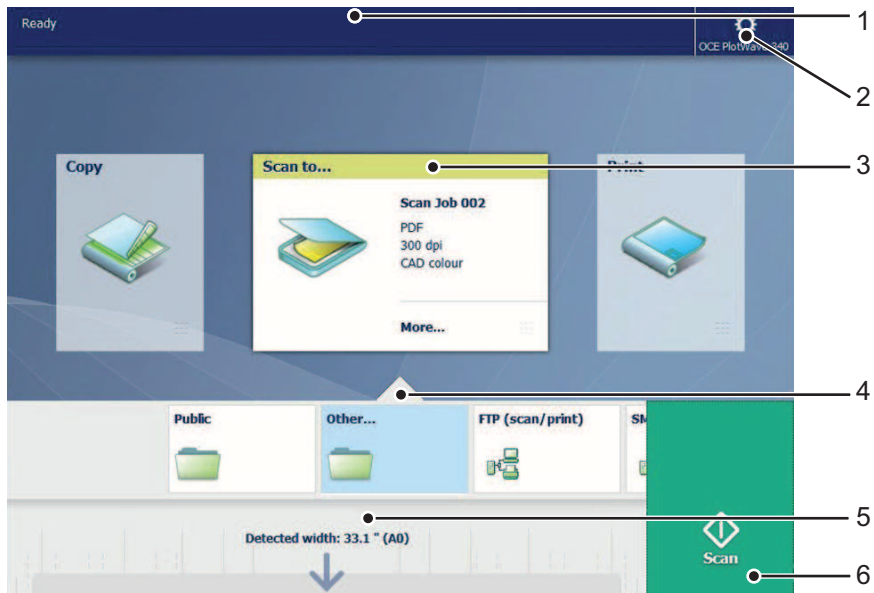
The default screen of the Océ ClearConnect is the home screen.

From the home screen you can manage copy, scan, and print jobs. You can enter the system menu to manage media and the printer setup, and you can see the active job and the jobs waiting in the queue in the dynamic bar.


When you make a copy or scan, you can also see the live scan view of your document appearing on the screen.

With the Smart Access and the green button approach you can quickly access and start all your scan, copy, and print jobs.

The home screen



Nr	Component	Function
1.	active job	<p>In the dynamic bar you can see the active job.</p> <ul style="list-style-type: none"> When you tap the active job the jobs queue appears with the list of waiting jobs. When you tap the active job the pause tile appears, with which you can pause the active printer.

Nr	Component	Function
2.	system menu	<p>In the dynamic bar you can access the system menu.</p> <ul style="list-style-type: none"> ■ When you tap the system thumbnail, a new window opens with a dynamic view of the system and printer setup settings.
3.	Copy tile Scan tile Print tile	<p>These dynamic tiles help you to perform copy, scan, and print jobs.</p> <ul style="list-style-type: none"> ■ When you tap one of the tiles and then use the Smart Access, you can start your job immediately. ■ As default the Print tile is selected, but when you insert an original into the scanner the Copy tile is selected. When you insert an original and a USB device the Scan tile is selected. ■ When you want to make more settings you can tap the tile twice, and a new window with presets and settings opens.
4.	Smart Access	<p>The dynamic Smart Access helps you to quickly start a job.</p> <p> Note: For more information on the Smart Access, see ‘The Smart Access’ on page 47.</p>
5.	live scan view	<p>The live scan view appears in the Smart Access. The view shows the width and alignment of your document, while it slides through the Smart Access.</p>
6.	green button	<p>The green button is dynamic and appears on all screens in the bottom right corner of the display.</p> <ul style="list-style-type: none"> ■ When the button is green the printer is ready to process your job. ■ When the button is grey the printer is not ready to process your job.

The Smart Access

Introduction

The Océ ClearConnect gives easy access to your print, copy, and scan jobs and supports the green button approach via the Smart Access.

The Smart Access is the dynamic lower section of the user panel. The Smart Access enables you to quickly start your job without the need to make additional settings.

To start a job, you only have to:

1. Insert an original for scan and copy jobs, or select a print job from one of the locations in the Smart Access (for example the public Smart Inbox).
2. In the Smart Access select the number of copies when applicable, and tap the green button to start the job.

The Smart Access is dynamic and its functionality changes when you select the copy, scan, or print tile.



Note:

For more information on the workflow of basic copy, scan, and print jobs see, [‘Do a default copy job’ on page 221](#), [‘Do a default scan job’ on page 250](#), [‘Do a default print job’ on page 208](#) and .

The Copy Smart Access

Tap the Copy tile on the user panel to view the copy Smart Access. The Smart Access has the following functionalities:

Component	Function
1. numeric panel	Select the number of copies.
2. live scan view	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. green button	Tap the green button to start the job.

Component	Function
	<p>1. Numeric keypad</p> <p>2. 'Copy' button</p> <p>3. 'Insert original' button</p>

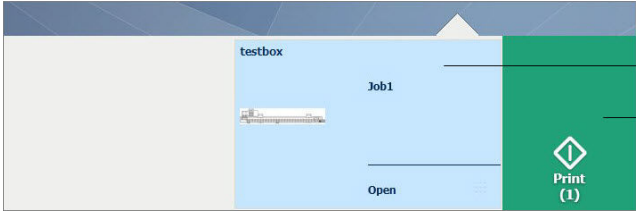
The Scan Smart Access

Tap the Scan tile on the user panel to view the copy Smart Access. The Smart Access has the following functionalities:

Component	Function
1. locations	Select the location you want to send your scanned file to. You can swipe through the list of various locations, from Smart Inboxes, USB, Eneo, to cloud locations. For more information on how to configure the locations, see ‘Create and open a Smart Inbox for scan jobs’ on page 119 and ‘Create an external location’ on page 153 .
2. live scan view	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. green button	Tap the green button to start the job.
	<p>1. Location list</p> <p>2. Live scan view</p> <p>3. 'Scan' button</p>

The Print Smart Access

Tap the Print tile on the user panel to view the copy Smart Access. The Smart Access has the following functionalities:

Component	Function
1. locations	Select the location you want to retrieve your unprinted job from. You can swipe through the list of various locations, from Smart Inboxes, USB, Eneo, or cloud locations.
2. green button	Tap the green button to start the job.
 <p>The screenshot shows a mobile application interface. On the left, there is a grey sidebar. The main content area is light blue and contains a job card titled 'Job1'. Below the title is a small thumbnail of a document and an 'Open' button. To the right of the job card is a green button with a white printer icon and the text 'Print (1)'. Two callout lines are present: line 1 points to the job card area, and line 2 points to the green 'Print (1)' button.</p>	

Presets and advanced settings

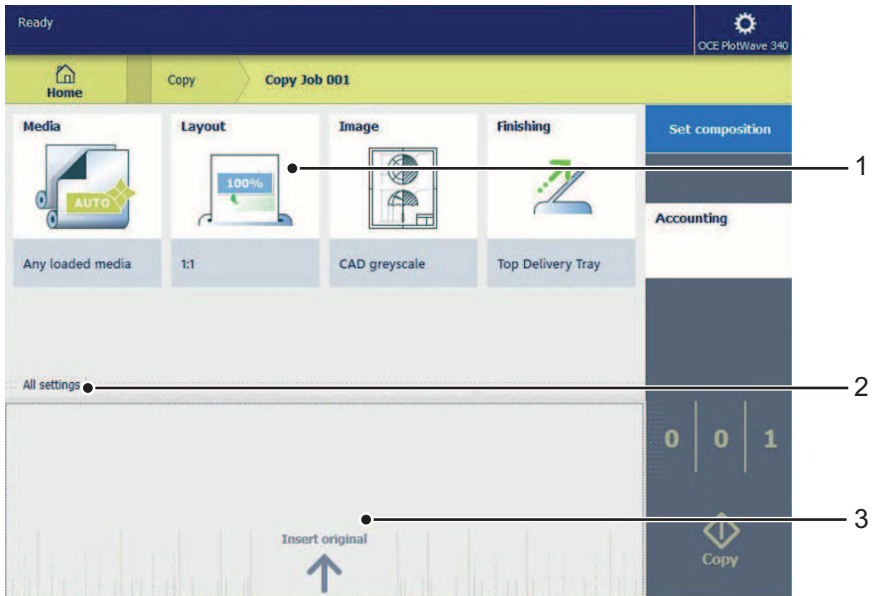
Introduction

Presets give you easy access to change the most common used settings. Advanced settings help you to fine tune the settings of your job, and give access to all settings.

When you tap the Copy tile or Scan tile in the home screen, a window with copy or scan presets and advanced settings opens.

When you tap the Print tile and tap the settings of a listed job, the window with print presets and advanced settings opens.

The presets and advanced settings



N	Component	Function
1.	preset tiles	<p>The preset tiles show the default settings for your job.</p> <ul style="list-style-type: none"> ■ The presets are divided into categories, such as 'Media', 'Layout' etc. ■ When you tap a preset tile, it gives quick access to a short list of other presets you can choose.
2.	job pane	<p>The job pane helps to manage jobs.</p> <ul style="list-style-type: none"> ■ Information is given on your job. ■ Make sets. ■ Delete a job. ■ Tap a tile to switch between the presets/settings window and a window with a preview of the document (only for Smart Inbox jobs). ■ Start a job with the green button.

Id	Component	Function
3.	'All settings' (Advanced settings)	When you tap 'All settings' a list with all the advanced settings opens. <ul style="list-style-type: none"><li data-bbox="476 269 1107 333">■ The advanced settings are categorised and presented as tiles.<li data-bbox="476 333 1107 369">■ When you tap a tile you can fine tune the settings.

The settings concept

Introduction

The multi-touch user panel offers the possibility to make settings for your job locally. There are two levels when you want to change settings on the user panel:



- **Presets:** are a combination of settings that are used often. It takes only a few steps to make new settings.
- **Advanced settings:** are all available settings. It takes more steps to make new settings. Presets give you easy access to change the most common used settings. With the advanced settings you can fine tune each setting.

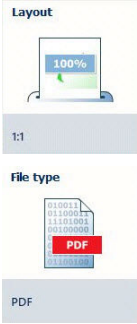
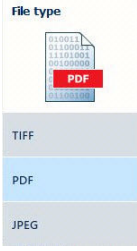


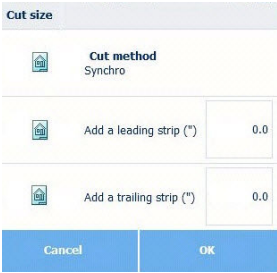


Note:

You can decide which settings are listed as presets on the user panel. You can make settings in Océ Express WebTools, for more information see [‘Set the copy presets’ on page 141](#), [‘Set the scan presets’ on page 143](#), and [‘Set the print presets’ on page 145](#). You only have to make the settings once, and they will be visible on the user panel as presets.

The Preset concept

Description	Illustration
<ul style="list-style-type: none"> ■ When you tap the 'Copy' or 'Scan' tile on the multi-touch user panel, a new window with presets opens. 	
<ul style="list-style-type: none"> ■ When you tap the 'Print' tile and tap the settings of a listed job, a new window with the print presets opens. 	
<p>Presets:</p> <ul style="list-style-type: none"> ■ The 'Copy', 'Scan', and 'Print' menus, each have their own categories of presets. 	

Description	Illustration
<ul style="list-style-type: none"> 'Media', 'Layout', 'Image', and 'Finishing' are the categories for 'Copy' and 'Print'. 'File type', 'File size', and 'Image' are the categories for 'Scan'. 	
<ul style="list-style-type: none"> Per preset category, the default setting is visible in the preset. When you tap the tile, a short list with the other preset is shown. 	
<p>Advanced settings:</p> <ul style="list-style-type: none"> In the same window, under the list of presets, a line with 'All settings' is displayed. 	
<ul style="list-style-type: none"> When you tap 'All settings' a list of tiles with all the available job settings opens. 	
<ul style="list-style-type: none"> When you tap a tile you can change and edit your settings. Sometimes a dialog box appears to help you make the settings. 	

The locations

Introduction

When you tap the Print tile on the user panel twice a window with locations opens. When you tap the Scan tile, the locations are shown in the Smart Access. Location tiles can be:

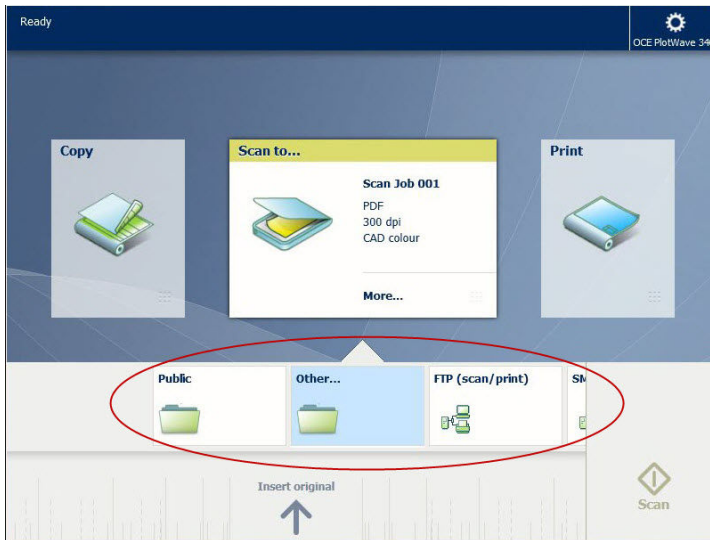
- The **Smart Inboxes** location.
Default and always presented. When you tap the Smart Inboxes tile a window with all Smart Inboxes opens. So when you create a personal Smart Inbox you can find it under the general Smart Inboxes tile.
- A **USB** location.
Presented when you insert a USB device
- **Remote** locations via 'FTP' or 'SMB'.
Presented when you create an external location via 'FTP' or 'SMB'.
- A **cloud** location via 'WebDAV'.
Presented when you create an external location via 'WebDAV'.
- **Eneo**. Océ solution for document distribution.
Presented when you create an external location via Eneo.
When you tap one of these locations, a window with a list of the location's folders and files opens. You can select a file and tap the green button to print your file.



Note:

For more information on how to configure and create an external location see, [‘Configure your locations’](#) on page 151 and [‘Create an external location’](#) on page 153.

1. the locations



Component	Function
external locations	The external locations are presented as Smart Inboxes, USB, or as the remote locations you created in Océ Express WebTools.

2. preview thumbnail



Component	Function
preview	<p>When you open a location folder, a window opens with files listed as jobs. The print jobs have a preview thumbnail. Tap the preview thumbnail to open a large preview window of your job.</p> <p>i <i>Note:</i> This is only possible for jobs in the Smart Inboxes.</p>

3. job settings



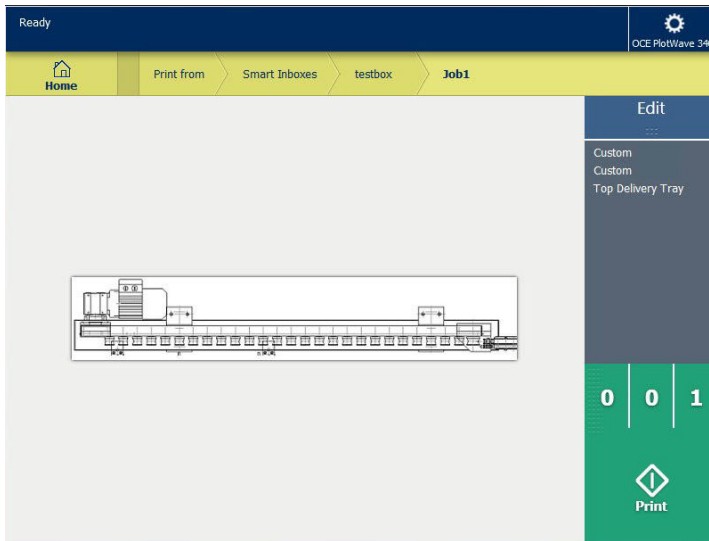
Component	Function
job settings	When you open a location folder, a window opens with files listed as jobs. The jobs are listed with the job settings. Tap the job settings to open the window with presets and advanced settings. You can make changes here, before you print the job.

Preview your job

Introduction

The multi-touch user panel offers a detailed preview of your job. Touch the preview thumbnail to access the preview window.

Job preview



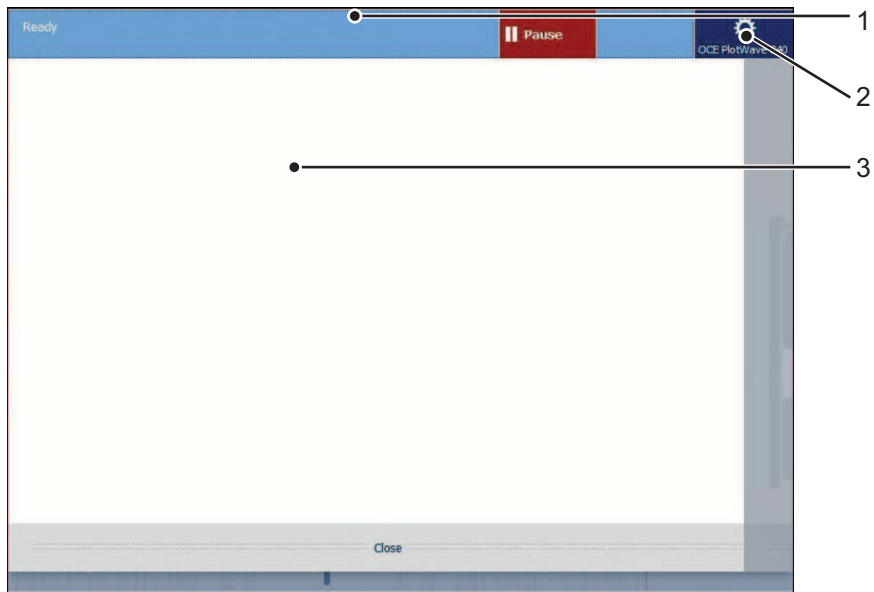
Component	Function
Job preview	<p>You can pan the image to see it in more detail.</p> <p>You can shift between the various job files that are part of one location. Swipe left or right to view the other job files.</p> <p>Tap the 'Edit' tile in the job pane to open the preset window. In the preset window, tap the 'View' tile to go back to the preview window.</p> <p>i <i>Note:</i> When you have a multi-page job you can only view the first page.</p>

The jobs queue and the system menu

Introduction

The dynamic bar is located in the upper part of the home screen on the user panel display. The dynamic bar consists of the active job with the jobs queue, and the system menu.

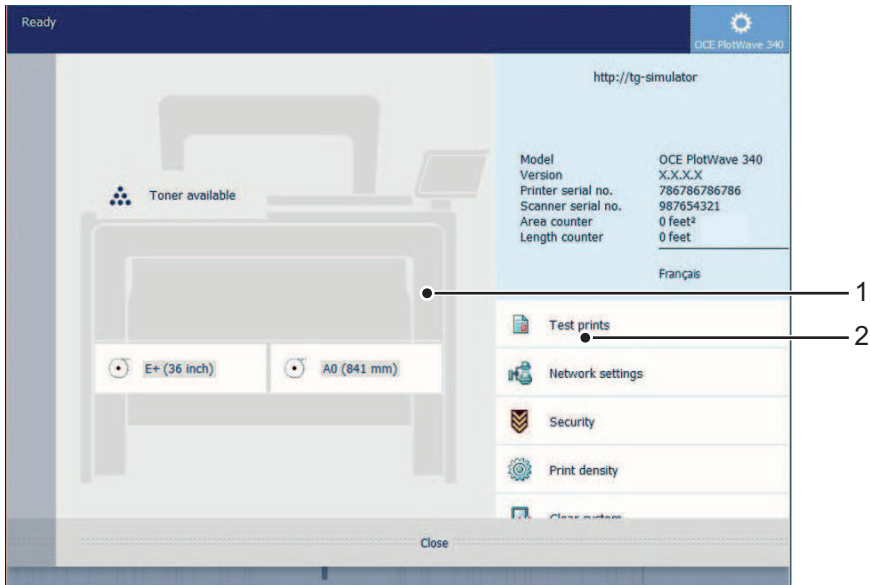
The active job and the jobs queue



Nr	Component	Function
1.	active job	Job information of the active job and the printer status is displayed.
2.	system menu	Tap the system thumbnail to access the system menu.

Nr	Component	Function
3.	jobs queue	<p>When you tap on the active job, the jobs queue window opens.</p> <ul style="list-style-type: none"> You can see all the listed jobs, and access them when you tap the job settings. You can also move them up or down the list with the arrows on the right side.

system menu



Nr	Component	Function
1.	Printing system and media	<ul style="list-style-type: none"> The loaded media in the printer is displayed. When you tap the drawer you can change the media settings. Wizards appear, to help you change media or refill toner.

Nr	Component	Function
2.	setup menu	<p>The setup menu gives general information on the printer. In the list you can get access to:</p> <ul style="list-style-type: none">■ 'Test prints'■ 'Network settings'■ 'Security'■ 'Print density'■ 'Clear system'■ 'Install additional hardware'■ 'Scanner calibration'

Quick Start: default jobs

The Smart Inbox process for copy, scan, and print jobs

Introduction

Use the Smart Inbox to manage and store your jobs. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

With the Océ PlotWave 340/360:

- The Smart Inbox cannot only be used in Océ Express WebTools, but also on the Océ ClearConnect multi-touch user panel.
- The Smart Inbox offers a range of possibilities for print, copy, and scan jobs. The functionality of the Smart Inbox differs with the various jobs:



Note:

For more information on the Smart Inbox concept in Océ Express WebTools see, *'The Smart Inbox' and the Queue concept'* on page 107



Note:

For more information on how to create Smart Inboxes see, *'Create and open a Smart Inbox for print jobs'* on page 117 and *'Create and open a Smart Inbox for scan jobs'* on page 119

Copy jobs and the Smart Inbox

Function	Description	Location
Store a copy job in the Smart Inbox temporarily	Enable the functionality in Océ Express WebTools, to store copy jobs in the Smart Inbox temporarily. This way you can manage and reprint jobs on the system.	Océ Express WebTools / User panel

Scan jobs and the Smart Inbox

Function	Description	Location
1. Scan a job to a Smart Inbox	Scan a document on the printer, and the public Smart Inbox is the default location you scan to. Choose another Smart Inbox as your location in the Smart Access of the user panel.	User panel
2. View the scan job	Open the Smart Inbox location on the user panel, tap the scan job and view the image of the file.	User panel
3. Collect the scan job	When you have sent the file to a Smart Inbox, the scan job can be collected in Océ Express WebTools. Via the 'Jobs' tab you can open the preferred Smart Inbox and select the job you want to save locally.	Océ Express WebTools

Océ Mobile WebTools	Description	Location
3. Collect the scan job	After you have taken steps 1 and 2 from the 'Scan jobs', you can also choose to collect your scan job via Océ Mobile WebTools. Open Océ Mobile WebTools on your mobile device, select and open your Smart Inbox. Select the scan job and save it locally.	Mobile device

Print jobs and the Smart Inbox

Submit a job to the queue

Step	Action	Location
1. Send a print job from a Smart Inbox	From your preferred Smart Inbox in Océ Express WebTools, send a print job to the queue.	Océ Express WebTools
1. Send a print job via a Smart Inbox	From your preferred job submitter, send a print job to the queue. Select via which Smart Inbox you want to submit the job to the queue.	Job submitter

Print a job

Step	Action	Location
2. Print a print job on the printer	When you have sent the job, go to the printer and find your job in the Smart Inbox. Change the settings, and tap the green button to print your job. Via the Smart Access in the home screen you can also view all the other unprinted jobs. Select a job and tap the green button to print.	User panel



Note:

This procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see [‘Direct print’ on page 210](#).

Do a default copy job

Introduction

When you want to copy an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Illustration



Do a default copy job

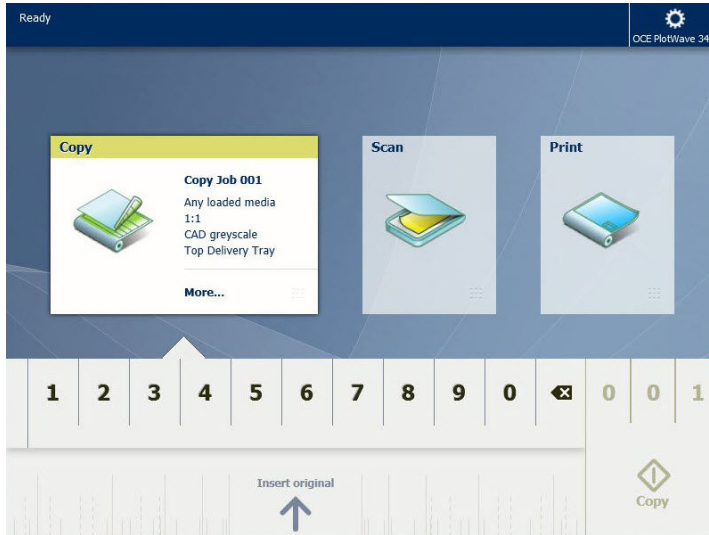
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A copy of your original is made. Collect your copy from the 'Top Delivery Tray'.

Do a default scan job

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Illustration



Do a default scan job

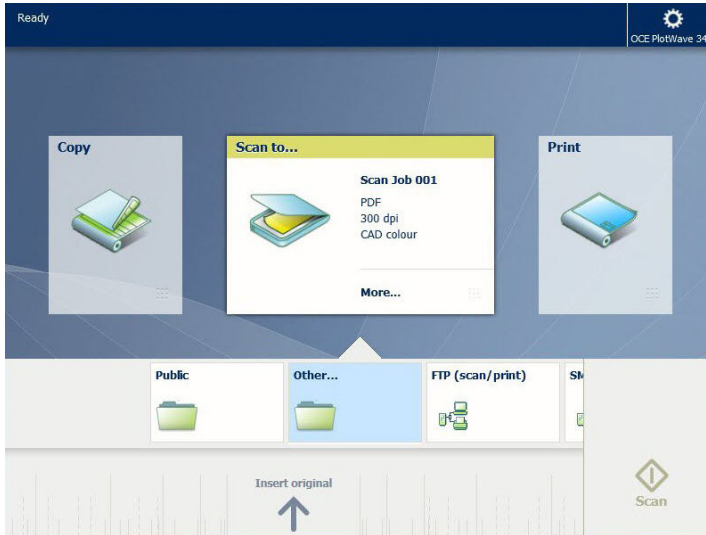
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button.



Note:

When you do not select a location the file is sent to the public Smart Inbox.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Do a default print job

Introduction

When you want to print a job and you do not make any settings the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

- Océ Publisher Express - *'Use Océ Publisher Express to send a print job'* on page 189
- Océ Publisher Select - *'Use Océ Publisher Select to send a print job'* on page 193
- Océ Wide format Printer Driver for Microsoft® Windows® - *'Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job'* on page 195
- Océ Postscript Driver - *'Use the Océ PostScript® 3 Driver to send a print job'* on page 197
- Océ Publisher Mobile - *'Use Océ Publisher Mobile to send a print job'* on page 199
- Océ Mobile WebTools - *'Print from your mobile device'* on page 202

Or submit a job via

- LPR - *'Use LPR to send a print job'* on page 206
- FTP - *'Use FTP to send a print job'* on page 204
- The cloud (WebDAV) - *'Use the cloud to send a print job'* on page 207
- Eneo, or USB.



Note:

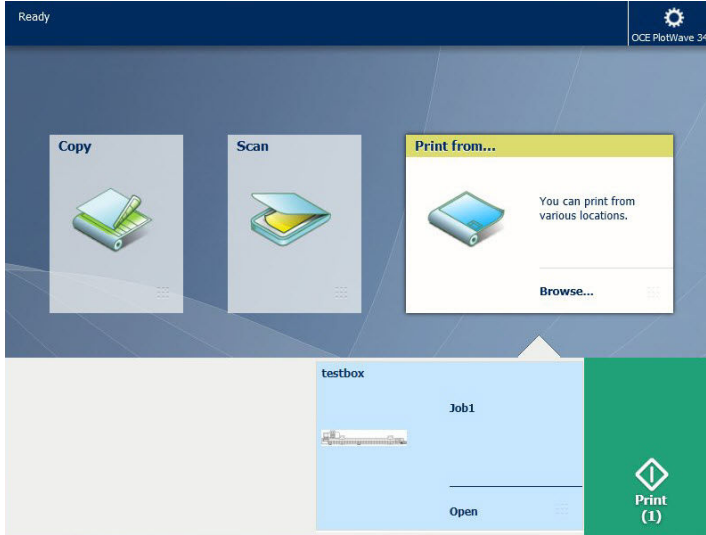
This following procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see *'Direct print'* on page 210.

A default print job

After you have submitted a job to the printer:

1. Tap the Print tile on the printer user panel to open the list of locations.

2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the green button, next to the job settings.

Result

A print of your file is made. Collect your document from the 'Top Delivery Tray'.

The cloud

Introduction

The multi-touch user panel gives the user the opportunity to print from and scan to various locations. One of these locations is the cloud.

You can enter the cloud via 'WebDAV' and use it as a network drive. This way the cloud application of your choice is accessible.



Note:

For more information on how to configure the cloud as an external location, see ['Create an external location'](#) on page 153.



Note:

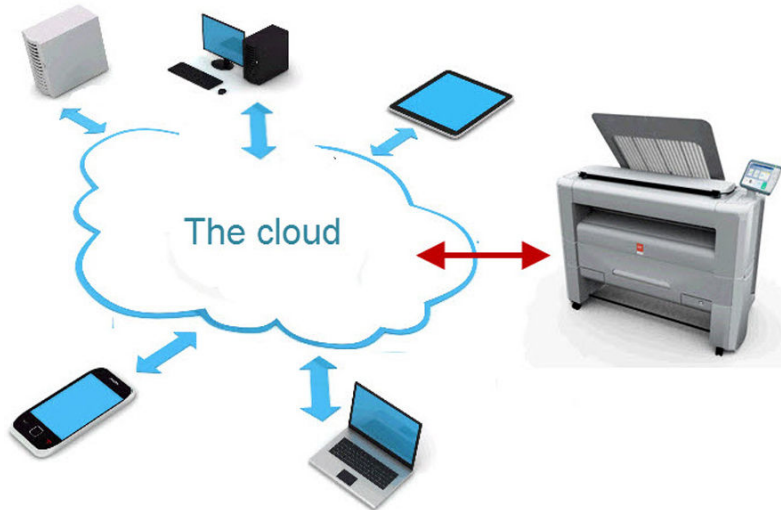
Note that 'WebDAV' is the type selected when creating a cloud location.



Note:

For more information on how to use the cloud for print jobs, see ['Use the cloud to send a print job'](#) on page 207.

Illustration



Concept of the cloud

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Working with the cloud on the Océ PlotWave 340/360 is very easy:

Procedure	Description	Via
Connection	<ul style="list-style-type: none">Make a connection between your preferred cloud application and the printer. To do this create an external location in Océ Express WebTools via 'WebDAV'.	Océ Express WebTools

Procedure	Description	Via
For print jobs :	<ul style="list-style-type: none"> ■ - Open the cloud application locally. 	PC or mobile device
	- Add and save the file you want to print, in the cloud. Or send your file to the printer, in the cloud.	PC or mobile device
	- Open your cloud application as location, in the Smart Access of the Print tile.	Printer user panel
	- Select the file you want to print.	Printer user panel
	- Tap the green button.	Printer user panel
For scan jobs :	<ul style="list-style-type: none"> ■ - Insert the original and select the preferred settings. 	Printer user panel
	- Select your cloud application as location, in the Smart Access of the Scan tile.	Printer user panel
	- Tap the green button.	Printer user panel
	- Open the cloud application on your PC or mobile device, and find the scanned file there.	PC or mobile device

Chapter 3

Define your Workflow with Océ Express WebTools

Introduction

Océ Express WebTools

Introduction

Océ Express WebTools is an application that runs embedded on your printer. You can use an Internet browser (Microsoft® Internet Explorer or Mozilla Firefox) to open the homepage of Océ Express WebTools on your computer or mobile device.

Definition

You can use Océ Express WebTools to:

- Send print jobs to the printer with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. When you want to change settings in Océ Express WebTools, you must log in with one of three predefined user roles. For more information, see '[User roles and authorisations](#)' on page 124.
- Monitor the status of the printing system.

How to access Océ Express WebTools

To access Océ Express WebTools:

- Enter the product name of the printer as a Hostname, for example `http://Plot-Wave3XX`, in the workstation web browser.
or
- Enter the printer's IP address, for example `http://134.188.26.173`, in the workstation web browser.



Note:

When Océ Express WebTools does not appear, contact the network administrator to check the network parameters. Check if the printer's network settings have been registered in the network infrastructure.

The system requirements

Introduction

You can use an internet browser to open the homepage of Océ Express WebTools. Depending on the internet browser you use, you must set the required minimum browser security settings as indicated below.

Set the minimum browser security settings for Internet Explorer



Attention:

You must enable cookies.

Step	Action	Value
1	Select Tools / Internet Options / Security / Local intranet / Custom Level	
2	ActiveX controls and plug-ins	
	Binary and script behaviours	Enable
3	Downloads:	
	File download	Enable
4	Miscellaneous	
	Allow META REFRESH	Enable
	Launching applications and unsafe files	Enable
	Use Pop-up blocker	Disable
5	Scripting	
	Active scripting	Enable

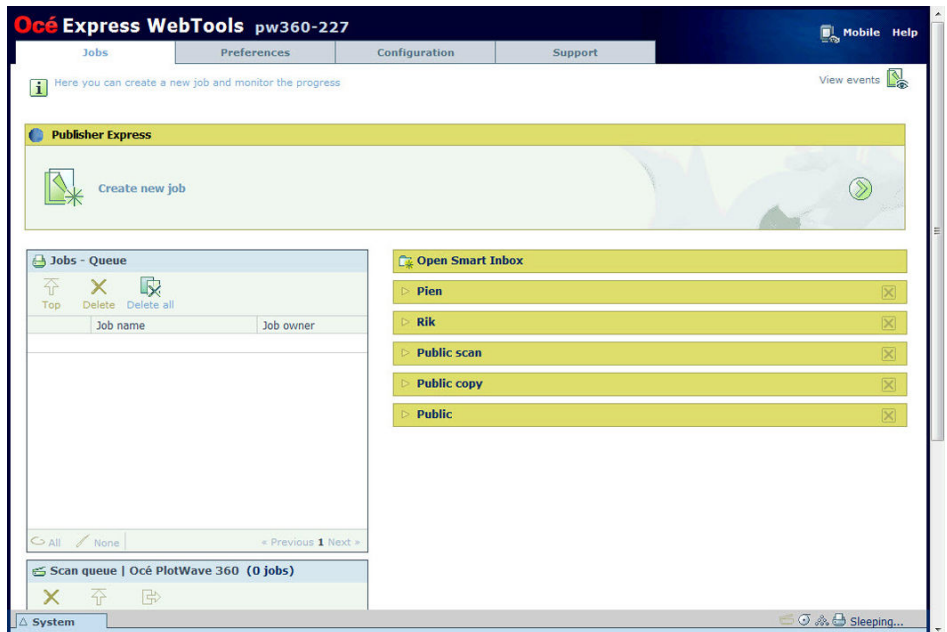
Set the minimum browser security settings for Firefox

Step	Action	Value
1	Select Options / Options	
2	General	
	Show the downloads window when downloading a file	Recommended

Step	Action	Value
3	Content	
	Block pop-up windows	Disable
	Load images automatically	Enable
	Enable Javascript	Enable

The 'Jobs' tab

Illustration



The 'Jobs' tab

Remote control on the system's workflow.

Create a new job in the Océ Publisher Express section.

- When you want to submit a new job, click 'Create new job'. A new window opens, here you can define some basic job settings and browse the file you want to print. For more information, see *'Use Océ Publisher Express to send a print job'* on page 189.

Monitor jobs in the Queue section.

- In the 'Jobs - Queue' and Scan Queue you get an overview of the jobs waiting to be printed, or scans waiting to be sent. The options listed above the Queue section allow you to move a selected job to the top of the queue or to delete the job. When you click 'Delete all' all jobs are deleted from the queue. For more information, see *'The Smart Inbox' and the Queue concept'* on page 107.

Control your jobs in the 'Smart Inbox' section.

- When you click 'Open Smart Inbox' and enter a name, the new Smart Inbox immediately appears in the Smart Inbox overview. This Smart Inbox is used for print jobs,

and is only visible on your local browser. When you send a print job via the Smart Inbox, the Smart Inbox is also shown on the user panel. For more information, see *'Create and open a Smart Inbox for print jobs'* on page 117.

You can also create a Smart Inbox for scan jobs under the 'Preferences' tab. For more information, see *'Create and open a Smart Inbox for scan jobs'* on page 119.

