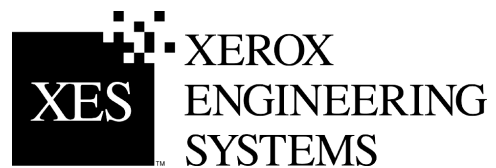


AccXES Software Tools Participant's Guide for Firmware 9.0

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Trademark acknowledgments

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Manual profile

This manual provides a description of the customer software available for the Synergix Print Systems 8825/ 8830/ 8850/ 8855/ 510dp/ 721p, and the Synergix Color Print System X2 TECH. It also provides general information about installing the software on your PC and using it with the printer and scanner.

This manual is primarily a training aide. You will be reading and using the various user guides to obtain information about the Web Printer Manager Tool and AccXES Client Tools software. **Study only those sections of this manual that pertain to the client software you are installing.**

As you go through the training, you can install the software, as well as set up the system and your workstation to meet your printing requirements.

Remote access software

The following software is covered in this manual:

- Web Printer Manager Tool (Web PMT)
- AccXES Client Tools

Training password

Access to some of the features covered in this training requires a system password. Only the key operator or system administrator should know this password. For this training, the key operator or system administrator should set up a temporary password. After the training is complete, the password should be changed to protect the system from unauthorized entry.

- Have the key operator or system administrator change the password and make it available to the training participants.

Job Accounting and Scan-to-Net enablement

Job Accounting

Job Accounting provides a means of tracking all usage for copy, scan, and print jobs by user and account IDs. It is an optional feature on the Synergix Print Systems.

Job Accounting has three modes:

Enabled – When Job Accounting is set to Enabled, users must provide a valid User ID and Account ID to make copies, scan, or print. Media usage is logged to the specified user/account.

Disabled – When Job Accounting is set to Disabled, users can make copies, scan, or print in the normal manner without entering account information.

Optional – When Job Accounting is set to Optional, media usage for jobs with valid user and account IDs is logged in the same way as when set to Enabled. Media usage for jobs without user and account IDs is logged to a generic user/account. Jobs with invalid IDs are printed with an error page.

To set the Job Accounting mode, you must use the printer control panel, the scanner control panel, or the Web PMT. User IDs and Account IDs are created by the system administrator with the AccXES Account Management Tool installed on a workstation connected to the network.

The data that is created by using the Acct IDs and User IDs is stored in the job log file in the printer's controller. The data is retrieved by an external account server, such as the Account Management Tool.

To order the job accounting feature, contact your XES representative or authorized reseller.

Scan-to-Net

Scan-to-Net allows you to scan documents and store them on a hard disk for later retrieval from a workstation connected to the network.

To order the Scan-to-Net and Color Scan-to-Net features, contact your XES representative or authorized reseller.

Web Printer Manager Tool

Module introduction

This module describes the Web Printer Manager Tool (Web PMT). The Web PMT is part of the AccXES controller firmware that supports the Synergix Print Systems 8825/8830/8850/8855/510dp/710p and the Synergix Color Print System X2 TECH. It is accessed using a Web browser.

The Web PMT provides the following functions:

- Print job management
- Printer default parameter set-up
- Job accounting mode selection.

Objectives

When you have finished this module, you should be able to:

- Use reference material to access and use the Web PMT
- Log on to the Web PMT
- Monitor print jobs
- Set printer defaults (key operator or system administrator).

