

# Océ | User manual

## **Océ PRISMAaccess**

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*Océ PRISMAaccess Operator Console*



# Océ-Technologies B.V.

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# Table of Contents

## Chapter 1

<b>About using help</b> .....	<b>9</b>
What Is This Help .....	10
Annotating a topic .....	11

## Chapter 2

<b>Introduction</b> .....	<b>13</b>
Introduction .....	14
Licenses .....	16
Icons .....	17
Original file types .....	20

## Chapter 3

<b>Controlling jobs</b> .....	<b>21</b>
Controlling print jobs .....	22
Changing the sorting order .....	23
Configuring columns .....	24
Jobs with multiple files .....	25
Displaying unprocessed jobs .....	27
Displaying ready jobs .....	28
Moving a print job .....	29

## Chapter 4

<b>Processing job ticket</b> .....	<b>31</b>
View the job ticket .....	32
Change the job ticket .....	33
Print the job ticket .....	34

## Chapter 5

<b>Processing jobs</b> .....	<b>35</b>
Print a test job .....	36
Deleting a print job .....	37
Mark a job as ready .....	38
Marking a job as not ready .....	39

## Chapter 6

<b>Extended job control</b> .....	<b>41</b>
Creating a new job .....	42
Save a document .....	43
Attach a document to a job .....	44

---

Automatically attach a scanned original to a job (optional) . . . . .	45
Delete the attached document . . . . .	46
Import a job . . . . .	47
Export a job . . . . .	48
Revert to original document . . . . .	49
Start Océ PRISMAprepare . . . . .	50
<b>Chapter 7</b>	
<b>Informing users . . . . .</b>	<b>51</b>
Send an e-mail message manually . . . . .	52
<b>Chapter 8</b>	
<b>Configuring . . . . .</b>	<b>53</b>
Add a category . . . . .	54
Delete a category . . . . .	55
Rename a category . . . . .	56
Configure printer options . . . . .	57
Configure job received options. . . . .	58
Configure job confirmation options. . . . .	60
Configure job ready options . . . . .	61
Configuring the client banner . . . . .	63
Configure screen saver of Operator console . . . . .	64
<b>Chapter 9</b>	
<b>Print a document . . . . .</b>	<b>65</b>
Introduction . . . . .	66
Buttons . . . . .	67
Select a printer . . . . .	68
Select a printer . . . . .	68
Split and merge . . . . .	69
Optimize . . . . .	70
Specify the extended print settings . . . . .	70
Specify the Media settings . . . . .	71
Specify the Imposition settings . . . . .	72
Specify the Finishing settings . . . . .	74
Specify the Image settings . . . . .	77
Page programmed settings vs. printer capabilities . . . . .	78
Page programmed settings vs. printer capabilities . . . . .	78
Map media types . . . . .	79
Changing / Map Assigned Trays in Tray-based Printers. . . . .	80
Changing / Map Assigned Media Definitions in Media-based Printers . . . . .	81
Define the print settings. . . . .	82
Print on the Océ CS170/CS220 . . . . .	83
Print on the Océ CS230 . . . . .	84
Print on the Océ CS230/CS520 . . . . .	85

---

Print on the Océ CS650 .....	86
Print on the Océ 31x5 .....	87
Print on the Océ CPS700 .....	88
Print on the Océ CPS700_910c .....	89
Print on the Océ CPS800/CPS900 .....	90
Print on the Océ CPS900 .....	91
Print on the Xerox server DocuSP v1.32 .....	92
Print on the Océ VarioPrint 2105 .....	93
Print on the Océ PRISMAproduction R3.0.4 .....	94
Print on the Océ VarioPrint 2090 .....	95
Print on the Océ VarioPrint 2100/2110 .....	96





# Chapter 1

## About using help



## What Is This Help

Reminders:

You can click on the '?' on the title bar, drag it to any field in the dialog box to display the information relevant to the field.

You can also press F1 on a highlighted option to display a brief 'What is this' explanation.

## Annotating a topic

1. Open the topic you want to annotate.
2. Click on the 'Options' button and select 'Annotation'.  
A dialog box opens and invites you to enter your note.
3. Type in the text then click on 'Save'.  
A green paper clip appears next to the topic title. Later on, you will be able to click on the paper clip to display the corresponding note.



# Chapter 2

## Introduction



## Introduction

The Océ PRISMAaccess Web Submission allows users to send their print jobs to the print room. A user must fill in the job ticket before the job can be submitted. This job ticket allows a user to define job settings like covers, cutting and delivery date. The print jobs will be converted to PDF files and stored on the Océ PRISMAaccess server.

The Océ PRISMAaccess Operator Console allows you to control print jobs stored on the Océ PRISMAaccess server. You can change the displayed columns and add new categories to move print jobs to.

Before you print the job, you can generate a preview to ensure that the job will be printed correctly. You can also change the job order, for example when you want to make a booklet.

When you select a print job, the job ticket will be displayed. When the printer is supported, the job ticket settings will be automatically filled in within the printer driver dialog. These supported settings will be indicated by a small pencil icon in the job ticket. You can specify the other settings in the printer driver manually.

You can configure the Océ PRISMAaccess Operator Console to send an e-mail message to the user, when you have received and finished a print job. You can change the content of the message and the subject field, for example 'We have received your order...'

It is possible to compose a special client banner, which will be displayed when the Océ PRISMAaccess Web Submission is used. You can use this banner to promote new features, for example 'Now available: Full color A3 prints. Check the home page for details'.

A user can create a print job and submit the job to the Océ PRISMAaccess Operator Console. The job can consist of one or more files. A file can be one of the following types:

- Digital file  
This is an existing digital file, PDF or non-PDF.
- Paper original  
This is a paper document; no digital file is available.
- Other digital source  
This is a digital file which cannot yet be added to the job. For example, a digital source on a CD.

The Océ PRISMAaccess Operator Console allows you to import Océ PRISMAaccess print jobs. A print job on a disk is a job ticket and a corresponding attached file.

You can also export Océ PRISMAaccess print jobs to a disk. A print job on a disk is a PDF file and a corresponding job ticket file.

When you just want to save the attached document, use the 'Rename category' option from the 'File' menu.

The integrated Océ PRISMAprepare offers an easy way to prepare and print your document. A clear difference is made between defining a document physical layout, and the production of the document. This makes it possible to store the document with the Océ PRISMAprepare settings, independent from printer capabilities.

# Licenses

## Introduction

When you receive Océ PRISMAaccess, a license file is included.

## The license file

During the installation of Océ PRISMAaccess this license file is installed on the server. The license file contains the license codes for the specific applications.

The 'licenses' tab in System Administration gives you an overview of the available licenses:

- Océ PRISMAaccess license
- Océ PRISMAprepare license

You may need the license serial number when you contact an Océ consultant or system engineer.

## Update licenses

In order to get more licenses for Océ PRISMAaccess, you will have to contact Océ. You will receive a new license file that contains the current licenses and the new licenses. Use the 'New license file...' button to browse to the new license file. With this button you can also update the current license information.

1. Click the 'New license file...' button.
2. Use the 'Browse...' button to select the new license file.
3. Click 'OK.'

The 'Licenses' dialog will show the new license information. Any old license information is now updated.



**Note:** *The license file can be stored in any directory.*















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## Icons

The first column of the print jobs list contains icons that indicate the job status. The job ticket also contains icons. The following tables contain the available icons.