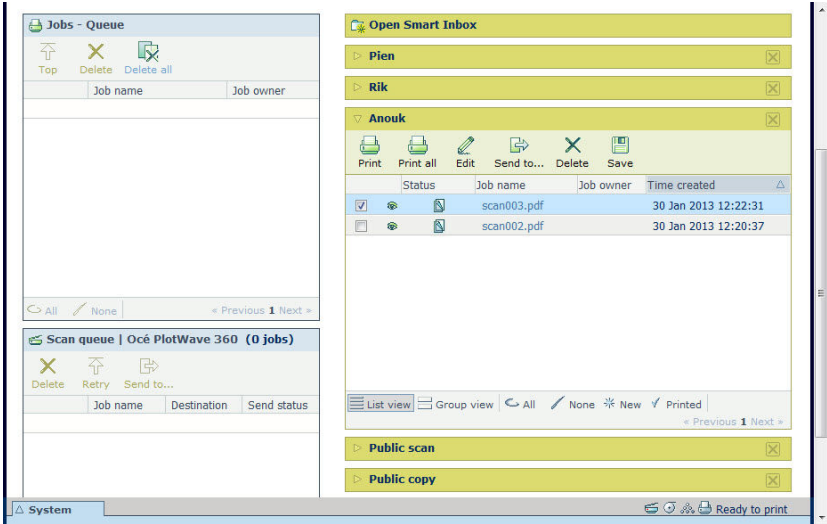
- You can get an overview of all the Smart Inboxes on your system. When you select a print job in the Smart Inbox you can use the options listed above the Smart Inbox section to print, edit, or delete the jobs.
- You can get an overview of all scan jobs. All scan jobs are placed in the 'Scans' Smart Inbox. When you select a scan job you can use the options listed above the 'Scans' Smart Inbox section to print, save, or delete the scan job.
- Get an overview of all jobs on the system. When you enable the 'Preferences' - 'System defaults' - 'Job management' - 'Display a view on all Smart Inbox jobs' setting, all jobs are displayed.

The Smart Inbox

Definition

A Smart Inbox helps you to manage customised jobs. You get an overview of the Smart Inboxes when you open the 'Jobs' tab in Océ Express WebTools.

Illustration



[50] The 'Jobs' tab.

Jobs in a Smart Inbox

You can use the Smart Inbox to manage your jobs. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

The following jobs are placed in a Smart Inbox:

- **Print jobs**, sent via printer drivers, applications, or Océ Publisher Express. In the printer driver, application, or job submitter you can select the Smart Inbox you want to print to. When 'Direct print' is enabled your print job will be sent to the print queue immediately. When 'Direct print' is disabled your print job is kept in the Smart Inbox and you must submit the job at the printer via the Smart Access on the user panel.
- **Scan jobs**, when you select the Smart Inbox as your location. When you make a scan on the printer, and you select the Smart Inbox as the external location you send your job to, you can collect the job from the selected Smart Inbox in Océ Express WebTools. Under the 'Jobs' tab, you can select the job in the Smart Inbox and save it locally.

- **Copy jobs**

The 'Preferences' - 'System defaults' - 'Job management' - 'Keep a copy of copy jobs in the Smart Inbox (Public)' - setting enables you to keep copy jobs that have been printed in the Smart Inbox for reprint.



Note:







For more information on the Smart Inbox, see [‘The ‘Smart Inbox’ and the Queue concept’ on page 107](#).

The job states






Introduction

When a job is placed in a Smart Inbox or in the Queue, the icon in front of the job name gives information about the status of the job.


Overview of the job states in the Smart Inbox

State	Icon	Description
Receiving		Indicates that the 'Smart Inbox' is receiving the job data.
New		Indicates that a new job is available in the 'Smart Inbox'.
Queued		Indicates that the job is copied to the queue and waiting to be printed.
Printed		Indicates that the job has been printed.
Attention needed		General error message.
Account data missing		State when the account data for the job is missing.

Overview of the job states in the Queue

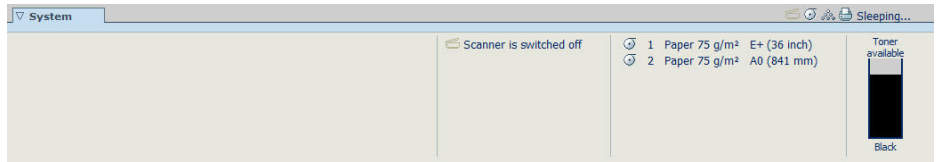
State	Icon	Description
Receiving		Indicates that the Jobs Queue is receiving the job data.
Processing		Indicates that the Jobs Queue is processing the job data.
Ready to print		Indicates that the job is ready for printing.
Scheduled		Indicates that the job is waiting to be printed.
Printing		Indicates that the job is currently being printed.

The job states

State	Icon	Description
Attention needed		General error message.

The 'System' tab

Illustration



The 'System' tab

Your remote view on the system.

This tab can be accessed by any user.

The 'System' tab is visible on all pages at the bottom of the page. When you click on the 'System' tab in the lower left corner of the screen, the system monitor pops up.

You can monitor:

- The toner status
- The available media on the printer
- The system status (for example 'Printer paused', 'Ready to print', 'Sleeping...')
- The active job











The system monitor





Introduction

You can open the system monitor to get an overview of the current status of the printing system. When you click on the 'System' tab in the lower left corner of the screen, the system monitor pops-up.




The system state (for example: 'Printing:') is displayed in the upper right corner of the system monitor section of the Océ Express WebTools.

Overview of the system states



State	Icon	Description
'User intervention required'		The user is requested to go to the printer and follow the instructions displayed on the operator panel.
'System memory is full'		Status message when printer does not print because the system memory is full.
'Out of toner'		Status message when printer does not print because the printer is out of toner.
'Sleeping...'		Energy saving state: State when not all functionality is available due to printer sleeping.
'Warming up...'		State when not all functionality is available due to printer warming up.
'Initialising...'		State when the system software is initialising.
'Printer paused'		The system pauses the print queue but keeps access to all other functionality.
'Processing...'		The system is receiving or processing data.
'Ready to print'		State when there is no active job and no waiting job. When a job arrives, no user intervention is needed to start printing.
'Printing:' <job-name>		State when a print job is active.

State	Icon	Description
'Processing:' <job-name>		The system is processing the job data.
'Receiving:' <job-name>		The system is receiving the job data.
'Optimising print quality'		The system is making settings to optimise the print quality.
'Media indication'		Roll media and roll width indication for roll 1 ... 2 (if available).


Overview of the scanner states


State	Icon	Description
'User intervention required'		General error message.
'Scanner is busy'		The scanner is active.
'Scanner is ready'		The scanner is ready to start a scan job.

The toner states


Icon	Description
	Toner OK
	Toner low, empty or cartridge not present.

The Remote service states

Icon	Description
no icon	'Remote Service' is either disabled or enabled and connected to Océ.
	'Remote Service' is enabled, but could not connect to Océ.

Icon	Description
	Remote assistance to the system is enabled and currently accepting a connection.

The E-shredding states

Icon	Description
no icon	E-shredding is disabled.
	E-shredding is enabled or busy. A tooltip is available with extra information.

The 'Preferences' tab

Illustration



The 'Preferences' tab



Note:

Before you can edit a setting or a settings group, you must log in as a Key operator or a Power user. For more information, see *'User roles and authorisations'* on page 124.

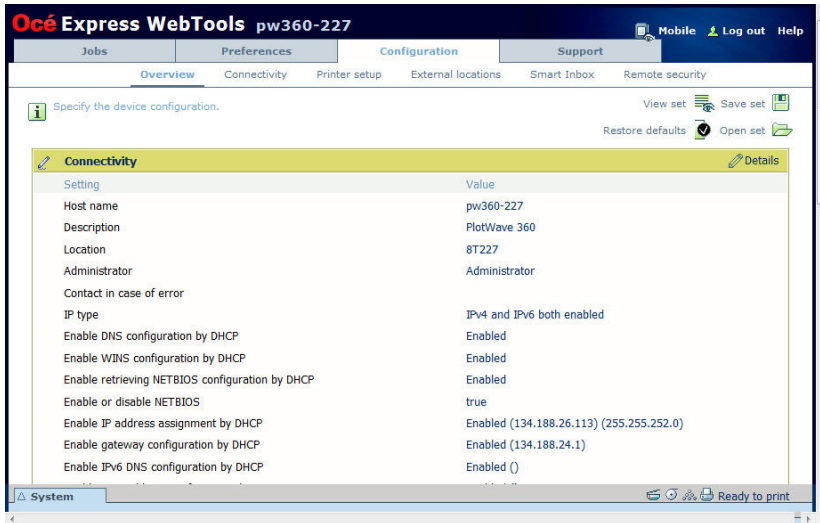
With the 'Preferences' tab, you can fine-tune the system to fit your company's workflow and processes.

Tasks:

- 'Overview'
Summary of the settings organised in different groups:
- 'System defaults': make settings for the printing system.
- 'Print job defaults': make settings for print jobs.
- 'Copy job defaults': make settings for copy jobs.
- 'Scan job defaults': make settings for scan jobs.
- 'Stamping': make settings to create a stamp.

The 'Configuration' tab

Illustration



The 'Configuration' tab



Note:

Before you can edit a setting or a settings group, you must log in as a System administrator or a Power user. For more information, see ['User roles and authorisations'](#) on page 124.

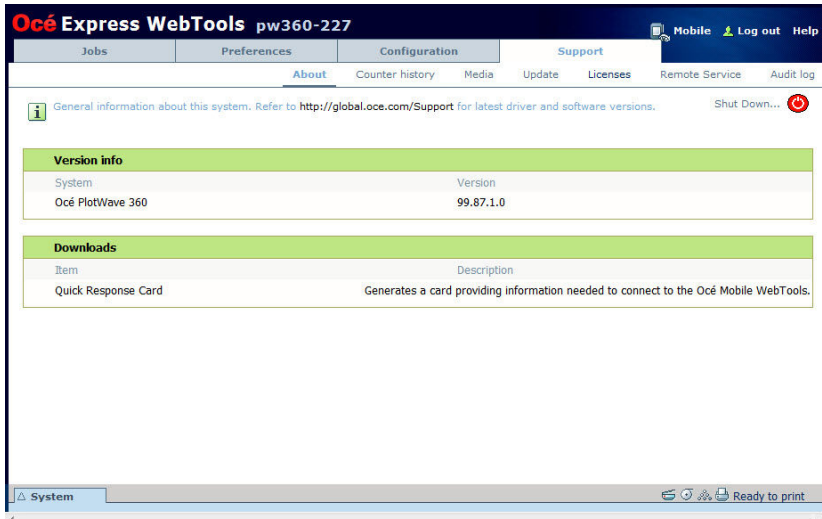
The 'Configuration' tab will help you install the system in your infrastructure, according to your standards.

Tasks:

- 'Overview': Summary of the settings organised in different groups:
- 'Connectivity': make settings for your printer's network, security, and connections.
- 'Printer setup': make settings for the printer's languages, media, and finishing configuration.
- 'External locations': make settings to create, delete, and view external locations.
- 'Smart Inbox': make settings for a Smart Inbox for scan jobs. It is a permanent location on the user panel you can send scan jobs to.
- 'Remote security': make settings to create certificates and secure your network configuration.

The 'Support' tab

Introduction



Note:

Log in as System administrator or a Power user. For more information, see *User roles and authorisations* on page 124.

Licences

The 'Support' tab consists of three sections:

- 'About': find general information about the system and generate the 'Quick Response Card'.
- 'Counter history': view, save, or print counter information on all jobs.
- 'Media': manage all media on the printing system.
- 'Update': view and install the security and system patches, and new software packages.
- 'Licenses': view, and update the licenses on the printing system.
- 'Remote Service': make a connection with remote service to check and control your system.
- 'Audit log': download a comma-separated values (CSV) file with audit events, or clear the audit events.

Define your Printing System Default Settings

About the default settings in Océ Express WebTools

Definition

Before you send jobs to the printer, remember the following:

The values defined in Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or the Océ job submission tools. The settings defined in the printer drivers or the job submission tools, always overrule the settings defined in Océ Express WebTools.

Set another language for Océ Express WebTools

Introduction

The language setting of the internet browser you use defines the language of Océ Express WebTools.

The following languages are supported: Dutch, UK English, German, French, US English, Spanish, Danish, Italian, Swedish, Norwegian, Finnish, Portuguese, Polish, Hungarian, Czech, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Korean.



Note:

This language setting does not influence the language on the user panel. On the user panel you can choose between the 'First language' and the 'Second language'. You can define the values for the 'First language' and the 'Second language' in the regional settings of Océ Express WebTools.



Note:

When the selected language cannot be supported, the default language for Océ Express WebTools is US English.

Purpose

Change the language setting of Océ Express WebTools.

How to change the language setting in Microsoft Internet Explorer

1. Open Microsoft® Internet Explorer.
2. Select 'Tools' in the upper right hand corner. Select 'Internet options'. The internet options window appears.
3. Select the 'General' tab.
4. Click the 'Languages' button at the bottom of the window. Another window opens.
5. Select the preferred language. Click the 'Add' button, when you need to add a new language to the list.
6. Click 'Move up' to move the language to the top of the list.
7. Click 'OK' to confirm or 'Cancel' to reject, in both windows. The windows close.
8. Click 'Refresh' in the toolbar of Internet Explorer, or open a new page. The language of the application is changed.



Note:

It is possible that the internet options are put under a different menu, depending on the Microsoft® Internet Explorer version you use.



Note:

It is possible that the options menu is put under a different menu, depending on the Mozilla® Firefox version you use.

How to change the language setting in Mozilla Firefox

1. Open Mozilla Firefox™.
2. Select Options - Options. The Options window appears.
3. Click the Content button.
4. In the Languages section click the Choose... button. Another window opens.
5. Select the language of your choice. A new language can be added to the list with the Add button.
6. Move the newly added language up in the list to the top position.
7. Click OK to confirm or Cancel to close both windows again.
8. Click Reload in the toolbar or open another page. The language of the application will be changed.

How to edit a setting

Introduction

In Océ Express WebTools you can make settings to personalise your printing system.

1. Browse to the settings group you want to edit, for example 'Preferences' - 'System properties' - 'Regional settings'.
2. Click directly on the value of a setting, when you want to edit a single setting or
click 'Edit' in the settings group bar to access a window with all settings, when you want to edit more settings in the group.



Note:

Before you can edit a setting or a settings group, you must log in as an authorised user.

3. Modify the settings.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

View and check the settings

Introduction

In Océ Express WebTools you can view and check your settings. You can also check which settings are no longer set to the factory default value.

How to view and check the settings

1. Open the 'Configuration' tab or the 'Preferences' tab.
2. Click 'View set' in the upper right hand corner of the screen. A window opens.
3. Scroll through the list of settings. The first column displays the setting and the second column displays the values. A "*" indicates that the value of the setting is different from the original factory default value.



Note:

You can print the information with the standard print function of your browser.

Save the settings in a file

Introduction

Save the settings and the values that you configured in the Océ Express WebTools in a file.

Save the settings in a file to duplicate the settings very easily to another printer of the same type.



Note:

Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings can not be transferred to another printer. The passwords for authorised users and the passwords for remote scan destinations are excluded from the file for security reasons. License information is not included in the file either.

How to save the settings in a file

1. Open the 'Configuration' tab or the 'Preferences' tab.
2. Click on 'Save set' in the upper right hand corner of the screen. A window opens.
3. Navigate to a location on the network to store the file.
4. Save the settings<hostname of printer><date>.xml file. The file name is not fixed. You can change the name if required.
5. Click 'Ok' to confirm, or 'Cancel' to close the window without storing the file.

Load the settings from a file

Introduction

Load the settings and the values for Océ Express WebTools from a file. Load the settings from a file to duplicate them to another printer of the same type.



Note:

Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings can not be transferred to another printer. The passwords for authorised users and the passwords for remote scan destinations are excluded from the file for security reasons. License information is not included in the file either.



Note:

For this procedure, you need to log in as a Key Operator, or System administrator.

How to load the settings from a file

1. Open the 'Configuration' tab, or the 'Preferences' tab.
2. Click 'Open set' in the upper right hand corner of the screen. A secondary window opens.
3. Navigate to a location on the network and select the settings file.
4. Click 'Ok' to load the settings file, or 'Cancel' to close the window without loading the settings file.

In some cases a reboot dialogue appears.

Result

The values of the settings in the settings file overwrite the current values. The network configuration settings of the system and the passwords are not loaded to prevent connectivity problems and to guarantee the integrity of the passwords.

Restore the factory defaults

Introduction

Sometimes you want to go back to the initial settings. You can restore the factory default settings in Océ Express WebTools.

How to restore the factory defaults



Note:

For this procedure, you need to log in as a Key operator.

1. Open the 'Configuration' tab, or the 'Preferences' tab.
2. Click on 'Restore defaults' in the upper right hand corner of the screen. A window opens.
3. Click 'Ok' to restore the factory default settings, or 'Cancel' to close the window without restoring the factory defaults.

Set the print job default settings

Definition

In Océ Express WebTools you can configure the default values for the print job settings. When you optimise the print job default settings for your document, you get the best results.

The print job settings are grouped under the 'Preferences' - 'Print job defaults' tab. You can find a short explanation of the most important print job default settings below. Under the print job default settings you can also define the print presets that are visible on the

When you define print job settings in the printer drivers or the job submission tools, these values always overrule the default values defined in Océ Express WebTools.



Note:

Under the 'Preferences' - 'Print job defaults' tab, you can also make settings for the print presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the 'Print' tile. For more information on the print presets, see ['Set the print presets'](#) on page 145.

Overview of the 'Print job defaults' - 'Basic' settings



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Print job defaults' tab. Go to 'Basic' and click edit in the upper right hand corner.

Setting	Description
'Number of sets'	Enter the default value for the number of times you want your jobs to be printed.
'Collate'	<ul style="list-style-type: none">■ Select 'On (sort by set)' to sort your output by set (1 2 3 - 1 2 3).■ Select 'Off (sort by page)' to sort your output by page (1 1 - 2 2 - 3 3).

Setting	Description
'Sheet delivery'	<ul style="list-style-type: none"> ■ Select 'Top Delivery Tray (TDT)' to default deliver your output in the Top delivery tray. ■ Select 'External output (back)' to default deliver your output at the back of the printer. Also select this option when you use the optional 'Receiving rack (basket)' or a folder.


Overview of the 'Print job defaults' - 'Sheet' settings



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Print job defaults' tab. Go to 'Sheet' and click edit in the upper right hand corner.

Setting	Description
'Media source'	<p>Select the default output material and format for the media used on the printer.</p> <ul style="list-style-type: none"> ■ Select 'Automatic', to automatically select the media. ■ Select 'Manual feed' to insert a cut sheet. ■ Select the specific roll number of the media you want to use by default. <p>The 'System' screen on the printer user panel displays the loaded rolls.</p> <p> Note: You can only configure the 'Media selection policy' setting, when 'Media source' is set to 'Automatic'.</p>
'Media selection policy'	<ul style="list-style-type: none"> ■ Select 'Automatic next larger' to automatically select the media roll with the exact media size for your print job. When the media roll with the exact media size is not available the next larger media roll on the printer is selected. ■ Select 'Automatic exact fit' to automatically select the media roll with the exact media size for your print job. When the media roll with the exact media size is not available a media request pops up.

Setting	Description
'Cut method'	<ul style="list-style-type: none"> ■ Select 'Standard' to cut the print at a standard media size (DIN, ANSI etc.). ■ Select 'Synchro' to cut the print at the end of the image. ■ Select 'Custom' (numeric) to cut the print at a specific length.
'Custom print length'	Enter the cut length of your print job.
'Add leading strip'	When you enter a value, the printer adds a blank strip of the specified length at the top of the output.
'Add trailing strip'	When you enter a value, the printer adds a blank strip of the specified length at the bottom of the output.

Overview of the 'Print job defaults' - 'Layout'



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Print job defaults' tab. Go to 'Layout' and click edit in the upper right hand corner.

Setting	Description
'Scale'	<ul style="list-style-type: none"> ■ Select 'Automatic scale to the media size' to scale the image to the media. ■ Select 'Automatic scale down when image is larger than media' to scale down the image one format smaller than the original. ■ Select 'Custom scale factor' to enter your own scale percentage, with 100 percent as no scaling.
'Mirror'	Select 'On' to mirror the image along the vertical axis - the media transport direction.
'Rotation'	<p>Select any option to rotate the image counter-clockwise. When you want to print faster, select any of the 'auto rotate' options. You can print faster due to less media transport. Select 'Auto rotate media saving' to use the media in the most efficient way.</p> <p>For more information, see 'Set the 'Rotation' mode' on page 177.</p>

Setting	Description
'Alignment'	Select any of the options to define where to align the image on the media. For more information, see <i>'Set the 'Alignment' mode'</i> on page 178.
'Horizontal shift'	Define how much you want the image to shift horizontally, in the chosen alignment position.
'Vertical shift'	Define how much you want the image to shift vertically, in the chosen alignment position.

Overview of the 'Print job defaults' - 'Image'



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Print job defaults' tab. Go to 'Image' and click edit in the upper right hand corner.

Setting	Description
'Print quality'	<ul style="list-style-type: none"> ■ 'Standard' is the default value. ■ Select 'Lines/text' for line drawings. The lines are sharpened. ■ Select 'Photo' for large photos. The printed output is optimised for large grey areas.
'Keep blackness for posters and photos'	You can enable this setting, when the 'Preferences' - 'System properties' - 'Printer properties' - 'Print-darkness (toner reduction)' setting is set to a negative value. In that case the toner reduction will not be used when you print posters or photos.

Set the copy job default settings

Definition

In Océ Express WebTools you can configure the default values for the copy job settings. When you optimise the copy job default settings for your document, you get the best results.

The copy job settings are grouped under the 'Preferences' - 'Copy job defaults' tab. You can find a short explanation of the 'General copy job settings' below.



Note:

Under the 'Preferences' - 'Copy job defaults' tab, you can also make settings for the copy presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the 'Copy' tile. For more information on the copy presets, see ['Set the copy presets' on page 141](#).

Overview of the 'Copy job defaults' - 'General copy job settings'



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Copy job defaults' settings tab. Click edit in the upper right hand corner of the 'General copy job settings'.

Setting	Description
'Productivity mode for copy ('Lines/text' only)'	<ul style="list-style-type: none">■ Select 'Standard' for default speed.■ Select 'Productive' for optimised speed: narrow originals are scanned faster.
'Media selection policy'	<ul style="list-style-type: none">■ Select 'Next larger', to continue printing with a larger size media.■ Select 'Exact size', to only continue printing when the specified media size is available.

Set the scan job default settings

Definition

In Océ Express WebTools you can configure the default values for the scan job settings. When you optimise the scan job default settings for your document, you get the best results.

The scan job settings are grouped under the 'Preferences' - 'Scan job defaults' tab. You can find a short explanation of the 'General scan job settings' below.

When you define scan job settings in the printer drivers or the job submission tools, these values always overrule the default values defined in Océ Express WebTools.



Note:

Under the 'Preferences' - 'Scan job defaults' tab, you can also make settings for the scan presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the 'Scan' tile. For more information on the scan presets, see ['Set the scan presets' on page 143](#).

Overview of the 'Scan job defaults' - 'General scan job settings'



Note:

For this procedure, you need to log in as a Key operator.

Open the 'Preferences' - 'Scan job defaults' tab. Click edit in the upper right hand corner of the 'General scan job settings' section.

Setting	Description
'File extension for scan to PDF'	Enter any text string. The string is the file extension for scan-to-PDF (default: pdf).
'File extension for scan to TIFF'	Enter any text string. The string is the file extension for scan-to-TIFF (default: tif).
'File extension for scan to JPEG'	Enter any text string. The string is the file extension for scan-to-JPEG (default: jpg).
'File extension for scan to CALS'	Enter any text string. The string is the file extension for scan-to-CALS (default: cal).
'Scan delivery retry interval'	When as scan is delivered to a remote location and scan delivery fails, the printer retries after the time you set here.

Setting	Description
'Start value for ### in the scan file name'	Fill in the number that replace the # hashes in the name. The number increases after each scan.
'File name for scan to Smart Inbox'	Fill in the scan filename used for scans to the Smart Inbox. When the scan filename contains one or more #, the hashes are replaced by ascending numbers.
'Check print'	Enable to print a checkprint of the scan.



Note:

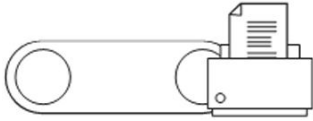
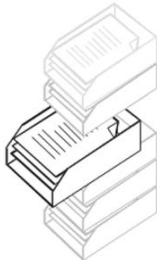
The file extensions that are defined in the 'Scan job defaults', cannot be changed via the 'Smart Inbox'.

Manage Jobs on your Printing System

The 'Smart Inbox' and the Queue concept

Definition

You can use the 'Smart Inbox' for customised job management.

Concept	The Jobs Queue	The Smart Inbox
Metaphor	Production belt 	Personal mailboxes 
User intention	<ul style="list-style-type: none"> ■ get the job printed as soon as possible 	<ul style="list-style-type: none"> ■ send jobs to the system ■ organise jobs
Used to	<ul style="list-style-type: none"> ■ get feedback of printer progress ■ cancel requests ■ change priority (local) 	<ul style="list-style-type: none"> ■ keep together sets of documents from various origin ■ organise documents over various Smart Inboxes, to easily retrieve jobs ■ reprint jobs or change settings of jobs that are already sent to the printer

Jobs in a Smart Inbox

You can use Smart Inboxes to manage your jobs. When you open the 'Jobs' tab in Océ Express WebTools the Smart Inbox section displays an overview of the Smart Inboxes. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

Different kinds of Smart Inboxes can be created in Océ Express WebTools :

- You can create Smart Inboxes for print jobs. You create these Smart Inboxes in Océ Express WebTools under the 'Jobs' tab. When you create a Smart Inbox for print

jobs, it is only visible on your local browser. When you send a print job to the printer, the user panel will also display the Smart Inbox.

- An operator can create Smart Inboxes for scan jobs. The operator can create these Smart Inboxes in Océ Express WebTools under the 'Configuration' tab. The Smart Inbox for scan jobs is visible on your local browser, and on the user panel. This way the operator can organise the Smart Inboxes for scan jobs for departmental, project, or personal use.

All print jobs sent via printer drivers, applications or one of the Océ Publisher job submitters are placed in a Smart Inbox.

For scan jobs you can select the Smart Inbox as a destination.

In the printer driver application or job submitter you can select the specific Smart Inbox you want to print to. Under the 'Preferences' - 'System properties' - 'Job management' - 'Override destination of print jobs' setting you determine whether a job is also sent to the Jobs queue. When a print job is kept in the Smart Inbox, you can start the print job manually on the user panel or in Océ Express WebTools.

Smart Inbox functionality in Océ Express WebTools

View the job

To view the image itself and show more job information click on the job name in the Smart Inbox. You can also change the job name here.

'Delete'

To delete a job from the Smart Inbox select the job and click 'Delete'.

'Edit'

To edit the job settings of a job select the job and click 'Edit'. A window opens where you can change a limited number of job settings.

'Print'

To print a job select the job and click 'Print'. The job is copied into the Jobs Queue. The job remains in the Smart Inbox. The 'Preferences' - 'System properties' - 'Job management' - 'Keep completed jobs in the Smart Inbox' setting determines whether jobs that have been printed will be kept in the Smart Inbox for reprint or not.

Save a scan job

You can select a scan job and save it on a location on the PC.

Send a scan job to...

You can select a scan job and send it to a predefined external location.

**Note:**

Only one user at a time can save a scan job. When more users save a scan job, the downloads will take place one after the other. When a dialogue to select the save location is open no download will start.

**Note:**

The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.

**Note:**

When a Smart Inbox contains many jobs you can sort the jobs by clicking on a column name (for example: 'Job name' or 'Time created'). You can also change the display method of the jobs in the Smart Inbox. Select 'List view' when you want to display all jobs. Select 'Group view' when you want to display only the groups of your sort criterion in the Smart Inbox.

'Delete all'

When you click 'Delete all' in the 'View all' Smart Inbox all jobs are deleted from all Smart Inboxes.

**Note:**

The 'View all' Smart Inbox is only available when you enable the 'Preferences' - 'System properties' - 'Job management' - 'Display a view on all Smart Inbox jobs' setting.

Jobs Queue functionality in Océ Express WebTools

The print jobs in line waiting to be printed are listed in the Jobs queue.

'Top'

To increase the print priority of a job in the queue, you can select the job and click 'Top' to place the job on top of the queue.

'Delete'

To delete a job from the queue, select the job and click 'Delete'.

'Delete all'

To empty the queue completely, click the 'Delete all' button.

Scan Queue functionality in Océ Express WebTools

The scan jobs in line waiting to be sent to the right location are listed in the Scan queue.

'Delete'

To delete a job from the queue, select the job and click 'Delete'.

Retry

To retry to send a job, select the job and click Retry.

Send to

To send a job to a new destination, select the job and click Send to. Then select the destination.



Note:

The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.



Note:

When a job is printed, scanned, or copied the job is removed from the queue.

Use Smart Inboxes in a multiple-user environment

Introduction

A multiple-user environment is a working environment in which users directly send jobs to the printer and collect their own prints. In this environment it is important for a user to have easy access to personal jobs.


Illustration



How to set up the Smart Inboxes in a multiple-user environment

1. Open the 'Preferences' - 'System properties' tab.
2. Select 'Edit' in the 'Job management' bar.
3. Enter the following values (example):

Setting	Value
'Enable Publisher Express'	<input checked="" type="checkbox"/>
'Restrict remote actions on jobs to the Operator'	<input type="checkbox"/>
'Restrict remote Smart Inbox view to the Key operator'	<input type="checkbox"/>
'Display a view on all Smart Inbox jobs'	<input type="checkbox"/>
'Override destination of print jobs'	'No, as specified in the job ticket'
'Keep completed jobs in the Smart Inbox'	<input checked="" type="checkbox"/>

Setting	Value
'Keep copies of local print jobs in the Smart Inbox'	
'Default destination of print jobs'	'To queue and Smart Inbox'
'Expiration time-out for Smart Inbox jobs'	For example: 48 hours
'Expiration time-out for Smart Inbox copy and scan jobs'	For example: 48 hours
'Default Smart Inbox'	'Public'

Use Smart Inboxes in a repro environment

Introduction

A repro environment is a working environment in which a repro operator handles all the jobs. In this environment the repro operator can use the 'Smart Inbox' to organise his daily work.


Illustration



How to set up the repro workflow

1. Open the 'Preferences' - 'System properties' tab.
2. Select 'Edit' in the 'Job management' bar.
3. Enter the following values (example):

Setting	Value
'Enable Publisher Express'	<input type="checkbox"/>
'Restrict remote actions on jobs to the Operator'	<input checked="" type="checkbox"/>
'Restrict remote Smart Inbox view to the Key operator'	<input checked="" type="checkbox"/>
'Display a view on all Smart Inbox jobs'	<input checked="" type="checkbox"/>
'Override destination of print jobs'	'No, as specified in the job ticket'
'Keep completed jobs in the Smart Inbox'	<input checked="" type="checkbox"/>

Setting	Value
'Keep copies of local print jobs in the Smart Inbox'	
'Default destination of print jobs'	'Only to Smart Inbox'
'Expiration time-out for Smart Inbox jobs'	For example: 48 hours
'Expiration time-out for Smart Inbox copy and scan jobs'	For example: 8 hours
'Default Smart Inbox'	'Public'

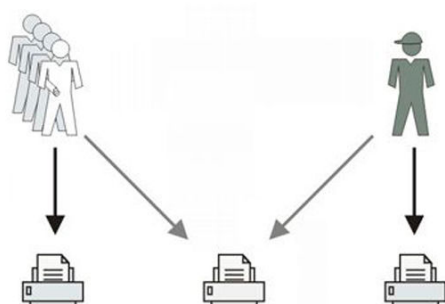
Use Smart Inboxes in a multiple-user and repro environment

Introduction

A multiple-user and repro environment is a working environment in which both users directly send jobs and collect their own prints at the printer. The system is also used by a repro operator.

In this environment it is important for a user to have easy access to his personal jobs, but it is also important for the repro operator to have an overview of all jobs. To make this process more easy, the operator can create personal Smart Inboxes for his users. This way the users can manage their own jobs and the operator can manage control. For more information on how to do this, see *'Create and open a Smart Inbox for scan jobs'* on page 119




Illustration



How to set up the end-user and repro workflow

1. Open the 'Preferences' - 'System properties' tab.
2. Select 'Edit' in the 'Job management' bar.
3. Enter the following values (example):

Setting	Value
'Enable Publisher Express'	<input checked="" type="checkbox"/>
'Restrict remote actions on jobs to the Operator'	<input checked="" type="checkbox"/>
'Restrict remote Smart Inbox view to the Key operator'	<input checked="" type="checkbox"/> Depends on customer requirements

Setting	Value
'Display a view on all Smart Inbox jobs'	
'Override destination of print jobs'	'Only to Smart Inbox'
'Keep completed jobs in the Smart Inbox'	
'Keep copies of local print jobs in the Smart Inbox'	
'Default destination of print jobs'	'To queue and Smart Inbox'
'Expiration time-out for Smart Inbox jobs'	For example: 48 hours
'Expiration time-out for Smart Inbox copy and scan jobs'	For example: 8 hours
'Default Smart Inbox'	'Public'

Create and open a Smart Inbox for print jobs

Introduction

There are two ways to create and open a Smart Inbox for print jobs in Océ Express WebTools:

- In the Smart Inbox section under the 'Jobs' tab.
- In Océ Publisher Express.



Note:

Note that the Smart Inboxes for print jobs created in the Smart Inbox section and Océ Publisher Express are only visible on your personal browser. When you send a print job to the specific Smart Inbox, that Smart Inbox also becomes visible on the user panel.



Note:

Note that the Smart Inboxes or print jobs created in the Smart Inbox section and Océ Publisher Express are not permanent. Once the Smart Inbox is empty, it will disappear.

Smart Inbox for print jobs in the 'Smart Inbox' section

A user can create and open a Smart Inbox in the 'Smart Inbox' section:

1. Select the 'Jobs' tab.
2. Click on Open 'Smart Inbox'.
3. Click on the blank field to open a drop-down list with the Smart Inboxes available on your system. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.
4. Enter the name of the new Smart Inbox and press **Enter**, or select the desired 'Smart Inbox' from the list.

The Smart Inbox is now displayed in the 'Smart Inbox' section.

Smart Inbox for print jobs in Océ Publisher Express

A user can open or create a Smart Inbox in Océ Publisher Express:

1. Select the 'Jobs' tab.
2. Click on 'Create new job' in the Océ Publisher Express section.
3. In the 'Workflow' section, click on the Smart Inbox field to open a drop-down list with the Smart Inboxes available on your system that contain one or more jobs. You can open an existing Smart Inbox from the list, or you can type the name of a new Smart Inbox.

4. Enter the name of the new Smart Inbox and press **Enter**, or select the desired 'Smart Inbox' from the list.
5. Click 'Ok' to send the print job to the Smart Inbox.
The Smart Inbox is now displayed in the 'Smart Inbox' section.

Create and open a Smart Inbox for scan jobs

Introduction

Next to the Smart Inboxes for print jobs you can also create Smart Inboxes for scan jobs. You can create a Smart Inbox for scan jobs under the 'Configuration' tab. The Smart Inbox for scan jobs is present as a scan location on the user panel.



Note:

For this procedure, you need to log in as a Key operator



Note:

The Smart Inbox for scan jobs cannot be used to store jobs. After the time defined in Océ Express WebTools or when the Smart Inbox is full, jobs will be deleted from the Smart Inbox.

Smart Inbox for scan jobs

In Océ Express WebTools:

1. Select the 'Configuration' - ' Smart Inbox ' tab.
2. Click on 'Create new'. A window opens
3. Enter a 'Name' recognisable for the user. This name appears on the user panel.
4. Enter a 'Description'.
5. Click Ok to confirm.

Result

The Smart Inbox is now displayed in the Smart Inbox section and is visible on the user panel as a location.

Store print, copy, and scan jobs in the Smart Inbox

Introduction

In Océ Express WebTools, you can store your jobs in the Smart Inbox temporarily. This way you can better manage your jobs, and reprint any job you like.



Note:

Storing jobs in the Smart Inbox is temporarily. When the time set in Océ Express WebTools is expired, your jobs are deleted from the Smart Inbox.



Note:

Note that when the Smart Inbox is full, the oldest jobs are deleted.

Store network print jobs

1. Open the 'Preferences' - 'System properties' tab.
2. In the 'Job management' section, click on the 'Keep completed jobs in the Smart Inbox'.
3. Check the box to enable the setting.
4. Click Ok.
Print jobs send from Océ Express WebTools are now stored in the Smart Inbox.

Store local print jobs

1. Open the 'Preferences' - 'System properties' tab.
2. In the 'Job management' section, click on the 'Keep copies of local print jobs in the Smart Inbox'.
3. Check the box to enable the setting.
4. Click Ok.
Print jobs send from the user panel are now stored in the Smart Inbox.

Store copy jobs

1. Open the 'Preferences' - 'System properties' tab.
2. In the 'Job management' section, click on the 'Keep a copy of copy jobs in the Smart Inbox (Public)'.
3. Check the box to enable the setting.
4. Click Ok.
Copy jobs are now stored in the Smart Inbox.

Store scan jobs

1. Open the 'Preferences' - 'System properties' tab.
2. In the 'Job management' section, click on the 'Keep copy of scanned jobs in the Smart Inbox'.
3. Check the box to enable the setting.
4. Click Ok.
Scan jobs are now stored in the Smart Inbox.

Set the 'Expiration time-out for Smart Inbox jobs'

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Job management' section.
3. Set the preferred time for the 'Expiration time-out for Smart Inbox jobs', and/or the 'Expiration time-out for Smart Inbox copy and scan jobs' settings, for example 48 hrs.
4. Click Ok.
The jobs are removed from the Smart Inboxes at the defined time.

Result

Jobs are stored in the Smart Inbox for the defined period of time.

Close or delete a 'Smart Inbox'

Introduction

In Océ Express WebTools you can also close or delete Smart Inboxes.

