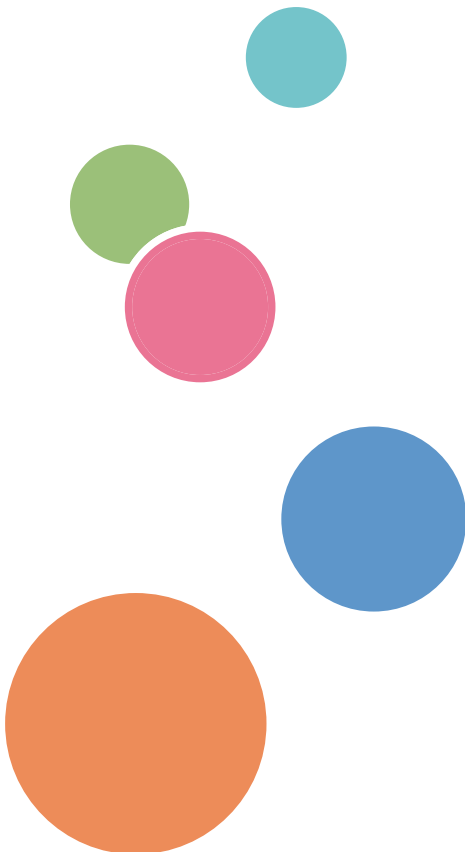




Operating Instructions

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For information not in this manual, refer to the Help System in your product.



Preface

★ Important

For safe and correct use, be sure to read the Safety Information in the *Setup Guide* before using the machine.

Guides for TotalFlow Print Server

The following guides are available for TotalFlow Print Server:

Instruction Manuals

The following instruction manuals are included:

- **Setup Guide (printed)**
This guide provides safety information, regulations, setup procedures, how to connect the printer to TotalFlow Print Server, and settings required before you use TotalFlow Print Server. Before using the machine, be sure to read the section of this manual entitled “ Safety Information ”.
- **Operating Instructions (this guide, PDF)**
This guide explains the functions and basic operations of TotalFlow Print Server.

This guide is for TotalFlow Print Server R-61 and TotalFlow Print Server R-61A. Descriptions and illustrations in this manual are the same for these models. However, when necessary some descriptions and illustrations are different.

Help

There are two ways of displaying help, the Information Center help and the field help. The Information Center help explains the functions and basic operations of TotalFlow Print Server. The field help explains each of the settings, their values, and how to configure them.

Reading the PDF Manuals on the CD-ROM

This section describes how to read *Operating Instructions* on the supplied manual CD-ROM.

File path

The manuals are included in the following folder on the CD-ROM:

```
MANUAL \ language
```

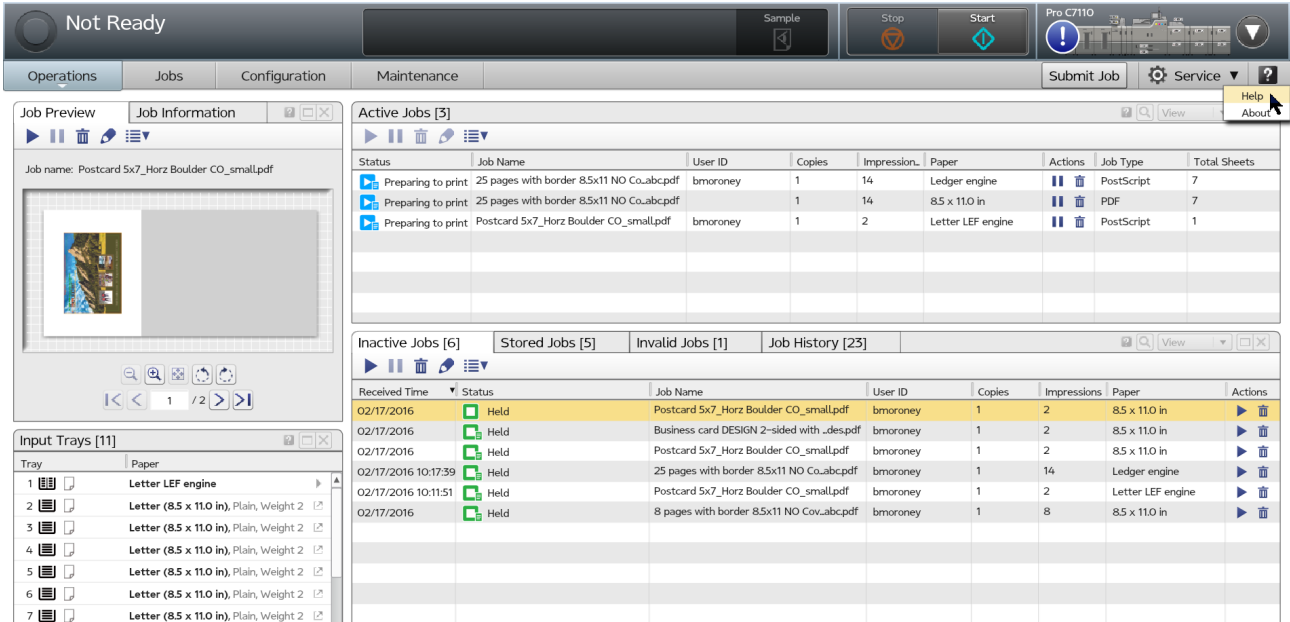
1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language, and then click **[OK]**.
3. Click **[Read manuals]**.

↓ Note

To view the PDF manuals, you need to have Adobe Reader installed on your computer.

How to Use the Information Center Help



Click the  icon on the top right of the remote or local console, and then select **[Help]**. The top page of the Information Center help appears.

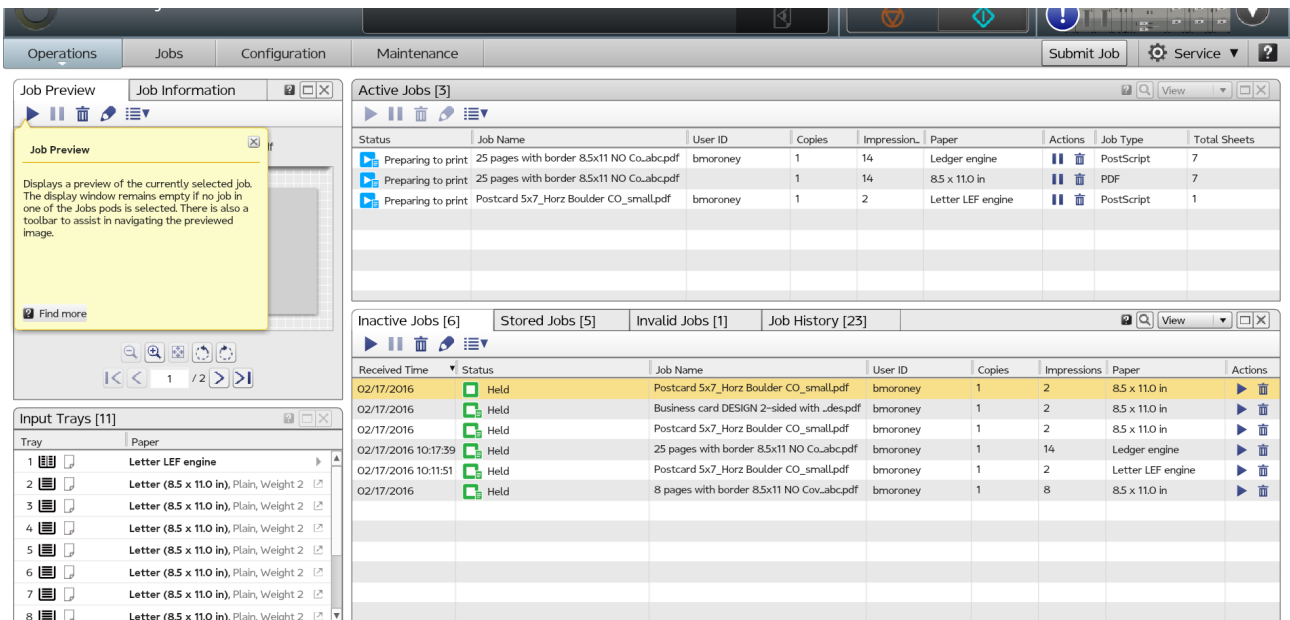


The screenshot shows the HP Information Center console interface. At the top right, there is a 'Service' dropdown menu with a question mark icon. A mouse cursor is hovering over the question mark icon, and a small 'Help About' menu is visible. The main interface is divided into several sections: 'Job Preview' on the left, 'Active Jobs [3]' in the top right, and 'Inactive Jobs [6]' in the bottom right. The 'Active Jobs' table is as follows:

Status	Job Name	User ID	Copies	Impression	Paper	Actions	Job Type	Total Sheets
Preparing to print	25 pages with border 8.5x11 NO Co..abc.pdf	bmoroney	1	14	Ledger engine		PostScript	7
Preparing to print	25 pages with border 8.5x11 NO Co..abc.pdf	bmoroney	1	14	8.5 x 11.0 in		PDF	7
Preparing to print	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine		PostScript	1

How to Use the Field Help

Each pod in the console has its own  icon. Click the  icon to display a short description of the pod. In this guide, this type of help is called "field help".



The screenshot shows the HP Information Center console interface with a 'Job Preview' field help window open. The field help window contains the following text:

Job Preview

Displays a preview of the currently selected job. The display window remains empty if no job in one of the Jobs pods is selected. There is also a toolbar to assist in navigating the previewed image.

[Find more](#)

The 'Active Jobs' table in the background is as follows:

Status	Job Name	User ID	Copies	Impression	Paper	Actions	Job Type	Total Sheets
Preparing to print	25 pages with border 8.5x11 NO Co..abc.pdf	bmoroney	1	14	Ledger engine		PostScript	7
Preparing to print	25 pages with border 8.5x11 NO Co..abc.pdf	bmoroney	1	14	8.5 x 11.0 in		PDF	7
Preparing to print	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine		PostScript	1

Click **[Find more]** within the field help to display the related topic in the Information Center.

How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:



This symbol indicates points that you need to pay attention to when using the print server. Be sure to read these explanations.



This symbol indicates supplementary explanations of the print server's functions, and instructions on resolving user errors.

[Bold]

Bold type inside square brackets indicates the names of keys, menus, menu items, field labels, settings, and buttons.

Bold

Bold type indicates the names of commands, switches, indicators, and levers.

Italic

Italic type indicates variables that you must replace with your own information.

Monospace

Monospace type indicates computer input and output and file names.

{ }

In messages and other elements of the console, curly brackets indicate variables that a program replaces with its own information.

...

An ellipsis indicates that a series can continue.

Select

The words **select** and **selecting** refer to the act of touching the touch-sensitive screen, using the mouse, or using the keyboard as though you were pressing a switch, choosing an option, or entering data.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Contents of this manual are subject to change without prior notice.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Some illustrations in this manual might be slightly different from the machine.

Machine Types

Check the type of your print server before reading the manuals.

- Type 1: TotalFlow Print Server R-61
- Type 2: TotalFlow Print Server R-61A

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Glossary

INDEX

1. Introduction

- **Product Overview**
- **Console**
- **Operator Control Panel**

These *Operating Instructions* contain user information for TotalFlow Print Server, including information about configuring and using the console.

The *TotalFlow Print Server Setup Guide* is also available in printed format.

You can use these interfaces to interact with TotalFlow Print Server:

- The **console** runs either locally or in a Web browser at a remote computer. While there are minor differences between the local and remote consoles, you can do most tasks at either and all tasks at one or the other.
- The **operator control panel** is at the printer. It lets you do common tasks like monitoring the printer status and managing print jobs.

Product Overview

TotalFlow Print Server is a digital front end for RICOH Pro C Series printers. It works with print workflows such as Heidelberg Prinect, Kodak PRINERGY, SCREEN EQUIOS, and Agfa APOGEE.

Input Data Streams

TotalFlow Print Server supports these input data streams:

- PDF Version 1.7
- PDF/VT
- PDF/X
- PostScript Level 3
- PPML Version 2.2
- EPS
- JPEG
- TIFF
- IPDS (optional)

Job Submission Methods

You can use these methods to submit jobs to TotalFlow Print Server:

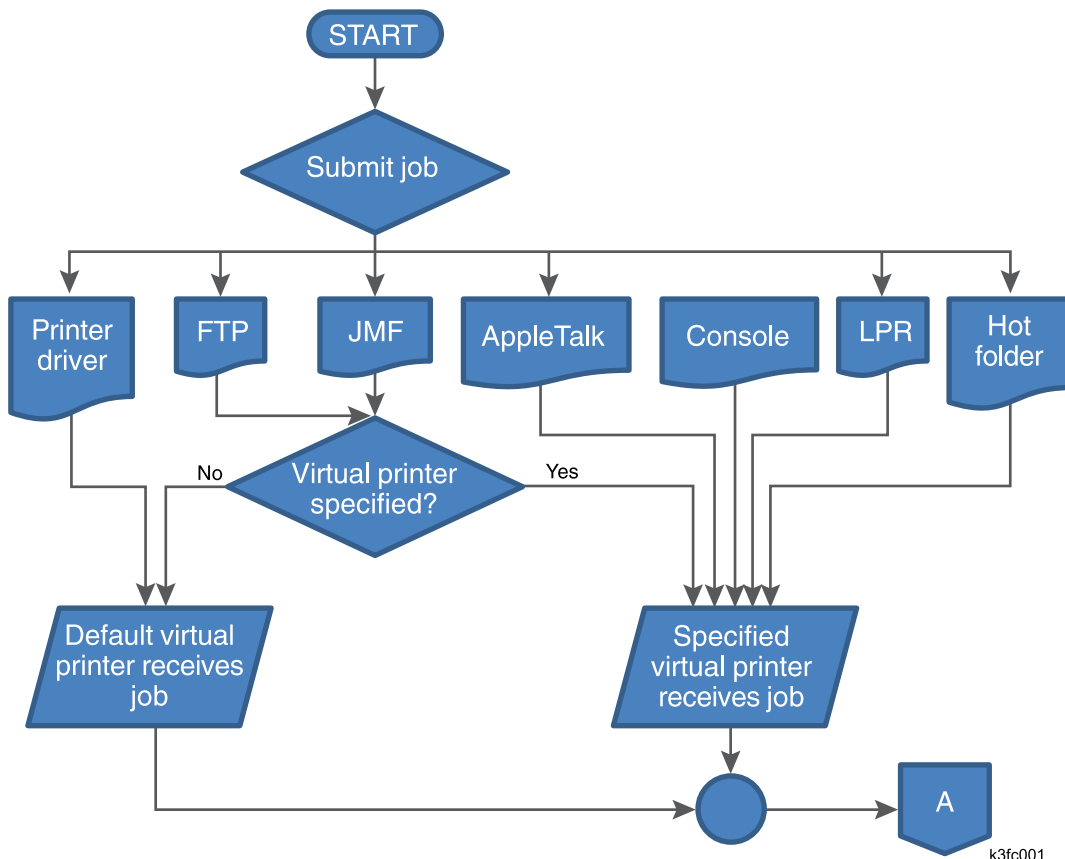
- The TotalFlow Print Server console
For more information, see [Submitting a Print Job from the Console, p. 118](#).
- A hot folder on the system where TotalFlow Print Server is installed or on a remote system

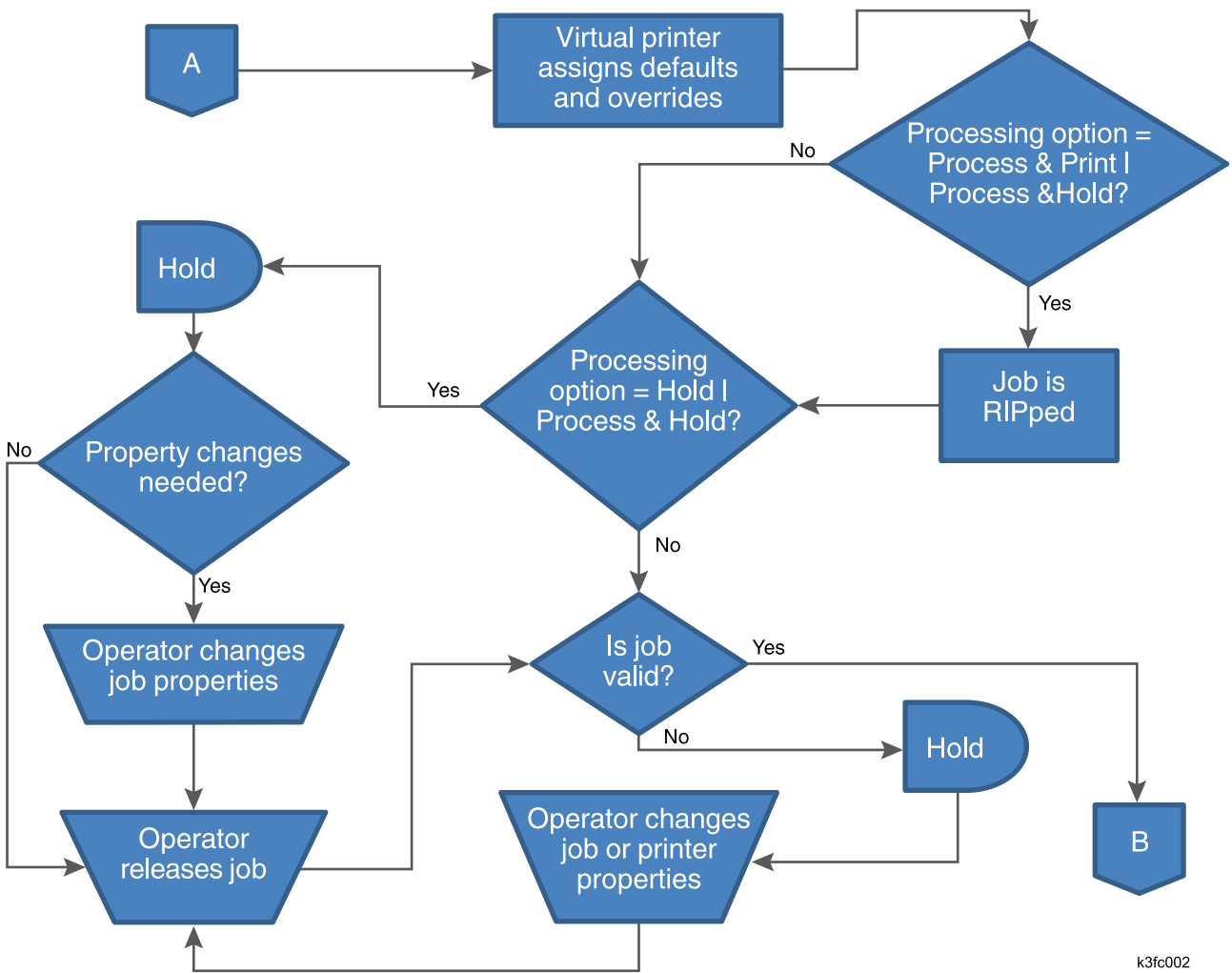
For more information, see [Submitting a Job from a Hot Folder on Windows, p. 118](#) or [Submitting a Print Job from a Hot Folder on Mac, p. 119](#).

- File Transfer Protocol (FTP)
For more information, see [Submitting a Print Job Using FTP, p. 119](#).
- The TotalFlow Print Server printer driver
For more information, see [Submitting a Print Job Using the Printer Driver, p. 120](#). For information about installing the printer driver, see the *Setup Guide*.
- Printing workflow systems and tools like PRINERGY, EQUIOS, APOGEE, TotalFlow Print Manager, TotalFlow Production Manager, and TotalFlow Path that create or transmit Job Definition Format (JDF) job tickets
For more information, see [Submitting a Print Job Using JMF, p. 121](#).
- Line Printer Remote (LPR) protocol
For more information, see [Submitting a Print Job Using LPR, p. 122](#).
- AppleTalk protocol
For more information, see [Submitting a Print Job Using AppleTalk, p. 123](#).

Job Processing

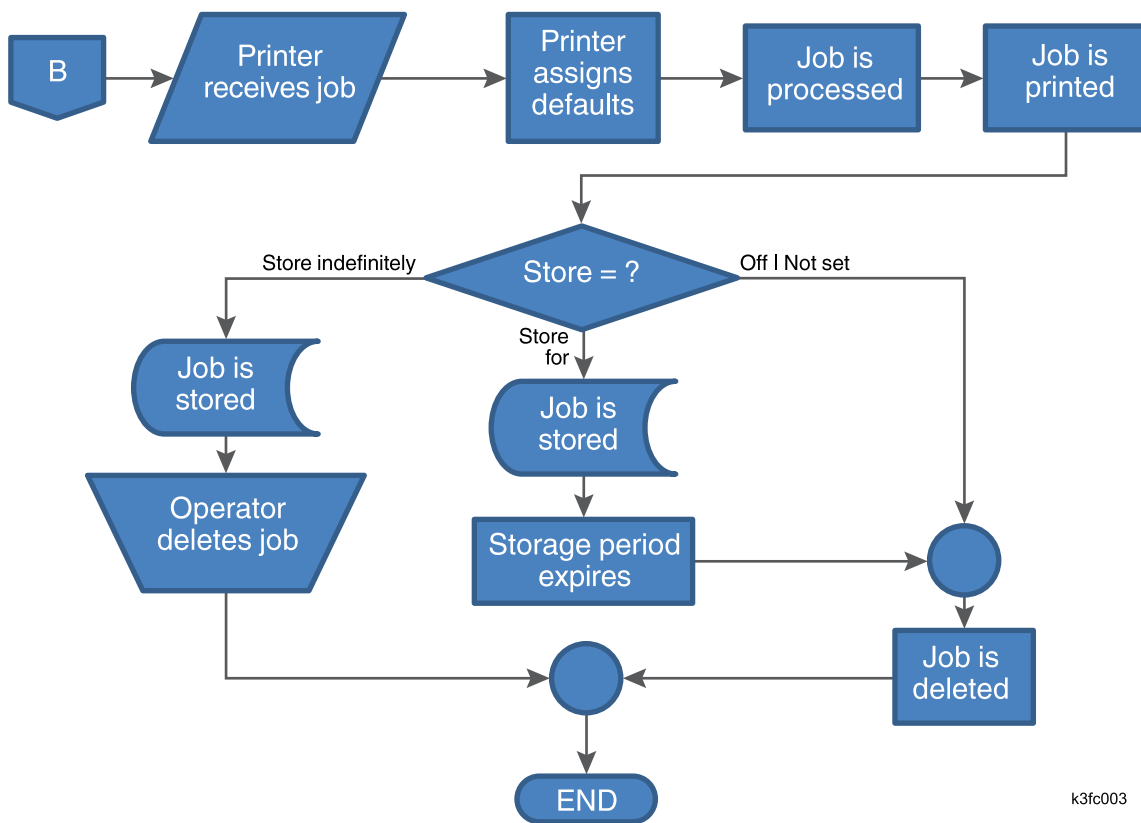
This flowchart shows the basic path that jobs take through TotalFlow Print Server. Not all options are shown. For example, the flowchart does not show suspending a job or reprinting a stored job.





k3fc002

1



Color Support

TotalFlow Print Server supports the following color functions:

- ICC profiles
 - CMYK profiles: SWOP, GRACoL, FOGRA, Japan Color
 - RGB profiles: sRGB, AppleRGB, AdobeRGB, RICOH-RGB
 - Gray profiles: AdobeGray
 - Device link profiles
 - Rendering intent selection
- Profile switching by object type
- PDF/X output intent
- Spot color support: PANTONE, DIC, TOYO, HKS
- Color substitution
- Pure black/Rich black
- Black overprint
- Auto trapping
- Color gradation
- CMOCA CMRs (PostScript and PDF are not supported)

- Printer calibration
- Halftone screening
- Plate separation
- Toner reduction by object type
- Converting RGB to CMYK
- Output profiles
- Converting color to K-only
- GCR strength control
- 4-object support: text, line art, image, or smooth shade
- Overprint
- Optional functions for RIP Model H:
 - Black point compensation
 - Printing gray using black
 - Preserving primary and secondary colors
 - Preserving pure black mode
- Optional functions for RIP Model K and RIP Model S:
 - Printing gray using black only
 - Force K black/gray (expand gray recognition)

Console

You can access TotalFlow Print Server through the console either locally or through a remote computer using a Web browser.

To use the local console, you must attach a keyboard and monitor to TotalFlow Print Server.

Unless otherwise specified, the term “console” means either the local or remote console. You can use either to do almost all tasks. Exceptions are:

Local Only	Remote Only
<ul style="list-style-type: none"> • Setting the language of the local console • Setting the language of the keyboard attached to TotalFlow Print Server • Setting the text and button size of the local console • Backing up jobs 	<ul style="list-style-type: none"> • Setting the language of the Web browser used by the remote console • Setting the text and button size of the remote console • Specifying whether to display inline help

The console contains these hubs that let you do different tasks:

- Operations
- Jobs
- Configuration
- Maintenance

Figure 1, p. 20 shows the main page of the console, with the Operations hub displayed.

Figure 1. Main Page of the Console, with the Operations Hub

The screenshot displays the main page of the printer console. At the top, there is a status bar with 'Not Ready' and 'Pro C7110' indicators. Below this is a navigation menu with tabs for 'Operations', 'Jobs', 'Configuration', and 'Maintenance'. The 'Operations' hub is active, showing a 'Job Preview' window on the left with a thumbnail of a postcard. The main area contains two tables: 'Active Jobs [3]' and 'Inactive Jobs [6]'. The 'Active Jobs' table lists jobs in progress, including 'Preparing to print' for various PDF files. The 'Inactive Jobs' table lists jobs that are 'Held' or 'Completed'. At the bottom, there is an 'Input Trays [11]' section showing a list of paper trays with their respective paper types and weights.

Status	Job Name	User ID	Copies	Impression	Paper	Actions	Job Type	Total Sheets
Preparing to print	25 pages with border 8.5x11 NO Co.abc.pdf	bmoroney	1	14	Ledger engine		PostScript	7
Preparing to print	25 pages with border 8.5x11 NO Co.abc.pdf	bmoroney	1	14	8.5 x 11.0 in		PDF	7
Preparing to print	Postcard 5x7_Horiz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine		PostScript	1

Received Time	Status	Job Name	User ID	Copies	Impressions	Paper	Actions
02/17/2016	Held	Postcard 5x7_Horiz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	▶
02/17/2016	Held	Business card DESIGN 2-sided with _des.pdf	bmoroney	1	2	8.5 x 11.0 in	▶
02/17/2016	Held	Postcard 5x7_Horiz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	▶
02/17/2016 10:17:39	Held	25 pages with border 8.5x11 NO Co.abc.pdf	bmoroney	1	14	Ledger engine	▶
02/17/2016 10:11:51	Held	Postcard 5x7_Horiz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine	▶
02/17/2016	Held	8 pages with border 8.5x11 NO Cov.abc.pdf	bmoroney	1	8	8.5 x 11.0 in	▶

Tray	Paper
1	Letter LEF engine
2	Letter (8.5 x 11.0 in), Plain, Weight 2
3	Letter (8.5 x 11.0 in), Plain, Weight 2
4	Letter (8.5 x 11.0 in), Plain, Weight 2
5	Letter (8.5 x 11.0 in), Plain, Weight 2
6	Letter (8.5 x 11.0 in), Plain, Weight 2
7	Letter (8.5 x 11.0 in), Plain, Weight 2

Each hub contains a variety of pods. You use the controls and settings in the pods to set up and run the printer.

For most pods, clicking anywhere on the pod opens a dialog so that you can see additional information and change settings. In the Operations hub and the Jobs hub, you can move the pods to different positions, and you can close, reopen, and maximize the pods to hide and show their contents.



















You can access a pod in these ways:



















- Click anywhere on the pod.
- If the pod does not open when you click on it, you can use the pod without opening it. Select one of the items, and then click the appropriate icon for the action you want to do.
- If a pod has buttons on it, click the buttons and do the appropriate action.

Icons Used in the Console

This table lists the icons used in the console with a brief description of their function.

For icons used in the interactive printer and printer pod, see [Printer graphic icons, p. 33](#). For job status icons, see [Job Status Icons, p. 31](#).

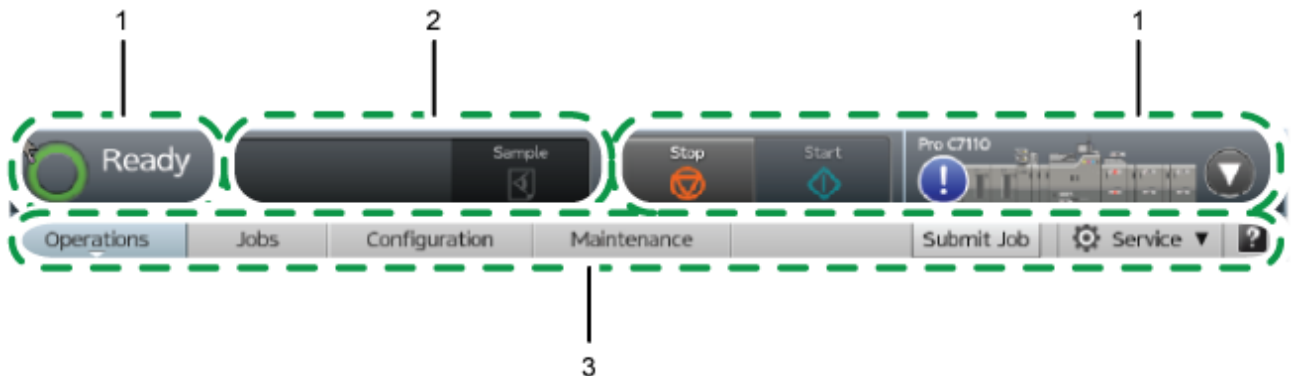
Icon	Function
	Select an object, such as a printer preset
	Create new
	Edit
	Edit View combination
	Copy
	Search
	Save
	Delete
	Multiple Delete
	Zoom in
	Original size
	Zoom out
	Download, receive, list, install or view
	Disable or pause
	Enable or print
	Configure
	View
	Actions

Icon	Function
	Help
	Information or warning
	Invalid or intervention
	Print test master
	Open the Interactive Printer
	Close the Interactive Printer
	Printer status
	Print a sample page
	Stop the printer
	Start the printer
	Add to list
	Remove from list
	Move up in the list
	Move down in the list
	Move to the beginning of the document
	Move one page back
	Move one page forward
	Move to the end of the document

Printer Control Bar

The printer control bar is at the top of the console and is always present, regardless of which hub is displayed. You can use it to access some operator actions instead of using the Operations hub.

Figure 2. Printer Control Bar (Console)



The printer control bar includes three areas:

1. Printer status area




Shows a small image of the printer and message or warning icons. You can open the interactive printer from the printer status area to see and act on operator messages, check toner levels, and edit some properties of the papers in the printer's input trays and interposer trays.
2. Job status area




Shows what job is printing and the percent complete.
3. Navigation bar

The navigation bar shows the tabs that are available. It also shows which user is currently logged in, a button for submitting jobs, and a button that opens the help system.

The printer status section of the printer control bar displays the current state of the printer. States are listed in [Printer States, p. 25](#).

Table 1. Printer States

Icon	State and Description
 <p data-bbox="165 495 288 533">("Ready")</p>	<p data-bbox="488 353 1437 421">The printer is ready to print jobs. Before the printer can begin printing, it must be in the "Ready" state.</p> <p data-bbox="488 450 1394 517">The printer is in the "Ready" state when all of the following conditions are met:</p> <ul data-bbox="488 539 1222 748" style="list-style-type: none"> <li data-bbox="488 539 1222 577">• The printer and control unit are powered on and ready. <li data-bbox="488 584 831 622">• All supplies are loaded. <li data-bbox="488 629 810 667">• No errors are present. <li data-bbox="488 674 1334 748">• The  ([Start]) button on the Control Bar has been selected.
 <p data-bbox="165 911 288 949">("Printing")</p>	<p data-bbox="488 770 1126 808">The printer is currently operating and printing a job.</p>






Icon	State and Description
 <p data-bbox="165 450 347 483">("Not Ready")</p>	<p data-bbox="488 304 858 338">The printer has been stopped.</p> <p data-bbox="488 365 1350 432">If the printer changes to "Not Ready" during printing, the printer stops processing the job and stores the remaining data in the printer buffers.</p> <p data-bbox="488 459 1430 526">Selecting the [Stop] button on the Control Bar causes the printer to enter the "Not Ready" state.</p> <p data-bbox="488 553 1409 620">When normal operation is interrupted, the printer goes into a "Not Ready" state.</p> <p data-bbox="488 647 1430 714">When the printer detects an intervention condition, it places itself in the "Not Ready" state and displays a pop-up warning or error message.</p> <p data-bbox="488 741 1265 775">These intervention conditions cause a "Not Ready" status:</p> <ul data-bbox="496 775 1430 1122" style="list-style-type: none"> <li data-bbox="496 775 1430 909">• The printer needs you to add or replace basic supplies. Some supplies (for example, staples), let you temporarily bypass this message and continue processing; other supplies (for example, black toner) require you to replace them immediately. <li data-bbox="496 909 1430 1010">• The printer needs basic service that involves paper handling or checking mechanical conditions. You must handle all messages of this type immediately. <li data-bbox="496 1010 1430 1122">• The printer or control unit has a hardware problem, such as a paper jam or a component failure. You can postpone action for some messages of this type; others you must handle immediately. <p data-bbox="488 1149 1398 1249">In any of these conditions, processing stops so that you can attempt to correct the problem, or, if necessary, call for service. Some printed pages may be lost or damaged because of printer errors.</p>
 <p data-bbox="165 1413 272 1447">("Error")</p>	<p data-bbox="488 1267 1121 1301">The printer has encountered an error while printing.</p>
 <p data-bbox="165 1608 368 1641">("Warming up")</p>	<p data-bbox="488 1462 1190 1496">The printer has been turned on but it is not ready to print.</p>

The job status window on the printer control bar displays the job name and shows the progress of the job on the printer.

Figure 3. Job Status Window



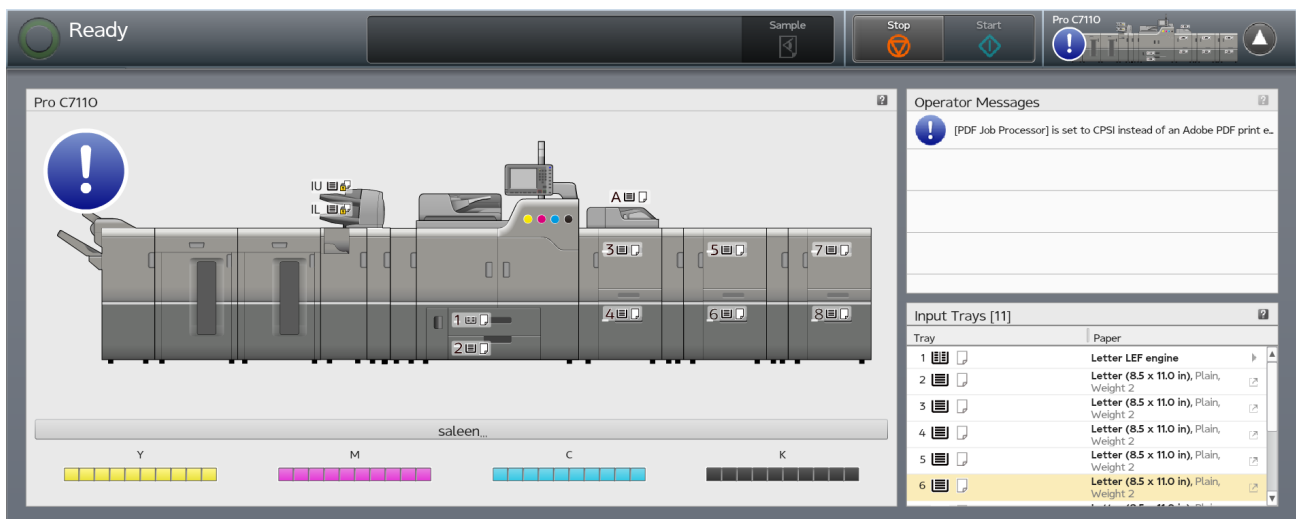
The printer control bar also includes these buttons:

Button	Description
 ([Sample])	Click this to print a copy of the page that is printing and output it to an available tray. You can see if the printed results are as expected even while printing.
 ([Start])	Click this to make the printer ready to print and to start printing if a job is available.
 ([Stop])	Click this to stop printing.
 ([Open Printer])	Click this to open the interactive printer.
 ([Close Printer])	Click this to close the interactive printer.

Interactive Printer

Use the interactive printer to monitor and change basic printer settings.

Figure 4. Interactive Printer





The interactive printer contains large versions of these pods:

- Printer (see [Printer](#), p. 33)
- Operator Messages (see [Operator Messages](#), p. 34)
- Input Trays (see [Input Trays](#), p. 33)

The interactive printer opens automatically when an error stops the printer. You can also use these buttons in the printer status area of the printer control bar to open and close the interactive printer:

Table 2. Buttons Used to Open and Close the Interactive Printer

Button	Description
 ([Open Printer])	Click this to open the interactive printer.
 ([Close Printer])	Click this to close the interactive printer.

Operations Hub and Jobs Hub

Depending on how you configure them, the Operationshub and the Jobs hub can contain the same or different information. Either one can display information about operating TotalFlow Print Server or managing the jobs in TotalFlow Print Server.

The Operations hub and the Jobs hub can contain these pods:

Pod	Operations Hub	Jobs Hub
Job Preview	Default	Default
Job Information	Default	Default
Active Jobs	Default	Default
Stored Jobs	Default	Default
Invalid Jobs	Default	Default
Inactive Jobs	Default	Default
Job History	Default	Default
Input Trays	Default	Available
Date/Time	Available	Available
Toner	Available	Available
Printer	Available	Available
Shortcut Buttons	Available	Available
Operator Messages	Available	Available
Current Settings	Available	Available

Figure 5. Operations Hub (Console)

Not Ready

Operations Jobs Configuration Maintenance

Submit Job Service ?

Job Preview Job Information

Job name: Postcard 5x7_Horz Boulder CO_small.pdf

Input Trays [11]

Tray	Paper
1	Letter LEF engine
2	Letter (8.5 x 11.0 in), Plain, Weight 2
3	Letter (8.5 x 11.0 in), Plain, Weight 2
4	Letter (8.5 x 11.0 in), Plain, Weight 2
5	Letter (8.5 x 11.0 in), Plain, Weight 2
6	Letter (8.5 x 11.0 in), Plain, Weight 2
7	Letter (8.5 x 11.0 in), Plain, Weight 2

Active Jobs [3]

Status	Job Name	User ID	Copies	Impressions	Paper	Actions	Job Type	Total Sheets
Preparing to print	25 pages with border 8.5x11 NO Co.abc.pdf	bmoroney	1	14	Ledger engine		PostScript	7
Preparing to print	25 pages with border 8.5x11 NO Co.abc.pdf		1	14	8.5 x 11.0 in		PDF	7
Preparing to print	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine		PostScript	1

Inactive Jobs [6] Stored Jobs [5] Invalid Jobs [1] Job History [23]

Received Time	Status	Job Name	User ID	Copies	Impressions	Paper	Actions
02/17/2016	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016	Held	Business card DESIGN 2-sided with _des.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016 10:17:39	Held	25 pages with border 8.5x11 NO Co.abc.pdf	bmoroney	1	14	Ledger engine	
02/17/2016 10:11:51	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine	
02/17/2016	Held	8 pages with border 8.5x11 NO Cov.abc.pdf	bmoroney	1	8	8.5 x 11.0 in	

Status	Job Name	User ID	Size	Copies	Job Type	Print Complete
Completed	Business card DESIGN 2-sided with bleed _des.pdf	bmoroney	24 MB	1	PostScript	02/18/2016 03:33:16 PM
Deleted	Business Card_Horz.pdf	bmoroney	3072 KB	1	PostScript	02/17/2016 02:53:49 PM

Figure 6. Jobs Hub (Console)

Not Ready

Operations Jobs Configuration Maintenance

Submit Job Service ?

Job Preview Job Information

Job name: Postcard 5x7_Horz Boulder CO_small.pdf

Job Information

Job name: Postcard 5x7_Horz Boulder CO_small.pdf

Job ID: 137

Status: Held

User ID: bmoroney

Customer: -

Modified by: -

Job type: PostScript

Size: 2.0 MB

Copies: 1

Pages per copy: 1

Active Jobs [3]

Status	Job Name	User ID	Copies	Impressions	Paper	Actions	Job Type	Total Sheets
Preparing to print	25 pages with border 8.5x11 NO _abc.pdf	bmoroney	1	14	Ledger engine		PostScript	7
Preparing to print	25 pages with border 8.5x11 NO _abc.pdf		1	14	8.5 x 11.0 in		PDF	7
Preparing to print	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine		PostScript	1

Inactive Jobs [6] Stored Jobs [5] Invalid Jobs [1] Job History [23]

Received Time	Status	Job Name	User ID	Copies	Impressions	Paper	Actions
02/17/2016	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016	Held	Business card DESIGN 2-sided wL_des.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	8.5 x 11.0 in	
02/17/2016	Held	25 pages with border 8.5x11 NO C_abc.pdf	bmoroney	1	14	Ledger engine	
02/17/2016	Held	Postcard 5x7_Horz Boulder CO_small.pdf	bmoroney	1	2	Letter LEF engine	
02/17/2016	Held	8 pages with border 8.5x11 NO C_abc.pdf	bmoroney	1	8	8.5 x 11.0 in	

Status	Job Name	User ID	Size	Copies	Job Type	Print Complete
Completed	Business card DESIGN 2-sided with bleed _des.pdf	bmoroney	24 MB	1	PostScript	02/18/2016 03:33:16 PM
Deleted	Business Card_Horz.pdf	bmoroney	3072 KB	1	PostScript	02/17/2016 02:53:49 PM

Job Preview

The Job Preview pod displays a preview of a selected job and includes a navigation bar.

This pod appears by default in both the Operations hub and the Jobs hub.

Job Information

The Job Information pod displays detailed information about a selected job.

1

This pod appears by default in both the Operations hub and the Jobs hub.

Active Jobs

1

The Active Jobs pod displays information about print jobs in the Active state.

This pod appears by default in both the Operations hub and the Jobs hub.

Inactive Jobs

The Inactive Jobs pod displays information about jobs in the Held state.

This pod appears by default in both the Operations hub and the Jobs hub.

Stored Jobs

The Stored Jobs pod displays information about jobs in the Stored/Space state.

This pod appears by default in both the Operations hub and the Jobs hub.

Invalid Jobs

The Invalid Jobs pod displays information about jobs in the Invalid/Held state.

This pod appears by default in both the Operations hub and the Jobs hub.

Job History

The Job History pod displays information about processed and deleted jobs in the Completed state and deleted jobs in the Discontinued state.

The Job History pod includes the Print Complete heading, which lists the date and time when a job was completed or discontinued.

This pod appears by default in both the Operations hub and the Jobs hub.



Note

IPDS jobs do not appear in the Job History pod.

All Jobs

The All Jobs pod displays a list of all current and past jobs.

This pod does not appear by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

You can select , the search icon, to filter the listing. You can select , the edit icon, to add or change options to customize how the job information is displayed, sorted, and grouped.

Job Properties Shown in Jobs Pods














This section describes the job properties that can appear in the All Jobs, Active Jobs, Inactive Jobs, Stored Jobs, Invalid Jobs, and Job History pods. In the grid view, they appear as table columns. Use **[Choose Details...]** to select the properties that appear in each pod.



- **[Status]** – The job’s status

↓ Note

In a job status, “processed” means that raster image processing (RIP) is complete.

