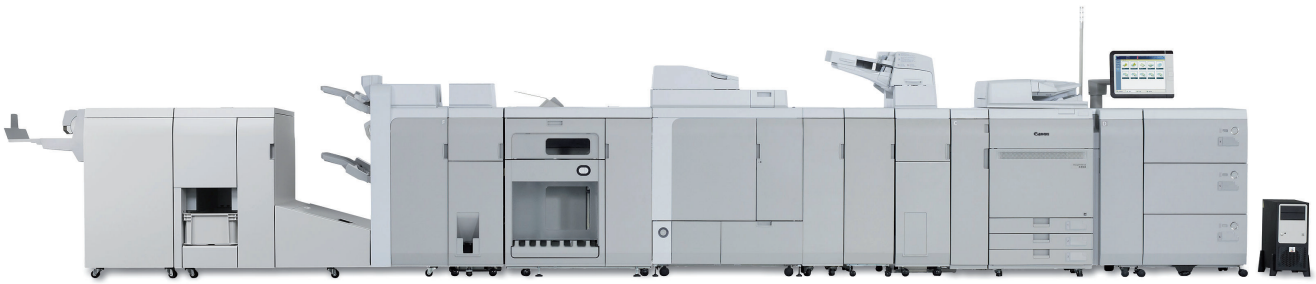
Operation guide



PRISMAsync

imagePRESS C850 Series

Canon

Copyright and Trademarks

Copyright CANON INC. 2017

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual or otherwise, without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR NON-INFRINGEMENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

Trademarks

"MEAP" is a trademark of CANON Inc., referring to an "application platform" for Canon multifunction and single function printers.

This product contains the Universal Font Scaling Technology or UFST® under license from Monotype Imaging, Inc. UFST® is a trademark of Monotype Imaging, Inc. registered in the United States Patent and Trademark Office and may be registered in certain jurisdictions.

UFST: Copyright © 1989 - 1996, 1997, 2003, 2004, 2008, all rights reserved, by Monotype Imaging Inc.

Apple, AppleTalk, EtherTalk, LocalTalk, Mac, Macintosh, Mac OS, and Safari are trademarks of Apple Inc., registered in the U.S. and other countries.

Microsoft, Windows, Windows Vista, Windows Server, Internet Explorer, Excel and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Copyright © Unpublished Work of Novell, Inc. All Rights Reserved.

Portions of this software are copyright © 2007 The FreeType Project (www.freetype.org). All rights reserved.

Copyright (C) 1999, 2000, 2002 Aladdin Enterprises. All rights reserved.



Java and all Java based trademarks and logos are trademarks or registered trademarks of Oracle and/or its affiliates.

Edition 2017-07

Software version 5.2

US



Adobe, PostScript, and the PostScript logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Copyright © 2007 -08 Adobe Systems Incorporated. All rights reserved.

Protected by U.S. Patents 5,737,599; 5,781,785; 5,819,301; 5,929,866; 5,943,063; 6,073,148; 6,515,763; 6,639,593; 6,754,382; 7,046,403; 7,213,269; 7,242,415; Patents pending in the U.S. and other countries.

All instances of the name PostScript in the text are references to the PostScript language as defined by Adobe Systems Incorporated unless otherwise stated. The name PostScript also is used as a product trademark for Adobe Systems' implementation of the PostScript language interpreter.

Except as otherwise stated, any reference to a "PostScript printing device," "PostScript display device," or similar item refers to a printing device, display device or item (respectively) that contains PostScript technology created or licensed by Adobe Systems Incorporated and not to devices or items that purport to be merely compatible with the PostScript language.

Adobe, the Adobe logo, PostScript, the PostScript logo, and PostScript 3 are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Linux is a registered trademark of Linus Torvalds. Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.



The PDF logo is a trademark or registered trademark of Adobe Systems Incorporated in the United States and other countries.

Copyright © 2008 Adobe Systems Incorporated. All rights reserved.

Protected by U.S. Patents 6,185,684; 6,205,549; 7,213,269; 7,272,628; 7,278,168; Patents pending in the U.S. and other countries.

All instances of the name PostScript in the text are references to the PostScript language as defined by Adobe Systems Incorporated unless otherwise stated. The name PostScript also is used as a product trademark for Adobe Systems' implementation of the PostScript language interpreter.

Except as otherwise stated, any reference to a "PostScript printing device," "PostScript display device," or similar item refers to a printing device, display device or item (respectively) that contains PostScript technology created or licensed by Adobe Systems Incorporated and not to devices or items that purport to be merely compatible with the PostScript language.

Adobe, the Adobe logo, PostScript, the PostScript Logo, and PostScript 3 are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Océ, Océ PRISMA, Océ PRISMAsync, Océ PRISMAprepare, Océ PRISMAproduction and Océ PRISMAaccess are registered trademarks of Océ.

PANTONE® Colors displayed in the software application or in the user documentation may not match PANTONE-identified standards. Consult current PANTONE Color Publications for accurate color. PANTONE® and other Pantone, Inc. trademarks are the property of Pantone, Inc. © Pantone, Inc., 2007

Pantone, Inc. is the copyright owner of color data and/or software which are licensed to (insert name of your company) to distribute for use only in combination with (insert appropriate name of Licensed Materials). PANTONE Color Data and/or Software shall not be copied onto another disk or into memory unless as part of the execution of (insert appropriate name of Licensed Materials).

© Pantone, Inc., 2017

All other trademarks are the property of their respective owners.

Other product and company names herein may be the trademarks of their respective owners.

Contents

Chapter 1
Introduction....11
About the imagePRESS C850 Series....12
Information in this operation guide....13
Users of the print system....14
Notes for the reader....15
Installation precautions....16
Handling precautions....20

Chapter 2
Explore the printer....23
Main hardware parts....24
Print module parts....27
Paper Input....29
Paper module....29
Bulk paper module....30
Inserter....31
Automatic document feeder....32
Special feeder....33
Finishing and delivery....35
Professional stacker / stapler....35
Standard stacker / stapler....37
Professional puncher....38
Folder....39
Copy tray....40

Chapter 3
Getting started....41
What can this print system do for you?....42
Explore the ease of operation....43
Learn about the media-based workflow....43
Learn about the color-based workflow....44
Learn about the document printing workflow....46
Learn about the transaction printing workflow....47
Learn about automated workflows....49
Interact with the imagePRESS C850 Series....50
Learn about interaction screens....50
Learn about user authentication....54
Learn about printer status....56
Start the print system....58
Awake the printer from sleep mode....58
Turn on the print system....59
Restart the print system....60
Turn off the print system....61
Log in and log out....62
Adjust the control panel....64
Choose a workflow profile....68
Select an accounting mode....71
Register the color tones for the ACCT function....73

Chapter 4
Media handling 75
Media for your output 76
Finishing for your output 78
Manage the media catalog 82
Add media to the media catalog 84
Check and prepare media 86
Check and prepare media before loading 86
Check and prepare envelopes before loading 88
Check and prepare transparencies before loading 90
Load media 91
Load media into the internal paper trays 91
Load media into the paper module 93
Load media into the bulk paper module 97
Load media into the special feeder 101
Load long sheets into the special feeder 103
Load media into the inserter 105
Load envelopes into the internal paper trays 107
Load tab paper into the internal paper trays 110
Load media for the scheduled jobs 112

Chapter 5
Prepare the jobs 113
Prepare print jobs 114
Prepare print jobs with Remote Printer Driver 114
Prepare print jobs with PRISMAprepare 116
Drag & drop print files on hotfolders 118
Print a file from a USB drive 119
Work with variable data in document printing mode 120
Prepare copy and scan jobs 121
Copy jobs 121
Scan jobs 123
Use the automatic document feeder to copy or scan 124
Use the glass plate to copy or scan 126
Make a copy 127
Make a scan 128
Use templates for recurring jobs 130
Copy subsets (combined copying) 131
Scan subsets (combined scanning) 132

Chapter 6
Plan the workload remotely 133
Use Remote Manager to plan the workload 134
Set up workload planning 135
Prepare the jobs remotely 136
Plan and print the jobs remotely 137
Change job properties remotely 138
Use the Remote Control app to monitor printing 139

Chapter 7
Plan the jobs 141
Use the DocBox 142
DocBox 142
Change a DocBox job 143
Combine DocBox jobs 144
Lock DocBox job settings 145

Print DocBox jobs....146
Manage the jobs in the queue....147
Job management in the queues....147
View the jobs in the queues....150
Bundle jobs....151
Add extra sheets to a job....152
Move a scheduled job to the list of waiting jobs....153
Send a job to another printer....154
Remove print jobs....155
Convert a job to a variable data job....156
Load and assign media....157
Add temporary media to the media catalog....157
Assign media to a paper tray....158

Chapter 8
Print the jobs....159
Change a job....160
Preview job settings....160
Change job settings....161
Use page programming....162
Adjust CMYK curves for a job....164
Proofing....167
Check first set....167
Make a proof....168
Print a job ticket....169
Make intermediate check prints....170
Printing....171
Print a waiting job....171
Print a scheduled job immediately....172
Reprint a job....173
Print variable data jobs....174
Stop printing....175
Print in transaction printing mode....176
Keep the system printing....178
Monitor printing with the schedule....178
Remove printed output from the stacker/stapler....180
Prints storage....183

Chapter 9
Keep the print quality high....185
About calibration....186
Calibrate the printer....188
Perform a shading correction....189
Calibrate the media family....190

Chapter 10
Perform color adjustments....193
About color adjustments....194
Automatic color mismatch correction....195
Create a trapping preset....196
Perform a manual shading correction....198
Adjust CMYK curves for a media family....200
Correct the color tones with the ACCT function....203
Register the custom media for automatic gradation adjustment....205
Create a spot color....207
Create media families and output profiles....210
Create a media family....210
Create output profiles with the embedded profiler....211

Create G7 calibration curves with an external tool....213
Create G7 output profiles with the embedded profiler....214

Chapter 11
Perform media adjustments....215
About media adjustments....216
Correct curled output media....217
Adjust the media registration....218

Chapter 12
Maintain the printer....221
System configuration and maintenance....222
Refill toner and staples....224
Consumables....224
Check the filling level of the toner cartridge....228
Replace a toner cartridge....229
Check the filling level of the waste toner container....232
Replace the waste toner container....233
Check the filling level of the staple cartridge....235
Replace in the professional stacker / stapler the staple cartridge in the staple unit....236
Replace in the professional stacker / stapler the staple cartridge in the saddle-stitch unit....238
Replace in the standard stacker / stapler the staple cartridge in the staple unit....241
Replace in the standard stacker / stapler the staple cartridge in the saddle-stitch unit....244
Remove staple and punch waste....246
Remove the staple waste....246
Remove in the professional stacker /stapler the punch waste....248
Remove in the standard stacker / stapler the punch waste....250
Clean print system parts....251
Cleaning tasks and procedures....251
Clean the control panel....252
Clean the glass plate area....253
Clean the automatic document feeder scanning area....254
Clean the scanning sensors....256
Clean the rollers of the automatic document feeder....257
Clean the inside of the print module....258
Clean the corona assembly wires....259
Clean the clean roller....260
Clean the fixing pressure belt....261
Refresh the fixing belt....262
Maintain print system parts....263
Lubricate a die set....263
Perform operator maintenance tasks in the print module....264

Chapter 13
Configure the printer....265
Default printer settings....266
Configure the accessibility....266
Configure sleep mode, low power mode, and shut-down mode....267
Configure time settings....272
Configure system of measurement....274
Configure printer adjustments....275
Default job settings....282
Configure information bars....282
Configure color bars....284
Configure the font of page numbers....285
Configure banner pages and trailer pages....286
Configure media of banner pages, trailer pages, tickets, separator sheets, and covers....288
Configure intermediate check prints....291

Configure finisher settings....292
Configure print quality settings....299
Configure PostScript, PDF, and PPML job defaults....302
Default workflow settings....306
Configure remote workload planning....306
Configure printing workflows....307
Configure the storage of printed jobs....310
Configure the DoxBox function....311
Configure automated workflows....312
Configure hotfolders....319
Media management....322
Configure the media catalog....322
Configure the media....324
Configure the media families....326
Color management....328
Configure printer calibration....328
Configure color defaults....330
Configure color presets....335
Configure input profiles....339
Configure output profiles....341
Configure composite output profiles....343
Configure spot colors and spot color libraries....345
Configure color mappings....351
Transaction printing....355
Configure the transaction printing....355
Configure transaction setups....356
Open and load a transaction setup....358
Configure attributes of an IPDS transaction setup....359
Configure attributes of a PCL transaction setup....365
Configure the resource management....370

Chapter 14
Help....373
Problem Solving....374
Optimize the scan quality of the print system....376
Fix "density not within required range" error....377

Chapter 15
References....379
Job settings....380
Print job settings....380
Copy job settings....385
Scan job settings....388
Status indicators....390
Job status indicators....390
Paper tray indicators....391
Media indicators....392
Media specifications....393
Supported media types per paper input option....393
Supported media sizes per paper input option....395
Supported envelope types per paper input option....396
Feed direction....397
Feed direction for stapling....397
Feed direction for punching....401
Feed direction for folding....402
Feed direction for the inserter....404
Feed instruction for envelopes....406
Feed instruction for tab paper....408
Zoom function....409

More PRISMAsync color information....410
Specifications....411
Overview of licenses....411
Print system specifications....412
Paper input specifications....414
Finishing and delivery specifications....419
Settings Editor specifications....430

Index....431

Chapter 1
Introduction

About the imagePRESS C850 Series

The imagePRESS C850 Series is a sheed-fed digital press printing at 85 ipm, 75 ipm, or 65 ipm. The printer platform supports a wide range of media and has a versatile in-line finishing portfolio.



The imagePRESS C850 Series steered by PRISMAsync Print Server offers digital workflows—black & white and full color—into one effective and productive platform.

Working with the imagePRESS C850 Series, is more than working with the printer alone. The most important **standard** software applications are the following.

- The controller **PRISMAsync Print Server** ensures you to get the most out of your printer. PRISMAsync Print Server is used for a wide range of Canon and Océ color and black & white sheet-fed printers.
- The web-based **PRISMAsync Remote Manager** shows the job processing and the print queues of the printer remotely on your workstation. All upcoming events can be monitored from a distance. You can edit job properties or re-route jobs from a **PRISMAsync** printer to an other **PRISMAsync** printer.
- The **PRISMAsync Remote Control** app on your smartphone helps to stay informed about the print production on the imagePRESS C850 Series. Even at a distance.
- The web-based **Settings Editor** is the tool where you configure the printer according to new or changed requirements.

In addition to these standard applications, the following **optional** software applications can be part of the platform of the imagePRESS C850 Series.

- **PRISMAprepare** and **PRISMAproduction**
  The job submitting software **PRISMAprepare** and **PRISMAproduction** create a uniform workflow with the imagePRESS C850 Series. So you can realize end-to-end job automation, media catalog synchronization, and all-in-one job preparation.
- **PRISMAlytics Dashboard**
  The PRISMAlytics Dashboard is a cloud service that delivers fact-based printer information. Printers that use the PRISMAsync Print Server send real-time production information, such as printing times, idle times, and the usage of media and consumables to the Dashboard. Key performance indicators and improvement areas help you to optimize and streamline the production across your printer fleet.

Information in this operation guide

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

The guide starts with basic information on the printer (chapter 2), how to work with the printer (chapter 3), and media handling (chapter 4).

Next the guide describes how you can prepare print jobs, copy jobs, and scan jobs (Chapter 5).

Then, the guide explains how you can plan and monitor the workload of jobs remotely (Chapter 6).

The way you can plan and print the jobs from the control panel is described in the next chapters. (Chapters 7 and 8)

Calibration is very important for keeping the color quality high (Chapter 9).

For specific cases there are color and media adjustments (Chapter 10 and 11).

Maintenance instructions teach you how to keep the print system clean and the performance high (Chapter 12).

The next chapter describes the configuration options of the Settings Editor. (Chapter 13)

When you encounter problems, you find some useful solutions on common problems. (Chapter 14)

The reference chapter gives you topics with detailed information and specifications about your product and the product supplies (Chapter 15).

Optionals described in this manual

This operation guide includes the functions and descriptions of the following finishing optionals:

- Document Insertion Unit-N1
- Paper Folding Unit-F1
- Staple Finisher-W1 PRO / Booklet Finisher-W1 PRO
- Staple Finisher-T1 / Booklet Finisher-T1

Other product information

On the downloads site **downloads.oce.com** you find the following information for the imagePRESS C850 Series:

- This manual
- High Capacity Stacker-H1 operation guide
- Technical reference guide
- Safety guides of the PRISMAsync Print Server and optionals
- imagePRESS C850 Series Third party software

The following optionals have a manual that is delivered together with the product:

- Multi Function Professional Puncher-A1
- Perfect Binder-E1
- Booklet Trimmer-F1
- Two-Knife Booklet Trimmer-A1

Users of the print system

Print environments where the imagePRESS C850 Series is installed differ in many aspects. Therefore, it is difficult to describe general roles that are applicable to each situation. The imagePRESS C850 Series has default user accounts that are related to the access of password-protected software or settings. However, the default user groups can be adjusted by the system administrator according to the number or type of users in your organization.

The tasks related to specific phases of the job workflow give a more uniform picture. Most print environments split tasks between job preparation, job planning, print production, printer maintenance, and printer configuration. Because of complexity of media definitions and color management, many print environments have experts on these areas as well.

Below you find five different roles that are used in this operation guide.

- The tasks of the **expert** focus on how to translate media and color quality requirements of customers into system and job settings.
- The tasks of the **prepress** focus on the translation of specific customer requests into job settings. They can work with PRISMAprepare or PRISMAproduction to prepare documents or data for printing. When ready the documents are submitted to the printer.
- The tasks of the **operators** focus on job planning, job editing, the print production, and printer maintenance.
- The tasks of the **key operators** focus on workflow settings and job defaults.
- The tasks of the **system administrators** focus on the user authentication, data security, and connection to other systems and servers.

Aimgroup of this operation guide

This operation guide is developed to support experts, operators, and key operators.

Notes for the reader

Introduction

This manual helps you to use the imagePRESS C850 Series. The manual contains a description of the product and guidelines to use and operate the imagePRESS C850 Series.

Definition

Attention Getters

Parts of this manual require your special attention. These parts can provide the following:

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

Symbols used in this manual

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

Overview of the attention-getters

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

Installation precautions

Avoid installing the machine in the following locations

- **Avoid locations subject to temperature and humidity extremes, whether low or high.**
  For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.
- **Avoid installing the machine in direct sunlight.**
  If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



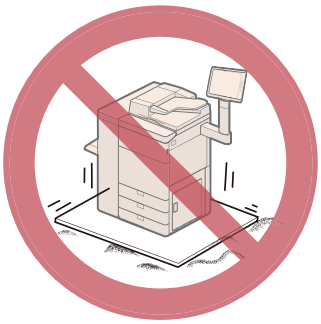
- **Avoid poorly ventilated locations.**
  This machine generates a slight amount of ozone etc. during normal use. Although sensitivity to ozone etc. may vary, this amount is not harmful. Ozone etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation. In addition, do not install this machine where it exhausts directly onto a person.



- **Avoid locations where a considerable amount of dust accumulates.**
- **Avoid locations where ammonia gas is emitted.**



- **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**
- **Avoid locations that are subject to vibration.**
  For example, avoid installing the machine on unstable floors or stands.



- **Avoid exposing the machine to rapid changes in temperature.**
  If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



- **Avoid installing the machine near computers or other precision electronic equipment.**
  Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.
- **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
  The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.
- **Contact an authorized Canon dealer if communication is unavailable.**
  Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer.
- **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed.
If you put weight on the front of the machine while the drawers are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

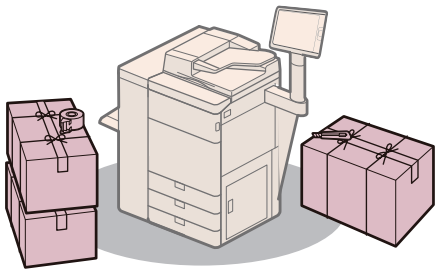
- **Avoid installing the machine at high altitudes of about 3,000 meters above sea level, or higher.**
  Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Select a safe power supply

- **Plug the machine into an outlet that is 208 V AC 20 A or greater.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is stepped on, affixed with staples, or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**
- **The power cord should not be taut, as this may lead to a loose connection and cause overheating, which could result in a fire.**
- **If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may disconnect. This could result in a fire. Avoid the following situations:**
  - Connecting and disconnecting the power cord frequently.
  - Tripping over the power cord.
  - The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
  - Applying excessive force on the power plug.

Moving the machine

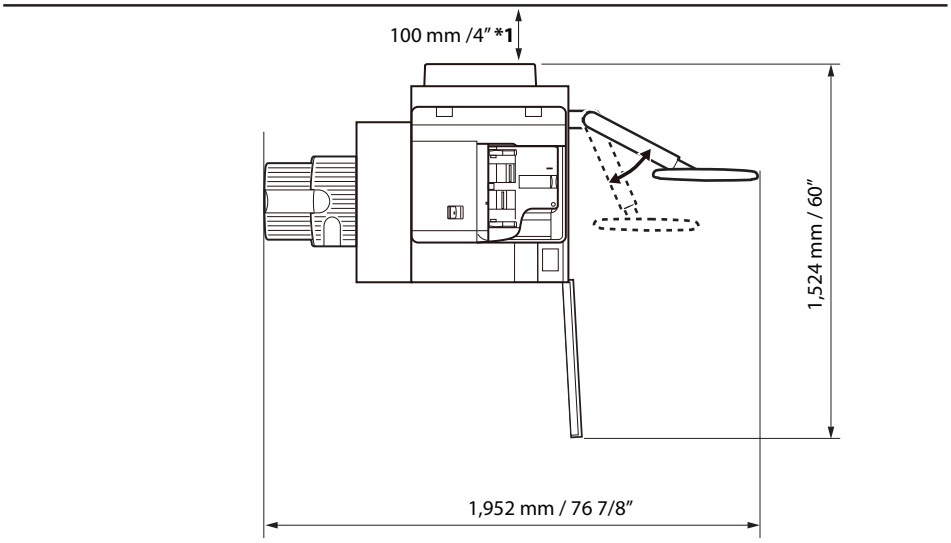
If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.



Provide Adequate Installation Space

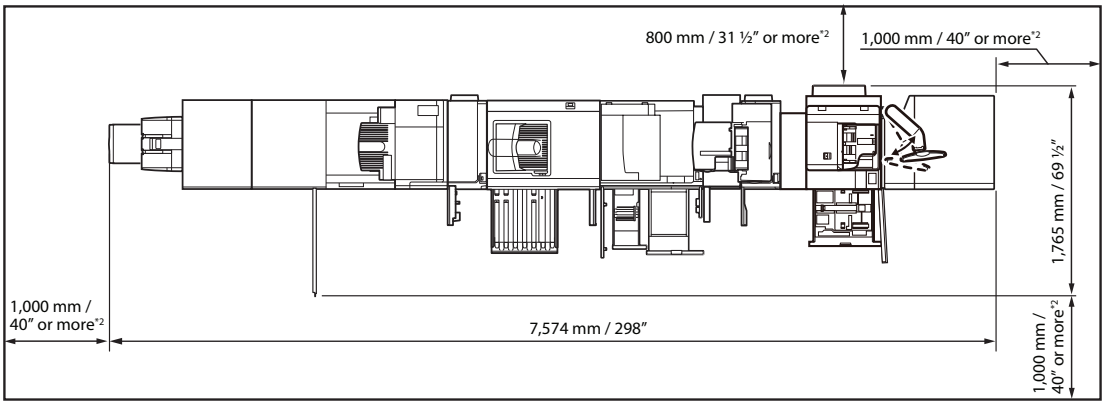
Provide enough space on each side of the machine for unrestricted operation.

When the Copy Tray-R2, Duplex Color Image Reader Unit-K1, and control panel are attached:



*1 Make sure to provide at least 800 mm / 31 1/2" of space if you attach one or more of the following: Paper Folding Unit-J1, Multi Function Professional Puncher-A1, Document Insertion Unit-N1 or Multi-drawer Paper Deck-C1, Perfect Binder-E1, Perfect Binder-E1, or High Capacity Stacker-H1.

When the Two-Knife Booklet Trimmer-A1, Booklet Trimmer-F1, Booklet Finisher-W1 PRO, Paper Folding Unit-J1, High Capacity Stacker-H1 (2x), Perfect Binder-E1, Multi Function Professional Puncher-A1, Document Insertion Unit-N1, Duplex Color Image Reader Unit-K1, control panel, and Multi-drawer Paper Deck-C1 are attached:



*2 Make sure you provide at least 100 mm / 4" of space if none of the Paper Folding Unit-J1, Multi Function Professional Puncher-A1, Document Insertion Unit-N1, or Multi-drawer Paper Deck-C1 are attached.

Handling precautions

Do not attempt to disassemble or modify the machine.



Some parts inside the machine are subject to high voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections that are not described in the manuals for this machine.

Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.



If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.

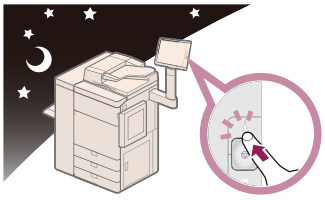
Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.

Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.



This machine generates a slight amount of ozone etc. during normal use. Although sensitivity to ozone etc. may vary, this amount is not harmful. Ozone etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.

For safety reasons, press the sleep button when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.



Use a USB cable that is shorter than 3 meters / 9' 10" inch.

Paper that has just been output from the machine may be hot. Be careful when removing or aligning paper from the output tray. Touching paper right after it is output may result in low-temperature burns.

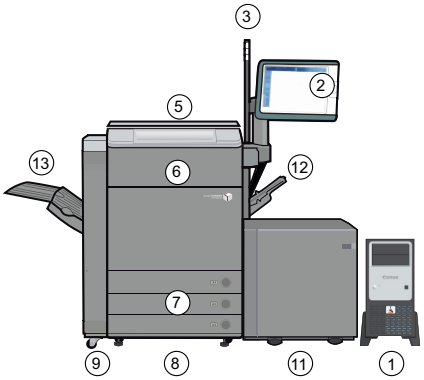
Chapter 2
Explore the printer

Main hardware parts

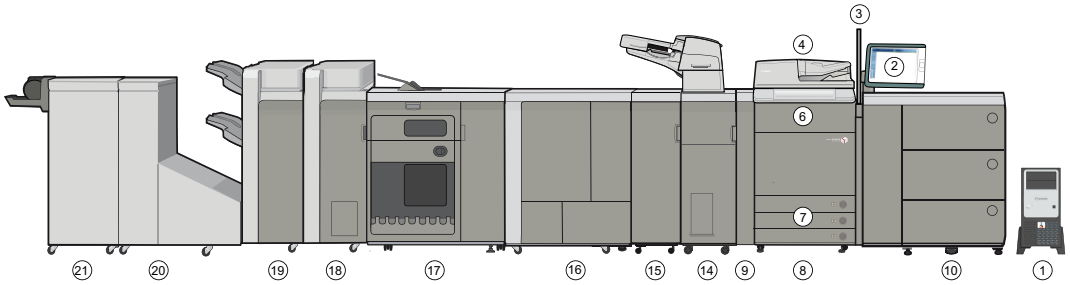
The print system can be given different configurations to match various print environments. Your print system has basic hardware parts extended with optionals. In the table below you can find descriptions of the main parts.

For more information on the optional software, see *Overview of licenses* on page 411.

NOTE
- This manual uses functional names for the print system parts. However, sometimes you may need the commercial name, for example, if you want to order an optional. In this case, use the table with the commercial names.
- The availability of optionals differs per country.



[1] Base print system with bulk paper module



[2] Example of a print system extended with several input and output optionals

	Description of main hardware parts
1	PRISMAsync Print Server, steers the performance, workflow, image quality, and color quality of the print system.
2	Control panel, which is the central information point for the operator.
3	Operator attention light, to display the status of the print system from a distance.
4	Automatic document feeder, to copy and scan originals.
5	Cover, only needed for a print-only system.
6	Toner compartment cover, to access the toner cartridges.
7	Internal paper trays, to hold media.

	Description of main hardware parts
8	Print module, where the print process takes place.
9	Waste toner compartment, to access the waste toner container.
10	Paper module, to hold media.
11	Bulk paper module, to hold media.
12	Special feeder, to manually feed special media, envelopes and tab paper.
13	Output tray, to collect the printed output.
14	Inserter, to feed (preprinted) covers and insert sheets.
15	Professional puncher with replaceable die sets, to punch holes in the printed output or to crease the printed output.
16	Perfect binder, to create perfect-bound and trimmed books.
17	High capacity stacker, to stack large piles of output.
18	Folder, to fold the output in various ways.
19	Stacker/stapler, to staple and stack the printed output. A saddle-stitch unit creates saddle-stitched booklets. A punch unit punches printed output.
20	Booklet trimmer, to trim the leading edge of booklets.
21	Two-knife trimmer, to trim the top and bottom-edges of booklets.

Commercial names of paper input optionals

Optional	Commercial name
Automatic document feeder	Duplex Color Image Reader Unit-K1
Printer cover	Printer Cover-H1
Special feeder	Stack Bypass-B1 / Stack Bypass Alignment Tray-C2
Paper module	Multi-drawer Paper Deck-C1
Bulk paper module	POD Deck Lite-C1
Inserter	Document Insertion Unit-N1

For more information, see *Paper input specifications* on page 414.

Commercial names of finishing optionals

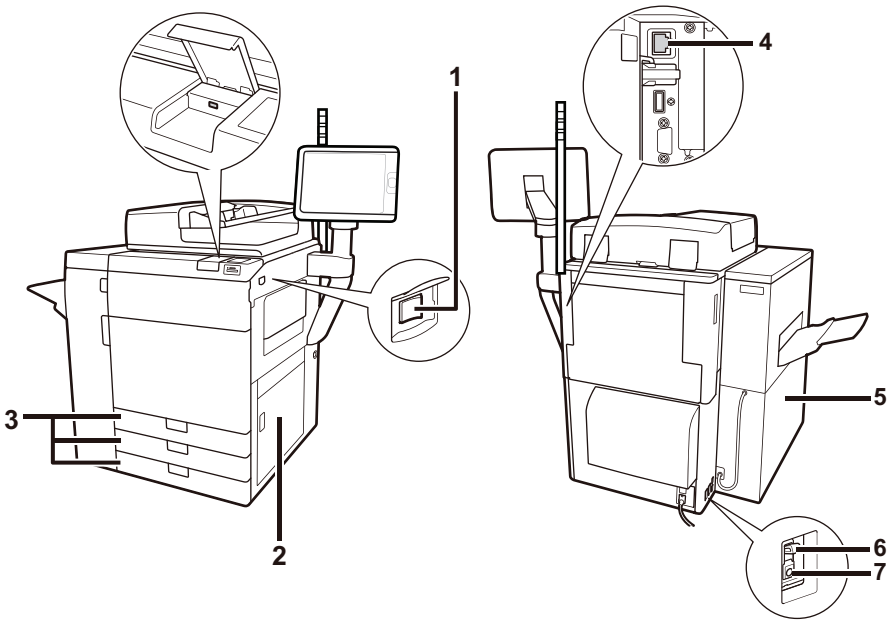
Optional	Commercial name
Output tray	Copy Tray-R2
Professional puncher	Multi Function Professional Puncher-A1
Perfect binder	Perfect Binder-E1
High capacity stacker	High Capacity Stacker-H1
Folder	Paper Folding Unit-J1

Optional	Commercial name
Stacker/stapler	Professional stacker / stapler: Staple Finisher-W1 PRO or Booklet Finisher-W1 PRO Standard stacker / stapler: Staple Finisher-T1 or Booklet Finisher-T1
Booklet trimmer	Booklet Trimmer-F1
Two-knife booklet trimmer	Two-Knife Booklet Trimmer-A1

For more information, see *Finishing and delivery specifications* on page 419.

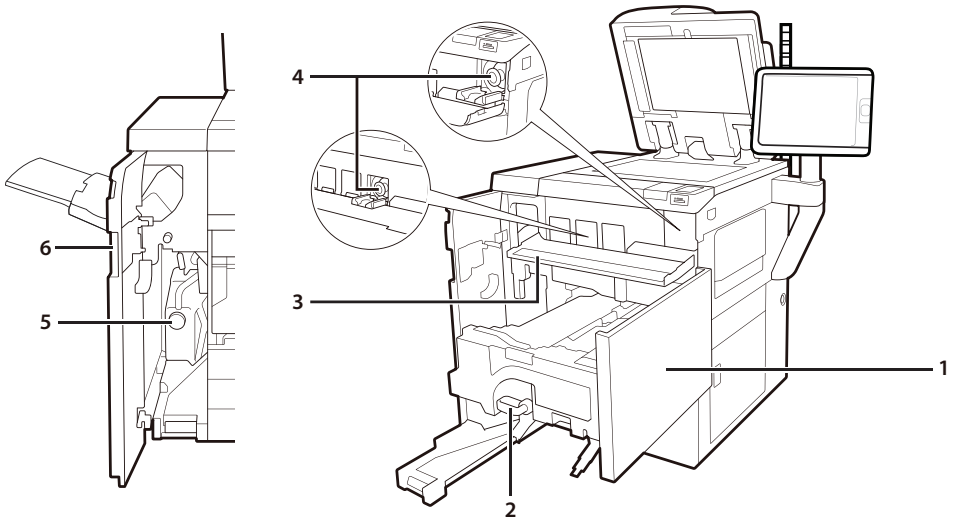
Print module parts

The print module had several ports and connectors to connect it to optionals and other equipment. Access the print module when a paper jam occurs or to perform maintenance tasks.



[3] External view

	Description print module
1	Main power switch, to turn on the print module and optionals.
2	Right-hand cover, to access the paper path when a paper jam occurs.
3	Internal paper trays, to hold the media.
4	LAN port, to connect the print module to the print server.
5	Left-hand cover, to access the paper path to clear a paper jam.
6	Breaker, to detect an excess current or a current leakage.
7	Test button, to test the circuit breaker.



[4] Internal view

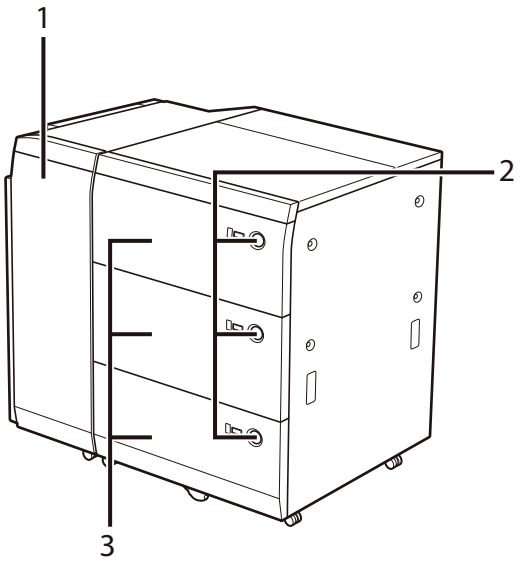
	Description
1	Front cover, to access the fixing transport unit when a paper jam occurs.
2	Handle, to pull out the fixing transport unit when a paper jam occurs.
3	Toner compartment cover, to access the toner cartridges.
4	Toner cartridges.
5	Waste toner container, to collect wasted toner.
6	Left-hand cover, to access the paper path when a paper jam occurs or to access the waste toner container.

Paper Input

Paper module

The print module has three internal paper trays with a total capacity of 1,500 sheets. (*Print module parts* on page 27)

The paper module (Multi-drawer Paper Deck-C1) increases the input capacity of the print system. Each paper tray can hold up to 2,000 sheets (80 g/m² / 22 lb bond or 64 g/m² / 17 lb bond). (*Paper input specifications* on page 414)



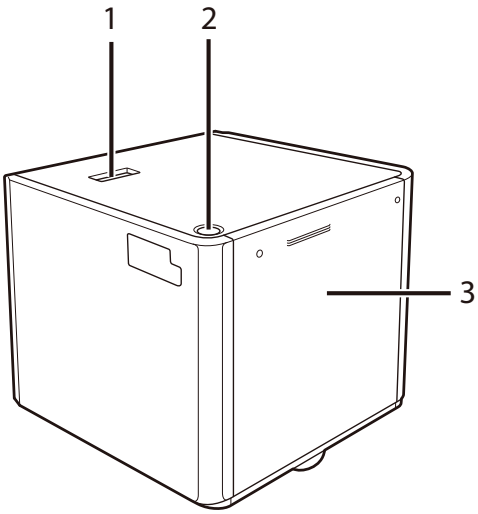
[5] Paper module (Multi-drawer Paper Deck-C1)

	Description paper module
1	Front cover, to access the paper path when a paper jam occurs.
2	Tray buttons, to open a paper tray.
3	Paper trays, to hold the media.

Bulk paper module

The print module has three internal paper trays with a total capacity of 1,500 sheets. (*Print module parts* on page 27)

The input capacity of the print system can be extended with a bulk paper module (POD Deck Lite-C1). This bulk paper module can hold up to 3,500 sheets (80 g/m² / 22 lb bond). (*Paper input specifications* on page 414)

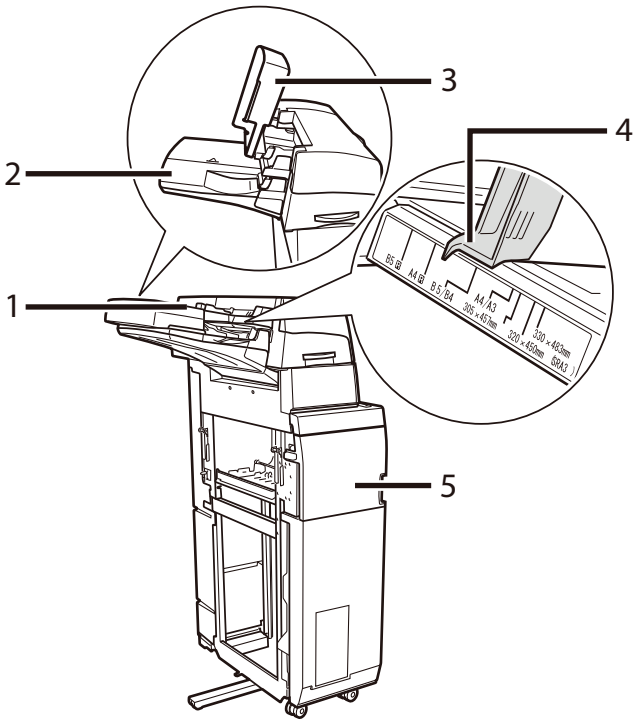


[6] Bulk paper module (POD Deck Lite-C1)

	Description bulk paper module
1	Release button, to move the bulk paper module.
2	Button, to open the paper tray.
3	Paper tray, to hold the media.

Inserter

The inserter (Document Insertion Unit-N1) enables you to use insert sheets, such as preprinted sheets and booklet covers. The print system cannot print media that comes from the inserter, instead you can use preprinted media. Each paper tray can hold up to 200 sheets (80 g/m² / 22 lb bond). (*Paper input specifications* on page 414)

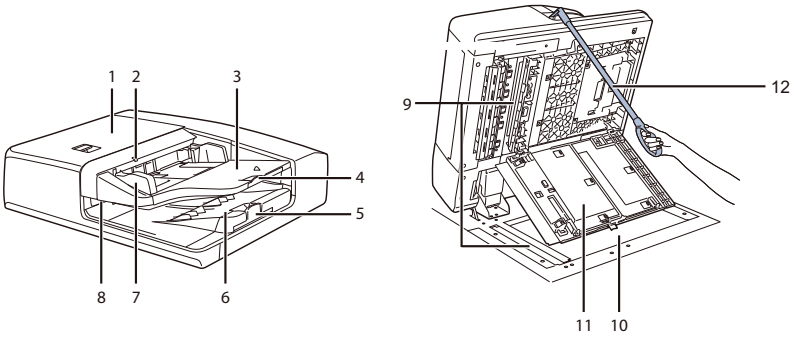


[7] Inserter (Document Insertion Unit-N1)

	Description inserter
1	Upper tray, to place media.
2	Lower tray, to place media.
3	Lower tray cover, to access the lower tray.
4	Sliding guides, to place the media in the correct position in the tray.
5	Front cover, to access the paper path when a paper jam occurs.

Automatic document feeder

The automatic document feeder (Duplex Color Image Reader Unit-K1) enables you to copy or scan a set of originals. The automatic document feeder scans both sides of the originals at the same time. (*Paper input specifications* on page 414)

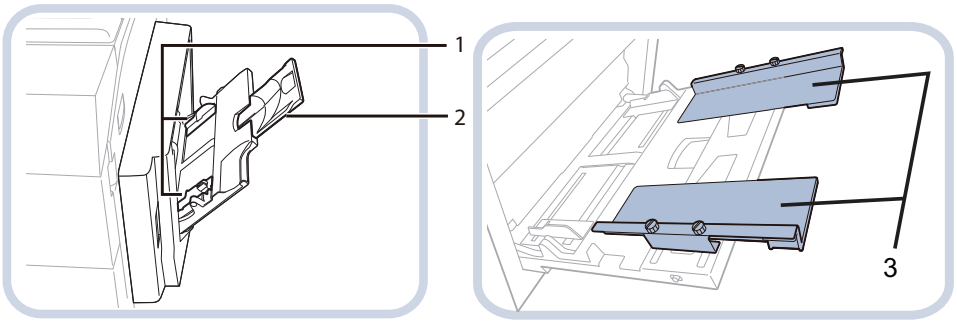


[8] Automatic document feeder (Duplex Color Image Reader Unit-K1)

	Description automatic document feeder
1	Cover, to access the original feed path when a paper jam occurs.
2	Originals input indicator, to indicate that originals are in the automatic document feeder.
3	Originals tray, to place the originals.
4	Auxiliary originals tray, to place large originals (A3 / 11" x 17").
5	Auxiliary originals receiving tray, to collect scanned, large originals.
6	Originals receiving tray, to collect scanned originals.
7	Paper guides, to place the originals in the correct position in the tray.
8	Originals output indicator, to indicate that the automatic document feeder scans the originals.
9	Scan area, where the automatic document feeder scans the originals.
10	Glass plate, to place an original, such as a page of a book, a heavy or delicate document, or a transparency.
11	Cover, to access the scan area to clean.
12	Handle (ADF Access Handle), as support equipment to close the automatic document feeder.

Special feeder

The special feeder (Stack Bypass-B1) enables you to feed media manually, for example, when you need only a few sheets of special media for your job. The special feeder can hold up to 100 sheets (80 g/m² / 22 lb bond). (*Paper input specifications* on page 414)

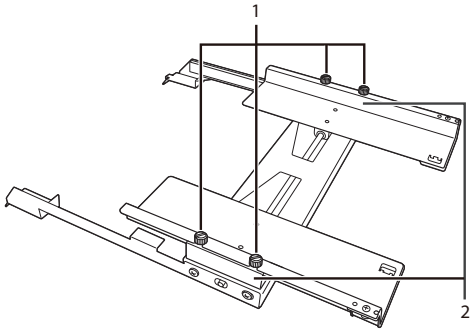


[9] Special feeder (Stack Bypass-B1)

	Description special feeder
1	Sliding guides, to place the media in the correct position in the tray.
2	Auxiliary guide, to place large media (A3 / 11" x 17" or A4R / LTRR).
3	Alignment guides, to prevent skewed images.

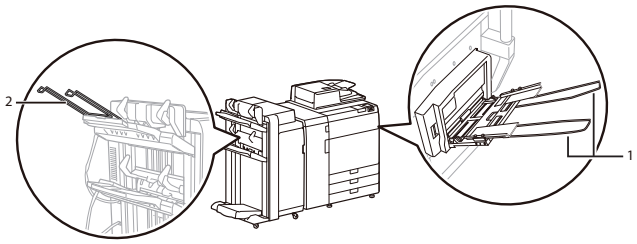
The alignment tray (Stack Bypass Alignment Tray-C2) prevents skewed images and ensures that media are fed straight ahead. You cannot use the auxiliary tray in combination with the alignment tray.

CAUTION
If the POD Deck Lite-C1 is attached, do not insert your hands in the gap between the Stack Bypass Alignment Tray-C2 and thePOD Deck Lite-C1 when clearing paper jams.



[10] Alignment tray (Stack Bypass Alignment Tray-C2)

	Description alignment tray
1	Screws, to attach or loosen the alignment tray.
2	Alignment guides, to place the media in the correct position in the tray.



[11] Extension guides for long sheets (Long Sheet Tray-B1)

The extension guides for long sheets (Long Sheet Tray-B1) enable you to feed long sheets, for example when you need to print book jackets, banners, posters, or maps. The special feeder can hold up one sheet.

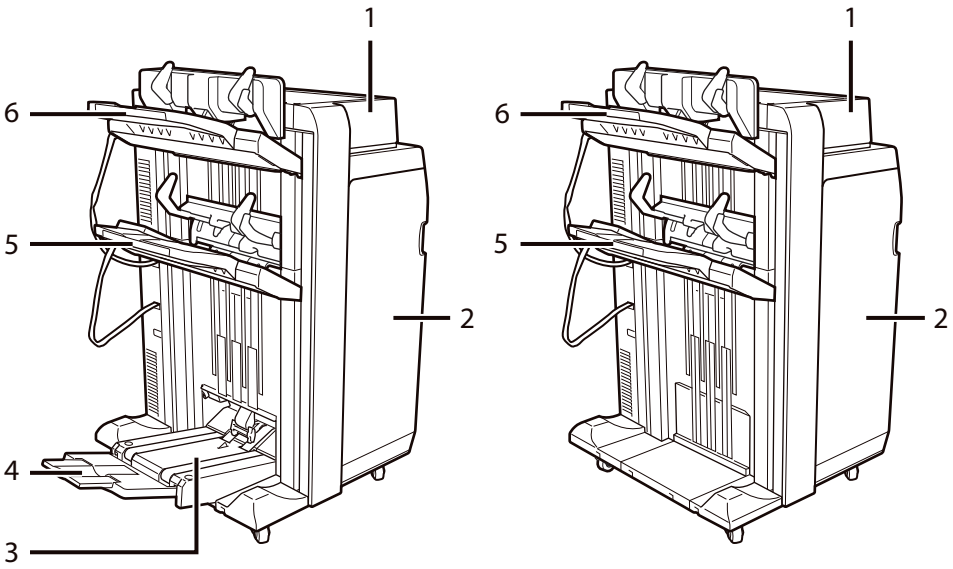
	Description extension guides
1	Extension guides, to place the long sheets in the correct position in the tray.
2	Extension guides, to collect long sheets.

Finishing and delivery

Professional stacker / stapler

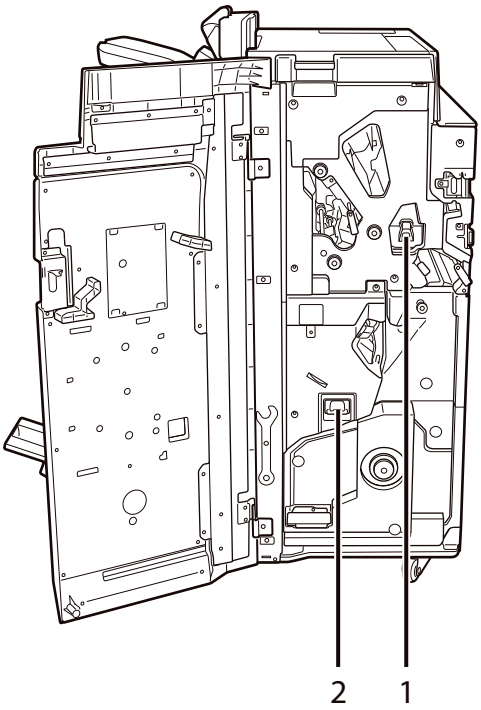
There are two professional stacker / stapler configurations: the stacker / stapler with booklet maker (Booklet Finisher-W1 PRO) and without booklet maker (Staple Finisher-W1 PRO). The booklet maker folds and staples booklets. Both finisher configurations can enable the optional punch unit to punch two, three or four holes in the printed output. (*Finishing and delivery specifications* on page 419, *Finishing for your output* on page 78)

The dashboard of the control panel displays the status of the staple cartridges. When the color of the staple icon is orange or red, the staple cartridge needs replacement.



[12] Professional stacker / stapler with booklet maker (Booklet Finisher-W1 PRO) and without booklet maker (Staple Finisher-W1 PRO)

	Description stacker/stapler
1	Cover, to access the paper path when a paper jam occurs.
2	Cover, to access the area where you replace staple cartridges, clear a paper jam, or clear a staple jam.
3	Booklet tray, to collect booklets.
4	Auxiliary booklet tray, to collect large booklets.
5	Lower tray, to collect finished output. The guides enable correct placement of the printed output.
6	Upper tray, to collect finished output. The guides enable correct placement of the printed output. Extension guides for long sheets are attached to this tray. (*Special feeder* on page 33)



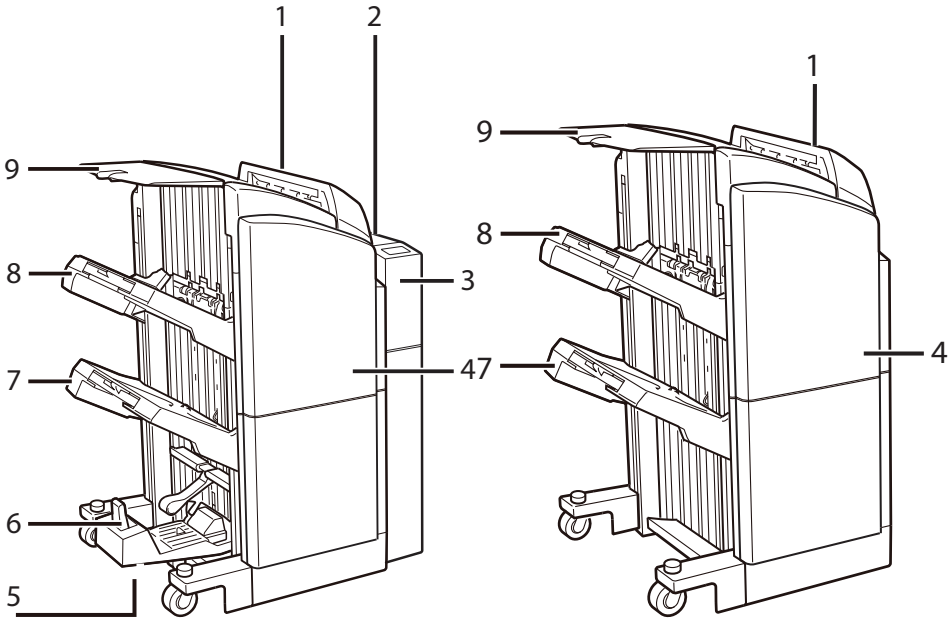
[13] Internal view of the stacker/stapler and saddle-stitch unit (Booklet Finisher-W1 PRO)

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

Standard stacker / stapler

There are two standard stacker / stapler configurations: the stacker / stapler with booklet maker (Booklet Finisher-T1) and without a booklet maker (Staple Finisher-T1). The booklet maker folds and staples booklets. Both finisher configurations can enable the optional punch unit to punch two, three or four holes in the printed output. (*Finishing and delivery specifications* on page 419, *Finishing for your output* on page 78)

The dashboard of the control panel displays the status of the staple cartridges. When the color of the staple icon is orange or red, the staple cartridge needs replacement.



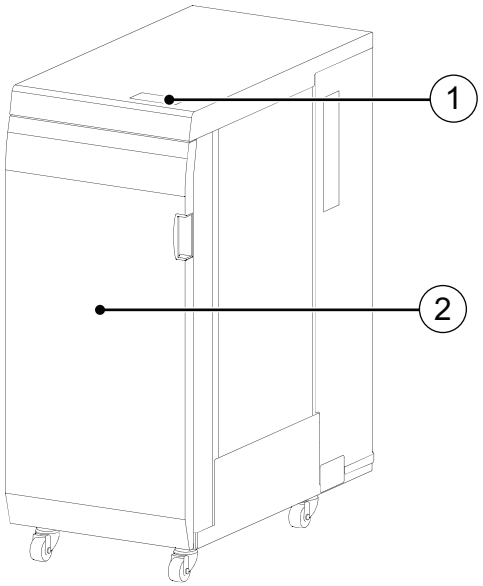
[14] Standard stacker / stapler with booklet maker (Booklet Finisher-T1) and without booklet maker (Staple Finisher-T1)

	Description stacker / stapler
1	Cover, to access the paper path when a paper jam occurs.
2	Punch unit cover, to access the paper path when a paper jam occurs.
3	Punch unit cover, to remove the punch waste or to access the paper path when a paper jam occurs.
4	Cover, to access the area where you replace staple cartridges, clear a paper jam, or clear a staple jam.
5	Booklet tray, to collect booklets.
6	Auxiliary booklet tray, to collect large booklets.
7	Lower tray, to collect finished output.
8	Upper tray, to collect finished output. Extension guides for long sheets are attached to this tray. (*Special feeder* on page 33)
9	Top tray, to collect finished output.

Professional puncher

The professional puncher (Multi Function Professional Puncher-A1) supports replaceable dies to punch various punch patterns or crease printed output. One die set can be active, so you must replace die sets when creasing and punching are part of your daily jobs. (*Finishing and delivery specifications* on page 419, *Finishing for your output* on page 78)

NOTE
For more information on how to use the professional puncher, see the operation guide of the Multi Function Professional Puncher-A1.

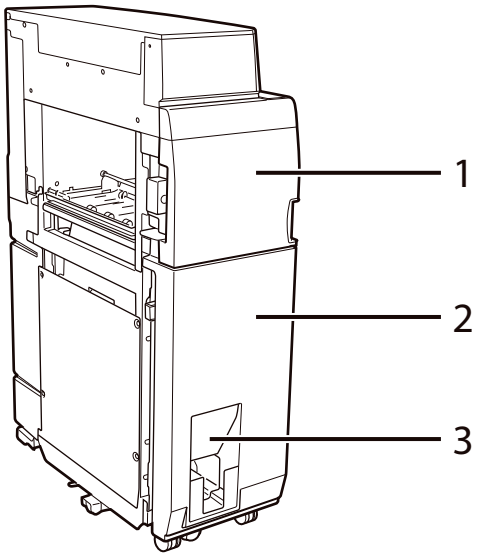


[15] Professional puncher (Multi Function Professional Puncher-A1)

	Description professional puncher
1	Control panel, to view the status of the puncher and to operate the puncher when you need to replace a crease die or punch die.
2	Front cover, to access the die sets and to access the paper path when a paper jam occurs.

Folder

The folder (Paper Folding Unit-J1) folds the printed output in various ways: Z-fold, half-fold, tri-fold in, tri-fold out, parallel fold. (*Finishing and delivery specifications* on page 419, *Finishing for your output* on page 78)



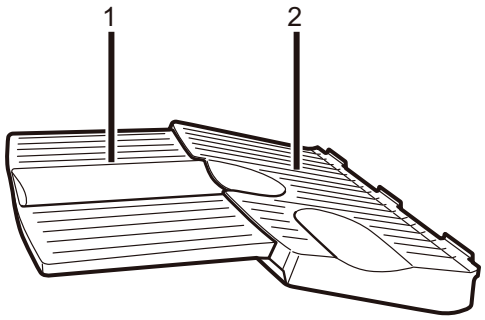
[16] Folder (Paper Folding Unit-J1)

	Description folder
1	Front cover, to access the paper path when a paper jam occurs.
2	Folding unit cover, to access the paper path when a paper jam occurs.
3	Tray, to collect folded output.

Copy tray

The copy tray (Copy Tray-R2) collects the printed output. The copy tray is part of the print module. Printed output goes to the copy tray when no other finishing optionals are part of the print system. (*Main hardware parts* on page 24, *Finishing and delivery specifications* on page 419)

The copy tray can have extension guides to collect long sheets. (*Special feeder* on page 33)



[17] Copy tray (Copy Tray-R2)

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

Chapter 3
Getting started

What can this print system do for you?

The imagePRESS C850 Series is an easy-to-use multitasking print system that offers many useful functions.

Across the whole print workflow the **central media catalog** with a wide range of media definitions is available. This ensures first-time-right output. (*Learn about the media-based workflow* on page 43)

Whether the operator wants to use the already set **defaults and color presets** or make detail changes with the **expert color management functions**, a high and consistent color quality will be achieved. (*Learn about the color-based workflow* on page 44)

PRISMAsync supports a **structured document printing workflow** to make the best use of staff resources and expertise. (*Learn about the document printing workflow* on page 46)

You can use the print system in two modes: **document printing and transaction printing**. (*Learn about the document printing workflow* on page 46, *Learn about the transaction printing workflow* on page 47)

You can define the **same job properties from several locations**: in Remote Printer Driver, the control panel, and Remote Manager. (*Learn about interaction screens* on page 50)

The **input and finishing optionals** support many different media types and finishing options. The print system can staple, fold, trim, or punch the printed output in various ways. You can print **professional looking, high quality output**, such as stapled booklets and books with glued, preprinted covers. (*Media for your output* on page 76, *Finishing for your output* on page 78)

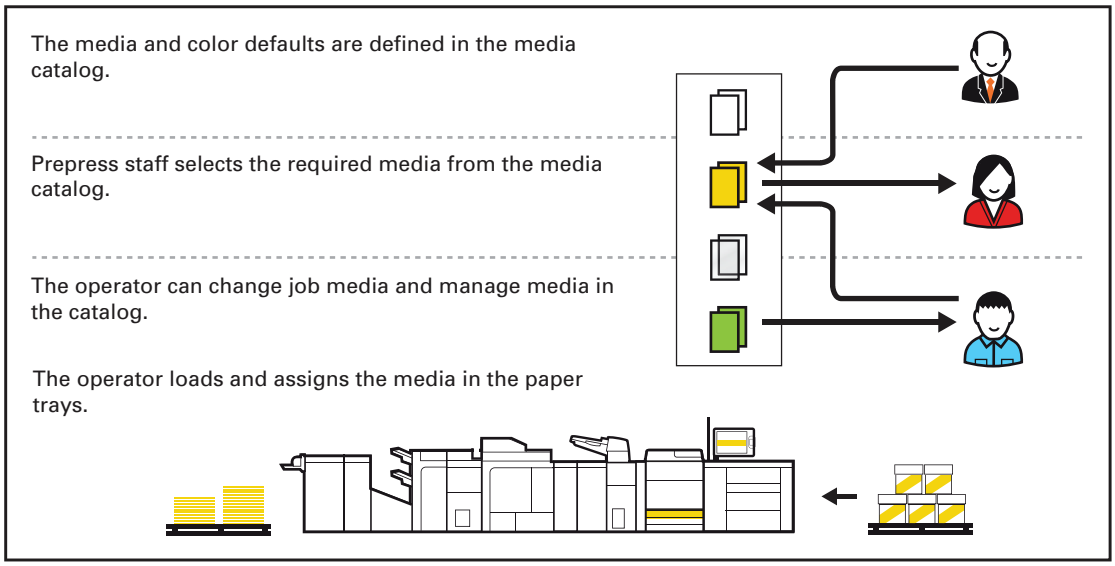
Remote tools help you to operate the printer from a distance. The web-based PRISMAsync Remote Manager application offers **remote workload and job planning** across the printer fleet from one central overview. The Remote Control App ensures you stay informed about the print production on your printers. (*Plan the workload remotely* on page 133)

Explore the ease of operation

Learn about the media-based workflow

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

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



[18] Media-based workflow

During the initial configuration of the print system, the media catalog is filled with media and media attributes. Media belong to a media family, which ensures optimal color output settings. (*Learn about the color-based workflow* on page 44)

When you work with the media catalog, you can take advantage of the following benefits:

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

Define the media attributes on the control panel or with the Settings Editor. (*Learn about interaction screens* on page 50)

The system administrator determines if operators are allowed to manage the media catalog from the control panel. (*Configure the media catalog* on page 322)

Learn about the color-based workflow

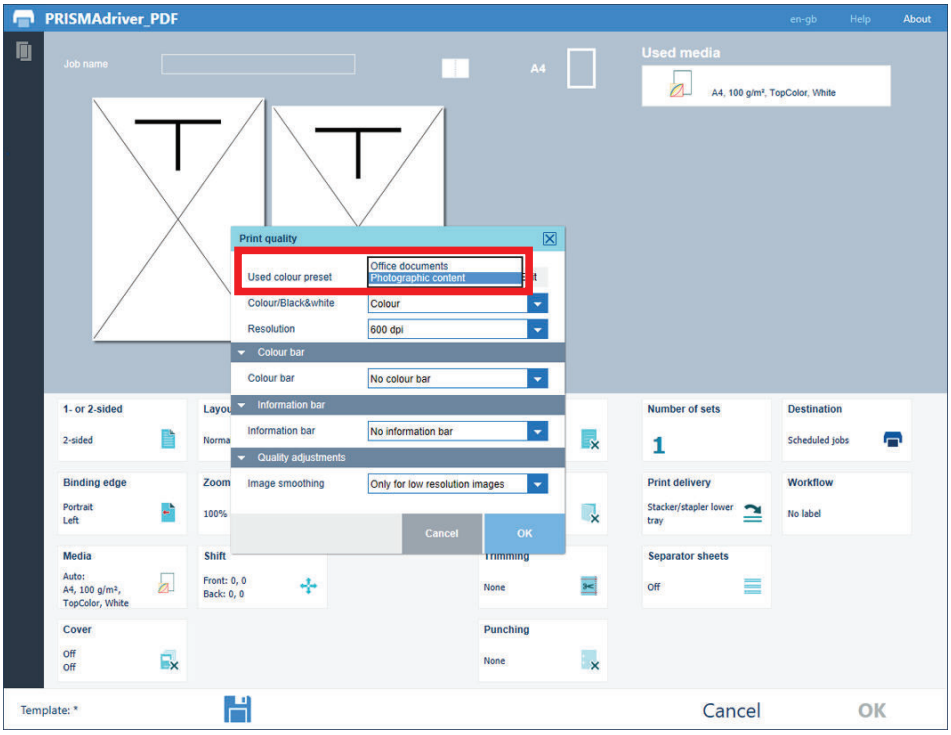
PRISMAsync color reproduction

The color management of PRISMAsync controls the reproduction of colors and handles the conversion of input colors (RGB, CMYK, spot colors) to printed colors on paper. PRISMAsync has two instruments for easy color management across the entire workflow, **colour presets** and **media families**, so that the operator does not need to perform color management tasks on a job-by-job basis.

Key operators can use the Settings Editor for color management functions.

Color Presets

The PRISMAsync color presets simplify the complexity of color management. You select an appropriate color preset when you prepare a print job with Remote Printer Driver or PRISMA software. The definition of an automated workflow and a hotfolder also include a color preset selection. The use of color presets saves time and does not require an in-depth knowledge on color.



[19] The color presets in PRISMAsync Remote Printer Driver

PRISMAsync includes the following default color presets:

- **Office documents**
  This color preset is optimal for color reproduction of text and graphic lines in office documents. PRISMAsync converts the colors to more saturated colors for the printed output.
- **Photographic content**
  This color preset is optimal for the reproduction of photographs, pictures, and images.

Create new color presets in the Settings Editor. (*Configure color presets* on page 335)

Media Families

A media family is a set of media that has comparable print quality specifications, such as surface type, color and substrate type. A media family defines the color output profiles for the media. Each media family has three different output profiles, for the halftone screens Normal, Fine, and Error-diffusion. When you have more than one halftone screen in a single job or page, PRISMAsync automatically applies the related output profiles for optimal color management in the job.

When you add new media to the media catalog, you specify the media family.

Advanced color management

The Advanced color management license offers the following color features:

- **Device simulation**, to simulate or proof other print engines or offset presses with your print system.
- **Device Link support**, to import Device Link profiles for special CMYK conversions.
- **Named color profile import and export**, to extend the functionality of spot color libraries.
- **Information bars**, to print extra metadata on printed output. There is one default information bar, but you can compose other information bars. Information bar selection is possible in Remote Printer Driver, PRISMAprepare, and via automated workflows or hotfolders.
- **Color control bars**, to print extra color patches for control of color output via FOGRA verification. Using a color bar you can check the ink density, dot grain and contrast. Use default or compose custom color bars. The color bar selection is available in the Remote Printer Driver, PRISMAprepare, and via automated workflows or hotfolders.
- **Color mappings**, to convert RGB, CMYK to a specific color, for example, your corporate color. Color mappings are useful to map colors in the input file to a fixed color of a spot color library.
- **Leave out separations**, to exclude specific spot colors from printing. You can exclude layers for printing when you map the colors of these layers to a spot color with the value “None”.
- **Embedded profiling**, to create your own ICC or G7 output profiles with the embedded color profiler.

For more PRISMAsync color information, see *More PRISMAsync color information* on page 410.

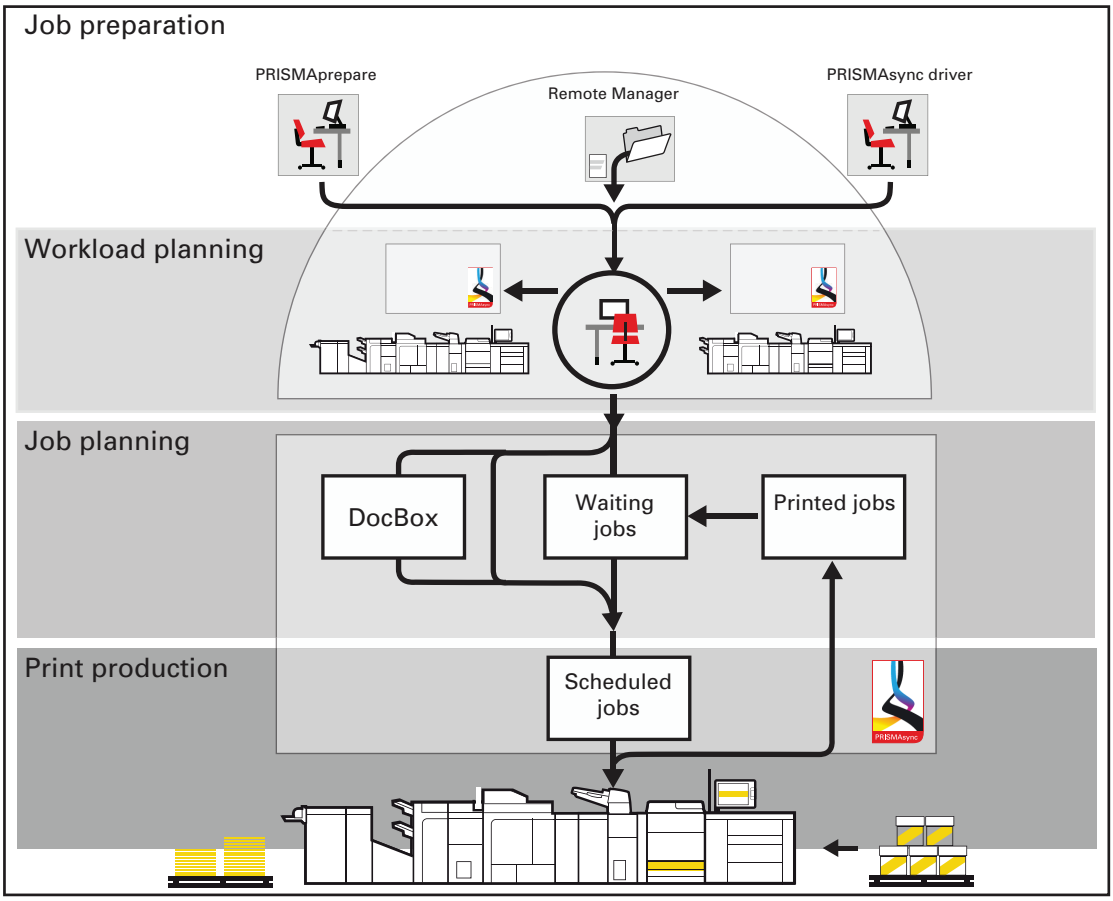
Calibration

Daily printer calibration is very important to maintain high quality color reproduction. Media family calibration is important to maintain consistent color reproduction levels for all the media you use. The control panel indicates when printer calibration is needed. (*About calibration* on page 186)

Learn about the document printing workflow

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

1. **Job preparation**
   Prepress staff defines the print document and job settings, and submits the print job to the PRISMAsync printer. The prepress staff uses PRISMA software, Remote Printer Driver, automated workflows or hotfolders to prepare and submit the jobs.
2. **Workload planning**
   Remote Manager is used to monitor the connected print systems, paper trays, scheduled jobs, and upcoming actions to manage the workload across all connected print systems.
3. **Job planning**
   Print jobs arrive in one of the following PRISMAsync job locations: a DocBox, the list of waiting jobs or the list of scheduled jobs. The active workflow profile determines how PRISMAsync routes the jobs.
4. **Print production**
   The print system prints and finishes jobs according to the job sequence in the list of scheduled jobs.

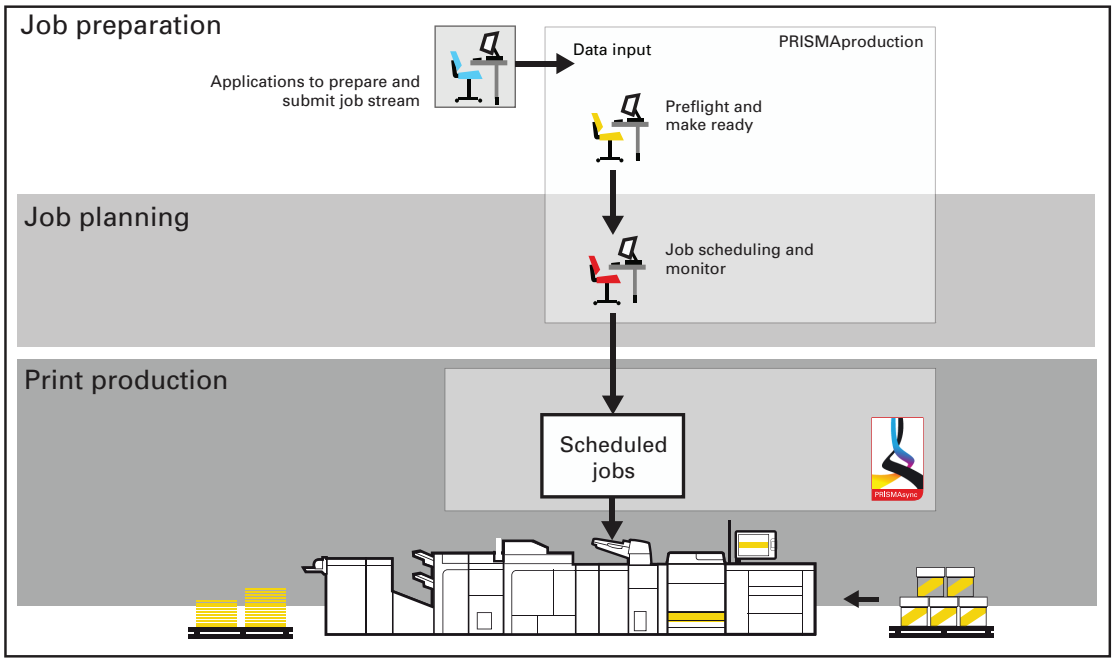


[20] Job workflow for document printing mode

Learn about the transaction printing workflow

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

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



[21] Job workflow for transaction printing mode

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

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

PDF containers in the data streams

The transaction printing mode can be extended with an Adobe PDF Print Engine (Adobe PDF for IPDS) license. This license allows you to process PDF containers in the data streams.

Differences between the two printing modes

The transaction printing mode is different from the document printing mode in several respects:

1. All data in one connection session are part of the same streaming job. This streaming job can have job separators. In this instance, you can see the different job names on the control panel.
2. The print resolution for IPDS is 240, 300, 600 dpi, or automatically detected.
3. When the transaction printing jobs contain paper tray selection numbers, you can select a mapping method. The paper tray number corresponds to a physical tray or to media from the catalog:
   - Tray-to-media mapping

You can assign the paper tray number included in the print job to a physical paper tray. You select media from the media catalog and link these to a logical tray, indicated by a number. The print system maps the media of the logical tray to the physical paper trays that hold these media. For color management, the output profile associated with the media family of the media is used. The control panel shows the media which the job uses.

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

4. Color management in the transaction mode works in a similar way to the document printing mode. However, there are some different color conversion functions:
   - You cannot overrule the input profiles attached to the data stream.
   - You can choose to keep or ignore the output color profile in the data stream.
   - You cannot calibrate the printer when the transaction printing mode is active.

Transaction printing setups

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

Create transaction printing setups in the Settings Editor. (*Configure the transaction printing* on page 355)

Work in transaction printing mode

When you want to print in the transaction printing mode, first activate the transaction mode and establish the connection with the IPDS or PCL host. When you print in the transaction printing mode, the schedule informs you which types of media the streaming job uses. The schedule cannot predict the time needed for a streaming job. (*Monitor printing with the schedule* on page 178)

Image adjustment

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

Secure error recovery

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

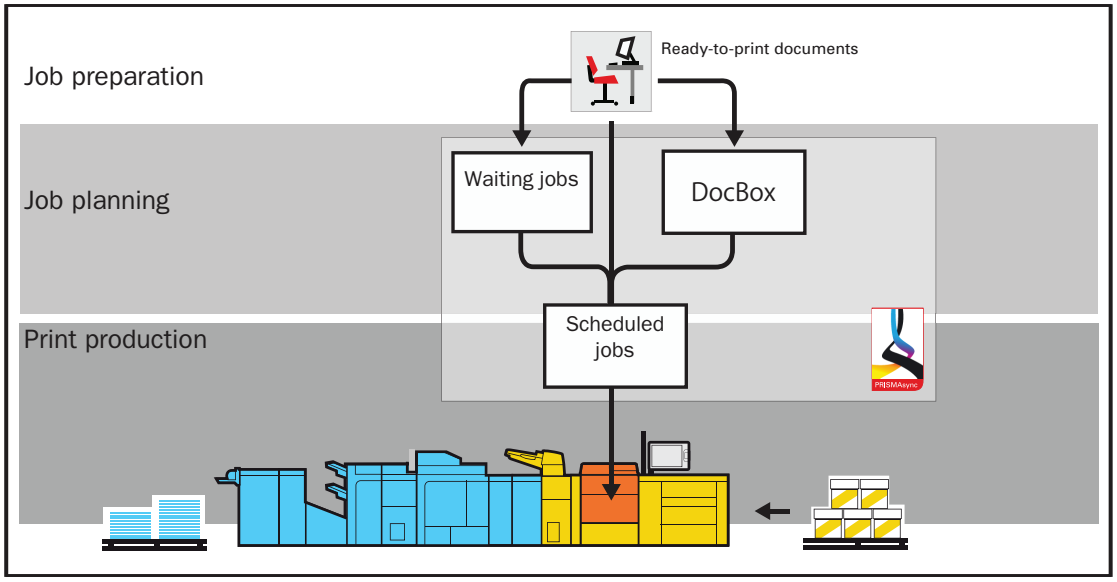
Learn about automated workflows

PRISMAsync offers a job workflow with multiple print queues via automated workflows. You can create and assign job properties to specific print queues.

An automated workflow automatically links print settings to jobs so that you do not need an application to open a document, define individual job settings and submit the job.

The use of automated workflows has the advantage that you can increase the print production of PDF files. Reuse the automatic workflow for printing similar print files.

PRISMAsync has one default automated workflow. Create other automated workflows in the Settings Editor. (*Configure automated workflows* on page 312) Some brief instructions follow.



[22] Document printing via an automated workflow

There are several ways to address an automated workflow:

- Use the lpr command line.
  Print files are submitted via the lpr command to PRISMAsync. The automated workflow attributes determine the job properties.
  Command: lpr -S<printer name> -P<automated workflow name> <pdf name>

  NOTE
  The default Windows installation does not install the lpr command. Make sure this Windows feature is turned on.

- Use hotfolders. The automated workflow that is attached to the hotfolder determines the job properties. (*Configure hotfolders* on page 319)
- Use PRISMAprepare. (*Prepare print jobs with PRISMAprepare* on page 116)
- Use Remote Manager. (*Use Remote Manager to plan the workload* on page 134)

Interact with the imagePRESS C850 Series

Learn about interaction screens

There are several ways to interact with the imagePRESS C850 Series.

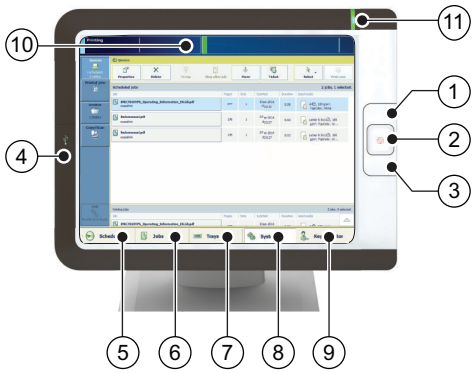
You use the control panel to interact locally and PRISMAsync Remote Manager to interact remotely. Both screens allow you to operate the printer and monitor the print process. The PRISMAsync Remote Control app shows alerts and messages on your mobile device to inform you of a required immediate action. For some configuration tasks you use the control panel, but in most cases you use the Settings Editor.

Below you find an introduction about how to interact with these screens.

Control panel

The control panel is local point to operate the printer and the domain of the operator and the maintenance operator.

Many instructions in this operation guide explain job editing and job management from the control panel.



The table below describes the main parts of the control panel and their functions.

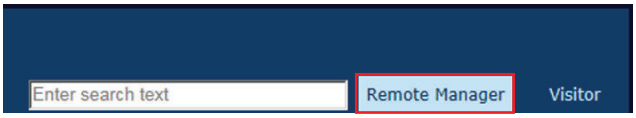
	Description control panel
1	Sleep button, to put the print system into the sleep mode or to wake the print system from the sleep mode.
2	Stop button, to stop the print process, after a set, after a record, or as soon as possible.
3	Paper tray button, to access paper tray functions and overviews while the active window remains available.
4	USB port, to enable printing from a USB drive or connecting the i1 spectrophotometer.
5	[Schedule] button, to access the schedule.
6	[Jobs] button, to access job locations: list of scheduled jobs, list of waiting jobs, list of printed jobs, list of scan jobs and the DocBox folders with their jobs.

	Description control panel
7	[Trays] button, to access paper tray functions and overviews (see the paper tray button (3)).
8	[System] button, to access system and support features, maintenance tasks, consumable supplies, and workflow preferences
9	Access key button, to display the user name that is currently logged in, log in as another user, and to change your password.
10	Dashboard, to display all kinds of status information.
11	Status LED, to indicate the system status with a color.

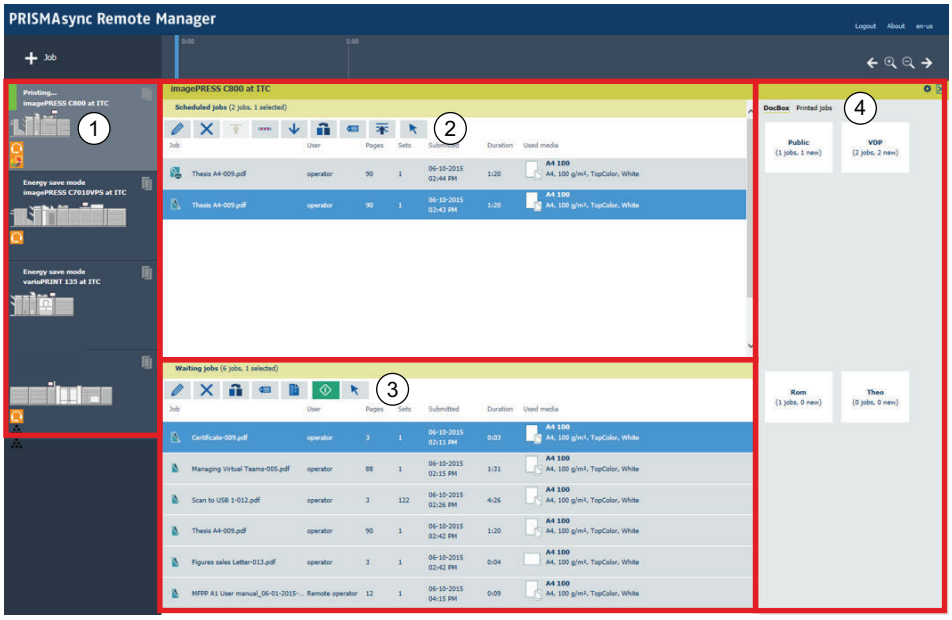
PRISMAsync Remote Manager

PRISMAsync Remote Manager shows the print queues and jobs on the connected PRISMAsync printers. You can edit the jobs or re-route them to an other printer. You start the software application at the Settings Editor. PRISMAsync Remote Manager is a perfect solution for central operators that wish to do job management, job editing, and job monitoring from a remote workstation.

This operation guide only describes the main tasks of PRISMAsync Remote Manager. Use the help function of PRISMAsync Remote Manager for more information.



[23] Start Remote Manager



[24] Print queue of a printer

	Description
1	List of printers that are configured for PRISMAsync Remote Manager. The printer on top of the list is selected.

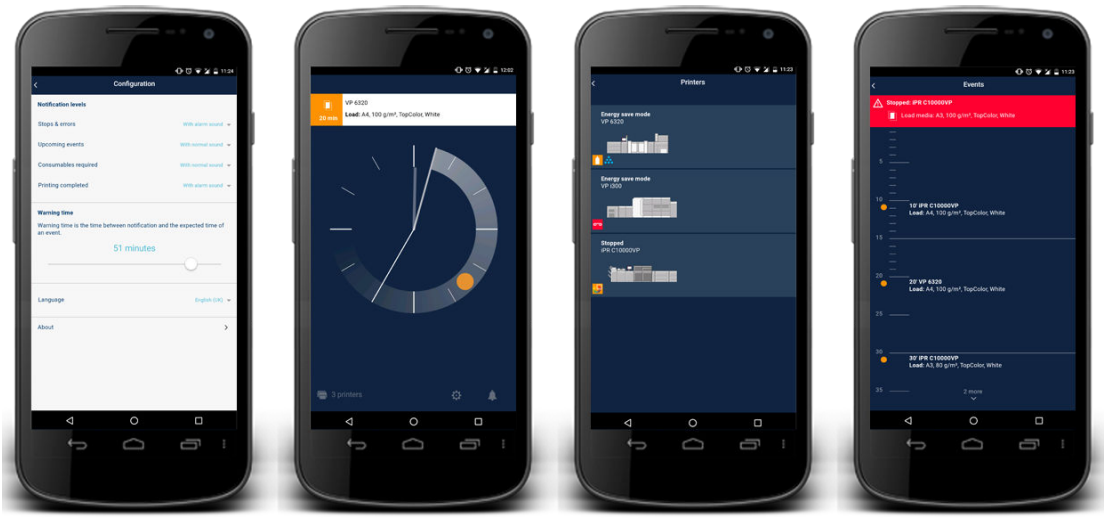
	Description
2	The lists of scheduled jobs on the selected printer. The toolbars have buttons to move, add, edit, and print jobs.
3	The lists of waiting jobs on the selected printer.
4	The DocBox and list of printed jobs.

PRISMAsync Remote Control

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

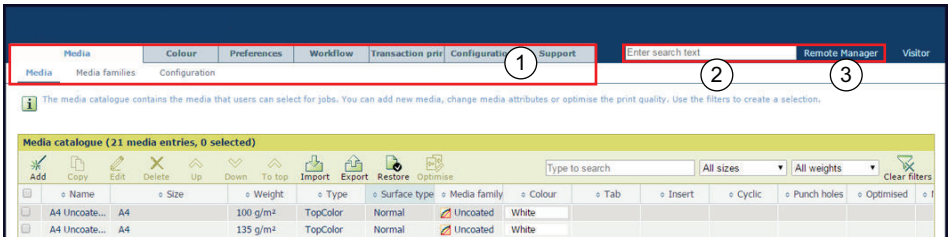
You receive alerts when actions, such as loading media or adding consumables, are foreseen. Or if a problem with the printer requires immediate action.

The table below describes four screens of PRISMAsync Remote Control.



	Description
1	The configuration screen has options to indicate how you want to be informed.
2	The start screen.
3	The printer list shows the status of the available printers.
4	The event list shows the upcoming actions and the current status of the available printers.

Settings Editor



[25] Settings Editor

The Settings Editor is the domain of the key operator and system administrator. This web-based software application offers many functions which are explained in a separate part of this guide. (*Configure the printer* on page 265)

The Settings Editor uses the same language as the web browser. (*Settings Editor specifications* on page 430)

The table below describes the main parts of the Settings Editor.

	Description
1	The settings are grouped in main and sub tabs.
2	Use the search box to quickly find a setting.
3	Use the link to start PRISMAsync Remote Manager.

A setting can show an icon to provide more information on the use. The table below explains the icons.

	Setting is editable
	Setting not editable
	Setting is also available on the control panel
	Setting can be changed with key operator or system administrator credentials

Learn about user authentication

The imagePRESS C850 Series offers many security features because the printer often needs to handle sensitive documents and information. If settings and functions are not secure, someone can change jobs, re-route jobs, or change important system settings.

The user authentication settings of the imagePRESS C850 Series are based on access rights and are defined according to the security policy of your company. The system administrator is responsible for the user authentication settings.

Your printer can apply the factory installed user groups, default user accounts, and the default access rights per user group. But it is more likely that the printer has custom user groups or is connected to a corporate authentication server. In the latter situation, corporate domains, user groups and users identities are the base of the user authentication system of the printer.

The information below describes the factory installed user groups and user accounts. Please refer to your system administrator for more information on the situation in your print environment.

Factory installed access rights

As a user you can be member of one or multiple user groups. The user groups to which you belong together determine which tasks you can perform and to which software applications you have access. In practice, you receive credentials or you use your own personal credentials. After logging in, you are ready to access functions and applications in line with the tasks you are responsible for. (*Log in and log out* on page 62)

The imagePRESS C850 Series access rights are factory installed and cannot be changed or created by the system administrator. However, the system administrator can determine the access rights of the available user groups.

Access rights to	Location	Permission
Only personal jobs	Control panel	Allowed to plan, change, and print personal jobs
All jobs	Control panel and PRISMA-sync Remote Manager	Allowed to plan, change, and print all submitted jobs
Remote tools	PRISMAsync Remote Manager and Settings Editor	Allowed to run remote software applications
Maintenance tasks	Control panel	Allowed to perform cleaning and maintenance procedures
Configuration settings	Control panel and Settings Editor	Allowed to change workflow, job defaults, and troubleshooting settings
IT settings	Settings Editor	Allowed to change IT, security, and connectivity settings

Default user groups

The imagePRESS C850 Series has five default user groups that have the following user rights by default. The system administrator can assign more or fewer user rights to a default user group.

Default user group	Only personal jobs	All jobs	Remote tools	Maintenance tasks	Configuration settings	IT settings
Operators	✔					
Central operators	✔	✔	✔			
Key operators	✔	✔	✔		✔	
Maintenance operators	✔	✔		✔		
System administrators	✔	✔	✔	✔	✔	✔

Default user accounts

After installation of the printer, each default user group has a single default user account having default credentials. For security reasons, it is strongly advised to change the default passwords as soon as possible.

Default user group	Default user account
Operators	Operator
Central operators	Central operator
Key operators	Key operator
Maintenance operators	Maintenance operator
System administrators	System administrator

Custom user groups

The system administrator can decide to create other user groups that better match the print environment or use corporate user groups.

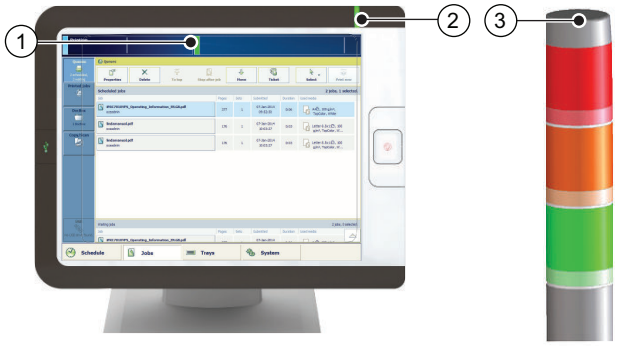
In the following example the system administrator has defined two new custom user groups for his print environment.

Custom user group	Only personal jobs	All jobs	Remote tools	Maintenance tasks	Configuration settings	IT settings
External operators	✔					
Internal operators	✔	✔	✔	✔	✔	
System administrators	✔	✔	✔	✔	✔	✔

Learn about printer status

The vertical status bar on the dashboard, the status LED on the control panel, and the operator attention light show the same status color. PRISMAsync Remote Manager and PRISMAsync Remote Control display the status color remotely.

You can change the warning time or disable warnings. Choose a warning time that gives you sufficient time to prepare media or remove prints without a printer stop. (*Adjust the control panel* on page 64)



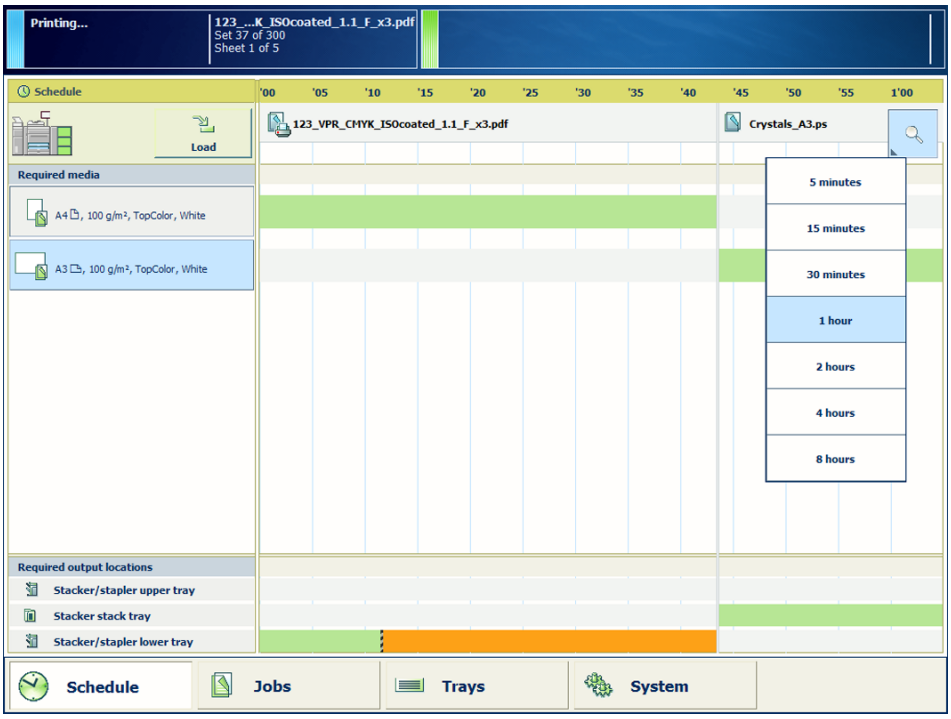
[26] The status bar on the dashboard (1), the control panel (2) and the operator attention light (3)

Color	Action required
	Green informs that there is no action expected soon.
	Orange warns that you must refill paper trays, add toner, add staples, or remove prints soon.
	Red warns that you must perform an action immediately because the printer cannot continue printing. This can have the following causes: 1. Media for the current job is not available. 2. One or more output trays are full. 3. One of the waste containers is absent or full. 4. A paper jam has occurred.

Keep printing with the schedule

The **schedule** is a daily up to eight-hour plan board on the control panel. It shows the list of scheduled jobs and predicts their job production time.

The orange warning color inform you about upcoming loading, refilling or maintenance tasks.



[27] Schedule with status colors

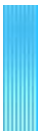
When action is required

The **dashboard** shows messages and symbols when an action is expected soon or immediately



[28] The dashboard when the print system needs you to load media

The **dashboard** shows the printer status (1), the name and progress of the active job or streaming job (2), and messages (3) and icons (4) of expected actions. To prevent the printer from stopping, check the filling levels of supplies and waste on a regular base.

Printer status			
 The document printing mode is active.	 The transaction printing mode is active.	 A calibration or maintenance task is currently performed.	 The Service mode is active.

Start the print system

Awake the printer from sleep mode

In the Settings Editor you can set timers for the energy save modes. (*Configure sleep mode, low power mode, and shut-down mode* on page 267)

When there is no activity during these preset periods, the system will first enter the **low power mode** and then the **sleep mode**. When enabled in the Settings Editor, the system wakes up when a job arrives in the list of scheduled jobs or when you use the control panel. (*Learn about interaction screens* on page 50)

The control panel has a sleep button to bring the print server into the **sleep mode**. You can use the same button to awake the print server from sleep mode. During the sleep mode the print server remains on, but the control panel light is off.

With the Settings Editor you can also define the shut-down time and wake up time to ensure minimal energy consumption during nights or weekends.

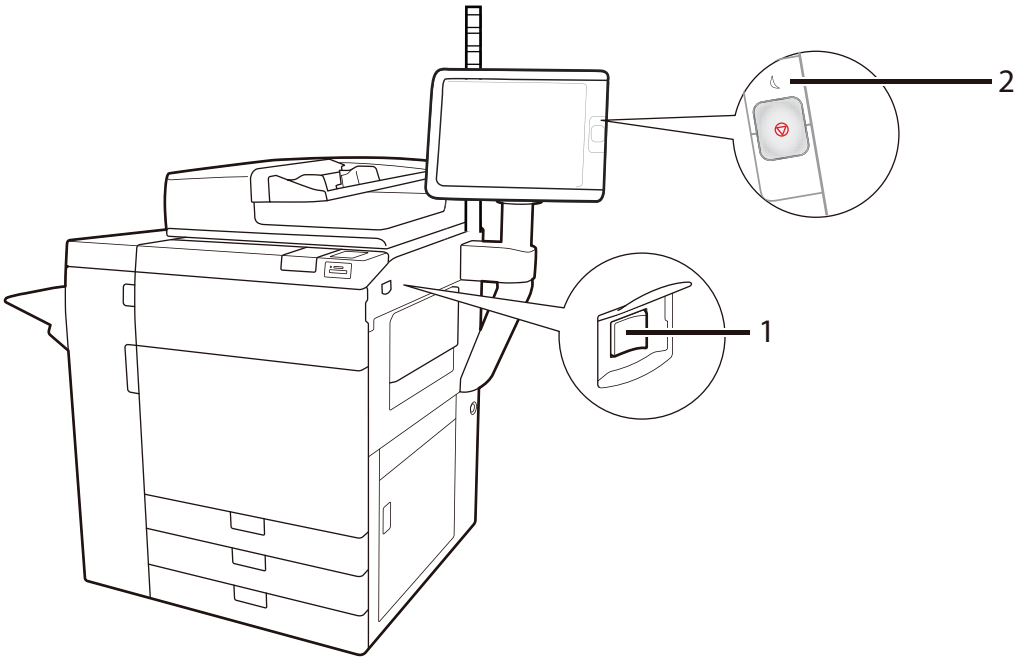
Procedure

1. Press the sleep button at the right-hand side of the control panel.
2. Press the sleep button again to awake the system.

Turn on the print system

The print module has a main power switch to turn on the print module and all optionals. You need also to awake the print server from the sleep mode.

Be aware that the print system needs time to start up.



[29] The main power switch of the print module (1) and the sleep button of the control panel (2)

Procedure

1. Turn the main power switch at the upper right-hand side of the print module into the "I" position.
2. Press the sleep button at the right-hand side of the control panel. (*Awake the printer from sleep mode* on page 58)

Restart the print system

You can restart the print system from the control panel, when needed.

The Settings Editor also provides a function to restart the print system. For that procedure you must have the rights to perform system administrator tasks. (Location in the Settings Editor: [Support]→[Troubleshooting]→[Restart the system])

Procedure

1. Touch [System] -> [Setup].
2. Touch [Shut down system].
3. Touch [Restart].

Turn off the print system

Turn off the print module and all optionals using the shut down-function on the control panel. The print server goes into the sleep mode. Be aware that the print system needs time to shut down.

IMPORTANT
Do not use the main power switch on the print module to turn off the print system. The shut-down function via the control panel automatically changes the position of the main power switch from the 'I' to the 'O' position.

Procedure

1. Touch [System] -> [Setup].
2. Touch [Shut down system].
3. Touch [Yes].
   A message indicates when the shut-down process has started.
   When the shut-down process is ready, the control panel light will be off.

Log in and log out

It depends on the imagePRESS C850 Series user authentication if and how you log in. (*Learn about user authentication* on page 54)

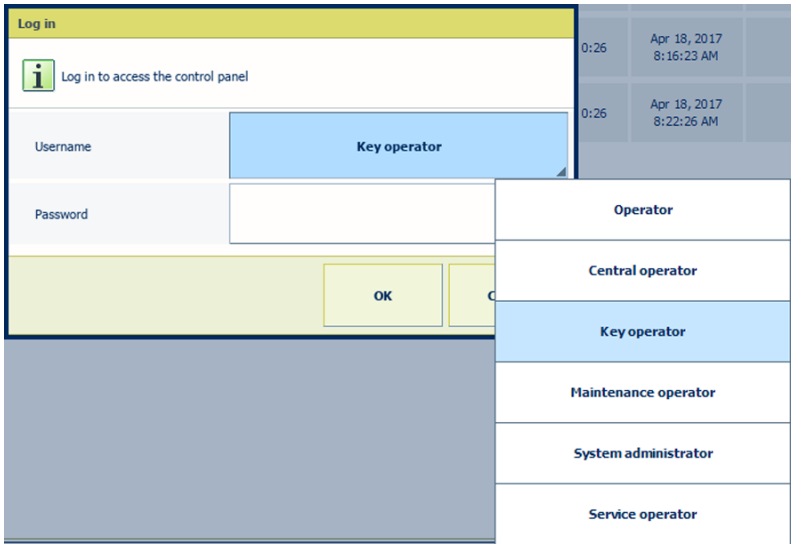
The bottom-right button of the screen shows the username of the user that is currently logged in. When you want to log in as another user, log out or change your password, use this button.