[1] Job icons

Icon	Functional name	Description
	Error	While loading the job, an error occurred
	Loading & Non-printable	The job is loading and cannot be printed yet because no PDF document is attached.
	New & Non-printable	This is a new job that cannot be printed yet because no PDF document is attached.
	Opened & Non-printable	This is a new job that has been opened, but cannot be printed yet because no PDF document is attached.
	Loading	The job is loading and can be printed when the job is loaded completely.
	New	This is a new job that can be printed.
	New & Opened	This is a new job that has been opened and can be printed.
	Ticket received	A job ticket was received for this job.
	Printed	This job was printed at least one time.
	Ready	This job was marked 'Ready'.
	Océ PRISMAprepare settings	This job contains Océ PRISMAprepare settings.
	Locked	Job job is currently locked.

[2] Job ticket icons

Icon	Functional name	Description
	Document	A PDF document is attached to the job.
	Empty	Currently no document is attached to the job.
	Non-PDF	A non-PDF document is attached to the job.
	Other digital source	The original is digital but has not been added (yet) to the job.
	Paper original	The original is a paper document and is not attached to the job.
	Job ticket	The selected print job has a job ticket.
	Old job ticket	The selected print job was created using an older version of the job ticket.

When the job ticket icon is red/brown, this indicates that the print job was created

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using an older version of the job ticket. Since the 'Job ticket editor' allows you to change the job ticket, the job ticket could have been changed after creation of the job. This means that:

Items that have been removed from the job ticket cannot be displayed anymore and are not visible.

New added items in the job ticket will be displayed. For print jobs created with the old job ticket, the default values will be displayed.



**Note:** *When a job has not been marked ready, the gray square before the icon will not be checked. When the job has been marked ready, the gray square will be checked.*

## Original file types

The user can submit a print job with the Océ PRISMAaccess Web Submission. A print job can contain digital documents, paper originals and files from another digital source.

- Digital file

The file types that can be added by the user are configured by the System Administrator. For each allowed file type the Océ PRISMAaccess Operator Console must have the application available that can open that file type.

The operator must *convert non-PDF files to PDF on page 26* in the Océ PRISMAaccess Operator Console. Conversion of non-PDF files can be done with the 'Convert' button.

- Paper original

The user submits a job ticket without an attached file to the Océ PRISMAaccess Operator Console. The user then sends the paper original to the print room, for example via internal mail.

When configured, the operator can use the 'Scanning' option of the Océ VarioPrint 2050-70, the Océ 31x5 or the Océ DS60. This 'Scanning' option automatically attaches the scanned paper original to the Océ PRISMAaccess job.

- Other digital source

The user submits a job ticket without an attached file to the Océ PRISMAaccess Operator Console. This option can be used when the digital file cannot be added to the job yet. For example, a digital file on a CD.



**Note:** *Option 'Paper original' is also used for copy jobs. For accounting reasons such copy jobs can be added to a print job.*

# Chapter 3

## Controlling jobs



## Controlling print jobs

The main window contains two sections. The left section contains all print jobs of the selected category.

In the right section, the corresponding job ticket is displayed.

[3] Main window

Item	Description
Sorting order	You can change the order in which the print jobs are displayed by clicking a column. This allows you to print, for example, all jobs from the same user. It's also possible to change the order of the columns in the left section by dragging the column header to a new position.
Column header	You can change the columns that are displayed. Use 'Column header options' from the 'Options' menu to add or remove columns.
Print job category	The drop-down list box allows you to change the category of print jobs displayed. By default, there are two category of print jobs: 'Unprocessed jobs' and 'Ready jobs'. You can add categories manually.
Status bar	The status bar shows the total amount of jobs per selected category. The icon in the status bar appears when a new job arrives in the 'Unprocessed jobs' category.



**Note:** *The first column contains icons that indicate the job status.*

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## Changing the sorting order

Print jobs are displayed in the left section of the Operator console. You cannot move or delete the first two columns.

By default, the following columns are displayed:

[4] Columns

Item	Description
Icon	Displays the print job status
Original document	Displays the original document type
Job number	Displays the name of the user
Last name	Displays the name of the user
Date	Displays the required delivery date
Size	Displays the page size of the print job
Copies	Displays the number of copies
Pages to produce	Displays the number of pages of the document

You can change the order in which the print jobs are displayed by clicking the column header. Click the column header to apply ascending sorting or descending sorting.

For example, you can group all jobs with the same page size. Now, you can print these jobs without having to change the paper size in the printer.

### Configuring columns

You can change the columns that are displayed.

You can add or remove columns using the 'Column header options' from the 'Options' menu. This option also allows you to change the order of columns by clicking the 'Move up' or 'Move down' button.

You can change the order of the columns in the left section by dragging the column header to the new position.



**Note:** *You can select all available job ticket items as column header. When you add an item that is not visible in the job ticket, the default value will be displayed in the column. When the print job was created before the job ticket definition was changed, the original value will be displayed in the column.*



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## Jobs with multiple files

### Introduction

A user can submit any combination of one or more *digital files, paper originals or other digital files on page 20* in one job.

When the operator selects a job with multiple files the job ticket view changes. Above the job ticket a new dialog appears. In this dialog the files of the job are shown.

The options in the new panel are:

- Move file up/down
- Attach file, for other digital sources
- Redistill file
- Convert file
- Merge files

The operator must convert any non-PDF file to PDF. All files are then merged into one PDF document. The user receives an e-mail notification that the job is ready to preview in the Océ PRISMAaccess Web Submission Orders overview. The user only receives an e-mail notification if the option 'Request confirmation' is checked in the job ticket. The user can confirm or reject the merged document. The job is printed when the user confirms the job. If the user rejects the job then a reason for rejection must be given. The rejection message is shown to the operator in the Océ PRISMAaccess Operator Console. Based on the message the job can be modified or deleted.

Question: What is a redistill of a file?

Answer: When you redistill a PDF file you print it to Postscript and then convert that Postscript back into PDF.

#### **A scenario for use of redistill can be:**

PDF files can contain forms (buttons, check boxes). Those forms have names.

A user submits 2 PDF files to the Océ PRISMAaccess Operator Console. One PDF file contains a button with name "O1". The second PDF file contains a check box with the same name "O1". The operator merges those 2 files. The result is a PDF file that contains 2 buttons, instead of one button and one check box. This is because the elements have the same name and when the files are merged the first found element is used.

The solution is to redistill the PDF files before you merge them. The forms are transformed in images during redistill. Now the files can be merged. The PDF file will now correctly contain the button with name "O1" and the check box with name "O1".

### Move file up or down

1. Right-click a file.
2. Move the file up or down.

The user defines the order of the files in the Océ PRISMAaccess Web Submission. However, the operator can change the order of the files in specific cases. This order is reflected in the merged document.

### Attach a file

1. Click button 'Attach'.  
With this option you can attach a file from another digital source.
2. Browse to the file that you want to attach to the job.
3. Click 'OK.'

### Redistill a file

1. Select a file.
2. Click button 'Redistill.'  
The file is redistilled.

### Convert a file

1. Select a non-PDF file.  
The associated application for this file is started.



**Note:** *Every non-PDF file must be converted to a PDF file.*

2. Click 'Print' in the application.
3. Select 'Adobe PDF' as printer.  
The file is converted to PDF file.

### Merge the files

1. Click button 'Merge.'



**Note:** *When all files are PDF files the 'Merge' button is enabled.*

2. All the PDF files are merged into a single document.



**Note:** *The merge can be started when some files are still unavailable. In the merged document a blank page is inserted with text "Original document to be replaced in Océ PRISMAprepare".*

## Displaying unprocessed jobs

There are two states of print jobs, unprocessed jobs and ready jobs. Jobs sent by users will initially appear in the unprocessed jobs section as 'Not ready'. These are the jobs you can begin working on.