Materials required

You must have the following items before beginning this module:

- Synergix Print System 8825/8830/8850/8855/510dp/721p, or the Synergix Color Print System X2 TECH, loaded with AccXES Firmware 9.0
- The IP Address of the printer
- *Web Print Manager Tool User Guide Version 9.0*
- The file that contains the help files (example: wenglish.hlp), which you need to load into the printer. The help file is located on your customer CD-ROM and on the xes.com website, downloads section.
- Browser connection (Netscape Navigator 7.0 or higher or Microsoft Internet Explorer 5.5 or higher)

Web PMT overview

The Web PMT is a browser-based tool. Although it is not part of the World Wide Web, the Web PMT has the look and feel of a Web page. The Web site is the printer's controller. You can access the Web site from a client workstation by using either the Netscape Navigator 7.0 or higher or Microsoft Internet Explorer 5.5 or higher browser and entering the URL address of the printer's controller. The URL address in this case is the TCP/IP address of the controller. The monitor on the workstation used to interface with the controller must support a minimum resolution of 800 X 600.

The Web PMT provides the following services to users of Synergix Print Systems: 8825/ 8830/ 8850/ 8855/ 510dp/ 721p, Synergix Color Print System X2 TECH.

- Users without the printer password can:
 - View printer status (including media inventory) and the print queue
 - View the printer defaults
 - View the Job Accounting mode for remote print jobs
 - Generate test prints showing configuration data (such as the Controller's TCP/IP address)
- Users with the printer password can:
 - Change the priority of, or delete any job in, the print queue
 - Set up all printer defaults
 - Load stamps
 - Specify the Job Accounting mode for remote print jobs
 - Upload controller and printer firmware updates
 - Upload Feature Keys to the Controller, such as the optional Color Feature Key enabling Color Scan-to-Net, starting with Firmware 7.5

- Upload temporary licenses, beginning with the 8.0 AccXES Firmware. The Key Install Key (KIK) license number and temporary licenses status show on the Web PMT's Feature Configuration page.
- Enable or disable the media mismatch queue from the Media Page of the Web PMT.
- Use the Rendering Page, which is new with Firmware 7.5, to change the printer default settings for such image rendering parameters as Contrast, Lightness, Vector Halftone reproduction (area fill or fine line optimization), and Fineline Grayscale Rendering (grayscale rendering of colored lines). You can also set the printer's default rendering to a choice of graphics, photo, or lines&text document types.
NOTE: *Rendering and color choices for print jobs and individual documents can be made beginning in the 8.0 AccXES Client Tools.*

The performance of the Web PMT, in terms of user wait time, is determined primarily by:

- Network bandwidth and speed
- Amount of data being transmitted to or from the printer's Controller
- Network traffic.

Requirements and Overview

- Refer to the *Web Printer Manager Tool User Guide, Version 9.0*. Read the "Requirements" and "Overview" sections.

Using the Web PMT

Go through the **Quick Start** in the *Web Printer Manager User Guide, Version 9.0*. This will give you the practical skills for using the user friendly Web PMT.

Check your understanding of the Web PMT

1. What are the recommended browsers to use with the WebPMT?

2. Is a printer password required to make changes to the Web PMT printer settings?
3. The browser (can, cannot) access the Web PMT through a proxy?
4. To use the Web PMT, the printer must be connected through an _____ port using _____ protocol.
5. What three factors determine wait time on the Web PMT?

6. Without a printer password, can any user view the printer default parameters and Job Accounting mode information?
7. The on-line help files are accessible from the Web PMT after you upload the help files. Where do you locate the file containing the help files that needs to be loaded and what selection do you make on the WebPMT to load the file?
8. After the help files are loaded, how do you access them?
9. Where can you look on the WebPMT to see what media size is located in the printer?
10. When viewing the list of print jobs on the Main page, select _____ each time you go to this page to update the status of all the print jobs.
11. To view only the active print jobs, on the Main page, select _____.
12. If you are using a printer password, how can you cancel a print job?
13. When you view the print jobs on the Main page, sometimes the word "mismatch" will

show as the job's Status. What creates a mismatched job and how do you solve it so that you can continue printing?

14. What page do you go to, as an Administrator, to select "Optional" as the Accounting Mode?

Answers to Web PMT Questions.

