TEAC

AP-150

CD\DVD Disc Publishing System

Operational Manual

Revision A.0

TEAC

DPS DISC PUBLISHING SYSTEMS

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Telephone: +49(611) 7158 657
Fax: +49(611) 7158 4657

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support. This number must be placed on the outside of the product packaging where it can be easily found otherwise the item will be refused and returned at the sender's expense.

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Table of Contents

1. Using TrueNet
    - 1.1 Starting TrueNet via a Web Browser
    - 1.2 How to find the System IP Adress
    - 1.3 Default Login and Password
    - 1.4 Home Page Area
        - 1.4.1 Main Job Area
        - 1.4.2 Loader Status
        - 1.4.3 Media Status
        - 1.4.4 Hopper Types
        - 1.4.5 Network Status / Transfer Status
        - 1.4.6 Ink Levels
        - 1.4.7 Left Menu Bar
            - 1.4.7.1 New Job
            - 1.4.7.2 Edit Job
            - 1.4.7.3 Delete Job
            - 1.4.7.4 Disc Sets
            - 1.4.7.5 System Images
            - 1.4.7.6 Label Designer
            - 1.4.7.7 User Settings
            - 1.4.7.8 Administration
        - 1.4.8 Creating a New Job
            - 1.4.8.1 Job Reference
            - 1.4.8.2 Quantity
            - 1.4.8.3 Media
            - 1.4.8.4 Disc Image
                - 1.4.8.4.1 Local Image
                - 1.4.8.4.2 System Image
                - 1.4.8.4.3 Create Data Disc
                    - 1.4.8.4.3.1 File System
                    - 1.4.8.4.3.2 Media Type
                    - 1.4.8.4.3.3 Volume Label
                    - 1.4.8.4.3.4 New Folder
                    - 1.4.8.4.3.5 Disc Space Used Bar
                - 1.4.8.4.4 Read New Master
                - 1.4.8.4.5 Disc Set
            - 1.4.8.5 Print Image
                - 1.4.8.5.1 Local PRN
                - 1.4.8.5.2 System PRN
                - 1.4.8.5.3 Local Template
                - 1.4.8.5.4 System Template
                - 1.4.8.5.5 Create Label
                - 1.4.8.5.6 About Template Files
            - 1.4.8.6 Priority
            - 1.4.8.7 Write Speed

1.4.9 Job Setting
1.4.9.1 Copy
1.4.9.2 Compare
1.4.9.3 Audit
1.4.9.4 Print
1.4.9.5 Fast Start
1.4.9.6 No Overlap
1.4.10 E-Mail Settings (all systems)
1.4.11 Dynamic Printing (TrueNet FX Only)
1.4.11.1 Embedded Label Tags
1.4.11.2 Dynamic User Form Fields
1.4.11.3 Dynamic Mail Merge Fields
1.4.11.4 Serialization
1.4.12 Editing Jobs
1.4.12.1 Changing the Quantity
1.4.12.2 Job Priority
1.4.12.3 Enable Compare / Audit
1.4.12.4 Enable / Disable No Overlap
1.4.12.5 E-Mail Notification Settings
1.4.13 System Images
1.4.13.1 Getting a Disc Image from the System
1.4.13.2 Sending an Disc Image to the System
1.4.13.3 Sending a Print Image to the System
1.4.13.4 Sending a Print Template to the System
1.4.13.5 Renaming an Image
1.4.13.6 Deleting an Image
1.4.13.7 Refreshing the Display
1.4.14 Disc Sets
1.4.14.1 Creating a Set
1.4.14.1.1 Add
1.4.14.1.2 Modify
1.4.14.1.3 Delete
1.4.14.1.4 Move Up / Move Down
1.4.14.1.5 Reverse
1.4.15 Using a Disc Set
1.4.16 Using a Disc Set
2 The Label Designer
2.1 Overview – Limitations of the browser environment
2.2 Label Designer – Main Window Overview
2.3 Creating a Basic Label
2.4 Creating a Print Image (PRN)
2.5 Adding Text to a Design
2.6 Adjusting the Template Dimensions
2.6.1 Disc Margin
2.6.2 Hub Size
2.7 Saving as a Template
2.8 Creating a Design from Scratch

2.9 Displaying Rulers
3 User Settings
3.1 Password
3.2 E-Mail
3.3 Language
3.4 View Job Queue
3.5 Defaults
3.5.1 Disc Images
3.5.2 Labels
3.5.3 PRN Images
3.5.4 Set Files
3.5.5 CSV (Used by TrueNet FX Only)
3.5.6 Logging
4 Administrator Guide
4.1 System Setup
4.2 Hopper Settings
4.3 Retaining Rejects inside the machine – Rotating Hoppers
4.4 Sticky Disc Mode
4.5 Thresholds
4.6 Images Backup
4.6.1 Running Backup
4.6.2 Running Restore
4.7 E-Mail Server
4.7.1 Authentication
4.7.2 Copy-All E-Mails
4.7.3 Console E-Mail
4.8 Network
4.8.1 DHCP
4.8.2 System Name
4.9 Recorders
4.10 Time & Date
4.11 Logging
4.12 Firmware
4.13 System License
4.14 Printer Settings
4.15 PIP – Product Improvement Program
4.16 Users
4.16.1 SysAdmin
4.16.2 Administrator
4.16.3 User
4.16.4 User Name
4.16.5 Password / Confirm
4.16.6 E-Mail
4.16.7 Language
4.16.8 Max Priority
4.16.9 Max User Jobs (Quota)
4.16.10 Max Quantity per Job (Quota)

4.16.11 Max Combined Job Quantity (Quota)
4.16.12 Enabled
4.16.13 Administrator
4.16.14 View Job Queue
4.16.15 Allow Fast Start
4.16.16 Allow No Overlap
4.16.17 Edit User
4.16.18 Delete User
4.16.19 Backup
4.16.20 Restore
4.16.21 Save
4.16.22 Cancel
5 Optimizing your browser for TrueNet
5.1 Windows Vista & XP
5.2 Mac OSX
6 TrueNet Error Messages & Troubleshooting
7 Administration (Via the LCD/Touchpad)
7.1 Setup Menu
7.2 Job Options
7.2.1 Burn Discs
7.2.2 Compare Master
7.2.3 Compare Copy
7.2.4 Audit Copy
7.2.5 Ask Quantity
7.2.6 Async Copying
7.2.7 Check Blank Size
7.2.8 Master Drive
7.2.9 Printer
7.2.10 Stop Reject Full
7.2.11 Last Char Name
7.3 Network Setup
7.3.1 Network Active
7.3.2 DHCP
7.3.3 Set Network Name
7.3.4 Duplicator IP (DHCP = No)
7.3.5 Network Mask (DHCP = No)
7.3.6 DNS Server (DHCP = No)
7.3.7 Gateway IP Address (DHCP = No)
7.4 Time & Date
7.4.1 Set Time
7.4.2 Set Date
7.4.3 Set Date Format
7.5 Password Setup
8 Using the System in Standalone Mode
8.1 Turning On
8.2 Keyboard
8.3 LCD Display

8.4 Menu Structure
8.4.1 Copy
8.4.2 Compare
8.4.3 Image Menu
8.4.4 Load New Master
8.4.5 List Images
8.4.6 Show HD Free Space
8.4.7 Delete Image
8.4.8 Defragment HD
8.5 Utilities Menu
8.5.1 Hard Disk Utilities
8.5.1.1 Show HD Free Space
8.5.1.2 Show HD Info
8.5.1.3 Defrag HD
8.5.2 Firmware Utilities
8.5.2.1 Load System F/W
8.5.2.2 Load F/W XMODEM
8.5.2.3 Load F/W From USB
8.5.2.4 Load Drive F/W
8.5.2.5 Load Loader F/W
8.5.3 Loader Utilities
8.6 System Information
8.6.1 PCA Info
8.6.2 Writer Info
8.6.3 Hard Drive Info
8.6.4 Autoloader Info
8.7 Upgrade License
8.7.1 Show Current Key
8.7.2 Enter New Key
8.8 Quick Start Copying
8.9 Quick Start Comparing
9 TrueView
9.1 What is TrueView?
9.2 Supported Operating Systems
9.3 Installing TrueView
9.4 Running TrueView

1. Using TrueNet

1.1 Starting TrueNet via a Web Browser

TrueNet is loaded directly from the System using a Java-enabled web browser. To login to the AP-150 using your web browser you will need four things:

1. A Computer with a Java-enabled Web Browser
2. The address of the System (this could be an IP address, or a Domain name)
3. Your Login Name (the factory default login is 'admin')
4. Your User Password (the factory default password is 'admin')

1.2 How to find the System IP Address

If the AP-150 is already in Network Mode, hold the STOP key until the message 'Stop (Y/N)' appears. The current IP address will be shown on the bottom line of the LCD. If you do not touch any keys for 30 seconds, the System will return to the 'Online' display. Alternatively, press the NO key (a menu will appear) then the STOP key to exit the menu and return to Network Mode.

If the System is at the main menu, use the down cursor key to move to the "Network Mode" menu item and press ENTER to enter Network Mode. The System will display the current IP address on the LCD for a few seconds, and then enter Network Mode.

The System must be in Network Mode to accept jobs from TrueNet.

1.3 Default Login and Password

The factory default login name is 'admin', and the default password is also 'admin'. However, if your System administrator has changed this login, or has created individual user login/password settings, your System administrator will provide you with the new login name and password. If you are the System administrator, please refer to the Administrator Guide section (later in this manual) for complete setup information.

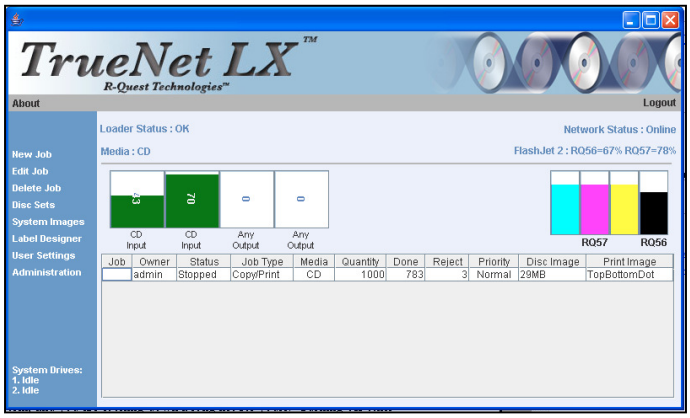
Once you have the System IP address, login and password information, open the web browser and enter the IP address of the System in the browser address bar, just as if you were accessing any other web site.

After a few moments the browser may display a Java logo, and a dialog box informing you that you are loading a digitally signed Java Applet, signed by TEAC Technologies, the manufacturer of the AP-150 and TrueNet. The purpose of this dialog is to let you know that this applet will allow you to move data between your computer and the System. This dialog box will appear every time you log on to TrueNet unless you click the check box "Always Trust (the address of the System) from this Publisher". By selecting this box you are telling your browser that it is OK to load TrueNet in the future without having to view this dialog. Click the Run button to proceed.

If for any reason the words 'Requires Java' appear on your browser window, this means that your browser does not have Java enabled. To install the Java plug-in within your

browser, visit www.java.com.
After a few seconds, the TrueNet login screen will appear. Enter your login name and password and click on the 'Login' button. A few moments later the main TrueNet screen will appear.

1.4 Home Page Area



The Home Page display may vary depending on the specific model you purchased. The Home Page shown here is TrueNet LX on the AP-150 which has four assignable hoppers.

1.4.1 Main Job Area

This area of the screen is where your jobs will appear, showing the current status and progress of the job. Any job reference you entered will also be shown, making it easy to keep track of many jobs at the same time.

There are five main areas of the screen. The first is the Job Status window. This is the largest area, and is where the status of all visible jobs will be shown. Depending on the settings selected by the administrator, it may be that you cannot see all the other jobs on the System. This is to provide some level of confidentiality between users on the System. If the administrator allows you to see other jobs, you still have the option of viewing just your own jobs by selecting to View Job Queue in User Settings. This may be desirable when there are many jobs on the System, and you are looking down a long list for yours. Turning off other people's jobs makes yours the only ones displayed.

1.4.2 Loader Status

The current status of the System autoloader is shown whenever the user (or administrator) is logged in to the System via TrueNet. Normally the status will show 'OK', indicating that the System is ready. If the System is unable to operate normally, an error message will be displayed (usually highlighted in red), and appropriate action must be taken by the user to correct the problem.

An example is when the door is open, and the error message "Loader Status : Door Is Open" is displayed. The System will not operate with the door open, so action must be taken to close the door before normal operation can be resumed. See the section on error messages for more information about this.

1.4.3 Media Status

The AP-150 has a very flexible hopper system, allowing the administrator to choose different media types available in each of the input hoppers depending on the recorder options purchased. The current options for CD/DVD machines are:

CD

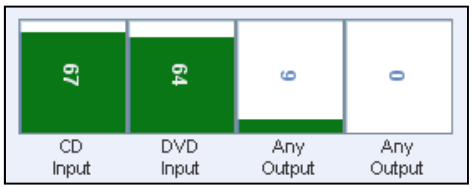
DVD SL (single layer 4.7GB)
DVD DL (dual layer 8.5GB)

If the System was purchased with Blu-ray capability then the following media types will also be available:

BD SL (Blu-ray single layer 25GB)
BD DL (Blu-ray dual layer 50GB)

The administrator is free to designate the hopper and media types as required. For convenience, there are some predefined hopper configurations that allow very easy selection and setup. For more information on media types see the Administrator Guide section.

1.4.4 Hopper Types



The current hopper types and approximate number of discs in each hopper are shown in the hopper status display. Input hoppers that have levels above the administrator-defined low-media threshold will appear green, and input hoppers (or 'group of input hoppers') that are below this threshold will turn red. A 'group of input hoppers' is where more than one hopper has the same input media type. As an example, if there are two input hoppers with CD media, the hoppers will only turn red once the combined number of discs in both hoppers falls below the administrator-defined low-media threshold. See Administrator Guide: Thresholds for more information about System thresholds, which also affect e-mail notifications for low media and low ink levels. Once output hoppers reach almost full, they will turn red to indicate they are almost full and will soon need attention.

The output hoppers will display the number of discs placed in that hopped since the door was last opened. The system will reset this count to zero whenever the door is opened.

Each hopper will have a media type associated with it and the current function of that hopper is also indicated in the form of 'Input', or 'Output'. Note that some hopper configurations will allow a hopper to change from an 'Input' to an 'Output' automatically once the input becomes empty. This feature is known as 'rotating hoppers' and the hopper display will automatically update to show the new configuration. Hoppers can be reset back to their original state at any time by opening the System door, emptying the burned media, and placing new blank media in to the hoppers originally designated as input. Once the door is closed, choose 'Reset Hoppers = Yes' on the System LCD/Touchpad. By default the AP-150 does not operate in rotating hopper mode, and this must be enabled by an administrator.

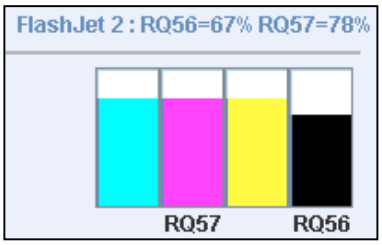
1.4.5 Network Status / Transfer Status

The current network status is shown at all times except for during file transfer. The network status should be either 'Online' or 'Offline', and indicates the availability of the System for network transfers and job control.

During image transfer the network status is replaced by the image file transfer status, with the information being updated approximately once per second during a transfer operation. The status will typically show the number of megabytes transferred so far, and the total number of megabytes to send. At the same time, a progress bar will appear on the main screen (not shown above), together with an approximate time remaining based on the amount of data transferred so far, and the total amount left to transfer.

1.4.6 Ink Levels

The level of ink remaining is displayed graphically to make it easy to recognize low ink status. The level is also displayed in text form just above the graphic display. The AP-150 includes an embedded FlashJet2 print engine, and the bars represent the RQ56 (Black) and RQ57 (Color) cartridge types.



1.4.7 Left Menu Bar

The left menu bar allows access to the various functions available within TrueNet. To select an item in the menu, move the mouse over the item and single-click that item. Each item in the menu will change color as the mouse is moved over it to show which menu item would be activated if selected by the single mouse click.