[30] Login with default user account

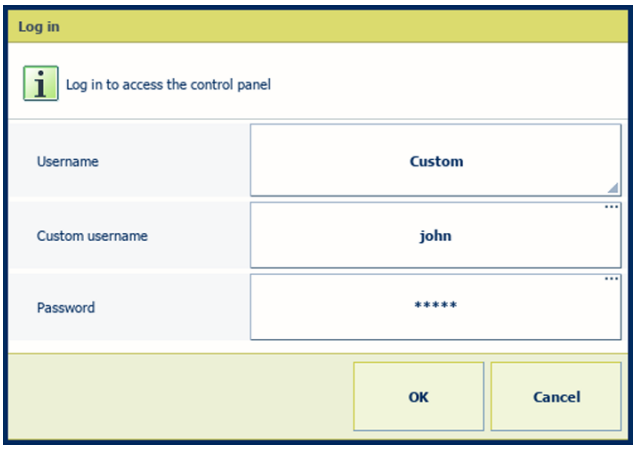
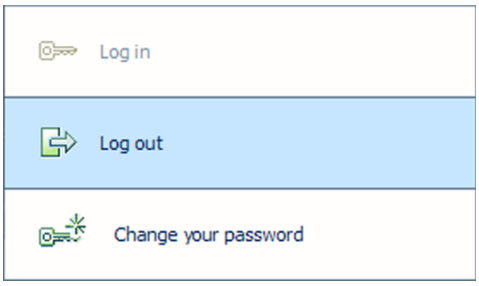
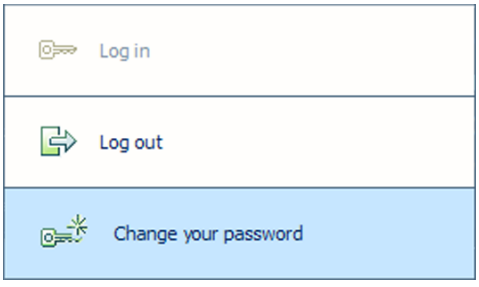


[31] Login with your own username

When you want to	Solution
Log in with a default user account	

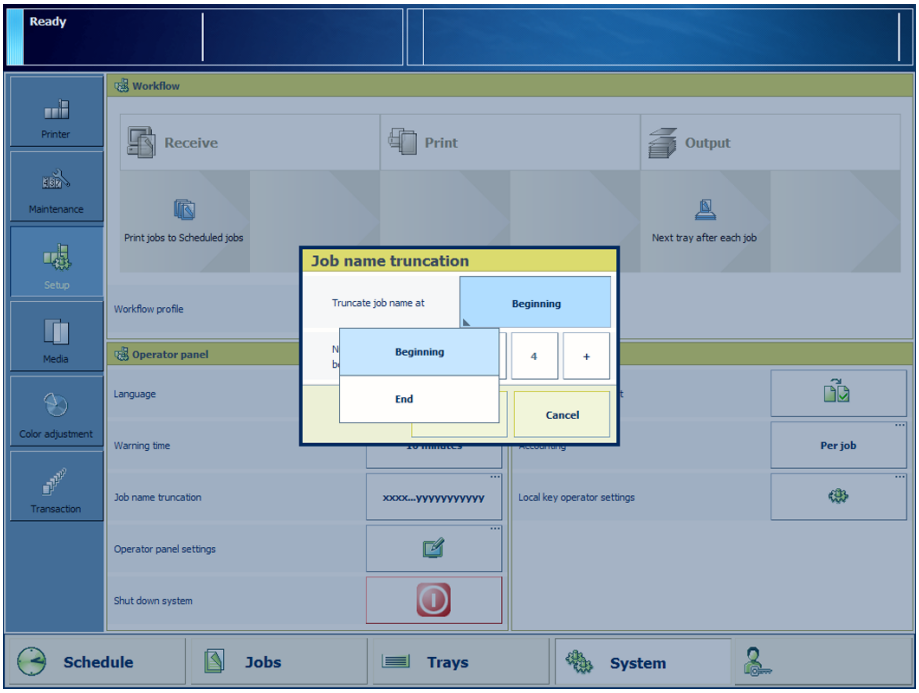
[32] Logging in with a default user account

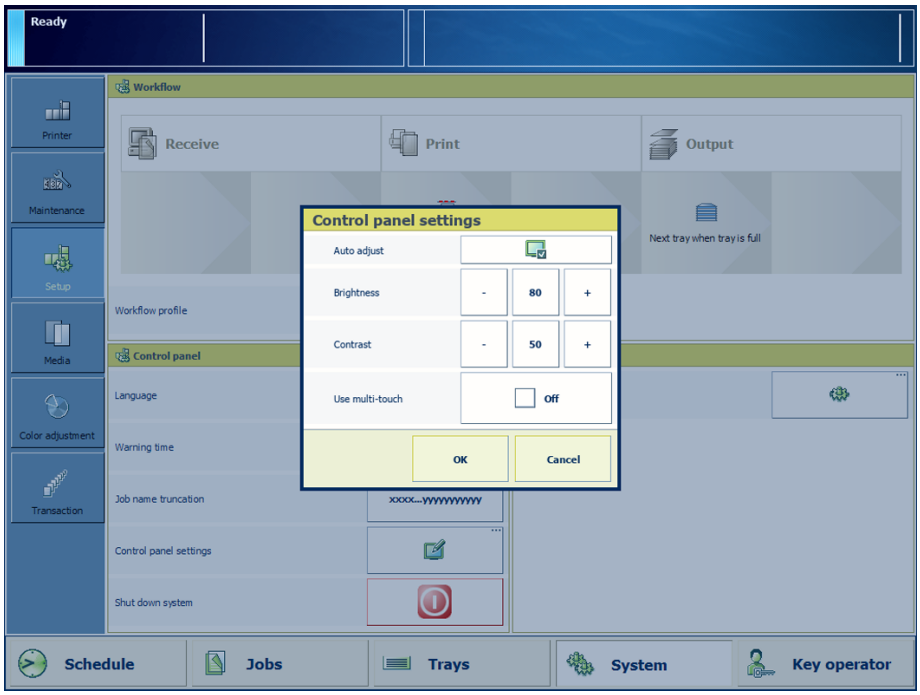
1. Touch the name of the logged in user account at the bottom of the screen.
2. Select a default user account from the list.
3. Enter the username and password.
4. Press [OK].
   Your user account is now visible at the bottom of the screen.

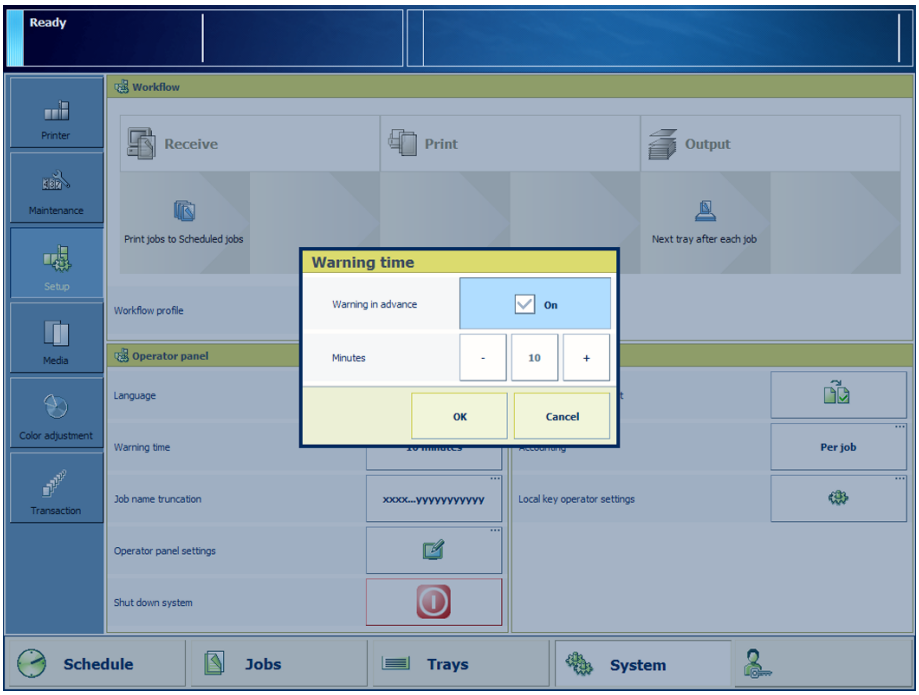
When you want to	Solution
Log in with your own user account	 [33] Logging in with your own user account 1. Touch the name of the logged in user account at the bottom of the screen. 2. Select [Custom] from the list. 3. Enter your username and password. 4. Press [OK]. Your user account is now visible at the bottom of the screen.
Log out	1. Touch the name of the logged in user account at the bottom of the screen. 2. Press [Log out].  3. Press [Yes].
Change your password	1. Touch the name of the logged in user account at the bottom of the screen. 2. Press [Change your password].  3. Enter current password. 4. Enter new password and confirm new password. 5. Press [OK].

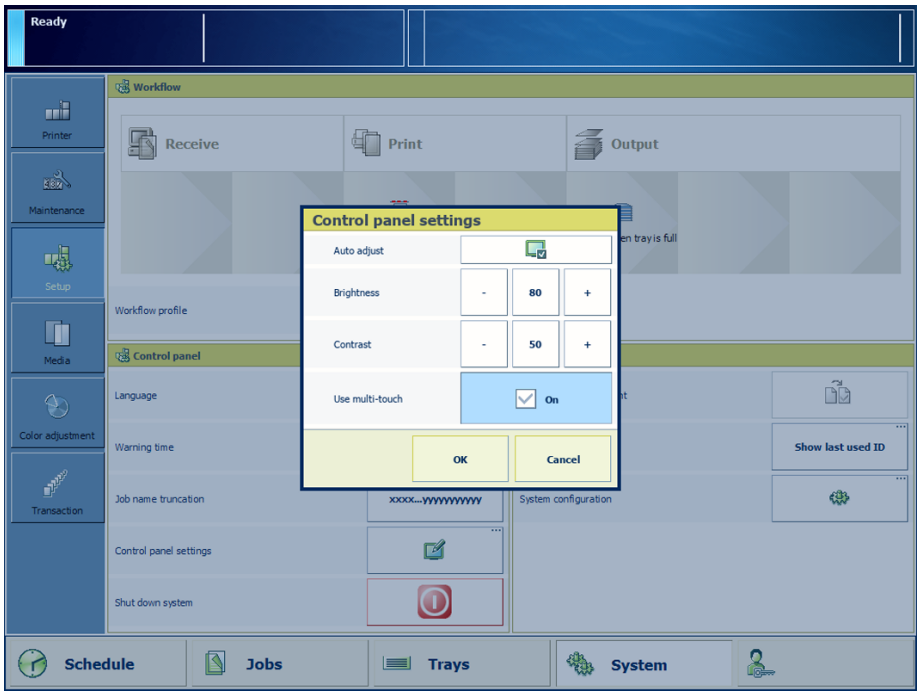
Adjust the control panel

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

When you want to	Solution
Change the display language of the control panel	1. Touch [System]→[Setup]→[Language]. 2. Touch [OK].
Use of shorter job names	 [34] Use shorter job names 1. Touch [System]→[Setup]→[Job name truncation]→[Job name truncation]. 2. Indicate how you want to shorten the job name. 3. Touch [OK].

When you want to	Solution
Adjust the readability of the control panel	 [35] Control panel adjustments 1. Touch [System]→[Setup]→[Control panel settings]. 2. Choose the automatic adjustment method or touch the + and - buttons to adjust the brightness and contrast manually. 3. Touch [OK].

When you want to	Solution
Adjust the warning time	 [36] Adjust the warning time 1. Touch [System]→[Setup]→[Warning time]. 2. Touch [Warning in advance] to enable or disable the function. 3. Touch the - or + button to decrease or increase the warning time in increments of 1 minute. 4. Touch [OK].

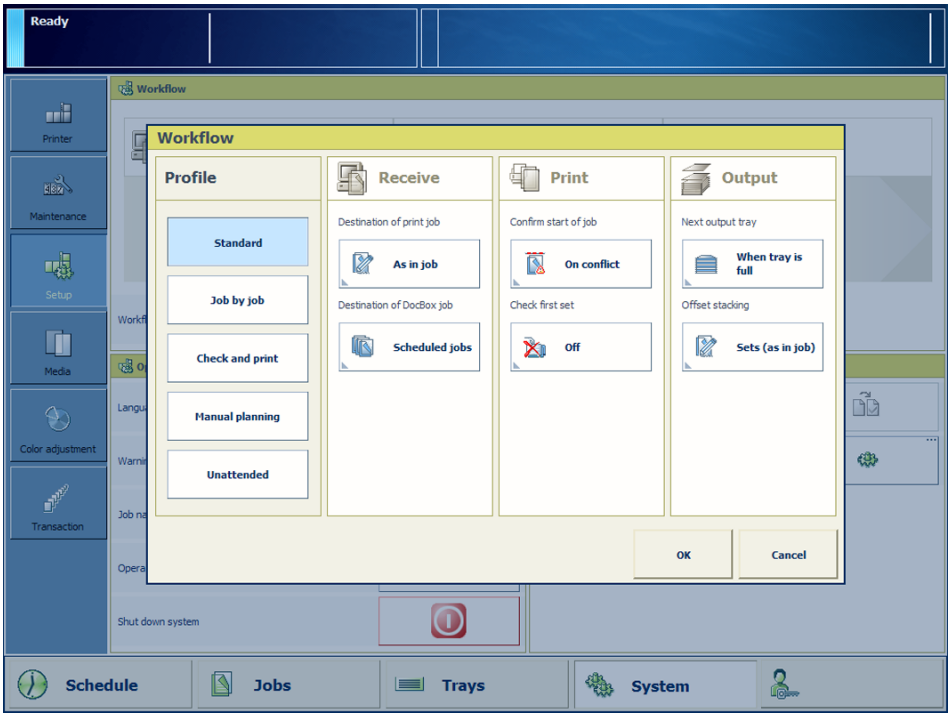
When you want to	Solution
Use pinch zoom gestures when you adjust CMYK curves	 [37] Multi-touch function 1. Touch [System] -> [Setup] -> [Control panel settings]. 2. Enable the multi-touch function. 3. Touch [OK]. 4. Reboot the system. (*Restart the print system* on page 60)

Choose a workflow profile

A workflow profile determines the route of jobs when they arrive on PRISMAsync Print Server. (*Learn about the document printing workflow* on page 46) PRISMAsync provides several default workflow profiles to manage your work load on the control panel. (*Job management in the queues* on page 147, *DocBox* on page 142)

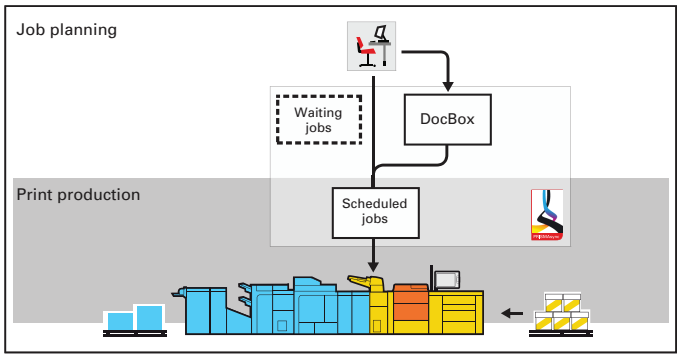
Workflow profiles make it possible to plan your jobs in a flexible way. You select a workflow profile on the control panel and, if required, adjust the attributes of the workflow profile. Then, this custom workflow profile is completely fitted to your workflow.

There can only be one workflow profile active at the same time. You can find the attributes of the active workflow at the top of the Workflow window.



[38] The workflow profile attributes

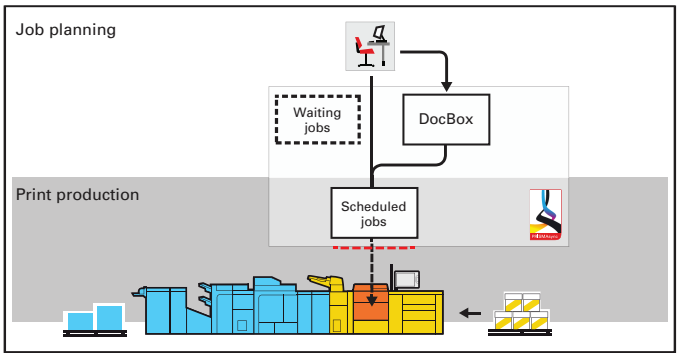
Standard workflow profile



[39] Standard workflow profile

- The standard workflow profile fits a productive workflow with sufficient control over jobs.
- Jobs go to the list of scheduled jobs and the print system prints the jobs.
- The print system selects another output tray for each next job.

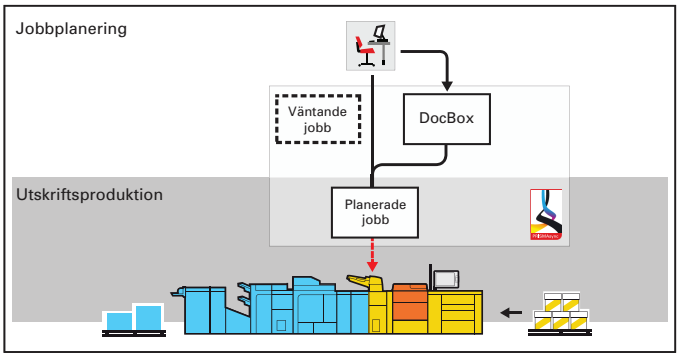
Job by job workflow profile



[40] Job by job workflow profile

- The job-by-job workflow profile fits a workflow in which every job needs attention.
- All jobs come in the list of scheduled jobs and you start the jobs one by one from the list of scheduled jobs.
- The print system selects another output tray for each next job.

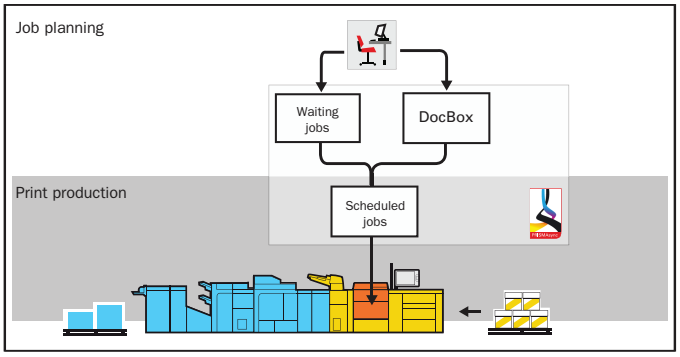
Check and print workflow profile



[41] Check and print workflow profile

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

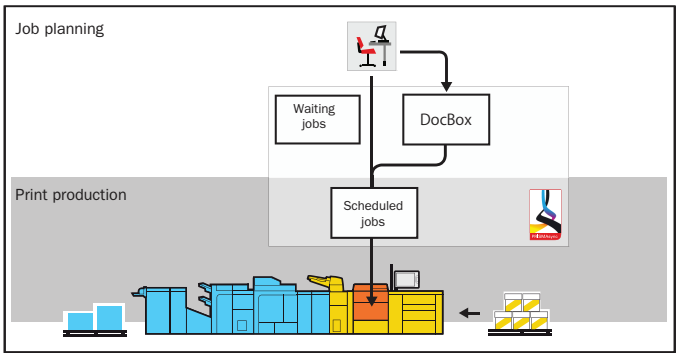
Manual planning workflow profile



[42] Manual planning workflow profile

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

Unattended workflow profile



[43] Unattended workflow profile

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

Procedure

1. Touch [System] -> [Setup] -> [Workflow profile].
2. Select a workflow profile.
3. Adjust the workflow profile, if required.
   For example, change the default destination of print jobs to list of waiting jobs or enable [Check first set].
   The name of the workflow profile changes into [Custom].
4. Touch [OK].

Select an accounting mode

The accounting feature on PRISMAsync stores and handles job and user information in account log files. You can customize the definition of account log files to process the logging data into your cost charts or invoices.

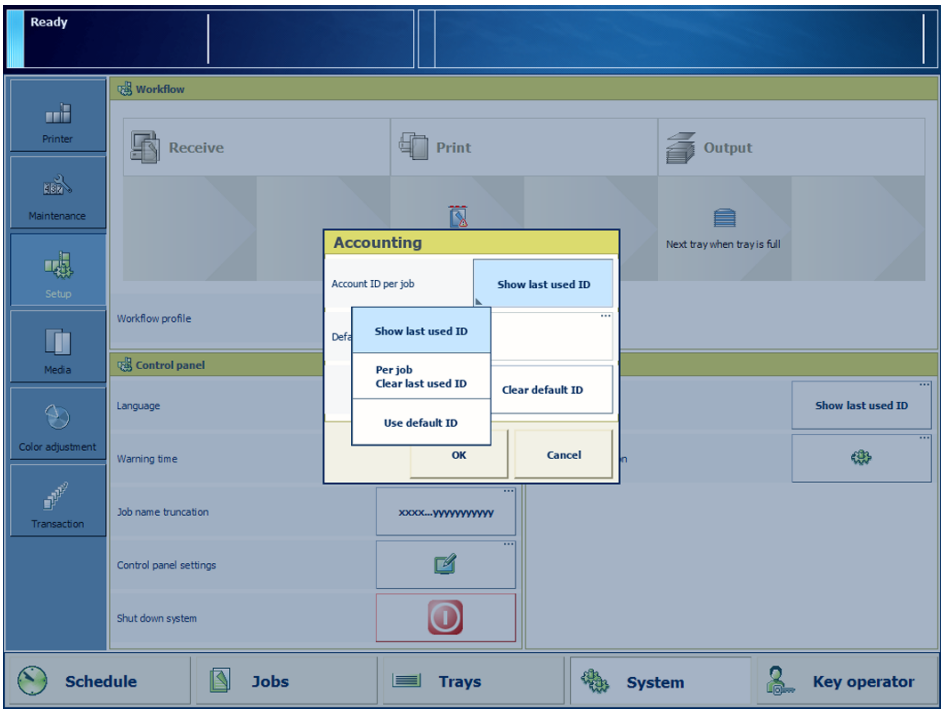
The system administrator must define account IDs to charge job costs to departments or customers and enable the user identification in the Settings Editor. (Location in the Settings Editor: [Configuration]→[Accounting])

PRISMAsync can verify the entered account IDs, to make sure that only valid users can use the print system. When a submitted job does not have a valid account ID, PRISMAsync sends it to the list of waiting jobs. The print system will only start to process the job when a correct account ID is entered.

When accounting is active, Remote Printer Driver and the control panel ask for an account ID before the print system handles the job. Define the accounting mode on the control panel to determine how PRISMAsync interacts with the operator.

Accounting modes:

- [Show last used ID]
  This mode requires authentication per job. You can see the last used account ID which you can overwrite.
- [Per jobClear last used ID].
  This mode requires authentication per job. You cannot see the last used account ID.
- [Use default ID]
  This mode uses a fixed account ID, but you can change the account ID. Be aware that the fixed mode implies that the print system overrules the account ID that is entered in Remote Printer Driver.



[44] Accounting modes

Procedure

1. Touch [System] -> [Setup] -> [Accounting].
2. Touch [Account ID per job].
3. Select an accounting mode.
4. Touch [OK].

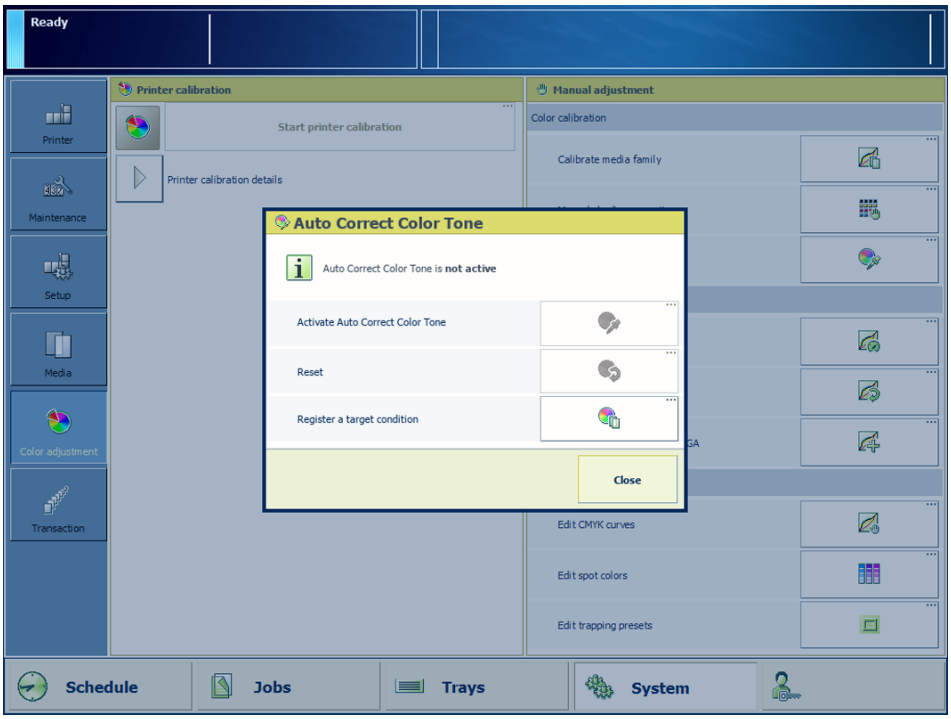
After you finish

You can find the account log files in the Settings Editor. ([Configuration]→[Accounting])

Register the color tones for the ACCT function

The automatic correction color tone (ACCT) function corrects slight color deviations in the color tones that can occur over time. (*Correct the color tones with the ACCT function* on page 203)

In order to enable the ACCT function in the future, you must first register these color tones as a reference. It is recommended to do the registration right after print system installation. The registration procedure uses an internal sensor to measure the color tones.



[45] The status and options of the automatic correction color tone function

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Touch [System] -> [Color adjustment].
3. Touch [Auto Correct Color Tone] -> [Register a target condition].
4. Select the storage place in which you want to store the measured values of the color tones.
5. Press [OK].
6. Select the media.

   IMPORTANT
   Do not stop the registration procedure before it has completed.

7. Press [OK].
8. Follow the instructions on the control panel.
9. Close the menu.

Chapter 4
Media handling

Media for your output

Media catalog for media selection

PRISMAsync controls the media definition centrally with the **media catalog**. The media-based workflow of PRISMAsync Print Server ensures convenient and intelligent media management which prevents that output doesn't meet your quality requirements. (*Learn about the media-based workflow* on page 43)

When a job is prepared, media is selected from the media catalog. The media catalog stores all media attributes that are important for the print quality, such as size, weight, media type, color and surface type.

A media belongs to a media family. A media family is a group of media that share the same print quality specifications and uses the same color output profile. (*Learn about the color-based workflow* on page 44)

The schedule shows the media that are assigned to the job and when it is time to load the media.

You can also import a media catalog from another PRISMAsync Print Server. When this print server runs a software version lower than 4.1, you must check the media family and surface type for each media.

Temporary media

You can assign media that are not included in the media catalog. When the job on these temporary media is printed, you find these temporary media in the media section of the System view on the control panel. For an optimal print quality you are advised to add the temporary media with all its important media attributes to the media catalog.

The temporary media remains available in the System view as long as there are jobs in the queue that use these temporary media, or these temporary media are assigned to a paper tray.

Media library

The print module contains a media library from where you can import media to the media catalog.

Media and image quality

Media has a big influence on the image quality and the productivity of a print system. The performance of a print system, the print quality and the consumption of consumables depend on media factors, such as:

- Media type
- Media weight
- Surface
- Moisture content
- Smoothness

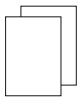
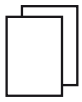
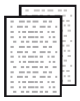
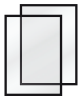
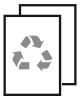
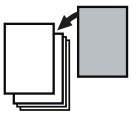
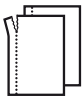
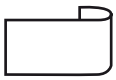
To ensure optimal output quality and performance, media must comply with the paper specifications of your print system. Store the media in a dry environment away from direct sunlight. Before you load the media into the paper trays, it is important to check the media sheets. (*Check and prepare media* on page 86)

Types of media for the paper trays

The paper trays of your print system can handle a variety of media types and sizes, including uncoated, offset coated, plain, recycled, thin, satinated, tabs, textured paper, digital coated media,

preprinted media and offset coated media. You can use envelopes, tab paper and transparencies in most paper trays. For covers, insert sheets and separator sheets between sets, you can use the inserter. (*Paper input specifications* on page 414, *Supported media types per paper input option* on page 393)

The following table shows the types of media that paper trays support.

 Thin	 Plain	 Heavy	 Coated
 Textured	 Vellum	 Transparencies *1	 Recycled
 Color	 Prepunched	 Forward-order tab paper	 Reverse-order tab paper
 Labels *1 *2	 Bond	 Letterhead	 Carbonless
 Envelope type a *1	 Envelope type b *1	 Preprinted covers *3	 Insert sheets *3
 Perforated	 Long sheets		

*1 Not supported by the inserter

*2 Not supported by the internal paper trays

*3 The inserter supports insert sheets. Make sure that the media you use for the inserter have the insert sheet definition in the media catalog.

Finishing for your output

When your print system has finishing optionals, you select staple, punch, trim, booklet and book options in Remote Printer Driver, the PRISMA software, and the control panel.

Below you find an overview of the finishing options the print system supports.

For more information on finishing specifications and options, see *Print job settings* on page 380, *Finishing and delivery* on page 35 and *Finishing and delivery specifications* on page 419.

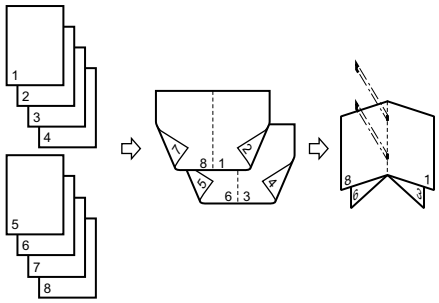
Stapling

Stapling options		Finishing optional
 Corner stapling	 2-side stapling	Stacker / stapler

The feed direction of originals is important for stapled copies. (*Feed direction for stapling* on page 397)

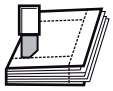
Booklet making

Booklet options	Finishing optionals
 Saddle-stitched booklet	Stacker / stapler Booklet maker
 Saddle-stitched booklet, leading-edge trimmed	Stacker / stapler Booklet maker Booklet trimmer
 Saddle-stitched booklet, trimmed at three sides	Stacker / stapler Booklet maker Booklet trimmer Two-knife booklet trimmer



[47] Print and page order of booklets

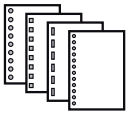
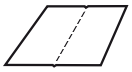
Perfect binding

Perfect binding options		Finishing optional
 Perfect bound book	 Perfect bound book, trimmed at three sides	Perfect binder

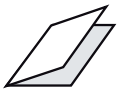
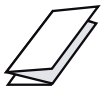
Punching

Punching options		Finishing optionals
 4-hole punching	 3-hole punching	Stacker / stapler Punch unit
 2-hole punching		

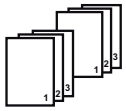
Professional punching and creasing

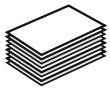
Professional punching options		Finishing optionals
 Punching with various punch patterns	 4-hole punching	Professional puncher
 3-hole punching	 2-hole punching	
 Single crease, at the center		

Folding

Folding options		Finishing optional
 Z-fold	 Half-fold	Folder
 Tri-fold in	 Tri-fold out	
 Parallel fold		

Stacking and sorting

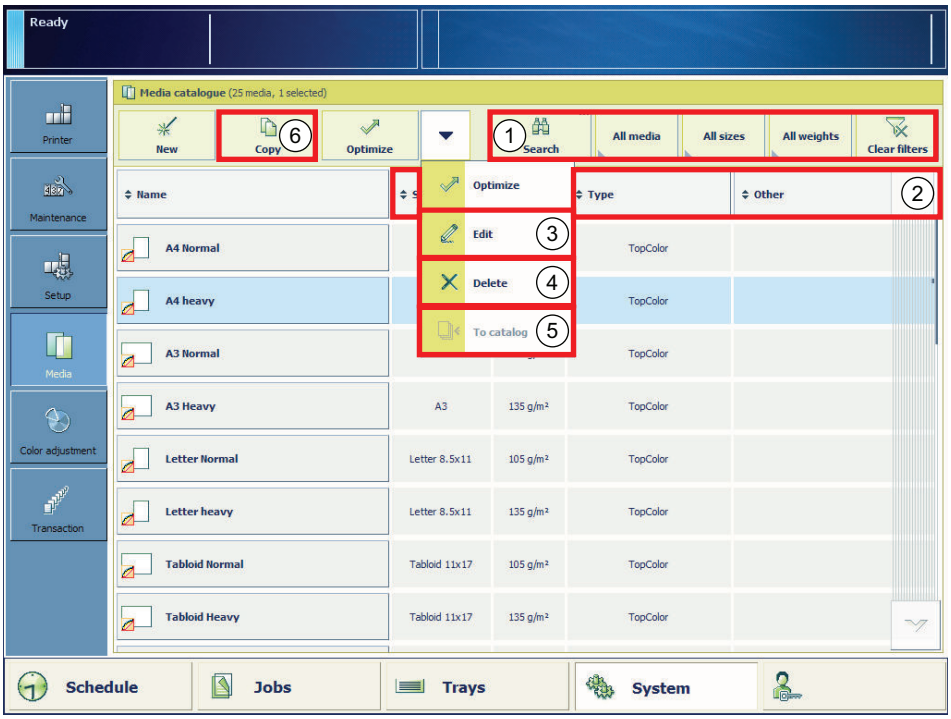
Stacking and sorting		Finishing optionals
 Sort by set	 Sort by page	Stacker / stapler High capacity stacker

Stacking and sorting		Finishing optionals
 Offset stacked	 Stacked	Stacker / stapler High capacity stacker

Manage the media catalog

The print system uses a central media catalog from where you can select media for jobs. (*Learn about the media-based workflow* on page 43) The media catalog can be managed with the Settings Editor. When media management via the control panel is enabled, you can also manage the media catalog on the control panel. (*Configure the media catalog* on page 322)

To use media stored in media library for a job, add these media to the media catalog. (*Add media to the media catalog* on page 84)



[48] Media management on the control panel

Open the media catalog

Touch [System] -> [Media] to open the media catalog.

Organise the media catalog

Task	How
Search media	Use filters (**1**) to search for media with a specific size, type, weight, or name.
Arrange media	Click a media attribute (**2**) to change the order, according to the attribute.

Manage the media catalog

Task	How
Edit media	You can change the name, size, type, or media family of the media. (**3**)
Delete media	You can remove media which you do not need. (**4**)

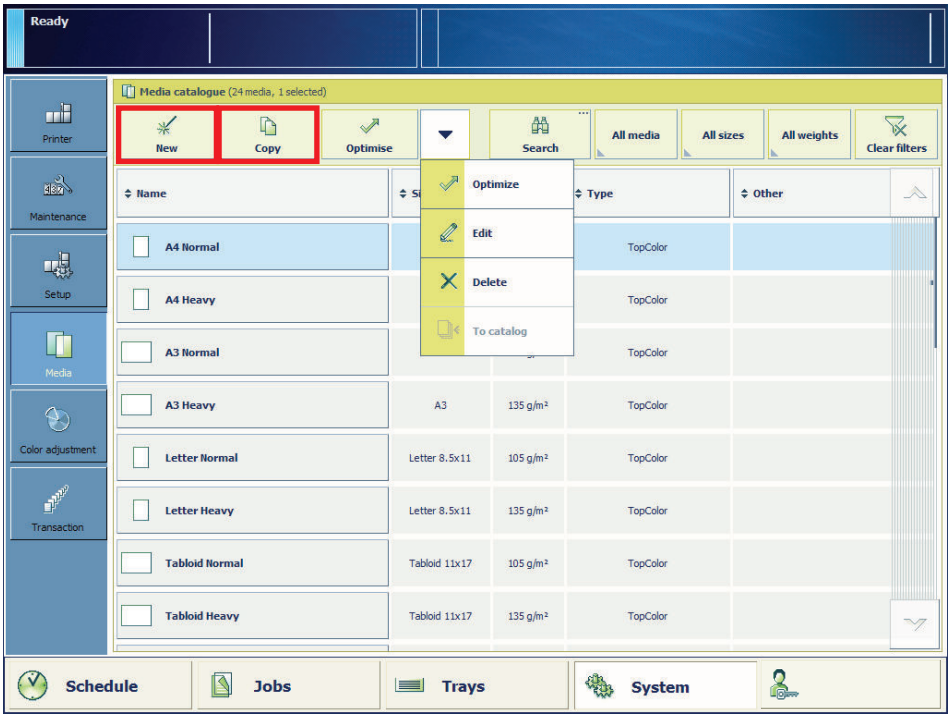
Task	How
Add media **to catalog**	You can add temporary media to the media catalog (**5**). (*Add temporary media to the media catalog* on page 157)
Copy media	Use the copy function (**6**) to create new media, based on existing media.

Add media to the media catalog

The print system uses a central media catalog from which you can select media for jobs. Correctly defined media attributes are important in order to ensure high print quality.

When enabled in the Settings Editor, you can add new media to the media catalog via the control panel. You can also define whether you want media family calibration warnings and warnings on missing media attributes on the control panel. (*Configure the media catalog* on page 322, *Media indicators* on page 392)

You can use the Canon media library to add new media to the media catalog. This media library provides a comprehensive list of recommended media with the correct media attributes. You can change the media name if required.



[49] Media management via the control panel

Procedure

1. Touch [System] -> [Media].
2. Use one of the following methods to add new media.
   - Touch [Copy] to use one of the current media definitions as starting point and copy its attributes to the new media definitions.
   - Touch [New] to define all attributes from scratch.
   - Touch [New] -> [Import from media library] to import a media with correct media attributes from the media library.

3. Define the name and attributes of the new media.

   NOTE
   For convenient retrieval of media in the media catalog, define the following media attributes:
   - Name
   - Standard type
   - Custom type name, when the standard type is custom

   IMPORTANT
   For optimal print quality, define the correct values for the following media attributes. Refer to the packaging of the media for this information.
   - Size
   - Weight
   - Surface type
   - Media family

   You can select the option to create a new media family at the same time. Ask advice from the key operator if a new media family is needed.
4. Press [OK].

Check and prepare media

Check and prepare media before loading

Before you load media into the paper trays, it is important to check and prepare the media.

When there are load and storage instructions on the paper package, follow these instructions.

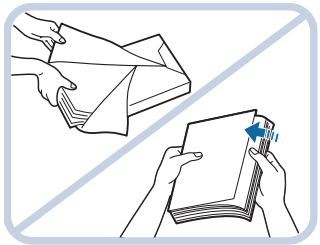
When you print on media that have absorbed moisture, steam may be released from the output area of the machine. This is due to the evaporation of moisture in the paper caused by the high temperature in the print module.

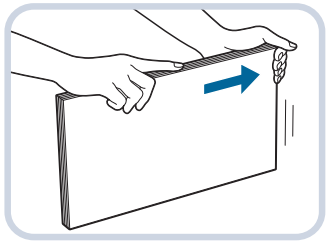
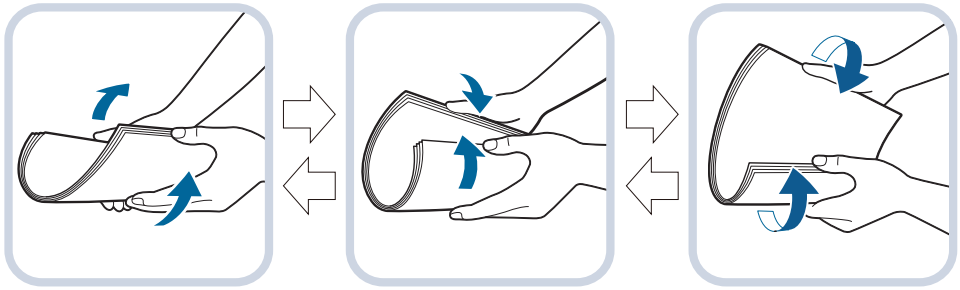
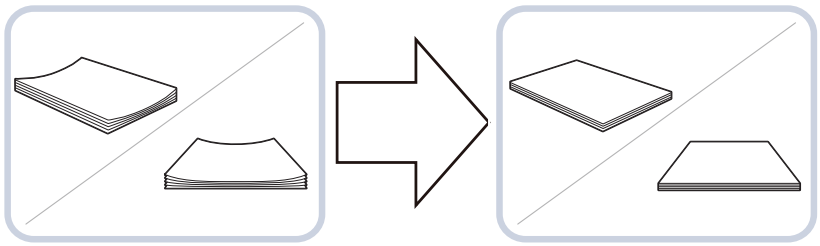
CAUTION
- **When loading paper, take care not to cut your hands on the edges of the paper.**
- **Do not store media in places exposed to open flames. This can cause the paper to ignite which could result in burns or a fire.**

NOTE
- Use paper recommended by Canon for high-quality output.
- Some commercially available media types are not appropriate for your print system. Contact your local authorized Canon dealer to order media. (*Consumables* on page 224)

For more information on media, see *Media specifications* on page 393, *Check and prepare envelopes before loading* on page 88 and *Check and prepare transparencies before loading* on page 90.

Procedure

	Action	
1	Make sure the media specifications match the paper tray specifications. (*Paper input specifications* on page 414)	
2	Check that the media is in good condition. IMPORTANT Do not load the following media. This can cause a paper jam. • Severely curled or wrinkled paper • Thin straw paper • Heavy paper (more than 220 g/m² / 80 lb cover) • Paper printed on a thermal transfer printer • The reverse side of paper printed on a thermal transfer printer • Tracing paper	
3	Remove the packaging and fan the sheets of paper several times. IMPORTANT You must fan thin paper, recycled paper, prepunched paper, heavy paper, transparencies, and tab papers before you load them.	

	Action	
4	Align the edges of the sheets.	
5	When the paper is curled, straighten out the paper.  	

After you finish

Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Check and prepare envelopes before loading

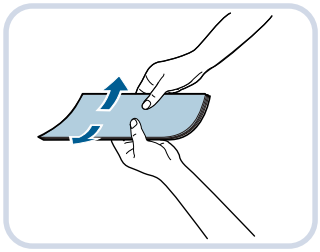
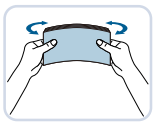
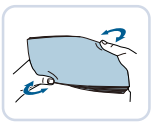
Before you load envelopes, it is important to check and prepare the envelopes. You can load envelopes in all paper trays and the special feeder. (*Supported envelope types per paper input option* on page 396)

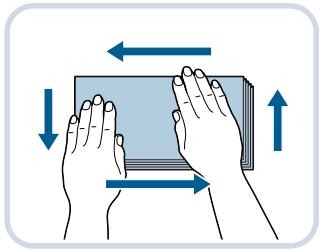
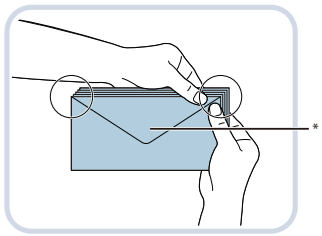
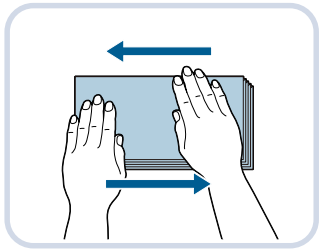
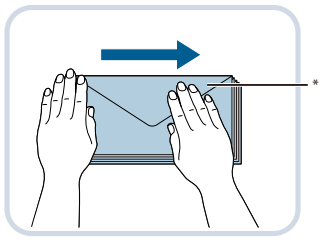
IMPORTANT

- Do not print on the back side of the envelopes (the side with the flap).
- Do not load the following types of envelopes. This can cause a paper jam, dirty printed output or dirty machine parts:
  - Curled, creased, or folded envelopes
  - Very thick or thin envelopes
  - Damp or wet envelopes
  - Torn envelopes
  - Irregularly shaped envelopes
  - Envelopes with clasps or windows
  - Envelopes that are already sealed
  - Envelopes with holes or perforations
  - Envelopes with specially coated surfaces
  - Envelopes made of surface treated colored paper
  - Envelopes that are self-adhesive and use ink, glue, or other substances that can melt, burn, vaporize, or emit smells by the heat of the fixing unit (approximately 200°C). Melted glue can cause sealed envelopes.
- When there is a temperature difference between the storage location and the location where the envelopes are printed, take the envelopes to the print location on time.

CAUTION

- **When you handle paper, be careful not to cut your hands on the edges of the paper.**
- **Do not store paper in places exposed to open flames. This can cause the paper to ignite which could result in burns or a fire.**

	Action	
1	Make sure the media specifications match the paper tray specifications. (*Paper input specifications* on page 414)	
2	Take five envelopes and fix curls or bends.	
3	Loosen and stack the five envelopes together.	 

	Action	
4	Place the envelopes on a clean, level surface, and press the complete envelope surface five times to remove any curls.	
5	Hold down the four corners of the envelopes firmly, so that the envelopes stay flat. * = Flap	
6	Remove air and creases to flatten the envelopes. * = Flap	 

After you finish

Tightly rewrap the remaining media in the original package, and store the package in a dry place away from direct sunlight.

Check and prepare transparencies before loading

Transparencies have a different front and back side. Make sure you load transparencies so that the print system prints on the front side.

IMPORTANT
- Do not load transparencies while the print system is printing. This can cause a paper jam.
- Only use transparencies intended for your print system. Other transparencies can damage the print system.
- Only hold the edges of the sheets and avoid touching the print surface.
- When transparencies stick together, fan the stack and do not load more than 100 sheets. Use new transparencies when a paper jam occurs.
- Immediately take printed transparencies from the output tray to avoid folded transparencies. This can cause a paper jam.

For more information, see:

Procedure

1. Make sure the media specifications match the paper tray specifications. (*Paper input specifications* on page 414)
   Only use A4 / LTR or A4R / LTRR transparencies. (*Supported media types per paper input option* on page 393)
2. Remove the packaging and check that the transparencies are in good condition.

After you finish

Tightly rewrap the remaining media in the original package, and store the package in a dry place away from direct sunlight.

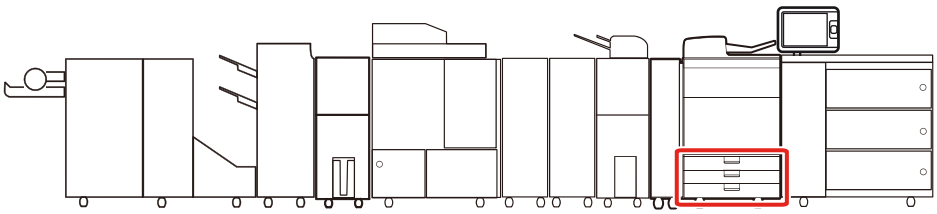
Load media

Load media into the internal paper trays

Each of the three internal paper trays can hold up to 550 sheets (80 g/m² / 22 lb bond). The paper trays feed the media face down. (*Print module parts* on page 27)

There is no sensor in the paper trays that can detect the media. After you open and close a paper tray, the print system will not change the media settings.

When you load envelopes in an internal paper tray, you need the envelope guide (Envelope Feeder Attachment-F1). (*Load envelopes into the internal paper trays* on page 107, *Supported envelope types per paper input option* on page 396)



[50] Location of the internal paper trays

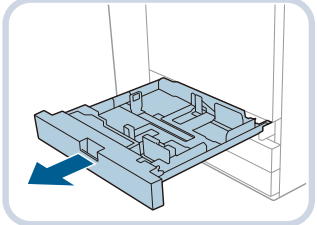
IMPORTANT
- Never place paper or other objects in the empty parts of a paper tray. This can cause a paper jam.
- Make sure you follow the instructions carefully. When you do not load the media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

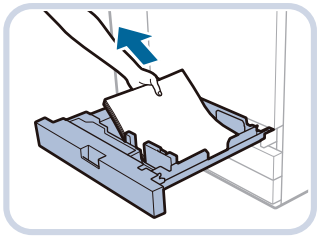
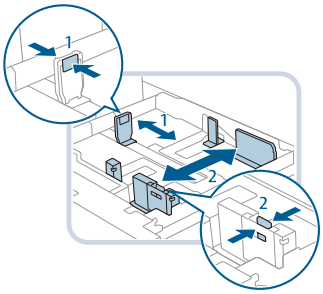
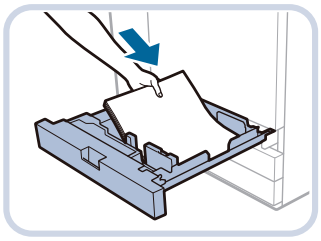
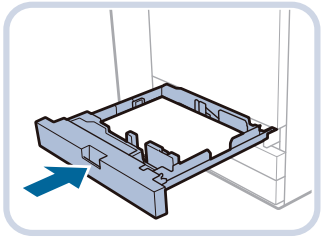
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media.
  (*Paper input specifications* on page 414)
  (*Check and prepare media before loading* on page 86)
  (*Check and prepare transparencies before loading* on page 90)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Grip the handle and pull out the paper tray until it stops.	

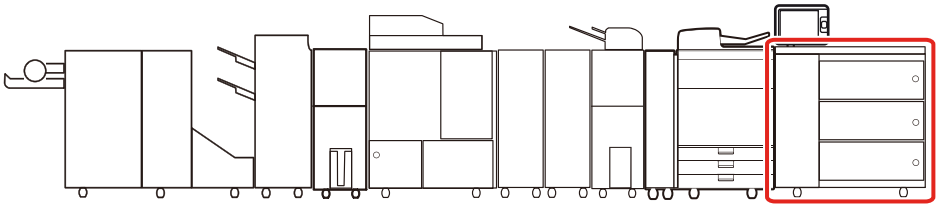
	Action	
2	Remove all media.	
3	Slide the paper guides to match the media size you want to load. (*Supported media sizes per paper input option* on page 395) IMPORTANT Slide the guides until they click into place. This prevents a paper jam, poor print quality and dirty machine parts.	
4	Place the media stack against the right side of the paper tray. (*Supported media types per paper input option* on page 393) IMPORTANT Make sure the loaded the media stack does not exceed the loading limit mark (▭).	
5	Gently close the paper tray and make sure it clicks into place. **CAUTION** **When you close the paper tray, be careful not to get your fingers caught. This can cause personal injury.**	

After you finish

- When a paper jam occurs or you notice poor image quality, turn over the media stack and reload the media stack. Do not reload textured, single-sided coated, or already printed paper to avoid a paper jam. For these media, take a new stack.
- Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load media into the paper module

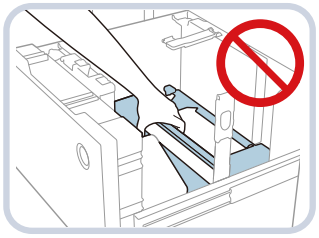
Each of the three paper trays of the optional paper module can hold up to 2,000 sheets (80 g/m² / 22 lb bond). The paper trays feed the media face up. (*Paper module* on page 29)



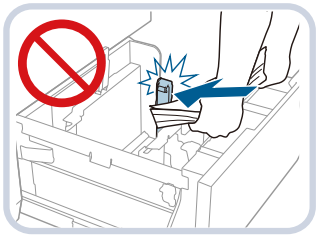
[51] Location of the paper module

NOTE
- When you change from plain paper to coated paper, the print system fans the media first.
- Check that the height of the loaded media stack is maximum 20 mm / 0.8" to avoid curled and creased edges.

IMPORTANT
- When you lift the inside lifter in the paper tray, for example, because you dropped something, do not lift the lifter more than 50 mm / 2" or diagonally. This can cause a malfunction or machine damage.



- Do not hit the right-hand paper guide when you load paper. This can cause a malfunction or machine damage.



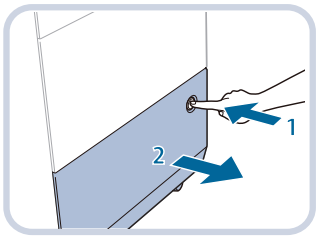
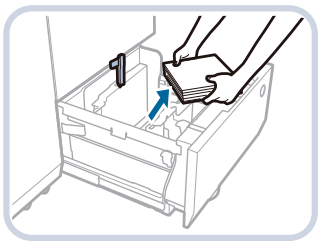
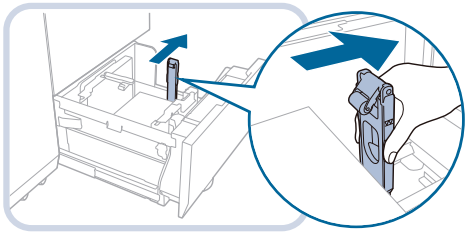
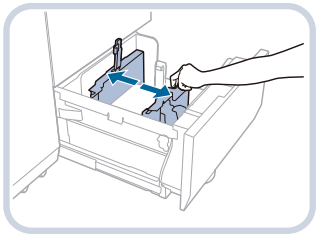
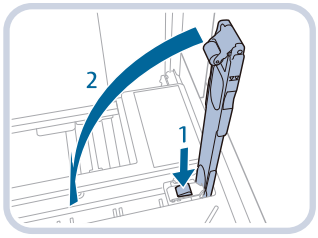
- Never place media or other objects in the empty parts of the paper tray. This can cause a paper jam.
- Make sure you follow the instructions carefully. When you do not load the media correctly a paper jam, dirty machine parts, or poor print quality can occur.

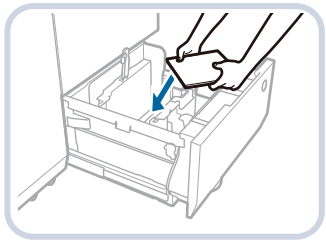
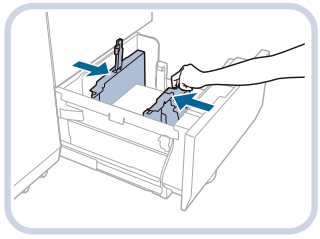
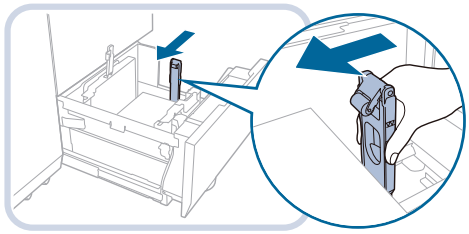
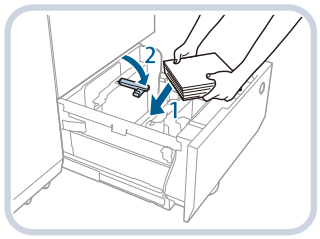
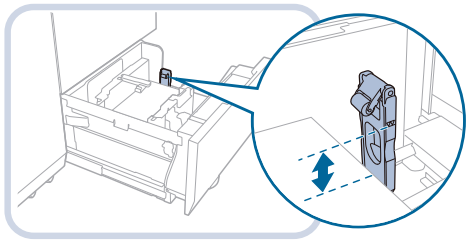
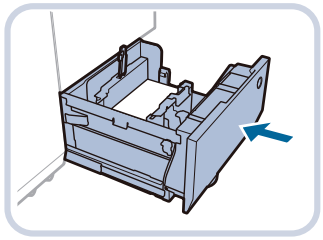
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media.
  (*Paper input specifications* on page 414)
  (*Check and prepare media before loading* on page 86)
  (*Check and prepare transparencies before loading* on page 90)
  (*Check and prepare envelopes before loading* on page 88)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Press the button (1) to open the paper tray (2).	
2	Lift the feeding support roller and remove all media.	
	When the media size does not change, continue with step 9, otherwise go to step 3.	
3	Slide the right-hand paper guide to the right-hand side of the paper tray.	
4	Squeeze the lever and slide the paper guides so that there is enough space to load the media.	
5	Fold down the right-hand paper guide, when the media size is more than 457 mm / 18".	

	Action	
6	Load a media stack of approximately 10 mm / 0.4". (*Supported media types per paper input option* on page 393, *Supported envelope types per paper input option* on page 396)	
7	Squeeze the lever and slide the paper guides against the media stack and check the size mark for the exact alignment. (*Supported media sizes per paper input option* on page 395)	
8	Slide the right-hand paper guide towards the media stack.	
9	Continue to load the next media stacks of approximately 10 mm / 0.4" (1) and lower the feeding support roller (2) when ready. IMPORTANT • Make sure the loaded media stack does not exceed the loading limit mark ( ). • Make sure the loaded envelope stack does not exceed the envelope loading limit mark ( ). Load a maximum of approximately 30 envelopes. Use the correct orientation for the envelopes. (*Feed instruction for envelopes* on page 406)	 
10	Gently close the paper tray and make sure it clicks into place. **CAUTION** **When you close the paper tray, be careful not to get your fingers caught. This can cause personal injury.**	

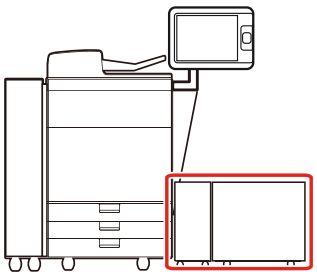
After you finish

- When a paper jam occurs or you notice poor image quality, turn over the media stack and reload the media stack. Do not reload textured, single-sided coated, or already printed paper to avoid a paper jam. For these media, take a new stack.
- Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load media into the bulk paper module

The optional bulk paper module can hold up to 3,500 sheets of paper (80 g/m² / 22 lb bond). The paper tray feeds the media face up. (*Bulk paper module* on page 30)

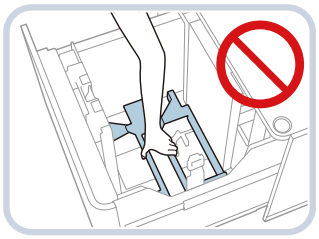
When you load envelopes in the bulk paper module, you need the envelope guide (Envelope Feeder Attachment-G1). (*Supported envelope types per paper input option* on page 396)



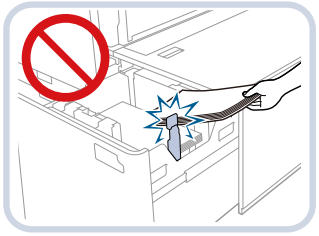
[52] Location of the bulk paper module

IMPORTANT

- When you lift the inside lifter in the paper tray, for example, because you dropped something, do not lift the lifter more than 50 mm / 2" or diagonally. This can cause a malfunction or machine damage.



- Do not hit the right-hand paper guide when you load the media. This can cause a malfunction or machine damage.



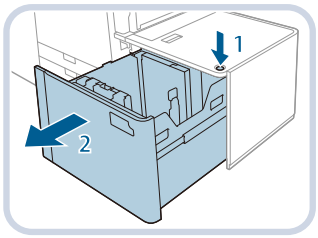
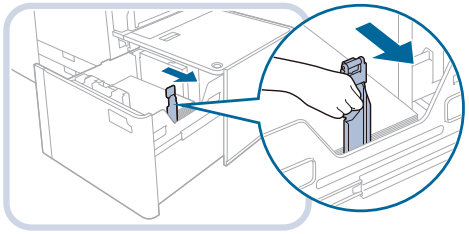
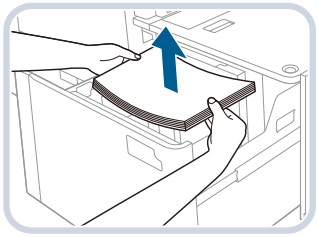
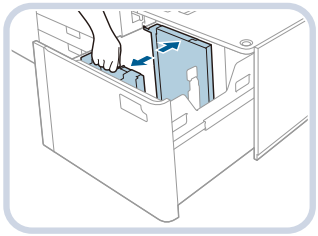
- Never place paper or other objects in the empty parts of the paper tray. This can cause a paper jam.
- Do not insert paper clips or other objects into the paper blower port on the bulk paper module.
- Make sure you follow the instructions carefully. When you do not load the media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

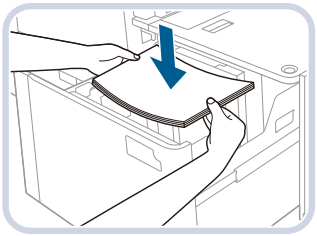
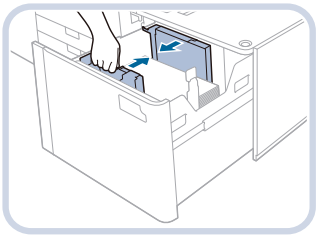
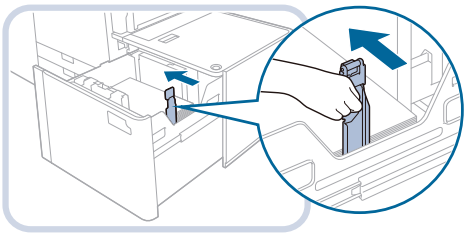
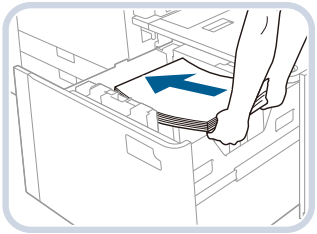
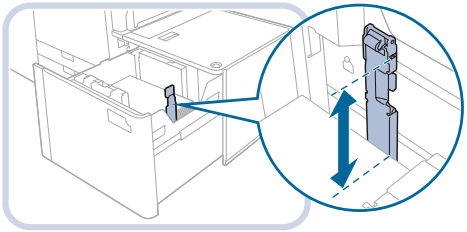
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

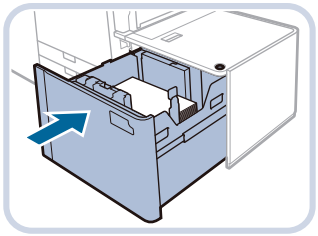
Before you begin

- Check and prepare the media.
  (*Paper input specifications* on page 414)
  (*Check and prepare media before loading* on page 86)
  (*Check and prepare transparencies before loading* on page 90)
  (*Check and prepare envelopes before loading* on page 88)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Press the button (1) to open the bulk paper tray (2).	
	When the media size does not change continue with step 5, otherwise go to step 2.	
2	Slide the right-hand paper guide to the right-hand side of the paper tray.	
3	Lift the feeding support roller and remove all media.	
4	Squeeze the lever and slide the paper guides so that there is enough space to load the media. (*Supported media sizes per paper input option* on page 395)	

	Action	
5	Load a media stack of approximately 10 mm / 4". (*Supported media types per paper input option* on page 393, *Supported envelope types per paper input option* on page 396) IMPORTANT For media sizes larger than A4, first close and then open the paper tray. The inside lifter needs to raise to correctly load media larger than A4.	
6	Squeeze the front-side paper guide and slide the paper guides towards, and against, the media stack.	
7	Slide the right-hand paper guide to the media stack and check the size mark for the exact alignment. IMPORTANT When you do not align the right-hand paper guide properly, a paper jam, poor print quality, or dirty machine parts can occur.	
8	Continue to load the next media stacks of approximately 10 mm / 0.4". IMPORTANT • Load approximately 550 sheets of media at a time. If the paper tray can handle more media, the lifter will rise. • Make sure the loaded media stack does not exceed the loading limit mark ( ). • When you load envelopes, make sure the loaded envelope stack does not exceed the envelope loading limit mark (/). Use the correct orientation for the envelopes. (*Feed instruction for envelopes* on page 406)	 

	Action	
9	Gently close the paper tray and make sure it clicks into place. **CAUTION** **When you close the bulk paper module, be careful not to get your fingers caught. This can cause personal injury.**	

After you finish

- When a paper jam occurs or you notice poor image quality, turn over the media stack and reload the media stack. Do not reload textured, single-sided coated, or already printed paper to avoid a paper jam. For these media, take a new stack.
- Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load media into the special feeder

The special feeder can hold up to 100 sheets (80 g/m² / 22 lb bond), approximately 10 mm / 4" high. The special feeder feeds the media face up. (*Special feeder* on page 33)

IMPORTANT

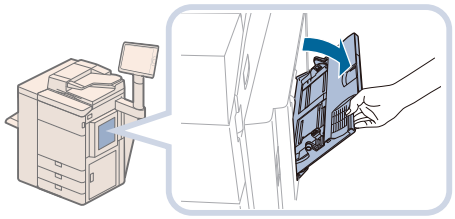
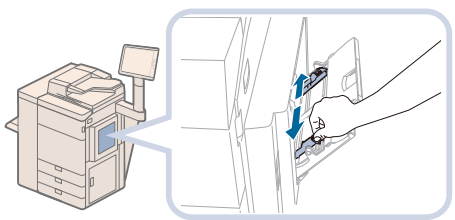
- Do not load different sizes or types of media at the same time.
- It is very important that you use the correct job settings for media such as heavy paper or transparencies. The fixing unit can become dirty, which may require a service visit. Moreover, the image quality can become poor.
- Feed vellum media one sheet at a time, and remove each sheet after delivery in the output tray. When you load several sheets together a paper jam can occur.
- When you make two-sided prints, printed output can crease depending on the moisture absorption of the media.
- When heavy media does not pass through properly, feed the sheets one by one.
- When envelopes do not pass through properly, feed the envelopes one by one.
- Do not collect more than ten printed envelopes in the output tray.
- Envelopes can crease during the print process.
- Make sure you follow the instructions carefully. When you do not load media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

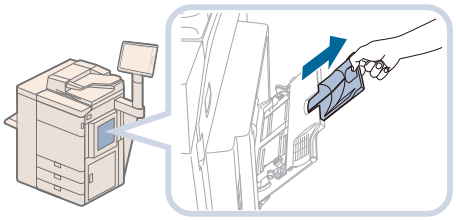
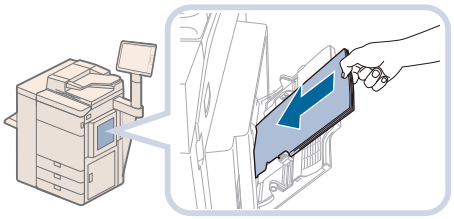
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media.
  (*Paper input specifications* on page 414)
  (*Check and prepare media before loading* on page 86)
  (*Check and prepare transparencies before loading* on page 90)
  (*Check and prepare envelopes before loading* on page 88)
- Awake the print system from sleep mode, if applicable. See:
  Awake the printer from sleep mode on page 58

Procedure

	Action	
1	Open the special feeder.	
2	Squeeze and slide the paper guides towards the sides of the tray.	

	Action	
3	Pull out the auxiliary tray for large media sizes.	
4	Load the media into the special feeder. (*Supported media types per paper input option* on page 393, *Supported envelope types per paper input option* on page 396) IMPORTANT • Make sure the loaded media stack does not exceed the loading limit mark (▼). • Load a maximum of ten envelopes. Use the correct orientation for the envelopes. (*Feed instruction for envelopes* on page 406)	
5	Align the media precisely between the paper guides. (*Supported media sizes per paper input option* on page 395)	

After you finish

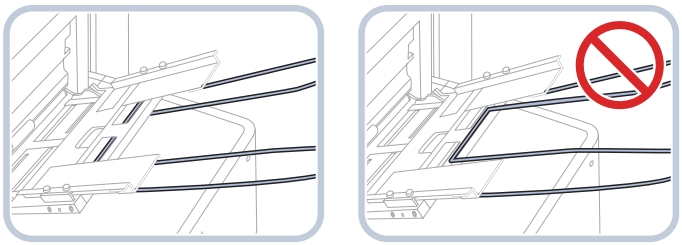
- When a paper jam occurs or you notice poor image quality, turn over the media stack and reload the media stack. Do not reload textured, single-sided coated, or already printed paper to avoid a paper jam. For these media, take a new stack.
- Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load long sheets into the special feeder

The special feeder can handle only one sheet at a time. The special feeder feeds the media face up. (*Special feeder* on page 33)

IMPORTANT

- Load only one sheet at a time.
- Do not load envelopes.
- It is very important that you use the correct job settings for media such as heavy paper or transparencies. The fixing unit can become dirty, which may require a service visit. Moreover, the image quality can become poor.
- Feed vellum media one sheet at a time, and remove each sheet after delivery in the output tray. When you load several sheets together a paper jam can occur.
- Check that the alignment guides are attached correctly to avoid paper jams.



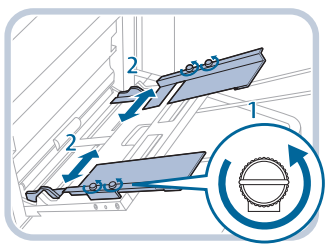
- When you make two-sided prints, printed output can crease depending on the moisture absorption of the media.
- Make sure you follow the instructions carefully. When you do not load media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

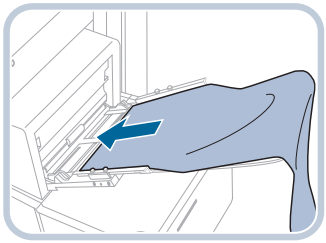
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media.
  (*Paper input specifications* on page 414)
  (*Check and prepare media before loading* on page 86)
  (*Check and prepare transparencies before loading* on page 90)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Loosen the screws (1), adjust all 4 paper guides (2) to the width of the media and tighten the screws again (1). (*Supported media sizes per paper input option* on page 395)	

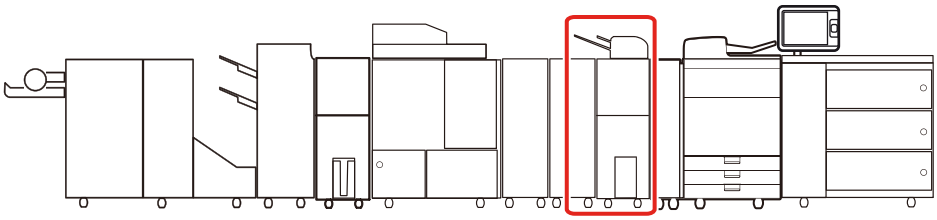
	Action	
2	Load one sheet into the special feeder. (*Supported media types per paper input option* on page 393) IMPORTANT Make sure the loaded media stack does not exceed the loading limit mark (▼).	

After you finish

Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load media into the inserter

The optional inserter can hold up to 200 sheets (80 g/m² / 22 lb bond) cover sheets or insert sheets. The print system cannot print sheets fed by the inserter. Use the same feed direction in the upper and lower tray. (*Inserter* on page 31)



[53] Location of the inserter

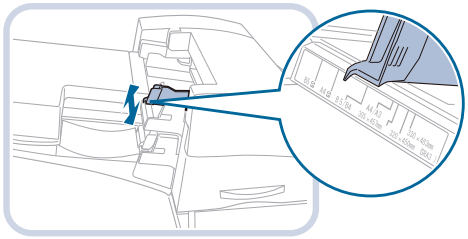
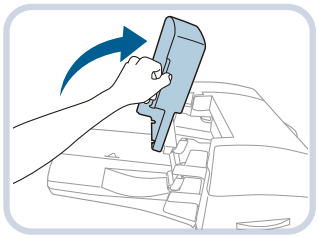
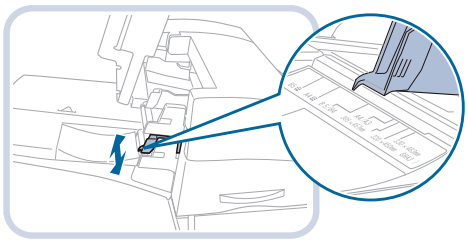
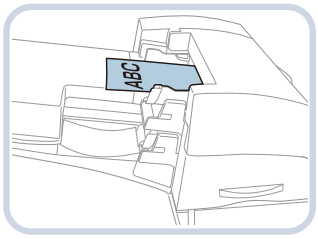
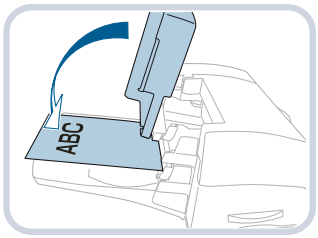
IMPORTANT
Make sure you follow the instructions carefully. When you do not load the media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media. (*Paper input specifications* on page 414, *Check and prepare media before loading* on page 86)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

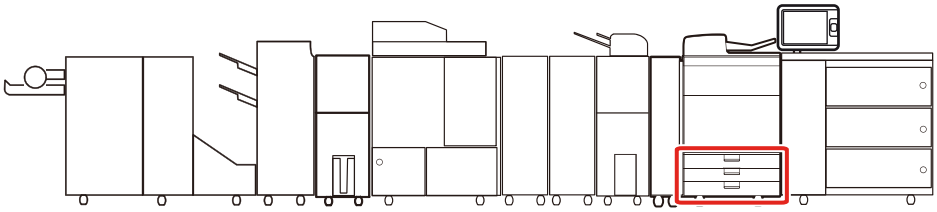
	Action	
1	Adjust the paper guides to match the media size. (*Supported media sizes per paper input option* on page 395) When you use the lower tray, first open the lower tray cover.	 [54] Upper tray  [55] Lower tray cover  [56] Lower tray
2	Load the paper face up into the inserter. (*Supported media types per paper input option* on page 393) When you use the lower tray, close the lower tray cover. Use the feed instruction when you use preprinted paper. (*Feed direction for the inserter* on page 404) IMPORTANT Make sure the height of the media stack does not exceed the loading limit mark (▭).	 [57] Upper tray  [58] Lower tray

After you finish

Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load envelopes into the internal paper trays

When you load envelopes into the internal paper tray, use the envelope guide (Envelope Feeder Attachment-F1). (*Print module parts* on page 27)



[59] Location of the internal paper trays

IMPORTANT

- The maximum height of a stack of envelopes that you can load into the paper tray is approximately 33.5 mm / 1.3" (approximately 50 envelopes).
- Make sure you follow the instructions carefully. When you do not load the media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

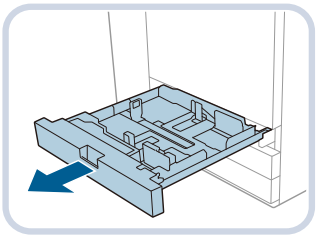
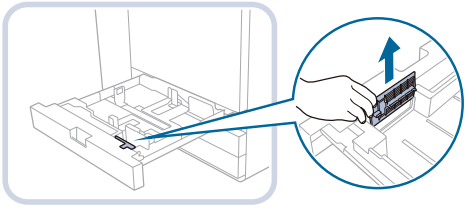
CAUTION

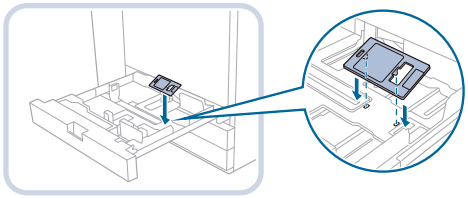
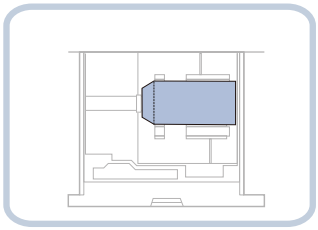
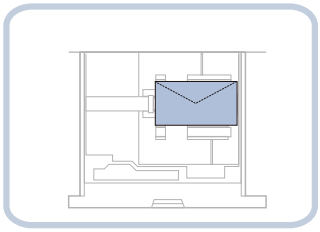
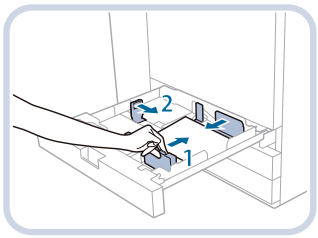
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media. (*Paper input specifications* on page 414, *Check and prepare envelopes before loading* on page 88)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Grip the handle and pull out the paper tray until it stops.	
2	Lift up the envelope guide straight from its holder.	

	Action	
3	Attach the envelope guide as shown in the illustration.	
4	Load one envelope against the right-hand side of the paper tray. (*Supported envelope types per paper input option* on page 396) Envelope orientation 1: Nagagata 3, Kakugata 2 Envelope orientation 2: No. 10 (COM10), ISO-C5, DL, Monarch, Yougatanaga 3	 [60] Envelope orientation 1  [61] Envelope orientation 2
5	Squeeze the top of the front guide and slide the guides towards, and against, the envelope (1 and 2). **IMPORTANT** Slide the guides until they click into place to prevent a paper jam, poor print quality, or dirty machine parts.	
6	Load all envelopes. **IMPORTANT** • Make sure that the height of the stack does not exceed approximately 33.5 mm / 1.3" (approximately 50 envelopes). • Make sure that the height of the envelope stack does not exceed the envelope loading limit mark ( ).	
7	Gently close the paper tray and make sure it clicks into place. **CAUTION** **When you close the paper tray, be careful not to get your fingers caught. This can cause personal injury.**	
8	Return the envelope guide to its holder when the job is ready.	

After you finish

IMPORTANT
Make sure you put the envelope guide into its holder to avoid a paper jam.

Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load tab paper into the internal paper trays

When you load tab paper into the internal paper tray, you need to use the tab paper guide (Tab Feeding Attachment-F1). (*Print module parts* on page 27)

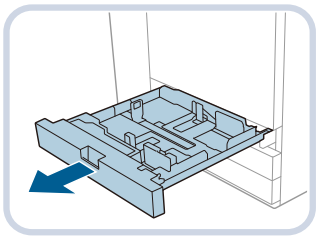
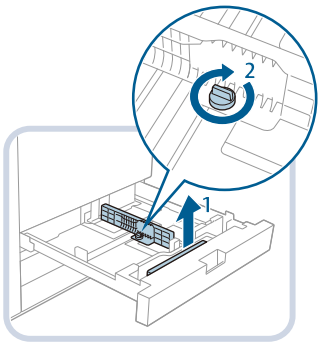
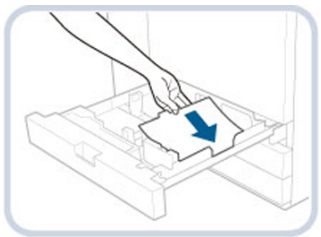
IMPORTANT
- Only use A4 / LTR tab paper.
- Never place media or other objects in the empty parts of the paper trays. This can cause a paper jam.
- Make sure you follow the instructions carefully. When you do not load the media correctly, a paper jam, dirty machine parts, or poor print quality can occur.

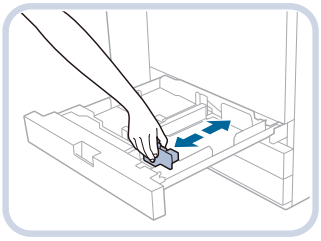
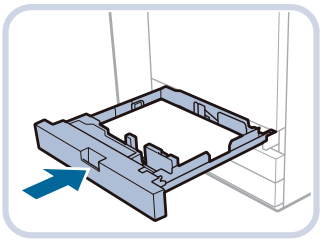
CAUTION
When you handle paper, be careful not to cut your hands on the edges of the paper.

Before you begin

- Check and prepare the media. (*Paper input specifications* on page 414, *Check and prepare media before loading* on page 86)
- Awake the print system from sleep mode, if applicable. (*Awake the printer from sleep mode* on page 58)

Procedure

	Action	
1	Grip the handle and pull out the paper tray until it stops.	
2	Lift up the tab paper guide from its holder (1) and fix the tab paper guide with the blue screw (2). (*Supported media sizes per paper input option* on page 395)	
3	Place the tab paper in reverse order in the paper tray. (*Feed instruction for tab paper* on page 408, *Supported media types per paper input option* on page 393) IMPORTANT Make sure the height of the paper stack does not exceed the loading limit mark (▭).	

	Action	
4	Squeeze the top of the front guide and slide the guides towards, and against, the tab paper.	
5	Gently close the paper tray until it clicks into place. **CAUTION** **When you close the paper tray, be careful not to get your fingers caught. This can cause personal injury.**	
6	Return the tab paper guide back to its holder when the job is ready.	

After you finish

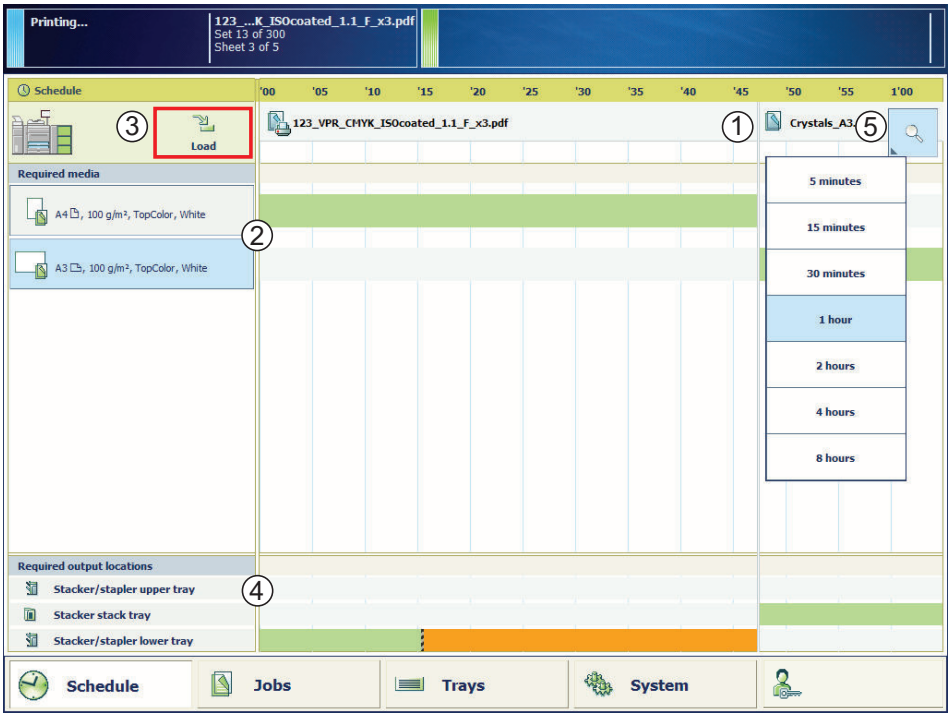
IMPORTANT
Make sure you put the tab paper guide into its holder to avoid a paper jam.

Tightly rewrap the remaining media in the original package, and store the package in a dry place, away from direct sunlight or high temperatures.

Load media for the scheduled jobs

The schedule displays the required media for the scheduled jobs. You can load and assign media for jobs that are ready for printing via the Trays button on the right-hand side of the control panel or via the schedule. When you load media via the schedule, PRISMAsync automatically assigns the media to the correct paper tray. (*Monitor printing with the schedule* on page 178)

The print system can retrieve media from any paper tray that contains the required media. You can open a paper tray when the print system is busy. The paper tray opens as soon as possible. When the print system uses the paper tray for a job and the media are also available in another paper tray, the print process continues. When there are no other paper trays with the media, the print process stops. (*Learn about printer status* on page 56)



[62] The required media for the scheduled jobs

Before you begin

IMPORTANT
Make sure you know how to load the different media types into the paper trays. (*Load media* on page 91, *Media for your output* on page 76)

Procedure

1. Touch [Schedule].
2. Select the media you want to load in the [Required media] pane (2).
3. Touch [Load] (3).
4. Select a paper tray to load the media.
5. Open the paper tray and load the media into the paper tray.
6. Close the paper tray.
7. Touch [OK] to confirm.
   PRISMAsync automatically assigns the media to the correct paper tray.

Chapter 5
Prepare the jobs

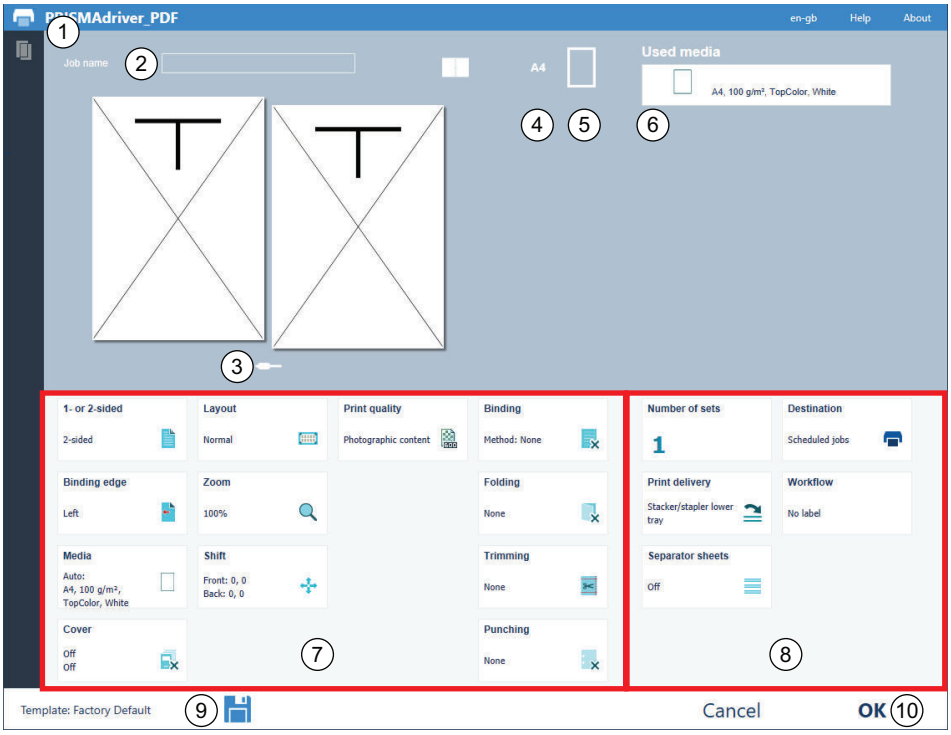
Prepare print jobs

Prepare print jobs with Remote Printer Driver

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

Be aware that there are also other PRISMAsync locations from where you can define job settings at a later moment. In addition, workflow definitions can overrule settings you have made with Remote Printer Driver. (*Choose a workflow profile* on page 68)

The printer and its finishing equipment determine which settings are available in Remote Printer Driver. Below you find an overview of the functions. The online help of Remote Printer Driver also provides detailed information on the available functions. Download Remote Printer Driver from the Settings Editor. (*System configuration and maintenance* on page 222)



[63] Functions of PRISMAsync Remote Printer Driver

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

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

Prepare print jobs with PRISMAprepare

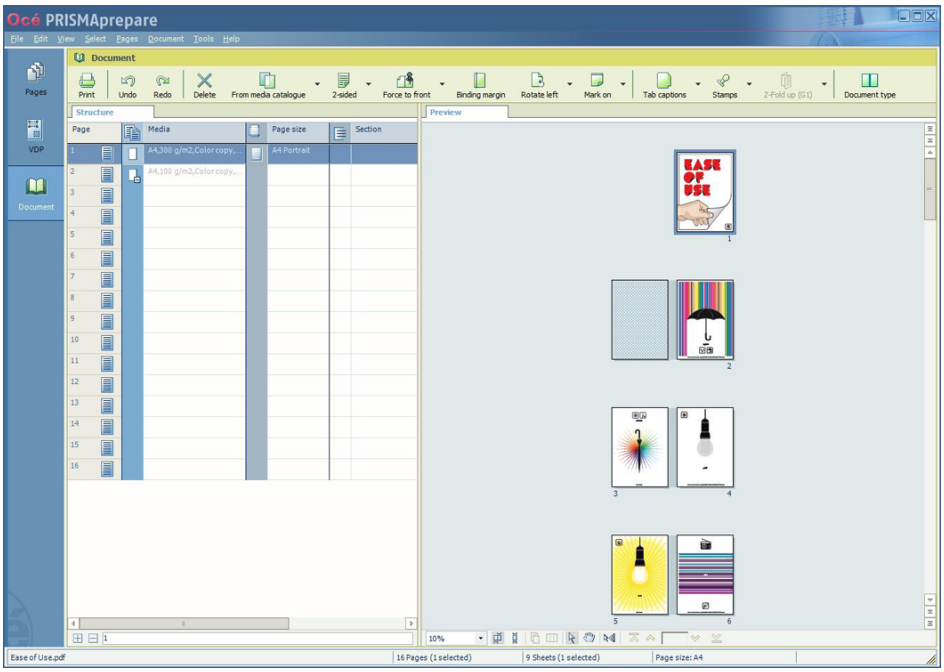
The optional PRISMAprepare software is an effective and efficient application to clean up documents and make them ready for printing. You can preview the results of your settings by page. PRISMAprepare provides the following features:

- Basic and advanced imposition functions, to prepare the print document on job and page level.
- Create variable data documents.
- WYSIWIG feedback view, to show the results of the layout, media and finishing settings.
- Access to the media catalog, to select the best media for the job.
- Functions to clean scanned documents.
- Functions to optimize PDF documents.
- Export the media catalog to PRISMAsync Print Server of black & white and color systems.

You can send jobs to the following locations on PRISMAsync: a DocBox, the list of waiting jobs or the list of scheduled jobs. (*Job management in the queues* on page 147)

This generic procedure describes how to prepare and submit a job.

The online help of PRISMAprepare contains detailed information on the available functions.

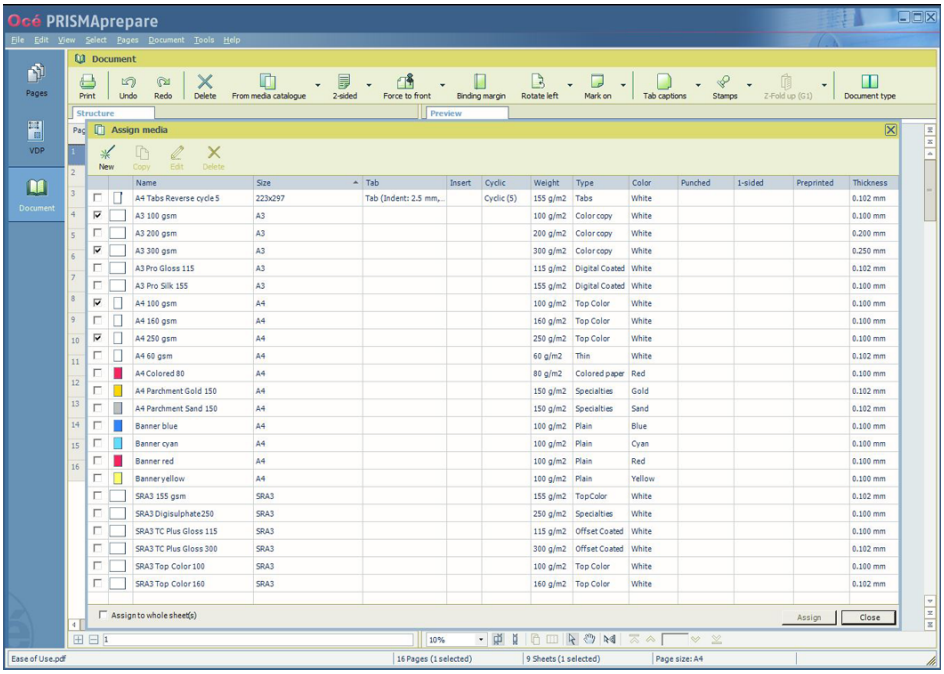


[64] The PRISMAprepare interface

Procedure

1. Open the document in PRISMAprepare.
2. Add pages or page ranges, if required.
3. Define which pages or page ranges need specific layout.

4. Select media from the media catalog by page or page range.



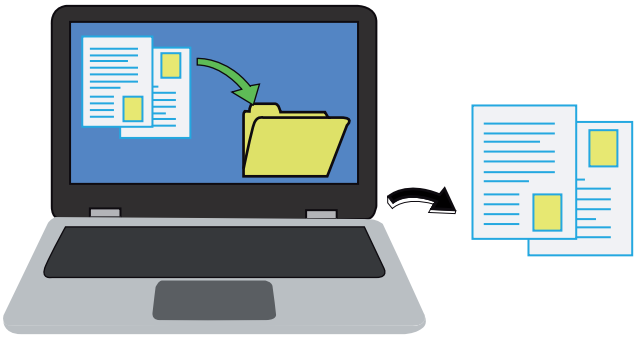
[65] The media catalog in PRISMAprepare

5. Select the required color preset.
6. Define the required finishing and delivery options.

Drag & drop print files on hotfolders

Use hotfolders to submit multiple print files to the print system. The automated workflow that is linked to the hotfolder determines the print properties. In this way, all print files are printed with the same settings. (*Learn about automated workflows* on page 49)

A hotfolder can be accessed from multiple workstations.



[66] Drag & drop print files

Before you begin

1. Set up hotfolders. (*Configure hotfolders* on page 319)
2. Double-click the icon to enter the print settings that are defined for the hotfolder.

Procedure

1. Drag & drop print files on the shortcut of your desktop.

After you finish

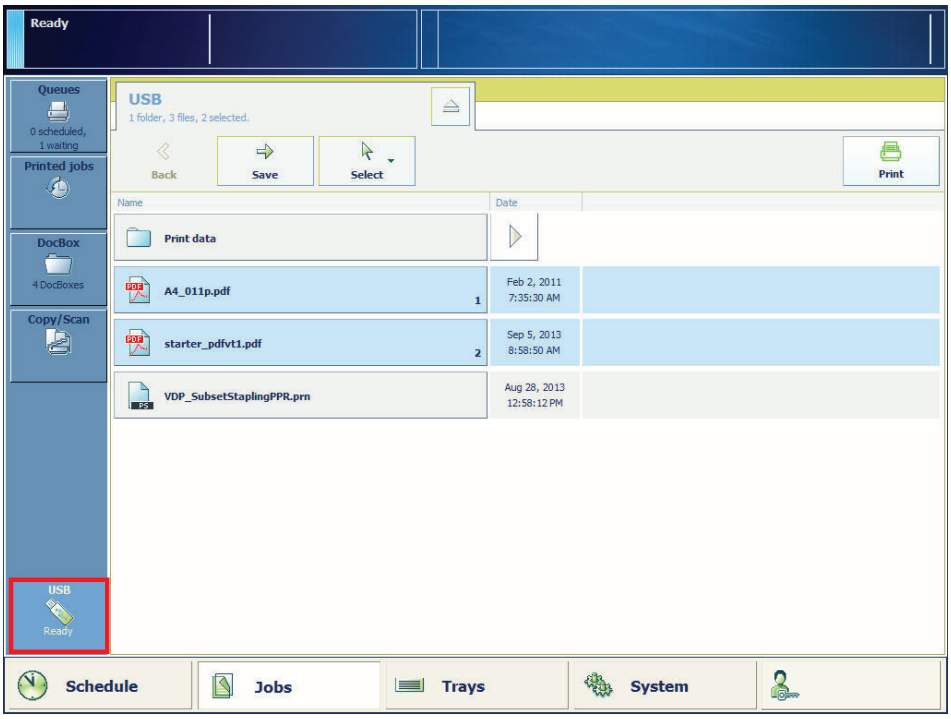
When there are several jobs in the hotfolder, the jobs are printed in alphabetical order. PRISMAsync removes the print files from the hotfolder after printing.

Print a file from a USB drive

You can submit documents that are stored on a USB drive to one of the following locations:

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

For more information, see *Job management in the queues* on page 147 and *Learn about the document printing workflow* on page 46.



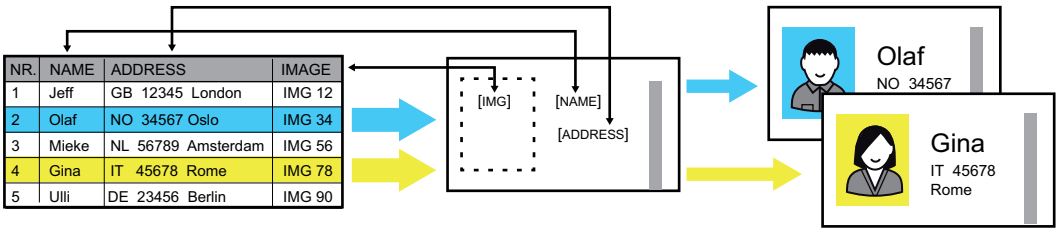
[67] The USB button

Procedure

1. Insert the USB drive into the USB port at the left-hand side of the control panel. (*Learn about interaction screens* on page 50)
2. Touch [Jobs] -> [USB].
3. Select the document or use one of the selection functions to select multiple documents together.
4. Touch [Print] to submit the document to the list of [Scheduled jobs] or touch [Save] to store the document in one of the other locations.
5. Touch the eject button and remove the USB drive.

Work with variable data in document printing mode

Variable data printing is used for direct marketing, advertising, and personalized letters. PRISMAprepare and document authoring tools allow to build personalized documents. Variable data, for example names and addresses, are merged with fixed elements and saved as multi-record documents. (*Prepare print jobs with PRISMAprepare* on page 116)



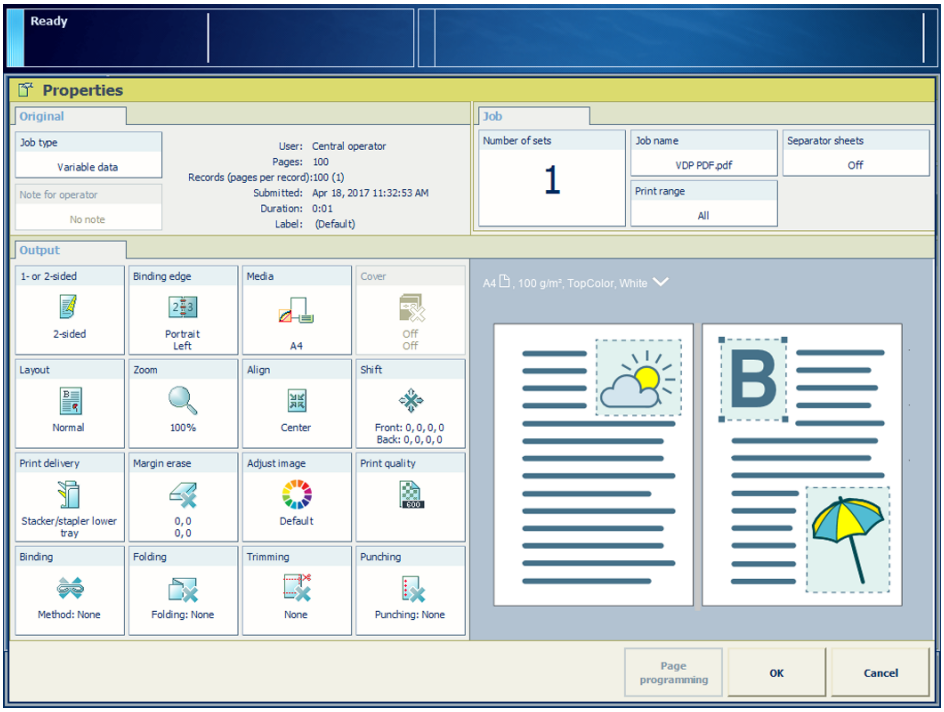
[68] Creation of personalized documents

PRISMAsync supports several PPML formats and the PDF/VT format for variable data printing. (*Print system specifications* on page 412)

Also manually created VDP jobs are supported. When PRISMAsync receives a variable data print job, it distinguishes the record structure. Records are treated as print sets.

Large jobs can be converted into VDP jobs. (*Convert a job to a variable data job* on page 156)

Submit variable data jobs to PRISMAsync with an automated workflow or PRISMAprepare. (*Learn about automated workflows* on page 49)



[69] Properties of a variable data job

The icon indicates a variable data job in the job list. (*Print variable data jobs* on page 174)

Prepare copy and scan jobs

Copy jobs

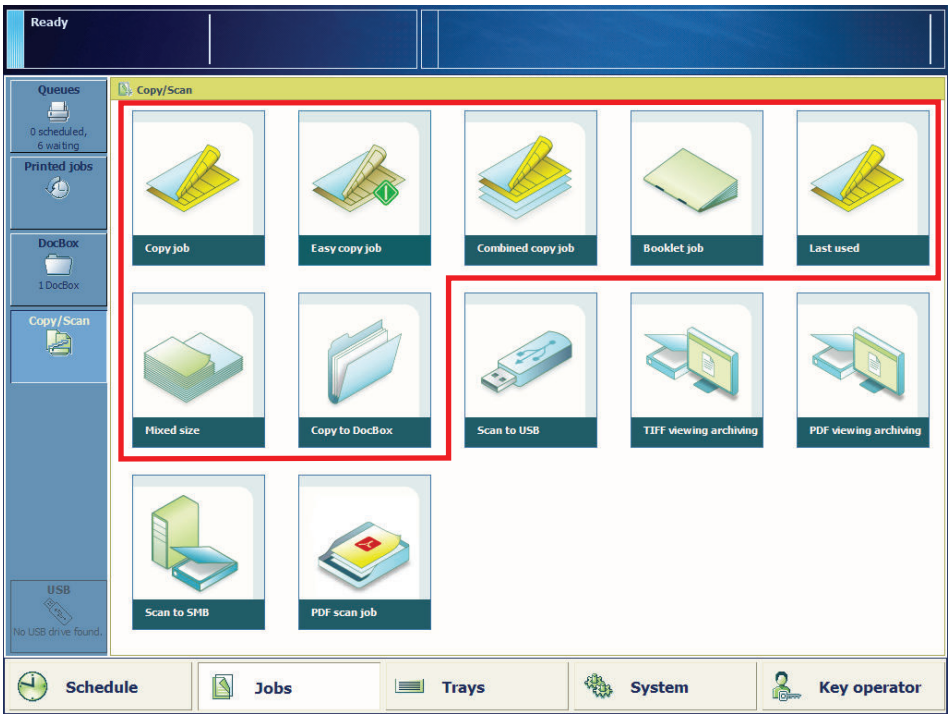
The copy function enables you to copy paper originals. You can define each individual setting for the copy job or use templates. Templates contain predefined settings for recurring types of copy jobs. (*Copy job settings* on page 385)

The copy function shows a number of factory default templates, for example, to copy mixed-size originals or to combine different sets of originals. Furthermore, you can define or change your own templates. When you select a template, PRISMAsync automatically uses copy and original settings for the job.

Minimize the copy/scan job definition view so that you also can perform other tasks on the control panel.

You can specify the destination for the copy job. When you want to print the copy job later, select the list of waiting jobs or a DocBox. (*Job management in the queues* on page 147)

Default copy templates



[70] Default copy templates

The following default copy job templates are available.

Template	When to use
[Copy job]	When you have an extensive copy job.
[Easy copy job]	When you have a simple copy job.
[Combined copy job]	When you have a copy job with subsets of originals.
[Booklet job]	When you need copied booklets.

Template	When to use
[Mixed size]	When you have a copy job with mixed-size originals. The copy will also have these media sizes.
[Last used]	When you want to reuse the settings of the previous copy job. You cannot use this function for a combined copy job.
[Copy to DocBox]	When the destination of the copy job is the first available DocBox or DocBox of your choice.

