Job Spooler

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Section

1

Introduction

- **To the User**
- **About Job Spooler**
- **Key Features**

To the User

Welcome to Kyoceramita Job Spooler. This section includes an overview of the User's Reference Guide and a description of Job Spooler. In order to familiarize yourself with this product, please read this section *before* attempting to use Job Spooler.

About Web Utilities and Job Spooler

Job Spooler is an accessory function of Web Utilities. If you have this additional function, the button for Job Spooler will be active in Web Utilities.

The Kyoceramita Web Utilities allows you to monitor and administrate the printing activities of your Kyoceramita printers via the web. You do this by accessing the print controller's IP address. With Web Utilities, you may:

- Monitor the status of the printer's IP Controller, Engine and NIC Card

- Customize the printer's IP Controller, Engine and NIC Card settings

- Manage the maintenance schedule of the printer's engine

The Kyoceramita Job Spooler allows the user to monitor print, copy, scan and fax jobs. The **Active** page lists all jobs currently printing or in queue to be printed. The **Hold** page lists jobs that are archived on the controller's hard drive. The **Done** page shows all jobs that have been printed or cancelled. The **Setup** page allows the System Administrator to enable a level of security that then requires that a User ID be entered to allow certain Job Spooler functions.

Documentation

If you get Job Spooler, you will also have Web Utilities. The reverse, however, is not true since Web Utilities can be purchased without the addition of Job Spooler. For this reason, two User's Reference Guides are required for those who have Web Spooler.

The primary User's Reference Guide is for Web Utilities. That guide provides a comprehensive overview of Web Utilities. In-depth specifics about the functionality of the Main Page, the Printer Status Page, the Scanner Setup Page, the Network Setup Page, the Printer Setup Page, the About Page and the Help Page are provided in the Web Utilities User's Reference Guide. That User's Reference Guide also contains System Requirements, a Troubleshooting Appendix, a Glossary of Terms and an Index. For this reason we recommend that you read and familiarize yourself with the Web Utilities User's Reference Guide *before* you read the Job Spooler User's Reference Guide.

The Job Spooler User's Reference Guide provides specific instructions for using and administrating the Job Spooler Page. An Index for the Job Spooler User's Reference Guide is also provided.

Conventions Used in This Manual

The following terminology is used throughout this manual:

1. Print controller or IP controller is a Print Controller

2. A Printer, an IP-Engine or an Engine is a Copier

3. A Network Interface Card is a NIC Card

4. A printing system that combines the products listed in items1, 2 and 3 above is a Kyoceramita Document System

5. Windows 98 is Microsoft Windows 98

   Windows Me is Microsoft Windows Me

   Windows NT4.0 or Windows NT is Microsoft Windows NT4.0

   Windows 2000 is Microsoft Windows 2000

   Windows XP is Microsoft Windows XP

6. When referencing multiple Microsoft OSs, they will appear as follows:

   Windows 95/98/Me

   Windows N.T4.0/2000/XP

   Windows NT/2000/XP

   Windows 95/98/Me/NT/2000/XP

Key Features

Kyoceramita's Job Spooler increases Web Utilities wide range of monitoring abilities by adding the following features:

1. **View the Job List**

   From the Job Spooler's page, the user can see a list of all jobs and can note any

   condition that would require the user's attention.

2. **View a List of All Jobs in the Printer including:**

   • Active Jobs (both the IP Controller's Spooled Jobs and the Copier's Spooled

   Jobs)

   • Jobs on Hold

   • Jobs that are Completed, Cancelled or have Errors

3. **View Specific Information about Printer Jobs including:**

   • Print Order

   • User Name

   • Type of Job/Mode

   • File Name

   • Job Status

   • Received Time

   • Minute(s) to Go

Where To Go from Here: Job Spooler User's Reference Guide

Section Two: Using Job Spooler

Section Two explains how a System Administrator may set up Job Spooler. It also explains how a General User may use Job Spooler to access basic information about jobs and how a user may Hold, Cancel or Reprint from Job Spooler.

Appendix A: Index

This Appendix provides an index of all topics used in the Job Spooler User's Reference Guide.

Where To Go from Here: Web Utilities User's Reference Guide

Should you have specific questions about Web Utilities, please locate the Web Utilities User's Reference Guide. Once you have that document, you will find information organized as specified below:

Section One: Introduction

Section Two: Accessing Web Utilities

Section Two provides instructions for accessing a device using Web Utilities.