1. What are the recommended browsers to use with the WebPMT?

**Netscape Navigator 7.0 or higher or
Microsoft Internet Explorer 5.5 or higher**

2. Is a printer password required to make changes using the Web PMT printer settings?

Yes

3. The browser (can, **cannot**) access the Web PMT through a proxy.

4. To use the Web PMT, the printer must be connected through an **Ethernet** port using **TCP/IP** protocol.

5. What three factors determine wait time on the Web PMT?

Network bandwidth (speed)

**Amount of data being transferred to or
from the printer**

Network traffic

6. Without a printer password, can any user view the printer default parameters and Job Accounting mode information? **Yes**

7. The on-line help files are accessible from the Web PMT after you upload the help files. Where do you locate the file containing the help files that needs to be loaded and what selection do you make on the WebPMT to load the file?

The .hlp file is located on the customer CD-ROM or in the downloads section of the xes.com website. To upload the file to the WebPMT, select Printer Defaults > Utilities > Install Help Files.

8. After the help files are loaded, how do you access them?

Select "Help" near the top of your screen.

9. Where can you look on the WebPMT to see what media size is located in the printer?

Select "Back to Main". The media size for each of the printer's drawers is listed.

10. When viewing the list of print jobs on the Main page, select **"Get Status"** each time you go

to this page to update the list of all the print jobs.

11. To view only the active print jobs, on the Main page, select **“Show active jobs only”**.

12. If you are using the printer password, how can you cancel a print job?

Click on an active print “Job Name” (the name is a hypertext link) and the Selected Print Job page will display. Press the “Cancel” button to cancel this print job.

13. When you view the print jobs on the Main page, sometimes the word “mismatch” will show as the job’s Status. What creates a mismatched job and how do you solve it so that you can continue printing?

A media mismatch occurs when the size or type of media (paper) that is loaded in the printer is not correct for the print job. For any mismatched job, indicated in the Status column of the Job Queue, click on the Mismatched checkbox to obtain information about how to resolve the mismatch condition.

14. What page do you go to, as an Administrator, to select “Optional” as the Accounting Mode?
ACCOUNTING

Operating in SCAN mode

Overview

This module discusses operation of the Synergix Scan System in SCAN mode. Before we discuss the AccXES Client Tools' Document Retrieve Tool, you should understand how to use the scanner to send documents to the controller's hard drive. Then you will retrieve the documents using the AccXES Client Tools.

You may have covered the use of the Synergix Scan System in your product training. If you feel that you understand how to scan documents, you may proceed to the AccXES Client Tools section.

Introduction

This module is only for use at sites where the Synergix Print Systems 8825/ 8830/ 8850/ 8855/ 510dp/ 721p, or Synergix Color Print System X2 TECH is connected to a network. The SCAN mode does not operate in non-network installations.

SCAN mode allows documents to be scanned and stored on the hard disk of the controller for later retrieval over the network by a remote workstation. If you do not have such a connection and this functionality is of interest to you, contact your XES representative or authorized reseller to arrange such an installation. Training in SCAN mode operations will then be conducted after the network installation is complete.

Objectives When you have finished this module, you should be able to:

- Ensure that the TCP/IP network protocol is enabled on the controller using the Web Printer Manager Tool
- Switch from COPY mode to SCAN mode and back again
- Scan in documents and interpret the display information
- Delete the most recently scanned image
- Delete all the images previously scanned
- Set the FILE DELETION timer to adjust the time that a scanned file is retained before automatic deletion.

Materials required You must have the following items before beginning this module:

- Synergix Scan System with an activated Scan-to-Net feature key.

Scanner

Scanner information

The SCAN mode allows the operator to scan documents and store them in the hard disk's Scan Directory for later retrieval by a remotely located, network-connected workstation. In COPY mode, the image is sent immediately to the printer. However, in SCAN mode, the image is not printed, but is retained in the controller's Scan Directory for the period of time set by the FILE DELETION timer and then automatically deleted.

Scanned files may be retrieved over the network by any of the following means:

- The AccXES Client Tool's Document Retrieve Tool
- A File Transfer Protocol (FTP) client
- A Web browser that supports FTP.