- You can close the Smart Inbox for print jobs on your browser in the Smart Inbox section.
- You can delete the Smart Inbox for scan jobs under the 'Configuration' tab.



Note:

When you delete a Smart Inbox, you only delete the view on the Smart Inbox, but not the content. To permanently delete the jobs from a Smart Inbox you must select the jobs in the Smart Inbox and click 'Delete'.



Note:

The default 'Public' Smart Inbox cannot be deleted, and will always be present.

How to close a Smart Inbox for print jobs in the Smart Inbox section

In Océ Express WebTools:

1. Open the 'Jobs' tab.
2. Click on the X - button at the right hand side of the 'Smart Inbox' bar.

How to delete a Smart Inbox for scan jobs

In Océ Express WebTools:

1. Open the 'Configuration' - 'Smart Inbox' tab.
2. Select the Smart Inbox you want to delete.
3. On the right hand side under 'Actions', click on the X.
When you want to delete all Smart Inboxes at once, click on 'Delete all' in the upper right corner.

Result

The Smart Inbox is immediately closed or deleted.

Configure your Network and Security Settings

Configure the network settings in Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. When you want to change the initial configuration or when you want to define more network settings, you can do so under the 'Configuration' tab.



Note:

For this procedure you need to log in as System administrator.



Note:

For more detailed information on network settings, refer to the connectivity manual on the company website.

How to configure the network settings in Océ Express WebTools

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click on 'Edit' in the upper right hand corner of the 'Network adapter' bar. Here you can edit all the settings of the group in one window.
or
3. Click on a single setting in the list to edit only one setting.
For example, click on the value of the 'IP type' setting to display a window where you can change the value.



Note:

In the tooltip you can always find a short explanation of the setting.

4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Access and Passwords

User roles and authorisations

Introduction

You can view all settings in Océ Express WebTools, but when you want to edit a setting a message appears. This message indicates that the setting is password protected. You must log in with a password to change a setting.



Attention:

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the passwords only when his rights have been enabled. Otherwise the machine has to be reinstalled.



Note:

You do not need a password for daily use of the system.

Overview of user roles and authorisations

The table below displays the different user roles and the authorisations that belong to the role.

User role	Description
'Key operator'	Besides the normal use of the system, the Key operator takes care of the system's daily maintenance. The Key operator is authorised to change all default settings in the 'Preferences' tab of Océ Express WebTools.
'System administrator'	The System administrator takes care of the integration of the system into the IT-infrastructure of the customer. The System administrator is authorised to change all settings in the 'Configuration' tab of Océ Express WebTools.
'Power user'	The Power user is authorised to access all functionalities of Océ Express WebTools. It combines the 'Key operator' and 'System administrator' roles.

Log in as an authorised user

Purpose

In order to have write access for certain settings, you must log in as an authorised user. There are three user roles: the System administrator, Key operator, and Power user. They have authorisation to edit specific groups of settings. You do not need to log in before you start a session. The system will only display a login screen, when you want to perform a special action.

Before you begin

Navigate through the tabs and select the values you want to change.

How to log in as an authorised user

1. Click on the value of the setting you want to edit. A login window appears.
2. Select a user role from the drop down list.



Note:

The user role with the required authorisation is already selected.

3. Enter the password.



Note:

When the password is entered incorrectly, a message appears. You can enter the password again.

4. Click 'Ok' to confirm your entry.



Note:

Once you have logged in, the log in lasts for the duration of the browser session. When you have not been active for more than 30 minutes the session expires and you need to log in again.



Note:

For security reasons it may be useful to periodically change the password for the three access modes (Key operator, System administrator, Power user) in Océ Express WebTools.

Change the password for authorised users

When to do

For security reasons it is advised to periodically change the password of the three access modes (Key operator, System administrator, Power user) in Océ Express WebTools.



Attention:

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the passwords only when his rights have been enabled. Otherwise the machine has to be reinstalled.

How to change the password for authorised users

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click 'See all' in the 'Passwords' section.
3. Select 'Key operator password', 'System administrator password', or 'Power user password' depending on the password you want to change. A new window opens up.
4. Log in as Key operator to change the key operator password. The default key operator password is KeyOp.
Log in as System administrator to change the system administrator password. The default system administrator password is SysAdm.
Log in as Power user to change all the passwords. The default power user password is PowUshr.



Note:

The passwords are case sensitive. You can only use characters from the following range:

A-Z

a-z

0-9

_ - ~ ! ? @ # \$ % ^ * + = , . : ; / | [] () { }

You cannot use Chinese, Cyrillic, or Japanese characters.

5. Enter the new password twice to confirm your input. The password is hidden.
6. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Shut down or restart the system



Note:

For this procedure, you need to log in as a System administrator.

To remotely shut down the printing system, you can click on 'Shut down' in the 'Support' tab of Océ Express WebTools.

When the printing system is on, you can also use this button to restart the system.

Secure Protocols

Define the IP-type

Introduction

Next to IPv4 the printer also supports IPv6. You can choose to use either IPv4 or IPv6, but Océ Express WebTools also allows you to use both simultaneously. For more information on the differences between IPv4 and IPv6, please consult the Connectivity manual.



Note:

For this procedure, you need to log in as a System administrator.

Set up IP-type preferences

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click on 'IP type' under the 'Network adapter' settings.
3. Choose between 'IPv4', 'IPv6' or 'IPv4 and IPv6 both enabled'.
4. Click 'Ok' to confirm your entry.



Note:

When only 'IPv4' is enabled, the 'IPv6' settings remain hidden and vice versa.

Enable Access control

Introduction

When you want to control access to your printer, you need to enable access control in Océ Express WebTools. With access control enabled, you are able to choose up to five hosts who are allowed to communicate with the printer through your network. This amount of hosts allows for a flexible configuration.

For each of the hosts you can decide whether the communication from this host to the system needs to be encrypted by IPsec.



Note:

To enable access control or change the settings, you need to disable the 'Configuration' - 'Connectivity' - 'Network adapter' - 'Enable DHCP' setting.



Note:

For this procedure, you need to log in as a System administrator.



Note:

Make sure to set a password for changing the network settings. With this password you can reset the network settings from the user panel in case you get locked out of the system. Set the password under the 'Configuration' - 'Connectivity' tab and edit the 'Password to change network settings'. For more information, please refer to the connectivity manual.

Enable 'Access control'

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click on Edit in the upper right hand corner of the 'Access control' section.
3. Change the 'Access control' setting from 'Disabled' to 'Enabled'.
4. Click Ok to confirm.

Access control and IPsec settings

Introduction

When access control is enabled, you can edit the access control settings.



Note:

Make sure to set a password for changing the network settings. With this password you can reset the network settings from the user panel in case you get locked out of the system. Set the password under the 'Configuration' - 'Connectivity' tab and edit the 'Password to change network settings'. For more information, please refer to the connectivity manual.

'Access control' and 'IPsec' settings

Under 'Configuration' - 'Connectivity' - 'Access control', you can set the following settings for each of the 5 stations:

Setting	Description
'Access control station 1: Enable'	Enable or disable communication of this host with the printer.
'Access control station 1: IPv4 address'	The IPv4 address of the host allowed to connect to the printer.
'Access control station 1: IPv6 address'	The IPv6 address of the host allowed to connect to the printer.
'IPsec station 1: Enable'	Enable or disable 'IPsec'. 'IPsec' is a security protocol that encrypts the communication between the host and the printer.
'Access control station 1: Pre-shared key'	The key for encryption of this host connected via IPsec. When empty, the default preshared key is used.

For 'IPsec' you can set the following setting:

Setting	Description
'Default pre-shared key'	This is the default key for encryption of hosts connected via 'IPsec'. This key holds for all stations whose preshared key is unspecified.



Note:

For more details on these settings please consult the Security manual.

Remote security

Introduction

By default the first certificate delivered for the use of HTTPS is an Océ self-signed certificate.

To ensure a fully trusted authentication, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate). In Océ Express WebTools you can generate the certificates.

You can use certificate, so the client station that submits the print can check the identity of the controller.

Remote security: certificates

- By default, Océ delivers an Océ self-signed certificate. This certificate provides encryption of the print data between the client and the controller. It can be easily used. This self-signed certificate has not been signed by a Certification Authority, consequently the web browser will display a 'Certificate Error' message the first time you use the HTTPS protocol.
- When your security policy recommends it, the administrator can request and import a certificate delivered by a Certification Authority (CA-signed certificate). For more information on how to do this, see *'Remote security: generate a CA-signed certificate request'* on page 133, and *'Remote security: import a CA-signed certificate'* on page 135.

Remote security: generate a CA-signed certificate request

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools you can generate a certificate request yourself, or you can import a pre-defined certificate via your computer or network. When you generate a certificate request you need to take the following steps.



Note:

For more information on remote security, certificates and HTTPS consult the Security manual online. Visit the company support website and download it for free.

Generate a new CA-signed certificate

In Océ Express WebTools:

1. Select the 'Configuration' - 'Remote security' tab.
2. Click on 'Generate a certificate request'. A window opens.
3. Make the required settings: fill in the fully required domain name or the IP address and the additional information.
4. Click 'Ok' to save. The certificate is made.

Result

The web server generates a certificate request. The content of the request is displayed (plain text).

Example (fake request):

```
-----BEGIN NEW CERTIFICATE REQUEST-----
MIIBvDCCASQAwwfDELMakGA1UEBMCRIlxDDAKBgNVBAGTAolERjEQ-
MA4GA1UEBxMHQ1JFVEVJ
TDEBEGA1UEChMKT2NlIFBMVCBTQTEMMAoGA1UECXMDO5TMSowKAY-
DVQQDEyFoZHM3MDAtNzQw
LnNucy5vY2VjcmVoWlsLm9jZS5uZwZ8wDQYJKoZIhvcNAQEBBQADgYoAMIG-
JAoGBAJ2NKQMd
HjiDZ1khzTJTORxHqjKl3AtE3PXqRsiHouTH5JTceYtaBjCnxCJ4pGKY5iKN8KJi-
JuZG8PHxY7o
W/+zpvxN2VtX7TcyTAvyCThUwL+cqo75tvODo5HM-
CUa2sLdl8GO9WMLpgZkxH5KzliO+Lcl4
yQbqhENynywSoC2ObX-
Cq3yksF74+XIOoswhoA2yfDp4T+LuF3wxys8lUH3ZhhkOYg==
-----END NEW CERTIFICATE REQUEST-----
```

Save and send the request

1. Click 'Save' to save the content of the request in a .csr file (named 'certificate_request.csr' by default).
2. Restart the controller
3. Send the content of this request to the Certification Authority.

Remote security: import a CA-signed certificate

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools you can generate a certificate request yourself, or you can import a pre-defined certificate via your computer or network. When you import the certificate you need to take the following steps.



Note:

For more information on remote security, certificates and HTTPS consult the Security manual online. Visit the company support website and download it for free.

Import the 'Root certificate' into the controller

In Océ Express WebTools:

1. Select the 'Configuration' - Remote security tab.
2. Click on 'Import CA-signed certificate'. A window opens.
3. Select 'Root certificate'.
4. Browse to the Root certificate file and click 'Import'.



Note:

The Root certificate may already exist in the web server certificates list.

5. Validate to confirm the import.
6. When the message 'Certificate successfully imported.' pops up, go on to import the 'Intermediate certificate'.
7. Click 'Ok' to save.

Import the 'Intermediate certificate'

Follow steps 1 and 2 from the first procedure again, then:

1. Select 'Intermediate certificate'.
2. Browse to the Intermediate certificate file and click 'Import'.
3. When the message 'Certificate successfully imported.' pops up, go back to the main page to import the 'CA-signed certificate'.

Import the 'CA-signed certificate'

Follow steps 1 and 2 from the first procedure again, then:

1. Select 'CA-signed certificate'.
2. Browse to the certificate file.
3. Select 'Yes' to validate the certificate against Java root certificates and click 'Import'.
4. When the message 'Certificate successfully imported.' pops up, restart the controller.

Result

The certificate is now installed on the server.

Check and import (if needed) the CA Root certificate also into the workstations web browser. That will secure the complete data workflow between the workstations and the server.

Check and import the 'Root certificate' into the workstation's browser

1. On each workstation, open the web browser.
2. In the Tools - Internet Options - Content window, open the 'Certificates'.
3. Check if the CA Root certificate is already displayed in the 'Trusted Root Certification Authorities' list.
4. If it is not in the list, import the CA Root certificate.

E-Shredding

Enable or disable the e-shredding function

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorised people from recovering deleted jobs. When the e-shredding function is enabled, you can select an e-shredding algorithm. You can enable the e-shredding function in Océ Express WebTools. By factory default, the e-shredding function is disabled.



Note:

Refer to the security guide to get detailed information on the e-shredding function.

How to enable the e-shredding function

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' - 'E-shredding' tab.
2. Click 'Edit'.
3. Select 'Enabled' or 'Disabled'.



Note:

When e-shredding is enabled, the system may require more time to process jobs.

Select the e-shredding algorithm

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorised people from accessing deleted jobs.

You can select one of the following algorithms:

- 'Gutmann'.
All jobs on the system are erased in 35 overwrite passes.
- 'DoD 5220.22-M'.
All jobs on the system are erased in three overwrite passes.
- 'Custom' allows you to define the number of passes manually.

The factory default is 'DoD 5220.22-M'.



Note:

Only set the number of overwrite passes to a number higher than 1, if your security policy requires it. There is no evidence that setting the number of overwrite passes to a larger value increases the quality of the erasure of data.

How to select the E-shredding method

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Open the 'E-shredding' - 'E-shredding algorithm' settings.
3. Click 'Edit'.
4. From the list, select the preferred method and save it.

Specify the number of overwrite passes

Introduction

The E-shredding function allows you to erase jobs from the system. This prevents unauthorised people from accessing deleted jobs. You can manually enter the required number of overwrite passes. In order to do this, the setting 'E-shredding algorithm' must be set to 'Custom'. You can enter any number from 1 to 35. The factory default is 3.



Note:

Only set the number of overwrite passes to a number higher than 1, if your security policy requires it. There is no evidence that setting the number of overwrite passes to a larger value increases the quality of the erasure of data.



Note:

Note that more passes take more time.

Before you begin

Make sure that 'Custom' is selected as the E-shredding algorithm.

How to specify the number of overwrite passes

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Open the 'E-shredding' - 'E-shredding custom number of passes' settings.
3. Click 'Edit'.
4. Enter the required number of overwrite passes, and save the entry.

Configure the Presets and Stamping

What you need to know about presets

Definition

Job presets enable you to easily perform print, copy, and scan jobs that you do very often.

Presets on the user panel

With a preset you can pre-define the settings you need for a job. When you tap the 'Copy' or 'Scan' tile on the multi-touch user panel, a window opens with a list of presets. When you tap the 'Print' tile and tap the settings of a listed job, the print presets are shown. Per preset category, the default setting is visible as a preset tile. When you tap the default tile, the other presets are shown.



Note:

When you select a preset on the user panel, you can still change the individual values of the settings on the user panel under 'All settings'.

Set the presets in Océ Express WebTools

In Océ Express WebTools you can make the settings for the print, copy, and scan presets. You only have to make the settings once, and they will be visible on the user panel as presets.

The job preset function supports the green button approach: the user only needs to select a preset and start a job instead of having to define all the settings manually.

Default presets on the user panel

When you do not make any specific settings in Océ Express WebTools, the printer uses default settings to provide the presets for print, copy, and scan jobs. These presets are displayed in the tiles of the settings window.

Set the copy presets

Introduction

With a preset you can pre-define the settings you need for a copy job.

In Océ Express WebTools you can make different preset settings:

- You can choose the default presets from a list of predefined presets. The default presets are used when you make no additional settings on the user panel, and press the green button.
- You can create custom presets yourself. You can create presets per category. The copy settings have four preset categories: 'Media', 'Layout', 'Image', and 'Finishing'

Once you have created a custom preset, you can choose to set this custom preset as default.



Note:

For this procedure you need to log in as System administrator or Power user.



Note:

In the tooltip you can always find a short explanation of the setting.

Define the default preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Copy job defaults' tab.
2. Under 'User panel configuration: Default presets for copy' select the preset category you want to change, for example 'Default Layout preset'.
3. Select the setting you want to use as the default preset, for example 'Standard half size'.



Note:

Under 'User panel configuration: Default presets for print', you can choose a 'Custom' preset. This way you can make the custom preset you create, the default preset on the user panel.

4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Define the custom preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Copy job defaults' tab.
2. Select the preset category you want to make a custom preset in and click on 'Edit', for example 'Custom Image preset for copy'.
3. Fill in a name and description that will be used for the preset on the user panel.
4. Select the settings you want to use for the custom preset, for example choose to set 'Original type' to 'Blueprint', and 'Stamp' to 'On', and choose the correct stamp from the list.
5. Click 'Ok' to confirm, or 'Cancel' to reject your entries. Your custom preset is now visible, and can be selected.

Result

Your settings are presented as presets on the user panel. The preset used as default is highlighted in the list.

Set the scan presets

Introduction

With a preset you can pre-define the settings you need for a scan job.

In Océ Express WebTools you can make different preset settings:

- You can choose the default presets from a list of predefined presets. The default presets are used when you make no additional settings on the user panel, and press the green button.
- You can create custom presets yourself. You can create presets per category. The scan settings have three preset categories: 'File type', 'File size', and 'Image'.

Once you have created a custom preset, you can choose to set this custom preset as default.



Note:

Depending on the colour mode and file type you select, the values for the compression mode and organisation change. For more information on the correct settings, see '[File type](#)' on page 269 .



Note:

For this procedure you need to log in as System administrator or Power user.



Note:

In the tooltip you can always find a short explanation of the setting.

Define the default preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Scan job defaults' tab.
2. Under 'User panel configuration: Default presets for scan' select the preset category you want to change, for example 'Default File type preset'.
3. Select the setting you want to use as the default preset, for example 'JPEG'.



Note:

Under 'User panel configuration: Default presets for print', you can choose a 'Custom' preset. This way you can make the custom preset you create, the default preset on the user panel.

4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Define the custom preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Scan job defaults' tab.
2. Select the preset category you want to make a custom preset in and click on 'Edit', for example 'Custom Image preset for scan'.
3. Fill in a name and description that will be used for the preset on the user panel.
4. Select the settings you want to use for the custom preset, for example choose to set 'Original type' to 'Photo' and set 'Background compensation' to 'On'.
5. Click 'Ok' to confirm, or 'Cancel' to reject your entries. Your custom preset is now visible, and can be selected.

Result

Your settings are presented as presets on the user panel. The preset used as default is highlighted in the list.

Set the print presets

Introduction

With a preset you can pre-define the settings you need for a print job.

In Océ Express WebTools you can make different preset settings:

- You can choose the default presets from a list of predefined presets. The default presets are used when you make no additional settings on the user panel, and press the green button.
- You can create custom presets yourself. You can create presets per category. The print settings have four preset categories: 'Media', 'Layout', 'Image', and 'Finishing'

Once you have created a custom preset, you can choose to set this custom preset as default.



Note:

For this procedure you need to log in as System administrator or Power user.



Note:

In the tooltip you can always find a short explanation of the setting.

Define the default preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Under 'User panel configuration: Default presets for print' select the preset category you want to change, for example 'Default Layout preset'.
3. Select the setting you want to use as the default preset, for example 'Standard half size'.



Note:

Under 'User panel configuration: Default presets for print', you can choose a 'Custom' preset. This way you can make the custom preset you create, the default preset on the user panel.

4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Define the custom preset

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Select the preset category you want to make a custom preset in and click on 'Edit', for example 'Custom Image preset for print'.
3. Fill in a name and description that will be used for the preset on the user panel.
4. Select the settings you want to use for the custom preset, for example choose to set 'Print quality' to 'Poster'.
5. Click 'Ok' to confirm, or 'Cancel' to reject your entries. Your custom preset is now visible, and can be selected.

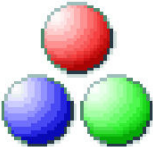
Result

Your settings are presented as presets on the user panel. The preset used as default is highlighted in the list.

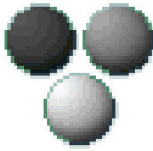
'File type'

Depending on the colour mode and file type you select, the values for the compression mode and organisation change. For some file types and some situations, the compression and organisation settings cannot be set. The list below helps you to define the correct file type and colour mode, and shows you which compression and organisation settings are possible.


Colour mode: Colour

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	Not applicable	'Flate' 'LZW' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'PDF/A' 'PDF/A multi-page'	Not applicable	'Flate' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'JPEG'	Not applicable	Not applicable	'Maximum' 'High' 'Medium' 'Low'

Colour mode: Greyscale

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	Not applicable	'Flate' 'LZW' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'PDF/A' 'PDF/A multi-page'	Not applicable	'Flate' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'JPEG'	Not applicable	Not applicable	'Maximum' 'High' 'Medium' 'Low'

Colour mode: Black and White

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'Group 4' 'Group 3' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	Not applicable	'Group 4' 'Flate' 'LZW' 'None'	Not applicable
	'PDF/A' 'PDF/A multi-page'	Not applicable	'Group 4' 'Flate' 'None'	Not applicable
	'CALS'	Not applicable	Not applicable	Not applicable

Create a stamp

Introduction

In the custom preset section of the 'Copy job defaults', and the 'Scan job defaults' in Océ Express WebTools you can enable the stamp functionality. Under the 'Stamping' tab you can create your own predefined stamp.



Note:

For more information, on how to enable a stamp see [‘Set the copy presets’ on page 141](#) and [‘Set the scan presets’ on page 143](#).

Create a stamp

Open 'Preferences' - 'Stamping' tab:

1. Click on 'Create new' in the upper right hand corner .
2. Enter a 'Name' recognisable for the user.
3. Enter a 'Description' of the stamp.
4. Enter the 'Text' that will appear on the stamp. If you insert text, also choose the 'Font' and the 'Font size'.
5. Choose the 'Position' of the stamp on the original.
6. Choose the 'Rotation' and the 'Rotation' 'Angle', when you want to turn the stamp on the original.
7. Enter the 'Horizontal shift' and 'Vertical shift' in mm, to specify the position you have chosen at step 5.
8. Select the colour of the stamp.



Note:

Most settings are optional, so you do not have to enter all settings if it is not necessary.

Result

Your stamp is created. You can now enable your stamp in the custom preset section of Océ Express WebTools to use it on the user panel.

Configure External Locations

Configure your locations

Introduction

On the user panel you can find a list of locations you can scan to and print from. To this location you send your scanned files for storage, or you save files on this location and you send them to the printer.

You can define the external locations under the 'Configuration' - 'External locations' tab in Océ Express WebTools.

Types of locations

You can scan to and print from various location types.

Location type	Location type description
' Smart Inbox '	When you select this location, you can print from your personal Smart Inbox, or your scanned file is sent to the Smart Inbox of your choice.
'USB'	When you select this location you can print from or scan to the USB Mass storage device you inserted in the user panel.
'FTP'	When you select this location your files are sent via FTP to a shared folder on a remote workstation.
'SMB'	When you select this location your files are sent via SMB to a shared folder on a remote workstation.
'WebDAV'	When you select this location type, you can enter the cloud via WebDAV and use it as a network drive.
'Eneo' (Optional)	When you select this location the printer uses Eneo to sent your files.

Enable or disable USB

Introduction

When you want to use USB as a location you have to make settings for USB first. You can make the settings in Océ Express WebTools.

Make settings for USB

Open the 'Configuration' - 'External locations' tab. USB is present in the list of external locations.

1. Select 'USB', and click on the 'Edit' icon under 'Actions'. A window opens.
2. You can change the 'Name' recognisable for the user. This name appears on the user panel.



Note:

It is advised to leave USB in the name for best recognition.

3. You can change the 'Description'.
4. Under 'enabled functionalities' you can choose the functionalities you want to use for USB.
Choose 'Print from and scan to', when you want to enable print and scan from and to USB.
Choose 'Print from only', when you want to enable print from USB only.
Choose 'Scan to only', when you want to enable scan to USB only.
Choose 'None', when you want to disable the USB functionality.
5. Enter the 'File name'. When you enter a generic name, for example 'scan###.*', the file gets a unique file name. An ascending number replaces the ###.
6. Click 'Ok' to save the settings for USB as an external location.

Result

When you enable USB and insert a USB on the user panel, the external USB location can be used via the user panel and in Océ Express WebTools.

When you disable USB, USB cannot be used as an external location.

Create an external location

Introduction

You can create an external location with Océ Express WebTools.

Before you begin



Note:
Make sure you enable 'SMB' protocol.



Note:
Make sure you enable 'FTP' under the 'Configuration' - 'Connectivity' tab.



Note:
Make sure the URL for 'WebDAV' and 'Eneo' is not blocked.



Note:
For this procedure, you need to log in as a System administrator.

Create an external location

1. Select the 'Configuration' - 'External locations' tab.
2. Click on 'Create new' in the upper right hand corner .

3. Enter a 'Name' recognisable for the user. This name appears on the user panel.
4. Enter a 'Description' description of the settings used.
5. Select the 'Type' of the external location: 'FTP', 'SMB', 'WebDAV', or 'Eneo'.

6. Enter the 'User name': the user name gives access to the external location. The user must at least have read and write permissions for the external location.
For SMB destinations the format must be as follows: Local user name: 'IPaddress\user-name' or 'hostname\username'. Domain user name: 'domain\username'.
7. Enter the 'Password' that belongs to the 'User name'.
8. Enter the 'Path': The folder path or URL to the external location.
For 'FTP', use the syntax: hostname[/path] (example: myhost/mydirectory/scantofile).
For 'SMB', use the syntax: \\hostname\sharename[/path] (example: \\my-host\myshareddirectory\scantofile).
For 'WebDAV' locations, use the full HTTP URL (for example: http://example.webdav.org:8080/repository/).
9. Select the Enabled functionalities. Enable or disable access to the selected location for print or scan jobs.
10. Enter the 'File name'. When you enter a generic name, for example 'scan###.*', the file gets a unique file name. An ascending number replaces the ###.
11. Click 'Ok' to save the external location.



Note:

The system will validate the external location, and give an error message when the validation fails.

In case of an error, you can click 'Save' to save the external location with the error or click 'Change' to change the entries.

Result

When the validation succeeds, the external location can be used via the user panel and in Océ Express WebTools.

Error messages when validation fails

Test button

When you create your external location, the system validates the location. The system checks the following aspects:

1. ■ Check the remote folder syntax.
- Check the validity of the hostname.
- Check the possibility to connect to the remote host.
- Check if the remote destination exists.
- Check the possibility to write on the remote destination.

When one of these steps fails, an error message and error code are generated.

Error code	Possible Causes
2	<ul style="list-style-type: none"> ■ For SMB locations: check the remote folder <remotefolder> syntax conforms to \\hostname\share\[folder\...] or \\<IP_address>\share\[folder\...] ■ For FTP locations: check the remote folder <remotefolder> syntax conforms to hostname/folder[/subfolder/...] or <IP_address>/folder[/folder/...] ■ For WebDAV locations: check the URL <HTTP URL> (for example: http://example.webdav.org:8080/repository/).
3	<ul style="list-style-type: none"> ■ Check if the hostname is OK. ■ Check if the printer is connected to customers network. ■ Check the network settings of the printer in Océ Express WebTools: <ul style="list-style-type: none"> - Primary DNS suffix - Preferred DNS server - NetBios over TCP/IP is set to "Enabled" - Subnet mask - Default gateway ■ Check with the System administrator if the DNS server can resolve the hostname to an IPv4 address. ■ Check that printers Security level is set to normal. ■ For SMB destination: if IPV6 protocol is enabled on the printer: <ul style="list-style-type: none"> - replace hostname by its IPv4 address (if IPV6 must be enabled) - or Disable IPV6 on the printer (if IPV6 can be disabled) ■ If any of previous mentioned checks does not solve the problem: enter the remote host IPv4 address instead of the hostname

Error code	Possible Causes
4	<ul style="list-style-type: none"> ■ Check if the hostname or IP address is correctly typed. ■ Check that remote host is up and running and connected to the network.
5, 6, 7	<ul style="list-style-type: none"> ■ Check that SMB or FTP protocol is enabled on remote host ■ Check that the customer network security policy (firewall/switch) does not block FTP ports ■ For SMB destination: <ul style="list-style-type: none"> - check that the security level is set to "Normal" - check that remote host supports SMB1 protocol (error code: 7) ■ For FTP destination: check FTP server is using port 21
8	<ul style="list-style-type: none"> ■ Check if the remote username and password are correct. ■ For SMB destination: Check the remote user name syntax : <ul style="list-style-type: none"> - For a remote host user: <hostname>\<username> or <ip_address>\<username> - For a domain user : <domainname>\<username>
9	<ul style="list-style-type: none"> ■ The remote destination server has reached the maximum number of connections. Check with the System administrator or try again later.
10	<ul style="list-style-type: none"> ■ Check that the remote folder is correctly typed ■ Check that the remote folder exists on remote host ■ For SMB destination: check that the share is correctly typed or the share exists on remote host ■ For FTP destination: check that the remote folder have "list" permissions for remote user
11, 12	<ul style="list-style-type: none"> ■ Check that the remote user has "write" permission on the remote share (for SMB) and on the remote folder (for SMB and FTP) ■ Check that the remote folder is not full (error code: 12) ■ SMB destination: check that the remote username is correctly typed (may happen if "guest" account is enabled on the remote host).

Configure the Printer Settings

Configure the regional settings

Purpose

The regional settings are configured during the installation of your printer. When you want to change the initial configuration, you can do so in the 'Regional settings'.

Define the regional settings for the printer in the following order:

- 'First language' and 'Second language' of the printer operator panel
- 'Measurement unit'
- 'Time zone'

When you change the 'Time zone' you must reboot the system first, before you set the 'Current date and time'.

- 'Current date and time'
- 'Time format'



Note:

Every time you change the 'Measurement unit', the controller recalculates the values from millimetre to inches and vice versa. If you reverse to the original value of this setting a slight calculation difference can occur due to rounding differences.

How to define the regional settings

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Regional settings' section, or click on the setting you want to edit, for example 'First language'.
3. Modify the settings. You can choose between:
 - settings that are commonly used in the USA
 - or settings that are commonly used in the rest of the world.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Configure the 'User panel time-out'

Introduction

The printer user panel can automatically return to the Home screen. When you disable this setting, the user panel display does not return to the Home screen automatically.

When to do

Enable the setting and define a suitable time-out period that does not interfere with the print productivity.

How to configure the 'User panel time-out'

In Océ Express WebTools:

1. Open the 'Preferences' - 'System properties' tab.
2. Click 'Edit' in the 'Printer properties' section, or click on the 'User panel time-out' setting.
3. When you enable the setting, you must enter a time period as well. If you choose to disable the setting, the time-out period will not be adjustable.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Configure the Automatic wake-up

Introduction

You can use Automatic wake-up to start up the printer automatically on each working day. The wake-up time and working days are configurable.

How to configure the Automatic wake-up

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Printer properties' section, or click on the 'Automatic on' setting.
3. When you enable the setting, you must also enter the following settings in the 'Printer properties' section: 'Start-up time', 'End of working day time', 'First working day' and 'Last working day'.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Configure the Sleep mode time-out

Introduction

The printer offers an energy save mode that you can use when the printer is idle for a defined period. The configuration of the timer prevents unnecessary power consumption. The printer uses minimal energy, because the power supply of the printer is turned off. The power supply of the controller remains on. The printer needs little time to warm up when it wakes up from the sleep mode.

How to configure the time-out value

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Printer properties' section, or click on the 'Sleep mode time-out' setting.
3. Enter a new value. Thirty minutes is default.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.



Note:

The Edit window displays the minimal and maximal value you can select.



Note:

When the printer is in sleep mode, there are several ways to activate the system:

- send a print job
- press the wake-up button on the user panel
- open a media drawer
- insert a USB mass storage device

Configure the 'Media request time-out'

Introduction

The operator panel displays a message with a media request when the requested media is not available on the printer.

- When the 'Media request time-out' setting is disabled, the media request will be displayed on the operator panel until it is resolved.
- When the 'Media request time-out' setting is enabled (default), you can enter a media request time-out value in seconds. When the media request is not resolved within the media request time-out period, the 'Action after media request time-out' setting determines whether the printer either deletes the job from the Jobs Queue or puts the job in attention state.

When to do

Enable the 'Media request time-out' setting when your print productivity is an important factor.

How to configure the 'Media request time-out'

In Océ Express WebTools:

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Printer properties' section, or click on the 'Media request time-out' setting.
3. When you enable the setting, you must enter a time period as well. When you choose to disable the setting, the time period will not be adjustable.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

How to configure the 'Action after media request time-out'

In Océ Express WebTools:

1. Open the 'Preferences' - 'System properties' tab.
2. Click on 'Edit' in the 'Printer properties' section, or click on the 'Action after media request time-out' setting.
3. Select 'Put the job on attention state' or 'Delete the job'.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Configure the media sizes

Introduction

You can load various media sizes on the printer. In Océ Express WebTools you can indicate the various media sizes to make them recognisable for the printer.



Note:

For this procedure you need to log in as a System Administrator.

How to define the media sizes

In Océ Express WebTools:

1. Open the 'Support' - 'Media' tab.
2. Click on the 'Supported media sizes' setting. A new window opens.
3. Select a media series from the list. For each of the standard media series ('ANSI small', 'DIN', 'ANSI mixed' or 'DIN Carto') a set of media sizes is enabled.
4. You can enable or disable media sizes to tune the system to your environment. The media series will then automatically change into a 'Custom' media series.
5. Click 'Ok' to confirm, or 'Cancel' to reject your entries.



Note:

You cannot disable media sizes that are currently loaded on the printer.



Note:

When you load a media roll the printer automatically detects the roll width. If the detected roll width is not a standard width, the printer selects the next smaller roll width that is supported by the printer.



Note:

When you load a media roll with a size that was not yet enabled in the media series, the system automatically adds the new media size to the custom media series.

Configure the pen settings

Introduction

Normally, you define the pen settings in the application that you use to create a drawing with. When the pen settings are not defined in the application, the default pen settings in Océ Express WebTools are used.



Note:

For this procedure, you need to log in as a Key operator.

How to configure the pen settings

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Go down to the list of pen numbers.
3. Click on the value of the pen number that you want to change.
The pen settings window opens. You can configure the colour, width, and pattern for this pen.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Configure Mobile Printing and Scanning

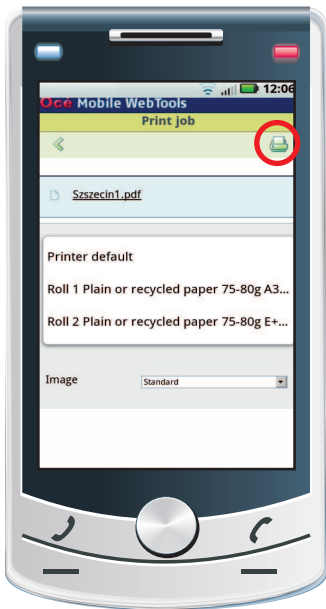
Océ Mobile WebTools

Introduction

Océ Mobile WebTools provides you with the following functionalities:

- Submit a print-ready file to the printer from a mobile device.
- Save a scanned file from the printer on a mobile device.
- Delete a scanned file on the printer.

Illustration



[116] Print from your mobile device with Océ Mobile WebTools

Requirements

Océ Mobile WebTools can be accessed via the browser on your mobile device.

In order for it to work, you need to meet the following requirements:

- You need a Wi-Fi infrastructure connected to the printer's network.
- You need a mobile device, on which you can access and browse the system.

- You need a compatible mobile operating system.
- You need a mobile web browser.

Optionally:

- You need a mobile file explorer application to print a stored file.
- You need a mobile application to scan the QR Code.

How to use the functionality

When you want to use Océ Mobile WebTools:

- The System administrator configures the network and Wi-Fi infrastructure.
- The System administrator enters the configuration information on the printer controller interface.
With this information you can generate and print the 'Quick Response Card'.
The 'Quick Response Card' contains the QR Code, and it contains information on how to connect to the Océ Mobile WebTools.
- The user activates Wi-Fi on the mobile device, and connects to the network. The user opens Océ Mobile WebTools on the device's web browser.
- With Océ Mobile WebTools the user can print a file from the mobile device, and the user is able to save a scanned document.

Get the latest information on infrastructure and mobile device compatibility

Refer to the Océ Large Format Systems Connectivity Manual on the Océ website to get information on the connection requirements, or visit the support section of the Océ website to find more information on mobile connection.

Configure Océ Express WebTools settings for a mobile connection

Introduction

When you want users to easily access Océ Mobile WebTools, it is necessary to configure the settings first. With the information you can develop a 'Quick Response Card' to create easy access.

Before you begin

Make sure you configure your Wi-Fi network, and connect the printer to the network.



Note:

For this procedure, you need to log in as Key operator or Power user.

Define the settings for a connection to Océ Mobile WebTools

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click 'Edit' in the right hand corner of the 'Mobile' section.
3. Enter the settings. This information will also be printed on the 'Quick Response Card':



Note:

Enter information according to your IT policy. Contact your System administrator for more information.

'Mobile' section in Océ Express WebTools

Setting	Action
'Wi-Fi name on QRC sheet'	Enter the name of your Wi-Fi network. The name will be displayed on the 'Quick Response Card'.
'Wi-Fi key on QRC sheet'	Enter the password for your Wi-Fi network, if needed. The key will be displayed on the 'Quick Response Card'.