Section Three: Using Web Utilities

Section Three explains how a General User may use Web Utilities to access basic functional information about the selected printer. It also provides information about accessing Kyoceramita's web site and the Web Utilities Help system.

Section Four: Administrating Web Utilities

Section Four provides configuration and setting instructions for the system administrator. All these functions are password-protected.

Appendix A: Glossary

This Appendix provides a glossary of all terms used in the Web Utilities User's Reference Guide.

Appendix B: Index

This Appendix provides an index of all topics used in the Web Utilities User's Reference Guide.

Section
2

Using Job Spooler

- **Setup Page**
- **Active Page**
- **Hold Page**
- **Done Page**

The General User and The System Administrator

The Web Utilities User's Reference Guide organizes information based upon the needs of the user. There are two types of users: The General User and the System Administrator. Since these types of users are also referenced in the Job Spooler User's Reference Guide, a brief description of each follows.

A **General User** is someone interested in easily locating information about a printer including specifics like the system name, the system location and the printer's status. The General User might also use Web Utilities to access Kyoceramita's home page and further research Kyoceramita Corporation, its products and the technical support offered. The Web Utilities Help file might also be useful to the General User.

The **System Administrator** would use Web Utilities to facilitate device management. Password-protected functions such as configuring the Scanner Setup, changing the network settings and changing the printer settings may all be completed using Kyoceramita's Web Utilities.

The **Job Spooler Page** is primarily useful to the General User. However, the functions available to the General User can be restricted by the System Administrator.

This section provides Setup instructions for the System Administrator. It also provides complete instructions for all the available functions of Job Spooler.

> **Note:** *Section Three of the Web Utilities User's Reference Guide provides an in-depth discussion of the **Main Page**, the screen that appears when Web Utilities opens. Kyoceramita recommends that you familiarize yourself with that information before proceeding.*

Accessing the Job Spooler Page

To access the **Job Spooler** page, follow this procedure:

1. From the **Main Page**, click on the **Job Spooler** function button. The **Job Spooler** page opens to the **Active** page (Figure 3.1).

    *Note: If you click the Job Spooler function button and the following message appears - **Job Spooler Module not installed** - this means you do not ... access to this feature. Contact your Kyoceramita Sales Representative ...l you wish to add Job Spooler.*

Model

The Controller's name is listed here.

Network Card Serial Number

The NIC card's serial number is listed here.

Function Buttons

Figure 3.1 - Job Spooler Page

Job Spooler Setup

Before providing instructions for Job Spooler Setup, the following concepts need to be understood.

User Mode

Two types of User Modes are available:

- **All User:** If Job Spooler is set to this mode, all users will be able to see and to affect all jobs sent to Job Spooler.

- **Per User:** If Job Spooler is set to this mode, a user must enter their User ID to gain access to the Hold page. After entering their ID, only their Hold jobs are visible (and accessible) on the Hold page.

   In the Per User mode, a User ID may or may not be required to cancel jobs on the Active page. Please see *Job Spooler's Active Page* for specifics about this feature.

User ID

If Job Spooler is set in the **Per User** mode, a User ID is required to access the Hold page. A User ID is implemented using this procedure:

- **Create the User ID**: Each user must first create their own User ID. This is done through the Print Driver.

- **Utilize the User ID**: Once the User ID has been created, it can be used to access the user's jobs on the Hold page. No other user's Hold jobs are accessible.

Password

The Web Utilities System Password can be used by a System Administrator to affect all jobs regardless of the mode Job Spooler is running. The default system password is **sysadm**. Instructions for changing the password may be found in Section Four of the Web Utilities User's Reference Guide.

Changing the User Mode

> **Note:** *The default User Mode for Job Spooler is **Per User**.*

The User Mode may be set to **Per User** or **All User**. To set the User Mode to either of these options, follow this procedure:

1. Open the **Job Spooler** page.

2. There are four buttons just below the Network Card Serial Number. These are called the **Main Menu** buttons. Click the **Setup** button, the last button on the right side. The **Setup** page opens (Figure 3.2).

3. Two **Setup Sub-buttons** have been added to the menu. Click the **Set User Mode** button. The **User Mode** screen opens (Figure 3.3).

4. The **Current User Mode** is displayed. Should you wish to change this mode, enter the system password.

> **Note:** *The default system password is **sysadm**. Instructions for changing the password may be found in Section Four of the Web Utilities User's Reference Guide.*

5. Click **Accept**. If the Mode has been changed, a new screen will open, informing you that the change was accepted (Figure 3.4).