The AccXES Client Tools' Document Retrieve Tool is the recommended retrieval tool, since it automatically manages space on the controller by deleting retrieved files from the controller's hard disk.

Use of the Document Retrieve Tool is explained in the *AccXES Client Tools 9.0 User Guide*.

Entering SCAN mode

- To switch to SCAN mode using the Scanner Control Panel, first obtain the READY TO COPY screen. Press the **Mode** key.
- Type in the name of the Scan Directory to which you will be scanning and retrieving images. Press the **ENTER** key. The screen switches to the READY TO SCAN screen, as shown in the following Figure.

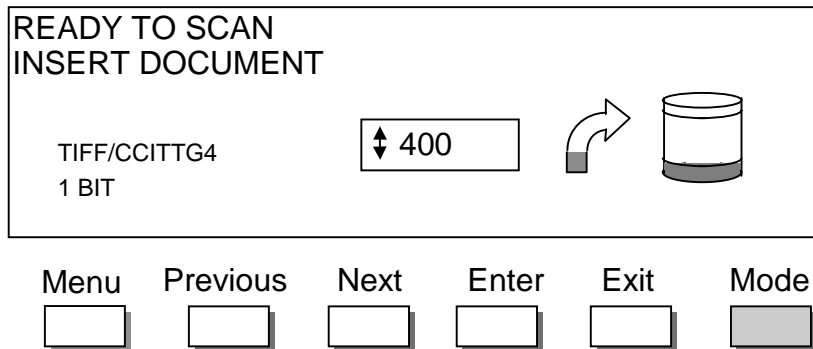


Figure 1. READY TO SCAN screen

A Color feature key license is needed for scanning colored images. To select the file format for color scanning, at the scanner control panel select the **Menu** button and **Configuration > Scan Options (Color) > Format > JPEG** or TIFF. Go to the **Image Quality** section of the scanner control panel and select **Mixed/Custom**.

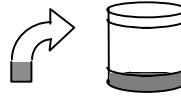
NOTE: Printer default color settings are made on the Web PMT. Color settings for individual print jobs, or individual documents, are made from the Document Submit Tool, which is part of the AccXES Client Tools.

Operations in SCAN mode – machine observations

Record your observations as you perform each activity.

- Go to the *8825/8830/8850/8855 Digital Solution User Guide* and read the sections entitled "Understanding the READY TO SCAN screen", "Features disabled in SCAN mode", and "Operating in SCAN mode."

1. Select a document and scan it. Observe the following icons:



2. What happens to the arrow? What does the dark area signify?

3. What then happens to the cylinder?

4. What does the dark area on the cylinder signify?

5. Press the **Mode** key and observe the LEDs in the Media Selection part of the scanner control panel. Press the **Mode** key again.

What happened? Why?

6. Press the **Mode** key until the READY TO SCAN screen is displayed. Press the **Sets Build** key.

What happened? Why?

- Go to the *8825/8830/8850/8855 Digital Solution User Guide* and read the "Clearing the scanned images" section.

7. Press the **C/CA** key. Follow the procedure in the user guide to clear all images.

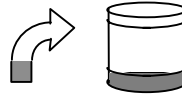
What change did you observe in the cylinder icon? Why did the change occur?

NOTE: Normally, when a document is scanned, two files are created and stored on the hard disk in the controller. A small preview image is stored as a JPEG file, while the high-resolution image is stored as a TIFF Group 6, PDF, or CALS1 file. When an image is retrieved using the DRT, only the high-resolution image is retrieved. If the Create Preview option is disabled, then the preview file is not created.

When you have finished, proceed to the Machine Observations - Feedback Sheet on the next page. Check your understanding.

Machine observations - feedback sheet

1. Select a document and scan it. Observe the following icons:



2. What happens to the arrow? What does the dark area signify?

The arrow becomes partially filled with a dark area. Then the arrow becomes empty again. The dark area represents the amount of Random Access Memory (RAM) used.