The drop-down list box allows you to change the category of print jobs displayed. You can mark a job as 'Ready' by selecting the job and clicking the 'Mark job ready' button. By default, the job will then be moved to the 'Ready jobs' category.

### Displaying ready jobs

When you have completed a print job you click the 'Mark job ready' button. The job will then be marked as 'Ready', indicated by the gray square before the icon that will be checked. By default the job will then be moved to the 'Ready jobs' category. You can change this by deselecting the 'Move jobs to the Ready jobs' option from the 'Job ready options' dialog.

You can sort the print jobs by clicking the first column. This also allows you to distinguish the ready jobs from the not ready jobs.

Jobs in the 'Ready jobs' category will be deleted after several days. You can configure the exact period in the 'System Administration' application.

## Moving a print job

By default, the Operator Console contains two categories, 'Unprocessed jobs' and 'Ready' jobs.

You can add new categories, using the 'New category' from the 'File' menu.

The 'Move to...' option from the 'Edit' menu allows you to move a print job into a specific category.



# Chapter 4

## Processing job ticket



## View the job ticket

If you select a print job in the left section, the job ticket will be displayed in the right part of the window. This job ticket will be presented in the form of a tree.

Job ticket items are grouped. Click the '+' symbol to expand a group. All items within that group will be displayed. The '-' symbol collapses a group.

The job ticket can contain five types of items:

[5] Item types

Item	Description
Text items	You can enter a text string. Can be defined as one line or multiple lines.
Choice items	You can select one of the presented options in the list.
Date items	You can enter a date value.
Number items	You can enter a numeric value.
Yes/no items	You can enable or disable an item.



**Note:** *The job ticket displayed in the right section of the Operator console can contain additional items, which are not visible for any user. These items have been created exclusively for the Operator Console and can be defined as 'Required'. You will have to fill in these items, otherwise you will not be able to mark the job as ready or delete it.*

*Items can also be defined as 'Read only'. These items cannot be edited. They are just displayed in the job ticket.*

*When the printer is supported, the job ticket settings will be automatically filled in within the printer driver dialog. These supported settings will be indicated by a small pencil icon in the job ticket.*

*You can specify the other settings in the printer driver manually.*



## Change the job ticket

When an item has not been defined as 'Read only' you can change its content. A user could, for example, have entered 'Number of copies: 4', but has changed his mind. You can then change the 'Number of copies' item and handle the job according to the new job ticket.

The job ticket can contain additional items which are only visible in the Operator Console. The operator job ticket can, for example, contain an item called 'Processed by:' which allows you to enter your name or initials.



**Note:** *When the Item was defined as 'Read only', it cannot be edited, but is just displayed in the job ticket*

## Print the job ticket

### Introduction

The Operator Console allows you to print a job ticket to paper. You can use this option to collect all job tickets and keep track of the print jobs you have processed. Before you print the job ticket you can define the printer you want to use.

### Print the job ticket

Select 'Print job ticket' from the 'File' menu.  
The job ticket is printed.



**Note:** *The 'Job received options' from the 'Options' menu allows you to specify to print the job ticket automatically when the print job is received. When you select the option 'Print ticket automatically', the specified job ticket printer will be used to print the job ticket each time a new print job is received.*

# Chapter 5

## Processing jobs



## Print a test job

### Introduction

Before you process the job, you can print a test job.

### Print a test job

Click option 'Print test job' in the 'File' menu.

One copy of the selected job is printed.



**Note:** *You can add the column 'Test printed on...'. This column will display the printer you used to print the test job.*

## Deleting a print job

Jobs in the 'Ready jobs' category will be removed from the Océ PRISMAaccess server after a number of days. This can be defined in 'System Administration'.

The Operator console allows you to manually delete print jobs. By clicking the 'Delete' button you can delete a print job manually, even if the job has not been marked as ready.



**Note:** *When a job ticket item is defined as 'Required', you will have to fill in this item, otherwise you will not be able to delete the job.*

## Mark a job as ready

### Introduction

When you have completed a print job you can mark the job as 'Ready'. A marked job is indicated by the gray square before the icon that will be checked.

By default the job will then be moved to the 'Ready jobs' category. You can change this by deselecting the 'Move jobs to the Ready jobs' option from the 'Job ready options' dialog.



**Note:** *Jobs in the 'Ready jobs' category will be deleted automatically after a number of days. The exact period can be configured using 'System Administration'.*

### Mark a job as ready

1. Select the completed print job.
2. Click 'File' - 'Mark job ready'.



**Note:** *When a job ticket item is defined as 'Required', you must fill in this item. Otherwise you will not be able to mark the jobs as ready.*

## Marking a job as not ready

When you have marked a job as 'Ready' this is indicated by the gray square before the icon that will be checked.

If the job has not been printed successfully or has not been handled correctly, you may want to process the job again. To mark the job as 'Not ready', you select the print job and click 'Not ready' (or select 'Mark job not ready' in the 'Edit' menu).

The gray square before the icon that will not be checked anymore, and by default, the job will be moved to the unprocessed jobs.





# Chapter 6


## Extended job control



## Creating a new job

You can create a new print job and add the job to the Operator console. When you click the 'New job...' option in the 'File' menu, a 'New job...' dialog appears. This dialog contains the following sections:

[6] New job dialog

Section	Description
Original document	<p>Select one of the following from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Digital document</b> Select this option when you are adding an existing digital document, PDF or non-PDF.</li> <li>■ <b>Paper original</b> Select this option when there is no digital document available that you want to attach to the print job.</li> <li>■ <b>Other digital source</b> Select this option when the source is a digital document but can not be added (yet) to the job (for example a digital source on a CD).</li> </ul>
Filename	<p>When you want to add a file to the job, use the Browse button to select the file from your file system.</p> <p> <b>Note:</b> <i>This option is only available when you select 'Digital document'.</i></p>
Job ticket	<p>You can fill in the job ticket here. If you do not change the job ticket, the default values of the job ticket will be added.</p>

When the item is defined as 'Remember', the values will be displayed in the default ticket, the next time you create a new job.

# Save a document

## Introduction

You can save any document to a disk.

## Save a document

1. Click 'File' - 'Save document'.
2. Select 'PDF file as...' or 'Non-PDF file as...' depending on the file type.  
A dialog will appear that allows you to save the document to a selected folder.
3. Enter a file name and click 'Save'.  
The file is saved to disk without the job ticket.



**Note:** *If you want to save the complete print job (PDF file and job ticket), use the 'Export job...' option from the 'File' menu.*

## Attach a document to a job

### Introduction

The 'Attach document...' option allows you to attach an external PDF document to an existing job. This allows you to use the Booklet maker and specify Océ PRISMAprepare settings.

### Attach a document to a job

When the job has a Non-PDF document attached you can use the 'Attach document...' option to attach a PDF document to the selected job.

## Automatically attach a scanned original to a job (optional)

### Introduction

You can use the 'Scanning' option to automatically attach a scanned original to an Océ PRISMAaccess job. This option is available if you use Océ PRISMAaccess with the Océ VarioPrint 2050-70, the Océ 31x5 or the Océ DS60.



**Note:** *The Océ PRISMAaccess Scan profile has to be configured correctly on the Océ VarioPrint 2050-70, the Océ 31x5 or the Océ DS60.*

### Before you begin

Use this procedure if one or more originals are defined as 'Paper original'.