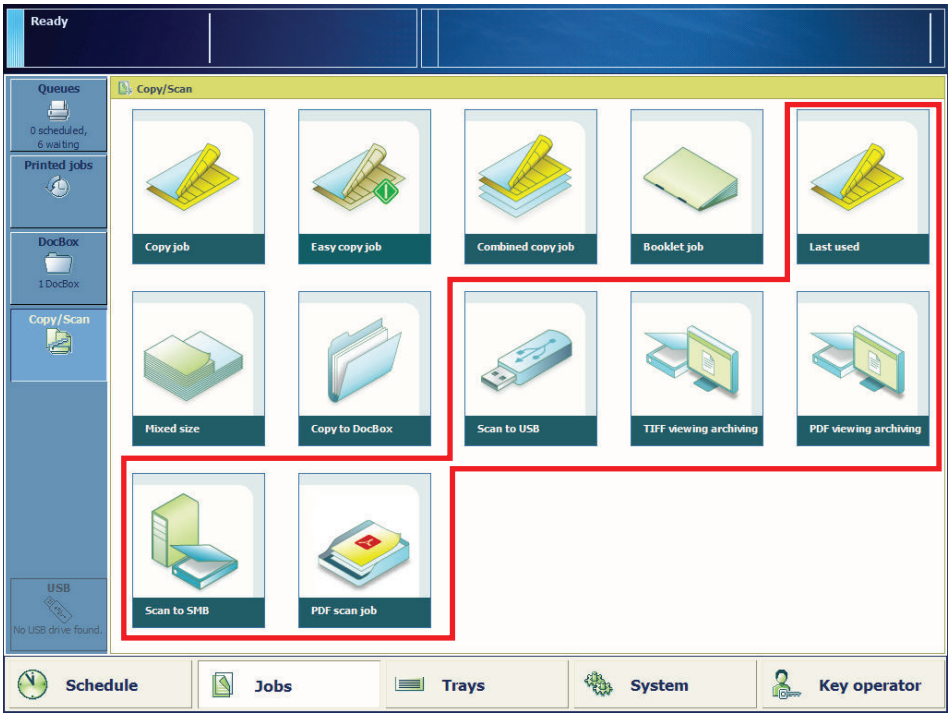
Scan jobs

The scan function enables you to create a digital document from originals. You can define the individual settings for a scan job or use templates. (*Scan job settings* on page 388)

The scan function contains a number of factory default templates, for example, to scan mixed-size originals or to combine different sets of originals. Furthermore, you can define or change your own templates. When you select a template, PRISMAsync automatically uses scan and original settings for the job.

Minimize the copy/scan settings view so that you can also do other tasks on the control panel.

Scan job templates



[71] Scan job templates

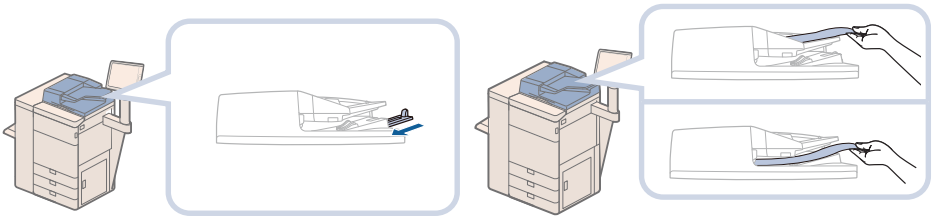
A scan template includes the destination of the scan file. You can scan to a server, workstation, USB drive or to email. PRISMAsync transfers the scan file to the list of scan files, before it arrives in the required destination. PRISMAsync automatically removes scan files from the list after a preset period, but you can also remove scan files from the list in the Job view.

Configure the scan file transfer, the scan file destinations and the removal of scan files in the Settings Editor. (*System configuration and maintenance* on page 222)

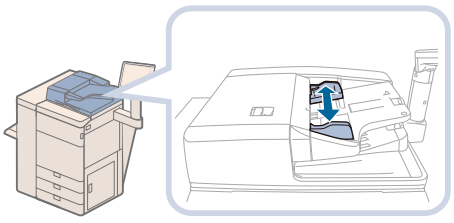
Use the automatic document feeder to copy or scan

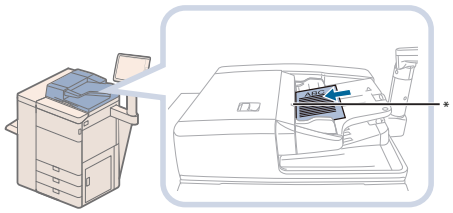
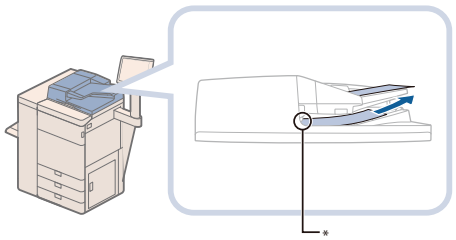
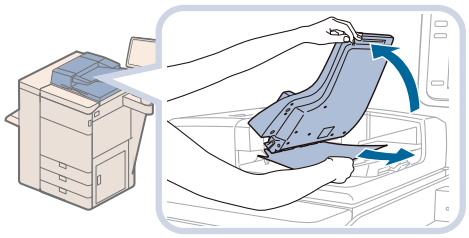
The automatic document feeder feeds and scans a set of originals for copy or scan jobs. It automatically transfers the originals to the scan area. (*Automatic document feeder* on page 32)

IMPORTANT
- Thin originals can become creased in high temperatures or high humidities.
- When you scan long originals (432 mm - 630 mm / 17" - 24.8"), push back the auxiliary originals tray and feed the originals by hand to prevent creased originals.



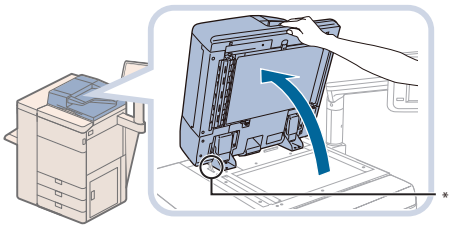
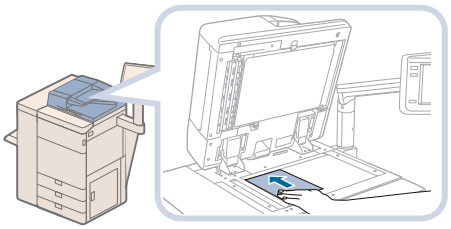
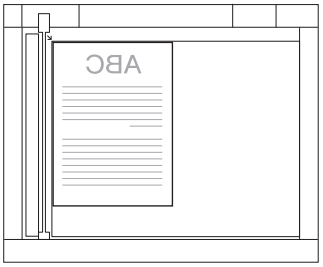
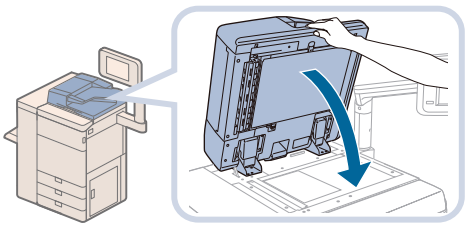
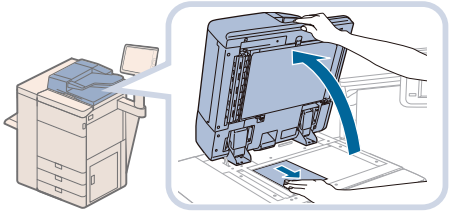
- Do not place the following originals into the automatic document feeder that are difficult to feed, such as:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon-backed paper
  - Transparencies and other highly transparent media
- Always smooth out folds in originals before you place them into the automatic document feeder.
- Do not drop clips or other objects into the gap of the originals tray.
- Do not add or remove originals during the scan process.
- Do not place objects in the original output area. This can cause damage to originals.
- Do not scan originals more than 30 times. This can cause the originals to become folded and creased.
- When the rollers of the automatic document feeder get dirty due to originals written with pencil, perform the automatic document feeder cleaning procedure. (*Clean the rollers of the automatic document feeder* on page 257)

	Action	
1	Adjust the paper guides to fit the size of your originals. (*Paper input specifications* on page 414) You can place a set of mixed-size originals into the automatic document feeder.	

	Action	
2	Place the originals face up into the originals tray; the originals input indicator * illuminates green. The position of the originals influences the staple, fold and punch location. (*Feed direction* on page 397) **CAUTION** **Do not insert your hands in the gap of the originals tray. This can cause personal injury.**	
3	Define the copy or scan settings and touch [Start]. When the original receiving tray detects the scanned originals, the originals output indicator * illuminates white.	
4	Remove the scanned originals from the originals receiving tray when the originals output indicator * blinks.	

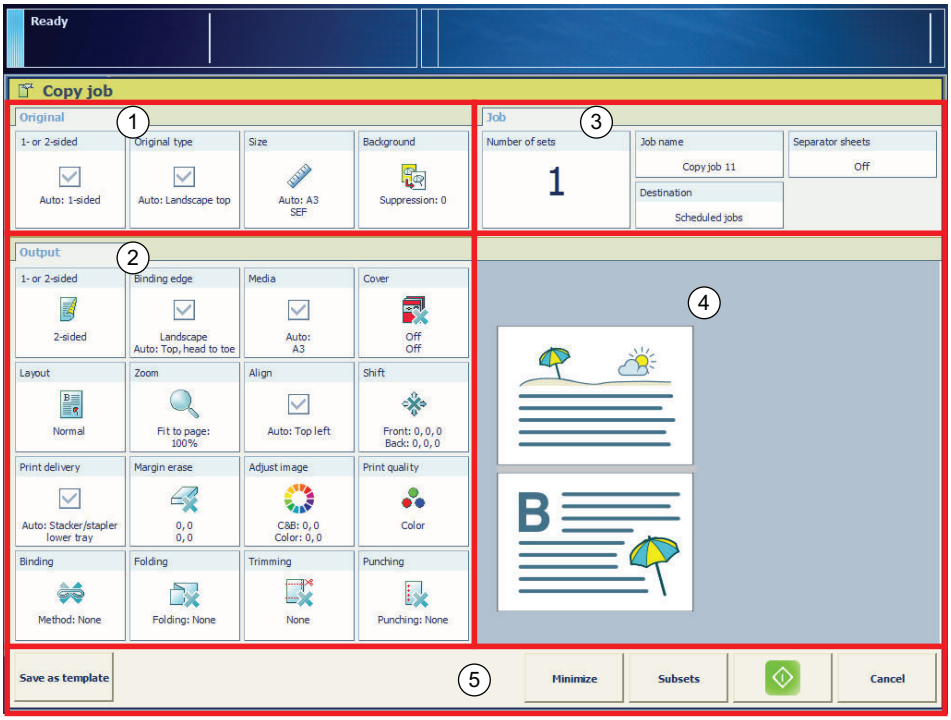
Use the glass plate to copy or scan

You must use the glass plate to scan a page of a magazine or book, a heavy or delicate document, or a transparency. (*Automatic document feeder* on page 32) The scan area detects the following original sizes: A3, A4, A4R, A5, A5R , 11" x 17", LTR, LTRR, SMT, SMTR. (*Paper input specifications* on page 414)

	Action	
1	Lift the automatic document feeder approximately 300 mm / 11.8" to allow the sensor to detect the size of the original.	
2	Place and align an original face down. The position of the original influences the staple, fold and punch location in the printed output. (*Feed direction* on page 397)	 
3	Gently close the automatic document feeder. **CAUTION** **To prevent damage to the glass plate and personal injury, carefully close the cover and do not push onto the cover.**	
4	Define the copy or scan settings and touch [Start]. **CAUTION** **Be aware that the light of the glass plate is very bright.**	
5	Remove the original from the glass plate.	

Make a copy

You start a copy job from the automatic document feeder or the glass plate. When the scan area has scanned the originals, the copy goes to the destination you indicated. (*Copy jobs* on page 121, *Copy subsets (combined copying)* on page 131)



Before you begin

Read the instructions detailing how to use the automatic document feeder and the glass plate. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126)

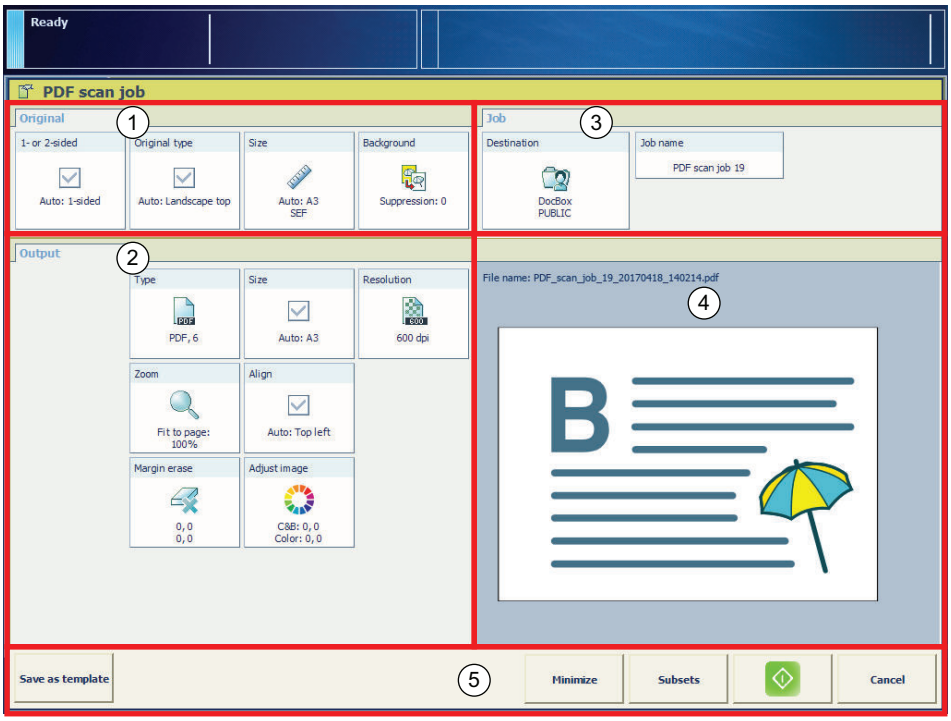
Procedure

1. Place a set of originals into the automatic document feeder or place an original on the glass plate.
2. Touch [Jobs] -> [Copy/Scan].
3. Select a copy template. (*Use templates for recurring jobs* on page 130)
4. Define the original settings in the [Original] pane (1). (*Copy job settings* on page 385)
5. Define the output settings in the [Output] pane (2).
6. Enter a job name and the number of sets in the [Job] pane (3).
7. Select the destination of the copy (3).
   To scan now and print later, select the list of waiting jobs or a DocBox .
8. Check the results of your settings in the preview pane (4).
9. Touch the start button .

Make a scan

You can start a scan job from the automatic document feeder or the glass plate. When the scan area has scanned the originals, the scan file goes to the destination you indicated. (*Scan jobs* on page 123, *Scan subsets (combined scanning)* on page 132)

PRISMAsync automatically defines a number of settings for the originals and the scan file. However, you can overrule these automatic settings. The automatic settings have the prefix "Auto".



Before you begin

Read the instructions detailing how to use the automatic document feeder and the glass plate. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126)

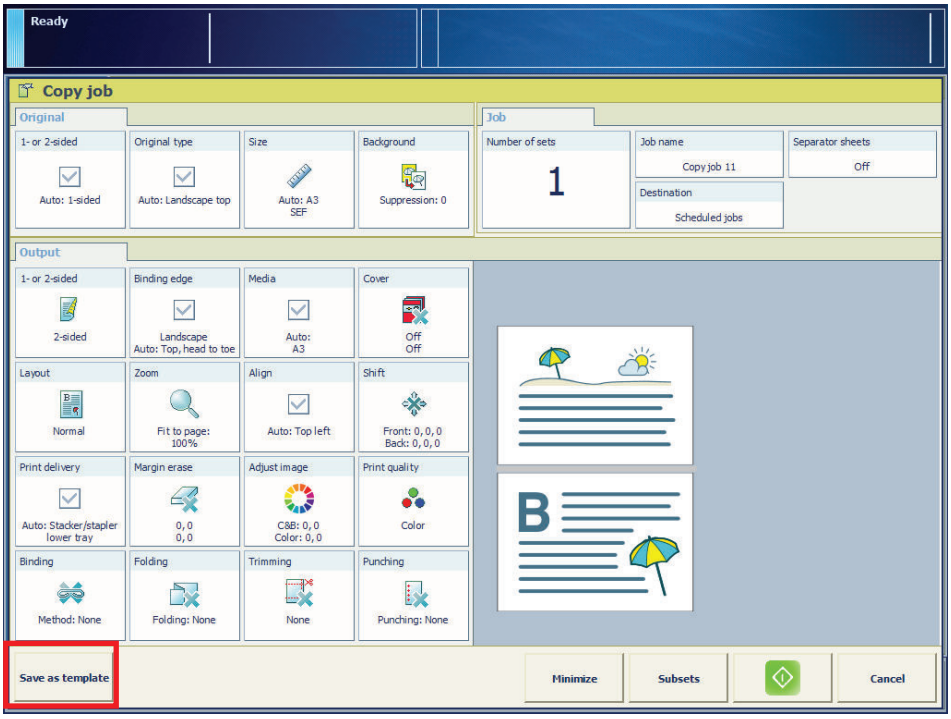
Procedure

1. Place a set of originals into the automatic document feeder or place an original on the glass plate.
2. Touch [Jobs] -> [Copy/Scan].
3. Select a scan template. (*Use templates for recurring jobs* on page 130)
4. Define the original settings in the [Original] pane (1). (*Scan job settings* on page 388)
5. Define the output settings in the [Output] pane (2).
6. Select the destination of the scan file in the [Job] pane (3).
   - For scanning to email, define the subject of the email, the addresses and your account ID.
   - For scanning to USB, insert the USB drive into the USB port and select the required folder on the drive.
   - For scan to DocBox and scan to waiting jobs you can define the print job settings. (*Print job settings* on page 380)
7. Enter a job name and a file name ID (3).
8. Check the results of your settings in the preview pane (4).

9. Touch the start button .
10. Touch the eject button and remove the USB drive, if applicable.

Use templates for recurring jobs

The print system offers a number of default templates. When you carry out copy or scan jobs with the same settings on a regular basis, create custom templates to store the settings for these jobs. (*Copy jobs* on page 121, *Scan jobs* on page 123)



[72] Store settings of a copy or scan job in a template

NOTE

- To change a custom template, touch the custom template for two seconds. You can rename, move or delete the custom template.
- To store the settings of the last job in a custom template, touch the [Last used] template for two seconds.

Procedure

1. Touch [Jobs] -> [Copy/Scan].
2. Select one of the available job templates.
3. Adjust the template settings.
4. Touch [Save as template].
5. Enter a name for the custom template and touch [OK].
6. Touch [Cancel].
7. Touch [Jobs]->[Copy/Scan] to view the new template.

Copy subsets (combined copying)

You can combine different subsets of originals into a copy. With the optional [Page programming] function you can define the layout and finishing of each subset. (*Copy jobs* on page 121)

Before you begin

Read the instructions detailing how to use the automatic document feeder and the glass plate. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126)

Procedure

1. Touch [Jobs] -> [Copy/Scan] -> [Combined copy job].
2. Place the first subset into the automatic document feeder or on the glass plate.
3. Define the settings for the subset and the copy. (*Copy job settings* on page 385)
4. Touch [Scan].
5. Place the next subset into the automatic document feeder or on the glass plate.
6. Define the settings for the subset and the copy.
7. Touch [Scan].
8. Repeat step 5, 6, and 7 for each following subset.
9. Touch [Ready] when the last subset is scanned.
10. Use the optional [Page programming] function to define the layout and finishing of the subsets. (*Use page programming* on page 162)
11. Touch [Ready] to close the [Page programming] function.
12. Define the destination and enter a name for the copy.
13. Touch the start button to start the copy job.

Scan subsets (combined scanning)

You can combine different subsets of originals into a scan file. With the optional [Page programming] function you can define the layout and finishing of each subset. (*Scan jobs* on page 123)

Before you begin

Read the instructions detailing how to use the automatic document feeder and the glass plate. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126)

Procedure

1. Touch [Jobs] -> [Copy/Scan].
2. Select one the available scan templates.
3. Touch [Subset].
4. Place the first subset into the automatic document feeder or on the glass plate.
5. Define the settings for the subset and the scan file. (*Scan job settings* on page 388)
6. Touch [Scan].
7. Place the next subset into the automatic document feeder or on the glass plate.
8. Define the settings for the subset and the scan file.
9. Touch [Scan].
10. Repeat steps 7, 8, and 9 for each subset.
11. Touch [Ready] when the last subset is scanned.
12. Use the optional [Page programming] function to define the layout and finishing of the subsets. (*Use page programming* on page 162)
13. Touch [Ready] to close the [Page programming] function.
14. Define the destination for the scan file, enter the job name and the file name ID for the scan file.
15. Touch the start button to start the scan job.

Chapter 6

Plan the workload remotely

Use Remote Manager to plan the workload

With Remote Manager you are able to plan the workload across the available PRISMAsync print systems. (*Learn about interaction screens* on page 50) Workload planning helps to achieve an optimal print production and an efficient job handling. (*Learn about the document printing workflow* on page 46)

The Remote Manager application needs to be configured on one of the print systems, the so-called Remote Manager host. (*Set up workload planning* on page 135)

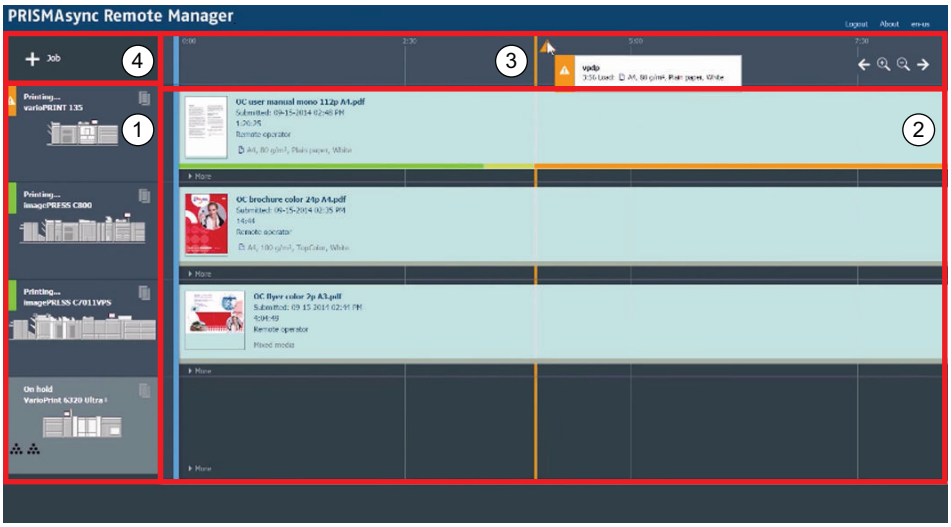
Open Remote Manager

For this procedure you must have the rights to access remote tools. (*Learn about user authentication* on page 54)

1. Open the Settings Editor of the Remote Manager host.
2. Click the Remote Manager link in the upper right-hand corner of the window.

Remote Manager user interface

The Remote Manager user interface consists of a single overview from which you can monitor the status of all connected print systems. For more information, refer to the online help of Remote Manager.



[73] Monitor print systems

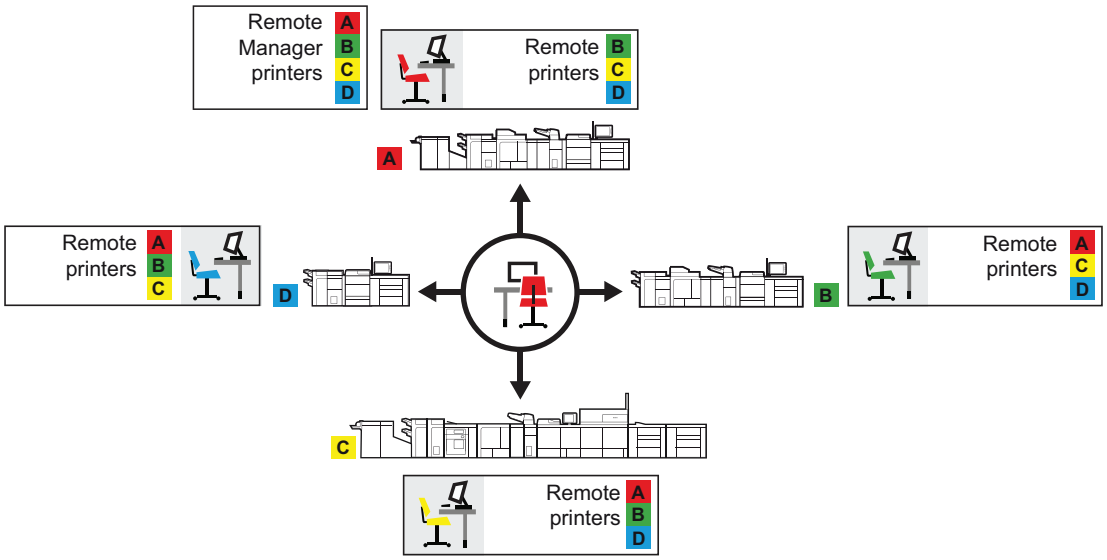
On the left side you see the list of connected print systems and their status (1). To see the filling level of the input trays, click the media icon next to the illustration of the print system. The scheduled jobs of these print systems are listed in a single overview (2). Also the completion time of the scheduled jobs are visible (3). To see the filling levels of the output trays, open the drop-down menu (▮). When the print system needs operator intervention, a message is shown in the time-line (3). You can send ready-to-print documents to a print system with the + button (4).

Set up workload planning

When there are more print systems in your print environment that all use a PRISMAsync Print Server, these print systems can be connected. The web-based Remote Manager application offers a remote interface to plan your workload across the connected print systems. (*Learn about interaction screens* on page 50)

Remote Manager provides overviews of print systems, jobs in the queues, current activities and upcoming actions. With Remote Manager operators can see job queues of the connected print systems and are able to change job orders, to move jobs to other systems and to edit and add jobs. So, they plan their daily workload in an efficient and productive way.

Remote Manager runs on the PRISMAsync Print Server of one of the print systems. On this PRISMAsync Print Server you define the list of printers that you want to manage with Remote Manager.



[74] Printer pool where print system A is the Remote Manager host

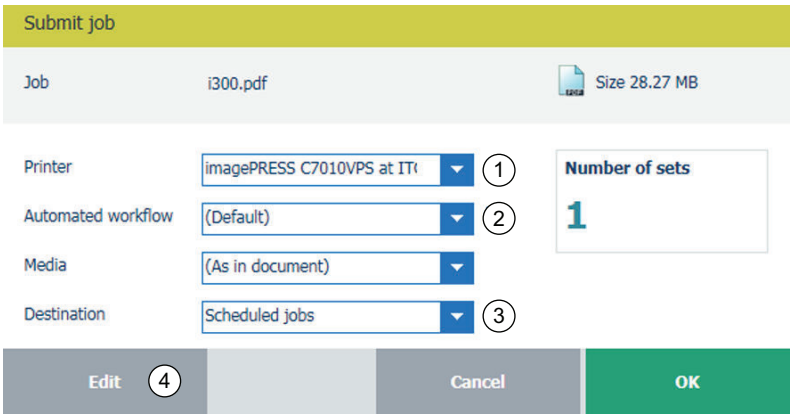
There is no need to use Remote Manager to make it possible to send jobs from the control panel of one print system to another print system. Therefore you define a list of remote print systems on every PRISMAsync Print Server to which you want to send jobs. However, when also Remote Manager is configured, all jobs of the connected print systems can be rerouted via the central Remote Manager interface.

Procedure

1. Decide which print systems must be connected to Remote Manager.
2. Decide which print system will be the Remote Manager host.
3. Open the Settings Editor of the Remote Manager host to configure Remote Manager:
   1. Enable Remote Manager. ([Preferences]→[System settings]→[Printing workflows])
   2. Add the print systems to which you want to connect. ([Workflow]→[Remote Manager])
   3. Add users to the user group Central operators. Remote Manager. ([Configuration]→[Users])
4. Define in the Settings Editor of each print system connected to Remote Manager, including the Remote Manager host, the list of remote print systems. ([Workflow]→[Remote printers])

Prepare the jobs remotely

When Remote Manager is configured, you can submit jobs remotely to all print systems connected to Remote Manager. (*Use Remote Manager to plan the workload* on page 134)



For more information, refer to the online help of Remote Manager.

Procedure

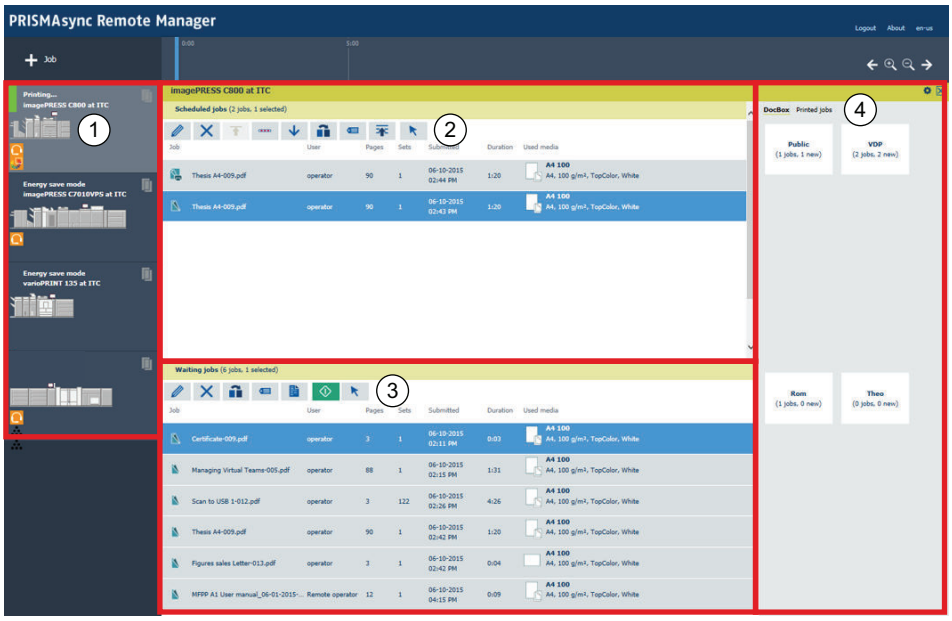
1. Start Remote Manager. (*Open Remote Manager* on page 134)
2. Drag and drop print files to a print system or use the + button to add print files.
3. Select a printer, if required (1).
4. Select an automated workflow, if required (2).
5. Select the destination of the job (3).
6. Define the job settings (4).
7. Click [OK]

Plan and print the jobs remotely

Via Remote Manager you can access all jobs that are stored in the connected print systems. (*Use Remote Manager to plan the workload* on page 134) This enables you to determine the destination of each job or even change the properties of a job from one central point. So, you can change the job order or send jobs to another print system to unburden the workload from a busy or inactive print system.

When you send a job to another print system, you make a copy of the job in the list of waiting jobs of the destination print system. The original job remains on the original location. You can delete this job when you do not need this job on the original print system in the future.

Below you find an overview of the main workload management tasks. For more information, refer to the online help of Remote Manager.



[75] Remote access to print systems and their jobs

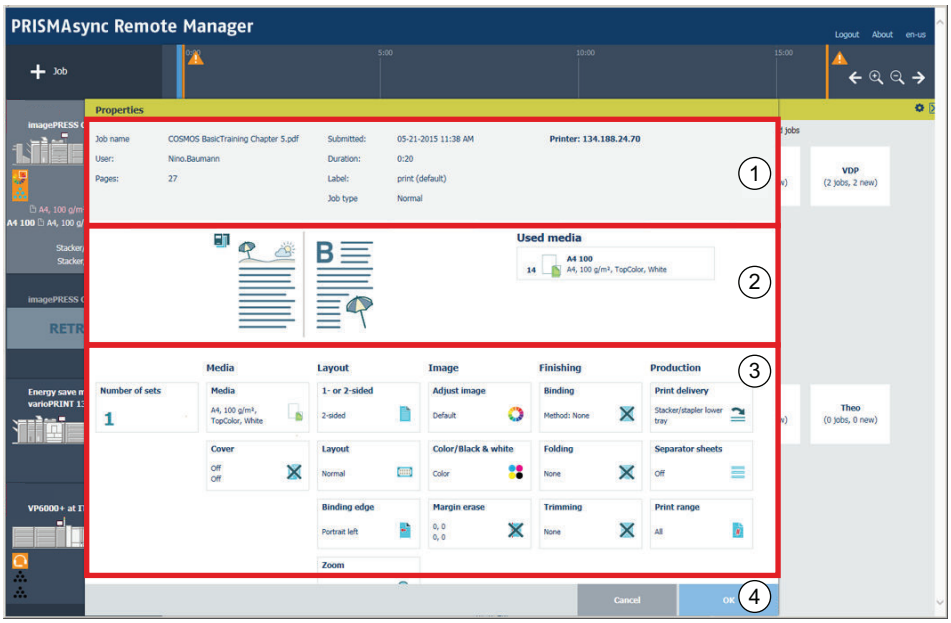
On the left side you can select a print system (1) to view all jobs on this print system. For all print systems you can access the lists of scheduled jobs (2), waiting jobs (3), printed jobs and the DocBox (4).

The toolbars provide **proofing**, **printing**, **editing** and **routing** options.

Furthermore you can export PDF jobs to **preflight tooling** and import the PDF jobs again.

Change job properties remotely

When Remote Manager is configured, you can adjust the job settings remotely. (*Use Remote Manager to plan the workload* on page 134)



[76] Remote Manager to access to print job properties

For more information, refer to the online help of Remote Manager.

Procedure

1. Start Remote Manager. (*Open Remote Manager* on page 134)
2. Select the print system that holds the job you want to change.
3. Go to the location of the job.
4. Select the job you want to change.
5. Click [Properties].
6. Check the job information in (1).
7. Change output settings (3). (*Print job settings* on page 380)
8. Use the optional [Page programming] function (4), if required.
9. Check the results of the changed settings in the preview pane (2).
10. Click [OK] (4).

Use the Remote Control app to monitor printing

The PRISMAsync Remote Control app helps you to stay informed about the print production on the available PRISMAsync printers. Even at a distance. (*Learn about interaction screens* on page 50)

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

Before you begin

To use the Remote Control app you need the following:

- One of the following smartphones:
  - Smartphone with Google Android 4.1 or higher
  - Apple iPhone 4 or later with iOS 7 or higher
- A Microsoft or Google account.

Set up Remote Control

You must set up Remote Control on every print system you want to monitor. You need administrator rights to set up Remote Control.

1. Go to the control panel.
2. Enable and configure the proxy server:
   Touch [System] -> [Setup] -> [System configuration] -> [Proxy server].
3. Enable and configure the remote connection:
   Touch [System] -> [Setup] -> [System configuration] -> [Remote connection].
4. Open the Settings Editor.
5. Go the Remote Connection settings:
   [Configuration]→[Connectivity]→[Cloud services]
6. Click [Register print system for cloud services] to register this printer for the Remote Control administration.
7. Click [Remote Control] to enable the Remote Control function.
8. Click [Open administration website] to administer the users of the Remote Control app.

Set up the Remote Control app

1. Download the PRISMAsync Remote Control app from Google Play or the Apple App Store .
2. Start the app and log in with your Google or Microsoft account.
3. Change the default settings, if required.

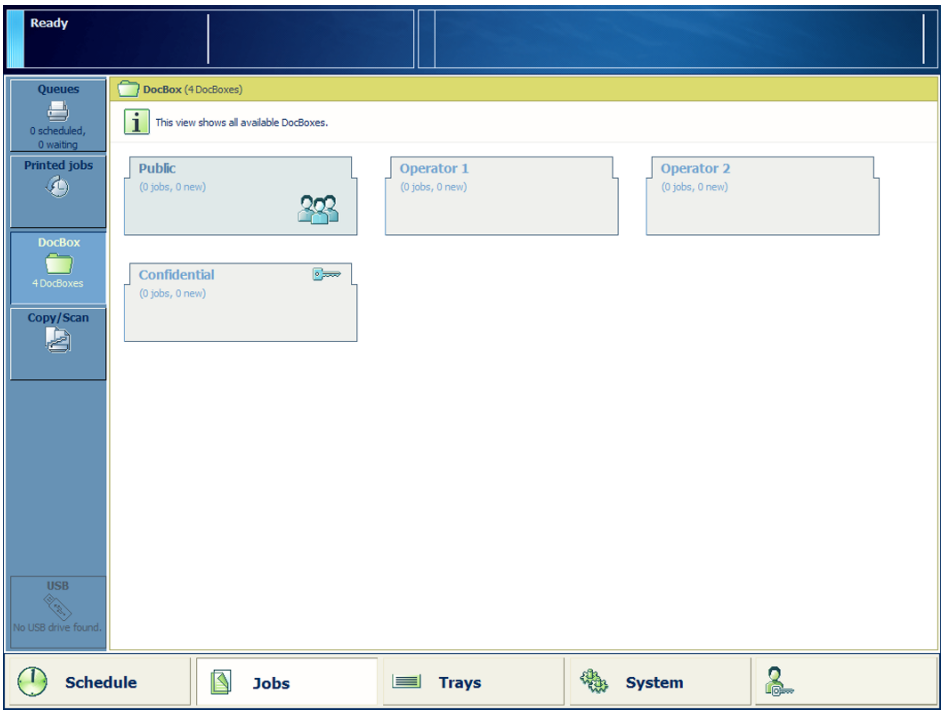
Chapter 7
Plan the jobs

Use the DocBox

DocBox

The DocBox is short for document box. The optional DocBox storage location on PRISMAsync helps to manage jobs before printing. (*Learn about the document printing workflow* on page 46, *Job management in the queues* on page 147) For example, use the DocBox:

- As a storage folder for each print operator.
- As a secure folder protected with a PIN.
- As a storage folder for jobs that need reprinting on a regular basis.
- As a storage folder for jobs that need further job editing or page programming.
- As a storage folder for jobs that come from a hotfolder or an automated workflow.



[77] The DocBox folders

You can do the following tasks with a DocBox job:

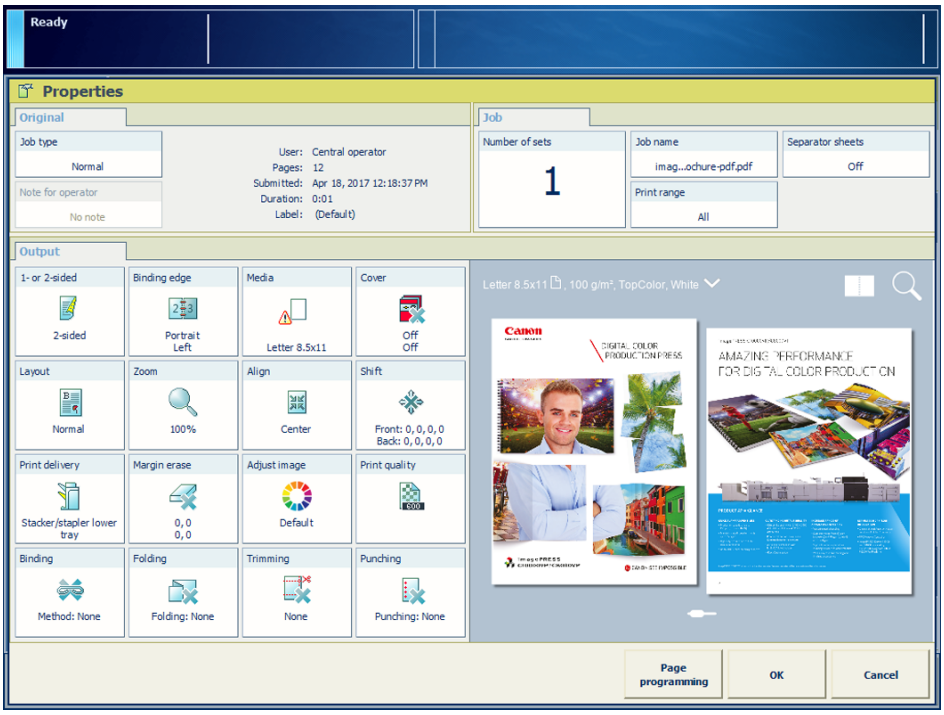
- Lock the job settings.
- Move it to another DocBox.
- Combine it with another job in the DocBox.
- Print it with priority.

Configure the DocBox with the Settings Editor. (*Configure the DoxBox function* on page 311)

Change a DocBox job

You can change the settings of a DocBox job. (*DocBox* on page 142) The same job settings are available in the list of waiting jobs. With the optional [Page programming] function you can define the layout and finishing of subsets and page ranges.

Use the list button to toggle between the list and the thumbnail view.



[78] Job settings in DocBox

Procedure

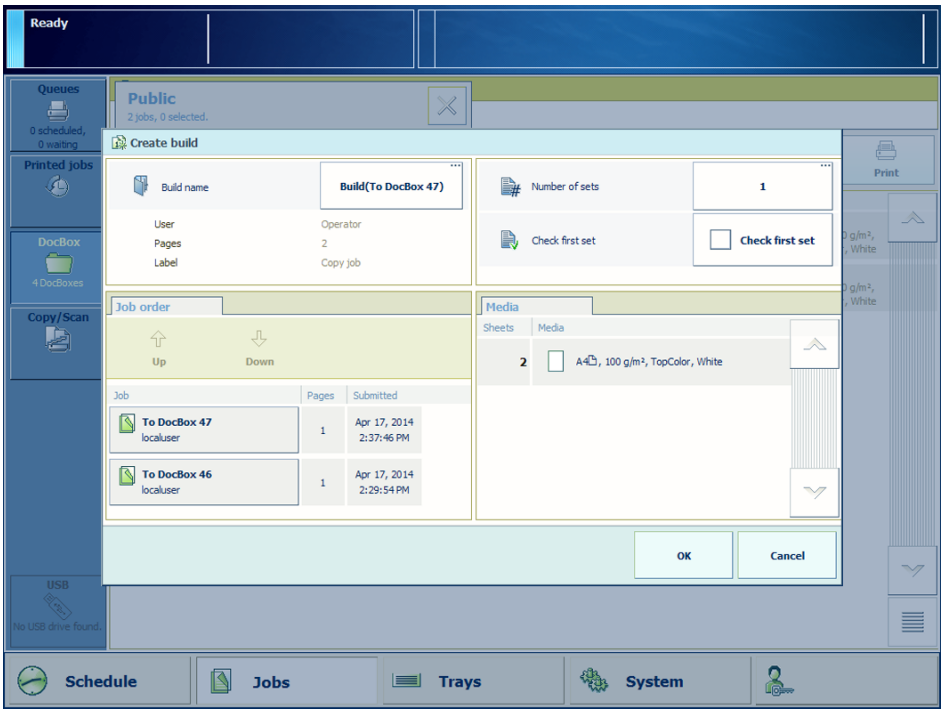
1. Touch [Jobs] -> [DocBox].
2. Select the DocBox folder that contains the job you want to edit.
3. Enter a PIN, if requested.
4. Select the job you want to change
5. Touch [Properties], or double-tap the job to open the [Properties] window.
6. Make the required settings. (*Print job settings* on page 380)
7. Use the optional [Page programming] function, if required. (*Use page programming* on page 162)
8. Check the results of the changed settings in the preview pane.
9. Touch [OK].

Combine DocBox jobs

You can combine DocBox jobs into one new job. (*DocBox* on page 142) You change the settings for the combined job in a single property window. The settings available depend on the individual job settings.

The icon indicates a combined job.

Use the list button to toggle between the list and the thumbnail view.



[79] Job combination in DocBox

Procedure

1. Touch [Jobs] -> [DocBox].
2. Select the DocBox folder that contains the jobs you want to combine.
3. Enter a PIN, if requested.
4. Select the jobs you want to combine, or use an option from the [Select] menu to select multiple jobs together.
5. Select [Build] from the drop-down menu.
   The [Create build] window appears.
6. Use the [Up] and [Down] buttons to change the job sequence in the combined job, if required.
7. Touch [OK].

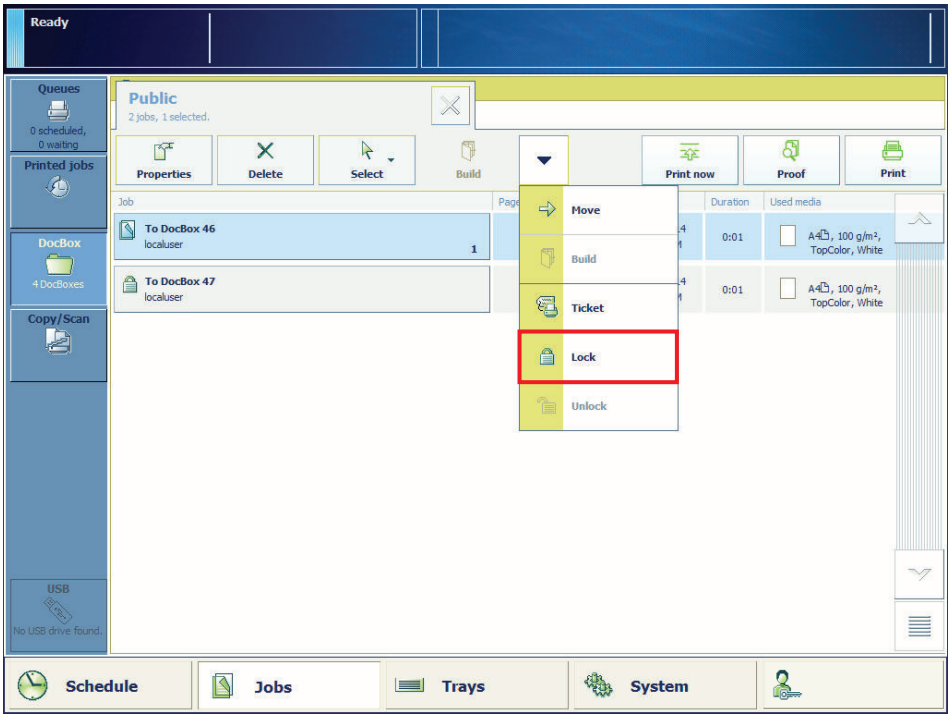
NOTE
Split the combined job into the original jobs with the [Split] function.

Move a job to an other DocBox folder with the [Move] function.

Lock DocBox job settings

You can lock a DocBox job to protect its settings. (*DocBox* on page 142)

The icon indicates a locked job.



[80] The lock function in DocBox

Procedure

1. Touch [Jobs] -> [DocBox].
2. Select the DocBox folder that contains the job you want to lock.
3. Enter a PIN, if requested.
4. Select one or more jobs that you want to lock, or use an option from the [Select] menu to select multiple jobs together.
5. Select [Lock] from the drop-down menu.

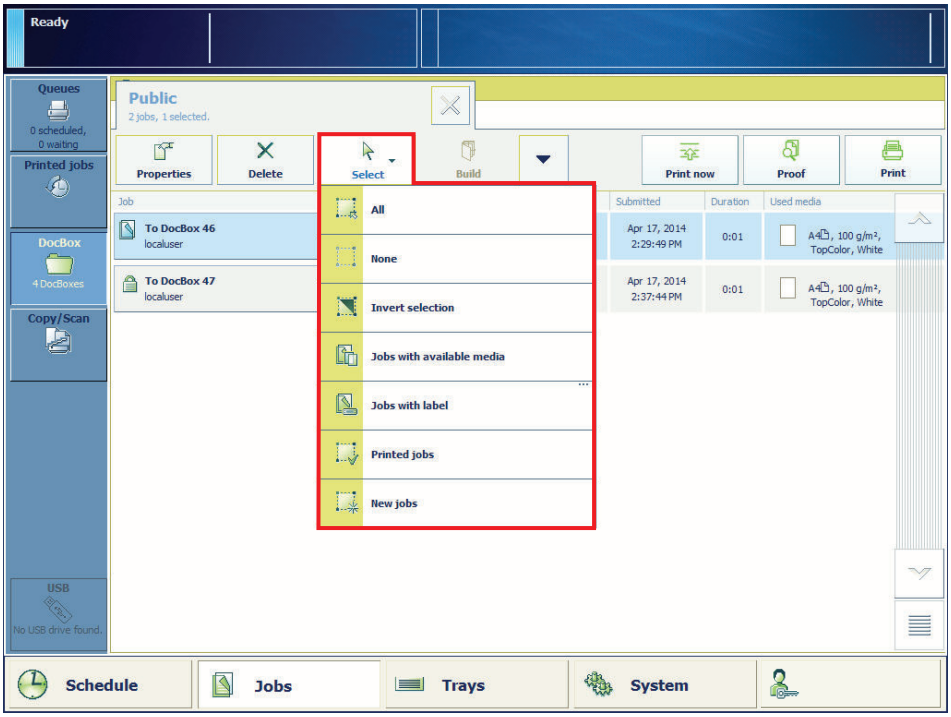
NOTE
Unlock the job again with the [Unlock] function.

Print DocBox jobs

You can print DocBox jobs in several ways:

- Without urgency, using the [Print] function.
  PRISMAsync submits the job to the last position on the list of scheduled jobs.
- With urgency (immediately), using the [Print now] function.
  PRISMAsync submits the job to the first position on the list of scheduled jobs. The active job is put on hold.
- First make a proof print. (*Proofing* on page 167)

The printed jobs remain in the DocBox folder. (*DocBox* on page 142) Make sure you remove printed DocBox jobs on regular base, to prevent a full system disk.



[81] Selection of jobs in a DocBox

Procedure

1. Touch [Jobs] -> [DocBox].
2. Select the DocBox folder that contains the jobs you want to print.
3. Enter a PIN, if requested.
4. Select one or more jobs that you want to print, or use an option from the [Select] menu to select multiple jobs together.
5. Touch [Print], [Print now], or [Proof].

Manage the jobs in the queue

Job management in the queues

When the document printing mode is active, you can submit jobs to several locations on the PRISMAsync Print Server. The active workflow profile also determines the destination. (*Learn about the document printing workflow* on page 46, *DocBox* on page 142) The following locations are available on PRISMAsync:

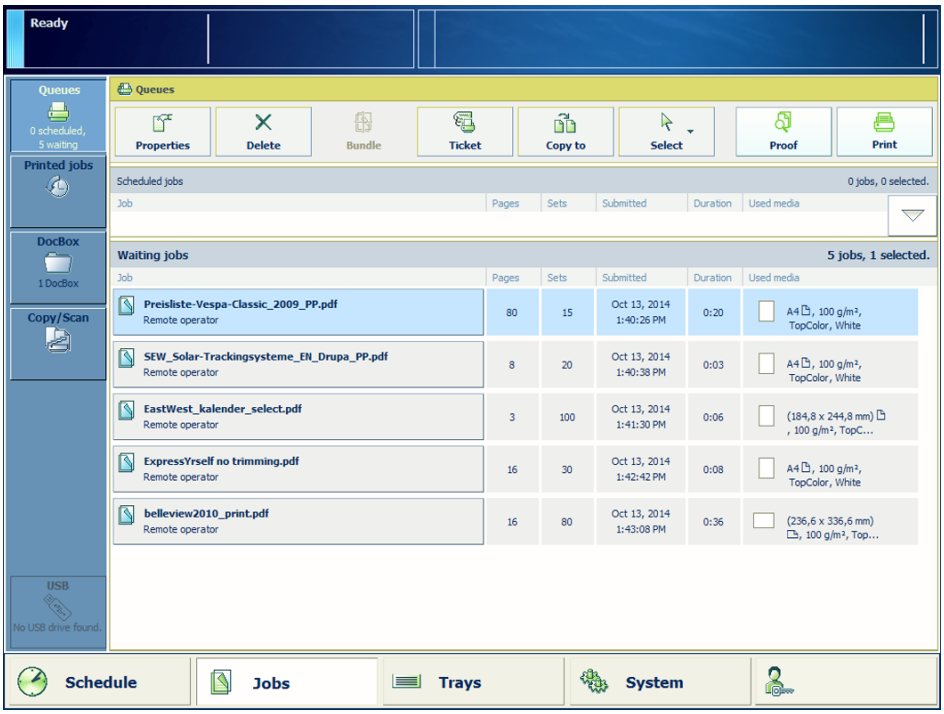
- List of waiting jobs
- List of scheduled jobs
- DocBox (optional)

When the print system is in the transaction printing mode, PRISMAsync routes the streaming jobs directly to the list of scheduled jobs.

Waiting jobs

When jobs arrive in the list of waiting jobs, you determine the print order of the jobs. You are also able to change print job settings or perform page programming. Using one of the selection functions you can select the jobs and then give the print command. The jobs are added to the list of scheduled jobs.

To increase the print productivity, you can use the job bundle function to combine several jobs into a single job. The original jobs are no longer visible, but you can recover the original jobs with the split function. You can change some properties and the print order of the individual jobs in the bundled job.

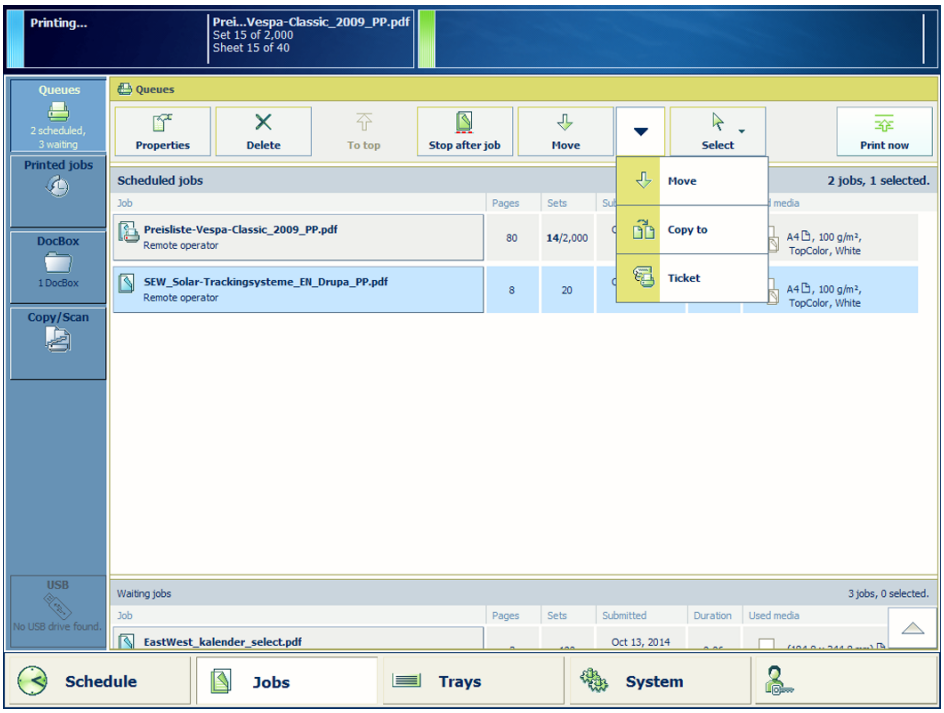


[82] List of waiting jobs

Scheduled jobs

The print system prints the jobs in the sequence of the list of scheduled jobs. However, you are able to change the print sequence when one or more jobs require priority. In addition, you can decide to postpone or stop a print job.

The schedule gives you up to eight hours of plan-ahead predictability into the print production. It tells you everything you need to know to avoid an idle print system. (*Monitor printing with the schedule* on page 178)



[83] List of scheduled jobs

Printed jobs

When a job is ready, it is visible in the list of printed jobs. You must move the printed job to the list of waiting jobs, before you can reprint the job. Printed jobs remain available after the print system is shut down. Proof prints or stopped jobs are not visible in the list of printed jobs.

In the following situations, you are not able to reprint jobs:

- The list of printed jobs is disabled in the Settings Editor.
- The print system is in the transaction printing mode.
- PRISMAsync already removed the print jobs from the list.

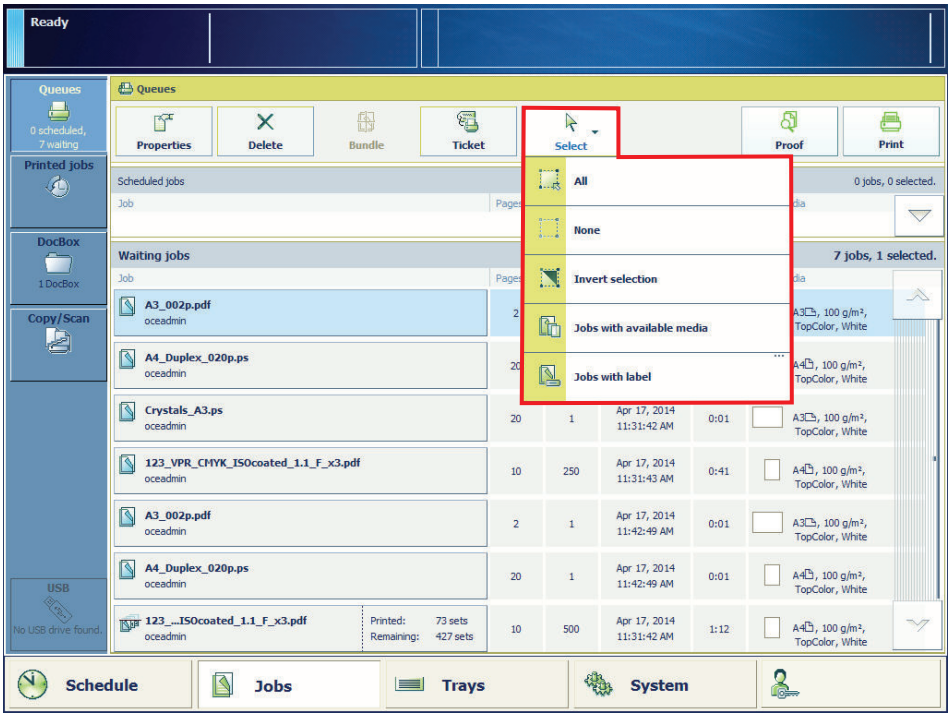
Removal of printed jobs

When you no longer need your printed jobs, you can remove them from the list of printed jobs. PRISMAsync can also remove printed jobs automatically. Automatic removal of a printed job occurs after a preset period has expired. For security reasons, configure the optional E-shredding function in the Settings Editor. E-shredding overwrites the deleted job data and prevents data recovery from a removed job.

When the automatic job removal is not active, it is important to prevent a full system disc. Delete print jobs manually from the list of printed jobs and the DocBox folders on a regular base.

Selection of a series of jobs

There are some useful selection functions to select all or some types of jobs in a job list. For example, you can select all jobs in the list of waiting jobs that are ready for printing and use specific media. You can also select jobs with a specific label. You add a label to a job via a setting in Remote Printer Driver, a job ticket, or an automated workflow.



[84] The selection function in the list of waiting jobs

Send jobs to other printers

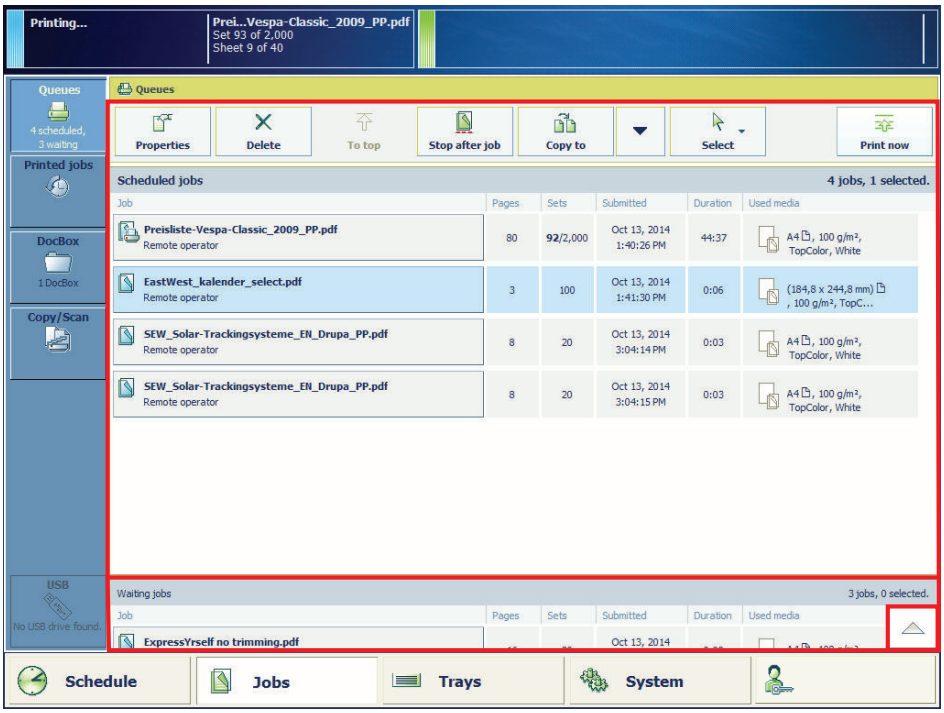
From the control panel of a PRISMAsync printer, you can send jobs to any other printer. The list of remote printers must be enabled and configured in the Settings Editor ([Workflow]→[Remote printers]).

PRISMAsync Remote Manager

With PRISMAsync Remote Manager you can monitor printers, operate printers remotely, and send jobs and ready-to-print documents to the printer queues of all configured printers. (*Use Remote Manager to plan the workload* on page 134)

View the jobs in the queues

Jobs arrive in the list of waiting jobs or the list of scheduled jobs. The Jobs view displays the list of scheduled jobs and the list of waiting jobs. The active workflow profile influences the destination of the jobs. (*Job management in the queues* on page 147, *Choose a workflow profile* on page 68)



[85] List of scheduled and waiting jobs

Procedure

1. Touch [Jobs] -> [Queues].
2. Touch to expand the list of [Waiting jobs], if required.
3. Touch to expand the list of [Scheduled jobs], if required.
4. Tap one or more jobs or use one of the selection functions to select the jobs that meet criteria. For example, you can select jobs that use specific media or have a label.

NOTE
When you touch a single job in the selection of jobs longer (long touch), the selection is limited to this job.
Double tap a job to open the [Properties] window.

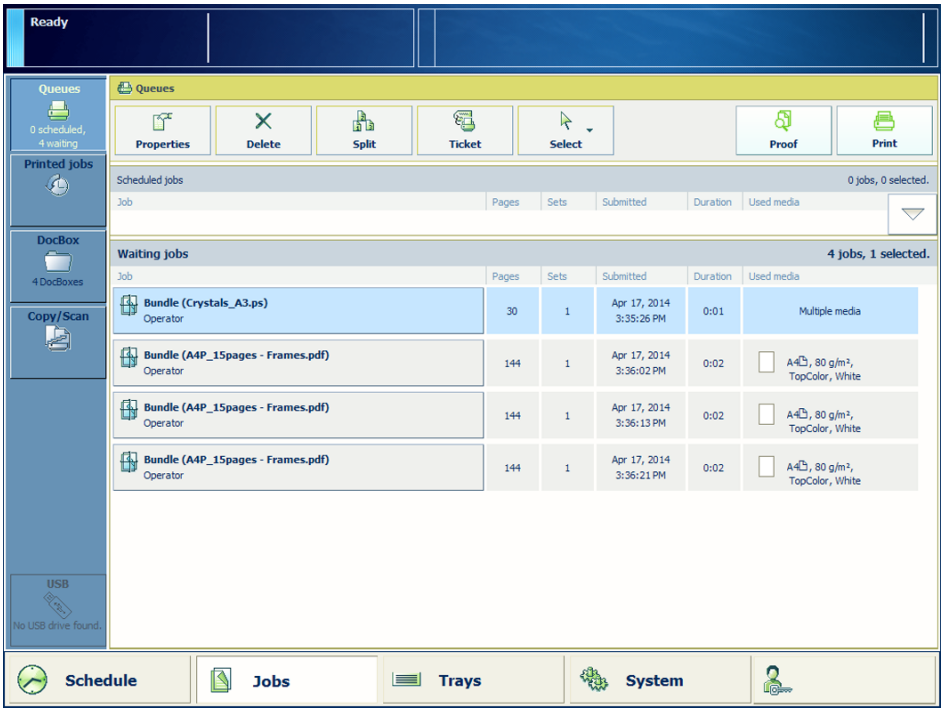
Bundle jobs

You can bundle jobs stored in the list of waiting jobs. (*Job management in the queues* on page 147, *Choose a workflow profile* on page 68)

When you bundle two or more jobs, you create a new job from the individual jobs. The new job goes to the last position of the list of waiting jobs. The individual jobs are no longer part of the list. The bundled job will be given the name of the first individual job in the bundle.

When you split a bundled job, the individual jobs appear again and the bundled job is no longer part of the list. The individual jobs go to the last position of the list of waiting jobs.

The icon indicates a bundled job.



[86] Bundled jobs in the list of waiting jobs

Before you begin

Check that all individual jobs have the same output location.

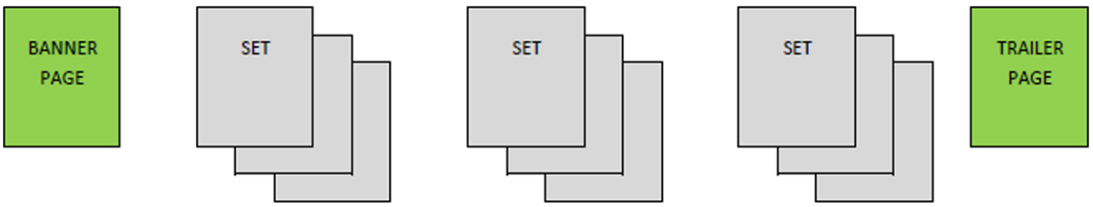
Procedure

1. Touch [Jobs] -> [Queues] -> [Waiting jobs].
2. Select the jobs to combine, or use an option from the [Select] menu to select multiple jobs together.
3. Touch [Bundle].
   The [Create bundle] window appears.
4. Use the [Up] and [Down] buttons to change the job order in the bundle, if required.
5. Touch [OK].

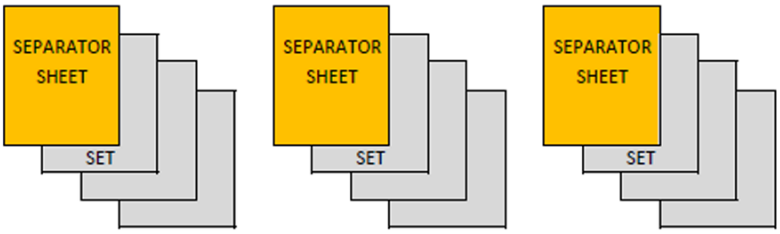
NOTE
Split the combined job into the individual jobs using the [Split] function.

Add extra sheets to a job

You can add extra sheets to print and copy jobs to get more information on your printed jobs. Include banner and trailer pages to see the beginning and end of a job. Use separator sheets to separate the sets in jobs. Print job information is printed on banner and trailer pages, while separator sheets are not printed on.



[87] Banner and trailer page



[88] Separator sheets

With the Settings Editor you can enable the banner and trailer pages function which is applicable to all jobs. (*Configure banner pages and trailer pages* on page 286)

Below you find the procedure to add separator sheets.

You add the separator sheets in one of the following locations:
- List of waiting jobs
- List of scheduled jobs
- A DocBox

For more information about job locations, see *Job management in the queues* on page 147, *View the jobs in the queues* on page 150.

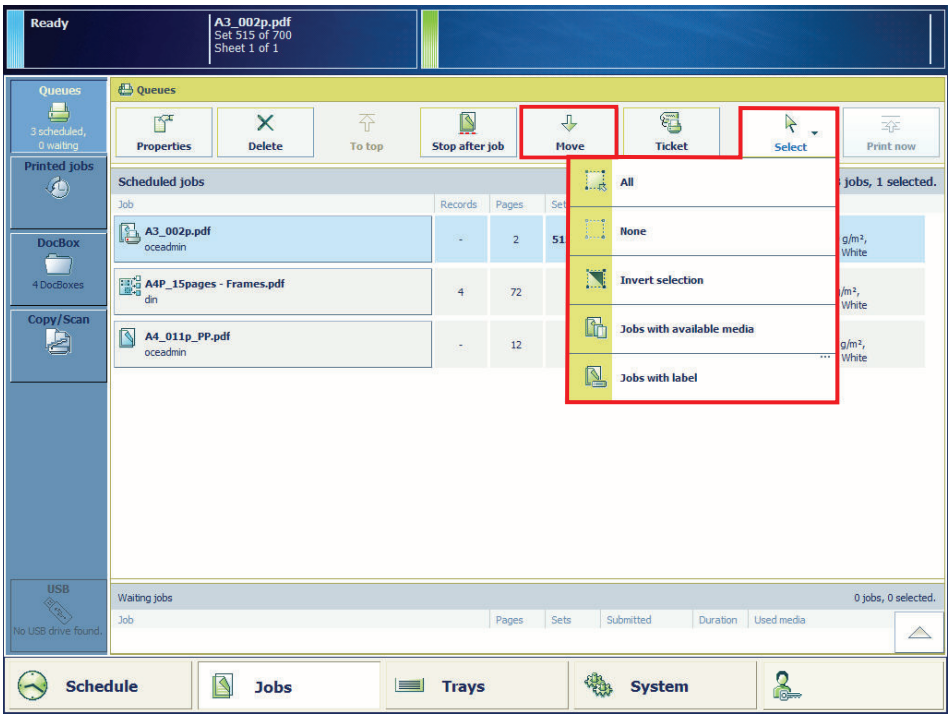
Procedure

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

Move a scheduled job to the list of waiting jobs

The print system prints jobs that are in the list of scheduled jobs. (*Job management in the queues* on page 147, *View the jobs in the queues* on page 150) You can decide to print a scheduled job later, for example:

- Because the required media are out of stock.
- You want to first check the settings and make a proof. (*Proofing* on page 167)



[89] A scheduled job

NOTE
When you want to move the active job to the list of waiting jobs, you must first press the [Stop] button twice to stop the job. (*Stop printing* on page 175)

Procedure

1. Touch [Jobs] -> [Queues].
2. Touch to expand the list of [Scheduled jobs], if required.
3. Select the jobs you want to move, or use an option from the [Select] menu to select multiple jobs together.
4. Touch [Move].

Send a job to another printer

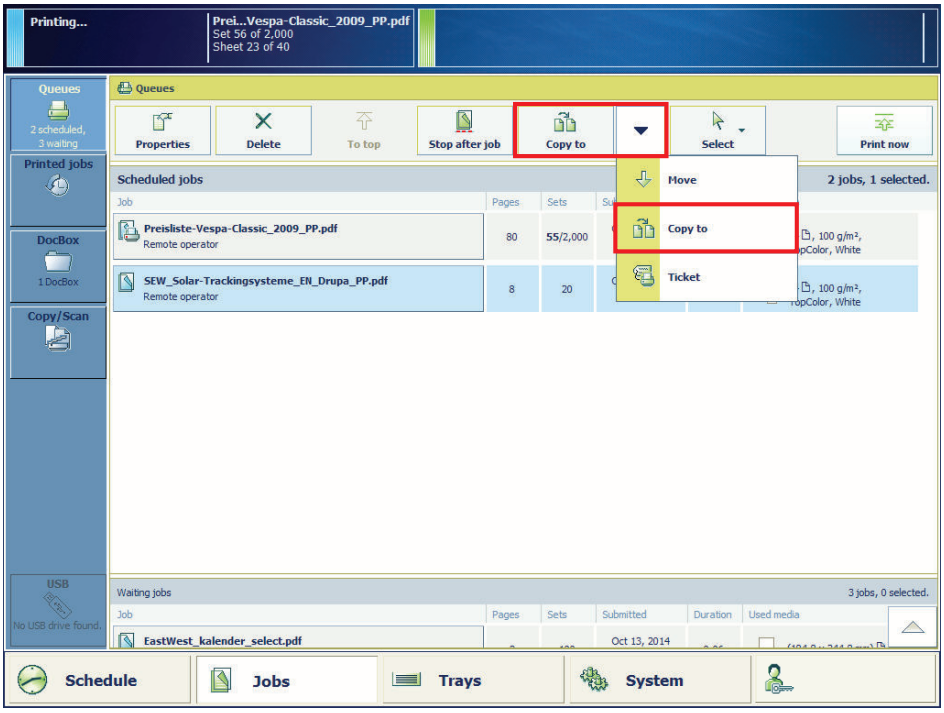
You can send jobs with their settings to another PRISMAsync printer from the following locations:

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

For more information about job locations, see *Job management in the queues* on page 147, *View the jobs in the queues* on page 150.

NOTE
The list of remote printers must be available and configured in the Settings Editor. ([Workflow]→[Remote printers])

With Remote Manager you can send jobs remotely to other printers. (*Use Remote Manager to plan the workload* on page 134)



[90] Copy jobs to other printers

Procedure

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

Remove print jobs

You can delete jobs from the following locations:
- List of printed jobs
- List of scheduled jobs
- List of waiting jobs
- A DocBox (*DocBox* on page 142)

For more information about job locations, see *Job management in the queues* on page 147, *View the jobs in the queues* on page 150.

IMPORTANT
When PRISMAsync does not automatically remove jobs from the list of printed jobs, make sure you remove the printed jobs manually to prevent a full system disc.

NOTE
- The list of printed jobs must be available.
- When enabled, PRISMAsync removes the printed jobs after a preset period.

Procedure

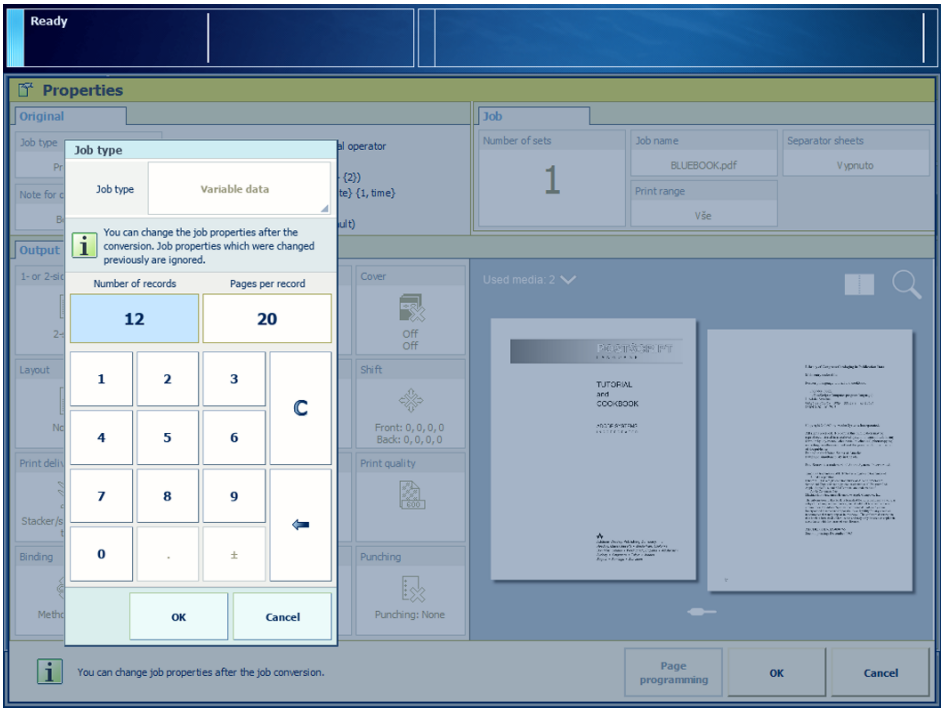
1. Touch [Jobs].
2. Go to the location of the jobs.
3. Select the jobs you want to combine, or use an option from the [Select] menu to select multiple jobs at once.
4. Touch [Delete].
5. Confirm the deletion action.

Convert a job to a variable data job

If you print a large document that has the structure of a variable data document, you can instruct the print system to handle this job as a variable data job. This can be useful if you only want a proof print or only want to print part of the job. (*Work with variable data in document printing mode* on page 120)

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

You can also convert jobs to variable data jobs with an automated workflow. (*Learn about automated workflows* on page 49)



[91] Indicate the structure of the job

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job you want to convert.
4. Touch [Properties], or double tap the job.
5. Touch [Job type].
6. Touch [Normal] -> [Variable data].
7. Define how often the master document occurs in the job at [Number of records] or enter the number of pages in the master document at [Pages per record].
8. Touch [OK] to store the new job type.
9. Touch [OK] to start the conversion.

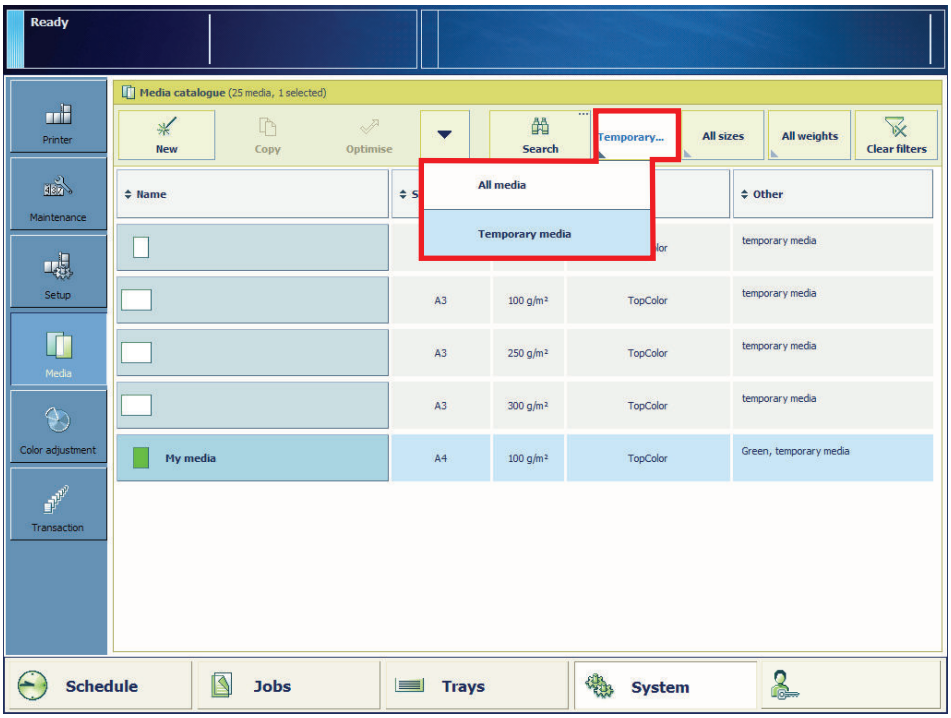
After you finish

After conversion you can make the job settings and print the variable data job. (*Print variable data jobs* on page 174)

Load and assign media

Add temporary media to the media catalog

You can print on media that are not part of the media catalog. In Remote Printer Driver and PRISMAprepare you specify that the job uses temporary media and define the temporary media. You can add this temporary media to the media catalog in the System view of the control panel. This is useful if you are using the temporary media more often. (*Media for your output* on page 76)

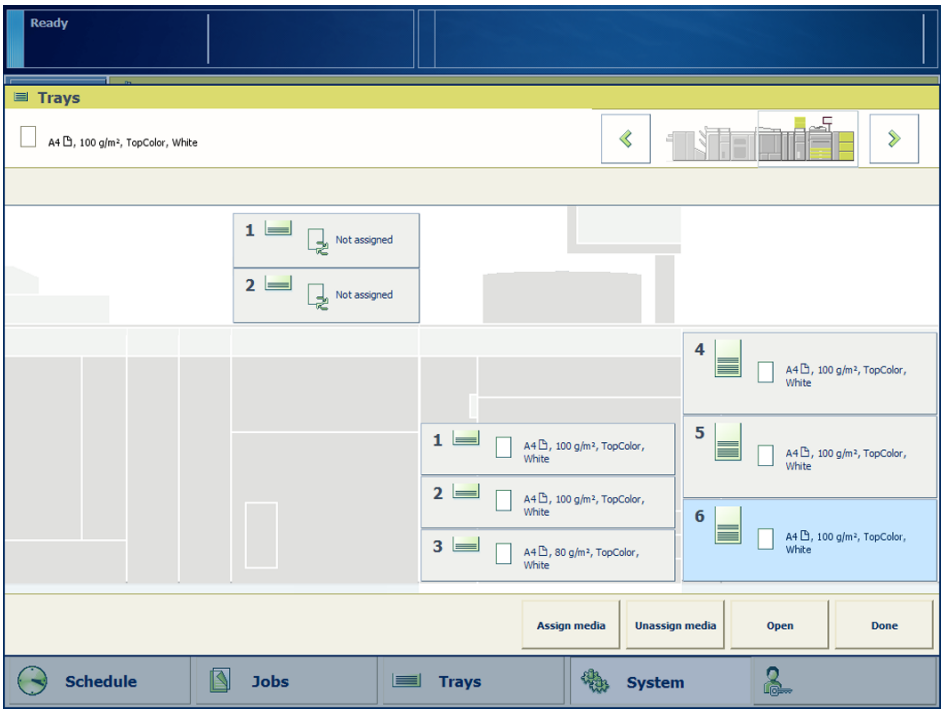


Procedure

1. Touch [System] -> [Media].
2. Select one or more temporary media.
3. Touch the drop-down icon (▼).
4. Select [To catalog] from the drop-down menu.
5. Fill out the media attributes.
6. Touch [OK].

Assign media to a paper tray

You can use the paper tray button at the right-hand side of the control panel to check the media that are loaded in the paper trays. (*Learn about interaction screens* on page 50) You assign media in the Trays view after you loaded the media in the paper tray. As long as the media type in the paper tray does not change, it is not necessary to assign the media after loading. (*Media for your output* on page 76)



[92] Paper trays with and without assigned media

NOTE
You can also use the [Trays] button.

Before you begin

Determine which media the jobs need.

IMPORTANT
Make sure you know how to load media into the paper trays. (*Load media* on page 91)

Procedure

1. Press the paper tray button.
2. Select the paper tray in which you want to load the media.
3. Use the open button of the paper tray or touch [Open] in the Trays view.
4. Load the media into the paper tray.
5. Close the paper tray.
6. Touch [Assign] if the media type in the paper tray has changed.
7. Select the media from the media catalog and touch [OK].

   NOTE
   Only the media that are allowed for the selected paper tray are displayed.

8. Press the paper tray button, to close the Trays view.

Chapter 8
Print the jobs

Change a job

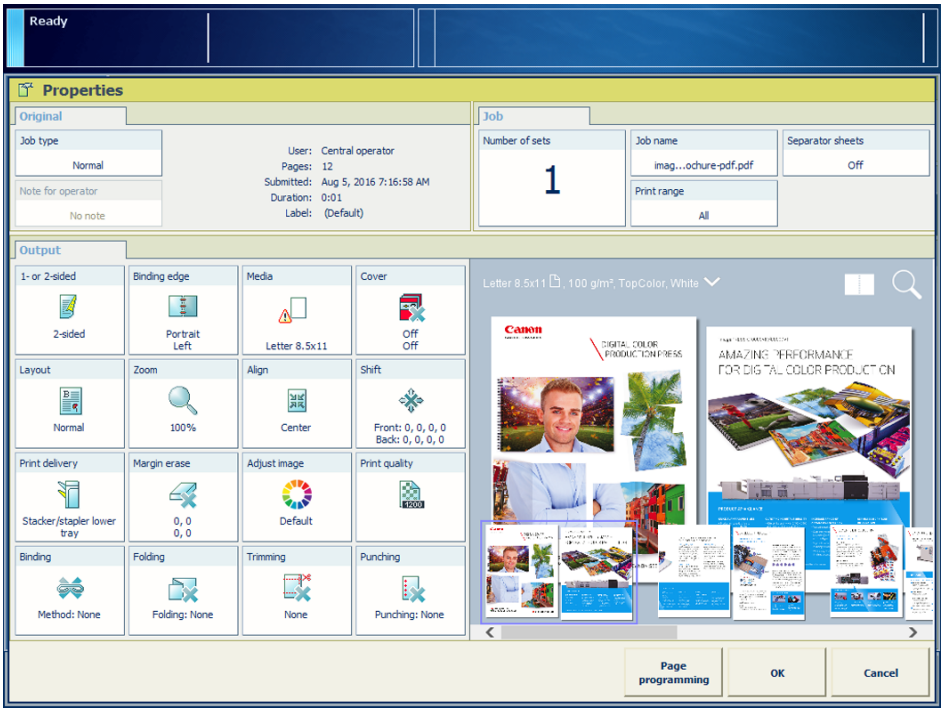
Preview job settings

The job properties area of PRISMAsync include a preview of the document to print. The preview exactly shows the results of current impositioning and print settings. You immediately see the effect of changing values. (*Change job settings* on page 161)

You preview the settings remotely with PRISMAsync Remote Manager or local on the control panel in one of the following locations:

- List of scheduled jobs
- List of waiting jobs
- A DocBox (*Change a DocBox job* on page 143)

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.



[93] Document view

Before you begin

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job you want to change.
4. Touch [Properties], or double-tap the job to open the [Properties] window.

Procedure

1. View the result of the job and imposition settings in the sheet view .
2. Touch the icon and browse the document.
3. View how the document will look after printing in the document view .
4. Use the zoom function to view specific details.

Change job settings

Job settings are usually made during the job preparation. You can decide to change the print job settings after you checked the first set of a print job, after a proof, or after you print a job ticket.

You change the settings remotely with PRISMAsync Remote Manager or local on the control panel in one of the following locations:

- List of scheduled jobs
- List of waiting jobs
- A DocBox (*Change a DocBox job* on page 143)

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.

The online help of PRISMAsync Remote Manager contains detailed information on how on change the job settings remotely.



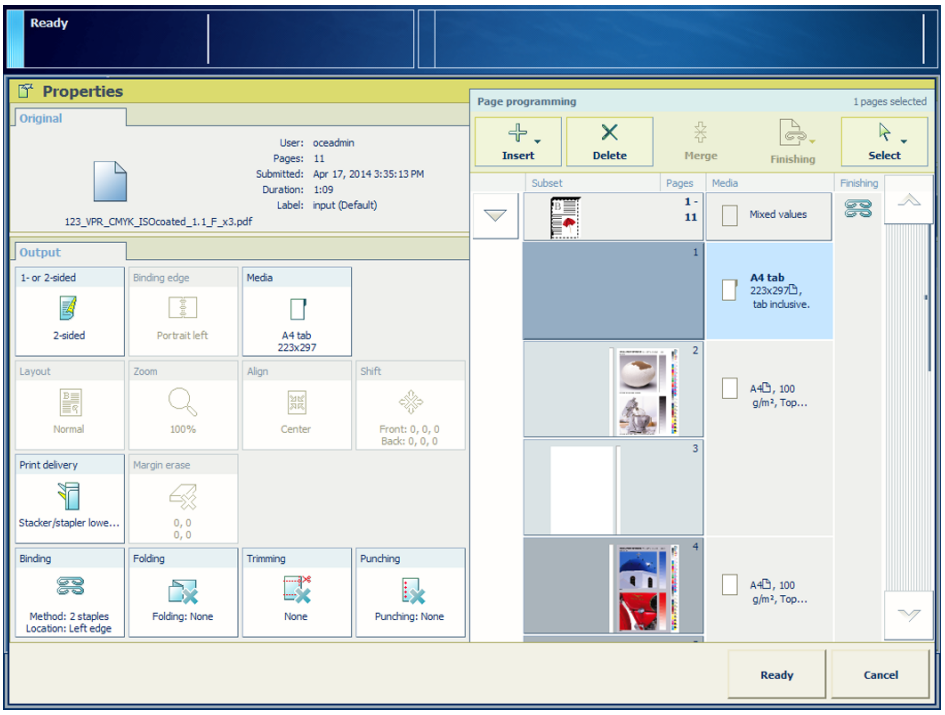
[94] Print job settings

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job you want to change.
4. Touch [Properties], or double-tap the job to open the [Properties] window.
5. Check the job information in the [Original] pane (1).
6. Change the settings in the [Output] pane (2).
7. Change the settings in the [Job] pane (3). (*Print job settings* on page 380)
8. Use the optional [Page programming] function (5), if required. (*Use page programming* on page 162)
9. Check the results of the changed settings in the preview pane (4). (*Preview job settings* on page 160)
10. Touch [OK] (5).

Use page programming

With the optional page programming function, you can create subsets and page ranges to apply different layout, media and finishing settings within the job. (*Print job settings* on page 380) The page programming window alerts you when you make settings that do not match already defined job properties.



[95] Page Programming

When you have copied or scanned with subsets, you can start with these subsets. Use the settings in the [Output] pane for the page ranges and subsets. (*Copy subsets (combined copying)* on page 131, *Scan subsets (combined scanning)* on page 132)

The following table shows easy-to-use page programming tasks.

Task	Procedure
Split a subset	1. Select a subset. 2. Touch [Split]. 3. Select the first page of the new subset.
Add a page to a page range or subset	1. Select the subset or page range. 2. Touch [Insert] to add a page before or after a page range or subset.
Delete parts of jobs	1. Select the subset or page range. 2. Touch [Delete] to delete the subset or page range.
Select parts of jobs	1. Touch [Select] to select page ranges or subsets according to a criteria, for example, specific media.
Combine and split subsets	1. Select the subsets to combine. 2. Touch [Merge] to create the new subset. Use [Split] to get the individual subsets.

Task	Procedure
Change finishing settings	1. Select the subsets which must apply the same finishing settings. 2. Touch [Merge finishing] and select the subset to use the finishing settings. Use [Split finishing] to get the original finishing settings.

Adjust CMYK curves for a job

Sometimes it is necessary to adjust the calibrated CMYK curves on job level.

There are two modes in which you can adjust CMYK curves. The **basic mode** for a quick and easy adjustment of the CMYK curves. The **advanced mode** where you can adjust control points throughout the tonal range of an image. Also, in this mode you can preserve colors for example logo colors and use preset CMYK curves.

You can adjust the CMYK curves for a job in the following locations:
- List of scheduled jobs
- List of waiting jobs
- A DocBox

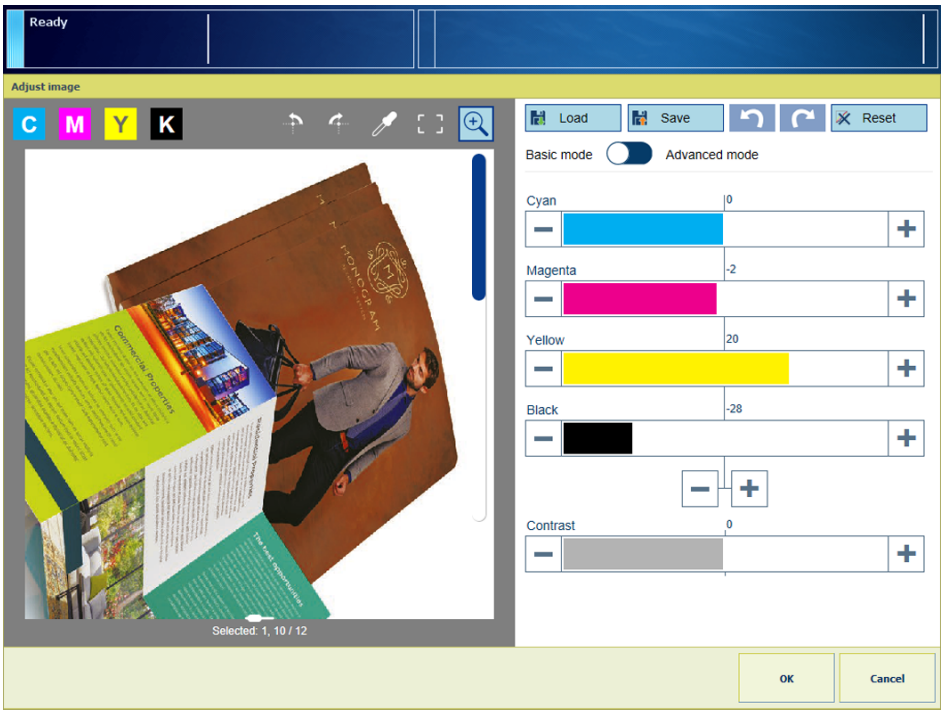
For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.

IMPORTANT
- Be aware that achieving a consistent reproduction of colors is difficult when you adjust CMYK curves on job level.
- First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)

Before you begin

1. Touch [Jobs] and go to the location of the job.
2. Select the job you want to change.
3. Touch [Properties], or double-tap the job to open the [Properties] window.
4. Touch [Adjust image].
   The [Basic mode] window opens.

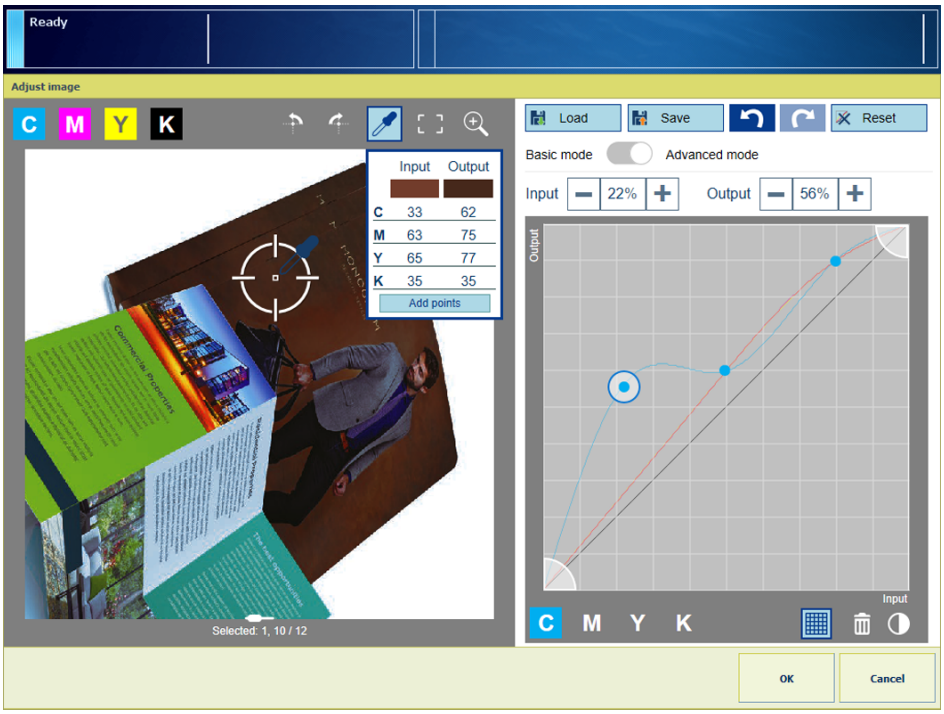
Adjust the CMYK curves in basic mode



[96] Adjustment in basic mode

1. Touch the slider icon to browse through the thumbnails.
2. Select the thumbnail of the pages you want to adjust.
   When you selected all pages, touch one thumbnail longer (long touch) to undo the selection.
3. Use the zoom function to check the result of the adjustment in a specific area.
   When enabled, you can use the pinch gesture to zoom. (*Adjust the control panel* on page 64)
4. Use your finger to pan the image.
5. Adjust the density values for the four colors.
6. Touch [OK].

Adjust the CMYK curves in advanced mode



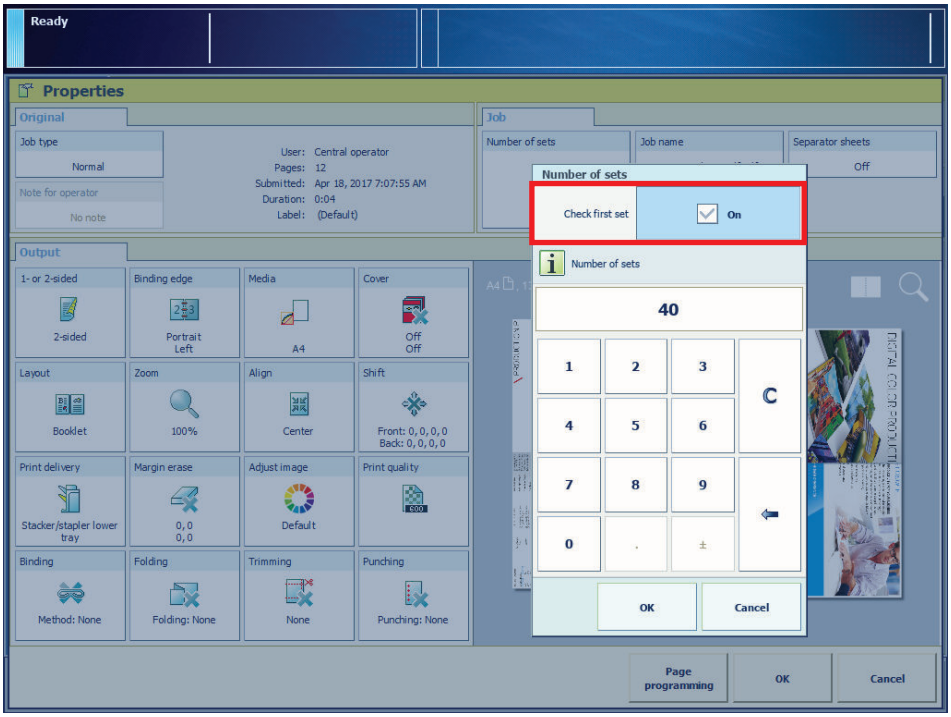
[97] Adjustment in advanced mode

Task	Instruction
Preserve colors	1. Touch the dropper icon. 2. Position the target icon with your finger on the color you want to preserve. 3. Touch [Add points].
Apply a CMYK-curve preset	1. Touch the load icon. 2. Select a CMYK-curve preset. 3. Touch [Done]. 4. Check the result in the preview.
Define the color clipping range	1. Touch and drag the lower left-hand wedge. 2. Touch and drag the upper right-hand wedge.
Adjust the curves manually	1. Touch the raster icon. 2. Touch the curve to add a control point. To delete a control point, first select a control point. Then, touch the trash icon. 3. Touch the + and - signs to move the control point or drag the control point with your finger. 4. Check the result in the preview. 5. When ready, select a new color.
Adjust the contrast of all colors	1. Touch the contrast icon. 2. Use the slider to adjust the contrast. 3. Check the result in the preview.

Proofing

Check first set

Especially for jobs with many sets, check the first print set before you print all other sets in one run.



[98] Check first set setting

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the job you want to print.
4. Touch [Properties]
5. Touch [Number of sets].
6. Touch [Check first set]
   If this setting is grayed out, you must change this setting in the workflow profile. (*Choose a workflow profile* on page 68)

Make a proof

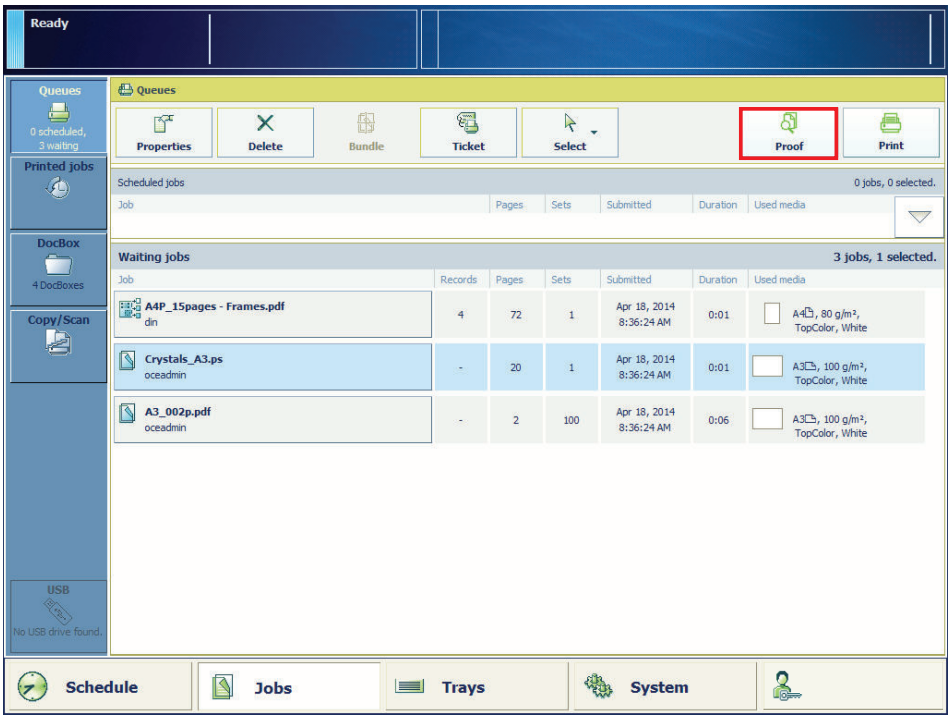
When you make a proof, the print system prints one set or record of the job. A proof print does not affect the number of sets when you print the complete job.

The proof function is available in the following locations:
- List of waiting jobs
- A DocBox (*DocBox* on page 142)

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.

When you select the [Proof] command, a copy of the job goes to the last position in the list of scheduled jobs. The original job remains in the list of waiting jobs or in the DocBox. You must first move a printed job to the list of waiting jobs before you make a proof.

The magnifying glass icon indicates a proof print.