3. What then happens to the cylinder?

The cylinder becomes partially filled with a dark area.

4. What does the dark area on the cylinder signify?

The dark area signifies the amount of hard disk space being used by stored files.

5. Press the **Mode** key and observe the three LEDs in the Media Selection part of the scanner control panel. Press the **Mode** key again.

What happened? Why?

The LEDs extinguished when the Synergis Scan System was in SCAN mode. This is because those features are disabled in SCAN mode.

6. Press the **Mode** key until the READY TO SCAN screen is displayed. Press the **Sets Build** key.

What happened? Why?

Multiple beeps are heard, because Sets Build is not a valid operation in SCAN mode.

7. Press the **C/CA** key. Follow the procedure in the user guide to clear all images.

What change did you observe in the cylinder icon? Why did the change occur?

The dark area in the cylinder disappeared, because all the files were deleted, and all the hard disk space was released.

The FILE DELETION Timer. If scanned files were allowed to remain on the hard disk forever, the disk would soon be full. To manage this problem automatically, the system deletes files that exceed a certain age. The feature that permits setting the allowed storage time is the FILE DELETION Timer.

The default setting is 24 hours. With this setting, files created more than 24 hours ago will be deleted by the controller. The setting may be changed to any value between 1 and 24 hours in increments of 1 hour.

- Press the **Menu** key. Select **CONFIGURATION**, and press **Enter**. Select **TIMERS**, and press **Enter**. Press **Next** to select **FILE DELETION**, and press **Enter**.

Enter a value between 1 and 24. Press Enter. Any scanned files older than the new value will be deleted by the system.

- Press **Menu** to return to the READY... screen.

AccXES Client Tools

Module overview

The AccXES Client Tools (ACT) application runs on your PC or Solaris workstation. Beginning with AccXES Firmware release 6.1, these tools replace the individual Document Submission Tool and the Document Retrieve Tool.

The AccXES Client Tools are used to print, retrieve, and save images using a Print System 8825/8830/8850/8855/ 510dp or 721p with an enabled Scan-to-Net Feature key, and a Synergix Scan System. A Color Feature Key is required for color scanning to the network.

Document sets can be created and saved as a single document. The printer queue can be viewed and submitted print jobs can be cancelled. Media usage data can be tracked, when job accounting is enabled, by assigning a User ID and Account ID to the scanned and copied documents. A Scan Directory is also specified before scanning documents. Each of the AccXES Client Tools is on a separate tab: Document Submit, Printer Queue, Accounting, Document Retrieve, and Device Manager tabs. All of the tools are installed at the same time, using the Install Anywhere software.

NOTE: The Accounting tab functionality is available only if the printer with which the AccXES Client Tools is interacting is using an AccXES firmware version less than 7.0. The firmware version number will be indicated at the bottom of the Device Manager tab for the selected device. If the AccXES firmware version is 7.0 or greater, an External Accounting Server, such as the AccXES Account Management Tool (AMT), will be keeping track of multiple printers' scanned and printed media usage. If you are the Account Administrator, see the *Account Management Tool Administrator's Guide* for information on how to install ACT and AMT and how to use AMT.

NOTE: Whatever ACT option choices that you make will override the Web PMT option selections if the two are different for the same feature.

Objectives

When you have finished this module, you should be able to:

- Connect to an AccXES-supported scanner and Synergix printer using the Device Manager Tool
- Use the Document Retrieve Tool to retrieve and save scanned documents
- Create, print, and save document sets using the Document Submit Tool
- View and cancel a submitted print job, using the Printer Queue Tool
- Know how to use a User ID and Account ID to print jobs and scan documents so that media usage will be logged in the controller's job log file.