To be able to attach a scanned original to an Océ PRISMAaccess job you need the Océ PRISMAaccess 'Job number'. The 'Job number' is available in the Operator console. The 'Job number' is also available on the printed job ticket.

### Automatically attach a scanned original to a job

1. Use the Océ PRISMAaccess Scan profile to scan the scanned original on the Océ VarioPrint 2050-70, the Océ 31x5 or the Océ DS60.  
A dialog appears on the Océ VarioPrint 2050-70, the Océ 31x5 or the Océ DS60.
2. Enter the 'Job number' in this dialog.
3. The scanned document will be attached to this Océ PRISMAaccess job in the Operator console.

### Result

#### Scan documents that cannot be attached

When a scanned document cannot be attached to the job, this is indicated by an icon in the lower right side of the status bar of the Operator Console. This problem can occur when you enter a 'Job number' that does not exist.

Double-click the icon in the Status bar to open a dialog that lists the documents that could not be attached automatically.

Click the 'View' button or double-click the document to view the document.

Use the 'Attach a document to a job' procedure to attach the document to the correct job.



**Note:** *Scan documents that could not be attached are located in the 'C:\Storage\FailedScanlink' folder.*

## Delete the attached document

### Introduction

The operator can delete an attached file from a job.

### Delete the attached document

Select the 'Delete Attached document' option.



**Note:** *It is not possible to delete an 'original' file which was submitted via the Océ PRISMAaccess Web Submission. Only files that are attached by the operator can be deleted again.*

---

## Import a job

You can import Océ PRISMAaccess print jobs. A print job on a disk is a PDF file and a corresponding job ticket file.

To import an existing print job, click 'Import job...' from the 'File' menu. The dialog allows you to browse to the folder where the print jobs are stored. When a PDF file with a corresponding job ticket is found, you can select it. Click 'OK' to import the job. It will be added to the 'Unprocessed jobs' category.

The 'Delete job after import' option allows you to delete the print job from your file system after importing the job.

The 'Job ticket editor' allows you to change the job ticket. Therefore, an imported print job can have an older version of the job ticket. When the job is imported after the job ticket was changed, the new job ticket will be used.

Items that have been removed from the job ticket cannot be displayed anymore and are not visible.

New added items in the job ticket will be displayed. For print jobs created with an old job ticket, the default values for any new items will be displayed.

When an item is removed from the job ticket, you may still be able to add that column to the print jobs list. When you select the print job created with an older version of the job ticket, you can still view the content of the item in the print jobs list.

## Export a job

### Introduction

You can export Océ PRISMAaccess print jobs to a disk. A print job on a disk is a job ticket and a corresponding attached file. When you just want to save the attached PDF or non-PDF document, use the 'Save document as...' option from the 'File' menu.

The 'Delete job after export' option allows you to delete the print job from Océ PRISMAaccess after exporting the job.

### Export a job

1. Click 'Export job...' from the 'File' menu.
2. The dialog allows you to browse to a folder.
3. Click 'OK' to export the job.

The job ticket and the corresponding document will be saved to the defined folder.



# Revert to original document

## Introduction

Océ PRISMAaccess allows you to manipulate attached documents or attach new documents to a job.

## Revert to original document

The 'Revert to original document' option allows you return to the original PDF document.

The original document can be defined as:

- The PDF document submitted by the user with the Océ PRISMAaccess Web Submission.
- The PDF document attached by the operator in case of a 'Paper original' or 'Other digital source' job.



**Note:** *You can only revert when the original document is a PDF file. When you use this option you will lose the changes you have made to the attached document.*

## Start Océ PRISMAprepare

### Introduction

Océ PRISMAprepare offers an easy way to prepare and print your document.

The integrated Booklet maker allows you to create booklets with automatic creep compensation. Use the 'Spine caption' option to add text to the spine of a book. You can add 3 lines of text to tab media (front and back side) with the 'Tab caption editor'. You can define the font, font size and font color for the tab texts.

The 'Media catalog' offers easy access to specific media types. You can also add page numbers to your documents.

When you print your document you can define imposition and finishing settings for your print job.



**Note:** *Océ PRISMAprepare only accepts PDF files.*

### Start Océ PRISMAprepare

Click the 'Océ PRISMAprepare' button on the toolbar.

Or

Click 'Océ PRISMAprepare' on the 'File' menu.

# Chapter 7

## Informing users



## Send an e-mail message manually

### Introduction

The Operator console can be configured to send an E-mail message automatically. You can also send an e-mail message manually. The e-mail address within the selected print job will be used as the destination address.

### Send an e-mail message

1. Click 'File' - 'Send E-mail'.
2. Define the subject and the content of the message.  
You can use the 'Add received' button or the 'Add ready' button to include an available default e-mail message.
3. Select whether you want to attach the PDF document and/or the job ticket.
4. Click the 'OK' button to send the message.



**Note:** *When, for example, you have created a booklet using a plug-in, you can use this option to send it to the owner by e-mail. By attaching the created booklet, the owner can check the document first before you print it.*

### Send an e-mail for preview

1. Click the 'e-mail' button.  
The
2. Define the subject.  
A link to the job is automatically added to the message. The user can click this link to preview the job. In the Océ PRISMAaccess Web Submission the user can then 'Confirm' or 'Reject' the job.
3. Click the 'OK' button to send the message.



**Note:** *When a confirmation e-mail is sent to the user, the 'Confirmed' field in the job ticket is set to 'None'. In this way, there can be multiple confirmation rounds between the user and the operator.*

# Chapter 8

## Configuring



## Add a category

### Introduction

By default, the Operator Console contains two categories, 'Unprocessed jobs' and 'Ready jobs'. You can add new categories.

### Add a category

1. Click 'File' - 'New category'.
2. Define the 'Category name'.
3. Click 'OK'.

You can move print jobs to this new category, in order to group related print jobs.

## Delete a category

### Delete a category

To delete a newly created category select the category from the drop-down list and click 'Delete category' from the 'Edit' menu.

When the category contains print jobs, you will not be able to delete the category. To delete the category, empty it first by moving the print jobs to another category or deleting the print jobs in that category.



**Note:** *You cannot delete or rename the two default categories 'Unprocessed jobs' and 'Ready jobs'.*

## Rename a category

### Introduction

You can rename a newly created category.

### Rename a category

1. Click 'Edit' - 'Rename category'.
2. Rename the category.
3. Click 'OK'.



**Note:** *You cannot rename or delete the two default categories 'Unprocessed jobs' and 'Ready jobs'.*



---

## Configure printer options

The 'Printer options' option allows you to configure specific printer settings.

You can configure the following settings for each installed printer:

[7] Installed printer settings

Item	Description
Postscript level	You can specify the Postscript level here.
Supports binary printing	Select this option when the printer supports binary encoding of the print file.
Supports True Type fonts	Select this option when the printer supports True Type fonts.
Show driver before printing	Select this option if you want to show the printer driver before printing.
Printer information application	You can specify the location of the printer information application here.

You can start the configured printer information application by right-mouse clicking the printer and selecting 'Start application'.



**Note:** Please consult the printer driver documentation for more information on printer specifications.

## Configure job received options

### Introduction

You can define some automatic actions that are being executed as soon as a new job is received. Sending an e-mail is the most important one. The Operator console allows you to automatically send an E-mail message to the user when the print job is received. You can configure the subject and content of the message by entering a default message.