6. Click the **Job Spooler** function button to return to Job Spooler.
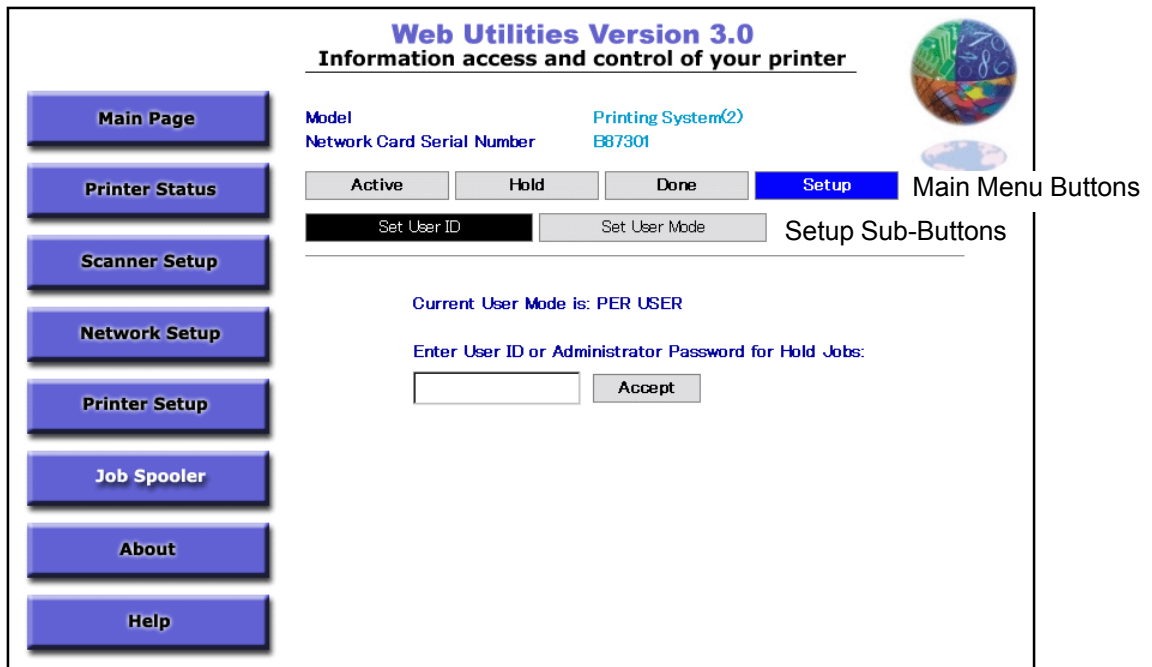
Figure 3.2 - Job Spooler Setup Page
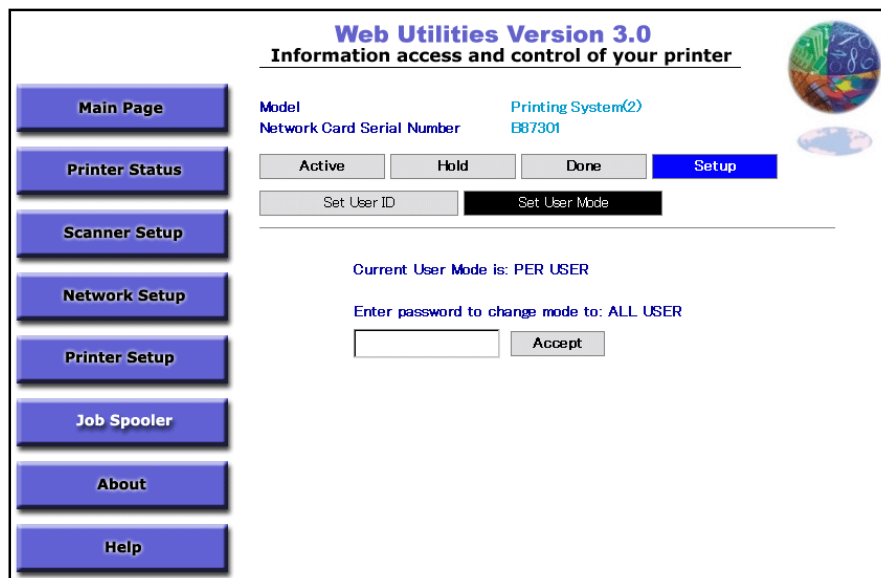
Figure 3.3 - Job Spooler Setup Page: User Mode Screen
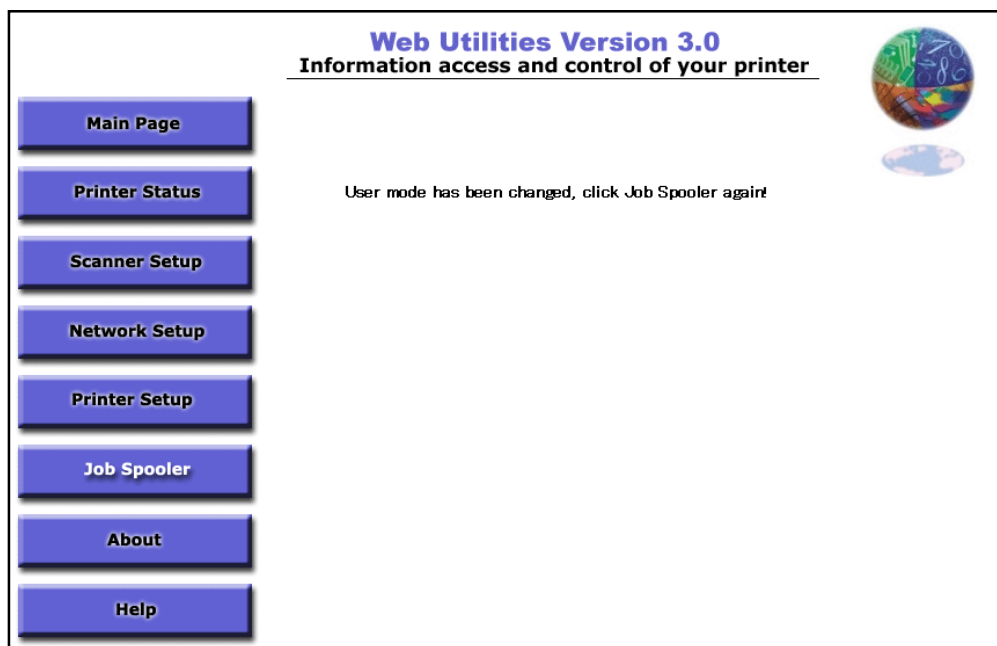
Figure 3.4 - Job Spooler Setup Page: User Mode Accepted Screen