- Materials required** You must have the following items before beginning this module:
- AccXES Client Tools software
 - *AccXES Client Tools 9.0 User Guide*
 - Synergix Print System 8825/ 8830/ 8850/ 8855 /510dp /710p or Synergix Color Print System X2 TECH, with an accounting license and Scan-to-Net license installed. Note that the Color Scan-to-Net feature requires a separate Color feature key (license).
 - Synergix Scan System
 - AccXES Account Management Tool or some other External Accounting Server
 - Your Subnet Mask, IP Address, and Gateway settings
 - User ID, Account ID, and Scan Directory name for using the printer and scanner
 - A stamp file.

Using the AccXES Client Tools

Installing the AccXES Client Tools (ACT)

- Go to the *AccXES Client Tools 9.0 User Guide*. Load the AccXES Client Tools by following the instructions in the "Installing AccXES Client Tools" section.


Note: *ACT and AMT are installed from the same installation disk. A password is required for AMT installation. No password is required for ACT. If you are the Account Administrator, go to the Account Management Tool Administrator's Guide and follow the instructions in the "Installing Section" to install both ACT and AMT.*

Configure Your Network Connections

- At the printer Control Panel or Web PMT, check that the Subnet Mask, IP Address, and Gateway settings are correct. These are needed so that your workstation will be able to communicate with your AccXES-compliant scanner and printer. For the Synergix Print Systems 8855, 721p, and Synergix Color Print System X2 TECH:


On the Web PMT, select **Printer Defaults, Network, TCP/IP**.

For the Synergix Print Systems 8825/8830/8850/510dp:

On the printer Control Panel, press the  button to take the printer off line. Press the **Enter** button. Go through the menu choices to select **Setup IO Ports, Ethernet TCP/IP, TCP/IP Address, Gateway, and Mask**.

Connecting to the printer and scanner

- Select the **Device Manager** tab.
- Click on the **Device Name** of the AccXES-compliant printer with which you want to communicate from your PC.
- To the right of the selected Device Name, click in the **Default Printer** and **Default Scanner** columns to select the default printer and scanner to be used by the AccXES Client Tools.

-  If your devices are not listed, select the **Create a new device** toolbar button. At the bottom of the screen, type in a name that you will recognize for the device and its IP address.



- Select the **Accept the device parameters** toolbar button to save it in your device list, then select it as the default.

- For more practice, see the “Using the Device Manager Tool” section of the *AccXES Client Tools 9.0 User Guide*.

Logging media usage accounting data

To use the accounting feature, your printer needs to have an accounting license. The Account Mode also needs to be set to “Optional” or “Enabled” on the printer or scanner.

Go to the Device Manager tab’s Printer Identification section at the bottom of the screen. Notice the AccXES Firmware version for the selected device. If the information is not present, select the ID toolbar

button for the **Device Manager Tool** to get that information from the printer.

If your AccXES Client Tools are connected to a printer that is using AccXES firmware version 7.0 or greater, an External Accounting Server, such as the AccXES Account Management Tool (AMT), will be keeping track of multiple printers' scanned and printed media usage. This is replacing the functionality of the Accounting tab.

If you are the account manager, go to the AccXES *Account Management Tool Administrator's Guide* to learn how to install and use the tool.

If you are a user, as you learn how to use the scanner, Document Submit Tool, and the Document Retrieve Tool, you will learn where to add a User ID and Account ID to have your printed and scanned media usage logged on the controller. The AMT will retrieve the logged data from the controller for accounting purposes.

If your selected printer is using an AccXES firmware version 7.0 or greater, go to the next section, "Retrieving scanned documents."

If your AccXES Client Tools are connected to a printer that is using an AccXES firmware version less than 7.0, you will still be able to use the Accounting tab as follows:

You can track the amount of media that has been used when you scan and print images/documents to specific account numbers. The Account Mode needs to be enabled first on the printer user interface, Web PMT, or on the scanner. Account numbers also need to be created on the scanner or printer.