### Send an e-mail when job is received

1. To automatically send an e-mail message select 'Job received options' from the 'Options' menu.  
You can specify what should happen when a job is received:
  - Don't send an e-mail.
  - Always send an e-mail
  - Only send an e-mail when the client has requested one
2. When you select the option 'Wait to send an E-mail until the job has been clicked', the e-mail will not be sent before you click the print job in the list.



**Note:** *To be able to send a 'Job received' message, users must fill in their e-mail address in the job ticket. If users do not want to receive the 'Job received' message, they can deselect the option 'E-mail when job received' in the job ticket. When you specify never to send an e-mail and the client requests an e-mail you will be prompted with a dialog box. Also when you specify to always send an e-mail although the client deselected the option, the dialog box will appear. By selecting 'Only send an E-mail when the client has requested one' option, this dialog box will never appear.*

### Define the e-mail message

1. The 'Subject' field allows you to enter the subject text and the 'Message' field allows you to configure the content of the message.
2. Your e-mail message can contain variables from the job ticket. This allows you to send a dynamic message, containing job-specific information. To include this dynamic information, select the variable from the items list and click 'Insert item'. The variable will be inserted into the message at the current position, indicated by the '%' symbols.  
For example 'Hello %Owner% , your document %Document% was successfully received.'
3. You can send the PDF document and the job ticket as an attachment. When you select the option 'Attach current document (PDF)' the PDF document will be included in the e-mail message.
4. To also attach the job ticket, select the 'Attach job ticket' option.

### **Extra options when a job is received**

When a new job is received you can specify to print the job ticket automatically or play a sound.

## Configure job confirmation options

### Introduction

The operator can send a confirmation e-mail to a user. With this message the operator asks the user to confirm or reject the job.



**Note:** *When a confirmation e-mail is sent to the user, the 'Confirmed' field in the job ticket is set to 'None'. In this way, there can be multiple confirmation rounds between the user and the operator.*

### Define the e-mail message

1. The 'Subject' field allows you to enter the subject text and the 'Message' field allows you to configure the content of the message.
2. Your e-mail message can contain variables from the job ticket. This allows you to send a dynamic message, containing job-specific information. To include this dynamic information, select the variable from the items list and click 'Insert item'. The variable will be inserted into the message at the current position, indicated by the '%' symbols.

For example 'Hello %Owner% , your document %Document% is ready for confirmation or rejection.'

---

## Configure job ready options

### Introduction

You can define some automatic actions that are being executed as soon as a job is marked ready. Sending an e-mail is the most important one. When you have finished a print job, you may want to inform the user. The Operator Console allows you to automatically send an e-mail message when you mark a job as 'Ready'. You can configure the subject and content of the message by entering a default message.

### Send an e-mail when job is ready

1. To automatically send an e-mail message select 'Job ready options' from the 'Options' menu.  
You can specify what should happen when a job is marked as 'Ready':
  - Don't send an e-mail.
  - Always send an e-mail
  - Only send an e-mail when the client has requested one
2. When you want to be able to view the e-mail message before sending you select the option 'Show E-mail before sending'. This allows you to change the default message for that specific print job.



**Note:** *To be able to send a 'Job ready' message, users must fill in their e-mail address in the job ticket. If users do not want to receive the 'Job ready' message, they can deselect the option 'E-mail when job ready' in the job ticket. In that case no e-mail message will be sent.*

*When you specify never to send an e-mail and the client requests an e-mail you will be prompted with a dialog box. Also when you specify to always send an e-mail, although the client deselected the option, the dialog box will appear. By selecting 'Only send an E-mail when the client has requested one' option, this dialog box will never appear.*

### Define the e-mail message

1. The 'Subject' message field allows you to enter the subject text and the 'Message' field allows you to configure the content of the message.
2. Your e-mail message can contain variables from the job ticket. This allows you to send a dynamic message, containing job-specific information. To include this dynamic information, select the variable from the items list and click 'Insert item'. The variable will be inserted into the message at the current position, indicated by the '%' symbol.  
For example 'Hello %Owner% , your document %Document% was processed successfully by the print room.'
3. You can send the PDF document and the job ticket as an attachment. When you select the option 'Attach current document (PDF)' the PDF document will be included in the e-mail message.
4. To also attach the job ticket, select the 'Attach job ticket' option. Please note that attaching the PDF document is only possible when the 'Client Preview license' option is enabled on the Océ PRISMAaccess station. When this option is not enabled, no PDF file will be attached.

### Move the job to the 'Ready jobs' dialog

When you want to move the job to the 'Ready jobs' automatically when you mark the job as ready, you select the 'Move jobs to the Ready jobs' option.

# Configuring the client banner

## Introduction

The Operator Console allows you to keep users informed on new services from your print room. This information will be displayed above the order form in the Océ PRISMAaccess Web Submission dialog. You can use this banner to promote new features, for example 'Now available: Full color A3 prints. Check the home page for details'.

## Add or change the client banner

1. Select 'Set client banner' from the 'Options' menu.
2. Enter the text that will be displayed in the Océ PRISMAaccess Web Submission.

## Configure screen saver of Operator console

### Introduction

The Operator Console contains a screen saver that shows the number of new print jobs.

When the Operator Console is not used for a certain period, the screen saver will start. The screen saver will indicate the number of new jobs within the Operator Console, with a maximum of 10.

By default, the screen saver will be installed and configured on the Operator Console. When the screen saver has not been enabled you can configure it.

### Configure the screen saver

1. Browse to the 'Control panel' via the 'Start' menu.
2. Select 'Display' and select the 'Screen saver' tab.
3. Select the Océ PRISMAaccess screen saver as your default screen saver.
4. Click 'OK'.



# Chapter 9

## Print a document



# Introduction

## Introduction

During the 'Print' phase you route your document and optimize it for the printing process.

First you select the printer that you will use for the printing process. In case of color split, you specify the 'Split and merge' settings. You define your job name and you can add an operator note. The end result of this phase is a print job that is submitted to the selected printer.

## Supported printers

Océ PRISMAaccess fully supports the Océ VarioPrint 2100/2110 and the Océ VarioPrint 6160/6200/6250.

Certain Océ PRISMAaccess settings can be lost for other printers.

*For some printers you must set the programmed settings to the capabilities of the selected printer on page 78.*

## Optimize

You can optimize the printing process by specifying the extended print settings:

- 'Media'
  - Print one media at a time.
  - Rename media for easy recognition of job partitions.
- 'Imposition'
  - Use 'same up' if the printer allows you to use a larger sheet size.
  - Use 'oversized' printing for full bleed prints or custom sizes.
  - Add trim and fold marks.
- 'Finishing'
  - Optimize the output stack for subsequent finishing.
  - Define the output stack options for off-line finishing.
  - Select a specific printer output location.
- 'Image'
  - Specify the printer resolution.
  - Select color conversion for black & white mapping.

---


## Buttons

### Introduction

The 'Print' dialog contains buttons that allow you to restore the default settings, restore the settings last used, save the settings and submit or cancel your print job.

### Buttons

[8] Buttons

Button	Description
'Defaults'	Click this button to restore the default print settings.
'Last used'	Click this button to restore the print settings last used.
'Save'	Click this button to save the specified print settings.  <b>Note:</b> <i>If your document has not been saved before you print, this setting is disabled.</i>
'Print'	Click this button to print the job. The 'Print' dialog is then closed.
'Test print'	Click this button to make one test print of the job. The 'Print' dialog remains open.
'Cancel'	Click this button to cancel printing and close the 'Print' dialog.

# Select a printer

## Select a printer

### Introduction

The 'Print' dialog contains a section for basic print settings and a section for extended print settings. This topic shows you how to select the printer and configure the printer related settings.