Table 3. Job Status Icons

Icon	Description
	Receiving
	Preprocessing
	Processing
	Preparing to print
	Preparing to print (processed)
	Printing
	Printing (processed)
	Printing and processing at same time
	Held before processing
	Held before print
	Held before print (processed)
	Waiting to print
	Waiting to print (processed)
	Completed
	Stored
	Stored (processed)
	Suspended
	Suspended (processed)
	Invalid
	Invalid (processed)

Icon	Description
	Failed
	Deleted

- **[Job name]** — The job's name
- **[User ID]** — The user who submitted the job
- **[Job type]** — The job's file type, such as PDF or TIFF
- **[Size]** — The job's size
- **[Copies]** — The number of copies included in the job
- **[Pages per copy]** — The number of pages (before imposition) in one copy of the job
- **[Impressions]** — The total number of printed pages in the job
- **[Paper]** — The paper that the job requests
- **[Total sheets]** — The total number of printed sheet sides in the job
- **[Received time]** — The time when the job was received
- **[Processing time]** — How long it took to process the job
- **[Print start]** — The date and time when the first printed page of the job was stacked in the output bin
- **[Print complete]** — The date and time when the last printed page of the job was stacked in the output bin, or when the job was terminated
- **[Expiration time]** — The time when the stored job will be automatically deleted
- **[Printer Preset]** — The printer preset needed to print the job
- **[Virtual printer]** — The virtual printer that received the job
- **[Protocol]** — The network protocol by which the job was submitted
- **[Priority]** — The priority of the job, with higher numbers meaning higher priority
- **[Job ID]** — The unique identification number for the job
- **[Customer]** — The customer associated with the job
- **[Modified by]** — The last user who modified the job
- **[Store source]** — How the job is stored
- **[Processed]** — Whether the job has been processed
- **[Processing options]** — The processing options applied to the job
- **[Tone Curve]** — The tone curve applied to the job
- **[Actions]** — The actions that can be performed on the job, such as delete or pause

 **Note**

This value appears only in the grid view of a pod.

- **[Number of records]** — The total number of records included in a variable data job

Input Trays

The Input Trays pod displays information about the paper loaded in the printer's input and interposer trays.

This pod always appears in the interactive printer. It appears in the Operations hub by default. To add it to the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

Date/Time

The Date/Time pod displays the date and time for the control unit only. It does not display the date and time of any remote computer that might be connected.

This pod does not appear by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

Note

The date and time displayed in the pod is configured in the Date/Time pod on the Printer tab of the Configuration hub.

Toner

The Toner pod displays the level of each color of toner in the printer.






This pod does not appear by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

Printer

The Printer pod shows a graphic image of the printer, with installed optional equipment. Icons show the status of the printer, the level of paper in each input tray and interposer tray, and the level of each toner color.

The printer graphic uses these icons:

Table 4. Printer graphic icons

Icon	Function
	Informational messages about the printer are available. See the Operator Messages pod for more information.
	The printer is not available. See the Operator Messages pod for more information.
	A printer error has occurred. See the Operator Messages pod for more information.
	The cover or door is open.
	The input tray or interposer tray is disabled.

Icon	Function
	These icons show the paper level in the input tray or interposer tray, from high to low.
	The input tray or interposer tray is empty.
	The paper feeds on the long edge.
	The paper feeds on the short edge.
	Yellow toner.
	Magenta toner.
	Cyan toner.
	Black toner.
	Toner is low.
	Toner has run out.

A button below the printer image shows the name of the printer. Click this button to see information about the printer or to reset the print count.

Below the button with the printer name, gauges show the level of each toner color.

This pod always appears in the interactive printer. It does not appear in the Operations hub or the Jobs hub by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

Shortcut Buttons

The Shortcut Buttons pod is used to add frequently used tasks and features to the Operations or Jobs hubs as buttons.

This pod does not appear by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

When you first add the Shortcut Buttons pod to a hub, no buttons are displayed. You can add shortcut buttons from the **[View]** menu on the title bar of the pod.

Operator Messages

The Operator Messages pod displays information about the current state of the machine, such as hardware failures or paper jams.

The types of messages shown include:


- Error messages, which require an operator action. When you click a message in the list, the recovery information for the message displays.
- Warning messages, which might require intervention at some point, such as reloading paper.
- Informational messages, which provide information about the status and configuration of the printer.

This pod appears in the interactive printer. It does not appear in the Operations hub or the Jobs hub by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

Current Settings

The Current Settings pod displays various configuration pods or options for TotalFlow Print Server.

You use the Current Settings pod to add configuration pods or options to the list or to make changes in the choices that are displayed.

The Current Settings pod refers to the choices as “editors” because you can click , the edit icon, next to the choices and make changes to them without going to the specific location of the pod.

This pod does not appear by default. To add it to the Operations hub or the Jobs hub, click the white arrow on the hub, then **[Add Pods]**, then the pod name.

When you first add the Current Settings pod to a hub, it shows these editors:

- Printer Preset
- Tone curve (if you have at least **[Administrator]** access)

Use **[Choose Editors...]** to change the editors that are displayed.

Configuration Hub

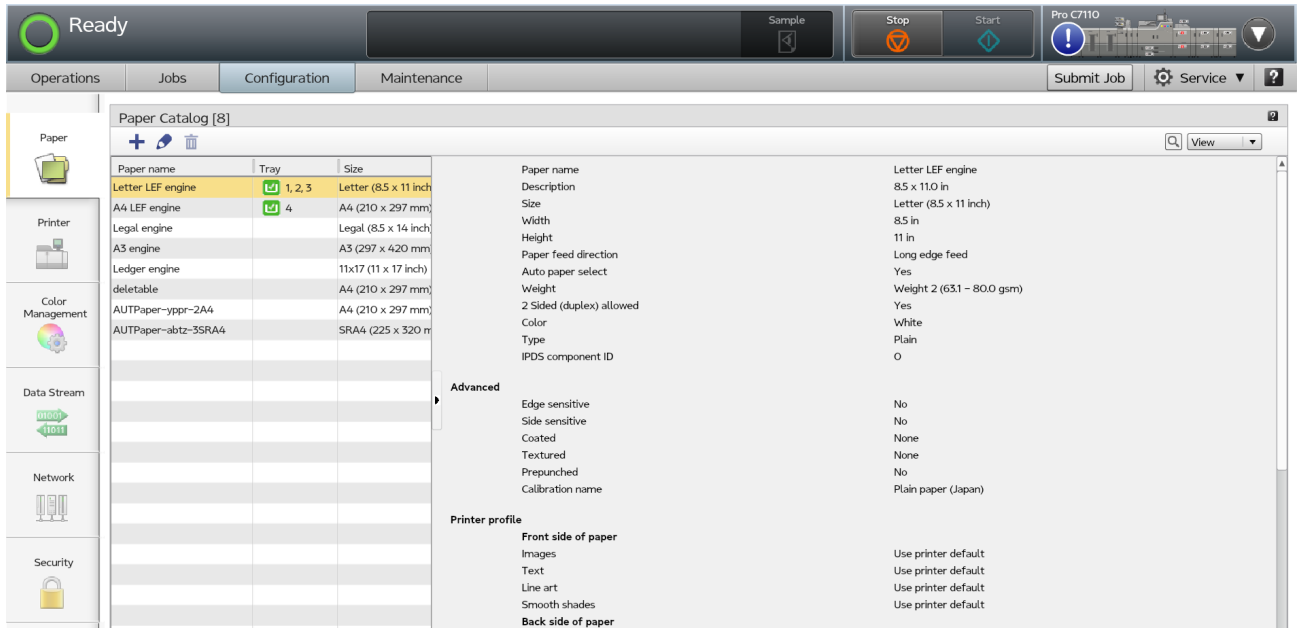
The Configuration hub contains all the configuration parameters that are used to control how TotalFlow Print Server operates.

The Configuration hub contains these tabs:

- Paper
- Printer
- Color Management
- Data Stream
- Network
- Security

Each of the tabs contains its own pods.

Figure 7. Configuration Hub



Important

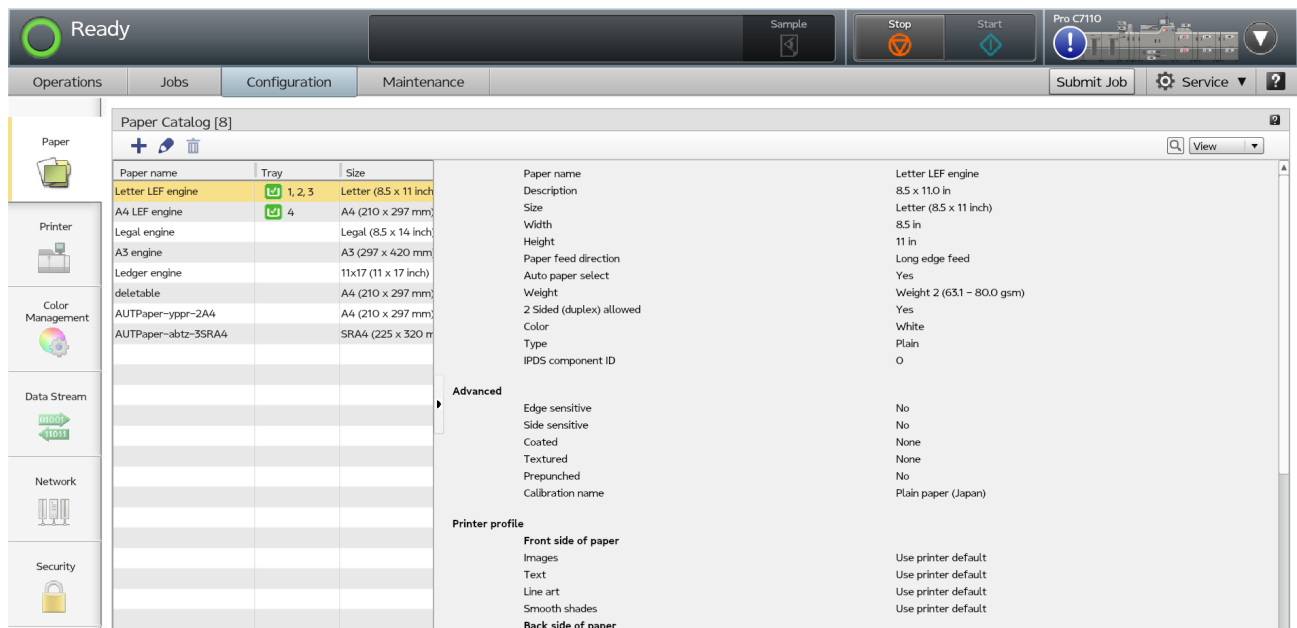
The elements of the console that you see and the tasks that you can do depend on your role. If you cannot perform any tasks in a tab or pod, you do not see that tab or pod. If you are a **[Print submitter]**, you cannot see the Configuration hub at all. For more information, see [Working with Users and Roles, p. 177](#).

Paper Tab

The Paper tab on the Configuration hub lets you define papers for TotalFlow Print Server.

The Paper tab contains one pod, the Paper Catalog pod.

Figure 8. Paper Tab



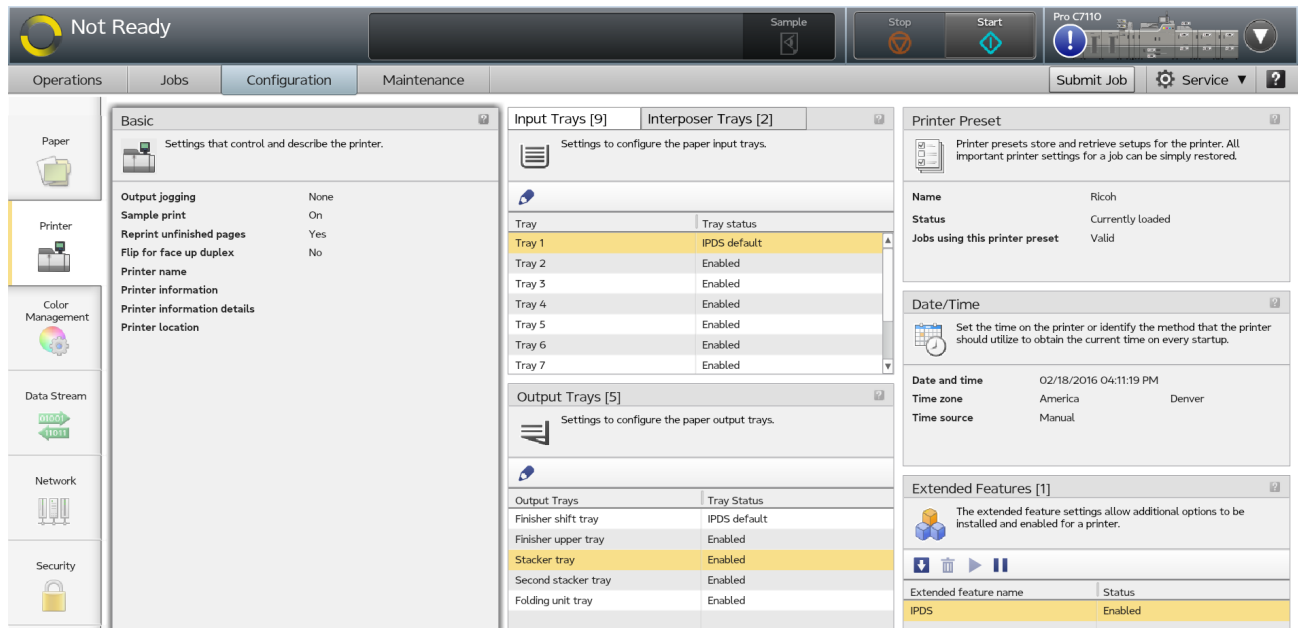
You can add new paper, change existing paper, or delete paper in the paper catalog from the Paper Catalog pod.

Printer Tab

The Printer tab on the Configuration hub contains the configuration parameters that control the physical printer.

The Printer tab on the Configuration hub contains these pods: Basic, Input Trays, Interposer Trays, Output Trays, Printer Preset, Date/Time, and Extended Features.

Figure 9. Printer Tab



Basic

The Basic pod on the Printer tab displays the basic printer settings that you can edit.

To change the printer settings, click the Basic pod and make your selections from the lists.

Input Trays

The Input Trays pod on the Printer tab lets you enable or disable the printer input trays and edit the paper in the input trays.

Interposer Trays

The Interposer Trays pod on the Printer tab lets you enable or disable the printer interposer trays and edit the paper in the interposer trays.

Output Trays

The Output Trays pod on the Printer tab lets you enable or disable the printer output trays.

Printer Preset

The Printer Preset pod on the Printer tab allows you to save, load, delete, configure, or edit a collection of configurations.

You can then reload the collection instead of specifying the configurations individually.

A Printer Preset collection contains:

- General settings
- Paper settings
- Calibration settings
- Color Registration settings

- Printer settings
- IPDS tray mappings
- Color Management Basic settings
- Color Management for IPDS settings
- Tone curve settings
- Profile settings

Date/Time

The Date/Time pod on the Printer tab specifies the date and time settings.

Use the Date/Time pod to set the time or to specify how to get the current date and time.

Extended Features

The Extended Features pod on the Printer tab is used to manage features that have been added.

From this pod, features can be installed and uninstalled or enabled and disabled.

This pod displays the current features installed and their status. Features are listed only if they have been installed. The ability to install and uninstall features depends on the user's access level.

Color Management Tab

The Color Management tab on the Configuration hub contains the configuration parameters used to obtain high-quality color reproduction.

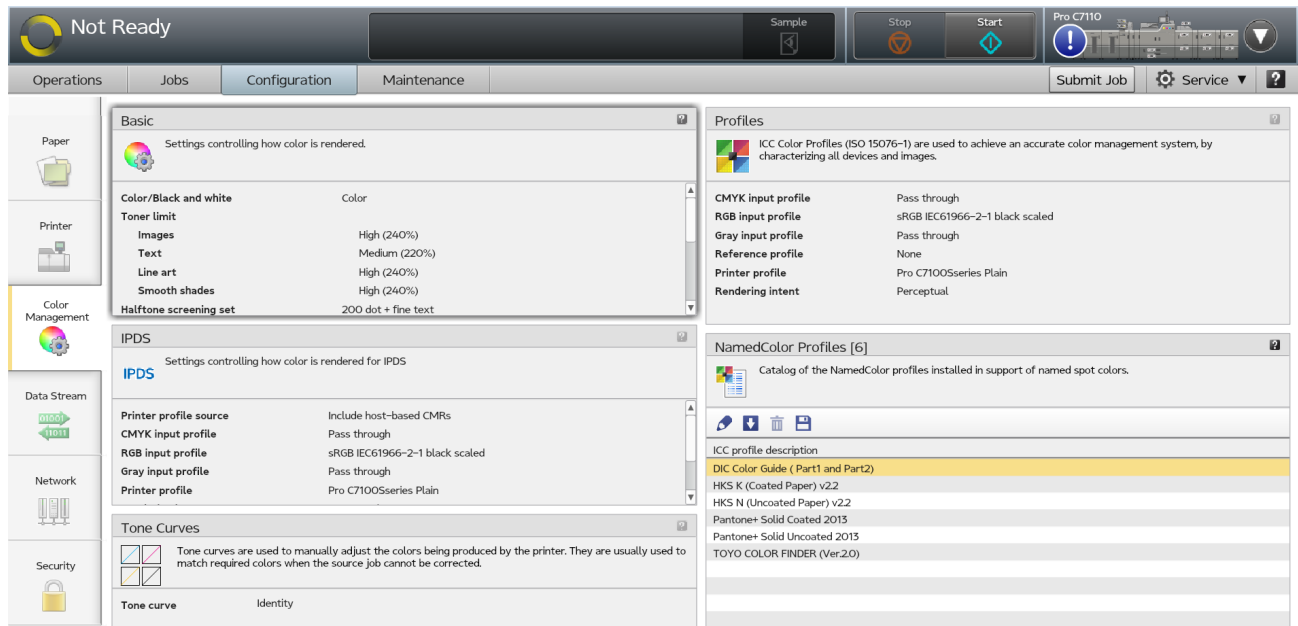
The Color Management tab on the Configuration hub always contains these pods:

- Basic
- Profiles
- NamedColor Profiles
- Tone Curves

For RIP Model H only, the Color Management tab also contains the PDF and PS pods.

If the IPDS extended feature is installed, the Color Management tab also contains the IPDS pod.

Figure 10. Color Management Tab



Basic

The Basic pod on the Color Management tab is used to optimize how colors are processed and printed. When you click the Basic pod, you can change the color settings or return to factory defaults. Some of the settings on the Basic pod vary according to which RIP option is installed.

Tone Curves

The Tone Curves pod on the Color Management tab is used to manually adjust the colors produced by the printer to match required colors when the source job cannot be corrected.

PDF

The PDF pod on the Color Management tab is used to specify the color settings that apply only to PDF jobs.

↓ Note

For RIP Model K and RIP Model S, the PDF pod is not available. In this case, some PDF color settings are available in the Basic pod.

PS

The PS pod on the Color Management tab is used to specify the color settings that apply only to PostScript jobs.

↓ Note

For RIP Model K and RIP Model S, the PS pod is not available. In this case, some PDF color settings are available in the Basic pod.

Profiles

The Profiles pod on the Color Management tab displays the list of available ICC color profiles.

You use the pod to open the profiles to indicate which profile to use, to add new profiles, to uninstall a profile, or to save the changes you have made.

You can change the values for the following profiles:

- [CMYK input profile]
- [RGB input profile]
- [Gray input profile]
- [Reference profile]
- [Printer profile]
- [Rendering Intent] (depending on the RIP option that is installed)

NamedColor Profiles

The NamedColor Profiles pod on the Color Management tab is used to manage ICC profiles.

When print jobs specify a color by name, the name is resolved to an actual color using the dictionary in a NamedColor profile.

You can use the NamedColor profiles that are supplied or install custom NamedColor profiles. You can delete custom NamedColor profiles, but not the supplied ones. You can save any NamedColor profile to a file.

All installed NamedColor profiles are used. If you do not want to use an installed profile, save it, then delete it. You can reinstall it when you want to use it again.

Color Management Tab: IPDS Pod

The IPDS pod in the Color Management tab is used to set the processing options for color management with the Intelligent Printer Data Stream (IPDS).

The IPDS color management settings are independent of the other configuration options on the console.



The IPDS pod is available only when the IPDS extended feature is installed.

Data Stream Tab

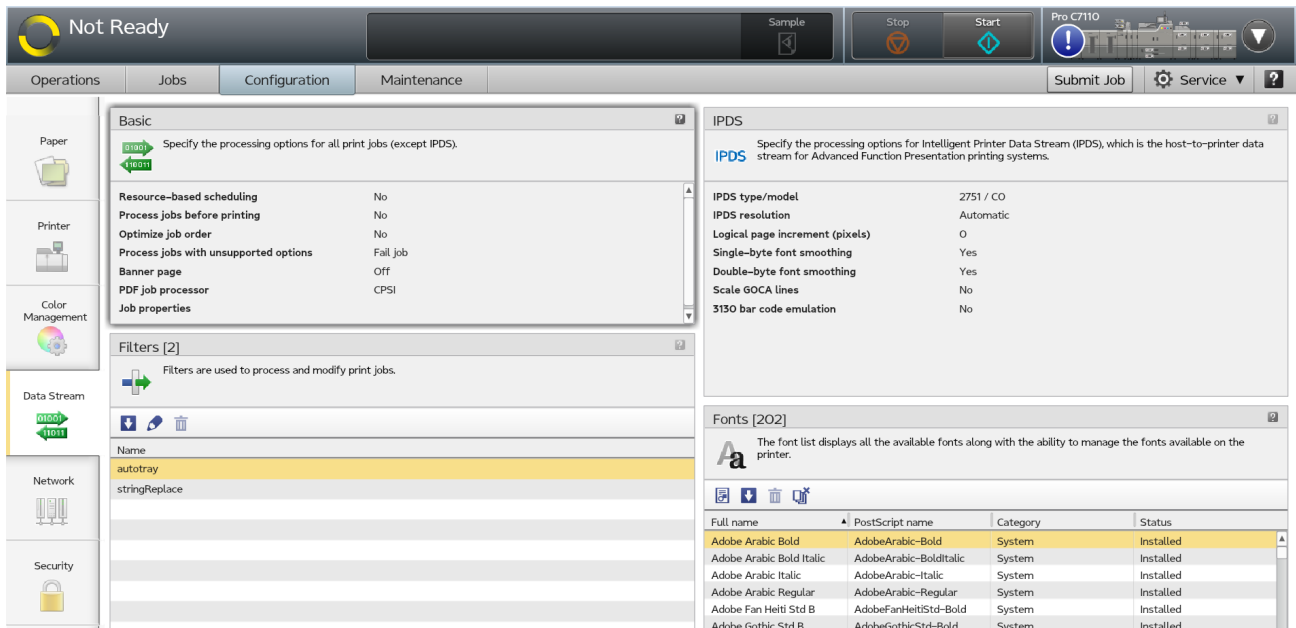
The Data Stream tab on the Configuration hub contains the parameters that control the processing options for the print jobs.

The Data Stream tab contains these pods:

- Basic
- Filters
- Fonts
- IPDS (only if the IPDS extended feature is installed)

A user must have at least **[Administrator]** access to work with the pods on the Data Stream tab.

Figure 11. Data Stream Tab



Basic

The Basic pod on the Data Stream tab specifies the processing options for all print jobs except IPDS print jobs.

When you click on the Basic pod, you can make changes to the processing options for all print jobs except IPDS print jobs.

Filters

The Filters pod on the Data Stream tab is used to install programs that change the data stream in print jobs.

The **stringReplace** filter is included in TotalFlow Print Server. It is used to find a string and replace it.

Note

You cannot delete **stringReplace**.

Fonts

The Fonts pod on the Data Stream tab lists all the available fonts. You can manage the fonts from this pod.

Data Stream Tab: IPDS Pod

The IPDS pod on the Data Stream tab is used to set the processing options for Intelligent Printer Data Stream (IPDS) print jobs. You can also use this pod to delete captured IPDS resources.

The IPDS datastream processing options are independent of the other configuration options on the console.

Note

The IPDS pod is available only when the IPDS extended feature is installed.

Network Tab

The Network tab on the Configuration hub lets you configure network connections, configure and enable TCP/IP Ethernet network interface cards, and set up remote management interfaces. You can also define virtual printers that can be used to process jobs.

The Network tab on the Configuration hub contains these pods:

- Virtual Printers
- Network Services
- Ethernet Adapters
- Remote Access

A user must have at least **[Administrator]** access to work with the pods on the Network tab. Contact your Network Administrator for more information.

Figure 12. Network Tab

Name	State
Print	Enabled
Hold	Default

Protocol type	State
IPDS TCP/IP	Disabled
IPP	Enabled
JMF	Enabled

Card	State
Ethernet copper integrated #1	Enabled

Protocol type	State
SNMP	Enabled

Virtual Printers

Virtual printers are separate input devices that can be created and customized to process print jobs according to your requirements and work flows.

TotalFlow Print Server uses virtual printers to receive print jobs. Users can map the virtual printer from a print submission workstation or server and move job files to the printer.

The Virtual Printers pod on the Network tab of the Configuration hub lists the available virtual printers that you can edit, copy, or delete.

For Appletalk users, printing or ripping is not permitted while the Appletalk protocol is enabled on the virtual printer that is configured for bidirectional font download. Also, the Appletalk protocol does not transition to the enabled state until the processing of print jobs and ripped jobs are completed.

Network Services

The Network Services pod on the Network tab lists the protocols available.

Available protocols include:

- **[IPDS TCP/IP]** allows exclusive, interactive use of a printer by a host system. This protocol is available only when the IPDS feature is installed.
- **[IPP]** supports print job submission, status, and management, and printer status and operations.
- **[JMF]** supports print job submission, status, and management, and printer status and operations.
- **[LPR]** supports print job submission, status, and management, and printer status. It also allows font downloading.

LPR queue names are case-insensitive and restricted to the 7-bit ASCII character set. Because virtual printer names are limited to the least common denominator that can be used for all job submission protocols, virtual printer names are also case-insensitive and restricted to the 7-bit ASCII character set.

- **[Hot Folders]** allow files to be copied into directories, from which they are submitted for printing. They also allow font downloading.
- **[Raw Port]** allows print jobs to be sent directly to a specified port. It also allows font downloading.
- **[WSD]** allows Microsoft Windows systems to discover TotalFlow Print Server in the network. It supports print job submission, status, and management, and printer status. **[WSD]** can be enabled for only one virtual printer at a time.
- **[RHPP]** supports print job submission to printers that support the Reliable Host Printing Protocol.
- **[FTP]** allows files to be copied from a remote system into directories, from which they are submitted for printing.
- **[AppleTalk]** supports job submission and font downloading. **[AppleTalk]** can be enabled for only one virtual printer at a time.

Ethernet Adapters

The Ethernet Adapters pod on the Network tab is used to configure and enable the Ethernet network interface.

Remote Access

The Remote Access pod on the Network tab is used to configure and manage remote management interfaces.

Security Tab

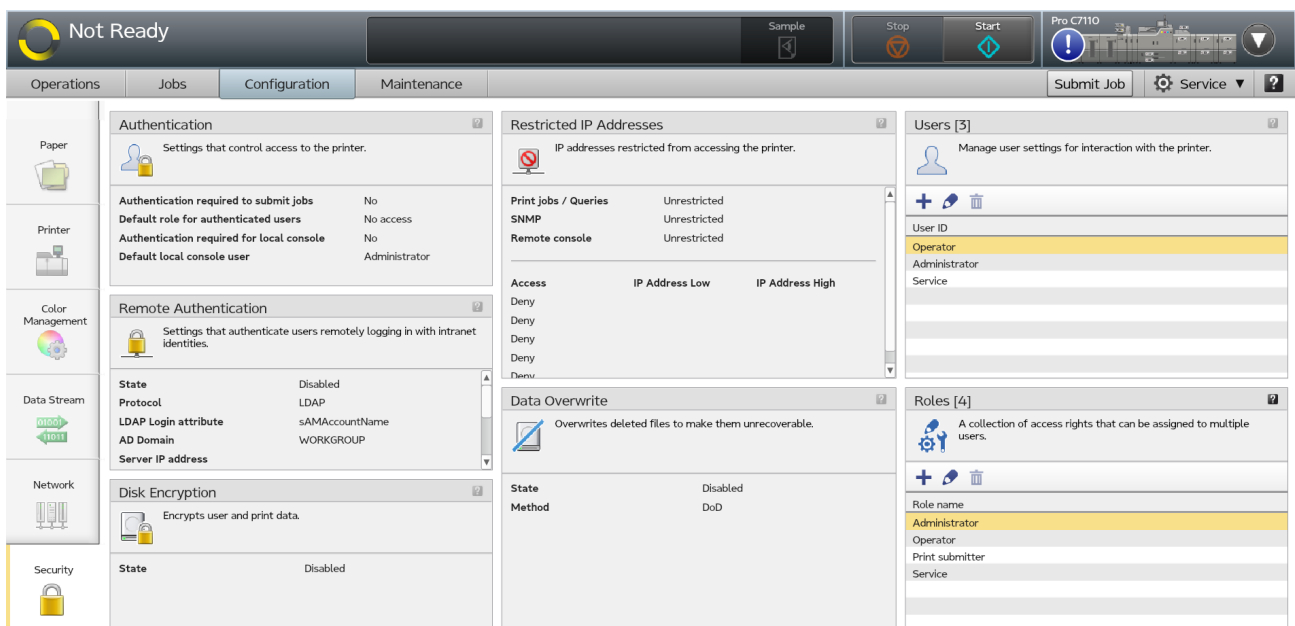
The Security tab on the Configuration hub lets you set up authentication and remote authentication, set up restrictions for IP addresses, and identify users and their roles when they log in. You can also choose whether to encrypt stored information and overwrite deleted data so files are not recoverable.

The Security tab contains these pods:

- Basic
- Remote Authentication
- Disk Encryption
- Restricted IP Addresses
- Data Overwrite
- Users
- Roles

A user must have at least **[Administrator]** access to work with the pods on the Security tab.

Figure 13. Security Tab



Basic

The Basic pod on the Security tab is used to configure the basic access settings.

The settings include:

- Whether authentication is required to submit jobs (whether users must log in).
- The default role for authenticated users.

- Whether authentication is required to use the local console. If authentication is not required, when the current user logs out, the default local console user is automatically logged in.
- The default local console user.
- Whether to include customer data in traces.

Remote Authentication

The Remote Authentication pod on the Security tab is used to specify authentication that allows users to log in using intranet IDs (LDAP or AD).

Disk Encryption

The Disk Encryption on the Security tab lets you enable or disable the encryption of user data stored on the disk and specify the password for encrypted data.

Restricted IP Addresses

The Restricted IP Addresses pod on the Security tab specifies whether IP addresses for print jobs, SNMP, or the remote console are restricted or unrestricted. If access is restricted, you can specify whether access is allowed or denied to ranges of IP addresses.

When IP addresses are restricted and active, a range of IP addresses can be specified.

Data Overwrite

The Data Overwrite pod on the Security tab lets you specify whether to overwrite the area occupied by a deleted file. Overwriting makes it impossible to recover the file's contents.

Users and Roles

Use the Users and Roles pods on the Security tab to create user IDs and associate the level of access or Roles for the user IDs.

An administrator or service user can add, edit, and delete users and roles.

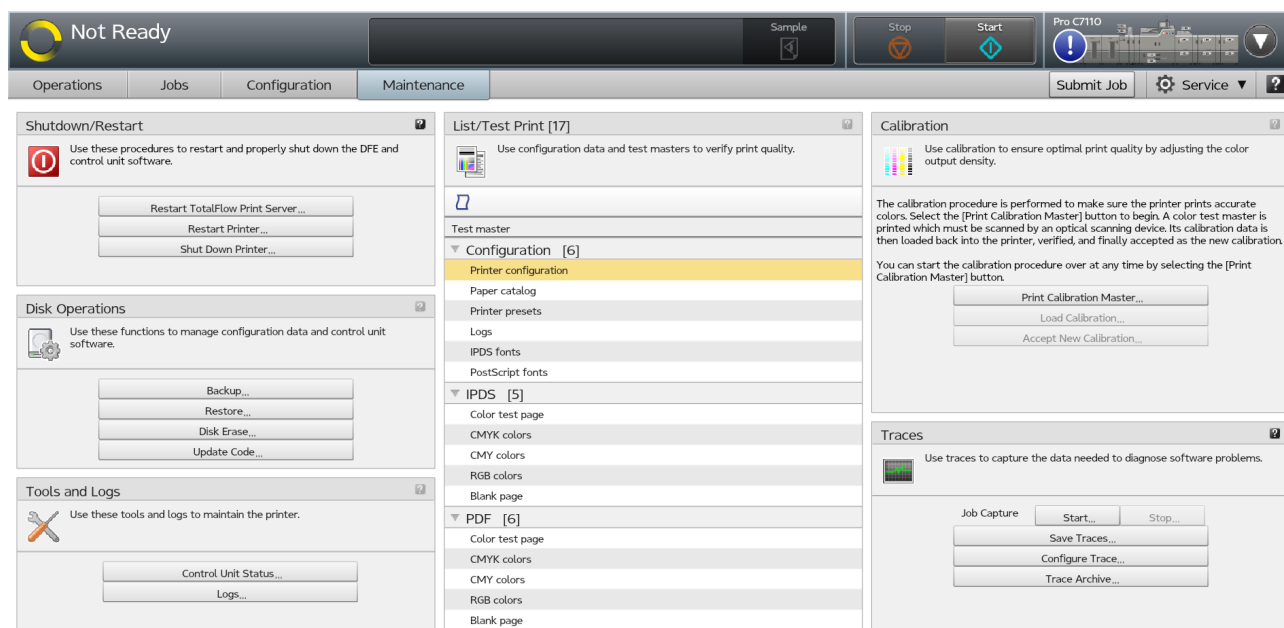
Maintenance Hub

The Maintenance hub contains pods that are used to perform maintenance tasks, such as shutting down TotalFlow Print Server or calibrating the printer.

The Maintenance hub contains these pods:

- Shutdown/Restart
- Disk Operations
- List/Test Print
- Calibration
- Tools and Logs
- Traces

Figure 14. Maintenance Hub



★ Important

The elements of the console that you see and the tasks that you can do depend on your role. If you cannot perform any tasks in a pod, you do not see that pod. If you are a **[Print submitter]**, you cannot see the Maintenance hub at all. For more information, see [Working with Users and Roles, p. 177](#).

Shutdown/Restart

The Shutdown/Restart pod on the Maintenance hub provides access to shutdown and restart procedures.

These are the default procedures:

- **[Restart TotalFlow Print Server]** perform an orderly shut down of the software, then restarts it.
- **[Restart Printer]** performs an orderly shut down of the software, then restarts the computer.
- **[Shut Down Printer]** performs an orderly shut down of the software, then powers off the computer.

Disk Operations

The Disk Operations pod on the Maintenance hub is used to create a backup of configuration data, to load data from configuration backups, and to erase all data from the hard drive.

Tools and Logs

The Tools and Logs pod on the Maintenance hub provides access to the hardware maintenance procedures.

These maintenance procedures are included:

- **[Clean Screen]** desensitizes the operator control panel without activating any controls. A black display and a 30-second countdown timer appear. Use a clean, soft cloth and approved cleaner to

1

clean the operator control panel. Pressing any key or mouse button ends the clean screen function. This tool is available only on the local console.

- **[Control Unit Status]** displays read-only information about the processors.
- **[Logs]** provides a list of all available logs.

List/Test Print

The List/Test Print pod on the Maintenance hub provides print configuration data and test masters for verifying print quality.

The List/Test Print pod gives access to these types of test masters:

- **[Configuration]**
- **[IPDS]** (if the IPDS extended feature is installed)
- **[PDF]**

Calibration

The Calibration pod on the Maintenance hub provides access to calibration procedures.

Traces


The Traces pod on the Maintenance hub provides access to traces. Traces capture data needed to diagnose software problems.

The Traces pod provides these variations of traces:

- **[Start]** starts a trace for a job; and **[Stop]** stops a trace for a job.
- **[Save Traces]** saves traces that can be used to analyze printer problems.
- **[Configure Trace]** adjusts the level of detail captured in a trace.
- **[Trace Archive]** contains a list of recent traces.

[Job Properties Editor] Dialog

The **[Job Properties Editor]** dialog consists of sections that let you configure and view the job that you need to send to the printer. The **[Job Properties Editor]** dialog provides all the information you need to configure the job you need to print. All your changes are shown in real time so that you can see how the final output will look.

To open the **[Job Properties Editor]** dialog, select a job and click , the properties icon.

The main sections are:

- **[Main] page**

[Show job] view

Shows the job displayed as a book.

[Show pages in job]view

Shows the job displayed as pages laid out in the order you read them.

[Show job settings] view

Summarizes all the job settings. These settings can be exported as HTML files.

• [Job Properties] section

- [Job Setup]
- [Edit]
- [Paper]
- [Trim Size]
- [Finishing]
- [Output Option]
- [Color]
- [Print Quality]
- [Fifth Station]

↓ Note

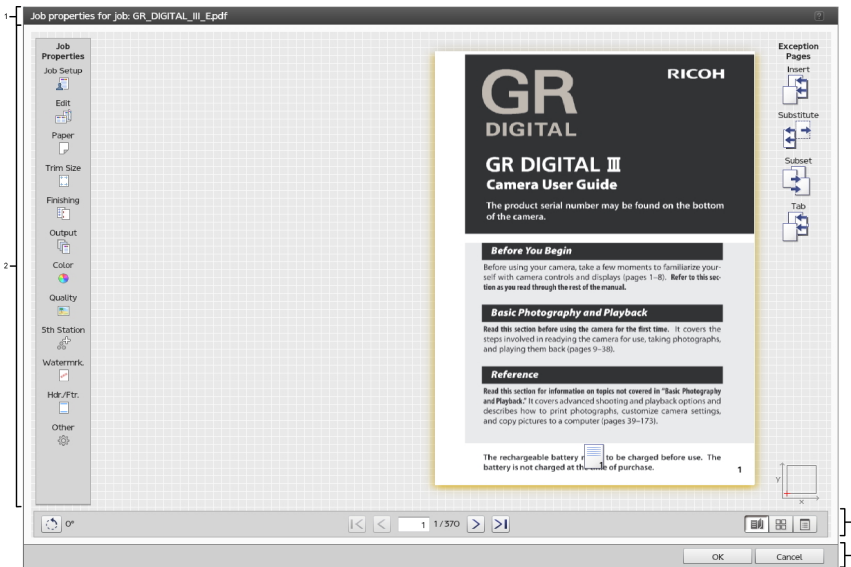
The [Fifth Station] settings are only available when a [Fifth Station] extension kit is installed.

- [Watermark]
- [Header/Footer]
- [Other]

• [Exception Pages] section

- [Insert]
- [Substitute]
- [Subset]
- [Tab]

The elements of the [Main] page are:



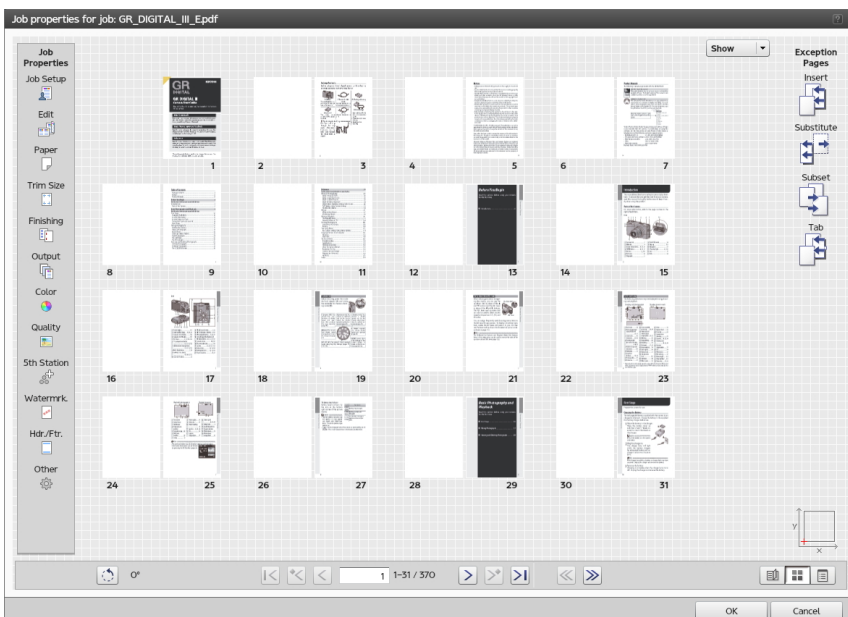
1. Title bar
2. Content area
3. Footer area
4. Action bar

Scroll controls

The scroll controls let you flip through the physical pages of the book (**[Show job]**), flip through screens of pages (**[Show pages in job]**), or change the current page.


In addition, you can also flip through the exception pages if they exist.



The scroll controls are displayed in the footer area of the **[Main]** page.





The scroll controls do these functions:

	[First page]
	[Previous exception page]
	[Previous page]
	[Next page]
	[Next exception page]
	[Last page]
	[Rotate view]
	[Previous screen] ([Show pages in job]view only)
	[Next screen] ([Show pages in job]view only)

You can change the orientation of the pages by rotating them to a degree angle of 90, 180 or 270 degrees. To rotate the pages, click , the **[Rotate view]** icon.

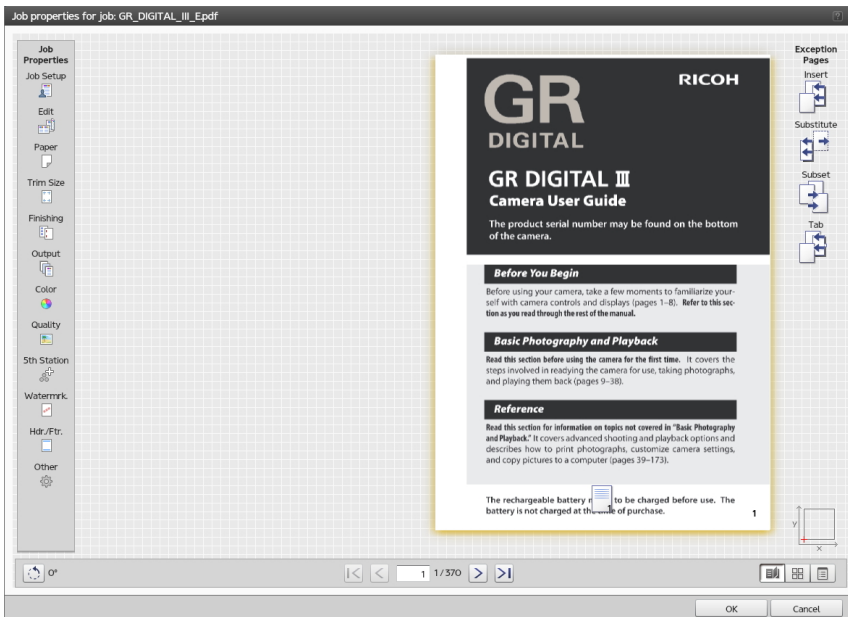
The current page is displayed in the box in the middle of the scroll controls. To see a specific page, type the page number. To see the first or last page, click , the **[First page]** icon, or , the **[Last page]** icon.

If exception pages are inserted, click , the **[Previous exception page]** icon, or , the **[Next exception page]** icon, to go to that page exception.

Note

The scroll controls are disabled when there is no corresponding page available.

View controls



The **[Job Properties Editor]** dialog shows these views of the job. The views icons are position on the bottom right corner of the main page.



[Show job] view Shows the job displayed as a book.

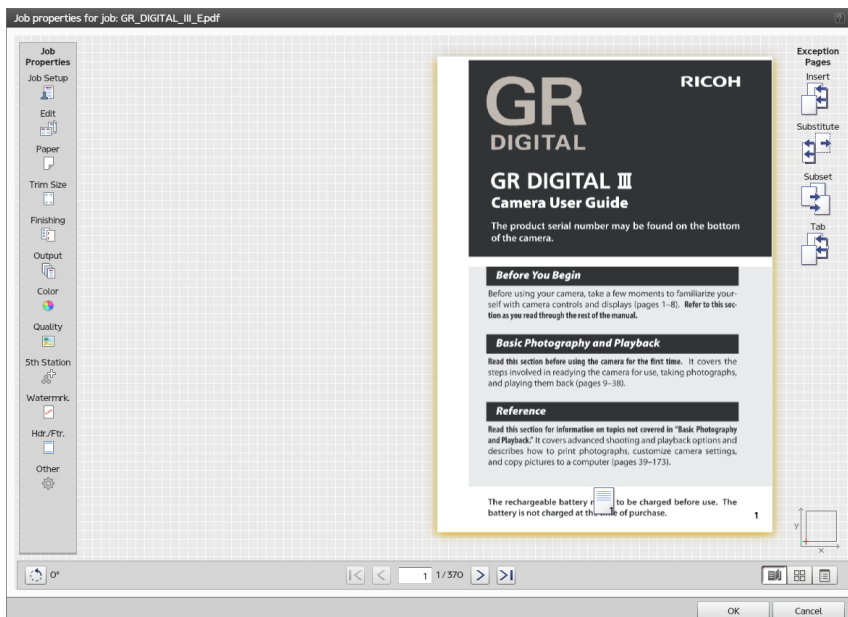



[Show pages in job] view Shows the job displayed as pages in the order that you read them.