Use the created account numbers that have been assigned to you. You will input the account numbers at the scanner. Whether you print the scanned document or retrieve the scanned image file at your workstation, the media usage will be assigned to the account number that you indicated. To track media usage of document sets that you are submitting from your workstation to be printed, put the account number in the Account ID field on the Document Submit tab. You will also put the account number into the Scan Directory field on the Document Retrieve tab to retrieve scanned documents from a specific account.

- Select the **Accounting** tab.
- Go through the "Quick Start – Accounting Tool" section of the *AccXES Client Tools 9.0 User Guide*.
- Write down what the media usage figures are for your assigned account numbers now. Check the figures again after you complete the following modules where you will be printing and scanning images. Any printed or scanned-to-print media will be shown in the bond, vellum, or film columns. The scanned media usage will be shown in the Scan column.

Retrieving scanned documents

- Select the **Document Retrieve** tab. This is where you can preview and retrieve the images which you scanned to a Scan Directory. The scanned images are temporarily stored in the specified controller's Scan Directory. You can retrieve and save the scanned images to your file system or send them to the Document Submit tool to add them to a document set.
- Practice these features by going to the "Quick Start - Document Retrieve Tool" section of the *AccXES Client Tools 9.0 User Guide*. You will be asked to scan some images and then preview, retrieve, and save them.

Creating, printing and saving document sets


- Select the **Document Submit** tab.
- Go to the "Quick Start - Document Submit Tool" section of the *AccXES Client Tools 9.0 User Guide*. Follow the steps for adding several documents of the correct file type to the Document Submit screen, changing some options, printing the set of documents, and then saving them as a single file.

NOTE: There are 3 sets of tabs for changing options. One set is to change individual document options. One is for changing default document options. The third set of option tabs is to change print job options (such as for plot nesting, and page composition).

Beginning with AccXES Client Tools 9.0, color printing settings can be made for print jobs and documents. These will override the Web PMT printer's color settings.

Plot Nesting feature


Plot nesting is a feature that will allow all of the documents in your document set to print out on a single piece of media.

-  On the AccXES Client Tools' Document Submit tab, select the Job Options toolbar button, **Composition** tab. Make your Plot Nesting choice in the drop down menu.

The "Off" setting will cause the printer to print out your documents on individual pages. If you choose "Single Job," the controller will automatically nest (group) your submitted documents, in a row, onto a single media. Selecting "Default" will use the printer's plot nesting default. You must select "Off" to enable the page composition options.

Labels and Stamps features


Labels and stamps can be applied to entire print jobs or to selected documents within a document set. An example of a stamp is a company logo. A label can be any text that you want to use as a label for your documents. You can choose where you want the label and stamp located on the document and whether it should be rotated.

-  On the Document Submit screen, select the **Job Options** toolbar button. On the Labels tab, select the **Apply Label** box. On the Stamps tab, select the **Apply Stamps** box.

NOTE: These two boxes need to be enabled here for both job option labels and stamps, as well as to activate these features on the individual document's Labels and Stamps tabs.

- In the *AccXES Client Tools 9.0 User Guide*, read the "Labels Options – for Default Document Settings" section.
- On the Labels tab, type the text into the Label field that you would like to use for your label. If you want the label to appear on all of your documents in this set, be sure that you are on the Job Options Labels tab. If you want to put a label on a selected document in your document set, then double click on that document title on the Document Submit screen. Then select the **Labels** tab.
- Print out your document set. Notice the location and wording of the label.
- Read the "Stamp Options – for Default Document Settings" section of the *AccXES Client Tools 9.0 User Guide*. Practice adding a stamp.