[99] The [Proof] button

Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the jobs you want to proof, or use an option from the [Select] menu to select multiple jobs together.
4. Touch [Proof].

Print a job ticket

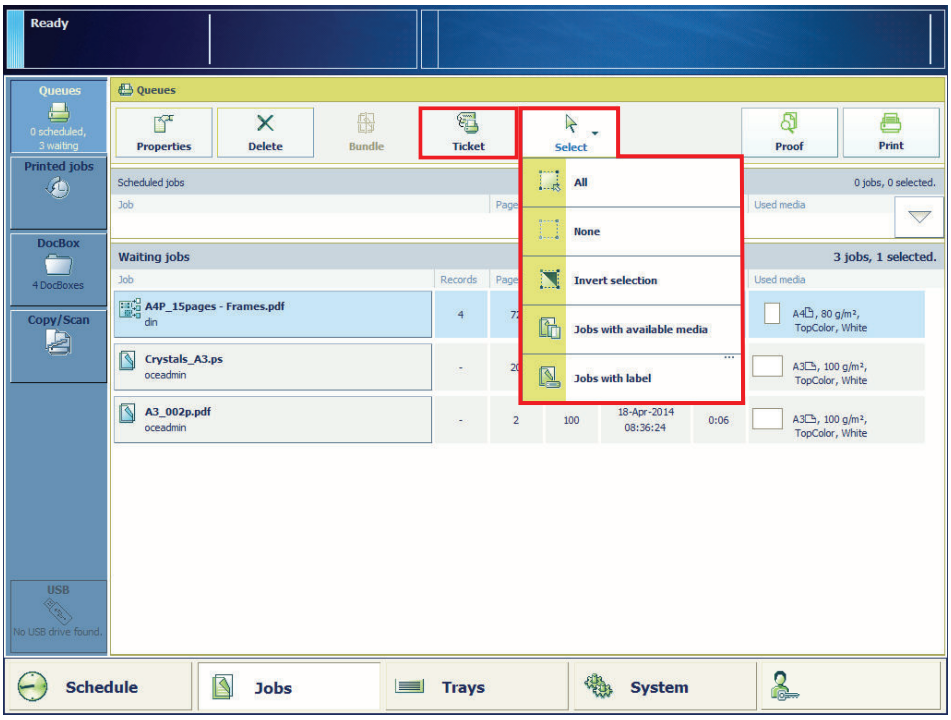
You can check job settings with a job ticket print. This print contains the main properties of the print job, such as name, owner, destination, and media.

The [Ticket] button is available in the following locations:

- List of scheduled jobs
- List of waiting jobs
- List of printed jobs
- A DocBox (*DocBox* on page 142)

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.

When you give the [Ticket] command, the job ticket print goes to the last position in the list of scheduled jobs. You can recognize the job ticket print by the prefix "Properties of" in front of the job name.



[100] Print a job ticket

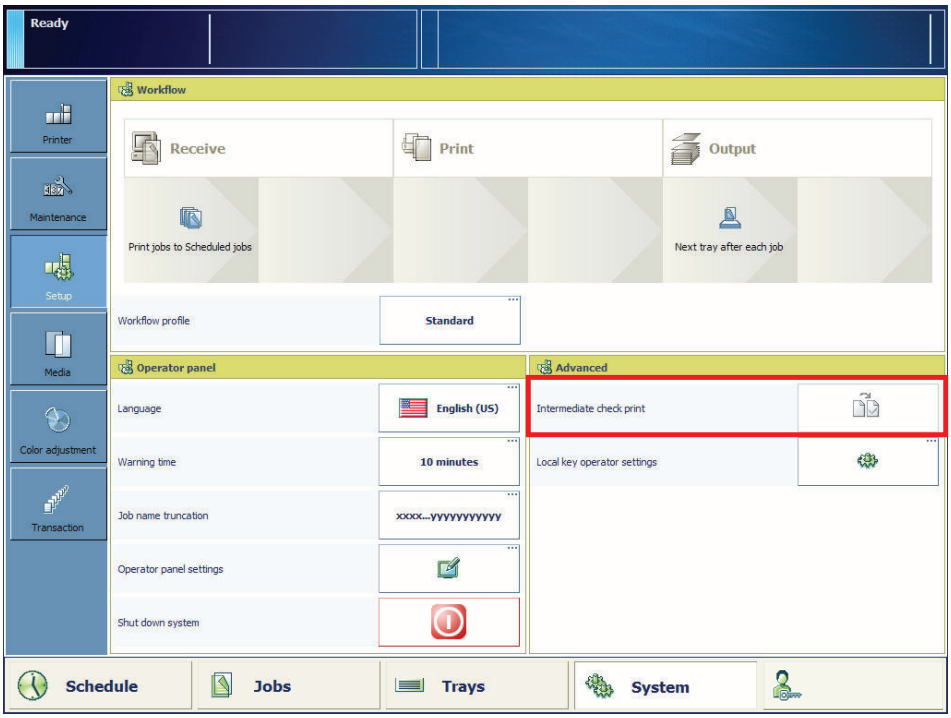
Procedure

1. Touch [Jobs].
2. Go to the location of the job.
3. Select the jobs for the job ticket print, or use an option from the [Select] menu to select multiple jobs together.
4. Touch [Ticket].

Make intermediate check prints

Intermediate check prints are sample prints that are made while the job is being printed. The check prints arrive in the output tray that is closest to the print module. Intermediate check prints are printed according to a set interval, which you configure in the Settings Editor. (*Configure intermediate check prints* on page 291)

In addition, you use the intermediate check print function to check a single sheet of the current job.



[101] Intermediate check print function

An intermediate check print is an automatic print sample of a job sheet. The intermediate check print arrives in the output tray that is close to the print module. Enable the intermediate check print setting in the System view of the control panel. In the Settings Editor you can define the number of sheets between two sample sheets.

Procedure

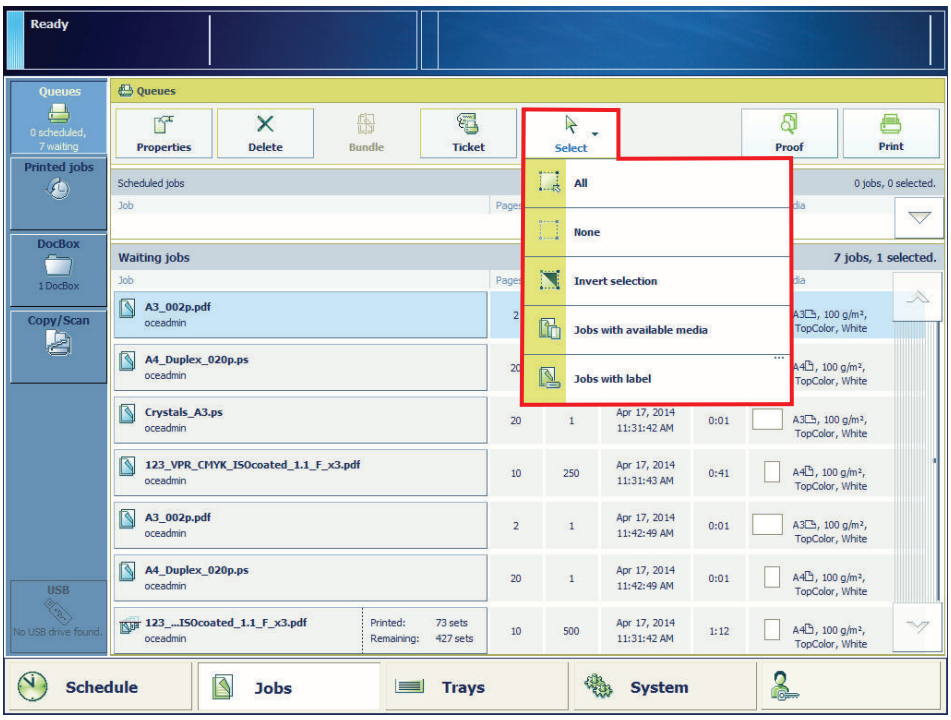
1. Touch [System] -> [Setup].
2. Press [Intermediate check print].

Printing

Print a waiting job

When jobs are in the list of waiting jobs, you can select one or more jobs to print. They will go to the list of scheduled jobs. You can maintain full control of the print order and timing. To check the job, first make a proof print.

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.



[102] The selection options are in the list of waiting jobs

Procedure

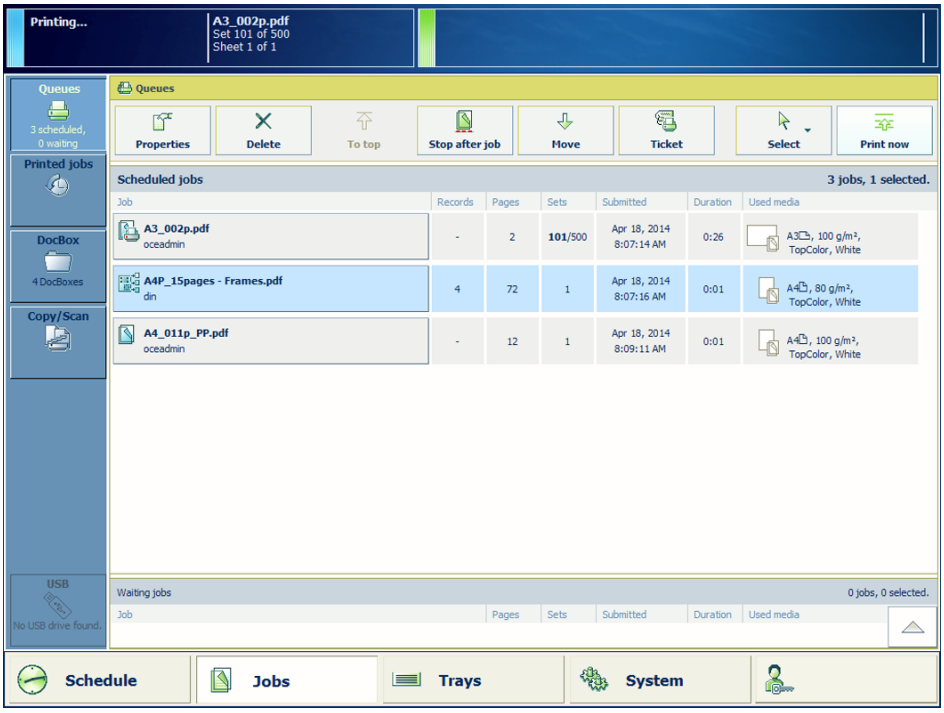
1. Touch [Jobs] -> [Queues].
2. Touch to expand the list of [Waiting jobs], if required.
3. Select the jobs you want to print, or use an option from the [Select] menu to select multiple jobs together.
4. Touch [Print] or [Proof]. (*Proofing* on page 167)

Print a scheduled job immediately

You can give a scheduled print job priority over the other print jobs. The [Print now] button allows you to print a job immediately. The print system stops the active print job after a set is finished.

To print a scheduled job as soon as possible, but not immediately, use the [To top] function. The job goes to the first position of the list of scheduled jobs.

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.



[103] A scheduled job

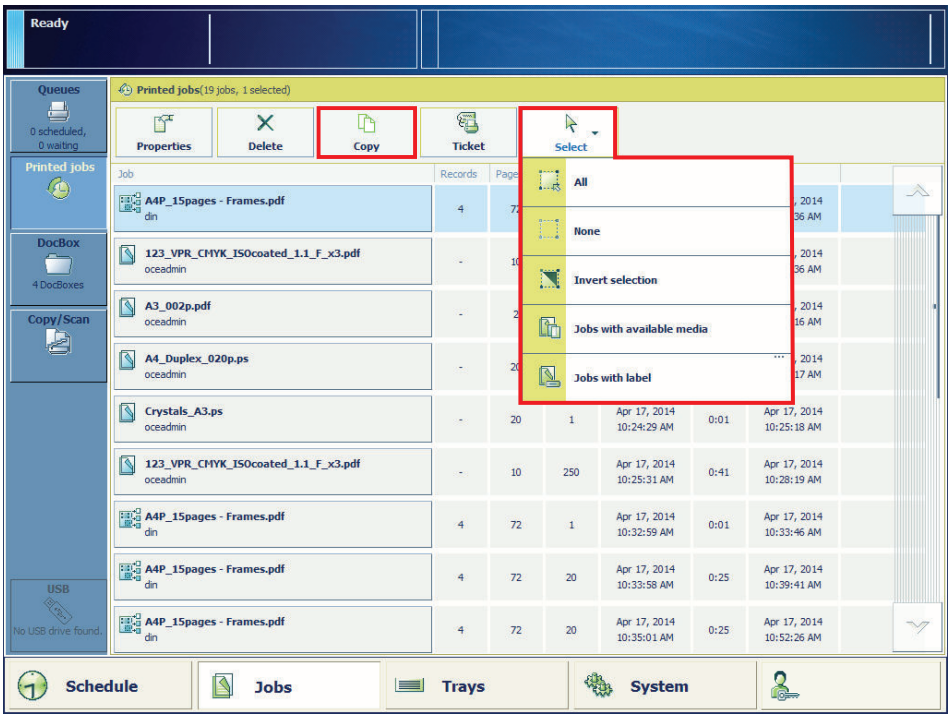
Procedure

1. Touch [Jobs] -> [Queues].
2. Touch to expand the list of [Scheduled jobs], if required.
3. Select the job that you want to print immediately.
4. Touch [Print now] or [To top].

Reprint a job

To reprint jobs that have already been printed, go to the list of printed jobs. From the list of printed jobs you can make a copy of one or more printed jobs. The jobs move to the list of waiting jobs, from where you can print them.

For more information about job locations, see *Job management in the queues* on page 147 and *View the jobs in the queues* on page 150.



[104] The list of printed jobs

NOTE
- The list of printed jobs must be available.
- You cannot reprint jobs in transaction printing mode.

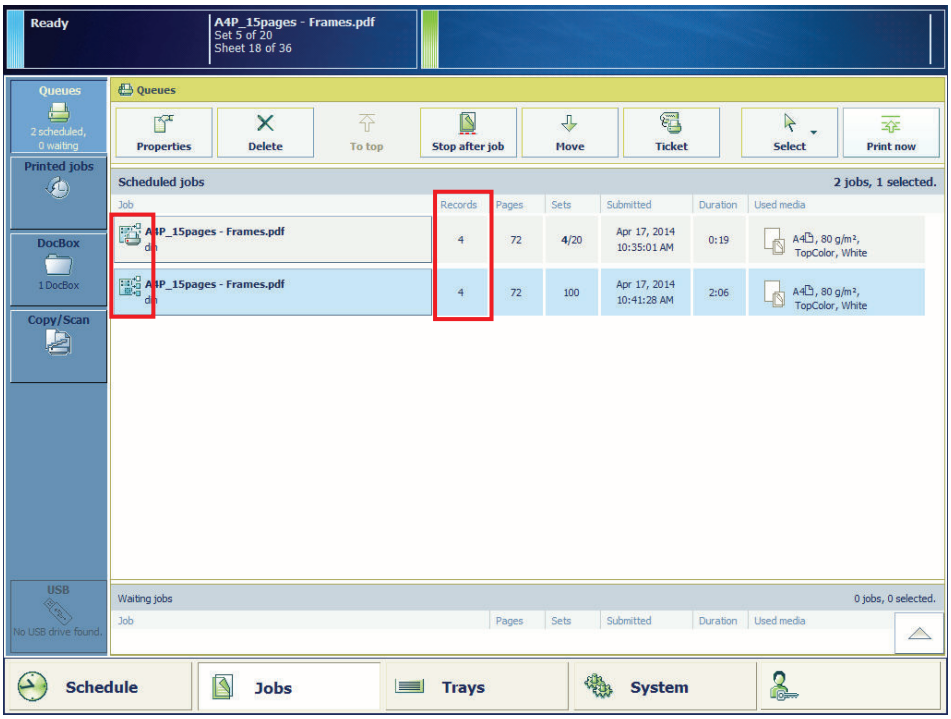
Procedure

1. Touch [Jobs] -> [Printed jobs].
2. Select the jobs you want to reprint, or use an option from the [Select] menu to select multiple jobs together.
3. Touch [Copy].
4. Touch [Queues] -> [Waiting jobs].
5. Select the jobs you want to reprint.
6. Touch [Properties], if you want to change job settings.
7. Touch [Print].

Print variable data jobs

When PRISMAsync receives a job with variable data (PDF/VT job), it distinguishes the record structure. (*Work with variable data in document printing mode* on page 120, *Convert a job to a variable data job* on page 156)

PRISMAsync treats records as print sets with fixed contents.



[105] A PDF/VT job in the list of scheduled jobs

When the PDF/VT job arrives in the print queue, you can use the following functions:

Procedure

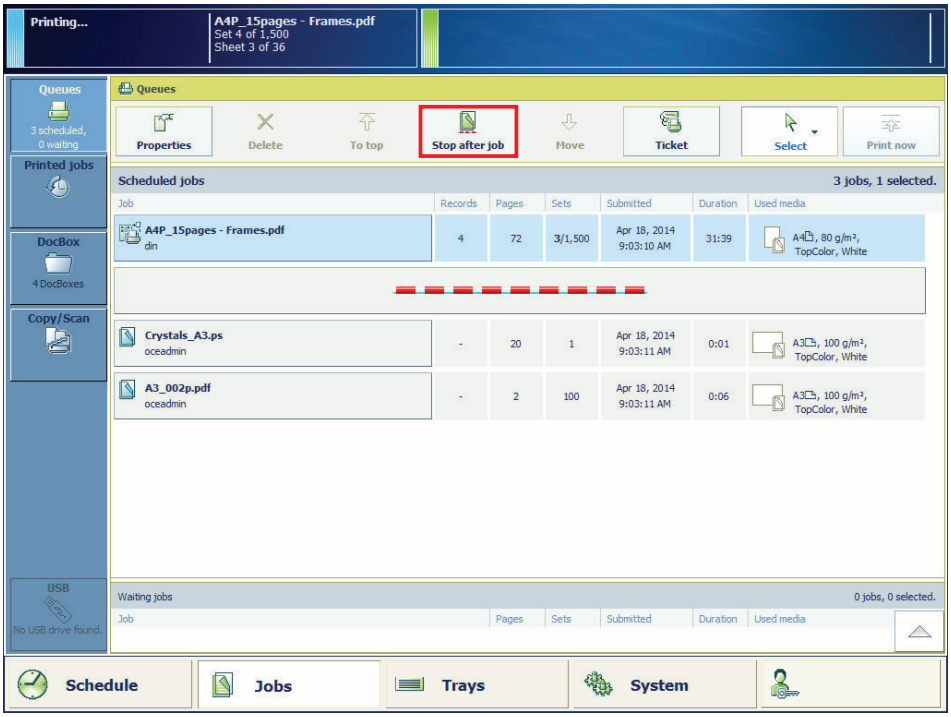
1. Change the settings of the job.
   Be aware that when you change settings of a PDF/VT job, these settings are applicable to all records of the job. Page programming is not available for PDF/VT jobs.
2. Print a proof of the first record or print a range of records.
3. Print a range of records.
4. Interrupt the print process after a certain record, and resume the print process of the job later.

Stop printing

When you want to stop or delay the print production, use one of the following functions:

- Stop the print process, after the active job set is ready. You can change the job settings for the remaining sets.
- Stop the print process as soon as possible, for example, you notice a problem or see printed output that does not meet your expectations.
- Stop the print process, after a specific job is ready. You can select this job from the list of scheduled jobs.

You can resume the print process later, if required.



[106] Stop after a job

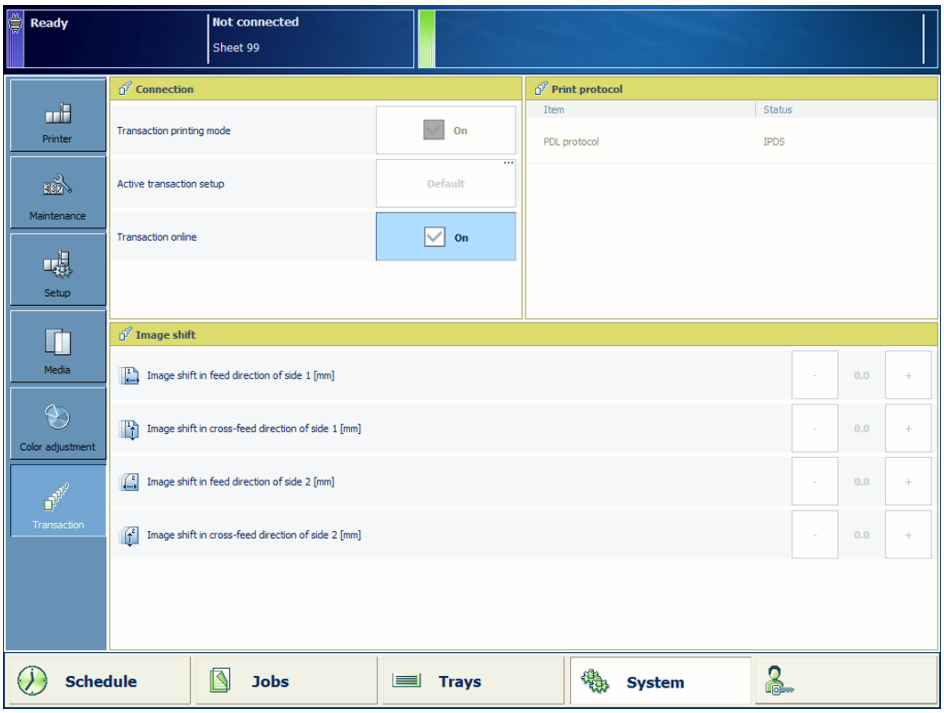
Procedure

1. Use one of the following options to stop the print process:
   - Press the [Stop] button **once** to stop print process after the set is ready. (*Learn about interaction screens* on page 50)
     The print system stops when the print buffer is empty and has completed a set.
   - Press the [Stop] button **twice** to stop print process as soon as possible. (*Learn about interaction screens* on page 50)
     The print system stops when the print buffer is empty (as soon as possible).
   - Touch [Stop after job] to stop after the selected job is ready.
     A horizontal, red and white stop bar in the schedule and the list of scheduled jobs indicates that the stop-after-job function is active. The print system stops when the job before the stop bar is ready.
2. Touch the [Resume] button ▷ to resume the print process.

Print in transaction printing mode

When the transaction mode is active, you select a transaction setup that matches your print requirements. Create new transaction setups in the Settings Editor. (*Configure the transaction printing* on page 355, *Learn about the transaction printing workflow* on page 47)

When the alignment of the variable data is not correct, you adjust the image shift via the control panel or via a transaction printing setup with a preset defined image shift. The image shift is visible on all printed output from all paper trays.



Before you begin

Make sure the list of scheduled jobs is empty.

Print in transaction mode

1. Touch [System] -> [Transaction] -> [Transaction printing mode] -> [On].
2. Touch [Active transaction setup] to select a transaction setup.
3. Load the media into the paper trays, if the tray-to-tray media assignment is active.
4. Touch the + or - buttons to shift the image, if required.
5. Touch [System] -> [Transaction] ->[Transaction online] -> [On]
6. Establish the connection from the host or mainframe to the print system and submit the jobs.
7. Monitor the jobs on the control panel, to make sure that all jobs are printed. Use the system status colors to see when new media must be loaded.

Activate a transaction setup during transaction printing

IMPORTANT
For IPDS only. Make sure the current streaming job does not activate other transaction setups.

1. Press the [Stop] button **once**.
2. Wait until the printer is put on hold.

3. Touch [Active transaction setup] to select a transaction setup.
4. Touch the [Resume] button ▷ to resume the print process.

After you finish

To switch off the transaction printing mode:

1. Touch [System] -> [Transaction] ->[Transaction online] -> [Off].
2. Touch [System] -> [Transaction] -> [Transaction printing mode] -> [Off].

Keep the system printing

Monitor printing with the schedule

The schedule predicts the total print production and offers a daily up to eight-hour plan board. The schedule provides all information on the scheduled jobs, so you are able to intervene when needed and keep your print system running.

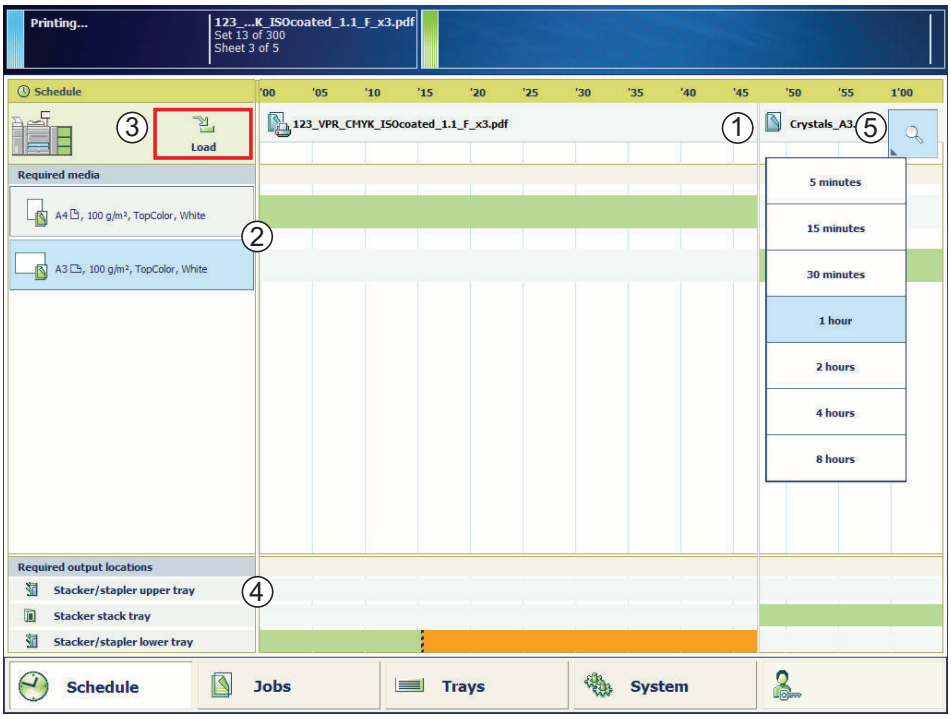
The user interface of the schedule shows the following information:

- The availability of media for scheduled jobs.
- The availability of the output trays of the print system.
- Prediction of the time the job will be ready.
- Prediction of the time the print system will stop.

For more information about monitoring the system status, see *Learn about printer status* on page 56 and *Status indicators* on page 390.

Not all information of the schedule is applicable for the transaction printing mode. When this mode is active, the schedule only shows information on the current use of the output and input locations, and the used job media. (*Learn about the transaction printing workflow* on page 47)

The information of the schedule in the document printing mode

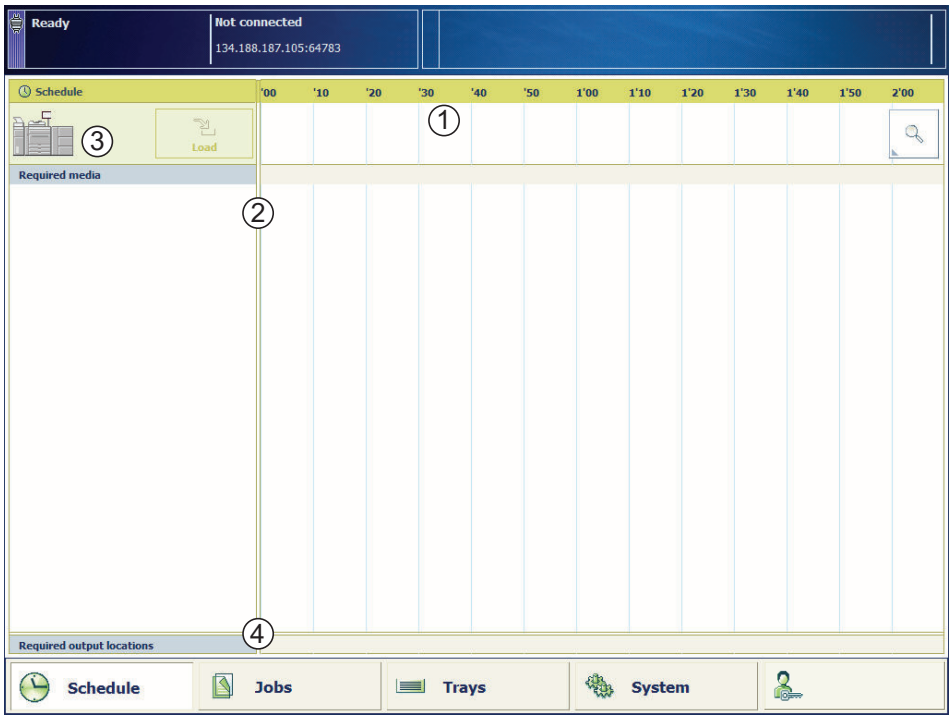


[107] The schedule for the document printing mode

	Task	Description
1	View the estimated print time	The **timeline** shows the jobs and their estimated print time. The vertical red-white bar indicates when the print system stops. This bar appears when you stop a job, but the stop can also be a behavior of the active workflow profile.

	Task	Description
2	View the required media	The **required media** pane shows the required media for the jobs. The color of each media bar indicates if and how long these media are available.
3	View the used and free paper trays	The **system overview** shows which paper trays the print system for media you select in the required media pane..
4	Monitor the status of the output locations	The **output location** bar indicates the filling level of the output trays. A vertical red-white bar indicates when a stack eject of the high capacity stacker is expected. The print system keeps printing during a stack eject.
5	Change the time scale	The **zoom menu** extends or decreases the visibility of number of jobs in the schedule.

The information of the schedule in the transaction printing mode



[108] The schedule for the transaction printing mode

	Task	Description
1	View the streaming job name	The **timeline** shows the name of the streaming job.
2	View the required media	The **required media** pane shows the required media for the streaming job.
3	View the used paper trays	The **system overview** shows which paper trays the print system uses.
4	Monitor the required output locations	The **output location** bar indicates the filling level of the output trays.

Remove printed output from the stacker/stapler

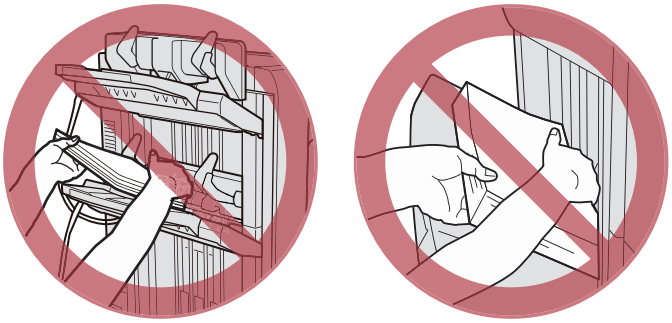
The output tray moves downwards during the print process to give space to the growing stack of output.

The workflow profile determines to which output trays PRISMAsync printed output is sent. When an output tray has reached its limit, the printed output automatically goes to the next available tray. If all available output trays have reached their stacking limits, the printing process stops. Remove all printed output from the output trays. The output trays move upwards, and print process resumes. (*Professional stacker / stapler* on page 35, *Standard stacker / stapler* on page 37)

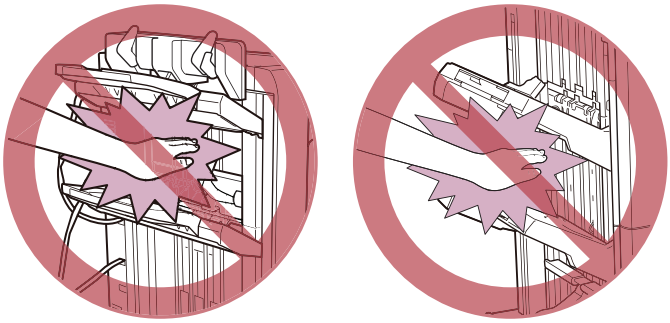
Use the Settings Editor to turn high-volume stacking for the professional stacker / stapler on or off. (*Configure printer adjustments* on page 275)

CAUTION

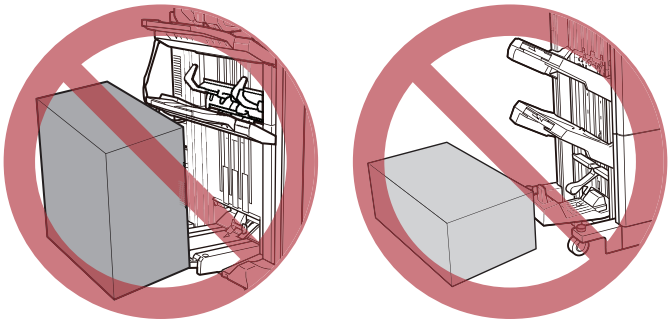
- **Do not place your fingers in the stacker stapler when it is in use. This can cause personal injury or stacker / stapler damage.**



- **When you remove paper from the output tray, do not place your hands in the output tray of the stacker/stapler. The output tray can move upwards and your hands may get caught.**
- **Do not place your hands in the part of the output tray near the rollers where stapling takes place. This can cause personal injury.**



IMPORTANT
- Do not place objects onto the output trays of the stacker/stapler. This can damage the output trays.
- Do not place objects under the paper trays of the stacker/stapler. This can damage the output trays.



IMPORTANT
For **stapling** with the **professional stacker / stapler**:
- When the width of the media is small, the stapled sets can have uneven edges.
- When stapled sets have coated covers, the staples can dirty the covers of sets on the output tray.
- You cannot staple vellums, transparencies, labels, and envelopes.

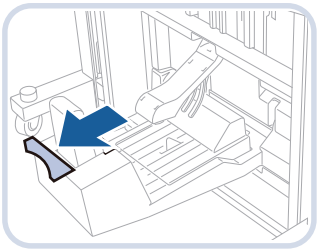
IMPORTANT
For **booklet making** with the **professional stacker /stapler**:
- You cannot make booklets of vellums, transparencies, prepunched paper, tab paper, labels, and envelopes.
- When the cover weight is less than 64 g/m² / 17 lb bond, the media can crease when saddle-stitched.
- When the cover weight is less than 64 g/m² / 17 lb bond, the booklets can get uneven edges when trimmed.
- When the media size is small, the booklets edges can become uneven when saddle-stitched.
- When the media size is small, the booklets edges can become uneven when trimmed.
- When the covers use coated paper or insert sheets, the first page after the cover can stick to the back of the cover.
- When the covers use coated paper or insert sheets, toner streaks can appear on the covers.
- When the covers use coated paper or insert sheets, cracks can appear around the folds of the cover.

IMPORTANT
For **stapling** with the **standard stacker / stapler**:
- Do not use stapling when the paper weight is less than 60 g/m² / 16 lb bond.

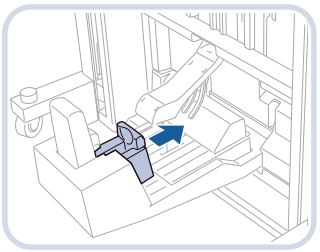
IMPORTANT
For **booklet making** with the **standard stacker / stapler**:
- Do not make booklets when the media weight is less than 60 g/m² / 16 lb bond.
- You cannot saddle-stitch media when the media weight is more than 256 g/m² / 94 lb cover.
- You cannot saddle-stitch vellums, transparencies, prepunched paper, tab paper, labels, and envelopes.
- You cannot saddle-fold media when the media weight is more than 256 g/m² / 94 lb cover.
- You cannot saddle-fold vellums, transparencies, prepunched paper, tab paper, labels, and envelopes.

IMPORTANT
For **punching** with the **standard stacker / stapler**:
- You cannot punch holes when the media weight is more than 256 g/m² / 94 lb cover.
- The punch units do not support heavy, coated media (more than 221 g/m²), vellums, transparencies, prepunched paper, labels, and envelopes.

NOTE
Make sure that the booklet tray of the standard stacker / stapler matches the correct booklet size to avoid paper jams.



[109] 305 mm x 457 mm / 12" x 18", A3 / 11" x 17"



[110] A4R / LTRR

Prints storage

To keep maximum print quality, you must store prints in an optimal storage environment before the transfer to the final destination. Use the following storage recommendations:

- Store prints on a flat surface.
- Store prints so that the sheets cannot fold or crease.
- Use a binder for storage during a long period of time (more than two years).
- Do not wrap prints in PVC material.
- Do not store prints in a location with high temperatures.
- Prints can discolor after a long period of time.
- Adhesive can stick prints; only use insoluble adhesive that is completely dry.

Chapter 9

Keep the print quality high

About calibration

Calibration is very important to keeping the quality of the color reproduction high. The environment of your print system influences the print quality. A constant temperature and humidity are essential for consistent color output.

The print system automatically keeps the print quality as high as possible. However, additional calibration is essential to keep the color reproduction level stable for all media types you use. PRISMAsync offers a structured workflow and feedback mechanism to integrate calibration into your daily work.

There are two types of calibrations: the **printer calibration** and the **media family calibration**.

Printer calibration

Printer calibration has two procedures:

- **Automatic gradation adjustment**
  The automatic gradation adjustment includes precise adjustments of the gradation, density and color quality of the primary colors.
- **Shading correction**
  The shading correction includes precise adjustments of slightly uneven color densities in color planes.

There are two modes available for the automatic gradation adjustment:

- **Standard**
  This recommended mode guarantees a high print quality for most print environments.
- **Professional**
  This extended mode is advised when you frequently use heavy and extra heavy uncoated media or when you frequently use coated media.

The printer calibration settings on the control panel show which printer calibration procedures are configured for your print system. The dashboard of the control panel will show the printer calibration indicator when printer calibration is required.

Configuration of printer calibration

If required, consult a color expert to decide what you need to configure for printer calibration to achieve the required color quality:

- The standard or professional mode for automatic gradation adjustment.
- How often to perform the shading correction.

IMPORTANT
It is strongly advised to perform the shading correction at least once after the installation of the print system.

IMPORTANT
It is strongly advised to configure at least the automatic gradation adjustment for **daily** printer calibration.

You can configure the required printer calibration procedures in the Settings Editor. Then, the operator receives a daily reminder to perform the printer calibration. (*Configure printer calibration* on page 328)

Media family calibration

PRISMAsync provides default **coated** and **uncoated** media families. A media family is a set of media with the same output profiles (one per halftone) and calibration curves.

Before you start a media family calibration, always perform the printer calibration.

A media family calibration is necessary for the following situations:
- After the installation of the print system, for the default media families coated and uncoated.
- Every few weeks to keep the print quality high for frequently used media families.
- When a new media family is created.
- When your service organization replaces system parts.

IMPORTANT
It is advised to perform the media family calibration regularly.

Media for calibration

The printer and media family calibration need media.

Media for the printer calibration

You can define and see the media for the printer calibration in the Settings Editor.

NOTE
To find the media for printer calibration in the Settings Editor: [Color] -> [Color calibration].

Normal media for standard and professional printer calibration:
- Top Colour Zero FSC (100 g/m² / 27 lb bond)
- Canon CS-814 (81.4 g/m² / 22 lb bond)
- Mondi Neusiedler (100 g/m² / 27 lb bond)
- International Paper Hammermill Color Copy Digital (105 g/m² / 28 lb bond)

Heavy media for professional printer calibration:
- Top Colour Zero FSC (250 g/m² / 92 lb cover)
- Mondi (250 g/m² / 92 lb cover)
- Mohawk Navajo Cover 98 bright (243 g/m² / 90 lb cover)

Extra heavy media for professional printer calibration:
- Top Colour Zero FSC (300 g/m² / 110 lb cover)
- Mondi (300 g/m² / 110 lb cover)
- International Paper Hammermill Color Copy Digital (271 g/m² / 100 lb cover)

When the recommended media is not sufficiently available, you can use custom media for automatic gradation adjustment. (*Register the custom media for automatic gradation adjustment* on page 205)

Media for the media family calibration

Make sure you use the same calibration media to represent the media family each time you perform a media family calibration. You can set per media family the default calibration media for media family calibration.

Recommended calibration scenario

IMPORTANT
You are advised to follow the next calibration scenario to keep the image quality high:
- Perform the printer calibration daily. (*Calibrate the printer* on page 188)
- Perform the shading correction once. (*Perform a shading correction* on page 189)
- Perform the media family calibration regularly. (*Calibrate the media family* on page 190)

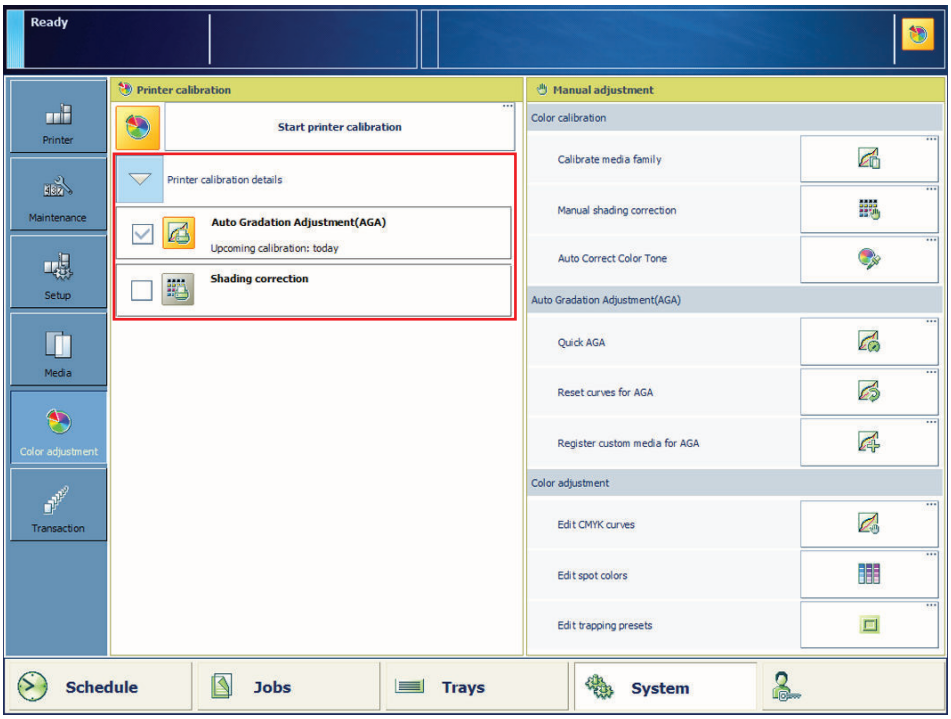
Calibrate the printer

It is important that the print system is calibrated daily. The calibration indicator on the dashboard helps to remind you when printer calibration is required. (*About calibration* on page 186)

	Printer calibration is required.

As part of the procedure the system will print calibration charts. For an automatic measurement of these charts, an internal sensor must be installed in the printer and enabled in the Settings Editor.

IMPORTANT
You are strongly advised to perform the printer calibration daily.



[111] The printer calibration settings

Before you begin

Media for calibration

- Prepare calibration media according to the calibration media specifications. (*Media for calibration* on page 187)
- First, print a job of about 100 sheets to ensure that the printer is warmed up.

Procedure

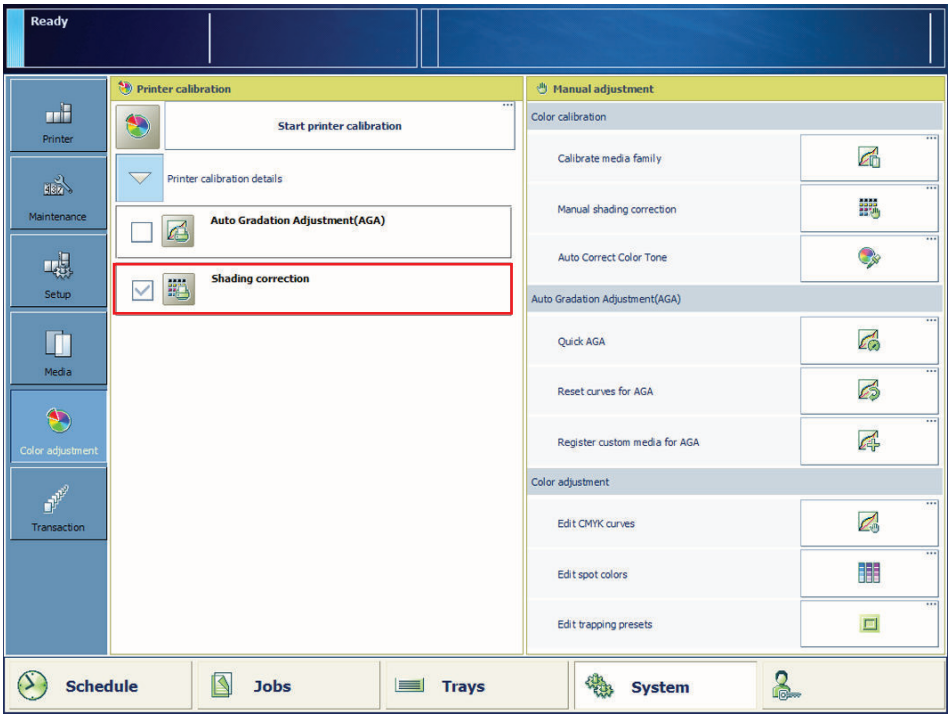
1. Load the calibration media.
2. Touch the calibration indicator on the dashboard or go to [System] -> [Color adjustment].
3. If required, touch [Printer calibration details] to check which calibration procedures are configured.
4. Touch [Start printer calibration].
5. Follow the instructions on the control panel.

Perform a shading correction

In most cases, an automatic gradation adjustment is sufficient to deliver the required color quality. You are advised to perform the shading correction at least once. (*About calibration* on page 186) However, in the following situations it is necessary to perform also the shading correction:

- When the printed output shows uneven color densities in the color panes.
- After the installation of the print system.
- When your service organization replaces system parts.

When different supported calibration media are loaded and assigned, the correction procedure will select the media with the largest size, regardless if this media is coated or uncoated.



[112] Shading correction

Tools

i1 spectrophotometer.

Procedure

1. Perform a printer calibration. (*Calibrate the printer* on page 188)
2. Connect the i1 spectrophotometer to the USB port of the control panel.
3. Touch [System] -> [Color adjustment] -> [Printer calibration details].
4. Select [Shading correction].
5. Touch [Start printer calibration].
6. Follow the instructions on the control panel.

After you finish

When the shading correction produces a "density not within required range" error, perform a correction procedure for this error. (*Fix "density not within required range" error* on page 377)

Calibrate the media family

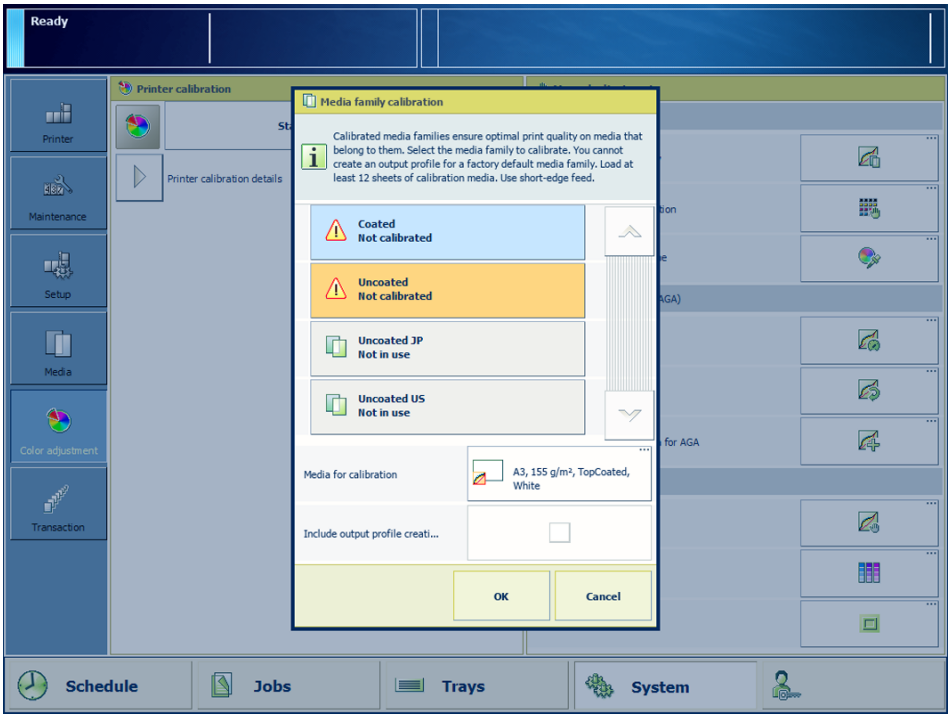
Calibrate a media family in the following situations:

- After the installation of the print system, for the default coated and uncoated media families.
- When a new media family is created.
- When your service organization replaces system parts.
- When you want to keep the print quality high for frequently used media families.

For more information on calibration, see *About calibration* on page 186.

IMPORTANT

- A media family calibration applies to all media of the media family. You only have to perform a media family calibration for one media of the media family. This one media is the media that is defined for calibration.
- A warning symbol indicates that a media family is not calibrated.



[113] Media family calibration options

Tools

i1 spectrophotometer.

Before you begin

Make sure you use the same calibration media to represent the media family each time you perform a media family calibration. You can set per media family the default calibration media for media family calibration.

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Connect the i1 spectrophotometer to the USB port of the control panel.
3. Touch [System] -> [Color adjustment] -> [Calibrate media family].
4. Select the media family to calibrate.
5. Select the media for calibration, if required.
   The system displays the default selected media for calibration.
6. Load the calibration media.
7. Touch [OK].
8. Follow the instructions on the control panel.

Chapter 10
Perform color adjustments

About color adjustments

In most cases, a printer calibration is sufficient to deliver the required color quality. Therefore it is advised to **always** perform a printer calibration before you perform one of the procedures below. (*About calibration* on page 186)

Perform an **automatic color mismatch correction** when the print system does not execute the color alignment in the correct way. (*Automatic color mismatch correction* on page 195)

Reduce unwanted white edges between color planes with a **trapping preset**. (*Create a trapping preset* on page 196)

Perform a **manual shading correction** when you want to correct the shadings close to the edges of the sheet. (*Perform a manual shading correction* on page 198)

Daily printer calibration and media family calibration result in calibrated CMYK curves. You can perform a **manual adjustment of the CMYK curves on job level or on system level**. (*Adjust CMYK curves for a job* on page 164, *Adjust CMYK curves for a media family* on page 200)

Only use the **automatic correction color tone (ACCT)** function to correct slight color deviations in the color tones when the calibration for maximum print quality does not deliver the required color quality. (*Correct the color tones with the ACCT function* on page 203, *Correct the color tones with the ACCT function* on page 203)

Custom media for automatic gradation adjustment can be used, for example when the recommended media is not sufficiently available. (*Register the custom media for automatic gradation adjustment* on page 205)

Use **spot colors** to standardize and predict colors to print unique brand colors for logos or business graphics. (*Create a spot color* on page 207)

Create **media families and output profiles** for specific media and G7 calibration. (*Create media families and output profiles* on page 210)

Automatic color mismatch correction

When the four different colors are not aligned correctly, use the automatic color mismatch correction to improve the alignment.



[114] Incorrect alignment of colors

NOTE
You cannot perform the automatic color mismatch correction when the print system is printing.

Before you begin

IMPORTANT
First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

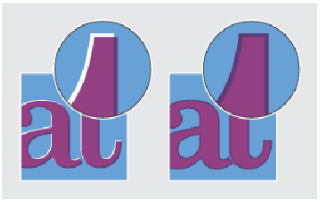
2. Touch [System] -> [Maintenance].
3. Touch [Go to maintenance tasks].
4. Touch [Auto color mismatch correction].
5. Follow the instructions on the control panel.
6. Close the menu.

After you finish

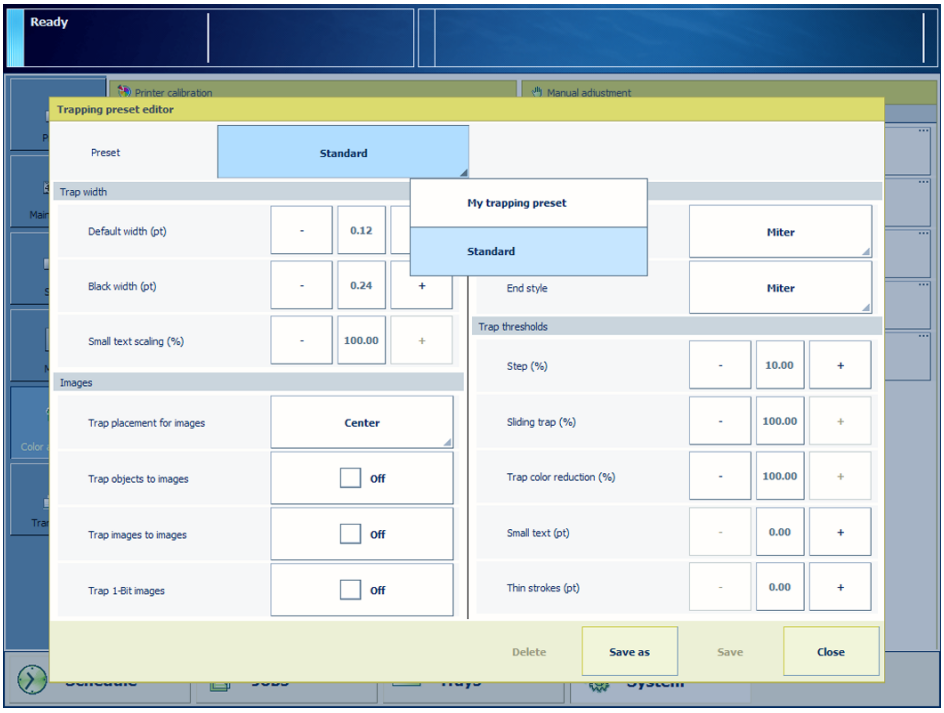
If the procedure displays an engine error, contact your service organization.

Create a trapping preset

When you notice unwanted white edges between color planes, use a trapping preset to correct the connection between the color planes. A trapping preset is a collection of trapping settings for a job or job subset. Use the trapping preset editor to create your own trapping presets. You can select a trapping preset for a print job. (*Print job settings* on page 380)



[115] Printed output without trapping preset (left-hand side) and with trapping preset



[116] Trapping preset editor

The trapping preset window provides an interface to create trapping presets. The following groups of settings are available:

- Trap width: value to specify the overlap for each trap
- Trap appearance: options to control the shape of the trap joins
- Images: options how to trap images
- Trap threshold: values to specify when trapping occurs

Be aware that an edge can appear at locations where color planes overlap each other.

Before you begin

IMPORTANT
- First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)
- Then, check if an automatic color mismatch correction solves the problem. (*Automatic color mismatch correction* on page 195)

For this procedure you must have the rights to access configuration settings. (*Users of the print system* on page 14)

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.
2. Touch [System] -> [Color adjustment] -> [Edit trapping presets].
3. Select one of the available trapping presets.
4. Define the trapping settings in the [Trap width], [Trap appearance], [Images] and [Trap thresholds] panes.
5. Touch [Save as] to save the settings and enter a name for the preset.
6. Touch [OK].

Perform a manual shading correction

Perform a manual shading correction when you want to correct the uniformity of the color panes in the direction perpendicular to the feed direction or the color panes close to the edges of the sheet.

Tools

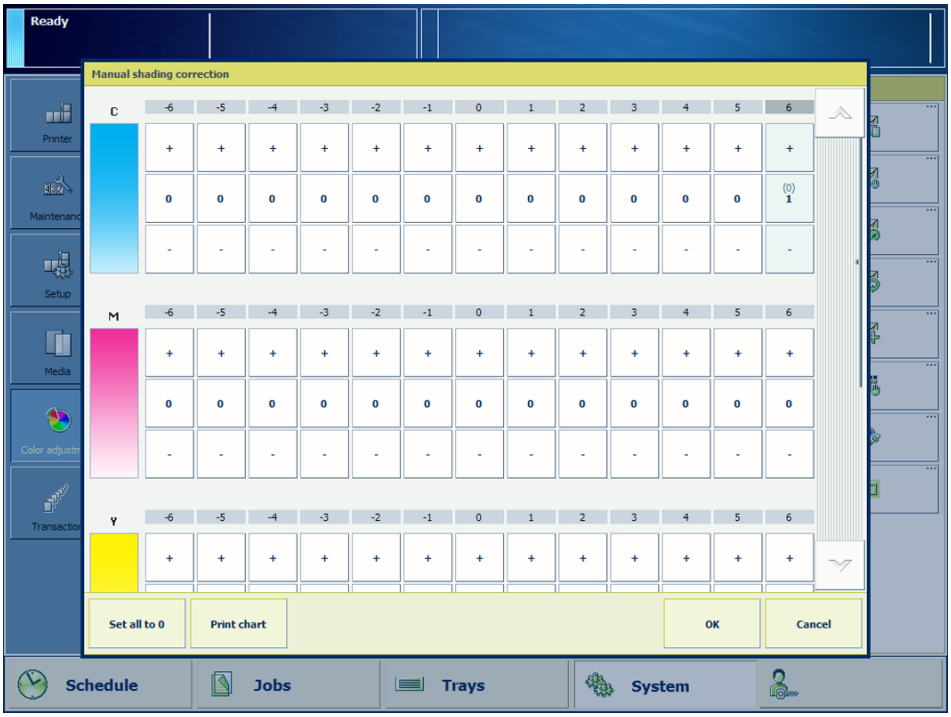
i1 spectrophotometer.

Before you begin

IMPORTANT

- First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)
- Then, check if the shading correction delivers the required color quality before you perform this procedure. (*Perform a shading correction* on page 189)

Perform a manual shading correction

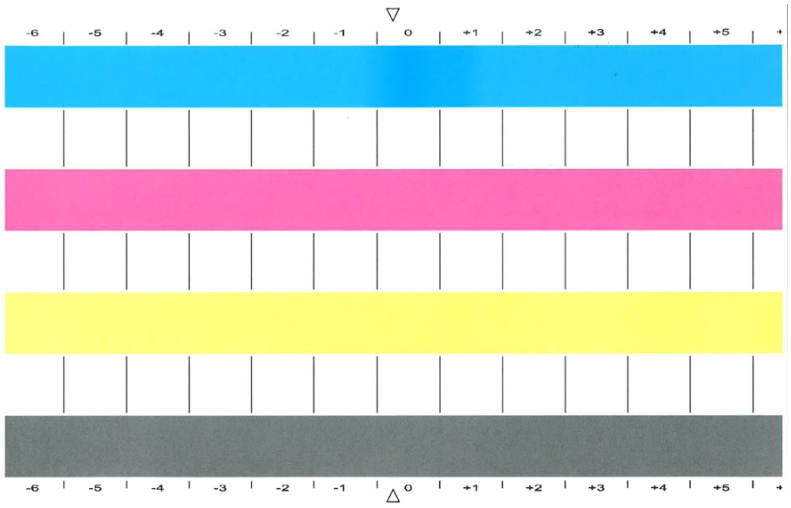


[117] Manual shading correction options

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Load the largest size uncoated media you use, for example SRA3.
3. Touch [System] -> [Color adjustment] -> [Manual shading correction].
4. Touch [Print chart] to print the gradation chart.



[118] Gradation chart

5. Check each color bar on uneven color densities.
6. Make the corrections on the locations where you see deviations.
   The locations are indicated per color with a number from -6 to 6.
   The initial values are displayed between brackets.
7. Repeat step 3 - 6 until each color bar has a uniform color.
8. Touch [OK].

After you finish

In the exceptional case where the manual shading correction does not deliver the required color quality, do the following:

1. Touch [System] -> [Color adjustment] -> [Manual shading correction].
2. Touch [Set all to 0].
3. Perform an automatic shading correction. (*Perform a shading correction* on page 189)
4. Continue with the manual shading correction.

Adjust CMYK curves for a media family

Sometimes it is necessary to adjust the color density for specific media. You can emphasize colors or other elements for images printed on media that belong to a media family. The adjustment of the CMYK curves applies to all jobs that use media of the media family. The new CMYK curves are added to the media family calibration values.

There are two modes in which you can adjust CMYK curves. The **basic mode** for a quick and easy adjustment of the CMYK curves. The **advanced mode** where you can adjust control points throughout the tonal range of an image. Also, in this mode you can preserve colors for example logo colors and use preset CMYK curves.

Before you begin

IMPORTANT
- First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)
- Be aware that the CMYK adjustments affect all media of the media family.

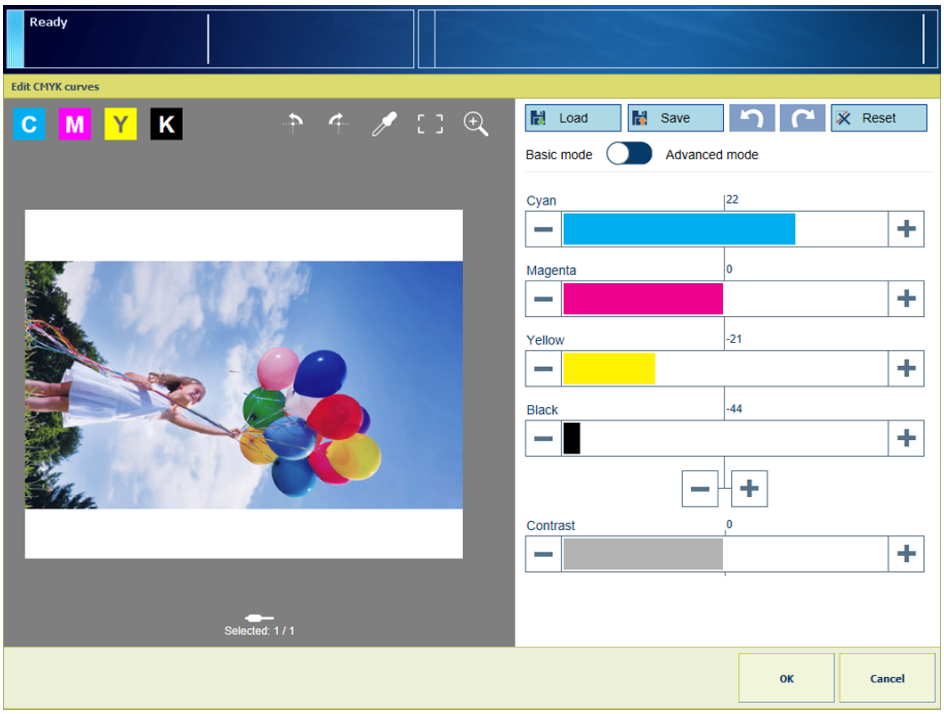
For this procedure you must have the rights to access configuration settings. (*Users of the print system* on page 14)

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Touch [System] -> [Color adjustment] -> [Edit CMYK curves].
3. Select the media family.
4. Select the halftone.
5. Touch [Edit].
   The [Basic mode] window opens.

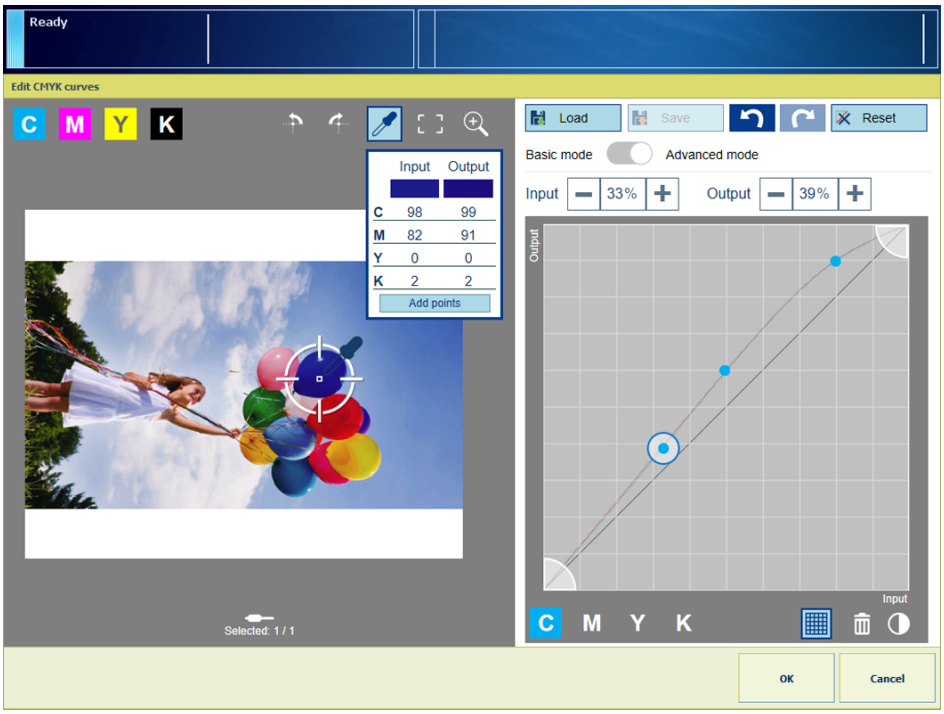
Adjust the CMYK curves in basic mode



[119] Adjustments in basic mode

1. Adjust the density values for the four colors.
2. Use the zoom function to check the result of the adjustment in a specific area.
   When enabled, you can use the pinch gesture to zoom. (*Adjust the control panel* on page 64)
3. Use your finger to pan the image.
4. Touch [OK].
5. Repeat this procedure for other halftones, if required.

Adjust the CMYK curves in advanced mode



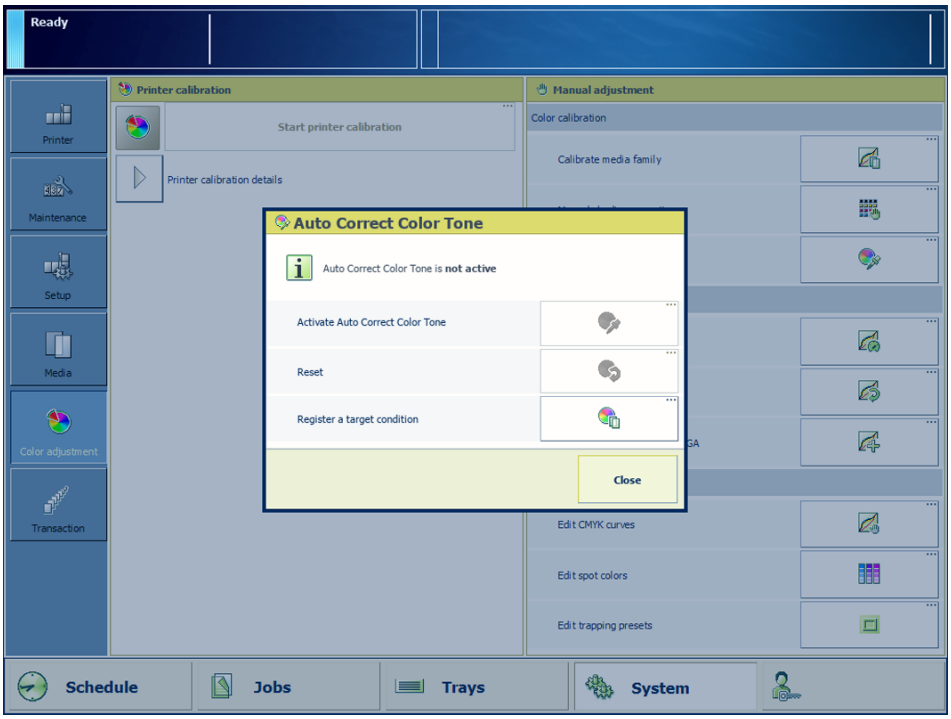
[120] Adjustments in advanced mode

Task	Instruction
Preserve colors	1. Touch the dropper icon. 2. Position the target icon with your finger on the color you want to preserve. 3. Touch [Add points].
Apply a CMYK-curve preset	1. Touch the load icon. 2. Select a CMYK-curve preset. 3. Touch [Done]. 4. Check the result in the preview.
Define the color clipping range	1. Touch and drag the lower left-hand wedge. 2. Touch and drag the upper right-hand wedge.
Adjust the curves manually	1. Touch the raster icon. 2. Touch the curve to add a control point. To delete a control point, first select a control point. Then, touch the trash icon. 3. Touch the + and - signs to move the control point or drag the control point with your finger. 4. Check the result in the preview. 5. When ready, select a new color.
Adjust the contrast of all colors	1. Touch the contrast icon. 2. Use the slider to adjust the contrast. 3. Check the result in the preview.

You can perform the above tasks also for other halftones.

Correct the color tones with the ACCT function

To correct slight color deviations in the color tones you can activate the automatic correction color tone (ACCT) function. The ACCT function uses the values of the color tones that are stored during the registration procedure. (*Register the color tones for the ACCT function* on page 73)



[121] The status and options of the automatic correction color tone function

Before you begin

IMPORTANT
First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Touch [System] -> [Color adjustment].
3. Touch [Auto Correct Color Tone] -> [Activate Auto Correct Color Tone].
4. Select the slot with the values of the previously registered color tones.
5. Press [OK].
6. Select the media.
7. Press [OK].
8. Follow the instructions on the control panel.
9. Close the menu.

After you finish

When the ACCT function is no longer required, for example when worn parts are replaced, you can deactivate the ACCT function with the [Reset] button.

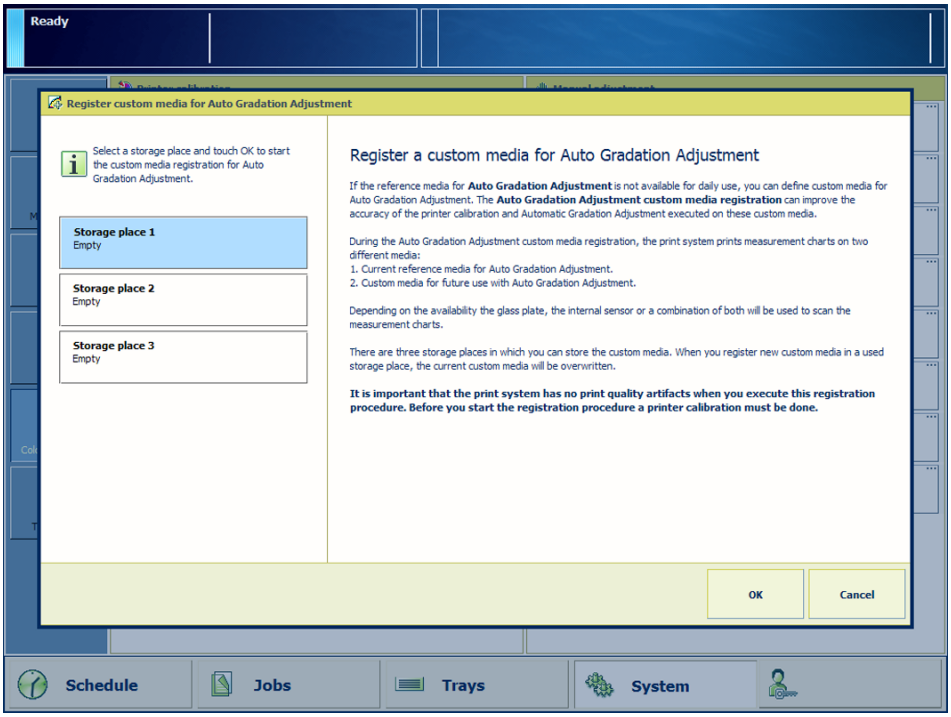
Register the custom media for automatic gradation adjustment

Normally, you use the recommended media for the automatic gradation adjustment for an optimal print quality. (*About calibration* on page 186)

When the recommended media is not sufficiently available, you can use custom media for automatic gradation adjustment. Automatic gradation adjustment uses an internal sensor to register the custom media.

IMPORTANT
For an optimal print quality on custom media, you are advised to register the custom media you use mostly.

To register custom media you also need some sheets of the recommended calibration media. At the end of the registration procedure you can decide if you want to use the registered custom media for automatic gradation adjustment.



[122] The storage place for custom media on the left-side

Before you begin

- Make sure the print system has no print quality artifacts when you execute this registration procedure.
- Prepare approximately 20 sheets of the recommended calibration media. These sheets are used as reference media during the procedure. (*Media for calibration* on page 187)
- Prepare approximately 20 sheets of the custom media. (*Check and prepare media before loading* on page 86)

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Touch [System] -> [Color adjustment] -> [Register custom media for AGA].
3. Select a storage place to store the custom media.
4. Touch [OK].
5. Follow the instructions on the control panel.
6. Indicate if you want to apply the custom media for the automatic gradation adjustment.
7. Close the menu.

After you finish

You can find the media for standard automatic gradation adjustment in the Settings Editor. Go to: [Color] -> [Color calibration].

Create a spot color

Spot colors are used to define colors, so that output colors always match a specific color value. Spot colors allow the printing of unique brand colors for logos or business graphics.

The Settings Editor has functions to import spot color libraries, define color mappings, create and edit spot colors, and print patch charts. (*Configure spot colors and spot color libraries* on page 345)

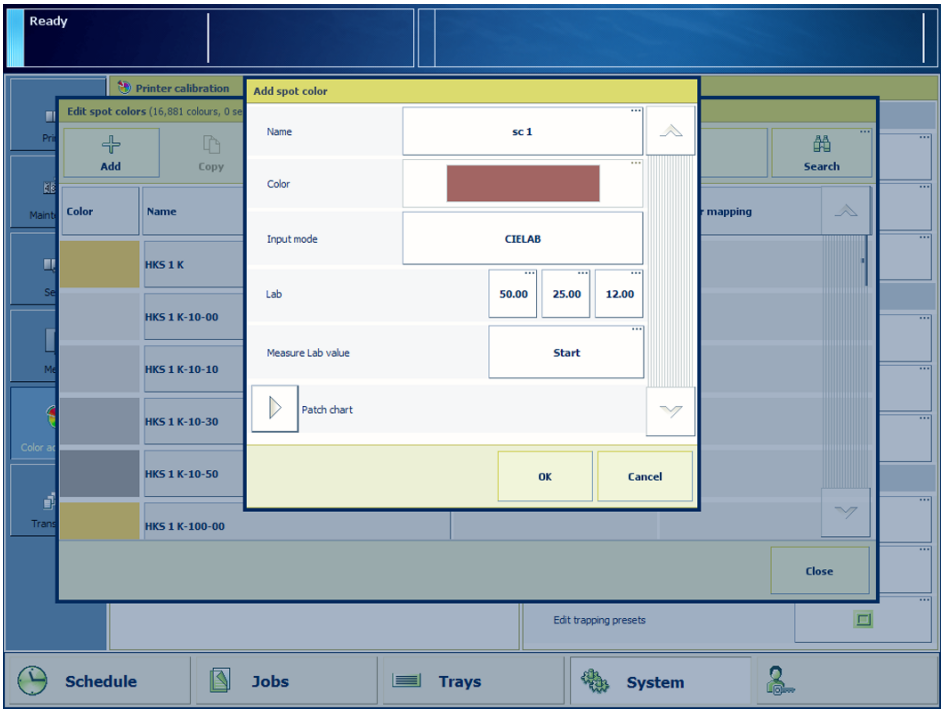
On the control panel you can define spot colors, measure spot colors, and print patch charts to check and adjust the spot colors. New spot colors are stored in the custom spot color library.

Before you begin

IMPORTANT
First, check whether the printer calibration delivers the required color quality before you perform this procedure. (*About calibration* on page 186)

Define a spot color

The definition of your spot colors is usually done through Lab values. You can enter CMYK values, for example when you need saturated colors.



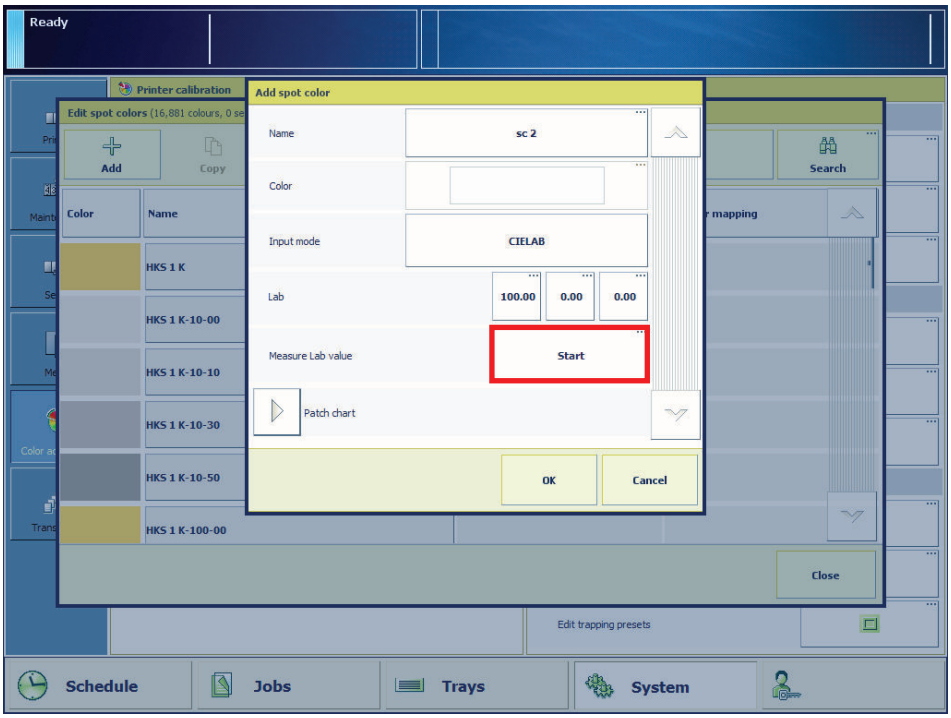
[123] Spot color definition with color indicator on the control panel

1. Touch [System] -> [Color adjustment] -> [Spot colors].
2. Touch [Add].
3. Enter the spot color name.
4. In [Input mode], select [CIELAB].
5. Enter the Lab values.
6. Touch [OK].
7. Touch [All libraries] -> [Custom library] to easily find the new spot color.

Measure a spot color

With the spot color measurement procedure, you measure three locations of a sample of the spot color. The system calculates and returns the average Lab value and reports a ΔE. The reported ΔE value is the largest (delta-E 2000) difference between each individual measured value and the average of all measured values. A ΔE larger than 3 indicates that a large deviation is measured. In that case you are advised to measure the spot color again.

An i1 spectrophotometer is required for the measurement of a spot color.



[124] Spot color measurement is done via CIELAB values

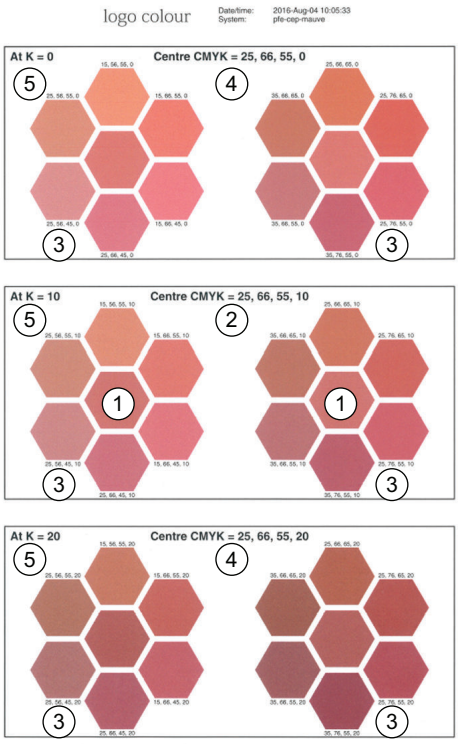
1. Touch [System] -> [Color adjustment] -> [Spot colors].
2. Touch [Add].
3. At [Input mode], select [CIELAB] .
4. Touch [Start].
5. Follow the instructions on the control panel.

IMPORTANT
If ΔE is larger than 3, you are advised to measure the spot color again.

6. Touch [OK].
7. Touch [All libraries] -> [Custom library] to easily find the new spot color.

Check and adjust the spot color

How a spot color looks exactly after printing depends on the used media and printer. When a spot color does not fit in the color gamut of the printer (*More PRISMAsync color information* on page 410), you can print a patch chart to check the spot color and adjust the CMYK values. This allows you to get the most optimal result.



[125] Patch chart with spot colors and their CMYK values

1	Patch of selected spot color, printed twice in the centre frame.
2	CMYK value of the centered patches in the centre frame.
3	CMYK values of the surrounded patches (36x).
4	CMYK values of the centered patches in the upper and lower frame.
5	Black values, used to print the centered and surrounding patches.

1. Touch [System] -> [Color adjustment] -> [Spot colors].
2. Touch [All libraries] -> [Custom library] to easily find your spot colors.
3. Select a spot color.
4. Touch [Edit].
5. Touch [Add] to add a CMYK definition.
6. Select a media family.
7. Select a media.
8. Touch [Start].
9. Take the patch chart and check the defined spot color in the middle frame:
    1. If the spot color is correct (1), touch [OK].
    2. If another spot color is correct, enter the corresponding CMYK values of this spot color (3) and touch [OK].
    3. If no spot color is correct, increase the step size of the black value (5) and go to step 8.

Create media families and output profiles

Create a media family

When you use a specific media that differs significantly from the media in the available media families, the print system may not deliver the required color quality. Then, you need to create a new media family followed by a media family calibration with the specific media to improve the color quality for this media. (*Media Families* on page 45, *Media family calibration* on page 186)

Procedure

1. Create a media family in the Settings Editor. (*Configure the media families* on page 326)
2. Add the specific media to the new media family in the Settings Editor. (*Configure the media* on page 324)
3. Calibrate the new media family. (*Calibrate the media family* on page 190)

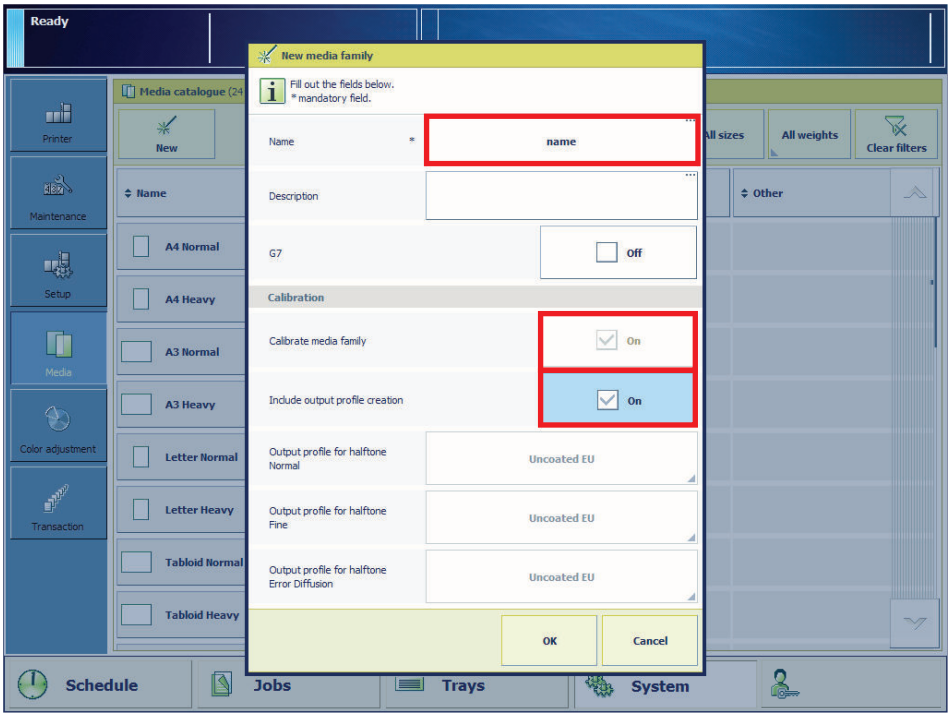
After you finish

If the new media family still does not deliver the required color quality, you can create new output profiles. (*Create output profiles with the embedded profiler* on page 211)

Create output profiles with the embedded profiler

Output profiles determine how the system will print color. PRISMAsync uses media families to indicate which output profiles will be used to reproduce color on these media. (*Media Families* on page 45, *Media family calibration* on page 186)

When the default output profiles do not achieve your color reproduction standards on specific media, you can create new output profiles. The creation of new output profiles can be done during the media family calibration. The embedded color profiler creates and installs an output profile and calibration curve for every halftone. As part of the procedure, you measure the calibration charts printed on the specific media.



[126] Indicate media family calibration options and output profile creation

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Perform a shading correction. (*Perform a shading correction* on page 189)
3. Touch [System] -> [Media] -> [New].
4. Fill out the general media attributes.

   NOTE
   For optimal print quality, you must define the correct values for the following media attributes:
   - Size
   - Weight
   - Surface type

5. Select [Create new media family].
6. Touch [OK].

7. Select [Calibrate media family].
8. Select [Include output profile creation].
9. Load at least 12 sheets of the media for which you create the media family.
10. Touch [OK].
11. Follow the instructions on the control panel.
12. Close the menu.

After you finish

You can find the new media family with output profiles in the Settings Editor. Go to [Media] -> [Media families].

Create G7 calibration curves with an external tool

PRISMAsync supports the use of calibration curves created by an external tool, for example CHROMiX Curve3 ™. PRISMAsync uses media families to indicate which output profiles and calibration curves must be applied to a medium. Hence, the creation of a new media family with the factory default G7 output profiles is part of this procedure. PRISMAsync has regular media families and G7 media families. (*Media Families* on page 45, *Media family calibration* on page 186)

Before you begin

- Enable G7 support in the Settings Editor. (*Configure printer calibration* on page 328)
- A file with a chart intended for G7 calibration, for example the P2P25 or P2P51 calibration chart.

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

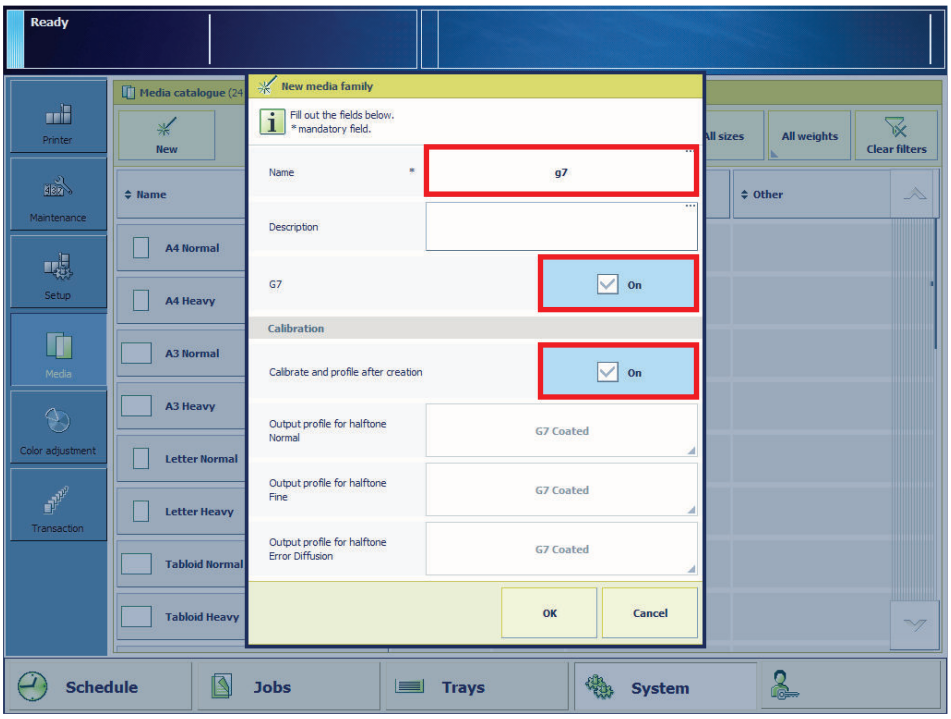
2. Create a G7 media family in the Settings Editor (*Configure the media families* on page 326):
   1. Open the Settings Editor.
   2. Create a new G7 media family.
   3. Create a new media for the G7 media family.
3. Print the G7 measurement chart via an automated workflow:
   1. Create a new automated workflow. (*Configure automated workflows* on page 312)
   2. Select the media on which the measurement chart will be printed.
   3. At [Measurement chart printing] select [G7 calibration] to print without color management.
   4. Print the G7 measurement chart via the G7 automated workflow.
4. Measure the calibration chart:
   1. Measure the chart, for example with an X-Rite ™ device.
   2. Calculate the calibration curves with the external tool.
5. Import the calculated G7 calibration curves to the G7 media family in the Settings Editor.

After you finish

You can only disable G7 support in the Settings Editor when all G7 media families are removed.

Create G7 output profiles with the embedded profiler

The creation of G7 output profiles and calibration curves with PRISMAsync is very easy and quick. PRISMAsync uses media families to indicate which output profiles and calibration curves must be applied to a media. Hence, the creation of a new media family with new output profiles and calibration curves are part of this procedure. PRISMAsync has regular media families and G7 media families. (*Media Families* on page 45, *Media family calibration* on page 186)



[127] The G7 calibration options

Before you begin

Enable G7 support in the Settings Editor. Go to [Color] -> [Color calibration].

Procedure

1. Calibrate the printer. (*Calibrate the printer* on page 188)

   IMPORTANT
   You must always perform a printer calibration before you continue with this procedure.

2. Touch [Create new media family] when you add new media to the media catalog. (*Add media to the media catalog* on page 84)
3. Touch [G7] and [Calibrate and profile after creation] when you create the new media family.
4. Load the calibration media.
5. Touch [OK].
6. Follow the instructions on the control panel.
7. Close the menu.

After you finish

You can find the new G7 media family with output profile on the Settings Editor. Go to: [Media] -> [Media families]

Chapter 11
Perform media adjustments

About media adjustments

The print quality of the printed output depends on the media used. When you add media to the media catalog, you can define attributes that influence the print behavior of the print system for these media types. (*Media for your output* on page 76)

When you notice that the media or image quality of the printed output is not according to your expectations, perform a correction procedure to adjust the media registration or image quality. (*Problem Solving* on page 374)

The correction procedures change the media attributes in the media catalog, so that the adjustments are applied to all jobs that use the same media. (*Correct curled output media* on page 217, *Adjust the media registration* on page 218)

Correct curled output media

Media can arrive curled in the output tray. This is caused by temperature differences during the print process. You can perform a correction procedure to prevent curled sheets in the output trays. The results of the correction are immediately effective for jobs that use these media.

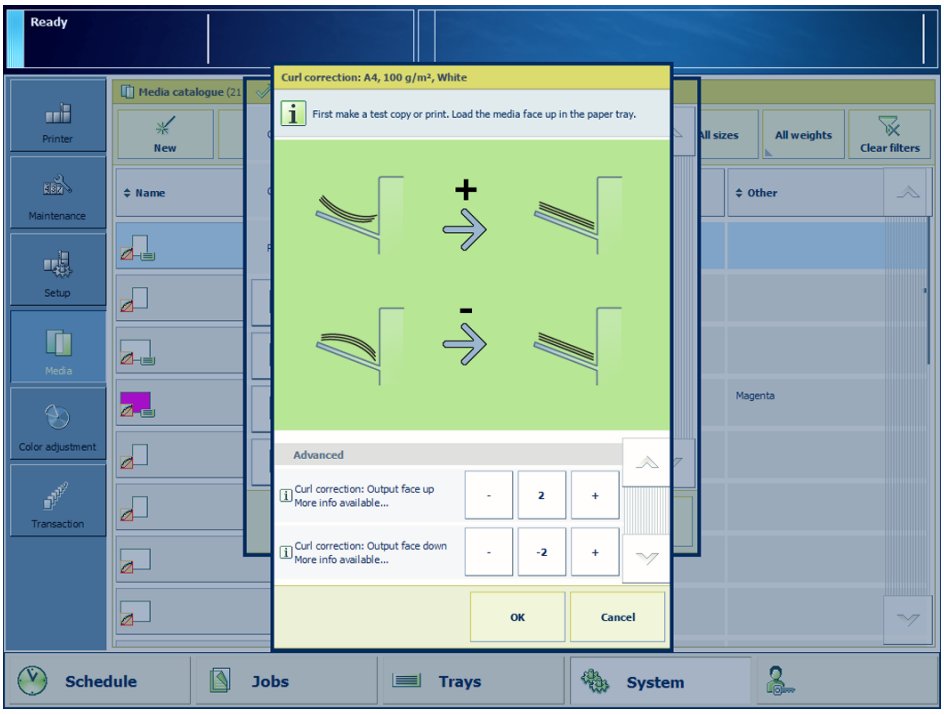
For media that need a curl correction on the length and width, create two different entrances in the media catalog. The correction procedure changes the media attributes of the media in the media catalog, so that the adjustments are applied to all jobs that use these media.

Procedure

1. Touch [System] -> [Media].

   NOTE
   You can also find the curl correction procedure at the Trays view and at the media setting of the job properties.

2. Select the media from the media catalog.
3. Touch [Optimize] -> [Curl correction].
4. Define the correction factor with the + and - buttons.
   Start with small increments to avoid paper jams.



5. Touch [OK].

Result

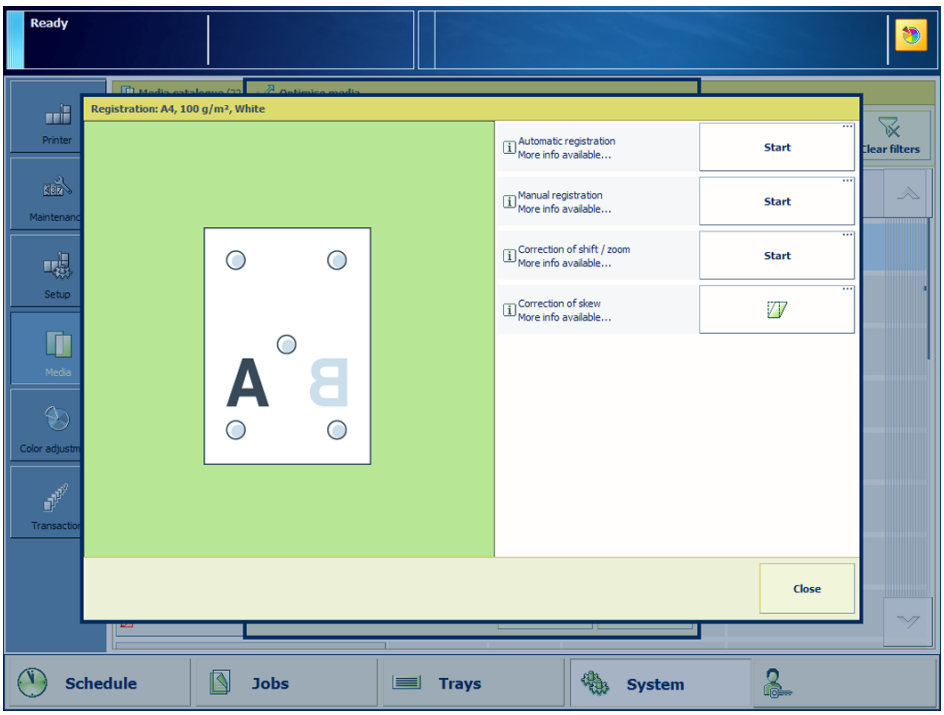
You find the correction values in the system adjustment settings on the Preferences tab of the Settings Editor.

Adjust the media registration

The print system positions the front and back images precisely on both sides of the sheet during the print process. Although the media registration of the print system will mostly meet your expectations, you are able to adjust the media registration values when you notice deviations.

There are registration procedures for the following situations:

Situation	Procedure
You want an optimal media registration.	Automatic registration This procedure prints registration charts that the system can measure via the scanner. Registration values are automatically calculated and applied.
You notice skew deviations.	Correction of skew This procedure prints registration charts which you must measure to correct skew deviations. Registration values are automatically calculated and applied.
You notice incorrect image positions, reduced or enlarged images.	Correction of shift / zoom This procedure prints registration charts which you must measure to correct shift and zoom deviations. Registration values are automatically calculated and applied.
You want to adjust the media registration manually.	Manual registration This expert function has settings to manually change values of the image sheet registration.



[128] The media registration procedures

Required tools

- Scanner of the printer

- Ruler
- Measuring loupe

Procedure

1. Touch [System] -> [Media].

   NOTE
   You can also find the media registration procedures at the Trays view and at the media setting of the job properties.

2. Select the media from the media catalog.
3. Touch [Optimize] -> [Registration].
4. Select the required correction procedure.
5. Follow the instructions of the wizard.
6. Close the menu.

Result

The media registration procedure changes the media attributes of the media in the media catalog. The adjustments are applied to all jobs that use these media.

Chapter 12
Maintain the printer

System configuration and maintenance

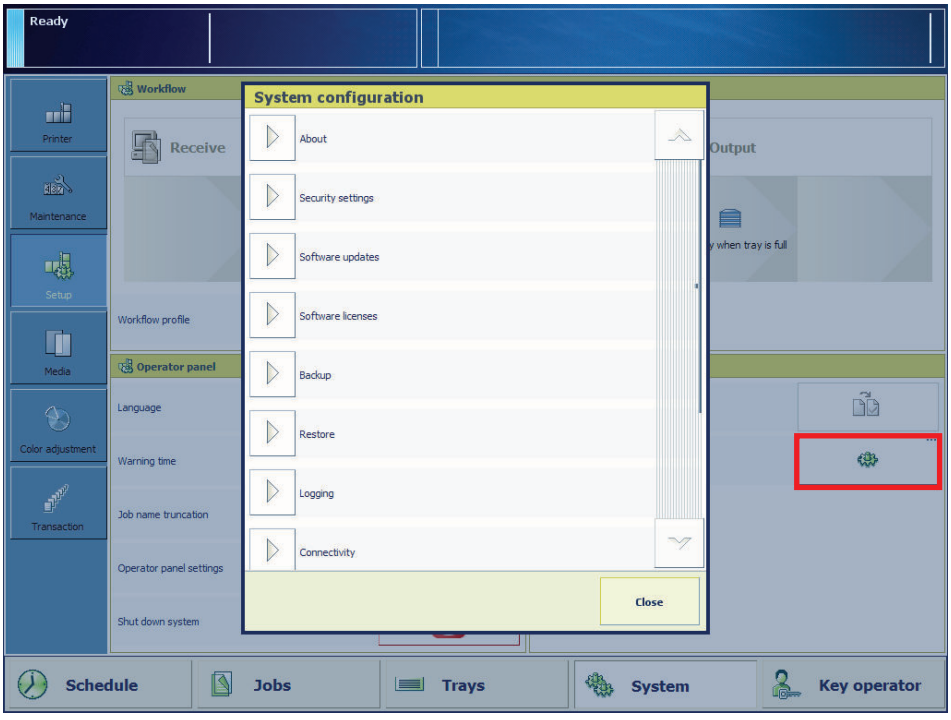
Your organization and print environment can ask for a system configuration that meets production and workflow requirements. In addition, authorization, security and sustainability guidelines are important when you establish a print system.

The installation of the print system includes most configuration tasks, such as definitions of preferences, job workflows and print languages. The media and color quality requirements are translated into the correct system settings.

Changing the settings at a later time depends upon the type of print, copy or scan job.

Configuration tasks for the system administrator and key operator

The configuration settings are available via a web-based configuration tool, the Settings Editor. Both the key operator and the system administrator can change settings in the Settings Editor. A part of the Settings Editor settings and information is also available on the System view and Start view of the control panel. You need rights to access configuration settings to change these settings. (*Users of the print system* on page 14)



[129] The system configuration settings on the control panel

Maintenance tasks for operators

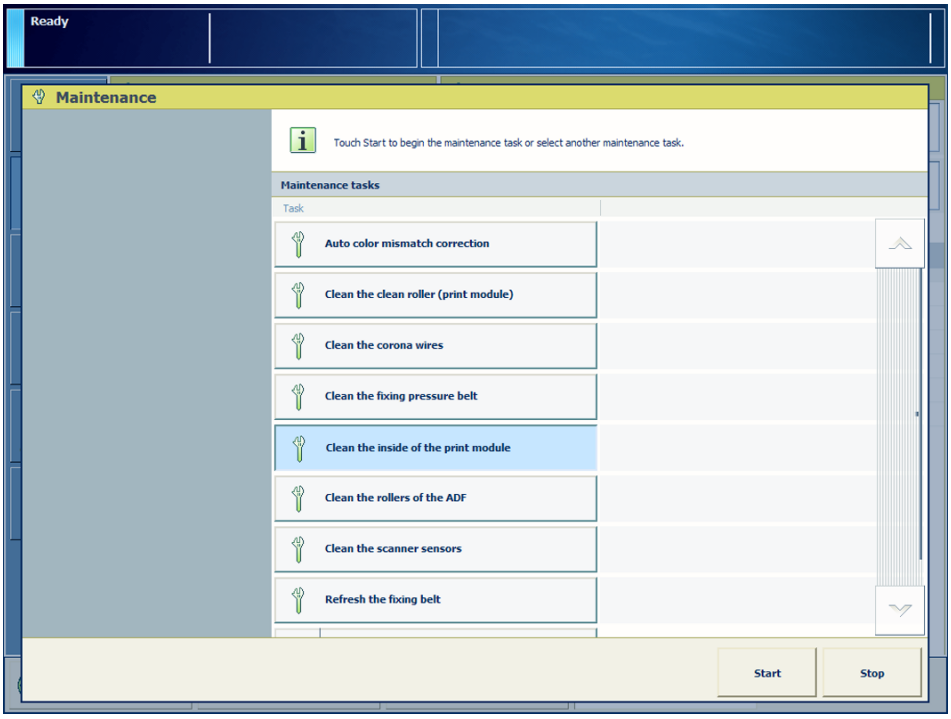
Operators are responsible for refilling the consumables, the removal of staple and punch waste, and manual cleaning tasks. (*Refill toner and staples* on page 224, *Remove staple and punch waste* on page 246 and *Cleaning tasks and procedures* on page 251)

Maintenance tasks for maintenance operators

Maintenance operators can perform procedures to clean machine parts or improve the image quality. Furthermore, they are responsible for mechanical maintenance tasks and maintenance

procedures via the control panel. (*Cleaning tasks and procedures* on page 251, *Maintain print system parts* on page 263)

For some procedures you must have the rights to perform maintenance tasks to prevent unauthorized use. (*Learn about interaction screens* on page 50)



[130] Maintenance tasks on the control panel

Billing counters

The Maintenance view shows the following counters that give insights into your system productivity.