[Show job settings] view Summarizes all the job settings. These settings can be exported as HTML files.

[Show job] view



The **[Show job]** view  displays the job as a book in the center of the content area. You can flip the pages and see in real time the changes to the job that you need to print. You navigate with the arrows on the outside edge of each page or through the controls in the footer of the content area.

If you set the job to print simplex, the back side of every sheet is blank. If a job or a subset of the job is bound (such as stapled, ring, perfect bind), the job or subset is displayed with the sheets bound together.

When you hover the cursor over the outer edge of a sheet, a visual indicator shows that more pages follow.

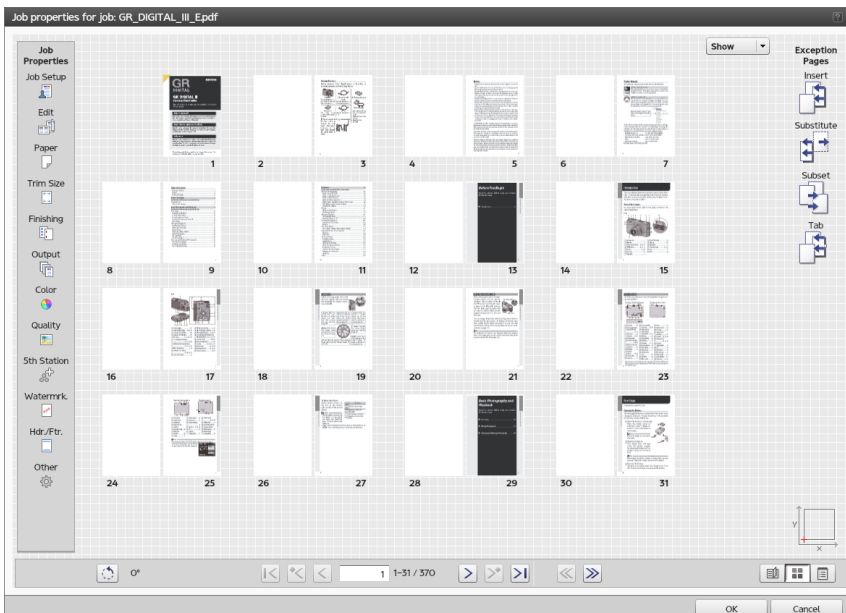
Click the sheet edge or use the arrow keys on the keyboard to flip the pages.

Note

The **[Show job]** view cannot be used when an item from the left column is not set or when a combination from the right column is selected.

Not set	Combination
<ul style="list-style-type: none"> Paper size Printing side 	<ul style="list-style-type: none"> [Custom layout] and [2-staple at center] [Booklet] and [Slip sheet] [Gathered booklet] and [Slip sheet] [Speed] and [Slip sheet] [Booklet] and [Fold face outside] [Gathered booklet] and [Fold face outside] [2-staple at center] and [Paper for Substitution] [Fold face outside] and [2-staple at center] [Slip sheet] and [2-staple at center] [Normal] imposition and [Start new chapter] for a substitution and [2-staple at center]

[Show pages in job]view



The **[Show pages in job]**view  shows multiple pages in the order that you read the pages in the job.

The current page is highlighted with a gold triangle in the upper left corner.

If you have exception pages inserted, you can display only these pages using the **[Show]** menu on the top.

[Inserts]

Displays only inserted sheets.

[Substitutions]

Displays only the sheets where a substitution is available on at least one side.

[Subsets]

Displays only sheets where stapling or binding is different from the rest of the job.

[Tabs]

Displays only sheets where tabs are available.

Selecting pages

The page selection feature is only available in the **[Show pages in job]** view.

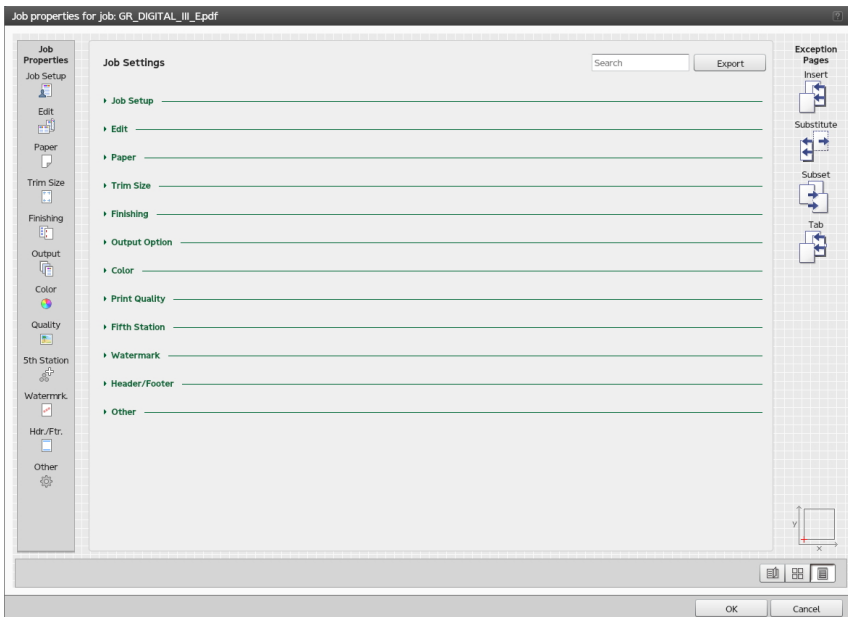
You can select a page by clicking it or entering the corresponding physical page number in the current page entry field.


Note

The **[Show pages in job]** view cannot be used when an item from the left column is not set or when a combination from the right column is selected.

Not set	Combination
<ul style="list-style-type: none"> Paper size Printing side 	<ul style="list-style-type: none"> [Custom layout] and [2-staple at center] [Booklet] and [Slip sheet] [Gathered booklet] and [Slip sheet] [Speed] and [Slip sheet] [Booklet] and [Fold face outside] [Gathered booklet] and [Fold face outside] Paper substitution[2-staple at center] [Fold face outside] and [2-staple at center] [Slip sheet] and [2-staple at center] [Normal] imposition and [Start new chapter] for a substitution and [2-staple at center]

[Show job settings] view



The **[Show job settings]** view  displays a text summary of the current job. It includes exceptions and links to edit the settings. It also lets you export the summary to an HTML file by pressing the **[Export]** button located in the upper right side of the **[Job Settings]** section. You can open and print the HTML file from outside the editor.

The settings are listed in a group in the **[Job Settings]** view, and you can toggle between the individual groups. If you need to change the settings already made, click a setting, which acts as a link to open the corresponding place in the user interface.

If one of the values turns red, this means that your printer does not support the current selection and you must change it to a valid one.

The **[Job Settings]** view displays the details of the current settings:

- **[Job Setup]**
- **[Edit]**
- **[Paper]**
- **[Trim Size]**
- **[Finishing]**
- **[Output Option]**
- **[Color]**
- **[Print Quality]**
- **[Fifth Station]**

Note

The **[Fifth Station]** settings are only available when a **[Fifth Station]** extension kit is installed.

- **[Watermark]**

- [Header/Footer]
- [Other]

Using the Paper Catalog

If a paper catalog exists on your device, you can toggle the paper switch to **[Paper catalog]** and select the paper from your catalog by name. If there is no **[Paper catalog]** on your device, the paper switch is not available and you can only select paper manually. For details about selecting paper manually, see [Changing the Paper Settings](#), p. 141.

★ Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Searching in the Paper Catalog

The **[Search]** function lets you find the paper in the catalog that matches the attributes you are looking for. You can search a paper based on the properties displayed either as a single keyword or as a string containing the keywords. The search is narrowed down as it matches all the properties for the paper.

Operator Control Panel

The operator control panel is a simplified version of the console that lets you do the most common tasks.

For example, you can:

- View printer status
- View paper status and change paper settings
- View and manage print jobs
- Clear paper jams
- Load printer presets

Printer Control Bar

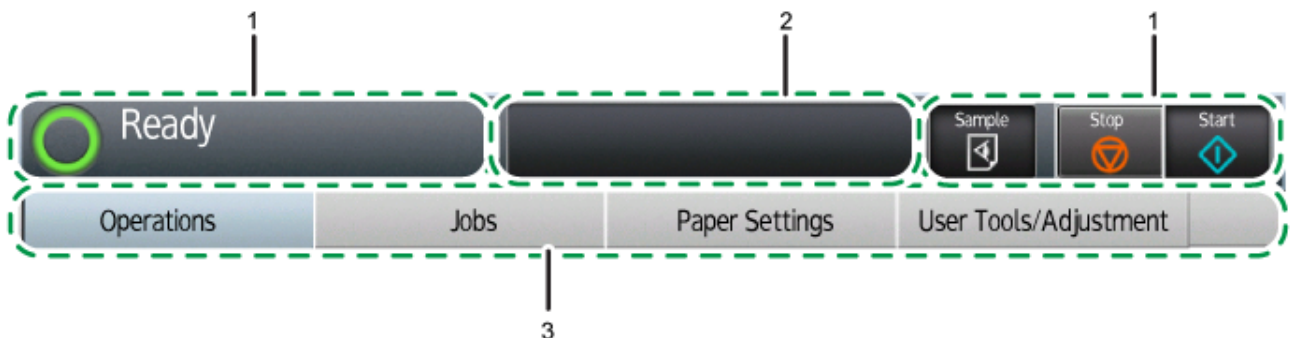
The printer control bar is at the top of the operator control panel and is always present, regardless of which hub is displayed.

The printer control bar includes three areas:

1. Printer status area
Shows message or warning icons.
2. Job status area
Shows what job is printing and the percent complete.
3. Navigation bar




The navigation bar shows the tabs that are available.




Figure 15. Printer Control Bar (Operator Control Panel)



1. Printer status
2. Job status
3. Navigation bar




The printer status section of the printer control bar displays the current state of the printer. Possible states are:

Icon	State and Description
 ("Ready")	<p>The printer is ready to print jobs. Before the printer can begin printing, it must be in the "Ready" state.</p> <p>The printer is in the "Ready" state when all of the following conditions are met:</p> <ul style="list-style-type: none"> • The printer and control unit are powered on and ready. • All supplies are loaded. • No errors are present. • The  ([Start]) button on the Control Bar has been selected.
 ("Printing")	<p>The printer is currently operating and printing a job.</p>

Icon	State and Description
 ("Not Ready")	<p>The printer has been stopped.</p> <p>If the printer changes to "Not Ready" during printing, the printer stops processing the job and stores the remaining data in the printer buffers.</p> <p>Selecting the [Stop] button on the Control Bar causes the printer to enter the "Not Ready" state.</p> <p>When normal operation is interrupted, the printer goes into a "Not Ready" state.</p> <p>When the printer detects an intervention condition, it places itself in the "Not Ready" state and displays a pop-up warning or error message.</p> <p>These intervention conditions cause a "Not Ready" status:</p> <ul style="list-style-type: none"> • The printer needs you to add or replace basic supplies. Some supplies (for example, staples), let you temporarily bypass this message and continue processing; other supplies (for example, black toner) require you to replace them immediately. • The printer needs basic service that involves paper handling or checking mechanical conditions. You must handle all messages of this type immediately. • The printer or control unit has a hardware problem, such as a paper jam or a component failure. You can postpone action for some messages of this type; others you must handle immediately. <p>In any of these conditions, processing stops so that you can attempt to correct the problem, or, if necessary, call for service. Some printed pages may be lost or damaged because of printer errors.</p>
 ("Error")	<p>The printer has encountered an error while printing.</p>
 ("Warming up")	<p>The printer has been turned on but it is not ready to print.</p>

The job status window on the printer control bar displays the job name and shows the progress of the job on the printer.

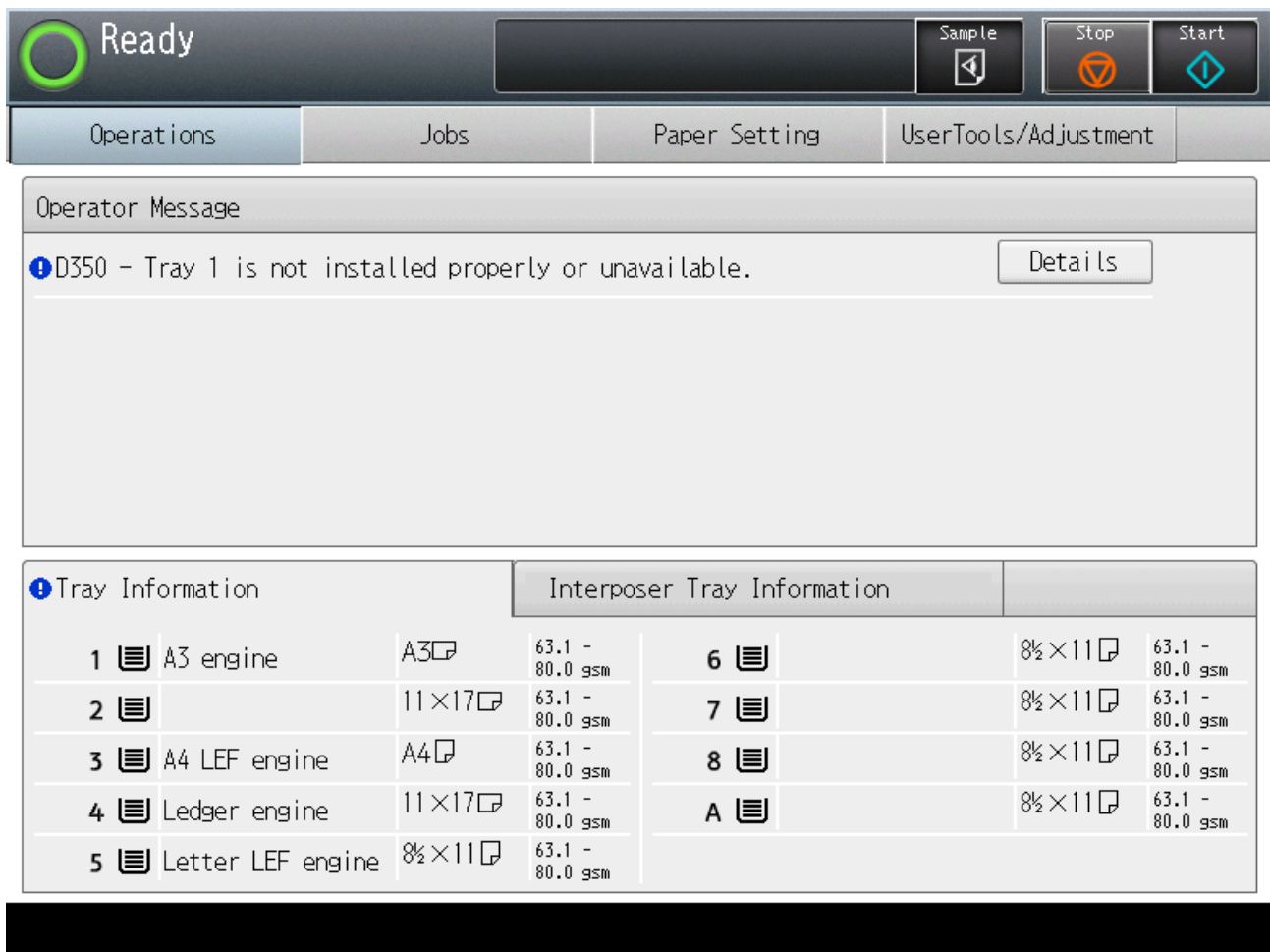
The printer control bar also includes these buttons:

Button	Description
 ([Sample])	Click this to print a copy of the page that is printing and output it to an available tray. You can see if the printed results are as expected even while printing.
 ([Start])	Click this to make the printer ready to print and to start printing if a job is available.
 ([Stop])	Click this to stop printing.

Operations Hub

The Operations hub on the operator control panel displays basic information about operating the printer.

Figure 16. Operations Hub (Operator Control Panel)



The screenshot shows the Operations Hub interface. At the top, a status bar displays "Ready" with a green circle icon. To the right are three buttons: "Sample" (with a printer icon), "Stop" (with a red stop icon), and "Start" (with a blue play icon). Below the status bar are four tabs: "Operations" (selected), "Jobs", "Paper Setting", and "UserTools/Adjustment".

The main content area is titled "Operator Message" and contains a message: "D350 - Tray 1 is not installed properly or unavailable." with a "Details" button to the right.

Below the message are two sections: "Tray Information" and "Interposer Tray Information".

Tray Information			Interposer Tray Information			
1	A3 engine	A3	63.1 - 80.0 gsm	6	8½×11	63.1 - 80.0 gsm
2		11×17	63.1 - 80.0 gsm	7	8½×11	63.1 - 80.0 gsm
3	A4 LEF engine	A4	63.1 - 80.0 gsm	8	8½×11	63.1 - 80.0 gsm
4	Ledger engine	11×17	63.1 - 80.0 gsm	A	8½×11	63.1 - 80.0 gsm
5	Letter LEF engine	8½×11	63.1 - 80.0 gsm			

The Operations hub contains these pods: Operator Message, Tray Information, and Interposer Tray Information.

Operator Message

The Operator Message pod displays information about the current state of the machine, such as hardware failures or paper jams.

The types of messages shown include:

- Error messages, which require an operator action. When you click a message in the list, the recovery information for the message displays.
- Warning messages, which might require intervention at some point, such as reloading toner or paper.
- Informational messages, which provide information about the status and configuration of the printer.

Tray Information

The Tray Information pod displays information about the paper loaded in the printer's input trays.

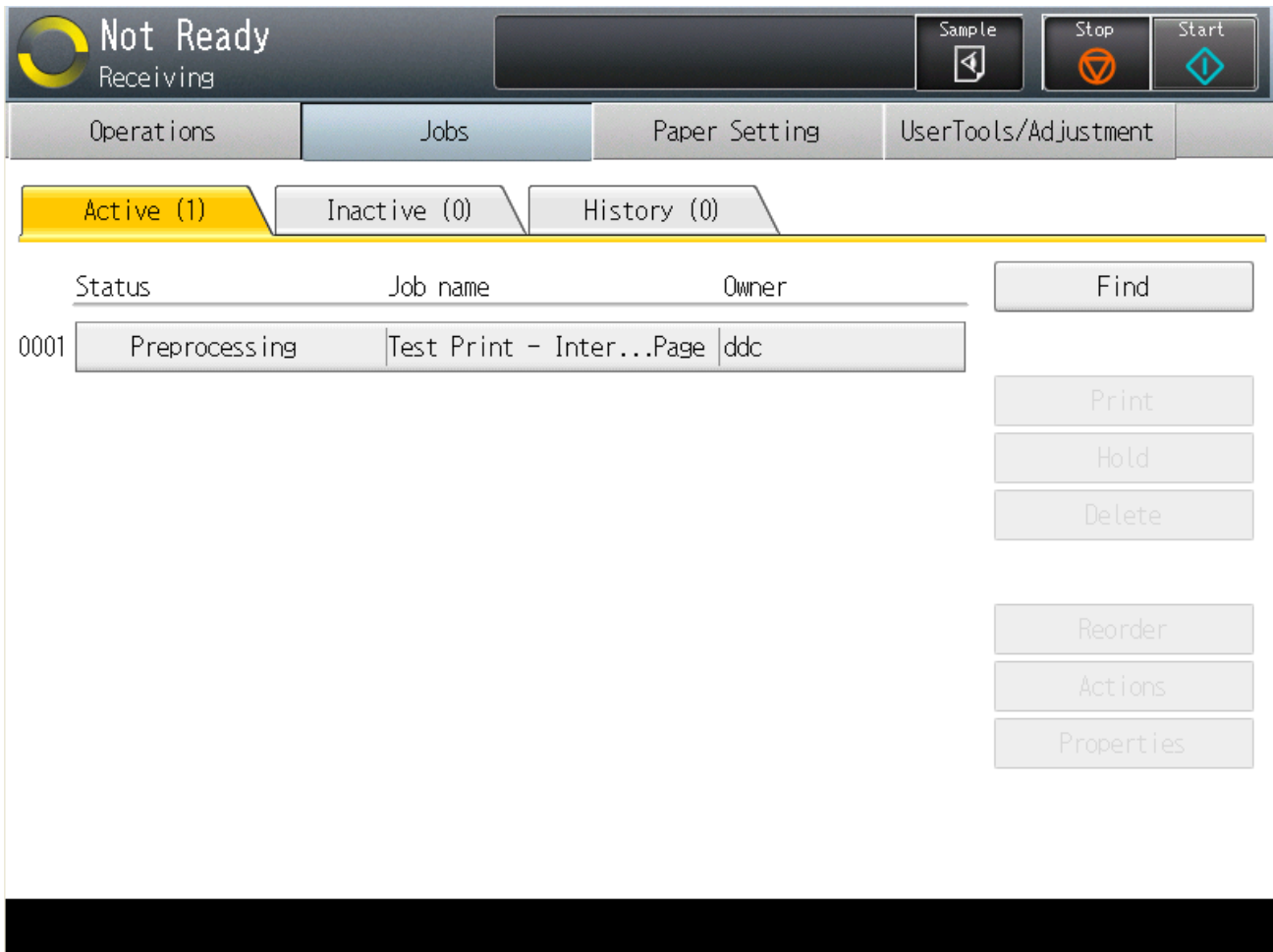
Interposer Tray Information

The Interposer Tray Information pod displays information about the paper in the printer's interposer trays.

Jobs Hub

The Jobs hub displays information about managing the jobs on the printer.

Figure 17. Jobs Hub (Operator Control Panel)



The Jobs hub contains these pods: Active ({0}), Inactive ({0}), and History ({0}). {0} in parentheses shows the number of jobs in the pod.

Active ({0})

The Active ({0}) pod displays information about print jobs in the Active state.

{0} in parentheses shows the number of jobs in the pod.

Inactive ({0})

The Inactive ({0}) pod displays information about jobs in the Held state.

{0} in parentheses shows the number of jobs in the pod.

History ({0})

The History ({0}) pod displays information about processed and deleted jobs in the Completed state and deleted jobs in the Discontinued state.

{0} in parentheses shows the number of jobs in the pod.

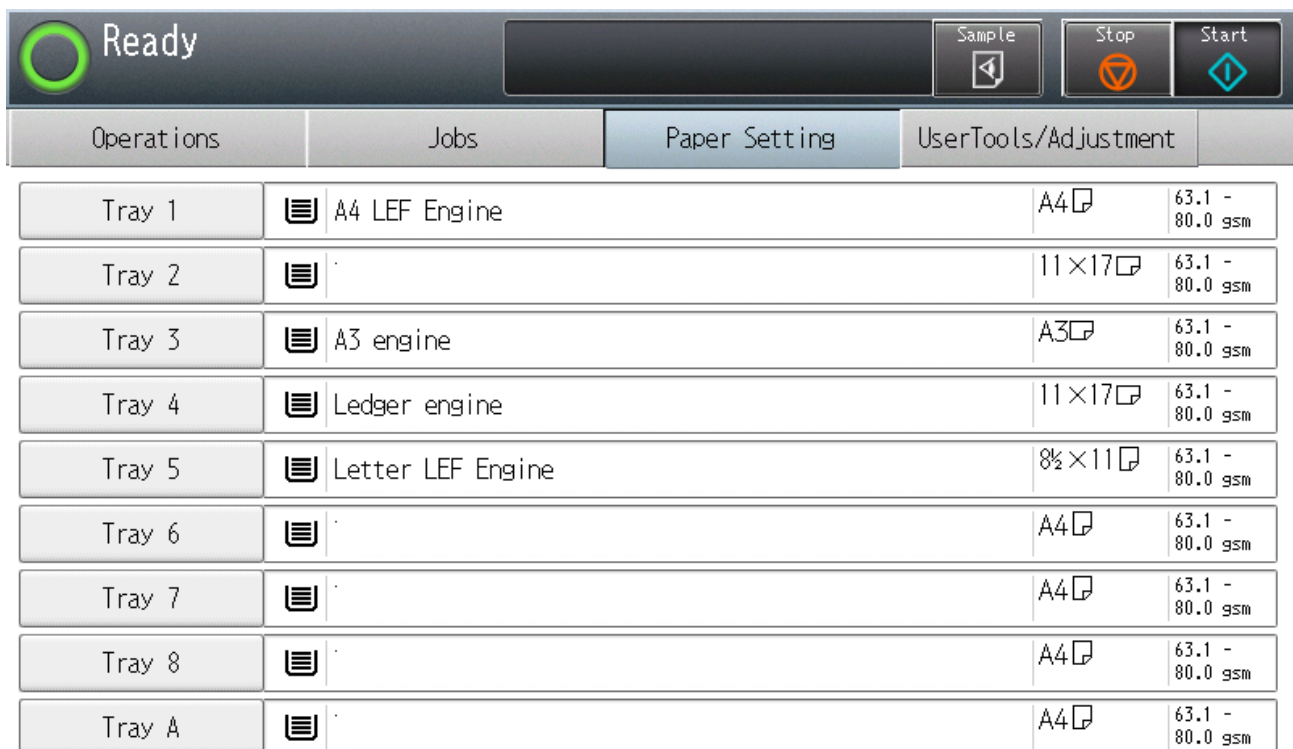
Note

IPDS jobs do not appear in the History ({0}) pod.

Paper Setting Hub

The Paper Setting hub on the operator control panel lists the characteristics of the paper that is currently defined for the printer.

Figure 18. Paper Setting Hub

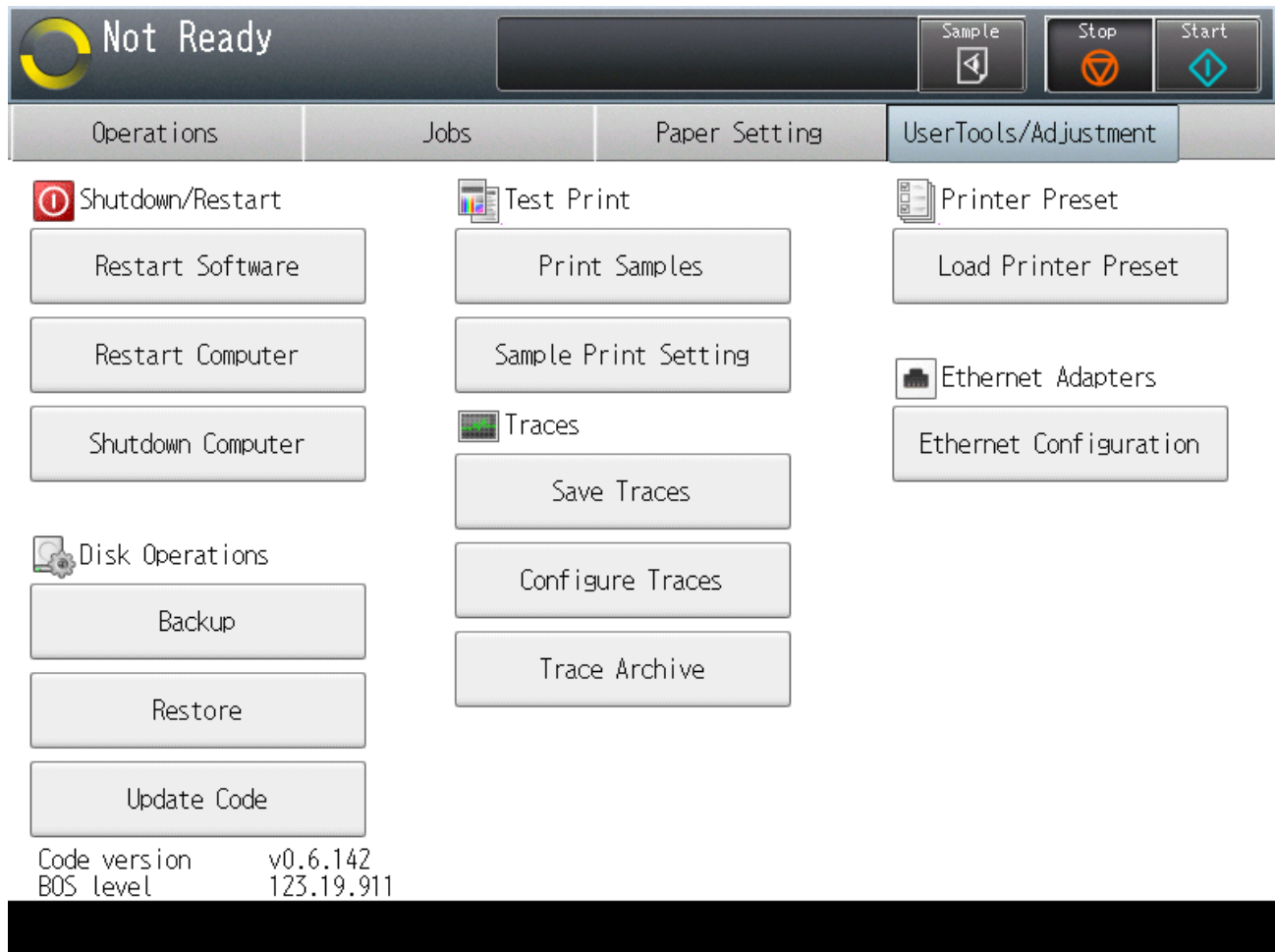


Tray	Engine	Paper Size	Weight
Tray 1	A4 LEF Engine	A4	63.1 - 80.0 gsm
Tray 2	.	11×17	63.1 - 80.0 gsm
Tray 3	A3 engine	A3	63.1 - 80.0 gsm
Tray 4	Ledger engine	11×17	63.1 - 80.0 gsm
Tray 5	Letter LEF Engine	8½×11	63.1 - 80.0 gsm
Tray 6	.	A4	63.1 - 80.0 gsm
Tray 7	.	A4	63.1 - 80.0 gsm
Tray 8	.	A4	63.1 - 80.0 gsm
Tray A	.	A4	63.1 - 80.0 gsm

UserTools/Adjustment Hub

The UserTools/Adjustment hub contains pods that are used to perform maintenance tasks, such as shutting down, restarting, backing up, and restoring TotalFlow Print Server

Figure 19. UserTools/Adjustment Hub



The UserTools/Adjustment hub contains these buttons:

- [Restart Software]
- [Restart Computer]
- [Shutdown Computer]
- [Backup]
- [Restore]
- [Update Code]
- [Print Samples]
- [Sample Print Setting]
- [Save Traces]
- [Configure Traces]
- [Trace Archive]
- [Load Printer Preset]
- [Ethernet Configuration]

Operator Call Light

The operator call light on top of the operator control panel shows the printer state.

Color	State
Solid red	"Not Ready" or "Error"
Blinking blue	"Receiving"
Solid blue	"Printing"

2. Trying Out TotalFlow Print Server Using Sample Files

- **Creating and Printing a Ring-Bound Book**
- **Creating and Printing a Stapled Booklet**
- **Printing Tickets**

In this chapter, sample files are used in practice examples so that you can better understand the functions and operations of TotalFlow Print Server.

Creating and Printing a Ring-Bound Book

This practice shows you how to create a ring-bound book from a sample file. You will configure a virtual printer to receive the job, create papers for printing covers and tabs, submit the job by copying the job file to a hot folder, specify ring binding, change the paper for the front and back covers, insert tabs between chapters, and print the job.

Operations:

- Enabling the **[Hot folders]** protocol
- Configuring a virtual printer
- Connecting from a remote system to a hot folder
- Creating papers
- Loading papers in input trays
- Submitting a job through a hot folder
- Changing the view of the **[Job Properties Editor]**
- Setting the printing sides for a job
- Changing the page size to fit the paper
- Specifying finishing options
- Specifying page substitutions
- Inserting tabs
- Releasing a held job to print

Prerequisites:

- Default size paper, cover paper, and tab stock must be loaded in the input trays of the physical printer.
- The printer must have a ring binder attached.

You will use the sample file `SAMPLE/SETUPGUIDE.pdf` on the TotalFlow Print Server CD-ROM.

1. Make sure that the **[Hot folders]** protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Create a virtual printer, or edit an existing one, to receive the job.
See [Copying a Virtual Printer, p. 85](#) or [Changing a Virtual Printer, p. 85](#) for instructions.
 1. Set **[Processing option]** to **[Hold]**.
You need to hold the job so that you can edit it.
 2. Under **[Job submission method]**, select **[Hot folders]**.

3. If you are working at a remote system, connect to the hot folder.

See [Submitting a Job from a Hot Folder on Windows, p. 118](#) or [Submitting a Print Job from a Hot Folder on Mac, p. 119](#) for instructions.

4. Create a paper for covers.

See [Adding New Paper to the Paper Catalog, p. 95](#) for instructions.

1. Set **[Size]** to **[Letter]** or **[A4]**, whichever is the default paper size for your printer.
2. Set **[Weight]** to **[Weight 5 (163.1–220.0 gsm)]**.

5. Create a paper for tabs.

1. Set **[Size]** to **[Letter]** or **[A4]**, whichever is the default paper size for your printer.
2. Set **[Weight]** to **[Weight 4 (105.1–163.0 gsm)]**.
3. Set **[Type]** to **[Tab stock]**.
4. Set **[Number of tabs]** to the number of tabs in a bank of tabs.

You create 5 tabs in this practice. If there are any tabs left over after the job is printed, they are ejected. For example, if you have a bank of 6 tabs, the 6th tab is ejected.

5. Set **[Tab width]** to **[2 inch]** (Letter) or **[55 mm]** (A4).
6. Set **[Tab printing method]** to **[Text on tab]**.

6. Load the new papers in input trays.


See [Loading Paper in an Input Tray, p. 96](#) for instructions.

7. Copy `SAMPLE/SETUPGUIDE.pdf` to the hot folder of the virtual printer that you configured in Step 2.

The hot folder is in the `Printer` folder and has the same name as the virtual printer, for example, `Printer/Hold`.

8. Select the job in the Inactive Jobs pod of the Operations hub or the Jobs hub and click , the edit icon.

The **[Job Properties Editor]** opens.

9. Click , the show pages in job icon.

This view lets you verify that you are selecting the right places to insert tabs.

10. Under **[Job Properties]**, click **[Edit]**.

1. Set **[Printing side]** to **[Both sides (2 sided)]**.
2. If your printer default paper is Letter size, set **[Reduce/Enlarge]** to **[Fit to print size]**.


The sample file is formatted for A4 paper.

11. Under **[Job Properties]**, click **[Finishing]**, then set **[Staple/Bind]** to **[Ring binding]**.
12. Under **[Exception Pages]**, click **[Substitute]**.
13. In the **[New Substitution]** dialog, set **[Pages]** to **[First two pages (Front cover)]**.
14. Click **[Paper catalog]** and set **[Name]** to the name of the cover paper.
15. Click **[Add]**.

16. Repeat Steps 12 through 14 for **[Last two pages (Back cover)]**.
17. Under **[Exception Pages]**, click **[Tab]**.
18. In the **[New Tab]** dialog, find **[Position]**. Select **[Before destination page]** and type 61 in the entry field.
19. In **[Line 1]** under **[Text string]**, type Appendix.
20. In **[Paper]**, select the new tab paper that you created.
21. Click **[Add]**.
22. Repeat Steps 17 through 21 for each of the following tabs:

Destination Page	Text
61	Appendix
57	Chapter 4
23	Chapter 3
19	Chapter 2
11	Chapter 1

You are adding tabs from back to front because each new tab causes the following pages to be renumbered in the **[Job Properties Editor]**. (The page numbers in the page images do not change.)

23. Click **[OK]** to close the **[Job Properties Editor]**.
24. Verify that the job is still selected in the Inactive Jobs pod. Click , the print icon.

Creating and Printing a Stapled Booklet

This practice shows how to create a stapled booklet from a sample file. You will submit the job by copying the job file to a hot folder, fit the booklet to the paper size, lay out the booklet, specify stapling, and print the job.

Operations:

- Submitting a job through a hot folder
- Changing the view of the **[Job Properties Editor]**
- Setting the printing sides for a job
- Changing the page size to fit the paper
- Specifying layout options
- Releasing a held job to print

Prerequisites:

- Default size paper must be loaded in the input trays of the physical printer.
- The printer must have a folding unit and a finisher that supports stapling attached. If you do not have these options, you can do everything except specifying the finishing properties.


You will use the same hot folder that you set up in [Creating and Printing a Ring-Bound Book, p. 67](#) and the same sample file, `SAMPLE/SETUPGUIDE.pdf`.

1. Copy `SAMPLE/SETUPGUIDE.pdf` to the hot folder.

The hot folder is in the `Printer` folder and has the same name as the virtual printer, for example, `Printer/Hotd`.

2. Select the job in the Inactive Jobs pod of the Operations hub or the Jobs hub and click , the edit icon.

The **[Job Properties Editor]** opens.

3. Click , the show pages in job icon.

This view lets you verify the page order of the finished job.

4. Under **[Job Properties]**, click **[Edit]**.

1. Set **[Printing side]** to **[Both sides (2 sided)]**.
2. Set **[Reduce/Enlarge]** to **[Reduce to fit]**.
3. Set **[Number of pages]** to **[2]**.
4. Set **[Imposition]** to **[Booklet]**.


 **Note**

The page images in the Job Preview pod will show a question mark. This is normal because previewing is not supported for booklet jobs.

5. Under **[Job Properties]**, click **[Finishing]** and set **[Staple/Bind]** to **[2-staple at center]**. As a result, these properties are set automatically:

- **[Fold type]** is set to **[Half fold]**.
- **[Fold sheets together]** is selected.

6. Click **[OK]** to close the **[Job Properties Editor]**.

7. Verify that the job is still selected in the Inactive Jobs pod. Click , the print icon.

Printing Tickets

This practice shows how to print multiple tickets on one sheet of paper, using the fifth station to cover the tickets with clear toner.

Operations:

- Creating a paper
- Loading paper in an input tray
- Submitting a job through a hot folder
- Setting the orientation for a job
- Setting the printing sides for a job
- Specifying fifth station printing options

- Releasing a held job to print

Prerequisite: The printer must have the fifth station extension kit installed, with clear toner.

You will use the same hot folder that you set up in [Creating and Printing a Ring-Bound Book, p. 67](#). You will use the sample file SAMPLE/TICKETS.pdf. This file already shows multiple images of the ticket on one sheet, with crop marks, so you do not have to define the **[Imposition]** or **[Trim Size]** values.

Note

When you preview the sample file in the Job Preview pod, view it using Adobe Reader, or print it on a printer that does not have the fifth station extension kit, the spot color appears in magenta.

1. Create a paper for tickets.

See [Adding New Paper to the Paper Catalog, p. 95](#) for instructions.

1. Set **[Size]** to **[SRA3 (320 x 450 mm)]**.
2. Set **[Weight]** to **[Weight 5 (163.1–220.0 gsm)]**.

2. Load the new paper in an input tray.

See [Loading Paper in an Input Tray, p. 96](#) for instructions.

3. Copy SAMPLE/TICKETS.pdf to the hot folder.

The hot folder is in the Printer folder and has the same name as the virtual printer, for example, Printer/Hold.

4. Select the job in the Inactive Jobs pod of the Operations hub or the Jobs hub and click , the edit icon.

The **[Job Properties Editor]** opens.

5. Under **[Job Properties]**, click **[Edit]**.

1. Set **[Orientation]** to **[Landscape]**.
2. Set **[Printing side]** to **[Front side (1 sided)]**.

6. Click **[Paper]**, then **[Paper catalog]** and set **[Name]** to the name of the ticket paper.


7. Click **[5th Station]** and set **[Processing target]** to **[Named spot color]**.

[Special effect toner] has already been automatically set to **[Clear]**.

These things happen automatically:

- **[Spot color name]** is set to **[Clear]**.
- **[Spot color priority]** is set to **[Named spot color]**.
- The spot color named **[Clear]** changes from the alternate color (magenta) to clear in the job preview.

8. Click **[OK]** to close the **[Job Properties Editor]**.

9. Verify that the job is still selected in the Inactive Jobs pod. Click , the print icon.

3. Working with the Console

- Logging Into and Out of TotalFlow Print Server
- Setting the Language of the Console
- Setting User Preferences
- Working with Shortcut Buttons
- Customizing the Current Settings Pod
- Customizing the Operations Hub and the Jobs Hub
- Changing the View of a Pod
- Searching for Objects in a Pod

The console provides a highly functional user interface that can be accessed either locally or through a remote computer.

You can customize the console to suit your needs.

Logging Into and Out of TotalFlow Print Server

To use the TotalFlow Print Server console, you must be logged in.

Before using the remote console from Internet Explorer 10 or 11, add TotalFlow Print Server to the list of trusted servers. Click the Settings icon, then **[Internet Options]**, then **[Security]**, then **[Trusted Sites]**, then **[Sites]**. Type `http://hostname`, where *hostname* is the host name or IP address of TotalFlow Print Server, and click **[Add]**.

Note

If **[Authentication required for local console]** is set to **[No]**, the user specified in **[Default local console user]** is automatically logged into the local console when TotalFlow Print Server starts or when another user logs out. By default, this user is **[Administrator]**.

To log in:

1. Do one of these:
 - To use the local console, attach a keyboard and monitor to TotalFlow Print Server.
 - To use the remote console, open a Web browser and go to `http://hostname`. *hostname* is the host name or IP address of TotalFlow Print Server.

Note

See the *Setup Guide* for supported browsers and operating systems.

2. In the **[User ID]** field, select your user ID.
3. In the **[Password:]** field, type your password.
4. Click **[Login]**.
5. To log out of TotalFlow Print Server:
 - On the remote console or on the local console if you are not the default user, click on your user ID in the printer control bar and select **[Logout]**.
 - If you are the default user of the local console, you cannot log out, but you can switch user IDs. Click on your user ID in the printer control bar and select **[Login]**, then log in as a different user.

Setting the Language of the Console

You can set different languages for the local console, for each remote console, and for different users.

Language settings are used in this order:

Local Console	Remote Console
<ol style="list-style-type: none"> 1. The language specified in the individual user's preferences 2. The language of the local console 	<ol style="list-style-type: none"> 1. The language of the Web browser 2. The language of the local console

3

Setting the Display Language for the Local Console

Administrators and service users can change the default display language of the local console. This language is used in the local console when the current user has not set a different preference. It is also used in the remote console when the Web browser is set to a language that TotalFlow Print Server does not support.

↓ Note

This task can be done only at the local console.

To change the display language:

1. On the Configuration hub, click the Printer tab, then click the Basic pod.
2. In **[Language]**, select the language that you want to use and click **[OK]**.

Setting the Display Language for the Remote Console

Each remote console uses the language of the Web browser, if it is available.

TotalFlow Print Server is available in English, Japanese, Dutch, French, German, Italian, and Spanish. If the browser is set to any of these languages, the remote console uses that language. If the browser is set to a regional version of any of these languages, the remote console uses the basic version of the language. For example, if the browser language is French/Canada, the remote console uses French.

If the browser is set to a language that TotalFlow Print Server does not support, the remote console uses the language of the local console.

Setting the Display Language for the Current User

Each user can set a display language. This language is always used for that user in the local console. It is not used in the remote console.

To change the language in your user preferences:

1. Click your user ID in the printer control bar and select **[User Preferences]**.

2. In the **[Display language]** field, select a language.
Select **[Default]** to use the display language of the local console.
3. Click **[OK]**.

Setting User Preferences

The User Preferences dialog lets you set display preferences that apply to the whole console whenever you log in.

Setting the Icon and Text Size for the Current User

3

Each user can specify the size of text and icons in the console. This setting affects only that user. It must be set separately for the local and remote console.

To change the icon and text size in your user preferences:

1. Click your user ID in the printer control bar and select **[User Preferences]**.
2. Select a value in one of these fields:
 - On the local console, **[Button size]**. This setting affects only the local console.
 - On the remote console, **[Remote console button size]**. This setting affects only the remote console.
3. Click **[OK]**.

Hiding or Showing Inline Help for the Current User

Each user can specify whether to show inline help text at the top of pods in the console. This setting affects only that user.

You might want to hide inline help if your screen resolution is low, making the inline help hard to read.

These screen captures show the same pod with and without inline help:

Figure 20. Basic Pod with Inline Help

The screenshot shows a dialog box titled "Date/Time" with a help icon in the top right corner. A green dashed border highlights the top section containing an icon of a calendar and clock, followed by the text: "Set the time on the printer or identify the method that the printer should utilize to obtain the current time on every startup." Below this, the dialog has three rows of controls: "Date and time" with a date field (05/05/2016), hour (1), minute (54), and second (19) spinners, and AM/PM radio buttons; "Time zone" with a dropdown menu showing "America" and a sub-menu showing "Denver"; and "Time source" with a dropdown menu showing "Manual". At the bottom right are "OK" and "Cancel" buttons.