4. Click 'Ok' to confirm your settings.



Note:

When the printer is in a Windows domain network, enter the domain name in Océ Express WebTools:

- Open the 'Configuration' - 'Connectivity' tab
- Go to the 'Network adapter' section. Enter the domain name in the field 'Primary DNS suffix'.

Result

The information you entered in the mobile section will be printed on the 'Quick Response Card'.

Generate the 'Quick Response Card'

Introduction

When you want users to easily access the printer from their mobile devices, you can generate the 'Quick Response Card'. The 'Quick Response Card' contains all the information to establish a connection between the mobile device and the printer. The card contains all your settings and a uniquely generated QR code. The URL of your printer is displayed, so you can also access Océ Mobile WebTools on your mobile device via the web browser .

Print the 'Quick Response Card' on individual cards or on a poster to provide easy access to the printer.

Before you begin

You need to edit the settings for the connectivity information in Océ Express WebTools first. Only a System administrator or Power user can edit the information.



Note:

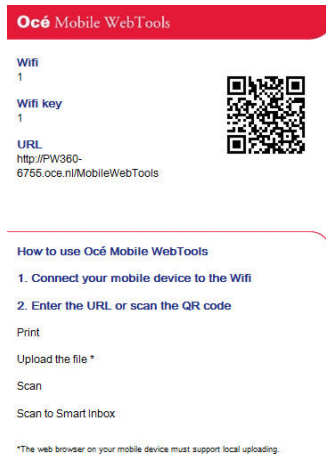
For this procedure, you need to log in as a System administrator.



Note:

The illustration below is an example, you cannot print and use this 'Quick Response Card' for your personal printer. The printer generates a unique 'Quick Response Card' with your own personal QR Code, based on your settings.

Illustration



[117] Example of a QR Card

Generate the 'Quick Response Card'

In Océ Express WebTools on your computer:

1. Open the 'Support' - 'About' tab.
2. Click on 'Quick Response Card' in the 'Downloads' section.
A new window opens. The 'Quick Response Card' is automatically generated and displayed in the window.
3. Print the 'Quick Response Card'.

Result

You can print the 'Quick Response Card' in any size, from any printer.

Connect your mobile device to Océ Mobile WebTools

Introduction

When you scan the QR Code or enter the printer's URL in the mobile web browser, you can connect to Océ Mobile WebTools.

Before you begin

- Make sure the system is configured.
- Make sure you generate the 'Quick Response Card'.
- Make sure you activate the Wi-Fi connection on your mobile device.



Note:

When you want to scan the QR Code, you need to have or download a QR Code scan application on your mobile device.



Note:

For iOS mobile devices, you can also type the IP address of the printer in the iCab Mobile browser to get access to the more extended Océ Express WebTools.



Note:

Find the latest compatibility information on the Océ website under the Support tab.



Note:

When the connection fails and cannot be established on your mobile device, please contact the System administrator.

Connect to Océ Mobile WebTools with the QR Code

1. Open the QR code scan application, on your mobile device.
2. Scan the QR Code displayed on the 'Quick Response Card'.
Océ Mobile WebTools opens in the web browser of your mobile device.
3. When requested, enter the password on the 'Quick Response Card' in order to connect.

Connect to Océ Mobile WebTools with a URL

1. Open the web browser on your mobile device.

2. Enter the printer's URL, displayed on the 'Quick Response Card'.
For example: 'http://hostname(.com)/MobileWebTools'.
3. When requested, enter the password on the 'Quick Response Card' in order to connect.

Connect to Océ Express WebTools with the IP address

When allowed by the System administrator, you can also access the extended Océ Express WebTools on your mobile device.

1. Open the web browser on your mobile device.
2. Enter the printer's IP address. Get the IP address from your System administrator.
3. When requested, enter the password on the 'Quick Response Card' in order to connect.

Result

Océ Mobile WebTools opens in the web browser of your mobile device.
You can now use it to print from your mobile device, or save scanned files on your mobile device.

Optimise your Print Quality and Print Productivity

Set the 'PDF transparency flattening'

Introduction

In Océ Express WebTools you can select a setting to flatten transparency information in a PDF document before printing. The setting is used for PDF documents containing transparency information only.

You can choose between the following values:

- 'Quality'
Select this value if print quality is an important factor. The processing speed slows down and more memory is required.
- 'Speed'
Select this value if PDF processing performance is more important than print quality. Large and complex PDF files are processed faster and use less memory.

Before you begin

For this procedure you need to log in as a Key operator.

How to set the 'PDF transparency flattening'

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Click 'Edit' in the 'Postscript/PDF rasterisation settings' section, or click on the 'PDF transparency flattening' setting.
3. Select 'Quality' or 'Speed'.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'PDF wipeout correction'

Introduction

The 'PDF wipeout correction' setting allows you to print PDF documents, that contain solid black areas that block parts of the image. When you enable this setting, PDF documents are printed correctly but the processing of the PDF files is slower.

Before you begin

For this procedure you need to log in as a Key operator.

How to set the 'PDF wipeout correction'

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Click 'Edit' in the 'Postscript/PDF rasterisation settings' section, or click on the 'PDF wipeout correction' setting.
3. Select the correct value. The setting is enabled when you check the box.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'Long plot mode'

Introduction

When the 'Long plot mode' setting is enabled, it allows you to print plots up to eight times longer than when the setting is disabled.

For the printer to be able to print long prints, the print quality can be reduced.



Note:

For this procedure you need to log in as a Key operator.



Note:

The 'Long plot mode' setting does not apply for PDF or PostScript files.

How to set the 'Long plot mode'

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Click 'Edit' in the 'General (non-postscript) rasterisation settings' section, or click on the 'Long plot mode' setting.
3. Select the correct value. The setting is enabled when you check the box.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'Automatic roll switch'

Introduction

In Océ Express WebTools you can choose to enable or disable the 'Automatic roll switch' for the following purposes:

- 'Enabled'

Select this value when you have two media rolls that contain identical media: the same media type and size. The printer automatically switches to another roll and continues printing, when the current roll runs out of media .

- 'Disabled'

Select this value when the media rolls contain different media types or sizes.

You have two options:

Select a specific roll number for your print job and the printing process stops, when the media roll runs out of media.

Do not select a specific roll number for your print job, but select media type and size. The printer selects the roll that contains the set media type and size, and continues printing.

Before you begin

For this procedure you need to log in as a Key operator.

How to set the 'Automatic roll switch'

1. Open the 'Preferences' - 'System defaults' tab.
2. Click 'Edit' in the 'Printer properties' section, or click on the 'Automatic roll switch' setting.
3. Choose between enabled or disabled.
Select enabled when print productivity is an important factor.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'Spool threshold'

Introduction

When the job memory is full the printer cannot receive new jobs, therefore it is necessary to spool the memory. Set the 'Spool threshold' setting to define the spool capacity for your jobs.

You can choose one of following values:

- 'Low'
Select this value when you have more small print jobs, and you want to allow a higher capacity.
- 'Normal'
This is the default setting. Select this value when you have both small and large print jobs.
- 'High'
Select this value when you have more large print jobs, and you want to reduce the risk of having to abort the file transfer due to a full job memory.

Before you begin

For this procedure you need to log in as a Key operator.

How to set the Spool threshold

In Océ Express WebTools:

1. Open the 'Preferences' - 'System defaults' tab.
2. Click 'Edit' in the 'Printer properties' section, or click on the 'Spool threshold' setting.
3. Select 'Low', 'Normal', or 'High'.
Select 'Low' when print productivity is an important factor.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'Rotation' mode

Introduction

When you want to turn an image you can use the rotation settings. The setting allows you to turn the image according to predefined rotation values, or you can let the printer perform the rotation automatically.

Choose one of the following values:

- 'No rotation'
- '90°'
- '180°'
- '270°'
- 'Auto rotate portrait'
- 'Auto rotate landscape'
- 'Auto rotate portrait with additional 180° rotation'
- 'Auto rotate landscape with additional 180° rotation'
- 'Auto rotate media saving'
- 'Auto rotate media saving with additional 180° rotation'
- Auto productive

Before you begin

For this procedure you need to log in as a Key operator.

How to set the rotation mode

In Océ Express WebTools:

1. Open the 'Preferences'- 'Print job defaults' tab.
2. Click 'Edit' in the 'Layout' section, or click on the 'Rotation' setting.
3. Choose one of the values.
Select 'Auto rotate media saving' or 'Auto rotate media saving with additional 180° rotation' when the print productivity is an important factor.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the 'Alignment' mode

Introduction

When you want shift the image on the sheet, you can change the alignment mode. With the alignment mode you can also optimise the print productivity, as you reduce the distance the print carriage has to travel. You can, for instance, align the image to the top right hand corner of the sheet.

You can choose the following alignment settings:

'Alignment' mode		
'Top left'	'Top'	'Top right'
'Left'	'Centre'	'Right'
'Bottom left'	'Bottom'	'Bottom right'

Before you begin

For this procedure you need to log in as a Key operator.

How to set the alignment mode

In Océ Express WebTools:

1. Open the 'Preferences' - 'Print job defaults' tab.
2. Click 'Edit' in the 'Layout' section, or click on the 'Alignment' setting.
3. Select the correct value.
Select 'Top right' when the print productivity is the most important factor.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Set the Link speed and duplex mode

Introduction

Use Océ Express WebTools to set the transmission speed and duplex mode for your network adapter.

Before you begin



Note:

For this procedure you need to log in as a Key operator.



Note:

The list of values you can select depends on the network card type.

Set the Network speed and duplex mode

In Océ Express WebTools:

1. Open the 'Configuration' - 'Connectivity' tab.
2. Click 'Edit' in the 'Network adapter' section, or click on the 'Link speed and duplex mode' setting.
3. Select the correct value. 'Automatic detection' is default. When automatic detection fails, you must select the value that matches the properties of your local network.
4. Click 'Ok' to confirm, or 'Cancel' to reject your entries.

Chapter 4

Use the Printing System

What you need to know before you start a job

Definition

You can make a copy, scan, or print job you as intricate as you like. There are three general levels on which you can make changes to the job settings, before you start a job:

- Default level: simple
- Presets level: medium
- Advanced settings level: extensive - tune specific

Three levels of job submission

Nr	Job settings level	Steps
1.	Basic Job - Default	<ul style="list-style-type: none">■ Select your print job from the location or insert an original for copy and scan jobs.■ Tap the green button, the default settings are used.
2.	Extended Job - Presets	<ul style="list-style-type: none">■ Select your print job from the location or insert an original for copy and scan jobs.■ Tap the copy, scan, or print tile twice to open the window with the presets and the advanced settings.■ Change one or more presets.■ Tap the green button.
3.	Extended Job - Advanced settings	<ul style="list-style-type: none">■ Select your print job from the location or insert an original for copy and scan jobs.■ Tap the copy, scan, or print tile twice to open the window with the presets and the advanced settings.■ Tap 'All settings'.■ Change one or more of all the listed settings.■ Tap the green button.

Take note of the following:

- The values defined in Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the default settings in Océ Express WebTools.
- Make sure that you define and load the correct media for your job.

- Make sure that you define the correct job settings: for example, orientation, rotation, and media type.

How to feed an original

Introduction

When you want to copy or scan, it is important to correctly feed the original in the printer.



Attention:

The scanner can not scan an original that is thicker than 0.8 mm or rigid originals. When you use the carrier sheet that is available as an option, ensure that the combined thickness of both the document and carrier sheet does not exceed 0.8 mm. For more information, see *'How to use the carrier sheet'* on page 187.



Attention:

Do not retrieve the original from the printer when it is already fed into the scanner. To release the original press the stop button on the user panel and tap 'Release the original' under the Smart Access.

How to feed the original

1. Feed the original face up and centred on the original feeding table.



2. The scanner takes the original.
The width of the original is automatically detected and displayed in the Smart Access.
The live scan view displays the scanning process.

Result

Depending on the selected 'Original release mode' in Océ Express WebTools, the scanner holds or releases the original after the scan procedure. Tap 'Release the original' under the Smart Access to let the scanner release the document.
When the original is released, you can feed the next original.

How to auto-feed an original

Introduction

When you activate the auto-feed functionality, you do not need to use the green button every time you scan a document. This way you improve your productivity. The scanner is activated automatically, and after the scan procedure the scanner releases the original.



Note:

The auto-feed functionality is disabled when you select the 'Print' tile or when the user panel reverts to the home screen after the specified time-out period.



Note:

You can change the settings of your copy or scan job before you feed the originals.

How to auto-feed the original

1. Feed the first original face up and centred on the original feeding table.
2. The scanner takes the original.
3. Tap the green button twice. The green button displays the message 'Automatic'.
4. Tap the green button to start the scan job.
5. When the user panel displays the message 'Insert original', you can insert the next original.
6. When you want to de-activate the auto-feed functionality, tap the green button. 'Automatic' disappears from the green button.

How to use the carrier sheet

Introduction

The carrier sheet can help you to scan an original. The use of the carrier sheet depends on the condition of your original.

When to do

You can use the carrier sheet, when you want to copy or scan:

- an original that is smaller than A4 size
- an original that is fragile or damaged
- an original that is badly creased
- an original that has other pieces of paper attached to it.

**Attention:**

When handling the carrier sheet, be very careful not to scratch or otherwise damage it.

**Note:**

When you use the carrier sheet with colour documents, the colours can shift slightly.

**Note:**

The carrier sheet is optional and not delivered with the machine. You can order it on the Océ website.

How to use the carrier sheet

1. Open the carrier sheet and place the original. The printed side of the original must be visible through the transparent protection sheet.
2. Place the carrier sheet with the original face up and centred on the original feeding table.

**Attention:**

Make sure that you first feed the sealed side of the carrier sheet into the scanner.

3. Feed the carrier sheet with the original into the scanner.



Note:

The scanner will detect the width of the carrier sheet as the original width.

4. The scanner takes the carrier sheet with the original.
5. A copy or scan is made of your original.

Print Jobs - Job submission tools

Use Océ Publisher Express to send a print job

Introduction

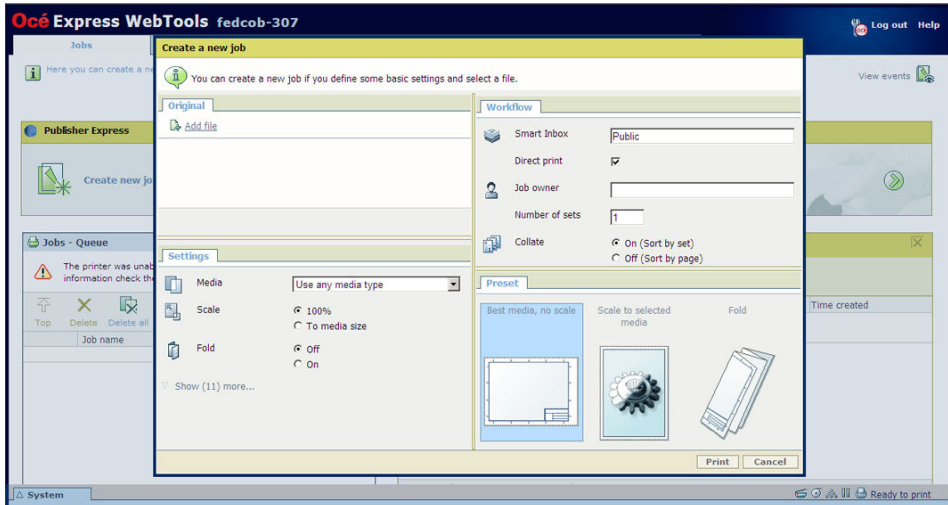
Océ Publisher Express is a job submitter that is integrated in Océ Express WebTools.



Note:

When you use Océ Publisher Express to submit a print job, the maximum job size is 2 GigaByte.

Illustration



How to use Océ Publisher Express to send a print job

Step	Action	Remarks
1	Open the 'Jobs' - tab.	<p>This tab displays the following.</p> <ul style="list-style-type: none"> ■ The Océ Publisher Express section. ■ An overview of all jobs that are currently available in the Jobs and Scan queue. ■ An overview of all the Smart Inboxes that currently contain one or more jobs.
2	Click on 'Create new job' in the Océ Publisher Express section.	A separate window opens.

Step	Action	Remarks
3	Click on 'Add file' and use the Browse... button to select the file you want to print. Repeat this action to add more files to the job.	<p>You can print documents with the following data formats</p> <ul style="list-style-type: none"> ■ - HP-GL - .hp, .hpg, .hpgl ■ - HP-GL/2 - .hp2 ■ - HP RTL - .rtl ■ - CALS - .cls, .cal ■ - NIRS - .nir, .nif ■ - CalComp - .cc, .906, .907, .951, .crf, .pci ■ - Edmics (C4) - .c4 ■ - TIFF - .tif ■ - PostScript 3 - .ps (licensed) ■ - PDF - .pdf (licensed) ■ - JPEG - .jpg, .jpeg ■ - DWF - .dwf
4	Select the 'Preset' and change the 'Settings' if necessary.	Job settings that you change in Océ Publisher Express always overrule the default settings defined in the Océ Express WebTools.
5	In the 'Workflow' section enter the name of the Smart Inbox you want to print to and click 'Ok' to send the print job to the Smart Inbox.	You can easily create a new Smart Inbox when you enter a new Smart Inbox name.

Use the Smart Inbox to send a print job

Introduction

When you have already added a job to the Smart Inbox in Océ Express WebTools you can print this job via the Smart Inbox.



Note:

For more information on how to create a Smart Inbox, see *'Create and open a Smart Inbox for print jobs'* on page 117 and *'Create and open a Smart Inbox for scan jobs'* on page 119.

How to print a job from the Smart Inbox

In Océ Express WebTools:

1. Select the 'Jobs' tab.
2. Click on 'Open Smart Inbox'.
3. Click on the white field and select the correct Smart Inbox.
4. Select the job and click 'Print'. The job is copied into the queue.

Use Océ Publisher Select to send a print job

Definition

Océ Publisher Select is a client application that allows you to create, preview, print, and manage jobs in an intuitive way.

Océ Publisher Select

The software is based on user's intent.

When a job is created, the system:

- Allows you to load files to print from the workstation or from the network.
- Automatically prints documents from a 'Hot Folder'.
- Analyses each file added to the job.
- Automatically applies the default print settings defined in the template.
- Automatically selects the media to be used according to the template you selected.
- Automatically selects the optimal configuration of settings according to the 'Image Properties' and printer's capabilities (for folding for instance).
- Can automatically detect the location of the legend on a document.
- Displays an instantaneous and interactive 'Print Preview' of the expected output (including the location of the top of the folded packet when folding is activated).
- Allows you to tune each 'Basic' and 'Advanced' setting of a document before printing it.
- Allows you to add a banner page to each set of documents.
- Allows you to create and print stamps on documents.
- Allows you to save jobs (including their configuration) in order to archive or reprint them.
- Provides accounting capabilities.
- Submits the jobs to an inbox.
- Allows you to monitor the status of your jobs.

The values set in Océ Publisher Select override the default values set on the printer.

Use Océ Publisher Select to send a print job

Step	Action	Remarks
1	Start Océ Publisher Select and connect it to the Océ system	
2	Create a new job	

Step	Action	Remarks
3	Add the print files to the job	The system immediately starts to interpret the file. It automatically selects the most appropriate media and orients the image on the media.
4	Edit and adjust the document print settings when needed	In the 'Edit Document Print Settings' window, you can: <ul style="list-style-type: none"> ■ Select one or several documents in the 'Document List' to display the properties, print settings, and 'Print Preview'. ■ Check and adjust the 'Image Properties'. ■ Tune the 'Basic' settings. ■ Tune the 'Advanced' settings: <ul style="list-style-type: none"> - the 'Media' settings - the 'Layout' settings - the 'Rendering' settings - the 'Finishing' settings - the 'Stamping' settings
5	Check the 'Print Preview'	The system displays an interactive preview to represent: <ul style="list-style-type: none"> ■ The way the system will print the image. ■ The effects of the selected settings on the output.
6	Send the print job to the printer	
7	Track and manage a submitted job	<ul style="list-style-type: none"> ■ View the status of the job ■ Save the job ■ Duplicate the job ■ Cancel the job



Note:

You can download the latest version of Océ Publisher Select from the Océ website.

Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job

Introduction

Océ provides the Océ Wide format Printer Driver for Microsoft® Windows® that allows you to send print jobs to your printer.

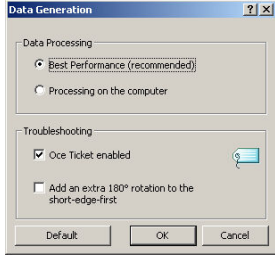
This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under a Windows operating system to your Océ printer.

Illustration



How to use the Printer Driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	AutoCAD® or any other Windows application
2	From the 'File' menu of the application, click 'Print'.	
3	Select the product name of your printer in the 'Printer' area of the 'Print' dialogue box.	

Step	Action	Remarks
4	Click 'Properties'.	You can define the default print job settings in Océ Express WebTools.
5	In the 'Image' tab click the 'More' button. Make sure a checkmark is placed in the 'Océ Ticket enabled' box to overrule the default values for the job settings.	
6	Check all tabs in the driver and change the settings, if necessary.	
7	Click 'OK' to send the print job to the 'Smart Inbox' or the print queue.	



Note:

More information on how to install, configure, and use the driver is available in the documentation provided with the Océ Windows® Printer Driver. You can find it in:

- the Océ Wide format Printer Driver for Microsoft® Windows® Online Help
- the Océ Wide format Printer Driver for Microsoft® Windows® User manual



Note:

Visit <http://global.oce.com/support>, select your driver and find manuals and downloads in the list.

Use the Océ PostScript® 3 Driver to send a print job

Introduction

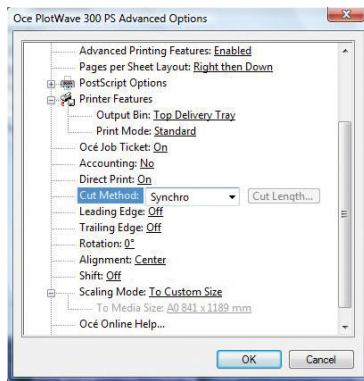
Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your printer.



Note:

You need a license to be able to print PostScript files on the printer.

Illustration



How to use the driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	
2	From the 'File' menu of the application, click 'Print'.	
3	Select the product name of your printer in the 'Printer' area of the 'Print' dialogue box.	
4	Click 'Properties' and 'Advanced'.	When you select Properties you can make settings for the print job.

Step	Action	Remarks
5	Activate the Océ Job Ticket to overrule the default values for the job settings.	
6	Check and change the Printer Features settings if necessary.	
7	Click 'OK' to send the print job to the Smart Inbox or the print queue.	



Note:

For more information visit <http://global.oce.com/support>, select your driver and find manuals and downloads in the list

Use Océ Publisher Mobile to send a print job

Introduction

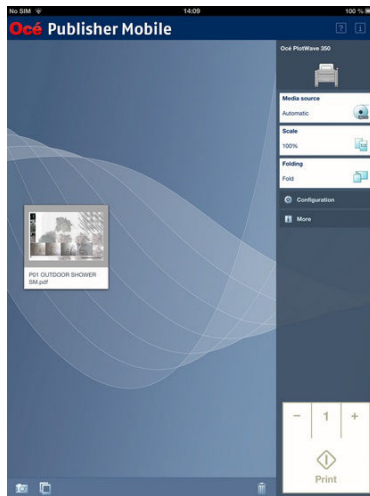
Océ Publisher Mobile is an application that enables you to easily plot from an Océ system via your iPhone or iPad.

All Océ TCS, TDS, ColorWave and PlotWave systems are supported. A user can plot all PDF*, PLT (HPGL1/2), TIFF, JPEG and DWF* files.

Before you begin


Download Océ Publisher Mobile from <http://global.oce.com/support>. Go to the software page under large format and select the product.

Illustration



Add a printer to Océ Publisher Mobile

Step	Action	Remarks
1	Open Océ Publisher Mobile on your mobile device.	
2	Tap the printer button.	Océ Publisher Mobile detects the compatible printers that are available in your network.

Step	Action	Remarks
3	The detected printer, indicated with a 'Connection' icon, is added to your printer list.	When your printer is not detected, you can add it manually. Tap the 'Add' printer button.
4	From the printer list, select your printer.	
5	Tap the 'Configure' icon, next to the printer name.	The printer configuration window opens.
6	Enter the IP address or hostname of the printer	
7	Add the settings for the printer.	<ul style="list-style-type: none"> ■ Enter a name ■ Check or define the printer model ■ Define the number of rolls ■ Indicate if there is a folder
8	Save the settings. Your printer is added	<p> Note: You can also open Océ Express WebTools. Tap the hyperlink in the configuration window. This is useful to: -know the printer status -enter accounting information -see your Smart Inbox -see if there is an error.</p>

Send a print job

Step	Action	Remarks
1	Open the file you want to print in Océ Publisher Mobile.	
2	Select your printer.	
3	Define the print settings you need.	Main settings you can select: <ul style="list-style-type: none"> ■ Media source ■ Scale ■ Folding

Step	Action	Remarks
4	Indicate the number of copies.	
5	Tap the green button	Your job is sent to the printer.

Print from your mobile device

Introduction

When you have access to Océ Mobile WebTools you can print a file from your mobile device on the printer .



Note:

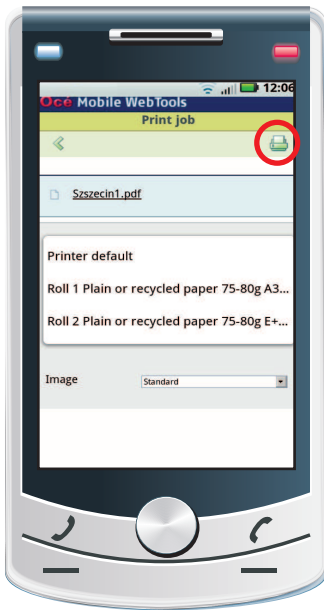
You can navigate in a file repository on your mobile device. If needed, install a file explorer application. For more details refer to the Océ website.



Note:

Make sure you have a working connection, for more information see *'Connect your mobile device to Océ Mobile WebTools'* on page 170.

Illustration



[124] Print from your mobile device

Select and print a file

In Océ Mobile WebTools:

1. Go to the 'Print' section, and select 'New job'.
The 'Print job' window opens.
2. Click on 'Select a file'.
3. Browse to the file you want to print and click Open.
4. Define the settings for your print job and click Ok.
5. After you have defined your settings, click on the printer icon in the upper right hand corner. The job is sent to the printer.

Result

Your document is printed. Your print job appears on the user panel and in the Jobs queue of Océ Express WebTools, while it is being printed.



Note:

When the system requires accounting information, your print job is sent to the Smart Inbox named 'Mobile' in Océ Express WebTools. It is not printed. Connect to Océ Express WebTools from a workstation. Enter the accounting information in order to print the job.

Use FTP to send a print job

Introduction

The printer supports printing through FTP.

When you send your print job through FTP the default Océ Express WebTools settings are leading.



Note:

You must enable printing through FTP in Océ Express WebTools.



Note:

For more information on how to create an external location via FTP on the user panel, see [‘Create an external location’ on page 153](#).

Before you begin

Find the network settings and IP address of your printer on the user panel.

Tap the system thumbnail and select 'Network settings' in the list. A wizard opens with the required information.

How to send a print job via FTP

You can print the files through FTP in the following ways.

- Via a command line prompt
- Enter the address **ftp://<hostname or IP address>/jobs** in your workstation browser.
- Via a FTP application
- From a web browser

The printer has a dedicated FTP Jobs folder. You cannot delete or change this folder. It is created at installation and protected. The most convenient way to print files through FTP is to drag and drop the files, or to copy and paste the files into this 'Jobs' folder on the FTP site of the printer controller. The documents in the folder are printed on your printer.

Web browsers that support job submission through FTP

Level of functionality	Web browser	Operation
Supports drag and drop of files	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Drag the jobs into the 'Jobs' folder on the FTP site of your printer.
Supports copy and paste of files.	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Paste the jobs into the 'Jobs' folder on the FTP site of your printer.

Use LPR to send a print job

Introduction

The printer supports printing through LPR.

When you send your print job through LPR the default Océ Express WebTools settings are leading.



Note:

You must enable printing through LPR in Océ Express WebTools.

How to send a print job via LPR

Type the following line command after the Command prompt: **lpr -S** <hostname or IP address> **-P** <print queue name> <file name>.



Note:

You can use any name for <print queue name>, for example **jobs**.

Use the cloud to send a print job

Introduction

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Before you begin

Create an external location via 'WebDAV' in Océ Express WebTools to enable your cloud connection with the printer. For more information, see ['Create an external location' on page 153](#)

Illustration



How to send a print job via the cloud

On your mobile device:

1. Open your cloud application.
2. Depending on the application you use:
 - add and save the file you want to print, or...
 - send the file to the printer.

Basic Print Jobs - Default

Do a default print job

Introduction

When you want to print a job and you do not make any settings the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

- Océ Publisher Express - *'Use Océ Publisher Express to send a print job'* on page 189
 - Océ Publisher Select - *'Use Océ Publisher Select to send a print job'* on page 193
 - Océ Wide format Printer Driver for Microsoft® Windows® - *'Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job'* on page 195
 - Océ Postscript Driver - *'Use the Océ PostScript® 3 Driver to send a print job'* on page 197
 - Océ Publisher Mobile - *'Use Océ Publisher Mobile to send a print job'* on page 199
 - Océ Mobile WebTools - *'Print from your mobile device'* on page 202
- Or submit a job via
- LPR - *'Use LPR to send a print job'* on page 206
 - FTP - *'Use FTP to send a print job'* on page 204
 - The cloud (WebDAV) - *'Use the cloud to send a print job'* on page 207
 - Eneo, or USB.



Note:

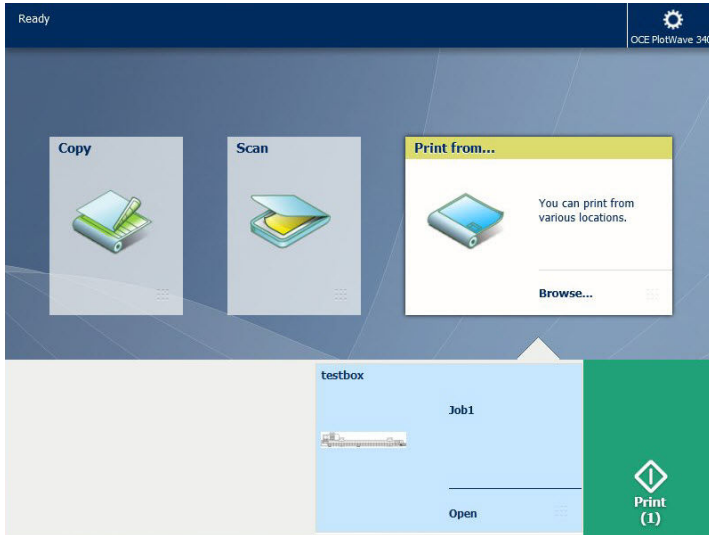
This following procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see *'Direct print'* on page 210.

A default print job

After you have submitted a job to the printer:

1. Tap the Print tile on the printer user panel to open the list of locations.

2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the green button, next to the job settings.

Result

A print of your file is made. Collect your document from the 'Top Delivery Tray'.

Direct print

Introduction

When you want to do a default print job:

- You can print with direct print.
When you print with direct print, the print job is sent to the queue immediately.
- You can print without direct print.
When you print without direct print you have to start the job locally at the printer.



Note:

When the 'Preferences' - 'System defaults' - 'Job management' - 'Override destination of print jobs' is set to 'Only to Smart Inbox', you cannot print directly and you have to start the print job at the printer. When you want to print with direct print, you must change this setting in Océ Express WebTools.

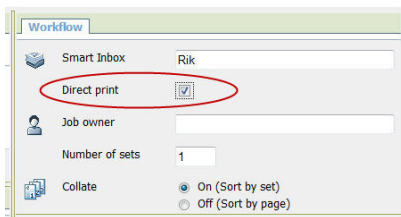


Note:

For more information on how to submit a print job via Océ Publisher Express see [‘Use Océ Publisher Express to send a print job’](#) on page 189.

Do a default print job with direct print

1. Send a job to the printer via one of the job submitters, and select 'direct print' in the job ticket.



Usually via Océ Publisher Express in Océ Express WebTools.

2. Go to the printer to collect your print.

Do a default print job without direct print

When 'direct print' is not selected in the job ticket, or when the function is disabled:

1. Send a job to the printer and select the preferred Smart Inbox as a location, via one of the job submitters.

2. Go to the printer and open your Smart Inbox, via the Smart Access on the user panel.
3. Select your job in the Smart Inbox.
4. Tap the green button to print your job.

Result

Collect your output at the printer.

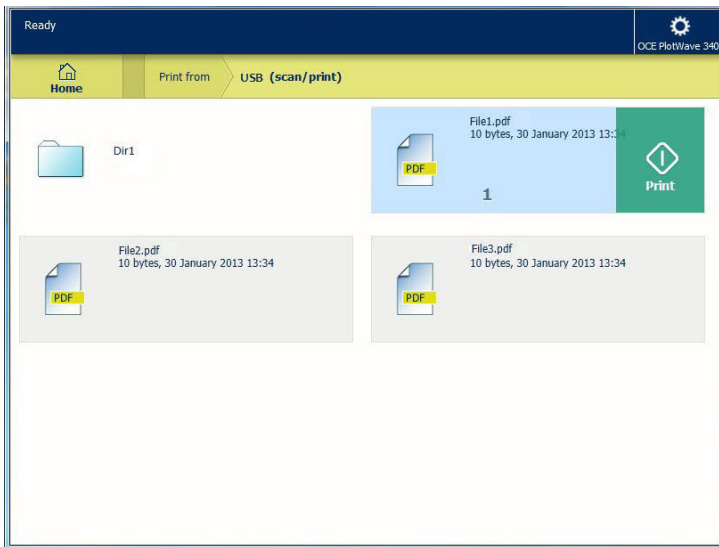
Print from a USB mass storage device

Introduction

With the help of a USB mass storage device, you can perform print and scan jobs on the printer.

When you want to print from a USB device:

1. Insert a USB device into the USB port on the multi-touch user panel.
2. The 'Print' tile is automatically selected on the user panel, and the USB location is active.
3. Tap on the USB location in the print Smart Access.
A window with a list of the folders and files present on your USB device opens.



4. Swipe through the list and tap the file you want to print.
5. Tap the green button to start the job.

Result

The printer prints the document from your USB device.

Extended Print Jobs - Presets

Print presets on the user panel

Introduction

When you do not make different settings in Océ Express WebTools, the printer uses the default presets for print, copy, and scan jobs.

Below the presets you can use to change the settings for print jobs on the multi-touch user panel are listed. The print presets are divided into four categories: 'Media', 'Layout', 'Image', 'Finishing'.



Note:

For more information on how to change the preset settings, see ['Set the print presets'](#) on page 145.

Print presets on the user panel

'Media'	'Layout'	'Image'	'Finishing'
'Any loaded media'	'1:1'	'CAD with images'	'Top Delivery Tray'
Media size and type of roll 1	'Half size'	'Pure CAD'	'Back output'
Media size and type of roll 2	'Fit to media width'	'Photo'	'Custom'
'Custom'	'Custom'	'Custom'	

Extended Print Jobs - Advanced Settings


Advanced settings for print jobs

Introduction




When you tap the 'Print' tile on the multi-touch user panel, you can make your own settings.


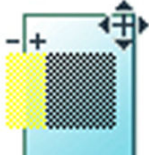
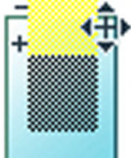
Apart from the preset tiles, you can select the advanced settings under 'All settings'. These settings are used for extended print jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.



Preset category: 'Media'

Setting	Settings values	Function
'Media type'	Any type List of media types	The type of media you use.
'Media size'	Any size List of media sizes	The size of media you use.
'Media source'	'Automatic' 'Roll 1' (description of media type and media size loaded on roll 1) 'Roll 2' (description of media type and media size loaded on roll 2) 'Manual'	Define the media feed to copy or print on. When you select 'Auto' the printer automatically selects the media roll. 



Preset category: 'Layout'

Setting	Settings values	Function
'Cut size'	'Cut method': <ul style="list-style-type: none"> ■ 'Synchro' ■ 'Standard' ■ 'Custom' 	<p>When set to 'Synchro', the print is cut depended of the image.</p> <p>When set to 'Standard', the print is cut to a standard media size.</p> <p>When set to 'Custom', you must enter the sizes manually.</p> 
	'Add a leading strip'	<p>Adds a blank strip at the beginning of the output.</p> <p>From 0 to 400 mm, or 0 to 16 inches.</p> 
	'Add a trailing strip'	<p>Adds a blank strip at the end of the output.</p> <p>From 0 to 400 mm, or 0 to 16 inches.</p> 
'Rotation'	'Automatic media saving' <ul style="list-style-type: none"> '0°' '90°' '180°' '270°' 	<p>Rotates the image counter-clockwise.</p> <p>Select 'Automatic media saving' to use the media in the most efficient way.</p>


Setting	Settings values	Function
'Positioning'	'Alignment': <ul style="list-style-type: none"> ■ 'Top left' ■ 'Top' ■ 'Top right' ■ 'Left' ■ 'Centre' ■ 'Right' ■ 'Bottom left' ■ 'Bottom' ■ 'Bottom right' 	'Aligns the image on the media.' 
'Horizontal shift'		'Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').' From - 914 mm to 914 mm, or - 36" to 36". 
'Vertical shift'		'Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').' From - 1219 mm to 1219 mm, or - 48" to 48". 