- Billing counters
  Billing counters display the total number of images the print system has produced after installation.
- Day counters
  Day counters display the total number of images the print system has produced since the last reset to null. Reset the day counters at the beginning of the day or before you start a series of jobs, for example, for a specific customer.

There are counters for normal media (length equal or less than 364 mm / 14.3") and large media (length more than 364 mm / 14.3"). You can read counters, reset day counters, or print the billing counters report in the [System] -> [Maintenance] view.

Your service organization can enable the visibility of toner cartridge counters.

Refill toner and staples

Consumables

The following consumables are available from Canon. For more information, contact your local, authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

Recommended paper

In addition to plain paper (A3 / 11" x 17" and A4 / LTR size), recycled paper, color paper, transparencies (recommended for this machine), labels, and other types of paper stock are available.

CAUTION
Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

IMPORTANT
Some commercially available paper types are not suited to this printer. Contact your local authorized Canon dealer when you need to purchase paper.
To prevent moisture buildup, tightly wrap remaining paper in its original package for storage.

NOTE
For high-quality prints, use paper recommended by Canon.

Toner

If a message asking you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

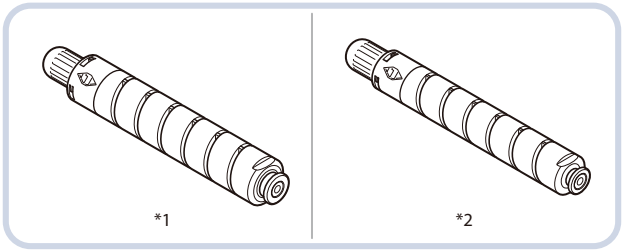
Toner comes in four colors: black, cyan, magenta, and yellow.

Check the toner color that you need to replace before ordering toner from your local authorized Canon dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct color.

Use only toner cartridges intended for use with this machine.

For optimum print quality, using Canon genuine toner is recommended.

Product name	Supported Canon genuine toner
imagePRESS C850 Series	Canon imagePRESS Toner T01 Black Canon imagePRESS Toner T01 Cyan Canon imagePRESS Toner T01 Magenta Canon imagePRESS Toner T01 Yellow



*1 black toner cartridge

*2 cyan, magenta, or yellow toner cartridge

WARNING
Do not burn or throw used toner cartridges into open flames, as this may cause toner remaining inside the cartridges to ignite, resulting in burns or a fire.
Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.

CAUTION
Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.

IMPORTANT
Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are temperatures below 30°C and humidity below 80%.)
Be careful of counterfeit toners
Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner.
For more information, see canon.com/counterfeit.

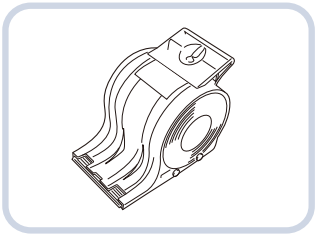
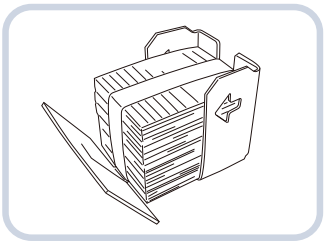
Waste toner container

Use only waste toner containers intended for use with this machine.

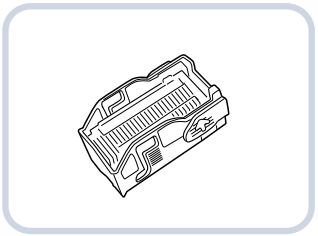
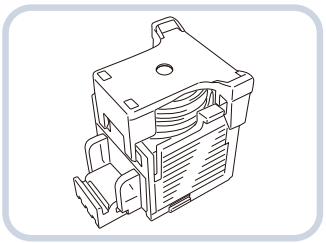
Do not replace the waste toner container before the message prompting you to replace it appears on the touch panel display.

Product name	Supported Canon genuine waste toner container	Shape
imagePRESS C850 Series	WT-401	

Staple cartridge in the staple unit

Finisher	Staple cartridge	
	Name	Shape
Staple Finisher-W1 PRO Booklet Finisher-W1 PRO	Staple-N1	
Staple Finisher-T1 Booklet Finisher-T1	Staple-J1	

Staple cartridge in the saddle-stitch unit

Finisher	Staple cartridge	
	Name	Shape
Staple Finisher-W1 PRO	Staple-P1	
Booklet Finisher-T1	Staple Cartridge-D2 (3 cartridges per box) Staple Cartridge-D3 (2 cartridges per box)	

Genuine supplies

Canon has developed and manufactured toner, parts, and supplies specifically for use in this machine.

For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon toner, parts, and supplies.

Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

Check the filling level of the toner cartridge

The dashboard at the top of the control panel and the operation attention light warns you when a toner cartridge needs replacing. (*Monitor printing with the schedule* on page 178, *Learn about printer status* on page 56) The color of the icon indicates the status of a toner cartridge. (*Replace a toner cartridge* on page 229)

	Toner cartridge contains sufficient toner.
	Toner cartridge has less than 25% toner.
	Toner cartridge is empty.

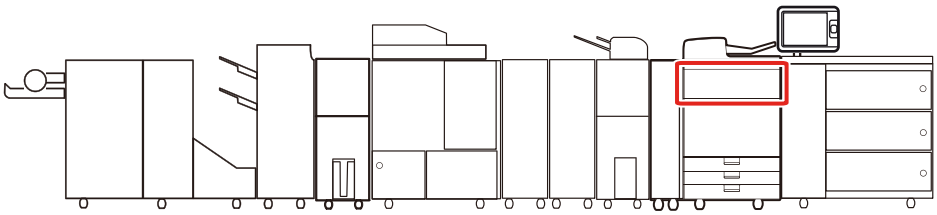
Procedure

1. Touch the indicator or go to [System] -> [Printer].
2. Check the filling levels in the [Supplies] pane.

Replace a toner cartridge

The dashboard of the control panel indicates if a toner cartridge needs replacing. (*Check the filling level of the toner cartridge* on page 228, *Learn about printer status* on page 56) Toner cartridges come in four colors: black, cyan, magenta, and yellow. You find the toner cartridges in the print module. (*Print module parts* on page 27)

When a toner cartridge becomes empty during a print job, the print process resumes after you replace the toner cartridge.



[131] Location of the toner cartridges

WARNING

- **Do not burn or throw used toner cartridges into open flames. This can cause toner ignition, which may result in burns or a fire.**
- **Do not store toner cartridges in places that are exposed to open flames. This can cause toner ignition, which may result in burns or a fire.**
- **If toner gets onto your hands or clothing, immediately wash it off with cold water. Warm water will set the toner. If this happens, it will become impossible to remove the toner stains.**

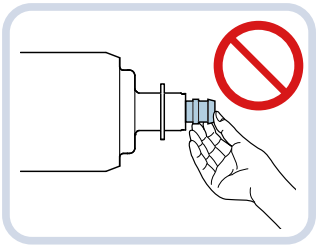
CAUTION

- **Keep toner out of the reach of small children.**
- **If toner is ingested, consult a physician immediately.**

IMPORTANT

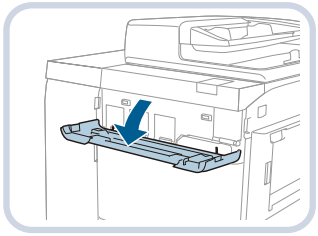
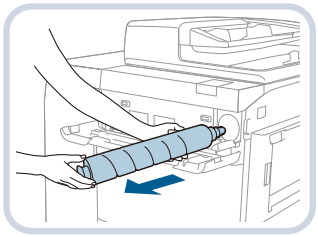
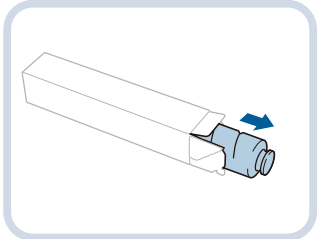
- For information on the Canon genuine toner, see *Consumables* on page 224.
- **Be careful with counterfeit toners.**
  Be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner can result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner. For more information, see http://www.canon.com/counterfeit.
- Do not replace toner cartridges until a message appears informing you that you must replace a toner cartridge.
- You can replace a toner cartridge while the print system is busy.
- The color of the toner cartridge that needs to be replaced is displayed on the control panel. If multiple toner cartridges need to be replaced, replace the toner cartridges in the following order: black, yellow, magenta, cyan.
- Wait to replace color toner cartridges when you want to continue copying or printing in black & white. Replace the color cartridge after the jobs are ready.

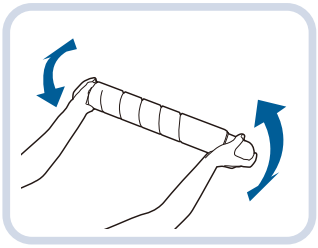
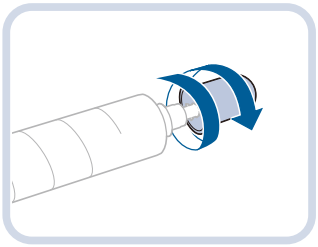
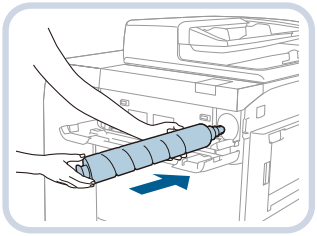
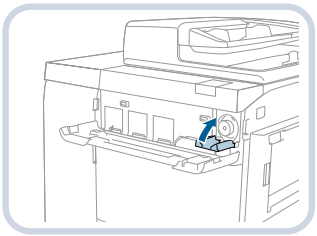
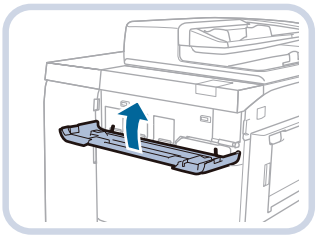
- When a color cartridge becomes empty, the print system interrupts the job and you cannot continue to copy or print in color and black & white. However, you can cancel the interrupted job and continue to copy or print in black & white.
- Never touch the tip of the toner cartridge or hit and shake the cartridge. This can cause a toner cartridge leak.



- Store toner cartridges in a cool location, away from direct sunlight. The recommended storage conditions are temperatures below 30°C and humidity below 80%.

Procedure

	Action	
1	Hold both sides of the toner compartment cover and open it.	
2	Go to the control panel and touch [System] -> [Printer].	
3	Select and touch one of the open buttons in the [Supplies] pane to open the cover of the toner cartridge you want to replace.	
4	Wait for the internal cover to open automatically. IMPORTANT Do not open the internal cover by force. This can cause machine damage.	
5	Pull out the empty toner cartridge. **WARNING** **Do not burn or throw used toner cartridges into open flames. This can cause toner ignition in the cartridge which may result in burns or a fire.**	
6	Unpack the new toner cartridge. IMPORTANT Check that the color of the toner cartridge matches the label color on the internal cover.	

	Action	
7	Gently tilt the new toner cartridge up and down 10 times.	
8	Unscrew the red protective cap.	
9	Insert the new toner cartridge as far as possible.	
10	Close the internal cover. **CAUTION** **When you close the internal cover, be careful not to get your fingers caught. This can cause personal injury.**	
11	Close the toner replacement cover. **CAUTION** **When you close the toner replacement cover, be careful not to get your fingers caught. This can cause personal injury.**	

After you finish

After you replace a color cartridge, a color difference in the output may occur. If this happens, perform the Auto gradation adjustment. (*Calibrate the printer* on page 188)

Check the filling level of the waste toner container

The dashboard at the top of the control panel and the operation attention light warn you when the waste toner container is full. (*Monitor printing with the schedule* on page 178, *Learn about printer status* on page 56) The color of the icon indicates the status of the waste toner container. (*Replace the waste toner container* on page 233)

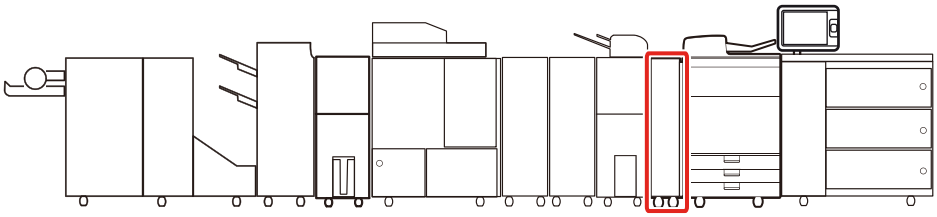
	Waste toner container has sufficient space.
	Waste toner container is almost full.
	Waste toner container is full

Procedure

1. Touch the indicator or go to [System] -> [Printer].
2. Check the filling level in the [Supplies] pane.

Replace the waste toner container

The dashboard of the control panel indicates if the waste toner container needs replacing. (*Check the filling level of the waste toner container* on page 232, *Learn about printer status* on page 56) You can replace the waste toner container at a later moment, but be aware that the active job or one of the next jobs will cause an error because of the full waste toner container. You can find the waste toner container in the print module. (*Print module parts* on page 27)



[132] Location of the waste toner container

WARNING

- **Do not store toner cartridges in places that are exposed to open flames. This can cause toner ignition, which may result in burns or a fire.**
- **If toner gets onto your hands or clothing, immediately wash it off with cold water. Warm water will set the toner. If this happens, it becomes impossible to remove the toner.**

CAUTION

- **If toner is ingested, consult a physician immediately.**

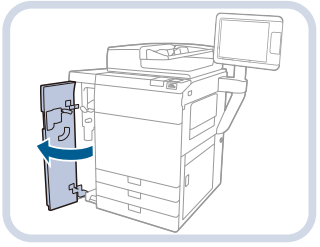
IMPORTANT

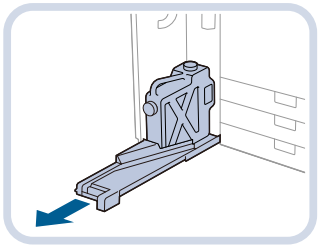
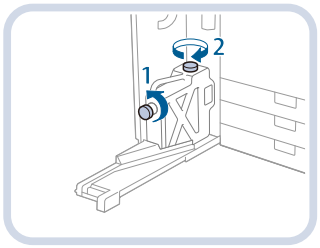
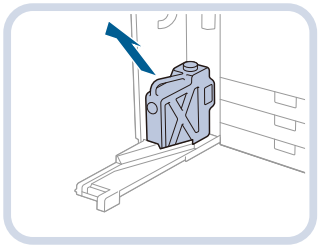
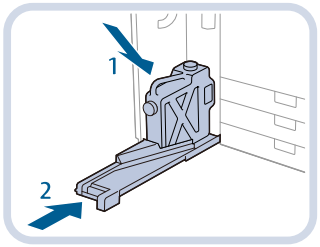
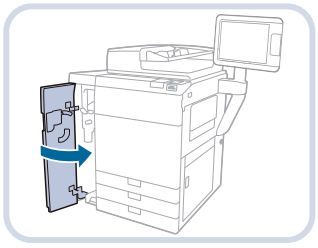
- For information on the Canon waste toner containers, see *Consumables* on page 224.
- Your local authorized Canon dealer will dispose of used waste toner containers.
- You cannot reuse toner. Do not mix new and used toner together.
- Only use waste toner containers intended for your print system.
- Do not replace the waste toner container before a message on the control panel appears to inform you that you must replace the container.
- When you insert the waste toner container, push the container as far as possible.

NOTE

When you replace the waste toner container during a print job, the print process will resume after the waste toner container is replaced.

Procedure

	Action	
1	Open the front left cover of the print module.	

	Action	
2	Go to the control panel and touch [System] -> [Printer].	
3	Touch the open button in the [Supplies] pane to open the cover of the waste toner container.	
4	Pull out the tray until it stops.	
5	Unscrew the attached cap (1) and close the waste toner container with this cap (2).	
6	Remove the waste toner container. **CAUTION** **Do not tilt the waste toner container when you remove it. This causes toner to be spilled onto your hands or clothing.**	
7	Place the new waste toner container (1) and return the tray to its original position (2). IMPORTANT Do not close the top hole of the container with the cap before you return the tray to its original position. This can cause a malfunction or machine damage.	
8	Close the front left-hand cover of the print module. **CAUTION** **When you close the front left-hand cover of the print module, be careful not to get your fingers caught. This can cause personal injury.**	

Check the filling level of the staple cartridge

The dashboard at the top of the control panel and the operation attention light warn you when a staple cartridges becomes empty. (*Monitor printing with the schedule* on page 178, *Learn about printer status* on page 56) The color of the icon indicates the status of a staple cartridge.

	Staple cartridges contains sufficient staples.
	At least one staple cartridge is almost empty
	At least one staple cartridge is empty.

For more information, see:

Replace in the professional stacker / stapler the staple cartridge in the staple unit on page 236

Replace in the professional stacker / stapler the staple cartridge in the saddle-stitch unit on page 238

Replace in the standard stacker / stapler the staple cartridge in the staple unit on page 241

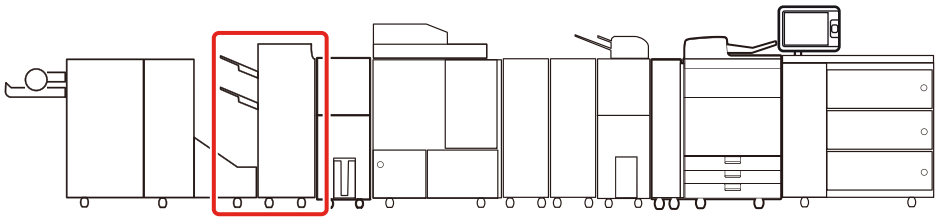
Replace in the standard stacker / stapler the staple cartridge in the saddle-stitch unit on page 244

Procedure

1. Touch the indicator or go to [System] -> [Printer].
2. Check the filling level in the [Finishers] pane.

Replace in the professional stacker / stapler the staple cartridge in the staple unit

The dashboard of the control panel indicates if the staple cartridge needs replacing. (*Check the filling level of the staple cartridge* on page 235, *Learn about printer status* on page 56) You find the staple unit in the stacker / stapler. (*Professional stacker / stapler* on page 35)



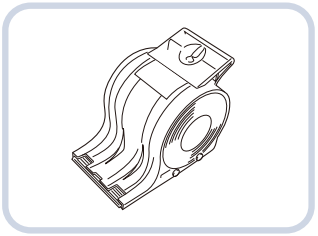
[133] Location of the staple unit

IMPORTANT

- For information on the Canon genuine staple cartridges, see *Consumables* on page 224.
- Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.
- Remove the seal that holds the staples together after you place the staple cartridge into the staple case.

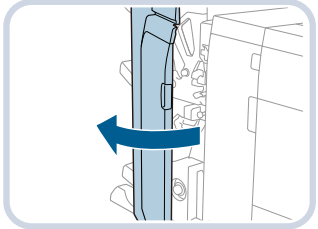
NOTE

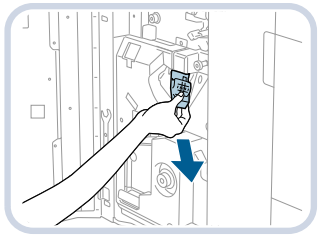
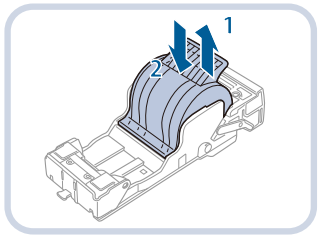
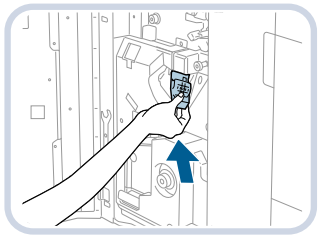
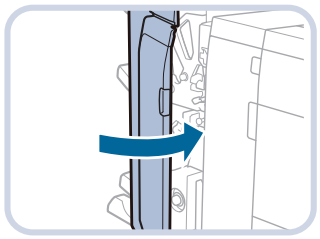
- We recommend ordering staple cartridges from your local authorized Canon dealer before your stock runs out.
- Only use staple cartridges intended for your print system.



[134] Staple-N1 for Staple Finisher-W1 PRO and Booklet Finisher-W1 PRO

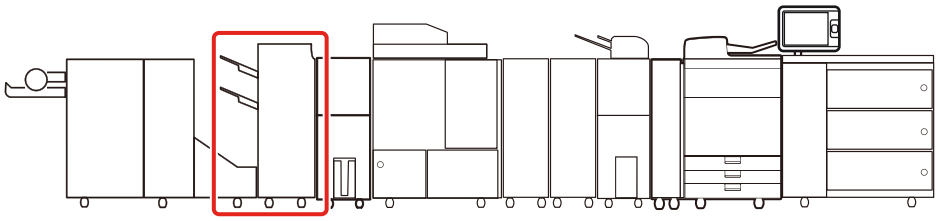
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	

	Action	
2	Hold the green tab of the staple case and pull it out. NOTE When the staple unit is at the back, it is difficult to pull out the staple case. If this happens, turn the dial on the bottom left-hand side to the left to move the staple unit.	
3	Take out the empty staple cartridge (1) and insert a new staple cartridge (2).	
4	Remove the seal that holds the staples together.	
5	Gently push the staple case into the staple unit as far as possible.	
6	Close the front cover of the stacker/stapler. **CAUTION** **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Replace in the professional stacker / stapler the staple cartridge in the saddle-stitch unit

The dashboard of the control panel indicates if the staple cartridges need replacing. (*Check the filling level of the staple cartridge* on page 235, *Learn about printer status* on page 56) You find the saddle-stitch unit in the stacker / stapler. (*Professional stacker / stapler* on page 35)



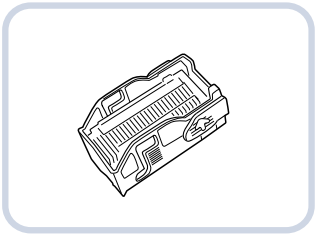
[135] Location of the saddle-stitch unit

IMPORTANT

- For information on the Canon genuine staple cartridges, see *Consumables* on page 224.
- Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.
- Remove the printed output from the booklet tray before you replace the staple cartridge in the saddle-stitch unit.

NOTE

- We recommend ordering staple cartridges from your local authorized Canon dealer before your stock runs out.
- When a staple cartridge is empty, replace both cartridges.
- Only use staple cartridges intended for your print system.

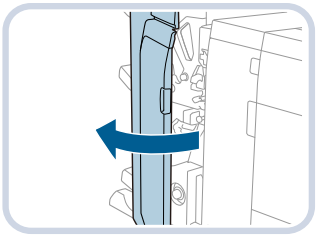
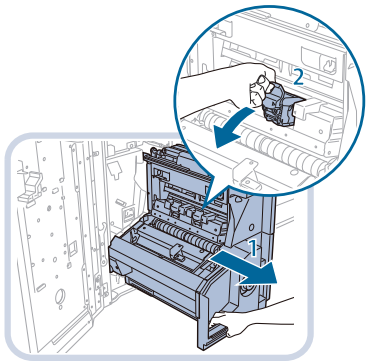
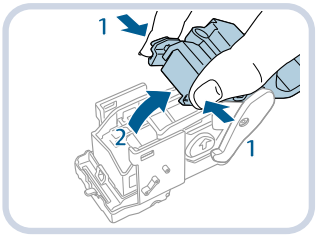
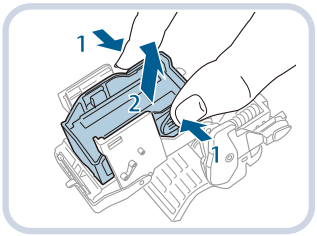
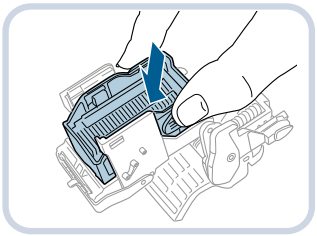
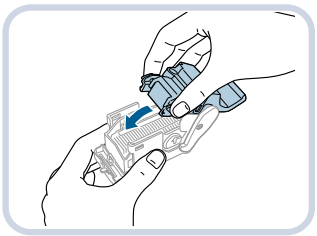


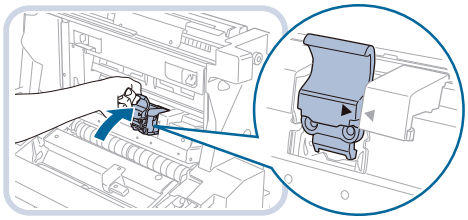
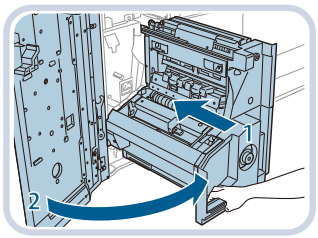
[136] Staple-P1 for Booklet Finisher-W1 PRO

Before you begin

Remove printed output from the booklet tray.

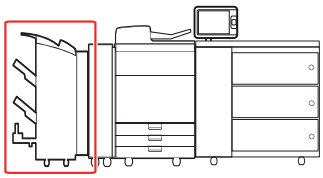
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	
2	Pull out the saddle-stitch unit (1) and hold the green tab of the staple case to pull out the staple case (2).	
3	Squeeze the light blue areas (1) to lift the staple case cover (2).	
4	Squeeze (1) to release and lift the empty staple cartridge (2).	
5	Insert the new staple cartridge until it clicks into place.	
6	Place the staple case cover back in its original position.	

	Action	
7	Return the staple case back into the saddle-stitch unit and check that the two arrows are aligned.	
8	Repeat step 2 - 7 for the other staple cartridge.	
9	Gently push the saddle-stitch unit back into the stacker/stapler (1) as far as possible. Close the front cover (2). **CAUTION** • **When you push the saddle-stitch unit to its original position, be careful not to get your fingers caught. This can cause personal injury.** • **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Replace in the standard stacker / stapler the staple cartridge in the staple unit

The dashboard of the control panel indicates if the staple cartridge needs replacing. (*Check the filling level of the staple cartridge* on page 235, *Learn about printer status* on page 56) You find the staple unit in the stacker / stapler. (*Standard stacker / stapler* on page 37)



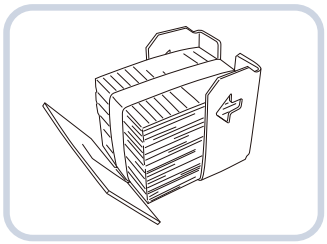
[137] Location of the staple unit

IMPORTANT

- For information on the Canon genuine staple cartridges, see *Consumables* on page 224.
- Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.
- Remove the seal that holds the staples together after you place the staple cartridge into the staple case.

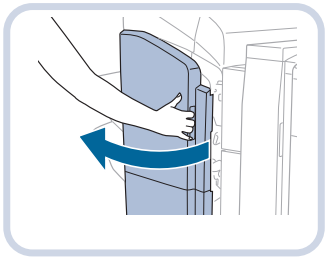
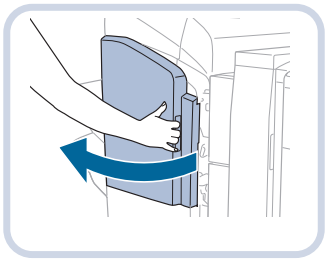
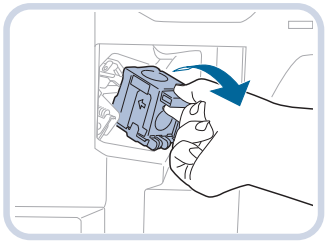
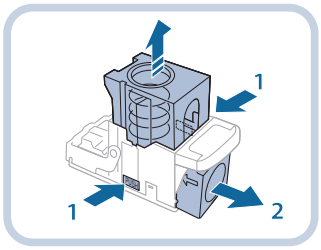
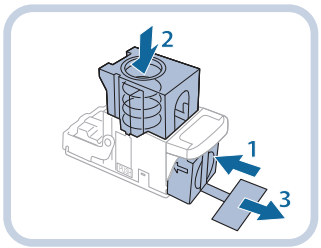
NOTE

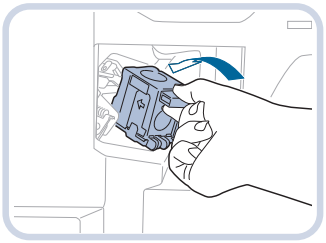
- We recommend ordering staple cartridges from your local authorized Canon dealer before your stock runs out.
- Only use staple cartridges intended for your print system.



[138] Staple-J1 for Staple Finisher-T1 and Booklet Finisher-T1

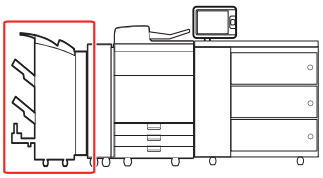
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	 [139] Booklet Finisher-T1  [140] Staple Finisher-T1
2	Hold the green tab of the staple case and pull it out.	
3	Push on both sides of the staple case (1) and release the staple case (2).	
4	Insert and fix a new staple cartridge (1) and push the staple cartridge to click it into its place (2).	
5	Remove the seal that holds the staples together. IMPORTANT Make sure you pull the seal straight out to avoid tearing.	

	Action	
6	Gently push the staple case into the staple unit and push down firmly into its place.	
7	Close the front cover of the stacker/stapler. The stapler unit may staple to reposition the staples. **CAUTION** **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Replace in the standard stacker / stapler the staple cartridge in the saddle-stitch unit

The dashboard of the control panel indicates if the staple cartridges need replacing. (*Check the filling level of the staple cartridge* on page 235, *Learn about printer status* on page 56) You find the saddle-stitch unit in the stacker / stapler. (*Standard stacker / stapler* on page 37)



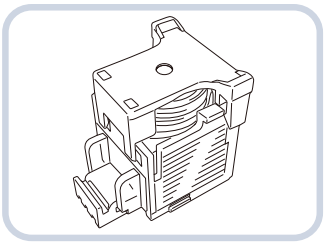
[141] Location of the saddle-stitch unit

IMPORTANT

- For information on the Canon genuine staple cartridges, see *Consumables* on page 224.
- Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.
- Remove the printed output from the booklet tray before you replace the staple cartridge in the saddle-stitch unit.

NOTE

- We recommend ordering staple cartridges from your local authorized Canon dealer before your stock runs out.
- When a staple cartridge is empty, replace both cartridges.
- Only use staple cartridges intended for your print system.

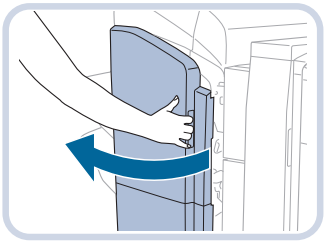
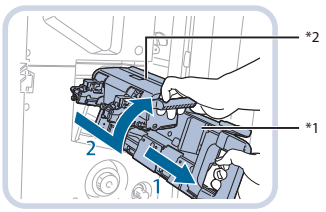
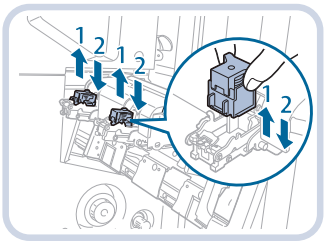
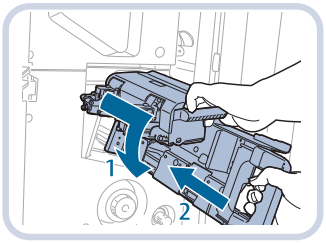


[142] Staple Cartridge-D2 / Staple Cartridge-D3 for Booklet Finisher-T1

Before you begin

Remove printed output from the booklet tray.

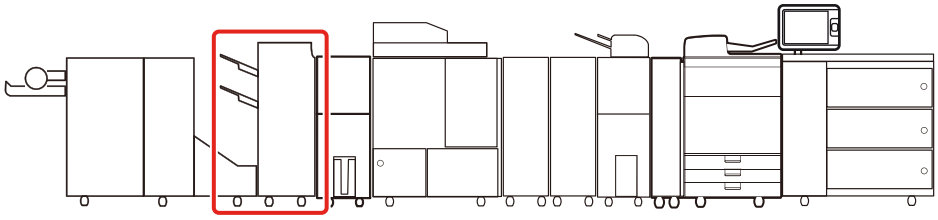
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	
2	Pull out the saddle-stitch unit until it stops (1). Pull out and push up the staple unit (2).	 *1 Saddle-stitch unit *2 Staple unit
3	Remove the empty staple cartridges (1) and click the new staple cartridges into its place (2). NOTE Replace both staple cartridges. You can only insert one staple cartridge at a time.	
4	Pull the staple unit towards you and push down the staple unit in its original position (1). Push the saddle-stitch unit in its original position (2). **CAUTION** **When you push the saddle-stitch unit to its original position, be careful not to get your fingers caught. This can cause personal injury.**	
5	Close the front cover. **CAUTION** **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Remove staple and punch waste

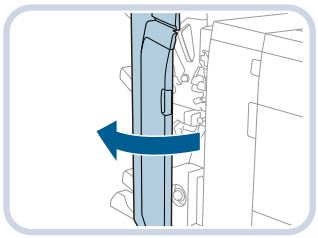
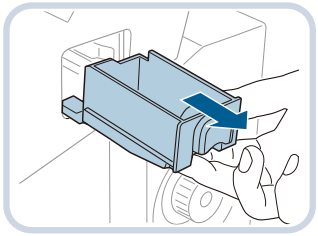
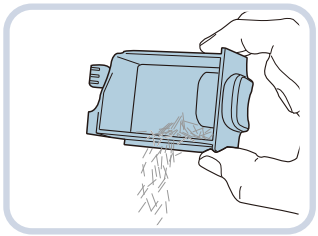
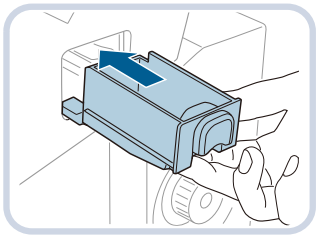
Remove the staple waste

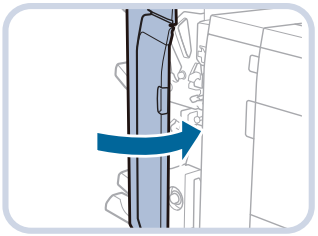
The dashboard of the control panel indicates if the staple waste tray is full. (*Check the filling level of the staple cartridge* on page 235, *Learn about printer status* on page 56) You find the staple waste tray in the stacker / stapler. (*Standard stacker / stapler* on page 37)



[143] Location of the staple waste tray

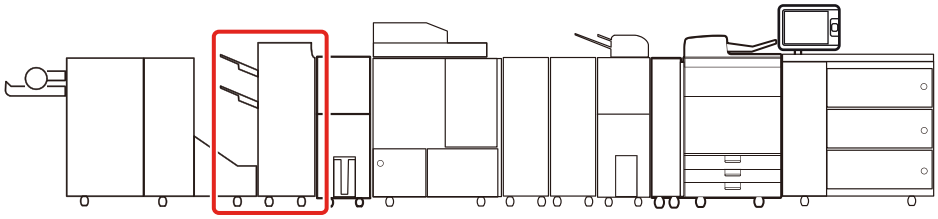
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	
2	Pull out the staple waste tray at the bottom of the front side of the staple unit.	
3	Discard the staple waste. **CAUTION** **When you discard the staple waste, be careful not to touch it. This can cause personal injury.**	
4	Push the staple waste tray back to its original position, or as far as possible.	

	Action	
5	Close the front cover of the stacker/stapler. **CAUTION** **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Remove in the professional stacker /stapler the punch waste

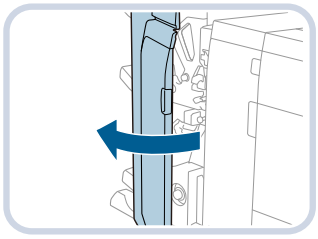
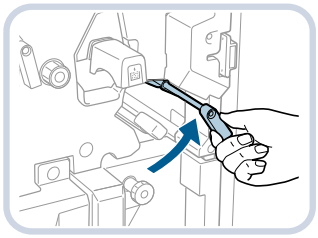
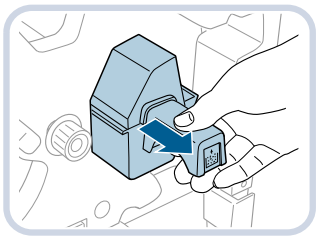
The dashboard of the control panel indicates if the punch waste tray is full. (*Learn about printer status* on page 56) The print system cannot punch when the punch waste tray is full. This instruction only describes the removal of punch waste of the stacker/stapler. (*Professional stacker / stapler* on page 35) Refer to the user manual of the professional puncher how to remove punch waste from the professional puncher.

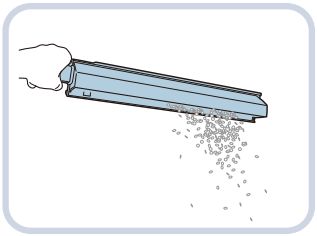
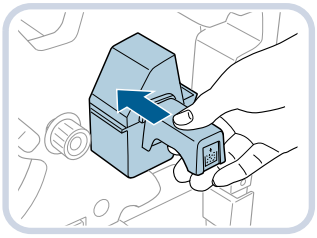
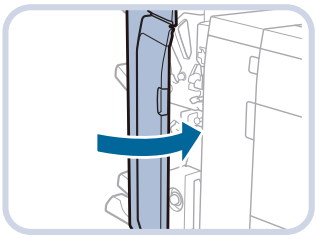


[144] Location of the punch waste tray

IMPORTANT
Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.

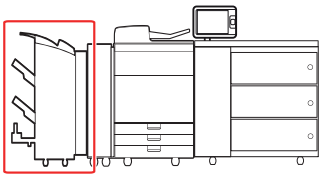
Procedure

	Action	
1	Open the front cover of the stacker/stapler.	
2	Check that the guide (F-A2) is closed. When the guide is open, you cannot pull out the punch waste tray. If applicable, close the guide.	
3	Pull out the punch waste tray.	

	Action	
4	Discard the punch waste. IMPORTANT Make sure that the punch waste tray is completely emptied.	
5	Push the punch waste tray back to its original position, or as far as possible.	
6	Close the front cover of the stacker/stapler. **CAUTION** **When you close the front cover of the stacker/stapler, be careful not to get your fingers caught. This can cause personal injury.**	

Remove in the standard stacker / stapler the punch waste

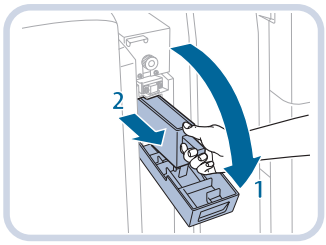
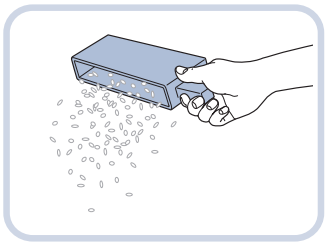
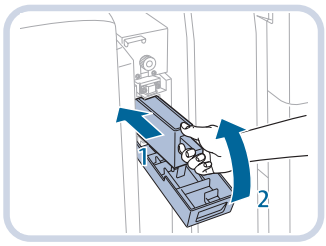
The dashboard of the control panel indicates if the punch waste tray is full. (*Learn about printer status* on page 56) The print system cannot punch when the punch waste tray is full. This instruction only describes the removal of punch waste of the stacker/stapler. (*Standard stacker / stapler* on page 37) Refer to the user manual of the professional puncher how to remove punch waste from the professional puncher.



[145] Location of the punch waste tray

IMPORTANT
Be careful when you perform maintenance tasks on optionals attached to the machine. When you perform a maintenance task, such as replace a staple cartridge, remove waste, or solve jams, other machine parts can continue with job process activities.

Procedure

	Action	
1	Open the front cover of the punch unit (1) and pull out the punch waste tray (2).	
2	Discard the punch waste. IMPORTANT Make sure that the punch waste tray is completely emptied.	
3	Return the punch waste tray back to its original position (1) and close the front cover of the punch unit (2). **CAUTION** **When you close the front cover of the punch unit, be careful not to get your fingers caught. This can cause personal injury.**	

Clean print system parts

Cleaning tasks and procedures

To keep your print system in optimal condition and prevent poor image quality, clean the following system parts monthly:

- Glass plate
- Scanning area of the automatic document feeder
- Scanning sensors (via the control panel)
- Automatic document feeder rollers (via the control panel)
- The inside of the print module (via the control panel)
- Corona assembly wires (via the control panel)
- Main unit roller (via the control panel)
- Fixing pressure belt (via the control panel)
- Fixing belt (via the control panel)

You are advised to clean the control panel weekly.

The control panel enables access to the wires, rollers and drums. For some procedures you must have the rights to perform maintenance tasks. (*Users of the print system* on page 14)

WARNING

- **When you clean the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps can result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This can cause a short circuit and may result in a fire.**

IMPORTANT

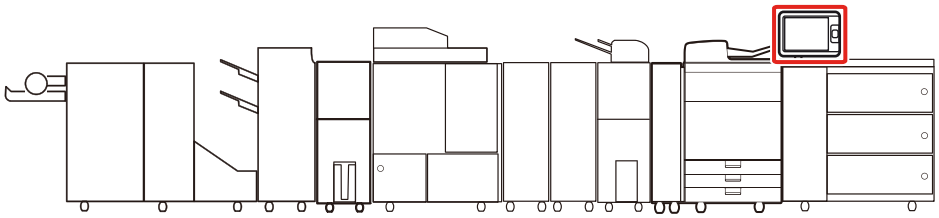
- Do not dampen the cloth with too much water. This can damage prints or machine parts.
- Do not use alcohol, benzene, paint thinner, or other solvents to clean machine parts. This can damage plastic machine parts.

The following procedures are described in this chapter:

- *Clean the control panel* on page 252
- *Clean the glass plate area* on page 253
- *Clean the automatic document feeder scanning area* on page 254
- *Clean the scanning sensors* on page 256
- *Clean the rollers of the automatic document feeder* on page 257
- *Clean the inside of the print module* on page 258
- *Clean the corona assembly wires* on page 259
- *Clean the clean roller* on page 260
- *Clean the fixing pressure belt* on page 261
- *Refresh the fixing belt* on page 262

Clean the control panel

When the screen of the control panel becomes dirty, you can simply clean the panel with water or a mild cleaning agent.



[146] Location of the control panel

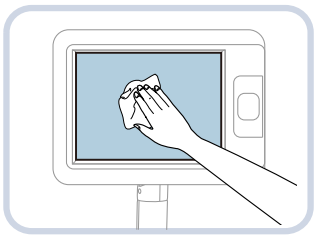
WARNING

- **When you clean the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps can result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This can cause a short circuit and may result in a fire.**

IMPORTANT

- Do not dampen the cloth with too much water. This can damage prints or machine parts.
- Do not use alcohol, benzene, paint thinner, or other solvents to clean machine parts. This can damage plastic machine parts.

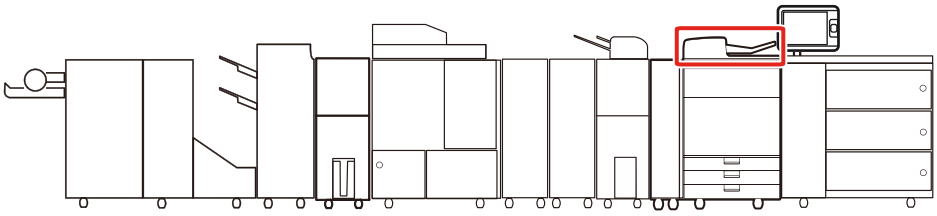
Procedure

	Action	
1	Moisten the cloth with water or a mild cleaning agent and wring the cloth out thoroughly.	
2	Clean the display of the control panel.	
3	Wipe dry with a soft, dry cloth.	

Clean the glass plate area

Clean the automatic document feeder and the glass plate in order that the scanner can scan the originals correctly and can detect the size of the originals.

You can use water or water mixed with a mild cleaning agent to clean. Use the cleaning cloth provided. When the cleaning cloth becomes dirty, wash and rinse it, and then leave to dry.



[147] Location of the glass plate

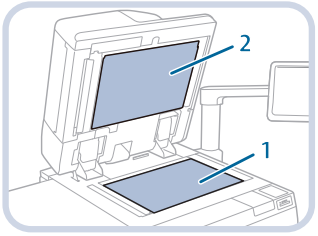
WARNING

- **When you clean the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps can result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This can cause a short circuit and may result in a fire.**

IMPORTANT

- Do not dampen the cloth with too much water. This can damage prints or machine parts.
- Do not use alcohol, benzene, paint thinner, or other solvents to clean machine parts. This can damage plastic machine parts.

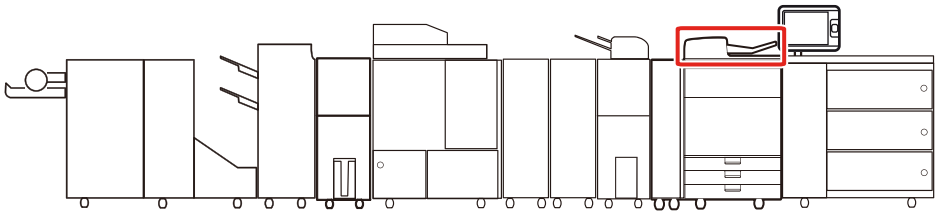
Procedure

	Action	
1	Moisten the cloth with water or a mild cleaning agent and wring it out thoroughly.	
2	Clean the glass plate (1) and the underside of the automatic document feeder (2) with the cloth.	
3	Wipe dry with a soft, dry cloth.	

Clean the automatic document feeder scanning area

Clean the automatic document feeder and the glass plate in order that the scanner can scan the originals correctly and can detect the size of the originals.

You can use water or water with a mild cleaning agent to clean this. Use the cleaning cloth provided. When the cleaning cloth becomes dirty, wash and rinse it, and then leave to dry.



[148] Location of the automatic document feeder

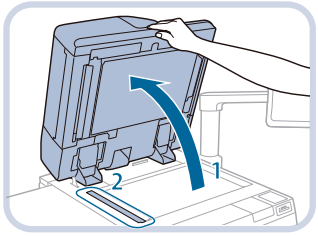
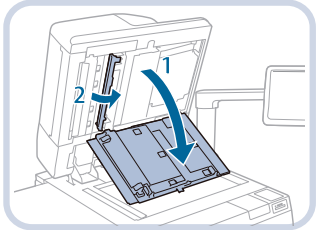
WARNING

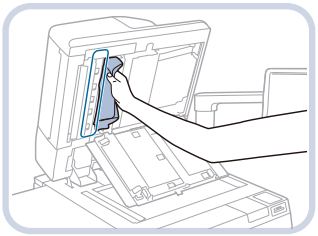
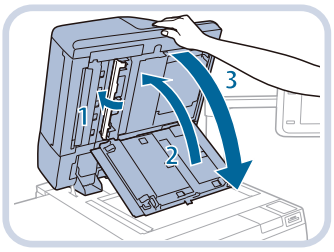
- **When you clean the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps can result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This can cause a short circuit and may result in a fire.**

IMPORTANT

- Do not dampen the cloth with too much water. This can damage prints or machine parts.
- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. This can damage plastic machine parts.

Procedure

	Action	
1	Moisten a cloth with water or a mild cleaning agent and wring it out thoroughly.	
2	Open the automatic document feeder (1) and clean the original scan area (2) with the cloth. Then, wipe dry with a clean, dry cloth.	
3	Pull the lever at the underside of the automatic document feeder (1) to open the document scan cover and open the inside cover (2). IMPORTANT Open the document scan cover carefully to prevent scratches on the glass plate.	

	Action	
4	Clean the thin glass strip of the scan area. Then, wipe dry with a clean, dry cloth.	
5	Close the inside cover (1), the document scan cover (2) and the automatic document feeder (3). **CAUTION** • **When you close the covers and the automatic document feeder, be careful not to get your fingers caught. This can cause personal injury.** • **Be aware that the light emitted from the glass plate can be very bright when you close the automatic document feeder.**	

Clean the scanning sensors

If streaks appear on the printed output or you cannot scan originals properly, clean the scanner sensors.

Before you begin

For this procedure you must have the rights to perform maintenance tasks. (*Users of the print system* on page 14)

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the scanner sensors].
4. Follow the wizard steps.
5. Close the menu.

Clean the rollers of the automatic document feeder

If your originals have black streaks or appear dirty after they have been through the automatic document feeder, clean the automatic document feeder rollers.

It takes approximately 20 seconds to clean the rollers of the automatic document feeder.

Before you begin

- Make sure the list of scheduled jobs is empty.
- Make sure you have clean A4 / LTR plain paper (60 - 80 g/m² / 16 lb bond - 20 lb bond).

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the rollers of the document feeder].
4. Follow the wizard steps.
5. Close the menu.

Clean the inside of the print module

If streaks appear on the printed output or parts of the printed image are missing, clean the inside of the print module.

The control panel displays how long it takes to clean the inside of the print module.

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the inside of the print module].
4. Follow the wizard steps.
5. Close the menu.

Clean the corona assembly wires

If streaks appear on the printed output or parts of the printed image are missing, clean the corona assembly wires inside the print module.

It takes approximately 35 seconds to clean the wires.

IMPORTANT
- Do not turn off the printer during cleaning.
- Do not open the front covers during cleaning.
- Do not clean during printing.

Before you begin

Make sure the list of scheduled jobs is empty.

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the corona wires].
4. Follow the wizard steps.
5. Close the menu.

After you finish

NOTE
If the procedure displays an engine error, contact your service organization.

Clean the clean roller

If streaks appear on the printed output, clean the roller of the print module.

The procedure takes approximately one minute.

IMPORTANT
Do not clean during printing.

Before you begin

Make sure the list of scheduled jobs is empty.

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the clean roller (print module)].
4. Follow the wizard steps.
5. Close the menu.

Clean the fixing pressure belt

If dirt appears on printed output or if the print system indicates that cleaning is required, perform the procedure below to clean the fixing belt.

	Cleaning is required.

Before you begin

- Make sure the list of scheduled jobs is empty.
- Prepare the media of the largest size you frequently use.
- Load at least three sheets of this media in the upper internal paper tray.

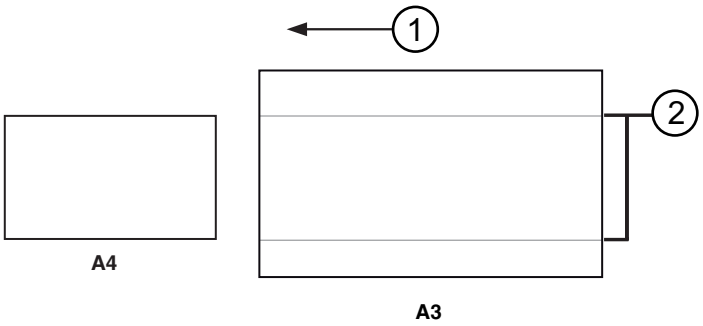
Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Clean the fixing pressure belt]
4. Follow the wizard steps.
5. Close the menu.

Refresh the fixing belt

After the print system has printed more than 100 sheets of a specific paper size, for example A4 / LTR, and then prints on a larger paper size, for example A3 / 11" x 17", luster streaks (ghost printing) can appear on both sides of the paper. Refresh the fixing roller to correct this problem.

You can also perform this procedure when you use heavy or coated paper and patches of uneven gloss appear in the high density printed areas.



[149] The feed direction of paper path (1) and luster streaks (2)

IMPORTANT
Only perform this procedure in urgent situations, because this procedure can largely decrease the lifetime of the fixing roller.

Before you begin

- Make sure the list of scheduled jobs is empty.
- For this procedure you must have the rights to perform maintenance tasks. (*Users of the print system* on page 14)

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Refresh the fixing belt].
4. Follow the wizard steps.
5. Close the menu.

After you finish

IMPORTANT
If the procedure fails or if you do **not** get the required result, contact your service organization.

Maintain print system parts

Lubricate a die set

You need to lubricate a die set of the professional puncher when indicated on the control panel. Perform the procedure below to lubricate a die set.

	Lubrication is required soon.

Before you begin

- User manual of the professional puncher.
- For this procedure you must have the rights to perform maintenance tasks. (*Users of the print system* on page 14)

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Lubricate the die set in the professional puncher].
4. Refer to the user manual of the professional puncher how to lubricate die sets.
5. Close the wizard.



IMPORTANT
Confirm only if you actually lubricated the die set. A counter keeps track of when lubrication is required. This procedure resets this counter.

Perform operator maintenance tasks in the print module

Parts must be replaced when indicated on the control panel. To increase the uptime of the print system, the operator can replace the indicated parts himself.

IMPORTANT
Only trained operators are allowed to perform maintenance tasks in the print module. Your service organization must prepare the system to allow maintenance in the print module. Contact your service organization for more information.

The dashboard indicates when maintenance is required with an icon.

	Maintenance is required soon.
	Maintenance is required now.

Before you begin

For this procedure you must have the rights to perform maintenance tasks. (*Users of the print system* on page 14)

Procedure

1. Touch [System] -> [Maintenance].
2. Touch [Go to maintenance tasks].
3. Touch [Print module maintenance].
4. Follow the instructions on the control panel.

   IMPORTANT
   Be aware that this procedure resets the counters that indicate when maintenance is required.

5. Close the menu.

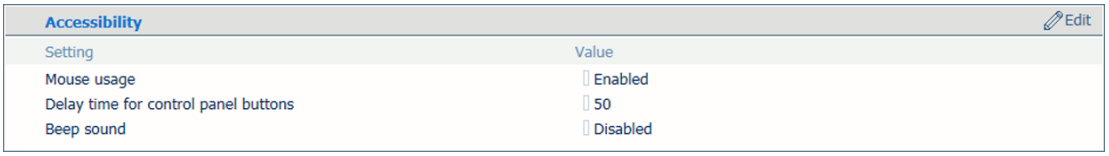
After you finish

After you replaced a part you must perform a printer calibration. (*Calibrate the printer* on page 188)

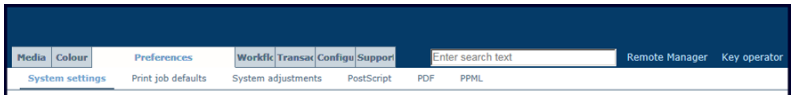
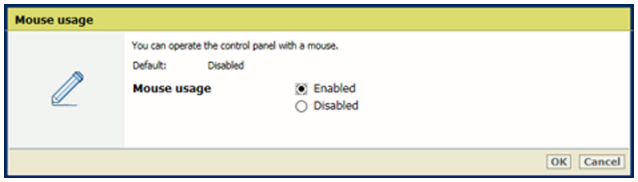
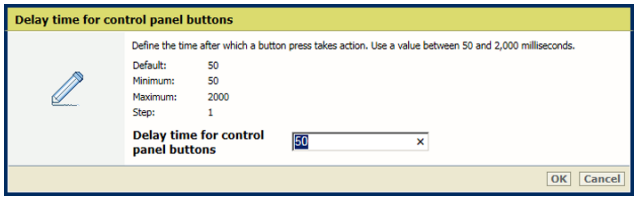
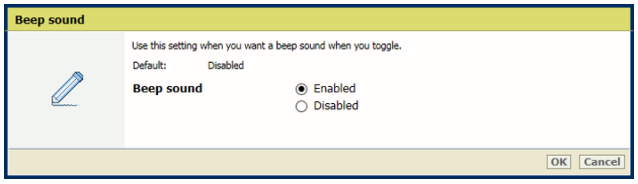
Chapter 13
Configure the printer

Default printer settings

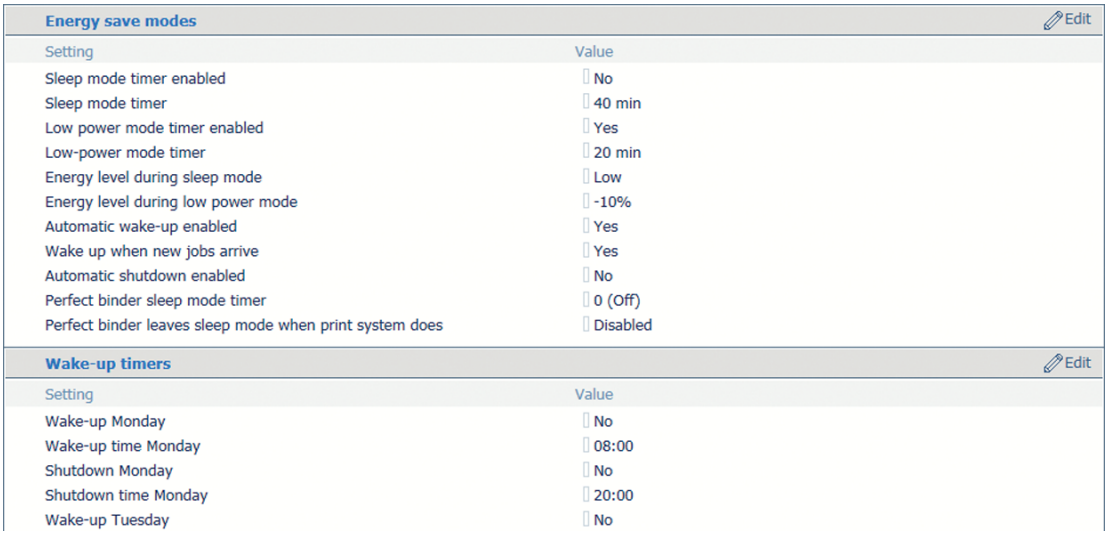
Configure the accessibility



[150] Accessibility settings

When you want to	Solution
Go to the accessibility settings	1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Accessibility]. 
Enable the use of the mouse to operate the control panel	1. Go to [Mouse usage] . 2. Enable the use of the mouse.  3. Click [OK].
Adjust the delay time of a button press	1. Go to [Delay time for control panel buttons]. 2. Define the time after which a button press takes action.  3. Click [OK].
Enable a beep sound during toggling	1. Go to [Beep sound]. 2. Enable the beep sound.  3. Click [OK].

Configure sleep mode, low power mode, and shut-down mode



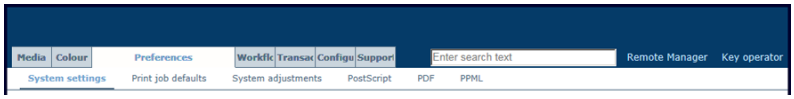
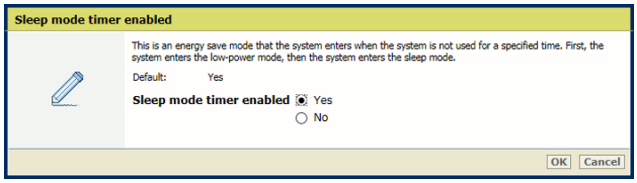
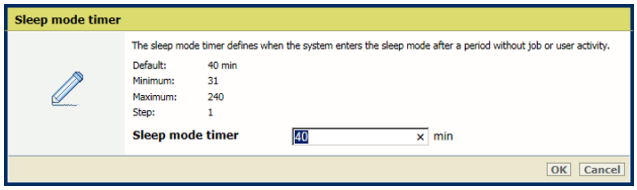
Energy save modes Edit

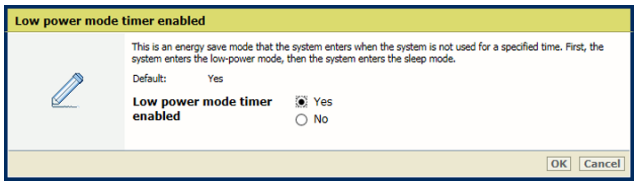
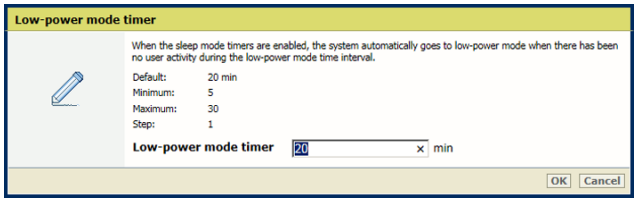
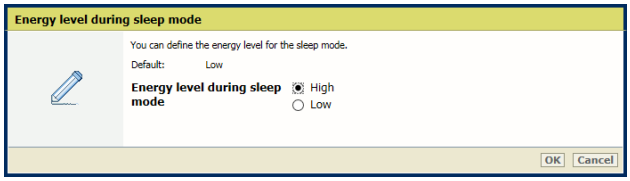
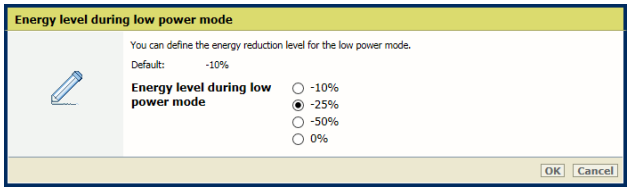
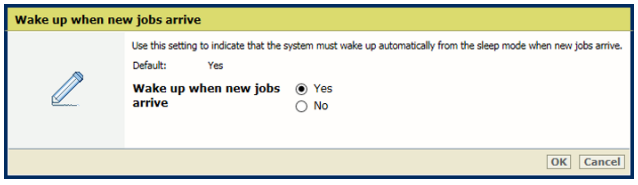
Setting	Value
Sleep mode timer enabled	No
Sleep mode timer	40 min
Low power mode timer enabled	Yes
Low-power mode timer	20 min
Energy level during sleep mode	Low
Energy level during low power mode	-10%
Automatic wake-up enabled	Yes
Wake up when new jobs arrive	Yes
Automatic shutdown enabled	No
Perfect binder sleep mode timer	0 (Off)
Perfect binder leaves sleep mode when print system does	Disabled

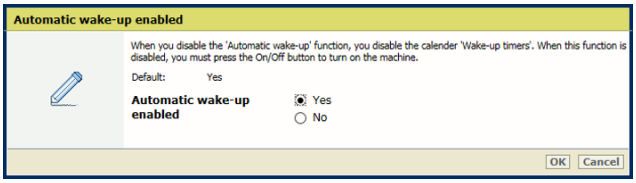
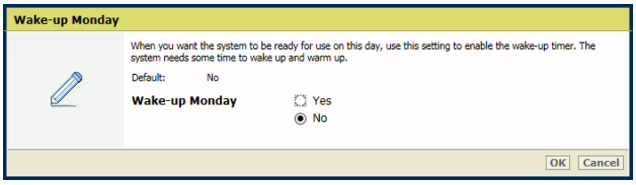
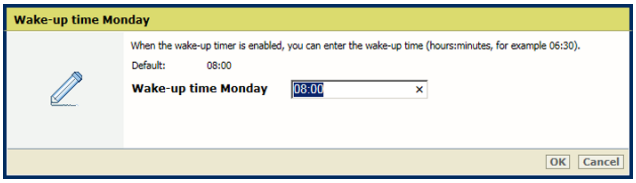
Wake-up timers Edit

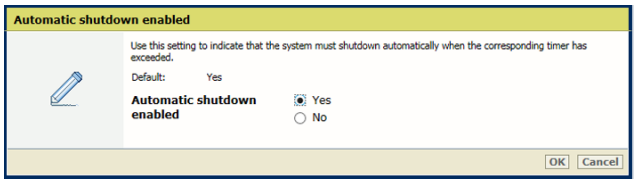
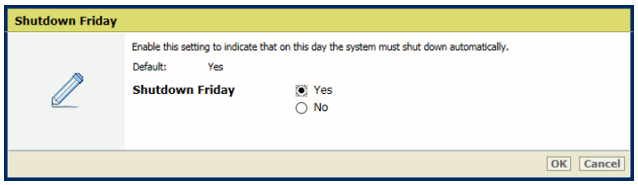
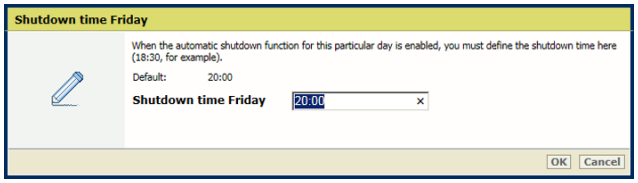
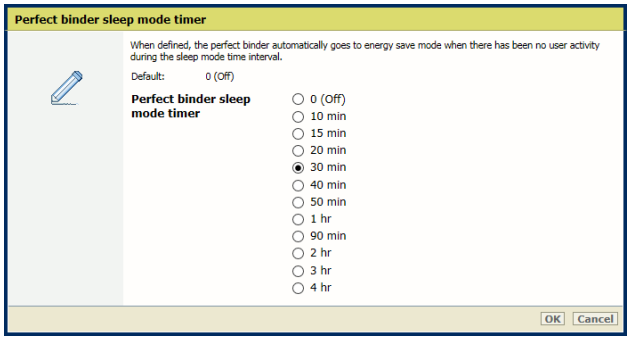
Setting	Value
Wake-up Monday	No
Wake-up time Monday	08:00
Shutdown Monday	No
Shutdown time Monday	20:00
Wake-up Tuesday	No

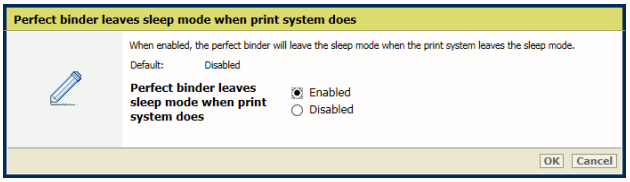
[151] Energy save modes and wake-up timers

When you want to	Solution
Go to the energy save modes	1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Energy save modes]. 
Enable the sleep mode	1. Go to [Sleep mode timer enabled]. 2. Enable the sleep mode.  3. Click [OK].
Set the sleep mode timer	1. Go to [Sleep mode timer]. 2. Set the time after which the printer enters the sleep mode.  3. Click [OK].

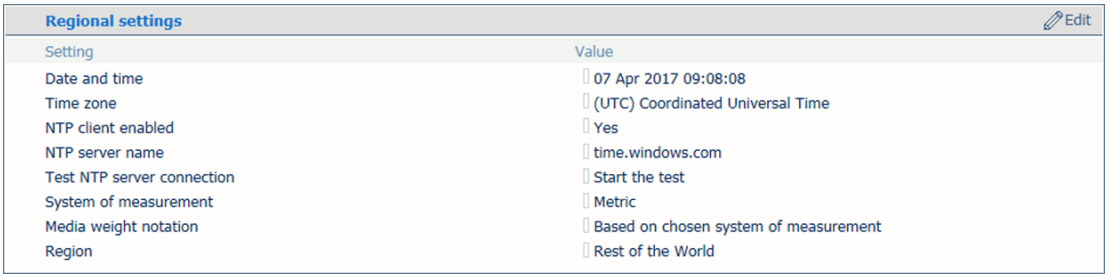
When you want to	Solution
Enable the low power mode	1. Go to [Low power mode timer enabled]. 2. Enable the low power mode.  3. Click [OK].
Set the low power mode timer	1. Go to [Low-power mode timer]. 2. Set the time after which the printer enters the low power mode.  3. Click [OK].
Set the energy level during sleep mode	1. Go to [Energy level during sleep mode]. 2. Indicate the energy level. The printer leaves the sleep mode faster at a higher energy level.  3. Click [OK].
Set the energy level during low power mode	1. Go to [Energy level during low power mode]. 2. Indicate the energy level. The printer leaves the low power mode faster at a higher energy level.  3. Click [OK].
Automatically awake for a new job	1. Go to [Wake up when new jobs arrive]. 2. Indicate that printer leaves the low power or sleep mode for a new job.  3. Click [OK].

When you want to	Solution
Enable automatic awaking	1. Go to [Energy save modes]. 2. Ensure the sleep mode or low power mode is enabled. 3. Go to [Automatic wake-up enabled]. 4. Enable the automatic awaking from sleep or low power mode.  5. Click [OK]. 6. Go to [Wake-up timers]. 7. Indicate for each day if an automatic awaking occurs.  8. Click [OK]. 9. Define the wake-up time per day.  10. Click [OK].

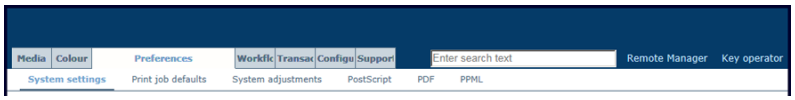
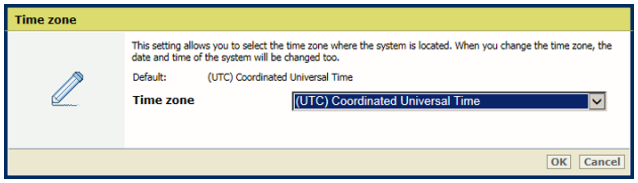
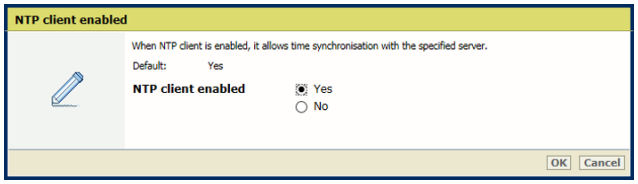
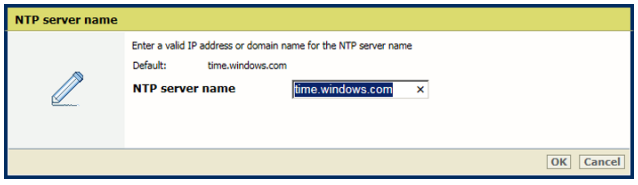
When you want to	Solution
Enable automatic shut down	1. Go to [Energy save modes]. 2. Ensure the sleep mode or low power mode is enabled. 3. Go to [Automatic shutdown enabled]. 4. Enable the automatic shut down.  5. Click [OK]. 6. Go to [Wake-up timers]. 7. Indicate for each day if an automatic shut down occurs.  8. Click [OK]. 9. Define the shut-down time per day.  10. Click [OK].
Set the sleep mode timer of the Perfect Binder	1. Go to [Perfect binder sleep mode timer]. 2. Set the time after which the Perfect Binder enters the sleep mode.  3. Click [OK].

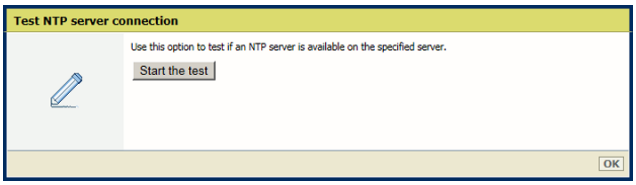
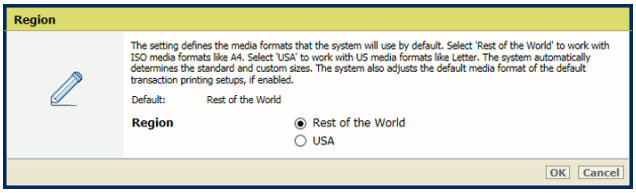
When you want to	Solution
Let the Perfect Binder leave the sleep mode when the printer does	1. Go to [Perfect binder leaves sleep mode when print system does]. 2. Indicate that the Perfect Binder leaves the sleep mode when the printer does.  3. Click [OK].

Configure time settings

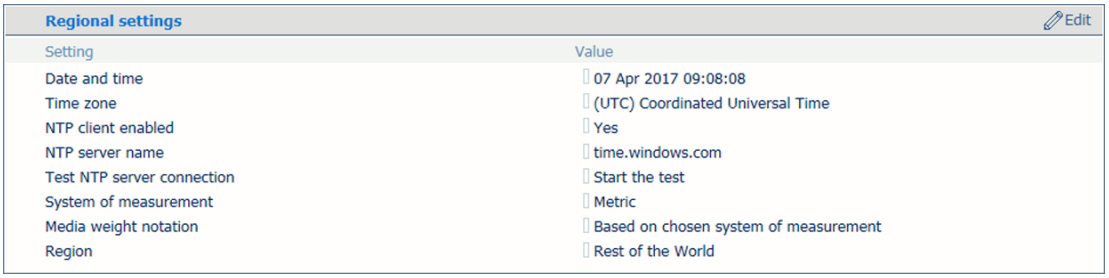


[152] Regional settings and system of measurement settings

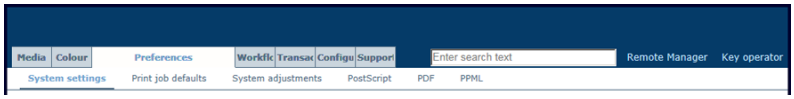
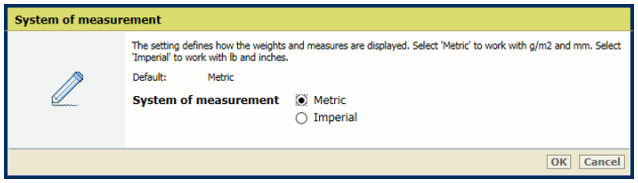
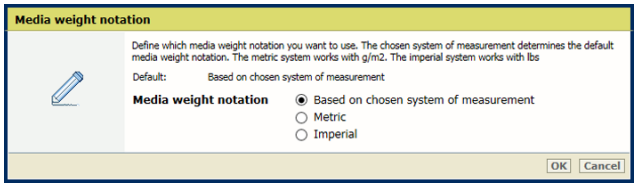
When you want to	Solution
Go to the time settings	 1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Regional settings].
Change the time zone and time	1. Go to [Time zone]. 2. Change the time zone. The date and time are adjusted accordingly.  3. Click [OK]. 4. If required, adjust the [Date and time] setting.
Use an NTP server	1. Go to [NTP client enabled]. 2. Enable NTP.  3. Click [OK]. 4. Go to [NTP server name]. 5. Enter the NTP server name.  6. Click [OK].

When you want to	Solution
Test the connection to the NTP server	1. Go to [Test NTP server connection]. 2. Test the connection with the NTP server.  3. Click [OK].
Change the region in which you are	1. Go to [Region]. 2. Click [USA] to work with US media formats. Click [Rest of the World] to work with ISO (European) media formats.  3. Click [OK].

Configure system of measurement

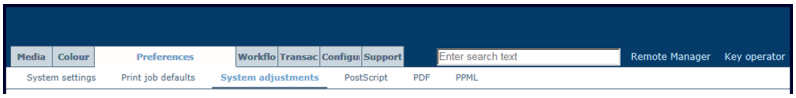


[153] Regional settings and system of measurement settings

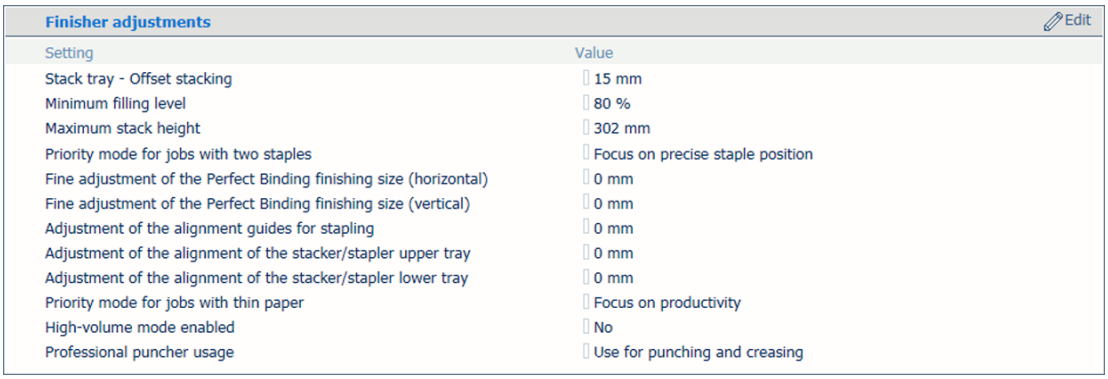
When you want to	Solution
Go to the system of measurement settings	1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Regional settings]. 
Change the system of measurement	1. Go to [System of measurement]. 2. Select [Metric] to work with g/m2 and mm. Select [Imperial] to work with lb and inch.  3. Click [OK].
Change the media weight notation	1. Go to [Media weight notation]. 2. Select the media weight notation you require.  3. Click [OK].

Configure printer adjustments

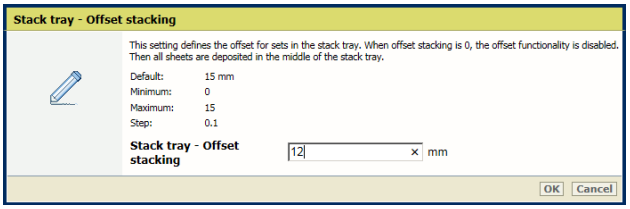
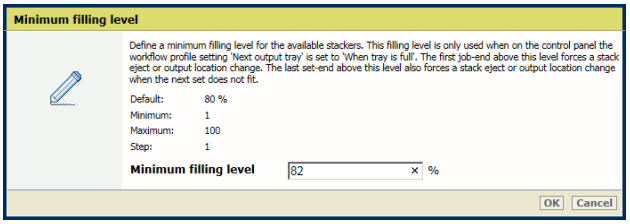
Be aware that the printer adjustment settings affect all print jobs.

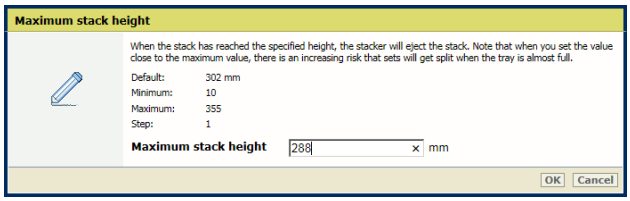
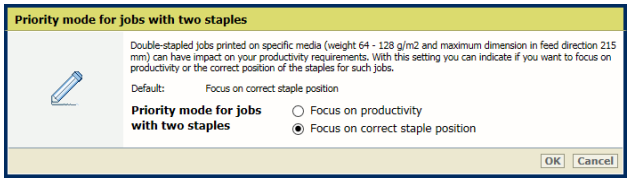
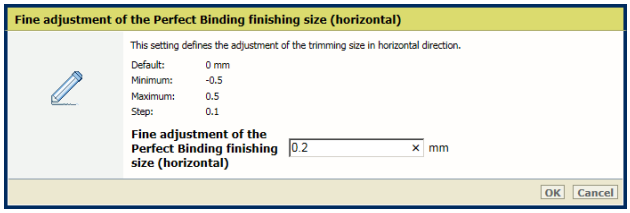
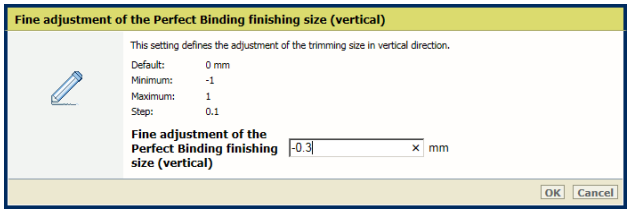
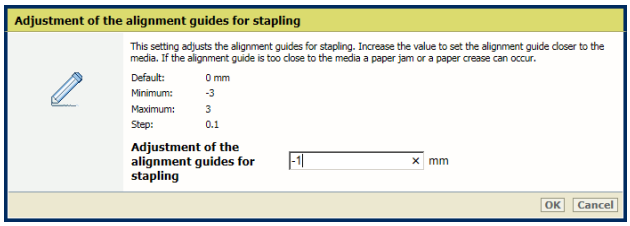
When you want to	Solution
Go to the printer adjustment settings	1. Open the Settings Editor and go to: [Preferences]→[System adjustments]. 

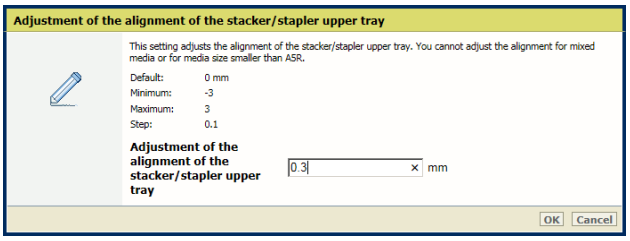
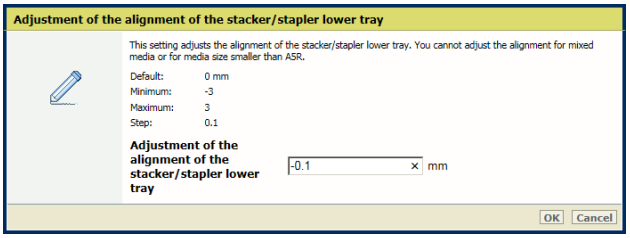
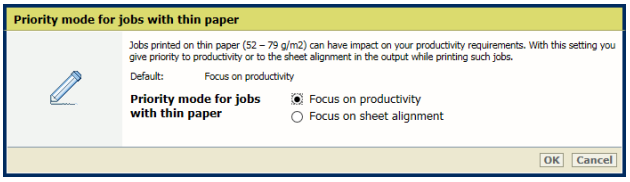
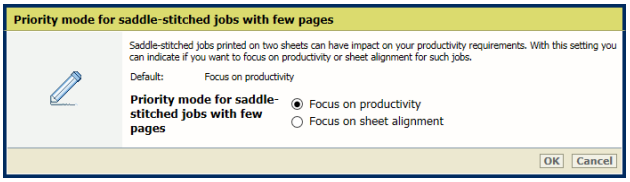
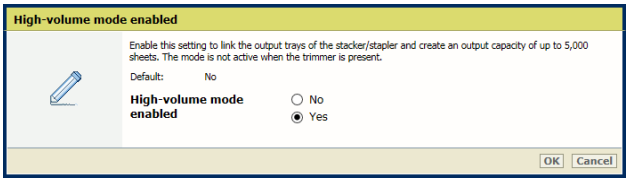
Finisher adjustments

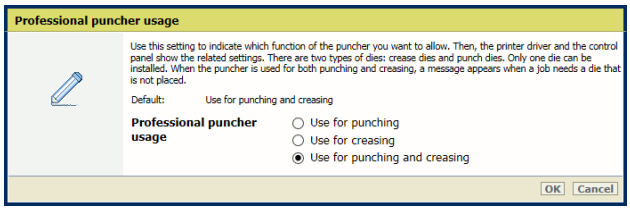


[154] Finisher adjustment settings

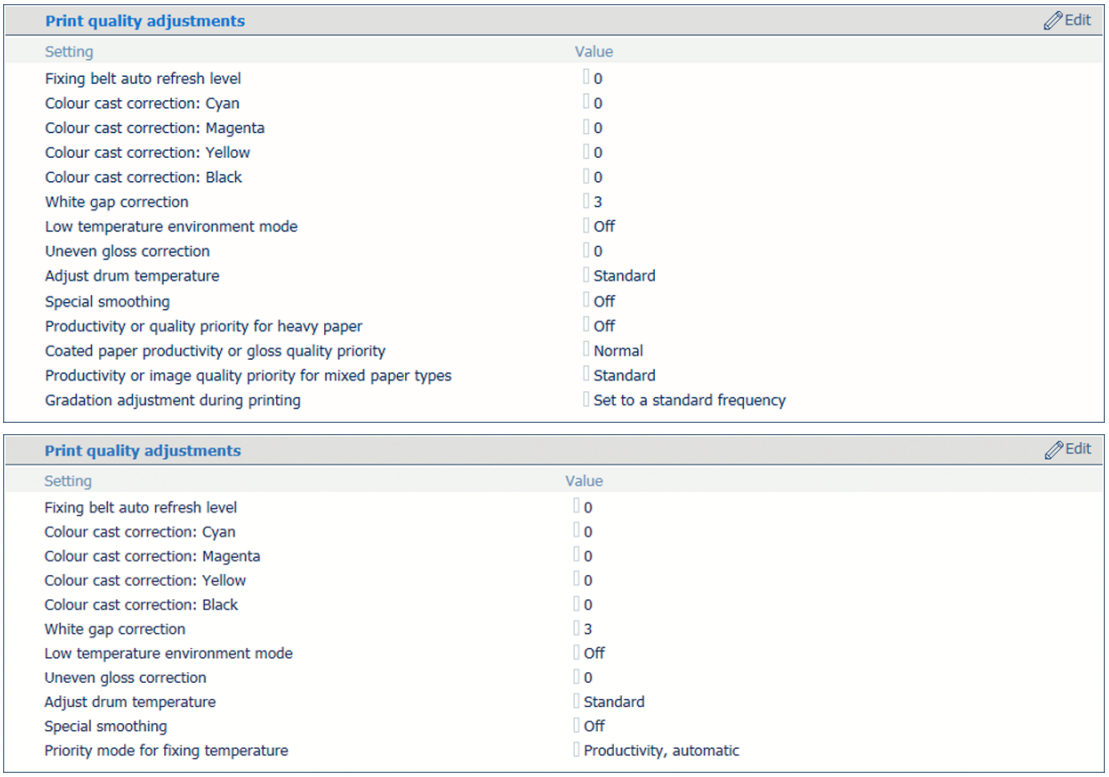
When you want to	Solution
Enable offset stacking in the stack tray	1. Go to [Stack tray - Offset stacking]. 2. Define the offset stacking value.  3. Click [OK].
Define the minimum filling level of the stackers	1. Go to [Minimum filling level]. 2. Define the level.  3. Click [OK].

When you want to	Solution
Define the maximum stack height of the stackers	1. Go to [Maximum stack height]. 2. Define the height.  3. Click [OK].
Productivity or correct staple position for jobs with two staples	1. Go to [Priority mode for jobs with two staples]. 2. Select the priority.  3. Click [OK].
Adjust the trimming size of the Perfect Binder	1. Go to [Fine adjustment of the Perfect Binding finishing size (horizontal)]. 2. Adjust the horizontal size.  3. Go to [Fine adjustment of the Perfect Binding finishing size (vertical)]. 4. Adjust the vertical size.  5. Click [OK].
Adjust the alignment guides for stapling	1. Go to [Adjustment of the alignment guides for stapling]. 2. Define the width.  3. Click [OK].

When you want to	Solution
Adjust the alignment of the stacker / stapler trays	1. Go to [Adjustment of the alignment of the stacker/stapler upper tray]. 2. Adjust the alignment for the upper tray.  3. Go to [Adjustment of the alignment of the stacker/stapler lower tray]. 4. Adjust the alignment for the lower tray.  5. Click [OK].
Productivity or sheet alignment for jobs with thin paper	1. Go to [Priority mode for jobs with thin paper]. 2. Select the priority.  3. Click [OK].
Productivity or sheet alignment for saddle-stitched jobs with few pages	1. Go to [Priority mode for saddle-stitched jobs with few pages]. 2. Select the priority.  3. Click [OK].
Enable high-volume stacking for the stacker / stapler	1. Go to [High-volume mode enabled]. 2. Select the priority.  3. Click [OK].

When you want to	Solution
Define how the professional puncher may be used	The professional puncher usage can be defined by the system administrator. 1. Go to [Professional puncher usage]. 2. Define the usage.  3. Click [OK].

Print quality adjustments



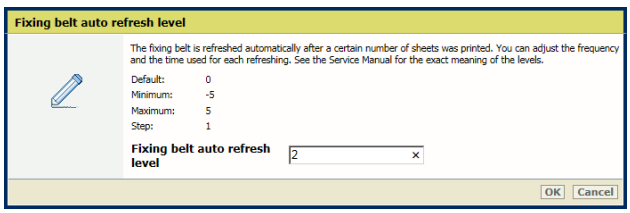
Print quality adjustments — Edit

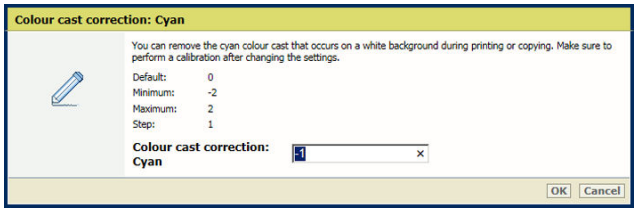
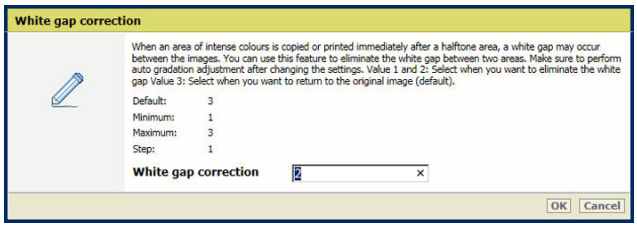
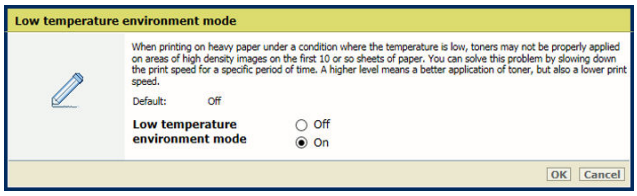
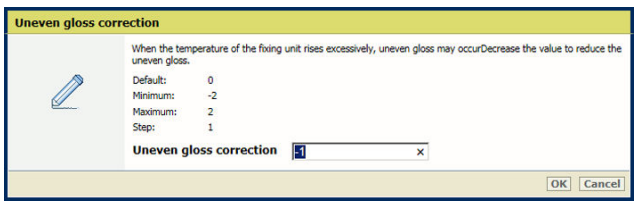
Setting	Value
Fixing belt auto refresh level	0
Colour cast correction: Cyan	0
Colour cast correction: Magenta	0
Colour cast correction: Yellow	0
Colour cast correction: Black	0
White gap correction	3
Low temperature environment mode	Off
Uneven gloss correction	0
Adjust drum temperature	Standard
Special smoothing	Off
Productivity or quality priority for heavy paper	Off
Coated paper productivity or gloss quality priority	Normal
Productivity or image quality priority for mixed paper types	Standard
Gradation adjustment during printing	Set to a standard frequency

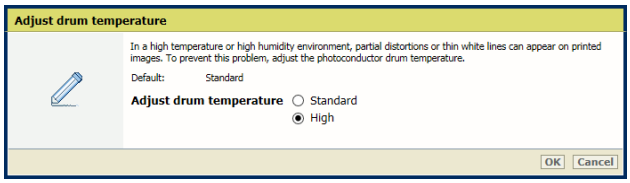
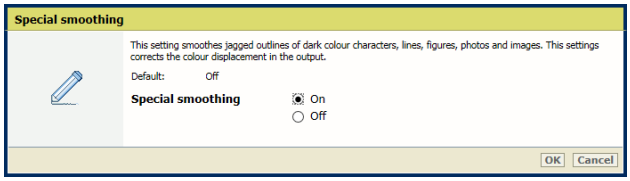
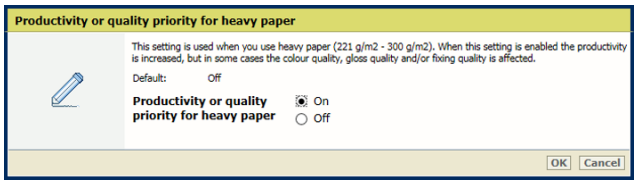
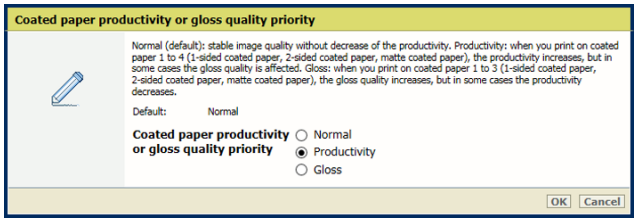
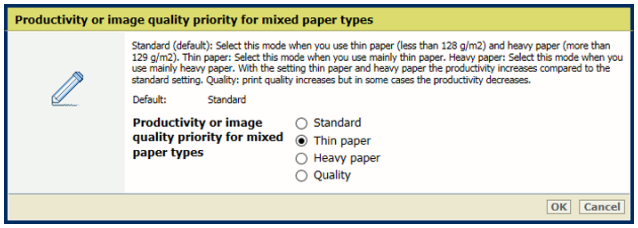
Print quality adjustments — Edit

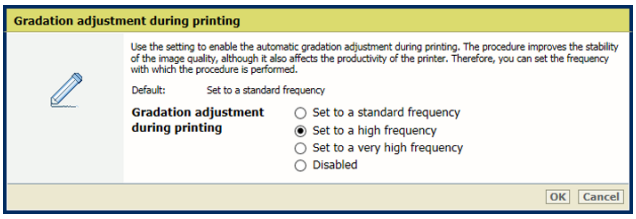
Setting	Value
Fixing belt auto refresh level	0
Colour cast correction: Cyan	0
Colour cast correction: Magenta	0
Colour cast correction: Yellow	0
Colour cast correction: Black	0
White gap correction	3
Low temperature environment mode	Off
Uneven gloss correction	0
Adjust drum temperature	Standard
Special smoothing	Off
Priority mode for fixing temperature	Productivity, automatic

[155] Settings for print quality adjustments

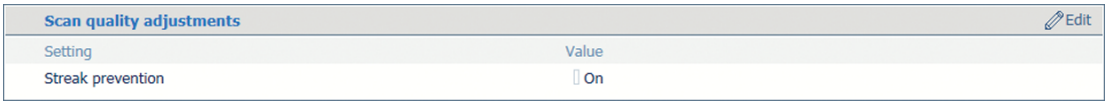
When you want to	Solution
Adjust when and how long the fixing belt needs to be refreshed	1. Go to [Fixing belt auto refresh level]. 2. Adjust the default level.  3. Click [OK].

When you want to	Solution
Remove a color cast that occurs on a white background	1. Go to the settings: [Color cast correction: Cyan] [Color cast correction: Magenta] [Color cast correction: Yellow] [Color cast correction: Black] 2. Adjust the default correction level.  3. Click [OK]. 4. Perform a printer and media family calibration. (*About calibration* on page 186)
Remove white gaps between areas	1. Go to [White gap correction]. 2. Adjust the default level.  3. Click [OK]. 4. Perform an automatic gradation adjustment. (*About calibration* on page 186)
Increase print quality for jobs on heavy paper but with loss of print speed	1. Enable the setting [Low temperature environment mode].  2. Click [OK].
Remove uneven gloss	1. Go to [Uneven gloss correction]. 2. Decrease the level to reduce the uneven gloss.  3. Click [OK].

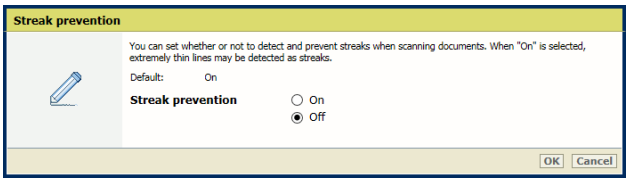
When you want to	Solution
Remove partial distortions or thin white lines due in an environment with high temperature or high humidity	1. Go to [Adjust drum temperature]. 2. Increase the drum temperature.  3. Click [OK].
Smoothen jagged outlines	1. Go to [Special smoothing]. 2. Enable the setting.  3. Click [OK].
Increase productivity for jobs with heavy media but with loss of print quality	1. Go to [Productivity or quality priority for heavy paper]. 2. Select the required setting.  3. Click [OK].
Increase productivity for jobs with coated media but with loss of print quality	1. Go to [Coated paper productivity or gloss quality priority]. 2. Select the required setting.  3. Click [OK].
Increase print quality for jobs with mixed-size media but with loss of productivity	1. Go to [Productivity or image quality priority for mixed paper types]. 2. Select the required setting.  3. Click [OK].

When you want to	Solution
Increase the frequency of the gradation adjustment during printing but with loss of productivity	1. Go to [Gradation adjustment during printing]. 2. Select the required setting.  3. Click [OK].

Scan quality adjustments



[156] Settings for scan quality adjustments

When you want to	Solution
Scan documents with extreme thin lines	1. Go to [Streak prevention]. 2. Disable the setting.  3. Click [OK].

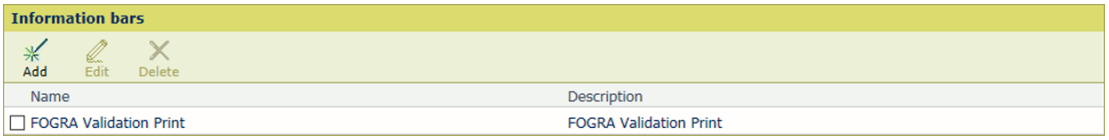
Default job settings

Configure information bars

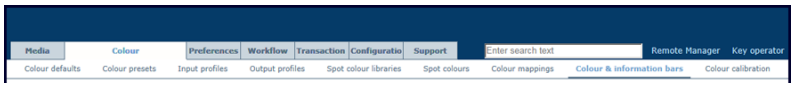
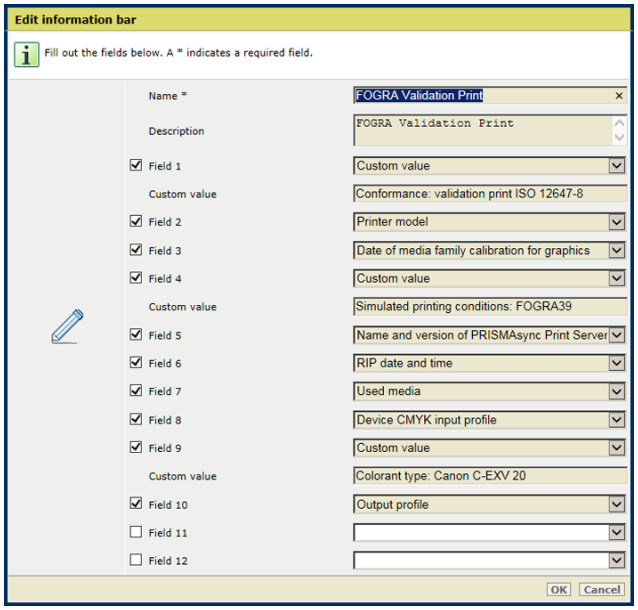
An information bar contains system and job information and can be selected as job property. It is printed in the trim area of the page: at both sides duplex sheets and the printed sides of simplex sheets.

Information bars can help to evaluate the print quality according to the available information.

There is one default information bar: FOGRA Validation Print. You can add more custom information bars.



[157] Default information bar

When you want to	Solution
Go to the information bar settings	1. Open the Settings Editor and go to: [Color]→[Color & information bars]. 
Add an information bar	 [158] Information bar attributes 1. Click [Add] or select an information bar you want to edit. 2. Click each field you want to use. You can use a maximum of 12 fields. 3. Select for each field the information you want to display. Select [Custom value] for a fixed text which you can enter below the field. 4. Click [OK].

When you want to	Solution
Edit an information bar	1. Select the information bar. 2. Click [Edit]. 3. Adjust the required fields. 4. Click [OK].
Delete an information bar	1. Select the information bar. 2. Click [Delete].

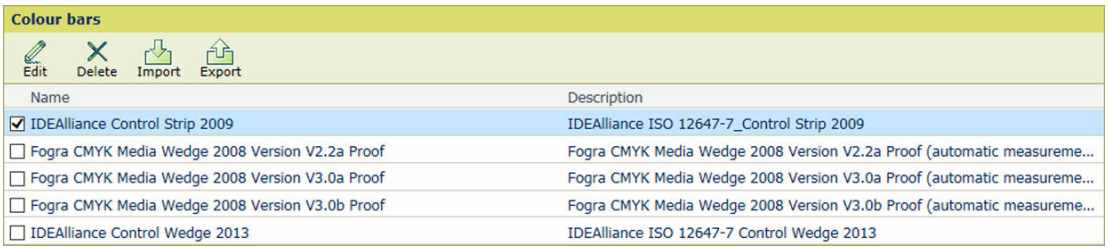
Configure color bars

A color bar contains system and job information and can be selected as job property. It is printed in the trim area of the page: at both sides of duplex sheets and at the printed sides of simplex sheets.

