Operation guide

Océ VarioPrint® 6000+ Line

océ

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US

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Chapter 1
Preface

Trademarks

List of trademarks

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Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint® 6000+ Line. The manual contains a description of the product and guidelines to use and operate the Océ VarioPrint® 6000+ Line.

Definition

Attention-Getters

Parts of this manual require your special attention. These parts can provide the following:
- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Symbols used in this manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

Overview of the attention-getters

Word	Icon	Indicates
WARNING	⚠	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	⚠	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	✋	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and to avoid damaging the machine or property.
NOTE	✏	Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.
	🚫	Indicates an operation that must not be performed. Read these items carefully and make sure not to perform the described operations.

Available documentation

Introduction

This machine is delivered with the following items:
- A 'Documentation and Driver Notice'
- A 'Safety Information Sheet'.

✎ NOTE
Please check global.oce.com for the latest version of the documentation.

Main Content of the User Manuals

The following table provides an overview of the main content of the user manuals.

Main Content of the User Manuals

User Manual	Main content
Operating information	• Overview of the main system components • Working with the operator panel • Handling and managing jobs on the operator panel • Optional finishers and other devices • Add media, toner and staples
Maintenance tasks	• Replacing parts • Cleaning parts • Solve a paper jam in the engine module
Safety information	• Instructions for safe use

Chapter 2
Introduction

Introduction to the Océ VarioPrint® 6000⁺ Line

Introduction

The Océ VarioPrint® 6000⁺ Line is a series of high-volume, cut-sheet printers. The printer are intended both for document printing and stream printing.

The key feature of the machine is the Océ Gemini Instant Duplex Technology. This technology enables the machine to print the front side and back side of a sheet at the same time. Depending on your version, the sustained print speed, including reconditioning, ranges from 170, 200, 250 to 314 images per minute (A4 / Letter) when you print a 2-sided document.

The print speed for 1-sided documents (A4/Letter) ranges from 125 images per minute (for Océ VarioPrint® 6160, 6200 and 6250) to 157 images per minute (Océ VarioPrint® 6320 only).

This section gives a short description of the main features of the printer.

Overview of the main features

- Océ Gemini Instant Duplex Technology that enables the printing of both sides of a sheet at the same time.
- Advanced scheduling concept on the operator panel to keep the machine running.
- Load and assign the media while the printer prints.
- Unload the media while the printer prints.
- Assign the media while the printer warms up, after the printer is initialized.
- Support of up to 12 paper trays (total input capacity up to 13,800 sheets) and a roll feeder.
- Support of up to 3 stackers, a finisher and other external finishers.
- Support of a large range of media, media sizes and media weights.
- Support of PS/PCL/PDF and streaming PS.
- Support of TP (IPDS, PCL/PJL)
- Support of a large range of software products, for example the Océ PRISMA series, Xerox® FreeFlow® .
- Support of RDO files via Océ DP Link.

Chapter 3
Power information

The power buttons and power modes

The power buttons

The printer has the following button to control the power supply.

Button	Name	Description
(	Sleep button	The Sleep button is located at the right-hand side of the operator panel. Using the Sleep button puts the printer into sleep mode, wakes the printer up from the sleep mode or starts up the whole system, including the PRISMAsync controller. When you press the Sleep button • when the system is off, the whole system starts up, including the PRISMAsync controller. • when the system is ready, the printer is put into sleep mode. The operator panel will be turned off, The PRISMAsync controller remains on. • when the system is in sleep mode, the printer wakes up from the sleep mode. The Sleep button allows you to switch between the Ready mode and the Sleep mode.

The power modes

You can find the energy saving settings in the Settings Editor under [Preferences] -> [System settings] -> [Energy save modes].

The power modes

Power mode	Operator panel	Description
Off	Off	The printer and the controller are completely off. The printer cannot receive or print any job.
Ready	On	The printer is ready to print jobs.
Low power mode	Off	The low power mode is an energy save mode. To use the low power mode, the [Low power mode timer enabled] setting in the Settings Editor must be set to [Yes]. When this setting is disabled, the printer skips the low power mode and goes into the sleep mode after the time set for this mode. When the printer has been idle for the time defined in the [Low power mode timer] setting, the printer goes into low power mode automatically. Possible values: 1 - 15 minutes. Factory default: 15 minutes. The printer wakes up when a job arrives in the list of [Scheduled jobs] or when you touch the operator panel (either the screen or any button).