Figure 21. Basic Pod without Inline Help

The screenshot shows the same "Date/Time" dialog box, but without the inline help text. The controls are identical to Figure 20: "Date and time" (05/05/2016, 1:55:45 PM), "Time zone" (America, Denver), and "Time source" (Manual). The "OK" and "Cancel" buttons are at the bottom right.

Note

This task can be done only at the remote console. It sets user preferences for both the local and remote consoles.

To hide or show inline help:

1. Click your user ID in the printer control bar and select **[User Preferences]**.
2. Select a value in the **[Show inline help]** field:
 - Select **[Yes]** to show the inline help.
 - Select **[No]** to hide the inline help.
3. Click **[OK]**.

Working with Shortcut Buttons

You can use the Shortcut Buttons pod to specify how and what shortcut buttons to include in the console.




Use the **[View]** menu to add and remove buttons and to change how the shortcut buttons look (for example, as an icon, as text, or as an icon with text).

The defaults for the shortcut buttons can be reset from the Shortcut Buttons pod.

Adding Shortcut Buttons

You can add buttons for shortcuts to the Operations or Jobs hub with the Shortcut Buttons pod.




To add buttons for shortcuts:

1. From either the Operations or Jobs hub, find the Shortcut Buttons pod.
2. Click the **[View]** menu on the title bar.
3. Click **[Choose Buttons...]** to open the dialog to add shortcut buttons.
4. Scroll the list of available buttons and select the buttons you want to include in the Shortcut Buttons pod.
5. Click , the right arrow icon, to add the buttons to the list of selected buttons.
6. You can also click , the up arrow icon, or , the down arrow icon, to move the buttons up or down in the list.
7. Click **[OK]**.

Removing Shortcut Buttons

You can remove buttons for shortcuts from the Shortcut Buttons pod.

To remove buttons for shortcuts:

1. From either the Operations or Jobs hub, find the Shortcut Buttons pod.
2. Click the **[View]** menu on the title bar.
3. Click **[Choose Buttons...]** to open the dialog to remove shortcut buttons.
4. Scroll the list of selected buttons and select the buttons you want to remove from the Shortcut Buttons pod.
5. Click , the left arrow icon, to remove the buttons from the list of selected buttons.
6. You can also click , the up arrow icon, or , the down arrow icon, to move the remaining buttons up or down in the list.
7. Click **[OK]**.

Changing How Shortcut Buttons Display

You can change how the buttons for shortcuts display on the Operations or Jobs hub with the Shortcut Buttons pod.

To change how the shortcut buttons display:

1. From either the Operations or Jobs hub, find the Shortcut Buttons pod.
2. Click the **[View]** menu on the title bar.
3. From the top of the menu, select one of these to change the way the buttons display:
 - **[Icon]**: Only the icon displays.
 - **[Icon and Text]**: The icon with text displays.
 - **[Text]**: Only the text displays.
4. Click **[OK]**.

Resetting Shortcut Buttons Defaults



You can reset the defaults for the Shortcut Buttons pod.

To reset the Shortcut Buttons defaults:

1. From either the Operations or Jobs hub, find the Shortcut Buttons pod.
2. Click the **[View]** menu on the title bar.
3. Click **[Reset Defaults]** and then click **[OK]**.

Customizing the Current Settings Pod

The Current Settings pod is available on either the Operations or Jobs hub. You can customize this pod to show the editors of the functions that you change most often.




Editors allow you to change parameters for the printer and print jobs. When you add an editor  , the edit icon, is added to the pod. Click  , the edit icon, to open the editor.

Adding Current Settings Editors

You can add editors to the Current Settings pod as you need them.

To add Current Settings editors:




1. From either the Operations or the Jobs hub, find the Current Settings pod.
2. On the title bar, click **View** → **Choose Editors...** .
3. Scroll the **[Available Editors]** list and select the items to include in the Current Settings pod.

4. Click , the right arrow icon, to add items to the **[Selected Editors]** list.
5. Click the , the up arrow icon, or , the down arrow icon, to move items up or down in the list.
6. Click **[OK]**.

Removing Current Settings Editors

You can remove editors from the Current Settings pod when you no longer use them.

To remove Current Settings editors:

1. From either the Operations or the Jobs hub, find the Current Settings pod.
2. Click the **[View]** menu on the title bar.
3. Click **[Choose Editors...]** to open the dialog to remove editors.
4. Scroll the **[Selected Editors]** list and select the buttons you want to remove from the Current Settings pod.
5. Click , the left arrow icon, to remove the editors from the **[Selected Editors]** list.
6. You can also click the , the up arrow icon, or , the down arrow icon, to move the remaining buttons up or down in the list.
7. Click **[OK]**.

Resetting Current Settings Defaults

You can reset the defaults for the Current Settings pod.

To reset the defaults for the Current Settings editors:

1. From either the Operations or the Jobs hub, find the Current Settings pod.
2. Click **View** → **Reset Defaults** on the title bar.
3. In the dialog that opens, click **[OK]**.

Customizing the Operations Hub and the Jobs Hub

You can change the Operations hub and the Jobs hub to display the information you need in the way that works best for you.

When you click the Operations hub or the Jobs hub, a white arrow appears on the tab.

When you click the white arrow, a menu opens with these options:

- **[Add Pods]** lets you add available pods to the selected hub.
- **[Reset Defaults]** restores the selected hub to its default layout.

Changing the View of a Pod


Some pods have **[View]** in the title bar. It allows you to switch between different views and modify what information is displayed in the pod.

Different view options are available for different pods.


To change what information is displayed in a pod and how that information is displayed:

1. Click **[View]**.
2. Use options such as **[Choose Details...]** to select what information is displayed in the pod.
3. Select the view, such as **[Grid]**, that you want.
4. Use options such as **[Group by]** and **[Sort by]** to arrange the information in the pod.
5. Click Jobs to switch which jobs list is displayed in the selected tab.
6. Click **[Reset Defaults]** to override the settings of the selected pod and restore them to default values.

Searching for Objects in a Pod

Some pods have a search icon () in the title bar. You can search these pods for objects, such as jobs or papers, with specific properties.

To search for objects in a pod:

1. Click , the search icon.
A search area opens.
2. Specify the search conditions:
 - To search for a single text string included in the value of either one property or any property:
 1. Select the property that you want to search for in the drop-down list. For example, to search for all jobs owned by a certain user, select **[User ID]**. To search all properties, select **[Any column]**.
 2. Type the text that you want to search for in the entry field. The search is not case-sensitive.
 - To search for more than one value, for an exact match, or for values that do not contain a certain text string:
 1. Click **[Advanced]**.
 2. Select the property that you want to search for in the drop-down list.
 3. Select the type of match:

[contains]

The value includes the search string. For example, `smith` matches `smith`, `Smith`, `SMITH`, and `JoeSmith`.

[is]

The value exactly matches the search string (except for case). For example, `smith` matches `smith`, `Smith`, and `SMITH`, but not `JoeSmith`.

[does not contain]

The value does not include the search string. For example, `smith` matches `jones` and `lee`, but not `SMITH` or `JoeSmith`. This option is not available for **[Any column]**.

[is not]

The value does not exactly match the search string (except for case). For example, `smith` matches `JoeSmith`, `jones`, and `lee`, but not `smith`, `SMITH` or `Smith`. This option is not available for **[Any column]**.

4. Type the text that you want to search for in the entry field.
5. To add another search condition, click the plus sign.
6. To remove a search condition, click the minus sign.
7. Select one of these values:
 - To find all objects that match any search condition, select **[Any]**. For example, if your search conditions are “Job type is PDF” and “User ID is JoeSmith”, you find all PDF jobs owned by any user and all jobs of any type owned by Joe Smith.
 - To find all objects that match all search conditions, select **[All]**. For example, if your search conditions are “Job type is PDF” and “User name is JoeSmith”, you find all PDF jobs owned by Joe Smith.
3. To end the search and display all objects in the pod, click **[Close]**.

4. Configuring

- Viewing and Updating TotalFlow Print Server Settings
- Setting the Date and Time
- Configuring Sample Printing
- Working with Virtual Printers
- Setting Printer Defaults for Job Properties
- Working with Network Services Printer Protocols
- Working with Ethernet Adapter Cards
- Accessing TotalFlow Print Server Remotely
- Working with the Paper Catalog
- Working with Input, Interposer, and Output Trays
- Working with Extended Features
- Working with Printer Presets
- Working with Fonts
- Working with Color Management

Use these procedures to configure TotalFlow Print Server.

4

Viewing and Updating TotalFlow Print Server Settings

The settings determine the options that TotalFlow Print Server uses.

↓ Note

You cannot change some settings when the printer status is **[Ready]**.

To view or change settings:

1. On the Configuration hub, click the appropriate tab.
Most settings are on the Printer tab. Some are on the Color Management tab or the Security tab.
2. Find and click on the appropriate pod.
For example, click the Basic pod to change whether to reprint unfinished pages. You see a dialog that lets you change the settings in the pod.
3. Select new values for the settings that you want to change.
4. Depending on the pod, click **[OK]** or **[Close]**.

Setting the Date and Time

The local date and time for the control unit can be set manually or automatically using a time server. The default for setting the date and time is **[Manual]**.

↓ Note

You cannot change the date and time when the printer status is **[Ready]**.

Manually Setting the Date and Time

Use the Date/Time pod to manually set the date and time for TotalFlow Print Server.

To manually set the local date and time:

1. On the Configuration hub, click the Printer tab and find the Date/Time pod.
2. Fill in the appropriate fields.
3. Click **[OK]**.

Automatically Setting the Date and Time


The date and time can be set automatically by using any accessible network server or by specifying a server.

To automatically set the date and time:

1. On the Configuration hub, click the Printer tab and find the Date/Time pod.
2. Select either **[Any network server]** or **[Specific network server]** from the **[Time source]** list.
3. For **[Specific network server]**, enter the **[Time server name]** and select the **[Time server type]**.
4. Click **[OK]**.

Configuring Sample Printing

You can configure the printer to allow, limit, or disable printing sample pages of printing jobs.

1. On the Configuration hub, click the Printer tab and find the Basic pod.
2. Select one of these values from the **[Print sample]** list:
 - To disable sample printing, select **[Disabled]**.
 - To allow operators to print a single sample page or a single collated copy of the current job, select **[Manual]**.
 - To print an entire copy of the current job, select **[Sample collated copy(when possible)]**. (If the job is not collated, only a single sheet is printed. Single-copy jobs are not collated.)
 - To print a single sheet of the current job, clear **[Sample collated copy(when possible)]**
 - To allow operators to print sample sheets or copies at intervals, select **[Periodically]**.
 1. Select or clear the **[Sample collated copy(when possible)]** check box.
 2. Select or clear the **[Repeat samples only during current job]** check box.
 - To stop sample printing at the end of the current job, select this check box.
 - To continue sample printing until the operator clicks , the Sample button, clear this check box.
3. Enter the number of sheets to print between samples in **[Frequency]**.
3. Click **[OK]**.

Working with Virtual Printers


Users submit jobs to virtual printers to start processing. You can change existing virtual printers, add new virtual printers, or delete virtual printers.

Every virtual printer has a hot folder associated with it. Hot folders are the most common method of submitting jobs.

Copying a Virtual Printer

To create a virtual printer, you must use an existing virtual printer as a template. You can create up to 250 virtual printers.

To copy a virtual printer:

1. On the Configuration hub, click the Network tab and find the Virtual Printers pod.
2. Click the name of the virtual printer to use as a template and click , the add icon.
3. Specify a unique name for the virtual printer and select the correct options for it.

For information, see the field help.

Note


The **[WSD]** and **[AppleTalk]** job submission methods can be enabled for only one virtual printer at a time. **[Raw port]** can be enabled for several virtual printers, but each one must use a different port number.

4. Click **[OK]**.

Changing a Virtual Printer

You can change an existing virtual printer so that you can use it for a different job or if the requirement for an existing job changes.

To change a virtual printer:

1. On the Configuration hub, click the Network tab and find the Virtual Printers pod.
2. Click the name of the virtual printer to change and click , edit icon.
3. Update the options as needed.

For information, see the field help.

Note


The **[WSD]** and **[AppleTalk]** job submission methods can be enabled for only one virtual printer at a time. **[Raw port]** can be enabled for several virtual printers, but each one must use a different port number.

4. Click **[OK]**.

Deleting a Virtual Printer

You can delete an existing virtual printer when you no longer need to use it.

To delete a virtual printer:

1. On the Configuration hub, click the Network tab and find the Virtual Printers pod.
2. Click the name of the virtual printer to delete, then click , the delete icon.
3. Click **[Yes]** to confirm the action.




Setting Virtual Printer Defaults and Overrides for Job Properties

4

You can associate default and override values for job properties with a virtual printer.

When the virtual printer receives a job, the job uses the virtual printer defaults for properties that do not have a value. It uses the virtual printer overrides for all job properties instead of the values in the job ticket.

To set virtual printer defaults and overrides for job properties:

1. On the Configuration hub, click the Network tab and find the Virtual Printers pod.
2. Click the name of the virtual printer to change and click , the edit icon.
3. Click **[Job Properties]** to open the **[Job Properties Editor]**.
4. Enter or select values for any properties that you want to set.
For information about job properties, see the field help.
5. For each property that you set, click the stack icon to mark the value as a default or an override. The stack icon toggles between default and override images.
 - , the stack with the gold paper at the bottom, means that the value is a default.
 - , the stack with the gold paper at the top, means that the value is an override.
6. Click **[OK]**.

Setting Printer Defaults for Job Properties

You can associate default values for job properties with the printer. The printer uses these values for properties that are not set in any other way.

To set printer defaults for job properties:

1. On the Configuration hub, click the Data Stream tab and find the Basic pod.
2. Click the Basic pod to open it for editing.
3. Click **[Job Properties]** to open the Job Properties editor.
4. Click **[OK]**.

Working with Network Services Printer Protocols


A protocol is a set of rules controlling the communication and transfer of data between the host system and a printer in a network.

When a protocol is enabled, jobs can be sent to the printer using that protocol.

Enabling Protocols

Use the Network Services pod to enable a network protocol.

To enable a network protocol:


1. On the Configuration hub, click the Network tab and find the Network Services pod.
2. Select the name of the protocol to enable and click  , the edit icon, to edit it.
3. In the **[State]** field, select **[Enabled]**.
4. Select the correct options for the protocol.
For information, see the field help.
5. Click **[OK]**

4

Disabling Protocols

Use the Network Services pod to disable a network protocol.


To disable a network protocol for the printer:


1. On the Configuration hub, click the Network tab and find the Network Services pod.
2. Select the name of the protocol to disable and click  , the edit icon, to edit it.
3. In the **[State]** field, select **[Disabled]**.
4. Click **[OK]**

Defining a JMF Device ID

If you submit jobs using a method that uses a JMF device ID to identify TotalFlow Print Server, you must define the device ID.

To define a JMF device ID:

1. On the Configuration hub, click the Network tab and find the Network Services pod.
2. Select **[JMF]** and click  , the edit icon, to edit it.
3. In the **[State]** field, select **[Disabled]** and click **[OK]**.

4. Click , the edit icon, again.
5. In the **[Device ID]** field, type a device ID.
This device ID must be unique in the network.
6. In the **[State]** field, select **[Enabled]**.
7. Click **[OK]**

Working with Ethernet Adapter Cards


Ethernet adapter cards allow TotalFlow Print Server to receive data from a host or network. One or two Ethernet adapter cards are installed in TotalFlow Print Server.

4

Changing Configuration Values for Ethernet Adapter Cards

A user with service or administrator access can configure and enable an Ethernet card from the Ethernet Adapters pod on the Network tab of the Configuration hub.


To change the configuration values for an Ethernet adapter card:

1. On the Configuration hub, click the Network tab and find the Ethernet Adapters pod.
2. Scroll down the list of installed Ethernet adapter cards and select the one to change.
3. Click , the edit icon, to open the Ethernet card for editing.
4. Select the correct values for the Ethernet card.
For information, see the field help.
5. Click **[OK]**.

Checking the LAN Status of an Ethernet Card

You can check whether and how fast an Ethernet card is sending and receiving information over the LAN.

To check the LAN status of an Ethernet card:

1. On the Configuration hub, click the Network tab and find the Ethernet Adapters pod.
2. Scroll down the list of installed Ethernet adapter cards and select the one to check.
3. Click , the edit icon, to open the Ethernet card dialog.
4. Click **[LAN Status]**.

Accessing TotalFlow Print Server Remotely

Users can access TotalFlow Print Server from remote computers using a variety of methods. The method you choose is based on the task you are trying to do.

TotalFlow Print Server allows these types of remote access:

Simple Network Management Protocol (SNMP)

Lets other programs on the network communicate and interact with TotalFlow Print Server.

E-mail

Lets users receive notifications about events in TotalFlow Print Server or the printer. Traces and files can also be sent from TotalFlow Print Server through e-mail.

Remote Console


Lets users access the console over the network using a Web browser.

Setting Up SNMP Access

4

SNMP lets operators on remote computers view printer status, receive notification of printer error conditions, and control certain printer actions.

To set up SNMP access:



1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Select the correct SNMP options for your installation.
For information, see the field help
4. Click **[Show Log]** to view status for SNMP.
5. Click **[OK]**.

Adding or Copying an SNMP Trap Host

Use the Remote Access pod to add an SNMP trap host.

A trap host is a system that is notified via the SNMP protocol when asynchronous conditions exist on the control unit.



To add an SNMP trap host:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Trap hosts section.
4. If you want to copy an existing trap host, select that trap host.
5. Click , the add icon, and enter the IP address for a new trap host.
6. Click **[OK]**.

Editing an SNMP Trap Host

Use the Remote Access pod to edit an SNMP trap host.



To edit an SNMP trap host:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Trap hosts section.
4. Click the IP address to edit and click , the edit icon.
5. Change the IP address for the trap host.
6. Click **[OK]**.

Deleting an SNMP Trap Host

Use the Remote Access pod to delete an SNMP trap host.



To delete an SNMP trap host:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Trap hosts section.
4. Click the IP address to delete and click , the delete icon.
5. Click **[OK]**.

Adding or Copying an SNMP Community

SNMP version 2 supports community-based security, while SNMP version 3 supports user-based security. Use the Remote Access pod to add an SNMP community.



To add an SNMP community:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Communities section.
4. If you want to copy an existing community, select that community.
5. Click , the add icon, and enter the **[Name]** for a new community.
6. Select the appropriate **[Access]**.
7. Click **[OK]**.

Editing an SNMP Community

Use the Remote Access pod to edit an SNMP community.



To edit an SNMP community:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Communities section.
4. Click the community to edit and click , the edit icon.
5. Change the **[Name]** or **[Access]** for the community.
6. Click **[OK]**.

Deleting an SNMP Community

Use the Remote Access pod to delete an SNMP community.



To delete an SNMP community:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Communities section.
4. Click the community to delete and click , the delete icon.
5. Click **[OK]**.

Adding or Copying an SNMP User

SNMP version 2 supports community-based security, while SNMP version 3 supports user-based security. Use the Remote Access pod to add an SNMP user.



To add an SNMP user:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click , the edit icon.
3. Find the Users section.
4. If you want to copy an existing user, select that user.
5. Click , the add icon, and enter the **[Name]** for a new user.
6. Select the appropriate **[Access]**.
7. Click **[OK]**.

Editing an SNMP User

Use the Remote Access pod to edit an SNMP user.

To edit an SNMP user:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click  , the edit icon.
3. Find the Users section.
4. Click the user to edit and click  , the edit icon.
5. Change the **[Name]** or **[Access]** for the user.
6. Click **[OK]**.

4

Deleting an SNMP User

Use the Remote Access pod to delete an SNMP user.


To delete an SNMP user:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[SNMP]** and click  , the edit icon.
3. Find the Users section.
4. Click the user to delete and click  , the delete icon.
5. Click **[OK]**.

Enabling the Remote Console

Users can access TotalFlow Print Server remotely by using the remote console.

To enable the remote console:


1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[Remote console]** and click  , the edit icon.
3. Select **[Enabled]**.
4. Click **[OK]**.

Setting Up for Outgoing E-mail

TotalFlow Print Server uses outgoing e-mail to automatically send notification of certain printer conditions and for sending an internal trace (as an e-mail attachment) to a support person for problem analysis.


Before you can use e-mail, you must specify your mail server and primary and secondary DNS servers. You can get these addresses from your network administrator.

To set up outgoing e-mail:

1. On the Configuration hub, click the Network tab and find the Remote Access pod.
2. Select **[E-mail]** and click , the edit icon.
3. Select e-mail options.

For information, see the field help.

You can click **[Test]** to make sure that the e-mail addresses work and that the SMTP server is correct.

4. If you want to send e-mail notifications when specific errors occur, click **[Configure Error Codes]**.
5. Click an error code and click , the edit icon, to view details and change the status.
6. Click **[Show Log]** to view information in the error log.
7. Click **[OK]**.

Working with the Paper Catalog

The TotalFlow Print Server Paper Catalog contains a list of media that is defined for use by the printer. Media definitions include specific settings for a variety of settings.


Note

The TotalFlow Print Server Paper Catalog is not the same as the paper catalog defined at the printer, but the two interact.

Two different areas of the console let you work with the Paper Catalog:

- Use the **[Paper catalog]** function of the **[Job Properties Editor]** to select which paper to use for a job.
- Use the Paper Catalog pod on the Configuration hub to view or change information about paper loaded in the printer, to add a new paper to the Paper Catalog, and to delete papers from the Paper Catalog.

The [Setting View Options, p. 94](#), [Grouping or Sorting the Paper, p. 94](#), and [Searching in the Paper Catalog, p. 57](#) subtopics apply to the **[Paper catalog]** function of the **[Job Properties Editor]**.

You can choose details to view, group papers, and search for papers in the Paper Catalog pod in the same way as other pods with a **[View]** menu or search icon () in the title bar. For more information, see [Changing the View of a Pod, p. 80](#) and [Searching for Objects in a Pod, p. 80](#).

Using the Paper Catalog

If a paper catalog exists on your device, you can toggle the paper switch to **[Paper catalog]** and select the paper from your catalog by name. If there is no **[Paper catalog]** on your device, the paper switch is not available and you can only select paper manually. For details about selecting paper manually, see [Changing the Paper Settings, p. 141](#).

★ Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

4

Setting View Options

You can configure the **[Paper catalog]** to display different views.

1. Open **[Job Properties Editor]**.
2. Click **[Paper]** on the left side of the screen.
3. Click **[Paper catalog]**.
4. Click **[Change]** to open the **[Paper catalog]**.
5. Go to **[View]** and select **[Graphic]** to display the paper properties as icons.
6. To see detailed information about all the paper types in the catalog, click **[Grid]**.
7. To change which properties display for the **[Paper catalog]**, select **[Choose details...]**.

Grouping or Sorting the Paper

You can group or sort the paper in the **[Paper catalog]**.

1. Open **[Job Properties Editor]**.
2. Click **[Paper]** on the left side of the screen.
3. Click **[Paper catalog]**.
4. Click **[Change]** to open the **[Paper catalog]**.
5. To group the paper based on name, size, type, weight, color, or if it is used or not in the **[Paper catalog]**, click **[Group by]**.
6. To sort the paper based on name, size, type, weight, color, or if it is used or not in the **[Paper catalog]**, click **[Sort by]**.
7. Select **[Ascending]** or **[Descending]** depending on how you want the paper sorted.


Searching in the Paper Catalog

The **[Search]** function lets you find the paper in the catalog that matches the attributes you are looking for. You can search a paper based on the properties displayed either as a single keyword or as a string containing the keywords. The search is narrowed down as it matches all the properties for the paper.

Adding New Paper to the Paper Catalog

Use the Paper Catalog pod to add new paper to the Paper Catalog.


To add new paper to the Paper Catalog:

1. On the Configuration hub, click the Paper tab and find the Paper Catalog pod.
2. If you want to copy an existing paper, select that paper.
3. Click , the add icon, to specify a new paper.
4. In Paper Properties, specify a name for the new paper and select the paper properties you need. See the field help for information.
5. Click **[OK]**.

Viewing or Editing Papers

Use the Paper Catalog pod to view or edit information about papers.


To view or edit information about papers:

1. On the Configuration hub, click the Paper tab and find the Paper Catalog pod.
2. Select the paper that you want to edit and click , the edit icon.
3. In Paper Properties, select the paper properties you need.
4. Click **[OK]**.

Deleting Paper from the Paper Catalog

Use the Paper Catalog pod to delete paper listed in the Paper Catalog.

To delete a paper listed in the Paper Catalog:

1. On the Configuration hub, click the Paper tab and find the Paper Catalog pod.
2. Click the paper to delete and click , the delete icon.

 **Note**

You cannot delete a paper that is currently loaded in an input tray.

3. In the dialog that opens, click **[OK]** to confirm.

Working with Input, Interposer, and Output Trays

Input trays contain the paper for printing the job. Interposer trays contain paper, usually preprinted, to add to a printed job (for example, to insert an advertising leaflet in a bill). Output trays receive the printed job.


Enabling Trays

4

Enable an input, interposer, or output tray when you want the printer to use it.

The printer must be stopped before you can enable a tray.

To enable a tray:


1. On the Configuration hub, click the Printer tab and find the Input Trays, Interposer Trays, or Output Trays pod.
2. Select the tray that you want to enable and click , the edit icon.
3. Select the **[Enabled]** check box and click **[OK]**.

Disabling Trays

Disable an input, interposer, or output tray when you do not want the printer to use it.

The printer must be stopped before you can disable a tray.




To disable a tray:

1. On the Configuration hub, click the Printer tab and find the Input Trays, Interposer Trays, or Output Trays pod.
2. Select the tray that you want to disable and click , the edit icon.
3. Clear the **[Enabled]** check box and click **[OK]**.

Loading Paper in an Input Tray

When you physically load a new paper in an input tray, you need to configure the input tray in TotalFlow Print Server. If the paper is defined in the Paper Catalog, you can select it from a list. This is called *loading* the paper. (If the paper is not defined in the Paper Catalog, or for interposer trays, you must edit the tray to define the paper manually.)





Use either of these methods to load a paper defined in the paper catalog:

- On the Operations or Jobs hub:
 1. Find the Input Trays pod.
 2. Click the tray where you want to load paper.
 3. Click the paper that you want to load.
- On the Configuration hub:
 1. Click the Printer tab and find the Input Trays pod.
 2. Select the tray where you want to load paper and click , the edit icon.
 3. In the dialog that opens, click , the edit icon.
 4. Select **[Paper catalog mode]**.
 5. Select the paper that you want to load and click , the load icon.

Editing the Paper in an Input Tray or Interposer Tray

You can manually edit the input tray or interposer tray to define a paper. This is most useful when you cannot load a paper (that is, if the paper is not defined in the Paper Catalog or if it is physically loaded in an interposer tray), but you can also edit papers that are defined in the Paper Catalog and loaded, or available for loading, in an input tray.

To edit a paper:

1. Do any of these:
 - On the Operations or Jobs hub:
 1. Find the Input Trays or Interposer Trays pod.
 2. Click the tray where you want to edit paper.
 3. Click **[Paper catalog]**.
 - On the Configuration hub:
 1. Click the Printer tab and find the Input Trays pod or Interposer Trays pod.
 2. Select the tray where you want to edit paper and click , the edit icon.
 3. In the dialog that opens, click , the edit icon.
 - To edit an input tray in a printer preset:
 1. On the Configuration hub, click the Printer tab and find the Printer Preset pod.
 2. Select the printer preset and click , the edit icon.
 3. Select the input tray and click , the edit icon.

 **Note**



You cannot edit interposer trays in printer presets.

2. Do any of these:

- For input trays only, select **[Manual mode]** and click **[Advanced]**.

 **Note**

This option is not available for printer presets.




- For input trays only, select **[Paper catalog mode]**, then select the paper you want to edit and click , the edit icon.
 - For input trays in printer presets only, select **[Use current input tray settings]**.
 - Interposer trays are always edited in manual mode. Click **[Advanced]**.
3. In manual mode or paper catalog mode, select values for the paper properties and click **[OK]**.
4. If you are in paper catalog mode and the paper that you edited is not already loaded, click , the load icon.

Working with Extended Features

Extended features are available for optional purchase with TotalFlow Print Server.

Users with service or administrator access can use the Extended Features pod on the Printer tab in the Configuration hub to work with the available features.


These icons are available for Extended Features:

Icon	Function	Access
	List features available for installation	Service or administrator
	Enable	Service or administrator
	Disable	Service or administrator

Listing Available Features

You must have service or administrator access to list the features installed on a printer.

To list the available features that can be enabled on the printer:

- On the Configuration hub, click the Printer tab and find the Extended Features pod.
- Click , the install icon, to list the available features.
- Click **[OK]**.


Installing Features

The access level required to install extended features varies by feature.

★ Important

Only one RIP option can be installed at a time. Installing a new RIP option automatically uninstalls the old one.


To install an available feature:

1. If the feature requires a dongle to allow installation or function, connect it to the system where TotalFlow Print Server is installed.
2. On the Configuration hub, click the Printer tab and find the Extended Features pod.
3. Click , the install icon.
4. Select the feature you want to install and click **[OK]**.
You see a confirmation dialog that tells you what to do next. Depending on the feature, you might have to restart the computer, enter a password, or get a license from the Entitlement Management System (EMS).
5. If the confirmation dialog shows a system fingerprint:
 1. Copy the system fingerprint and paste it into a text editor, or write it down, then click **[OK]**.
 2. In a Web browser, go to <https://www.ricohsoftware-entitlements.com/ems/customerLogin.html> and log in using the EID that your customer service representative provided.
The feature that corresponds to the EID is selected.
 3. Do either of these:
 - If the license already exists (if you are reinstalling a deleted feature), select it and click **[Activate]**.
 - If the license does not already exist:
 - 1) Click **[Activate]**.
 - 2) Enter the system fingerprint and click **[Generate]**.
 The license is displayed.
 4. Click **[Save to File]** and save the license file with a meaningful name to a folder where you can find it again.
 5. In the next dialog, enter the full file path of the license file.
 6. Restart the system where TotalFlow Print Server is installed.
6. Check the Extended Features pod to see if the feature is enabled. If not, enable it.

Enabling Features

You must have service or administrator access to enable an extended feature.


To enable a feature:

1. On the Configuration hub, click the Printer tab and find the Extended Features pod.
2. Select the feature to enable.
3. Click , the enable icon.
4. Click [OK].
You see a confirmation dialog that tells you what to do next.

Disabling Features

You must have service or administrator access to disable an extended feature.

To disable a feature:






1. On the Configuration hub, click the Printer tab and find the Extended Features pod.
2. Select the feature to disable.
3. Click , the disable icon.
4. Click [OK].
You see a confirmation dialog that tells you what to do next.

Working with Printer Presets

A printer preset is a set of configuration information. Printer presets let you save the settings for essential configuration items so that you can reuse them later without having to respecify each item individually.

Printer presets include the paper catalog, input tray information, and color management settings.


These icons are available when you work with printer presets:

Icon	Function
	Load the selected object.
	Edit
	Delete
	Save
	Configure

Viewing and Updating Printer Presets

You can view and update the options assigned to a printer preset.


To view and update a printer preset:

1. On the Configuration hub, click the Printer tab and find the Printer Preset pod.
2. Select the printer preset you want to view and update.
3. Click , the edit icon.
4. Select the correct options for the printer preset you are viewing.
5. Click [OK].

Configuring Printer Presets

You can change the configuration options for a printer preset.

To configure a printer preset:

1. On the Configuration hub, click the Printer tab and find the Printer Preset pod.
2. Select the printer preset to configure.
3. Click , the configure icon.
4. In the Configure Printer Preset dialog, select the correct options for each configurable setting.

Not all parameters can be configured.

1. Select the **[Load]** check box to indicate that the value is copied to the corresponding system setting when the printer preset is loaded. Clear the **[Load]** check box to ignore the value.

By default, **[Load]** is selected for all parameters.

2. Select or clear **[Significant]** to indicate how to handle a difference in value between the system setting and the currently loaded printer preset. If **[Significant]** is selected, a difference causes the currently loaded printer preset to be unloaded. If it is not selected, a difference causes the printer preset to be marked as modified, but does not cause it to be unloaded.

By default, **[Significant]** is not selected for most parameters.

5. Click [OK].

Creating Printer Presets

Create a new printer preset to save changes that you have made to the current settings of the printer.


 **Note**

You cannot create printer presets when the printer status is **[Ready]**.


You can save up to 4,000 printer presets.

To create a printer preset:

1. On the Configuration hub, click the Printer tab and find the Printer Preset pod.

2. Click , the save icon, to save the current settings of the printer.
3. Enter the name of the new printer preset.
4. Click [OK].


 **Note**

The new printer preset is marked as the currently loaded () printer preset.

Loading Printer Presets

When you need to use a printer preset that you have already created, you can load it. When you load a printer preset, the settings on the console are updated to match the values in the printer preset.

To load a printer preset:

1. On the Configuration hub, click the Printer tab and find the Printer Preset pod.
2. Select the printer preset you want to load.
3. Click , the select icon.
A temporary message displays as the configuration settings in the selected printer preset are applied.
4. Click [Close].

Working with Fonts

The Fonts pod on the Data Stream tab on the Configuration hub lists all the fonts that are available to TotalFlow Print Server.


You can view, install, and delete fonts from the Fonts pod.

Fonts shipped with the printer are **[System]** fonts. Fonts installed by users are **User installed** font. Fonts that are sent to the printer by a PDL, such PostScript, are **[Downloaded]** fonts.

Viewing Fonts

You can view the properties associated with a font with the Fonts pod.


To view the properties for a font:

1. On the Configuration hub, click the Data Stream tab and find the Fonts pod.
2. Click the font to view and click , the view icon, to see the properties associated with the font.
3. Click [OK].

Uploading a Font

If your jobs require fonts that are not loaded and are not embedded in the job, you might need to upload those fonts.

To upload a font:

1. On the Configuration hub, click the Data Stream tab and find the Fonts pod.
2. Click the font to upload and click , the install icon.
3. Click [OK].


Deleting Fonts

4

If you no longer need fonts, you can delete them.

You cannot delete any fonts that came with TotalFlow Print Server. These fonts are called system fonts.

To delete user-installed or downloaded fonts:

1. Click , the stop button, to stop the printer.
2. On the Configuration hub, click Data Stream and find the Fonts pod.
3. To delete a single user-installed font:
 1. Select the font and click , the delete icon.
 2. Click [OK].
4. To delete all user-installed or downloaded fonts:
 1. Click , the multiple delete icon.
 2. Select [Downloaded] or [User installed].
 3. Click [OK].
5. Click , the start button, to start the printer.

Using a PostScript Job to Download Fonts

You can download PostScript fonts from a remote system using a PostScript font job. Font jobs are different from print jobs because the printer does not produce printed output for font jobs, even if the job attempts to generate printed output.

Use one of these communication methods to download fonts using a PostScript job:

- AppleTalk
- FTP
- Hot folders
- LPR
- Raw port
- Font download Web page

You must install FTP and LPR and enable the appropriate protocols before you can use them to download font jobs. See [Working with Network Services Printer Protocols, p. 87](#) for more information.

- To download a font job using FTP:
 1. Make an FTP connection from the system where the font job is to the system where TotalFlow Print Server is installed.
For example, `ftp myprintserver`.
 2. Do one of these:
 - If authentication is not required to submit a job, press **[Enter]** to log in as the default user.
 - Otherwise, enter your user name and password.
 3. Set the FTP connection to binary mode using the `binary` or `bin` command.
 4. Change the directory on the TotalFlow Print Server system to the `/fonts` directory by entering `cd /fonts`.
 5. Send the font job to TotalFlow Print Server.
For example, the command `put myfonts.ps` would send the file `myfonts.ps` to the `/fonts` directory on the TotalFlow Print Server system.
 6. Enter the `bye` command to end the FTP connection.
- To download a font job using a hot folder, LPR, AppleTalk, or the raw port protocol:
 1. Configure a virtual printer to receive font jobs. Set **[Processing mode]** to **[Unidirectional Fonts]** or **[Bidirectional Fonts]**.

 **Note**

Printing or ripping cannot occur while the AppleTalk protocol is enabled on the virtual printer that is configured for bidirectional font download. Also, the AppleTalk protocol is not enabled until the processing of print jobs and RIP jobs is complete.

See [Copying a Virtual Printer, p. 85](#) or [Changing a Virtual Printer, p. 85](#) for instructions.

2. Submit the font job like any other job.
See one of these topics for instructions:
 - [Submitting a Job from a Hot Folder on Windows, p. 118](#)
 - [Submitting a Print Job from a Hot Folder on Mac, p. 119](#)
 - [Submitting a Print Job Using LPR, p. 122](#)

3. If you used AppleTalk to download the font job, restart TotalFlow Print Server before you use the fonts to print.
- To download a font job from a Web page, use the standard download procedure for your browser. Save the font job to the /font s directory.

Working with Color Management

The pods on the Color Management tab are used to enhance high-quality color reproduction.

The Color Management tab on the Configuration hub contains these pods: Basic, Profiles, IPDS, NamedColor Profiles, and Tone Curves.

Configuring Basic Color Settings

Basic color settings optimize how colors are processed and printed.

To change the basic color settings:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Select the group or object to configure.
3. Change the settings as required.
4. Click [OK].

Working with Halftone Screening Sets



A halftone screen is the pattern of dots used to print an object. A halftone screening set is the set of screens used for the different printable object types: images, text, line art, and smooth shades. A halftone screening set can contain one screen used for all object types or a different screen for each object type.

TotalFlow Print Server supplies several predefined halftone screening sets. You can use one of these or create custom halftone screening sets.

Selecting a Halftone Screening Set

Select the halftone screening set you want to use for your basic print jobs.



To select a halftone screening set:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click  , the edit icon, next to the [Halftone screening set] field.
4. In the dialog that opens, select the halftone screening set you want to use.
5. Click  , the load icon.

Adding a Halftone Screening Set

If the supplied halftone screening sets are not suitable, you can create custom halftone screening sets.



To create a halftone screening set:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click , the edit icon, next to the **[Halftone screening set]** field.
4. In the dialog that opens, click , the add icon.
5. Type a name for the new halftone screening set.
6. Select a screen pattern for each object type.
7. Click **[OK]**.

Editing a Halftone Screening Set

You can edit custom halftone screening sets. You cannot edit the supplied halftone screening sets.



To edit a halftone screening set:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click , the edit icon, next to the **[Halftone screening set]** field.
4. In the dialog that opens, select the halftone screening set that you want to edit and click , the edit icon.
5. Select a screen pattern for each object type.
6. Click **[OK]**.

Deleting a Halftone Screening Set

You can delete custom halftone screening sets when you no longer need them. You cannot delete the supplied halftone screening sets.

To delete a halftone screening set:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click , the edit icon, next to the **[Halftone screening set]** field.
4. In the dialog that opens, select the halftone screening set that you want to delete and click , the delete icon.

5. In the confirmation dialog, click **[OK]**.

Working with Color Substitutions


You can specify that input colors defined in the RGB, gray, or CMYK color space should be replaced with output colors defined in the CMYK color space.

Color substitutions can apply to a specific ICC profile or to all ICC profiles.

Adding a Color Substitution

If you want to replace specific input colors with different output colors, you can create up to 64 color substitutions.

To create a color substitution:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click **[Substitutions]**.
4. In the dialog that opens, click  , the add icon.
5. Select the ICC profile that you want the color substitution to apply to.
6. Select values to define the input and output colors.
7. Click **[OK]**.


Editing a Color Substitution

You can edit color substitutions to change the input color, output color, tolerance, and enablement status.

 **Note**



Using percentages for color substitutions may not produce expected results.

To edit a color substitution:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click **[Substitutions]**.
4. In the dialog that opens, select the color substitution that you want to edit and click  , the edit icon.
5. Change values as desired.
6. Click **[OK]**.

Enabling and Disabling Color Substitutions


While you can create up to 64 color substitutions, you can enable only 20 at a time. If you have more than 20, you must disable some.

- To enable color substitutions:
 1. On the Configuration hub, click the Color Management tab and find the Basic pod.
 2. Click the Basic pod.
 3. Set **[Color substitution]** to **[On]**.
 4. Click **[Substitutions]**.
 5. In the dialog that opens, select the color substitution that you want to enable and click , the edit icon.
 6. Set **[State]** to **[Enabled]**.
 7. Click **[OK]**.
- To disable selected color substitutions:
 1. Click the Basic pod, then click **[Substitutions]**.
 2. In the dialog that opens, select the color substitution that you want to disable and click , the edit icon.
 3. Set **[State]** to **[Disabled]**.
 4. Click **[OK]**.
- To disable all color substitutions:
 1. Click the Basic pod.
 2. Set **[Color substitution]** to **[Off]**.

Deleting Color Substitutions

When you no longer need color substitutions, you can delete them.

To delete color substitutions:

1. On the Configuration hub, click the Color Management tab and find the Basic pod.
2. Click the Basic pod.
3. Click **[Substitutions]**.
4. In the dialog that opens, do either of these:
 - To delete individual color substitutions, select the color substitution that you want to delete and click , the delete icon.
 - To delete all color substitutions, click **[Delete All Substitutions]**.
5. In the confirmation dialog, click **[Yes]**.

Working with ICC Profiles

ICC profiles manage the color settings of non-IPDS print jobs.



You can:

- Select, add, delete, and save profiles for groups, such as RGB or CMYK
- Apply separate profiles to different objects, such as text or line art
- Apply separate profiles to each printer

Selecting an ICC Profile

Select the ICC color profile to use for your basic print job.



To select an ICC color profile:

1. On the Configuration hub, click the Color Management tab and find the Profiles pod.
2. Click the Profiles pod to open the Profiles dialog.
3. Find the type of profile to save, such as **[CMYK input profile]** or **[Printer profile]** and click , the edit icon, next to it.
4. In the dialog that opens, select the color profile to load and use.
5. Click , the load icon.
6. Click **[Close]** then click **[OK]**.

Adding ICC Profiles

Add an ICC profile when you need a new profile to accurately manage the color of basic print jobs.



To add an ICC color profile:

1. On the Configuration hub, click the Color Management tab and find the Profiles pod.
2. Click the Profiles pod to open the Profiles dialog.
3. Find the type of profile to add, such as **[CMYK input profile]** or **[Printer profile]** and click , the edit icon, next to it.
4. In the dialog that opens, click , the create new icon.
5. In Add Profile, select the type of profile to add and click **[OK]**.
6. In the dialog that opens, select the profile you want to add.
For instructions, see [Uploading Files, p. 170](#).

Deleting ICC Profiles

Delete the ICC profiles you no longer need to accurately manage the color of basic print jobs.

To delete an ICC color profile:



1. On the Configuration hub, click the Color Management tab and find the Profiles pod.
2. Click the Profiles pod to open the Profiles dialog.
3. Find the type of profile to delete, such as **[CMYK input profile]** or **[Printer profile]** and click , the edit icon, next to it.
4. In the dialog that opens, select a profile and click , the delete icon.
5. In Confirm Delete File, click **[OK]**.

4

Saving ICC Profiles

You can save the ICC profiles you plan to use again.

To save an ICC color profile:

1. On the Configuration hub, click the Color Management tab and find the Profiles pod.
2. Click the Profiles pod to open the Profiles dialog.
3. Find the type of profile to save, such as **[CMYK input profile]** or **[Printer profile]** and click , the edit icon, next to it.
4. In the dialog that opens, click , the save icon.
If the save icon is not active, click any profile that does not have a checkmark next to it to activate the save icon.
5. Save the file.
For instructions, see [Downloading Files, p. 171](#).

Working with NamedColor Profiles

NamedColor profiles support the use of spot color.

Spot colors are named and defined in spot color dictionaries. They are usually defined in these color spaces:

- CMYK: When **[Spot color matching]** is set to **[Off]** in the Basic pod on the Color Management tab, default CMYK values are used for printing if they are available. If not, L*a*b* values are converted to CMYK values for printing.
- CIELAB: When **[Spot color matching]** is set to **[On]**, L*a*b* values are converted to CMYK values for printing.
- The Input Printer Profile is considered to assist in the best L*a*b* match.

These spot color dictionaries are embedded in NamedColor profiles that are shipped with TotalFlow Print Server:

- DIC Color Guide
- DIC Color Guide Part 2
- HKS K (Coated Paper)
- HKS N (Uncoated Paper)
- PANTONE+ solid coated
- PANTONE+ solid uncoated
- TOYO COLOR FINDER

 **Note**


- Do not use the spot color dictionaries for any purpose other than using this product.
- Do not change the file formats of NamedColor profiles that you save to a client computer.