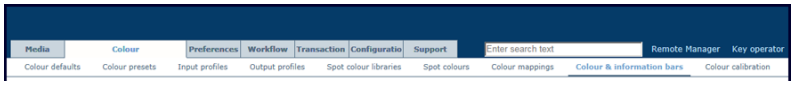
Color bars can help to verify the color quality and color consistency of print jobs. The color bar uses exact the same color management settings as used for the pages of a job.

There are five default color bars: IDEAlliance Control Strip 2009, Fogra CMYK Media Wedge 2008 Version V2.2a Proof, Fogra CMYK Media Wedge 2008 Version V3.0a Proof, Fogra CMYK Media Wedge 2008 Version V3.0b Proof, IDEAlliance Control Wedge 2013.

You can import more color bars, if required.



[159] Default color bars

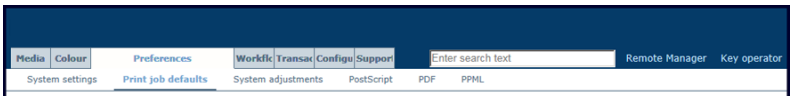
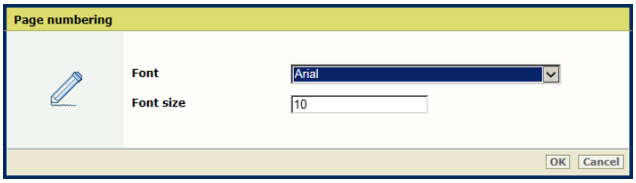
When you want to	Solution
Go to the color bar settings	1. Open the Settings Editor and go to: [Color]→[Color & information bars]. 
Edit a color bar	1. Select the color bar. 2. Click [Edit]. 3. Change the name and description. 4. Click [OK].
Import a color bar	1. Click [Import]. 2. Select the .eps file that represents the color bar. 3. Click [OK].
Export a color bar	You cannot export factory-defined color bars. 1. Select the color bar. 2. Click [Export]. 3. Click [OK].
Delete a color bar	1. Select the color bar. 2. Click [Delete]

Configure the font of page numbers

Page numbering can be enabled and defined in the job properties. The default font can be set in the Settings Editor.

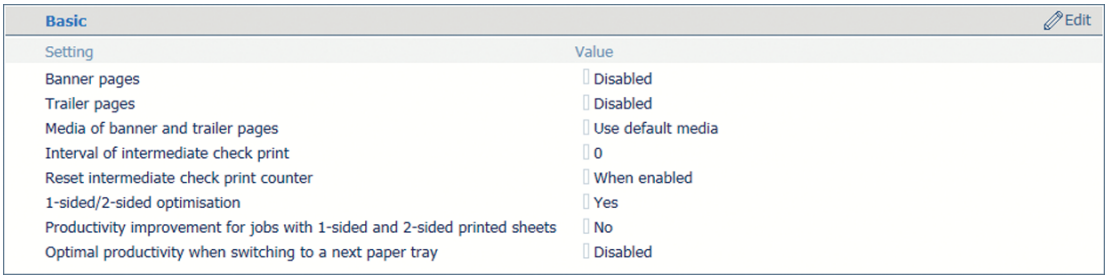


[160] Page numbering settings

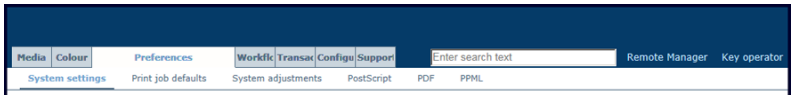
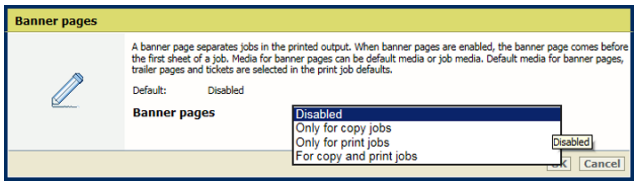
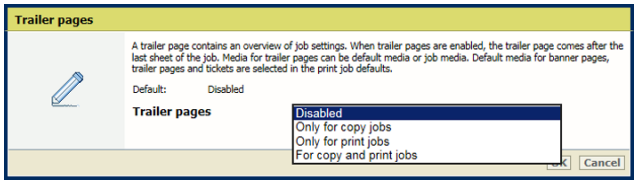
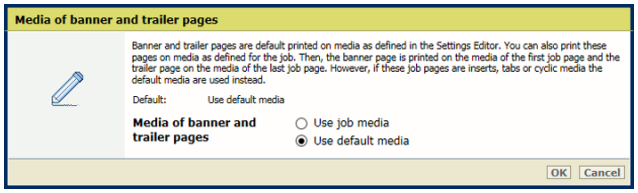
When you want to	Solution
Go to the page number settings	1. Open the Settings Editor and go to: [Preferences]→[Print job defaults]→[Page numbering]. 
Define the default page number font and size	1. Click [Edit]. 2. Select the font and font size.  3. Click [OK].

Configure banner pages and trailer pages

Banner and trailer pages are specific pages that are added to a job. When you enable these pages, these pages are added to all jobs.



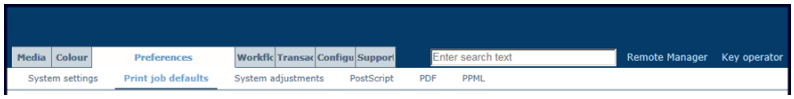
[161] Settings to enable the use of banner and trailer pages

When you want to	Solution
Go to the location of banner pages and trailer pages	1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Basic]. 
Use banner pages	1. Go to [Banner pages]. 2. Indicate that you want to use banner pages.  3. Click [OK].
Use trailer pages	1. Go to [Trailer pages]. 2. Indicate that you want to use trailer pages.  3. Click [OK].
Define the selection method of media you want to use for banner pages and trailer pages	1. Go to [Media of banner and trailer pages] . 2. Indicate that you want to use job media or want to define specific media.  3. Click [OK].

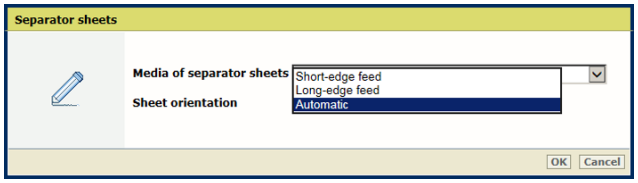
When you want to	Solution
Define specific media for banner pages and trailer pages	See *Configure media of banner pages, trailer pages, tickets, separator sheets, and covers* on page 288.

Configure media of banner pages, trailer pages, tickets, separator sheets, and covers

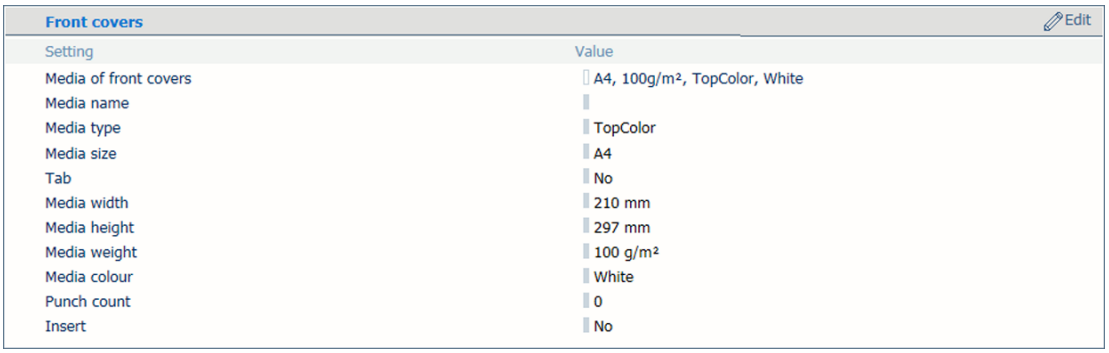
In the job properties the use of covers and separator sheets can be selected. When banner pages and trailer pages are enabled, they are added to all jobs. (*Configure banner pages and trailer pages* on page 286)

When you want to	Solution
Go to the location of media of banner pages, trailer pages, tickets, and covers	 1. Open the Settings Editor and go to: [Preferences]→[Print job defaults].

Media of separator sheets

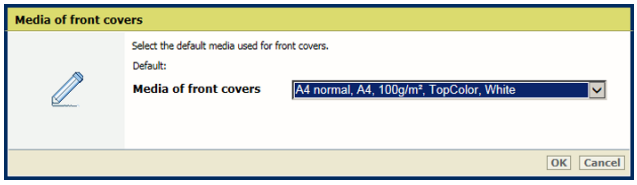
When you want to	Solution
Select media for separator sheets	1. Go to [Separator sheets]. 2. Click [Edit]. 3. Select the media you want to use for separator sheets.  4. Indicate the delivery orientation of the separation sheets. 5. Click [OK].

Media of front covers

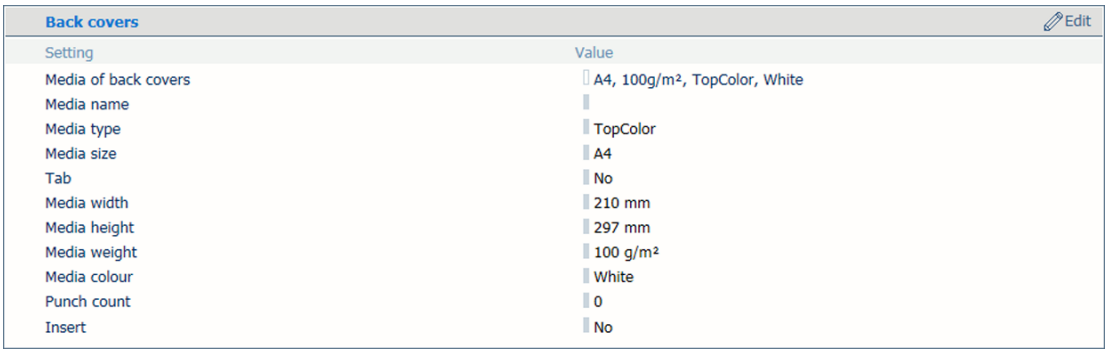


Front covers	Edit
Setting	Value
Media of front covers	A4, 100g/m², TopColor, White
Media name	
Media type	TopColor
Media size	A4
Tab	No
Media width	210 mm
Media height	297 mm
Media weight	100 g/m²
Media colour	White
Punch count	0
Insert	No

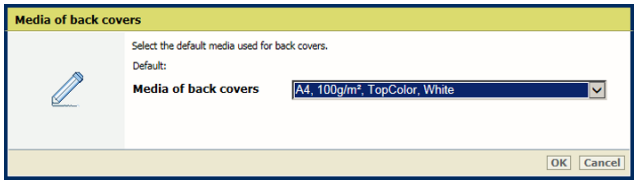
[162] Media setting for front covers

When you want to	Solution
Select media for front covers	1. Go to [Front covers]. 2. Select the media you want to use for these media.  3. Click [OK].

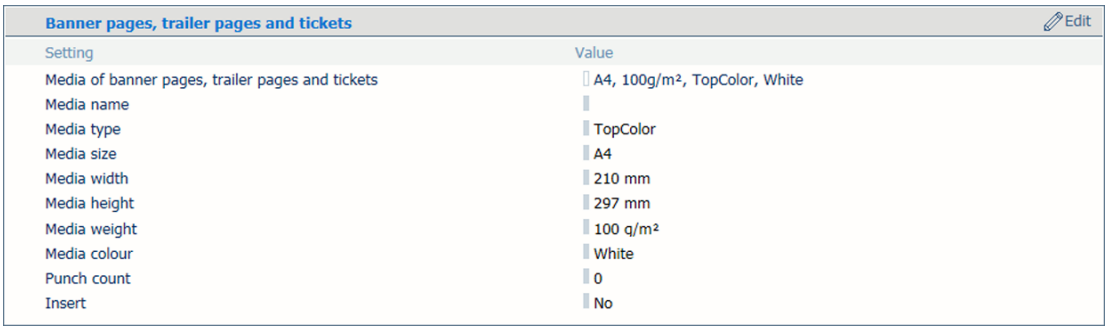
Media of back covers



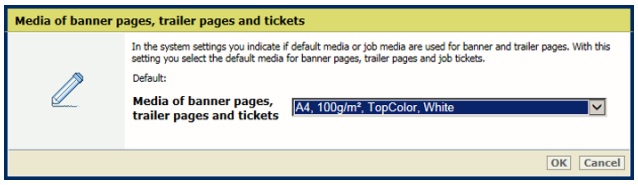
[163] Media setting for back covers

When you want to	Solution
Select media for back covers	1. Go to [Back covers]. 2. Select the media you want to use for back covers.  3. Click [OK].

Media of banner pages, trailer pages, and tickets

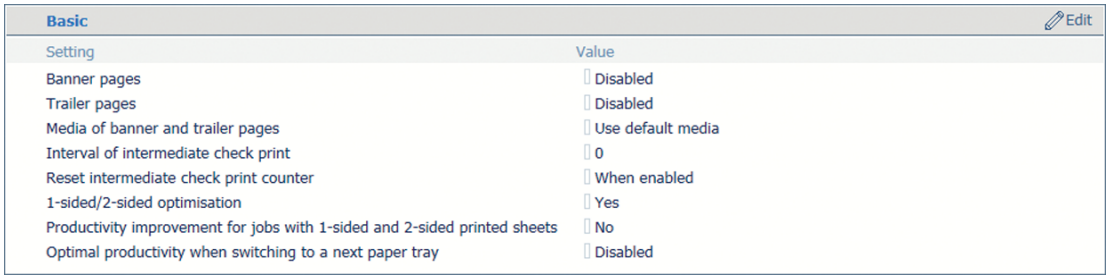


[164] Media setting for banner pages, trailer pages, and tickets

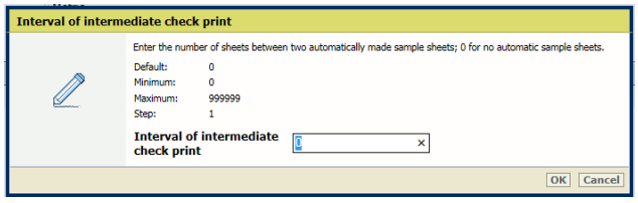
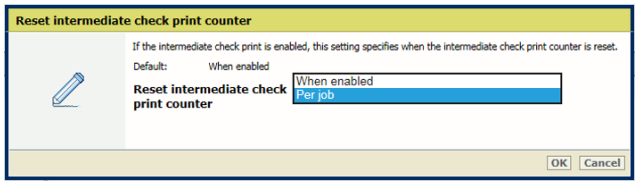
When you want to	Solution
Select media for banner pages, trailer pages, and tickets	1. Check if you indicated that you want to use specific media for these pages. (*Configure banner pages and trailer pages* on page 286) 2. Go to [Banner pages, trailer pages, and tickets]. 3. Select the media you want to use for these media.  4. Click [OK].

Configure intermediate check prints

An intermediate check print is a print sample of a job sheet. Intermediate check prints are printed according to a set interval.



[165] Settings to enable the use of intermediate check prints

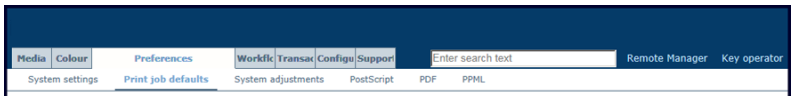
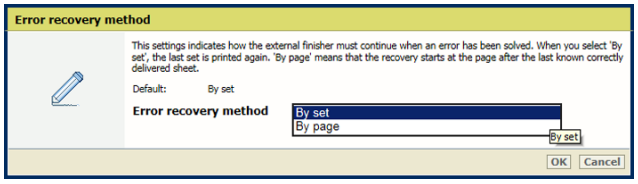
When you want to	Solution
Go to the intermediate check prints	1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Basic]. 
Enable the intermediate check prints	1. Indicate the interval of intermediate check prints. 2. Click [Import]. 
Reset behavior of the timer	1. Indicate if you want to reset the counter for each job. 2. Click [Import]. 

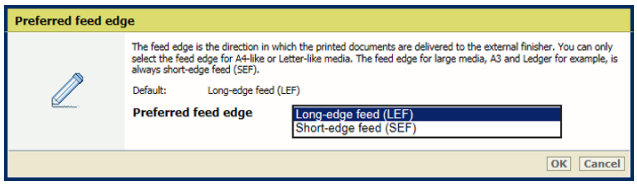
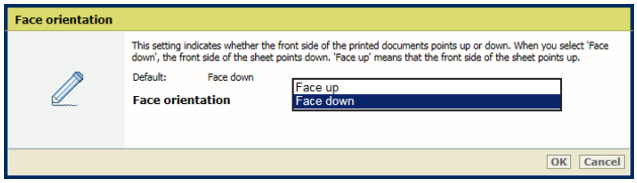
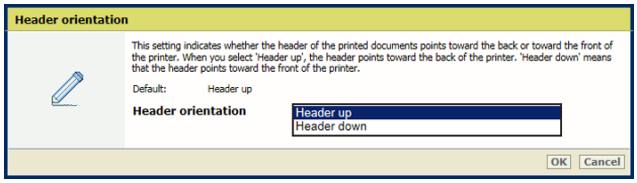
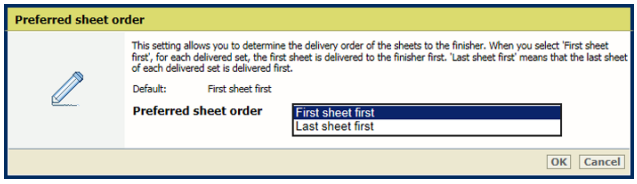
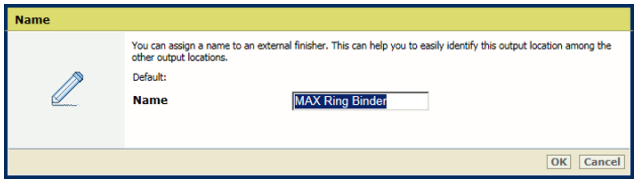
Configure finisher settings

External finisher

An external finisher is made by an external company and is supported by the printer.



When you want to	Solution
Go to the external finisher settings	1. Open the Settings Editor and go to: [Preferences]→[Print job defaults]. 
Define how to continue when an error in the finisher was solved	1. Go to [Error recovery method]. 2. Indicate if you want print the last set again or to continue after the last correctly printed sheet.  3. Click [OK].

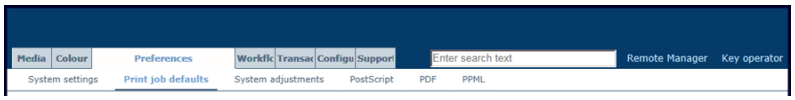
When you want to	Solution
Define the default sheet orientation in the available output trays	1. Go to [Preferred feed edge]. 2. Indicate the feed direction of the sheets on the output tray.  3. Click [OK]. 4. Go to [Face orientation]. 5. Indicate if the front side of the sheets points up or down.  6. Click [OK]. 7. Go to [Header orientation]. 8. Indicate if the header points to the front side of the printer or to the back side of the printer.  9. Click [OK].
Define the default sheet order in the available output trays	1. Go to [Preferred sheet order]. 2. Indicate the order of the printed sheets within a job set.  3. Click [OK].
Define a meaningful name for the external finisher	1. Go to [Name]. 2. Enter a name.  3. Click [OK]. The name of the external finisher is visible in the job properties. Open the job properties and go to: [Print delivery]→[Output location].

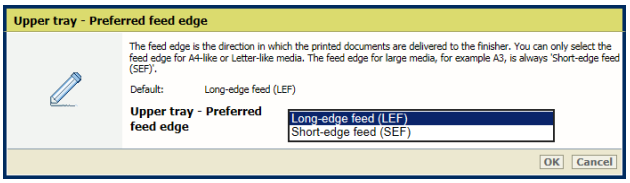
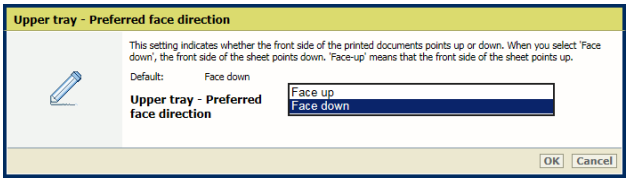
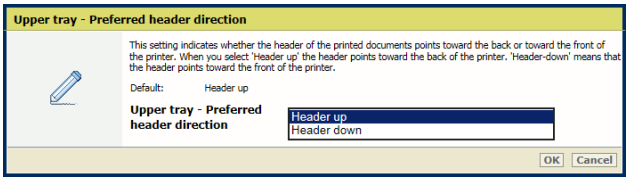
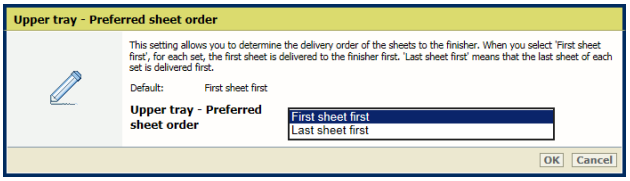
Stacker/stapler



Stacker/stapler	Edit
Setting	Value
Stacker/stapler	Present
Upper tray - Preferred feed edge	Long-edge feed (LEF)
Upper tray - Preferred face direction	Face down
Upper tray - Preferred header direction	Header up
Upper tray - Preferred sheet order	First sheet first
Lower tray - Preferred feed edge	Long-edge feed (LEF)
Lower tray - Preferred face direction	Face down
Lower tray - Preferred header direction	Header up
Lower tray - Preferred sheet order	First sheet first
Booklet tray - Preferred feed edge	Short-edge feed (SEF)
Booklet tray - Preferred face direction	Face up
Booklet tray - Preferred header direction	Header up
Booklet tray - Preferred sheet order	Last sheet first

[166] Stacker / stapler settings

When you want to	Solution
Go to the stacker / stapler settings	1. Open the Settings Editor and go to: [Preferences]→[Print job defaults]. 

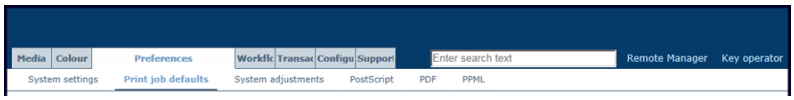
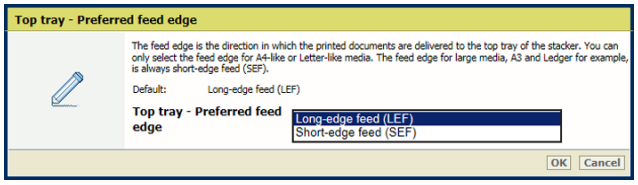
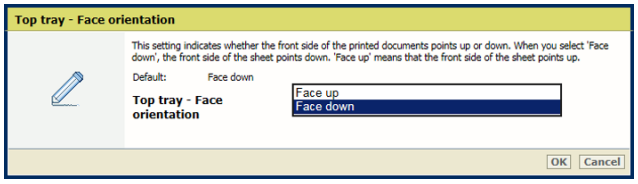
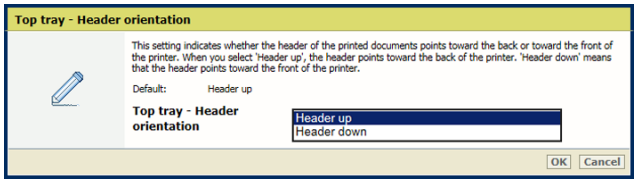
When you want to	Solution
Define the default sheet orientation in the available output trays	1. Go to [Upper tray - Preferred feed edge], [Lower tray - Preferred feed edge] or [Booklet tray - Preferred feed edge]. 2. Indicate the feed direction of the sheets on the output tray.  3. Click [OK]. 4. Go to [Upper tray - Preferred face direction], [Lower tray - Preferred face direction] or [Booklet tray - Preferred face direction]. 5. Indicate if the front side of the sheets points up or down.  6. Click [OK]. 7. Go to [Upper tray - Preferred header direction], [Lower tray - Preferred header direction] or [Booklet tray - Preferred header direction]. 8. Indicate if the header points to the front side of the printer or to the back side of the printer.  9. Click [OK].
Define the default sheet order in the available output trays	1. Go to [Upper tray - Preferred sheet order], [Lower tray - Preferred sheet order] or [Booklet tray - Preferred sheet order]. 2. Indicate the order of the printed sheets within a job set.  3. Click [OK].

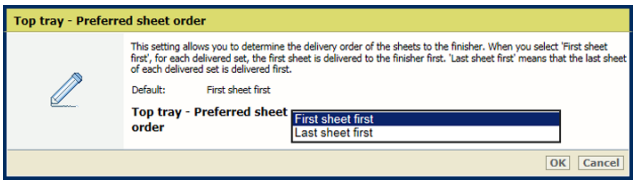
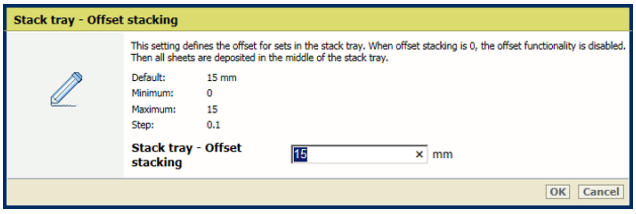
High capacity stacker

There can be one or two high capacity stackers.

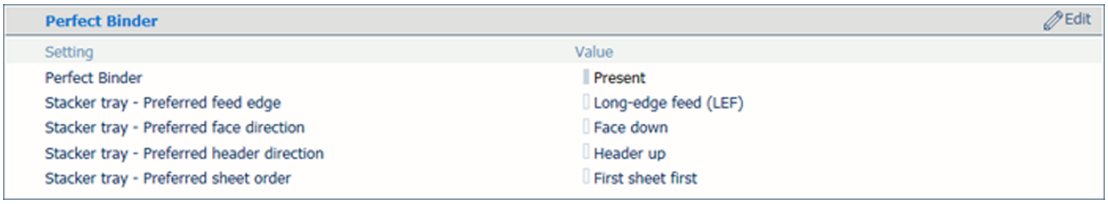


[167] High capacity stacker settings

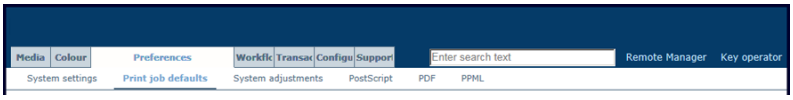
When you want to	Solution
Go to the high capacity stacker settings	1. Open the Settings Editor and go to: [Preferences]→[Print job defaults]. 
Define the default sheet orientation in the available output trays	1. Go to [Top tray - Preferred feed edge] or [Stack tray - Preferred feed edge]. 2. Indicate the feed direction of the sheets on the output tray.  3. Click [OK]. 4. Go to [Top tray - Face orientation] or [Stack tray - Face orientation]. 5. Indicate if the front side of the sheets points up or down.  6. Click [OK]. 7. Go to [Top tray - Header orientation] or [Stack tray - Header orientation]. 8. Indicate if the header points to the front side of the printer or to the back side of the printer.  9. Click [OK].

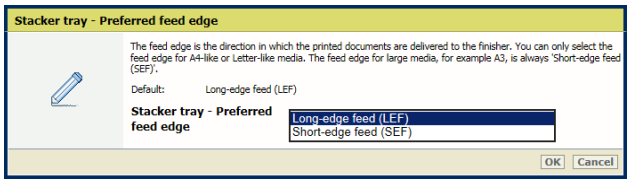
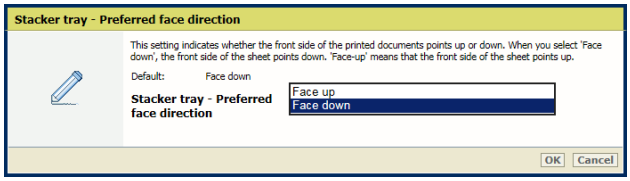
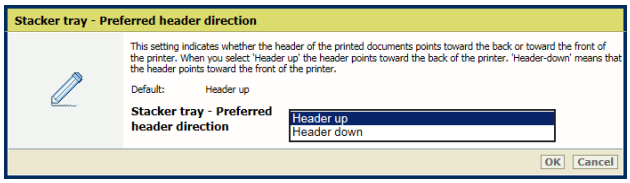
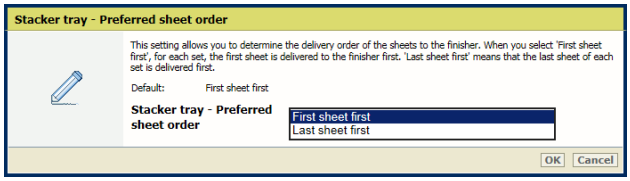
When you want to	Solution
Define the default sheet order in the available output trays	1. Go to [Top tray - Preferred sheet order] or [Stack tray - Preferred sheet order]. 2. Indicate the order of the printed sheets within a job set.  3. Click [OK].
Define default offset stacking in the stack tray	1. Go to [Stack tray - Offset stacking]. 2. Define the offset value. When the value is zero offset stacking is disabled.  3. Click [OK].

Perfect Binder



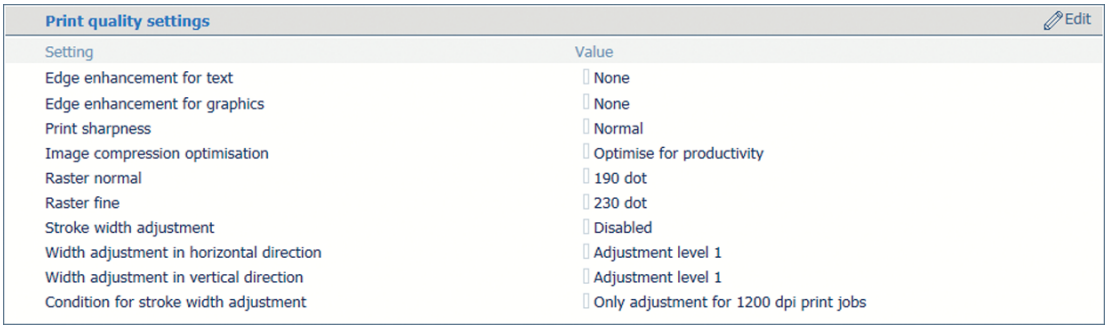
[168] Perfect Binder settings

When you want to	Solution
Go to the Perfect Binder settings	1. Open the Settings Editor and go to: [Preferences]→[Print job defaults]. 

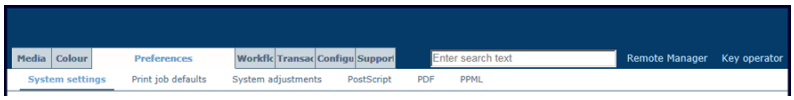
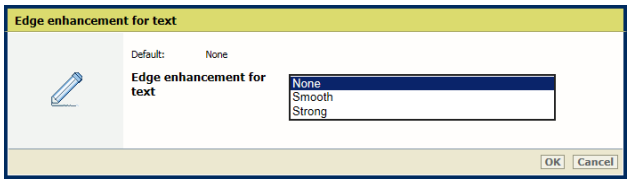
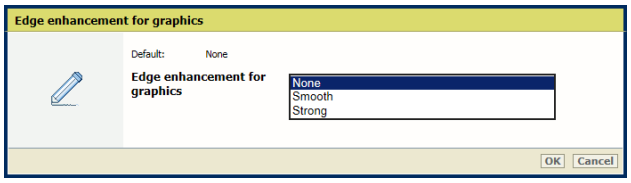
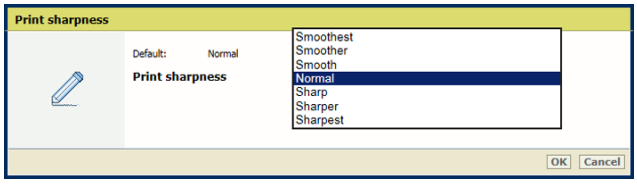
When you want to	Solution
Define the default sheet orientation in the available output trays	1. Go to [Stacker tray - Preferred feed edge]. 2. Indicate the feed direction of the sheets on the output tray.  3. Click [OK]. 4. Go to [Stacker tray - Preferred face direction]. 5. Indicate if the front side of the sheets points up or down.  6. Click [OK]. 7. Go to [Stacker tray - Preferred header direction]. 8. Indicate if the header points to the front side of the printer or to the back side of the printer.  9. Click [OK].
Define the default sheet order in the available output trays	1. Go to [Stacker tray - Preferred sheet order]. 2. Indicate the order of the printed sheets within a job set.  3. Click [OK].

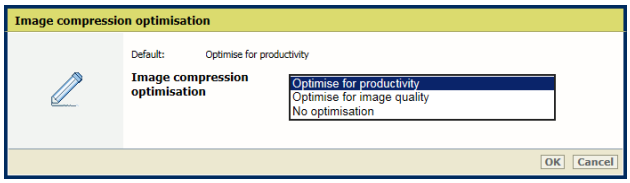
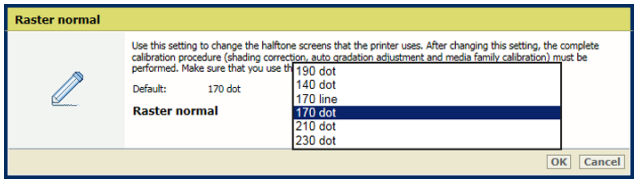
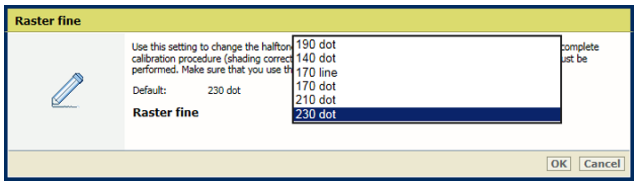
Configure print quality settings

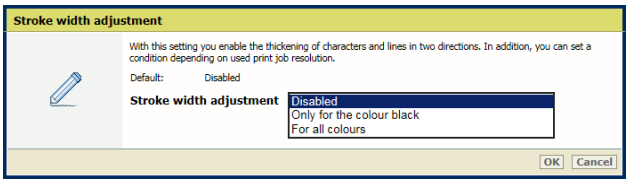
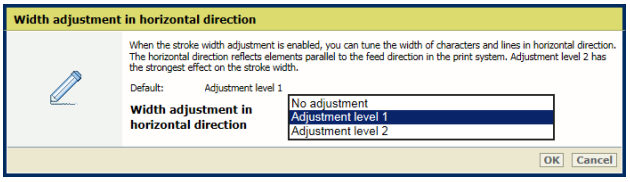
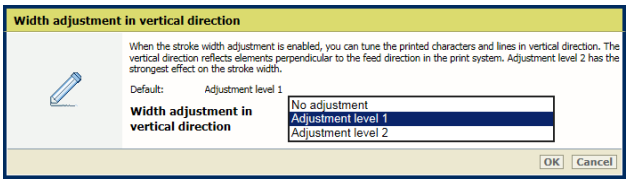
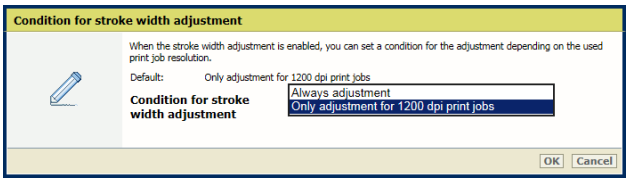
Be aware that the print quality settings affect all print jobs.



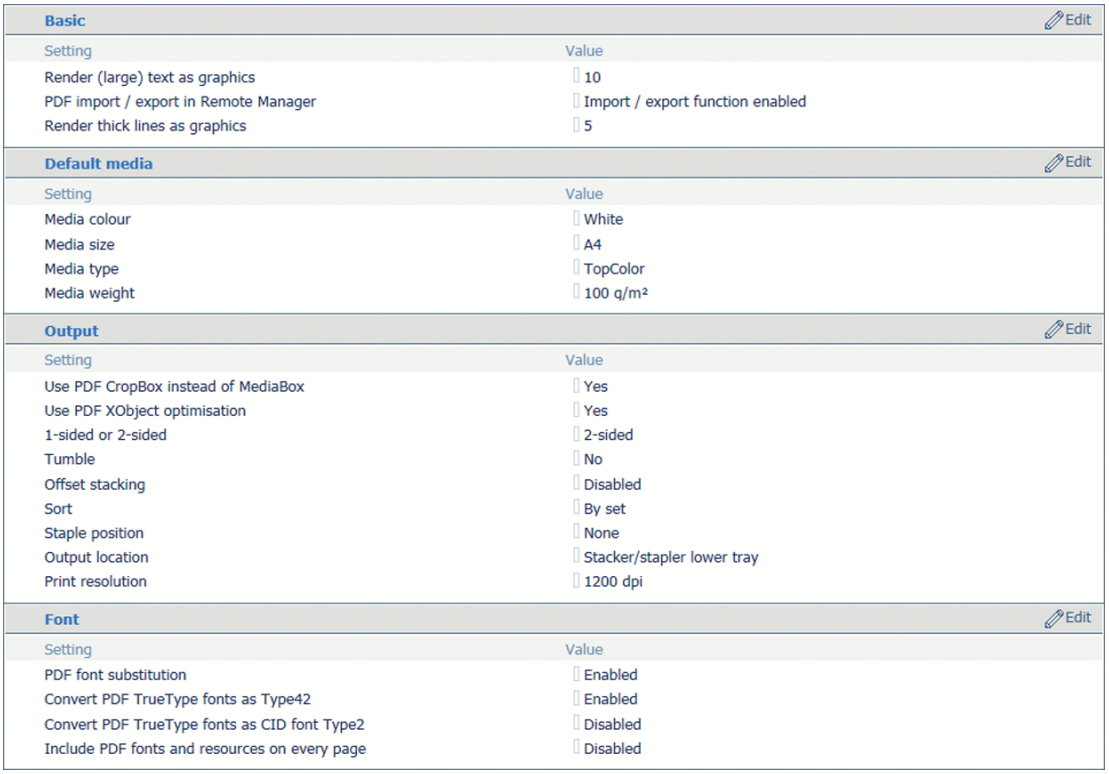
[169] Print quality settings

When you want to	Solution
Go to the print quality settings	1. Open the Settings Editor and go to: [Preferences]→[System settings]. 
Improve the print quality of small text	1. Go to [Edge enhancement for text]. 2. Indicate if you want stronger or smoother text edges.  3. Click [OK].
Improve the print quality of graphics	1. Go to [Edge enhancement for graphics]. 2. Indicate if you want stronger or smoother text edges.  3. Click [OK].
Change the print resolution	In general, a larger resolution improves the print quality but affects job productivity. 1. Go to [Print sharpness]. 2. Indicate if you want smoother or sharper prints.  3. Click [OK].

When you want to	Solution
Give priority to image quality or productivity	1. Go to [Image compression optimisation]. 2. Indicate the required mode.  3. Click [OK].
Change the default halftone screen for the raster normal	1. Go to [Raster normal]. 2. Select the required raster.  3. Click [OK]. 4. Calibrate the printer and media families. (*About calibration* on page 186)
Change the default halftone screen for the raster fine	1. Go to [Raster fine]. 2. Select the required raster.  3. Click [OK]. 4. Calibrate the printer and media families. (*About calibration* on page 186)

When you want to	Solution
Print characters and lines thicker	1. Go to [Stroke width adjustment]. 2. Indicate if you want thicker characters and lines for the color black only or for all colors.  3. Click [OK]. 4. Go to [Width adjustment in horizontal direction]. 5. Indicate the level of thickness in the horizontal direction.  6. Click [OK]. 7. Go to [Width adjustment in vertical direction]. 8. Indicate the level of thickness in the vertical direction.  9. Click [OK]. 10. Go to [Condition for stroke width adjustment]. 11. Indicate if you want thicker characters and lines for all jobs or for 1200 dpi jobs only.  12. Click [OK].

Configure PostScript, PDF, and PPML job defaults



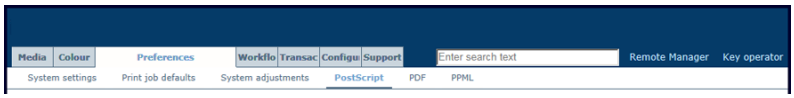
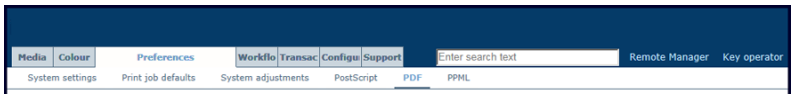
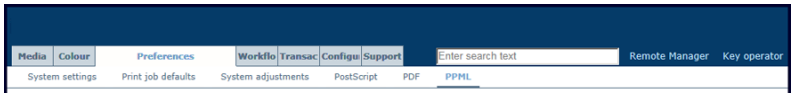
Basic		Edit
Setting	Value	
Render (large) text as graphics	10	
PDF import / export in Remote Manager	Import / export function enabled	
Render thick lines as graphics	5	

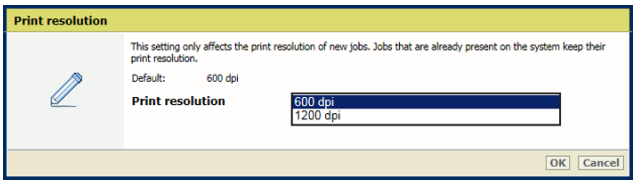
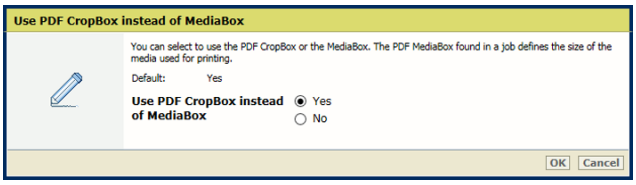
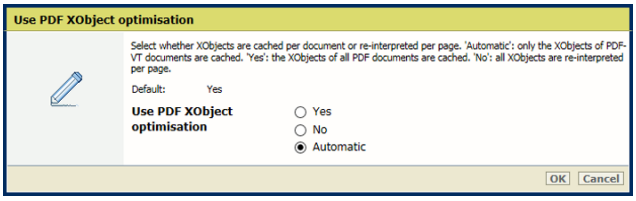
Default media		Edit
Setting	Value	
Media colour	White	
Media size	A4	
Media type	TopColor	
Media weight	100 g/m²	

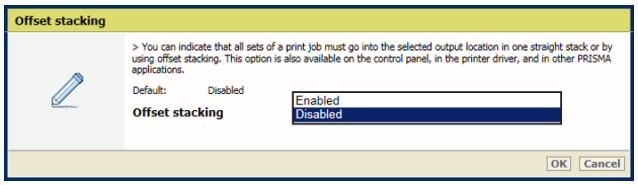
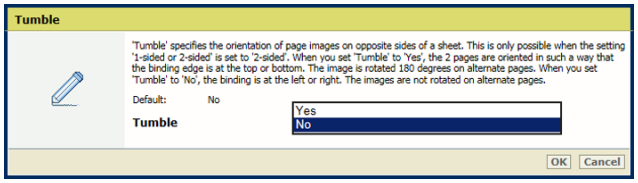
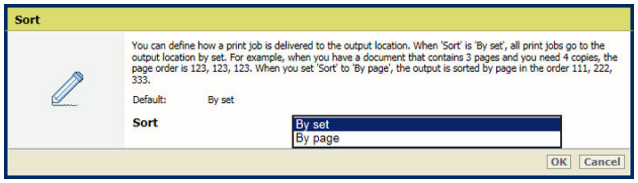
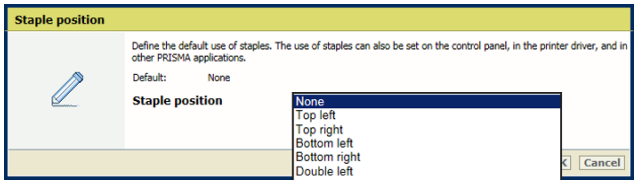
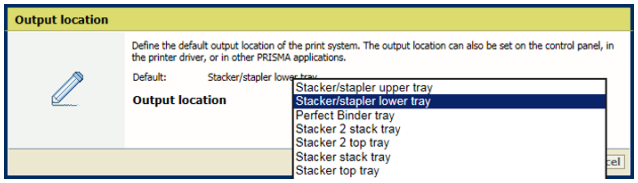
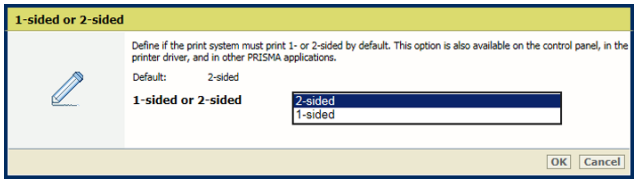
Output		Edit
Setting	Value	
Use PDF CropBox instead of MediaBox	Yes	
Use PDF XObject optimisation	Yes	
1-sided or 2-sided	2-sided	
Tumble	No	
Offset stacking	Disabled	
Sort	By set	
Staple position	None	
Output location	Stacker/stapler lower tray	
Print resolution	1200 dpi	

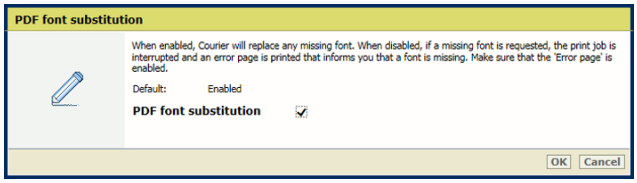
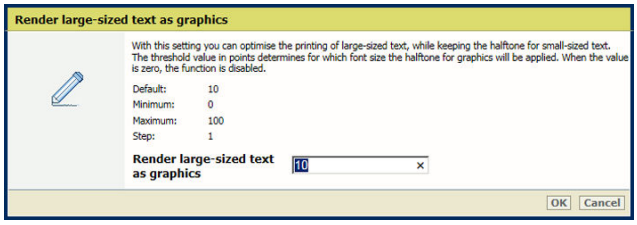
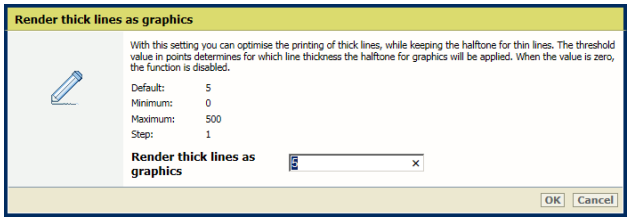
Font		Edit
Setting	Value	
PDF font substitution	Enabled	
Convert PDF TrueType fonts as Type42	Enabled	
Convert PDF TrueType fonts as CID font Type2	Disabled	
Include PDF fonts and resources on every page	Disabled	

[170] Default PDF settings

When you want to	Solution
Define PostScript defaults	1. Open the Settings Editor and go to: [Preferences]→[Post-Script].  2. Use the table below for information on the options.
Define PPML defaults	1. Open the Settings Editor and go to: [Preferences]→[PPML].  2. Use the table below for information on the options.
Define PDF defaults	1. Open the Settings Editor and go to: [Preferences]→[PDF].  2. Use the table below for information on the options.

When you want to	Solution
Define the default media	• Use [Media color] to define the color of the default media. When you enter the color in the English language, a sample of the color is automatically displayed for the media. For other languages, enter the RGB value of the color in the media catalog. (PDF, PostScript, PPML) • Use [Media size] to define the default media size of the print jobs. (PDF, PostScript, PPML) • Use [Media type] to define the default media type of the print jobs. (PDF, PostScript, PPML) • Use [Media weight] to define the default media weight of the print jobs. (PDF, PostScript, PPML)
Define the default output properties	• Use [Print resolution] to define the default print resolution. (PDF, PostScript, PPML)  • Use [Use PDF CropBox instead of MediaBox] to apply the PDF CropBox or the PDF MediaBox. The PDF MediaBox found in a job defines the size of the media used for printing. (Only for PDF)  • Use [Use PDF XObject optimization] to indicate how XObjects are processed. [Automatic]: the XObjects of a PDF/VT job are cached. [Yes]: the XObjects of every PDF job are cached. [No]: the XObjects are re-interpreted per page. (Only for PDF) 

When you want to	Solution
Define the default delivery of prints (1/2)	• Use [Offset stacking] to indicate if default stacking occurs with or without an offset. (PDF, PostScript, PPML)  • Use [Tumble] to set tumble for two-sided documents that are bound at the top or the bottom edge. The tumble option rotates the image on the back side of the sheet 180 degrees. (PDF, PostScript, PPML)  • Use [Sort] to indicate if sorting occurs by set or by page. (PDF, PostScript, PPML)  • Use [Staple position] to indicate if jobs are stapled and the location of the staples. (PDF, PostScript, PPML) 
Define the default delivery of prints (2/2)	• Use [Output location] to select the output location. (PDF, PostScript, PPML)  • Use [1-sided or 2-sided] to define if jobs are printed at one or two sides by default. (PDF, PostScript, PPML) 

When you want to	Solution
Define the substitution of a missing font	• Use [PDF font substitution], [PPML font substitution], and [PostScript font substitution] to indicate that a missing font is replaced by the Courier font. Otherwise, a job is stopped and—if enabled—an error page is printed. (PDF, PostScript, PPML) 
Improve the print quality of large-sized text	• Use [Render large-sized text as graphics] to define from which threshold value the halftone for graphics must be used for text. This option keeps the benefits of using the text halftone screen for small text. (PDF, PPML) 
Improve the print quality of thick lines	• Use [Render thick lines as graphics] to define from which threshold value the halftone for graphics must be used for thick lines. This option keeps the benefits of using the halftone screen for thin lines. (PDF) 

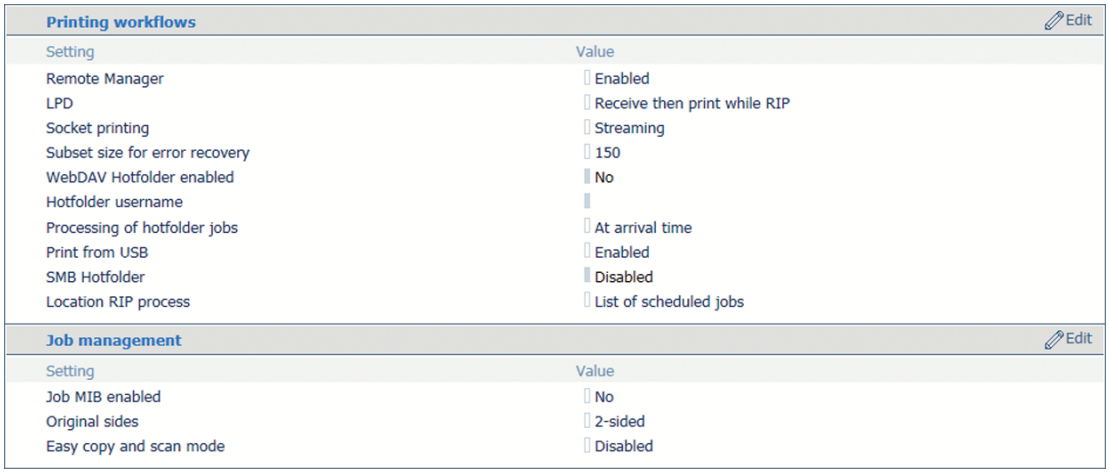
Default workflow settings

Configure remote workload planning

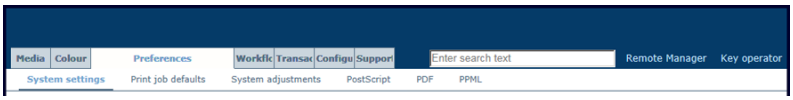
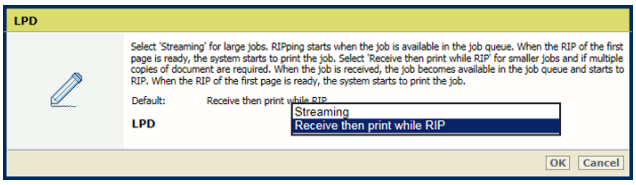
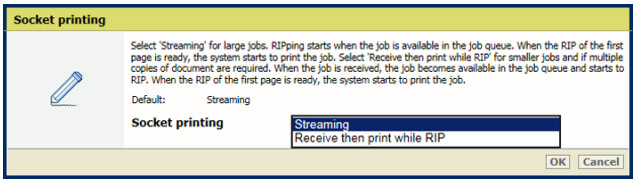
Remote Manager allows you to plan the workload remotely. Remote Manager runs on one of the PRISMAsync printers, the Remote Manager host.

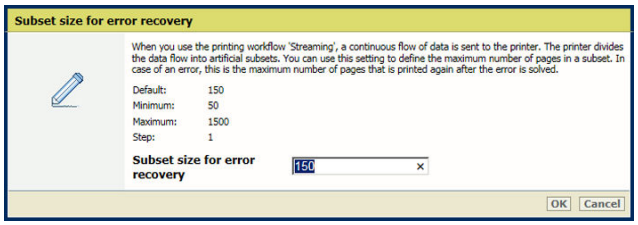
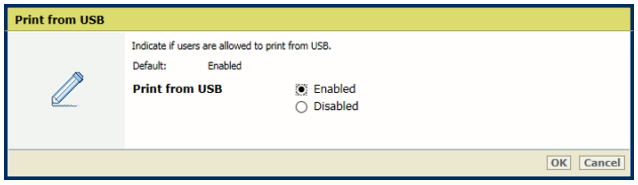
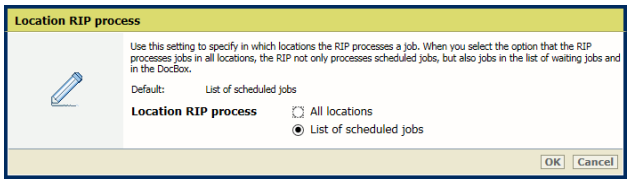
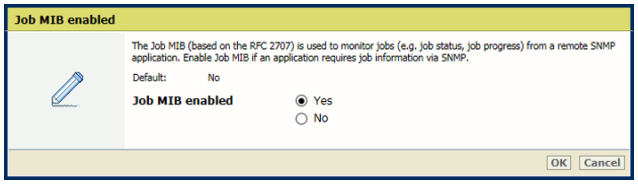
When you want to	Solution
Enable Remote Manager.	1. Open the Settings Editor of the Remote Manager host. 2. Go to: [Preferences]→[System settings] 3. Enable the setting [Remote Manager].
See the list of printers connected to Remote Manager.	The system administrator can change this list. 1. Open the Settings Editor of the Remote Manager host. 2. Go to: [Workflow]→[Remote Manager].
See the list of users that can use Remote Manager.	The system administrator can show this list. 1. Open the Settings Editor of the Remote Manager host. 2. Go to: [Configuration]→[Groups]. 3. See the group [Central operators].
See the list of printers for the copy to function.	The system administrator can change this list. 1. Open the Settings Editor of a PRISMAsync printer. 2. Go to: [Workflow]→[Remote Manager].

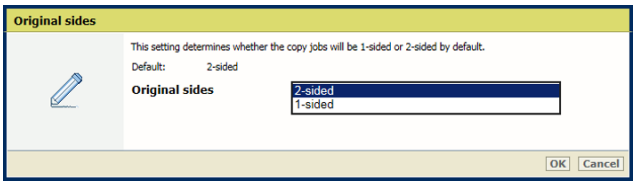
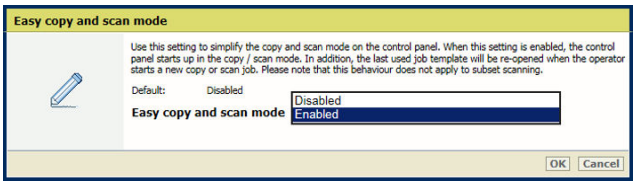
Configure printing workflows



[171] Printing workflow and job management settings

When you want to	Solution
Go to the printing workflow settings	1. Open the Settings Editor and go to: [Preferences]→[System settings]. 
Define the processing of jobs submitted via LPD/LPR	The printer protocol LPD can be enabled by the system administrator. The print protocol LPR must be installed on the workstation that submit the jobs. 1. Go to [LPD]. 2. Indicate when the RIP starts to process jobs submitted via the LPR command.  3. Click [OK].
Define the processing of jobs that use the socket printing port	Socket printing can be enabled and configured by the system administrator. 1. Go to [Socket printing]. 2. Indicate when the RIP starts to process jobs that use the socket printing port.  3. Click [OK].

When you want to	Solution
Define the number of printed pages when an error occurs in a streaming job	1. Go to [Subset size for error recovery]. 2. Indicate the number of pages that will be printed when an error occurs in a streaming job.  3. Click [OK].
Define the order in which hotfolder jobs are handled	See *Configure hotfolders* on page 319.
Allow users to print from an USB drive	1. Go to [Print from USB]. 2. Indicate that printing from an USB drive is allowed  3. Click [OK].
Define where the RIP must process jobs	1. Go to [Location RIP process]. 2. Indicate if the RIP must process jobs only in the list of scheduled jobs or also in the list of waiting jobs and in the DocBox.  3. Click [OK].
Monitor jobs from a remote SNMP application	Remote monitoring of jobs via SNMP can be enabled by the system administrator. 1. Go to [Job MIB enabled]. 2. Indicate that remote monitoring of jobs via SNMP is allowed.  3. Click [OK].

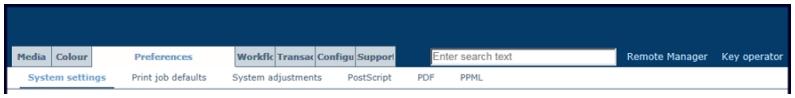
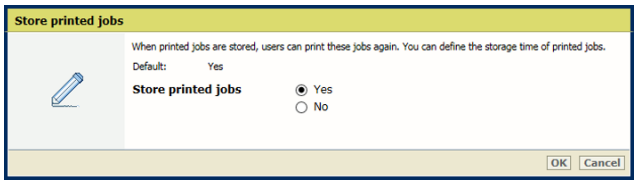
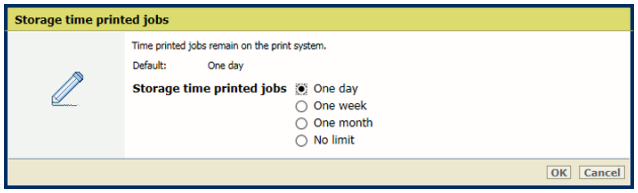
When you want to	Solution
Define if default originals are 1- or 2-sided	1. Go to [Original sides]. 2. Indicate if originals have information on one or both sides.  3. Click [OK].
Keep the job properties open after starting a copy or scan job	1. Go to [Easy copy and scan mode]. 2. Indicate that you want to enable the easy copy and scan mode  3. Click [OK].

Configure the storage of printed jobs

You can allow users to access printed jobs. Then, define the storage time of printed jobs.

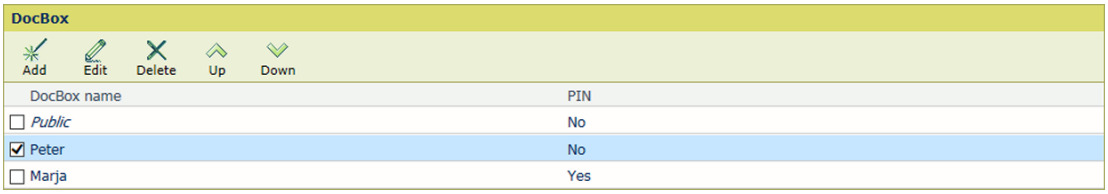


[172] Settings of printed jobs storage

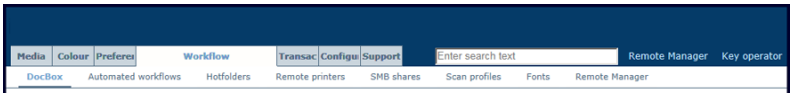
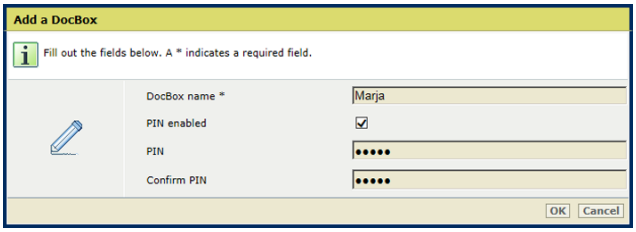
When you want to	Solution
Go to the printed jobs section	 1. Open the Settings Editor and go to: [Preferences]→[System settings]→[Printed jobs].
Store printed jobs	The system administrator can change this setting. 1. Go to [Store printed jobs]. 2. Indicate that you want to store printed jobs.  3. Click [OK].
Define storage time of printed jobs	The system administrator can change this setting. 1. Go to [Storage time printed jobs]. 2. Select the storage time of printed jobs: one day, one week, one month, or unlimited.  3. Click [OK].

Configure the DoxBox function

The system administrator can configure DoxBox settings.



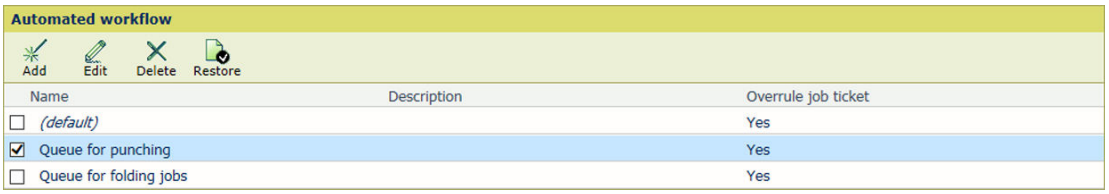
[173] The DocBox list

When you want to	Solution
Go to the DocBox list	1. Open the Settings Editor and go to: [Workflow]→[DocBox]. 
Add a DocBox	1. Click [Add]. 2. Enter a name for the DocBox.  3. Indicate if the user must use a PIN to access the DocBox. 4. Enter the PIN of the user. 5. Click [OK].
Edit a DocBox	You cannot edit the DocBox 'Public' 1. Select a DocBox. 2. Click [Edit]. 3. Change the required attributes. 4. Click [OK].
Delete a DocBox	You cannot delete the DocBox 'Public' 1. Select a DocBox. 2. Click [Delete].

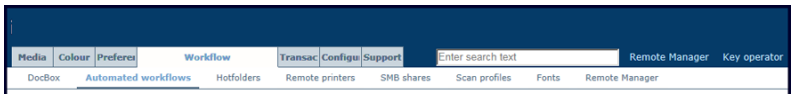
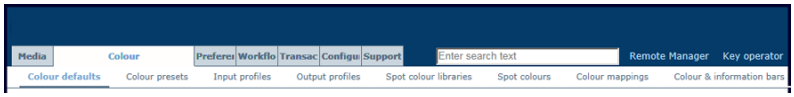
Configure automated workflows

With automated workflows you have the opportunity to assign properties to jobs addressed to a particular print queue. For example for jobs for a specific customer, for jobs that are submitted from a specific application, or for jobs that have the same job properties.

There is one automated workflow. You can create custom automated workflows.

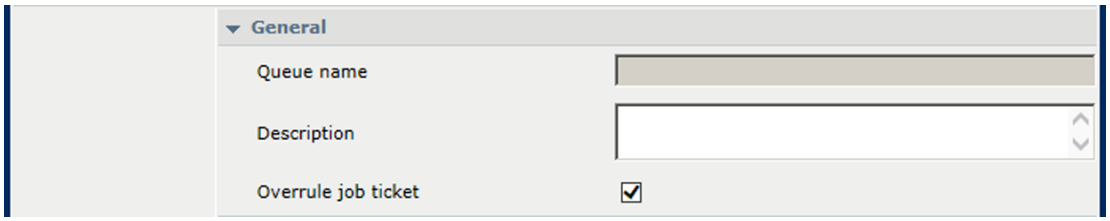


[174] Automated workflows

When you want to	Solution
Go to the automated workflows	1. Open the Settings Editor and go to: [Workflow]→[Automated workflows]. 
Add an automated workflow	1. Click [Add]. 2. Use the tables below for information on the automated workflow options. 3. Click [OK].
Edit an automated workflow	1. Select an automated workflow. 2. Click [Edit]. 3. Use the tables below for information on the automated workflow options.
Delete an automated workflow	1. Select an automated workflow. 2. Click [Delete].
Restore the factory-defined automated workflow	1. Click [Restore]. Be aware that this action deletes all current automated workflows. 2. Click [OK].
Set the default color preset for an automated workflow	1. Open the Settings Editor and go to: [Color]→[Color defaults].  2. Go to [Default color preset for Océ PRISMAprepare®]. 3. Click [Default color preset] and select one of the available color presets in the list box. 4. Click [OK].

Attributes of automated workflows

General and sets





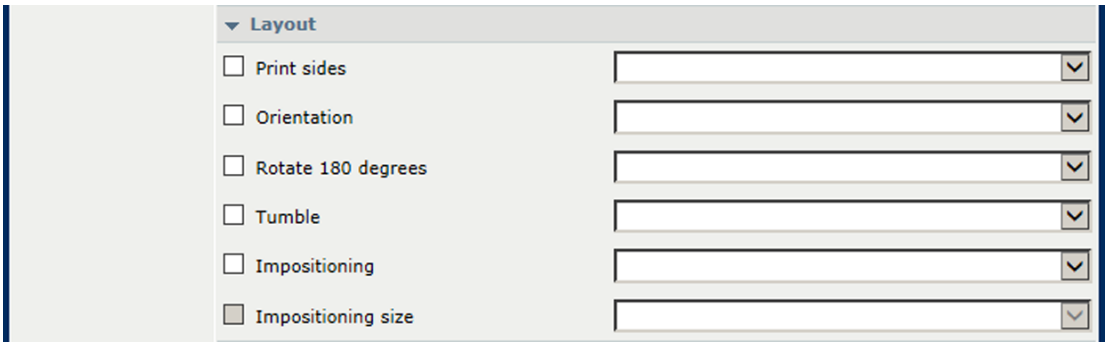
Automatic workflow setting	Description
[Queue name]	Name of the automated workflow. For LPD/LPR printing this name is the name of the queue. The label name of a job that has used an automated workflow, also refers to this name.
[Description]	Description of the automated workflow.
[Overrule job ticket]	Job settings that are defined on other locations, are by default ignored to ensure that only the settings of the automated workflow are used.
[Number of sets]	Indicate the number of sets.
[Sorting]	Indicate if you want to sort the output per set or per page.

Media



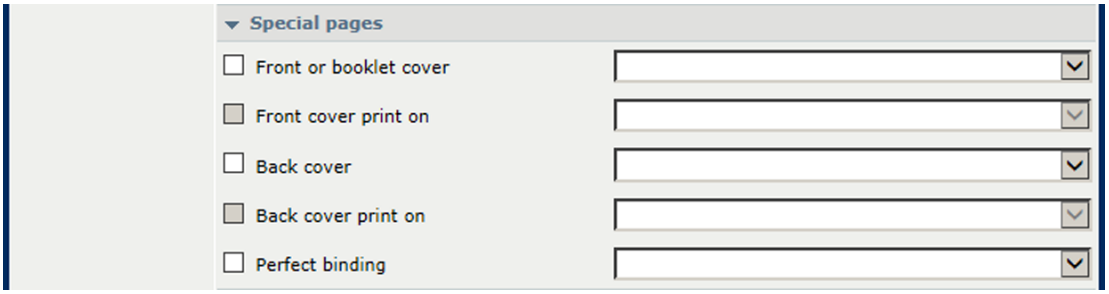
Automatic workflow setting	Description
[Media]	Select the media from the media catalog.
[Fit to media size]	Indicate if the page is scaled or clipped according to the media size.

Layout



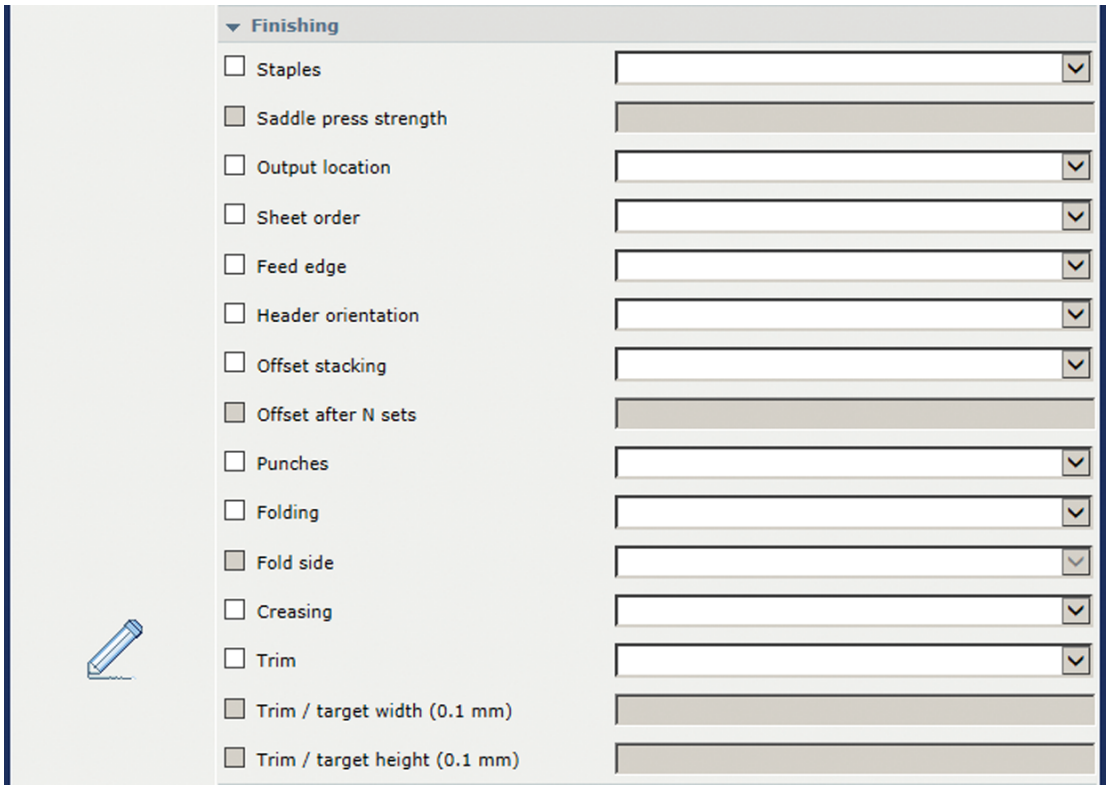
Automatic workflow setting	Description
[Print sides]	Indicate if the output is printed 1- or 2-sided.
[Orientation]	Indicate if the reading direction of the document is parallel to the short edge or long edge of the page.
[Rotate 180 degrees]	Indicate if pages are rotated 180 degrees.
[Tumble]	Indicate if you bind two-sided documents at the top or the bottom edge. The tumble option rotates the image on the back side of the sheet 180 degrees.
[Impositioning]	Indicate if the multiple pages are printed on a sheet, for example to create a booklet.
[Impositioning size]	Select a size for booklets in case media are not selected.

Special pages



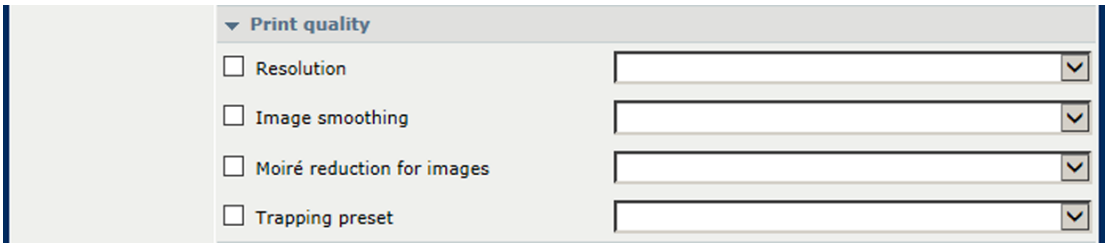
Automatic workflow setting	Description
[Front or booklet cover]	Select the media from the media catalog.
[Front cover print on]	Indicate if the cover is printed.
[Back cover]	Select the media from the media catalog.
[Back cover print on]	Indicate if the cover is printed.

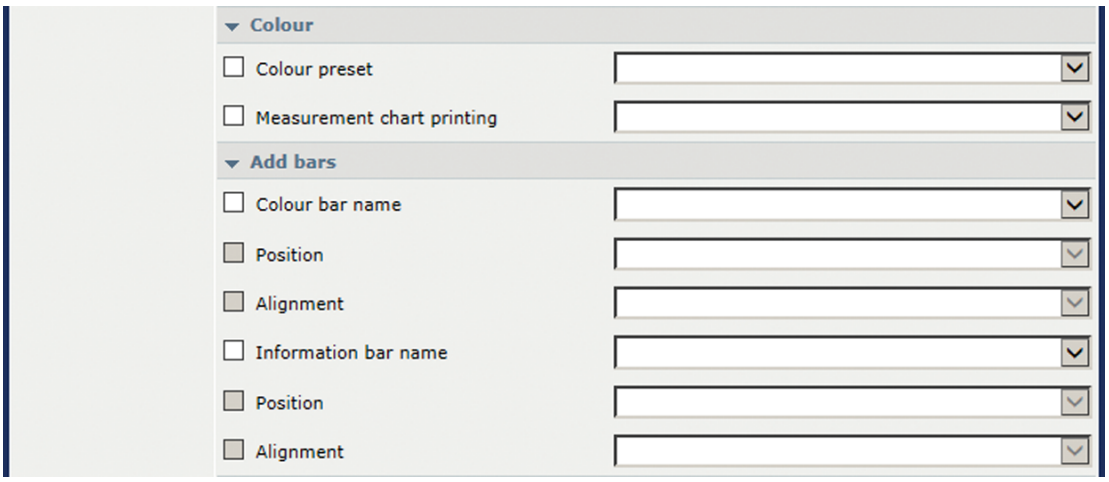
Finishing



Automatic workflow setting	Description
[Staples]	Select the staple method and location.
[Saddle press strength]	Indicate the strength for saddle press stapling
[Output location]	Select the output location.
[Sheet order]	Select the order of the sheets in the output tray.
[Feed edge]	Select the orientation of the sheets in the output tray.
[Header orientation]	Select the orientation of the sheets in the output tray.
[Offset stacking]	Indicate if the set are delivered with an offset.
[Offset after N sets]	Indicate if a series of sets are delivered with an offset.
[Punches]	Select the number of punch holes and their location.
[Folding]	Select the folding method.
[Fold side]	Indicate the fold side.
[Creasing]	Indicate the pages you want to crease.
[Trim]	Select the trimming method.
[Trim / target width ({0})]	Enter the trim value or the width to which you want to trim.
[Trim / target height ({0})]	Enter the trim value or the height to which you want to trim.

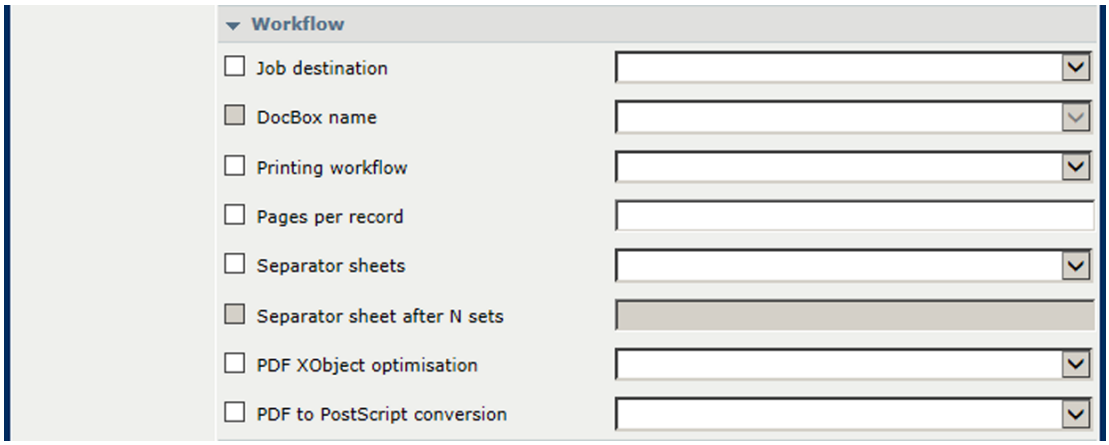
Print quality and color





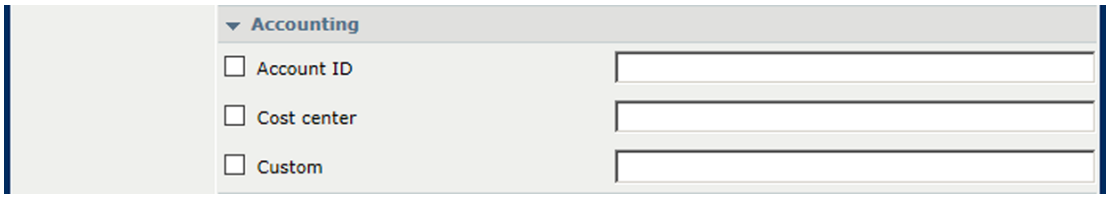
Automatic workflow setting	Description
[Image smoothing]	Apply an anti-aliasing algorithm to smooth images with a low resolution.
[Moiré reduction for images]	Apply a Moiré reduction algorithm to enhance photographic images. When images have a resolution below 300 dpi, the Moiré reduction only takes effect when image smoothing is enabled.
[Trapping preset]	Select a trapping preset.
[Color bar name], [Position], [Alignment]	Select a color bar and its location.
[Information bar name], [Position], [Alignment]	Select an information bar and its location.
[Color preset]	Select a color preset.
[Measurement chart printing]	Use this setting only for printing measurement charts for G7 calibration or external profiling. IMPORTANT Improper use of this setting may cause pollution in the printer.

Workflow



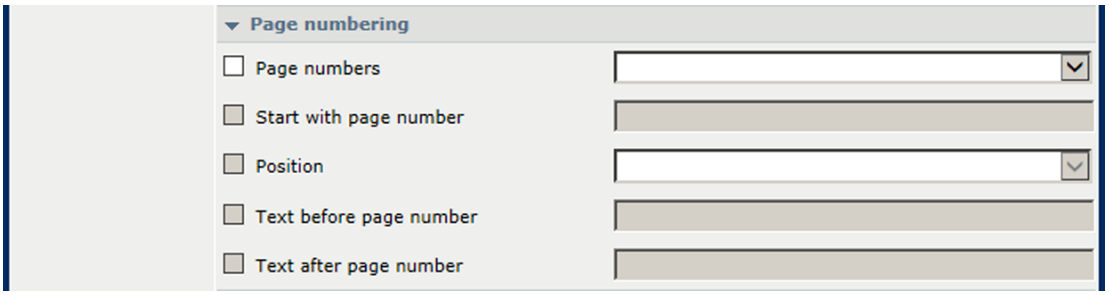
Automatic workflow setting	Description
[Job destination]	Select the destination of the jobs: scheduled jobs, waiting jobs or DocBox.
[DocBox name]	Select the DocBox.
[Printing workflow]	Select the job processing on the PRISMAsync Print Server.
[Pages per record]	Indicate if the PDF job is handled as variable data print job. Then, enter the pages per record.
[Separator sheets]	Indicate if separator sheets are used. You can use separator sets per a series of sets, if required.
[PDF XObject optimization]	Select whether PDF/X objects are cached per document or per page.
[PDF to PostScript conversion]	Indicate if you want to convert PDF to PostScript instead of only using the native PDF RIP, which is the default setting value.

Accounting



Automatic workflow setting	Description
[Account ID]	Enter account ID.
[Cost center]	Enter cost center.
[Custom]	Enter extra account information.

Page numbering

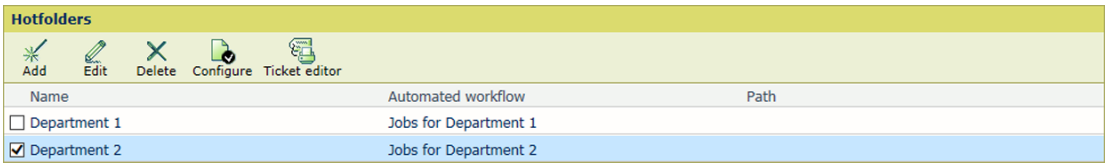


Automatic workflow setting	Description
[Page numbers], [Start with page number], [Position], [Text before page number], [Text after page number]	Indicate if and where page number are printed. Enter text to be printed before or behind the page number.

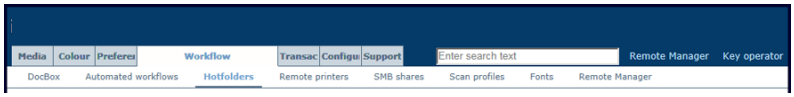
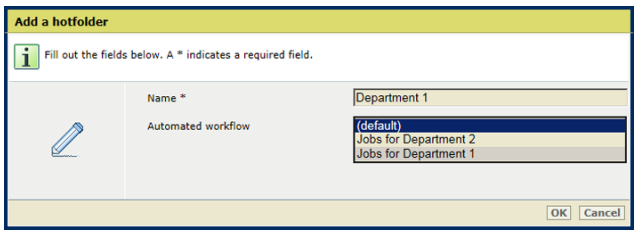
Configure hotfolders

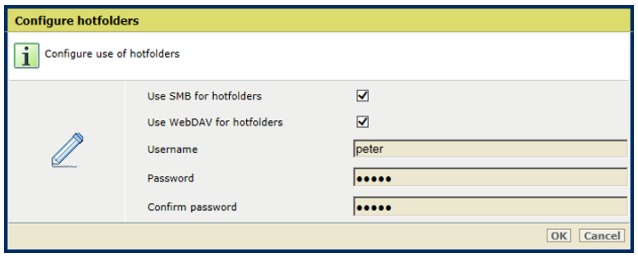
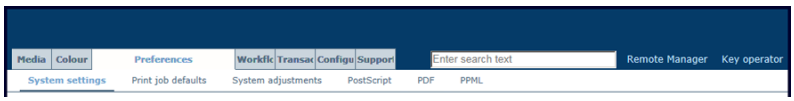
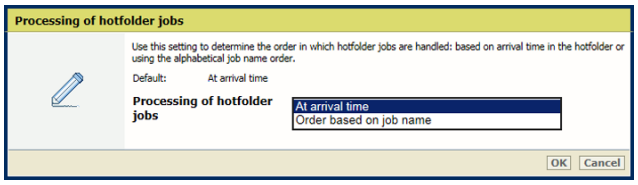
A hotfolder is a shared folder on PRISMAsync Print Server. A hotfolder is linked to an automated workflow to determine the job settings for a hotfolder.

The system administrator can configure hotfolder settings.



[175] Hotfolders

When you want to	Solution
Go to the hotfolders	1. Open the Settings Editor and go to: [Workflow]→[DocBox]. 
Add a hotfolder	1. Click [Add]. 2. Enter a name for the hotfolder.  3. Select the automated workflow that has the required job settings. 4. Click [OK].
Edit a hotfolder	1. Select a hotfolder. 2. Click [Edit]. 3. Change the required attributes. 4. Click [OK].
Delete a hotfolder	1. Select a hotfolder. 2. Click [Delete].

When you want to	Solution
Enable and configure the hotfolder function	1. Click [Configure]. 2. Select the protocols you want to use.  3. Define a username and password. The username and password are required when you create a shortcut to a PRISMAsync hotfolder. 4. Click [OK]. 5. Restart the print system.
Define the order in which hotfolder jobs are handled	1. Open the Settings Editor and go to: [Workflow]→[System settings].  2. Go to [Processing of hotfolder jobs]. 3. Indicate the order in which hotfolder jobs are handled.  4. Click [OK].
Create a shortcut to a hotfolder on a Windows system	1. Start the standard Windows wizard to map a network drive. 2. Use the link to connect to the PRISMAsync hotfolder to share documents or files. 3. Enter the path to the hotfolder. This path is displayed in the hotfolder settings in the Settings Editor. • For WebDAV use the format: *http(s)://<hostname>/<hotfolder name>* or *http(s)://<IPaddress>/<hotfolder name>*. • For SMB use the format: ||*<hostname>*|*<hotfolder name>* or ||*<IPaddress>*|*<hotfolder name>*. 4. Enter the username and password. 5. Enter a name for the network location. 6. Drag and drop the hotfolder to your desktop.

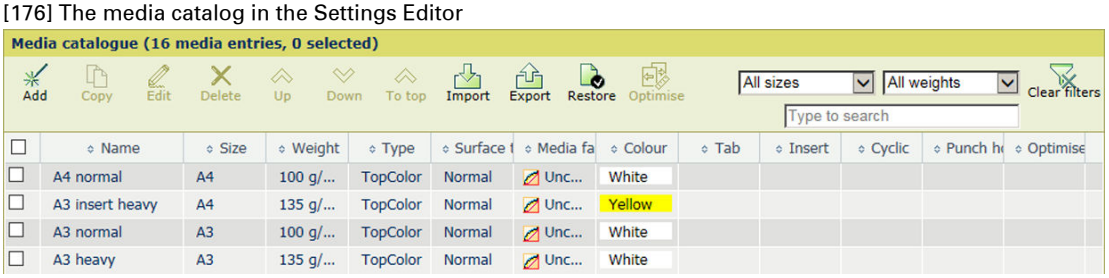
When you want to	Solution
Create a shortcut to a hotfolder on a MAC system	1. Open the Finder. 2. Click [Go] -> [Connect to Server...]. 3. Enter the path to the hotfolder. Use the format: *http://<IPaddress>/<hotfolder name>* or *http://<hostname>/<hotfolder name>* This path is displayed in the hotfolder settings in the Settings Editor. 4. Click [Connect]. 5. Enter the username and password. After approval of the login information, the Finder opens and automatically opens the mounted drive with the hotfolder name.

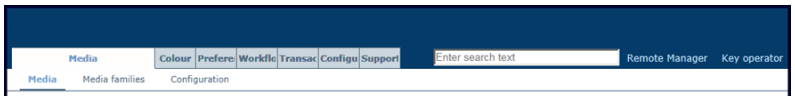
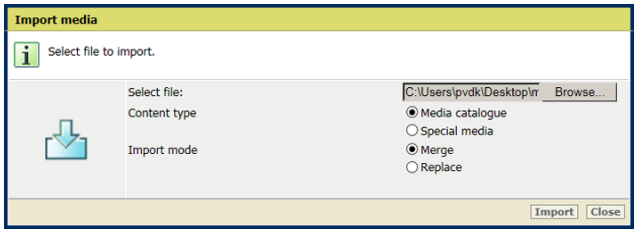
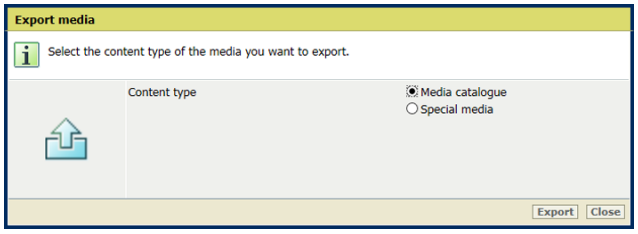
Media management

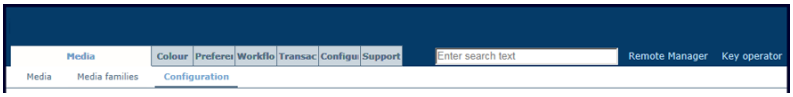
Configure the media catalog

The PRISMAsync Print Server media catalog lists all media that can be selected for jobs. You can change several media attributes.

[176] The media catalog in the Settings Editor



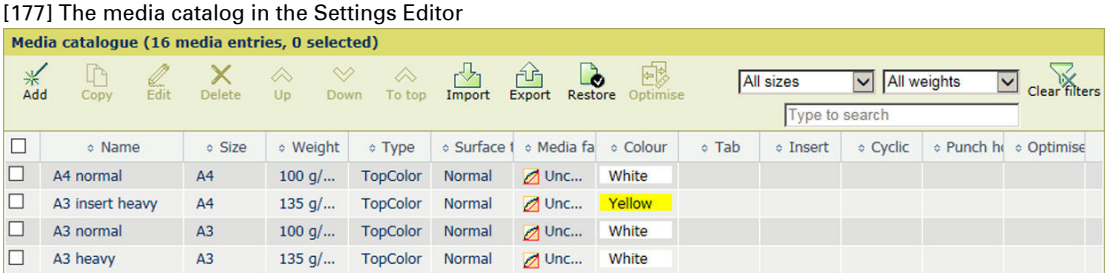
When you want to	Solution
Go to the media catalog	1. Open the Settings Editor and go to: [Media]→[Media]. 
Import a media catalog or special media definitions	Special media is the media for banner and trailer pages, separator sheets, tickets, covers, and auto gradation adjustment. 1. Click [Import]. 2. Indicate if you want to import the media catalog or the special media definitions.  3. Indicate if you want to replace or expand the media catalog or special media definitions. 4. Browse to the file. 5. Confirm the selection. 6. Click [Import].
Export the media catalog and special media definitions	1. Click [Export]. 2. Indicate if you want to export the media catalog or the special media definitions.  3. Click [Export].

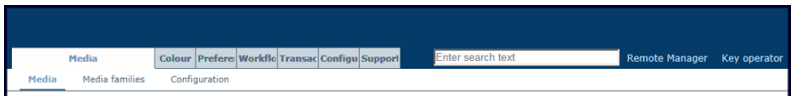
When you want to	Solution
Restore the media catalog.	1. Click [Restore]. Please note you cannot undo this action. 2. Click [OK].
Show warnings when media miss attributes	The system administrator can change this setting. 1. Open the Settings Editor and go to: [Media]→[Configuration].  2. Enable the setting [Warnings on missing media attributes]. 3. Click [OK].
Do media management from the control panel	The system administrator can change this setting. 1. Open the Settings Editor and go to: [Media]→[Configuration]. 2. Enable the setting [Media management via control panel]. 3. Enable the setting [Media optimization via control panel].

Configure the media

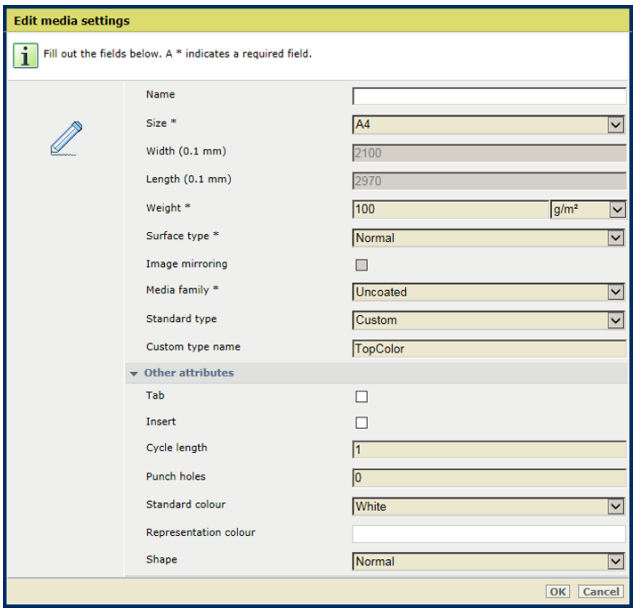
The PRISMAsync Print Server media catalog lists all media that can be selected for jobs. You can change several media attributes.

[177] The media catalog in the Settings Editor



When you want to	Solution
Go to the media catalog	1. Open the Settings Editor and go to: [Media]→[Media]. 
Add media	1. Click [Add]. 2. Use the table below for information on the options. 3. Click [OK].
Copy media	1. Select the media. 2. Click [Copy]. 3. Use the table below for information on the options. 4. Click [OK].
Edit media	1. Select the media. 2. Click [Edit]. 3. Use the table below for information on the options. 4. Click [OK].
Delete media	1. Select the media. 2. Click [Delete].

Configure the media attributes



[178] Media attributes

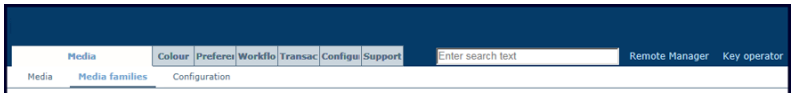
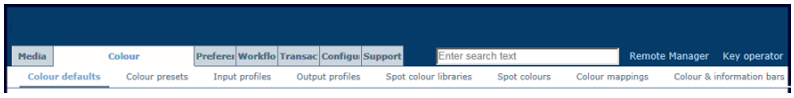
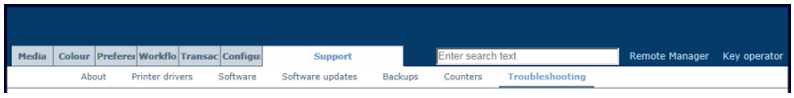
Media attribute	Description
[Name]	Name according to naming conventions.
[Size]	The size of the media.
[Width]	The width of the media.
[Length]	The length of the media.
[Weight]	The media weight of the media.
[Surface type]	The surface type of the media.
[Image mirroring]	Indicates if images must be mirrored.
[Media family]	The media family.
[Standard type]	The custom media type.
[Custom type name]	The custom type name according to naming conventions.
[Tab]	Indicates if the media are tab paper.
[Insert]	Indicates if the media are inserts.
[Cycle length]	Indicates the cycle length in case the media are tab paper.
[Punch holes]	Indicates the number of holes in case the media are punched.
[Standard color]	The color of the media.
[Representation color]	Indicates a custom color name.
[Shape]	Indicates if media is an envelope or letterhead media.

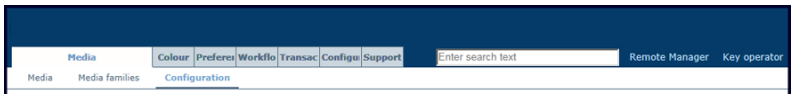
Configure the media families

Media families are groups of media that require similar color management and share the same output profile. For each media in the media catalog a media family is assigned. Next to an output profile there are also calibration curves and CMYK adjustment curves associated to a media family.

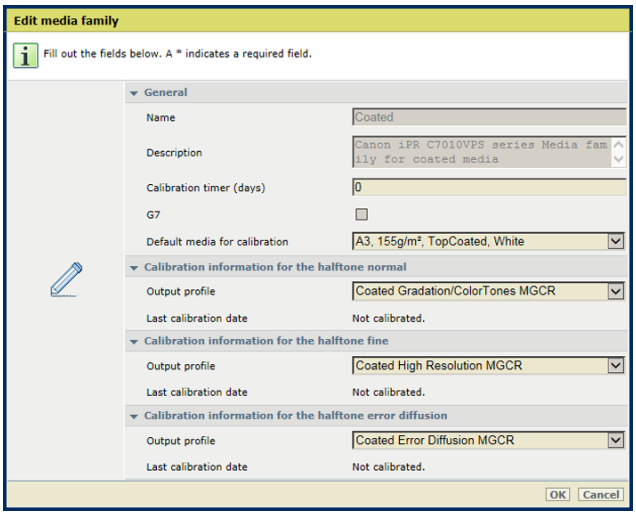


[179] Media Families

When you want to	Solution
Go to the media families	1. Open the Settings Editor and go to: [Media]→[Media families]. 
Add a media family	1. Click [Add]. 2. Use the table below for information on the options 3. Click [OK].
Copy a media family	1. Select the media family. 2. Click [Copy]. 3. Click [OK].
Edit a media family	1. Select the media family. 2. Click [Edit]. 3. Use the table below for information on the options 4. Click [OK].
Delete a media family	1. Select the media family. 2. Click [Delete].
Print a color reference chart	1. Select the media family. 2. Click [Print]. 3. Select the media. 4. Click [OK].
Define the default media family	1. Open the Settings Editor and go to: [Color]→[Color defaults].  2. Go to [Default media family]. 3. Select the default media family. 4. Click [OK].
Print a media family calibration report	 1. Open the Settings Editor and go to: [Support]→[Troubleshooting]. 2. Click [Print media family calibration report]. 3. Click [OK].

When you want to	Solution
Show a warning symbol when a media family needs calibration	 1. Open the Settings Editor and go to: [Media]→[Configuration]. 2. Enable the setting [Warnings when media family needs calibration]. 3. Click [OK].

Configure the media family attributes

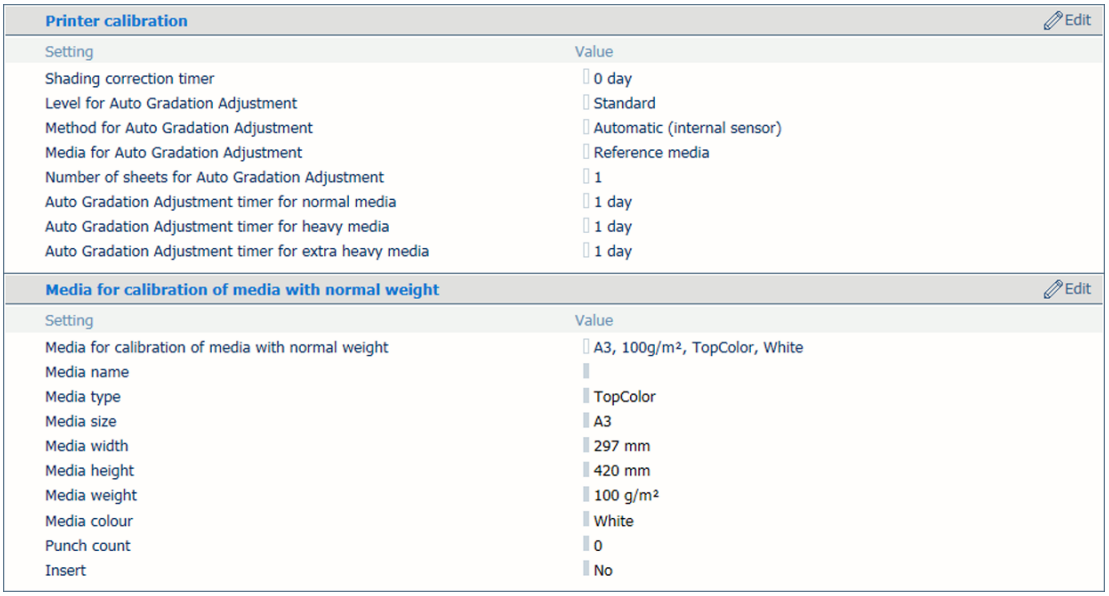


[180] Edit media family

Media family attribute	Description
[Name]	Name according to naming conventions.
[Description of media print mode]	Indicates a description of the media family.
[Calibration timer (days)]	Indicates the media family calibration interval which can be set between 0 and 365 days, in steps of 1 day. Enter 0 to disable the media family calibration timer.
[G7]	Indicates a media family used for G7 calibration.
[Default media for calibration]	Indicates the default media used for printing the calibration charts.
[Discard calibration data of internal sensor]	Removes the calibration curves made with the internal sensor.
[Output profile]	Indicates the output profile of the media family.
[Last calibration date]	Indicates when the last calibration occurred.