If you are logged in as a System Administrator an additional menu (Administration) will appear below 'User Settings' (which is the settings for the current user – see 'User Settings' for more information). When this menu item is selected, the System Setup window will open. See the Administrator Guide section for more information on System Setup.

1.4.7.1 New Job

Selecting New Job on the left menu bar will launch the Create New Job dialog box. This is only one of four ways to activate the Create New Job dialog box. You could also double-click the main Job Status area (do not double-click on a job because this will bring up the Edit Job dialog!), or you can right-click in the same Job Status area. If there are jobs already present in the Job Status area, right-clicking on any job will activate a pop-up menu which also includes a Create New Job menu item.

1.4.7.2 Edit Job

Selecting a job in the Job Status window (single-click the job) followed by the Edit Job item on the left menu bar will launch the Edit Job dialog box. This is one of three ways to launch the Edit Job function. The other ways are to double-click the job in the Job Status window or to right-click the job and choose 'Edit Job' from the pop-up menu that appears. Editing a job allows real time changes to be made to a job that has already been submitted, including changes to disc quantities, job priorities, and adding or removing Compare/Audit functions. Additional functions include stopping a running job, restarting a stopped job or starting a master disc reading. For more information on editing jobs, see the Editing Jobs section.

1.4.7.3 Delete Job

To delete a job, select the job in the main Job Status window (single-click the job) then select the 'Delete Job' item on the left menu bar. Another way to delete a job is to right-click on the job and select 'Delete Job' from the pop-up menu that appears. Running jobs cannot be deleted. If a job is running, it must first be stopped. Jobs in an error state, jobs that have completed ('Done') and jobs that are in a 'Queued' state can all be deleted. Note that when a job is deleted, any temporary disc images or print images that were created as part of the job (and sent to the System as part of the New Job function) will automatically be deleted from the System's local storage.

1.4.7.4 Disc Sets

Disc Sets provide a way to select a Disc image and Print image together as a 'Set'. This allows the user to select the Set instead of having to find and select the disc image and print image individually. TrueNet LX allows up to 3 discs per set. TrueNet FX allows up to 25 discs to be added to each Set. Disc sets make it easy to produce multi disc sets without having to create a different job for each disc in the set.

1.4.7.5 System Images

The System Images dialog box can be accessed via the left menu bar and is used to select, rename, delete or transfer images to/from the System internal storage. In most cases, image transfers will be done automatically when you create new jobs, but the System Images dialog box provides a way of doing this manually. It is also available in a limited form from within the Create New Job dialog box to allow you to select images already located on the System's internal storage as part of a duplication or print job. This dialog box shows the image name, type (CD/DVD/BD/Print/Template) and image size of all images available on the System for use in duplication and/or printing jobs.

1.4.7.6 Label Designer

The Label Designer provides a way to create labels within the browser environment without the need to learn complicated graphics editing packages, install printer drivers on your local computer, or produce PRN files for use in printing jobs.

The Label Designer includes easy-to-use functions for creating both static and dynamic text fields, simple graphics primitives as well as importing many standard graphics files (e.g. JPEG, TIFF, PNG, BMP, etc.) for use as both background images and image inserts. Labels can include automated tags for showing the Date and Time on the printed surface of the disc, together with full support for both serialization and dynamic text (mail-merge) functions, and User-Defined Form Field Prompts.

The Label Designer can be launched from the left menu bar, or from the Create Job Dialog for label creation as part of a wider Create New Job function. Designs are stored as label template files and can be re-used over and over again, even with different printer types simultaneously (which is something you can't do with a PRN file!). For more information see the Label Designer section.

1.4.7.7 User Settings

Each user has their own settings, including passwords, e-mail address and other shortcut

directory options. The user can edit many of the administrator assigned options by selecting the User Settings menu from the left menu bar. See the section on 'User Settings' for more information.

1.4.7.8 Administration

If you are logged on to the System as an administrator an additional menu item (Administration) will appear and the end of the menu list in the left menu bar. By selecting this menu item the System Setup dialog will appear and allow the general administration of the System via a series of 'tabs'.

1.4.8 Creating a New Job

Running a publishing, duplication or printing job on the System is very easy and takes just a few mouse clicks. Jobs are created using the 'Create New Job' dialog.

Selecting New Job on the left menu bar will launch the Create New Job dialog box, and is only one of four different ways to activate this dialog box. You can also double-click the main Job Status area (do not double-click on a job because this will bring up the Edit Job dialog!), or you can right-click in the same Job Status area. If there are jobs already present in the Job Status area, right-clicking on any job will activate a pop-up menu which also includes a Create New Job menu item.

Once you have selected all the required options, e.g. the disc image, print image, quantity, etc., click the Start button to start the job.

1.4.8.1 Job Reference

The job reference is for user convenience only. It is not used by the System for anything other than to help the user identify and keep track of their jobs. Any combination of letters and numbers may be entered up to a maximum of 20 characters. This reference will show as part of the Job Status, and may be seen by other System users if that is allowed by the administrator. This field can also be automatically printed on a disc label produced using the Label Designer (and saved/used as a template) when using the dynamic tags fields. See "Dynamic Printing Using TrueNet FX" for more information.

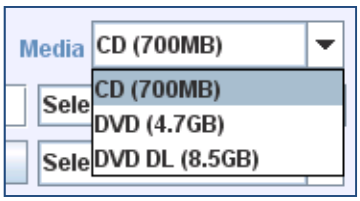
Typical uses for Job Reference could include customer order number or internal job tracking numbers. However, the use of this field is entirely optional.

1.4.8.2 Quantity

Enter a number between 1 and 9999 as the number of copies/prints required in this job. Note that the administrator may restrict the number of discs allowed per job, and if you request more than the designated limit, a warning will appear and the quantity will be reduced to the maximum permitted number. All jobs, except those using dynamic 'mail-merge' labels can have their quantities edited after the job has been created, while the job is running, and even after a job has already completed the requested number of

discs.

1.4.8.3 Media



The Media selector will include all the media types available in the System at this time. If you are using a System image, or an image that was originally created from a master disc using the System reader, the media type is already embedded within the image file, and the media type will be selected automatically for you. However, if you are creating a new data disc, or selecting an ISO image file as part of a job, you must select the media type required before starting the job. Note that the media type can also be changed while creating a data disc (see Create Data Disc). Once a job has been started, the media type can no longer be changed.

1.4.8.4 Disc Image

The Disc Image selector provides a convenient way to select one of several possible sources for the disc image data.

1.4.8.4.1 Local Image

If you want to make copies from an ISO file created by another mastering application (e.g. Data or Video authoring package), or you have a disc image originally created in the System reader and then transferred to your local hard disk, you should select Local Image. A File Open dialog box will allow you to select the file by browsing your computer for the file. If you have designated a 'shortcut' directory to your image files (See User Settings: Shortcuts) the File Open dialog box will automatically open in that directory. If you have not set the shortcut yet, the File Open dialog box will typically open up in your user home directory.

If you select an ISO image file, TrueNet then asks you what type of media this ISO file is being targeted for, e.g. CD or DVD, or if you have purchased the Blu-ray option, then BD will also be available. It is important that you select the correct media type, or you may end up with unusable discs.

If you select an TEAC Image File (.rqi) then the media type will automatically be selected using the embedded image file information. This media selection cannot be changed.

1.4.8.4.2 System Image

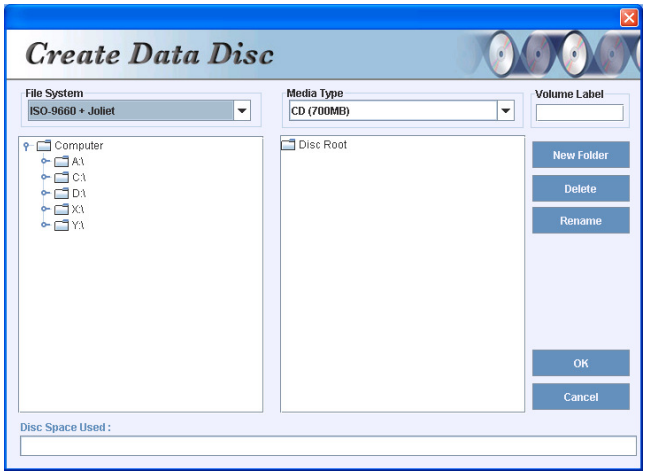
The System can store many master disc images on its internal hard disk system. The storage capacity will depend on the model and options purchased. Images stored on the System are available for any user to select as part of their jobs. Storing an image on the System has the advantage that no time is required transferring the disc image to the System prior to starting a new job, and users who regularly run repeated jobs of the same disc images can take advantage of this to speed up starting repeated jobs.

Selecting System Image will launch the System Images dialog box and allow you to select

an image on the System. To select an image, single-click on the image name and then click the OK button. The media type is automatically detected from the selected image.

1.4.8.4.3 Create Data Disc

TrueNet includes a drag & drop mastering tool that allows you to create ISO 9660 data discs within the browser window. When you select this option a new Create Data Disc window will appear.



You can browse your local computer and all of the available directories including hard drives and network resources from this window. When you find the files that you want to copy, drag them from the left window into the right window.

1.4.8.4.3.1 File System

The currently supported file systems include ISO9660 (strict) and ISO9660 + Joliet (allows long file names), UDF 1.02 (for DVD Video) and UDF 2.60 (for Blu-ray Video).

1.4.8.4.3.2 Media Type

Select the type of media you will be recording to here. All available media types will be listed here based on your input media hopper setup.

1.4.8.4.3.3 Volume Label

This is where you can label your disc volume.

1.4.8.4.3.4 New Folder

Select this button to add a new folder in your new master.

1.4.8.4.3.5 Disc Space Used Bar

This graphical indicator will build left to right in green showing the approximate size of your data in comparison to the total size of your selected media capacity.

1.4.8.4.4 Read New Master

If you have a master disc that you need to make copies of, place the disc on top of the first input hopper and then select Read New Master in TrueNet as the source of the disc image. Once selected, the cursor will automatically move to the Disc Image name entry box to allow you to enter the image name to use. This image name can be any combination of letters or numbers up to 14 characters long. Once the Create New Job dialog has been completed (i.e. by choosing the Start button) the job will be created in a 'Need Master' state. To start the master reading, right-click on the job (in the Job Status window) and choose Start Reading from the pop-up menu, or double-click the job and choose the Start Reading button from within the Edit Job dialog box.

Unless other options are chosen, a Read New Master job will read a master to the System internal storage and then stop (job completed). To start copying immediately once the master has been read, select the 'Copy' checkbox within the Create New Job dialog box at

the same time you select to read a new master, and enter a copy quantity. You may also select a print image to print on to the copies made.

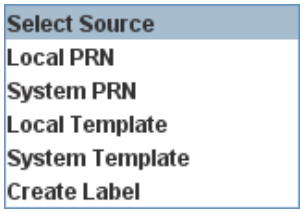
It is also possible to add the Copy flag, and add a quantity to this read job by editing the job after it is created, but you will not be able to add a print image once you leave the Create New Job dialog box. If you want to print on the copies that are started automatically after a read master is complete, remember to select a print image before starting the job.

1.4.8.4.5 Disc Set

Multi disc sets can be produced (in disc set order) by selecting a single set entity. Up to 100 discs can be added to a 'Set'. For more information on Disc Sets, please see the Disc Sets section.

1.4.8.5 Print Image

The AP-150 includes a built-in disc printer (FlashJet2) so that discs can be printed automatically as part of the copy process. There are several sources for print images, and the Print Image selector allows you to choose which one to use.



1.4.8.5.1 Local PRN

If you already have a PRN file created by another label designer application (and using the proper printer driver) you should choose 'Local PRN'. A File Open dialog box will allow you to browse for the PRN file. If you selected a shortcut directory as part of the System Setup then the File Open dialog box will open in your shortcut directory, otherwise it will open in your home directory.

It is important that the correct PRN file type is selected, and if you are in any doubt, please contact your authorized TEAC reseller for more information about PRN files.

TrueNet includes a built in Label Designer that does not need to use PRN files if you are using one of the supported printers.

1.4.8.5.2 System PRN

If you have a print image file already stored on the System's internal storage, you can select it as part of a job. Choosing 'System PRN' will launch the System Images dialog box and allow you to choose the file by single-clicking on the file name, and then clicking the OK button.

Note that print image files stored on the System are in PRN format, and if you choose to copy these images to your local hard disk for offline storage, you would choose Local PRN to re-use them when starting a new job.

1.4.8.5.3 Local Template

TrueNet includes a Label Designer that stores label designs as 'template' files. These can be used by TrueNet to create print images in real time when starting a new job. Selecting Local Template will launch the File Open dialog box and allow you to select any template

(.rpt) file. If you have selected a shortcut directory for your template files in User Settings, the File Open dialog box will open at that shortcut directory; otherwise it will open at your user home directory. See the section on Dynamic Printing Using TrueNet FX.

1.4.8.5.4 System Template

Labels designed using the TrueNet label designer can be stored on the System HDD and retrieved as part of creating a new job. See the section on Dynamic Printing Using TrueNet FX.

1.4.8.5.5 Create Label

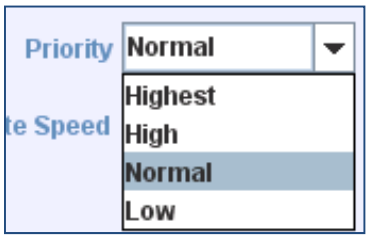
TrueNet includes a label editor allowing you to create label designs within the browser environment. The label editor is covered in detail later in this user guide, so only the basics are covered here. Selecting the Create Label option will launch the Label Designer in a new window. Once you have created your new design, click on the Save & Exit button on the tool bar to exit the designer. Save & Exit will prompt you for a template file name. If you have designated a shortcut directory in User Settings the File Save dialog box will open there, otherwise it will open in your user home directory. Once the template file is saved the Create New Job dialog will automatically select the saved file, and change your selection to Local Template (remember the file was now saved as a template file).

1.4.8.5.6 About Template Files

Template files offer a wealth of options, including serialization, dynamic 'mail-merge' functions and User-Defined Form Fields, so further reading about the Label Designer is recommended.

1.4.8.6 Priority

A priority is assigned to all jobs on the System. The Administrator will set the user priority levels when creating the user account. The options include Low, Normal, High and Highest. The default setting for all jobs is 'Normal'. Different priorities cause the job to be placed at different places within the job queue as follows:



Highest – The job is placed at the very top of the queue and as soon as a recorder becomes free, this will be the next job to run.

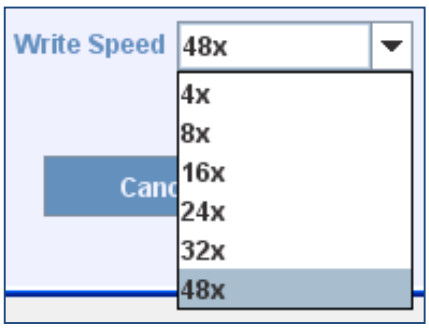
High – This job is placed above all normal priority jobs, but after all other high priority jobs.

Normal – This is placed in the queue at the end of the current list of Normal priority jobs, but ahead of all Low priority jobs.

Low – This is placed as the very last job in the queue.

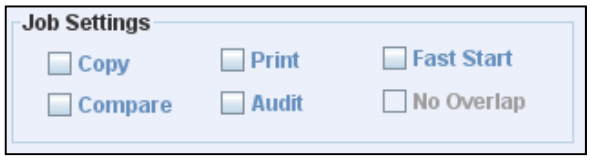
1.4.8.7 Write Speed

The System has user selectable write (recording) speeds, according to the type or recorders fitted. The available write speeds are shown in the Write Speed selector, and may vary based on the media type



selected. As an example, selecting CDs may allow up to a 48x write speed, whereas selecting DVD media may limit the speed to 16x or 18x. In any event, if the user selects a speed that is higher than the media is rated for (e.g. selecting 16x write speed when using 4x DVD media) the System will automatically reduce the write speed to match the media. This setting should be considered as the 'maximum' speed, rather than the definitive write speed to use.

1.4.9 Job Settings



Starting a job in TrueNet can be very simple, and many users will never need to venture further than selecting an image, entering a quantity and clicking Start. However, for those wanting to use the System to its full potential, additional options are included. Many job features can be enabled and disabled directly within the Create New Job dialog box.