NamedColor profiles do not need to be selected. As long as they are installed, any print job can use them to resolve any color specified by name. You can add, delete and save NamedColor profiles. You can also fine-tune each color in a NamedColor profile.

Adding NamedColor Profiles

Add a NamedColor profile when you need a new profile to support the use of a spot color.


To add a NamedColor profile:

1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Click , the download icon.
3. In the dialog that opens, select the profile you want to add.
For instructions, see [Uploading Files, p. 170](#).

Deleting NamedColor Profiles

Delete the NamedColor profiles you no longer need to accurately manage a spot color.


To delete a NamedColor profile:

1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Select a NamedColor profile.
3. Click , the delete icon.
4. In Confirm Delete Profile, click **[OK]**.

Saving NamedColor Profiles

You can save the NamedColor profiles you plan to use again.

To save a NamedColor profile:




1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Select a NamedColor profile.
3. Click , the save icon.
4. Save the file.

For instructions, see [Downloading Files, p. 171](#).

4

Adding a Color Exception

You can create exceptions to fine-tune any color in a NamedColor profile.

1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Select a NamedColor profile and click , the edit icon.
3. Select the color that you want to create an exception for and click , the edit icon. You see a dialog that shows the named color as it is defined in these color spaces:
 - CMYK: This definition is used when **[Spot color matching]** is set to **[Off]** in the Basic pod on the Color Management tab.
 - CIELAB: This definition is used when **[Spot color matching]** is set to **[On]**. The L*a*b* values are converted to CMYK values for printing.
4. Click , the add icon.
5. Select a value for **[Spot color matching]**.

The exception is used when the value you select here matches the value of **[Spot color matching]** in the Basic pod on the Color Management tab.

6. If you selected **[On]**, select the ICC profile that the exception applies to.

The exception is used only when that ICC profile is used. Select **[Any]** if the exception applies to all ICC profiles.

If you want the exception to apply to more than one ICC profile, but not to all, you must create an extension for each ICC profile.

7. Click **[OK]**.
8. Edit the CMYK values for the exception and click **[OK]**.

Editing a Color Exception





After you create color exceptions, you can edit them.

1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Select a NamedColor profile and click , the edit icon.
3. Select the color that you want to edit an exception for and click , the edit icon.
4. Select the exception that you want to edit and click , the edit icon.
5. Edit the CMYK values for the exception and click **[OK]**.

Deleting Color Exceptions

When you no longer need color exceptions, you can delete them.

To delete color exceptions:

1. On the Configuration hub, click the Color Management tab and find the NamedColor Profiles pod.
2. Select a NamedColor profile and click , the edit icon.
3. Do any of these:
 - To delete an individual color exception:
 1. Select the color and click , the edit icon.
 2. Select the exception and click , the delete icon.
 - To delete all exceptions for a specific color:
 1. Select the color and click , the edit icon.
 2. Click **[Delete All Exceptions]**.
 - To delete all exceptions defined for the NamedColor profile, click **[Delete All Exceptions]**.
4. In the confirmation dialog, click **[Yes]**.


Working with Tone Curves

Tone curves adjust the colors produced by the printer. You can select, add, edit, and delete tone curves.

Selecting Tone Curves

Select the tone curve you need to match a required color.

To select a tone curve:


1. On the Configuration hub, click the Color Management tab and find the Tone Curves pod.
2. Click the Tone Curves pod to open it.
3. Select the tone curve you want.
4. Click , the select icon.
5. Click **[Close]**.

4

Adding Tone Curves

Add a tone curve when you need a new tone curve to match required colors.

To add a tone curve:

1. On the Configuration hub, click the Color Management tab and find the Tone Curves pod.
2. Click the Tone Curves pod to open it.
3. To copy an existing tone curve, select that tone curve.
4. Click , the add icon.
5. In Tone Curves, create the new tone curve.


Do either of these:

- Click **[Sliders]**. Either type numeric values in the entry fields or move the sliders left or right.
 - Click **[Tone Curves]**, then select an edit mode:
 - **[Smooth]** displays a graphic view of a curve for each color. Drag the adjustment points to change the curve.
 - **[Combo]** displays a graphic view and 10 numeric fields for each tone curve. These fields contain values at X-axis values at intervals of 10%, starting at 10% and ending at 100%. Type values in these fields or use the up and down arrows to change the numbers.
 - **[Numeric]** displays the same numeric fields as **[Combo]**, in larger format and without the graphic view. Type values in these fields or use the up and down arrows to change the numbers.
6. To view the result of applying the new tone curve to a sample image, click **[Navigator]**. Drag and drop the red box on the thumbnail image to select an area of the sample image.
 7. To view the result of applying individual color planes to the sample image, click **[Color Planes]**. Select one or more color planes to view.
 8. Click **[OK]**.

Editing Tone Curves

Edit a tone curve to change how it matches a required color.

To edit a tone curve:

1. On the Configuration hub, click the Color Management tab and find the Tone Curves pod.
2. Click the Tone Curves pod to open it.
3. Select the tone curve to edit.
4. Click , the edit icon.
5. In Tone Curves, change what you want.


Do either of these:

- Click **[Sliders]**. Either type numeric values in the entry fields or move the sliders left or right.
 - Click **[Tone Curves]**, then select an edit mode:
 - **[Smooth]** displays a graphic view of a curve for each color. Drag the adjustment points to change the curve.
 - **[Combo]** displays a graphic view and 10 numeric fields for each tone curve. These fields contain values at X-axis values at intervals of 10%, starting at 10% and ending at 100%. Type values in these fields or use the up and down arrows to change the numbers.
 - **[Numeric]** displays the same numeric fields as **[Combo]**, in larger format and without the graphic view. Type values in these fields or use the up and down arrows to change the numbers.
6. To view the result of applying the changed tone curve to a sample image, click **[Navigator]**. Drag and drop the red box on the thumbnail image to select an area of the sample image.
 7. To view the result of applying individual color planes to the sample image, click **[Color Planes]**. Select one or more color planes to view.
 8. Click **[OK]**.

Deleting Tone Curves

Delete tone curves you no longer need to match required colors.

To delete a tone curve:

1. On the Configuration hub, click the Color Management tab and find the Tone Curves pod.
2. Click the Tone Curves pod to open it.
3. Select the tone curve to delete.
4. Click , the delete icon.
5. In the Confirm Delete Tone Curve Entry dialog, click **[Yes]**.

5. Working with Jobs

- Job Properties
- Submitting a Print Job
- Saving Job Tickets
- Managing Print Jobs
- Specifying Processing Options for Print Jobs
- Working with Job Filters
- Viewing Job Properties
- Defaults and Overrides
- Changing the Job Properties
- Using the Exception Pages Tools

Use these procedures to work with jobs on TotalFlow Print Server.

Job Properties

Job properties define the attributes of jobs. They control all aspects of job processing and printing.

There are many ways to set the properties of a print job. This table shows how property values are applied:

Prece- dence	Values	Changes Affect	More Information
1.	Override values set by the virtual printer	New jobs	Setting Virtual Printer Defaults and Overrides for Job Properties, p. 86
2.	Values in the job ticket	All jobs	Editing the Properties of a Print Job, p. 128
3.	Values set by the page description language	No changes	
4.	Values set by the job submission protocol	No changes	
5.	Default values set by the virtual printer	New jobs	Setting Virtual Printer Defaults and Overrides for Job Properties, p. 86
6.	Media values	All jobs	Viewing or Editing Papers, p. 95
7.	Printer default values	All jobs	Setting Printer Defaults for Job Properties, p. 86

★ Important

Some values are applied when the job is received. Changing these values does not affect jobs that are already in the system, but it affects jobs received after the change. Other values are applied when the job is printed. Changing them affects jobs that have already been received. A third group of values cannot be changed in TotalFlow Print Server.

Submitting a Print Job

There are a number of ways to submit a job to TotalFlow Print Server.

Before you submit jobs from Windows 7, check whether **[Authentication required to submit jobs]** is set to **[Yes]**. If so, download and install the Windows hotfix from <http://support.microsoft.com/kb/2616471>. This hotfix corrects an access problem. Without it, Windows 7 asks you for authentication, but does not pass your credentials to TotalFlow Print Server.

★ Important

When you submit a job from removable media (DVD or USB), you cannot do other tasks at the console until the job is completely spooled or cancelled.

Submitting a Print Job from the Console

You can submit a job from the console.

To submit a print job from the console:

1. Edit the virtual printer where you want to submit the job and make sure that the **[Console]** check box is selected under **[Job submission method]**.
See [Changing a Virtual Printer, p. 85](#) for instructions.
2. In the printer control bar, click **[Submit Job]**.
3. Select a virtual printer.
4. If you want to submit multiple jobs, select **[Multiple jobs]**.
5. If you want to set properties for a single job, select **[Open Job Properties]**.
You cannot set properties for multiple jobs.
6. Click **[OK]**.
7. Select the jobs that you want to print and click **[File Upload]**.
The jobs can be on a USB storage device, a CD or DVD, or a mapped network drive.
8. If you selected **[Open Job Properties]**, set properties for the job and click **[OK]**.

Submitting a Job from a Hot Folder on Windows

In order to submit jobs from a remote Windows system to a virtual printer using a hot folder, you must map a network drive to the `Printer` folder, which contains all the virtual printer hot folders.

This procedure explains how to map a network drive on Windows 7. Other versions of Windows might be different.

1. In TotalFlow Print Server, make sure that the **[Hot folders]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Edit the virtual printer and make sure that the values of **[Job submission method]** include **[Hot folders]**.

See [Changing a Virtual Printer, p. 85](#) for instructions.

3. On the Windows **[Start]** menu, right-click **[Computer]**, then click **[Map network drive...]**.
4. Select a drive letter.
5. In **[Folder]**, type the IP address or host name of the system where TotalFlow Print Server is installed with the `\\` prefix, then click **[Browse...]**.
6. Select the Printer folder.
7. Select **[Reconnect at login]**.
8. Click **[Finish]**.
9. **Optional:** Create a shortcut to the hot folder.
Each hot folder has the same name as its virtual printer.
 1. Right-click the hot folder and select **[Create shortcut]**.
You see a message asking if you want to create the shortcut on the desktop.
 2. Click **[Yes]**.
10. Copy a file either to the hot folder on the mapped network drive or to the shortcut.

Submitting a Print Job from a Hot Folder on Mac

Print jobs can be submitted from other computers in the network, including Mac systems.

To submit a print job from a hot folder on a Mac system:

1. In TotalFlow Print Server, make sure that the **[Hot folders]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Edit the virtual printer and make sure that the values of **[Job submission method]** include **[Hot folders]**.
See [Changing a Virtual Printer, p. 85](#) for instructions.
3. In the Mac system Finder, click **[Go]**, then **[Connect to Server...]**.
4. Type the IP address of TotalFlow Print Server with the `smb://` prefix, then click **[Connect]**.
5. Select **[Guest]**, then click **[Connect]**.
6. Copy a PostScript or PDF file to the virtual printer's hot folder.
The hot folder is in the Printer folder and has the same name as the virtual printer, for example, Printer/Print.

Submitting a Print Job Using FTP

You can use FTP to submit jobs to a virtual printer.

To submit jobs from a remote computer using FTP:

1. In TotalFlow Print Server, make sure that the **[FTP]** and **[Hot folders]** network protocols are enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Edit the virtual printer where you want to submit the job and make sure that the values of **[Job submission method]** include **[FTP]** and **[Hot folders]**.
See [Changing a Virtual Printer, p. 85](#) for instructions.
3. Make an FTP connection from the remote computer to TotalFlow Print Server .
For example, `ftp myprintserver`.
4. Do one of these:
 - If TotalFlow Print Server does not require authentication to submit a job, press **[Enter]** to log in as the default user.
 - Otherwise, enter your user name and password.
 You connect to the hot folder for the default virtual printer.
5. **Optional:** To submit the job to a virtual printer other than the default, change to the hot folder for that virtual printer.
For example, `cd ../myvirtualprinter`.
6. Set the FTP connection to binary mode using the `binary` or `bin` command.
7. Send the job to TotalFlow Print Server.
For example, the command `put myfile.pdf` would send the file `myfile.pdf` to the default virtual printer.
8. Enter the `bye` command to end the FTP connection.

Submitting a Print Job Using the Printer Driver

You can use the printer driver to submit jobs to TotalFlow Print Server from a remote Windows or Mac system.

To install the printer driver, see the *Setup Guide*.

★ Important

- You cannot use the printer driver to print from these Mac applications because they do garbage collection:
 - Xcode 4.6.3 (Development environment)
 - Fraize 3.7.3 (Text editor)
 - Automator 2.3 (OS X 10.8 bundled utility)
- The results might not be what you intended when you use the printer driver to print from these Mac OS X applications:
 - Adobe InDesign CS3 or later
 - Adobe Illustrator CS3 or later

To submit a job using the printer driver:

1. Open the document file in an application that has a print function (for example, Adobe Reader).
2. Select the print function.
In many applications, this is **[File]**, then **[Print]**.
3. In the Print window, select the printer and print options.
 - When you print a PDF document from Adobe Acrobat or Adobe Reader, do not select **[Choose paper source by PDF paper size]** if the document includes pages with different orientations. If you do, the document might not be printed correctly.
 - On Windows, do not use the **[Separator page]** printer option to print separator pages. Use the **[Banner page]** or **[Job separator sheet]** job property instead.
4. To change the job properties:
 1. Click **[Properties]**.
 2. If you want to import a job ticket, click **[Import]** on the **[Job Properties]** tab and select the job ticket file.
 3. Set job properties in **[Frequently Used Settings]** or **[Job Properties]**.
 - **[Frequently Used Settings]** include input and output tray settings, paper size and type, print side, finishing options, page orientation, and number of copies. **[Frequently Used Settings]** is only available on Windows.
 - **[Job Properties]** is very similar to the Job Properties Editor in the console.
 4. If you want to export the job properties to a job ticket, click **[Export]** on **[Job Properties]** and save the job ticket file.
 5. Click **[OK]**.
5. Click **[Print]**.

Submitting a Print Job from Prinect

Prinect requires you to identify TotalFlow Print Server using a host name or IP address.

Before you use the Prinect Hybrid Workflow system, you must register the paper list in the printer.

1. In TotalFlow Print Server, make sure that the **[JMF]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. To submit the job, use the host name or IP address of the system where TotalFlow Print Server is installed.

Submitting a Print Job Using JMF

Many applications that create or transmit Job Definition Format (JDF) job tickets use JMF (Job Messaging Format) to submit jobs. These applications include RICOH TotalFlow Path and workflows like APOGEE.

The details for configuring TotalFlow Print Server to receive jobs from these applications vary. This topic provides a general process that you might have to adjust.

1. In TotalFlow Print Server, make sure that the **[JMF]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. If the application requires you to identify TotalFlow Print Server using a URL that includes a JMF device ID, make sure that the JMF device ID is defined.
See [Defining a JMF Device ID, p. 87](#) for instructions.
3. Edit the virtual printer where you want to submit the job and make sure that the values of **[Job submission method]** include **[JMF]**.
See [Changing a Virtual Printer, p. 85](#) for instructions.
4. To submit the job, use one of these URLs. You might have to experiment to find out which one works for your application.

Note

RICOH TotalFlow Path generates a URL from the host name or IP address of the print server, so you do not need to specify one.

- To submit the job to the default virtual printer, use this URL:

```
http://hostname/webJmf/deviceID
```

- To submit the job to a specific virtual printer, use this URL:

```
http://hostname/webJmf/deviceID/vpname
```

hostname

The host name or IP address of the system where TotalFlow Print Server is installed.

deviceID

The JMF device ID

vpname

The name of the virtual printer

Submitting a Print Job Using LPR

You can use the `lpr` command to submit a job from any system where an LPR client is installed to TotalFlow Print Server.

Before you use the `lpr` command, you must install the LPR client. Windows operating systems earlier than Windows Vista do not support LPR.

To submit a job using the `lpr` command:

1. In TotalFlow Print Server, make sure that the **[LPR]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Edit the virtual printer where you want to submit the job and make sure that the values of **[Job submission method]** include **[LPR]**.

See [Changing a Virtual Printer, p. 85](#) for instructions.

3. Open a command prompt.
4. Enter one of these commands:

- On Windows:

```
lpr -Shostname -Pvpname filename
```

- On UNIX-based systems, including Mac systems:

```
lpr -Hhostname -Pvpname filename
```

hostname

The host name of the system where TotalFlow Print Server is installed

vpname

The name of the virtual printer

filename

The file name of the job

Submitting a Print Job Using AppleTalk

You can submit a print job from an AppleTalk client.

★ Important

Mac OS X v10.7 and later versions do not support AppleTalk. To submit jobs from these operating systems, use a hot folder, LPR, FTP, or the printer driver.

1. In TotalFlow Print Server, make sure that the **[AppleTalk]** network protocol is enabled.
See [Enabling Protocols, p. 87](#) for instructions.
2. Edit the virtual printer where you want to submit the job and make sure that the values of **[Job submission method]** include **[AppleTalk]**.

See [Changing a Virtual Printer, p. 85](#) for instructions.

↓ Note

[AppleTalk] can be enabled for only one virtual printer at a time.

3. On your Mac system, make sure that AppleTalk is enabled in Network preferences.
4. Do one of these:
 - For Mac OS X v10.2.8 or earlier, click the **[Printer]** menu in the print dialog, then **[Edit Printer List]**.
 - For Mac OS X v10.3 or later, click the **[View]** menu, then **[Show Printer List]**.

The Printer List window opens.

5. Click **[Add Printer]**.
6. In the pop-up window, select **[AppleTalk]**.

7. If your network uses AppleTalk zones, choose the appropriate zone in the second pop-up menu.
8. Select the virtual printer and click **[Add]**.
9. Open the document file in an application that has a print function (for example, Adobe Reader).
10. Select the print function.
11. Select the printer, then click **[Print]**.

Saving Job Tickets

You can configure TotalFlow Print Server to save the updated job tickets for all jobs submitted to hot folders.

When this function is enabled, TotalFlow Print Server creates an entry for each terminated job in the Job History/JobHistory.csv file. The entry contains the job ID, job name, and whether the job was completed, canceled, or aborted. TotalFlow Print Server also creates a file for each job in the Job History folder. If the job ticket contains a job ID, this file is called *ticketJobID.xml*. Otherwise, the file is called *extJobID.xml* or *extJobID-intJobID.xml*, where:

ticketJobID

The job ID from the job ticket. This job ID is assigned by an external program.

extJobID

The external job ID. This job ID is assigned when the job is received.


intJobID

The internal job ID. This job ID is created in some processing steps, for example, when the job is held or stored.

This file contains the job ticket, including any changes that were made in processing.

JobHistory.csv has a limit of 10,000 entries. After it reaches this limit, the oldest existing entry and the corresponding XML file are deleted whenever a new entry is added.

To enable saving updated job tickets:

1. On the Configuration hub, click the Network tab and find the Network Services pod.
2. Select **[Hot Folders]** and click , the edit icon, to edit it.
3. In the **[Publish updated job tickets]** field, select **[Enabled]**.
4. Click **[OK]**

Managing Print Jobs

There are several ways to manage print jobs. Print jobs can be paused in various states, stored, restarted, and deleted.


Most of these actions can be found in the Active Jobs, Inactive Jobs, Stored Jobs, Invalid Jobs, and Job History pods.

The Job Information and Job Preview pods can help you diagnose and correct invalid jobs.


Note

IPDS print jobs are processed differently from other print jobs.

Searching Pods

In general, only pods that contain lists of information have , the search icon, in the title bar. The search icon provides the ability to perform simple and advanced searches.

To search a pod:



1. Click , the search icon.
2. In the expanded area below the title bar, select the correct options.
3. To use the advanced search features, click **[Advanced]**.
4. Click **[Close]** to end the search.

5

Previewing a Print Job

Use the Job Information dialog to see the job and change the job properties.

To preview a print job:

1. On the Operations or Jobs hub, find the pod that contains the print job to preview.
2. Select the print job to preview.
3. Click , the actions icon.
4. Select **[Preview Dialog]**.
5. The Job Information dialog opens and displays an image of the print job and information about it.
6. To change the job properties:
 1. Click , the edit icon.
The print job opens in the **[Job Properties Editor]**.
 2. Make your changes and click **[OK]**.
7. Click **[Close]**.


Viewing a Print Job










Use the Image Viewer to see a high-resolution image of a print job.

Note

You cannot view jobs in the Job History pod or history jobs that appear in the All Jobs pod.

To view a print job:

1. On the Operations or Jobs hub, find the pod that contains the print job to view.
2. Select the print job to view.
3. Click , the actions icon.
4. Select **[View Image]**.
5. The Image Viewer opens and displays an image of the print job.
6. Use these controls to select the area that you want to view:

Icon	Description
	Zoom out.
	Zoom in.
	Return to a whole-page view.
	Rotate the image 90 degrees to the left.
	Rotate the image 90 degrees to the right.
	Go to the first page of the job.
	Go to the previous page.
	Go to the next page.
	Go to the last page of the job.

7. Click **[Navigator]** to show a thumbnail of the page with the area that you are viewing highlighted.
8. Click **[Color Planes]** to select the color planes that you want to view.
The selected color planes are superimposed. To see one color plane at a time, select only that color.
9. Click **[Cancel]** to close the Image Viewer.

Holding a Print Job

Active print jobs can be held at any point during the print process until they start to actually print.

To hold a print job:

1. On the Operations or Jobs hub, find the Active Jobs pod.
2. Select the active print job to hold.


3. Click , the disable icon.

The print job moves to the Inactive Jobs pod and the “Held” state.

Printing a Sample Copy of a Job

You can print a sample copy of a held job to check it before you print multiple copies.

To print a sample copy:

1. On the Operations or Jobs hub, find the Inactive Jobs pod.
2. Select the job that you want to print a copy of.
3. Click , the actions icon.
4. Select **[Sample print]**.



The job is released to print a single copy, then returns to the “Held” state.

5

Printing Sample Pages of a Job

You can print sample pages of the job that is currently printing.

To print sample pages:

1. In the printer control bar, click , the Sample button.
Depending on how sample print is configured, either a copy of the current page of the current job or a collated copy of all the pages of the current job is printed. Again depending on the configuration, more samples might be printed at intervals until the end of the job or until you stop sample printing.
2. To stop sample printing, click , the Sample button, again.

Causes of Invalid Print Jobs

Print jobs that cannot be processed are given a status of “Invalid”. These print jobs are listed in the Invalid Jobs pod.

Note

An invalid job is not the same thing as a job with errors in the data stream. The job can be free of errors, but the printer is not configured to process it. Changing the job property values or the the printer configuration settings can make the job valid.

A print job could be invalid because:

- Required fonts are missing and font substitution is turned off.

- The correct printer preset is not loaded or has been modified after loading.
- The correct paper is not loaded.
- The correct page range is not indicated.

If you need more information than the error messages provide, check the Job Information dialog or use **[Preview Dialog]** to see the job.

Editing the Properties of a Print Job


Use the **[Job Properties Editor]** to edit the values of print job properties in the job ticket. You do not have to submit a job ticket with the job to edit these properties. TotalFlow Print Server can create a job ticket internally.

The values that you set by editing a print job in the **[Job Properties Editor]** are job ticket values. They take precedence over all other values.

Note

Only inactive jobs and stored jobs can be edited. Active jobs cannot be edited.

To edit a print job in the **[Job Properties Editor]**:



1. On the Operations or Jobs hub, find the pod that contains the print job to edit.
2. Select the print job to edit.
3. Click , the edit icon.
The print job opens in the **[Job Properties Editor]**.

After you make changes, verify them in the pod that contains the job.

Changing the Tone Curve for a Job

You can select a different tone curve for a job.

To change the tone curve of a print job:

1. On the Operations or Jobs hub, find the pod that contains the print job to edit.
2. Select the print job to edit.
3. Click , the actions icon.
4. Select **[Edit Tone Curve]**.
The Named Tone Curve dialog opens.
5. Select the tone curve you want to use and click , the load icon.
6. Click **[Close]**.


Storing a Print Job

Storing a print job prevents it from being automatically deleted after it is successfully printed. Print jobs you plan to run again should be stored.

★ Important

TotalFlow Print Server ignores storage settings from external programs, including the printer driver. Use the process in this topic to store jobs.

To store a print job:

1. On the Operations or Jobs hub, find the pod that contains the print job to store.
2. Select the print job to store.
3. Click , the edit icon.
The print job opens in the **[Job Properties Editor]**.
4. Click **[Job Setup]**, then **[Advanced Settings]**.
5. In **[Store]**, do any of these:
 - Select **[Store indefinitely]** to store the job until the operator deletes it.
 - Select **[Space available]** to store the job until TotalFlow Print Server runs out of raw spool space or approaches the limit of jobs in the system. When that happens, jobs with this value are deleted, starting with the jobs that were printed least recently.
If TotalFlow Print Server runs out of RIP spool space, jobs with this value are still stored but their RIP data is deleted, least recently printed first.
 - Select **[Store until]** and specify the date and time when the job will be deleted.

↓ Note

You can set this value only for individual jobs that are already in “Stored” state.


- Select **[Store for]** and specify the number of days and hours to store the job.

↓ Note

You cannot set this value for individual jobs that are already in “Stored” state.

6. Click **[OK]**.

Note






- You can use the **[Job Properties Editor]** to store every non-IPDS print job submitted. On the Configuration hub, click the Data Stream tab and find the Basic pod. Click the **Basic** pod, then **[Job Properties]** to open the **[Job Properties Editor]**.
- You can use the **[Job Properties Editor]** to store every non-IPDS print job submitted to a virtual printer. On the Configuration hub, click the Network tab and find the Virtual Printers pod. Select the virtual printer you want, then click  the edit icon, then **[Job properties]** to open the **[Job Properties Editor]**.
For virtual printers only, you can set **[Store]** to **[Store for]** and specify the number of days and hours to store jobs. This value is used to calculate the **[Store until]** value for jobs received by the virtual printer.

Reprinting a Stored Job

5

You can print a stored job again.

To reprint a stored print job:


- On the Operations or Jobs hub, find the Stored Jobs pod.
- Select the stored print job you want to reprint.
- Do one of these:
 - Click , the print icon.
 - Click , the actions icon, and select **[Process and Hold]**.
 - Click , the actions icon, and select **[Process and Print]**.
 - Click , the actions icon, and select **[Print and Store]**.
 - Click , the actions icon, and select **[Process, Print and Store]**.

The print job moves to the Active Jobs pod and continues through the process you selected.

Suspending a Print Job

A print job that has a status of “Printing” can be suspended in the middle of its run.

To suspend a print job:

- On the Operations or Jobs hub, find the Active Jobs pod.
- Select the print job to suspend.
- Click , the actions icon.



4. Select **[Suspend Job]**.

The print job's status changes from "Printing" to "Suspended". The job moves to the Inactive Jobs pod.

Resetting a Print Job

A suspended print job can be reset. A reset print job starts printing again from the beginning.

To reset a print job:






1. On the Operations or Jobs hub, find the Inactive Jobs pod.
2. Select the print job to reset.
3. Click , the actions icon.
4. Select **[Reset Suspended Job]**.
The print job's status changes from "Suspended" to "Held".
5. To finish printing the job, select it and click , the print icon.

5

Releasing a Print Job

Inactive print jobs can be released to continue processing, printing, or both. A suspended job begins printing where it left off.

To release a print job:


1. On the Operations or Jobs hub, find the Inactive Jobs pod.
2. Select the inactive print job to release.
3. Do one of these:
 - Click , the print icon.
 - Click , the actions icon, and select **[Process and Hold]**.
 - Click , the actions icon, and select **[Process and Print]**.
 - Click , the actions icon, and select **[Print and Store]**.
 - Click , the actions icon, and select **[Process, Print and Store]**.

The print job moves to the Active Jobs pod and continues through the process you selected.

Processing a Job Next

You can select an active job to be processed immediately after the current job.


To process a job next:

1. On the Operations or Jobs hub, find the pod that contains the print job to process next.
2. Select the job to process next.
The job must be in the "Pending process" or "Waiting to print" state.
3. Click , the actions icon.
4. Select **[Process Next]**.

Deleting a Print Job

Print jobs can be easily deleted.

To delete a print job:

1. On the Operations or Jobs hub, find the pod that contains the print job to delete.
2. Select the print job to delete.
3. Click , the delete icon.

Although the print job is deleted, a record of it can be found in the Job History pod.

Specifying Processing Options for Print Jobs

The processing options for print jobs are specified in the Basic pod. Processing options include the information to include on the banner page.

Note


These processing options do not apply to IPDS print jobs.



To specify processing options for print jobs:

1. On the Configuration hub, click the Data Stream tab and find the Basic pod.
2. Click the Basic pod to open it for editing.
3. Select the correct options for the print jobs.

Important

Jobs will fail if the combination of job processing options and peripherals is incorrect because the default value for **[Process jobs with unsupported options]** is **[Fail job]**. If you select **[Save and hold]**, you can make changes to a combination repeatedly because jobs that do not have correct combinations are saved. However, **[Save and hold]** uses spool space.

4. To configure the banner page:
 1. Click **[Settings]**.
 2. Scroll the list of available properties and select the properties to include on the banner page.
 3. Click , the right arrow icon, to add the properties to the list of selected properties.

4. Click , the up arrow icon, or , the down arrow icon, to move the properties up or down in the list.
5. Click [OK].

Working with Job Filters


Job filters are programs that modify print jobs. For example, if a product name has recently changed, you might create a filter to change the old name to the new name whenever it occurs in all print jobs.

The Filters pod on the Data Stream tab in the Configuration hub allows you to add filters for jobs and upload them to the control unit.

Editing a Job Filter

Editing a job filter modifies the way jobs are processed.

To edit a job filter:


1. On the Configuration hub, click the Data Stream tab and find the Filters pod.
2. Select the filter to edit and click , the edit icon, to open the filter for editing.
3. Make the appropriate changes to the filter.
4. Click [OK].

5

Uploading a Job Filter

You can upload job filters to use to process jobs.

To upload a job filter:

1. On the Configuration hub, click the Data Stream tab and find the Filters pod.
2. Select the filter to upload and click , the install icon.
3. Click [OK].

Viewing Job Properties

The [Job Properties] section lets you set your print job the way you need it to be.

It is divided into smaller subsections that let you fine-tune the job.

In addition, this section describes the process for working with the jobs. This includes configuring and displaying the properties of the job and the printer.

To access the [Job Properties Editor]:

1. Select a job from the list.
2. Click [Edit] to open the editor and to change the job options.

★ Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.



Defaults and Overrides


When an override value is set for a virtual printer property, that value replaces any existing value set for that property in the incoming job. The default values are only used when no value is set in the incoming job. The incoming job means a job's print file or in the job's ticket.

If any exception pages are set as defaults, they are used only if the incoming job does not have any exceptions set. Once a job is in the system, you can edit any property, even the properties set based on an override value.

A virtual printer attribute must first contain a value before it can be overridden or considered as a default value. When the value is set, it is considered to be the default value.

To switch between the defaults and overrides for a value, do these steps:

1. Open **[Job Properties Editor]**.
2. Select an attribute containing a specific value. On the left side of the label, a small icon  displays that this is the default value.
3. To replace an existing value with the one you select, click the defaults and overrides icon. When  is displayed, the override mode is active.

The value selected is used as a default value for the attribute where the change was made. If no value is set, the icon  shows that the defaults and overrides option is disabled.

Changing the Job Properties

The **[Job Properties]** section contains these settings:

- **[Job Setup]**
- **[Edit]**
- **[Paper]**
- **[Trim Size]**
- **[Finishing]**
- **[Output Option]**
- **[Color]**
- **[Print Quality]**
- **[Fifth Station]**
- **[Watermark]**
- **[Header/Footer]**
- **[Other]**

Each setting shows an icon that indicates the current values. Open each setting to see and configure the settings. You can open one setting at a time.

Note

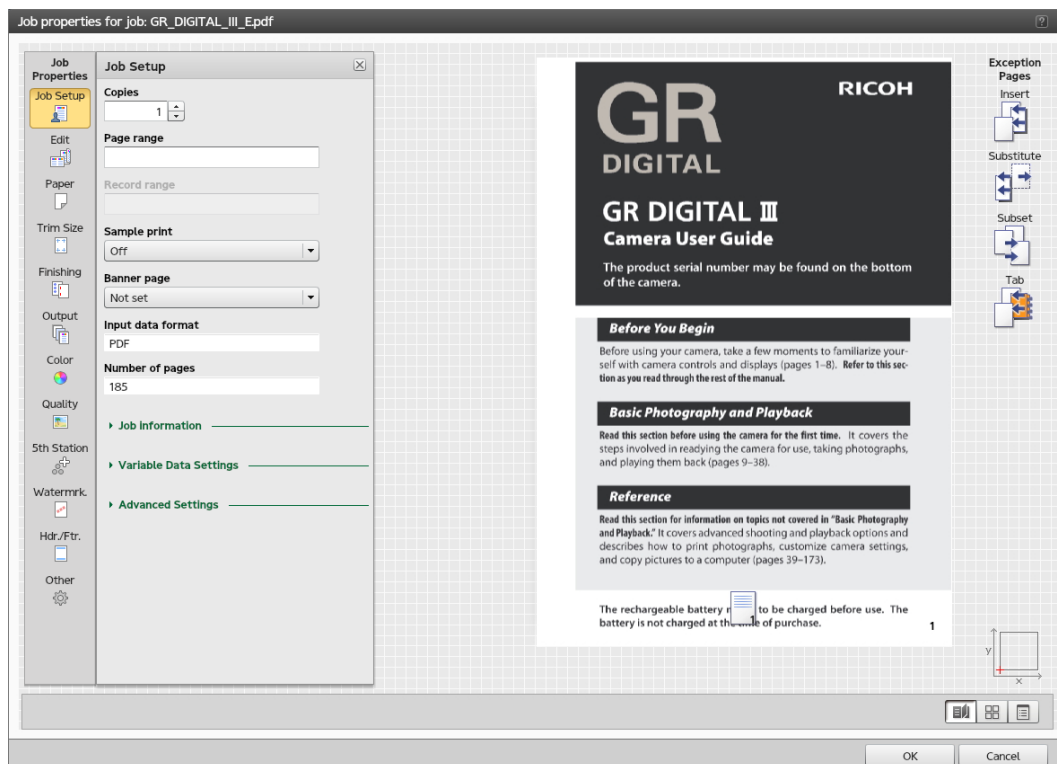
The **[Fifth Station]** settings are only available when a **[Fifth Station]** extension kit is installed.

The **[Fifth Station]** extension kit can only be installed on these printers:

- Pro C7100/C7100S/C7100SX/C7100X/C7110/C7110S/C7110SX/C7110X

Changing Job Options

This section lets you see and edit basic information about the print job.



5

To access the job options:

1. Open **[Job Properties Editor]**.
2. Click **[Job Setup]** on the left side of the screen.
3. Use the options displayed to customize the job.

Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Configuring the Job Basic Options

You can edit the basic information about the job.

1. Click **[Job Setup]** on the left side of the screen.

2. Enter the number of copies you want to print in the **[Copies]** field.
3. To specify which pages to print, enter a single page, multiple pages separated by commas, or a range of pages in the **[Page range]** field.
4. Specify which records to print, either as a single page, multiple pages separated by commas, or a range of pages in the **[Record range]** field.

Note

To enable the **[Record range]** field, go to the **[Variable Data Settings]** section and edit the **[Number of pages per record]** and **[Number of records]** fields.

5. To print a single sample copy of the job before manually releasing all the copies for the final print, select **[On]** from the **[Sample print]** drop-down list.
6. To place a banner page before the job, go to **[Banner page]** and select **[Before job]**. To place the banner page before and after the job, click **[Before and after job]**.
7. Expand the **[Job information]** group.
8. Enter the job name in the **[Job name]** field. Enter up to 255 bytes.
9. Type a name to identify the user who modifies the job in the **[Last modified by]** field or select a user already registered from the drop-down list.
10. To identify the person who owns the job, enter the name in the **[Customer]** field.
11. If you have chosen to add a banner page to the job, edit the information to print on the banner in the **[Banner page information]** field.
12. Add additional information about the job in the **[Notes 1]** and **[Notes 2]** fields.
13. In the **[Description]** field, enter a text to describe the job.

Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Editing the Variable Data Settings

Using the Variable Data Printing data formats, you can print personalized documents containing records. You can specify the number of records and the number of pages per record.

1. Click **[Job Setup]** on the left side of the screen.
2. Scroll down and expand the **[Variable Data Settings]** section.

Note

If the **[Number of records]** field is disabled, you need to set a value for the **[Number of pages per record]** field. The **[Number of records]** field is always displayed as read-only.

3. Click the **[Edit...]** button to open the **[Edit Variable Data Settings]** dialog window.
4. In the **[Number of pages per record]** field, enter a value to specify how many pages are per one record.
The **[Variable Data Information]** automatically displays the number of records in the variable data file by dividing the total number of pages by the number of pages per record.
5. Click **[OK]** to save the changes and close the dialog window.

Setting the Job Priority

Specifies the priority of the job.

To set the job priority:

1. Click **[Job Setup]** on the left side of the screen.
2. Go to **[Priority]** under **[Advanced Settings]**.
3. If necessary, select the check box to enable the **[Priority]** input field.
4. Enter 100 if you want the job to be the highest priority or 1 if the job is the lowest priority.

Setting the Job Store Options

Specifies whether the job should be stored, and if so for how long.

To set whether or how the job is stored:

1. Click **[Job Setup]** on the left side of the screen.
2. Scroll down and go to **[Store]** under **[Advanced Settings]**.
3. To turn off the **[Store]** option for the current job, select **[Off]** from the drop-down list.
4. To store the job select **[Store indefinitely]**. If **[Space available]** is checked, this job is deleted when an incoming job requires the space.
5. To store the job for a specific amount of time after it is printed, select **[Store for]** and set the days and hours you need to store the job.
6. To store a job until a specific day and time, select **[Store until]** and use the calendar icon to set the date. You can set the time by clicking the up and down arrows or simply entering the digits.
7. Use the **[Space available]** option to store the job for the selected period if there is enough storage space.
8. To store the processed version of the job along with the source, select **[Save process]**.

Setting the Email Address for Notifications

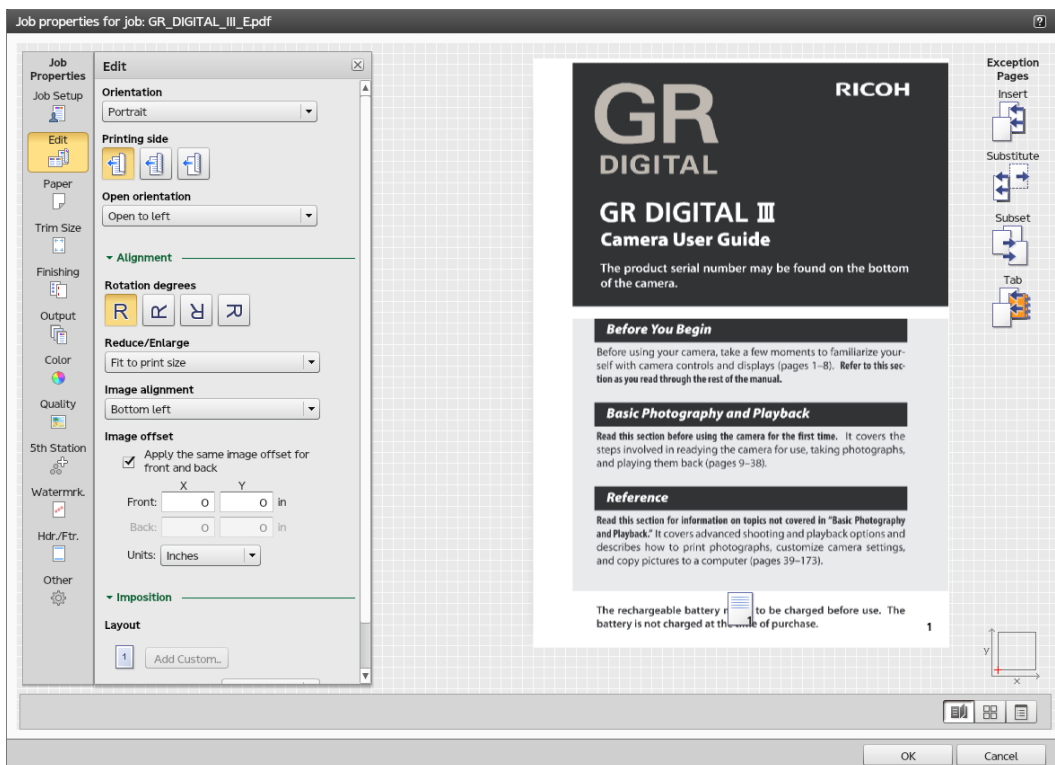
Specifies who to notify when this job completes or printer encounters an error.

To set up an email address to receive notifications when a job is done, do these:

1. Click **[Job Setup]** on the left side of the screen.
2. Go to **[Email notification]** and select **[Notify on job completion]**.
3. Enter the email address in the **[To]** field.
4. In the **[Message]** field, enter a customized message or a comment for the email body.

Editing the Layout Settings

This section lets you specify how you want the pages to be laid out in your print job.



5

To access the layout options:

1. Open **[Job Properties Editor]**.
2. Click **[Edit]** on the left side of the screen.
3. Use the options displayed to edit the layout settings.

Selecting the Printing Side

You can specify which sides of the sheet to print on.

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Printing side]**.
3. To print only on one side, select **[Front side (1 sided)]**.
4. To print only on the back side of the paper, select **[Back side (1 sided)]**.
5. If you want to print on both sides of the paper, select **[Both sides (2 sided)]**.

Changing the Page Orientation

To change the page orientation from vertical layout to a horizontal layout:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Orientation]**.
3. Select **[Landscape]** from the drop-down list.



The orientation selected should match the orientation of the pages in the print file. If there are combined layouts in the print file, you should set it to match the orientation of most pages. For pages with a different orientation, use the **[Rotate view]** button to see them in the correct orientation. Jobs submitted to virtual printers should have the same orientation as the virtual printer. Otherwise, the job might not print as expected.

Selecting the Open Orientation

You can specify the direction in which sheets are opened.

To select the direction to open or flip the sheets:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Open orientation]**.
3. To open the sheet from right to left, select **[Open to left]**. When you select it, the **[Binding edge]** is automatically set to **[Left]**.
4. To open the sheet from bottom to top, select **[Open to top]**. When you select it, the **[Binding edge]** is automatically set to **[Top]**.

Rotating a Page

To specify the amount to rotate the data on each page in the job in a counter clockwise direction:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Rotation degrees]**.
3. Click on one of the buttons to select the number of degrees to rotate the image on the page in a counter clockwise direction.

Note

You can use this setting in addition to any automatic rotation. The automatic rotation ensures that the long edge of the image is aligned with the long edge of the sheet or up.

Scaling an Image

To specify whether to reduce or enlarge the image to fit:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Reduce/Enlarge]** under **[Alignment]**.
3. To reduce or enlarge the image or up size to match the print size, select **[Fit to print size]**.
4. To reduce an image to match the paper size or the ups size, when there are multiple ups, select **[Reduce to fit]**.
5. To preserve the original size of the image, select **[Off]**.

Aligning an Image

To specify how to align an image:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Image alignment]** under **[Alignment]**.
3. To have an image centered on the sheet, select **[Center]**.
4. To anchor the corner of an image to the bottom left corner of the sheet select **[Bottom left]**.

★ Important

The red cross on the coordinate system, displayed in the bottom right corner below the exception pages, indicates the image alignment anchor.

Changing the Origin of the Page

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Image offset]** under **[Alignment]**.
3. If necessary, select the **[Image offset]** check box.
4. You can set the same values for front and back by selecting the **[Apply the same image offset for front and back]** check box.
5. Enter a value as a positive or negative number with up to three decimals in the **[Front:]** and **[Back:]** fields.
6. Select the unit of measure from the **[Units]** drop-down list.

↓ Note

- When the sheet is rotated for display purposes, the image offset rotates with the sheet.
- The X and Y arrows on the coordinate system, displayed in the bottom right corner below the exception pages, indicate the image offset direction for positive values.

Setting the Layout

You can select different layouts for printing on each side.