Power mode	Operator panel	Description
Sleep mode	Off	Once the printer has been idle for the time defined in the [Sleep mode timer] setting in the Settings Editor, the printer goes into sleep mode automatically. Compared to the low power mode, the printer uses less energy. Possible values: 16 - 240 minutes. Factory default: 30 minutes. The printer wakes up when: • You press the Sleep button 🔘 on the operator panel, or • A wake-up timer expires, provided that the wake-up timer is enabled in the Settings Editor, or • A job arrives in the list of [Scheduled jobs], provided that the [Automatic wake-up enabled] setting in the Settings Editor is set to [Yes]. Press the Sleep button 🔘 at the right-hand side of the operator panel to put the printer into the sleep mode manually. The printer goes into the sleep mode after all jobs are finished.

Turn on the system

Procedure

1. Press the Sleep button at the right-hand side of the operator panel.

   The power switch must be turned on.

Shut down the system

Illustration
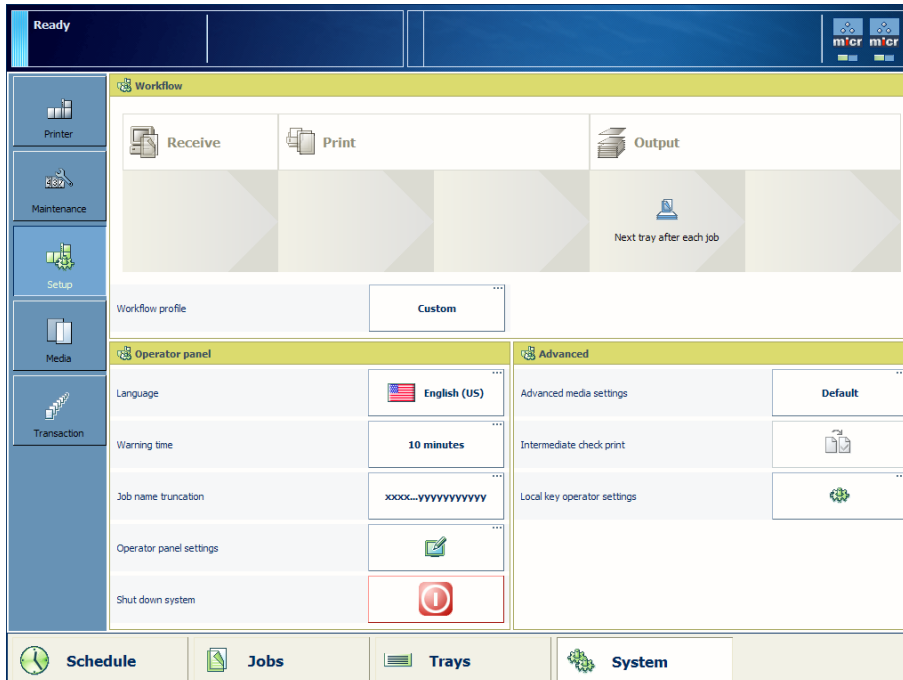
[1] Shut down the system

Procedure

1. Touch [System] -> [Setup] -> [Shut down system].
   The operator panel displays the message [Are you sure you want to shut down?].
2. Press [Yes].
   A message indicates when the shut down will begin.
   When the shut down is complete, the operator panel will be off.
3. To shut down the system completely, switch the On/Off button of each connected finishing unit into the "O" position.

Restart the system

Introduction

You can restart the system via the Settings Editor (under [Support] -> [Troubleshooting]) or via the printer operator panel.