1.4.9.1 Copy

For your convenience the Copy check box is selected automatically when you choose a disc image (Local, System, or Create Data Disc), but is not selected if you choose 'Read New Master'. If you want to make copies of a master disc as soon as the master is read, select the Copy check box and enter a quantity in the Quantity box.

If you are selecting a disc image to 'Compare' copies to, but don't want to write any copies as part of this job you should make sure the Copy check box is not selected.

Once a Copy job has been created, the Copy flag cannot be removed.

1.4.9.2 Compare

If you want the System to compare the data on a copied disc against a master data disc check the Compare check box. Selecting the Compare function as part of a Copy job will cause the System to first write the data to the blank media, then re-read all the data on the copied disc and compare it (bit for bit) against the master image. If any part of the data is incorrect the disc will be rejected.

The Compare function can be used on its own, without the Copy function, to allow you to compare discs already produced against a master image.

Comparing discs to the master image can significantly increase the time it takes to produce discs, because it requires that the copied disc is 100% read again after being created. Often, DVD media can be written faster than it can be read, so a full Compare may take more than twice as long as a Copy without Compare. However, performing a full (100%) Compare is the only way to guarantee that the copy discs are free from data defects.

The Compare function can be enabled/disabled via the Edit Job function at any time before a job starts, or while it is running! Users may choose to start a Copy job with Compare enabled, and after a few discs when they are satisfied that everything is normal, they can disable the Compare function to speed up the duplication process. In addition, the Audit function can be used as a fast alternative to Compare.

1.4.9.3 Audit

Audit provides a fast way to ensure that the disc in the recorder has actually been recorded without performing a time consuming full Compare option. The Audit function will read the start of the disc and then read the end of the disc to make sure that both the start and end are fully recorded. This adds only a few seconds to the copy time.

Audit can be enabled or disabled at any time during a Copy job via the Edit Job dialog. Audit and Compare are mutually exclusive, meaning you can only have one of them selected at any given time.

The Audit function can only be used in conjunction with Copy, and cannot be used as a standalone operation.

1.4.9.4 Print

The Print check box is automatically selected when a print image (Local PRN, System PRN or Template) is selected.

1.4.9.5 Fast Start

The Fast Start option allows the System to load blank media and start writing as soon as the disc image begins transmitting over the network. This feature can save huge amounts of time when sending large image files (e.g. 50GB Blu-ray) because without Fast Start the entire image needs to be moved to the System before the job can begin. It is recommended for use only where you have a fast (recommended Gigabit) and reliable connection to the System, and where not many other users are logged on (which can create a busy network). If you are on a slow or unreliable connection, or if the network the System is connected to is extremely busy, Fast Start is not recommended. If you find that image transfers are failing due to network time out problems, do not use Fast Start.

This option may be disabled by the Administrator on a user-by-user basis.

1.4.9.6 No Overlap

If the System is running multiple jobs at the same time, it is possible to have jobs interwoven (mixed) in the output hoppers. To prevent jobs from being mixed, and to force this job to wait until all of the jobs ahead of it in the queue are completed and to force all jobs below in the queue to wait until this job is completed, choose the 'No Overlap' feature.

Under normal running conditions all discs from this No Overlap job will now be together as consecutive discs in the output hoppers. The only time that this option can be overridden is where a higher priority job is sent to the machine after this job has already started. The higher priority job will always take precedence even over No Overlap jobs.

1.4.10 E-Mail Settings (all systems)

TrueNet provides easy access to the System e-mail notification options (Email notifications must be enabled by the Administrator before any e-mails can be sent by the System). The Create New Job dialog box includes an 'Email' tab (top left) that gives access to your personal e-mail selections. Select the e-mails you want to receive for this job, and if you want to receive these e-mails for all jobs, click on

the ‘Set Default’ button to set this selection as your default choice. Once a default has been set, you will not need to select your e-mail options again unless you want to change them. To select all e-mails with a single click, click the ‘All’ button, and to deselect all e-mails click the ‘None’ button.

Once enabled, the user has the option to receive e-mails based on the following events:

1. Job Started – Sent to advise you that your job has started to run.
2. Job Completed – Sent to advise you that your job is now complete and your discs are ready for collection.
3. Job Modified – Sent if your job is modified in any way, either by you or by an administrator. Modifications to jobs include changes to job quantities, Audit/Compare flags, job priorities, etc.
4. Loader Error – Sent if for any reason the job has encountered an error which requires user attention.
5. Low Media – Sent when the administrator-defined low input media threshold is reached for the type of media your job is using. This will be sent even if your job is not yet running to advise you that your job may be delayed if media is not refilled soon.
6. Hopper Empty – Sent when the System no longer has any input media for the type of media used on your job. This will also be sent even if this error occurs before your job has started to warn you that your job is being delayed because the System is out of media.
7. Low Printer Supplies – Sent when the printer supplies of ink or ribbon have reached the administrator defined threshold for low print supplies. This will be sent even if it occurs before your job is running to advise that your job may be delayed.
8. Delayed/Resumed – Sent when your job is delayed by another job ahead of yours in the queue.

1.4.11 Dynamic Printing (TrueNet FX Only)

1.4.11.1 Embedded Label Tags

Label Templates may contain user-embedded tags that are automatically replaced by specific System or user information when the template is selected as part of a new job. The supported tags are:

%Time% - Every instance of this text within the selected template will be replaced by the user’s computer time at the time the template is used to create a new job. Note that this will remain constant through the job, even if the job is later restarted, paused or resumed.

%Date% - Every instance of this text will be replaced by the user’s computer date at the time the template is used to create a new job. Note that this will remain constant through the job, even if the job is later restarted, paused or resumed. The date format (DD/MM/YYYY, MM/DD/YYYY or YYYY/MM/DD) is set by the administrator in the Administration: Time & Date tab.

%JobOwner% - Every instance of this text within the selected template will be replaced by the user's login name.

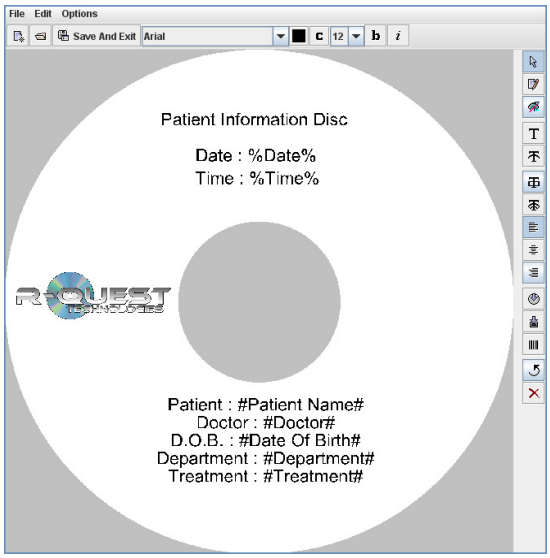
%JobDesc% - Every instance of this text within the selected template will be replaced by the text entered in to the Job Reference box in the Create New Job dialog. If no text is entered, the text is not replaced and will print as shown.

These tags provide an easy way to add simple tracking information to discs at run-time.

Labels can be previewed prior to starting a job using the button.

For more information on creating and editing labels using the TrueNet Label Designer, see the Label Designer section.

1.4.11.2 Dynamic User Form Fields



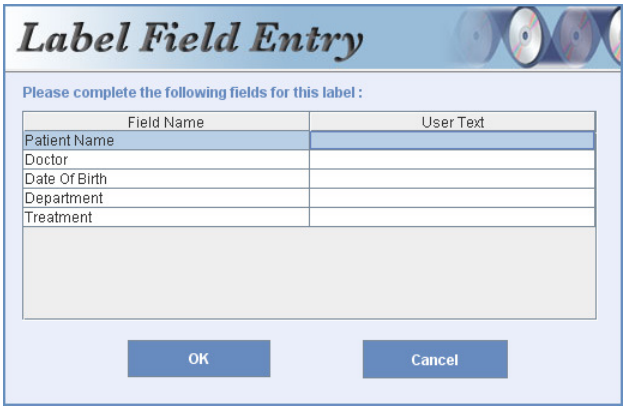
TrueNet FX Label Templates provide an easy way to automatically prompt users to complete specific label form fields when printing from a label template. This allows specific corporate design templates to be created (and optionally stored on the System storage) with dynamic text fields, without every user needing to create and/or edit their own labels.

Form fields are defined as 'user prompts'. Enclosing any text between two '#' characters automatically creates a user-defined form field, and whenever the template is used in a job, the user is automatically prompted for data to fill those fields. For example, if a template contains the following text:

Patient: #Patient Name#

then every time the template is selected, a dialog will appear prompting for the text field 'Patient Name'. Up to 99 form fields can be added to a label template, and the dialog will prompt for all fields at the same time, using the user-defined field name as a user prompt.

In the example label shown here, the following form fields have been defined (bottom of the label):
#Patient Name#
#Doctor#
#Date Of Birth#
#Department#
#Treatment#



Selecting this template as part of a job would generate the following prompt for the user to complete:

Entering the text shown in the 'User Text' boxes (right) would produce the label shown below.

Field Name	User Text
Patient Name	John Doe
Doctor	Joe Bloggs
Date Of Birth	10/10/1956
Department	Radiology
Treatment	TAC

Note how the data entered in the Label Field Entry dialog has been merged with the label, replacing the form fields.

Label Templates can be previewed using the button.

If the data is entered incorrectly, the data can be edited using the button in the Create New Job dialog. For more information on creating and editing labels using the TrueNet Label Designer, see the Label Designer section.

1.4.11.3 Dynamic Mail Merge Fields

TrueNet FX can 'mail-merge' data to a label when starting a job using an appropriately designed template. Unique data is merged for each disc individually in the job from a CSV or other delimited file. This means that each label in the job can be unique. Using this method, it is easy to merge data exported from a database or spreadsheet program such as Microsoft® Excel.

Access to the mail merge functions is via the 'Dynamic Printing' tab in the create new job dialog. This tab is present only on FX systems.

Creating Dynamic Labels ready for Mail Merge is easy. When creating a label, add a numbered field surrounded by percent (%) characters for each field to be merged. Fields should be numbered sequentially starting at '1', so that %1% would be the first merge field, %2% would be the second, %3% would be the third and so on.

Example: Merging a CSV file that was exported from Microsoft® Excel (as a CSV file) where the data is in the form:

Line 1 Field 1, Line 1 Field 2, Line 1 Field 3, Line 1 Field 4
Line 2 Field 2, Line 2 Field 2, Line 2 Field 3, Line 2 Field 4
Line 3 Field 3, Line 3 Field 2, Line 3 Field 3, Line 3 Field 4
Etc…

In this example there are four fields on each line, so four merge fields would be required on the label template (%1%, %2%, %3%, %4%). Where more fields exist in the CSV file than the template, the extra fields in the CSV file are ignored. Where there are fewer fields in the CSV file than the template, any extra template fields are filled with blank spaces.

To select the import data click the 'Browse' button, then select the file that contains the data to be imported. This should be a plain ASCII text file with fields delimited by one of the supported delimiter characters (see below). Click the 'Test' button to read the first line of data from the file (starting at the line in the 'Start Line' input box). The number of fields found on that line is shown, followed by a preview of the label with the mail merge data added. Click once anywhere on the preview label to close the preview. If the Start Line is incorrect, change the start line in the dialog and re-test if required.

Supported delimiters are a Comma, Colon, Semi Colon or a Tab. The chosen delimiter can also be saved as the default delimiter for future jobs.

A data import file must contain a line of data for each disc produced by this job. Each disc will include the data merged from exactly one line of the import file. If there are insufficient lines in the import file an error will be generated. Additional/surplus lines are ignored.

Using the 'Start Line' input box, the data can be parsed differently each time a job is run, e.g. enter '1' to start at line 1 for this job of (e.g.) 100 discs, then next time enter 101 to start at line 101 for the second job of 100 discs, then line 201 for the following job and so on. All data on lines prior to the start line are ignored.

Once the data-file, Delimiter and Start Line have been set, click the OK button to add this data set to the job.

To preview the label (including the data that will be merged on the first disc) click the preview button in the Create New Job Dialog.

Note: While jobs created using dynamic mail merge functions can be edited in real time, the quantity within the job cannot be increased. This is because TrueNet FX creates a sealed print bundle that contains the print data for all discs when the job is created, and it is not possible to append additional print file data to this bundle later.

For more information on creating and editing labels using the TrueNet Label Designer, see the Label Designer section.

1.4.11.4 Serialization

In addition to regular Mail Merge functions, disc labels can also be serialized automatically. The serial number is always inserted on the label as the first field of any Mail Merge operation. This means that the serial number is always placed in the %1% Mail Merge field. If additional Mail Merge data is being imported as part of the same job, the Mail Merge data will be placed in the field %2% onwards when Serialization is active.

Serial numbers are generated starting with the 'Start Number' entered in to the Serialization dialog, and incremented by 1 for each disc in the job. To use more complicated serialization number sequences, create an ASCII text file with one serial number per line and import it as a Dynamic Mail Merge instead of using the built in Serialization function.

The built in Serialization allows up to 8 digits, with or without leading zeros. As an example, an 8 digit number sequence starting at 1000 with leading zeros would produce the following sequence:

00001000
00001001
00001002
etc.

Without leading zeros, this sequence would be:
1000
1001
1002
etc.

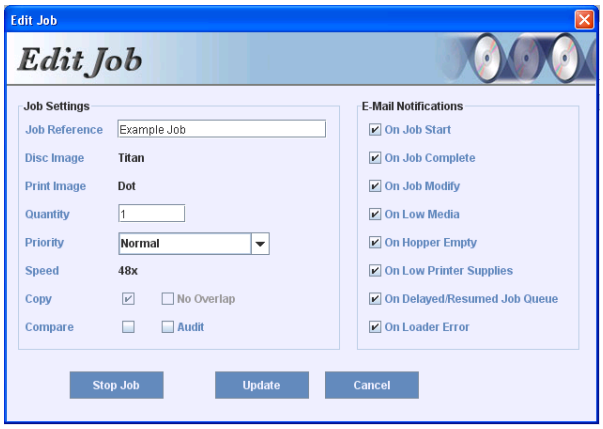
There can be only one serial number generated for each disc in the job, but this serial number can placed on the label multiple times, e.g. as simple text, and a bar code.

Once the serial number information has been entered, click the OK button to return to the Create New Job dialog box.

To preview the serial number on the label click the button in the Create New Job dialog, then click once anywhere in the preview window to close the preview.

For more information on creating and editing labels using the TrueNet Label Designer, see the Label Designer section.

1.4.12 Editing Jobs



Editing jobs is possible not only for jobs that are queued, but also for jobs that are currently running, and even for jobs that have completed (increasing the quantity will re-queue the job to run only the additional discs required).

There are three ways to launch the Edit Job dialog box. Select the job in the Job Status window by single-clicking on it, and then select Edit Job from the left menu bar. Another way is to double-click on a job in the Job Status window, or to right-click a job in the Job Status window and select Edit Job from the pop-up menu.

1.4.12.1 Changing the Quantity

You can change the quantity of most jobs at any time by entering the new quantity in the Quantity box. The exception to this is where the job includes dynamic mail-merge or serialization. This is because the print bundle was created and sealed prior to starting the job, and it is therefore not possible to increase the number of discs required because there would be no print labels available for the extra discs. However, changing quantities is the only limitation that applies to such dynamic jobs. All other changes can be applied.

If you want to simply add a number of additional discs to the job, right-click on the Quantity box and a new 'Add' box will appear. Simply enter the additional quantity in to this box and this number will be added to the original quantity. Select the Update button when done.

1.4.12.2 Job Priority

The priority of a job can be changed at any time. By selecting an alternative priority setting and clicking Update, the job will be updated and moved within the job queue appropriate to the new setting. The priority levels are controlled by administrators, and not all users will have the ability to select all priority levels.

To send a job to the very front of the queue, select 'Highest' as the priority level. This will put it into the very next available drive, even in the middle of a running job.