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Imposition]** and click to expand the section.
3. From the **[Number of pages]** drop-down list select how many pages to place on each printed side.
4. Select the method for the imposition by selecting a value from the **[Imposition]** drop-down list.
5. To set the direction for the pages, go to **[Page order]** and select a specific value.

Creating a New Custom Layout

To add a new custom layout:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Imposition]** and expand the section.
3. Click **[Add Custom...]** to create a new custom layout.

4. In the **[New Custom Layout]** dialog, select the **[Custom page order]** to specify a custom order for the pages on the front and back sides of each sheet.
5. In the **[Page order]** field, enter a value for the order of pages.

Note

If you do not select the **[Custom page order]** check box, the page order is the same as specified under **[Layout]**.

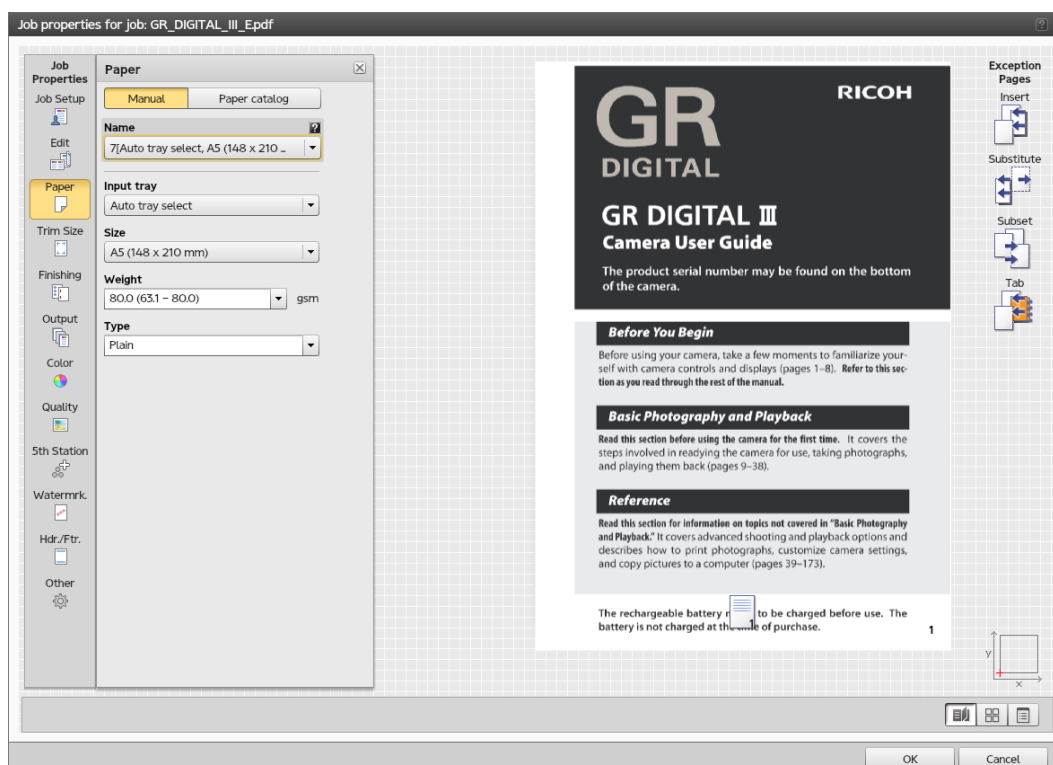
6. Click **[Location]** to select the location of the layout you want to customize.
7. Click on one of the **[Rotation degrees]** options to specify the degree to rotate the images placed in this location.
8. To reduce or enlarge the images so that it fits the location, select a value from the **[Reduce/Enlarge]** drop-down list.
9. To specify the amount to offset the images placed in this location, select the **[Image offset]** check box and enter a value in the X and Y fields.

Note

Any changes made under the **[Rotation degrees]**, **[Reduce/Enlarge]** or **[Image offset]** fields overwrite the settings made in the same fields under the **[Edit]** section. If you set an exception for a page that is placed in a particular location, any changes under **[Rotation degrees]**, **[Reduce/Enlarge]** or **[Image offset]** specified for that page replace the location settings.

Changing the Paper Settings

This section lets you see information about the paper selected for the job.



To access the paper settings options:

1. Open **[Job Properties Editor]**.
2. Click **[Paper]** on the left side of the screen.
3. Use the options displayed to customize the paper settings.

Switching from Manual Paper to Paper Catalog

You can select to choose among the **[Manual]** and **[Paper catalog]** modes when setting the paper options. The **[Manual]** mode lets you select the paper by individual properties. The **[Paper catalog]** mode lets you select the paper that is currently defined in the printer's paper catalog. You cannot change the properties of a paper when the **[Paper catalog]** is selected. To find more information about changing the paper in the **[Paper catalog]**, go to the [Using the Paper Catalog, p. 94](#) section.

1. Open the **[Job Properties Editor]**.
2. Click **[Paper]** on the left side of the screen.
3. Click **[Manual]** or **[Paper catalog]**, depending on the options you want to configure.

★ Important

The **[Manual]** and **[Paper catalog]** toggle buttons are not available for the printer default properties or if no catalog paper is defined. You can only edit the settings for the **[Manual]** paper.

Selecting the Manual Paper options

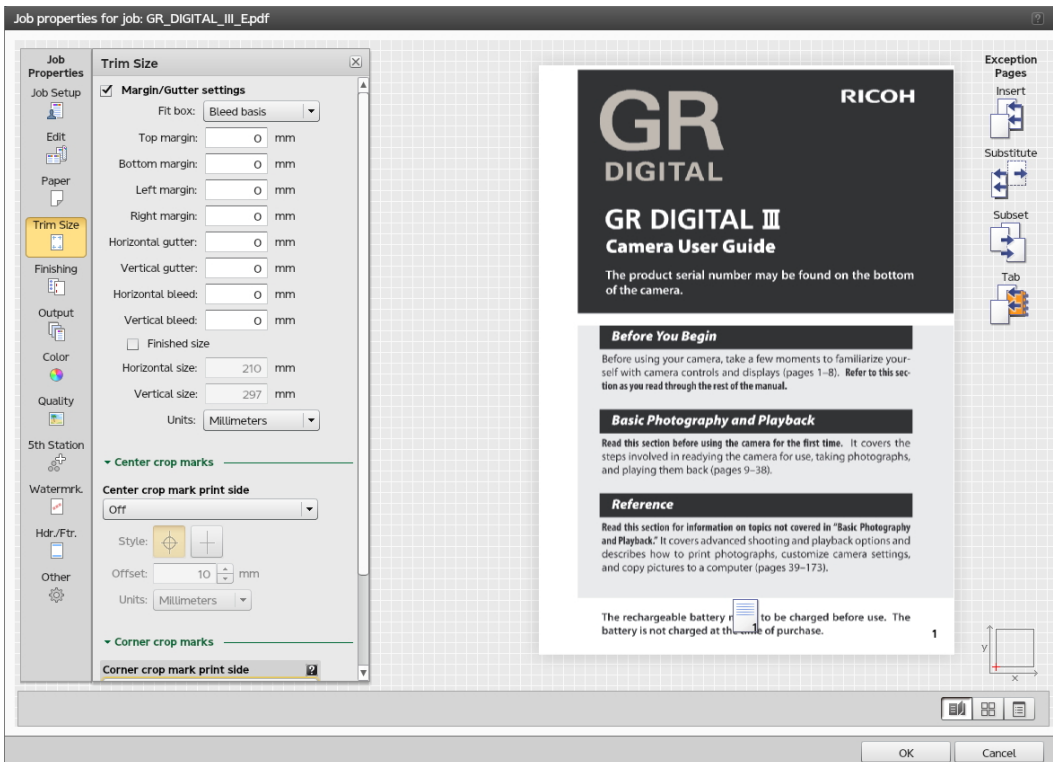
1. Open the **[Job Properties Editor]**.
2. Click **[Paper]** on the left side of the screen.
3. Click **[Manual]**.
4. Select a manual paper from the **[Name]** drop-down list and then choose a tray from the **[Input tray]** drop-down list.
5. Set the size by selecting an option from the **[Size]** drop-down list or click **[Add...]** to create a new size. If the size is set as an override, it will override any size set in the print file, otherwise, the size set in the print file is used. See the [Defaults and Overrides, p. 134](#) section for more details.
6. Set the weight by selecting an option from the **[Weight]** drop-down list or enter a weight. Select **[Any]** to allow the job to print on any paper weight.
7. Set the type by selecting an option from the **[Type]** drop-down list or enter a type. Select **[Any]** to allow the job to print on any paper type.

★ Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Changing the Trim Size Settings

This section lets you edit the trim settings for the job, including margins and crop marks.



To access the trim size options:

1. Open [Job Properties Editor].
2. Click [Trim Size] on the left side of the screen.
3. Use the options displayed to edit the trim size settings.

Setting the [Margin/Gutter settings]

1. Click [Trim Size] on the left side of the screen.
2. Select the [Margin/Gutter settings] check box.
3. From the [Fit box] drop-down list, select [Finished size basis] to fit the print data to the finished size or [Bleed basis] to fit the print data to the bleed area.
4. To set the top, bottom, left, and right margins, which indicate the amount of space to leave between the finished size and the outside edges of the sheet, enter the values into the corresponding fields.
5. Specify the width for the gutter, in the [Horizontal gutter] and [Vertical gutter] fields.
6. Set the amount to bleed past edges of the finished size into the margins and gutters by entering the size in the [Horizontal bleed] and [Vertical bleed] fields.
7. By default, the finished size is the space left after subtracting the margins and gutters from the size of the sheet, split into the number of pages. To set a different finished size:
 1. Select the [Finished size] check box.
 2. Enter the size values in the [Horizontal size] and [Vertical size] fields.

Note

When you set a finished size larger than the default one, some area of the finished size may exceed the sheet.

8. To set the preferred measurement unit, select an option from the **[Units]** drop-down list.

Note

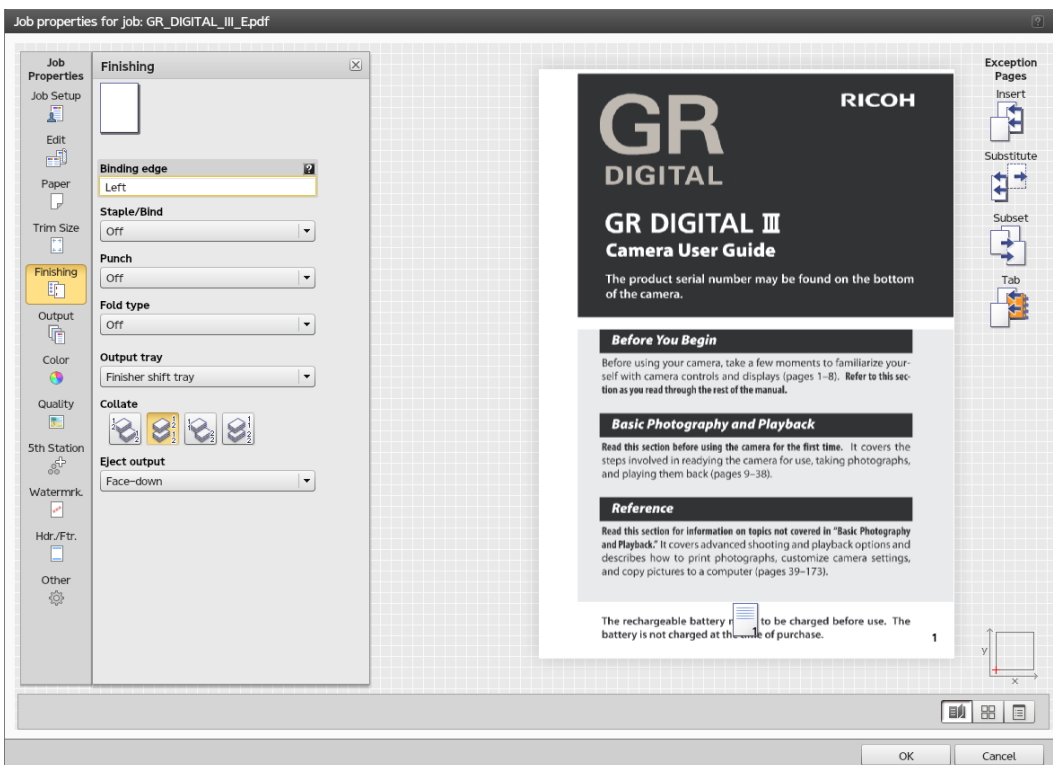
If for a PDF file only the Media Box is set, without a Trim Box or a Crop Box, setting a value for the bleed area has no effect unless you select the **[Bleed basis]** option. If there is no bleed area set, a basic PDF file prints exactly the same regardless of whether **[Finished size basis]** or **[Bleed basis]** is selected. A PDF file with Media Box, Trim, and Crop Box, prints differently depending on the option you select, even when the bleed area is set to zero.

Printing Crop Marks

1. Click **[Trim Size]** on the left side of the screen.
2. To print the crop marks on the center:
 1. From the **[Center crop mark print side]** drop-down list, select the side where to print the crop marks.
 2. Select the style for the center crop marks.
 3. Enter a value in the **[Offset]** field to specify the amount to shift the center of the crop mark from the edge of the finished size.
 4. To specify the units for the offset, use the **[Units]** drop-down list.
3. To print the crop marks on the corner:
 1. From the **[Corner crop mark print side]** drop-down list, select the side where to print the crop marks.
 2. Select the style for the corner crop marks. The **[Single]** style marks where to trim the finished size and the **[Double]** style shows the edge of the bleed and where to trim the finished size.
 3. To specify the line thickness in points, enter a value in the **[Thickness]** field.
 4. To print the corner crop marks to the edge of the sheet, select **[Print to edge]**.
 5. If you want to use a specific length, select **[Custom]**.
 6. Enter the values for the horizontal and vertical length and select the units of measure.

Changing Finishing Options

This section lets you see and edit the finishing for the job.



To access the finishing options:

1. Open **[Job Properties Editor]**.
2. Click **[Finishing]** on the left side of the screen.
3. Use the options displayed to customize the finishing settings.

Setting the Stapling and Binding Methods

To insert staples or to select the binding method:

1. Click **[Finishing]** on the left side of the screen.
2. Go to **[Staple/Bind]**.
3. From the drop-down list, select whether to staple or bind the pages in the job.
4. To select an input tray where to load the paper for perfect bound paper, go to **[Staple/Bind]** and select **[Perfect binding]**.
5. Scroll down and the **[Input tray for binding paper]** field is visible.
6. Select one of the input trays available for your printer.

Printing a Cover Sheet

Note

To enable the **[Cover sheet]** control, you must first select **[2-staple at center]**, **[Perfect binding]**, or **[Booklet]**.

To print a cover sheet for the job:

1. When you select **[2-staple at center]** or **[Booklet]**:
 1. Go to the **[Cover sheet]** control.
 2. Select **[On]** to include a cover sheet for the job.
 3. Select either **[Manual]** or **[Paper catalog]** to specify the paper for the cover sheet.
2. When you select **[Perfect binding]**.
 1. Go to the **[Cover sheet]** control.
 2. Select either **[Manual]** or **[Paper catalog]** to specify the paper for the cover sheet.
 3. Go to **[Layout]** and set the **[Number of pages]** value to **[1]** to enable the **[Cover sheet printing side]** control.
 4. Select which side of the cover of a perfect bound job to print on by clicking on one of the printing side options.

Selecting the Punching Method

5

To select how to punch the pages in the job:

1. Click **[Finishing]** on the left side of the screen.
2. Go to **[Punch]**.
3. Select the punch method from the **[Punch]** drop-down list.

Selecting the Folding Method

To specify how to fold the job or large sheets in the job:

1. Click **[Edit]** on the left side of the screen.
2. Go to **[Fold type]**.
3. Select one of the folding methods from the drop-down list.

Changing the Output Tray

To select what tray to use for the finished output:

1. Click **[Finishing]** on the left side of the screen.
2. Go to **[Output tray]**.
3. Select one of the output trays available for your printer.

Collating the Job Copies

Specifies how to collate the copies of the job.

To specify how to collate the copies:

1. Click **[Finishing]** on the left side of the screen.

2. Select **[Shift collate]** to stack all the pages of the first set of copies in the bin, and then jog to offset the stack before stacking all the pages of the second set of copies in the output bin.
3. To set the number of copies you want stacked in each set, enter a value in the **[Stack interval]** field.
4. Select **[Collate]** to sort all the pages of the first copy in the bin, followed by all the pages of the second copy.
5. Select **[Stack]** to sort all the copies of the first set of pages in the bin, and then jog to offset the stack before stacking all the copies of the second set of pages in the output bin.
6. To set the number of copies you want stacked in each set, enter a value in the **[Stack interval]** field.
7. Select **[Off]** to sort all the copies of the first page in the bin, followed by all the copies of the second page.

Ejecting the Job Copies

Specifies whether the output is ejected face-down or face-up in the output tray.

To specify how you want the output ejected:

1. Click **[Finishing]** on the left side of the screen.
2. Select **[Face-down]** from the drop-down list to print the first page facing down at the bottom of the stack.
3. Select **[Face-down, reverse order]** from the drop-down list to print the first page facing down on top of the stack.
4. Select **[Face-up]** from the drop-down list to print the first page facing up at the bottom of the stack.
5. Select **[Face-up, reverse order]** from the drop-down list to print the first page facing up on top of the stack.

Setting the Trimming Options

You can specify how to trim the output and by how much:

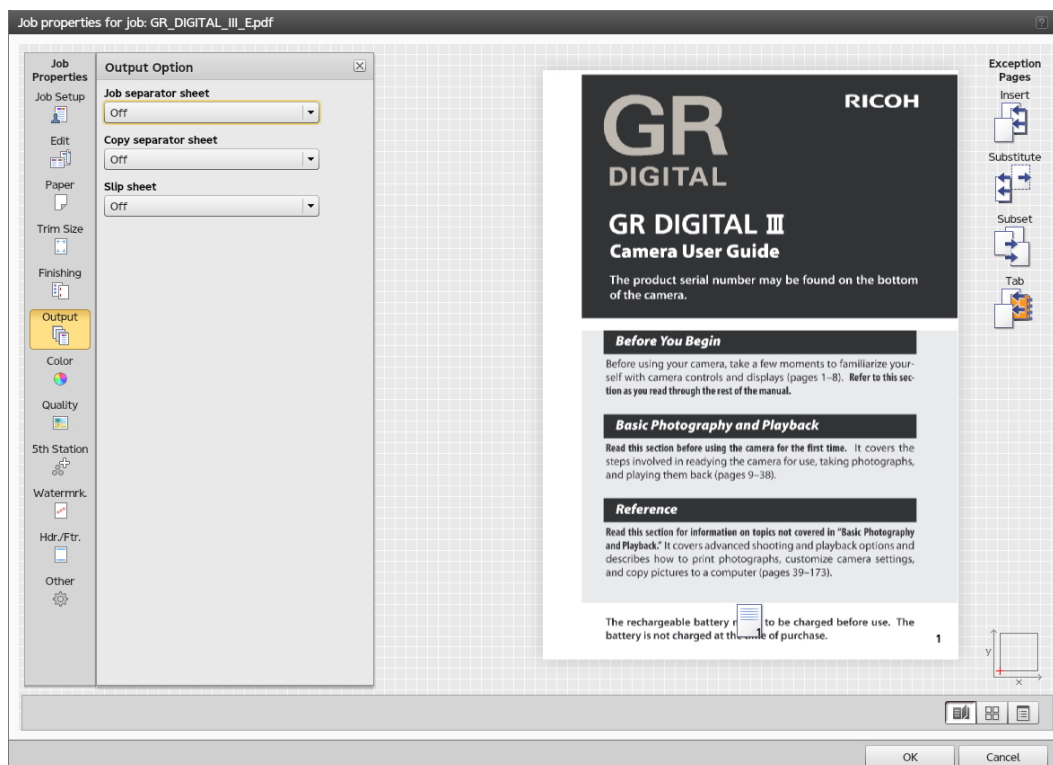
1. Click **[Finishing]** on the left side of the screen.
2. Go to **[Staple/Bind]** and select either **[2-staple at center]** or **[Perfect binding]**.
3. Scroll down to the **[Trim]** field.
You can choose to trim by amount or to finished size.
4. If you choose to trim by amount, select **[Fore edge by amount]** to specify the amount to trim from the fore edge or **[Three edges by amount]** to specify the amounts to trim from the three edges.
5. In the edge value fields, enter any value up to the maximum value the device supports.
6. Select the unit of measure from the **[Units]** drop-down list.
7. If you choose to trim to the finished size, select **[Fore edge to finished size]** or **[Three edges to finished size]**.
8. Specify the finished size after trimming by selecting a paper size from the **[Size]** drop-down list.

↓ **Note**

- This field is available only when the printer configuration supports it.
- When you select [**Three edges to finished size**], an equal amount is trimmed from both the [**Top edge**] and [**Bottom edge**].

Changing the Output Options

This section lets you see and edit the output settings for the job.



To access the output options:

1. Open [**Job Properties Editor**].
2. Click [**Output**] on the left side of the screen.
3. Use the options displayed to customize the output settings.

Inserting a Job Separator Sheet

Specifies whether to include a job separator sheet to separate this job from the previous job.

↓ **Note**

This field is available only when the printer configuration supports it.

To include a job separator sheet:

1. Click [**Output Option**].

2. Go to **[Job separator sheet]**.
3. Select **[On]** from the drop-down list to include a separator sheet between the jobs.
4. Set the paper properties by selecting the **[Manual]** or the **[Paper catalog]** mode.
5. Select **[Off]** from the drop-down list to not include a separator sheet between the jobs.

Inserting a Copy Separator Sheet

Specifies whether to include a copy separator sheet between collated copies of the job.

↓ Note

This field is available only when the printer configuration supports it.

To include a copy separator sheet:

1. Click **[Output Option]**.
2. Go to **[Copy separator sheet]** .
3. Select **[On]** from the drop-down list.
4. Set the paper properties by selecting the **[Manual]** or the **[Paper catalog]** mode.
5. Enter the number of copies you want between the separator sheets in the **[Interval]** field.
6. Select **[Off]** from the drop-down list to not include any separator sheet between the job copies.

5

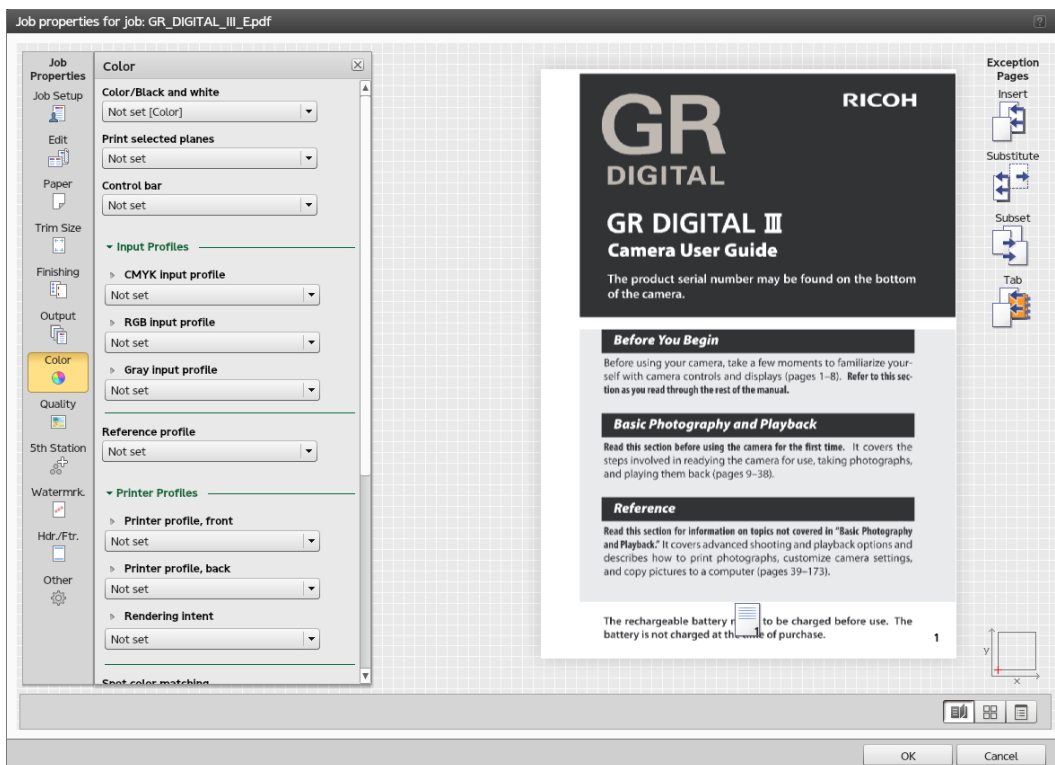
Inserting a Slip Sheet

To include a slip sheet:

1. Click **[Output]**.
2. Go to **[Slip sheet]**.
3. Select **[On]** from the drop-down list to insert slip sheets after every sheet in the job.

Changing the Color Settings

This section lets you see and edit the color settings for the job.



5

To access the color settings options:

1. Open **[Job Properties Editor]**.
2. Click **[Color]** on the left side of the screen.
3. Use the options displayed to customize the color settings.

★ Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Printing in Color or Black and White

To specify if the output is printed in color or black and white:

1. Click **[Color]** on the left side of the screen.
2. Go to **[Color/Black and white]**.
3. Select **[Color]** to print in full color or **[Black and white]** to print monochrome.

↓ Note

If **[Not set]** is selected, the default value set in the job ticket is applied.

Specifying the Color Planes to Print

Specifies which color planes should print.

You can select to print all the color planes or only some of them.

1. Click **[Color]** on the left side of the screen.
2. Go to **[Print selected planes]**.
3. To print all the color planes except for the **[Special effect]** plane, select **[CMYK]**.
4. To print all the color planes, including the **[Special effect]** plane, select **[All]**.
5. To print only a specific plane or a specific set of planes, select **[Custom]**. You can add or delete the planes from the **[Print]** panel.

Note

The **[Special effect]** color plane is available only when the printer configuration supports it.

Printing a Control Bar

Specifies whether the **[Control bar]** (including a color bar and/or margin information) is printed on each sheet.

To print a control bar:

1. Click **[Color]** on the left side of the screen.
2. Go to **[Control bar]**.
3. Select **[On]** to print a control bar on each sheet to check the toner density and track the printer stability.

For more detailed settings, return to the console and go to **Configuration** → **Color Management** → **Basic Pod**.

Setting the Color Profiles

Note

This field is available only when the printer configuration supports it.

1. Click **[Color]** on the left side of the screen.
2. To set the **[Input Profiles]**:
 1. Go to the **[Input Profiles]** section and expand it.
 2. For the CMYK input profile, go to **[CMYK input profile]** and select the profile for each of the **[Images]**, **[Text]**, **[Line art]**, and **[Smooth shades]** objects.
 3. For the RGB input profile, go to **[RGB input profile]** and select the profile for each of the **[Images]**, **[Text]**, **[Line art]**, and **[Smooth shades]** objects.
 4. For the gray input profile, go to **[Gray input profile]** and select the profile for each of the **[Images]**, **[Text]**, **[Line art]**, and **[Smooth shades]** objects.
3. To simulate color reproduction for another printer, select a profile from the **[Reference profile]** drop-down list.
4. To set the **[Printer Profiles]**:
 1. Go to the **[Printer Profiles]** section and expand it.

2. To set the printer profile on the front, go to **[Printer profile, front]** and select the profile for each of the **[Images]**, **[Text]**, **[Line art]**, and **[Smooth shades]** objects.
3. To set the printer profile on the back, go to **[Printer profile, back]** and select the profile for each of the **[Images]**, **[Text]**, **[Line art]**, and **[Smooth shades]** objects.
4. To set separate intents for images, text, line art, and smooth shades, select one of the values from the **[Rendering intent]** drop-down list.

Note

If separate intents are supported for color spaces, you can also set separate intents for the CMYK, RGB, and Gray color spaces for each object.

Matching Spot Colors

The spot color is used when only one or two solid colors are needed on a page or when a color has to match perfectly and be consistent.

Note

This field is available only when the printer configuration supports it.

To enable matching the spot colors:

1. Click **[Color]** on the left side of the screen.
2. Go to **[Spot color matching]**.
3. Select **[On]** from the drop-down list.

For more detailed settings, return to the console and go to **Configuration** → **Color Management** → **Basic Pod**.

Configuring the Advanced Color Settings

Note

This section is available only when the printer configuration supports it.

1. Click **[Color]** on the left side of the screen.
2. Go to the **[Advanced]** section and expand it.
3. To substitute a color, set the **[Color substitution]** to **[On]**.

For more detailed settings, return to the console and go to **Configuration** → **Color Management** → **Basic Pod**.

4. To set how to output black for text and line art, select one of the options from the **[Black (text/line art)]**.
5. To limit the toner amount used:
 1. Go to **[Toner/Ink limit]**.
 2. Select **[Low]**, **[Medium]**, or **[High]** depending how much you want to limit the amount.
6. To specify how to reproduce black and gray when printing in color, select one of the options from the **[Black/Gray reproduction]**.

↓ **Note**

This option might not be available for jobs submitted from Prinect. To configure how to print the black colors or the gray shades for a PDF file, see [Configuring PDF-specific settings, p. 153](#).

7. Go to **[Do not print]** to select which spot color name to print with a special toner and not with CMYK.

↓ **Note**

When RIP Model K or RIP Model S is used to process a job whose input color space is CIE Lab, the line art setting for **[Black/Gray reproduction]** is applied to all objects.

Configuring PDF-specific settings

These settings apply only to the PDF files sent to the printers. Some of the options might not apply and they depend on the available configuration.

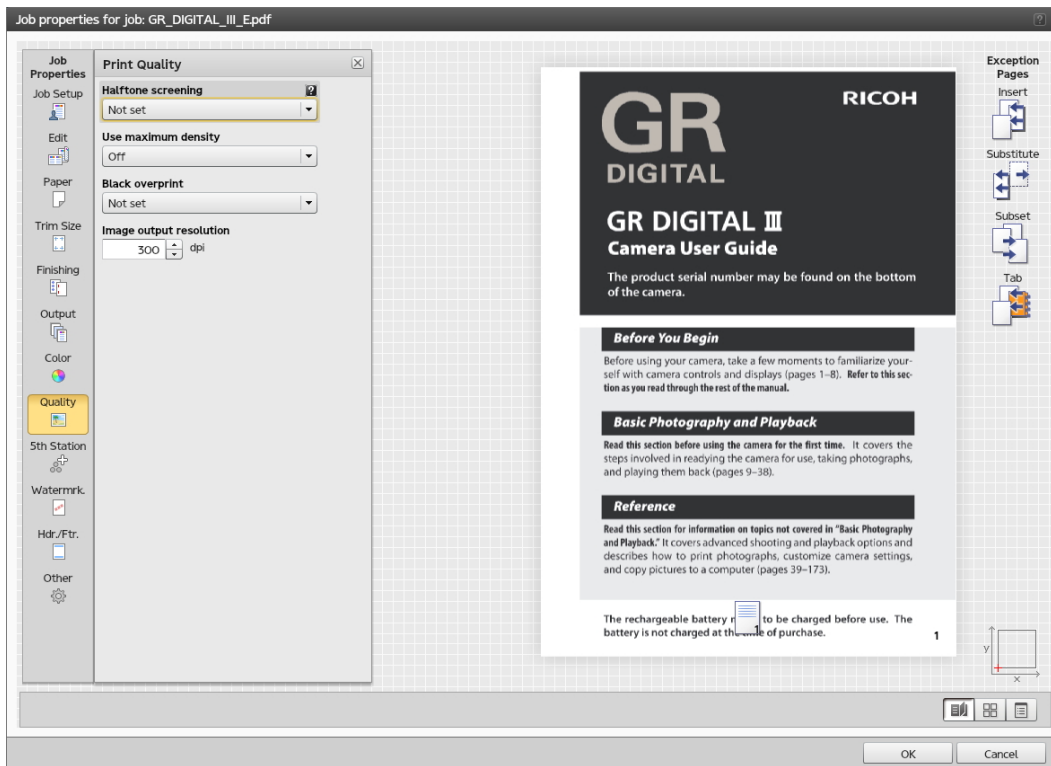
To access these settings, you must first expand the **[Advanced]** area from the **[Color]** section.

1. If you want the printer to use an embedded PDF/X output intent, select **[On]** from the **[Use PDF/X output intent]** drop-down list.
2. To specify whether to use the color trapping to compensate for poor color registration or not, select a value from the **[Trapping]** drop-down list.
3. Use the **[Blackpoint compensation]** option to preserve the shadow details for PDF jobs. You can set the compensation separately for images, graphics, and color spaces or just select **[On]** without expanding the **[Images]** and **[Graphics]** selections.
4. Go to **[Print gray RGB using black]** if you want to use only the black toner for the gray RGB graphics. Enter 100 in the **[Threshold]** box to apply it only to black color. Set the value to 0 to apply it to the colors which RGB values are identical.
5. Go to **[Preserve pure black]** for more control on preserving the colors. You can select to preserve the black, primary and secondary colors for images, text, line art, and smooth shades objects.

To apply the **[Preserve pure black]** to individual objects:

1. Expand the left arrow displayed in front of the **[Preserve pure black]** field.
2. Select a different value for each object displayed.

Changing the Print Quality Settings



5

To access the print quality settings options:

1. Open **[Job Properties Editor]**.
2. Click **[Print Quality]** on the left side of the screen.
3. Use the options displayed to customize the print quality settings.

Using the Halftone Screening to Convert the Input

To apply a particular halftone screen to the input:

1. Click **[Print Quality]** on the left side of the screen.
2. Go to **[Halftone screening]** and use the drop-down list to display the values.
3. Select one of the methods to convert the input.

200 dot

Text: 200 dot

Line art: 200 dot

Smooth shade: 200 dot

Image: 200 dot

Performs a halftone screening appropriate for obscuring boundaries between text and photos.

Text: 200 line + fine text

Text: 300 line

Line art: 200 line

Smooth shade: 200 line

Image: 200 line

Performs a halftone screening appropriate for graphics and photos.

200 dot + fine text

Text: 300 line

Line art: 200 dot

Smooth shade: 200 dot

Image: 200 dot

Performs a standard halftone screening appropriate for all kinds of documents.

200 dot + fine text, line art, smooth shades

Text: 300 line

Line art: 300 line

Smooth shade: 300 line

Image: 200 dot

Performs a halftone screening appropriate for line art and CAD data.

Interference reduction

Text: Interference reduction

Line art: Interference reduction

Smooth shade: Interference reduction

Image: Interference reduction

Performs a halftone screening appropriate for hatching patterns and thin lines. This setting reduces moire and breaking of specific-angled thin lines.

175 dot

Text: 175 dot

Line art: 175 dot

Smooth shade: 175 dot

Image: 175 dot

Performs a smoother halftone screening than 200 dot. This setting may improve halos.

175 line + fine text

Text: 300 line

Line art: 175 line

Smooth shade: 175 line

Image: 175 line

Performs a smoother halftone screening than 200 line + fine text. This setting may improve halos.

300 line

Text: 300 line

Line art: 300 line

Smooth shade: 300 line

Image: 300 line

Performs a halftone screening appropriate for thin lines and text in images.

Applying the Maximum Density

During a printer calibration process, the maximum density might be changed to a lower value for one or more CMYK colors. Applying the maximum density forces the output to be at maximum density level, regardless of calibration.

1. Click **[Print Quality]** on the left side of the screen.
2. Go to **[Use maximum density]**.
3. Select **[For CMYK]** to apply the maximum density to all CMYK colors or **[For K only]** to apply the maximum density to black color only.

Printing Black Characters over Colored Backgrounds

When white lines appear around the characters, use the **[Black overprint]** option to print the black characters over colored backgrounds:

1. Click **[Print Quality]** on the left side of the screen.
2. Go to **[Black overprint]** and select **[On]** from the drop-down list.

Enhancing the Text and Line Art Quality

The **[Thinning/Outline enhancement]** option is only available for these printers:

- Pro C9100
- Pro C9110

To enhance the quality for the edge or the thin lines:

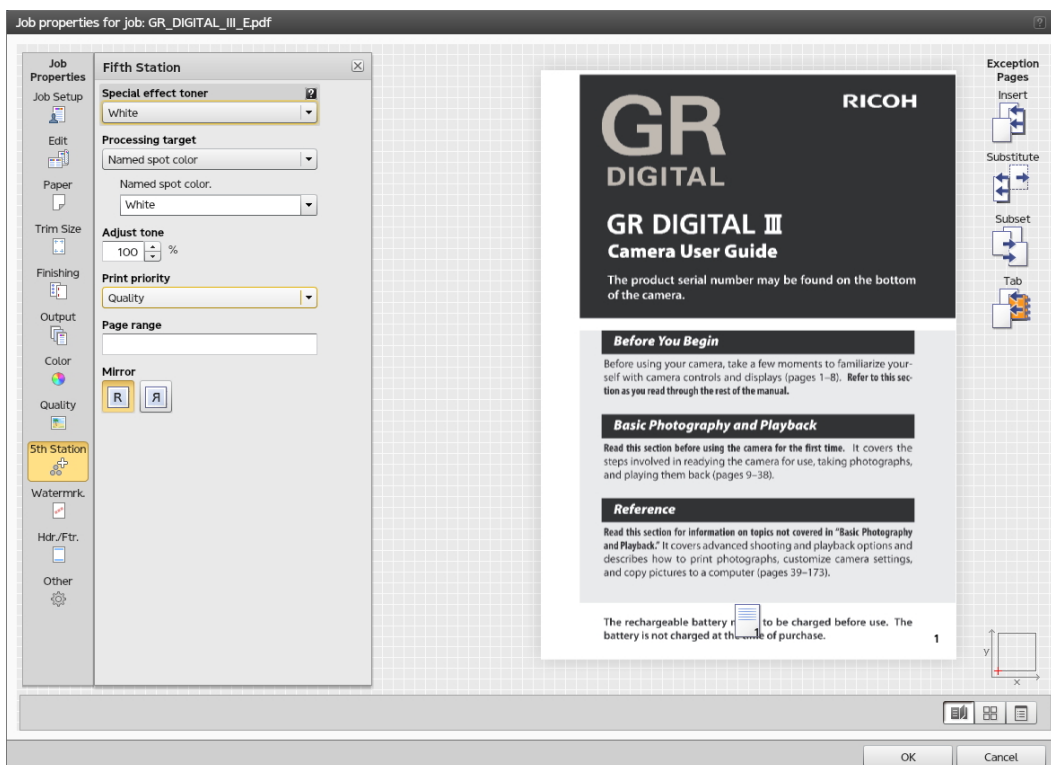
1. Click **[Print Quality]** on the left side of the screen.
2. Expand the **[Text/Line Art Quality]** section.
3. Go to **[Edge enhancement]** and select **[On]** from the drop-down list.
This enhances edges for text and line art by removing jagged lines.
4. Go to **[Thinning/Outline enhancement]** and select **[On]** from the drop-down list.
This enhances the thin lines for text and line art.

Setting the Image Resolution

To specify the output resolution in dots per inch to use when printing TIFF and JPEG jobs:

1. Click **[Print Quality]** on the left side of the screen.
2. If necessary, select the **[Image output resolution]** check box.
3. Enter the resolution or use the up and down arrows to specify it. The resolution is expressed in **dpi**.

Changing the Fifth Station Settings



[Fifth Station] is a special marking station where you can select different toners to use. This gives you the option to print with a fifth color.

To access the **[Fifth Station]** options:

1. Open **[Job Properties Editor]**.
2. Click **[Fifth Station]** on the left side of the screen.
3. Use the options displayed to customize the **[Fifth Station]** settings.

Note

The **[Fifth Station]** settings are only available when a **[Fifth Station]** extension kit is installed.

The **[Fifth Station]** extension kit can only be installed on these printers:

- Pro C7100/C7100S/C7100SX/C7100X/C7110/C7110S/C7110SX/C7110X

Setting Clear Toner Properties

When **[Clear]** is the **[Special effect toner]** installed:

1. Click **[Fifth Station]** on the left side of the screen.
2. Go to the **[Processing target]** control and select one of these options:
 - **[Named spot color]**
 - **[Whole page]**
 - **[Specified objects]**
 - **[None]**

If you select **[Named spot color]** from the drop-down list, choose a specific spot color from the list or enter your own spot color name. The spot color name entered must match exactly the corresponding spot color used in the PDF print file.

To apply the special effect toner only to specific objects, select **[Specified objects]**.

If you select **[None]**, any spot color used is processed using alternate CMYK values.

3. Go to **[Spot color priority]** to set which spot color has priority over each other. This field is only displayed when you select **[Named spot color]** from the **[Processing target]** drop-down list.
4. Go to **[Adjust tone]** and enter a value from 0 to 100%.
5. Go to **[Print priority]** and set it to **[Quality]** or **[Speed]**. When the print mode is set to **[Speed]**, the amount of special effect toner is reduced to enable a faster printing speed.
6. Go to **[Page range]** and enter the range of pages to print with special effect toner.

Setting White Toner Properties

When **[White]** is the **[Special effect toner]** installed.

1. Click **[Fifth Station]** on the left side of the screen.
2. Go to the **[Processing target]** control and select one of these options:
 - **[Named spot color]**
 - **[Whole page]**
 - **[Specified objects]**
 - **[None]**

If you select **[Named spot color]** from the drop-down list, choose a specific spot color from the list or enter your own spot color name. The spot color name entered must match exactly the corresponding spot color used in the PDF print file.

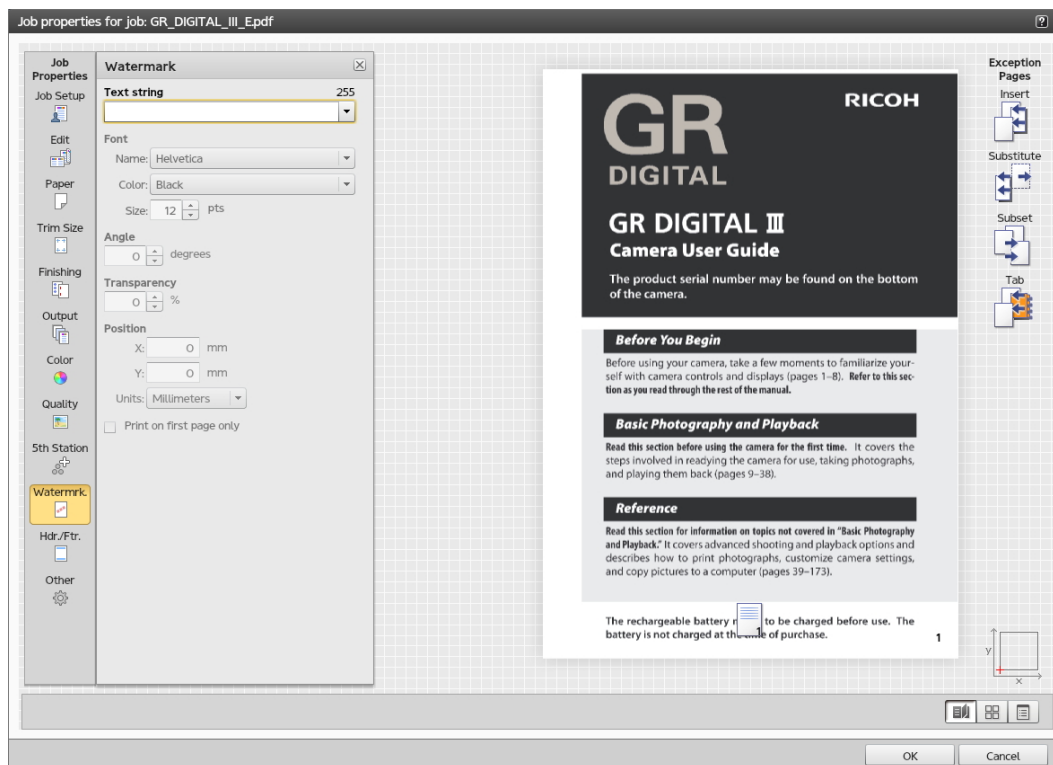
To apply the special effect toner only to specific objects, select **[Specified objects]**.

If you select **[None]**, any spot color used is processed using CMYK values.

3. Go to **[Adjust tone]** and enter a value from 0 to 100%.
4. Go to **[Print priority]** and set it to **[Quality]** or **[Speed]**. When the print mode is set to **[Speed]**, the amount of special effect toner is reduced to enable a faster printing speed.