Setting	Settings values	Function
'Scale'	'1:1'	Scales the image to the original size.
	'Standard half size'	Scales the image to half the media size present.
	'Fit to media width'	Scales the image to fit the media size you select from a list. 
	'Custom'	Scales the image to a custom percentage. 10 - 1000%' 

Preset category: 'Image'

Setting	Settings values	Function
'Print quality'	'Standard' 'Lines/text' 'Photo'	Define the type of original you use 
'Mirror'	'On' 'Off'	'When 'on', the image is mirrored along the vertical axis (the media transport direction).' 

Preset category: 'Finishing'

Setting	Settings values	Function
'Delivery'	'Top Delivery Tray'	Location on top of the printer, that deposits the sheet face-down.  <i>Note:</i> Not all media types can be delivered to the 'Top Delivery Tray'.
	'Back output'	Location at the back of the printer, that deposits the sheet face-up.
'Fold'	'On' 'Off'	When enabled and a finisher is installed, you can fold your output.

Basic Copy Jobs - Default

Advised settings for copy jobs

Introduction

A default copy job takes two steps: feed the original face up and tap the green button.

When you change the presets or the advanced settings, it is an extended copy job.

Advised settings for copy jobs

It is best to predefine the advised settings for copy jobs you do most often.

In the table below you find the advised settings for specific copy jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	'Lines/text standard' or 'Folded lines/text'	
Folded coloured CAD drawing	'Coloured original'	For folded monochrome originals apply 'Folded lines/text'.
Coloured original, like CAD-colour, maps, business graphics, etc.	'Coloured original'	The 'Coloured original' mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	'Coloured original'	
Photos and high definition colour prints	'Photo'	
Medium quality colour prints	'Coloured original';	
Dark originals and dark transparent originals	'Dark original'	The renewed 'Dark original' setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blueprints"	'Dark original'	

Original document	Original type	Remarks
Blueprints with white lines on a blue background	'Blueprint'	The image is inverted, that is white is converted to black.



Note:

For highlighting colour on an otherwise monochrome original, select the listed original type and enable 'Colour highlighting'. Enable 'Colour highlighting' on the user panel under 'All settings' - 'Image' - 'Colour highlighting'.

Do a default copy job

Introduction

When you want to copy an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Illustration



Do a default copy job

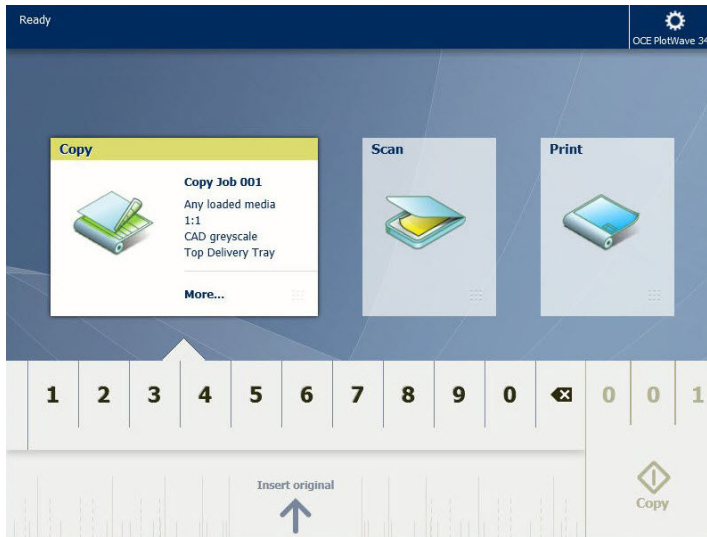
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A copy of your original is made. Collect your copy from the 'Top Delivery Tray'.

Extended Copy Jobs - Presets

Copy presets on the user panel

Introduction

When you do not make different settings in Océ Express WebTools, the printer uses the default presets for print, copy, and scan jobs.

Below the presets you can use to change the settings for copy jobs on the multi-touch user panel are listed. The copy presets are divided in four categories: 'Media', 'Layout', 'Image', 'Finishing'.



Note:

For more information on how to change the preset settings, see ['Set the copy presets' on page 141](#).

Copy presets on the user panel

'Media'	'Layout'	'Image'	'Finishing'
'Any loaded media' 1	'1:1'	'CAD greyscale'	'Top Delivery Tray'
Media size and type of roll 1	'Half size'	'CAD colour'	'Back output'
Media size and type of roll 2	'Fit to media width'	'Photo'	'Custom'
'Custom'	'Custom'	'Custom'	

Make a half size copy

Introduction

When you want to scale your original to a 50% copy, you can select a preset on the user panel.

Make a half size copy

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap the 'Layout' preset.



4. Tap 'Half size'.
5. Define the number of copies and tap the green button.

Result

The printer copies to 50%.

Copy by set

Introduction

You can use the 'Create set' option to make multiple sets of copies.

How to copy by set

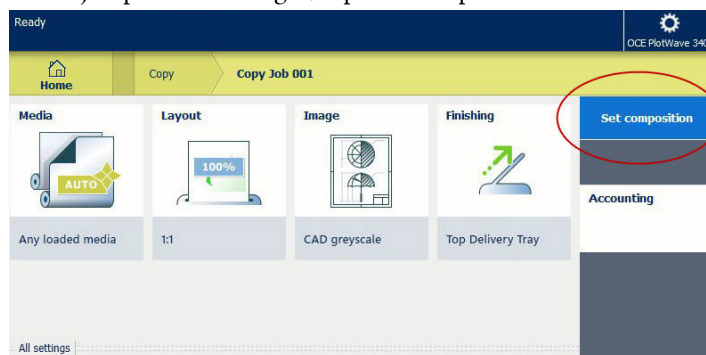
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. In the job pane on the right, tap 'Set composition'.



The green button changes colour and displays 'Add'.

4. Tap the button to start scanning.
5. When the printer releases the original, insert the next original.
6. Tap the green button. The scan is added to the set.
Repeat this step until your set is complete.
7. Tap the 'Finish set' tile, to finish the set.

Result

The printer copies the set of originals.

Extended Copy Jobs - Advanced Settings


Advanced settings for copy jobs

Introduction




When you tap the 'Copy' tile on the multi-touch user panel, you can make your own settings.





Apart from the preset tiles, you can select the advanced settings under 'All settings'. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.


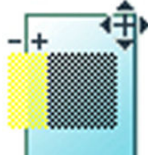

Preset category: 'Media'


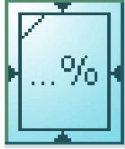
Preset	Settings values	Function
'Media type'	Any type List of media types	The type of media you use.
'Media size'	Any size List of media sizes	The size of media you use.
'Media source'	'Automatic' 'Roll 1' (description of media type and media size loaded on roll 1) 'Roll 2' (description of media type and media size loaded on roll 2) 'Manual'	Define the media feed to copy or print on. When you select 'Auto' the printer automatically selects the media roll. 

Preset category:'Layout'




Preset	Settings values	Function
'Cut size'	'Cut method': <ul style="list-style-type: none"> ■ 'Synchro' ■ 'Standard' ■ 'Custom' 	<p>When set to 'Synchro', the print is cut depended of the image.</p> <p>When set to 'Standard', the print is cut to a standard media size.</p> <p>When set to 'Custom', you must enter the sizes manually.</p> 
	'Add a leading strip'	<p>Adds a blank strip at the beginning of the output.</p> <p>From 0 to 400 mm, or 0 to 16".</p> 
	'Add a trailing strip'	<p>Adds a blank strip at the end of the output.</p> <p>From 0 to 400 mm, or 0 to 16".</p> 

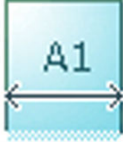

Preset	Settings values	Function
'Remove strip'	'Top'	'Erase a strip from the beginning of the original.' From 0 to 400 mm, or 0 to 16". 
	'Bottom'	'Erase a strip from the bottom of the original.' From 0 to 400 mm, or 0 to 16". 
	'Left'	'Erase a strip from the left side of the original.' From 0 to 400 mm, or 0 to 16". 
	'Right'	'Erase a strip from the right side of the original.' From 0 to 400 mm, or 0 to 16". 




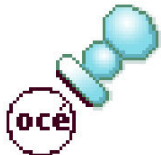
Preset	Settings values	Function
'Positioning'	'Alignment': <ul style="list-style-type: none"> ■ 'Top left' ■ 'Top' ■ 'Top right' ■ 'Left' ■ 'Centre' ■ 'Right' ■ 'Bottom left' ■ 'Bottom' ■ 'Bottom right' 	'Aligns the image on the media.' 
	'Horizontal shift'	'Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').' From - 914 mm to 914 mm, or - 36" to 36". 
	'Vertical shift'	'Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').' From - 1219 mm to 1219 mm, or - 48" to 48". 

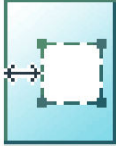
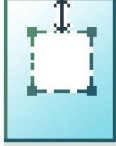


Preset	Settings values	Function
'Scale'	'1:1'	Scales the image to the original size.
	'To media size'	Scales to the selected media width.
	'To standard size'	Scales the image to fit the media size you select from a list. 
	'Custom'	Scales the image to a custom percentage. 10 - 1000%'' 

Preset category: 'Image'


Preset	Settings values	Settings values	Function
'Original'	'Original type'	'Lines/text standard' 'Lines/text draft' 'Coloured original' 'Folded lines/text' 'Blueprint' 'Dark original' 'Photo'	Define the type of original you use. For more information on choosing the correct original type, see <i>'Advised settings for copy jobs'</i> on page 219. 
	'Background compensation'	'Auto' 'On' 'Off'	Reduce the background noise of the image. 
	'Original width'	'Auto'	The width of the original is automatically detected by the scanner. 
		'Standard' Selection of available standard sizes: <ul style="list-style-type: none"> ■ 'A0' ■ 'A1' ■ 'A2' ■ 'A3' ■ 'E+ (36")' ■ 'B1 (707 mm)' ■ 'B2 (500 mm)' 	

Preset	Settings values	Settings values	Function
			<p>The width of the original is a standard size.</p>  <p>i <i>Note:</i> Depends on the media series you define in Océ Express WebTools</p>
		<p>'Custom' You can enter a size within the range of 210 to 914 mm, or 8.5 to 36".</p>	<p>The width of the original is a custom size.</p> 

Preset	Settings values	Settings values	Function
'Image'	'Colour highlighting'	'On' 'Off'	<p>When enabled all coloured information is printed darker on the original than black/grey information. For instance, marked or highlighted text becomes more visible.</p> <p> Note: It is only relevant for the copy modes: 'Coloured original', 'Lines/text standard', 'Lines/text draft', 'Folded lines/text', 'Dark original'.</p>
	'Lighter/Darker'	Value from -5 to 5	'Increase the value for darker prints; decrease for lighter prints.'
	'Mirror'	'On' 'Off'	<p>'When 'on', the image is mirrored along the vertical axis (the media transport direction).'</p> 
'Stamp'	Select a stamp from the list.	<p> Note: For more information on how to create a stamp, see 'Create a stamp' on page 150</p>	<p>Copy with a stamp</p> 

Preset	Settings values	Settings values	Function
'Area to erase'	'Area to erase: X origin'	From 0 to 914 mm, or 0 to 36"	'The horizontal offset where the erase area starts.' 
	'Area to erase: Y origin'	From 0 to 6000 mm, or 0 to 250"	'The vertical offset where the erase area starts.' 
	'Area to erase: width'	From 0 to 914 mm, or 0 to 36"	'The width of the area to erase.' 
	'Area to erase: length'	From 0 to 6000 mm, or 0 to 250"	'The length of the area to erase.' 

Preset category: 'Finishing'

Preset	Settings values	Function
'Delivery'	'Top Delivery Tray'	Location on top of the printer, that deposits the sheet face-down.  Note: Not all media types can be delivered to the 'Top Delivery Tray'.
	'Back output'	Location at the back of the printer, that deposits the sheet face-up.
'Fold'	'On' 'Off'	When enabled and a finisher is installed, you can fold your output.

Make a copy and add a strip

Introduction

When you make a copy, you can add a strip to a document.

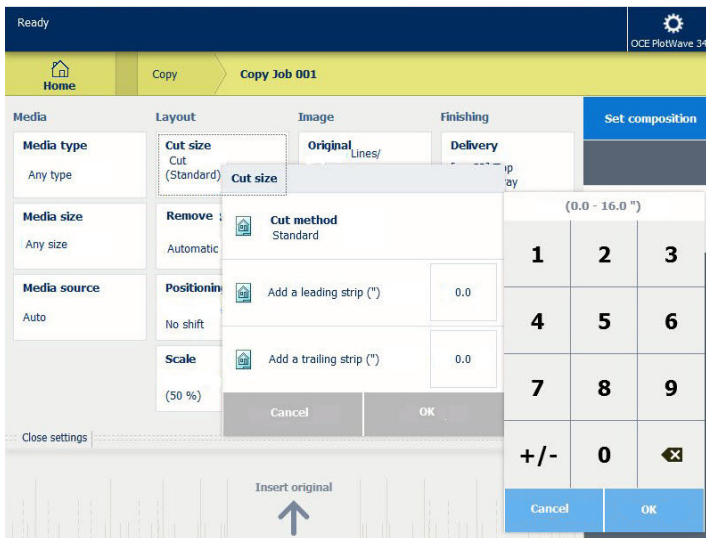
Use 'Sheet size' to copy an original without a strip, and add a strip to the copy. You can add a strip at the top or bottom of a copy.



Note:

For more information on the cut size settings, see *'Preset category:Layout'* on page 2.27.

Illustration



How to make a copy and add a strip

1. Feed the original face up and centred on the original feeding table.



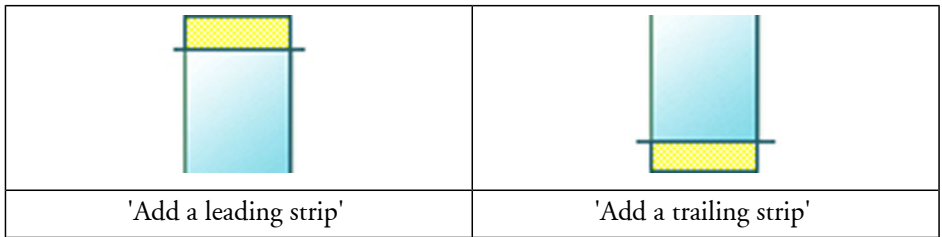
Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.

4. Tap 'Cut size' under the 'Layout' preset.



5. Tap 'Add a leading strip' or 'Add a trailing strip', and define the values.
6. Make your settings and tap 'OK'.
7. Define the number of copies and tap the green button.

Result

The document is printed with a strip attached to the top or bottom.

Make a copy and remove a strip

Introduction

When you have an original with a strip, you can remove the strip from your copy. Use the option on the user panel to copy an original with a strip, and remove the strip from the copy. You can remove a strip from the top, the bottom, the left, or the right side of the original.

Before you begin

When you remove a strip, make sure that you copy all the required information.



Note:

For more information on the cut size settings, see *'Preset category:Layout'* on page 227.

How to make a copy and remove a strip

1. Feed the original face up and centred on the original feeding table.

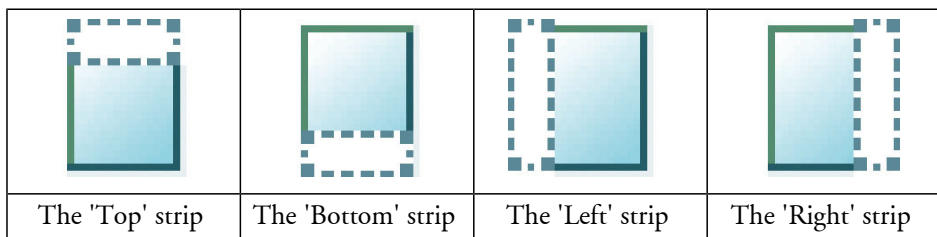


Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.



4. Tap 'Remove strip' under the 'Layout' preset.
5. Select 'Top', 'Bottom', 'Left', or 'Right' and define the values.
6. Make your settings and tap 'OK'.
7. Define the number of copies and tap the green button.

Result

The printer copies the original without the defined strip. You can also use this setting to copy a specific area of the original.

For more information, see *Make a copy of a specific area of an original* on page 240.

Make a copy of a specific area of an original

Introduction

You can make a copy of a specific area of an original. Use the option 'Remove strip' to copy a specific area.

Before you begin

When you remove a strip, make sure that you copy all the required information.



Note:

For more information on the cut size settings, see [Preset category:Layout](#) on page 227.

How to copy a specific area of an original

1. Feed the original face up and centred on the original feeding table.

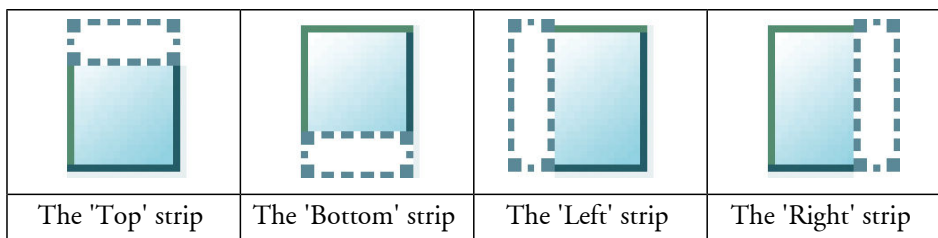


Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.
4. Tap 'Remove strip' under the 'Layout' preset.



5. Select 'Top', 'Bottom', 'Left', or 'Right', and define the values for your specific area.
6. Make your settings and tap 'OK'.
7. Tap 'Positioning' and then 'Alignment'.
8. Select 'Centre' from the list and tap 'OK'.
9. Define the number of copies and press the green button.

Result

The printer copies a specific area of the original.

Make a copy and remove a specific area of an original

Introduction

You can make a copy and delete a specific area of an original. You can use two settings: 'Area to erase: width' and 'Area to erase: length', to define the dimensions of the delete area. And you can use two settings: 'Area to erase: X origin' and 'Area to erase: Y origin', to define the relative position of the delete area on the sheet.

Before you begin

When you erase an area, make sure that you copy all the required information.

How to copy without a specific area of an original

1. Feed the original face up and centred on the original feeding table.


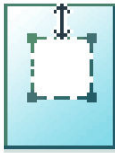
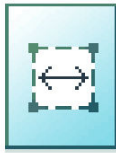



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.
4. Tap 'Area to erase' under the 'Image' preset.

			
'Area to erase: X origin'	'Area to erase: Y origin'	'Area to erase: width'	'Area to erase: length'

5. Select 'Area to erase: X origin', 'Area to erase: Y origin', 'Area to erase: width', or 'Area to erase: length' and define the values for your specific area.
6. Make your settings and tap 'OK'.
7. Define the number of copies and tap the green button.

Result

The printer copies an original without the specified area.

Make a copy and scale to another size

Introduction

When you want to scale your copy to another size, you can make changes under the advanced settings.

With the custom setting you can choose any scale percentage you want, between the range of 10 - 1000%.



Note:

For more information on the other scale modes, see *'Preset category:Layout'* on page 227.

Scale your image

1. Feed the original face up and centred on the original feeding table.

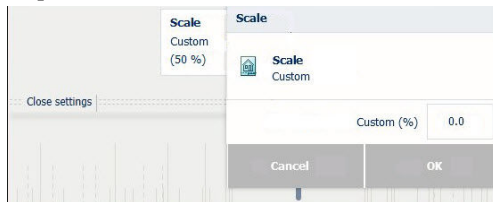


Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically activated on the multi-touch user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.
4. Tap 'Scale' under the 'Layout' preset.
5. Tap 'Scale' in the new window and select 'Custom'.



6. Under 'Custom' select any percentage between 10 - 1000%.
7. After you made your settings tap 'OK'.
8. Enter the number of copies and tap the green button.



Note:

Tap 'Release the original', to release the original.

Result

A copy of the original, scaled with your percentage, is made.

Make a copy on a cut sheet

Introduction

You can copy on cut sheet media when the required media type or size is not available on the media rolls of the printer.

How to copy on a cut sheet

1. Feed the original face up and centred on the original feeding table.



Note:

The page orientation must be portrait.

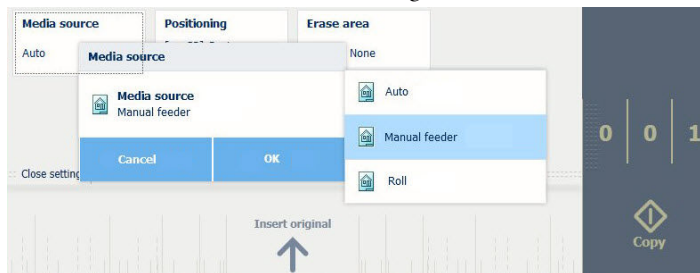


Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.
4. Tap 'Media source' under the 'Media' preset.
5. Tap 'Media source' in the new window.
6. Select 'Manual' from the list of settings.



7. Define the number of copies and tap the green button.
8. Wait for the media request.

9. Place the cut sheet media on the media bypass of the printer.



Note:

Use the media size indication on the media bypass to align the cut sheet media correctly. When you use a B1 media size (707 mm) you must align the cut sheet media with the A1 indent.

Result

The printer copies on a cut sheet.

Make a copy with a stamp

Introduction

A stamp is a mark you can put on every copy.

Before you begin

To enable the stamp functionality, you must first create a stamp in Océ Express WebTools. For more information on how to do this, see [‘Create a stamp’ on page 150](#).

How to make a copy with a stamp

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tile is automatically selected on the multi-touch user panel.

2. Tap the 'Copy' tile. A window with a list of presets opens.
3. Tap 'All settings'. A list with settings opens.
4. Tap 'Stamp' under the 'Image' preset.
5. Select your stamp and tap 'OK'.
6. Define the number of copies and tap the green button.

Result

The copy contains the selected stamp.

Basic Scan Jobs - Default

Advised settings for scan jobs

Introduction

A default scan job takes three steps: feed the original face up, select the location in the scan Smart Access, and tap the green button.

When you change the presets or the advanced settings it is called an extended scan job.

Advised settings for scan to greyscale or black and white file

It is best to predefine the advised settings for scan jobs you do most often.

In the table below you find the advised settings for specific scan-to-file jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	'Lines/text standard' or 'Folded lines/text'	
Folded coloured CAD drawing	'Coloured original'	For folded monochrome originals apply 'Folded lines/text'.
Coloured original, like CAD-colour, maps, business graphics, etc.	'Coloured original'	The 'Coloured original' mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	'Coloured original'	
Photos and high definition colour prints	'Photo'	
Medium quality colour prints	'Coloured original' or 'Photo'	'Photo' gives a softer contrast than 'Coloured original'. For photos and colour prints scan to greyscale is preferred over scan to black and white.

Original document	Original type	Remarks
Dark originals and dark transparent originals	'Dark original'	The renewed 'Dark original' setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blueprints"	'Dark original'	
Blueprints with white lines on a blue background	'Blueprint'	The image is inverted, that is white is converted to black.

**Note:**

For highlighting colour on an otherwise monochrome original, select the listed original type and enable 'Colour highlighting'. Enable 'Colour highlighting' on the user panel under 'All settings' - 'Image' - 'Colour highlighting'.

Advised settings for scan to colour file

Original document	Original type	Remarks
Coloured CAD drawings	'Lines/text standard' or 'Folded lines/text'	
Maps, business graphics, 3D drawings etc.	'Map'	This is the default setting. For most originals it gives the best balance between colour accuracy, sharpness, and background removal.
Artist impressions, painted work etc.	'Artwork'	
Photos	'Photo'	This mode has the highest colour accuracy.

Do a default scan job

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Illustration



Do a default scan job

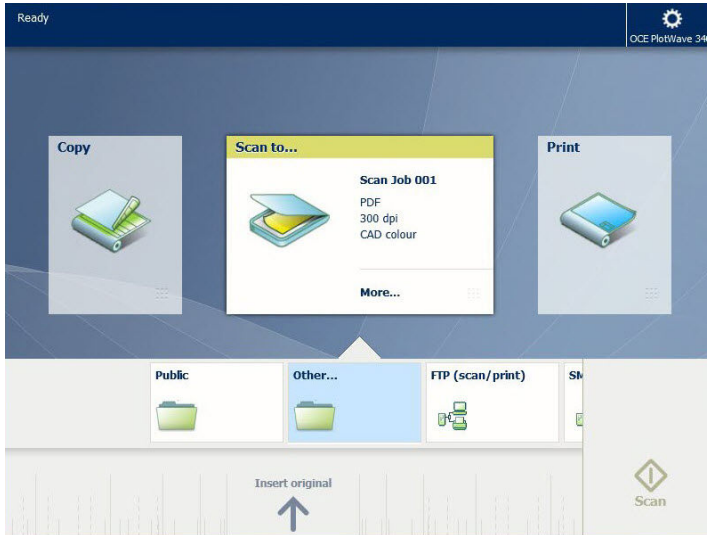
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button.



Note:

When you do not select a location the file is sent to the public Smart Inbox.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Extended Scan Jobs - Locations and Presets

Scan presets on the user panel

Introduction

When you do not make different settings in Océ Express WebTools, the printer uses the default presets for print, copy, and scan jobs.

Below the presets you can use to change the settings for scan jobs on the multi-touch user panel are listed. The scan presets are divided in three categories: 'File type', 'File size', 'Image'.



Note:

For more information on how to change the preset settings, see ['Set the scan presets'](#) on page 143.

Scan presets on the user panel

'File type'	'File size'	'Image'
'TIFF'	'200 dpi'	'CAD colour'
'PDF'	'300 dpi'	'CAD greyscale'
'JPEG'	'400 dpi'	Colour to greyscale
'Custom'	'Custom'	'Photo'
		'Custom'

Scan a photo to 'JPEG' format

Introduction

When you want to scan a photo to 'JPEG' format, you can select the presets on the user panel.

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

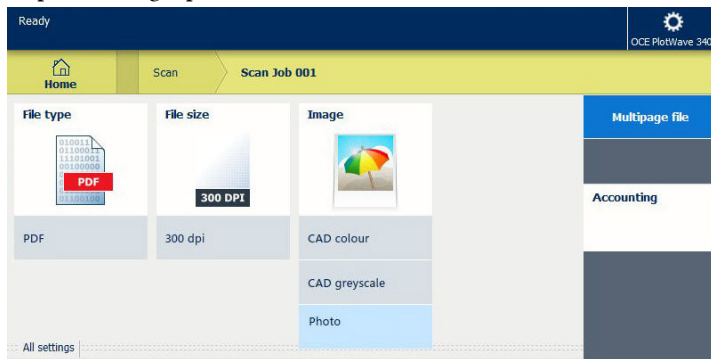
2. Tap the 'Scan' tile on the user panel and select your preferred location in the scan Smart Access.



Note:

When you do not select a location the file is sent to the public Smart Inbox.

3. Tap the 'Scan' tile again. A window with a list of presets opens.
4. Tap the 'File type' preset.
5. Select 'JPEG'.
6. Tap the 'Image' preset.



7. Select 'Photo'.
8. Tap the green button.

Result

A scan to 'JPEG' file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan CAD colour to 'TIFF' format

Introduction

When you want to scan a 'CAD colour' to 'TIFF' format, you can select the presets on the user panel.

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

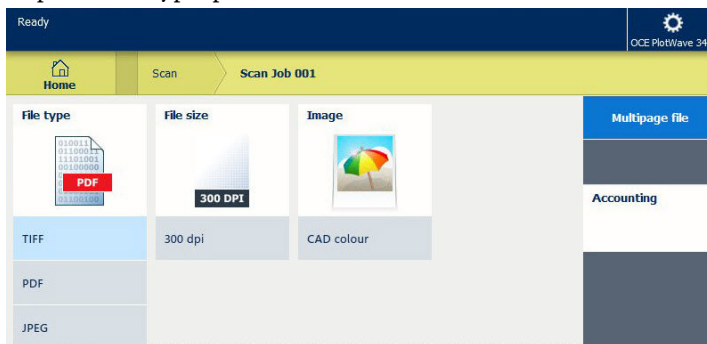
2. Tap the 'Scan' tile on the user panel and select your preferred location in the scan Smart Access.



Note:

When you do not select a location the file is sent to the public Smart Inbox.

3. Tap the 'Scan' tile again. A window with a list of presets opens.
4. Tap the 'File type' preset.



5. Select 'TIFF'.
6. Tap the 'Image' preset.
7. Select 'CAD colour'.
8. Tap the green button.

Result

A scan to 'TIFF' file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan to a USB mass storage device

Introduction

When you insert a USB device in the user panel, you can scan to USB.

Before you begin

Before you scan to USB, make sure the right functionalities are enabled. For more information see, *'Enable or disable USB'* on page 152.

How to scan to a USB device

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Insert a USB mass storage device into the USB port on the user panel.
3. The 'Scan' tile and the USB location is automatically selected on the multi-touch user panel.
Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button to start the scan job.



Note:

Wait until the light in the USB port stops blinking, before you retract the the USB device.

Result

A scan to file is made, and sent to your USB. You can retrieve the file from your USB

Scan to an external location

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

In the Smart Access you can select the location you want to send your scan to.

With the Océ PlotWave 340/360 printer you can use the following external location types:

- 'FTP'
- 'SMB'
- 'WebDAV' also called the cloud
- 'Eneo'

Before you begin

Before you can select the preferred location, you must create and configure the location in Océ Express WebTools first. For more information on how to do this see '[Create an external location](#)' on page 153. Once you have created the locations in Océ Express WebTools, they become visible in the Smart Access on the printer user panel.



Note:

When you do not create external locations in Océ Express WebTools, there is no other location visible on the user panel than the public Smart Inbox.

Scan to an external location

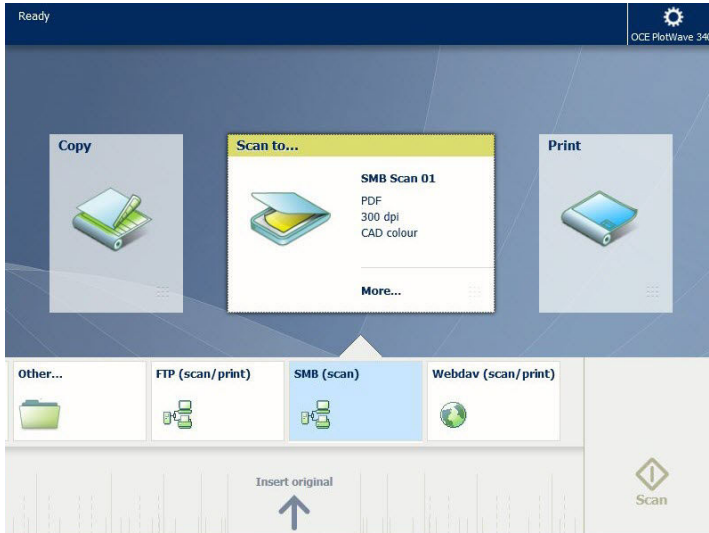
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access.
Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your selected location. Access your location to retrieve the file.

Scan to a Smart Inbox and collect your file

Introduction

When you scan a document on the printer, the public Smart Inbox is the default location you scan to. You can also choose another Smart Inbox as your location in the Smart Access of the user panel.

Before you begin

You can create your own Smart Inboxes in Océ Express WebTools. Once you have created the Smart Inboxes in Océ Express WebTools, they become visible in the Smart Access on the printer user panel. For more information on how to do this, see *'Create and open a Smart Inbox for scan jobs'* on page 119.



Note:

When you do not create Smart Inboxes in Océ Express WebTools, only the public Smart Inbox is visible as a location.

Scan to a Smart Inbox

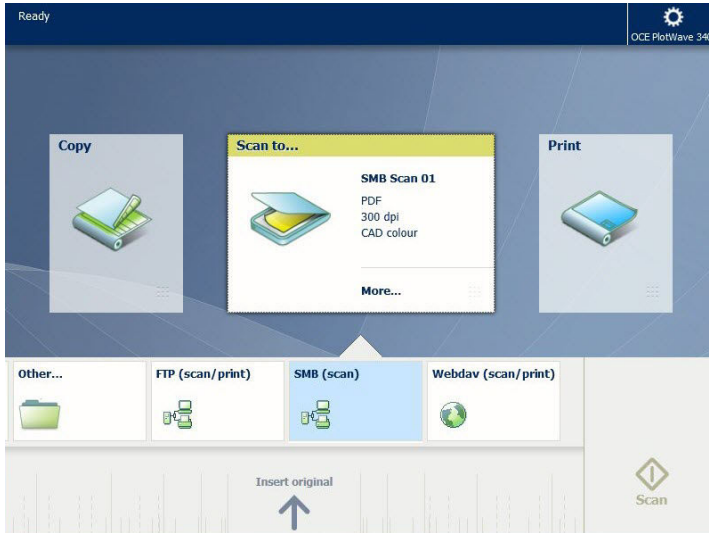
1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.



3. Select the preferred Smart Inbox in the Smart Access.
Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

5. Select your scan job in the Smart Access to see the preview of your job.

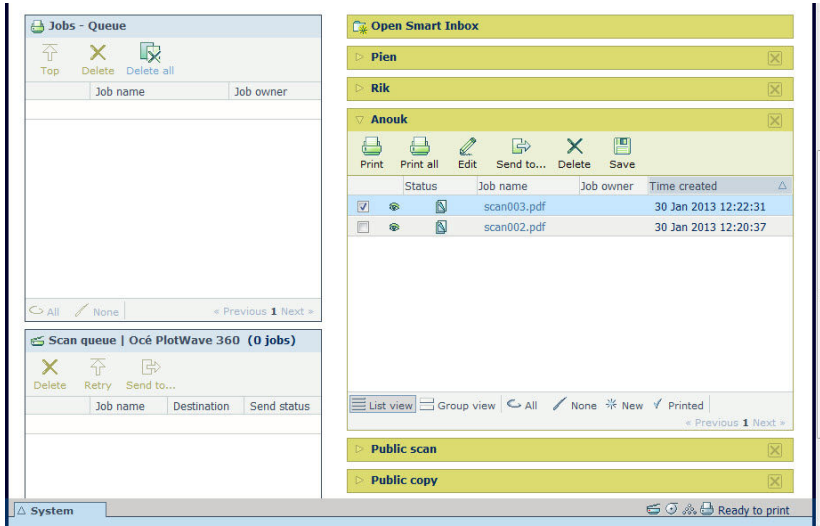
Result

A scan to file is made, and sent to your selected Smart Inbox.

Collect your file in Océ Express WebTools

1. Open Océ Express WebTools.
2. Select the 'Jobs' tab.
3. Open your Smart Inbox on the right side.
When your Smart Inbox is not visible, click on the white space of 'Open Smart Inbox' and select the name of your Smart Inbox.

- In the Smart Inbox, select your job.



- In the bar above select 'Send to...!', to send your job to the destination you want to save it in.
Or select 'Save' to save your job locally.

Result

Your scanned file is saved at the preferred destination.

Save a scanned document on your mobile device

Introduction

When you have access to Océ Mobile WebTools you can scan a document from the printer and save it on your mobile device.

Before you begin

Make sure you have a working connection, for more information see [‘Connect your mobile device to Océ Mobile WebTools’](#) on page 170.

Save a scanned document on your mobile device

On the multi-touch user panel:

1. Tap the 'Scan' tile.
2. Select the Smart Inbox as your location in the Smart Access.
3. Scan the document.
The scanned file is sent to the user defined Smart Inbox section, in Océ Express WebTools and in Océ Mobile WebTools .
4. Open Océ Mobile WebTools on your mobile device.
5. Go to the user defined Smart Inbox section. The scanned file is displayed here.
The user defined Smart Inbox section section is automatically refreshed within a few seconds.
6. Select the file and click on the 'Save' icon.
7. Browse to a folder on your mobile device, and click 'Ok'.



Note:

The stored location or folder is sometimes determined by the browser on your mobile device.

Some mobile device browsers change the name, or the extension of the file while storing it.

Result

The file is stored on your mobile device.

Click the 'delete' icon, when you want to delete the file from the inbox on the printer.

Extended Scan Jobs - Advanced Settings

Available settings for scan jobs

Introduction

When you tap the 'Scan' tile on the multi-touch user panel, you can make your own settings.


Apart from the preset tiles, you can select the advanced settings under 'All settings'. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.




Note:



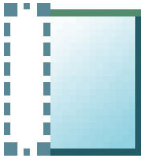

The values for the compression mode and organisation change, depending on the colour mode and file type you select. In some situation and for some file types you cannot set the compression and organisation settings. For more information on this, see '[File type](#)' on page 269.

Preset: 'File type'

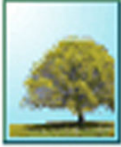


Setting	Settings values	Settings values	Function
'File type'	'Type'	'TIFF' 'TIFF multipage' 'PDF' 'PDF multipage' 'PDF/A' 'PDF multipage' 'JPEG' 'CALs'	'The file type of the scanned image. The list of file types depends on scan to colour, greyscale, or black-and-white: CALs is only available when scanning to black-and-white; JPEG is not available when scanning to black-and-white.' 
	'Compression'	'Group 4' 'Group 3' 'Flate' 'Packbits' 'JPEG' 'LZW' 'None'	The compression type when scanning to TIFF or to PDF. Depends on the 'File type'.
	'JPEG quality'	'Maximum' 'High' 'Medium' 'Low'	'The image quality when scanning to PDF with JPEG compression. With a lower quality, the compression increases giving a smaller file size.'
	'Organisation'	'Raw' 'Striped' 'Tiled'	'The file organisation when scanning to TIFF.'