1.4.12.3 Enable Compare / Audit

The Compare and Audit functions can be enabled and disabled in real time. They will not affect the discs currently in the Audit/Compare phase, but will affect all discs that are part of this job that are currently in the write phase, and all discs loaded from here on. Audit and Compare functions are mutually exclusive. Selecting one will deselect the other. For more information on Compare and Audit functions see Creating a New Job.

1.4.12.4 Enable / Disable No Overlap

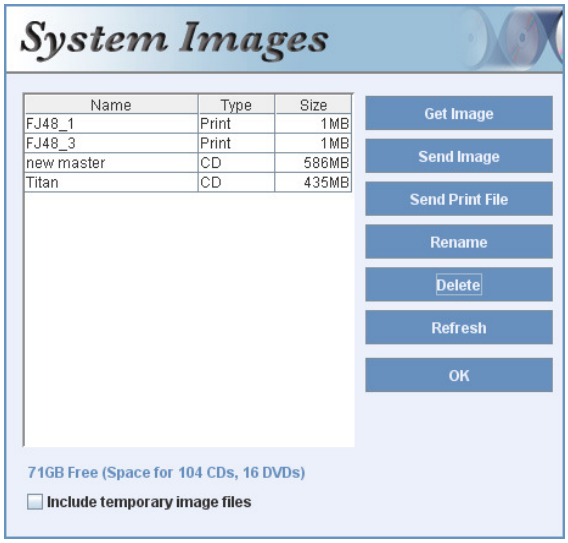
The No Overlap function can be enabled or disabled by selecting the check box. The No Overlap function will make sure that all the discs from this job are placed consecutively in the output hopper. Note that this function can be overridden by a higher priority job being run after this job has already started.

1.4.12.5 E-Mail Notification Settings

All the e-mail notification selections available when creating a new job can also be added or removed while editing jobs. To enable a notification type, select the check box. To disable a notification type, deselect the checkbox.

1.4.13 System Images

The System Images dialog box can be used to view the images that are stored on the System's internal storage, as well as for transferring images to and from the System as required.



Each image shown includes its name, image type (Print/Template/CD/DVD/BD) and approximate size in Megabytes. All images shown are available for use as part of duplication and/or print jobs.

In addition to the normal view, there is an option to view the temporary images stored on the System as part of user jobs. These files are not available to select for use in other jobs, and are automatically deleted when a job is deleted (usually by the user).

1.4.13.1 Getting a Disc Image from the System

To transfer an image located on the System's internal storage from the System to your local computer (or other network storage), select the image and click on the 'Get Image' button. A Save File dialog box will appear allowing you to choose the name and location for the image file. Do not change the file extension given to the files when saving, or they may not be correctly recognized by TrueNet in the future.

1.4.13.2 Sending an Disc Image to the System

Images previously moved from the System to your local computer or other network storage can be sent back to the System at any time using the System Images dialog box (assuming there is enough internal hard disk space on the System). To transfer an image from your local computer (or other network storage) to the System, select the 'Send Image' button. A File Open dialog box will appear allowing you to choose the file you wish to send to the System. Select the file and click the 'Open' button. If the file is an ISO, you will be asked to select the intended media type (CD/DVD/BD). After selecting the media type and clicking the OK button, a progress meter will appear displaying the progress of the transfer.

ISO images (or some other binary disc images) can also be sent to the System using this option, and they will be converted to .rqi (TEAC Image) images on-the-fly. Once an image has been sent to the System, the image is no longer a raw ISO file.

Note that ISO image files must be Mode 1 (2048 bytes per logical block). No other image type (e.g. CD-XA or Audio) is supported at this time.

Raw Disc images produced by most Video Authoring packages will meet the standards required for TrueNet to use them without any further modification. The images must however be uncompressed, because TrueNet will not modify the contents of the ISO/Raw image files in any way.

1.4.13.3 Sending a Print Image to the System

TrueNet will allow the import of pre-built PRN files. Print image files previously moved from the System to your local computer or other network storage are in PRN file format. Be sure to only send PRN files intended for the printer type installed in your System. Other PRN file types will <u>not</u> work and may cause damage to the printer which is <u>not</u> covered by warranty.

To transfer a print image from your local computer (or other network storage) to the System, select the 'Send Print' button. A File Open dialog box will appear allowing you to

choose the print file you wish to send to the System. Select the file and click the 'Open' button. A progress meter will appear displaying the progress of the transfer.

1.4.13.4 Sending a Print Template to the System

TrueNet will allow a Print Template (.rpt) file to be stored on the System for use when creating new jobs. The System does not directly print the Template file, but instead will retrieve the Template file from the System at run time in order to create a usable PRN file suitable for the installed printer (only TEAC printers are supported by this feature).

To transfer a print template from your local computer (or other network storage) to the System, select the 'Send Print' button. A File Open dialog box will appear allowing you to choose the print template you wish to send to the System. Select the file and click the 'Open' button. A progress meter will appear displaying the progress of the transfer.

1.4.13.5 Renaming an Image

To rename an image on the System's internal storage, select the image and click the 'Rename' button. Enter the new name (any combination of letters, numbers, or spaces up to 14 characters) and click OK.

1.4.13.6 Deleting an Image

To delete an image, select it and click the 'Delete' button. Note that images that are currently in use by a job, or used by a 'Set' (see Disc Sets) will not be deleted. Where images are used by a Set, you will need to delete the Set first.

1.4.13.7 Refreshing the Display

If you have reason to believe that the images on the System are not the same as currently displayed in this dialog box, click the Refresh button.

1.4.14 Disc Sets

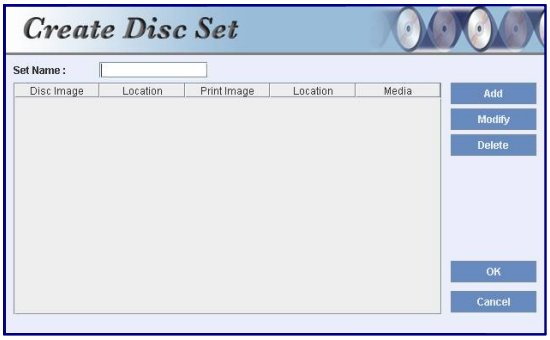
A Disc Set is a user-defined collection of disc and print images, organized in to a product 'Set'. The user need only select the 'Set', and all disc and print images within that Set are produced automatically in 'Disc Set' order. TrueNet LX allows up to 3 discs per Set and TrueNet FX allows up to 25 discs per set.

1.4.14.1 Creating a Set

To create a Set, select 'Disc Sets' on the left menu bar. A Disc Sets dialog box will open, showing all the Sets currently on the System.

Sets that are already on the System can be edited, renamed, or deleted using the buttons located here.

To create a new Set, click the 'Create Set' button. A 'Create Disc Set' dialog box will open and allow disc and print images to be added.



Enter a name for this Disc Set. Up to 14 characters are allowed.

1.4.14.1.1 Add

To add a disc and print image to the Set, click the 'Add' button. A new dialog will appear allowing both the disc and print image to be selected from either local images (images on your computer hard disk) or images that are already on the System. Any local images selected as part of a Set will be moved to the System automatically when the Set is saved.

Once the disc and print images have been selected, click the OK button to add these to the Set. The images will now be listed in the 'Create Disc Set' dialog.

1.4.14.1.2 Modify

To modify the discs in a Set, choose the 'Modify' button. The 'Choose Set Images' dialog will re-open showing the disc and print images currently selected. Select the alternative images as required, then click OK to save.

1.4.14.1.3 Delete

To delete a disc and print image from the Set, click on the disc/print image to select it, then click on the 'Delete' button.

1.4.14.1.4 Move Up / Move Down

To move a disc within the Set sequence, select it (by clicking on it once) then use the 'Move Up' and 'Move Down' button as required.

1.4.14.1.5 Reverse

Sets are produced in disc order, so that disc 1 will be followed by disc 2, then disc 3, etc. Due to the nature of the output hoppers, the first disc produced will be on the bottom of the stack of discs, so it may be desirable to produce the discs in reverse order so that the first disc in the Set is on the top of the stack, rather than the bottom. To reverse the order of a Set, simply click the 'Reverse' button.

Once all the disc and print images have been selected click the OK button to save the Set on the System. If any of the chosen disc or print images are not already on the System, they will be moved to the System automatically when creating a new Set.

1.4.15 Using a Disc Set

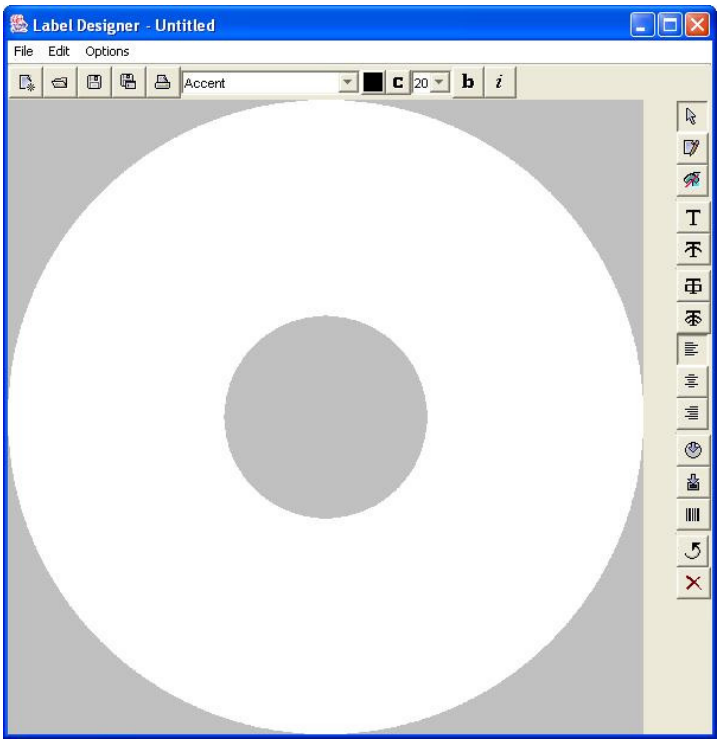
Select 'New Job' from the left menu on the main TrueNet screen, then 'Disc Set' as the source of the Disc Image. The Disc Sets dialog box will appear and allow the selection of the required Set. On the Create new Job dialog, the 'Print Image' source selector will become disabled because the print image is already configured as part of the Set.

Once all other job requirements are set, e.g. quantity, compare and e-mail flags, click the Start button to start the job using this Disc Set.

2. The Label Designer

2.1 Overview – Limitations of the browser environment

TrueNet runs entirely within the web browser environment, and this may impose some restrictions such as the amount of memory available for extensive graphics or complicated designs. If you are experiencing problems importing graphics files, consult the section 'Optimizing your browser for TrueNet', or consider using TrueView as an alternative to your web browser. See the section on TrueView for more information.



2.2 Label Designer – Main Window Overview

The main window of the Label Designer is filled with the design view, showing the disc and mask for the center hole (or entire disc hub), and the mask on the outside of the disc. To the right is the main text and graphics import tool bar. Along the top is a toolbar that includes File Open & Save buttons, together with a font selector, color selector and other text related tools.

The Label Designer (above) enables the creation of a label design which can be sent to any of the supported printer types attached to TrueNet compatible Network Devices, without the need to install printer drivers.

The Label Designer is a basic label design tool. If you need advanced graphics features for your design, select your favorite graphics design tool to create your label, and export the label as a JPEG, TIFF (8 bit), or BMP file (all types should use the RGB color palette). These can be imported into the Label Designer as a background image and automatically scaled with the edges and center hole being masked for the printer type. The imported

images can also be manually sized and aligned using the Insert Graphics function. **We recommend that images are no larger than 1410x1410 pixels, either individually or when imported as a background. Images that are larger than necessary may cause out-of-memory errors and/or slow the rendering process.**

Text and graphics can then be added to create custom disc labels which can be sent to the System as part of a job, or as a label template available for other users.

Clicking the Label Designer menu item in the left panel of TrueNet will launch the Label Designer component. After a few seconds, the Label Designer window will be displayed.

There are several toolbar buttons along the top and also the right side.

New Design

Open Existing Design

Save Design

Save Design As...

Print

Character Map

Bold Text

Italic Text

Pointer / Selection

Edit Pointer

Show / Hide Graphics Toolbar

Add Text

Add Arced Text

Add Text Box

Add Arced Text Box

Align Text Left

Center Text

Align Text Right

Add Background Image

Insert Graphics

Add Barcode

Rotate Selection

Delete Selection

When the Graphics Toolbar is visible, an additional set of buttons are visible at the bottom of the Label Designer window. These are:

Line Tool

Curve Tool

Box Tool

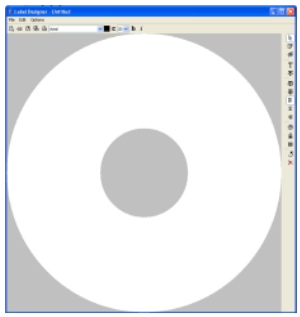
Filled Box Tool

Curve Area Tool

Filled Curve Area Tool

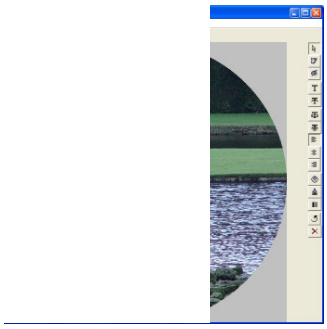
2.3 Creating a Basic Label

The most basic way to use the Label Designer is to use your preferred design application to create the desired label layout, then save it as a JPEG, TIFF, PNG, or BMP image. This file can then be imported directly into the Label Designer as a background. Note that any imported image will be centered within the Label Designer view automatically, so this must be considered when preparing the file for export. Alternatively, you may use the Insert Graphics function to size and center the image manually.



Adding an image as a background:

From the main Label Designer window (right), select the 'Add Background' button.



Browse for the graphic file you wish to use, and select it as the background image.

Once the background image is set, you can either use the design as is, or you can add text and/or graphics to further customize the label.

2.4 Creating a Print Image (PRN)

To create a PRN file, first select the Print Icon

Next, select the printer model and print options, then click the Print button. Select a location where you would like to save the PRN. (Note: In User Settings, this output

directory can be set as the default location that TrueNet goes to for print images when starting a job that involves print files.) Finally, name your PRN file and click 'Save'.

2.5 Adding Text to a Design

On the top bar above the design, first choose the desired font, font size, and color for the text you are about to add to the design.

Next, click the Add Text T button, then place the cursor on the design where you wish to place the text. Type onto the design.

Note: As you enter the text, it will be displayed in the edit mode, and will not appear as desired until after you have pressed Enter or clicked elsewhere.

Tip: If you want to edit text that you have already committed to the design, select the Edit Pointer, then select the text box you wish to alter.

2.6 Adjusting the Template Dimensions

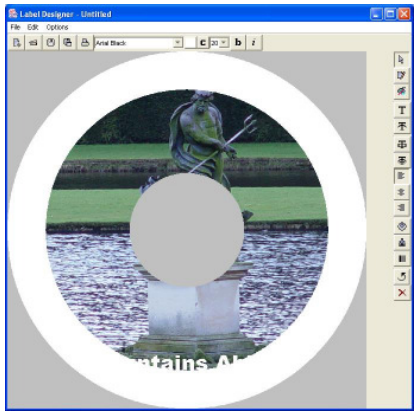
With some media / printer combinations, the default template may not be suitable. For this reason, the dimensions of the template are user-definable. The sizes are set using the **Options | Settings** menu.

When you select the 'Settings' option, the following window is displayed:

The image to the right shows the default settings. The Disc Margin is the outer non-printable edge of the disc. The Disc Center Ring Diameter and Width refer to the disc stacking ring. The Hub Size is the combined diameter of the center hole and the non-printable hub.

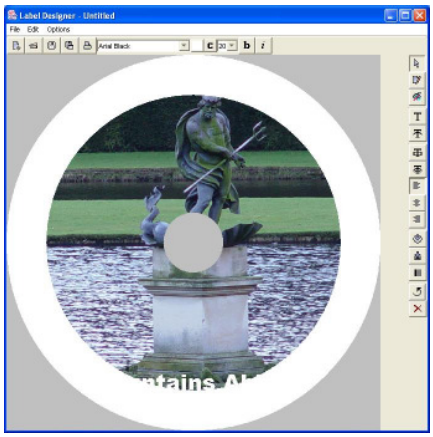
2.6.1 Disc Margin

Setting the Disc Margin to 0.5 results in the outer mask ‘closing in’ around the design (see right).