### Select a printer

1. Click 'File' - 'Print' to open the 'Print' dialog.
2. Select the 'Printer' that you want to send your document to.
3. Specify the 'Job name'.



**Note:** *By default, the PDF file name is used.*

4. Specify the 'Number of sets'.
5. The 'Destination' setting allows you to select:
  - 'Scheduled jobs' or 'Waiting jobs' (in case of the Océ VarioPrint 6160/6200/6250).
  - 'Mailbox' or 'Scheduled jobs' (in case of the Océ VarioPrint 2100/2110)



**Note:** *If the 'Destination' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that destination setting is always used for these printers. The Settings Editor is located on the controller.*

6. Specify the 'Operator note'.



**Note:** *This 'Operator note' will be displayed on the Océ VarioPrint 6160/6200/6250 operator panel (in the 'Properties' of a job). It will also appear on the Job ticket when you push the 'Ticket' button on the Océ VarioPrint 6160/6200/6250.*

7. Select the 'Print range' ('All' or 'Selected sheets').

# Split and merge

## Introduction

The 'Print' dialog contains a section for basic print settings and a section for extended print settings. This topic shows you how to specify the split and merge settings for your job.

## Split and merge

- **'None'**  
The document is printed on one printer.
- **'Split'**  
This setting will only print the marked (color) sheets.  
If one side of a sheet is a color page, then the complete sheet is printed on a color printer.
- **'Merge'**  
This setting will print your document and insert the marked (color) sheets at the right place in the document.

When you select the 'Split' or 'Merge' option, you can select:

- **'Use separate paper trays'**  
Select this option to allocate a separate paper tray for each type of insert sheet. So, if you have five different insert sheets in your document, you need at least six paper trays. One paper tray for the normal paper and five paper trays for the insert pages.

If you do not select this option, the different insert sheets must be put in one paper tray.

So, if you have two different insert sheets, then put the insert sheets cyclic (1-2, 1-2, ...) in one paper tray.

# Optimize

## Specify the extended print settings

### Introduction

Click 'File' - 'Print...' to open the 'Print' dialog. The 'Print' dialog contains a section for basic print settings and a section for extended print settings. This topic gives you an overview of the extended print settings

### Specify the extended print settings

The extended print settings section contains the following tabs:

- Media
- Imposition
- Finishing
- Image

---


## Specify the Media settings

### Introduction

This topic describes the 'Media' settings.

### Specify the Media settings

[9] 'Media'

Setting	Description
'Media'	<p>All media that is used within your document is displayed here. Use the selection-box to specify the media that you want to print. This allows you to print your job in multiple batches and combine the job afterwards.</p> <p> <b>Note:</b> <i>The box allows you to change the media name for Océ VarioPrint 6160/6200/6250 and for Océ VarioPrint 2100/2110. This media name will be visible on the operator panel of the selected printer.</i></p>

## Specify the Imposition settings



### Introduction

This topic describes the 'Imposition' settings.

### Specify the 'Imposition' settings:

[10] 'Imposition'


(1 – 2)

Setting	Description
'Sheet size'	<p>You can change the sheet size of your document here. This sheet size will be used for the whole document. Select 'Custom' if you want to create a custom sized sheet size.</p> <p> <b>Note:</b> <i>The 'Sheet size' option is disabled if your document contains different media sizes.</i></p>
	<p>The 'Portrait' and 'Landscape' settings allow you to specify the sheet orientation.</p>
'Same-up'	<p>Select how many images you want to print on one side of the sheet.</p> <p>'1': One image.</p> <p>'Maximum': Océ PRISMAaccess calculates the maximum number of images that fit on one side of the sheet.</p> <p>'Custom': Define the number of images yourself with the 'Horizontal' and 'Vertical' settings.</p>
	<p>Use 'Binding edge outside' option to rotate the right-handed image on the sheet 180 degrees.</p> <p>For example, use this option when prepunched paper is used with the punched holes on both ends of the paper.</p> <p> <b>Note:</b> <i>You can only select this setting if 'Same-up' is '2'.</i></p>
'Gutter'	<p>Use this setting to specify the distance between the images on the sheet.</p>
	<p><b>'Bleed area'</b></p> <p>With a 'Bleed area' you can print to the edge of the paper. Use this option if your job has a colored background.</p> <p>The 'Bleed area' refers to the area that is trimmed off when your job is printed and cut to the finished size. This bleed area should not contain text or other important information. The bleed area is 3 mm.</p>



[10] 'Imposition'

(2 – 2)

Setting	Description
'Horizontal position'	<p>Use this setting to move the image(s) horizontally to one side of the sheet.</p> <p> <b>Note:</b> <i>If you want to shift the cover of a 'Booklet' to the right, you need a negative horizontal shift. This is because a cover is actually the back side of a sheet.</i></p>
'Vertical position'	<p>Use this setting to move the image(s) vertically to one side of the sheet.</p>
Trim and fold marks	<p>Use this setting to add trim and fold marks to your document. These marks indicate where to trim and/or fold the printed sheets.</p>
'Creep compensation'	<p>Use 'Creep compensation' to make sure that the margins on all pages are equal after the booklet is folded and trimmed. The 'Creep compensation' factor is calculated from the 'Thickness' of the paper (see Configure the Media catalog).</p> <p><b>For example:</b>          You have 30 sheets, which you fold to make a booklet. The sheets in the middle of the booklet stick out compared with the cover of the booklet. When you trim the sheets that stick out, the distance between the page content and the sheet edges is changed. This means that the page content creeps towards the edge of the sheets due to the trim action.</p> <p>Creep compensation also compensates for the change of distance between the page content and the spine of the booklet.</p> <p>With the 'Gain' option you can increase or decrease the calculated 'Creep compensation' factor.</p>

## Specify the Finishing settings


### Introduction

This topic describes the 'Finishing' settings.

### Specify the 'Finishing' settings:




[11] 'Finishing'



(1 – 3)

Setting	Description
'Staple'	<p>The stapling of your document is defined in the 'Document' workspace. Here, you can change that setting. You can set the number of staples:</p> <ul style="list-style-type: none"><li>■ 'As in document' You keep the stapling as defined in the 'Document' workspace.</li><li>■ 'No stapling'</li><li>■ '1 staple'</li><li>■ '2 staples'</li></ul> <p> <b>Note:</b> <i>If the 'Staple' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that staple setting is always used for these printers.</i></p>
'Sort'	<p>You can specify the sorting method:</p> <ul style="list-style-type: none"><li>■ 'By set' The pages of a job will be sorted in the order 123, 123, 123.</li><li>■ 'By page' The pages of a job will be sorted in the order 111, 222, 333.</li></ul>

[11] 'Finishing'

(2 – 3)

Setting	Description
'Offset stacking'	<p>You can select:</p> <ul style="list-style-type: none"> <li>■ 'Off' The job is stacked in the 'Output location' as one straight stack.</li> <li>■ 'By set' The job is stacked in the 'Output location' with a small offset between each set.</li> <li>■ 'By Finishing group' The job is stacked in the 'Output location' with a small offset between each finishing group. You have defined these finishing groups in the 'Document' workspace.</li> </ul> <p> <b>Note:</b> <i>If the 'Offset stacking' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that offset stacking is always used for these printers.</i></p>
'Output location'	<p>Depending on the Océ PRISMAaccess configuration and the selected printer, you can select an available 'Output location'.</p> <p> <b>Note:</b> <i>If the 'Output location' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that output location is always used for these printers.</i></p>
'Output location for unused cyclic media'	<p>Any unused cyclic media, such as tab media, is deposited in an 'Output location'.</p> <p>Depending on the Océ PRISMAaccess configuration and the selected printer, you can select an available 'Output location'.</p> <p> <b>Note:</b> <i>If the 'Output location' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that output location is always used for these printers.</i></p>