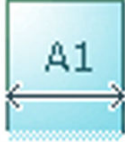



Preset: 'File size'



Setting	Settings values	Function
'Resolution'	'100' '200' '300' '400' '600'	'The resolution of the scanned image in dpi.' 

Setting	Settings values	Function
'Remove strip'	'Top'	'Erase a strip from the beginning of the original.' From 0 to 400 mm, or 0 to 16". 
	'Bottom'	'Erase a strip from the bottom of the original.' From 0 to 400 mm, or 0 to 16". 
	'Left'	'Erase a strip from the left side of the original.' From 0 to 400 mm, or 0 to 16". 
	'Right'	'Erase a strip from the right side of the original.' From 0 to 400 mm, or 0 to 16". 

Preset: 'Image'

Setting	Settings values	Settings values	Function
'Original'	'Original type'	'Lines/text standard' 'Folded lines/text' 'Coloured original' 'Artwork' 'Map' 'Blueprint' 'Dark original' 'Photo'	Define the type of original you use. For more information on choosing the correct original type, see <i>'Advised settings for scan jobs'</i> on page 248. 
	'Background compensation'	'On' 'Off' 'Auto'	Reduce the background noise of the image. 
	'Original width'	'Auto'	The width of the original is automatically detected by the scanner. 
		'Standard' Selection of available standard sizes: <ul style="list-style-type: none"> ■ 'A0' ■ 'A1' ■ 'A2' ■ 'A3' ■ 'E+ (36")' ■ 'B1 (707 mm)' ■ 'B2 (500 mm)' 	

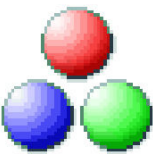
Setting	Settings values	Settings values	Function
			<p>The width of the original is a standard size.</p>  <p> Note: Depends on the media series you define in Océ Express WebTools</p>
		<p>'Custom' You can enter a size within the range of 210 to 914 mm, or 8.5 to 36".</p>	<p>The width of the original is a custom size.</p> 
'Colour mode'	'Colour' 'Greyscale' 'Black and white'	None	<p>'Defines whether a colour, greyscale or black-and-white scan must be made. Not all combinations of 'Colour mode' and 'File type' are valid. Changing 'Colour mode' resets 'File type', 'Compression for TIFF' and 'Compression for PDF' to a default value.'</p> 

Setting	Settings values	Settings values	Function
'Image'	'Colour highlighting'	'On' 'Off'	<p>When enabled all coloured information is printed darker on the original than black/grey information. For instance, marked or highlighted text becomes more visible.</p> <p> Note: It is only relevant for the modes: 'Coloured original', 'Lines/text standard', 'Lines/text draft', 'Folded lines/text', 'Dark original'.</p>
	'Lighter/Darker'	Value from -5 to 5	'Increase the value for darker prints; decrease for lighter prints.'
	'Mirror'	'On' 'Off'	<p>'When 'on', the image is mirrored along the vertical axis (the media transport direction).'</p> 

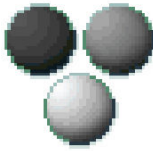
'File type'

Depending on the colour mode and file type you select, the values for the compression mode and organisation change. For some file types and some situations, the compression and organisation settings cannot be set. The list below helps you to define the correct file type and colour mode, and shows you which compression and organisation settings are possible.


Colour mode: Colour

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'	
	'TIFF'	'Raw'	'LZW'	Not applicable	
	'TIFF multi-page'	'Striped'	'Packbits'		
		'Tiled'	'None'		
	'PDF'	Not applicable	'Flate'	'LZW'	Not applicable
	'PDF multi-page'			'None'	
				'JPEG'	'Maximum'
				'High'	
				'Medium'	
				'Low'	
	'PDF/A'	Not applicable	'Flate'	Not applicable	
	'PDF/A multi-page'		'None'		
			'JPEG'	'Maximum'	
				'High'	
				'Medium'	
				'Low'	
	'JPEG'	Not applicable	Not applicable	'Maximum'	
				'High'	
				'Medium'	
				'Low'	

Colour mode: Greyscale

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
	'TIFF'	'Raw'	'LZW'	Not applicable
	'TIFF multi-page'	'Striped'	'Packbits'	
		'Tiled'		'None'
	'PDF'	Not applicable	'Flate'	Not applicable
	'PDF multi-page'		'LZW'	
			'None'	'Maximum'
			'High'	
			'Medium'	
			'Low'	
	'PDF/A'	Not applicable	'Flate'	Not applicable
	'PDF/A multi-page'		'None'	
			'JPEG'	'Maximum'
				'High'
				'Medium'
				'Low'
	'JPEG'	Not applicable	Not applicable	'Maximum'
				'High'
				'Medium'
				'Low'

Colour mode: Black and White

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
'Black&white' 	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'Group 4' 'Group 3' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	Not applicable	'Group 4' 'Flate' 'LZW' 'None'	Not applicable
	'PDF/A' 'PDF/A multi-page'	Not applicable	'Group 4' 'Flate' 'None'	Not applicable
	'CALS'	Not applicable	Not applicable	Not applicable

Make a scan and remove a strip

Introduction

When you have an original with a strip, you can remove the strip from your scanned file. Use the option 'Remove strip' on the user panel to scan an original with a strip and remove the strip from the file. You can remove a strip from the top, the bottom, the left, or the right side of the original.

Before you begin

When you remove a strip, make sure that you scan all the required information.



Note:

For more information on the file size settings, see *'Preset: File size'* on page 264.

How to make a scan and remove a strip

1. Feed the original face up and centred on the original feeding table.



Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

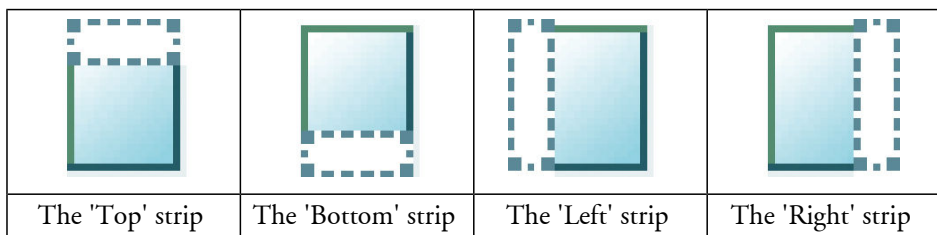
2. Tap the 'Scan' tile on the user panel and select your preferred location in the scan Smart Access.



Note:

When you do not select a location the file is sent to the public Smart Inbox.

3. Tap the 'Scan' tile again. A window with a list of presets opens.
4. Tap 'All settings'. A list with settings opens.
5. Tap 'Remove strip' under the 'File size' preset.



6. Select 'Top', 'Bottom', 'Left', or 'Right' and define the values.
7. Make your settings and tap 'OK'.
8. Tap the green button.

Result

The printer scans the original to file without the defined strip. The file is sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.



Pause, Stop, or Clear the System

Pause, resume, or stop an active job

Introduction

When you want to pause, resume, or stop an active job there are several things you can do.

How to 'Pause' or 'Resume' an active print job

Action	Steps	Illustration
1. 'Pause'	Tap on the active job in the dynamic bar of the user panel. The queue opens and 'Pause' is visible in the dynamic bar . Tap 'Pause' to pause the printer. The 'Pause' tile turns into a 'Resume' tile.	
2. 'Resume'	Tap 'Resume' in the dynamic bar to resume the printer.	

How to stop an active job on the user panel

Step	Action	Result
1	Press the stop button.	The machine stops scanning or printing immediately; it stops in the middle of the page.
2	A dialogue box appears asking you to save the job in the Smart Inbox or to delete it.	Your job is saved or deleted.
3	For copy and scan jobs: tap on 'Release the original' under the Smart Access, to release your original from the scanner.	The scanner releases the original.

How to stop an active print job in Océ Express WebTools

Step	Action	Result
1	Open the 'Jobs' tab.	
2	In the 'Jobs - Queue' section tick the box in front of the job you want to delete and click 'Delete'.	The system aborts and deletes the job.

Clear the system

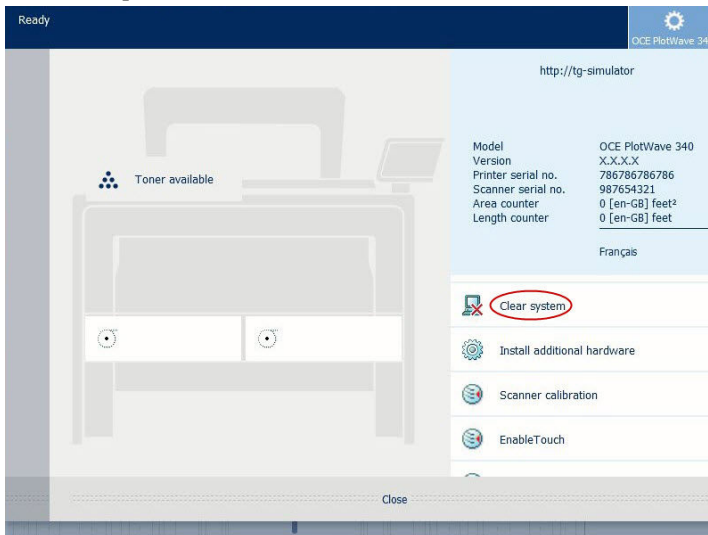
When to do

On the printer user panel, you can remove all print and copy jobs from the system.

How to clear the system

On the multi-touch user panel:

1. Tap the 'System' thumbnail in the dynamic bar . A new window opens.
2. In the 'Setup' list in the bottom right corner of the screen, select 'Clear system' . A wizard opens.



Note:

Make sure you have saved all the information. All print and copy jobs are removed.

3. Follow the steps in the wizard, and complete the procedure.

Result

After you have followed the steps, the system will reboot and all print and copy jobs are removed.

Chapter 5

Maintain the Printing System

Update your System

Update the system software

Introduction

Océ Express WebTools offers an option to update the system software. You can find these settings under the 'Support' - 'Update' tab. The update option has the following functionalities:

- load and remotely apply security and system software patches onto the controller
- check the last patch successfully applied
- check the execution status of the latest patch applied ('Success' or 'Failure').



Note:

For this procedure, you need to log in as a System administrator .

Before you update the software

1. Download the files from the Océ support website, or get the software on CD-ROM from your Océ vendor.
2. Open Océ Express WebTools.
3. Open the 'Support' - 'Update' tab.
4. Select the 'Update' button.
5. Click 'Ok'.
6. An update wizard opens, follow the steps.

Update the software

After you open the update wizard:

1. Click 'Ok'. A dialogue window appears.
 - When you want to update the software of the **operating system**, click on the upper 'Browse...' button. Browse to the directory where the operating system software upgrade file is located. Select the correct file. Click 'Open'.
 - When you want to update the **software**, click on the lower 'Browse...' button. Browse to the directory where the software upgrade file is located. Select the correct file. Click 'Open'.
2. Click 'Ok'.

You must wait approximately 15 minutes for the files to upload. The progress bar, at the bottom of the page, indicates the progress.

3. When the upload is finished, click 'Ok'. A dialogue window appears.
4. To start the installation click on 'Ok'. When you do this, a warning message is displayed. The user panel now displays the message 'Do not switch off the system.', 'The system is installing the software.', 'This may take a while.'. When the software update is finished, the warning message disappears.



Attention:

You must wait for approximately 15 minutes. Do not touch anything while the installation is taking place.

5. Click 'Ok' to return to Océ Express WebTools.

Result

Your software update is finished.



Note:

There is no specific user feedback on the result of the software update. Please check the current software version of your system in the 'Support' - 'Update' tab.

Move the Printing System

Switch off the printing system

Introduction

When you want to switch off the printing system completely, you have to take a few steps.

1. Use the on / off button at the front of the printer to switch the printing system off. The lighted button starts to blink.



Note:

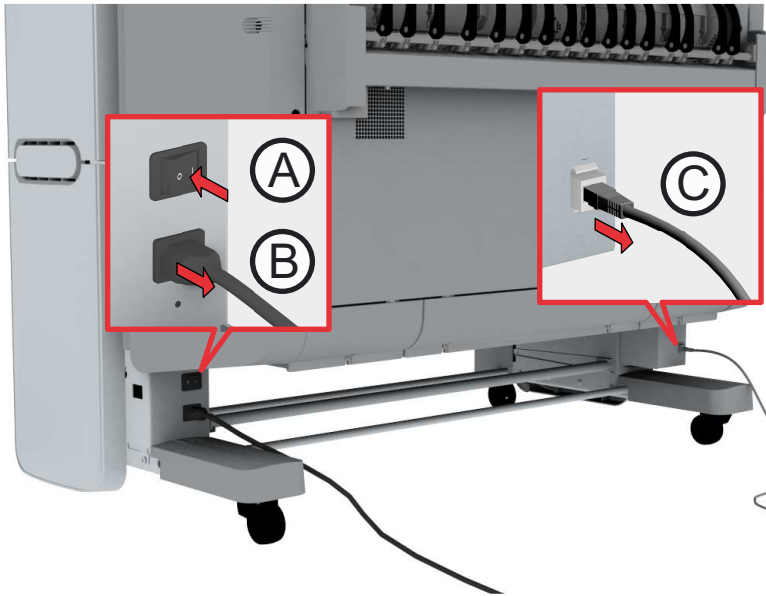
You can also use the 'Shut down' button in Océ Express WebTools.



Attention:

Wait until the on / off button stops blinking.

2. Switch off the power switch at the back of the printing system (A).



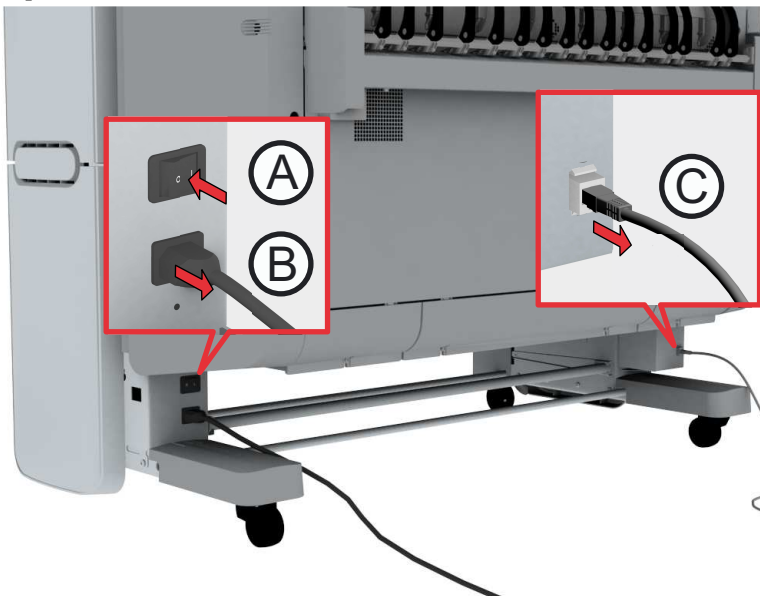
Disconnect the network cable and the mains supply cable



Attention:

Make sure the main power switch (A) is in 'off' position.

1. Disconnect the network cable from the network connection at the back of the printer (C).
2. Disconnect the 'Power' cable from the wall socket.
3. Disconnect the other side of the 'Power' cable from the power connection at the back of the printer (B) (on the left).



Move and re-adjust the printing system

Introduction

When you move the printing system to a new location, you must check if it needs re-adjustment to ensure the best output quality.

You need two tools for the adjustment procedure. You can find these tools behind the lower right front cover.

Required tool

- Allen key
- Key wrench

**Attention:**

When the printer is connected, you must first switch off and disconnect the printer (see *'Switch off the printing system'* on page 280 and *'Disconnect the network cable and the mains supply cable'* on page 282).

**Attention:**

Close the media drawers.

**Note:**

Be aware of the size of the printer working area (see *'Working area [Footprint]'* on page 25).

1. Move the printing system to its new location.

2. Pull firmly to open the media drawer.

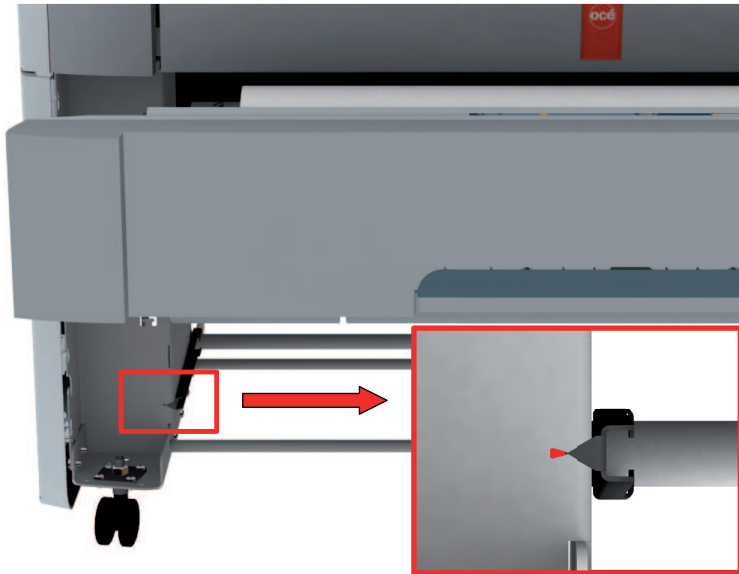


3. Slide the lower left front cover (1) to remove it.



4. Check if the level indicator arrow is exactly on the middle of the marker.
If no, continue with step 5.

If yes, continue with step 9.



5. Slide the lower right front cover (11) to remove it, and get access to the tools you need for the adjustment procedure.



6. Loosen the nut with the key wrench.



7. Use the Allen key to adjust the level, until the level indicator arrow is exactly on the middle of the marker.



8. Lock the nut with the key wrench.



9. Place the lower left front cover back.



10. Place the tools and the lower right front cover back.



11. Close the media drawer.



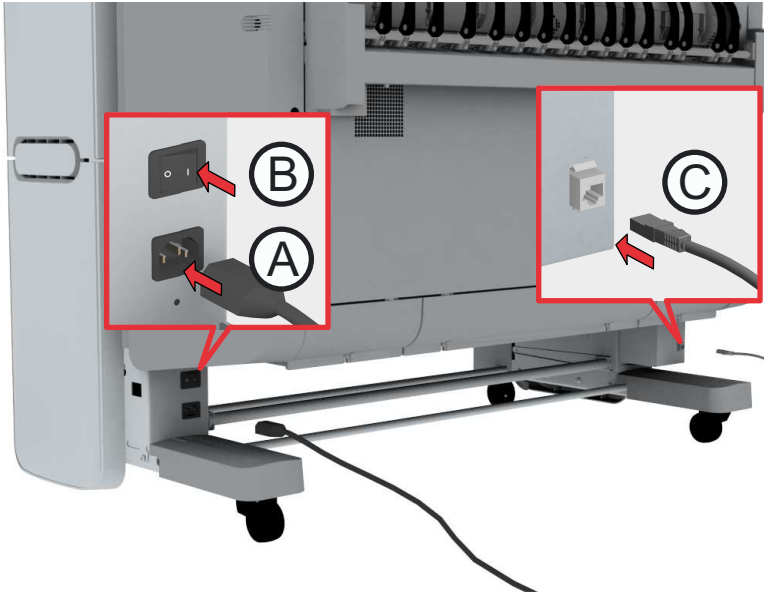
Connect the mains supply cable and the network cable



Attention:

Make sure the power switch(B) is in 'off' position.

1. Plug the mains supply cable in the power connection, at the back of the printer (A) (on the left hand side).



2. Plug the other side of the mains supply cable into the wall socket.
3. Plug the network cable in the network connection (C), at the back of the printer (on the right hand side), to connect the printer to your company network.

Switch on the printing system



Attention:

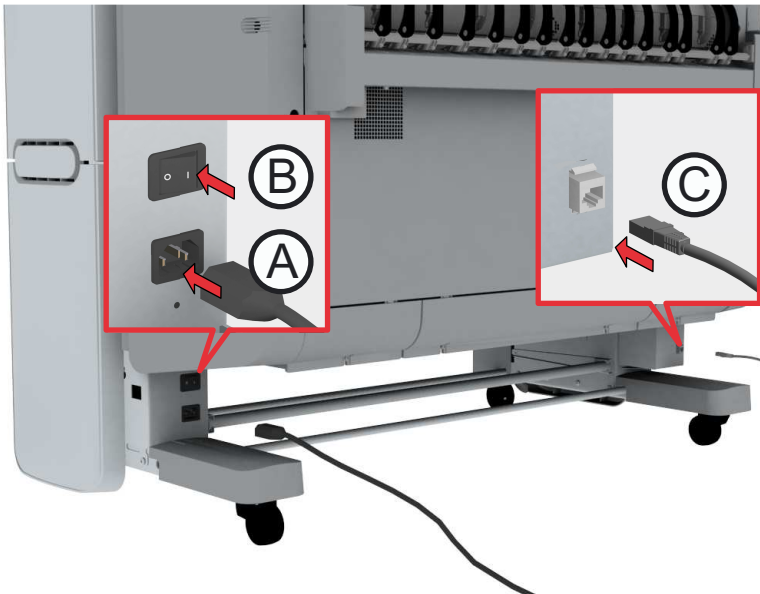
Make sure the mains supply cable (A) is plugged in.



Attention:

Make sure the network cable (C) is plugged in.

1. Switch on the power switch at the back of the printing system (B).



[230] The power switch at the back of the printer.

Replace the Media

The media drawer

Illustration



Component - function table

Nr	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	Media placed on roll holder in first position.
3	media roll 2 (optional)	Media placed on roll holder in second position. <i>i</i> Note: The scanner calibration sheet is located at the back of roll 2.
4	roll loading station	Groove integrated behind the front cover of the media drawer, on which the media can be easily loaded.

Nr	Component	Description / Function
5	clean cut button	Button used to trim a strip of a new or damaged media roll.

Remove a media roll

**Attention:**

Handle the media roll with care. A dented media roll can damage the printer.

**Attention:**

Do not open the media drawer during the printing process.

**Caution:**

Watch your fingers when you handle the media roll.

**Caution:**

When you want to remove an A0 media roll from position 2 make sure to bend your knees, as indicated below, to spare your back.

Illustration

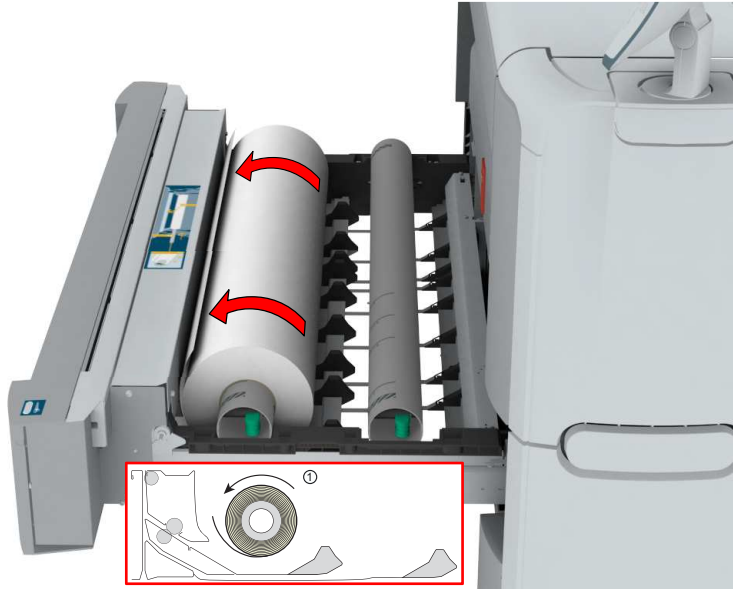


How to remove a media roll

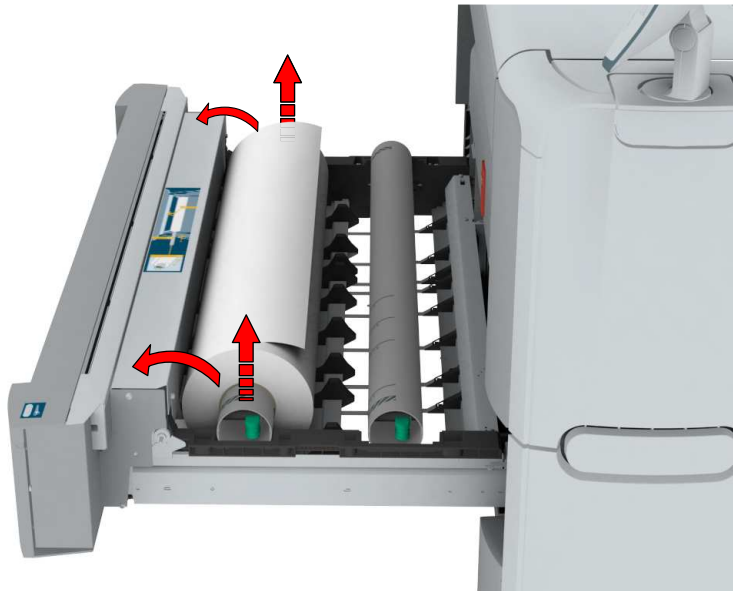
1. Pull firmly on the media drawer to open it.



2. Roll the media back manually, to remove the media from the metal paper guide.

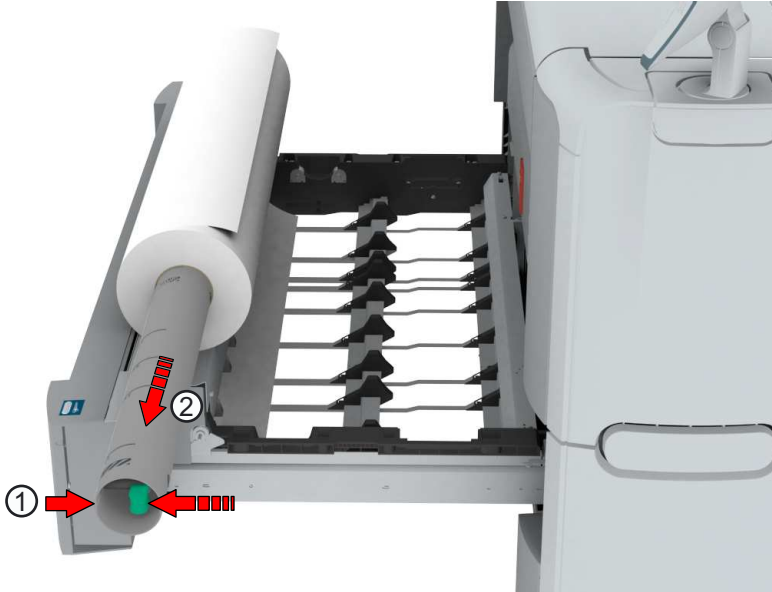


3. Use both hands (as indicated) to lift the roll holder with the media roll, and put it on the roll loading station.



4. Pull the handle of the roll holder locking mechanism towards you, and remove the roll holder from the core of the media roll.

Put the empty roll holder back into the drawer (as shown in the illustrations)



5. Remove the media roll from the roll loading station.
Store it in a safe place, so that it cannot fall over or roll away.

Unpack the media roll

**Attention:**

Handle the media roll with care. A dented media roll can damage the printer.

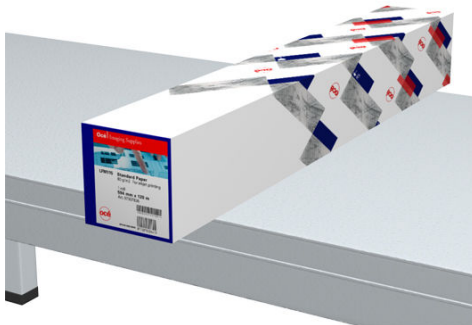
**Attention:**

Please refer to the list of *Preferred Océ media types and sizes* on page 365 to find the corresponding media name that you must select.

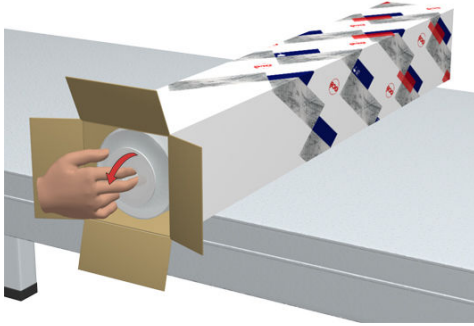
**Attention:**

Always write the correct media name inside the core, after you unpack the media roll. In that case you will have the correct media information available, when you replace the roll before it is empty and you want to re-use it later,.

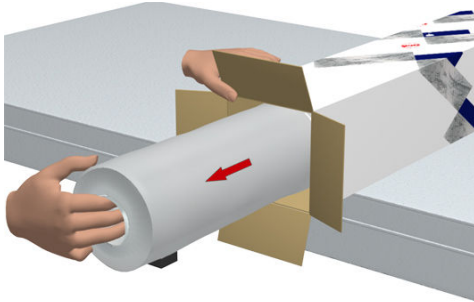
1. Place the media box on a table and open it.



2. Remove the plug from the media roll.



3. Carefully remove the media roll from the box.



4. Remove the other plug and plastic around the media roll.

Load a media roll (position 1)

**Note:**

When your printing system is equipped with an additional media roll, it is advised to load an Ao or E-size media roll on position 1 and an A2 or C-size media roll on position 2.

**Caution:**

Watch your fingers when you handle the media roll.

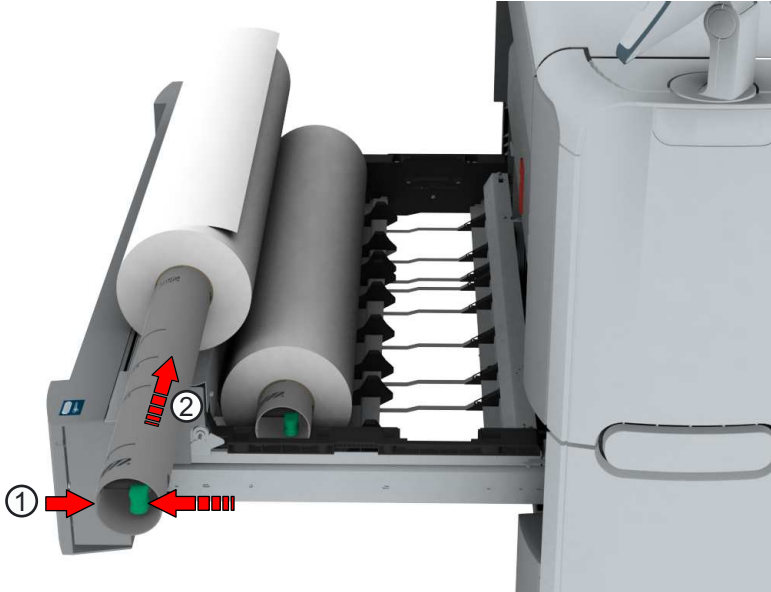
How to load a media roll on position 1

1. Pull firmly to open the media drawer.

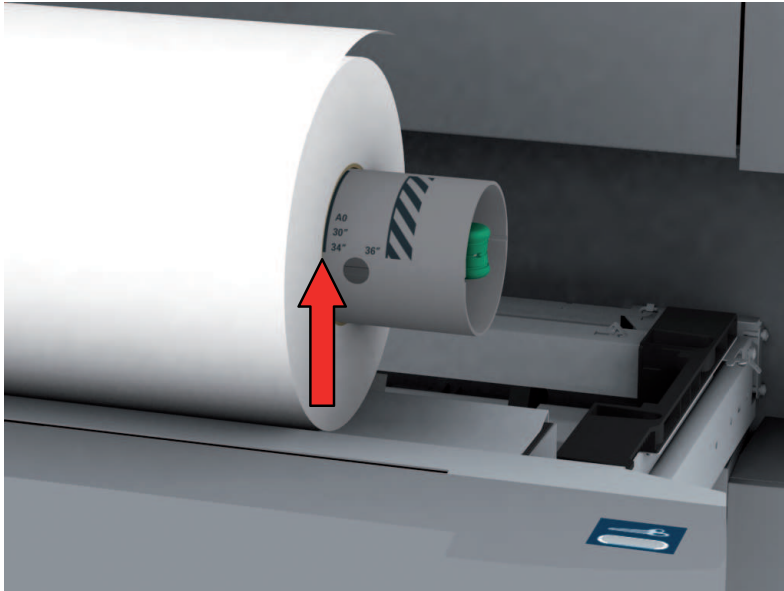


2. Place the new media roll on the roll loading station.
3. Pull (1) the handle of the roll holder locking mechanism towards you.

Slide (2) the roll holder into the right side of the core of the new media roll.



4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

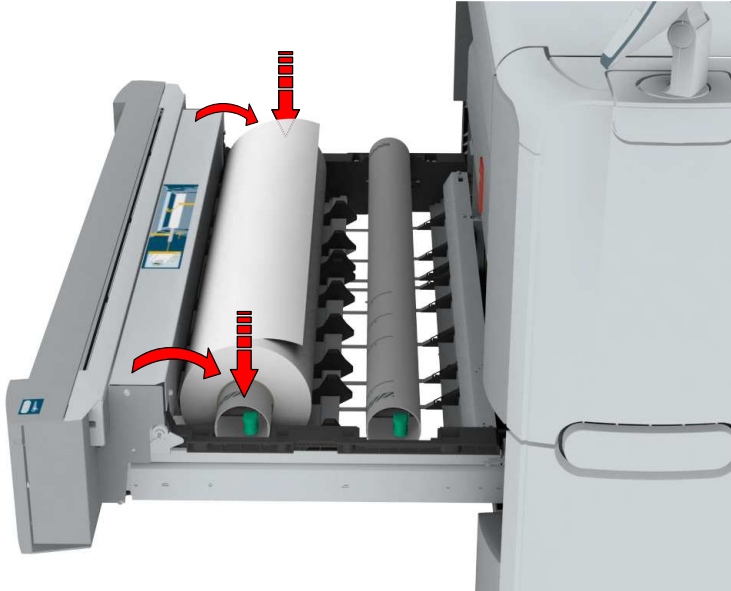




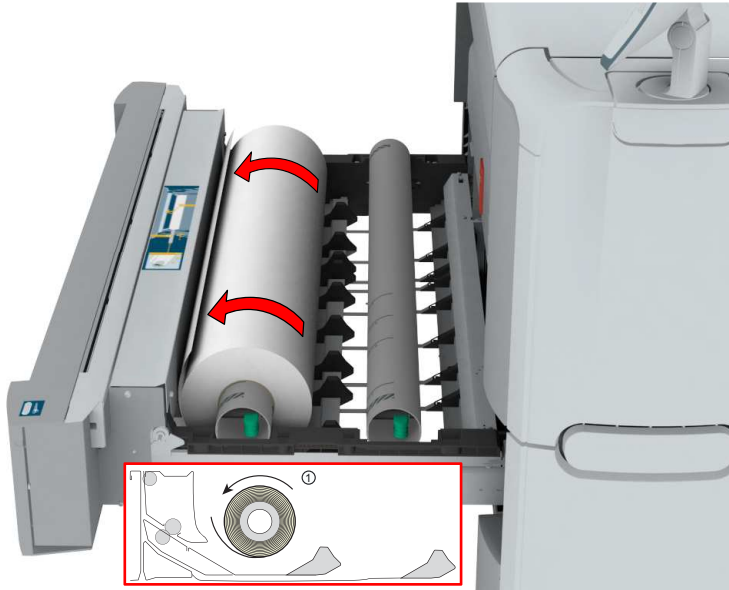
Note:

When you use a B1 media size (707 mm), you must align the media roll with the A1 indent.

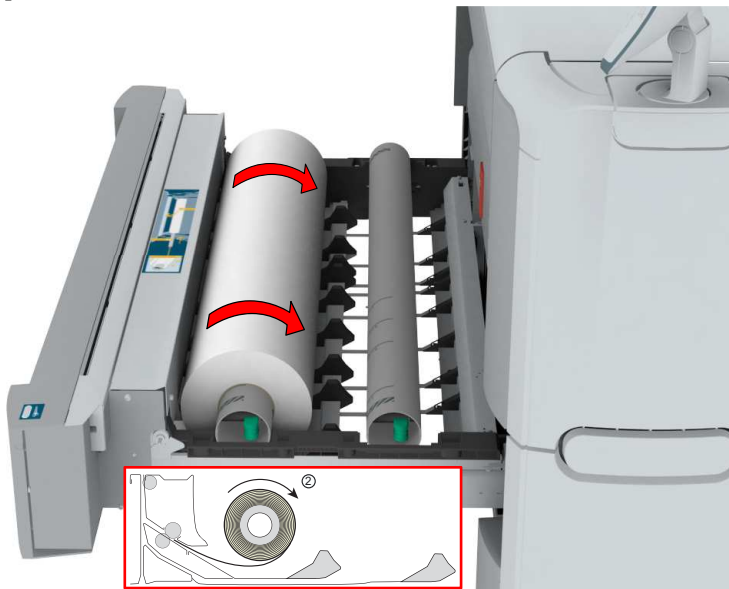
5. Remove the tapes from the new media roll.
Use both hands (as indicated) to place the media roll in the media drawer.