Setting a User ID

If Job Spooler is set to the **Per User** mode, a user ID is required to access the Hold page. After entering an active User ID, a person can access all documents that person has held in Job Spooler.

Setting a User ID must be done through the Print Driver. Please refer to the print dirver manual for instructions.

Job Spooler's Active Button

This is Job Spooler's default page. From Job Spooler's **Active** page, a user is able to monitor all active jobs regardless of User Mode. However, in the Per User mode, a User ID may be required to cancel jobs. An explanation of all fields on the **Active** page as well as instructions for completing the tasks associated with this page are provided below.

Monitoring Active Jobs

To monitor the Active Jobs, follow this procedure:

1. Open the **Job Spooler** page.

2. The **Active Jobs** page opens (Figure 3.5).

A second row of buttons appear below the four Main Menu buttons. These are called the **Non-Operation Mode Sub-Menus**. Below the Sub-Menus is the **Active Print View Menu**. The **Active Print View Menu** provides the following information about each Active Job:

Row #

This number indicates the position of the job in the queue. The job in Row 1 is the first job that will be printed.

Figure 3.5 - Active Jobs Page

User Name

This is the name of the person who originated the job.

Type

This field indicates the source from which the job originated. The options are: Fax Receive, Fax Send, Scan, Print and Copy.

The following four options are available only when the Tandem Mode is enabled. A brief description of each follows:

Print (M): When displayed, this indicates that the job is printing on the Master Engine.
Print (S): When displayed, this indicates that the job is printing on the Sub-Engine.
Copy (M): When displayed, this indicates that the job is copying on the Master Engine.
Copy (S): When displayed, this indicates that the job is copying on the Sub-Engine.

File Name

This is the user-assigned name of the document that will be printed.

Status

This field indicates the status of the job. The message options are as follows:

- Receiving

- Waiting for RIP

- Ripping Data

- IP Holding

- Data in Engine

- Data in IP

- Data Uploaded to PC

- Copying

- Printing

- Scanning

- Sending Fax

- Receiving Fax

- Engine Hold

- Error

- Download to Engine

- Data Upload to IP

- Canceling

- Done

Received Time

This is the time the IP or the Engine printer received the job that will be printed. For a Copy or Scan job, this field indicates the time the Engine received the job. For a Print job, this field indicates the time the IP received the job.