2.6.2 Hub Size

Setting the Hub Size to a smaller value will reduce the size of the center mask on the design (see right).



2.7 Saving as a Template

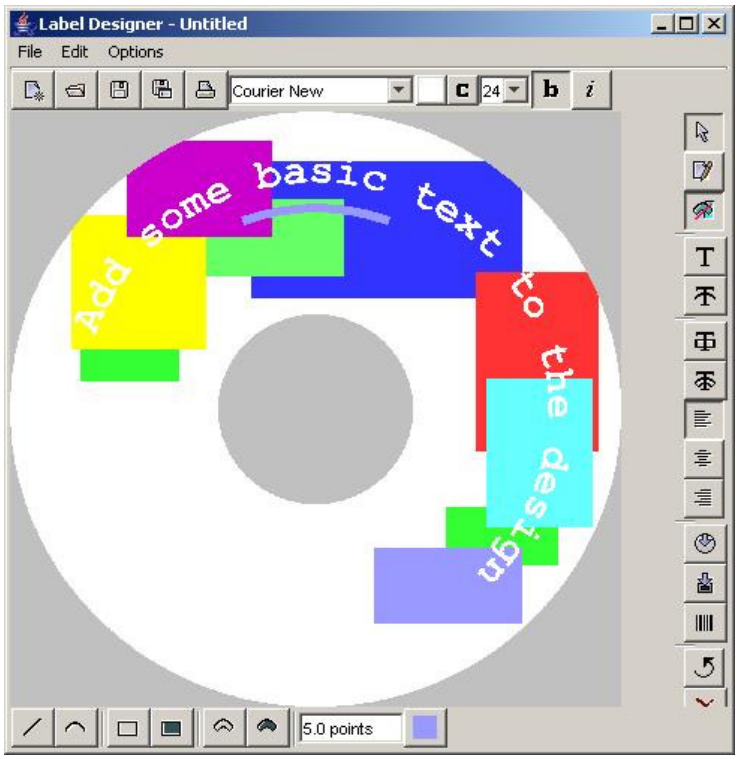
When a supported printer is used, templates can be used instead of '.PRN' Print Image files when starting a job involving a print file. The advantage to this is that the print file is generated based on the printer type TrueNet finds on the device; if you change the type of printer on your Network Device, you will not necessarily need to change the artwork file.

To save a design as a template, use **File | Save As** (or the corresponding ‘Save As’ button) and then choose a location and name for the file. TrueNet will automatically save the file with a '.RPT' extension. When selecting a print source file for a job within TrueNet, either a '.PRN' or '.RPT' file is valid. Another advantage to using a template file is that dynamic text is possible. Please see the 'Dynamic Text Entry' and API sections for further details on this.

2.8 Creating a Design from Scratch

Basic blocks of color can be added to the design using the Graphics Toolbar functions. These can be used to create a design by themselves or by using these to create backgrounds for text and text boxes within your design.

An example can be seen below:



2.9 Displaying Rulers

To aid with lining up multiple components, it is possible to display a pair of 'rulers' – one at the top, and one to the left of the design. To enable this option, select 'Show Rulers' from the 'Options' menu.

3. User Settings

Select User Settings from the left menu bar to launch the User Settings dialog box. This dialog allows users to change their passwords, set or change their e-mail address, choose the language, and if enabled by the administrator, to choose whether to view the entire job queue, or just their own jobs.

In addition, the Defaults button allows the user to set Shortcut directories (also known as Folders on some systems) to Disc Images, Print Templates, PRN Images, Job Files, CSV files and Local Logging. Taking a few moments to set up these shortcuts can save a lot of time later.

3.1 Password

Each user should have a unique password. The password can be any sequence of letters or numbers (a mixture is recommended), with a minimum of 6 characters and a maximum of 20 characters. New passwords must be confirmed by typing them a second time (in the Confirm box) before being saved.

3.2 E-Mail

To enable e-mails, select the Enable E-Mail check box, and enter your e-mail address.

Note: E-mails must have been configured by the System administrator before any e-mails will be sent by the System, regardless of whether each user enables their individual e-mails or not.

3.3 Language

The default language for the System is English. Other languages may be added from time to time.

3.4 View Job Queue

If the administrator has enabled this function for you, the View Job Queue check box will allow you to control whether you see other users' jobs on the System. If this box is not selected, or if the administrator has disabled this feature, you will only be able to see your own jobs in the job queue. This can be helpful when searching for your jobs when the System is very busy and has a lot of other users' jobs queued in the Home Page.

3.5 Defaults

Click on the 'Defaults' button to launch the Default Directories dialog box.

TrueNet will allow the user to configure several shortcut directories (also known as folders), including where Disc Images, Print Templates, PRN Images, Saved Job Files, CSV (Mail-Merge) files and Local Logging files are located.

The first tab allows the selection of the Disc Images location. Clicking on the Browse button will launch a directory browser / selection dialog box. If the directory (folder) already exists, browse to the folder, select it and click the Select button. If you would like to create a new directory, click on the Create New Folder button, and a new directory (folder) will be created for you. You have the opportunity to rename this directory (folder) as soon as it is created. In the same way that an existing directory (folder) was selected, select the new folder then click on the Select button.

The Enable checkbox will be selected automatically for you, but should you wish to remove this shortcut at any time, uncheck this and the shortcut will be ignored.

The same selection method applies to all the other tabs in this dialog box. Here is a brief description of the file types stored at each location.

3.5.1 Disc Images

These are complete disc images, ready to write to a disc on the System. Typical file types would be .rqi (TEAC Image) or .ISO (a standard for storing Mode 1 discs images, including Data CDs, Data and Video DVDs, and also Data and Video Blu-ray discs). Whenever you choose to start a job using a 'Local Image' in the Create New Job: Disc Image selector menu, this is the directory (folder) that the file browser will open up to. In the same way, sending images to the System using the System Images dialog box, or getting images from the System using the System Images dialog will also open to this directory. If you want to select an alternate location, use the file browser to browse to the alternate location.

3.5.2 Labels

The template files created by the TrueNet Label Designer are .rpt files (TEAC Print Templates). Whenever you choose to save from the Label Designer, reload a design in to the Label Designer, or select a Local Template within the Create New Job dialog box, the file browser will open to the directory (folder) chosen here.

3.5.3 PRN Images

PRN files are binary print data image files that are intended for a specific printer type. They cannot be edited and cannot be used on other printers. If you have PRN files targeted for the printer included in your System, this is where TrueNet should look for them.

3.5.4 Set Files

TrueNet will allow you to save some job types for later recall. This is where TrueNet should save those files, or look for them when loading the saved job.

3.5.5 CSV (Used by TrueNet FX Only)

TrueNet can import CSV files as part of Mail-Merge type functions to create unique labels. This is done in the Create New Job dialog box. If you want to store all your CSV files in one easy-to-remember location, configure this shortcut and TrueNet will always look here first.

3.5.6 Logging

In some cases, you may be asked to keep a log of TrueNet actions, and such logs will be placed within the directory (folder) selected for logging. Your administrator will be able to give you more details about this if this function is ever requested.

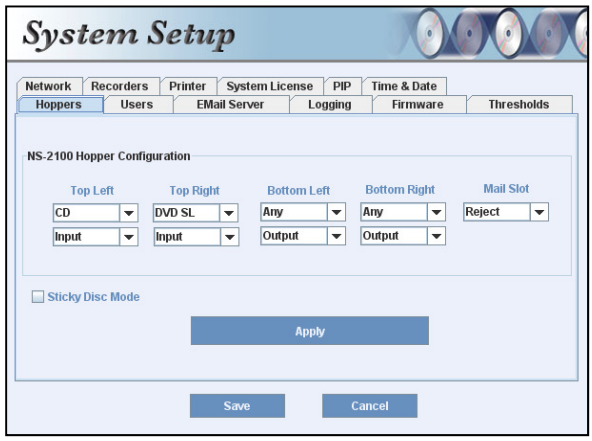
4. Administrator Guide

4.1 System Setup

Select 'Administration' from the left menu bar to launch the System Setup dialog box.

The names and positions of the tabs within this dialog may vary based on the System features and configuration.

4.2 Hopper Settings



The AP-150 has four hoppers, two of which can be individually assigned to either the same type or different types of input media. The type of media available for selection will depend on the System. For DVD Systems the media types will be CD, *DVD SL and DVD DL. If the System is Blu-ray enabled, media types will also include BD SL and BD DL.*

Each of the bottom two hoppers can be selected as an Output or a Reject. Input hoppers remain as input only regardless of whether they contain media or not. Likewise, Output hoppers will remain as Output hoppers. In/Out hoppers allow for 'rotating media' style hopper configurations.

When hoppers are 'reset', an In/Out hopper will be reset to an Input hopper, and blank media will be taken from this hopper and placed in the recorders and/or printer as required by the jobs, and then placed in an Output hopper. Once an In/Out hopper becomes empty the function changes from Input to an Output hopper, and is now available to receive recorded/printed media.

4.3 Retaining Rejects inside the machine – Rotating Hoppers

Using the rotating hoppers method, rejects can be retained inside the machine (using one of the Output hoppers). An example would be where Hopper 1 is an 'In/Out', Hopper 2 is an Input, Hopper 3 is an Output and Hopper 4 is dedicated to Rejects (normally rejects would be output on the side of the machine). The System will take discs from Hopper 1 (blank media) and after recording/printing those discs will place them in Hopper 3. Once Hopper 1 becomes empty, it will convert to being an Output, and discs will now be taken from Hopper 2, and after processing will be placed in Hopper 1. Resetting the hoppers will convert Hopper 1 back to an Input ready for blank discs.

4.4 Sticky Disc Mode

The AP-150 has the option of operating in 'Sticky Disc Mode'. This mode is useful when the media being placed in the input hopper is unusually 'sticky' or where it is difficult to split one disc from another.

Using sticky media is <u>not</u> recommended, nor is the AP-150 guaranteed to operate with this type of media. If you are experiencing problems with sticky media, try using an alternative brand of media.

When Sticky Disc Mode is enabled, the robot will perform additional movements designed to help separate discs when picking blank media from the Input hoppers.

This feature can be enabled and/or disabled in real time, and will take effect on the next disc to be picked from an Input hopper.

4.5 Thresholds

The AP-150 can provide individual low media and low ink threshold notifications via e-mail, both to users with active jobs and also to third party service personnel (who do not need to have jobs in the System to receive the e-mails). The threshold levels are the number of discs remaining for a given disc type (e.g. CD or DVD), and the ink/ribbon level being a percentage of ink/ribbon remaining.

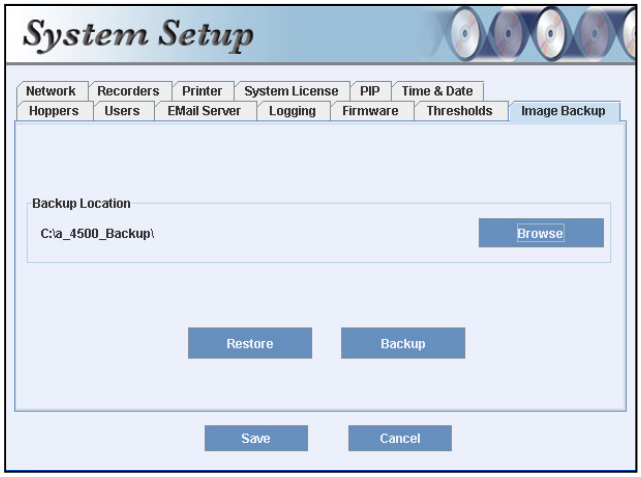
4.6 Images Backup

The AP-150 includes a Backup and Restore utility allowing all the Disc Images, Print Image and Disc Sets to be backed up to other network storage and later restored if required.

Backups can be made to any storage device that you have access to from your computer, including Network Attached Storage (NAS) or internal/external hard disks attached directly to your own computer (e.g. external USB or FireWire hard disks).

When backing up DVD or BD images it is recommended that the backup hard disk is formatted with NTFS (Windows), Mac OS Extended (Macintosh) or one of the several file systems available on Linux that handles large files (>2GB).

Note that DOS partitions such as FAT, FAT12, FAT16 and FAT32 are not suitable for storing large disc images because they severely limit the file sizes that can be stored.

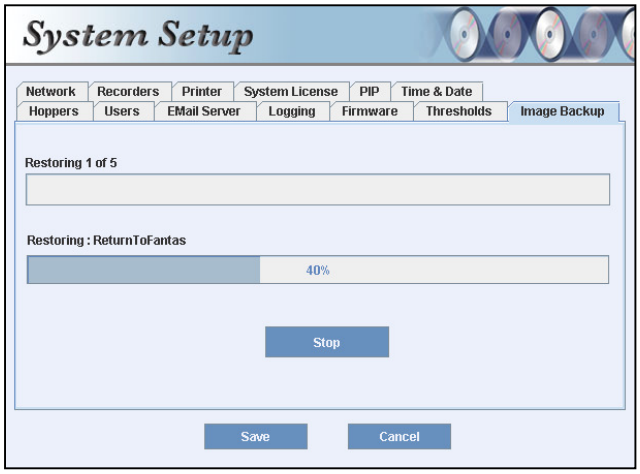


4.6.1 Running Backup

To **backup** the images from the AP-150 select the Image Backup tab then click on the Browse button to choose a directory for the backup files. You should always backup to a sub directory and not the root of a hard disk, because root file systems often limit the number of files that can be stored, whereas sub directories do not have this limit.

Choose the target directory then click the 'Select' button. The path will now be shown on the Images Backup pane, and the Backup and Restore buttons enabled.

Click the Backup button to begin backing up the system. While it is possible to run a backup while the system is running, it is recommended that the system be 'offline' and idle. Users should not be allowed to add or remove images to/from the system during a backup or a restore.



Progress bars will indicate the progress of the current image transfer, and also how many images have been backed-up so far.

Note that the Backup procedure will never over write files on your hard disks, so if you backup to the same directory again, without first deleting the images, Backup will create additional copies of the image files. It is therefore recommended that you only backup to directories where no images currently exist.

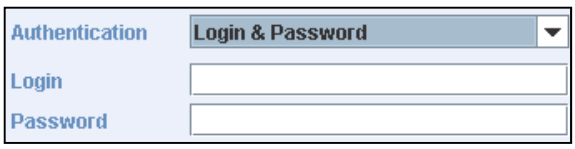
4.6.2 Running Restore

To **restore** images to the system, click the browse button to select the directory where the backup exists. Once the source path is chosen, click the 'Restore' button to begin restoring images. Note that the Restore program will never overwrite images already on the system, so if you restore an Image with a name that is the same as an image already on the system, a new image will be created with a unique name. It is recommended that you delete all images from the system (or format the system hard disk) prior to running a Restore.

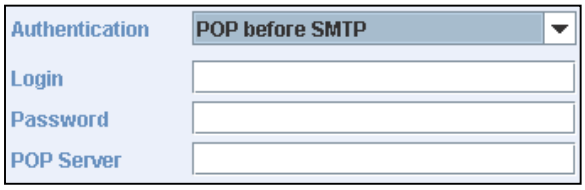
4.7 E-Mail Server

The System is capable of sending e-mail notifications for a variety of events, including start job, job complete, low ink levels, etc. For these notifications to reach the user, the System needs to know about your e-mail server. This will typically be the same as the e-mail server you use on your personal e-mail programs when you collect your personal e-mail (e.g. Outlook on Windows and Mail on Mac OS). The 'E-Mail Server' is the name of your outgoing SMTP server. 'E-Mail From' is the alias (i.e. your name rather than your e-mail address). The Login and Password are those used when you send e-mails.

4.7.1 Authentication



Many e-mail servers require the user to be authenticated before sending any e-mails. TrueNet provides for two authentication methods. The first is using a Login and Password.



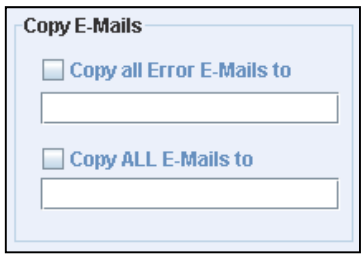
The second method is 'POP before SMTP', which logs in to the POP server (without retrieving any mail) to authenticate the user before sending e-mail via the SMTP server (hence POP before SMTP). This method also allows you to specify your POP server if it's different than your SMTP server (most are the same). In either case, the address of your POP server must be entered here.