5. Go to **[Page range]** and enter the range of pages to print with special effect toner.
6. Go to **[Mirror]** and select whether to mirror all the sheets in the job. The Mirror function applies to the entire printing job, even if you set up a page range for the other **[Fifth Station]** options.

Changing the Watermark Settings



To access the watermark settings options:

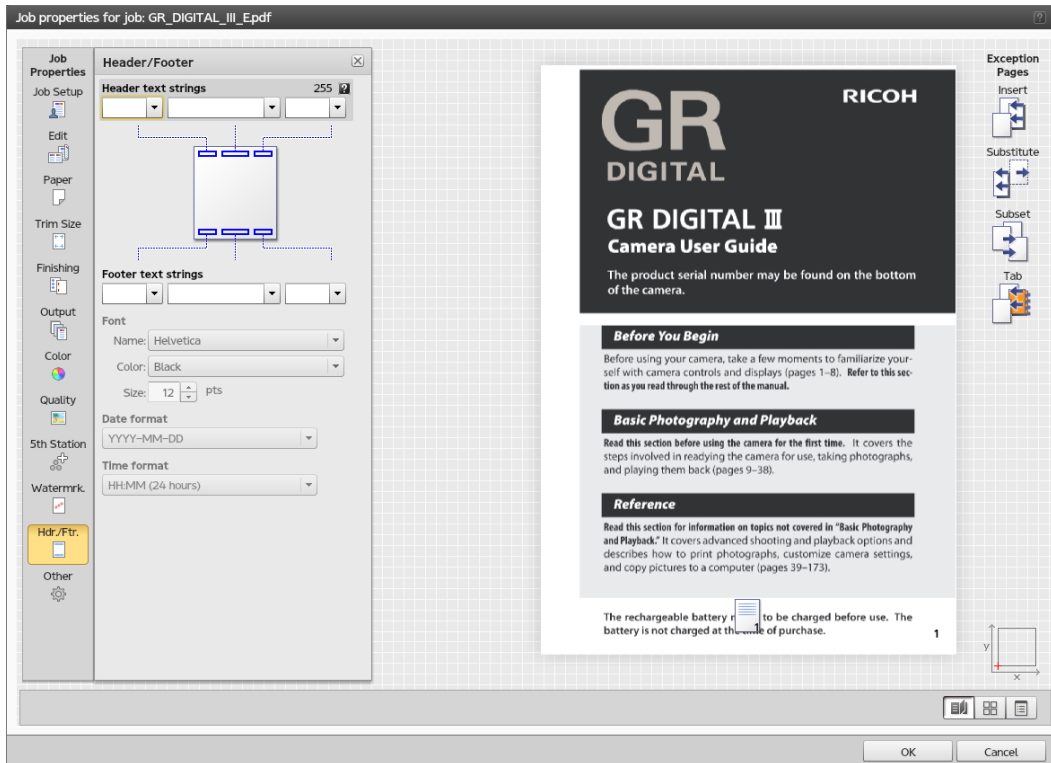
1. Open **[Job Properties Editor]**.
2. Click **[Watermark]** on the left side of the screen.
3. Use the options displayed to customize the watermark settings.

Adding a Watermark to the Job

1. Click **[Watermark]** on the left side of the screen.
2. To specify the text displayed, enter the content in the text area or select a previously specified text from the drop-down list.
3. Go to the **[Font]** section and select the name, color and size for the font displayed.
4. To rotate the text 90 degrees, enter the value 90 in the **[Angle]** field.
5. To make the watermark opaque, leave the transparency percentage to 0 in the **[Transparency]** field.
6. To customize the position of the text relative to the center of the page, go to **[Position]** and enter the amount you want to shift the watermark in the **[X]** and **[Y]** fields.

- To print the watermark only on the first page, select the **[Print on first page only]** check box. Otherwise, the watermark is printed on all the pages in the job.

Changing the Header/Footer Settings



To access the header/footer settings options:

- Open **[Job Properties Editor]**.
- Click **[Header/Footer]** on the left side of the screen.
- Use the options displayed to customize the header and footer settings.

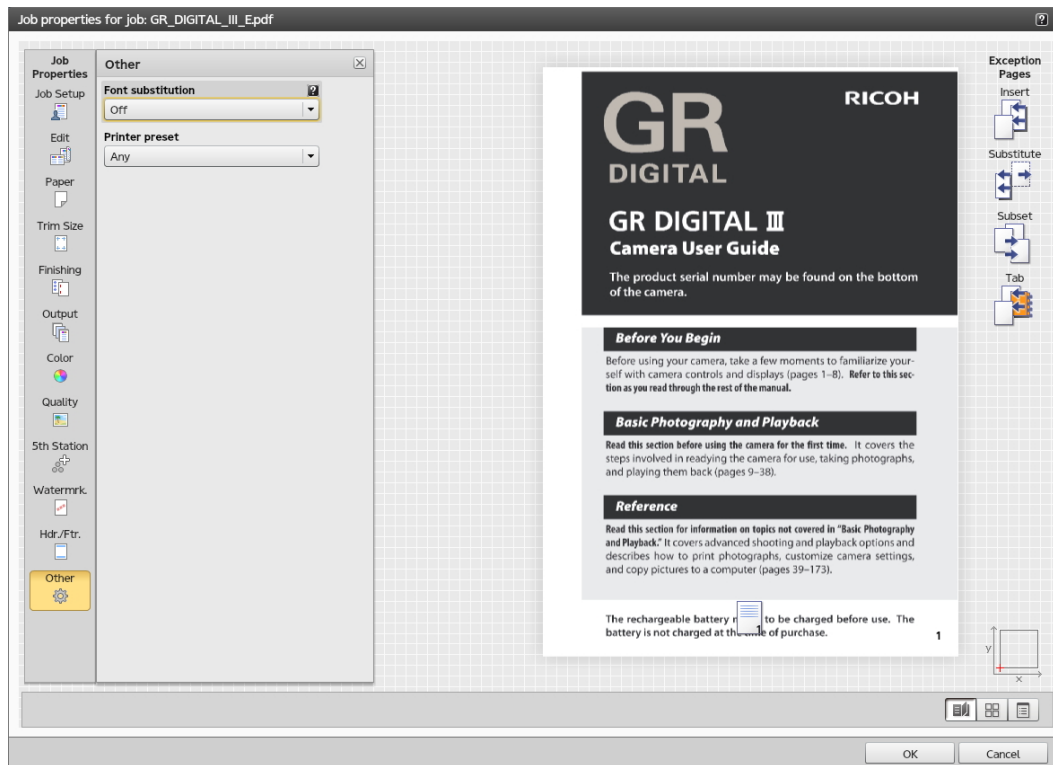
Configuring the Header and Footer Text

You can set up and configure the text displayed on the header and footer sections of the job.

- Click **[Header/Footer]** on the left side of the screen.
- To specify the text displayed on the left, center or right at the top or bottom of the page, enter the content in the corresponding fields. If you want only the text in the header to be displayed, leave the footer text fields empty.
- Go to the **[Font]** section and select the name, color and size for the font displayed.
- To print the date on the page, enter &d as part of the text and go to **[Date format]** and select one of the options from the drop-down list.
- To print the time on the page, enter &t as part of the text and, go to **[Time format]** and select one of the options from the drop-down list.

- To print the page number on each page, enter &p as part of the text. Pages are numbered starting with 1 for the first page, 2 for the second, and so on.

Changing Other Settings



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To access the other settings options:

- Open **[Job Properties Editor]**.
- Click **[Other]** on the left side of the screen.
- Use the options displayed to customize the other settings.

Substituting a Font

You can select to substitute a requested font if it is not found.

- Click **[Other]** on the left side of the screen.
- From the **[Font substitution]** drop-down list, select **[On]**.

Selecting Printer Presets

Specifies the printer preset used to print the job.

To select a set of printer configuration parameters:

- Click **[Other]** on the left side of the screen.
- Go to **[Printer preset]**.

3. Select a printer preset configuration from the drop-down list, if available.
4. To print with any printer preset values, select **[Any]**.

Using the Exception Pages Tools

The **[Exception Pages]** are displayed on the right of the **[Job Properties Editor]** interface. Use these tools to insert blank pages, modify or substitute the settings for the existing pages, create subsets of pages to be finished, or insert tab pages (including text to print on the tab) for the current job.

The exception pages are:

- **[Insert]**
- **[Substitute]**
- **[Subset]**
- **[Tab]**

Each tool shows an icon that indicates the current values. To view or change all these values, click that specific tool. You can open one tool at a time.

You can click and drag to drop the tool on a particular page in the job. This creates an exception. The current tool values are associated with that page.

To select one of the exception pages:

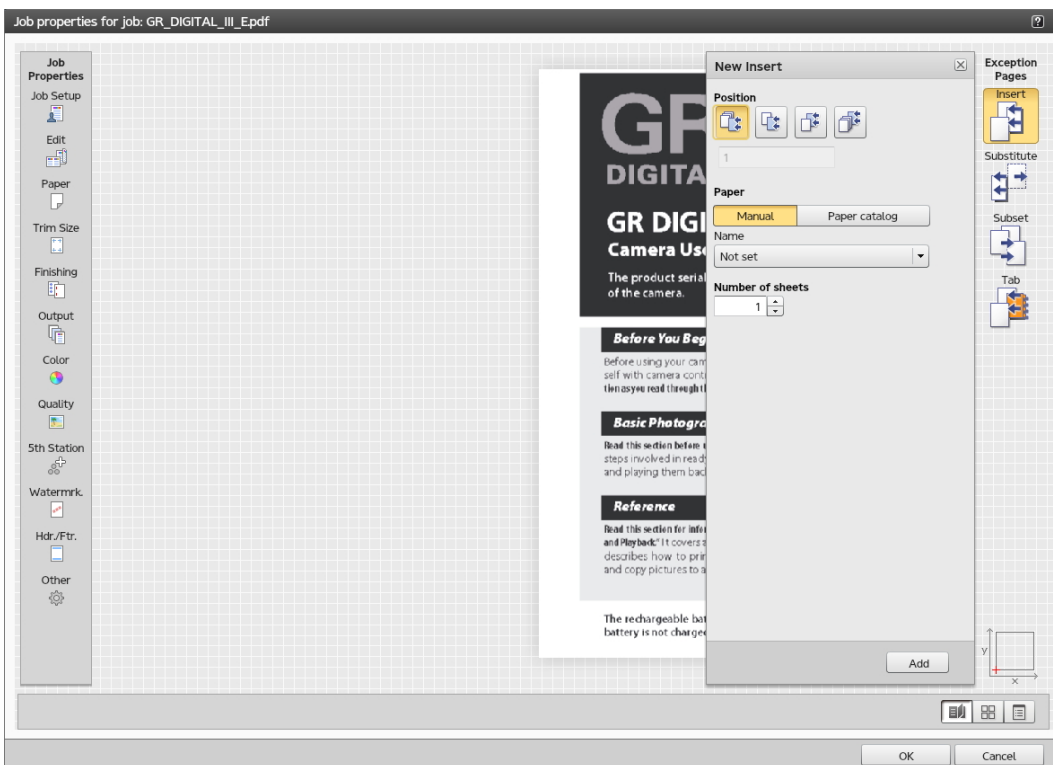
1. Open **[Job Properties Editor]**.
2. Click on one tool you want to use.
3. To close an open tool, click **[Close]**.

Important

Some options are not available for the default properties or if you edit the print job properties from the **Virtual Printers** pod.

Using the Insert Tool

The **[Insert]** tool allows the user to insert sheets either before or after a printed page (up) in the job. The user can specify the paper to use for the Insert. Inserts are always blank pages.



To access the **[Insert]** tool:

1. Open **[Job Properties Editor]**.
2. Click **[Insert]** on the right side of the screen.

Note

The **[Insert]** tool is not available when **[Booklet]**, **[Gathered booklet]**, or **[Speed]** imposition is selected.

Adding Blank Pages into a Job

To add a blank page into a job:

1. Click **[Insert]**.
2. To insert a blank page before a particular page, click **[Before destination page]** and then enter the page number.
3. To insert a blank page after a particular page, click **[After destination page]** and then enter the page number.

Adding Blank Covers to a Job

You can add blank front and back covers to the job.

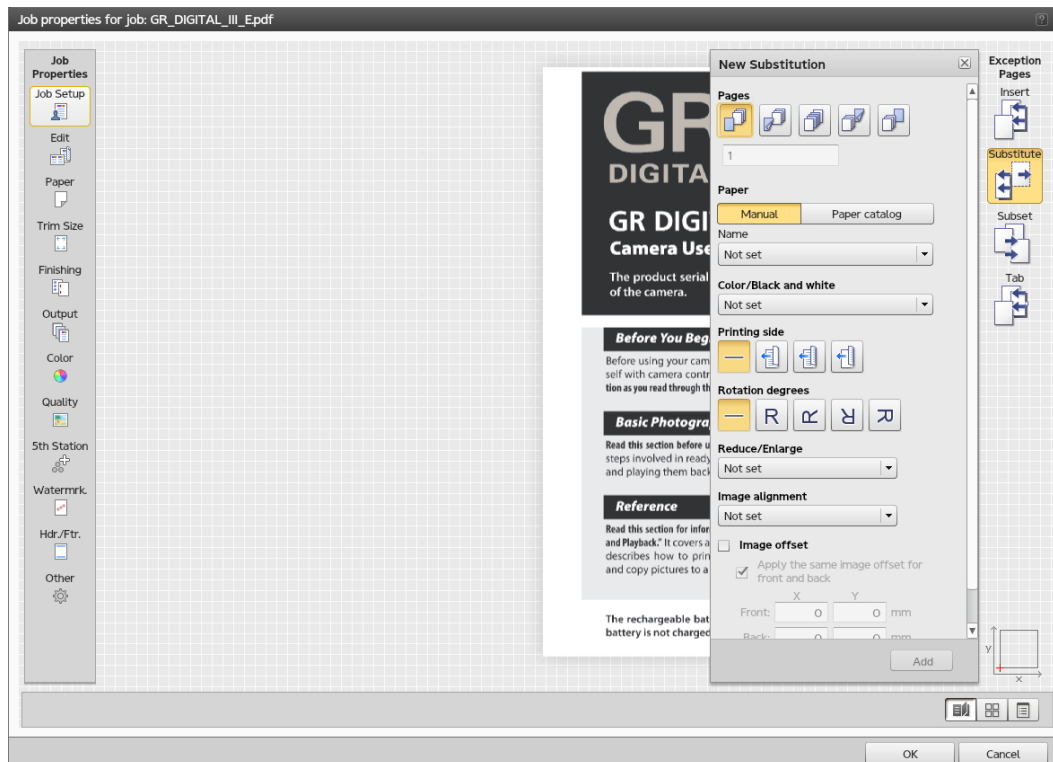
To add a blank front or a back cover:

1. Click **[Insert]**.
2. To insert a front cover, click **[Before first page (front cover)]**.

- To insert a back cover, click **[After last page (back cover)]**.

Using the Substitute Tool

The **[Substitute]** tool allows you to modify the color, the printing sides and the alignment properties and whether to start a new chapter for a printed page or a range of printed pages.



To access the **[Substitute]** tool:

- Open **[Job Properties Editor]**.
- Click **[Substitute]** on the right side of the screen.

Modifying Pages in a Job

The **[Substitute]** tool allows you to modify the color, the printing sides and the alignment properties and whether to start a new chapter for a printed page or a range of printed pages.

- Click **[Substitute]**.
- Go to the **[Pages]** section and click the **[Pages]** icon.
- Enter a number in the text field to specify which page you need to modify or a range of pages separated by a dash.
- To specify a value enter a single page (such as 1) or a range of pages separated by a dash (such as 1-10). When you enter a range of pages, a single substitution is created for all the pages in the range.

To modify page 5 in a job, enter 5 in the text field, under **[Pages]**. If you want to modify the pages from 5 to 10, enter 5-10 in the text field.

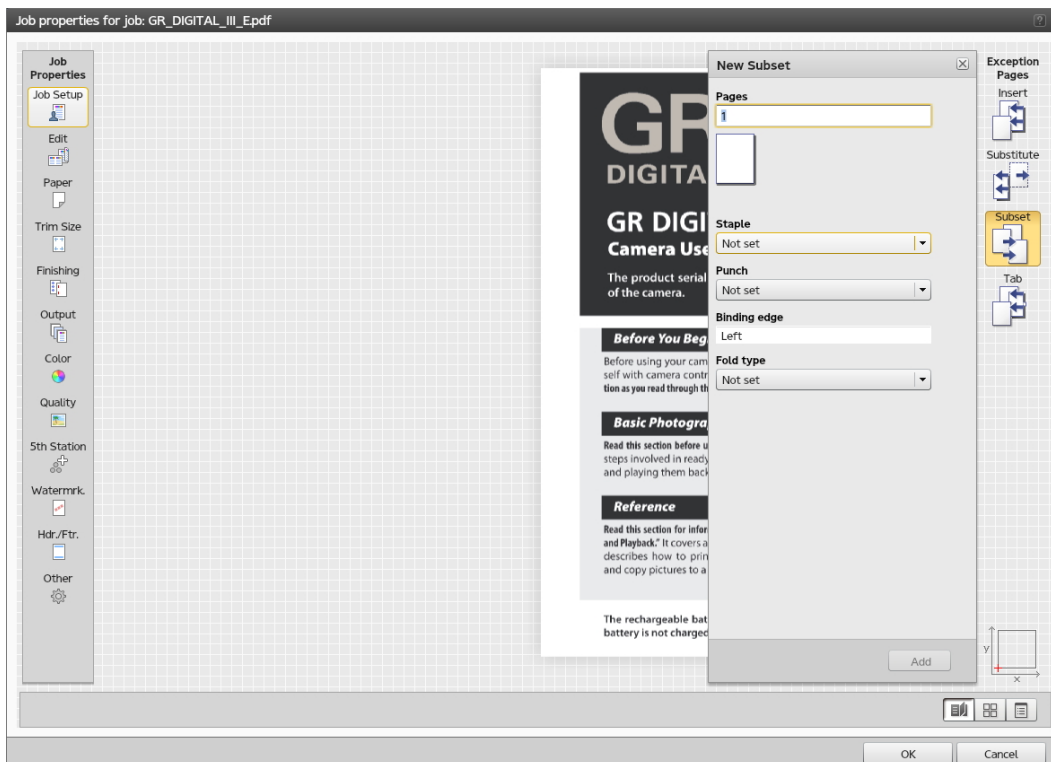
Modifying 1 Sided and 2 Sided Job Covers

The substitute tool allows you to modify the 1 sided and 2 sided front and back job covers.

1. Click **[Substitute]**.
2. For a 1 sided front cover, click **[First page (Front cover)]** and then modify the color and the alignment properties.
3. To print on the back side of the front cover, change the **[Printing side]** to **[Back side (1 sided)]**.
4. For a 2 sided front cover, click **[First two pages (Front cover)]** and then modify the color and the alignment properties.
5. For a 1 sided back cover, click **[Last page (Back cover)]** and then modify the color and the alignment properties.
6. To print on the back side of the back cover, change the **[Printing side]** to **[Back side (1 sided)]**.
7. For a 2 sided back cover, click **[Last two pages (Back cover)]**, select **[Start new chapter]** and then modify the color and the alignment properties.

5

Using the Subset Tool



To access the **[Subset]** tool:

1. Open **[Job Properties Editor]**.

- Click **[Subset]** on the right side of the screen.

Note

The **[Subset]** tool is not available when **[Booklet]**, **[Gathered booklet]**, or **[Speed]** imposition is selected.

Adding a Subset to the Job

- Click **[Subset]** on the right side of the screen.
- In the **[Pages]** field, enter a number to specify the printed pages the subset contains.
- To specify how to staple the subset, select one of the values from the **[Staple]** drop-down list.
- Select the punch method from the **[Punch]** drop-down list.

Note

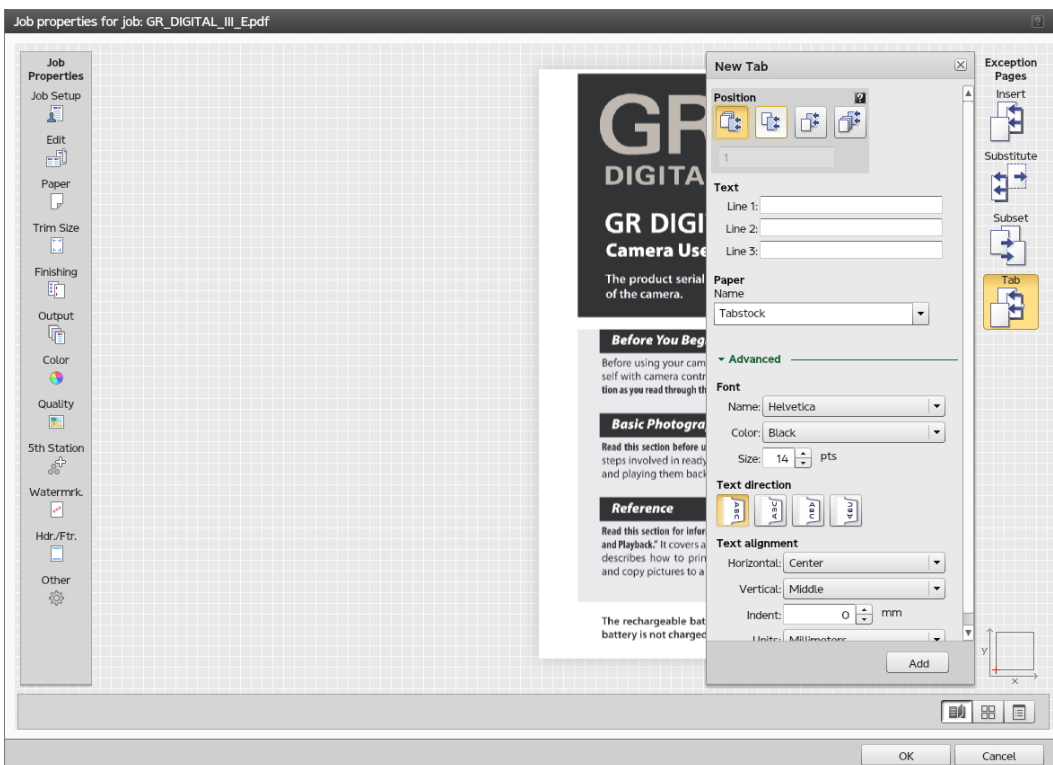
This field is available only when the printer configuration supports it.

- Set the folding method by selecting an option from the **[Fold type]** drop-down list.

Note

This field is available only when the printer configuration supports it.

Using the Tab Tool



To access the **[Tab]** tool:

1. Open **[Job Properties Editor]**.
2. Click **[Tab]** on the right side of the screen.

Note

The **[Tab]** tool is not available unless at least one catalog paper supports text on tab. The **[Tab]** tool is also not available if the job is folded or if multiple ups are set for the job.

Specifying the Tab Position and the Text

You can specify the page that the tab is positioned before or after and also the text that should be printed on the tab ear.

1. Click **[Tab]** on the right side of the screen.
2. Go to **[Position]**.
3. Depending on the position you want, click on one of the placement options available.
4. Enter a tab number in the field below the **[Position]** icons. You can enter multiple tabs either separated by commas or as a range of tabs.
5. To specify the text you want to be displayed on the tabs, go to **[Text string]**.
6. Enter the text you need to display in the **[Line 1]** field.
7. If you need additional information or you want the information on multiple lines, use the **[Line 2]** and **[Line 2]** fields.

5

Selecting the Paper for the Tab

You can specify the paper to use for the tab.

1. Click **[Tab]** on the right side of the screen.
2. Go to **[Paper]**.
3. From the drop-down list, select one of the existing paper types in the catalog that supports tabs.
4. Click **[More...]** to see the properties of the selected paper type or to choose another paper.

Formatting the Text for Tabs

You can format the text displayed on the tabs by selecting the font characteristics, the direction of text, and the text alignment.

1. Click **[Tab]** on the right side of the screen.
2. Go to the **[Advanced]** section and click the down arrow to expand it.
3. Set the font name and select the color and size for it.
4. Select where to start the text by setting the **[Text direction]**.
5. Go to **[Text alignment]** to set the horizontal and vertical position of the text.
6. Enter a value in the **[Indent]** field if you want to indent the text towards the outside edge of the tab.

7. Change the measurement units from the **[Units]** drop-down list. When the units are changed, the value is automatically converted.

6. Maintaining

- **Checking Printer Status**
- **Uploading and Downloading Files**
- **Optimizing Print Quality**
- **Backing Up and Restoring TotalFlow Print Server**
- **Erasing the Hard Drive**
- **Cleaning the Control Panel**

Use these procedures to maintain TotalFlow Print Server.


Checking Printer Status

There are different ways to check the printer status, depending on the information you want.

Checking Toner Levels

There are several ways to check toner levels.



To see gauges that show the level of each toner color, do any of these:

- In the printer control bar, click , the open interactive printer icon, to open the interactive printer. The gauges are below the **[My Printer]** button.
- On the Operations hub or Jobs hub, find the Toner pod.
This pod appears by default on the Operations hub. You can add it to the Jobs hub.
- On the Operations hub or Jobs hub, find the Printer pod.
This pod does not appear by default on the Operations hub or the Jobs hub. You can add it to either hub.
The gauges are below the **[My Printer]** button.

6

Checking Paper Levels


There are several ways to check the level of paper in each input tray or interposer tray.

- In the printer control bar, click , the open interactive printer icon, to open the interactive printer. For each input or interposer tray, an icon in the appropriate location on the printer graphic shows the approximate paper level.
- On the Operations hub or Jobs hub, find the Printer pod.
This pod does not appear by default on the Operations hub or the Jobs hub. You can add it to either hub.
For each input or interposer tray, an icon in the appropriate location on the printer graphic shows the approximate paper level.
- Find the Input Trays or Interposer Trays pod in the interactive printer, on the Operations hub or Jobs hub, or on the Printer tab on the Configuration hub. Select a tray and click , the edit icon.

Checking Other Printer Information

The *Printer name* dialog shows the machine name or IP address of the printer, its serial number, and the number of pages that have printed since the print count was last reset.

To open the *Printer name* dialog, do either of these:

- In the printer control bar, click , the open interactive printer icon, to open the interactive printer. Click the button with the printer name below the printer graphic.
- On the Operations hub or Jobs hub, find the Printer pod. Click the button with the printer name below the printer graphic.

This pod does not appear by default on the Operations hub or the Jobs hub. You can add it to either hub.

Uploading and Downloading Files

Many tasks require you to upload files to or download files from the control unit.

You can upload and download files from any of these devices:

- A USB storage device attached to the control unit
- A network drive mounted to the control unit
- Any storage device that you can access from the remote console



You can also upload files from a DVD drive attached to the control unit.


You can also download files to e-mail if an e-mail adapter is attached to the control unit and e-mail is enabled for remote access.

Uploading Files

The Select File dialog opens when you need to upload a file.

To upload a file:



- If the file is on a USB storage device attached to TotalFlow Print Server (not to the computer where the local console is running):
 1. Select , the USB icon.
 2. If you have not already done so, attach the USB drive.
 3. Select the file and click **[Load]**.
- If the file is on a DVD attached to TotalFlow Print Server (not to the computer where the local console is running):
 1. Select , the DVD icon.


2. If you have not already done so, attach the DVD drive and insert the DVD.
 3. Select the file and click **[Load]**.
- If the file is on a network drive mounted to TotalFlow Print Server (not mapped to the computer where the local console is running):
 1. Select , the network icon.
This icon is not available if TotalFlow Print Server does not have a network adapter.
 2. If you have not already done so, mount the network drive.
 3. If more than one network drive is mounted, select the network drive.
 4. If you want to unmount the network drive after uploading the file, select **[Unmount when complete]**.
 5. Select the file and click **[Load]**.
 - If the file is on a storage device that you can access from the computer where the remote console is running (including the computer's hard drive, USB storage devices, DVDs, and mapped network drives):
 1. Click **[File Upload]**.
This button is available only at the remote console.
 2. Use the standard browser dialog to select and upload the file.
This dialog is different for each browser.

Downloading Files

The Select File dialog opens when you need to download a file.

To download a file:

- To download a file to a USB storage device attached to the control unit (not to the computer where the local console is running):
 1. Select , the USB icon.
 2. If you have not already done so, attach the USB drive.
 3. Navigate to the folder where you want to store the file.
To create a new folder, click the folder icon with the plus sign.
 4. To save the file with a different name, type the new name in **[File name:]**.
 5. Click **[Save]**.
- To download a file to a network drive mounted to the control unit (not mapped to the computer where the local console is running):
 1. Select , the network icon.
This icon is not available if the control unit does not have a network adapter.

2. If you have not already done so, mount the network drive.
 3. If more than one network drive is mounted, select the network drive.
 4. If you want to unmount the network drive after downloading the file, select **[Unmount when complete]**.
 5. Navigate to the folder where you want to store the file.
To create a new folder, click the folder icon with the plus sign.
 6. To save the file with a different name, type the new name in **[File name:]**.
 7. Click **[Save]**.
- To save the file to a storage device that you can access from the computer where the remote console is running (including the computer's hard drive, USB storage devices, DVDs, and mapped network drives):
 1. Click **[Download File]**.
This button is available only at the remote console.
 2. Use the standard browser dialog to save the file.
This dialog is different for each browser.
 - To e-mail the file:
 1. Select , the e-mail icon.
This icon is not available if the control unit does not have an e-mail adapter or if remote e-mail access is not enabled.
 2. Type one or more e-mail addresses.
Separate multiple addresses with any combination of commas and default space characters (U+0020). Do not use the double-byte space character (U+3000).
 3. Type a subject for the e-mail.
You cannot send an e-mail with a blank subject.
 4. Click **[Send]**.

Optimizing Print Quality

This section describes how to check print quality and some ways of improving it.

Many print quality problems are directly related to the kind of paper being used and the application being processed.

Printing Test Charts

You can print a test chart to help identify print quality problems.

These types of test masters are available:

- **[Configuration]**

- [IPDS] (if the IPDS feature is installed)
- [PDF]
- [Diagnostic]

To print a test chart:

1. On the Maintenance hub, find the List/Test Print pod.
2. Select the test master to use and specify the number of copies to print.

Note

The most common print sample for checking print quality is the Basic chart. You should print eighty Basic charts and inspect the last two charts printed for print quality problems.

3. Click [OK].

Calibrating the Printer

Calibrate the printer to ensure that it prints accurate colors whenever you change toners, use a paper that has not been calibrated before, or observe printer drift.

For instructions, see the *Calibration Guide* on the printer driver CD-ROM and <http://www.xrite.com>.

6

Backing Up and Restoring TotalFlow Print Server

You can back up TotalFlow Print Server configuration data, user-created ICC profiles, logs, traces and, if space permits, jobs. You can then use the backed-up data to restore TotalFlow Print Server after a hard drive failure or to copy the configuration data to another installation of TotalFlow Print Server.

Important

You can back up data from an installation of TotalFlow Print Server at one printer and restore it to another printer of the same model. You cannot restore it to another printer of a different model.

Backup or Restore Type	Data Type				
	Configuration Data (Note 1)	User-Created ICC Profiles	Logs	Traces	Jobs
[Normal]	Yes	Yes			
[Extended backup]	Yes	Yes	Optional	Optional	
[Extended backup (include Jobs)]	Yes	Yes	Optional	Optional	Yes
[Partial restore] (Note 2)	Selected				
[Normal restore] (Note 3)	Yes	Yes			
[Extended restore] (Note 3)	Yes	Yes	Optional	Optional	

Backup or Restore Type	Data Type				
	Configuration Data (Note 1)	User-Created ICC Profiles	Logs	Traces	Jobs
[Extended restore (including jobs)] (Note 3)	Yes	Yes	Optional	Optional	Yes

 **Note**

1. Configuration data includes printer presets, virtual printers, users, roles, paper catalog, and other configuration parameters. It does not include fonts.
2. **[Partial restore]** lets you choose whether to preserve or overwrite existing configuration data.
3. **[Normal restore]**, **[Extended restore]**, and **[Extended restore (including jobs)]** overwrite all existing data. Therefore, these restore types can be performed only by a service user.

Backing Up TotalFlow Print Server

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You can back up configuration data, ICC profiles, logs, and trace files from either the local or remote console. Because jobs can require more space than is available for remote download, you must back up jobs from the local console to a storage device.

To back up TotalFlow Print Server:

1. If you are using the local console, attach a USB storage device to TotalFlow Print Server.
2. Log in as an administrator or service user.
3. On the Maintenance hub, find the Disk Operations pod.
4. Click **[Backup]**.
5. Select the type of backup to perform:
 - **[Normal]** includes configuration data and user-created ICC profiles.
 - **[Extended backup]** adds logs, trace files, or both to **[Normal]** data.
 - **[Extended backup (include Jobs)]** adds jobs to **[Extended backup]** data. This option is not available at the remote console.
6. For **[Extended backup (include Jobs)]**, you see a message if TotalFlow Print Server the printer is processing jobs. Click **[OK]** to restart the system and stop TotalFlow Print Server. When the system restarts, restart the backup process.
7. For **[Extended backup]** or **[Extended backup (include Jobs)]**, select the types of data to back up.
8. Click **[OK]**.
9. Save the backup file.

Restoring TotalFlow Print Server

Administrators can restore configuration data from a backup file. Service users can restore any backup data.

To restore backed-up data:

1. On the Maintenance hub, find the Disk Operations pod.
2. Click **[Restore]**.
3. Select the type of restore to perform:
 - **[Partial restore]** lets you select the configuration data to restore and whether it replaces existing data. This is the only option that administrators can select.
 - **[Normal restore]** includes all configuration data and user-created ICC profiles. Restored configuration data *replaces* existing data. Restored user-created ICC profiles are *added* to existing ICC profiles. Any existing ICC profiles with the same names as restored ICC profiles are overwritten. Only users assigned to the Service role can choose this option.
 - **[Extended restore]** adds logs, trace files, or both to **[Normal]** data. Restored logs and trace files *replace* existing logs and trace files. Only users assigned to the Service role can choose this option.
 - **[Extended restore (including jobs)]** adds jobs to **[Extended restore]** data. Only users assigned to the Service role can choose this option.
4. For **[Extended restore (including jobs)]**, you see a message if TotalFlow Print Server is processing jobs. Click **[OK]** to restart the system and stop TotalFlow Print Server. When the system restarts, restart the restore process.
5. For **[Partial restore]**, **[Extended restore]** or **[Extended restore (including jobs)]**, select the types of data to restore.
6. For **[Partial restore]**, select one of these options:
 - **[Add unique only]** restores only objects (for example, user IDs) that do not have the same name as existing objects. Existing objects are preserved.
 - **[Add unique and replace non-unique]** restores objects that do not have the same name as existing objects and replaces existing objects that have the same names as restored objects. Existing objects that do not have the same name as restored objects are preserved.
 - **[Replace all]** deletes all existing objects, then restores all objects from the backup file.
7. Click **[OK]**.
8. Select the backup file.

For all types of restore except **[Partial restore]**, the system is automatically restarted after the restore is complete.

Erasing the Hard Drive

[Administrator] and **[Service]** users can erase all data from the hard drive by repeatedly overwriting it.

⚠ CAUTION

This operation makes TotalFlow Print Server inoperable. Do not do this operation unless you are completely finished with the print server, for example, when you are scrapping the print server or returning it as part of an upgrade.

This procedure can take up to 17 hours, depending on the amount of data on your hard drive.

1. On the Maintenance hub, find the Disk Operations pod.
2. Click **[Disk Erase]**.
You see a confirmation dialog.
3. Click **[OK]** to continue or **[Cancel]** to quit.

Cleaning the Control Panel

You can desensitize the control panel screen to clean it without activating any controls.

This task can be done only at the local console.

To clean the control panel:

1. On the Maintenance hub, find the Tools and Logs pod.
2. Click **[Clean Screen]**.
The screen turns black and shows a countdown timer for 30 seconds.
3. Wipe the screen with a soft cloth.
4. If you finish cleaning the screen before the timer expires, press any key or mouse button to sensitize the screen again.

7. Security

- Changing Your Password
- Resetting a Password
- Working with Users and Roles
- Setting Up Authentication
- Setting Remote Authentication
- Encrypting User Data
- Restricting IP Addresses
- Overwriting Deleted Data
- Setting up Secure Mode Printing
- Allowing or Suppressing Customer Data in Traces
- Deleting Customer Data from Archived Traces

Use these procedures to set up and maintain security on TotalFlow Print Server.

Changing Your Password

You need to change your password when you first log in to the console. You can change it again at any time. You might want to change it at regular intervals for security.

To change your password:

1. Log in to the console.
2. Click your user ID in the printer control bar and select **[Change Password]**.
3. Enter the requested values.
4. Click **[OK]**.

Resetting a Password

Resetting a password deletes the current password without setting a new password.

You must have an access level equal to or higher than the user account you are resetting.

To log in after a password is reset, you must leave the password field blank. After you are logged in, you can change your password.

To reset a password:

1. On the Configuration hub, click the Security tab and find the Users pod.
2. Double-click the user ID that needs to have its password reset.
3. In Edit User, click **[Reset Password]**.
4. After you click **[OK]**, the system clears the password.

Working with Users and Roles

Everyone who works with TotalFlow Print Server has a user ID that is assigned to a role. Roles define the level of access that users have and the actions they can do.

TotalFlow Print Server provides these default users:

- **[Print submitter]**: Assigned to the **[Print submitter]** role. Only allowed to submit jobs with no access to the console.
- **[Operator]**: Assigned to the **[Operator]** role. Limited access to configuration settings.

- **[Administrator]**: Assigned to the **[Administrator]** role. Access to most configuration settings.
- **[Service]**: Assigned to **[Service]** the role. Full access to printer configuration settings and diagnostic tools.

You cannot delete the predefined users, and you cannot change their associated roles. The **[Administrator]** or **[Service]** user can create, delete, and configure users.

When you create a user, you specify the associated role for that user. The role defines the base functions that a user can perform.

Table 5. Default Functions Authorized for Predefined Roles

Hub	Tab	Pod	Task	[Print submitter]	[Operator]	[Administrator]	[Service]	
Operations or Jobs		Jobs pods	Release jobs		Yes	Yes	Yes	
			Delete jobs		Yes	Yes	Yes	
			Hold jobs		Yes	Yes	Yes	
			Suspend jobs		Yes	Yes	Yes	
			Submit jobs	Yes	Yes	Yes	Yes	
Configuration	Paper	Paper Catalog	Any		Yes	Yes	Yes	
	Printer	Input Trays (including Interposer Trays)	Any		Yes	Yes	Yes	
			Output Trays	Any		Yes	Yes	Yes
		Basic	Configure console			Yes	Yes	Yes
			Change console language				Yes	Yes
			Change keyboard language					Yes
			Reprint unfinished pages				Yes	Yes
			Change printer name			Yes	Yes	Yes

Hub	Tab	Pod	Task	[Print submitter]	[Operator]	[Administrator]	[Service]
			Change printer location		Yes	Yes	Yes
		Date/Time	Any			Yes	Yes
		Printer Preset	Any		Yes	Yes	Yes
		Extended Features	List available extended features			Yes	Yes
			Uninstall extended features				Yes
			Enable extended features			Yes	Yes
			Disable extended features			Yes	Yes
	Color Management	Basic	Any			Yes	Yes
		Tone Curves	Manage tone curves			Yes	Yes
		Profiles	Any			Yes	Yes
		Named-Color Profiles	Manage Named-Color profiles			Yes	Yes
			Edit Named-Color profiles			Yes	Yes
	Data Stream	Basic	Set processing options		Yes	Yes	Yes
			Manage banner pages			Yes	Yes
		Filters	Any			Yes	Yes
		Fonts	Any			Yes	Yes

Hub	Tab	Pod	Task	[Print submitter]	[Operator]	[Adminis- trator]	[Service]	
	Network	Ethernet Adapters	Any			Yes	Yes	
		Network Services	Any			Yes	Yes	
		Remote Access	Any			Yes	Yes	
		Virtual Printers	Any			Yes	Yes	
	Security	Basic	Any				Yes	Yes
		Disk Encryption	Any				Yes	Yes
		Data Overwrite	Any				Yes	Yes
		Remote Authentication	Any				Yes	Yes
		Restricted IP Addresses	Any				Yes	Yes
		Roles	Any				Yes	Yes
		Users	Any				Yes	Yes
	Maintenance	Tools and Logs	Manage logs				Yes	Yes
			View DFE hardware status				Yes	Yes
List/Test Print		View available test masters			Yes	Yes	Yes	
		Print test masters			Yes	Yes	Yes	
Shut-down/ Restart		Restart software			Yes	Yes	Yes	
		Restart computer			Yes	Yes	Yes	
		Shut down computer			Yes	Yes	Yes	
Calibration		Any			Yes	Yes	Yes	

Hub	Tab	Pod	Task	[Print submitter]	[Operator]	[Administrator]	[Service]
		Disk Operations	Erase hard disk drive			Yes	Yes
			Update microcode (receive update file)				Yes
			Update microcode (use developer tools)				Yes
			Back up data			Yes	Yes
			Restore data			Yes	Yes

Users can edit any role with access less than or equal to their access role, with these restrictions:


- You can restrict the default functions for a role, but not authorize more functions than the default.
- You cannot restrict the only authorized function for the **[Print submitter]** role.

The **[Administrator]** or **[Service]** user can create and delete additional roles. The **[Administrator]** cannot create roles based on the **[Service]** role.

Adding a User

When necessary, new users can be added.

To add a user:


1. On the Configuration hub, click the Security tab and find the Users pod.
2. If you want to copy an existing user, select that user.
3. Click , the add icon.
4. Enter a name for the user and select the correct options for that user.
A password is not required, but it is strongly recommended.
5. Click **[OK]**.

Changing a User

Sometimes various aspects of a user need to be changed.

You must have an access level equal to or higher than the user account you are changing.


To change a user:

1. On the Configuration hub, click the Security tab and find the Users pod.
2. Click the user to change and click , the edit icon.
3. Make the appropriate changes.
You can also reset the password for a user from Edit User by clicking **[Reset Password]**.
4. Click **[OK]**.

Deleting a User

Delete users that should no longer have access to TotalFlow Print Server.

To delete a user:


1. On the Configuration hub, click the Security tab and find the Users pod.
2. Click the user to delete and click , the delete icon.
3. Click **[OK]**.

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Adding a Role

You can add a role if necessary.


To add a role:

1. On the Configuration hub, click the Security tab and find the Roles pod.
2. To copy an existing role, select that role.
3. Click , the add icon.
4. Enter a name for the role and select the basic access level.
The basic access level should have at least the same access as the new role, because when you edit the new role you cannot authorize tasks that the basic access level cannot do by default.
5. Click **[OK]**.
6. Edit the role to customize the tasks that the role can do.

Changing a Role

Sometimes various aspects of a role need to be changed.


To change a role:

1. On the Configuration hub, click the Security tab and find the Roles pod.
2. Click the role to change and click , the edit icon.
3. Make the appropriate changes.
4. Click [OK].

Deleting a Role

Delete the roles that you no longer need to support users.

To delete a role:

1. On the Configuration hub, click the Security tab and find the Roles pod.
2. Click the role to delete and click , the delete icon.
3. Click [OK].

Setting Up Authentication

The Basic pod contains options that specify how TotalFlow Print Server uses authentication.

To set basic authentication:

1. On the Configuration hub, click the Security tab and find the Basic pod.
2. Click the title of the Basic pod.
3. Select the correct settings for authentication.
See the field help for information.
4. Click [OK].

★ Important

If you set **[Authentication required to submit jobs]** to **[Yes]**, download and install the Windows hotfix from <http://support.microsoft.com/kb/2616471> to Windows 7 client systems. This hotfix corrects an access problem. Without it, Windows 7 asks you for authentication, but does not pass your credentials to TotalFlow Print Server.

Setting Remote Authentication

The remote authentication settings let users log in to TotalFlow Print Server with LDAP or WINS user IDs.

To allow remote authentication:

1. On the Configuration hub, click the Security tab and find the Remote Authentication pod.
2. Click the title of the Remote Authentication pod.
3. Select the appropriate settings for remote authentication.
See the field help for information.
4. Click [OK].

Encrypting User Data

You can store user data on the disk in an encrypted format. Encrypted data requires you to enter a password whenever you start TotalFlow Print Server.

To enable or disable encryption of stored user data:

1. On the Configuration hub, click the Security tab and find the Disk Encryption pod.
2. Click the title of the Disk Encryption pod.
3. Select **[Yes]** to enable encryption or **[No]** to disable it.
4. If you selected **[Yes]**, enter the password for encrypted data.
Enter up to 32 bytes.
5. Click **[OK]**.