Minute(s) to Go

Once the job is in the engine, a time increment appears in this field. This indicates the amount of time remaining before the specific job is completed.

Using the Non-Operation Mode Sub-Menus

The **Active Print View Menu** can display a maximum of 15 jobs. In addition, there are two modes of display for viewing the job fields: **Expand** or **Compact**. You control these features by using the **Non-Operation Mode Sub-Menus** (Figure 3.5).

Scrolling the Active Jobs Display

The **Non-Operation Mode Sub-Menus** consist of three buttons: **Prev 15**, **Next 15** and **Expand/Compact** (Figure 3.5). Between these buttons, text is displayed. This text identifies the rows that are currently displayed in the **Active Print View Menu**. The total number of jobs in the **Active Print View Menu** is also provided.

Should you wish to view the Next 15 jobs or the Previous 15 jobs, follow this procedure:

1. Open the **Job Spooler** page.

2. Click the **Active** button. The **Active Jobs** page opens (Figure 3.5).

3. Below the **Main Menu** buttons are the **Non-Operation Mode Sub-Menus**. Click the **Next 15** button to access information about the next 15 jobs. After you have clicked this, the text display between the **Non-Operation Mode Sub-Menus** will change to reflect that rows that are now on display in the **Active Print View Menu**.

4. Should you wish to return to the earlier view, click the **Prev 15** button.

Expanding and Compacting the Active Print View Fields

The viewable area of the **Active Print View Menu** display is, by default, compacted to a smaller size. As a result, longer entries in fields like the **User Name** or **File Name** may be cut off. To increase the viewable area of these fields, follow this procedure:

1. Open the **Job Spooler** page.

2. Click the **Active** button. The **Active Jobs** page opens (Figure 3.7).

3. Below the **Main Menu** buttons are the **Non-Operation Mode Sub-Menus**. Click the **Expand** button. The viewable display area will increase and the button will now read **Compact** (Figure 3.6).

4. Should you wish to reduce the display field, click the **Compact** button and the fields will return to the original, smaller size and the button will again read **Expand** (Figure 3.7).

Figure 3.6 - Expanded View: Active Job Menu

Figure 3.7 - Compacted View: Active Job Menu

Canceling a Job

Two types of jobs may be cancelled from the Active Print View Menu: Print and Print (M). The other types of jobs—Print (S), Copy, Copy (M), Copy (S) and Scan—cannot be cancelled.

Should you wish to cancel a job, follow this procedure:

1. Open the **Job Spooler** page.

2. Click the **Active** button. The **Active Jobs** page opens (Figure 3.7).

3. Locate the job you wish to cancel in the **Active Print View Menu** then click on that job. The job will be highlighted and the **Operation Mode Sub-Menus** will appear (Figure 3.8).

> *Note:* *The User ID field will only be displayed if Job Spooler has been set for the Per User mode. The User ID associated with the selected job must be entered in the specified field before the job can be cancelled.*

4. If Job Spooler is set for the **Per User** mode, enter the **User ID** (or the System Password). If Job Spooler is set for the **All User** mode, this step is not required.

> *Note:* *Once you enter the User ID, that information is saved. Should you wish to alter additional jobs created by the same user, you will not need to re-enter the User ID unless you close the Browser. Closing the Browser ⋅s the saved User ID from Job Spooler.*

5. Click **Cancel Job**. The button will highlight and one of the following status messages will appear to the right of the User ID field (Figure 3.9):

    Please wait, canceling . . .

    Invalid User ID! :　　　　　The User ID entered is incorrect for the selected job. Make sure you have the correct ID.

    Cannot cancel job!

When the job is successfully canceled, the Operation Sub-Menus will be replaced by the Non-Operation Mode Sub-Menus.

Figure 3.8 - Operation Mode Sub-Menus: Per User Mode

Figure 3.9 - Job Status Screen

Job Spooler's Hold Button

Job Spooler allows the user to archive print documents to the controller's hard drive. When a document is held in Job Spooler, it is available for printing and reprinting based on the user's needs. A held job stays in Job Spooler until the originating user or the system administrator actively cancels the job.

Before you can use this page, you must enable this function. Please refer to the print dirver manual for instructions.