Troubleshooting: If your System is unable to send e-mail, check with the e-mail service provider for any logs of why this may be failing. They will usually be able to tell you how to correct the problem (i.e. your password is wrong) or configure the server to allow e-mails to be sent correctly.

Note: E-mails require access to the network, and often to the Internet. It is important that your network settings are correct, and that a valid **DNS** server and Gateway are entered. When using DHCP mode, these will usually be set automatically.

In addition to users receiving e-mail notifications about their own jobs, there is a 'Copy ALL E-Mails to' address that will receive copies of all e-mails sent to users by the System. This is useful for administrators to monitor the System usages. A further e-mail address is provided for e-mails specific to System errors in addition to an e-mail address dedicated to jobs run via the LCD/Touchpad (also known as the 'Console').

4.7.2 Copy-All E-Mails

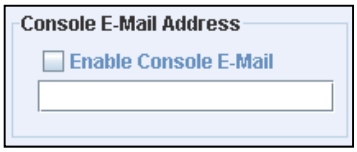


TrueNet allows the administrator to setup some 'Copy All' e-mail addresses. The first of these is the 'Copy all Errors' setting. In the event the system generates 'unhandled error' e-mails, the System can send a copy of those e-mails to a specified address in addition to the user whose job has encountered the error. This is useful if you need a technician to attend the machine automatically in cases of hardware errors, such as a recorder failure. Recorders are consumable items and may need replacing from time to time.

In addition to error e-mails, there is an option to copy ALL e-mails to a given e-mail account so that all e-mails for job start, job complete, etc. are also copied to this address as well as to the user whose job the e-mails apply to.

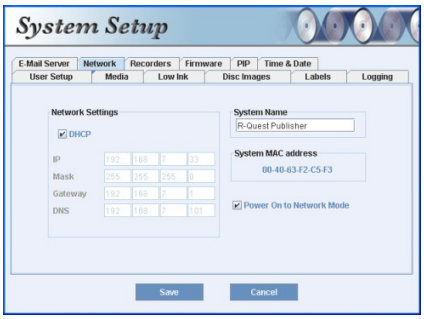
4.7.3 Console E-Mail

When the AP-150 is being run in standalone mode (where jobs are started via the build in keypad rather than via the network), any e-mails generated by the system are sent to the 'Console' address. Job Start and Job Complete e-mails are ***not*** generated in standalone mode, but the System will continue to generate low media and low ink level e-mails if those have been set up.



4.8 Network

When shipped from the factory, the System will be set to DHCP mode. This will normally allow the System to acquire an IP address and other network settings automatically. When the machine is powered on, a series of information is displayed on the machine LCD. Part of the information includes the IP address that the System is using. This is the IP address used to log in to the System via your web browser. For **example**, if the System said IP = 192.168.7.33 then enter http://192.168.7.33 in your browser address bar to log in to the System. It is likely that the address of your System will be different than the address shown here, so please check the address during power on.



4.8.1 DHCP

DHCP is useful for obtaining initial network settings (such as DNS and Gateway), but if your DHCP server does not issue the same IP address to the System every time, you may find you have difficulty logging on. It is therefore recommended that once the System is installed and running, DHCP mode is disabled and the System converted to a fixed IP address.

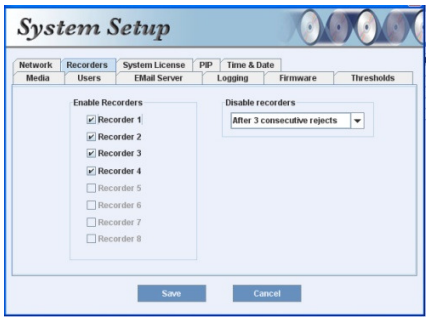
For convenience, the System MAC address is also shown to aid DHCP server or other security configuration if required.

4.8.2 System Name

The System name should also be set in this dialog box. The System name is normally displayed on the browser window title bar. When using a tabbed browser the System name is shown on the tab. This allows multiple machines to be viewed from within a single browser (using tabs), with the System name identifying which tab applies to each machine. The name should different on each machine.

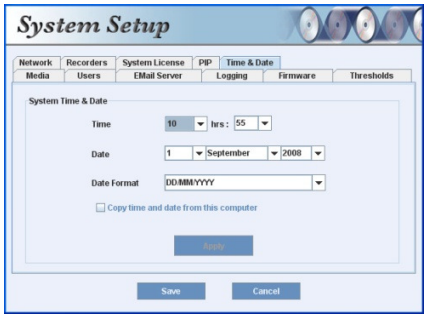
4.9 Recorders

The number of available recorders varies depending on the System you have purchased. Recorders can be enabled and disabled in real time via the Recorders tab. Individual recorders can also be disabled automatically based on an administrator-selected number of consecutive rejects. For example, if a recorder rejects 3 consecutive discs, the recorder will



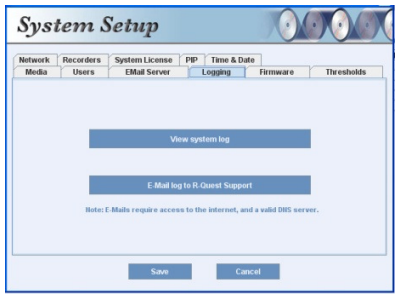
be disabled, and the System will continue to run without using the disabled recorder. All recorders can be re-enabled at any time by selecting them within this tab. The number of consecutive rejects allowed prior to automatic-disable can be set to any number between 3 and 16 (inclusive). This feature can also be disabled by selecting 'Feature Disabled' in the 'Disable recorders' option.

4.10 Time & Date



The System Time and Date can be set using the provided Time & Date tab. The date format allows for any of the following formats: DD/MM/YYYY, MM/DD/YYYY or YYYY/MM/DD. The time & date are used when sending e-mails, and also for System logging (see the Logging tab). To set the System time to the same time as your computer, check 'Copy time and date from this computer', and then click Apply.

4.11 Logging

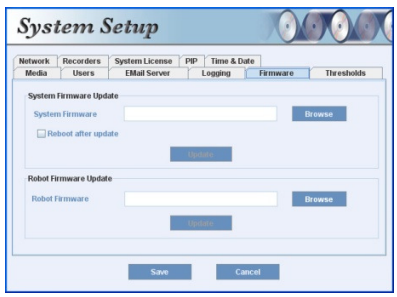


The System automatically keeps an internal log of all actions, including robot moves, recorder activity and job activity. To view this log, choose the Logging tab and then click the 'View system log' button. A new window will appear displaying the last 500 lines of the System log. The System log can contain more than 500,000 lines and so would be difficult to navigate in its entirety. For this reason, the log is displayed in sections containing approximately 500 lines each. Use the navigation arrows below the log to skip forward or backward through the sections.

Copies of the log can also be saved to your local computer as text files. Use the 'Save Section' button to save the page that is currently displayed, or use the 'Save All' button to save the entire System log. Note that the entire log can be quite large and may take some time to save.

In addition to viewing the log, the log can be e-mailed directly to *TEAC* technical support staff using the 'E-Mail' button. This can be done in the event that the System appears to be operating abnormally, to assist the support staff in diagnosing any issues.

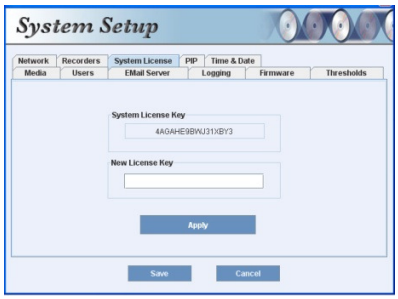
4.12 Firmware



Periodically *TEAC* may release firmware updates for your System. Using the Firmware tab, choose the System firmware or Robot firmware to update. If you need to update both System firmware and Robot firmware, it is recommended to update the Robot firmware first, and then power-off the machine, power-on again and then update the System firmware. When updating System firmware it is important that you also close the web browser (all windows) and then re-open the browser again after the update is completed,

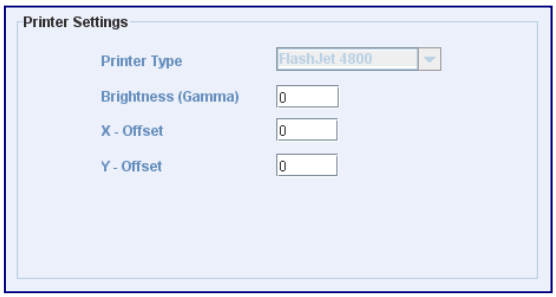
and the machine is back Online. If you do not exit the web browser completely, the browser may not load the new version of TrueNet from the System. Simply refreshing the page will not work.

4.13 System License



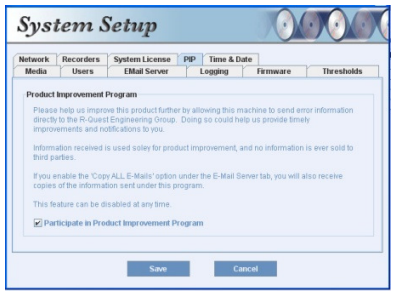
Future System upgrades may depend on new license keys being obtained for the System. New license keys can be entered using the System License tab. The System must be restarted before any License changes will take effect. You may also need to completely exit & restart your web browser for new features to appear. Simply refreshing the page will not work.

4.14 Printer Settings



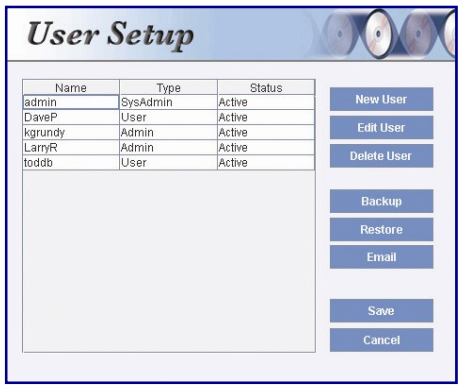
FlashJet 2 Brightness (Gamma) is adjusted up or down based on how light or dark the print appears to be compared to when viewed on a color calibrated monitor. Brightness range is -50 to +50. X & Y offsets should normally be left at 0 unless instructed otherwise by *TEAC* support.

4.15 PIP – Product Improvement Program



Please help us to improve this product further by allowing the System to send any unexpected error information directly to the *TEAC* Engineering Group. Doing so could help us provide timely improvements and notifications to you. The information received is used solely for product improvements. This feature can be disabled at any time.

4.16 Users



Users are at the heart of the TrueNet System. Each user must login to the System, and must therefore have both a user name, and a valid password. In addition, there are several security and performance configuration features that can be selected on a user-by-user basis.

TrueNet LX allows up to 5 unique users.
TrueNet FX allows up to 25 unique users.

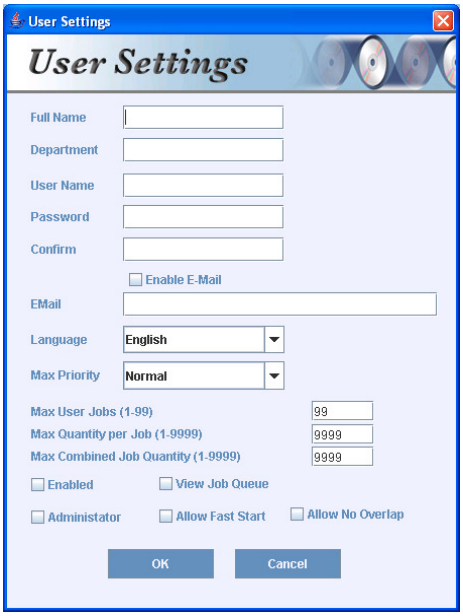
There are three types of users available within the System.

4.16.1 SysAdmin

The System must always have a 'SysAdmin', which is the root administrator for the entire System. The SysAdmin cannot be deleted, although the login name and password can be changed. Every time the System is powered on, it checks for the presence of the SysAdmin user, and if for any reason one is not found, a new SysAdmin will be created with the default login of '**admin**' and a default password of '**admin**'. This is how the System comes from the factory. It is recommended that at least one additional administrator account is created so that in the event you change the SysAdmin login and subsequently lose/forget the new login/password, you can use the alternative login to gain access to administrator functions.

4.16.2 Administrator

The second type of user is an Administrator. All administrators have the same level of access granted to the SysAdmin, but unlike the SysAdmin, other administrators can be disabled or deleted.



4.16.3 User

The System does not need to have any additional users configured in order to operate. Smaller installations may have only one operator, or may wish to configure all users as equal administrators, but other installations may choose to restrict the access that some users of the System have, and they should be configured as a 'User' rather than an Administrator.

To add a new User (or Administrator), click the 'New User' button to launch the User Settings dialog box. The 'Full Name' and 'Department' are optional entries at this time. Future versions of TrueNet may enforce the use of these fields, so it is recommended that they be completed during setup.

4.16.4 User Name

This can be any combination of letters or numbers, between 6 and 20 characters.

4.16.5 Password / Confirm

This can be any combination of letters or numbers between 6 and 20 characters. The Password and Confirm fields should match perfectly before saving this user.

4.16.6 E-Mail

The System can send e-mail notifications to individual users, and to allow this to happen the user e-mail address needs to be configured. Each user can do this themselves (via their own User Settings dialog box after logging in). From an administrator's point of view, these settings are optional.

4.16.7 Language

The first version of TrueNet will ship with only English installed. Additional languages may be added from time to time, and the administrator has the option of configuring the user's default language.

4.16.8 Max Priority

The System with TrueNet can allow jobs to run at one of four job priority levels: Low, Normal, High and Highest. The System allows the Max Priority to be set on a user-by-user basis, so that one user may be restricted to Low & Normal, while another may be allowed Low, Normal and High, with others being allowed to set the Highest priority, allowing jobs to always move to the very front of the job queue and take precedence over all other jobs. The level selected here is the highest level that this user will be permitted to select.

4.16.9 Max User Jobs (Quota)

In some installations, the administrator may wish to restrict the number of jobs each user can submit to the System before deleting their other jobs, e.g. those jobs that have completed. Perhaps not all users will diligently delete their older jobs, and TrueNet can enforce that no more than the number of jobs entered here can be started by this user without first deleting their older jobs. The number range is from 1 (only one job can be queued at a time by this user) up to 99 (up to 99 jobs can be queued by this user). This number is configured on a user-by-user basis.

4.16.10 Max Quantity per Job (Quota)

If required, the administrator may wish to restrict the number of discs that a user can run in any given job. Entering a number in this box (1-9999) will restrict all jobs to this maximum. As an example, by setting this limit to 50, this user will not be allowed to request more than 50 discs in any one job. This number is configured on a user-by-user basis.

4.16.11 Max Combined Job Quantity (Quota)

In addition to restricting the number of discs in each individual job, the overall number of discs totalled across all of this user's jobs can be set. As an example, the administrator may wish to restrict each job to only 50 discs, but limit this user to 150 total discs across all jobs. This would allow the user to start three jobs of 50, or 6 jobs of 25 (subject to the maximum number of jobs per user). This number is configured on a user-by-user basis.

4.16.12 Enabled

Each user must be enabled before they can log in to the System using TrueNet. Select the 'Enabled' check box to enable a user, and to disable this user without deleting them from the System, deselect the Enabled checkbox.

4.16.13 Administrator

Each user can be elevated to administrator by selecting the 'Administrator' checkbox. Once elevated to Administrator status, they have the same administrator rights as any other Administrator.

4.16.14 View Job Queue

For security reasons, the user can be prevented from seeing jobs created by other users. When this option is disabled, the user will only be able to view jobs that they created. When enabled (View Job Queue is selected), the user will be able to see other jobs in the System job queue.

4.16.15 Allow Fast Start

Fast Start is discussed in the 'Creating a New Job' section of the user manual. To allow a user to select Fast Start, select this Allow Fast Start check box. If they are encountering problems using this function, disable it here.

4.16.16 Allow No Overlap

No Overlap is discussed in the 'Creating a New Job' section of the user manual. To allow a user to create (or edit) a job to include the No Overlap attribute, select this check box.