Color management

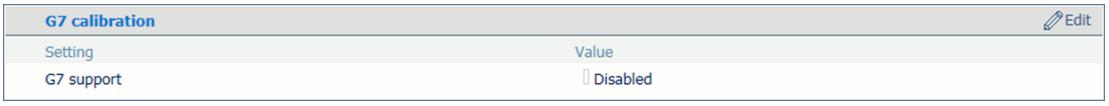
Configure printer calibration



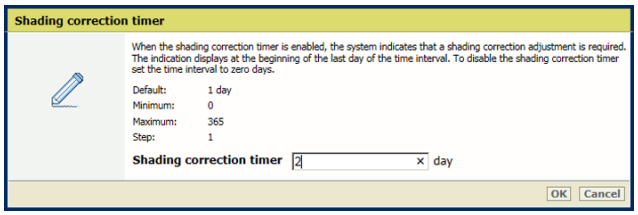
Printer calibration	Edit
Setting	Value
Shading correction timer	0 day
Level for Auto Gradation Adjustment	Standard
Method for Auto Gradation Adjustment	Automatic (internal sensor)
Media for Auto Gradation Adjustment	Reference media
Number of sheets for Auto Gradation Adjustment	1
Auto Gradation Adjustment timer for normal media	1 day
Auto Gradation Adjustment timer for heavy media	1 day
Auto Gradation Adjustment timer for extra heavy media	1 day

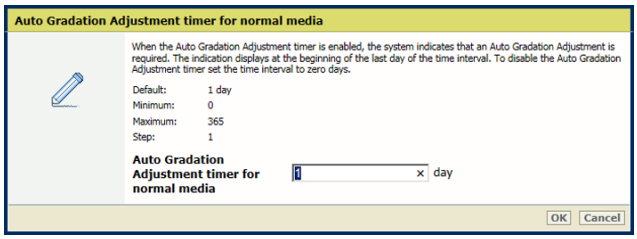
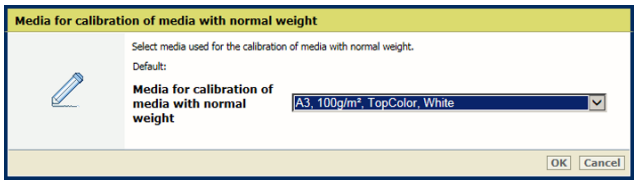
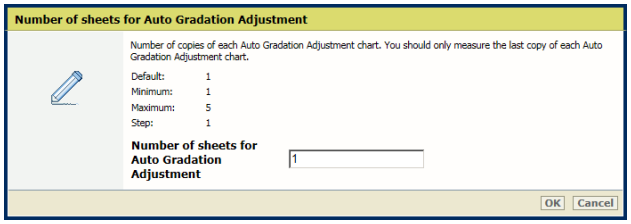
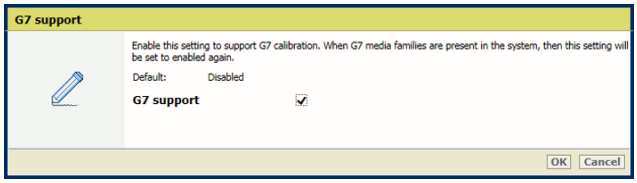
Media for calibration of media with normal weight	Edit
Setting	Value
Media for calibration of media with normal weight	A3, 100g/m², TopColor, White
Media name	
Media type	TopColor
Media size	A3
Media width	297 mm
Media height	420 mm
Media weight	100 g/m²
Media colour	White
Punch count	0
Insert	No

[181] Printer calibration settings

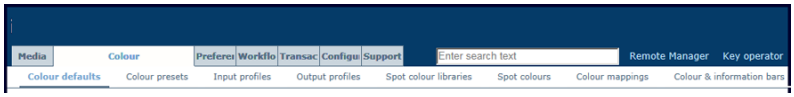


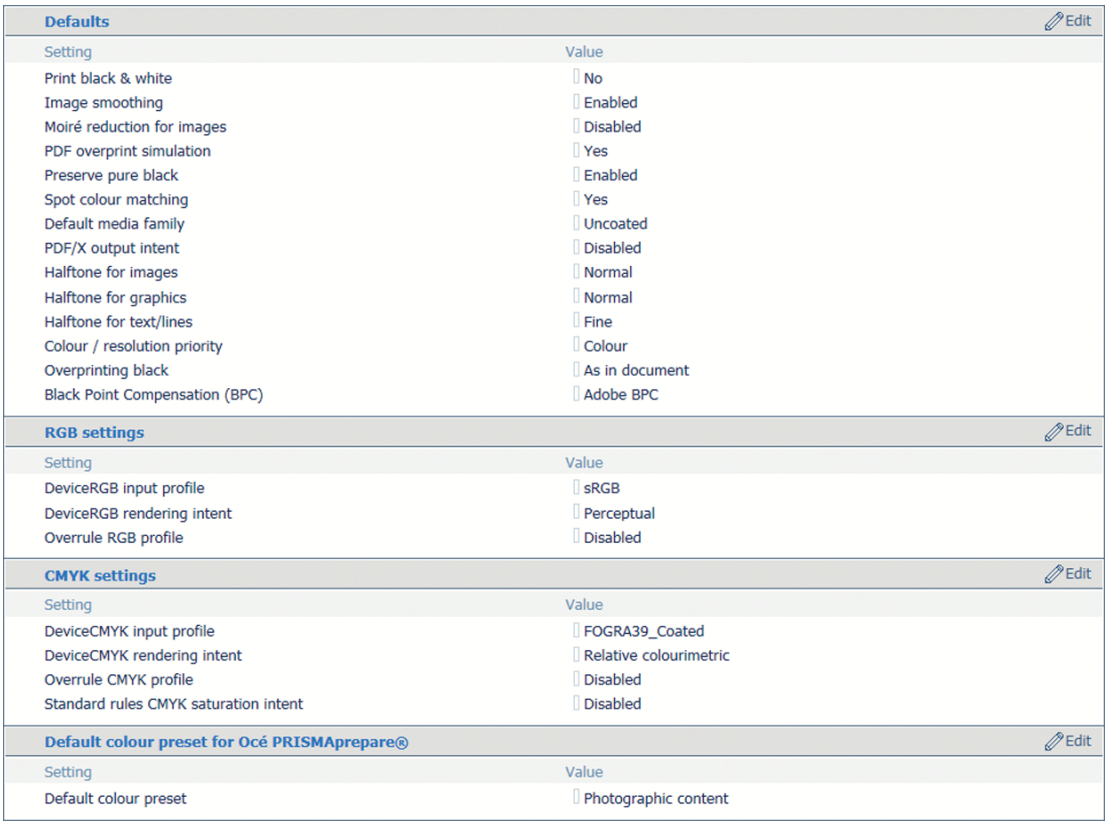
G7 calibration	Edit
Setting	Value
G7 support	Disabled

When you want to	Solution
Go to the printer calibration settings	1. Open the Settings Editor and go to: [Color]→[Color calibration]. 
Set a reminder for the shading correction procedure	1. Go to [Shading correction timer]. 2. Set the required time interval.  3. Go to 4. Click [OK].

When you want to	Solution
Set reminders for the Auto Gradation Adjustment procedure	1. Go to [Auto Gradation Adjustment timer for normal media], [Auto Gradation Adjustment timer for heavy media] and [Auto Gradation Adjustment timer for extra heavy media]. 2. Set the required time interval.  3. Click [OK].
Define the media for printer calibration	1. Go to [Media for calibration of media with normal weight], [Media for calibration of media with heavy weight] and [Media for calibration of media with extra heavy weight]. 2. Select the media for printer calibration.  3. Click [OK]. 4. Go to [Number of sheets for Auto Gradation Adjustment]. 5. Indicate the numbers of sheets for Auto Gradation Adjustment. More sheets increase the print quality but extends the duration of the procedure.  6. Click [OK].
Enable G7 calibration	1. Go to [G7 support]. 2. Indicate that you want to enable G7 calibration. [G7 support].  3. Click [OK]. You can only disable G7 support when all G7 media families are removed.

Configure color defaults

When you want to	Solution
Go to the color defaults	1. Open the Settings Editor and go to: [Color]→[Color defaults]. 



Defaults — Edit

Setting	Value
Print black & white	No
Image smoothing	Enabled
Moiré reduction for images	Disabled
PDF overprint simulation	Yes
Preserve pure black	Enabled
Spot colour matching	Yes
Default media family	Uncoated
PDF/X output intent	Disabled
Halftone for images	Normal
Halftone for graphics	Normal
Halftone for text/lines	Fine
Colour / resolution priority	Colour
Overprinting black	As in document
Black Point Compensation (BPC)	Adobe BPC

RGB settings — Edit

Setting	Value
DeviceRGB input profile	sRGB
DeviceRGB rendering intent	Perceptual
Overrule RGB profile	Disabled

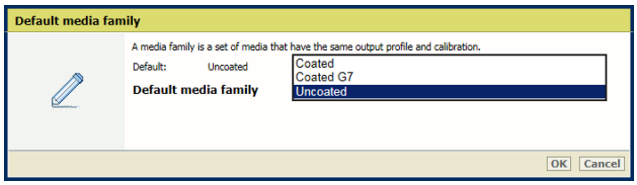
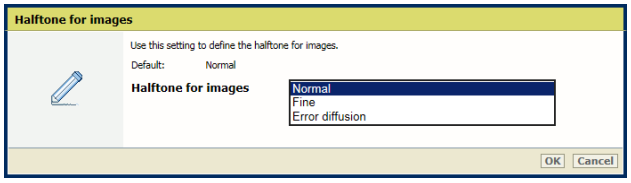
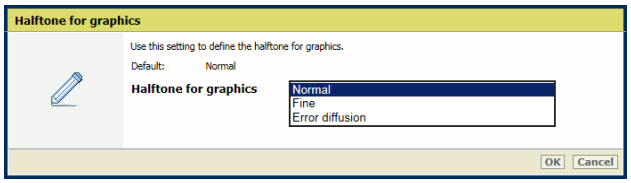
CMYK settings — Edit

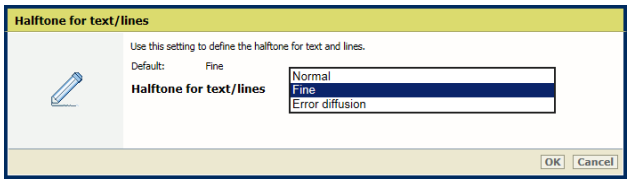
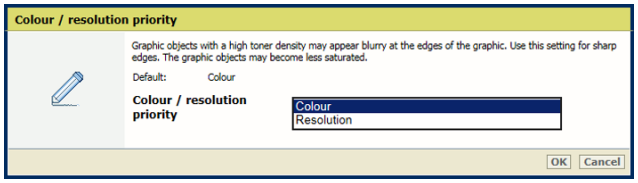
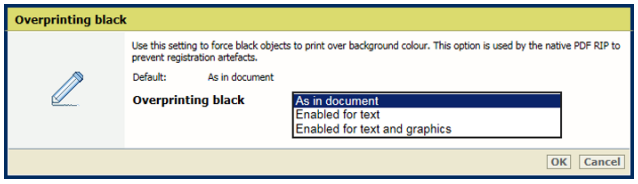
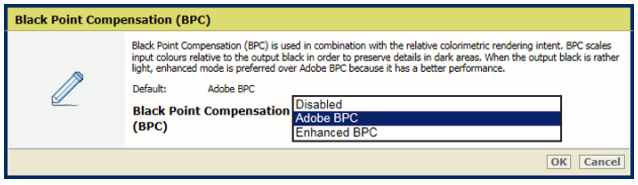
Setting	Value
DeviceCMYK input profile	FOGRA39_Coated
DeviceCMYK rendering intent	Relative colourimetric
Overrule CMYK profile	Disabled
Standard rules CMYK saturation intent	Disabled

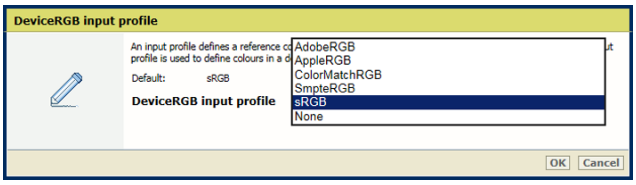
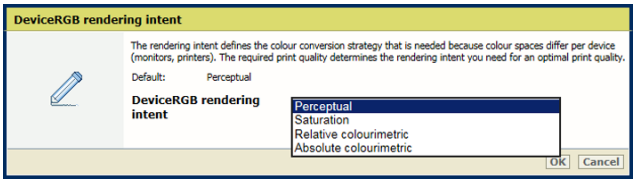
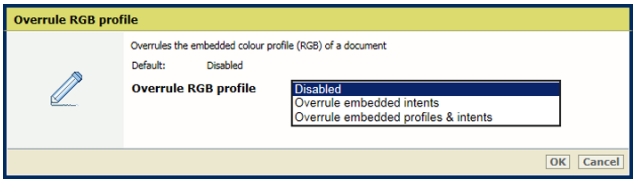
Default colour preset for Océ PRISMAprepare® — Edit

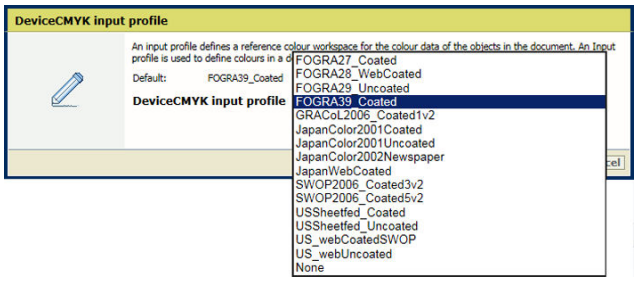
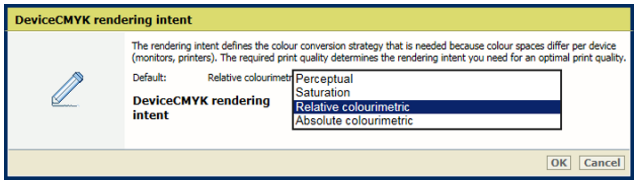
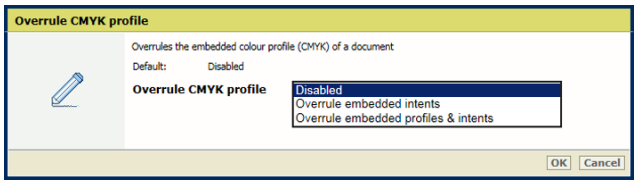
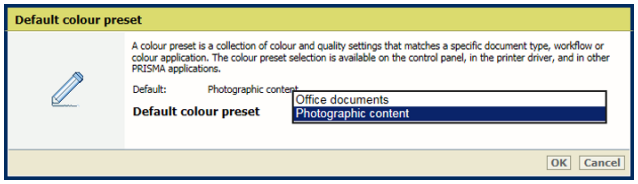
Setting	Value
Default colour preset	Photographic content

[182] Color defaults

When you want to	Description
Configure color defaults (1/2)	• Enable [Print black & white] if jobs are printed in black & white by default. • Enable [Image smoothing] to apply Moiré patterns in all images regardless their resolution. • Enable [Moiré reduction for images] to reduce Moiré patterns in images with a resolution of 300 dpi or higher. • Enable [PDF overprint simulation] to make opaque objects look transparent. Underlying objects become visible. If this setting is disabled, the colors on top will knock out all underlying colors. • Enable [Preserve pure black] to apply pure black preservation when possible. Pure black preservation means that the color black is composed of 100% K ink or toner. When pure black preservation is not possible or disabled, the color black is composed of a mixture of C, M, Y, and K inks. • Enable [Spot color matching] to apply spot color matching, which indicates that spot color definitions on the printer can be used. • Use [Default media family] to define the default media family for print jobs that arrive without media family information  • Use [PDF/X output intent] to define if PDF files are printed according to their embedded output intent. The DeviceCMYK input profile and the job ticket are ignored. • Use [Halftone for images] to indicate the default halftone for images.  • Use [Halftone for graphics] to indicate the default halftone for graphics. 

When you want to	Description
Configure color defaults (2/2)	• Use [Halftone for text/lines] to indicate the default halftone for text and lines.  • Use [Color / resolution priority] if graphic objects with a high toner density may appear blurry at the edges of the graphic. Use this setting for sharp edges. The graphic objects may become less saturated.  • Use [Overprinting black] to indicate if you want to force black objects to print over the background color. This option is used by the native PDF RIP to prevent registration artifacts.  • Enable [Black Point Compensation (BPC)] for the relative colorimetric rendering intent. Black Point Compensation scales input colors relative to the output black in order to preserve details in dark areas. When the output black is rather light, [Enhanced BPC] is preferred over [Adobe BPC] because it has a better performance. 

When you want to	Description
Define Device RGB input profiles	• Use [DeviceRGB input profile] to select the default Device RGB input profile which defines a reference color workspace for the RGB data of the objects in the print job.  • Use [DeviceRGB rendering intent] to select the default rendering intent which defines the color conversion strategy for out-of-gamut colors.  • Enable [Overrule RGB profile] to overrule the embedded color profile (RGB) of a document. 

When you want to	Description
Define Device CMYK input profiles	• Use [DeviceCMYK input profile] to select the default Device CMYK input profile which defines a reference color workspace for the CMYK data of the objects in the print job.  • Use [DeviceCMYK rendering intent] to select the default rendering intent which defines the color conversion strategy for out-of-gamut colors.  • Enable [Overrule CMYK profile] to overrule the embedded color profile (CMYK) of a document.  • Enable [Standard rules CMYK saturation intent] to indicate how the CMYK saturation intent must be handled. By default, the color management system preserves pure process colors. However, it can be required that the conversion must comply with standard color management rules. Then, color rendering occurs without pure process color preservation. This setting is also available in the job properties.
Define the default color preset for PRISMAprepare	 Use [Default color preset] to indicate what color preset must be used for PRISMAprepare documents.

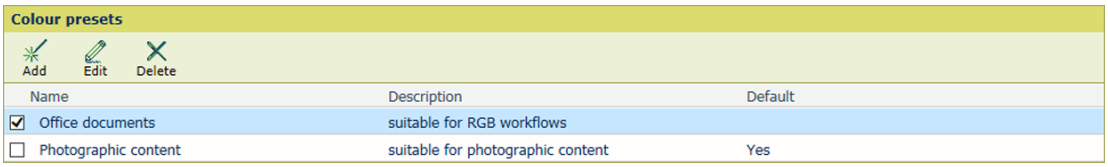
Configure color presets

The purpose of a color preset is to tune the printer to specific color preferences in your print environment. Color-related job settings are complex for most operators. Color presets help operators and prepress staff to understand and select the correct color settings. The same set of color presets is available in PRISMAprepare, automated workflows, PRISMAsync Remote Manager, the Settings Editor, and the control panel.

The two factory-defined color presets are:

- **Office documents**
  This color preset is optimal for color reproduction of text and graphical lines in office documents. PRISMAsync Print Server converts the colors to more saturated colors in the prints.
- **Photographic content**
  This default color preset is optimal for the reproduction of photographs and images.

In the Settings Editor you configure color presets at system level.

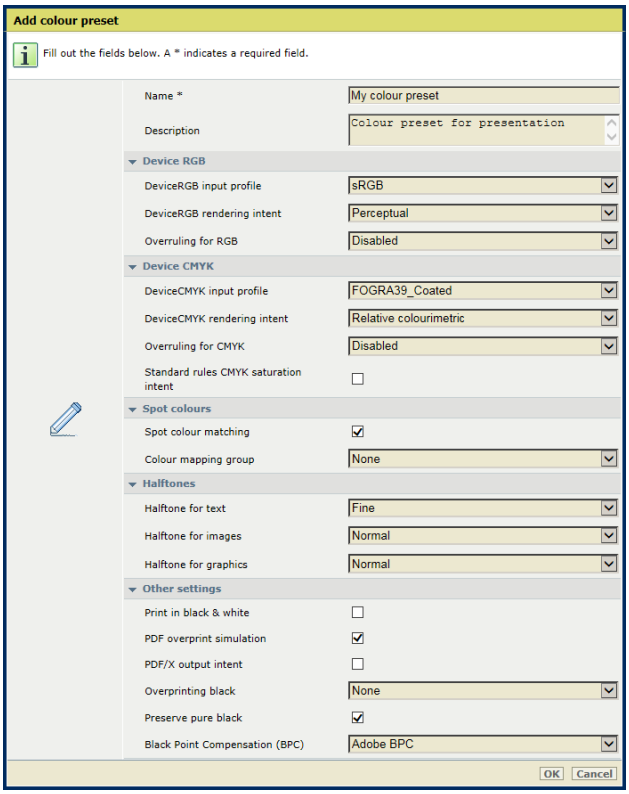


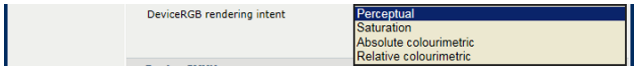
[183] Color Presets

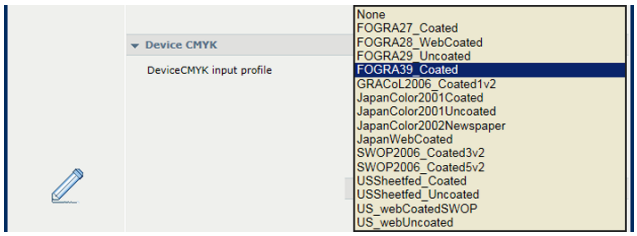
Configure color presets

When you want to	Solution
Go to the color presets	1. Open the Settings Editor and go to: [Color]→[Color presets]. 
Add a color preset	1. Click [Add]. 2. Define the attributes of the color preset. 3. Use the table below for information on the options. 4. Click [OK].
Edit a color preset	1. Select a color preset. 2. Click [Edit]. 3. Define the required attributes of the color preset. 4. Use the table below for information on the options. 5. Click [OK].
Delete a color preset	1. Select the color preset. 2. Click [Delete].
Define the default color preset for automated workflows	1. Open the Settings Editor and go to: [Color]→[Color defaults]→[Default color preset for Océ PRISMAprepare®]. 2. Click [Default color preset]. 3. Select one of the available color presets in the [Default color preset] list box. 4. Click [OK].

Attributes of a color preset



Color preset attribute	Description
[Name]	Name of the color preset.
[Description]	Description of the color preset.
[DeviceRGB input profile]	The Device RGB input profile which defines a reference color workspace for the RGB data of the objects in the print job. 
[DeviceRGB rendering intent]	The Device RGB rendering intent which defines the color conversion strategy for out-of-gamut colors. 
[Overruling for RGB]	Setting to overrule RGB embedded profiles and rendering intents. 

Color preset attribute	Description
[DeviceCMYK input profile]	The Device CMYK input profile which defines a reference color workspace for the CMYK data of the objects in the print job. 
[DeviceCMYK rendering intent]	The Device CMYK rendering intent which defines the color conversion strategy for out-of-gamut colors. 
[Overruling for CMYK]	Setting to overrule the CMYK embedded profiles and rendering intents. 
[Standard rules CMYK saturation intent]	Setting to indicate how the CMYK saturation intent must be handled. By default, the color management system preserves pure process colors. However, it can be required that the conversion must comply with standard color management rules. Then, color rendering occurs without pure process color preservation.
[Spot color matching]	Setting to indicate if the color preset includes the use of the spot color table with standard and customer created spot colors and their respective Lab and CMYK values.
[Color mapping group]	The color mapping group for the color preset, if spot color matching is enabled.
[Halftone for text]	The halftone for text/lines. 
[Halftone for images]	The halftone for images 
[Halftone for graphics]	The halftone for graphics. 
[Print in black and white]	The setting to if all colors are printed using the black color channel only.
[PDF overprint simulation]	Setting to indicate if simulation of overprinting of all colors including spot colors must be applied. If this setting is disabled, the colors on top will knock out all underlying colors.
[PDF/X output intent]	Indication to print according to the embedded PDF/X output intent. Then, the Device CMYK definitions are ignored. PDF/X specifies the print conditions for which the PDF/X file was created. These print conditions are called 'output intent'.

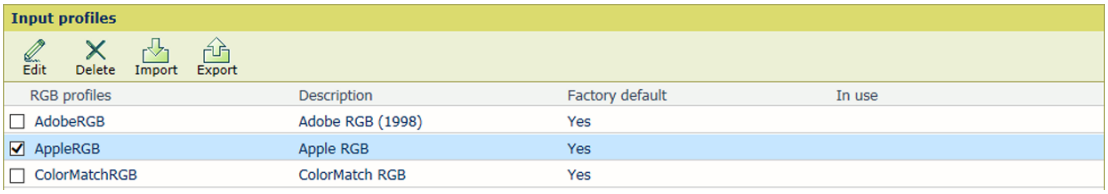
Color preset attribute	Description
[Overprinting black]	Indication to force black text and graphics to print over the background color. This option is used by the native PDF RIP to prevent registration artifacts when black objects are printed on a colored background. 
[Preserve pure black]	Setting to apply pure black preservation when possible. Pure black preservation means that the color black is composed of 100% K ink or toner. When pure black preservation is not possible or disabled, the color black is composed of a mixture of C, M, Y, and K inks.
[Black Point Compensation (BPC)]	Setting for the relative colorimetric rendering intent. Black Point Compensation scales input colors relative to the output black in order to preserve details in dark areas. When the output black is rather light, [Enhanced BPC] is preferred over [Adobe BPC] because it has a better performance. 

Configure input profiles

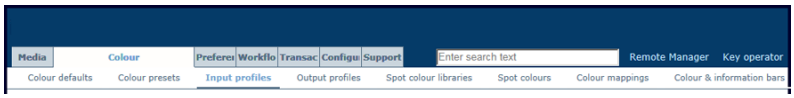
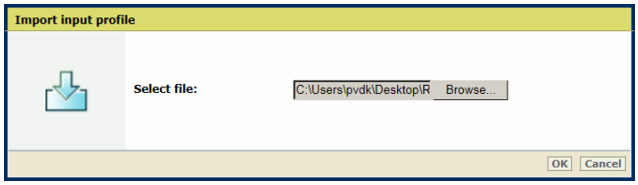
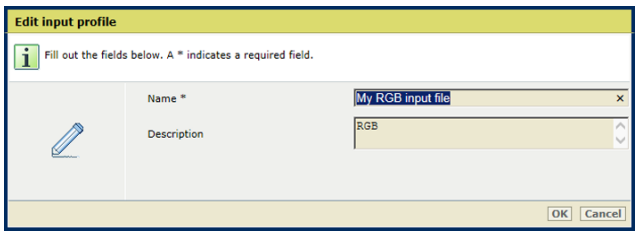
Input and output profiles are used by PRISMAsync Print Server to link the CMYK or RGB input color spaces to the color space of the printer. The input profile is used to convert the input color space to the universal Profile Connection Space (PCS) color space model.

Color presets and transaction printing setups include the definition of one of the available input profiles.

For most print environments the factory defined input profiles are sufficient but, if required, you can import new input profiles.



[184] Input profiles

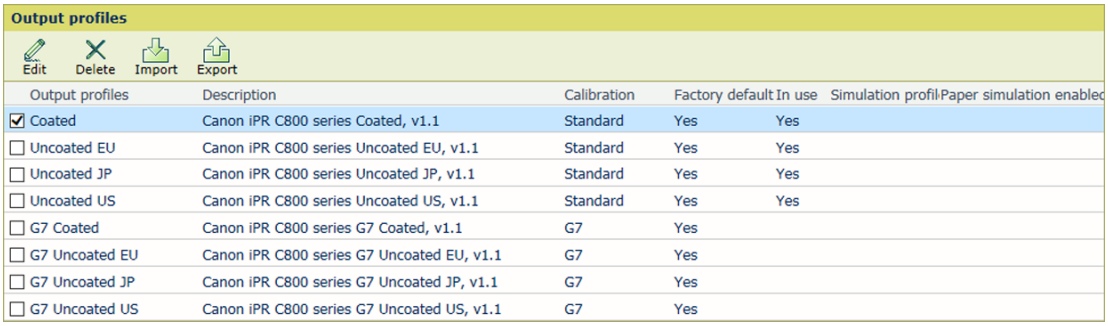
When you want to	Solution
Go to the input profiles	1. Open the Settings Editor and go to: [Color]→[Input profiles].  In the list you see the available input profiles, and if a input profile is in use and factory-defined.
Import an input profile	1. Click [Import].  2. Browse to the required .icc file. 3. Define a unique name and the description. 4. Click [OK].
Export an input profile	1. Click [Export]. 2. Browse to the location to store the input profile .icc file.
Edit an input profile	You only edit custom input profiles. 1. Select the input profile. 2. Click [Edit].  3. Change the name and description. 4. Click [OK].

When you want to	Solution
Delete an input profile	You only delete custom input profiles. 1. Select the input profile. 2. Click [Delete].

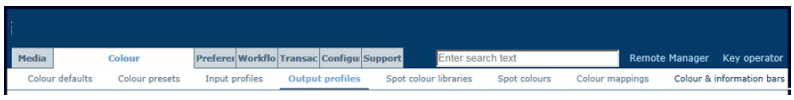
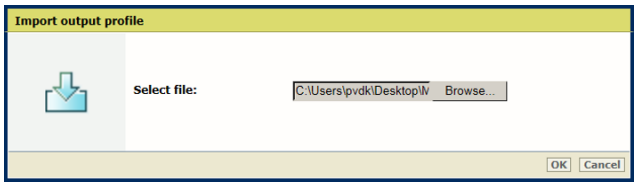
Configure output profiles

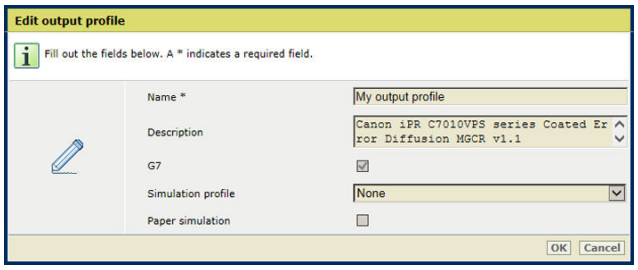
Input and output profiles are used by PRISMAsync Print Server to link the CMYK or RGB input color spaces to a color space of the printer. The output profile is used to convert from the PCS color space to the printer color space. In practice, an output profile is used for (a group of) media with more or less the same characteristics with respect to color reproduction.

All media in the media catalog correspond with one of the available output profiles. A media family is a set of media that use the same output profile and calibration curves. (*Configure the media families* on page 326) You cannot delete or change the factory-defined output profiles.



[185] Output profiles

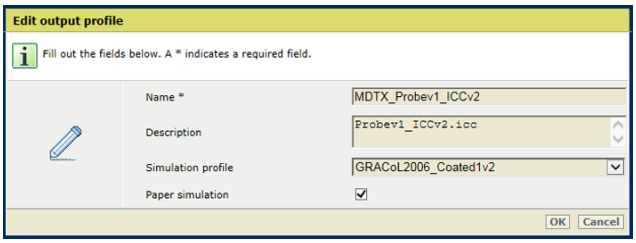
When you want to	Solution
Go to the output profiles	1. Open the Settings Editor and go to: [Color]→[Output profiles]. 
Import an output profile	1. Click [Import].  2. Browse to the required .icc file. 3. Define a unique name and the description. 4. Indicate if the profile is for G7 calibration, if required.
Export an output profile	1. Click [Export]. 2. Browse to the location to store the output profile .icc file.

When you want to	Solution
Edit an output profile	You only edit custom output profiles. 1. Select the output profile. 2. Click [Edit].  3. Change the name and description. 4. Change the G7 calibration indication. 5. Indicate if you want to create a composite output profile. (*Configure composite output profiles* on page 343) 6. Click [OK].
Delete an output profile	You only delete custom output profiles. 1. Select the output profile. 2. Click [Delete].

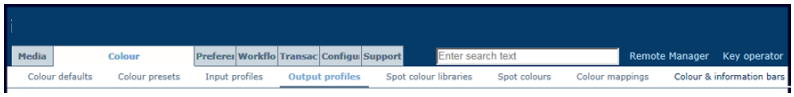
Configure composite output profiles

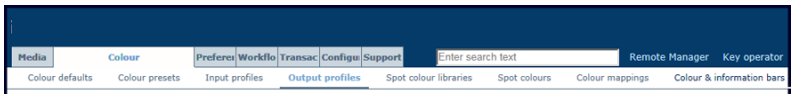
You can use composite output profiles to simulate the color behavior of another output device or printing condition. In the Graphics Arts market it is common to align the colors between different printers or offset presses. The characteristics of the simulated printer become part of the composite output profile. The composite output profile needs to be assigned to a media family. Then, the media family needs to be assigned to media in the media catalog.

Configure composite output profiles



[186] Define a composite output profile

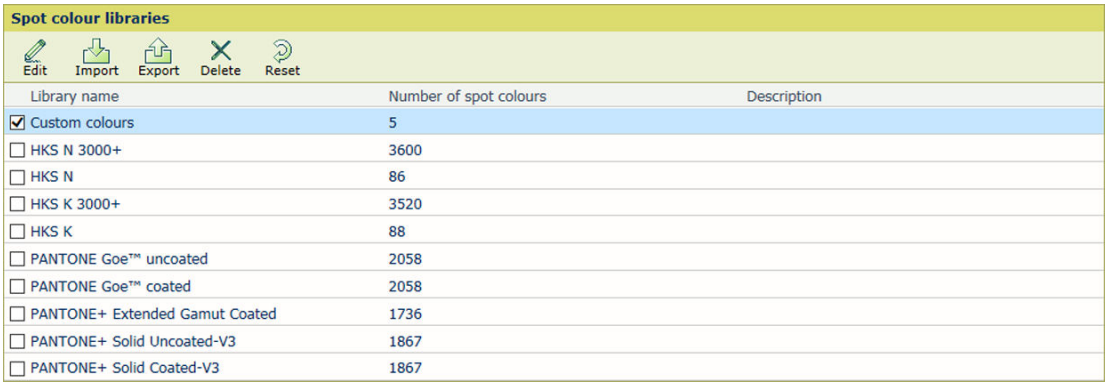
When you want to	Solution
Create a simulation profile which specifies the input space of the Device Link	1. Open the Settings Editor and go to: [Color]→[Input profiles].  2. Click [Import]. 3. Browse to the input profile (.icc file) of the simulated printer. 4. Define a unique name and the description. 5. Click [OK].
Create a composite output profile with a normal output profile	1. Open the Settings Editor and go to: [Color]→[Output profiles].  2. Click [Import]. 3. Browse to the storage location of the output profile (.icc file). 4. In the [Import output profile] dialog: 1. Define a name and description of the output profile. 2. Select one of the available input profiles, that represents the input profile of the simulated printer or offset press. When you select [None], device simulation is turned off and a normal output profile is created. 3. Use the [Paper simulation] check box to enable paper simulation, for the selected simulation profile. When you paper simulation is enabled, the color of the media on the simulated printer is simulated. If paper simulation is enabled, the absolute colorimetric rendering intent is applied, otherwise relative colorimetric is applied. 5. Click [OK]. The composite output profile, together with its simulation profile are listed in the list of output profiles.

When you want to	Solution
Create a composite output profile with a Device Link profile	1. Open the Settings Editor and go to: [Color]→[Output profiles].  2. Click [Import]. 3. Browse to the storage location of the Device Link (.icc file) of the simulated printer. 4. In the [Import device link] dialog: 1. Define a name and description of the composite output profile. 2. Select the simulation profile which specifies the input space of the Device Link. 5. Click [OK]. The Device Link, with a reference to its simulation profile, is listed in the list of output profiles.

Configure spot colors and spot color libraries

Spot colors realize a consistent color and are often used in logos and house style colors. PRISMAsync Print Server provides a spot color editor which contains a set of pre-defined spot color libraries, such as PANTONE libraries and HKS libraries. The library of custom spot colors contains the spot colors that users have created. The spot color configuration is offered in the Settings Editor and on the control panel. Spot color libraries can only be managed from the Settings Editor.

If a print document contains a spot color the printer needs to know how to simulate that particular spot color for accurate color matching. Because ink behaves differently on different types of media, you can add CMYK color values for a media family / halftone combination.



[187] Spot color libraries

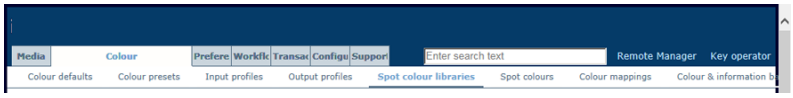
Configure spot color libraries

The PRISMAsync Print Server Settings Editor offers a function to import other spot color libraries, named *named color profiles*. A *named color profile* has a standardized file format defined by the ICC (International Color Consortium). It contains a list of spot colors names with their Lab values.

PRISMAsync Print Server provides a set of pre-defined spot color libraries, such as PANTONE libraries and HKS libraries. The library of custom spot colors contains the spot colors that users have created. The spot color configuration is offered in the Settings Editor and on the control panel. Spot color libraries can only be managed from the Settings Editor.

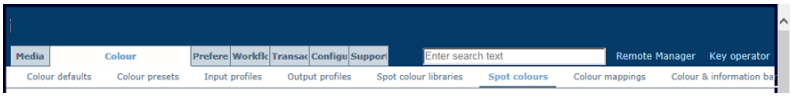
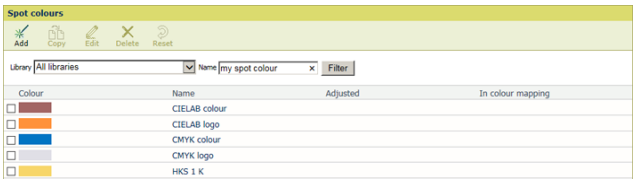
There are three types of spot color libraries:

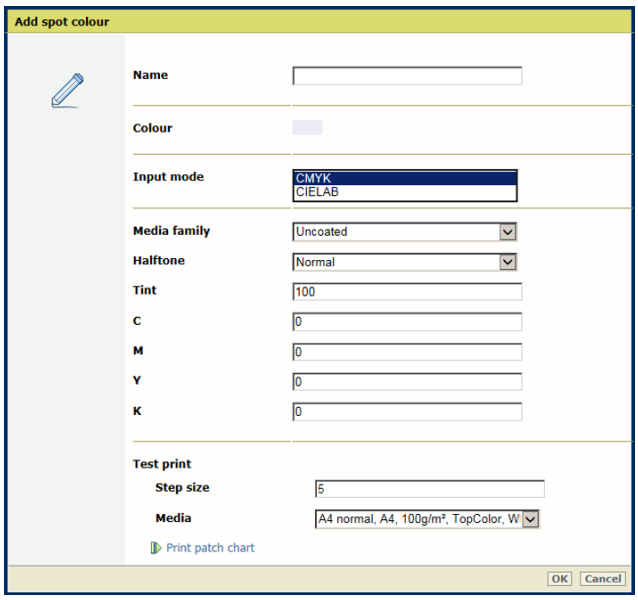
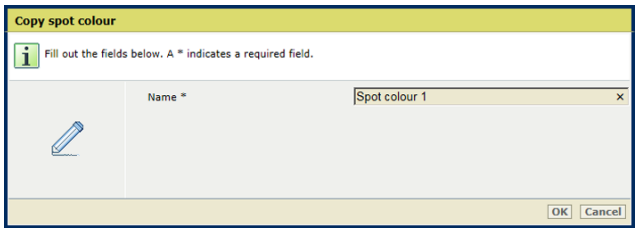
- Custom spot colors
- Imported spot colors
- Pre-defined spot colors

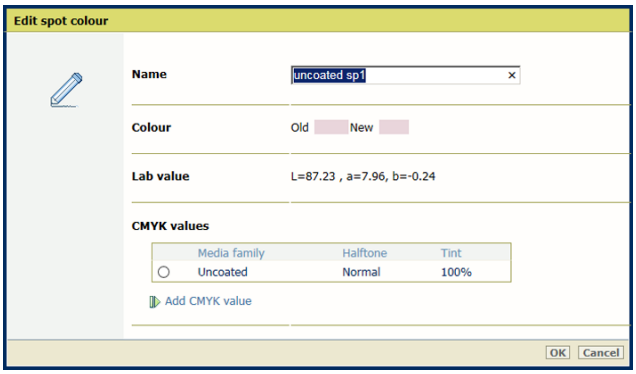
When you want to	Solution
Go to the spot color libraries	1. Open the Settings Editor and go to: [Color]→[Spot color libraries]. 
Import a spot color library (*Named spot color profiles*)	1. Click [Import]. 2. Select the file with the spot color library. 3. Click [OK].

When you want to	Solution
Export a spot color library	You can only export previously imported *named spot color profiles*. 1. Select the spot color library. 2. Click [Export]. 3. Click [OK].
Edit a spot color library	You can only edit the name and description of previously imported *named spot color profiles*. 1. Select the spot color library. 2. Click [Edit]. 3. Change the name and description. 4. Click [OK].
Delete a spot color library	You can only delete previously imported *named spot color profiles*. 1. Select the spot color library. 2. Click [Delete].
Reset a spot color library	You can only recover the contents of a pre-defined and previously imported *named spot color profiles*. The original spot color values are restored. 1. Select the spot color library. 2. Click [Reset].

Configure spot colors

When you want to	Solution
Go to the spot colors	1. Open the Settings Editor and go to: [Color]→[Spot colors].. 
Search a spot color	1. Select the spot color library.  2. Enter a search string in the [Name] box. 3. Click [Filter].

When you want to	Solution
Add a spot color	A spot color is the combination of a spot color name, the defined Lab value and a tint value. 1. Select [Custom library]. 2. Click [Add].  3. Define the spot color attributes. 4. Use the table below for information on the options. 5. Click [OK].
Copy a spot color	You can add a custom spot color by copying an existing spot color from one of the spot color libraries. You can edit the name but not the Lab values. 1. Search the spot color. 2. Click [Copy].  3. Enter the name of the spot color. 4. Click [OK].

When you want to	Solution
Edit a spot color	1. Select the spot color. 2. Click [Edit].  3. Add CMYK values for media family / halftone combination. 4. Click [OK].
Delete a spot color	You can only delete custom spot colors. 1. Search the spot color. 2. Click [Delete]. NOTE Edit the spot color to delete CMYK values for a media family / halftone combination.
Restore the original values of a spot color	You can only recover the values of spot colors of the pre-defined libraries and previously imported *named spot color profiles*. 1. Select the spot color library 2. Select one or more spot colors. 3. Click [Reset].

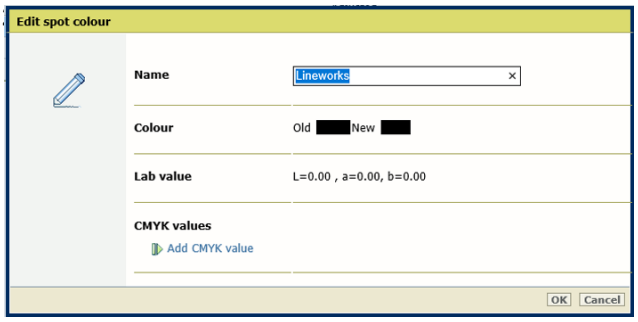
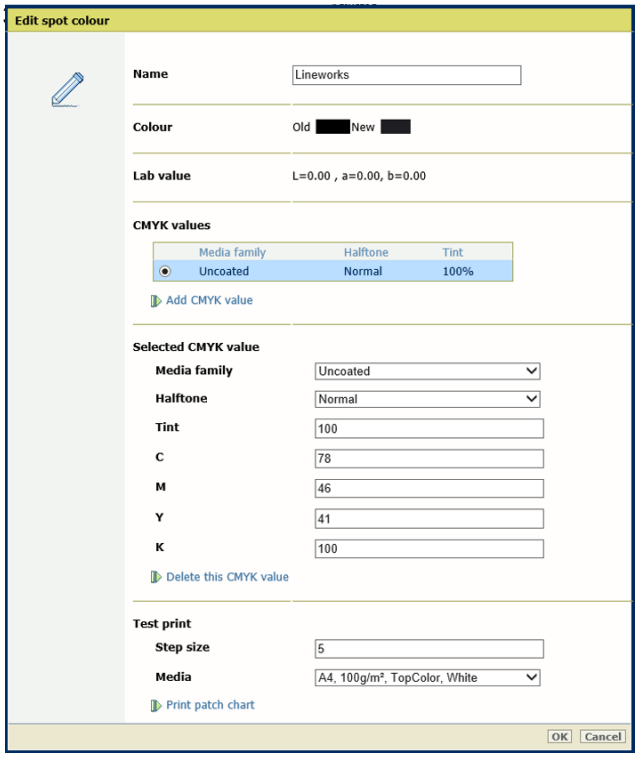
Spot color attributes

Spot colors realize a consistent color and are often used in logos and house style colors. The CMYK value for the 100% tint of a spot color for the different media family / halftone combinations is always derived from the Lab value of a spot color, except for the media family / halftone combination for which the CMYK value was explicitly defined. When you change the individual CMYK values, the initial Lab value of the spot color remains unchanged.

If a print document contains a spot color the printer needs to know how to simulate that particular spot color for accurate color matching. Because ink behaves differently on different types of media, you can add CMYK color values for a media family / halftone combination.

Spot color attributes	Description
[Name]	Enter a unique name according to naming conventions.
[Color]	The [Old] color patch is the initial color. The [New] color patch shows the color of an added CMYK value for another media family / halftone combination.

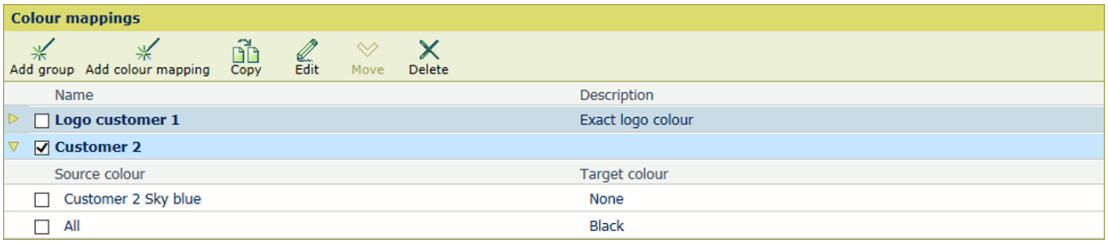
Spot color attributes	Description
[Input mode]	**Lab**: When a new color has been measured with a spectrophotometer it is easy to enter its Lab values. For fine-tuning you can specify the spot color values in CMYK. CMYK values are specified in percentages (0-100%, with step size of 1%). **CMYK**: When you define the CMYK values, you indicate the initial media family / halftone combination for correct interpretation of the CMYK values.
[Tint]	When a new custom color is defined, the color value (Lab or CMYK) for the 100% tint value of the spot color is specified. You can define CMYK values for tint values below 100%.
[Media family] / [Halftone]	When a custom spot color is created in Lab values initial CMYK values are calculated for a default media family / halftone combination for correct interpretation of the CMYK values. This media family / halftone combination is referred to as the **initial** media family / halftone combination. Add more CMYK values for other combinations.
[Step size]	The chosen step size determines the degree of patch variations. This step size is a percentages (1 - 20).
[Print patch chart]	Print a patch chart to fine-tune CMYK values or check the printed spot color.

Spot color attributes	Description
[Add CMYK value]	You can add CMYK values of a spot color for other media family / halftone combinations. 1. Select the spot color.  [188] Lab values of a spot color Click [Edit].  [189] CMYK values of a spot color Click [Add CMYK value]. The CMYK value is displayed for a media family / halftone combination. When you select an other combination the values are adjusted automatically. 4. Fine-tune the values or first print a patch chart.

Configure color mappings

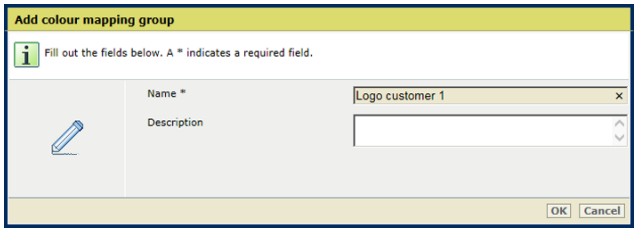
Color mapping is a function that **maps** (transforms) the source color value of text and graphic elements to a different target color value. This means that color mapping replaces the color management of the applicable colors. The target spot color is already calibrated for the media family. Color mapping is applied during the job RIP process. This includes the information of color bars and information bars.

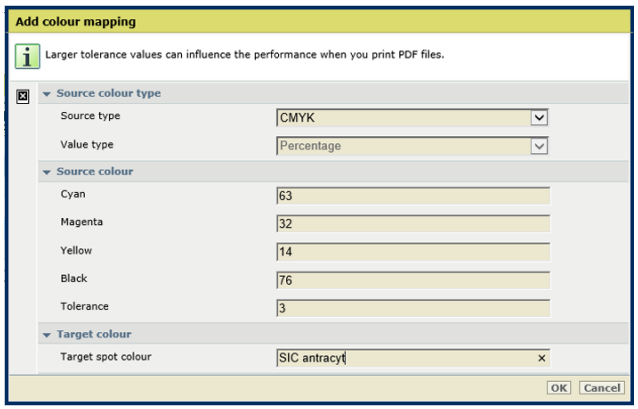
You add one or more color mappings to a color mapping group. A color mapping group allows you to apply color mappings per job or per customer via a color preset. When spot color matching is enabled in the color preset definition, a color mapping group can be selected.



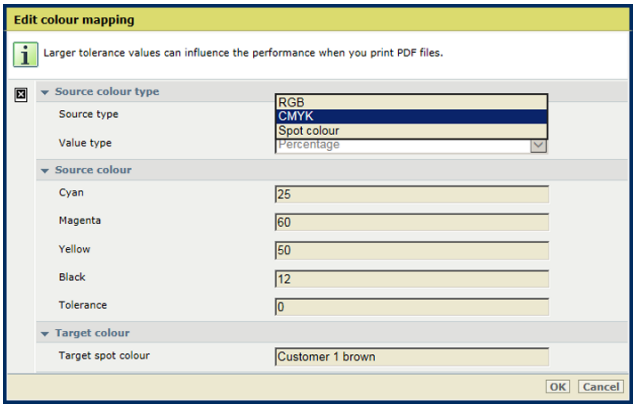
[190] Color mappings

Configure color mappings

When you want to	Solution
Go to the color mappings	1. Open the Settings Editor and go to: [Color]→[Color mappings]. 
Add a color mapping group	1. Click [Add group].  2. Define a name and description. 3. Click [OK].

When you want to	Solution
Add a color mapping to a group	1. Select one of the color mapping groups. 2. Click [Add color mapping].  3. Use the table below for information on the options. 4. Click OK.
Copy a color mapping	1. Select the color mapping group. 2. Click [Copy].
Edit a color mapping	1. Select the color mapping group. 2. Click [Edit]. 3. Change the name and description. 4. Click [OK].
Delete a color mapping	1. Select one or more color mapping groups. 2. Click [Delete].
Move a color mapping to another group	1. Select the color mapping group. 2. Click Move. 3. Select the new group.

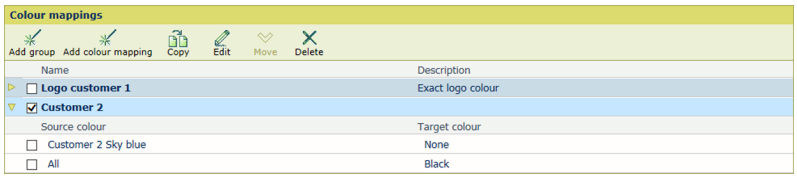
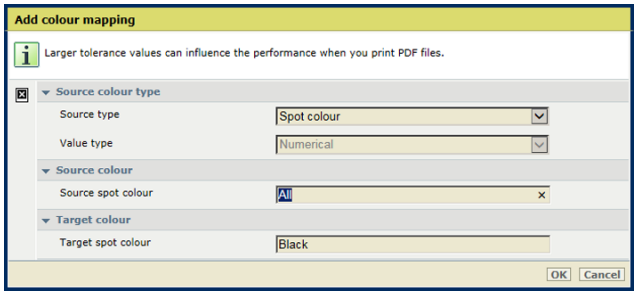
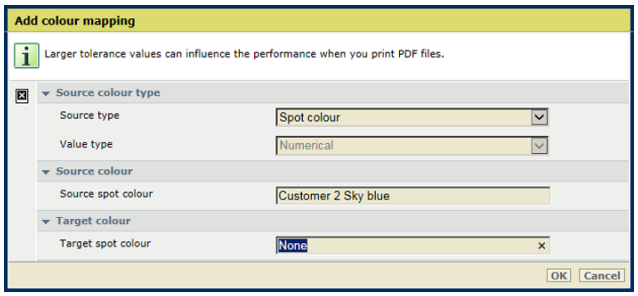
Configure the color mapping attributes



[191] Edit color mapping

Color mapping attributes	Description
[Source type]	Specify the source color as one of the following: • RGB color value, • CMYK color value, • spot color from the spot color library, • spot color from the custom spot color library. NOTE Search in the list of installed spot colors, by entering a part of the spot color name.
[Value type]	The channels of an RGB color are specified as an 8-bit numbers (0-255) or as percentages (0-100). The channels of a CMYK color are specified as percentages (0-100).
[Source color]:	Depending on the source type and value type, define the source color. **Spot color**: • spot color from the spot color library, • spot color that is included in a spot color library, • spot color from the custom spot color library, • special spot color: 'Cyan', 'Magenta', 'Yellow', 'Black', 'All', 'None'. NOTE Search in the list of installed spot colors, by entering a part of the spot color name. **RGB**: enter values for [Red],[Green],[Blue]. **CMYK**: enter values for [Cyan], [Magenta], [Yellow], [Black].
[Tolerance]	The tolerance of a source color entered as an 8-bit number is an absolute number (0-7). The tolerance of a source color entered as percentage is a percentage point (0-3). The tolerance of a spot color is not enabled.
[Target spot color]	Specify the target color as one of the following: • spot color from the spot color library, • spot color from the custom spot color library, • special spot color: 'Cyan', 'Magenta', 'Yellow', 'Black', 'All', 'None', NOTE Search in the list of installed spot colors, by entering a part of the spot color name.

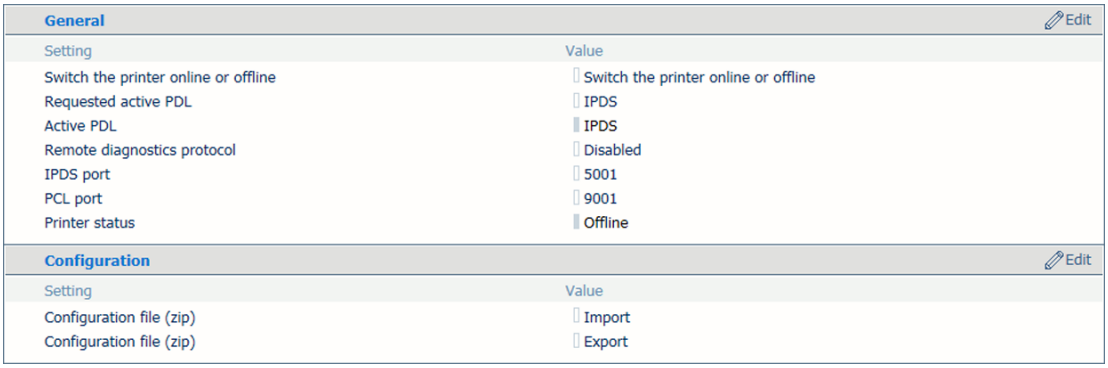
Map to a special spot color

Spot color	Description
'Cyan', 'Magenta', 'Yellow', 'Black'	 A mapping to one of these spot colors places ink of that color on the locations of that source color. No color management is applied to this target color .
'All'	 A mapping to this spot color places all inks on the location of that source color. This results in black which is called *rich black*. Rich black is a color solution to create a deeper, blacker black than standard black ink. The printer prints 100% black with the addition of each of the other process colors.
'None'	 A mapping of a spot color makes objects with that color invisible on the print. This can be useful for including markers for that are read by the finishing equipment.

Transaction printing

Configure the transaction printing

The transaction printing feature provides several groups of configuration settings. You can configure transaction setups to be used for the printing of jobs (*Configure transaction setups* on page 356), manage resources (*Configure the resource management* on page 370), and configure some general settings. imagePRESS C850 Series transaction printing is based on the IPDS bi-directional communication protocol.



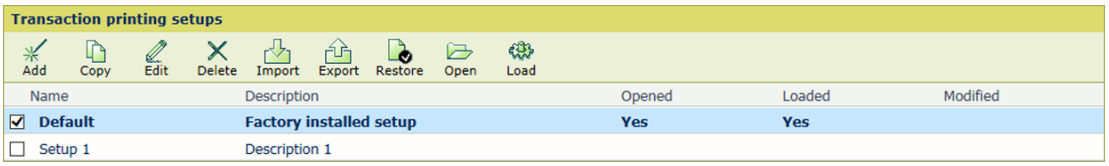
[192] Transaction printing settings

When you want to	Solution
Go to the transaction printing settings	1. Open the Settings Editor and go to: [Transaction printing]→ [Settings]. 
Bring transaction printing online	1. See *Open and load a transaction setup* on page 358. NOTE You can also use the control panel to bring transaction printing online. (*Print in transaction printing mode* on page 176)
Set the active PDL	1. Click [Requested active PDL].
Enable remote diagnostics	1. Click [Remote diagnostics protocol].
Set the IPDS port	1. Click [IPDS port].
Set the PCL port	1. Click [PCL port].
Import or export SRA configuration files on request of your Service organization	1. Click [Import] or [Export]. IMPORTANT Inappropriate use of these functions can damage your printer configuration.

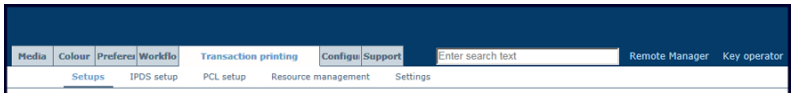
Configure transaction setups

A transaction printing setup is a set of attributes that are used for transaction printing. You can create different setups, but only one setup can be loaded and is active. When transaction printing is offline, you open and load a transaction setup via the control panel or the Settings Editor. (*Open and load a transaction setup* on page 358,*Print in transaction printing mode* on page 176)

The attributes of the active (loaded) transaction setup define the default properties of the output of the submitted data stream.



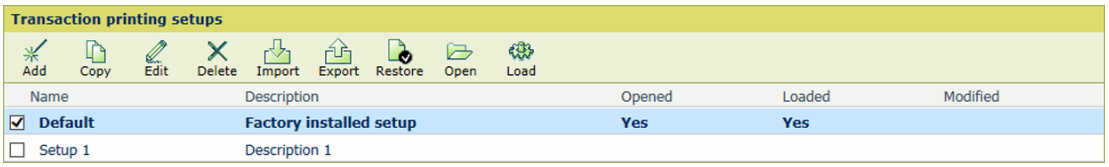
[193] Transaction printing setups

When you want to	Solution
Go to the transaction set-ups	1. Open the Settings Editor and go to: [Transaction printing]→ [Setups]. 
Add a setup	1. Click [Add]. 2. Define a unique name and a description. 3. Click [OK].
Copy a setup	1. Select a setup. 2. Click [Copy]. 3. Define a unique name and a description. 4. Click [OK].
Edit a setup	1. Select the setup. 2. Click [Open]. 3. Click [Edit]. 4. Click the [IPDS setup] or [PCL setup] tab. 5. Change one or more setup attributes. (*Configure attributes of an IPDS transaction setup* on page 359, *Configure attributes of a PCL transaction setup* on page 365) 6. Click [OK].
Delete a setup	1. Select the setup. 2. Click [Delete].
Import a setup	1. Click [Import]. 2. Browse to the files. 3. Confirm the selection. 4. Click [OK].
Export a setup	1. Select the setup. 2. Click [Export]. 3. Click [OK].

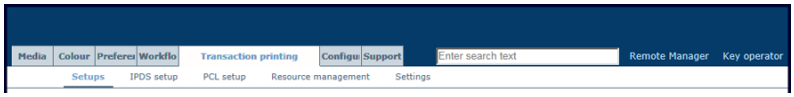
When you want to	Solution
Restore the original values of the default transaction setup and remove the custom transaction setups	1. Click [Restore].

Open and load a transaction setup

A transaction printing setup is a set of attributes that are used for transaction printing. You can create different setups, but only one setup can be loaded and is active. (*Configure transaction setups* on page 356) When transaction printing is offline, you open and load a transaction setup via the control panel or the Settings Editor. (*Print in transaction printing mode* on page 176)



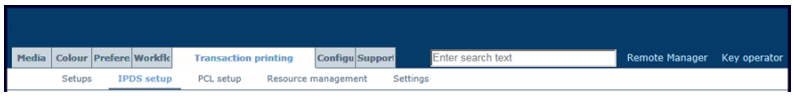
[194] Transaction printing setups

When you want to	Solution
Display the transaction setups and their status	1. Open the Settings Editor and go to: [Transaction printing]→ [Setups].  [Loaded]: When a transaction setup is marked [Loaded], it is active. [Opened]: When a transaction setup is marked [Opened], it can be edited.
Open a setup to define or change the attributes	1. Select the transaction setup. 2. Click [Open]. 3. Configure the transaction setup. (*Configure transaction setups* on page 356) NOTE Only one setup can be open.
Load a setup to make it active	1. Select the transaction setup. 2. Click [Load]. NOTE This loaded setup becomes the active setup, the moment that transaction printing is put online.

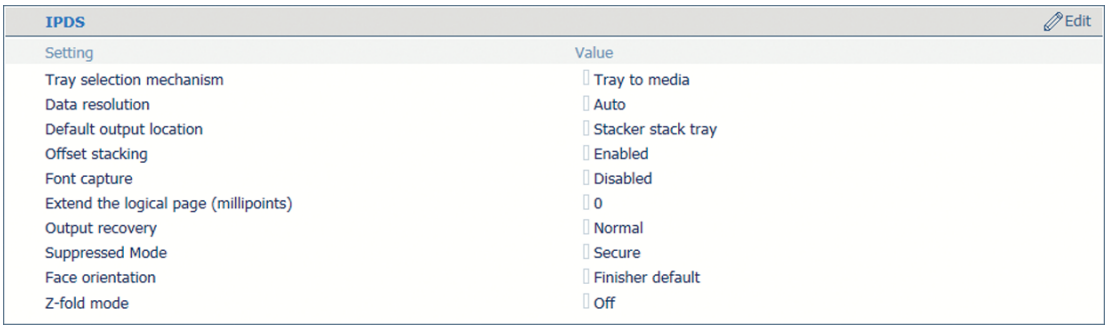
Configure attributes of an IPDS transaction setup

A transaction printing setup is a set of attributes that are used for transaction printing. You can create different setups, but only one setup can be loaded and is active. (*Configure transaction setups* on page 356)

The attributes of the active (loaded) transaction setup define the default properties of the output of the submitted data stream.

When you want to	Solution
Go to the IPDS transaction setup	1. Open the Settings Editor and go to: [Transaction printing]→ [IPDS setup]. 

[IPDS]



[IPDS] attributes	Description
[Tray selection mechanism]	There are two modes: [Tray to tray] and [Tray to media] Below this table the two modes are described.
[Data resolution]	Specify the resolution of the bitmaps the printer can accept.
[Default output location]	When the output location is not indicated in the data stream, the printer uses this default value.
[Offset stacking]	Indicate if you want to use offset stacking for the jobs that use this setup.
[Font capture]	Indicate if fonts can be captured from jobs for later reference. This setting also defines if captured or installed resources can be selected at a later moment.
[Extend the logical page (millipoints)]	When you want to print with a slightly larger page size, you can increase the logical page size with the entered number of millipoints (unit of angle measurement).
[Output recovery]	Adjust the error recovery method to keep the printed output according to the original source. First select [Suppressed], and then use the [Suppressed Mode] mode to select [Secure].
[Face orientation]	Define the default delivery orientation in the output location: [Face up] or [Face down].

[IPDS] attributes	Description
[Z-fold mode]	When a mixed-size set must both be Z-folded and stapled.

Tray mapping

The IPDS data stream contains a reference to a logical tray. In the active transaction setup you link logical trays to the media selection. There are 36 logical trays that can be assigned to a physical paper tray or to media. The way how job media are assigned to a logical job is determined by the **tray mapping** mode of the active transaction setup.

Although media selections are always done via a logical tray selection, a transaction printing job always uses the media descriptions as specified in the media catalog.

Two modes are available that are explained below.

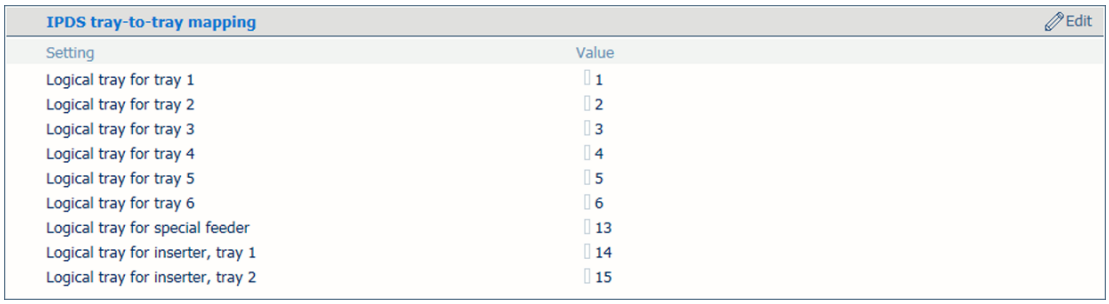
Tray-to-media mapping

You link logical trays (indicated by a number) to media from the media catalog. The printer maps the media of the logical tray to the physical paper trays that hold these media. For color management, the output profile associated with the media family of the media is used. The schedule shows the media the job uses.



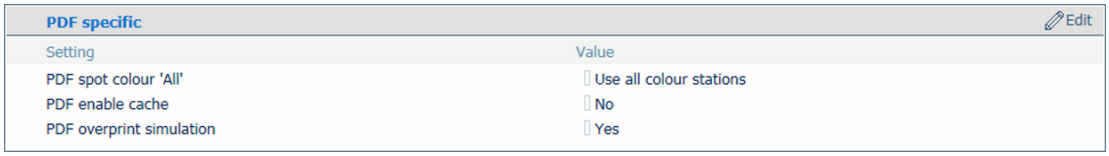
Tray-to-tray mapping

You link a logical tray (indicated by a number) to a physical tray. The printer uses the media that are loaded in this physical paper tray. The schedule shows the media the job uses. For color management, the output profile associated with the media family of the media is used.



IPDS tray-to-tray mapping	Edit
Setting	Value
Logical tray for tray 1	1
Logical tray for tray 2	2
Logical tray for tray 3	3
Logical tray for tray 4	4
Logical tray for tray 5	5
Logical tray for tray 6	6
Logical tray for special feeder	13
Logical tray for inserter, tray 1	14
Logical tray for inserter, tray 2	15

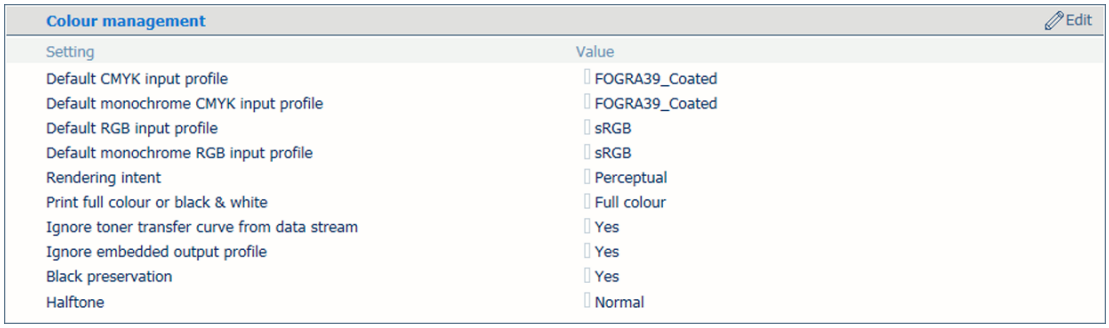
[PDF specific]



PDF specific	Edit
Setting	Value
PDF spot colour 'All'	Use all colour stations
PDF enable cache	No
PDF overprint simulation	Yes

PDF attributes	Description
[PDF spot color 'All']	PDF data have a number of pre-defined spot color names. The color name 'All' means that the RIP uses a 100% coverage of all the available colors. The color 'All' is intended for alignment marks. You can force the RIP to only use 100% black. Note that if the printer supports a separate MICR station, the color name 'All' implies that MICR pixels are used as well.
[PDF enable cache]	Indicate if you want to use the PDF cache to automatically identify and store objects that are used more than once in the job.
[PDF overprint simulation]	Indicate if simulation of overprinting of all colors must be applied. If this setting is disabled, the colors on top will knock out all underlying colors.

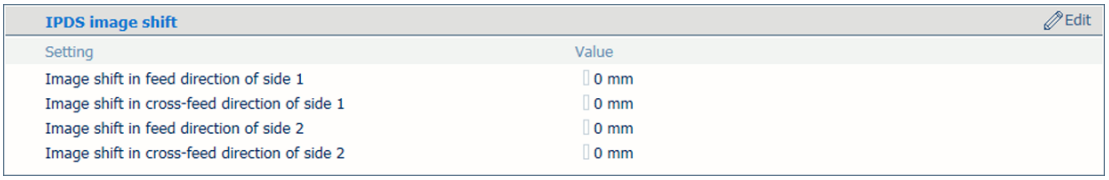
[Color management]



Colour management	Edit
Setting	Value
Default CMYK input profile	FOGRA39_Coated
Default monochrome CMYK input profile	FOGRA39_Coated
Default RGB input profile	sRGB
Default monochrome RGB input profile	sRGB
Rendering intent	Perceptual
Print full colour or black & white	Full colour
Ignore toner transfer curve from data stream	Yes
Ignore embedded output profile	Yes
Black preservation	Yes
Halftone	Normal

Setup attributes	Description
[Default CMYK input profile][Default monochrome CMYK input profile][Default RGB input profile][Default monochrome RGB input profile]	Select one of the configured input profiles per color space. (*Configure input profiles* on page 339)
[Rendering intent]	The selected default rendering intent is only used for jobs where no rendering intents and input profiles are specified.
[Print full color or black & white]	Indicate if printing occurs in black & white or full color.
[Ignore toner transfer curve from data stream]	The standard behavior is to interpret and use the data from the data stream. Indicate if you want the printer to ignore the tone transfer curves which are included in the data stream.
[Ignore embedded output profile]	The standard behavior is to overrule the embedded output profile. Indicate if you want to use the embedded output profile.
[Black preservation]	Indicate if you want to apply pure black preservation when possible. Pure black preservation means that the color black is composed of 100% K ink or toner. When pure black preservation is not possible or disabled, the color black is composed of a mixture of C, M, Y, and K toner or ink. This option only affects IPDS, PDF text, and PDF lines. It has no effect on RGB images.
[Halftone]	Indicate the halftone.

[IPDS image shift]

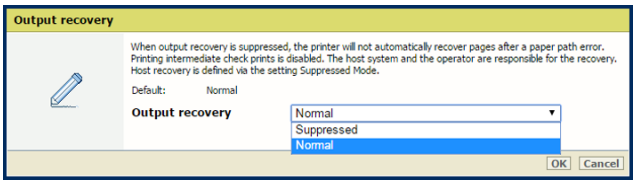


Setup attributes	Description
[Image shift in feed direction of side 1] [Image shift in cross-feed direction of side 1]	When you use preprinted media with marked areas for specific text, misalignments can occur. This setting is also useful to better align variable data on the page, such as names or addresses. To correct these misalignments, shift the image in the feed direction or cross-feed direction of the front and back side. You can also adjust the image shift from the control panel. (*Print in transaction printing mode* on page 176)

Tray linking

For both tray mapping modes physical trays that contain the same media are automatically linked. This means that when the referred tray is empty, printing continues from an other tray that holds the same media.

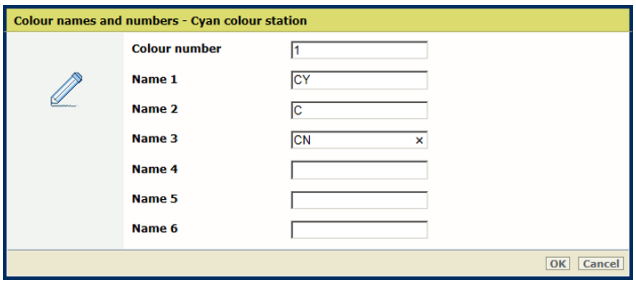
Error recovery



When multiple pages for the same document are not allowed, for example for lotteries and bank accounts, adjust the error recovery behavior in the transaction setup. PRISMAsync Print Server and the host can be involved in recovering the errors. Use the table below to choose a recovery behavior.

Error recovery modes	Description
[Normal] recovery	PRISMAsync Print Server recovers the print process from the point where the error occurred. This may result in double prints.
[Suppressed], [Normal] recovery	The host recovers the print process from the point the error occurred. This may result in double prints.
[Suppressed Mode], [Secure] recovery	The host recovers errors and prevents duplicates. Intermediate check prints are disabled. The printer reports to the host which sheets are involved in errors.

Color stations



If required you can define your own simple names for the colors in your application or names from one of the color naming schemes used in the graphics industry.

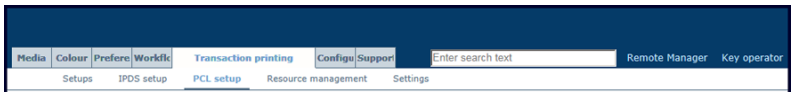
Color station definition	Description
[Color number]	Enter a unique value (1-254) to specify every color station except the K station, to enable a color selection by a number. The Black color station has the value of zero and cannot be edited. The other default color numbers are: • Cyan, 1 • Magenta, 2 • Yellow, 3 • MICR, 5

Color station definition	Description
Color station name	Names are encoded by UTF-16 Unicode. For every color station six names can be specified, to enable a color selection by a name. For Cyan, Magenta, and Yellow station, the default list of color names is empty. For the MICR color station, the default list of color names is not empty, but contains the names 'MICR', 'micr' and 'Micr'. The names 'Gray', 'Cyan', 'Magenta ', 'Yellow ', 'Black ', 'All ', 'None' are reserved for PDF and are not allowed.

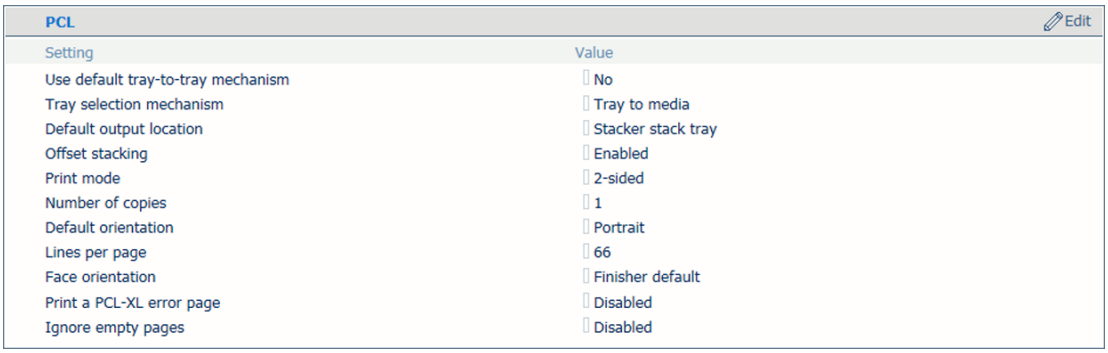
Configure attributes of a PCL transaction setup

A transaction printing setup is a set of attributes that are used for transaction printing. You can create different setups, but only one setup can be loaded and is active. (*Configure transaction setups* on page 356)

The attributes of the active (loaded) transaction setup define the default properties of the output of the submitted data stream.

When you want to	Solution
Go to the PCL setup	1. Open the Settings Editor and go to: [Transaction printing]→ [PCL setup]. 

[PCL]



[PCL] attributes	Description
[Use default tray-to-tray mechanism]	In tray-to-tray mode, a default tray mapping table is used when enabling this setting. This default tray mapping table cannot be changed.
[Tray selection mechanism]	There are two modes: [Tray to tray] and [Tray to media] Below this table the two modes are described.
[Default output location]	When the output location is not indicated in the data stream, the printer uses this default value.
[Offset stacking]	Indicate if you want to use offset stacking for the jobs that use this setup.
[Print mode]	Indicate whether the printer must print the jobs 1-sided, 2-sided or tumble by default. You can overrule this setting in the printstream.
[Number of copies]	Specify the default number of sets you want to print per job. Collate is set to off by default, so pages are printed in order (e.g. 111, 222, 333, ...).
[Default orientation]	Select the default orientation for the image of your document.

[PCL] attributes	Description
[Lines per page]	When the number of lines changes, the line height also changes. More lines on a page result in smaller line heights. The default number of lines per page depends on the orientation and the default paper format. The default value changes for landscape orientation.
[Face orientation]	Indicate of you wan to overrule the default face orientation of the requested finisher. This setting is only active for transaction printing jobs.
[Print a PCL-XL error page]	Indicate the system must print an error page in case of a PCL-XL error.
[Ignore empty pages]	Indicate if the system must skip empty pages.

Tray mapping

The PCL data stream contains a reference to a logical tray. In the active transaction setup you link logical trays to the media selection. There are 36 logical trays that can be assigned to a physical paper tray or to media. The way how job media are assigned to a logical job is determined by the **tray mapping** mode of the active transaction setup.

Although media selections are always done via a logical tray selection, a transaction printing job always uses the media descriptions as specified in the media catalog.

Two modes are available that are explained below.

Tray-to-media mapping

You link logical trays (indicated by a number) to media from the media catalog. The printer maps the media of the logical tray to the physical paper trays that hold these media. For color management, the output profile associated with the media family of the media is used. The schedule shows the media the job uses.

PCL tray to media	Edit
Setting	Value
Default media	Media 1

PCL tray to media for media 1	Edit
Setting	Value
Escape sequence	1
Media catalogue item	
Media name	Medium1
Media type	TopColor
Media size	A4
Media width	210 mm
Media height	297 mm
Media weight	100 g/m²
Media colour	
Punch count	0
Insert	No
Feed direction	Long-edge feed (LEF)

PCL tray to media for media 2	Edit
Setting	Value
Escape sequence	2
Media catalogue item	
Media name	Medium2
Media type	TopColor
Media size	A4
Media width	210 mm
Media height	297 mm
Media weight	100 g/m²
Media colour	
Punch count	0
Insert	No
Feed direction	Long-edge feed (LEF)

Tray-to-tray mapping

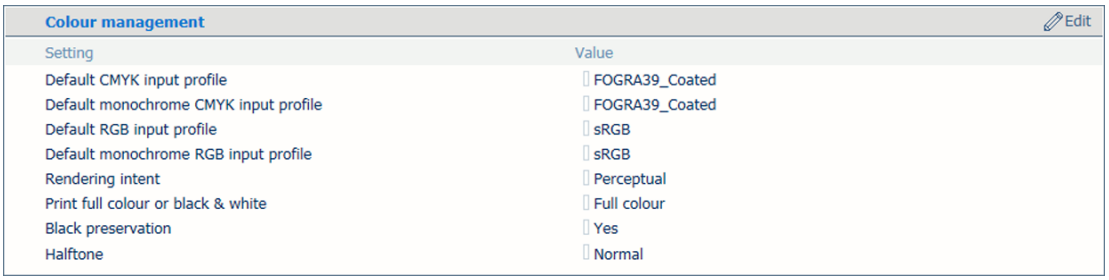
You link a logical tray (indicated by a number) to a physical tray. The printer uses the media that are loaded in this physical paper tray. The schedule shows the media the job uses. For color management, the output profile associated with the media family of the media is used.

PCL tray-to-tray mapping	Edit
Setting	Value
Default media size as in tray	Tray 1
Escape sequence for tray 1	1
Escape sequence for tray 2	2
Escape sequence for tray 3	4
Escape sequence for tray 4	8
Escape sequence for tray 5	20
Escape sequence for tray 6	21
Escape sequence for special feeder	28
Escape sequence for inserter, tray 1	301
Escape sequence for inserter, tray 2	302

Tray linking

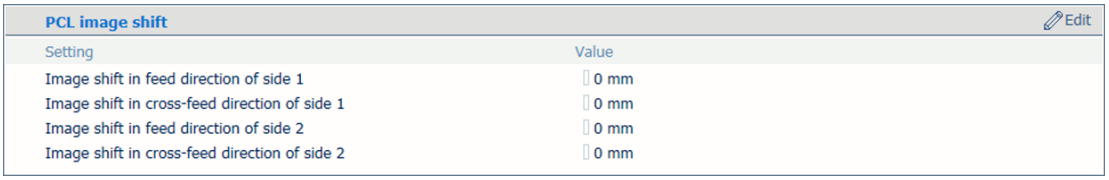
For both tray mapping modes physical trays that contain the same media are automatically linked. This means that when the referred tray is empty, printing continues from an other tray that holds the same media.

[Color management]



Setup attributes	Description
[Default CMYK input profile][Default monochrome CMYK input profile][Default RGB input profile][Default monochrome RGB input profile]	Select one of the configured input profiles per color space. (*Configure input profiles* on page 339)
[Rendering intent]	The selected default rendering intent is only used for jobs where no rendering intents and input profiles are specified.
[Print full color or black & white]	Indicate if printing occurs in black & white or full color.
[Ignore toner transfer curve from data stream]	The standard behavior is to interpret and use the data from the data stream. Indicate if you want the printer to ignore the tone transfer curves which are included in the data stream.
[Ignore embedded output profile]	The standard behavior is to overrule the embedded output profile. Indicate if you want to use the embedded output profile.
[Black preservation]	Indicate if you want to apply pure black preservation when possible. Pure black preservation means that the color black is composed of 100% K ink or toner. When pure black preservation is not possible or disabled, the color black is composed of a mixture of C, M, Y, and K toner or ink. This option only affects PCL, PDF text, and PDF lines. It has no effect on RGB images.
[Halftone]	Indicate the halftone.

[PCL image shift]



Setup attributes	Description
[Image shift in feed direction of side 1] [Image shift in cross-feed direction of side 1]	When you use preprinted media with marked areas for specific text, misalignments can occur. This setting is also useful to better align variable data on the page, such as names or addresses. To correct these misalignments, shift the image in the feed direction or cross-feed direction of the front and back side. You can also adjust the image shift from the control panel. (*Print in transaction printing mode* on page 176)

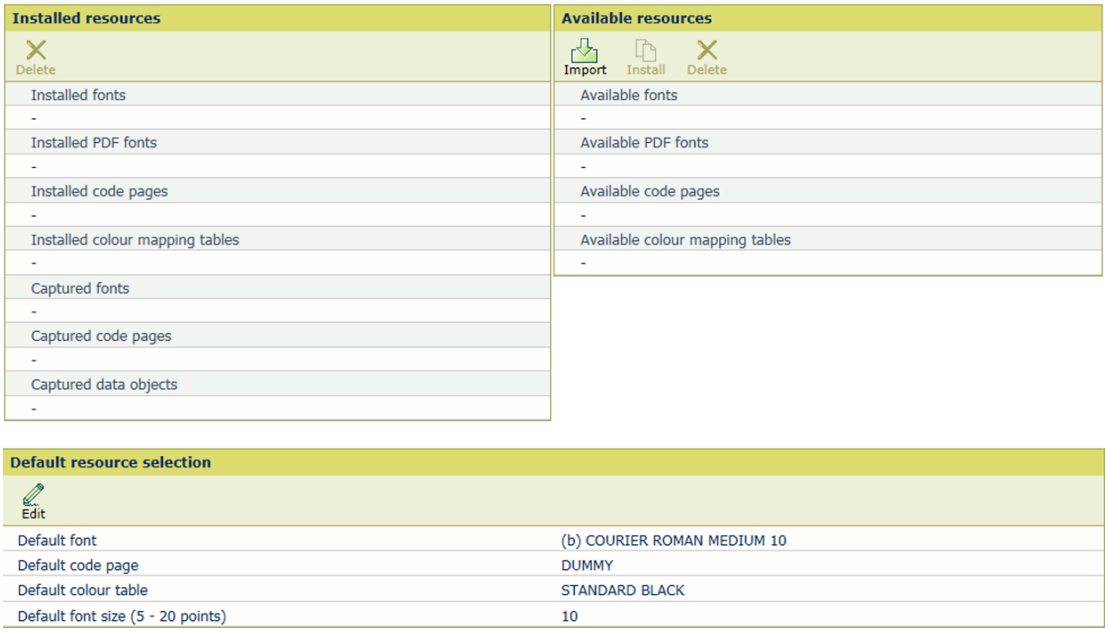
Configure the resource management

There are several types of resources that you can manage and use for transaction printing:

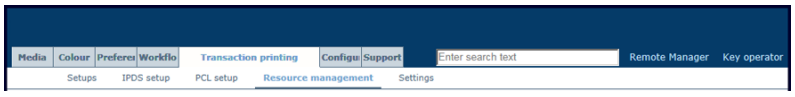
1. Fonts
2. Code pages
3. Color mapping tables
4. Data objects, such as font files, image types or color management resources

The imagePRESS C850 Series uses the following resource life cycles.

1. **Captured resource**: The IPDS host can download a resource when a required resource is not available on the printer. To increase the performance the downloaded IPDS resources can be captured on the printer disk for later reuse. The IPDS host is informed about the availability of the resource but still needs to activate the resource. Captured resources are visible in the Settings Editor. Only when the [Font capture] function in the loaded transaction setup is set to enabled the capturing of resources takes place. This setting also controls whether captured or installed resources are selectable. Note that due to the IPDS host configuration there can be downloaded resource which are not captured.
2. **Imported resource**: Resources can be imported one by one or in a batch. Imported resources are visible in the Settings Editor.
3. **Installed resource**: Imported resources can be installed. The installed resources are visible in the Settings Editor.
4. **Permanent resource**: Permanent resources are factory installed and are not visible in the Settings Editor.



[195] Resources for transaction printing

When you want to	Solution
Go to transaction printing resource management	1. Open the Settings Editor and go to: [Transaction printing]→ [Resource management]. 

Use the table below to see which management tasks are allowed for each life cycle and resource type combination.

Tasks	Fonts	Fonts for embedded PDF	Code pages	Color mapping table	Data objects
Import resource file **	Yes	Yes	Yes	Yes	No
Install imported resource **	Yes	Yes	Yes	Yes	No
Delete imported resource **	Yes	Yes	Yes	Yes	Yes
Delete installed resource **	Yes	Yes	Yes	Yes	Yes
Delete permanent resource **	No	No	No	No	No
Delete captured resource **	Yes	No	Yes	No	Yes
Capture resources ***	Yes*	No	Yes*	No	Yes
Set default resources **	Yes	No	Yes	Yes	No

* A captured bitmap font is related to a specific captured code page. When one of these captured resources is deleted, the other related captured resource is also deleted.

** You can only perform this task when transaction printing is offline.

*** Capturing resources can only take place when transaction printing is online.

Chapter 14
Help

Problem Solving

Problems occur due to a print system or a job handling problem.

Below you can find an overview of solutions for problems that can occur.

Problem	Solution
Paper jam	Follow the instructions on the control panel. After you have solved a paper jam, the print process resumes from the set where the jam occurred. Check for double prints.
Machine error	Follow the instructions on the control panel. The control panel informs you if a restart of the print system is necessary.
Service required	Follow the instructions on the control panel. The control panel informs if you must contact your service organization.
Unit reconditioning	Follow the instructions on the control panel. When you have solved the problem, the print process resumes from the set where the problem occurred. The control panel may ask to remove sheets.
Print system cannot determine if the output is complete.	Follow the instructions on the control panel and check the output. The print system asks you to confirm that the printed output is complete.
Printed output or originals have streaks or spots.	Perform a procedure to clean machine parts. (*Cleaning tasks and procedures* on page 251) For some procedures you must have the rights to perform maintenance tasks.
A paper tray does not open.	Check if you closed all paper trays correctly.
Printed media has curls.	Perform the curled output media correction procedure. (*Correct curled output media* on page 217)
Images on the printed output are not aligned correctly.	Perform a media registration. (*Adjust the media registration* on page 218)
Images on the printed output are skewed or slightly rotated.	Perform the skewed and rotated image correction procedure. (*Adjust the media registration* on page 218)
Similar colors for text and color panes in the source document are different on the printed output.	Perform a media calibration for all halftones. (*Calibrate the media family* on page 190)
Similar colors in the source document are different on different media.	When the different media are in two media families, calibrate both media families. (*Calibrate the media family* on page 190) If the different media are in one media family, create a new media family with new output profiles and calibrate the new media family. (*Calibrate the media family* on page 190)

Problem	Solution
CMYK colors are not correctly aligned.	Perform the automatic color mismatch procedure. (*Automatic color mismatch correction* on page 195)
Printed output has white gaps between color panes.	Enable the trapping preset setting. (*Print quality settings* on page 382) You can create new trapping presets. (*Create a trapping preset* on page 196)
An uneven density occurs.	1. Perform the professional Auto gradation adjustment procedure. 2. Perform the Shading correction procedure. (*About calibration* on page 186)
Gradation problem occurs: Automatic gradation adjustment shows strange results. Automatic gradation adjustment does not work.	1. Reset the Auto gradation adjustment calibration curves. 2. Perform the Auto gradation adjustment procedure. (*About calibration* on page 186)
Temperature or humidity changes significantly in the print environment.	Perform the standard or professional Auto gradation adjustment procedure. (*About calibration* on page 186)
Uneven color planes occur.	The Shading correction procedure assures consistent, even color planes on the output. (*About calibration* on page 186)
Slight color tone deviations over time.	If printer calibration and media family calibration cannot correct the slight color deviations you can use the automatic correction color tone (ACCT) function. (*Correct the color tones with the ACCT function* on page 203) When also the ACCT function cannot fix the color tone deviations, contact your service organization.
Moiré patterns occur on the printed output.	Change the image smoothing setting. (*Print quality settings* on page 382)

Optimize the scan quality of the print system

The print system detects photos, rasters and fine lines on the originals and makes sure that the copy and scan job have the correct layout and quality.

Below you find an overview of solutions on problems with scan and copy output.

Problem	Solution
A scanned page is upside down.	Place the original, with the correct orientation, into the automatic document feeder or on the glass plate, and then scan the originals again. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126)
Every second scanned page is upside down.	Select the correct original and document layout settings, and scan the originals again. (*Scan job settings* on page 388, *Copy job settings* on page 385)
The image position is not correct on all pages.	• Place the originals with the correct orientation into the automatic document feeder, and then scan the originals again. (*Use the automatic document feeder to copy or scan* on page 124, *Use the glass plate to copy or scan* on page 126) • Select the correct original and document layout settings, and scan the originals again. (*Scan job settings* on page 388, *Copy job settings* on page 385) • Use another application to check the results.
The information area on the page is not scaled correctly.	• Select the correct original and document layout settings, and scan the originals again. (*Scan job settings* on page 388, *Copy job settings* on page 385) • Use the correct zoom factor. (*Zoom function* on page 409)
The information on the page is too light or too dark.	Select the correct [Adjust image] settings.

Fix "density not within required range" error

In exceptional cases the shading correction procedure fails with a "density not within required range" message. If this happens, perform the correction procedure to fix the problem.

Procedure

1. Touch [System] -> [Color adjustment] -> [Printer calibration details].
2. Select [Auto gradation adjustment].
3. Select [Shading correction].
4. Touch [Start printer calibration].
5. Follow the instructions on the control panel.
6. Touch [System] -> [Color adjustment] -> [Printer calibration details].
7. Deselect [Shading correction].
8. Select [Auto gradation adjustment].
9. Touch [Start printer calibration].
10. Follow the instructions on the control panel.
11. Close the menu.

After you finish

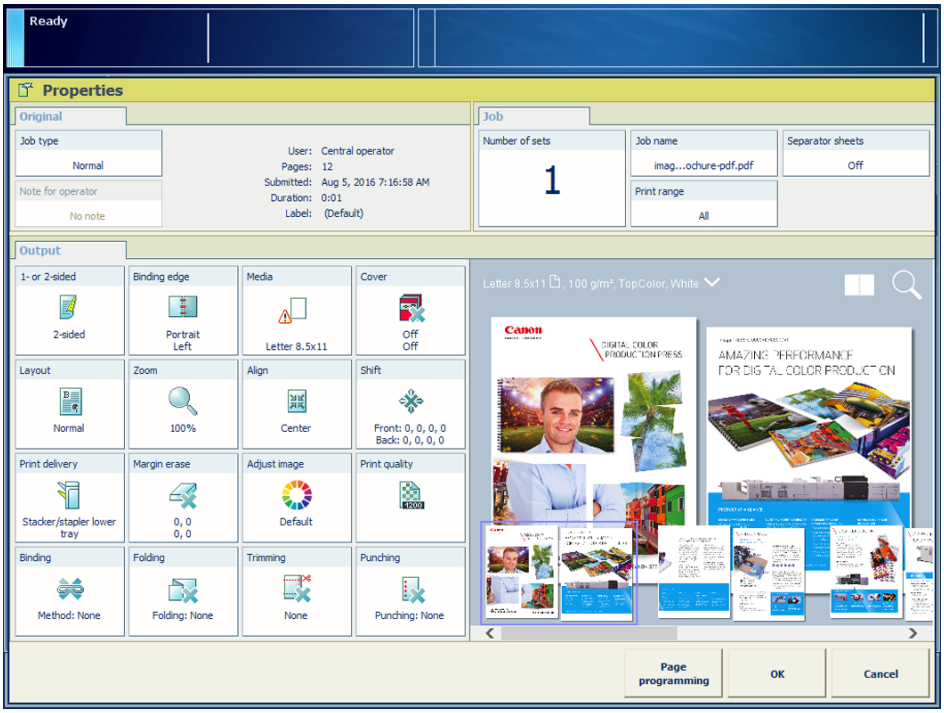
When the [Shading correction] procedure still fails, contact your service organization.

Chapter 15
References

Job settings

Print job settings

The following tables show the print job properties you can change on the control panel.



Layout settings

Property	Job setting	What you can define
Printing	[1- or 2-sided]	Print on one or two sides of the sheet
Binding edge	[Binding edge]	The required **orientation** and **binding location** of the printed sheets. The chosen layout of the document automatically sets the default orientation and binding edge.
Media	[Media]	Selection of media for the job
Covers	[Cover]	The covers to the printed document and if they need to be printed: • Front and back cover • Print on the cover or not • Media for the cover

Property	Job setting	What you can define
Booklet, multiple pages per sheet	[Layout]	Print more than one page of a document on a single side of the sheet. Indicate how you want to print pages on the sheets: • **Booklet printing**, to print a multipage document as booklet. The pages are laid out two per sheet. When the two-sided sheets are collated, folded, and stapled, the result is a single book with the correct page order. • **Multiple-up** printing, to print more than one **different** pages together on a single sheet side. • **Same-up** printing, to print the same page more than once on a single sheet side.
Scale images	[Zoom]	A **manual** or **automatic** adjustment of the scaling factor: • Automatic zoom according to set print size • Manual zoom from 25% - 400%
Image alignment to specific position	[Align]	Indicate if the page images must be moved to corners, edges, or the middle of a sheet. This provides extra space for margins, punch holes, or a binding method.
Image shift to exact position	[Shift]	Indicate if the page images must be shifted on the front and / or back of the sheet. You can shift the image horizontally and vertically.
Margin erase	[Margin erase]	Margin erase for one or more page edges with a maximum of 100 mm / 3.94"

Delivery settings

Property	Job setting	What you can define
Output location	-> [Print delivery] [Output location]	Selection of the output location The selected finishing method can require a specific output location.
Sorting method	-> [Print delivery] [Sort]	Sorting by **page** or by **sets**
Offset stacking	-> [Print delivery] [Offset stacking]	Stacking with or without an offset Offset stacking depends on the active workflow profile. (*Choose a workflow profile* on page 68)
Advanced settings	-> [Print delivery] [Advanced settings]	The delivery method of the sheets in the output location of your choice: • Delivery order of the sheets • Delivery position of the sheets • Delivery with rotated sheets Apply these settings for one or more finishing optionals.

Print quality settings

Property	Job setting	What you can define
Color image adjustment	[Adjust image]	Adjustment of **CMYK values** on job level (*Adjust CMYK curves for a job* on page 164) The advanced mode enables adjustment of control points throughout the tonal range of an image. Also, in this mode you can preserve colors for example logo colors and use preset CMYK curves.
Color preset	[Print quality] -> [Color settings]	Selection of the **color preset** or adjustment of its collection of **color settings**: • Color **input profile**, **rendering intent**, and **halftones** to indicate if you want to overrule embedded color profiles and rendering intents. • **Standard rules for CMYK saturation intent** to indicate if the color management system must preserve pure process colors or comply with standard color management rules. • **Spot color matching**. The PRISMAsync Print Server contains a spot color table with standard and customer-created spot colors, together with their respective CIELAB and CMYK values. • **Print in black & white** for black & white prints. • **PDF overprint** to make opaque objects look transparent. Underlying objects are visible. • **PDF/X output intent** to print with the embedded output intent. In this case, the color space for device CMYK as specified in the system settings and the job ticket is ignored. • **Overprinting black** to make fine black text, lines and graphics more visible on a colored background. • **Preserve pure black** to apply pure black preservation when possible. Pure black preservation means that the color black is composed of 100% K ink or toner. When pure black preservation is not possible or disabled, the color black is composed of a mixture of C, M, Y, and K inks. • **Black point compensation (BPC)** to render input colors relative to the output black in order to preserve details in dark areas. If the output black is too light, enhanced mode is preferred over Adobe BPC because it has a better performance. The color presets are created in the Settings Editor.

Property	Job setting	What you can define
Print resolution	[Print quality]	Selection of the print resolution.
Color quality information	[Print quality]	• Printing of a **color control bar** on the document. • Printing of an **information bar** on the document. The information bars and color control bars are created in the Settings Editor.
Color quality adjustment	[Print quality] -> [Quality adjustments]	There are several settings available to adjust the color quality: • **Image smoothing** selection to reduce Moiré patterns in all images regardless of their resolution. • **Moiré reduction for images** selection to reduce Moiré patterns in images with a resolution of 300 dpi or higher. • **Trapping** selection to use a trapping preset. Create custom trapping presets on the System view. • **Color or resolution priority** selection to print objects with a high toner density and blurry edges with sharp edges. The graphic objects may become less saturated. • **Print sharpness** selection to change the print resolution. In general, a larger resolution improves the print quality but affects job productivity. • **Edge enhancement for text** selection to improve the print quality of text. • **Render text as graphics** selection to improve the print quality of large-sized text. This option keeps the benefits of using the text halftone screen for small text.
Page numbering	[Print quality] -> [Page numbering]	Indicate if you want to have page numbers on the printed documents.

Finishing settings

Property	Job setting	What you can define
Binding of printed sets	[Binding]	Stapling and saddle-stitch settings
Folding method	[Folding]	How to fold the printed documents
Trimming method	[Trimming]	How to trim the printed documents
Punching or creasing	[Punching] [Creasing]	Depending on the current, installed die set on the printer, you can define either the method of punching or the method of creasing.

Page Programming

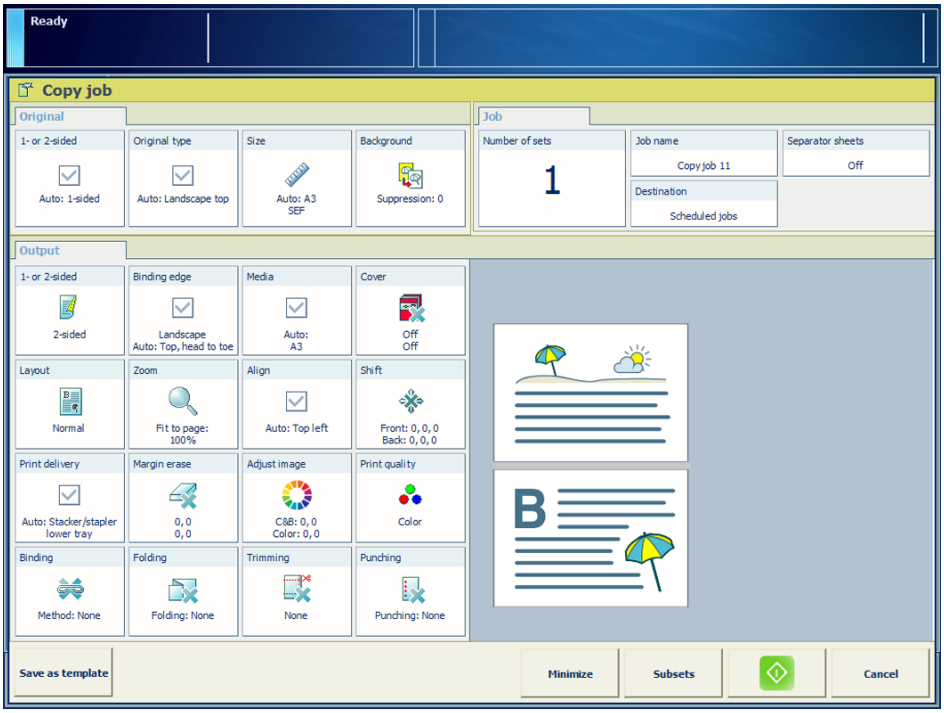
Function	Job setting	What you can define
Page adding	[Insert]	Add a page before or after one or more page ranges or subsets
Subset or page range deletion	[Delete]	Delete one or more page ranges or subsets
Selection of job parts	[Select]	Select page ranges or subsets according to selection criteria
Combine subsets	[Merge]	Select subsets to merge
Split combined subsets	[Split]	Split subset into original subsets
Redefine finishing settings for subsets	[Merge finishing]	Apply the finishing properties of a subset to more subsets
Restore finishing settings for subsets	[Split finishing]	Use the finishing properties of original subsets

General job settings

Property	Job setting	What you can define
Job type	[Job type]	• Normal • Variable data
Job instruction	[Note for operator]	Instruction from sender
Job name	[Job name]	New name for the job
Number of sets	[Number of sets]	• Number of sets (maximum 65,000) • Check first set: print only the first set of the job
Print range	[Print range]	Range of pages in a job
Separator sheets	[Separator sheets]	Use of special media to distinguish individual sets Use of extra sheets to distinguish individual sets in the printed output. The media that are used for separator sheets are configured in the Settings Editor.
Accounting information	[Account ID]	ID to identify a user or a group of users.