Accessing Hold Jobs

To access jobs held in Job Spooler, follow this procedure:

1. Open the **Job Spooler** page.

2. Click the **Hold** button. If Job Spooler is in **Per User** mode, the User ID screen

    opens (Figure 3.10).

3. Enter your User ID or the System Administration password.

    Note: See Setting a User ID *earlier in this section for information about this procedure.*

    *Note: The default system password is **sysadm**. Instructions for changing the password may be found in Section Four of the Web Utilities User's   Reference Guide.*

4. Click **Accept**. The **Hold** page opens (Figure 3.11).

Figure 3.10 - Hold User ID Page

Figure 3.11 - Hold Page

Hold Page Print View Menu Fields

The **Active Print View Menu** provides the following information about each Held Job:

Row #

This number indicates the position of the job in the queue. Job ID 1 is the first job that will be printed.

User Name

This is the name of the person who originated the job.

Type

This field indicates the source from which the job originated.

File Name

This is the user-assigned name of the document that is held.

Received Time

This is the time the IP or the Engine printer received the job. For a Copy or Scan job, this field indicates the time the Engine received the job. For a Print job, this field indicates the time the IP received the job.

Canceling Hold Jobs

From the **Hold** page you may reprint a job or cancel a job.

Should you reprint an item on the **Hold** page, the job will be sent to the **Active** page until it has printed. Once printed, the job will then appear on the **Done** page. The job will still remain on the **Hold** page, however, unless you or your system administrator cancel it.

You cancel jobs on the **Hold** page by following the same procedure used to cancel jobs on the **Active** page. Turn to the section listed below for complete instructions:

- **Canceling a Job:** page 19

Reprinting Hold Jobs

From the **Hold** page you may reprint a job.

Should you reprint an item on the **Hold** page, the job will be sent to the **Active** page until it has printed. Once printed, the job will then appear on the **Done** page. The job will still remain on the **Hold** page, however, unless you or your system administrator cancel it.

To reprint a job, follow this procedure:

1. Open the **Job Spooler** page.

2. Click the **Hold** button. If Job Spooler is in **Per User** mode, the User ID screen opens (Figure 3.10).

3. Enter your User ID or the System Administration password.

   Note: See Setting a User ID *earlier in this section for information about this procedure.*

   Note: The default system password is **sysadm**. *Instructions for changing the password may be found in Section Four of the Web Utilities User's   Reference Guide.*

4. Click **Accept**. The **Hold** page opens (Figure 3.11).

5. Locate the job you wish to reprint in the **Active Print View Menu** then click on that job. The job will be highlighted and the **Hold** page **Operation Mode Sub-Menus** will appear (Figure 3.12).

5. Click **Reprint**. The button will highlight and one of the following status messages will appear to the right of the User ID field (Figure 3.13):

   Please wait, reprinting . . .

   Invalid User ID!

When the job is successfully reprinted, the Operation Mode Sub-Menus will be replaced by the Non-Operation Mode Sub-Menus.

Figure 3.12 - Hold Page Operation Sub-Menus

Figure 3.13 - Hold Page Status Message

Job Spooler's Done Button

Job Spooler collects information about completed or canceled jobs. This information can be found on the **Done** page. To access the **Done** page, follow these instructions:

1. Open the **Job Spooler** page.

2. Click the **Done** button. The **Done** page opens (Figure 3.14).

Done Page Print View Menu Fields

The **Active Print View Menu** provides the following information about each Done Job:

Row #

This number indicates the position of the job in the queue. Job ID 1 is the first job that will be printed.

User Name

This is the name of the person who originated the job.

Type

This field indicates the source from which the job originated. The options are: Fax Receive, Fax Send, Scan, Print and Copy.

The following four options are available only when the Tandem Mode is enabled. A brief description of each follows:

Figure 3.14 - Done Page

Print (M): When displayed, this indicates that the job is printing on the Master Engine.
Print (S): When displayed, this indicates that the job is printing on the Sub-Engine.
Copy (M): When displayed, this indicates that the job is copying on the Master Engine.
Copy (S): When displayed, this indicates that the job is copying on the Sub-Engine.

File Name

This is the user-assigned name of the document that was be printed.

End Time

The time the job was completed.

Results

There are three options for this field:

- **Completed**: The job has been printed/reprinted.
- **Cancelled**: The job has been cancelled and is no longer stored in
    Job Spooler.
- **Error**:   Scan to Email/Scan to FTP has failed to upload the docu-
    ment to the PC.

Appendix

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