4.16.17 Edit User

To edit a user that already exists, select the user in the user list box and click the 'Edit User' button. Alternatively, right-click on the user and choose Edit User from the pop-up menu. Note that the changes made to the user configuration are not saved until you save all users using the Save button.

4.16.18 Delete User

To delete a user, select the user in the list box and click on the Delete User button. Alternatively, right-click on the user and choose Delete User from the pop-up menu. Note that the user is not actually deleted until you save all users using the Save button.

4.16.19 Backup

TrueNet allows you to backup your user settings to a file on your local computer. This is useful both for general backup purposes, but also for copying the User settings from one machine to another. Use the Restore function to restore a previously saved User Settings file.

4.16.20 Restore

This option allows you to restore a previously saved User Settings file to a machine. This is also useful when transferring the User Settings to another machine, by first performing a Backup of the User Settings to a local file, and then using the restore function on the second machine.

4.16.21 Save

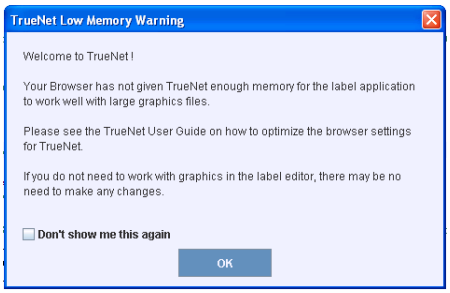
Any changes made to users are not transferred to the System until you choose to save them. Clicking on the Save button will update the System User Settings, and completely overwrite any previous settings that were there.

4.16.22 Cancel

To exit the User Setup dialog box without saving changes to the System, select the Cancel button.

5. Optimizing your browser for TrueNet

If you see this dialog box:



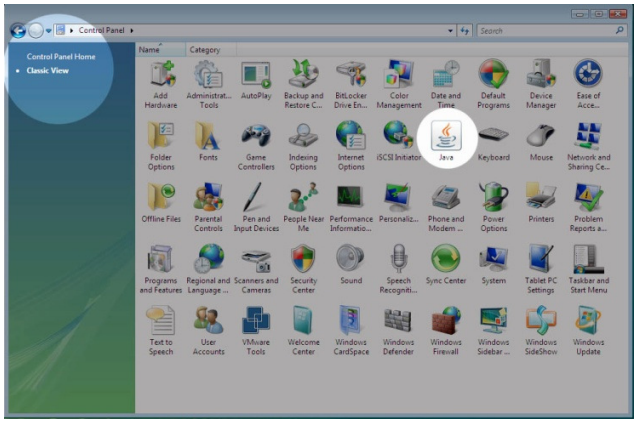
Your browser is not allowing TrueNet enough memory to use some graphics files, and this may cause unpredictable results if you attempt to create or use Label Templates that use graphics.

If you do not need to use graphics within your Label Templates, or if you are not using any labels, then you can ignore this message.

If you want to use graphics within your Label Templates then we recommend that you follow these simple steps.

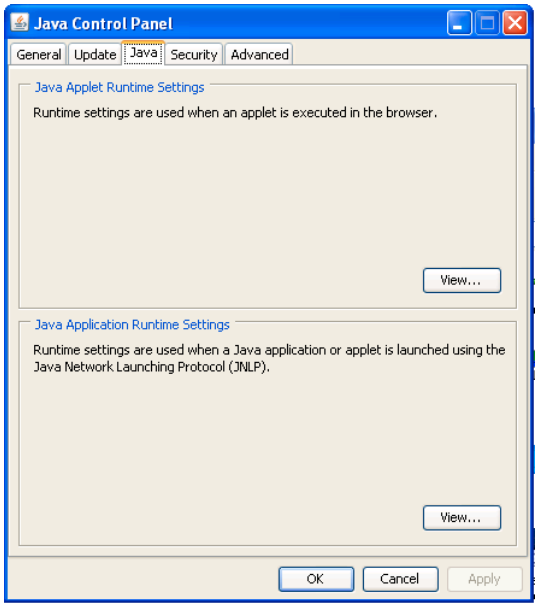
5.1 Windows Vista & XP

From the Start menu, choose Control Panel. If your Control Panel is not in 'Classic' mode, choose 'Switch to Classic View' on the left side of the Control Panel. Once in Classic View, your Control Panel should look similar to the one shown below. Note that the icons shown in your Control Panel may vary based on your computer, and any installed peripherals.



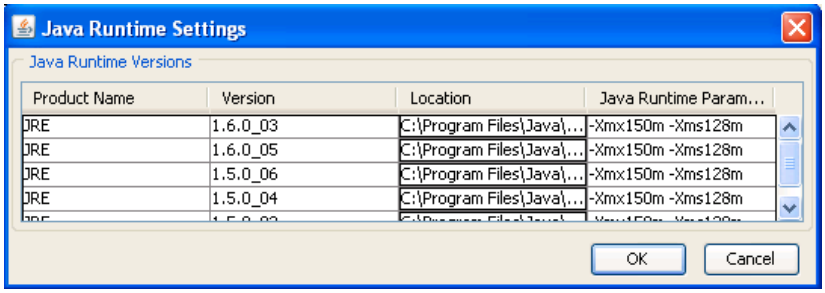
From the Control Panel, select (double-click) the 'Java' icon to launch the Java Control Panel.

Within the Java Control Panel, choose the **Java** tab, then the 'View…' button under **Java Applet Runtime Settings**.



Enter the following text in the Java Runtime Parameters column (note that this text must match exactly):

-Xmx150m –Xms128m



Note that if there is more than one Java version installed (as in the screen shot above), enter this text against all versions if you are not sure which version is running TrueNet.

If you have only one Java version installed that will automatically be used by TrueNet.

Click on OK, and then exit all browsers. Next time the browser is run, the new settings will apply.

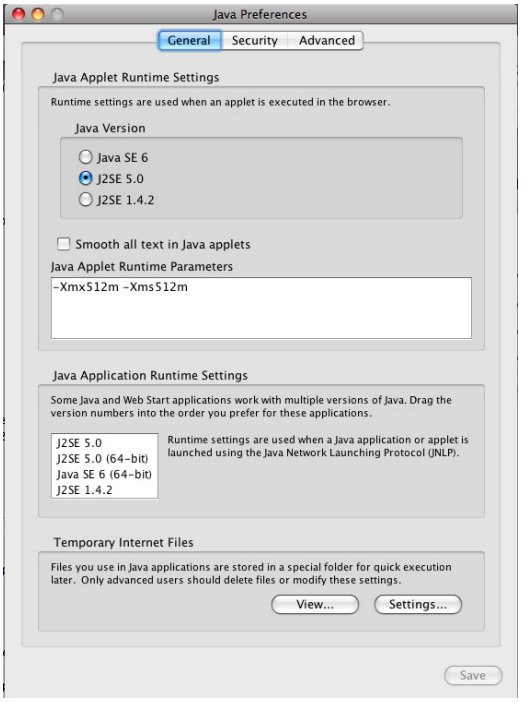
Windows appears to limit the amount of memory allowed for a Java Applet, so 150m is approximately the largest memory allocation available.

If you find that you need more memory than can be provided through your browser, *TEAC* supplies an alternative way to launch TrueNet, called TrueView. Please refer to the TrueView section for more information.

5.2 Mac OSX

Note: A recent update to the Java system on the Macintosh has removed this dialog, and users that require heavy graphics usage are recommended to use 'TrueView' to run the system instead of a browser.

From the Finder window, choose **Applications → Utilities → Java**, then run **Java Preferences** to launch the Java Preferences dialog. Note that this may take a few moments to appear. Unlike Windows, Max OSX does not suffer from severe memory restrictions for Java applets. However, you should not allocate more memory than you really need.



The memory requirements are entered into the Java Applet Runtime Parameters box, and the recommended options are:

-Xmx150m –Xms128m (small memory model)
or
-Xmx512m –Xms512m (large memory model)

If your Mac has 1GB or more RAM, we recommend the large memory model, because this will give you much more flexibility for graphics files within the TrueNet Label Designer, and for Label Templates.

Too little memory may cause unpredictable results, and if you are experiencing difficulties, we recommend trying the large memory model.

If you find that you need more memory than can be provided through your browser or if the Label Designer does not respond when importing certain graphics files, *TEAC* supplies an alternative way to launch TrueNet, called TrueView. Please refer to the TrueView section for more information.

6. TrueNet Error Messages & Troubleshooting

Unable to create a new job while file transfer is in progress
You are unable to create new jobs until the previous job has been completely transferred to the System. Please wait for the last job to transfer, and then try again.

You can only edit your own jobs!
Only administrators are allowed to edit other users' jobs.

You already have the maximum number of scheduled discs allowed by the administrator.
The administrator had placed a limit on the total number of discs you are allowed to schedule on this System. To create more jobs you will need to delete other (non-running) jobs.

You already have the maximum number of jobs allowed by the administrator.
The administrator has placed a limit on the number of jobs you are allowed to create, and you have now reached that limit. In order to create more jobs you will need to delete other (non-running) jobs to make room.

Network Status: OFFLINE
The System is Offline (not in Network Mode) or is unreachable. Check the System for power, and return it to Network Mode.

Loader Status: INPUT HOPPER EMPTY
The Input hoppers of the System are empty. Refill the hoppers and then choose 'Reset Hoppers = Yes' on the System LCD/Touchpad.

Loader Status: ACCEPT HOPPER FULL
The Accept (output) hoppers in the System are full and there are no more Accept (output) hoppers available for use. Empty the Accept hoppers then choose 'Reset Hoppers = Yes' on the System LCD/Touchpad.

Loader Status: REJECT HOPPER FULL
The Reject hopper in the System is full. Empty the Reject hopper then choose 'Reset Hoppers = Yes' on the System LCD/Touchpad.

Loader Status: JOB ABORT
The System aborted due to an unrecoverable error. Check the System LCD for more information.

Loader Status: PRINT CLAMP FAILED
The printer failed to clamp the disc that was just inserted, and was unable to recover. Check the System LCD and, if required, remove any discs from the printer.

Loader Status: PRINTER ERROR
The printer encountered an unrecoverable error. Check the System LCD and, if required, cycle the power on the printer and wait for it to initialize before continuing.

Loader Status: DOOR IS OPEN
The door on the System is open. Jobs cannot continue while the door is open. Close the System door, and choose 'Reset Hoppers = Yes/No' to continue.

Loader Status: DOOR WAS OPENED
The door on the System was opened, but now appears to be closed. However, the System needs to know if the hoppers should be reset or not, so choose either yes or no to the message 'Reset Hoppers = Yes/No' on the System LCD/Touchpad.

Loader Status: CHECKING HOPPERS
The System is currently checking the hoppers. This is not an error, and is displayed for informational purposes. This happens whenever the door has been opened. The System will continue processing jobs as soon as the checking hoppers operation is completed.

Loader Status: PRINTER SUPPLIES OUT
The printer Ink (FlashJet 2) supplies are exhausted, and need to be refilled.

Loader Status: ACTIVATE CARTRIDGE
A new cartridge has been inserted in to the print engine and requires activation.

Loader Status: POSITIONING ERROR
The System encountered a robot positioning error. Check the LCD/Touchpad for more information.

Loader Status: ERROR GETTING DISC FROM DRIVE
The System robot was unable to get a disc from one of the recorders. Check the LCD/Touchpad for more information.

Loader Status: ERROR GETTING DISC FROM PRINTER
The System robot was unable to get a disc from the printer. Check the LCD/Touchpad for more information.

Loader Status: ERROR INSERTING PRINTER
The System robot was unable to place a disc in the printer. Check the LCD/Touchpad for more information.

Loader Status: ERROR INSERTING DRIVE
The System robot was unable to place a disc in one of the recorders. Check the LCD/Touchpad for more information.

Loader Status: ERROR LOADING FROM INPUT
The System robot was unable to get a disc from one of the Input hoppers. Check the LCD/Touchpad for more information.

Loader Status: ERROR
The System robot has encountered an unrecoverable error. Check the LCD/Touchpad for more information.

7. Administration (Via the LCD/Touchpad)

7.1 Setup Menu

The System Setup Menu is located near the bottom of the Main Menu screen.

7.2 Job Options

These functions set up options used during the duplication process. Use the up arrow /\ key to scroll up or press the down arrow key \/ to scroll down. Press the YES or NO key to select the desired values.

When the displayed selections are correct press the ENTER key to save or press the STOP key to exit and leave the options unchanged.

7.2.1 Burn Discs

If set to 'No' the System is in simulate mode and will not actually write a disc. It goes through all the motions and is a good test to see if the autoloader is in operating condition.

NOTE:

When this is set to 'No' a warning message will be displayed when you attempt to create a job and the BURN/SIM field of the LCD will show SIM (for Simulate Burn) while copying discs.

7.2.2 Compare Master

If set to 'Yes' the master disc will be read a second time and the new read compared with the first. If the data are not the same a BAD MASTER error will be displayed.

NOTE:

This feature is disabled for any Audio or Video tracks on the CD. This is not a limitation of the System, but a limitation of the CD format low-level error correction systems.

7.2.3 Compare Copy

If set to 'Yes' every disc recorded (burned) will be re-read and compared to the master data (the disc will be verified for correct data). If the data are not the same or there is a read error the disc will be rejected.

NOTE:

This feature is disabled for any Audio or Video tracks on the CD. This is not a limitation of the System , but a limitation of the CD format low-level error correction systems.

7.2.4 Audit Copy

If set to 'Yes' every disc recorded will be audited to confirm that the entire disc was actually recorded. This involves reading the first and last part of the discs to ensure that they are readable. Other parts of the disc are not read. This function is useful for checking that discs were actually burned (all the way to the end) by the recorder, and adds only a few seconds to the cycle time.

7.2.5 Ask Quantity

If set to 'Yes' the user will be prompted (in standalone mode) for a quantity at the start of a Copy/Compare job. If set to 'No' the machine will copy until told to stop by pressing and holding the STOP key.

7.2.6 Async Copying

When set to 'Yes' the System will run the drives asynchronously. Setting this to 'No' will increase the time taken for duplication, since all drives must be loaded or unloaded before duplication can continue (synchronous operation). The Async option only applies when running in standalone mode. All Network Mode jobs are run in an asynchronous mode.

7.2.7 Check Blank Size

If set to 'Yes' the System will check that the image will fit on the blank disc before starting to write. If set to 'No' the System will attempt to write the image to the disc, even if the blank is not large enough. This may mean that copies are rejected, because the blank disc did not have sufficient room. Setting this feature to 'No' allows discs to be over burned.

7.2.8 Master Drive

This option allows the user to select which drive (recorder or CD-ROM drive if installed) will be used to read master discs. Use the left and right arrow keys to select the desired drive and press the ENTER key to save the settings.

7.2.9 Printer

This selects the printer type. Cycle through the options until the one specific to your printer type is displayed. (Only used for Parallel and not for USB connected printers.)

7.2.10 Stop Reject Full

This should be set to 'Yes'. The rejected disc count is kept, and once it reaches a trigger level, duplication will halt - waiting user intervention to clear the reject. This prevents the fouling of the lower drives by the reject pile, and it is recommended that this be always set to 'Yes'. The count is made on a 'per job' basis, and so it is expected that the reject area be cleared at the start of any duplication job.

7.2.11 Last Char Name

This option determines the behavior exhibited on entering image names on the duplicator. If this is set to 'Yes' the cursor carries forward the previous character entered. This allows for faster entering of names – through fewer button presses. If a space is required, or the next letter you need is closer to the start of the alphabet than the previous character entered, then moving the cursor back one space and then forward two spaces will reset the cursor character. The cursor only carries forward the previous character if it was changed, and so by first shuffling backwards, you have a blank. It does take some getting used to – but with use, it provides an improved way of quickly naming images.

When set to 'No' the System behaves in the way described in the 'Entering Text' section further through this manual.

7.3 Network Setup

For the System to appear on the network, the network settings must be correctly configured. The System can be configured to use either a fixed IP address, or to receive an address from an external DHCP server on your network. When using DHCP, be careful not to allow the IP address of the System to change, because this would prevent users from logging on to the System using their web browsers, unless they know the new address.