Setting	Description
'Rotate 180 degrees'	<p>The 'Output location' of a job can be an 'External finisher'. Some external finishers require a 180 degree rotation of the jobs before the jobs go into the external finisher. The documentation of the external finisher describes how a job must go into the external finisher.</p> <p>If a 180 degree rotation is required, you select this setting.</p> <p> <b>Note:</b> <i>If the 'Rotate 180 degrees' setting is defined in the Océ VarioPrint 2100/2110 Settings Editor or in the Océ VarioPrint 6160/6200/6250 Settings Editor, then that rotate setting is always used for these printers.</i></p>
'Reverse order'	<p>By default, the first sheet of the job is delivered first. When you select the 'Reverse order' setting, the last sheet of the job is delivered first.</p> <p><b>Example</b>  Normal order: 1-2 3-4 5-6 7-8 9-10  'Reverse order': 10-9-8-7-6-5-4-3-2-1</p>
'Swap pages'	<p>Use this setting to turn the pages in the 'Output location'.</p> <p><b>Example</b>  Normal order: 1-2 3-4 5-6 7-8 9-10  'Swap pages': 2-1 4-3 6-5 8-7 10-9</p> <p> <b>Note:</b> <i>'Swap pages' &amp; 'Reverse order': 9-10-7-8-5-6-3-4-1-2</i></p>
'First sheet to end'	<p>Select this setting if you want to move the first sheet to the end of the job. You can use this setting, for example, if the first A3 sheet is used as a cover sheet for the rest of the A4 job.</p>

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## Specify the Image settings

### Introduction

This topic describes the Image settings.

### Specify the Image settings

[12] Image

Setting	Description
'Resolution'	You can select the print qualities for your print job.  <b>Note:</b> <i>The print quality that you can select depends on the printer.</i>
'Color management'	You can select whether the color to grayscales conversion is done by the printer or by the application.

# Page programmed settings vs. printer capabilities

## Page programmed settings vs. printer capabilities

### Introduction

You can send documents with page programmed settings to any printer. However, some printers cannot process all programmed settings. In such a case a printer window appears. With the printer window you can set the programmed settings to the capabilities of the selected printer.

For some printers certain page programmed settings can be lost because the printer has not all the desired capabilities.

### Match the programmed settings to the printer capabilities

1. *Map the media types. on page 79*
2. *Define the print settings on page 82*

## Map media types

### Introduction

Océ PRISMAaccess supports tray-oriented and media-type-oriented printers.

In the 'map media' area of the printer window, the media types used in the document can be mapped on trays or media types which are supported by the printer.

### The map media area

The 'map media' area contains 2 columns:

[13] Map media columns



Column	Description
Media in document	Displays the media used in the document.
Use this	Displays the media or tray that is assigned.

A marked sheet is defined as a separate media type. When various marked sheets have the same media properties, then these sheets are defined as the same media type.

For example, there are five marked sheets. Three marked sheets have paper size A4 and the paper color is red. These three sheets are defined as the same media type. The other two marked sheets have paper size A3 and A5. Each of these sheets is defined as a separate media type.

In the column 'Media in document', icons provide feedback about warnings and errors which are related to media types. The following icons are used:

[14] Feedback icons

Icon	Description
	Media property cannot be processed by the printer.
	Media property is not completely recognized by the printer.

## Changing / Map Assigned Trays in Tray-based Printers

### Introduction

This procedure shows you how to change the assigned trays in the tray-based printers like the Océ VarioPrint 2050-70 (Océ 31x5).

You can select the trays in the 'Use this' column in the 'map media' area.

### Change / map assigned trays in the tray-based printers

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select a tray-based printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select a tray in the 'Use this' column for each media type.
5. Click the 'OK' button.



## Changing / Map Assigned Media Definitions in Media-based Printers

### Introduction

This procedure shows you how to change the assigned media definitions for media-based printers, like the Océ VarioPrint 2105 or Océ CPS700 / CPS900.

You can change the assigned media definitions in the 'use this' column in the 'map media' area.

When you select 'Other' as the media type, the 'media type' window opens.

### Change / map assigned media definitions in media-based printers

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select a media-based printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'use this' column.  
The 'media type' window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Define the print settings

### Introduction

You can define the 'Print settings' of the document.

### Define the printer driver settings

1. Click 'Properties' in the 'Print settings' area of the printer module.  
The printer driver opens.
2. You can change the print options in the printer driver. For example, the number of copies.



**Note:** *The settings in the printer driver that interfere with the page program settings can result in unpredictable print results.*

## Print on the Océ CS170/CS220

### Introduction

The Océ CS170/CS220 is a tray-based printer. The Océ CS170/CS220 driver allows you to print the marked color pages on the Océ CS170/CS220 (Fiery X3e 31C-M PS).

### Print on the Océ CS170/CS220

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CS170/CS220 printer.
3. Click the 'Print' button.  
The Océ CS170/CS220 media type window opens.
4. Select the media type that you want to print.
5. Click the 'OK' button.

## Print on the Océ CS230

### Introduction

The Océ CS230 is a tray-based printer. The Océ CS230 driver allows you to print the marked color pages on the Océ CS230. The Océ CS230 uses controller 'Generic 35C-1 PS'.

### Print on the Océ CS230

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CS230 printer.
3. Click the 'Print' button.  
The Océ CS230 media type window opens.
4. Select the media type that you want to print.
5. Click the 'OK' button.

## Print on the Océ CS230/CS520

### Introduction

The Océ CS230/CS520 is a media-based printer. The Océ CS230/CS520 driver allows you to print the marked color pages on the Océ CS230/CS520.



**Note:** *The Océ CS230/CS520 printers use the Fiery controller 'X3e TY 35C-KM PS v1.0' and Fiery controller 'S300 50C-K v1.1'.*

### Print on the Océ CS230/CS520

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CS230/CS520 printer.
3. Click the 'Print' button.  
The Océ CS230/CS520 media type window opens.
4. Select the media type that you want to print.
5. Click the 'OK' button.

## Print on the Océ CS650

### Introduction

The Océ CS650 is a media-based printer. You can change the assigned media definitions in the Océ CS650. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ CS650 media type window opens.

In this window you can define:

- 'Size'
- 'Weight'
- 'Material'
- 'Punched'

### Print on the Océ CS650

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CS650 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ CS650 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ 31x5

### Introduction

The Océ 31x5 is a tray-based printer. The Océ 31x5 driver allows you assign each used media type to a tray of the printer.

You can select the trays in the 'Use this' column in the 'map media' area.

### Printing on the Océ 31x5

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ 31x5 printer.
3. Click the 'Print' button.  
The Océ 31x5 media type window opens.
4. Select a tray in the 'Use this' column for each media type.
5. Click the 'OK' button.

## Print on the Océ CPS700

### Introduction

The Océ CPS700 is a media-based printer. You can change the assigned media definitions in the Océ CPS700. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ CPS700 media type window opens.

In this window you can define:

- 'Type'
- 'Size'
- 'Weight'



**Note:** *The 'Color' option is fixed to 'White'. The option 'Special front' is disabled.*

### Print on the Océ CPS700

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CPS700 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ CPS700 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.