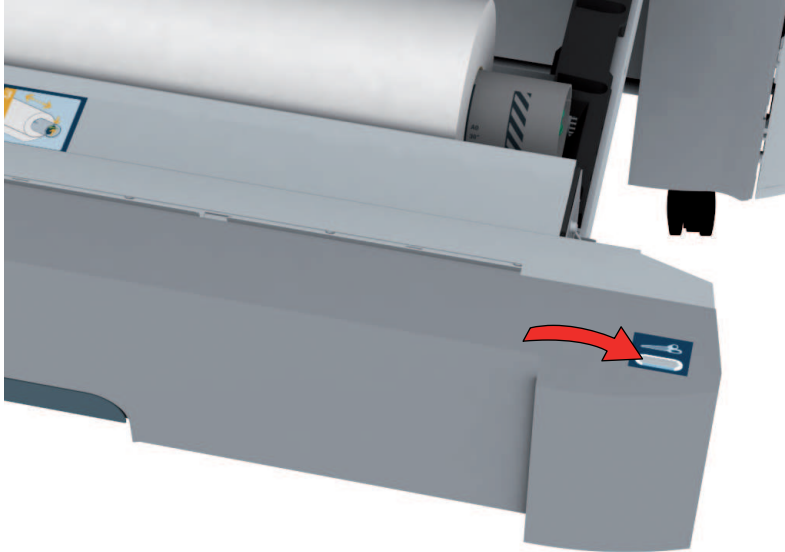
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. If necessary, press the clean cut button to trim a strip of the new media roll. Press once for a strip of approximately 20 cm, or hold the button and release it when the strip has the desired length.



9. Close the media drawer.



Note:

Do not open the media drawer during loading.

10. The user panel displays the message that new media is detected. Follow the steps in the wizard to define the correct media type and size, when not detected automatically.

Load a media roll (position 2)



Note:

When your printing system is equipped with an additional second media roll, it is advised to load an Ao or E-size media roll on position 1 and an A2 or C-size media roll on position 2.



Caution:

Watch your fingers when you handle the media roll.



Caution:

When you want to load an Ao media roll on position 2 make sure to bend your knees, as indicated below, to spare your back.

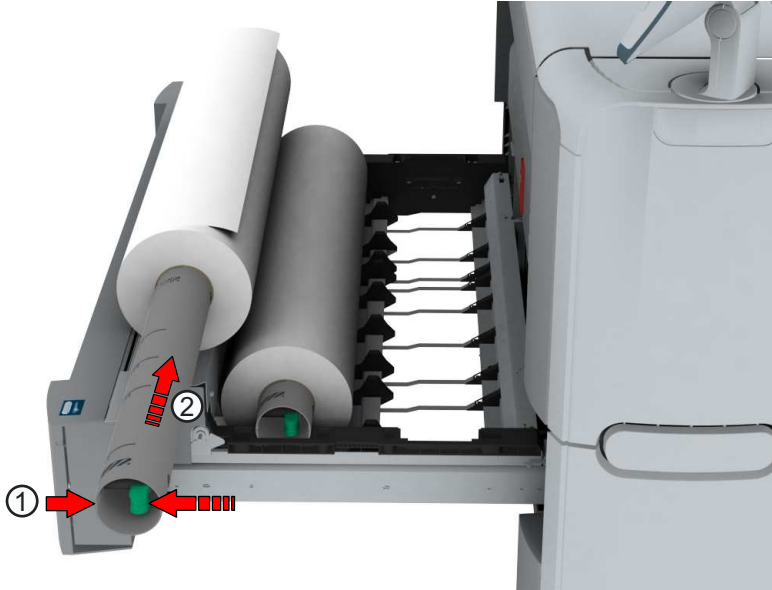
How to load a media roll on position 2

1. Pull firmly to open the media drawer.

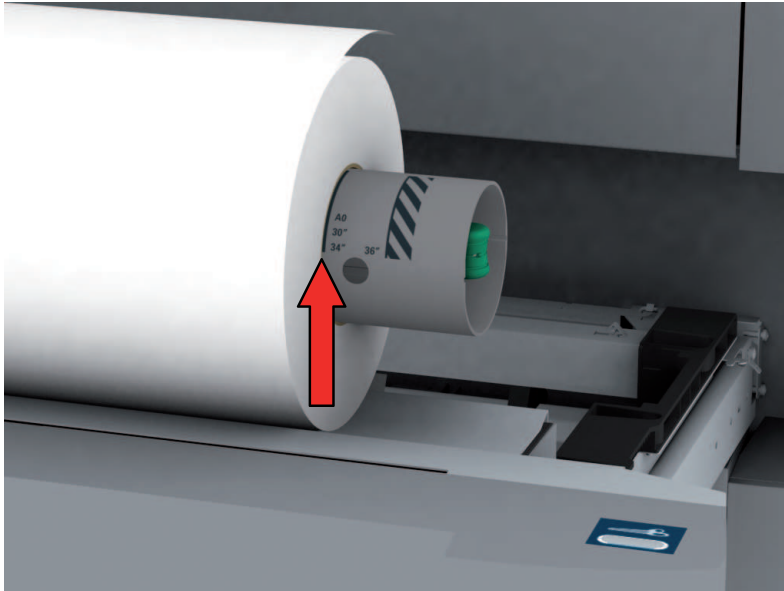


2. Place the new media roll on the roll loading station.
3. Pull (1) the handle of the roll holder locking mechanism towards you.

Slide (2) the roll holder into the right side of the core of the new media roll.



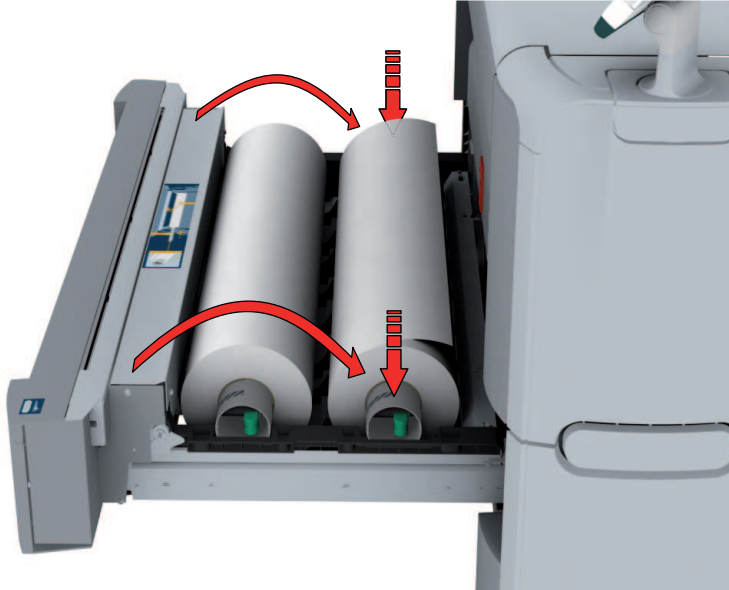
4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.



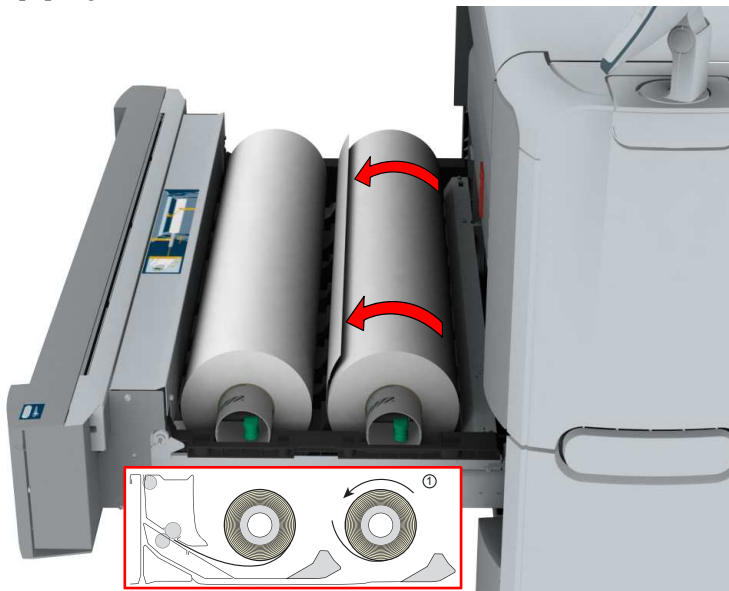
Note:

When you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

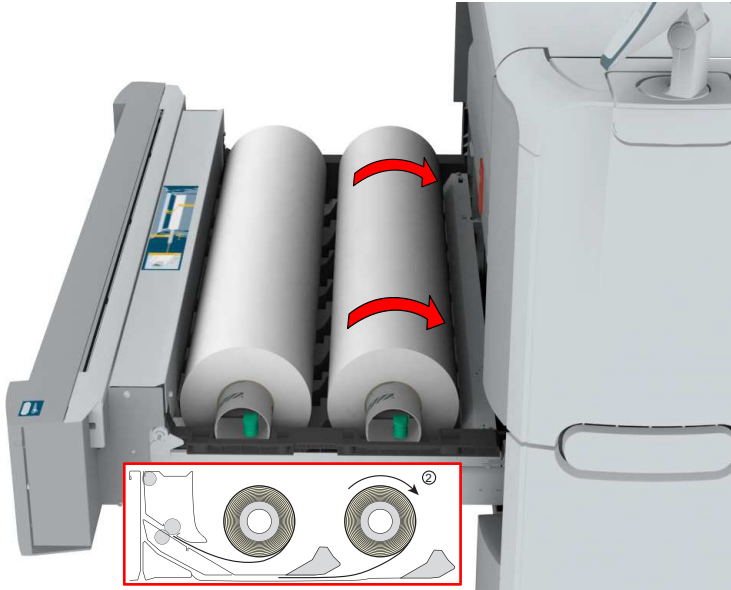
5. Remove the tapes from the new media roll.
Use both hands (as indicated) to place the media roll in the media drawer.



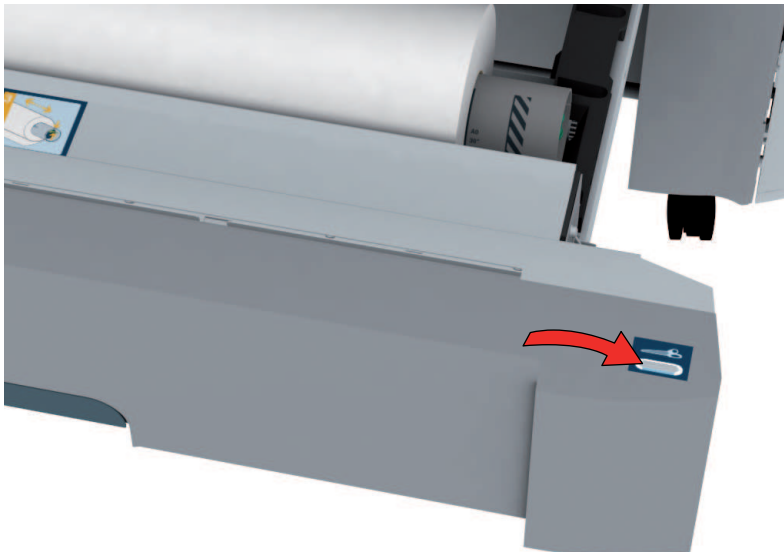
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



- Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



- If necessary, press the clean cut button to trim a strip of the new media roll. Press once for a strip of approximately 20 cm, or hold the button and release it when the strip has the desired length.



- Close the media drawer.



Note:

Do not open the media drawer during loading.

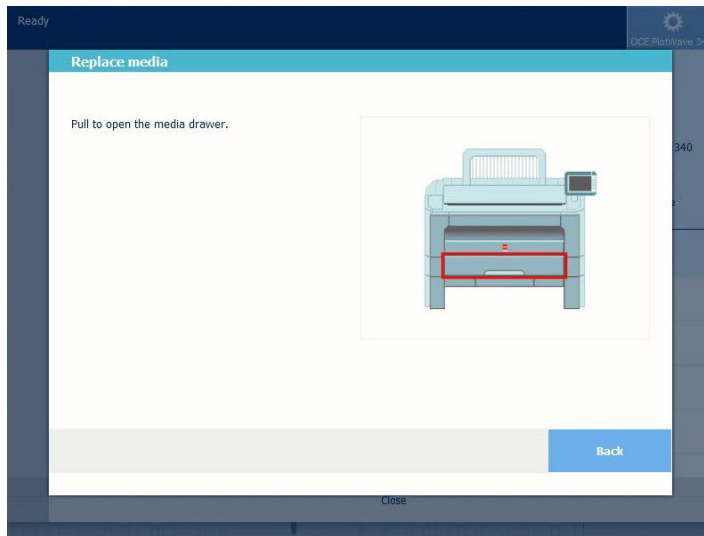
10. The user panel displays the message that new media is detected. Follow the steps in the wizard to define the correct media type and size, when not detected automatically.

Change the media type and media size

Introduction

When you load a new type of media, the system automatically detects the new media and can ask you to enter the correct media type and size. When the media type or size defined on the system, are not correct you can change these settings.

Illustration



Define the media type and size when you load new media

On the multi-touch user panel:

1. A window opens when you load new media.
 2. Choose the correct media type from the list and click Ok.
 3. Choose the correct media size from the list and click Ok.
- The printer places the string, with the right media name in the printer image, under the System menu.

Refill the Toner

Refill the toner

Introduction

When a 'Refill toner' message appears on the user panel, you need to refill the toner.



Note:

Make sure you use toner suitable for the PlotWave 340/360.



Note:

You must use only one bottle of toner at a time. When you use more than one bottle, the compartment will flood and toner will spill.



Note:

When you have refilled the toner two consecutive times, you must also replace the residual toner container. For more information, see ['Replace the residual toner container'](#) on page 313.

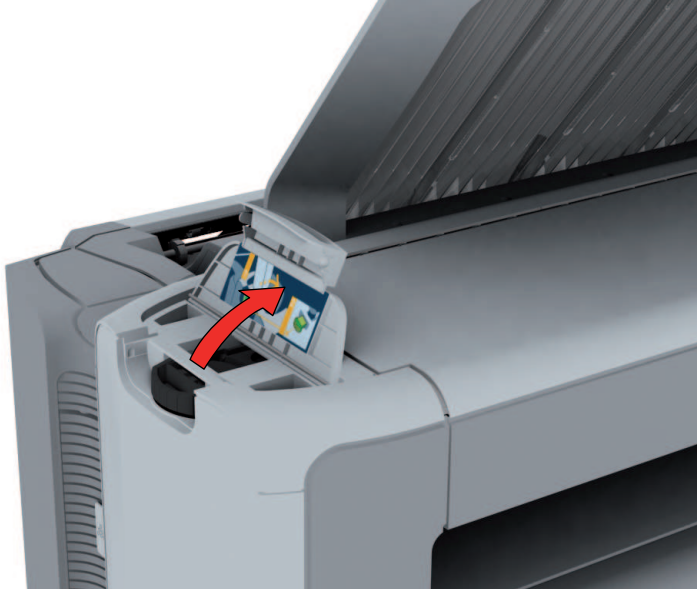


Note:

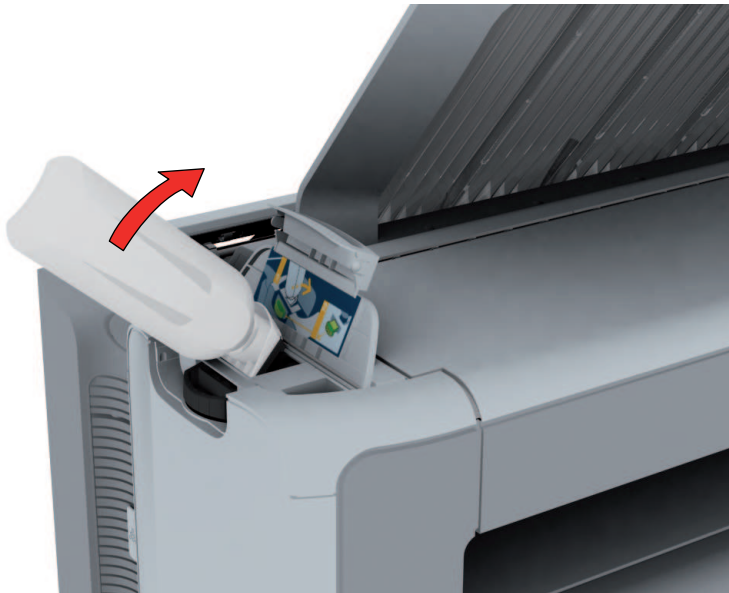
You can leave the printer turned on when you refill the toner. You can even refill the toner during the printing process without interrupting it.

How to refill the toner

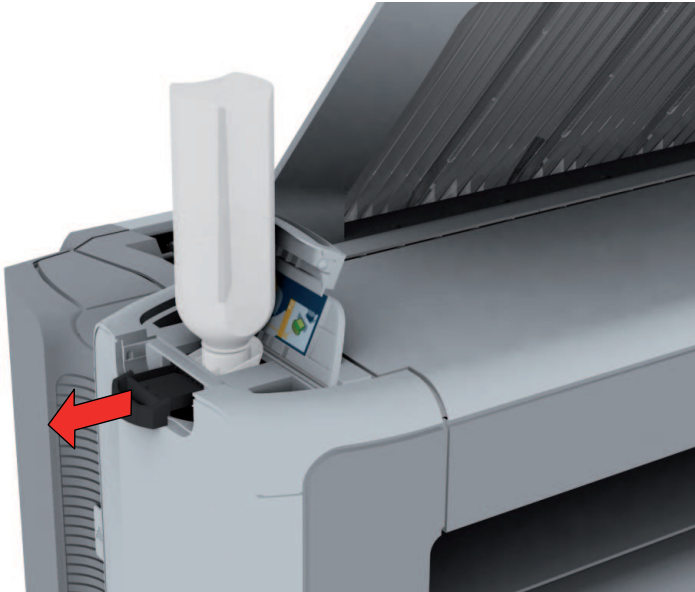
1. Open the toner compartment.



2. Shake the toner bottle well. Leave the bottle closed.
3. Place the bottle on the refill opening of the toner unit.



4. Pull the slider towards you to open both the bottle and the refill opening of the toner unit.



5. Tap the toner bottle gently (sideways), to let the toner flow from the bottle.
6. When the toner bottle is empty, return the slider of the toner unit to the original position to close the refill opening and the toner bottle. You can now remove the toner bottle from the opening.

Replace the residual toner container

Introduction

When you refill the toner, you also need to replace the residual toner container.

**Attention:**

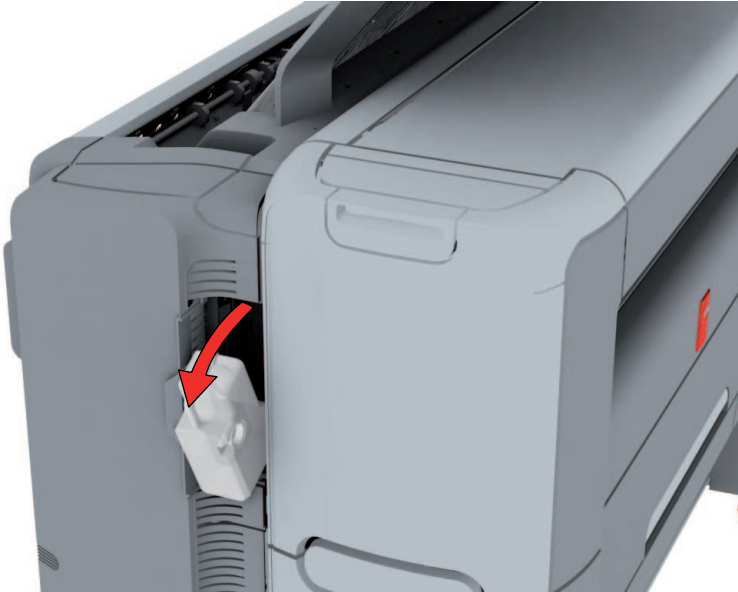
Do not replace the container during the printing process. You can replace the container when the printer is on.

How to replace the residual toner container

1. Open the residual toner compartment.



2. Remove the full residual toner container.



Note:

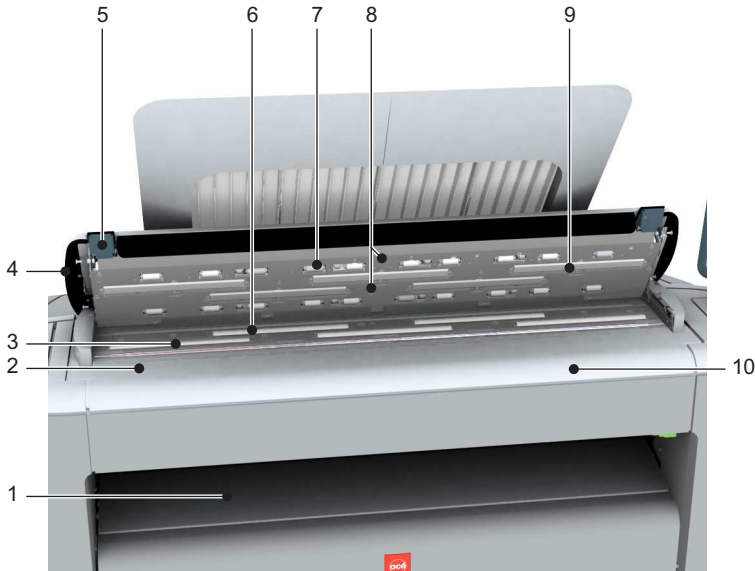
The residual toner container can be disposed normally.

3. Place the empty residual toner container.
4. Close the residual toner compartment.

Maintain the Scanner

Clean the scanner

Introduction



	Component	Description / Function
1	originals exit	Exits originals for reception into the front original tray.
2	original size ruler	Use this ruler to measure the original.
3	original feed rollers	A set of rollers used to transport the original.
4	scanner top cover	Top cover of the scanner.
5	scanner open levers	Two levers (left and right) to open the top cover of the scanner.
6	original support rollers	A set of rollers to guide the original.
7	scanner top cover rollers	A set of rollers in the top cover to guide the original.
8	original sensors	Sensors to detect the original.
9	transparent contact plates	Cover of the image sensors.

	Component	Description / Function
10	original feeding table	Use this table to feed the original into the scanner.

When to do

The copy and scan quality can decrease if:

- the transparent contact plates are dirty or static,
- the original support rollers are dirty, and you use transparent originals.

Thus clean the scanner to ensure top quality output.

How to clean the scanner

1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).

A locking mechanism prevents the scanner top cover from closing.

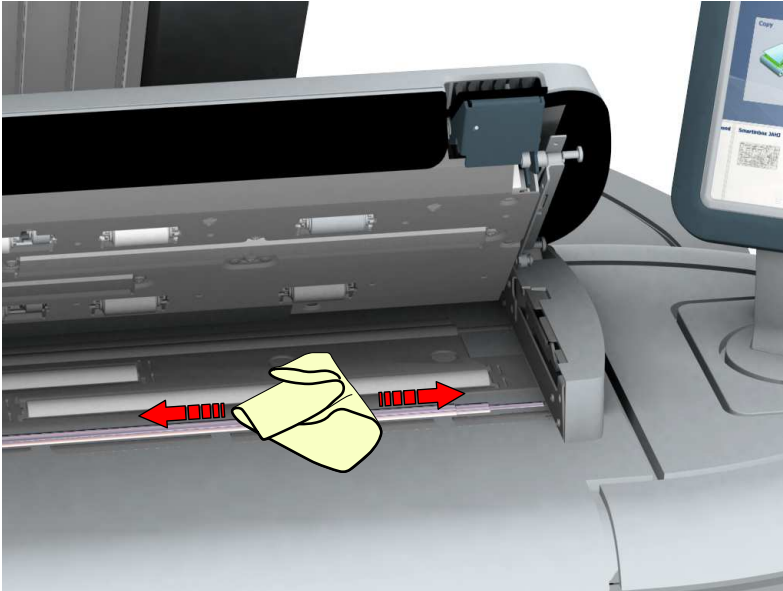


Attention:

To clean the scanner use the soft lint-free muslin towels from the scanner cleaning kit.

2. Use a muslin towel that has been moistened with water and firmly wrung out to clean the following parts of the scanner:

- The original support rollers (6)
Rotate the rollers to clean them.
- The transparent contact plates (9)
Wipe off any soiled areas.



3. Wipe all the cleaned parts once again using a dry Muslin towel.



Caution:

Watch out, not to get your fingers caught in the scanner top cover.

4. Press the scanner top cover down gently with both hands, to close it.



Note:

Check that the left and right scanner open levers are locked into position.

Calibrate the scanner

Introduction

You can calibrate the scanner when you are not satisfied with the copy or scan quality. Use the calibration wizard to calibrate the scanner.

Before you begin

Clean the scanner before you start the calibration procedure. Dirty parts of the scanner cause a decreased copy and scan quality. For more information, see [‘Clean the scanner’ on page 315](#).

Open the media drawer to find the scanner calibration sheet, at the back of roll 2. For more information, see [‘The media drawer’ on page 291](#).

**Attention:**

Handle the calibration sheet with care.

**Attention:**

Do not touch the black area of the calibration sheet with your fingers.

**Attention:**

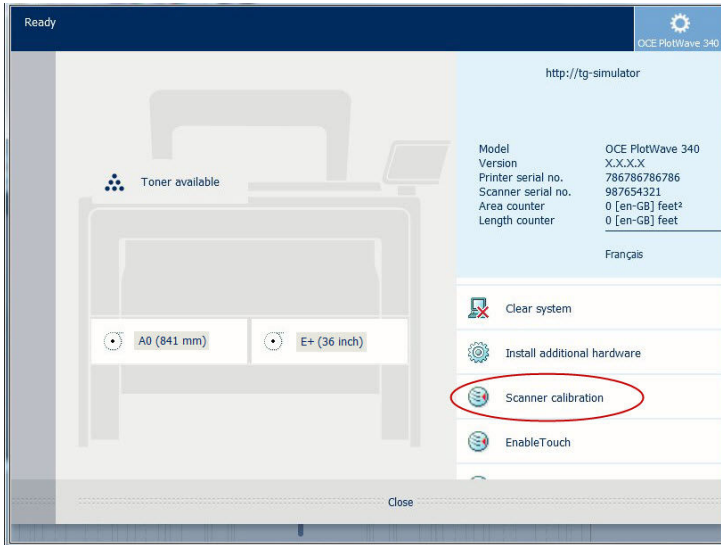
Before you use the calibration sheet, wipe off any dust from the calibration sheet.

How to calibrate the scanner

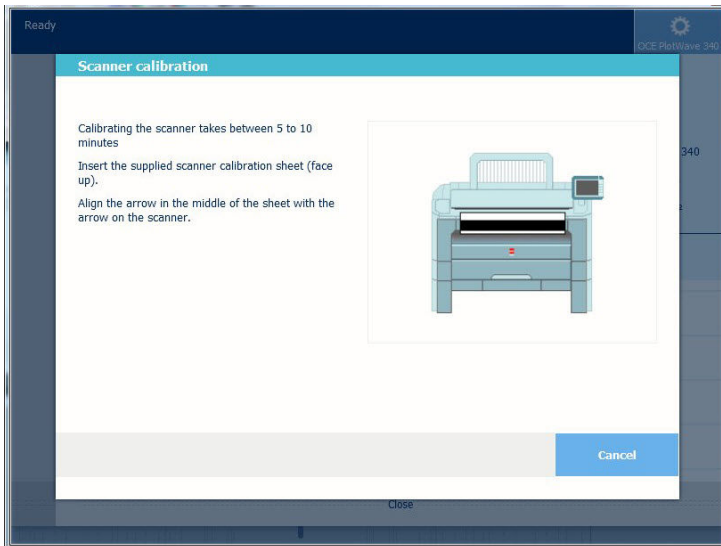
On the user panel:

1. Select the system menu thumbnail.
2. In the 'Setup' menu list, in the bottom right part of the display you can see the tile 'Scanner calibration'.

3. Tap the 'Scanner calibration' tile. A wizard opens up.



4. Follow the instructions in the wizard.



5. Insert the scanner calibration sheet when instructed in the wizard.
6. Tap the green button to start the scanner calibration.



Note:

'Calibrating the scanner takes between 5 to 10 minutes.'

Chapter 6

License Management

Introduction to license management

Introduction

For certain applications your printer uses, you need to activate a license. You can activate them in Océ Express WebTools.

The following workflow describes how you can do this.

The workflow

1. View the current active licenses.
You can make a list of new options you need, and make a list of license numbers. Océ needs the list of new options and the license numbers to create a new license file.
2. Get the host id of the Océ system.
Océ needs the host id of your Océ system to create a new license file.
3. Send the list of new options, the list of license numbers, and the host id to Océ.
Océ creates and delivers one or more new license files.
4. Create a back-up of the current active licenses, if necessary.
Save the current active licenses to do so.
5. Activate the licenses.
The license activation job guides you through the following steps.
 - 1. Locate the license file.
 - 2. Preview the new active licenses.
 - 3. Accept the end user license agreement.
 - 4. Finish the license activation job.
 - 5. Restart the Océ system.

Check your licenses

About the licenses

The license section in Océ Express WebTools allows you to manage the licenses that are active on your system. A license is needed to activate certain functions on your printer.

License information overview

Open the 'Support' - 'Licenses' tab in Océ Express WebTools to view the available licenses.

You can view the license information for the following purposes:

- Check the active licenses on license state, license type, and license duration.
- Check for how long a license is valid.
- View all options available for your Océ system.
- Make a list of the new options you need.
- Make a list of license numbers.

Information	Description
'Option'	This field displays the name of the option. The following licenses are available for your printer: <ul style="list-style-type: none"> ■ The Océ PlotWave 340 or the Océ PlotWave 360 Product license ■ 'License for Adobe PostScript 3 / PDF' ■ Adobe® Simplified Chinese PostScript® ■ Adobe® Traditional Chinese PostScript® ■ Adobe® Japanese PostScript® ■ Adobe® Korean PostScript® ■ Third party app integration ■ Administrative logon
'State'	This field displays one of the following license states. <ul style="list-style-type: none"> ■ 'Authorised'. You are authorised to use the function. ■ 'Not authorised'. You are not authorised to use the function, you need to get a license for the function.
'License type'	This field displays one of the following license types. <ul style="list-style-type: none"> ■ 'Resale'. ■ Not for resale.
'Duration in days'	This field displays the time your license is valid.
'License number'	This field displays the license number.

Save the currently active licenses

Introduction

You can save all active licenses into one single file.

When to do

Save the currently active licenses before you start a license activation job, or when you want to save the current license situation.

How to save the license information



Note:

For this procedure, you need to log in as a System administrator or Power user.

1. Open the 'Support' - 'Licenses' tab.
2. Click on the 'Save' button.
The 'Save licenses' window opens.
3. Select a directory, and enter the new file name you want to store the licenses under.
4. Click the 'Save' button to back up the currently active licenses.

Result

All currently active resale and demo licenses are stored into one single file.

Install a new license

Introduction

The Océ applications and optional functions are protected against unauthorised use. You need to activate a license to enable an application. Under the 'Licenses' tab in Océ Express WebTools you can upload new license files.



Note:

After the license is uploaded you must restart your system to activate the license file.



Note:

For this procedure you need to log in as a System administrator or Power user.

How to get a new license file

In Océ Express WebTools:

1. Open the 'Support' - 'Licenses' tab to display the license information page.
2. Click the host id hyperlink to display the host id information.
3. Copy the id, and send the host id information to your Océ representative together with a list of options that you require.
4. After receiving the license file store the file on the network.



Attention:

It is advised to store the license information of the currently active license files in a back-up file before you activate a new license file. Use the 'Save' button to store the current license files information.

Upload a new license

In Océ Express WebTools:

1. Click 'Activate' to open a browser window to search for the license file on the network.
2. Browse the network and select the license file.
3. Click 'Next', read the step and click 'Next'.
4. When the user agreement appears, scroll down to the bottom and check the box in front of 'I agree'.



Note:

When you do not check the box for agreement, your license will not be installed.

5. Click 'Next'.
6. Click 'Ok' to start the activation of the license file. A message appears when the process is completed.
7. Restart the system to activate the changes.

Result

- When you update an expired license, the new license file overwrites the previous license file.
- When you upload a new license, the license state in the overview is changed from 'Not authorised' to 'Authorised'.

Chapter 7

Account Management

An overview of Océ Account Center

Introduction

Use Océ Account Center to manage the account information of print jobs, copy jobs, and scan jobs for your Océ devices.



Note:

For this application a separate user manual is available. Visit <http://global.oce.com/support>, select your printer and find your manual in the list.

Definition

Océ Account Center consists of the following two software modules:

- Océ Account Console.

Océ Account Console runs on a PC that functions as a server. Access to the Océ Account Console application is password protected and limited to authorised personnel. The administrator uses Océ Account Console to create the account information dialogue. The administrator publishes the account information dialogue for Océ Express WebTools, the user panel and other applications.

The bookkeeper uses Océ Account Console to retrieve and export the log data.

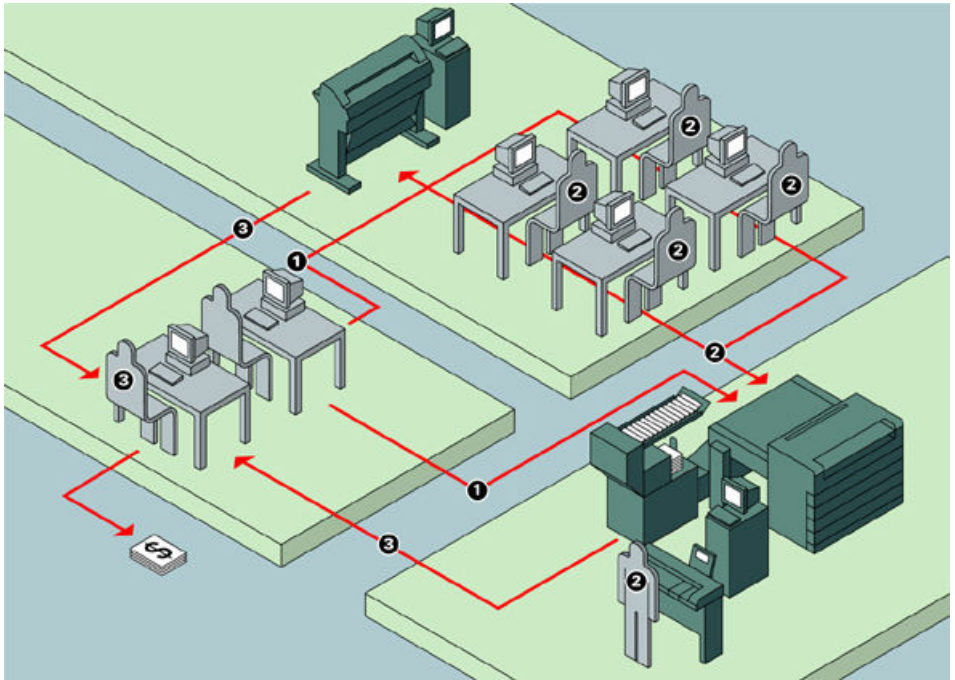
The bookkeeper uses the log data for accounting purposes.

- Océ Account Logic.

Océ Account Logic software is part of Océ Express WebTools.

The software enables the user to enter account information for print jobs, copy jobs, and scan jobs.

Illustration



User roles and tasks in Océ Account Center

Users	Tasks
1) Administrator	<ul style="list-style-type: none"> ■ Create, manage, and delete the account dialogue. ■ Publish the account dialogue to Océ Express WebTools and the user panel.
2) Users	<ul style="list-style-type: none"> ■ Use the dialogue of Océ Express WebTools to enter the account information for print jobs, copy jobs, and scan jobs.
3) Bookkeeper	<ul style="list-style-type: none"> ■ Retrieve and use the account information of print jobs, copy jobs, and scan jobs that is stored on the embedded controller of your Océ device. The log data serves as input for the accounting reports and invoices.

Océ Account Console®

Introduction to Océ Account Console

Definition

Océ Account Console is installed on the administrator's workstation. Access to Océ Account Console is password protected and limited to the administrator.

Purpose

Océ Account Console has the following functionalities:

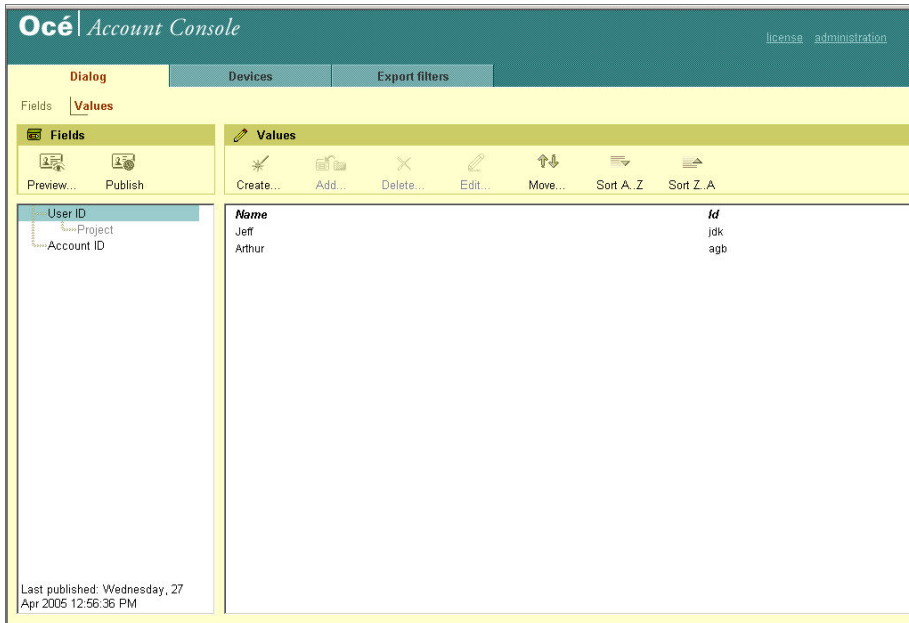
- Manage, preview, and publish the account information dialogue for Océ Account Logic.
- Retrieve and export the log files.
- Manage the devices.