Restricting IP Addresses

TotalFlow Print Server can be configured to accept network connection requests from certain network addresses. You can restrict the network addresses that are used to submit print jobs, access TotalFlow Print Server using SNMP, and access the remote console.

To restrict IP addresses:

1. On the Configuration hub, click the Security tab and find the Restricted IP Addresses pod.
2. Click the title of the Restricted IP Addresses pod.
3. Select the types of connections you want to restrict and select **[Restricted]**.
4. Enter one or more ranges of IP addresses and choose whether to permit or deny access to TotalFlow Print Server from those addresses.
5. Click **[OK]**.

Overwriting Deleted Data

You can configure TotalFlow Print Server so that when a file is deleted, the area is overwritten.

To enable or disable data overwrite:

1. On the Configuration hub, click the Security tab and find the Data Overwrite pod.
2. Click the title of the Data Overwrite pod.
3. Select **[Yes]** to enable data overwrite or **[No]** to disable it.
4. If you selected **[Yes]**, select the overwrite method.
5. Click **[OK]**.

Setting up Secure Mode Printing

Secure mode printing sends a job to the printer without placing it on the spool, so that the job is never written to the hard disk.

Secure mode supports these data streams:

- PostScript

- EPS
- JPEG

To use secure mode:

1. Configure a virtual printer. Set **[Processing mode]** to **[Secure mode]**.
See [Copying a Virtual Printer, p. 85](#) or [Changing a Virtual Printer, p. 85](#) for instructions.
2. Submit jobs to that virtual printer in the same way as to other virtual printers.

Allowing or Suppressing Customer Data in Traces

By default, the trace information for spooled jobs (not in secure mode) includes customer information. Because this information might be sensitive, a service user can specify whether to include it.

To include or suppress customer data in traces:

1. On the Configuration hub, click the Security tab and find the Basic pod.
2. Click the title of the Basic pod.
3. In the **[Job data in traces]** list, select one of these values:
 - Select **[Allowed]** to include customer data in job traces.
 - Select **[Not allowed]** to suppress customer data in job traces.
4. Click **[OK]**.

Deleting Customer Data from Archived Traces

You can delete sensitive customer data from an archived job trace.

To delete customer data from a trace:

1. On the Maintenance hub, find the Traces pod.
2. Click **[Trace Archive]**.
3. Select a trace and click , the delete icon.

8. IPDS

- **AFP/IPDS Support**
- **Color Management Tab: IPDS Pod**
- **Data Stream Tab: IPDS Pod**
- **Working with IPDS Profiles**
- **Mapping IPDS Input Trays**
- **Setting the Default Output Tray for IPDS Jobs**
- **Deleting Captured IPDS Resources**
- **IPDS Print Jobs**

This chapter describes the IPDS extended feature.

IPDS is the host-to-printer data stream for AFP printing systems. The IPDS data stream processing options and color management settings are independent of TotalFlow Print Server's configuration options.

AFP/IPDS Support

To print AFP or line data jobs using TotalFlow Print Server, you need a print server to convert these data streams to IPDS. You might also need a product that manages AFP resources.

InfoPrint print servers receive print jobs from various sources and prepare them to be sent to a printer. This preparation includes conversion from AFP or line data format to IPDS. After print jobs have been prepared, the print server interacts with the printer to make sure that all the required resources are available, then sends the print job data to be printed. Several different print servers are available. Although they provide much of the same function, they are appropriate for different environments.

- **InfoPrint Manager** is a print management solution for AIX , Linux, or Windows; it can process print jobs that contain references to color management resources and it can search the resource libraries you create with the AFP Resource installer to find data objects and CMRs when print jobs request them. **Page Printer Formatting Aid (PPFA)** is a feature of InfoPrint Manager that lets you create form definitions and page definitions for use with your AFP print jobs. You can use PPFA to associate CMRs with form definitions and page definitions for your color print jobs. The form definitions and page definitions that you create using PPFA can be used in print jobs that are sent to InfoPrint Manager and RICOH ProcessDirector.
- **RICOH ProcessDirector** is a database-driven print workflow system that lets you manage all aspects of your printing process. The server runs on an AIX , Linux, or Windows system and is accessed using a Web browser-based interface. Ricoh ProcessDirector can receive and process AFP print jobs that include AFP color management objects. RICOH ProcessDirector can also receive line data print jobs that refer to CMRs and data objects and convert them into AFP.

TotalFlow Print Server supports the industry-standard AFP color management architecture published by the AFP Consortium (www.afpcinc.org). This standard can help you provide accurate, consistent, and device-independent color output.

InfoPrint AFP Resource Installer lets you create, install, and manage color management resources (CMRs), fonts, and data objects for use in your system. CMRs are AFP resources that provide all the color management information, such as ICC profiles and halftones, that an AFP system needs to process a print job and maintain consistent color from one device to another. Data objects contain a single type of data (such as TIFF, GIF, and JPEG images); they can be placed directly in a page or overlay or can be defined as resources and included in pages or overlays. Using a data object as a resource is more efficient when that object appears more than once in a print job; resources are downloaded just once and referenced as needed.

Color Management Tab: IPDS Pod

The IPDS pod in the Color Management tab is used to set the processing options for color management with the Intelligent Printer Data Stream (IPDS).

The IPDS color management settings are independent of the other configuration options on the console.

↓ Note

The IPDS pod is available only when the IPDS extended feature is installed.

Data Stream Tab: IPDS Pod

The IPDS pod on the Data Stream tab is used to set the processing options for Intelligent Printer Data Stream (IPDS) print jobs. You can also use this pod to delete captured IPDS resources.

The IPDS datastream processing options are independent of the other configuration options on the console.

↓ Note

The IPDS pod is available only when the IPDS extended feature is installed.

Working with IPDS Profiles

When the IPDS extended feature is installed and enabled, IPDS profiles manage the color settings of IPDS print jobs.

IPDS color management is more automated than International Color Consortium (ICC) color management. This increased automation means IPDS profiles have fewer settings than ICC profiles. You can select, add, delete, and save profiles for groups, such as RGB or CMYK. However, you cannot apply separate profiles to different objects, such as text or line art.



↓ Note

You need to indicate whether to use color management resources (CMRs) downloaded from the host in **[Printer profile source]**.

Selecting an IPDS Profile

Select the IPDS profile you want to use for your IPDS print job.

To select an IPDS color profile:



1. On the Configuration hub, click the Color Management tab and find the IPDS pod.
2. Click the IPDS pod to open the IPDS dialog.
3. Find the type of profile to load, such as **[RGB input profile]** or **[Printer profile]** and click  , the edit icon, next to it.
4. In the dialog that opens, select the color profile to load and use.
5. Click  , the load icon.

6. Click **[Close]**.

Adding IPDS Profiles

Add an IPDS profile when you need a new profile to accurately manage the color of IPDS print jobs.



To add an IPDS color profile:

1. On the Configuration hub, click the Color Management tab and find the IPDS pod.
2. Click the IPDS pod to open the IPDS dialog.
3. Find the type of profile to add and click , the edit icon, next to it.
4. In the dialog that opens, click , the add icon.
5. In Add Profile, select the type of profile to add and click **[OK]**.
6. In the dialog that opens, select the profile you want to add.
For instructions, see [Uploading Files, p. 170](#).

Deleting IPDS Profiles

Delete the IPDS profiles that you no longer need to accurately manage the color of IPDS print jobs.

To delete an IPDS profile:



1. On the Configuration hub, click the Color Management tab and find the IPDS pod.
2. Click the IPDS pod to open the IPDS dialog.
3. Select a type of color profile and click , the edit icon, next to it.
4. In the dialog that opens, select the profile to delete and click , the delete icon.
5. In Confirm Delete File, click **[OK]**.

Saving IPDS Profiles

You can save the IPDS profiles you plan to use again.

To save an IPDS color profile:

1. On the Configuration hub, click the Color Management tab and find the IPDS pod.
2. Click the IPDS pod to open the IPDS dialog.



3. Find the type of profile to save, such as **[RGB input profile]** or **[Printer profile]** and click , the edit icon, next to it.
4. In the dialog that opens, click , the save icon.
5. Save the file.

For instructions, see [Uploading Files, p. 170](#).

Mapping IPDS Input Trays

IPDS jobs request papers by logical input tray instead of paper name. In order to use the right paper, you must map the IPDS logical input trays either to the physical input trays that have the appropriate paper loaded or to the names of papers in the paper catalog.

To map IPDS input trays:


1. On the Configuration hub, click the Data Stream tab and find the IPDS pod.
2. Click **[IPDS Tray Mapping]**.
3. Do either of these:
 - To map physical input trays to IPDS logical input trays:
 1. Select **[Tray renumbering]**.
 2. For each physical input tray, select the corresponding IPDS logical input tray. Do not select the same logical input tray for more than one physical input tray.
 - To map IPDS logical input trays to papers:
 1. Select **[Media mapping]**.
 2. Do either of these:
 - To add a new mapping, click . You can create more than one mapping for the same IPDS logical input tray, but only one mapping can be enabled at a time.
 - To change an existing mapping, select it and click , the edit icon.
 3. Enter the logical input tray to map.
 4. Select **[Enabled]** or **[Disabled]**. If you select **[Enabled]** for an input tray that already has a mapping enabled, the previous mapping is disabled.
 5. Select a paper name.
 6. Click **[OK]**.
 7. Because interposer trays cannot be loaded in paper catalog mode, you cannot map them to paper names. Instead, select the corresponding IPDS logical input tray for each interposer tray.
4. Click **[OK]**.

Setting the Default Output Tray for IPDS Jobs

You can set the default output tray for IPDS jobs.

The output tray must be enabled before you can select it.

You cannot select a finishing device as the default IPDS output tray.

1. On the Configuration hub, click the Printer tab and find the Output Trays pod.
2. Select the default tray and click , the edit icon.
3. Select the **[IPDS default]** check box and click **[OK]**.

Deleting Captured IPDS Resources

When resources are downloaded with IPDS print jobs, TotalFlow Print Server can save them for future use. This is called *capturing* the resources. You can delete captured resources if you do not need to use them again.

1. On the Configuration hub, click the Data Stream tab and find the IPDS pod.
2. Click **[Delete Captured IPDS Resources]**.

IPDS Print Jobs

IPDS print jobs do not go through the same print process as other print jobs. This difference means that IPDS print jobs cannot be controlled in the same way as other print jobs. TotalFlow Print Server must switch to IPDS mode.

When TotalFlow Print Server switches to IPDS mode:


- No history is retained for IPDS print jobs.
- No preview is available for IPDS print jobs.
- IPDS print jobs cannot be held or suspended, only canceled or stopped.

If you need more information than the error messages provide, you can check the Job Information dialog or use **[Preview Dialog]** to see the job.

Canceling an IPDS Print Job

IPDS print jobs cannot be deleted; they must be canceled.

To cancel an IPDS print job:

1. Find the job in one of the Jobs pods.
2. Select the job to be canceled.
3. Click , the delete icon.
4. Click **[OK]**.

9. Troubleshooting

- Responding to Messages
- Traces
- Known Problems




Use these topics to identify and fix problems with TotalFlow Print Server.

Responding to Messages

Operator messages display information about how TotalFlow Print Server or the printer is running.

Operator messages display on the interactive printer and in the Operator Messages pod of the Operations or Jobs hub.

You can tell the type of an operator message by the message icon. The types of operator messages include:

-  Warnings
Warning messages do not stop printing, but if the problem is not solved it could potentially cause problems. Select the warning message to open a message window that provides more information about the warning.
-  Interventions
Intervention messages stop printing. Parts of the printer graphics in the Printer Information pod of the Operations hub and in the interactive printer turn red to show the location of the problem. To restore the printer to the "Ready" state, follow any recovery directions that appear in the message window.
Some intervention messages have additional troubleshooting information that displays in a detailed message window. The suggested actions are arranged based on the most likely condition that could cause the error and you should follow the suggestions in the order listed. Use the mouse to select the colored text; these are links that display a related online help topic.
-  Status
Status messages describe the condition of a printer or of TotalFlow Print Server. Sometimes they appear in response to an operator action. They appear only for your information and do not necessarily mean that something is wrong. However, if a printer is not performing the way you think it should, a status message can give you information about what to do.

Traces

Tracing lets you save internal event traces or capture a print job as an aid in resolving problems. Internal event tracing is always active.

Select the Traces pod in the Tools and Logs hub to:

- Request that traces be saved. When you select this, the current state of recent events is saved.
- As separate actions, start and stop capturing job data.

★ Important

Saving a trace or sending the trace to a specified e-mail destination does not initiate a service call. You still need to contact your service representative.

Enabling traces in addition to internal event tracing may affect performance.

Capturing a Print Job

Job captures include print data and host communications. Service representatives use job captures to diagnose problems. To capture a print job:

1. On the Maintenance hub, find the Traces pod.
2. Next to Job Capture, click **[Start]**.
3. In Start Job Capture, select the values you want.
4. Click **[OK]**.

Saving Traces

TotalFlow Print Server automatically captures all the data needed to diagnose software problems when it encounters a program check or fatal error. You can also save a trace whenever you notice anything unusual.

To save a trace:


1. On the Maintenance hub, find the Traces pod.
2. Click **[Save Traces]**.
3. Type a description of the trace and then click **[OK]**.
4. In the Select Destination dialog, do either of these:
 - Click the USB icon and insert a USB drive.
 - Click the network icon.
5. Click **[Download File]**.
6. Select a destination for the file, then click **[Save]**. The trace information is saved after the trace completes.

Configuring Traces

Your service representative might ask you to change the details of a trace to identify a problem.

To configure a trace:

1. On the Maintenance hub, find the Traces pod.
2. Click **[Configure Trace]**.

3. Select a component and click , the edit icon.
4. In Configure Traces, select the trace flags that you want to activate and then click **[OK]**.
5. Click **[Close]**.

E-mailing Traces

Before you can e-mail your saved trace data, TotalFlow Print Server must be correctly configured to send e-mail.

To e-mail traces:

1. On the Maintenance hub, find the Traces pod.
2. Click **[Save Traces]** and then click **[OK]**.
3. In the Select Destination window, select **[E-mail]** and click **[OK]**.
4. Verify the information in the E-mail window.
5. Click **[OK]** to send the e-mail.

Managing Archived Traces

The last 660 MB of trace information is saved to an archive file system for use by your service representative. In some cases your service representative might need you to access this archive. To access the trace archive:

1. On the Maintenance hub, find the Traces pod.
2. Click **[Trace Archive]**.
3. In Archive Traces, you can select a trace and view details about the trace, save the trace, mark the trace as done, or mark all of the traces in the window as done.

If the trace includes customer data, you can delete that data.

Known Problems

This topic includes a table of known problems.

Problem or Symptom	Possible Meanings or Solutions
<p>Job is not stapled.</p> <p>Job is not punched.</p> <p>Job is not ring bound.</p> <p>Job is not perfect bound.</p> <p>Job is not booklet folded.</p> <p>Job is not Z-folded.</p>	<ul style="list-style-type: none"> • The printer might not be able to do the selected finishing operation (staple, punch, bind, fold, and so on) because of other properties of the job. Possible causes can be: incompatible finishing settings, too many pages to be stapled together, only certain paper sizes that can be ring bound, or the job uses a different paper size. If the printer cannot correctly finish a simple job, check the printer documentation for information about other restrictions that apply to that type of finishing. • The printer might not have the correct finishing equipment installed. For example, if the printer does not have a perfect binder installed, it does not do any jobs requiring the perfect bind option. Resend the job to a printer that has the required finisher installed. • The overall job finishing options cannot be processed together with subset finishing. If you have selected subset finishing for certain pages in the job, any job finishing selections are removed. • The option of [Z-fold] is not supported when [Binding edge] is set to [Bottom]. • The [Staple/Bind] option is not supported when [Binding edge] is set to [Bottom].
<p>Job is not booklet folded.</p> <p>Job is not booklet stapled.</p>	<p>Booklet finishing is incompatible with printing on only one side of the sheet, printing multiple pages side by side, printing more than two pages on a sheet, and inserted tabs.</p> <p>Set the [Printing side] property to [Both sides (2 sided)] or [Both sides (2 sided), flip on short edge]. When you change the [Printing side] property, either at the job or page level, to a one-sided option, the booklet formatting is removed.</p>
<p>On a Windows 7 client, you receive this message when you try to access the printer: You do not have access to the printer, please try a different username or password.</p>	<p>Install Windows hotfix 2616471. For more information, see Setting Up Authentication, p. 183.</p>

10. Reference

- **Fonts Shipped with TotalFlow Print Server**
- **ICC Profiles Shipped with TotalFlow Print Server**
- **Papers Supported**
- **Clear Toner Patterns**

Use reference information to help you with configuring and managing TotalFlow Print Server.

Fonts Shipped with TotalFlow Print Server

These fonts are shipped with TotalFlow Print Server.

Roman Fonts

Adobe Sans MM
Adobe Serif MM
Albertus MT
Albertus MT Italic
Albertus MT Light
Antique Olive Bold
Antique Olive Compact
Antique Olive Italic
Antique Olive Roman
Apple Chancery
Arial
Arial Bold
Arial Bold Italic
Arial Italic
Bodoni Bold
Bodoni Bold Italic
Bodoni Italic
Bodoni Poster
Bodoni Poster Compressed
Bodoni Roman
Carta
Chicago
Clarendon Bold
Clarendon Light
Clarendon Roman
Cooper Black
Cooper Black Italic
Copperplate Gothic Thirty-Three BC
Copperplate Gothic Thirty-Two BC
Coronet Regular
Courier
Courier Bold

Courier Bold Oblique
Courier Oblique
Eurostile Bold
Eurostile Bold Extended #2
Eurostile Extended #2
Eurostile Medium
Geneva
Gill Sans
Gill Sans Bold
Gill Sans Bold Condensed
Gill Sans Condensed
Gill Sans Bold Italic
Gill Sans Extra Bold
Gill Sans Italic
Gill Sans Light
Gill Sans Light Italic
Goudy Bold
Goudy Bold Italic
Goudy Extra Bold
Goudy Old Style
Goudy Old Style Italic
Helvetica
Helvetica Bold
Helvetica Bold Oblique
Helvetica Condensed Bold
Helvetica Condensed Bold Oblique
Helvetica Condensed Medium
Helvetica Condensed Oblique
Helvetica Narrow
Helvetica Narrow Bold
Helvetica Narrow Bold Oblique
Helvetica Narrow Oblique
Helvetica Oblique
Hoefler Text
Hoefler Text Black
Hoefler Text Black Italic
Hoefler Text Italic
Hoefler Text Ornaments
ITC Avant Garde Gothic Book
ITC Avant Garde Book Oblique
ITC Avant Garde Demi
ITC Avant Garde Demi Oblique

ITC Bookman Demi
 ITC Bookman Demi Italic
 ITC Bookman Light
 ITC Bookman Light Italic
 ITC Lubalin Graph Book
 ITC Lubalin Graph Book Oblique
 ITC Lubalin Graph Demi
 ITC Lubalin Graph Demi Oblique
 ITC Mona Lisa Recut
 ITC Zapf Chancery Medium Italic
 ITC Zapf Dingbats
 Joanna MT
 Joanna MT Bold
 Joanna MT Bold Italic
 Joanna MT Italic
 Letter Gothic
 Letter Gothic Bold
 Letter Gothic Bold Slanted
 Letter Gothic Slanted
 Marigold
 Monaco
 New Century Schoolbook Bold
 New Century Schoolbook Bold Italic
 New Century Schoolbook Italic
 New Century Schoolbook Roman
 New York
 Optima Bold
 Optima Bold Italic
 Optima Italic
 Optima Roman
 Oxford
 Palatino Bold
 Palatino Bold Italic
 Palatino Italic
 Palatino Roman
 Stempel Garamond Bold
 Stempel Garamond Bold Italic
 Stempel Garamond Italic
 Stempel Garamond Roman
 Symbol
 Tekton Regular
 Times Bold

Times Bold Italic
 Times Italic
 Times Roman
 Times New Roman
 Times New Roman Bold
 Times New Roman Bold Italic
 Times New Roman Italic
 Univers 45 Light
 Univers 45 Light Oblique
 Univers 53 Extended
 Univers 53 Extended Oblique
 Univers 55 Oblique
 Univers 55 Roman
 Univers 57 Condensed
 Univers 57 Condensed Oblique
 Univers 63 Bold Extended
 Univers 63 Bold Extended Oblique
 Univers 65 Bold
 Univers 65 Bold Oblique
 Univers 67 Condensed Bold
 Univers 67 Condensed Bold Oblique
 Wingdings

Chinese, Japanese, and Korean Fonts

- **Morisawa fonts (Optional)**

Futo Go B101

Futo Min A101

Gothic Medium BBB

Jun 101

Ryumin Light KL

- **Compatible fonts (Optional)**

These Type 1 fonts can be used in PostScript and PDF jobs when Morisawa fonts are installed. They are mapped to Morisawa fonts.

Compatible	Morisawa
Chu Gothic BBB Medium Monospace Roman	Gothic Medium BBB
Chu Gothic BBB Medium Proportional Roman	Gothic Medium BBB
Heisei Kaku Gothic W5 Proportional Roman	Gothic Medium BBB
Heisei Mincho W3 Proportional Roman	Ryumin Light KL
Hon Mincho Medium Proportional Roman	Ryumin Light KL

Compatible	Morisawa
Maru Gothic Medium Proportional Roman	Jun 101
Osaka Monospace Roman	Gothic Medium BBB
Osaka Proportional Roman	Gothic Medium BBB
Ryumin Light KL Monospace Roman	Ryumin Light KL
Ryumin Light KL Proportional Roman	Ryumin Light KL

- **Substitute fonts**

CPSI uses substitute fonts to replace Chinese, Japanese, and Korean fonts that are neither installed with TotalFlow Print Server nor embedded in a PDF file.

- **Type 1**

- Futo Go B101 Bold Proportional Roman
- Futo Min A101 Bold Proportional Roman
- Jun OneZeroOne Light Proportional Roman
- Midashi Gothic MB31 Proportional Roman
- Midashi Mincho MA31 Proportional Roman
- Mincho PC Hiragana
- Mincho PC Katakana

- **CID-Based**

- Adobe Heiti Standard OpenType Regular
- Adobe Ming Standard OpenType Light
- Adobe Myungjo Standard OpenType Medium
- Adobe Song Standard OpenType Light
- Kozuka Gothic Pr6N AJ16 OpenType Medium
- Kozuka Mincho Pr6N AJ16 OpenType Regular

ICC Profiles Shipped with TotalFlow Print Server

These ICC profiles are shipped with TotalFlow Print Server.

RGB Profiles

- Adobe RGB (1998)
- Apple RGB
- RICOH RGB photo
- RICOH RGB vivid
- SMPTE-C
- sRGB IEC61966-2-1 black scaled
- sRGB IEC61966-2-1 no black scaling
- sRGB v4 ICC preference perceptual intent beta

CMYK Profiles

- Coated FOGRA27 (ISO 12647-2:2004)
- Coated FOGRA39 (ISO 12647-2:2004)
- Coated GRACoL 2006 ISO 12647-2:2004)
- Japan Color 2001 Coated
- Japan Color 2001 Uncoated
- Japan Color 2002 Newspaper
- Japan Color 2003 Web Coated
- Japan Color 2011 Coated
- Japan Web Coated (Ad)
- JMPA ver. 3 (RICOH)
- PSO Coated v2 300% Glossy laminate (ECI)
- PSO Coated v2 300% Matte laminate (ECI)
- PSO LWC Improved (ECI)
- PSO Uncoated ISO12647 (ECI)
- U.S. Web Coated (SWOP) v2
- U.S. Web Uncoated v2
- Uncoated FOGRA29 (ISO 12647-2:2004)
- Web Coated FOGRA28 (ISO 12647-2:2004)
- Web Coated SWOP 2006 Grade 3 Paper
- Web Coated SWOP 2006 Grade 5 Paper

Gray Profiles

- Adobe Gray-20% Dot Gain

Printer Profiles

- **For Pro C7100/C7110X series printers**

The Pro C7100/C7110X series includes these printer models: Pro C7100, Pro C7100S, Pro C7100SX, Pro C7100X, Pro C7110, Pro C7110S, Pro C7110SX, and Pro C7110X.

- Pro C7100Series Plain JPN
- Pro C7100Series Gloss JPN
- Pro C7100Series Matte JPN
- Pro C7100Series Plain
- Pro C7100Series Gloss
- Pro C7100Series Matte

- **For Pro C9100/C9110 printers**

- Pro C9100series Plain JPN
- Pro C9100series Gloss JPN
- Pro C9100series Matte JPN
- Pro C9100series Plain
- Pro C9100series Gloss
- Pro C9100series Matte

NamedColor Profiles

- DIC Color Guide (Part 1 and Part 2)
- HKS K (Coated Paper) v2.2
- HKS N (Uncoated Paper) v2.2
- PANTONE+ Solid Coated-V3
- PANTONE+ Solid Uncoated-V3
- TOYO COLOR FINDER (Ver. 2.0)

Papers Supported

This topic describes the paper sizes, types, and weights that TotalFlow Print Server supports.

Note

There are some differences between the papers supported for Pro C7100/C7110X series and Pro C9100/C9110 printers. The Pro C7100/C7110X series includes these printer models: Pro C7100, Pro C7100S, Pro C7100SX, Pro C7100X, Pro C7110, Pro C7110S, Pro C7110SX, and Pro C7110X.

Paper Sizes

Size	Feed Direction	Width	Length	Unit	Notes
A3	SEF	297	420	mm	
A4	SEF	210	297	mm	
A4	LEF	297	210	mm	
A5	SEF	148	210	mm	
A5	LEF	210	148	mm	
A6	SEF	105	148	mm	
B4	SEF	257	364	mm	
B5	SEF	182	257	mm	
B5	LEF	257	182	mm	
B6	SEF	128	182	mm	
DLT	SEF	11	17	inch	
Legal	SEF	8.5	14	inch	
Foolscap	SEF	8.5	13	inch	
Letter	SEF	8.5	11	inch	
Letter	LEF	11	8.5	inch	
Government LG	SEF	8.25	14	inch	
Folio	SEF	8.25	13	inch	
F/GL	SEF	8	13	inch	
Eng Quatro	SEF	8	10	inch	
Executive	SEF	7.25	10.5	inch	
Executive	LEF	10.5	10.25	inch	
Statement	SEF	5.5	8.5	inch	
Statement	LEF	8.5	5.5	inch	
8K	SEF	267	390	mm	
16K	SEF	195	267	mm	
16K	LEF	267	195	mm	
12x18	SEF	12	18	inch	

Size	Feed Direction	Width	Length	Unit	Notes
11x15	SEF	11	15	inch	
11x14	SEF	11	14	inch	
10x15	SEF	10	15	inch	
10x14	SEF	10	14	inch	
13x19.2	SEF	13	19.2	inch	
13x19	SEF	13	19	inch	
12.6x19.2	SEF	12.6	19.2	inch	
12.6x18.5	SEF	12.6	18.5	inch	
13x18	SEF	13	18	inch	
SRA3	SEF	320	450	mm	
SRA4	SEF	225	320	mm	
SRA4	LEF	320	225	mm	
Japanese postcard	SEF	4.2	5.5	inch	
Custom standard (min.)		100.0	139.7	mm	
Custom standard (max.)		330.2	487.7	mm	
Custom standard (min.)		3.94	5.50	inch	
Custom standard (max.)		13.00	19.20	inch	
Custom long (min.)		210.0	139.7	mm	
Custom long (max.)		330.2	1260.0	mm	Pro C7100/C7110X series, when [Tray A] supports super-long paper

Size	Feed Direction	Width	Length	Unit	Notes
Custom long (max.)		330.2	700.0	mm	
Custom long (min.)		8.27	5.50	inch	
Custom long (max.)		13.00	49.60	inch	Pro C7100/C7110X series, when [Tray A] supports super-long paper
Custom long (max.)		13.00	27.55	inch	

Paper Types and Weights

Supported paper weights are:

1. 52.3–63.0 gsm
2. 63.1–80.0 gsm
3. 80.1–105.0 gsm
4. 105.1–163.0 gsm
5. 163.1–220.0 gsm
6. 220.1–256.0 gsm
7. 256.1–300.0 gsm
8. 300.1–360.0 gsm (Pro C7100/C7110X series), 300.1–350.0 gsm (Pro C9100/C9110)
9. 350.1–400.0 gsm (Pro C9100/C9110 only)

Type	Weights (Pro C7100/C7110X Series)	Weights (Pro C9100/C9110)
[Plain]	1–8	1–9
[Recycled]	1–8	1–9
[Black]	1–8	1–9
[Colored]	1–8	1–9
[Letterhead]	1–8	1–9
[Preprinted]	1–8	1–9
[Prepunched]	1–8	1–9
[Transparency]	Not set	Not set
[Tab stock]	1–8	1–9
[Translucent]	Not set	Not set
[Labels]	1–8	1–9
[Coated]	2–8	1–9
[Envelope]	5–7	5–7
[Textured]	1–8	1–9
[Magnetic]	Not set	Not set
[Metallic/Pearl]	3–8	3–9
[Clear file folder]	Not set	Not set
[Synthetic]	2–8	1–9

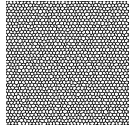
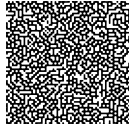
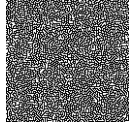
Clear Toner Patterns

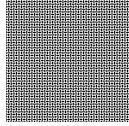

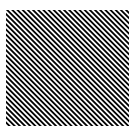
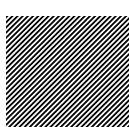

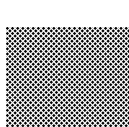


Certain products that create printable document files, for example, Adobe Illustrator, let you specify a halftone pattern for clear toner. You can apply this pattern either to the whole page or to selected areas. This pattern is applied to the **[Ricoth Effect]** for 5th station printing.

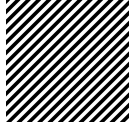
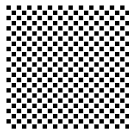
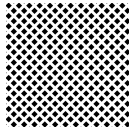
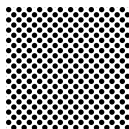

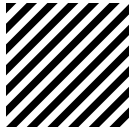
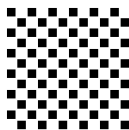
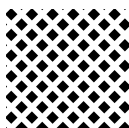
★ Important

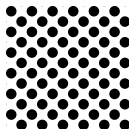

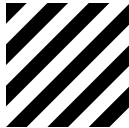
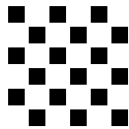
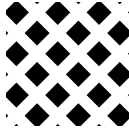
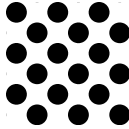
- TotalFlow Print Server supports printing these clear toner patterns, but you cannot specify them in the console, the operator control panel, or the printer driver. You must specify these patterns in the program that creates the printable document file.
- In Adobe Illustrator, define a special plane called **Ricoth Effect**. Apply swatches of clear toner to this plane.

TotalFlow Print Server supports these patterns:

Ricoth Effect Value			
Area Ratio (Tint)	Pixels	Effect	Pattern
98%	248–255	Reserved	
96%	243–247	Reserved	
94%	238–242	Reserved	
92%	233–237	Reserved	
90%	228–232	Full page gloss, Type 1	Inverter mask 1
88%	222–227	Full page gloss, Type 2	Inverter mask 2
86%	217–221	Full page gloss, Type 3	Inverter mask 3
84%	212–216	Reserved	
82%	207–211	Reserved	
80%	202–206	Matte pattern 25	 Texture Pattern 25
78%	197–201	Matte pattern 24	 Texture Pattern 24
76%	192–196	Matte pattern 23	 Texture Pattern 23

Ricoh Effect Value			
Area Ratio (Tint)	Pixels	Effect	Pattern
74%	187-191	Matte pattern 22	 Texture Pattern 22
72%	182-186	Matte pattern 21	 Texture Pattern 21
70%	177-181	Matte pattern 20	 Texture Pattern 20
68%	171-176	Matte pattern 19	 Texture Pattern 19
66%	166-170	Matte pattern 18	 Texture Pattern 18
64%	161-165	Matte pattern 17	 Texture Pattern 17
62%	156-160	Matte pattern 16	 Texture Pattern 16
60%	151-155	Matte pattern 15	 Texture Pattern 15

Ricoh Effect Value			
Area Ratio (Tint)	Pixels	Effect	Pattern
58%	146-150	Matte pattern 14	 Texture Pattern 14
56%	141-145	Matte pattern 13	 Texture Pattern 13
54%	136-140	Matte pattern 12	 Texture Pattern 12
52%	131-135	Matte pattern 11	 Texture Pattern 11
50%	126-130	Matte pattern 10	 Texture Pattern 10
48%	120-125	Reserved	
46%	115-119	Reserved	
44%	110-114	Matte pattern 9	 Texture Pattern 9
42%	105-109	Matte pattern 8	 Texture Pattern 8
40%	100-104	Matte pattern 7	 Texture Pattern 7

Ricoh Effect Value			
Area Ratio (Tint)	Pixels	Effect	Pattern
			Texture Pattern 7
38%	95–99	Reserved	
36%	90–94	Reserved	
34%	85–89	Matte pattern 6	 Texture Pattern 6
32%	80–84	Matte pattern 5	 Texture Pattern 5
30%	74–79	Matte pattern 4	 Texture Pattern 4
28%	69–73	Reserved	
26%	64–68	Reserved	
24%	59–63	Matte pattern 3	 Texture Pattern 3
22%	54–58	Matte pattern 2	 Texture Pattern 2
20%	49–53	Matte pattern 1	 Texture Pattern 1
18%	44–48	Reserved	
16%	39–43	Reserved	
14%	34–38	Reserved	
12%	29–33	Reserved	

Ricoh Effect Value			
Area Ratio (Tint)	Pixels	Effect	Pattern
10%	23–28	Reserved	
8%	18–22	Reserved	
6%	13–17	Reserved	
4%	8–12	Reserved	
2%	1–7	Reserved	
0%	0	None	Blank

Inverter mask 1

Sets the clear toner value to 100%.

Inverter mask 2

Sets the clear toner value to 150% minus (C+M+Y+K) at each pixel position, but no less than 0% and no greater than 100%.

Inverter mask 3

Sets the clear toner value to 100% minus (C+M+Y+K) at each pixel position, but no less than 0%. This covers the area evenly with clear toner.

Glossary

A

a*

In the CIELAB color space, a value on the green–magenta axis, where green is negative and magenta is positive.

additive primary colors

Red, green and blue light, used in video monitors and televisions. When used in various degrees of intensity and variation, they create all other colors of light; when superimposed equally, they create white. Contrast with *subtractive primary colors*.

Adobe RGB color space

An RGB color space with a wider range of colors than sRGB. It includes most of the colors that can be printed with CMYK inks or toners.

Advanced Function Presentation (AFP)

The presentation environment that includes the IPDS data stream architecture and various data object architectures.

AFP

See *Advanced Function Presentation*.

AppleTalk

Apple's suite of networking protocols for Macintosh computers.

audit CMR

A CMR that reflects processing that has been done on an object.

B

b*

In the CIELAB color space, a value on the blue–yellow axis, where blue is negative and yellow is positive.

C

capture

To save a downloaded resource for future use.

CC CMR

See *color conversion CMR*.

CIE

Commission Internationale d'Eclairage.

CIELAB color space

The internationally accepted color space model used as a standard to define color within the graphic arts industry, as well as other industries. L* (black–white), a* (green–magenta), and b* (blue–yellow) are plotted at right angles to one another. Equal distances in the space represent approximately equal color difference.

clustered-dot halftone

Any halftone algorithm that uses multiple pixels that vary from small to larger dots as the color gets darker. It is characterized by a polka-dot look.

CMR

See *color management resource*.

CMYK

Cyan, magenta, yellow, and black, the primary colors used in four-color printing processes.

CMYK color space

Any color space based on the primary colors used in four-color printing processes: cyan, magenta, yellow, and black.

color conversion (CC) CMR

A CMR created from an ICC profile that ties a color space to or from the PCS.

color management

The technology to calibrate the color of input devices (such as scanners or digital cameras) and presentation devices (such as printers or offset presses). Parts of this technology are implemented in the operating system, the API, or directly in the application.

color management resource (CMR)

An object that provides color management in presentation environments.

color space

A model for representing color in terms of intensity values; a color space specifies how color information is represented. It defines a multidimensional space whose dimensions, or components, represent intensity values.

Configurable PostScript Interpreter (CPSI)

A raster image processor for PostScript and PDF files. PDF is converted to PostScript before processing.

CPSI

See *Configurable PostScript Interpreter*.

D

data object

An object that conveys information, such as text, graphics, audio, or video.

device link (DL) CMR

A link CMR that converts directly from an input color space to an output color space without reference to an audit-mode or instruction-mode color conversion CMR. Contrast with *link CMR*.

DFE

See *digital front end*.

digital front end (DFE)

The control unit software for a digital printer. The DFE accepts input files from local or remote computers and processes the files for output to the printer.

dithering

A technique of interleaving dark and light pixels so that the resulting image looks smoothly shaded when viewed from a distance.

DL CMR

See *device link CMR*.

dots per inch (DPI)

The unit of measure for output resolution.

DPI

See *dots per inch*.

E

embedded ICC profile

An ICC profiles that is embedded within a graphic document or image. It lets users transparently move color data between different computers, networks and even operating systems without having to worry if the necessary profiles are present on the destination systems.

error-diffusion halftone

A specific dithering method in which quantization errors are diffused spatially in a quasi-random manner.

F

File Transfer Protocol (FTP)

A network protocol for transferring files from one host to another.

FTP

See *File Transfer Protocol*,

G

gamut

The collection of colors or shades available to a presentation device.

GCR

See *gray component replacement*.

gray component replacement (GCR)

Replacing proportions of cyan, magenta, and yellow toner with proportional amounts of black toner.

grayscale

An image containing a series of tones stepped from white to black.

H

halftone

A method of generating an image that requires varying densities or shades to accurately render the image. This is achieved by representing the image as a pattern of dots of varying size. Larger dots represent darker areas, and smaller dots represent lighter areas of an image.

halftone screen

The dot pattern used to print a halftone.

halftone screen set

A group of halftone screens used for different object types in the same job.

hot folder

A folder that submits files copied into it for printing.

hub

An area of the console that occupies the entire printer console or browser window, except for the printer control bar. Hubs are divided into pods.

I**ICC**

See *International Color Consortium*.

ICC profile

A file in the International Color Consortium profile format, containing information for converting between two color spaces. In most ICC profiles, one color space is the PCS. The other color space can be device-independent; or it can describe the color reproduction capabilities of a device such as a scanner, a digital camera, a monitor, or a printer.

The intent of this format is to provide a cross-platform device profile format. Such device profiles can be used to translate color data created on one device into another device's native color space. The acceptance of this format by operating system vendors lets end users transparently move profiles and images with embedded profiles between different operating systems.

An ICC profile includes three elements: 128-byte file header, tag table, and tagged element data.

indexed (IX) CMR

A CMR that maps indexed colors in the data to presentation device colors or colorant combinations.

instruction CMR

A CMR that reflects processing that is to be done to an object.

Intelligent Printer Data Stream (IPDS)

An architected host-to-printer data stream that contains both data and controls defining how the data is to be presented. IPDS is part of AFP.

interactive printer

A window in the console that you can be open from the printer control bar to monitor and change basic printer settings.

International Color Consortium (ICC)

A group of companies chartered to develop, use, and promote cross-platform standards so that applications and devices can exchange color data without ambiguity.

Internet Printing Protocol (IPP)

A network protocol for remote printing and managing print jobs. IPP is implemented using the Hypertext Transfer Protocol (HTTP).

IPDS

See *Intelligent Printer Data Stream*.

IPP

See *Internet Printing Protocol*.

IX CMR

See *indexed CMR*.

J

JDF

See *Job Definition Format*.

JMF

See *Job Messaging Format*.

Job Definition Format (JDF)

An XML-based language used to create and store electronic job tickets.

Job Messaging Format (JMF)

The JDF component that is used to communicate between the JDF management information system and device control unit.

L

L*

In the CIELAB color space, a value on the black–white axis between 0 (black) and 100 (white).

line art

Graphics that consist of lines and areas of pure color and white. Line art does not require halftone screening.

Line Printer Remote (LPR) protocol

A network protocol for submitting jobs to a remote printer, originally implemented for Berkeley Systems Division (BSD) UNIX but now platform-independent.

line screen frequency

The measure of distance between the rows of dots that make up a halftone screen. Lower line screens are used on rougher, low quality printing substrates (such as newsprint), while higher line screens are used for high quality print jobs on smooth art papers.

link (LK) CMR

A CMR that converts input color space in the presentation data to the output color space of the presentation device. Contrast with *device link CMR*.

link color conversion CMR

A CMR that converts input color space in the presentation data to the output color space of the presentation device.

LK CMR

See *link CMR*.

LPR

See *Line Printer Remote*.

M

moiré

A repetitive noise pattern in a halftoned image caused by superimposing the CMYK images.

N

named color

A color that is specified with a descriptive name. An example of a named color is green.

NamedColor profile

An ICC profile for converting one or more named colors to or from the PCS. NamedColor profiles are associated with specific devices. They can be embedded in images.

P

page description language (PDL)

A markup language that describes the appearance of a printed page. PostScript is an example of a PDL.

PCS

See *profile connection space*.

PDF

See *Portable Document Format*.

PDL

See *page description language*.

pod

In the console, a subdivision of a hub.

Portable Document Format (PDF)

A standard file format developed by Adobe Systems Inc. PDF files are cross-platform and contain all of the image and font data. Design attributes are retained in a compressed single package.

preset

See *printer preset*.

printer control bar

The area at the top of the console that shows printer and job status and lets you navigate between hubs and open or close the interactive printer.

printer preset

A collection of printer configuration settings. You can load a printer preset instead of setting each value individually.

printer resolution

The density of pixels in the output of a printer, usually measured in dots per inch.

profile connection space (PCS)

The reference color space defined by ICC, in which colors are encoded in order to provide an interface for connecting source and destination transforms. The PCS is based on the CIE 1931 standard colorimetric observer.

R**RAT**

See *resource access table*.

raw protocol

A protocol for submitting raw page description language (PDL) data directly to a specified printer port, often port 9100.

rendering intent

A rule for adjusting colors that the printer cannot reproduce.

resource

An object that is referenced by a data stream or by another object to provide data or information. Resource objects can be stored in libraries. Examples of resources are fonts, data objects, and CMRs.

resource access table (RAT)

The table in a library that maps resource names to file names and contains other information about the resources.

resource library

A folder or directory where resources are stored. As well as the resources, it normally contains a table that maps resource names to file names. A resource library can reside on your local system, on a mapped network drive, or on an FTP system.

RGB

Red, green and blue, the additive primaries.

RGB color space

Any color space based on red, green and blue, the additive primaries. RGB is the basic additive color model used for color video display, as on a computer monitor.

rotation

The orientation of a presentation space with respect to the coordinate system of a containing presentation space. Rotation is measured in degrees in a clockwise direction. Zero-degree rotation exists when the angle between a presentation space's positive X axis and the containing presentation space's positive X axis is zero degrees.

S**smooth shades**

Graphics that use smooth shading.

smooth shading

A technique for varying the color values in a space so that the resulting image appears to have a curved surface.

sRGB color space

An RGB color space developed by Hewlett-Packard and Microsoft to match the color space of a low-end computer monitor. sRGB is widely used in digital cameras.

stochastic halftone

Any halftone algorithm that uses a pseudorandom dot size, frequency, or both, without the visible regularity in the dot patterns found in traditional screening.

subtractive primary colors

Cyan, magenta, and yellow colorants that are used to subtract a portion of the white light that is illuminating an object. Subtractive colors are reflective on paper and printed media. When used together with various degrees of coverage and variation, they have the ability to create billions of other colors. Contrast with *additive primary colors*.

T

tone curve

A mathematical representation of the relationship between the input and output of a system, subsystem, or equipment. The function is normally one-dimensional: a single channel of input corresponds to a single channel of output. In imaging systems, it is mainly used for contrast adjustments.

U

UI

Console (user interface).

V

virtual printer

A software device that represents the printer to the job submitter. A virtual printer receives jobs, sets default and override values for job properties, and sends the jobs to the printer.

W

Web Services for Devices (WSD)

A Microsoft application programming interface that simplifies connection to Web service-enabled devices, such as printers.

WSD

See *Web Services for Devices*.

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