The Network Setup menu is located in the 'Setup Menu' at the bottom of the main menu screen. The contents of the Network Setup menu change based on the current network mode (DHCP or Fixed IP). To configure the DHCP setting, enter the Network Setup menu, then choose the Network Options sub menu. There are two settings:

7.3.1 Network Active

Setting Network Active to 'Yes' will force the System into Network Mode as it powers on. Any jobs that are currently stored in the System that are not completed will automatically resume (or enter the Queued state). This is desirable in case of power failure, because the System will resume jobs where it left off when the power failed. Setting Network Active to 'No' means that the System will <u>not</u> automatically enter Network Mode on power up, but will instead go to the main standalone menu by default. In this case, to enter Network Mode, the user must choose 'Network Mode' from the main menu, and manually restart any jobs that were previously queued.

7.3.2 DHCP

If you require the System to obtain an IP address automatically, set this option to 'Yes'. The System must be able to locate a DHCP server on your local network, and that server must supply the IP address, the Network Mask, a Gateway address and a DNS (Domain Name Server) address (required for e-mail notifications to work).

If you change this setting, we recommend that you reboot the System.

7.3.3 Set Network Name

Each System must have a unique network name. By default the name is "TEAC" + the machine serial number. Change this as required, but make sure that if you have more than one System on the same network, each machine has a unique name. This System name is only visible by TrueNet and not by other networking applications.

7.3.4 Duplicator IP (DHCP = No)

Enter the fixed IP address for the machine, including any leading zeros as required. The address must be different from any other computer on this network.

7.3.5 Network Mask (DHCP = No)

Enter the network mask (also called the subnet mask) for the machine, including any leading zeros as required. This would normally be the same as used by any other computer on this network.

7.3.6 DNS Server (DHCP = No)

Enter the DNS address for the machine, including any leading zeros as required. This would normally be the same for all computers on the network, and is required to allow the System to send e-mails using an external e-mail server.

7.3.7 Gateway IP Address (DHCP = No)

Enter the gateway address for the machine, including any leading zeros as required. This would normally be the same for all computers on the network, and is required to allow the System to send e-mails using an external e-mail server.

7.4 Time & Date

The System includes a real time clock. The time and date may need to be adjusted from time-to-time, or if the System autoloader is delivered to a different time zone from the *TEAC* factory.

7.4.1 Set Time

Enter the time in 24 hour clock format.

7.4.2 Set Date

Enter the current date. Three date formats are available, and the currently selected date format is shown on the bottom line of the LCD. See 'Set Date Format' to select a different date format if required.

7.4.3 Set Date Format

The System supports three different date formats to suit most areas of the world. These are:

DD / MM / YYYY (Europe & others)
MM / DD / YYYY (USA & others)
YYYY / MM / DD (Japan & others)

Select the format as required.

7.5 Password Setup

The System allows access to be restricted by passwords. A different password can also be set for general use (Operator Password), and for System setup (Setup Password). The passwords operate independently of each other, so it is possible, for instance, to have a password required for setup, but no password required for Operator use. It is also

possible to have a single Operator Password to give access to the whole machine, without additional password requirements for the Setup Menu. Passwords are optional. Many users never need to use passwords.

Each password must be set up separately. By default, no password is active, and the machine can be used without passwords. To enable a password, choose either Operator Password or Setup Password from the Password Setup menu, then select Enable Password.

The system will request a default password. This is a password that is fixed within every machine – and cannot be changed. The default password is **YES ENTER YES ENTER YES ENTER**. The reason for a default password is to prevent passwords being enabled accidentally.

Now enter any six-key sequence. The same key sequence will need to be repeated to confirm the new password. From now on this password will need to be entered when prompted. Remember, a different password can be set for Operator and Setup, so be sure to use the correct password. Each password can be changed or disabled via additional menu items that are displayed once Passwords have been enabled.

8. Using the System in Standalone Mode

This section provides detailed operating instructions for your autoloader in standalone mode. Your autoloader has many options and features designed to make it more productive and easier to use. Please read through this section carefully so that you can take full advantage of all the features of your System.

8.1 Turning On

When the autoloader is turned on it performs a series of self-tests and displays several messages.

Following are two messages displayed during a normal power-up:

First:
xxxxx Series (depends on the System model)
by
TEAC Technologies
Firmware vX.YZ

Then several status messages will be displayed. And Finally:

>Copy
Compare
Image Menu
Network Mode

If this (or similar) series of messages are displayed then your Publisher is ready for use. If this series of messages is not displayed or different messages are displayed see the Error Messages section of this manual.

8.2 Keyboard

A USB keyboard may be connected to the rear of the System autoloader to make the entry of complicated image names and menu navigation easier. However, this is not required, and following is the function of each key on the integrated keypad:

< YES Key (left cursor or 'Y' on a USB keyboard)

Left arrow or YES – If being prompted to enter a number or character this key moves the cursor 1 character to the left. If prompted with a question this key answers YES.

> NO Key (right cursor or 'N' on a USB keyboard)

Right arrow or NO – If being prompted to enter a number or character this key moves the cursor 1 character to the right. If prompted with a question this key answers NO.

/\ Key (up cursor on a USB keyboard)

/\ (Up arrow) – If being prompted to enter a number or character this key increments the character at the cursor to the next higher character or number. If a menu is being

displayed this key moves the cursor to the next menu selection up. Numbers and characters can also be entered directly using a USB keyboard.

\/ Key (down cursor on a USB keyboard)

\/ (Down arrow) – If being prompted to enter a number or character this key decrements the character at the cursor to the next lower character or number. If a menu is being displayed this key moves the cursor to the next menu selection down. Numbers and characters can also be entered directly using a USB keyboard.

ENTER Key (Enter or Return key on a USB keyboard)

If being prompted to enter a number or name this key accepts the currently displayed selection. If a menu is being displayed the ENTER key moves 1 level deeper into the menu structure. If the next item is executable it starts that process.

Stop Key (use the escape key on a USB keyboard)

This key stops or aborts whatever is going on. When recording discs the System is busy and this key may not respond immediately, so press and hold it down until prompted to do something else.

While a menu is being displayed the STOP key (escape on a USB keyboard) backs up 1 level higher in the menu structure.

8.3 LCD Display

The LCD display is used either to display menus or to show status. For instance while copying it shows what it is doing, the number it has to do, how many it has done, and the current mode (such as Burn or Simulate).

8.4 Menu Structure

Use the up /\ and down \/ arrow keys to position the cursor (a > character on the left most column of the display) to the desired menu item. Then use the ENTER key to select it.

Following is a description of each menu selection.

8.4.1 Copy

Use this menu option to start copying discs by reading the master to the hard disk and then copy from the hard disk image. See the Quick Start Copying section of this chapter for further instructions.

8.4.2 Compare

Use this menu option to start verifying copies. See the Quick Start Comparing section of this chapter for further instructions.

8.4.3 Image Menu

This menu option is used to maintain image files kept on the hard drive.

8.4.4 Load New Master

Read a Master Disc and put the image on the hard drive without copying or verifying.

8.4.5 List Images
Show all disc images currently stored on the hard drive.

8.4.6 Show HD Free Space
Display the currently available hard drive space. If disc images have been erased more usable space may be created by defragmenting the hard drive using the **Image Menu | Defragment HD** function.

8.4.7 Delete Image
Delete an image stored on the hard drive.

8.4.8 Rename Image
Rename an image currently stored on the hard drive. See the Entering Text section of this chapter for instructions on inputting text.

8.4.9 Defragment HD
Recover all hard drive space associated with erased images. Depending on the hard drive size and the number and size of erased images this function can take several minutes to complete.

8.5 Utilities Menu
The Utilities Menu provides several useful functions required to maintain and set up your System.

8.5.1 Hard Disk Utilities
These utilities are used to set up and maintain the hard drive in your System. The hard drive provides a temporary storage buffer for the discs and print files you will be using.

8.5.1.1 Show HD Free Space
Display the currently available hard drive space. If disc images have been erased more space may be created by defragmenting the hard drive using the **Image Menu | Defragment HD** function.

8.5.1.2 Show HD Info
Display the installed hard disk information. This includes manufacturer, model, drive firmware revision, and total space in megabytes (MB).

8.5.1.3 Defrag HD
Recover all hard drive space associated with erased disc images. Depending on the hard drive size and the number and size of erased disc images this function can take several minutes to complete.

8.5.1.4 Format Hard Disk
This function re-initializes the hard drive directory structure. It should be run anytime a new hard drive is installed in a System. This function can also be used to quickly erase all images in the hard drive.

NOTE:
This function does not actually remove images from the hard drive and is not a secure erase of the image data. Instead it marks all the hard drive as unused and available for new images. The data remain on the disk until overwritten by another image file.

8.5.2 Firmware Utilities

Firmware Utilities allows the firmware used by the System controller, Autoloader controller and the drives to be updated (depending on the drive model). The preferred method to update System and Loader firmware is via TrueNet. If required these utilities allow firmware to be updated from firmware files stored in the root directory of a FAT32 formatted USB memory stick installed in any USB port on the System.

8.5.2.1 Load System F/W

The System software that is used to copy discs may be updated from time to time, to add new features or support for new drives. The following functions are used to update the firmware in the machine.

8.5.2.2 Load F/W XMODEM

This function is not available on the System. It is included for the use of *TEAC* approved service personnel.

8.5.2.3 Load F/W From USB

This function reads firmware from a USB memory stick connected to the System via a USB port. This option will only appear if the USB stick is already connected to the System and contains a valid firmware file (*.rqf). Selecting this option then allows the System to read this firmware and update accordingly. Once the System firmware is updated, the System will automatically restart.

8.5.2.4 Load Drive F/W

The recorder manufacturer may update the software that is used by the CD-R or recorders from time to time. This could be for bug fixes, new features or format support, or to optimize the recording quality on new media as it becomes available.
A file containing *TEAC*-approved recorder firmware can be obtained from the *TEAC* web site, or *TEAC* authorized distributors. This is the ONLY file that should be used to update the drives. Do not attempt to use any other file, as it may contain firmware that has not been approved by *TEAC*, and may cause the System to function incorrectly.

VERY IMPORTANT NOTE:
It is VERY IMPORTANT that you DO NOT turn off the power while this function is running. Turning off the power before the System has completed the drive upgrade may leave your recorders in a state where they no longer function correctly. If you are in any doubt about this, please contact *TEAC* or an authorized *TEAC* distributor before using this feature.

The update process is very simple, but user confirmation is requested several times before the drives are actually updated. Choose the menu item **Utilities Menu | Firmware Utilities | Load Drive F/W** and follow the prompts on the LCD.

8.5.2.5 Load Loader F/W

Occasionally, there may be an updated version of loader firmware available for download. This is the menu entry that will allow you to load this onto your autoloader. For the reliability of your System, only install official firmware released by *TEAC* onto your System.

VERY IMPORTANT NOTE:

It is VERY IMPORTANT that you DO NOT turn off the power while this function is running. Turning off the power before the System has completed the loader upgrade may leave your autoloader in a state where it no longer functions correctly. If you are in any doubt about this, please contact *TEAC* or an authorized *TEAC* distributor before using this feature.

8.5.3 Loader Utilities

Loader Utilities provide a means by which the loader mechanism can be tested or diagnosed. These utilities are meant for *TEAC* approved service personnel and advanced users only. If in doubt, do not use these utilities.

8.6 System Information

These functions are used to display information about the various components installed in the System.

8.6.1 PCA Info

This displays the installed firmware level, amount of RAM and the number of recorders found in the System, and the number of recorders licensed in this System. In addition, network information including IP address, network mask and MAC address are displayed.

8.6.2 Writer Info

This displays the recorder manufacturer, model number, and firmware version. While it is possible to use different writer types, and different firmware revisions, *TEAC* recommends using the same writer type and the latest approved writer firmware.

8.6.3 Hard Drive Info

This will display the manufacturer, model number, and capacity of the installed hard drive or drives.

8.6.4 Autoloader Info

This displays the Autoloader information.

8.7 Upgrade License

Enabled options can be changed via these functions. To get a new key that will enable new options, contact *TEAC* or an authorized *TEAC* distributor.

8.7.1 Show Current Key

This will display the currently installed options Key String. You MUST have this key string available when contacting *TEAC* or an authorized *TEAC* distributor.

8.7.2 Enter New Key

Use this option to enter a new installed options Key String. Entering this key string can change your installed options. Contact *TEAC* or an authorized *TEAC* distributor to get a new key string. See the Entering Text section of this chapter for instructions on entering text.

8.8 Quick Start Copying

This quick start section assumes the System is ready and in the main standalone menu.

Use the up **/** or down **\/** arrow keys to put the **>** cursor (on the Left of the LCD display) next to the **Copy** menu line. Press the ENTER key to select that menu function. If there is

already an image on the hard drive the following prompt will be displayed:

Read New Master?

Press the YES key. The next prompt will be for an image name (this will be the first prompt if there are no images on the hard disk):

Enter Image Name
[_]

To use the default name just press the ENTER key at this point (see the Entering Text section of the Operation chapter for instructions on entering an image name). The default name will be the current time & date on the System. Next the System will ask for the number of copies to record:

Enter Quantity
[_]

Press the up arrow key /\ to set the quantity to [0001]. Then press the ENTER key to accept the quantity. The top drive tray will open and the following prompt will be displayed:

Insert Master Disc...
Press any key.

Put the master disc in the Input Hopper on top of the blank disc and press the ENTER key. The autoloader will pick the master disc, and place it in the drive tray. The tray will close and the master disc will be analyzed and then read. When the master read is complete, the tray will open and the autoloader will remove the disc from the tray and place it into the Accept Hopper. The autoloader will then return to the Input hopper, take the blank disc placed there earlier, and load it into the first recorder.

The recorder tray will close and you are copying your first disc! There is a percentage bar indicator at the top right corner of the display that shows the progress of each job.

The above instructions will work for all printer configurations. Input hoppers can be loaded with blank discs and the robot will automatically change hoppers once the first Input Hopper becomes empty. Once the first Input Hopper becomes empty, and the robot starts loading from the second Input Hopper, the first Input Hopper becomes an 'Accept Hopper'. This is known as 'rotating hoppers'.

8.9 Quick Start Comparing

Using the Compare function is essentially the same as copying. The only difference is that you use the **Compare** menu selection, and you will be using written discs, rather than blank ones. Please see the Quick Start sections above.

NOTE:
Because of the way Audio and Video CDs are recorded, CDs containing Audio or Video

tracks cannot be verified. This is not a limitation of the System Autoloader equipment, but a limitation of the formats.

9. TrueView

9.1 What is TrueView?

For users who prefer not to run TrueNet in a browser window, or are having problems within the browser environment due memory restrictions, *TEAC* provides an alternative way to launch and host the TrueNet applet.

TrueView is an installed application "Viewer". This means that TrueView is not the application itself, but instead a way to load the application from the System instead of using a Web Browser.

If the System firmware is updated in the future, there is no need to update TrueView, because TrueView always gets the latest application version from the System each time TrueView is launched.

9.2 Supported Operating Systems

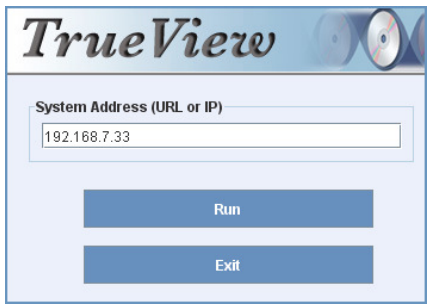
TrueView is available for Windows XP/Vista, Windows XP 64 bit, Windows Vista 64 bit, Apple Macintosh (Mac OS 10.4 or later – Universal App) and Linux (Intel 32/64 bit).

9.3 Installing TrueView

To install TrueView, run the installer application applicable to your operating system, and follow the on-screen instructions.

9.4 Running TrueView

To run TrueView, select TrueView in the 'Start / All Programs' menu on Windows, from the 'Applications' menu on the Mac, or from its installed location on Linux.



Enter the System IP address or URL in to the System Address input box that you would normally have entered in to the web browser address bar, then click the 'Run' button. TrueView will now load the TrueNet applet from the System and launch it in a new window.

The System name will be shown on the window title bar, and the original TrueView window will now be hidden. To exit TrueView without running TrueNet simply click the 'Exit' Button.

Powered by ***TEAC***

AP-150 User Manual
Part Number TE-MA-AP-150 Revision A

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