Copy job settings

The following tables show the copy job properties you can change.



Original settings

Property	Job setting	What you can define
Original type	[1- or 2-sided]	Copy one or two sides of the original
Binding edge	[Original type]	Binding position along the long or short side The binding edge automatically adjusts the margin shift direction, the orientation and staple position.
Original size	[Size]	Standard or custom sizes of originals
Background	[Background]	Suppression of vague or yellowish background

Layout settings

Property	Job setting	What you can define
Printing sides	[1- or 2-sided]	Print on one or two sides of the sheet
Binding edge	[Binding edge]	The required **orientation** and **binding location** of the printed sheets. The chosen layout of the document automatically sets the default orientation and binding edge.
Media	[Media]	Selection of media for the job

Property	Job setting	What you can define
Covers	[Cover]	The covers to the printed document and if they need to be printed: • Front and back cover • Print on the cover or not • Media for the cover
Booklet, multiple pages per sheet	[Layout]	Print more than one page of a document on a single side of the sheet. Indicate how you want to print pages on the sheets: • **Booklet printing**, to print a multipage document as booklet. The pages are laid out two per sheet. When the two-sided sheets are collated, folded, and stapled, the result is a single book with the correct page order. • **Multiple-up** printing, to print more than one **different** pages together on a single sheet side. • **Same-up** printing, to print the same page more than once on a single sheet side.
Scale images	[Zoom]	A **manual** or **automatic** adjustment of the scaling factor: • Automatic zoom according to set copy size • Manual zoom from 25% - 400% (*Zoom function* on page 409)
Image alignment to specific position	[Align]	Indicate if the page images must be moved to corners, edges, or the middle of a sheet. This provides extra space for margins, punch holes, or a binding method.
Image shift to exact position	[Shift]	Indicate if the page images must be shifted on the front and / or back of the sheet. You can shift the image horizontally and vertically.
Margin erase	[Margin erase]	Margin erase for one or more page edges with a maximum of 100 mm / 3.94"

Delivery settings

Property	Job setting	What you can define
Output location	[Print delivery] -> [Output location]	Selection of the output location The selected finishing method can require a specific output location.
Sorting method	[Print delivery] -> [Sort]	Sorting by **page** or by **sets**
Offset stacking	[Print delivery] -> [Offset stacking]	Stack method with or without an offset Offset stacking depends on the active workflow profile. (*Choose a workflow profile* on page 68)

Property	Job setting	What you can define
Advanced settings	[Print delivery] -> [Advanced settings]	The delivery method of the sheets in the output location of your choice: • Delivery order of the sheets • Delivery position of the sheets • Delivery with rotated sheets Apply these settings for one or more finishing optionals.

Print quality settings

Property	Job setting	What you can define
Adjust image	[Adjust image]	Adjustments in brightness, contrast and color settings
Color quality	[Color / black & white]	Copy in color or black & white, or choose automatic detection

Finishing settings

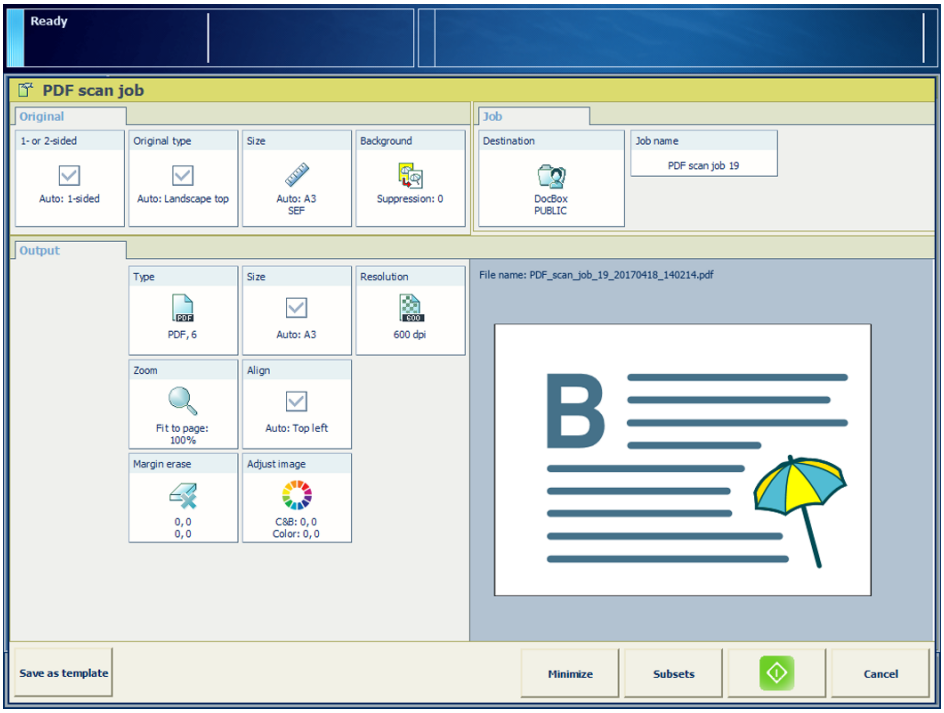
Property	Job setting	What you can define
Binding of printed sets	[Binding]	Stapling and saddle-stitch settings
Folding method or creasing	[Folding] [Creasing]	How to fold the printed documents The professional puncher supports punching and creasing. Make sure the die set for creasing is placed.
Trimming method	[Trimming]	How to trim the printed documents
Punching	[Punching]	Punching setting

General job settings

Property	Job setting	What you can define
Job name	[Job name]	New name for the job
Number of sets	[Number of sets]	• Number of sets (maximum 65,000) • Check first set: print only the first set of the job
Print queue	[Destination]	Destination of the copy job: list of waiting jobs, scheduled jobs or a DocBox
Separator sheets	[Separator sheets]	Use of special media to distinguish individual sets

Scan job settings

The following tables show the scan job properties you can change.



Original settings

Property	Job setting	What you can define
Original type	[1- or 2-sided]	Scan one or two sides of the original
Binding edge	[Original type]	Binding position along the long or short side The binding edge automatically adjusts the margin shift direction, the orientation and staple position.
Original size	[Size]	Standard or custom sizes of originals
Background	[Background]	Suppression of vague or yellowish background

Document settings

Property	Job setting	What you can define
File type	[Type]	• Format of the scan file • Compression factor • Quality factor for JPG and PDF scan files The compression factor determines the size of the scan file.
Page size	[Size]	Page size of the digital document
Resolution	[Resolution]	Scan resolution

Layout settings

Property	Job setting	What you can define
Scale images	[Zoom]	A **manual** or **automatic** adjustment of the scaling factor: • Automatic zoom according to the digital document size • Manual zoom from 25% - 400%
Image alignment to specific position	[Align]	Indicate if the page images must be moved to corners, edges, or the middle of a sheet. This provides extra space for margins, punch holes, or a binding method.
Margin erase	[Margin erase]	Margin erase for one or more page edges with a maximum of 100 mm / 3.94"

Image/Quality settings

Property	Job setting	What you can define
Adjust image	[Adjust image]	Adjustments in brightness, contrast and color settings You can see the results in a preview.
Color quality	[Color / black & white]	• Color depth selection: color, black & white or gray scale • Selection of color profile

Destination settings

Property	Job setting	What you can define
Destination	[Destination]	The available destinations depend on the configuration of the scan function: • FTP • USB • Email • SMB • DocBox • List of waiting jobs
Job name	[Job name]	New name for the job
File ID	[Enter file ID]	Numeric value that is part of file name

Status indicators

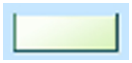
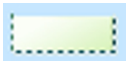
Job status indicators

The job lists have icons to indicate the job status.

Icon	Description
	The printer receives the job via the network (spooling).
	The printer must still convert the job into a raster image (raster image processing).
	The printer converts the job into a raster image (raster image processing).
	The printer prints a job.
	The printer is ready to print the job.
	The printer converts and prints the job simultaneously.
	The printer has only printed a part of the number of sets.
	The job contains a note for the print operator.
	The job is a variable data printing job.
	The job is a streaming job.
	The job is a proof print.
	The job is a bundled job.
	The settings of the job can cause a conflict. Check the job settings to resume the print process.
	The job causes a raster image processing error.

Paper tray indicators

The control panel shows the following icons to indicate the status of the paper trays.

Icon	Description
	The paper tray holds media.
	The paper tray is empty.
	The paper tray is empty and a print job uses this paper tray.
	The paper tray is open.
	The paper tray contains too much media. Remove sheets from the stack to resume the print production.
	The external paper input module is not ready due to an empty paper tray, paper jam, or another reason.
	The paper tray contains media that the print system feeds in long-edge direction.
	The paper tray contains media, for example A4R / LTRR, that the print system feeds in short-edge direction.
	The paper tray is in use for the print production.
	The paper guides are set incorrectly.
	The paper tray contains tab sheets.
	The paper tray of the inserter contains tab sheets as insert sheets.
	The paper tray of the inserter contains insert sheets.

Media indicators

Media is displayed on several locations of the control panel. Extra information about the media is displayed by icons.

Icon	Description
	The media is required for a job in the list of scheduled jobs or list of waiting jobs.
	The media family of the media needs a media family calibration.
	The media is loaded into a paper tray.
	The media is used in a scheduled job and loaded into a paper tray.
	The warning icon indicates that the media definition needs attention. Check if all important attributes are defined.

Media specifications

Supported media types per paper input option

Media type	Internal paper tray	Special feeder	Bulk paper module	Paper module	Inserter
Thin (52 g/m² - 79 g/m²) (14 lb bond - 22 lb bond)	✔	✔ *6	✔	✔	✔
Plain (80 g/m² - 105 g/m²) (20 lb bond - 28 lb bond)	✔	✔	✔	✔	✔
Heavy (106 g/m² - 300 g/m²) (28 lb bond - 110 lb cover)	✔	✔	✔	✔	✔
1-Sided coated (106 g/m² - 300 g/m²) (28 lb bond - 110 lb cover)	✔	✔	✔	✔	✔
2-Sided coated (106 g/m² - 300 g/m²) (28 lb bond - 110 lb cover)	✔	✔	✔	✔	✔
Matte coated (106 g/m² - 300 g/m²) (28 lb bond - 110 lb cover)	✔	✔	✔	✔	✔
Textured (80 g/m² - 300 g/m²) (22 lb bond - 110 lb cover)	✔	✔	✔	✔	✔
Vellum (64 g/m² - 105 g/m²) (17 lb bond - 28 lb cover) *1	✔	✔	✔	✔	✔
Transparency (151 g/m² - 180 g/m²) (40 lb bond - 66 lb cover) *2	✔	✔ *6	✔	✔	-
Recycled (64 g/m² - 105 g/m²) (17 lb cover - 28 lb cover)	✔	✔	✔	✔	✔
Color (64 g/m² - 90 g/m²) (17 lb cover - 24 lb cover)	✔	✔	✔	✔	✔
Prepunched (64 g/m² - 90 g/m²) (17 lb cover - 24 lb cover)	✔	✔	✔	✔	✔

Media type	Internal paper tray	Special feeder	Bulk paper module	Paper module	Inserter
Tab paper (151 g/m² - 220 g/m²) (40 lb cover - 81 lb cover)	✔ *3	✔ *6	✔	✔	✔
Labels (151 g/m² - 180 g/m²) (40 lb cover - 66 lb cover)	-	✔	✔	✔	-
Bond (64 g/m² - 105 g/m²) (17 lb cover - 28 lb cover)	✔	✔	✔	✔	✔
Letterhead (151 g/m² - 180 g/m²) (40 lb cover - 66 lb cover)	✔	✔	✔	✔	✔
Carbonless (52 g/m² - 63 g/m²) (14 lb cover - 17 lb cover)	✔	✔	✔	✔	✔
Envelope	✔ *4	✔	✔ *5	✔ *7	-

*1 Some types of vellums are not supported.

*2 Use only recommended A4, A4R, LTR, LTRR transparencies.

*3 Use with Tab feeding attachment Tab Feeding Attachment-F1.

*4 Use with Envelope Feeder Attachment-F1 except for ISO-C5 and Kakugata 2.

*5 Use with Envelope Feeder Attachment-G1.

*6 Long sheets are not supported for thin media (52 g/m² - 63 g/m²) / (14 lb bond - 17 lb bond), transparencies, and tab paper.

*7 Use only ISO-C5

Supported media sizes per paper input option

Media size	Internal paper tray	Special feeder	Bulk paper module	Paper module	Inserter
330 mm x 483 mm 13" x 19"	✔	✔	✔	✔	✔
305 mm x 457 mm 12" x 18"	✔	✔	✔	✔	✔
SRA3 320 mm x 450 mm 12.6 " x 17.7"	✔	✔	✔	✔	✔
A3 / 11" x 17" 297 mm x 420 mm 11.7" x 16.5"	✔	✔	✔	✔	✔
A4 / LTR 297 mm x 210 mm 11.7" x 8.3"	✔	✔	✔	✔	✔
A4R / LTRR 210 mm x 297 mm 8.3" x 11.7"	✔	✔	✔	✔	✔
A5R / STMTR 148 mm x 210 mm 5.8" x 8.3"	✔	✔	✔	✔	✔
Custom sizes *6	*1	*2	*3	*4	*5

***1 Custom sizes for internal paper tray:**

100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.9" x 5.8" - 13" x 19.2"

***2 Custom sizes for special feeder:**

100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.9" x 5.8" - 13" x 19.2"

***2 Custom sizes for special feeder when Long Sheet Tray-B1 is attached for long sheets:**

210 mm x 487.8 mm - 330.2 mm x 762 mm / 8.3" x 19.2" - 13" x 30"

***2 Custom sizes for special feeder / output tray and enabled by your service organization:**

100 mm x 148 mm - 330.2 mm x 762 mm / 3.9" x 5.8" - 13" x 30"

***3 Custom sizes for bulk paper module:**

139.7 mm x 148 mm - 330.2 mm x 487.7 mm / 5 1/2" x 5.8" - 13" x 19.2"

***4 Custom sizes for paper module:**

139. 7 mm x 182 mm - 330.2 mm x 487.7 mm / 5 1/2" x 7.2" - 13" x 19.2"

***5 Custom sizes for inserter:**

182 mm x 182 mm - 330.2 x 487.7 mm / 7.2" x 7.2" - 13" x 19.2"

Supported envelope types per paper input option

Media size	Internal paper tray	Special feeder	Bulk paper module	Paper module	Inserter
ISO-C5 162 mm x 229 mm / 6 3/8" x 9"	✔	✔	✔	✔	-
No. 10 (COM10) 104.7 mm x 241.3 mm / 4 1/8" x 9 ½"	✔	✔	✔	-	-
Monarch 98.4 mm x 190.5 mm / 3 7/8" x 7 ½"	✔	✔	✔	-	-
DL 110 mm x 220 mm / 4 1/3" x 8 2/3"	✔	✔	✔	-	-
Nagagata 3 120 mm x 235 mm / 4.7" x 9 1/4"	✔	✔	✔	-	-
Yougatanaga 3 120 mm x 235 mm / 4.7" x 9 1/4"	✔	✔	✔	-	-
Kakugata 2 240 mm x 332 mm / 9 1/2" x 13"	✔	✔	✔	-	-
Custom size	*1	*2	*3	-	-

***1 Custom size internal paper tray:**

100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.9" x 5.8" - 13" x 19.2"

***2 Custom size special feeder:**

100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.9" x 5.8" - 13" x 19.2"

***3 Custom size bulk paper module:**

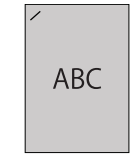
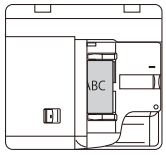
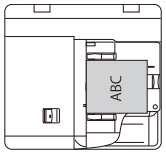
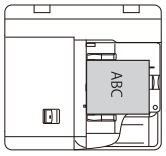
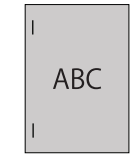
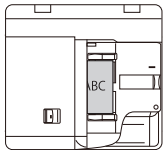
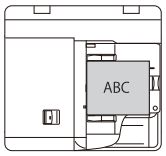
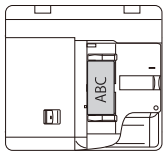
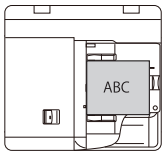
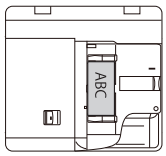
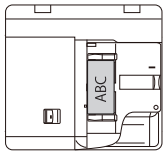
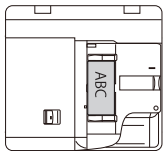
139.7 mm x 148 mm - 330.2 mm x 487.7 mm / 5 1/2" x 5.8" - 13" x 19.2"

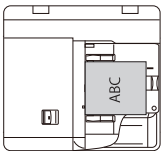
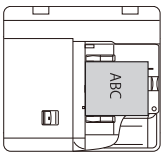
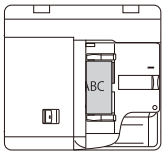
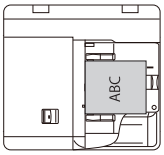
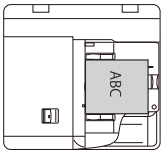
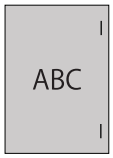
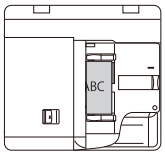
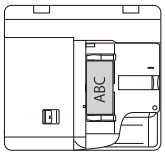
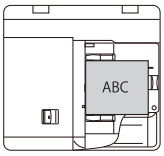
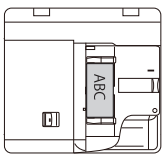
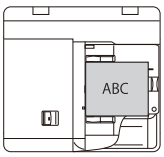
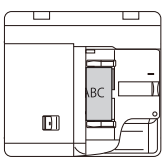
Feed direction

Feed direction for stapling

Use the automatic document feeder

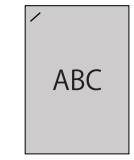
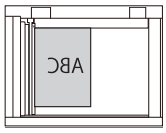
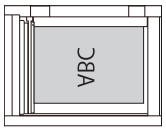
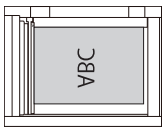
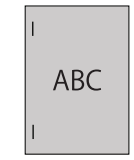
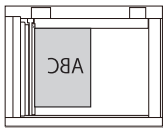
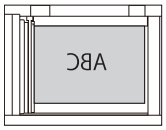
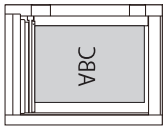
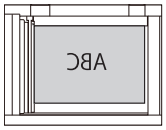
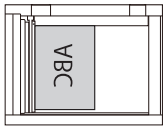
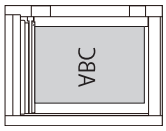
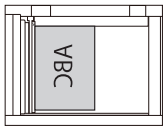
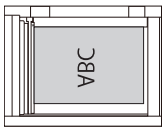
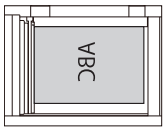
The following table shows the orientation of originals in relation to the required staple position.

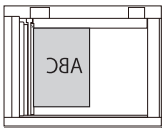
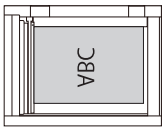
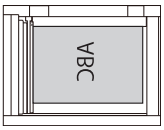
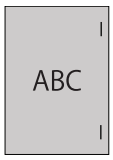
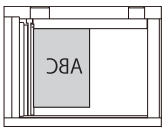
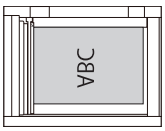
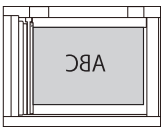
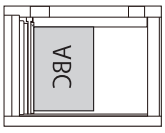
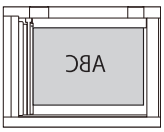
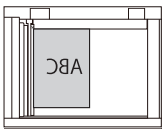
Staple position	A4 / LTR		A3 / 11"x 17"	
	Orientation	Staple setting	Orientation	Staple setting
		[1 staple] [Top left]		[1 staple] [Bottom left]
				[1 staple] [Top right]
		[2 staples] [Left edge]		
				[2 staples] [Left edge]
		[1 staple] [Bottom left]		[1 staple] [Top left]
		[1 staple] [Top right]		
		[2 staples] [Left edge]		
		[2 staples] [Right edge]		

Staple position	A4 / LTR		A3 / 11"x 17"	
	Orientation	Staple setting	Orientation	Staple setting
				[2 staples] [Left edge]
				[2 staples] [Right edge]
		[1 staple] [Top right]		[1 staple] [Top left]
				[1 staple] [Bottom right]
		[2 staples] [Right edge]		
		[1 staple] [Top left]		[1 staple] [Top right]
		[1 staple] [Bottom right]		
				[2 staples] [Right edge]
		[Saddle stitching]		

Use the glass plate

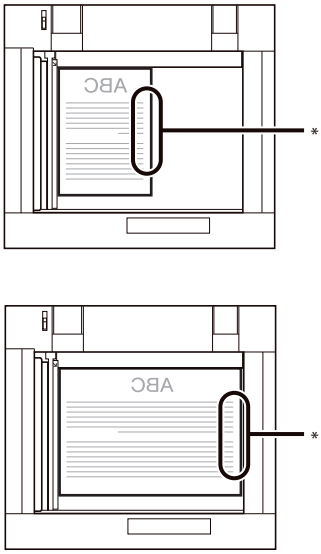
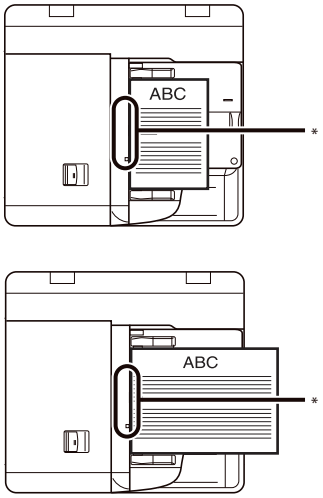
The following table shows the orientation of originals in relation to the required staple position.

Staple position	A4 / LTR		A3 / 11"x 17"	
	Orientation	Staple setting	Orientation	Staple setting
		[1 staple] [Top left]		[1 staple] [Bottom left]
				[1 staple] [Top right]
		[2 staples] [Left edge]		
				[2 staples] [Left edge]
		[1 staple] [Bottom left]		[1 staple] [Top left]
		[1 staple] [Top right]		
		[2 staples] [Left edge]		
		[2 staples] [Right edge]		
				[2 staples] [Left edge]
				[2 staples] [Right edge]

Staple position	A4 / LTR		A3 / 11"x 17"	
	Orientation	Staple setting	Orientation	Staple setting
		[1 staple] [Top right]		[1 staple] [Top left]
				[1 staple] [Bottom right]
		[2 staples] [Right edge]		
		[1 staple] [Top left]		[1 staple] [Top right]
		[1 staple] [Bottom right]		
				[2 staples] [Right edge]
		[Saddle stitching]		

Feed direction for punching

The following table shows the orientation of originals in relation to the position of punch holes.

Glass plate	Automatic document feeder
	

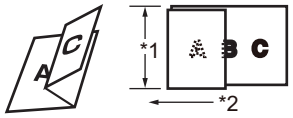
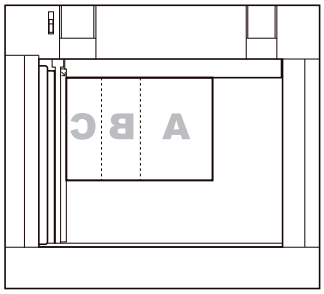
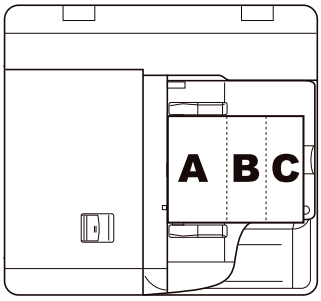
* Position of the holes in the output.

Feed direction for folding

[Z-fold]

The [Z-fold] option folds A3 / 11" x 17" or A4R / LTRR paper into A4 / LTR or A5 / SMT size, respectively.

Orientation for the [Z-fold] option

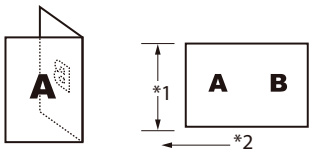
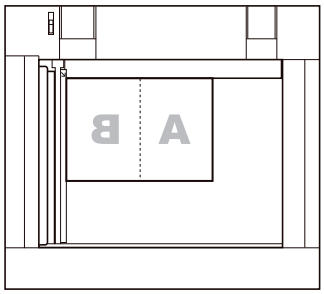
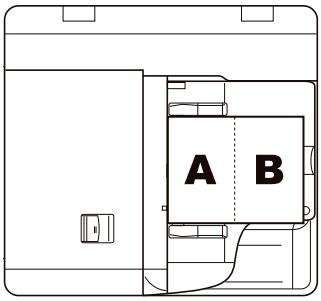
Folded output	Glass plate	Automatic document feeder
 [196] Leading-edge length (1) and feed direction (2)		

NOTE
Calculate sum of the formula:
X + 2Y +10Z
Where:
X = the number of A4 sheets which are not Z-folded
Y = the number of A3 sheets which are not Z-folded
Z = the number of Z-folded sheets
When the sum of the formula is more than 100, stapling is not possible.

Example 1: 50 A4 sheets + 4 A3 sheets + 1 A3 Z-folded sheet = 68 -> stapling is possible	Example 2: 50 A4 sheets + 7 A3 Z-folded sheets = 120 -> stapling is not possible

[Half-fold]

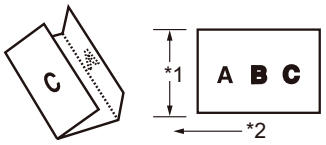
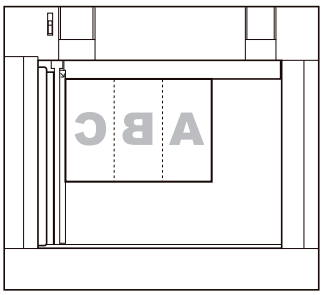
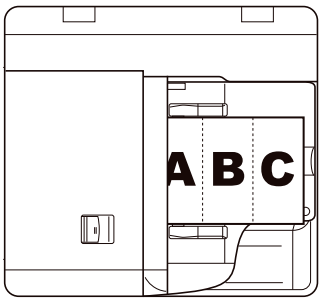
Orientation for the [Half-fold] option

Folded output	Glass plate	Automatic document feeder
 [197] Leading-edge length (1) and feed direction (2)		

[Tri-fold in]

The [Tri-fold in] option folds paper to make it suitable for envelopes. The paper gets the shape of a C.

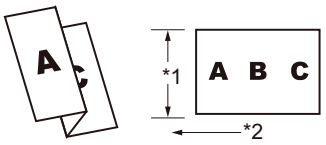
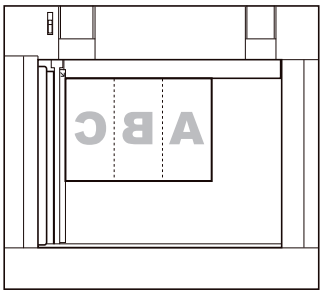
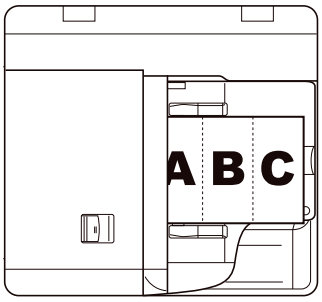
Orientation for the [Tri-fold in] option

Folded output	Glass plate	Automatic document feeder
 [198] Leading-edge length (1) and feed direction (2)		

[Tri-fold out]

The [Tri-fold out] option folds paper to make it suitable for envelopes. The paper is folded in the shape of a Z.

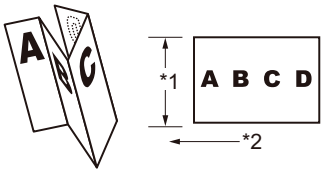
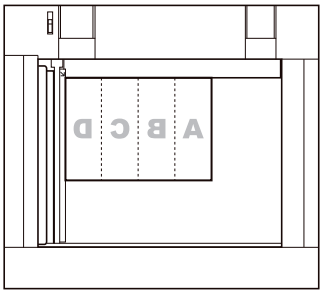
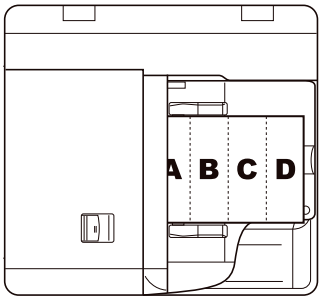
Orientation for the [Tri-fold out] option

Folded output	Glass plate	Automatic document feeder
 [199] Leading-edge length (1) and feed direction (2)		

[Parallel fold]

The [Parallel fold] option folds the paper in four equal parts.

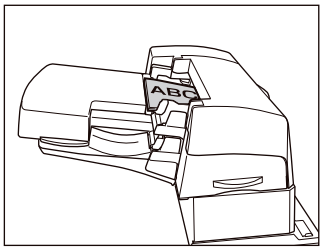
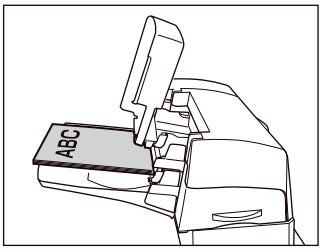
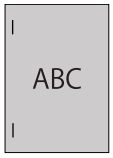
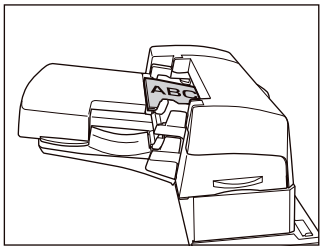
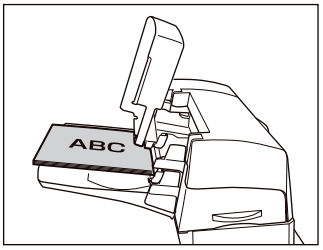
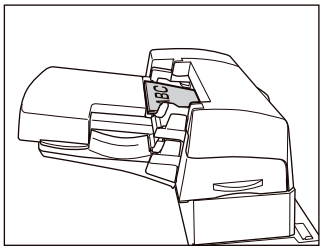
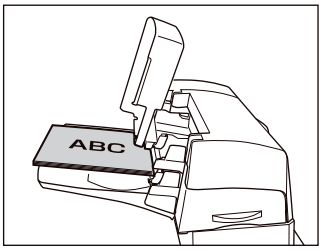
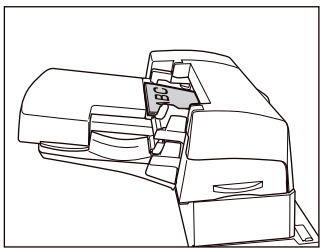
Orientation for the [Parallel fold] option

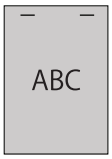
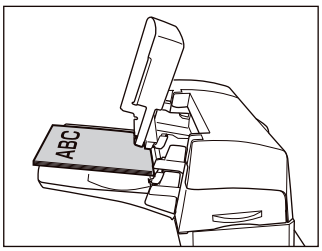
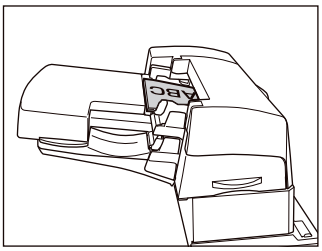
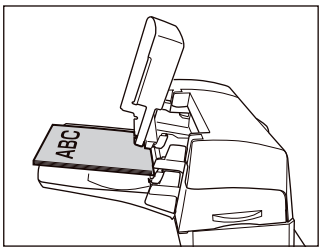
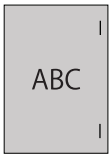
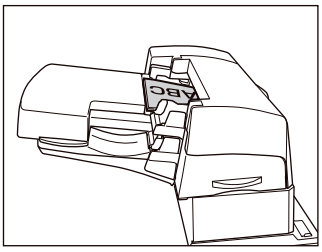
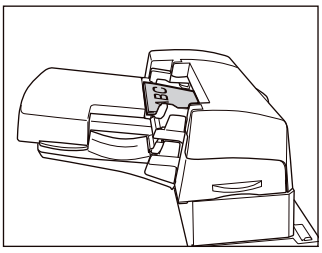
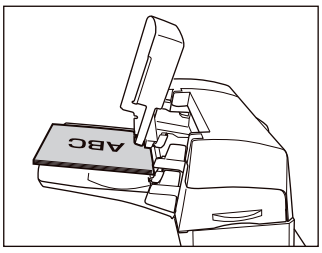
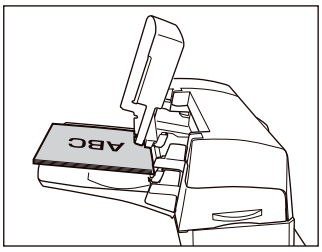
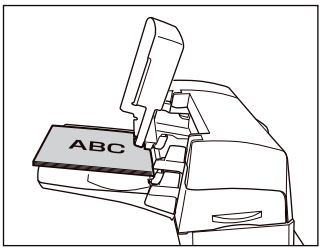
Folded output	Glass plate	Automatic document feeder
 [200] Leading-edge length (1) and feed direction (2)		

Feed direction for the inserter

Stapling

The following table shows how to feed insert sheets in relation to the staple position.

Staple position	A4 / LTR	A3 / 11"x 17"
	Orientation	Orientation
		
		
		
		
		

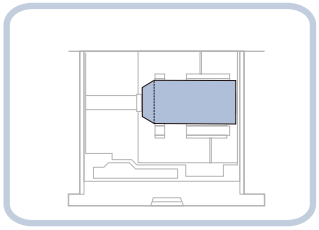
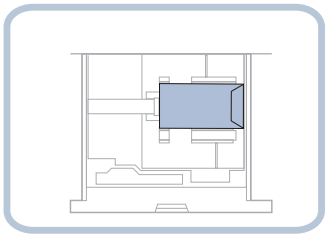
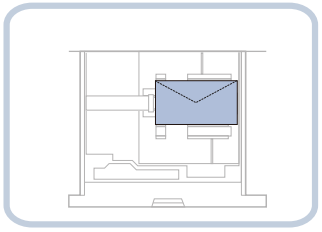
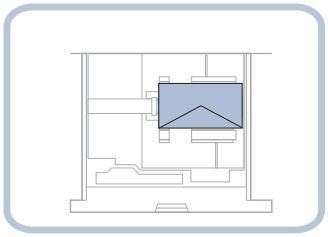
Staple position	A4 / LTR	A3 / 11"x 17"
	Orientation	Orientation
		
		
		
		
		
		

Feed instruction for envelopes

The following tables show how to feed the envelopes in the paper trays.

Internal paper tray

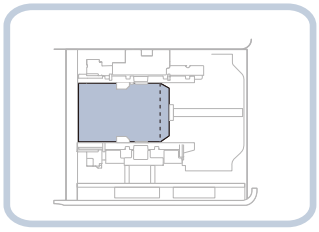
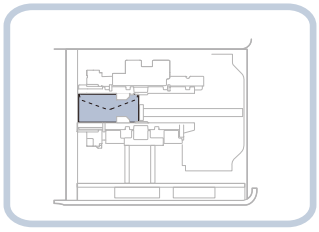
Use with Envelope Feeder Attachment-F1.

Internal paper tray	
 [201] Nagagata 3, Kakugata 2	 [202] Nagagata 3, Kakugata 2, to prevent creased envelopes
 [203] No. 10 (COM10), ISO-C5, DL, Monarch, Yougatanaga 3	 [204] No. 10 (COM10), ISO-C5, DL, Monarch, Yougatanaga 3, to prevent creased envelopes

Bulk paper module

Use with Envelope Feeder Attachment-G1. Some types of Yougatanaga 3 do not need the Envelope Feeder Attachment-G1. This depends on the manufacturer of the envelopes.

Use the support tray of the Envelope Feeder Attachment-G1 for Kakugata 2.

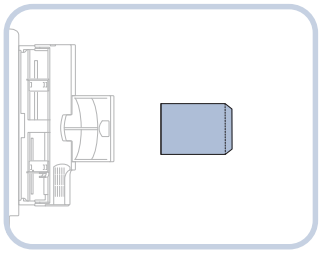
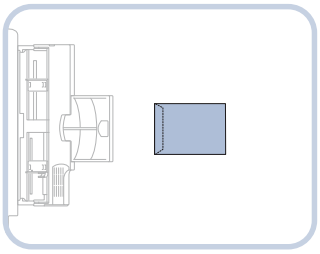
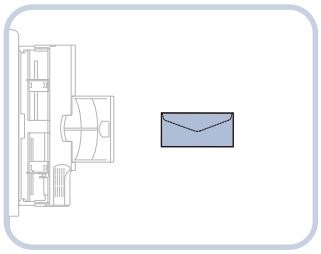
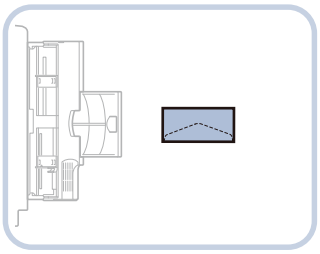
Bulk paper module	
 [205] Nagagata 3, Kakugata 2	 [206] No. 10 (COM10), ISO-C5, DL, Monarch, Yougatanaga 3

The following table shows the loading limits in the bulk paper tray.

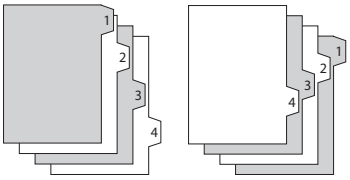
Envelope type	Loading limit	Loading limit mark
Nagagata 3	160 mm / 6.3"	Not applicable
Nagagata 3, side seam envelope	100 mm / 3.9"	
Yougatanaga 3	100 mm / 3.9"	

Envelope type	Loading limit	Loading limit mark
Kakugata 2	100 mm / 3.9"	
Kakugata 2, side-seam envelope	45 mm / 1.8"	Not applicable
228 mm x 304 mm / 9" x 12"	100 mm / 3.9"	
152 mm x 228 mm / 6" x 9"		
No. 10 (COM10)		
ISO-C5		
DL		
Monarch	70 mm / 2.8"	

Special feeder

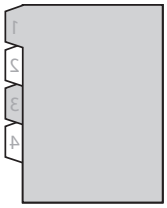
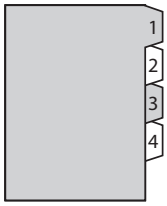
Special feeder	
 [207] Nagagata 3, Kakugata 2	 [208] Nagagata 3 or Kakugata 2, to prevent creased envelopes
 [209] No. 10 (COM10), Monarch, DL, ISO-C5, Yougata-naga 3	 [210] No. 10 (COM10), Monarch, DL, ISO-C5, Yougata-naga 3, to prevent creased envelopes

Feed instruction for tab paper



[211] Forward-order tab paper and reverse-order tab paper

The following table shows the orientation of tab paper in the paper trays.

Orientation	Orientation and paper input optional
	Load the reverse-order tab paper face down, with the tabs at the left-hand side of the tray in: • Internal paper trays of the print module • Inserter
	Load forward-order tab paper face up, with the tabs at the right-hand side of the in tray: • Paper module • Bulk paper module • Special feeder

Zoom function

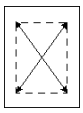
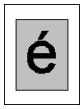
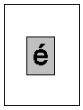
When you start a copy job or scan job, you can use the zoom function to reduce or enlarge an image.

The print system automatically scales the image according to the size of the page. To change the zoom factor manually, you can use the + and - buttons of the zoom function. When you have originals with a custom paper size, you can use the glass plate.

The zoom function of the automatic document feeder works differently from the zoom function of the glass plate.

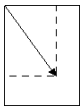
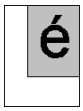
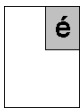
The zoom function in the automatic document feeder

The following table shows the zoom of the automatic document feeder

Illustration	Description
	The center of the original is the origin of the image.
	Result of a scan with 100% zoom factor.
	Result of a scan with 50% zoom factor.
	Result of a scan with 200% zoom factor.

The zoom function of the glass plate

The following table shows the zoom of the glass plate.

Illustration	Description
	The upper left-hand corner of the glass plate is the origin of the image.
	Result of a scan with 100% zoom factor.
	Result of a scan with 50% zoom factor.
	Result of a scan with a 200% zoom factor.

More PRISMAsync color information

Input and output profiles

Input and output profiles define the transition from input colors, for example, the RGB color values of a photo, towards output colors or, for example, the CMYK color values of your printer. The color management of PRISMAsync transforms the color input space to the color output space via the standards of the ICC, the International Color Consortium.

PRISMAsync comes with high quality color output profiles for both coated and uncoated media. PRISMAsync links output profiles to media via media families. Each media family has three different output profiles for the halftone screens Normal, Fine and Error-diffusion.

Rendering intents

A color gamut is a set of colors a system can produce. Input colors do not always fit in the color gamut of an output device. For colors that exceed the gamut of an output device, color space rendering intents are used for gamut mapping. The rendering intent tells the color management system how to handle colors that do not fit into the destination color gamut. The following rendering intents are available on PRISMAsync:

- **Relative colorimetric**
  Frequently used and suitable for proofing applications on reference paper. White point compensation is applied. The white point of the output color space is the color of the used media.
- **Absolute colorimetric**
  Mainly suitable for proofing applications on bright white paper. No black and white point compensation is applied, so the precise input paper color is simulated on the used media.
- **Perceptual**
  Mainly suitable for photographic input. The colors are mapped in a continuous way and color nuances are recognized. White and black point compensation is applied.
- **Saturation**
  Mainly suitable to obtain highly saturated colors and business graphics. Out-of-gamut colors are mapped to more saturated colors. White and black point compensation is applied.

Leave out separations

You can use color mapping to indicate layers in the document that you want to leave out whilst printing. You can exclude layers for printing when you map the colors of these layers to a spot color with the value “None”. You can use leave out separations for the following document areas:

- White separations
- Cutting marks
- Spot layers, that indicate a foil to be applied after the print process
- Spot layers, that indicate a gold print

Specifications

Overview of licenses

The following licenses are available to increase the functionality and productivity of the print system.

License	Commercial name	More information
DocBox	DocBox-G1	See *DocBox* on page 142
Page programming	Page Programming-G1	See *Page Programming* on page 384
E-Schredding	E-Shredding-G1	See *Removal of printed jobs* on page 148
Software protection	Integrity Checker-G1	See *Learn about user authentication* on page 54
PCL6 for transaction printing	PCL6 TP-G1	See *Learn about the transaction printing workflow* on page 47
IPDS for transaction printing	IPDS-G1	See *Learn about the transaction printing workflow* on page 47
PDF support for IPDS	PDF for IPDS-G1	See *Learn about the transaction printing workflow* on page 47
DPlink	DP Link-G1	Enables integration with Xerox ©systems
Advanced color management	Advanced Color Management-G1	See *Advanced color management* on page 45
Asian font sets	Fontset Simplified Chinese-G1 Fontset Traditional Chinese-G1 Fontset Japanese-G1 Fontset Korean-G1	

Print system specifications

Print module

Specification	Value
Type	Color printer
Resolution	1,200 dpi x 1,200 dpi
Device memory (SDRAM)	Standard: 3.5 GB
Hard disk	1 TB (scanning)
Warm-up time	31 seconds after power on
Print speed	imagePRESS C850: 85 ppm (A4, 80 g/m² / 20 lb bond) imagePRESS C750: 75 ppm (A4, 80 g/m² / 20 lb bond) imagePRESS C650: 65 ppm (A4, 80 g/m² / 20 lb bond)
Copy / scan speed	imagePRESS C850: 85 ipm (A4, 80 g/m² / 20 lb bond) imagePRESS C750: 75 ipm (A4, 80 g/m² / 20 lb bond) imagePRESS C650: 65 ipm (A4, 80 g/m² / 20 lb bond)
First print out time	30 seconds or less (from list of waiting jobs)
First copy out time	33 seconds or less (from glass plate)
Power requirement	208 V AC, 60 Hz, 20 A
Power consumption	Maximum 4,060 W
Dimensions (WxDxH) (to the glass plate)	1,530 mm x 934 mm x 1,424 mm / 60 1/4" x 36 3/4" x 56 1/8" (without control panel and operator attention light)
Weight	Approximately 316 kg / 696 lb

PRISMAsync Print Server

Specification	Value
Description	Integrated high-performance PRISMAsync color print server for imagePRESS C850 Series
Operating system	Windows® 10
Processor	Intel® Core™
Memory	8 GB SDRAM
Hard disk	2 x 3.5" SATA II, 500 GB, 7200 RPM
Interface	Ethernet (10/100/1000 Base-T), TCP/IP (LPR /LPD, 9100 Socket, SMB), Static IP / Auto-IP (DHCP)
Page Description Language	Adobe® PostScript® 3 (3020), PDF 1.8 Extension level 3, PDF/X-1a: 2001, PDF/X-1a:2003, PDF/X-3:2002, PDF/X-3:2003, PDF/X-4, PDF/VT level 1, Optimized PostScript®, Optimized PDF, Adobe® PDF Print Engine 4.2, IPDS PDF, IPDS PCL , PPML/GA level 1 versions 1.5, 2.1 and 2.2
Protocols	SNMP v1/v2c/v3, Host resources MIB, System group MIB II, Printer MIB, Job Monitor MIB

Specification	Value
Security	E-shredding, HTTPs, LDAP, SNMP v3, Integrity checker, WebDav for SMB hotfolders, Encrypted user passwords, User authentication
Spot color libraries	HKS K, HKS K 3000+, HKS N, HKS N 3000+, Pantone® Goe™ (Uncoated / Coated), Pantone® + solid (Uncoated / Coated) Pantone® + solid (Uncoated / Coated)
Options	DocBox license Page Programming license E-shredding license Software protection license (integrity checker) PCL6 for transaction printing license IPDS for transaction printing license PDF support for IPDS license DP Link support license Advanced Color Management license: • DeviceLink support • Color simulation support • Named colour profile support • Color mapping (leave out separations) • Color control and information bars Asian font sets licenses: Korean, Japanese, Simplified Chinese, Traditional Chinese
Languages	British English, French, Italian, German, Spanish, Dutch, Finnish, Norwegian, Swedish, Danish, Polish, Czech, Hungarian, Portuguese, American English, Russian, Japanese, Simplified Chinese, Korean
Power requirement	100 V AC - 240 V AC, 10 A - 5 A , 50/60 Hz
Dimensions (WxDxH)	200 mm x 430 mm x 420 mm / 7 7/8" x 16,9" x 16,5"
Weight	Approximately 18 kg / 39 lb

Paper input specifications

Duplex Color Image Reader Unit-K1

Specification	Value
Description	Optional automatic document feeder and scanner for duplex scanning of 1- and 2-sided originals
Scan resolution	600 dpi x 600 dpi
Number of tones	256
Capacity	300 originals (80 g/m² / 20 lb bond)
Copy / scan speed	600 dpi color: 70 ipm (1-sided and 2-sided)
Original paper size	A3, A4, A4R, A5, A5R, 11" x 17", LTR, LTRR, STMT, STMTR
Original paper weight	1-sided: 38 - 220 g/m² / 10 lb bond - 81 lb cover 2-sided black & white: 50 - 220 g/m² / 13 lb bond - 81 lb cover 2-sided color: 64 - 220 g/m² / 17 lb bond - 81 lb cover
Detection	Automatic paper size detection
Power requirement	From main unit
Dimensions unit (WxDxH)	633 mm x 603 mm x 179 mm / 24 7/8" x 23 3/4" x 7 1/8"
Weight	Approximately 26.9 kg / 59.3 lb

Printer Cover-H1

Specification	Value
Description	Cover for print-only system

Long Sheet Tray-B1

Specification	Value
Description	Optional special feeder to feed long sheets
Print resolution	600 dpi x 600 dpi
Maximum paper capacity	1 sheet
Paper size	Custom sizes: 100 mm x 148 mm - 330.2 mm x 762 mm 3.9" x 5.8" - 13" x 30" 210 mm x 487.8 mm - 330.2 mm x 762 mm 8.3" x 19.2" - 13" x 30"
Paper weight	64 - 300 g/m² / 17 lb bond - 110 lb cover
Note	Not available in combination with Multi-drawer Paper Deck-C1.
Dimensions unit (WxDxH)	When Stack Bypass-B1 and Copy Tray-R2 are attached: 2,137 mm x 1,424 mm x 1,424 mm / 84 1/8" x 56" x 56"

Specification	Value
Weight	Approximately 0.6 kg / 1.3 lb

Tab Feeding Attachment-F1

Specification	Value
Description	Tab paper guide to guide tab paper in the internal paper tray
Maximum paper capacity	60 mm / 2.36" or 300 - 400 sheets
Paper size	A4 / LTR
Weight	Approximately 0.1 kg / 0.22 lb

Envelope Feeder Attachment-F1

Specification	Value
Description	Envelope guide to guide envelopes in the internal paper tray
Supported envelopes	Envelope types: No. 10 (COM10), Monarch, DL, Nagagata 3, Yougatanaga 3 Custom size envelopes: 152.4 mm x 228.6 mm / 6" x 9"
Maximum capacity	50 sheets
Weight	Approximately 30 g / 0.066 lb

Envelope Feeder Attachment-G1

Specification	Value
Description	Envelope guide to guide envelopes in the bulk paper module (POD Deck Lite-C1)
Supported envelopes	Envelope types: ISO-C5, No. 10 (COM10), Monarch, DL, Nagagata 3, Yougatanaga 3, Kakugata 2 Custom size envelopes: 152.4 mm x 228.6 mm, 228.6 mm x 304.8 mm / 6" x 9", 9" x 12"
Maximum capacity	Nagagata 3: 160 mm / 6.3" Nagagata 3 side seam envelope: 100 mm / 3.94" ISO-C5, No. 10 (COM10), DL, Yougatanaga 3, Kakugata 2: 100 mm / 3.94" Kakugata 2 side seam envelope: 45 mm / 1.77" Monarch: 70 mm / 2.76"
Weight	Approximately 1.5 kg / 3.307 lb

Stack Bypass-B1

Specification	Value
Description	Special feeder to feed special media manually

Specification	Value
Maximum paper capacity	100 sheets (80 g/m² / 22 lb bond)
Paper size	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes: 100 mm x 148 mm - 330.2 mm x 762 mm 3.9" x 5.8" - 13" x 30" Custom sizes when stacker/stapler is attached: 100 mm x 182 mm - 330.2 mm x 762 mm 3.9" x 7.2" - 13" x 30" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm x 332 mm / 9 1/2" x 13") Custom size envelopes: 100 mm x 148 mm - 330.2 mm x 487.7 mm 3.9" x 5.8" - 13" x 19.2" Custom size envelopes when stacker / stapler is attached: 100 mm x 182 mm - 330.2 mm x 487.7 mm 3.9" x 7.2" - 13" x 19.2"
Paper weight	64 - 256 g/m² / 17 lb bond - 95 lb cover
Notes	• Feed coated paper one sheet at a time. • Not available in combination with Multi-drawer Paper Deck-B1.

Internal paper trays

Specification	Value
Capacity	3 x 500 sheets(80 g/m² / 22 lb bond)
Paper sizes	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes, including envelopes: 100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.9" x 5.8" - 13" x 19.2" Envelopes: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm 332 mm / 9 1/2" x 13")
Paper weight	52 - 220 g/m² / 14 lb bond - 81 lb cover
Paper feed technology	• Suction feed • Air separation
Features	• Paper-level detection (visual) • Automatic tray opening • Double-sheet detection

Multi-drawer Paper Deck-C1

Specification	Value
Description	Optional 3-tray paper input module
Paper trays	3 x 2,000 sheets (80 g/m² / 22 lb bond)
Maximum paper capacity	6,000 sheets
Paper sizes	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes, including envelopes: 139.7 mm x 148 mm - 330.2mm x 487.7 mm / 5 1/2" x 5.8" - 13" x 19.2" Envelopes: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9")
Paper weight	52 - 300 g/m² / 14 lb bond - 110 lb cover
Features	Paper-level indication (visual), Automatic tray opening
Power requirement	120 - 127 V AC, 60 Hz, 3.1 A
Power consumption	Maximum 880 W
Dimensions unit (WxDxH)	950 mm x 797 mm x 1,040 mm 37 3/8" x 31 3/8" x 41"
Weight unit	Approximately 155 kg / 342 lb

POD Deck Lite-C1

Specification	Value
Description	Optional single-tray bulk paper module
Paper trays	1 x 3,500 sheets (80 g/m² / 22 lb bond) 1 x 4,000 sheets (64 g/m² / 17 lb bond)
Paper size	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes, including envelopes: 139.7 mm x 182 mm - 330.2mm x 487.7 mm / 5 1/2" x 7.2" - 13" x 19.2" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm 332 mm / 9 1/2" x 13")
Paper weight	52 - 300 g/m² / 16 lb bond - 110 lb cover
Paper feed technology	• Friction feed • Air separation
Features	Automatic tray opening
Power requirement	120-127 V AC, 60 Hz, 2.2 A

Specification	Value
Power consumption	Maximum 480 W
Dimensions (WxDxH)	717 mm x 686 mm x 574 mm / 28 1/4" x 27" x 22.6"
Weight	Approximately 76 kg / 168 lb

Document Insertion Unit-N1

Specification	Value
Description	Optional sheet and cover insertion unit
Capacity	2 x 200 sheets (80 g/m² / 20 lb bond)
Paper size	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes: 182 mm x 182 mm - 330.2 x 487.7 mm 7.2" x 7.2" - 13" x 19.2"
Paper weight	52 - 300 g/m² / 14 lb bond - 110 lb cover
Media	For inserts: thin paper (52 - 63 g/m² / 14 lb bond - 16 lb bond), plain paper (64 - 105 g/m² / 17 lb bond - 28 lb bond), recycled paper, heavy paper (106 - 300 g/m² / 29 lb bond - 110 lb cover), coated paper (106 - 300 g/m² / 29 lb bond - 110 lb cover), colored paper, tabs, textured paper, bond paper, prepunched paper, letterhead, tracing paper Pass-through mode: all media as supported by the main engine
Power requirement	100-240 V AC, 50/60 Hz, 1.0 A
Power consumption	Maximum 120 W
Dimensions (WxDxH)	746 mm x 793 mm x 1,407 mm / 29 3/8" x 31 1/4" x 55 3/8"
Weight	Approximately 61 kg / 134 lb

Finishing and delivery specifications

For specifications of the Perfect Binder-E1, Booklet Trimmer-F1, Two-Knife Booklet Trimmer-A1 and High Capacity Stacker-H1, refer to the manuals delivered together with these optionals.

Copy Tray-R2

Specification	Value
Description	Output tray to collect printed output
Capacity	250 sheets (80 g/m² / 20 lb bond)
Paper size	Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes: 100 mm x 148 mm - 330.2 mm x 487.7 mm 3.9" x 5.8" - 13" x 19.2" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm 332 mm / 9 1/2" x 13")
Paper weight	52 - 300 g/m² / 14 lb bond - 110 lb cover
Dimensions (WxDxH)	422 mm x 382 mm x 175 mm / 16 5/8" x 15" x 6 7/8"
Weight	Approximately 1.2 kg / 2.6 lb

Multi Function Professional Puncher-A1

Specification	Value
Description	Unit with replaceable dies. Different punch dies enable plastic comb, twin loop-, etc. . The crease die creases printed sheets in the middle.
Paper size for punching	EU short-edge feed: A4, A3, SRA4, SRA3 EU long-edge feed: A4, A5, A4 tabs, A5 tabs US short-edge feed: LTR, Legal, 11" x 17", 9" x 12" , 12" x 18" US long-edge feed: LTR, 8 ½" x 5 ½", LTR tabs, 8 ½" x 5 ½" tabs
Paper size for creasing	EU short-edge feed: A4, A3, SRA3 US short-edge feed: LTR, Legal, 11" x 17", 12" x 18", 12.6" x 19.2", 13" x 19", 13" x 19.2"
Paper weight	Uncoated paper: 75 - 300 g/m² / 20 lb bond - 110 lb cover Coated paper: 120 - 300 g/m² / 32 lb bond - 110 lb cover Tab paper: 160 g/m² - 300 g/m² / 16 lb bond - 110 lb cover

Specification	Value
Replaceable A4 / LTR dies	EUR: 21-hole square Plastic Comb, 34-hole square Twin Loop, 23-hole square Twin Loop, 34-hole round Twin Loop, 23-hole round Twin Loop, 47-hole round Color Coil, 12-hole round Velo Bind, 4-hole round 8 mm Loose Leaf, 4-hole round 6.5 mm Loose Leaf, 4-hole round Loose Leaf (Swedish), crease die US: 19-hole square Plastic Comb, 32-hole square Twin Loop, 21-hole square Twin Loop, 32-hole round Twin Loop, 21-hole round Twin Loop, 44-hole round Color Coil, 11-hole round Velo Bind, 3-hole round Loose Leaf, 3 / 5 / 7-hole round Loose Leaf, crease die
Power requirement	115 V AC, 60 Hz, 3.8 A
Power consumption	Maximum 550 W
Dimensions (WxDxH)	795 mm x 445 mm x 1,040 mm / 31 1/4" x 17 1/2" x 41"
Weight	Approximately 102 kg / 225 lb

Paper Folding Unit-J1

Specification	Value
Description	Optional fold unit with various folding options: tri-fold in, tri-fold out, parallel fold, z-fold, half-fold
Tray capacity	Folding unit output tray: • Parallel fold: 20 sheets Stacker/stapler upper and lower tray: • Z-fold/half fold.(A3, B4R, 11" x 17"): 30 sheets • Z-fold/half fold.(A4R, LTRR, LGLR): 10 sheets Stacker/stapler booklet tray: • Z-fold/half fold: 10 sheets
Paper weight	52 - 105 g/m² / 14 lb bond - 28 lb bond Parallel fold: 52 - 90 g/m² / 14 lb bond - 24 lb bond
Paper size	Z-fold: A4R, B4R, A3, LTRR, LGL, 11" x 17" (279.4 x 431.8 mm) Tri-fold in: A4R, LTRR Parallel fold: A4R, LTRR Double parallel fold: A4R, LTRR, LGL Half-fold: A4R, LTRR
Power requirement	From Staple Finisher-W1 PRO or Booklet Finisher-W1 PRO
Power consumption	Maximum 150 W
Dimensions (WxDxH)	336 mm x 793 mm x 1,190mm / 13 1/4" x 31 1/4" x 46 7/8"
Weight	Approximately 71 kg / 157 lb

Staple Finisher-W1 PRO

Specification	Value
Description	Stacker / stapler with (offset) stacking, stapling, punching, folding, and staple-cut for thin sets

Specification	Value
Paper size for stacking	Location: lower tray, upper tray, booklet tray Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes - upper tray: 100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.4" x 5.8" - 13" x 19.2" Custom sizes - lower tray: 182 mm x 182 mm - 330.2 mm x 487.7 mm / 7.2" x 7.2" - 13" x 19.2" Custom sizes - booklet tray: 210 mm x 279.4 mm - 330.2 mm x 487.7 mm / 8.3" x 11" - 13" x 19.2"
Paper size for stapling	Location: lower tray Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR Custom sizes 1 staple: 210 mm x 182 mm - 297 mm x 432 mm / 8.3" x 7.2" - 11.7 x 17" Custom sizes 2 staples: 182 mm x 182 mm - 297 mm x 432 mm / 7.2" x 7.2" - 11.7" x 17"
Paper size for punching	Location: lower tray and upper tray Puncher Unit-BT1 2 holes: Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR Custom sizes: 182 mm x 182 mm - 297 mm x 432 mm / 7.2" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BT1 4 holes: Default sizes: A3, A4 / 11"x 17", LTR Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BS1 2 holes: Default sizes: LTRR, Legal Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BS1 3 holes: Default sizes: Letter, Executive, 11" x 17" Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18"
Paper weight	60 - 325 g/m² / 16 lb bond - 120 lb cover

Specification	Value
Stacking capacity for stacking	**Upper tray:** 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR : 1,000 sheets or 147 mm / 5.79"
	Lower tray: A4: 2,000 sheets or 285 mm / 11.22" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 1,000 sheets or 147 mm / 5.79"
	Upper tray + lower tray, when high-volume stacking is on: A4: 4,000 sheets or 490 mm / 19.29" A4R / LTRR: 2,000 sheets or 285 mm / 11.22": A3 / 11" x 17": 1,500 sheets or 216 mm / 8.5" 330 mm x 483 mm, 305 mm x 457 mm, SRA3 / 13" x 19", 12" x 18", 12.6" x 17.7": 1,000 sheets or 147 mm / 5.79"
Stacking capacity for stapling	Location: lower tray A4 / LTR: 3,000 sheets / 200 sets or 423 mm / 16.65" A4R / LTRR: 2,000 sheets / 200 sets or 285 mm / 11.22" A3: 1,500 sheets / 200 sets or 216 mm / 8.5"
Maximum stapling capacity	A4, LTR: 100 sheets (80 g/m² / 22 lb bond) or below 11 mm / 0.43" A3, A4R, 11" x 17", LTRR: 50 sheets (80 g/m² / 22 lb bond) or below 5.5 mm / 0.22"
Stacking capacity for folding	Location: upper tray, lower tray Z-fold: 30 sheets or 10 sheets per set Half-fold: 50 sheets
Features	Corner stapling, two-point stapling Staple-cut function depends on thickness set
Power requirement	120-240 V AC, 50/60 Hz, 8 A
Power consumption	Maximum 500 W
Dimensions (WxDxH)	800 mm x 792 mm x1,239 mm / 31 1/2" x 31 1/4" x 48 3/4"
Weight	Approximately 130 kg / 287 lb

Booklet Finisher-W1 PRO

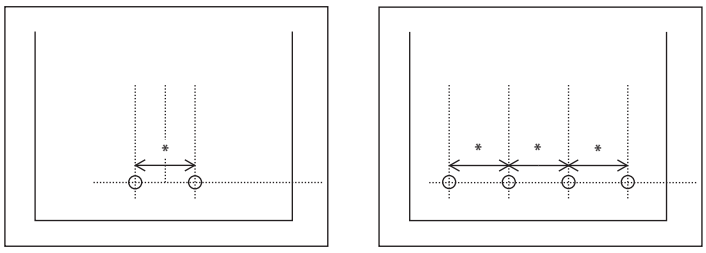
Specification	Value
Description	Stacker / stapler extended with saddle-stitch and saddle-press functionality

Specification	Value
Paper size for stacking	Location: lower tray, upper tray, booklet tray Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, STMTR 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes - upper tray: 100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.4" x 5.8" - 13" x 19.2" Custom sizes - lower tray: 182 mm x 182 mm - 330.2 mm x 487.7 mm / 7.2" x 7.2" - 13" x 19.2" Custom sizes - booklet tray: 210 mm x 279.4 mm - 330.2 mm x 487.7 mm / 8.3" x 11" - 13" x 19.2"
Paper size for stapling	Location: lower tray Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR Custom sizes 1 staple: 210 mm x 182 mm - 297 mm x 432 mm / 8.3" x 7.2" - 11.7 x 17" Custom sizes 2 staples: 182 mm x 182 mm - 297 mm x 432 mm / 7.2" x 7.2" - 11.7" x 17"
Paper size for punching	Location: lower tray, upper tray Puncher Unit-BT1 2 holes: Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR Custom sizes: 182 mm x 182 mm - 297 mm x 432 mm / 7.2" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BT1 4 holes: Default sizes: A3, A4 / 11"x 17", LTR Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BS1 2 holes: Default sizes: LTRR, Legal Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18" Puncher Unit-BS1 3 holes: Default sizes: Letter, Executive, 11" x 17" Custom sizes: 257 mm x 182 mm - 297 mm x 432 mm / 10.1" x 7.2" - 11.7" x 17" 297.1 mm x 182 mm - 304.8 mm x 457.2 mm / 11.7" x 7.2" - 12" x 18"
Paper weight	Booklet pages: 60 - 220 g/m² / 16 lb bond - 82 lb cover Booklet cover: 64 - 300 g/m² / 17 lb bond - 110 lb cover

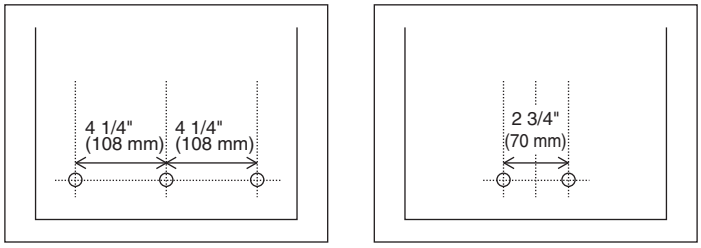
Specification	Value
Stacking capacity for stacking	**Upper tray:** 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR : 1,000 sheets or 147 mm / 5.79"
	Lower tray: A4: 2,000 sheets or 285 mm / 11.22" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 1,000 sheets or 147 mm / 5.79"
	Upper + lower tray, when high-volume stacking is on: A4: 4,000 sheets or 490 mm / 19.29" A4R / LTRR: 2,000 sheets or 285 mm / 11.22": A3 / 11" x 17": 1,500 sheets or 216 mm / 8.5" 330 mm x 483 mm, 305 mm x 457 mm, SRA3 / 13" x 19", 12" x 18", 12.6" x 17.7": 1,000 sheets or 147 mm / 5.79"
Stacking capacity for stapling	Location: lower tray A4 / LTR: 3,000 sheets / 200 sets or 423 mm / 16.65" A4R / LTRR: 2,000 sheets / 200 sets or 285 mm / 11.22" A3: 1,500 sheets / 200 sets or 216 mm / 8.5"
Maximum stapling capacity	A4, LTR: 100 sheets (80 g/m² / 22 lb bond) or below 11 mm / 0.43" A3, A4R, 11" x 17", LTRR: 50 sheets (80 g/m² / 22 lb bond) or below 5.5 mm / 0.22" Saddle stitching: 25 sheets (100 pages) (80 g/m² / 22 lb bond).
Stacking capacity for folding	Location: upper tray, lower tray Z-fold: 30 sheets or 10 sheets per set Half-fold: 50 sheets
Stacking capacity for booklets	Location: booklet tray 30 booklets (80 g/m² / 22 lb bond) Unlimited stacking with external catch tray.
Paper size for saddle stitching and saddle folding	Location: booklet tray 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTTR, Custom sizes: 210 mm x 279.3 mm - 330.2 mm x 487.7 mm / 8.3" x 11" - 13" x 19.2"
Features	Saddle press functionality to increase the flatness of booklets Folding up to 5 sheets (80 g/m² / 22 lb bond) per set Staple-cut function depends on thickness set
Power requirement	120-127 V AC, 50/60 Hz, 8 A
Power consumption	Maximum 500 W
Dimensions (WxDxH)	800 mm x 792 mm x 1,239 mm / 31 1/2" x 31 1/4" x 48 3/4"

Specification	Value
Weight	Approximately 180 kg / 397 lb

Punch hole distances of punch units for Staple Finisher-W1 PRO and Booklet Finisher-W1 PRO



[212] Puncher Unit-BT1, * = 80 mm / 3 1/8"



[213] Puncher Unit-BS1

Staple Finisher-T1

Specification	Value
Description	Stacker / stapler with (offset) stacking, stapling, folding and punching
Paper size for stacking	Location: lower tray, upper tray, top tray Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes: 100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.4" x 5.8" - 13" x 19.2" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm x 332 mm / 9 1/2" x 13") Custom size envelopes: 100 mm x 148 mm - 330.2 mm x 487.7 mm 3.9" x 5.8" - 13" x 19.2"
Paper size for stapling	Location: lower tray Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR

Specification	Value
Paper size for punching	Location: lower tray, upper tray External 2/3 Hole Puncher-C1: Letter, Executive, 11" x 17"
Paper weight	Top tray: 52 - 256 g/m² / 14 lb bond - 95 lb cover Lower and upper tray: 52 - 300 g/m² / 14 lb bond - 110 lb cover
Stacking capacity for stacking	Top tray: A4, A5R / LTR, STMTR: 250 sheets or 43 mm / 1.69" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 125 sheets or 21 mm / 0.83"
	Upper tray with offset stacked: A4 / LTR: 1,300 sheets or 188 mm / 7.4" A3, A4R / 11" x 17", LTRR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78" **Upper tray without offset stacked**: A4, A5R / LTR STMR: 1,300 sheets or 188 mm / 7.4" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"
	Lower tray with offset stacked: A4 / LTR: 1,700 sheets or 243 mm / 9.57" A3, A4R / 11" x 17", LTRR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78" **Lower tray without offset stacked**: A4: 2,450 sheets or 347 mm / 13.66" A5R / STMTR: 1,700 sheets or 243 mm / 9.57" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"

Specification	Value
Stacking capacity for stapling	Location: upper tray, lower tray A4 / LTR: 1,300 sheets / 100 sets or 188 mm / 7.4" A3, A4R / 11" x 17", LTRR,: 650 sheets / 50 sets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"
Maximum stapling capacity	A4 / LTR: 50 sheets (80 g/m² / 22 lb bond) A3, A4R / 11" x 17", LTRR: 30 sheets (80 g/m² / 22 lb bond) The number of sheets vary, depending on the media type and weight.
Features	Corner stapling, two-point stapling
Power consumption	From main unit Maximum 385 W
Dimensions (WxDxH)	644 mm x 656 mm x1,121 mm / 25.35" x 25.83" x 44.1"
Weight	Approximately 48 kg / 105 lb

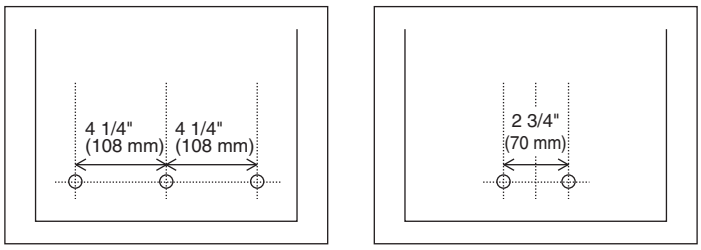
Booklet Finisher-T1

Specification	Value
Description	Stacker / stapler extended with saddle-stitch functionality
Paper size for stacking	Location: lower tray, upper tray, top tray Default sizes: 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4, A4R, A5R 13" x 19", 12" x 18", 12.6" x 17.7", 11" x 17", LTR, LTTR, STMTR Custom sizes: 100 mm x 148 mm - 330.2 mm x 487.7 mm / 3.4" x 5.8" - 13" x 19.2" Envelope types: ISO-C5 (162 mm x 229 mm / 6 3/8" x 9"), No. 10 (COM) (104.7 mm x 241.3 mm / 4 1/8" x 9 1/2"), Monarch (98.4 mm x 190.5 mm / 3 7/8" x 7 1/2"), DL (110 mm x 220 mm / 4 1/3" x 8 2/3"), Nagagata 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Yougatanaga 3 (120 mm x 235 mm / 4.7" x 9 1/4"), Kakugata 2 (240 mm x 332 mm / 9 1/2" x 13") Custom size envelopes: 100 mm x 148 mm - 330.2 mm x 487.7 mm 3.9" x 5.8" - 13" x 19.2"
Paper size for stacking	Location: booklet tray Default sizes: 305 mm x 457 mm, A3 , A4R / 12" x 18", 11" x 17", LTTR
Paper size for stapling	Location: lower tray Default sizes: A3, A4, A4R / 11" x 17", LTR, LTRR

Specification	Value
Paper size for punching	Location: lower tray, upper tray External 2/3 Hole Puncher-C1: Letter, Executive, 11" x 17"
Paper weight	Top tray: 52 - 256 g/m² / 14 lb bond - 95 lb cover Lower and upper tray: 52 - 300 g/m² / 14 lb bond - 110 lb cover Booklet tray : 60 - 256 g/m² / 16 lb bond - 95 lb cover
Stacking capacity for stacking	Top tray: A4, A5R / LTR, STMTR: 250 sheets or 43 mm / 1.69" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 125 sheets or 21 mm / 0.83"
	Upper tray with offset stacked: A4 / LTR: 1,300 sheets or 188 mm / 7.4" A3, A4R / 11" x 17", LTRR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78" **Upper tray without offset stacked**: A4, A5R / LTR STMR: 1,300 sheets or 188 mm / 7.4" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"
	Lower tray with offset stacked: A4 / LTR: 1,700 sheets or 243 mm / 9.57" A3, A4R / 11" x 17", LTRR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78" **Lower tray without offset stacked**: A4: 2,450 sheets or 347 mm / 13.66" A5R / STMTR: 1,700 sheets or 243 mm / 9.57" 330 mm x 483 mm, 305 mm x 457 mm, SRA3, A3, A4R / 13" x 19", 12" x 18", 12.6" x 17.7" 11" x 17" LTTR: 650 sheets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"

Specification	Value
Stacking capacity for stapling	Location: upper tray, lower tray A4 / LTR: 1,300 sheets / 100 sets or 188 mm / 7.4" A3, A4R / 11" x 17", LTRR,: 650 sheets / 50 sets or 96 mm / 3.78" Different media sizes or lighter than 59 g/m² / 16 lb bond: 650 sheets or 96 mm / 3.78"
Maximum stapling capacity	A4 / LTR: 50 sheets (80 g/m² / 22 lb bond) A3, A4R / 11" x 17", LTRR: 30 sheets (80 g/m² / 22 lb bond) The number of sheets vary, depending on the media type and weight.
Stacking capacity for booklets	Location: booklet tray 1-5 sheets: 25 sets 6-10 sheets:: 15 sets 11-16 sheets: 10 sets
Maximum saddle-stitching capacity	16 sheets (80 g/m² / 22 lb bond) Including 1 cover sheet of maximum 256 g/m² / 95 lb cover The number of sheets vary, depending on the media type and weight.
Maximum saddle folding capacity	1 sheet (60 g/m² - 256 g/m² / 16 lb bond - 95 lb cover)
Features	Corner stapling, two-point stapling Saddle stitching
Power consumption	From main unit Maximum 385 W
Dimensions (WxDxH)	646 mm x 656 mm x1,121 mm / 25.43" x 25.83" x 44.1" 800 mm x 792 mm x1,239 mm / 31 1/2" x 31 1/4" x 48 3/4"
Weight	Approximately 72 kg / 158 lb

Punch hole distances of punch units for Staple Finisher-T1 and Booklet Finisher-T1



[214] External 2/3 Hole Puncher-C1

Settings Editor specifications

URL to access the Settings Editor	*http(s)://<IP address>* or *http(s)://<hostname>*
Recommended resolution of your computer screen	Minimum 640 x 480 pixels
Supported web browsers	• Microsoft® Internet Explorer® 8 and higher • Mozilla Firefox® 10 and higher • Google Chrome™ 17 and higher • Apple Safari® 6 and higher
Language	As defined in your browser, as long as the printer supports this language

Index

'

'All'....354
'None'....354

1

1- or 2-sided
configure originals....307

A

Access rights....54
Account ID
automated workflow....317
definition....71
print setting....384
Accounting
concept....71
mode selection....71
ACCT
correction....203
Registration....73
Action required window....57
Advanced color management
description....45
license....411
Alignment
configure....275
Alignment tray
special feeder....33
Asian font sets
license....411
Automated workflows
description....49
hotfolder....49
LPR command....49
variable data printing....120
Automatic color mismatch....195
Automatic color tone correction
correction....203
registration....73
Automatic document feeder
cleaning....254
commercial name....25
feed instruction for half fold....402
feed instruction for parallel fold....403
feed instruction for punching....401
feed instruction for stapling....397
feed instruction for tri-fold in....403
feed instruction for tri-fold out....403
feed instruction for Z-fold....402
location....24
parts....32
usage of....124
zoom function....409
Automatic document feeder rollers....257
Automatic gradation adjustment
configure....328
description....186
usage of....188
with custom media....205
Automatic gradation adjustment timer
configure....328
Auxiliary booklet tray
location (professional stacker / stapler)....35
location (standard stacker / stapler)....37
Auxiliary originals receiving tray....32
Auxiliary originals tray
location....32
usage of....124
Auxiliary tray
output tray....40
special feeder....33

B

Back covers
media....289
Background originals
copy jobs....385
scan jobs....388
Banner page....152
Banner pages
enable....286
media....286, 289
Beep sound....266
Billing counters....223
Binding edge
copy jobs....385
print setting....380
Binding originals
copy jobs....385
scan jobs....388

Black and white
print setting....382
Black Point Compensation (BPC)
configure color preset....336
configure default....330
print setting....382
Black preservation
transaction printing....361, 368
Booklet making
options....78
Booklet trimmer
commercial name....25
location....25
Booklets
copy jobs....385
print setting....380
Bulk paper module
commercial name....25
feed instruction of envelopes....406
loading media into....97, 98
parts....30
specifications....417
supported envelopes....396
supported media size....395
supported media type....393

C

Calibration
configure....328
description....186
perform media family calibration....190
perform printer calibration....188
Central operator
description....55
login....62
Central operators....54
Check first set
copy jobs....384, 386, 387
print setting....381
usage of....167
workflow profile....69
Check-and-print workflow profile
description....69
Clean roller....260
Cleaning
tasks and procedures....251
CMYK values
adjust for media family....200
adjust for single jobs....164
Coated media productivity
configure correction....278
Code pages
default value for transaction printing....370
Color
management....44
Color / resolution priority
configure default....330
Color bar
automated workflow....316
configure....284
Color cast
configure correction....278
Color control bar
advanced color management....45
print setting....382
Color depth
scan jobs....389
Color management
calibration....186
copy jobs....388
key operator....44
perform media family calibration....190
perform printer calibration....188
PRISMAsync....44
scan jobs....388
system administrator....44
task splitting....44
transaction printing....361, 368
transaction printing mode....47
Color mapping
configure....351
default value for transaction printing....370
transaction printing....370
Color mapping group
configure....351
Color mappings
advanced color management....45
Color or black & white
transaction printing....361, 368
Color or resolution priority
print setting....382
Color preset
automated workflow....316
configure....335
configure name....336
default....335
description....44
print settings....382
printer driver....114
PRISMAprepare....116
Color preset for PRISMAprepare
configure default....330
Color profile
scan jobs....389
Color quality
copy jobs....387
print setting....382

scan jobs....389
Color stations....363
Color tones
correction....203
registration....73
Composite output profiles....343
Compression factor
scan jobs....388
Configuration file....355
Consumables
recommended media....224
staple cartridges for saddle-stitch unit....226
staple cartridges for staple unit....226
toner cartridges....224
waste toner container....225
Control panel
access....54
adjustment of readability....65
cleaning....252
definition of trapping preset....382
DocBox....142
error recovery transaction print jobs....48
finishing options....78
image shift transaction print jobs....48
job management on....68
job names....64
last-minute print settings....380
location....24
media catalog....43
parts....50
pinch zoom gesture....67
schedule....178
temporary media....76
transaction printing mode....48
Copy job
description....121
destination....121
easy copy job....121
templates....121
Copy jobs
combined copy job....131
last-minute settings....380
optimizing scan quality....376
page programming....131
settings....385
start a copy job....127
starting at automatic document feeder....124
starting at glass plate....126
subsets....131
Copy to....154
Corona assembly wires....259
Correction
automatic color mismatch....195
curled output media....217
Cost center
automated workflow....317
Counters....223
Covers
automated workflow....314
copy jobs....385
media....288, 289
print setting....380
Creasing
automated workflow....315
copy jobs....387
print setting....383
Creasing options....80
CropBox....302
Curled output media....217
Custom user group....55

D

Document printing....120
variable data printing....120
Dashboard
information....51
Data objects
transaction printing....370
Data resolution
transaction printing....359
Default media family
configure default....330
Default orientation
transaction printing....365
Default output location
Offset stacking....
transaction printing....359, 365
Default user accounts....54, 55
Default user accounts
login....62
Default user groups....54
Delay time buttons....266
Delivery order
copy jobs....386
print setting....381
Delivery orientation
copy jobs....386
print setting....381
Density
configure....299
Density not within required range....377
Destination
copy jobs....384, 387
scan jobs....389
Device link profiles....343
Device Link support

advanced color management..... 45
Device simulation
advanced color management..... 45
Die set lubrication.....263
DocBox
automated workflow.....317
combining jobs in..... 144
configure settings..... 311
copy jobs.....121
description..... 142
editing jobs in.....143
license..... 411
locking jobs in..... 145
page programming..... 142
print job settings..... 380
printer driver.....114
printing jobs from..... 146
PRISMAprepare.....116
scan jobs..... 123
Document Insertion Unit-N1
parts..... 31
Document view.....160
DP Link support
license..... 411
Duplex Color Image Reader Unit-K1
parts..... 32

E

E-shredding
license..... 411
list of printed jobs..... 148
Easy copy job
template..... 121
Easy copy mode
configure.....307
Easy scan mode
configure.....307
Edge enhancement
configure.....299
Edge enhancement for text
print setting..... 382
Embedded output profile
ignore in transaction printing..... 361, 368
Empty pages
transaction printing.....365
Envelope guide
specifications.....415
Envelopes
checking and preparing before loading..... 88
overview of supported types..... 76
requirement before loading..... 88
Error recovery
transaction printing.....359, 363
Error recovery method
external finisher settings.....292
Export
transaction setup.....356
External finisher
default delivery settings..... 292
name definition..... 292

F

Face direction
Perfect Binder.....297
stacker / stapler settings.....294
Face orientation
automated workflow.....315
external finisher settings.....292
high capacity stacker settings.....295
transaction printing.....359, 365
Feed edge
external finisher settings.....292
high capacity stacker settings.....295
Perfect Binder.....297
stacker / stapler settings.....294
Feeding originals
automatic document feeder..... 124
File ID
scan jobs.....389
File type
scan jobs.....388
Finisher adjustments.....275
Finishing
options..... 78
Finishing and delivery
specifications.....419
Fit to media
automated workflow.....313
Fixing belt
configure correction.....278
refresh procedure.....262
Fixing pressure print
clean procedure.....261
Folder
commercial name..... 25
location..... 25
parts..... 39
specifications.....420
Folding
automated workflow.....315
copy jobs.....387
options..... 80
print setting..... 383
Font
default values for transaction printing.....370
Font capture

Extend logical page.....
transaction printing.....359
Font substitution
configure PDF, PPML, PostScript default.....302
Fonts
transaction printing.....370
Format
scan jobs.....388
Front covers
media.....288

G

G7 output profiles
use embedded profiler.....214
use external tool.....213
G7 support
configure.....328
Glass plate
cleaning.....253
feed instruction for half fold.....402
feed instruction for parallel fold.....403
feed instruction for punching.....401
feed instruction for stapling.....399
feed instruction for tri-fold in.....403
feed instruction for tri-fold out.....403
feed instruction for Z-fold.....402
usage of.....126
zoom function.....409
Gloss, uneven
configure correction.....278

H

Halftone
configure default.....299
transaction printing.....361
Halftone for graphics
configure color preset.....336
configure default.....330
Halftone for images
configure color preset.....336
configure default.....330
Halftone for text
configure color preset.....336
Halftone for text/lines
configure default.....330
Halftones
print settings.....382
Header orientation
automated workflow.....315
external finisher settings.....292
high capacity stacker settings.....295
Perfect Binder.....297
stacker / stapler settings.....294
Heavy media
configure productivity.....278
Heavy media productivity
configure correction.....278
High capacity stacker
commercial name.....25
default delivery settings.....295
location.....25
Hotfolder
configure settings.....319
drag & drop files.....118

I

Image adjustment
transaction printing mode.....48
Image alignment
copy jobs.....385
print setting.....380
scan jobs.....389
Image quality
copy jobs.....387
media.....76
media registration.....218
relationship with media.....216
scan jobs.....389
Image shift
transaction printing.....362, 368
Image smoothing
automated workflow.....316
configure default.....330
print setting.....382
Import
resources.....370
transaction setup.....356
Impositioning.....314
Information bar
advanced color management.....45
automated workflow.....316
configure.....282
copy jobs.....387
print setting.....382
Input and output profiles
description.....410
Input profile
print setting.....382
Input profiles
configure.....339
configure color preset.....336
configure default.....330
transaction printing.....361, 368
Inserter
commercial name.....25

feed instruction for stapling....404
loading media into....105
parts....31
specifications....418
supported envelopes....396
supported media size....395
supported media type....393
Install
resources....370
Intermediate check prints
configure....291
usage of....170
Internal paper tray
feed instruction of envelopes....406
Internal paper trays
loading envelopes into....107
loading media into....91
loading tab paper into....110
location....24, 27
specifications....416
supported envelopes....396
supported media size....395
supported media type....393
IPDS
configure via Settings Editor....355
IPDS port....355

J

Jagged outlines
configure correction....278
Job defaults
configure....302
Job destination
automated workflow....317
Job management
bundling jobs....151
changing job settings in queue....161
DocBox....142
in the print queues....147
other printer....154
page programming in queue....162
remote....137
removing jobs....155
transaction printing mode....47, 147
viewing jobs in queue....150
workflow profiles....68
Job name
copy jobs....384, 387
scan jobs....389
using shorter names....64
Job planning
in job workflow....46
media assignment....158
Job preparation
from USB drive....119
in job workflow....46
printer driver....114
PRISMAprepare....116
Remote manager....136
Remote Printer Driver....114
Job status indicators....390
Job ticket
printing from the list of waiting jobs....169
Job timeout
configure PDF, PPML, PostScript default....302
Job workflow....46
Job-by-job workflow profile
description....69

K

key operator
color management....44
description....55
login....62
settings on control panel....222
Key operators....54

L

Labels
for selection function....147
printer driver....114
Language
control panel....64
LDAP....54
Leave out separations
advanced color management....45
Licenses
overview....411
transaction printing mode....47
Lines per page
transaction printing....365
Long Sheet Tray-B1
specifications....414
Long sheets
description....34
loading of....103
Low power mode....58
configure....267
energy level....267
LPD
configure ripping....307
Lubricate die set....263

M

Maintenance

print module....264
tasks....222
Maintenance operator
description....55
login....62
Maintenance operators....54
Manual planning workflow profile
description....69
Margin erase
copy jobs....385
print setting....380
scan jobs....389
Measurement chart
automated workflow....316
Media
adding to the media catalog....84
assignment to jobs....112
assignment to paper trays....158
attributes....76
automated workflow....313
checking and preparing before loading....86
copy jobs....385
edit, copy, delete....82
fanning....86
indicators....392
loading while printing....112
ordering....224
overview of supported media types....76
preview function....160
print setting....380
quality....76
registration....216, 218
relationship with media....216
supported envelopes by paper input optional..396
supported sizes by paper input optional....395
supported types by paper input optional....393
tray mapping....360, 366
Media assignment
transaction printing mode....47
Media catalog
adding media to....84
adding temporary media to....157
automated workflows....49
configure....322
curled media correction....217
edit, copy, delete media....82
features and benefits....43
manage....82
media corrections....218
printer driver....114
PRISMAprepare....116
search and filter media....82
Media color
configure PDF, PPML, PostScript default....302
Media Families
manage....326
Media family
calibration....186
creation....210
description....44, 45
Media registration....218
Media size
configure PDF, PPML, PostScript default....302
notation....274
Media weight
configure PDF, PPML, PostScript default....302
notation....274
Mixed media productivity
configure correction....278
Moiré reduction
automated workflow....316
configure default....330
print setting....382
Monitor jobs via SNMP
configure....307
Multi Function Professional Puncher-A1
parts....38
specifications....419
Multi-touch
pinch zoom gesture....67

N

Named color profile import and export
advanced color management....45
NTP server....272
Number of copies
transaction printing....365
Number of sets
automated workflow....313
copy jobs....384, 387

O

Offline
transaction printing....355
Offset stacking
automated workflow....315
configure....275
configure PDF, PPML, PostScript default....302
high capacity stacker settings....295
transaction printing....365
Online
transaction printing....355
Operator
description....55
login....62

media configuration....43
Operator attention light
location....24
Operators....54
Orientation
automated workflow....314
Original size and type
copy jobs....385
scan jobs....388
Originals
grouping in copy subsets....131
grouping in scan subsets....132
requirements for automatic document feeder..124
requirements for glass plate....126
Output
removing....180
Output location
automated workflow....315
configure PDF, PPML, PostScript default....302
copy jobs....386
print setting....381
Output profiles
configure....341
configure default....330
creation of....211
Output recovery
transaction printing....359
Output tray
commercial name....25
parts....40
Overprinting black
configure color preset....336
configure default....330
print setting....382
Overrule job ticket....313

P

Page numbering
automated workflow....318
configure font....285
print setting....382
Page Programming
changing settings in queue....161, 162
copy jobs....131
functions....384
license....411
scan jobs....132
Page size
scan jobs....388
Page timeout
configure PDF, PPML, PostScript default....302
Pages per record
automated workflow....317
Paper Folding Unit-J1
parts....39
Paper Input
specifications....414
Paper input module
specifications....417
Paper module
commercial name....25
loading media into....93
parts....29
supported envelopes....396
supported media size....395
supported media type....393
Paper tray
assigning media to....158
feed instruction of tab paper....408
indicators....391
loading while printing....112
Paper tray button....50
Paper trays
media assignment via schedule....112
media assignment via Trays view....158
PCL
configure via Settings Editor....355
PCL port....355
PCL-XL error page....365
PDF
default job properties....302
PDF enable cache....361
PDF fonts
transaction printing....370
PDF for IPDS
license....411
PDF overprint
print setting....382
PDF overprint simulation
configure color preset....336
configure default....330
transaction printing....361
PDF preflight
via Remote Manager....137
PDF spot color 'All'
transaction printing....361
PDF Xobject....302
automated workflow....317
PDF/X output intent
configure color preset....336
configure default....330
print setting....382
Perfect binder
commercial name....25
default delivery settings....297
location....25

sleep mode..... 267
Perfect binding
options..... 79
PIN
configure DocBox PIN.....311
Pinch zoom gesture
control panel.....67
Placement originals
Glass plate..... 126
PostScript
default job properties..... 302
Power switch
print module.....27
PPML
default job properties..... 302
Preflight
via Remote Manager.....137
Preserve pure black
configure default.....330
print setting..... 382
Preview settings..... 160
Print
variable data..... 174
Print black & white
configure default.....330
Print density
configure.....299
Print in black and white
configure color preset.....336
Print job
proofing..... 168
settings.....380
settings on control panel.....380
Print job production
in job workflow.....46
media assignment.....112
Print jobs
bundling.....147
bundling waiting jobs..... 151
changing settings in queue..... 161
combining in DocBox..... 144
convert to variable data job..... 156
editing in DocBox.....143
from USB..... 119
loading media.....112
locking settings in DocBox..... 145
page programming.....384
page programming in queue..... 162
preview..... 160
printing from DocBox..... 146
printing from list of scheduled jobs..... 172
printing from the list of waiting jobs.....171
removing.....155
reprinting..... 173
routing via workflow profiles.....68
stopping..... 175
transaction printing mode.....47
viewing in queue.....150
Print mode
transaction printing.....365
Print module
cleaning.....258
parts..... 27
Print module maintenance
procedure.....264
Print quality adjustments.....278
Print resolution
automated workflow.....316
configure.....299
configure PDF, PPML, PostScript default..... 302
Print settings
page programming.....384
transaction printing mode.....48
Print sharpness
configure.....299
print setting..... 382
Print sides
automated workflow.....314
configure PDF, PPML, PostScript default..... 302
Print system
into low power mode.....58
into sleep mode.....58
language..... 64
restart.....60
specifications.....412
switching to transaction printing mode..... 176
transaction printing mode.....48
turning off.....61
turning on..... 59
Print ticket
creation..... 114
Printed jobs
configure storage time..... 310
E-shredding..... 148
enable.....310
enable printing..... 148
printing.....148, 173
removal of.....148
removing.....155
Printer calibration
configure.....328
Printer cover
commercial name..... 25
Printer driver
download..... 114
job preparation.....114
Printing
DocBox jobs.....146

printed jobs....173
scheduled jobs....172
waiting jobs....147, 171
Printing workflow....317
Prints storage....183
Priority
configure quality or productivity....299
Priority modes
configure....275
PRISMAprepare
description....116
job preparation....116
variable data printing....120
PRISMAsync
accounting....71
color information....410
color management....44
job management....68, 147
job workflow....46
media assignment....43
media catalog....43
Print Server....24
workflow profiles....68
PRISMAsync Remote Control
description....52
PRISMAsync Remote Manager
access....54
description....51
job management....149
Problems and solutions
optimizing scan quality....376
overview....374
Productivity
heavy media....278
Professional puncher
commercial name....25
configure usage....275
location....25
parts....38
specifications....419
Professional punching options....80
Punch hole distances
specifications....425, 429
Punch unit
location (professional stacker / stapler)....35
location (standard stacker / stapler)....37
Punch waste
removing (professional stacker / stapler)....248
removing (standard stacker / stapler)....250
Punching
automated workflow....315
copy jobs....387
options....79
print setting....383

Q

Queue name....313

R

Raster
configure default....299
Records....174
Regional settings....272
Remote Control
description....52, 139
usage of....139
Remote job planning
execution....137
set up....135
Remote Manager
description....51
job management....149
job preparation....136
license....411
set up....135
start....51
submit jobs....136
Remote Printer Driver
job preparation....114
Render text as graphics
configure PDF, PPML default....302
print setting....382
Render thick lines as graphics
configure PDF default....302
Rendering intent
description....410
print setting....382
transaction printing....361, 368
Rendering intents
configure color preset....336
configure default....330
Resolution
configure....299
scan jobs....388
Resources
captured....370
delete....370
imported....370
installed....370
permanent....370
set a default value....370
transaction printing....370
Restart
print system....60
Restore
transaction setup....356
RIP

job location....307
RIP location
configure....307
Rotation
automated workflow....314

S

Saddle-stitch unit
location (professional stacker / stapler)....35
location (standard stacker / stapler)....37
Scan job
settings....388
Scan jobs
combined scan job....132
description....123
destination....123
optimizing scan quality....376
page programming....132
start a scan job....128
starting at automatic document feeder....124
starting at glass plate....126
subsets....132
templates....123
Scanning sensors....256
Schedule
description....178
warning time....56, 66
Scheduled jobs
change print order of....148
media assignment via schedule....112
moving to the list of waiting jobs....153
order of printing....148
printing....148, 172
Secure error recovery
transaction printing....359, 363
Security PIN
DocBox....142
printer driver....114
Selection function
list of printed jobs....148
list of waiting jobs....147
Separator sheets....152
automated workflow....317
copy jobs....384, 387
media....288
Service organization
import export configuration file....355
Settings Editor
access....54
color management....44
create automated workflows....49
definition of color and information bars....382
DocBox configuration....142
E-shredding....148
enable list of printed jobs....148
language....52
search settings....52
setting icons....52
settings on control panel....222
specifications....430
start Remote Manager....52
symbols....52
transaction printing setups....48
Shading correction
automatic procedure....189
description....186
error....377
manual procedure....198
Shading correction timer....328
Sharpness
configure....299
Sheet order
automated workflow....315
external finisher settings....292
high capacity stacker settings....295
Perfect Binder....297
stacker / stapler settings....294
Sheet view....160
Shut down
configure automatic shut down....267
timer....267
Simulation profile....343
Sleep button
location....50
Sleep mode....58
energy level....267
timer....267
Small text
configure print quality....299
Socket printing
configure ripping....307
Software protection
license....411
Sorting
automated workflow....313
configure PDF, PPML, PostScript default....302
copy jobs....386
options....80
print setting....381
Source color....353
Special feeder
commercial name....25
feed instruction of envelopes....407
loading long sheets....103
loading media into....101
location....25
parts....33

specifications....414, 415
supported envelopes....396
supported media size....395
supported media type....393
Spot color
configure....348
configure attributes....348
creation....207
definition....207
measurement....208
patch chart....208
Spot color libraries
configuration....345
Spot color matching
configure color preset....336
configure default....330
Spot color patch chart
print from Settings Editor....348
Spot Colors
color mapping....45
configuration....345
print setting....382
Spot layers
advanced color management....45
Stacker
maximum stack height....275
minimum filling level....275
Stacker / stapler
removing output....180
Stacker/stapler
commercial name....25
configure high volume stacking....275
default delivery settings....294
parts (professional stacker / stapler_....35
parts (standard stacker-stapler)....37
specifications....420, 425, 427
Stacker/stapler with saddle-stitch unit
specifications....422
Stacking
copy jobs....386
options....80
print setting....381
Standard rules for CMYK saturation intent
print setting....382
Standard rules saturation intent
configure color preset....336
configure default....330
Standard workflow profile
description....68
Staple Cartridge
checking filling level....235
ordering for saddle-stitch unit....226
ordering for staple unit....226
Staple cartridge (professional stacker / stapler)
replacing the staple cartridge in the staple unit....236
replacing the staple cartridges in the saddle-stitch unit....238
Staple cartridge (standard stacker / stapler)
replacing the staple cartridge in the staple unit....241
replacing the staple cartridges in the saddle-stitch unit....244
Staple waste
removing....246
Stapling
automated workflow....315
configure PDF, PPML, PostScript default....302
copy jobs....387
options....78
print setting....383
Status color
control panel....56
operator attention light....56
Status LED....50
Step size....348
Stop button....50
Streaming job error
configure....307
Suppressed mode
transaction printing....359
System
parts....24
system administrator
color management....44
description....55
login....62
media configuration....43
System administrators....54
System configuration
tasks....222
System monitoring....56
System of measurement....274
System view
information....51

T

Target spot color....353
Task splitting
color management....44
media configuration....43
Templates
copy jobs....121
printer driver....114
recurring....130
scan jobs....123
Temporary media

adding to the media catalog..... 157
benefits..... 76
Thin lines
configure scan correction.....281
Thin white lines
configure correction.....278
Tickets
media..... 289
Time settings..... 272
Time zone.....272
Tolerance.....353
Toner cartridge
checking filling level..... 228
Toner cartridges
ordering..... 224
replacing..... 229
Toner compartment
cover.....24
Trailer page..... 152
Trailer pages
enable.....286
media..... 286, 289
Transaction printing
bring online via Settings Editor..... 355
code pages.....370
color mapping..... 370
configure general settings.....355
configure transaction setups.....356
default resources.....370
fonts..... 370
license..... 411
resource management.....370
secure error recovery.....363
tray mapping..... 360, 366
Transaction printing mode
activating..... 176
color management.....47, 48
configuration..... 48
convergence printing.....47
description.....47
image adjustment..... 48
job management..... 147
secure error recovery.....48
Transaction setup
add.....356, 359, 365
color management.....361, 368
copy.....356
delete.....356
edit.....356
edit IPDS setup.....359
edit PCL: setup.....365
export.....356
image shift.....362, 368
import.....356
load.....358
media selection..... 360, 366
open..... 358
restore.....356
Transparencies
checking and preparing before loading..... 90
Trapping
print setting..... 382
Trapping preset
automated workflow.....316
creation of.....196
Tray linking
transaction printing.....362, 367
Tray mapping.....360, 366
transaction printing mode.....47
Tray selection
transaction printing.....360, 366
Tray selection mechanism.....365
transaction printing.....359
Tray-to-media mapping..... 360, 366
Tray-to-tray mapping..... 360, 367
Trimming
automated workflow.....315
copy jobs.....387
print setting..... 383
Tumble
automated workflow.....314
configure PDF, PPML, PostScript default..... 302
Turn off the print system..... 61
Turn on
print system.....59
Two-knife trimmer
commercial name..... 25
location..... 25

U

Unattended workflow profile
description.....70
Uneven gloss
configure correction.....278
USB drive
configure.....307
printing from..... 119
USB port.....50
USB ports
print module.....27
Use default tray-to-tray mechanism
transaction printing.....365
Use of mouse.....266
User authentication.....54

V

Variable data printing
automated workflow....317
convert from normal job.... 156
description.... 120
job information....174
records.... 174
VarioPrint i-Series
platform.... 12

W

Waiting jobs
printing....147, 171
printing job ticket.... 169
Warning time
change....66
description....66
use of....56
Waste toner container
checking filling level.... 232
ordering.... 225
replacing.... 233
White gap
configure correction....278
Workload planning
execution.... 134
set up....135

Z

Z-fold
transaction printing....359
Zoom
copy jobs....385
function.... 409
print setting.... 380
scan jobs....389

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.
One Canon Park, Melville, NY 11747, U.S.A.

CANON CANADA INC.
8000 Mississauga Road Brampton, ON L6Y 5Z7, Canada

CANON EUROPA N.V.
Bovenkerkerweg 59, 1185 XB Amstelveen, The Netherlands

CANON AUSTRALIA PTY. LTD
Building A, The Park Estate, 5 Talavera Road, Macquarie Park, NSW 2113, Australia

CANON CHINA CO., LTD
2F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China

CANON SINGAPORE PTE. LTD
1 Fusionopolis Place, #15-10, Galaxis, Singapore 138522

USRM2-7908-01

© CANON INC. 2017