Using the Printer Queue and Media Mismatch feature

- Select the **Printer Queue** tab.
- Read the "Quick Start - Printer Queue Tool" section of the *AccXES Client Tools 9.0 User Guide*. This section explains which toolbar buttons to select for viewing a print job that you sent to the printer from the Document Submit tab. It also explains how to cancel a submitted print job.
- Go to the Web PMT. Select Printer Defaults, Processing Defaults, Media. Check the "Enabled" box next to Media Mismatch Recovery. When it is enabled, it will allow your print jobs to go to a mismatch queue while the remaining print jobs finish printing. Then you can resolve the mismatch.
- Go to the "Finishing Options – for Print Jobs" section of the *AccXES Client Tools 9.0 User Guide*. Read over the *Media Mismatch* section and make your media mismatch selection of Scale to Fit, Block Printing, or Substitute Media
- Go back to the Document Submit tab, where you have listed various documents that you want to send at one time to the printer.
-  Select the **Print Document Set** toolbar button to send the print job to the printer.
- If you want to save this set of documents as a single file, select **File, Save** on the Document Submit tab toolbar menu.

Note Regarding Color Scanning-to-Net

Effective with Firmware Release 7.5, a new Color Feature Key is optionally available for all Synergix Print Systems, equipped with the Synergix Scan System, enabling Scanning-to-Net in Color in TIFF and JPEG formats. The printing of JPEG files is also enabled in Firmware Release 7.5.

Check your understanding of the AccXES Client Tools

1. Can a group of documents that you have added to the Document Submit screen be saved as a single file?
2. How can you put a label on a document within a set of documents, but not on the whole set of documents?
3. For your mismatched print jobs to go the mismatch queue, while letting the other print jobs continue printing, where must you first enable the media mismatch feature?
4. Which of the AccXES Client Tools would you use to set up the network connection from your workstation to a different scanner and printer?
5. Document sets are sent to the printer by selecting the printer toolbar button. It is located on which client tool?
6. Which client tool tab allows you to view the progress of a submitted print job?
7. Where does the account mode need to be enabled first before you can use the accounting feature?
8. Where do you indicate to which Scan Directory you want scanned images saved until you retrieve them to your file system?
9. Where do you indicate which documents or images you want to retrieve from the scanner?
10. Where do you indicate the User ID and Account ID to which you want printed jobs logged?

Answers to AccXES Client Tools questions

1. Can a group of documents that you have added to the Document Submit screen be saved as a single file?

Yes

2. How can you put a label on a document within a set of documents, but not on the whole set of documents?

On the Document Submit screen, go to the Job Options button, Labels tab. Select the “Apply Labels” box and OK button. On the Document Submit window, double click on the document title. Go to the Labels tab that will come up to make your label choices. Select OK.

3. For your mismatched print jobs to go the mismatch queue, while letting the other print jobs continue printing, where must you first enable the media mismatch feature?

Go to the Web PMT. Select Printer Defaults, Printer Setup, Miscellaneous page. In the Media Mismatch Recovery table, select the “Enabled” box.

4. Which of the AccXES Client Tools would you use to set up the network connection from your workstation to a different scanner and printer?

The Device Manager Tool

5. Document sets are sent to the printer from selecting the printer toolbar button. It is located on which client tool?

The Document Submit Tool

6. Which client tool tab allows you to view the progress of a submitted print job?

The Printer Queue Tool

7. Where does the account mode need to be enabled first before you can use the accounting feature?

On both the printer or scanner

8. Where do you indicate to which Scan Directory you want scanned images saved until you retrieve them to your file system?

On the scanner, if the accounting feature is enabled, put in your User ID and Account ID. Press the Mode button to select Scan Mode. Type in the Scan Directory name, and then scan in the documents.

9. Where do you indicate which documents or images you want to retrieve from the scanner?

In the Scan Directory field on the Document Retrieve tab

10. Where do you indicate the User ID and Account ID to which you want printed jobs to get logged?

On the Document Submit tab if you are sending files to get printed from your workstation.

On the scanner if you are scanning documents to print out.

Prepared by:

Xerox Corporation
Global Knowledge & Language Services
800 Phillips Road
Building 845-17S
Webster, New York 14580-9791
USA

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