Note:

For this application a separate user manual is available.

Illustration



Summary of Océ Account Console

Main parts of Océ Account Console

An administrator uses Océ Account Console to perform a number of maintenance and configuration tasks.

The main functional areas of Océ Account Console are described in the table below.

Main parts of Océ Account Console

Part	Description
The 'Dialogue' tab	<p data-bbox="486 493 652 516">'Fields' section.</p> <ul style="list-style-type: none"> <li data-bbox="486 525 1156 584">■ Create an accounting dialogue. The accounting dialogue consists of a number of accounting fields. <li data-bbox="486 593 1156 651">■ Save an accounting dialogue. The accounting dialogue is saved in .xml for reference, back-up or uploading. <li data-bbox="486 660 1156 718">■ Load an accounting dialogue. An accounting dialogue can be uploaded for use. <li data-bbox="486 728 1156 786">■ Delete an accounting dialogue. Please note that this action cannot be reversed. <li data-bbox="486 795 1156 853">■ Edit an accounting dialogue. You can change the type of accounting field. <li data-bbox="486 862 1076 886">■ Change the order of the accounting field in the list. <li data-bbox="486 895 1156 953">■ Make a preview of the accounting dialogue to test the validity. <li data-bbox="486 962 1156 1021">■ Publish the accounting dialogue. Make the accounting dialogue available to external applications and devices. <p data-bbox="486 1044 660 1068">'Values' section.</p> <ul style="list-style-type: none"> <li data-bbox="486 1077 943 1101">■ Create values for each accounting field. <li data-bbox="486 1110 849 1133">■ Import values with a CSV file. <li data-bbox="486 1142 1156 1201">■ Add values for each accounting field. You add existing values to an accounting field. <li data-bbox="486 1210 1156 1268">■ Delete values for each accounting field. Please note that this action cannot be reversed. <li data-bbox="486 1277 987 1301">■ Edit values for the selected accounting field <li data-bbox="486 1310 1025 1334">■ Move the selected value up or down in the list. <li data-bbox="486 1343 1156 1401">■ 'Sort A..Z'. Use this option to organise the list in ascending order. <li data-bbox="486 1410 1156 1468">■ 'Sort Z..A'. Use this option to organise the list in descending order.

Part	Description
The 'Devices' tab	<p>'Devices' section.</p> <ul style="list-style-type: none"> ■ 'Create...'. Use this option to create a new device. ■ 'Delete'. Use this option to remove the device. The log data for the device is removed as well. Please note that this action cannot be reversed. ■ 'Edit...'. Use this option to change the values for a device. ■ 'Delete log data'. Use this option to remove log data of a device. <p>'Tasks' section.</p> <ul style="list-style-type: none"> ■ 'Compress database'. Use this option to clean up the database. ■ 'Start'. Use this option to run an update dialogue or to retrieve log data. ■ 'Edit...'. Use this option to change the conditions for the update dialogue and the log data retrieval.
The 'Export filters' tab	<p>'Overview' section.</p> <ul style="list-style-type: none"> ■ 'Create...'. Use this option to define a new filter. ■ 'Delete'. Remove the export filter. ■ 'Edit...'. Change the filter definition. ■ 'Copy...'. Make a duplicate of the filter settings to create another export filter. ■ 'Run...'. Select the required filter and start the export of the log data. <p>'Statistics' section.</p> <ul style="list-style-type: none"> ■ 'Create...'. Create a statistic's summary (statistics export) of all the data in Océ Account Console. ■ 'Delete'. Delete the statistics export. ■ 'Edit...'. Select the field you want to create a statistics export of. ■ 'Run...'. Start creating the statistics export.
The 'Licences' screen	<p>The license screen enables you to perform the following actions.</p> <ul style="list-style-type: none"> ■ Determine the host ID necessary to receive a valid licence file. ■ Activate the licence file. ■ Create a back-up of the licence file.

Part	Description
The 'Administration' screen.	<p>The administrator screen enables you to perform the following actions.</p> <ul style="list-style-type: none">■ Change the password.■ Publish the data that are retrieved from other applications.■ Define the remaining settings for Océ Account Console.■ Set the regional settings<ul style="list-style-type: none">-Application language-Units of measure (metric or imperial values)-Units of measure of the print area (metric or imperial values).

Enable account management in Océ Express WebTools

Introduction

To enable account management you can define the values in Océ Express WebTools

Definition

The account information requirements are defined and managed by the administrator.


How to define the 'Logging and accounting' settings

Open the 'Preferences' - 'System defaults' tab, and under 'Job management' enable the 'Force entry of accounting data'. Then define the settings for accounting under 'Accounting log'.

Setting	Value	Description
'Force entry of accounting data'	'On'	When 'On', it will only be possible to print jobs, or create copy and scan jobs that have valid accounting data. All print jobs will be forced to go to the 'Smart Inbox'. When you use Océ Publisher Express to send your print job, you must enter the required accounting data in the 'Create new job' window. When you want to copy or scan from the user panel, or print a job from a USB mass storage device, you must enter the required accounting data on the user panel. The accounting data fields are displayed on the user panel.
	'Off'	No accounting data is required.
'Log file format'	'ASCII' 'Unicode'	Define the file format for the export file of the account logging data. This file is retrieved by the Account Console application for account management.
'Logging field separator'	'Comma' 'Semicolon' 'Tab'	Define the field separator that must be used in the log file.

Setting	Value	Description
'Number of days to keep log files'	numeric value	Enter a value between 1 and 99 days.

Accounting data missing

In case the required accounting data is missing, the  icon is displayed in front of the job in the 'Smart Inbox'. To enter the missing accounting data, select the job and click 'Edit'.

Accounting workflow

Introduction

After the administrator configures the settings, accounting can be integrated in the workflow.

Workflow

1. Define an accounting dialogue and publish it.
2. Add the Océ PlotWave 340/360 to the devices in Océ Account Console and configure the tasks.



Note:

Try to retrieve log data every day, when the printer is On.

3. Run the task update dialogue for the PlotWave 340/360, so the printer recognises the dialogue.
4. Enable accounting in Océ Express WebTools.

Workflow on the printer

1. Create a copy, scan, or print job.
2. Press the green button, to start the job.
A dialogue appears, asking the user to enter the required accounting information.
When the user does not enter the information, he cannot finish the job.

Chapter 8

Support

'Counter history'

Introduction

Navigate to the 'Support' - 'Counter history' tab to get an overview of the consumables used per printed job.

The table below gives an overview of the various functionalities you can access in the 'Counter history' to sort, group, save, or print the information you need.



Note:

To access the 'Counter history' functionality you must log on as a Key operator or as a System administrator.

'Counter history' functionality

Functionality	Description
'Counter history'	In the header of the counter history list you can select a value from the drop-down list, next to 'Counter history' you can select a value between 'today' and '6 days', or between '1 week' and '12 weeks'. The counter history list will display the used consumables that are printed during the selected period of time.
Sort on 'Job name', 'Job owner', 'Smart Inbox', or 'Time Printed'	When you want to sort the counter history list, you can click on the column headers of the counter history list: 'Job name'; 'Job owner'; 'Smart Inbox'; 'Time Printed'. This way you can sort the list according to your needs.
'List view' or 'Group view'	Select 'List view' at the bottom of the counter history list when you want to display all printed jobs. Select 'Group view' at the bottom of the counter history list when you want to display only the groups based on your sort criterion. For example, when you sort your counter history list on the column 'Job owner' and you click on 'Group view', the counter history list displays a list with all Job owners that have sent print jobs to the printer in the selected period. When you expand the 'Job owner' group, the list displays all jobs that were sent by the 'Job owner' in the selected period.

Functionality	Description
'View total info'	Select 'View total info' in the upper right hand corner of the counter history list, when you want to have a complete overview with job counter information.
	Click on a group name to display counter information for all the jobs in the group.
	Click on a job name to display counter information for the selected job.
'Save all'	Select 'Save all' in the upper right hand corner of the counter history list, when you want to save the counter history for all jobs in the list. You can save the counter data as an 'XML-file' or as a 'CSV-file'.
'Print all'	Select 'Print all' in the upper right hand corner of the counter history list, when you want to print the counter history for all jobs in the list.

View events


Introduction

Feedback on errors related to print jobs is displayed in the event list. You can open the event list when you click on 'View events' in the 'Jobs' tab in Océ Express WebTools. Next to this, you can make additional settings to receive more feedback.

Additional settings to view events

The settings you can make to get additional feedback from the system are listed below:

1. Open the 'Preferences' - 'System defaults' tab.
2. Under 'In case of errors' you can make the following settings:

Setting	Value	Description
'Job event web notification'	'On'	<p>When this setting is set to 'On' the system displays print job related attention messages in the queue view of Océ Express WebTools.</p> <p> Note: When you click on an attention message, the message is removed from the queue view of the web browser you use. In other web browsers the attention message remains visible until a user clicks on it.</p>

3. When you have made your settings, click Ok.

Event messages

Introduction

You can open the event list when you click 'View events' in the 'Jobs' tab.

Overview event messages

Event message	Troubleshoot
'Partially printed job aborted due to reception problem (protocol error, connection failure, spool-full)'	<ul style="list-style-type: none"> ■ Check the structure and keywords of the Océ Job Ticket. ■ When the user panel displays the message 'Print job memory full.', delete some jobs from the system. ■ Check if the printer can be reached in the network.
'Job aborted due to reception problem (protocol error, connection failure, spool-full), nothing was printed'	<ul style="list-style-type: none"> ■ Check the structure and keywords of the Océ Job Ticket. ■ When the user panel displays the message 'Print job memory full.', delete some jobs from the system. ■ Check if the printer can be reached in the network.
'Document could not be printed, specific TIFF/CALS mode is not supported'	<p>The document type is not supported by the printer (for instance, CALS file of type 2).</p> <ul style="list-style-type: none"> ■ Check the list of supported document types.
'Document could not be processed, processing was aborted'	<p>The file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> ■ Try to print it from an application using the Océ Windows® Printer Driver. ■ If the error persists, contact Océ Service.
'PS/PDF missing or invalid data in the document, one or more pages not correctly printed'	<p>The Postscript or PDF file is corrupt.</p> <ul style="list-style-type: none"> ■ Try to print it from an application using the Océ Windows® Printer Driver. ■ If the error persists, contact Océ Service.

Event message	Troubleshoot
'PS/PDF limitation, one or more pages not correctly printed'	<p>The Postscript or PDF file causes an internal printer error.</p> <ul style="list-style-type: none"> ■ Try to print it from an application using the Océ Windows® Printer Driver. ■ If the error persists, contact Océ Service.
'PS/PDF resource issue (memory, disk), one or more pages not correctly printed'	<p>The Postscript or PDF file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> ■ Try to print it from an application using the Océ Windows® Printer Driver. ■ If the error persists, contact Océ Service.
'PS/PDF resource or language problem, one or more pages not correctly printed'	<p>The Postscript or PDF file is complex or corrupt.</p> <ul style="list-style-type: none"> ■ Try to print it from an application using the Océ Windows® Printer Driver. ■ If the error persists, contact Océ Service.
'No pages were generated when processing the document'	<p>The file contains some non printable pages.</p> <ul style="list-style-type: none"> ■ The file could be corrupt. ■ The graphic commands in the file could be missing . ■ The shift setting could be set to a value that causes the image to move completely off the paper.
'Job deleted because it is not recoverable (data is corrupt or incomplete)'	<p>This message can appear when the printer is rebooted after a power failure and some documents in the printer spool are corrupt.</p> <ul style="list-style-type: none"> ■ Reprint the job from the submission application or from the Smart Inbox.
'Job deleted because it causes a software crash in the printer'	<p>This message can appear when the printer is rebooted after a power failure and some documents in the printer spool cause software problems.</p> <ul style="list-style-type: none"> ■ Reprint the job from the submission application or from the Smart Inbox.

Event message	Troubleshoot
'Job was deleted from the queue after a media request timeout'	<p>The job has been deleted from the print queue because the time-out of the media request expired and the 'Action after media request time-out' is set to 'Delete the job'</p> <ul style="list-style-type: none"> ■ Reprint the job from the submission application or from the Smart Inbox.
'Job cannot be printed because the required PS/PDF license is not available'	<ul style="list-style-type: none"> ■ For Postscript and PDF files, check if the Adobe® PostScript® 3 / PDF option is authorised.
'Job cannot be printed because the required PDL is disabled'	<ul style="list-style-type: none"> ■ Click 'Configuration' - 'Printer setup' and check if printing of this printer description language is 'Enabled'.
'Folding disabled because legend not detected or rotated document doesn't fit on available media'	<p>The 'Océ Finishing Assistant' disabled folding. This can happen if the image cannot be rotated so that the legend is visible after folding and fit on the available media. This may also happen if the 'Océ Finishing Assistant' cannot detect the location of the legend.</p> <ul style="list-style-type: none"> ■ Disable 'Océ Finishing Assistant' if you do not care where your legend is after folding or if you want to fold a drawing without a legend. ■ Load a larger media size if the rotated drawing fits into the maximum foldable media width (check the finisher specifications).

Event message	Troubleshoot
<p>'Print settings conflict: the document is identified and printed with the settings embedded in the file'</p>	<p>The print job contains a non-supported structure of embedded Océ Job Tickets. The settings you have selected in the submission application are not used. Instead, the Océ Job Ticket settings embedded in the file are used for printing and identification of the job. The job will appear in the print queue and the Smart Inbox with its original name.</p> <ul style="list-style-type: none">■ If the settings embedded in the file contain a Smart Inbox name, the job will be kept in that Smart Inbox.■ If the settings embedded in the file do not contain a Smart Inbox name, the job will be kept in the default Smart Inbox defined in the 'System properties' - 'Job management'.■ If you do not want to use the original settings embedded in the file, use Océ Publisher Select to print the job.

Remote Service

Introduction

Océ Express WebTools offers remote services from the printer to Océ, or from Océ to the printer.

You can edit these settings in the 'Support' - 'Remote Service' tab in the Océ Express WebTools.

'Remote Service' has the following options:

- 'Configure proxy': Configure a secure internet connection via a proxy server between the printer and Océ.
- 'Check connection': Check the connection between the printer and Océ.
- 'Allow remote assistance': Allow a remote assistance from Océ to the printer.
- 'Download log files': Download the remote service log files from the printer.



Note:

For this procedure, you need to log in as a System administrator.

'Configure proxy' (applicable if proxy settings are required)

Open the 'Support' - 'Remote Service' tab, and click on 'Configure proxy'.

1. Set up the 'Proxy server':
 - 'Proxy enabled'
 - 'Proxy hostname': please enter the fully qualified hostname of the proxy server
 - 'Proxy port'
2. Set up the authentication:
 - 'Proxy requires authentication'
 - 'Proxy authentication: user'
 - 'Proxy authentication: password'
 - 'Proxy authentication: domain'
3. Click Ok to finalise the proxy configuration.

'Check connection'

After you configured the proxy, it is possible to test the connection between the printer and Océ.

1. Open the 'Support' - 'Remote Service' tab, and click on 'Check connection'.

2. A message displays the answer, within 30 seconds. When configured correctly, the message: 'The system is connected to Océ Remote Service' is displayed.
3. Now the system is able to send data to Océ. For example, Océ Meter Manager, or Océ 'Remote Service' information.



Note:

For the online viewing, approval of meter reads, or service call entry via the web please refer to the company website. On the website you can create an account ("My account") to request access to both services.



Note:

You can find feedback on the status of the connection and tooltip information in the System monitor.

'Allow remote assistance'

When you have made all settings required and you want to allow Océ to remotely access the printer, you can enable remote assistance.

1. Open the 'Support' - 'Remote Service' tab, and click on 'Allow remote assistance'.
2. A message informs the user whether a connection is made.
When the connection with Océ is established, a remote service operator (service technician) is able to operate the system and provide assistance remotely.



Note:

Since a remote assistance session is established via a point to point connection, only this specific system and none of the other systems at the customer's site, can be reached.



Note:

Click on 'Stop remote assistance' when you want to terminate the connection with Océ. This way the customer always stays in control.

'Download log files'

When you want to have access to all the log files, you can download them.

1. Open the 'Support' - 'Remote Service' tab.
2. Click on 'Download log files' in the upper right hand corner.

The system creates a zip file that contains the technical and audit log files in a textual format.
You can save the zip file locally.

Solve Problems

How to solve problems with jobs

1. When there is a problem with a job, the colour of the green 'Jobs - Queue' bar in Océ Express WebTools turns red.
The System Monitor section of Océ Express WebTools displays the message: 'User intervention required'.
The job that has the problem remains in the queue as an active job, displayed in bold fonts.
2. On the user panel detailed information about the problem is displayed. You can use this information to help you to solve the problem.



Note:

When a media jam occurs often, you can perform the following checks:

- Is the media loaded correctly?
- Did you use the correct media? For more information, see ['Preferred Océ media types and sizes' on page 365](#)
- Did you remove all the pieces of media from the paper path?



Note:

If an error occurs that you cannot solve, please remember the error code displayed on the user panel and contact the Océ Helpdesk for assistance.

Clear an original jam in the scanner

Introduction

When an original jam occurs in the scanner, the message 'Scanner original jam' appears on the user panel. You must remove the original from the scanner.

When an original jam often occurs:

- Check if you used the correct type of original.
- Check if you have to use a carrier sheet.
- Check if the original is damaged before you insert it.

How to remove a jammed original

1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).
A locking mechanism prevents the scanner top cover from closing.



2. Remove the original.
Pull the original from the scanner, or from the originals exit at the front.
3. Press the scanner top cover down gently with both hands to close it.



Note:

Check that the left and right scanner open levers are locked into position.

4. Smoothen the original, and feed the original.

Clear a media jam in the heater section



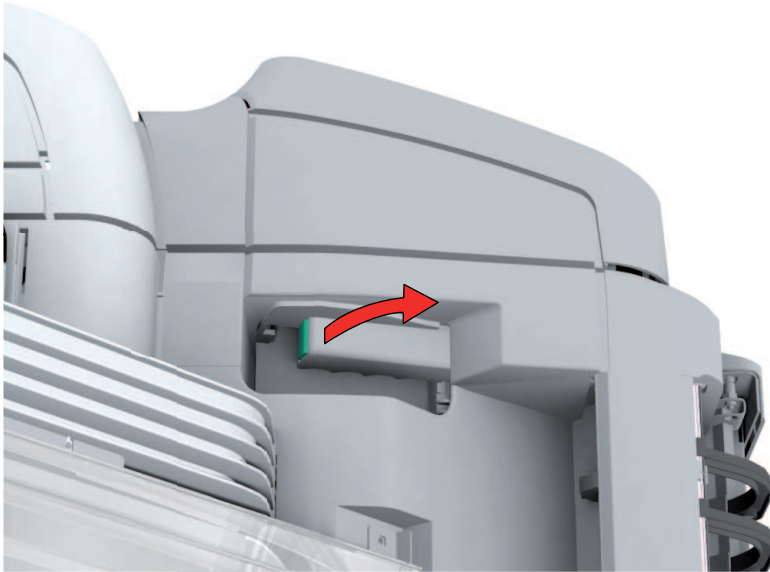
Attention:

During normal use the fuser has to remain closed. Only open it to remove the media after a media jam.

When a media jam occurs in the heater section, take the following steps:

1. Wait a few moments to let the heater cool down.

2. Use the media jam clearance handle to open the upper back cover.



3. Remove any jammed printing material from the fuser section.
4. Press the green knob on the media jam clearance handle and close the upper back cover.



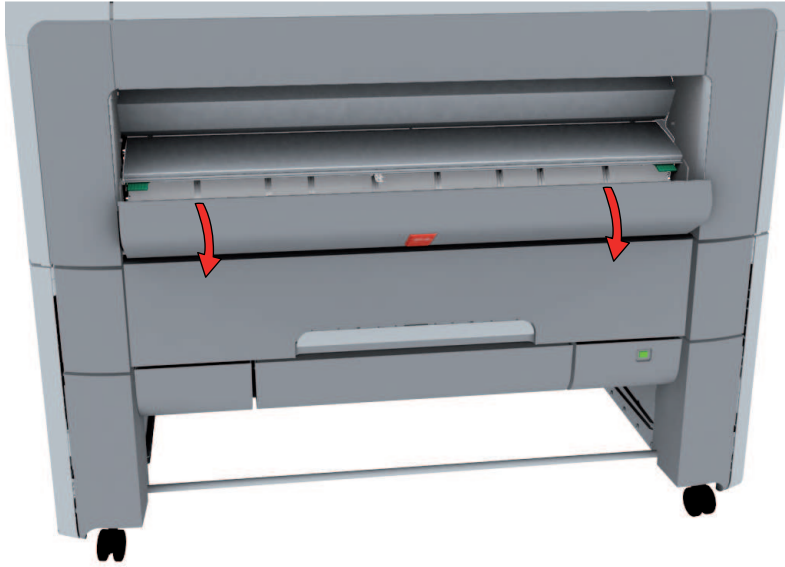
Note:

Make sure you close the upper back cover properly: make sure you hear a click.

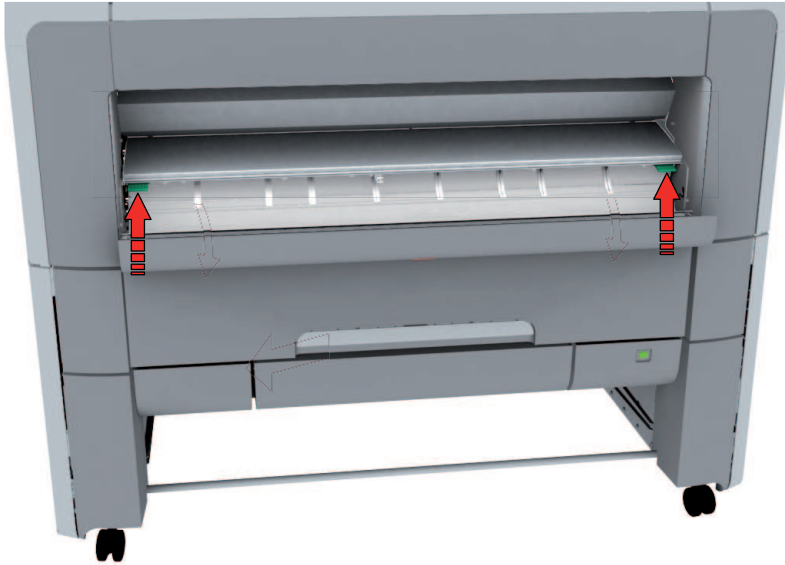
Clear a media jam in the media bypass section

When a media jam in the media bypass section occurs, take the following steps:

1. Open the lower front cover.



2. Lower the media bypass, by pressing the handles on the left and the right.



3. Remove any jammed media.



Note:

When the material cannot be removed easily, open the upper back cover with the media jam clearance handle to access to the jammed material. For more information, see '[Clear a media jam in the heater section](#)' on page 350).

4. Pull up the media bypass.



5. Close the lower front cover.

Clear a media jam in the roll feed section

When a media jam in the roll feed section occurs, take the following steps:

1. Firmly pull the media drawer to open it.



2. Remove any jammed printing material from the paper path and, if necessary, pull back the media and rewind it.
3. Reload the media roll if necessary, and press the clean cut button to trim a strip of the media roll.
4. Close the media drawer.

Print a demo print

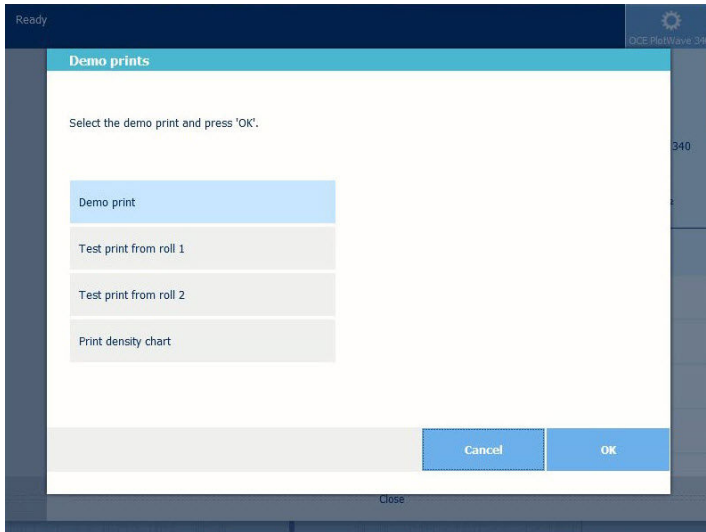
When to do

You can print a demo print to check if the printer works correctly.

How to print a demo print

On the multi-touch user panel:

1. Tap the 'System' thumbnail. A window opens.
2. In the 'Setup' list in the bottom right corner of the display, select 'Test prints'. A wizard opens.
3. Select 'Demo print'.



4. Tap Ok.
A demo print is printed.

Print a test print

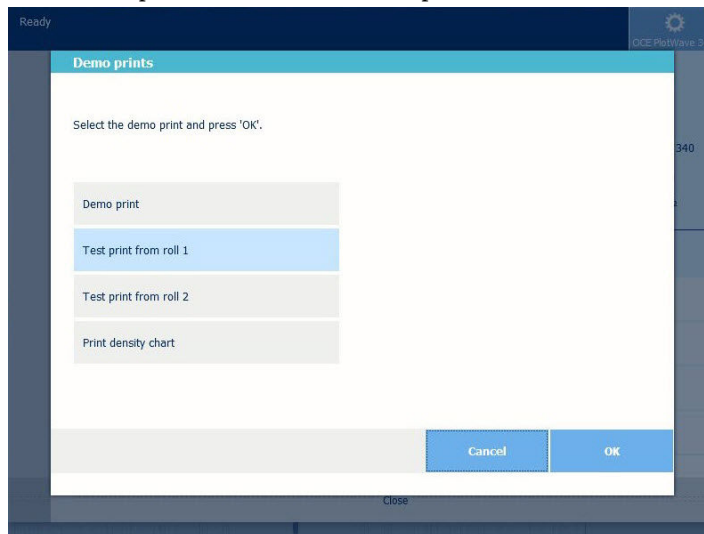
When to do

Print a test print from roll 1 or 2 at the request of the Océ Helpdesk. The test print provides information that can help to solve quality problems.

How to print a test print

On the multi-touch user panel:

1. Tap the 'System' thumbnail. A window opens.
2. In the 'Setup' list in the bottom right corner of the display, select 'Test prints'. A wizard opens.
3. Select 'Test print from roll 1' or 'Test print from roll 2'.



4. Tap Ok.
A test print is printed.

Print the print density chart

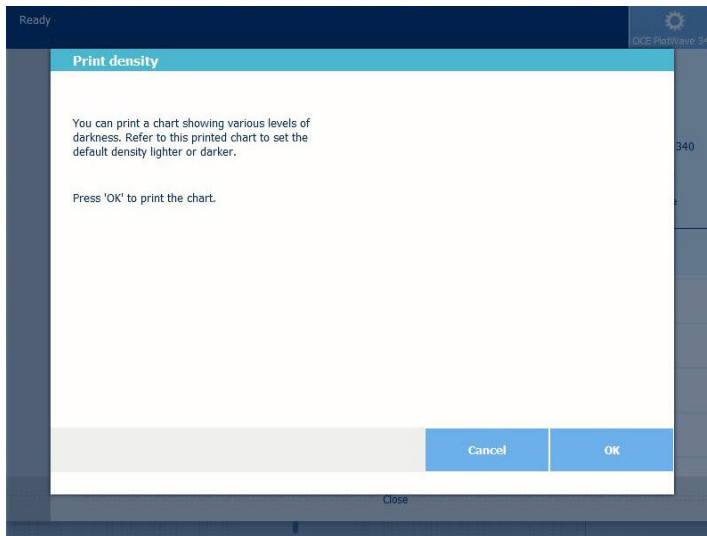
When to do

To influence the toner usage of your printer you can print the print density chart and adjust the print density offset. A negative value reduces the toner usage, a positive value increases the toner usage.

Print the print density chart

On the multi-touch user panel:

1. Tap the 'System' thumbnail. A window opens.
2. In the 'Setup' list in the bottom right corner of the display, select 'Test prints'. A wizard opens.
3. Select 'Print density chart'.



4. Tap Ok.
A 'Print density chart' is printed.
Use the chart to change the print density in Océ Express WebTools, or via 'All settings' on the user panel.

Chapter 9

Specifications of the printer

Specifications

Technology

Component	Specifications
Description	Black and white all-in-one wide format print, copy, scan system with colour scanner
Imaging technology	Electrophotography (LED), organic photo conductor (OPC), clean closed toner system, Océ Radiant Fusing technology
Toner/Ink type	Océ black toner: 0.4 kg per bottle
Speed	Black and white: Océ PlotWave 340: 240 (A1/D-size)/hr, 138 ppm (A0/E-size)/hr Océ PlotWave 360: 335 (A1/D-size)/hr, 186 (A0/E-size)/hr
Resolution	600 x 1200 dpi

General

Component	Specifications
Configuration	Multifunctional
Size main engine (WxDxH)	1537 x 800 x 1495 mm; 60.5 x 31.5 x 58.9" (including top delivery tray)
Weight main engine	180 kg; 397 lbs
Certifications	EPA ENERGY STAR®, FEMP, TÜV GS, CETECOM, CE, UL, cUL, CB, FCC Class A, RoHS

Paper handling

Component	Specifications
Paper rolls	1 or 2 rolls
Maximum paper capacity	400 m, 200 m per roll; 1300 ft, 650 ft on a roll
Paper weight	60 - 110 g/m ² ; 16 - 28 lb

Component	Specifications
Roll width	297 - 914 mm; 11 - 36"
Output delivery	Top delivery tray
Media type	Paper, Recycled Paper, Transparent, Translucent, Paper, Velum, Film.

User panel

Component	Specifications
Description	Océ ClearConnect multi-touch user panel
Size (WxDxH)	300 x 220 x 40 mm; 11.8 x 8.7 x 1.6". Multi-touch display: 264mm; 10.4"
Resolution	800 x 600 dpi
Number of colours	16.2 Million
Technology	TFT and projective capacitive touch
Operation	Three hard buttons: wake-up, stop, and home Multi-touch functions: tap, pinch, spread, swipe, flick, pan
Features	View optimisation: Tilt (-4 to +45 degrees) and turn (-45 to +180 degrees) Status light: red, orange, green USB port with indication light

Controller

Component	Specifications
Description	Océ PowerM controller with Windows® 7 Embedded
Memory	4 GB
Hard disk	500 GB
Interface	Ethernet 100 Mbit/s, 1 Gbit/s
Page description language	C4, Calcomp 906/907/951
Security	E-shredding, 'IPsec', 'Access control', 'Remote security'
Options	Adobe® PostScript 3™ / PDF file interpreter

Scanner

Component	Specifications
Description	Contact Image Sensor (CIS) with Océ Colour Image Logic technology
Scan resolution	600 x 600 dpi
Scan speed	Copying: 7 m/min; 23 ft/min Black & white scanning: 14.6 m/min; 47.9 ft/min Colour scanning: 5.1 m/min; 16.7 ft/min
Scan format	TIFF, PDF, PDF/A, JPEG, CALS, NIFF, multi-page PDF, multi-page PDF/A and multi-page TIFF
Scan destination	Local USB flash drive, 'WebDAV', 'FTP', 'SMB', 'Eneo', controller, mobile device via Océ Mobile WebTools and Océ Publisher Mobile
Original width	208 - 914 mm; 8.2 - 36"
Original length	208 mm; 8.2" - max. determined by controller
Original thickness	Maximum 0.8 mm; 0.03" (non-rigid documents)
Zoom	Scale to standard format Custom: 10 - 1000 %
Original types	'Lines/text', 'Coloured original', 'Folded lines/text', 'Blue print', 'Dark original', 'Photo', 'Artwork', 'Map'.
Size scanner (WxDxH)	1097 x 308 x 140 mm; 43 x 12 x 5,5"
Weight scanner	24,5 kg; 54 lbs

Environmental

Component	Specifications
Sound power level	Standby mode: maximum 26 dB Print mode: maximum 58 dB
Ozone emissions	0.001 mg/m ³
Power requirements	100 - 120 V, 200 - 240 V; 50/60 Hz; 20 - 10 A

Component	Specifications
Power consumption	Sleep mode: 41 W (115 V / 60 Hz: 39 W) Standby mode: 88 W (115 V / 60 Hz: 92 W) Print mode: 1.4 kW (115 V / 60 Hz: 1.5 kW) Per print: 45 Wh/Ao (EPA ENERGY STAR TEC method)
Recycle	Hardware: made of steel or highly recyclable plastics: up to 95% of the engine can either be upcycled or recycled. Remaining 5% are non-toxic waste. Toner: bottles made of highly recyclable HDPE (High Density Polyethylene)

Workflow

Component	Specifications
Description	Concurrent print, copy, and scan of single documents or sets
Printer drivers	Océ Wide format Printer Driver for Microsoft® Windows®, Océ PostScript® 3 Driver
Job submission	USB flash drive, Océ Mobile WebTools for iOS, Android, Symbian and BlackBerry®, Océ Publisher Mobile for iPhone and iPad, Océ Publisher Express, Océ Publisher Select
Job management	Print and history queue, Smart inbox, Manage queue, Océ Express WebTools, Secure controller access, remote shutdown and restart.
Accounting	Option: Océ Account Centre
Presets	Presets are predefined settings, you can easily access on the user panel. There are: Four copy presets: 'Media', 'Layout', 'Image', 'Finishing' Three scan presets: 'File type', 'File size', 'Image'

Options

Component	Specifications
Hardware	Océ Scanner Express, additional roll unit, Front original tray, Océ 2400 fanfold, Océ 4311 fullfold

Component	Specifications
Software	Océ View Station, Océ Repro Desk® Studio, Océ Repro Desk Web Client, Océ Repro Desk Select, Océ Repro Desk Professional, Océ Client Tools

Preferred Océ media types and sizes

Introduction

Océ machines and media are matched for the best quality and performance. Océ recommends the use of approved Océ media. You can receive a list of media (that includes plain or recycled paper, transparent paper, coloured papers, and different polyester films) from your Océ representative.

You can select one of the media names listed in the tables below on:

- the multi-touch user panel
- Océ Express WebTools
- Océ Wide format Printer Driver 2 for Microsoft® Windows®
- Océ PostScript® 3 Driver
- Océ Publisher Express



Attention:

Do not store the paper in rooms where temperature and humidity are high. Avoid dust and direct sunlight. Wrap non-used paper in plastic to prevent it from absorbing moisture.

Océ media types and weights

Name Europe	Weight	Name US	Weight
Paper	75gr	Bond	20lb
Recycled Paper	80gr	Recycled Bond	20lb
Paper	64gr	Bond	17lb
Paper	60gr	Bond	16lb
Paper	90gr	Bond	24lb
Paper	100gr	Bond	27lb
Paper	110gr	Bond	29lb
Transparent	75gr	Transparent	20lb
Transparent	90gr	Transparent	24lb
Transparent	110gr	Transparent	29lb
Film	88 µm / 3.5 mil	Film	88 µm / 3.5 mil
Film	100 µm / 4 mil	Film	100 µm / 4 mil

Preferred Océ media types and sizes

Name Europe	Weight	Name US	Weight
Translucent	68 gr	Translucent	18lb
Vellum	75 gr	Vellum	20lb



Note:

Visit the company website for the latest information.

Media sizes

	Maximum	Minimum
Roll width	914 millimetres 36 inch	279 millimetres 11 inch
Roll length	200 metres 650 feet	Not applicable

Chapter 10

Contact

Online support for your product

Introduction

Océ offers comprehensive support for your product on the website:

<http://global.oce.com/>

Here you can find the latest information that can help you to take full benefit of your product. Furthermore you can also find answers to your questions.

Please visit the website regularly for updates on the following topics:

- Downloads
- Support
- Supplies

Downloads

User manuals, printer drivers and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:

<http://global.oce.com/support>

Before you use your product, you must always download the latest safety information for your product. Before you use your product, make sure that you read and understand all safety information in the manual entitled "**Safety Instructions**".

Support

A Knowledge Base (OKB) with answers to your questions or problems is continuously being updated. To find an answer to your question or problem, please visit:

<http://global.oce.com/support> and select your product.

In the Support section, use the search field to enter your question. You will get a list of possible answers.

Supplies

A media guide with the latest information is available on the website:

<http://global.oce.com/supplies/>

Here you can find the media that your product supports, for example. You can also find more information about supplies for your product like toner. Furthermore, you can directly order new supplies through the website.

Addresses local Océ organisations

For the addresses of local Océ organisations visit:

<http://global.oce.com/contact/countries>

Comments

Send your comments by e-mail to:

itc-userdoc@oce.com

Reader's comment sheet

Questions

Have you found this manual to be accurate?

- Yes
- No

Were you able to operate the product, after reading this manual?

- Yes
- No

Does this manual provide sufficient background information?

- Yes
- No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

- Yes
- No

Could you find the information you were looking for?

- Always
- Most of the times
- Sometimes
- Not at all

What did you use to find the required information?

- Table of contents
- Index

Are you satisfied with this manual?

- Yes
- No

Thank you for evaluating this manual.

If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain anonymous, please do fill in your occupation)

Name:

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

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