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## Print on the Océ CPS700\_910c

### Introduction

The Océ CPS700\_910c is a media-based printer. You can change the assigned media definitions in the Océ CPS700\_910c. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ CPS700\_910c media type window opens.

In this window you can define:

- 'Type'
- 'Size'
- 'Weight'



**Note:** *The 'Color' option is fixed to 'White'. The 'Special front' option is disabled.*

### Print on the Océ CPS700\_910c

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CPS700\_910c printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ CPS700\_910c media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ CPS800/CPS900

### Introduction

The Océ CPS800/CPS900 is a media-based printer. You can change the assigned media definitions in the Océ CPS800/CPS900. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ CPS800/CPS900 media type window opens.

In this window you can define:

- 'Size'
- 'Material'
- 'Type'
- 'Weight'



**Note:** *This procedure is valid for the Océ CPS800 R1 and Océ CPS800/CPS900 R2 with the EFI controller Océ 1000C v1.2 or higher or the EFI controller Océ 960C v1.2 and higher.*

### Print on the Océ CPS800/CPS900

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CPS800/CPS900 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ CPS800/CPS900 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

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## Print on the Océ CPS900

### Introduction

The Océ CPS900 is a media-based printer. You can change the assigned media definitions in the Océ CPS900. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ CPS900 media type window opens.

In this window you can define:

- 'Material'
- 'Type'
- 'Size'
- 'Weight'



**Note:** *The 'Color' option is fixed to 'White'. The 'Special front' option is disabled.*



**Note:** *This procedure is valid for the Océ CPS900 R1 with the controller Océ 1000C 1.1 and the controller Océ 960C 1.1.*

### Print on the Océ CPS900

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ CPS900 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ CPS900 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Xerox server DocuSP v1.32

### Introduction

The Xerox server DocuSP v1.32 is media-based. The Xerox server DocuSP v1.32 supports the DocuTech 6180 and the DocuTech 6135 printers. You can change the assigned media definitions in the Xerox server DocuSP v1.32. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Xerox server DocuSP v1.32 media type window opens.

In this window you can define:

- 'Size'
- 'Color'
- 'Type'
- 'Weight'

### Print on the Xerox server DocuSP v1.32

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Xerox server DocuSP v1.32.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Xerox server DocuSP v1.32 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ VarioPrint 2105

### Introduction

The Océ VarioPrint 2105 is a media-based printer. You can change the assigned media definitions in the Océ VarioPrint 2105. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ VarioPrint 2105 media type window opens.

In this window you can define:

- 'Type'
- 'Size'
- 'Weight'
- 'Color'
- 'Special front'

### Print on the Océ VarioPrint 2105

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ VarioPrint 2105 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ VarioPrint 2105 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ PRISMAproduction R3.0.4

### Introduction

The Océ PRISMAproduction controller is media-based. You can change the assigned media definitions in the Océ PRISMAproduction controller. You can change them in the 'Use this' column in the 'map media' area.

If you select 'Other' as the media type, the Océ PRISMAproduction media type window opens.

### Print on the Océ PRISMAproduction

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ PRISMAproduction controller.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ PRISMAproduction media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ VarioPrint 2090

### Introduction

The Océ VarioPrint 2090 is a media-based printer. You can change the assigned media definitions in the Océ VarioPrint 2090. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ VarioPrint 2090 media type window opens.

In this window you can define:

- 'Type'
- 'Size'

### Print on the Océ VarioPrint 2090

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ VarioPrint 2090 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ VarioPrint 2090 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.

## Print on the Océ VarioPrint 2100/2110

### Introduction

The Océ VarioPrint 2100/2110 is a media-based printer. You can change the assigned media definitions in the Océ VarioPrint 2100/2110. You can change them in the 'Use this' column in the 'map media' area.

When you select 'Other' as the media type, the Océ VarioPrint 2100/2110 media type window opens.

In this window you can define:

- 'Type'
- 'Size'
- 'Width'
- 'Height'
- 'Unit size'
- 'Weight'
- 'Color'
- 'Special front'

### Print on the Océ VarioPrint 2100/2110

1. Click the 'Print job' button.  
The Print dialog appears.
2. Select the Océ VarioPrint 2100/2110 printer.
3. Click the 'Print' button.  
The printer window opens.
4. Select 'Other...' in the 'Use this' column.  
The Océ VarioPrint 2100/2110 media type window opens.
5. Define the settings of the media type.  
Click the 'OK' button.



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# Index

- A**
- Assigned media
    - change ..... 81
    - map ..... 81
  - Assigned trays
    - change ..... 80
    - map ..... 80
  - Attach file
    - Other digital sources ..... 26
- B**
- Buttons ..... 67
- C**
- Category
    - Add ..... 54
    - Delete ..... 55
    - Rename ..... 56
  - Color sheets ..... 69
  - Columns
    - Configure ..... 24
  - Convert file
    - To PDF ..... 26
- D**
- Defaults ..... 67
  - Define
    - Print settings ..... 82
  - Define print settings ..... 82
  - Destination ..... 68
  - Digital file ..... 20
- E**
- E-mail
    - Preview job notification ..... 52
    - Send ..... 52
  - Export
    - Print jobs ..... 48
  - Extended print settings ..... 70
- I**
- Icons ..... 17
  - Import
    - Print jobs ..... 47
- J**
- Job
    - Multiple files ..... 25
    - Job confirmation options ..... 60
    - Job name ..... 68
    - Job queue ..... 68
    - Job ready options ..... 61
    - Job received options ..... 58
    - Job ticket
      - Change ..... 33
      - Print ..... 34
      - View ..... 32
- L**
- Last used ..... 67
- M**
- Mailbox ..... 68
  - Map
    - media types ..... 79
  - Mark
    - Not ready ..... 39
  - Media catalog ..... 50
  - Media definitions ..... 81
  - Media-based printers ..... 81
  - Memory ..... 68
  - Merge ..... 69
  - Merge files ..... 26
  - Move ..... 29
  - Move file
    - Down ..... 26
    - Up ..... 26
  - Move job
    - Print jobs ..... 29
  - Multiple files ..... 25

<b>N</b>		<b>R</b>	
New job		Ready jobs	
Create	42	Display	28
Number of sets	68	Redistill file	26
 <b>O</b>		 <b>S</b>	
Océ 31x5		Save	67
Map media	87	Scheduled jobs	68
Océ CPS700		Sorting order	23
Map media	88	Split	69
Océ CPS700_910c		Supported printers	66
Map media	89		
Océ CPS800/CPS900		<b>T</b>	
Map media	90	Test print	67
Océ CPS900		Tray-based printers	80
Map media	91		
Océ CS170/CS220		<b>U</b>	
Map media	83	Unprocessed jobs	
Océ CS230		Display	27
Map media	84	Use separate paper trays	69
Océ CS230/CS520			
Map media	85	<b>W</b>	
Océ CS650		Waiting jobs	68
Media definitions	86		
Océ PRISMAproduction		<b>X</b>	
Map media	94	Xerox server DocuSP v1.32	
Océ VarioPrint 2100/2110		Map media	92
Map media	96		
Océ VarioPrint 2105		<b>Z</b>	
Map media	93	Z000001	50
Océ VP2090			
Map media	95		
Operator note	68		
Other digital source	20		
 <b>P</b>			
Paper original	20		
Paper trays	69		
Print	67, 68		
Print dialog	66		
Print jobs			
Control	22		
Create	42		
Delete	37		
Print range	68		
Printer capabilities	78		
Printer options	57		