Illustration
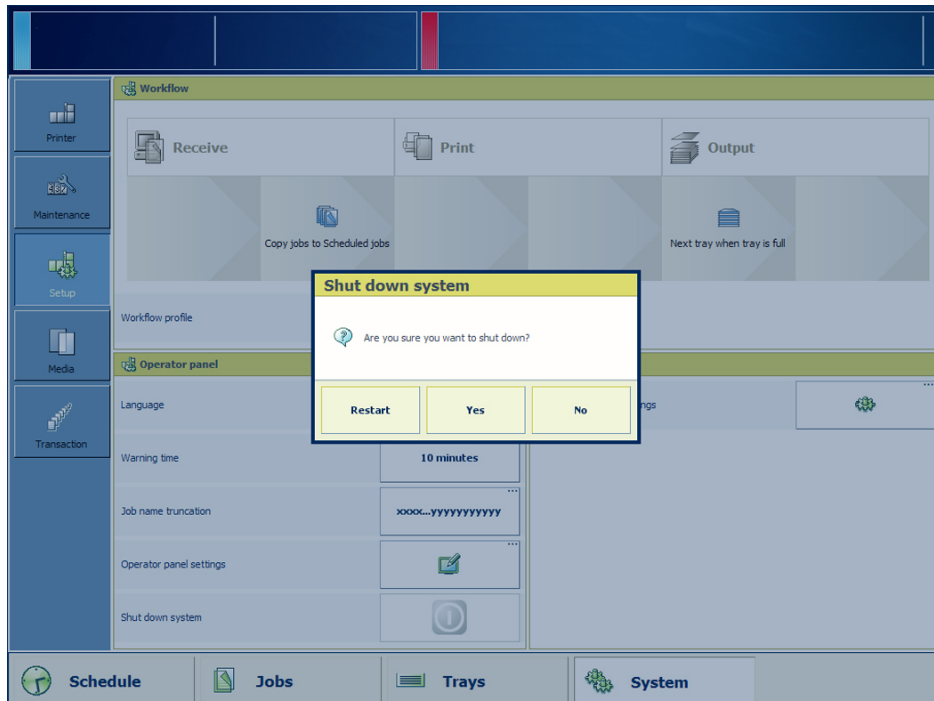
[2] Restart the system

Procedure

1. Touch [System] -> [Setup] -> [Shut down system].
   The operator panel displays the message [Are you sure you want to shut down?].
2. Press [Restart].

Chapter 4
Main parts

Introduction to the main system components

Introduction

The following illustration shows the main system components. The table describes the main components. Please follow the links in the table for comprehensive information.
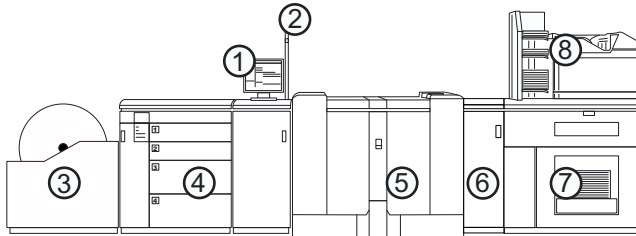
[3] The main system components

The main system components

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors or perform maintenance tasks (see *The operator panel* on page 22).
2	Operator attention light	The operator attention light enables you to check the status of the system from a distance (see *The operator attention light* on page 28).
3	Roll feeder (optional)	A roll feeder is an optional device that adds paper input capacity to your printer. When you use a roll feeder, you can only use 1 or 2 paper modules. A combination of 3 paper modules and a roll feeder is not possible. The operator panel displays the roll feeder and gives feedback about the status of the roll feeder. For example whether the roll is full or empty. Please refer to the documentation of the roll feeder manufacturer for more information, for example about replacing an empty roll.
4	Paper module	The paper module contains 4 paper trays. The paper trays contain the media that will be printed. The default configuration of the system contains 1 paper module. You can add 1 or 2 more paper modules to the default configuration to increase the media input capacity (see *The paper modules* on page 26).
5	Engine module	The engine module contains the components that print the media. Access to the engine module is only required when a paper jam occurs or when maintenance is required. The doors at the left-hand side and right-hand side of the engine module give access to the toner units. ▸

	Component	Function
6	Puncher (optional)	The puncher (iXDP) can make holes in the prints. The number of holes depends on the die set that is installed (see *Replace a die set* on page 175).
7	Stacker	The stacker is the output location of a default configuration. The system supports up to 3 stackers (see *The output locations* on page 29).
8	Finisher (optional)	The finisher on top of the stacker is an optional output location for the print jobs. The finisher can staple the jobs (see *The output locations* on page 29).

The operator panel

Introduction

The operator panel helps you to carry out print jobs. This section describes the main components of the operator panel.
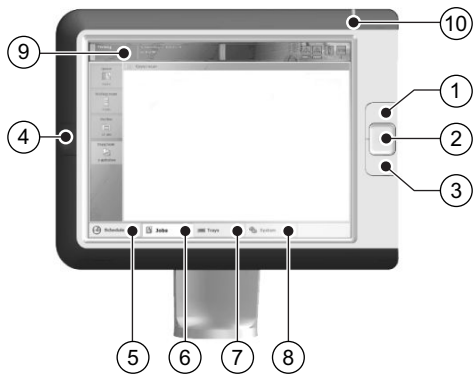
[4] The operator panel

The main components of the operator panel

	Component	Function
1	Sleep button	Put the system into the sleep mode or wake up the system.
2	Stop button	Stop the printing process after a set or as soon as possible.
3	Paper tray button	Get immediate access, after the printer is initialized, to the [Trays] section on the operator panel to do the following (for example): • Check the content of all paper trays. • Load a new media type into a paper tray. • Change the media type which is available in one of the paper trays.
4	USB port	Insert a USB drive into the USB port to: • Print any documents on the USB drive.
5	[Schedule] button	Access the [Schedule] view to manage the jobs in the schedule.
6	[Jobs] button	Manage and print the jobs in the lists of [Waiting jobs], [Scheduled jobs] and [Printed jobs].
7	[Trays] button	Access the [Trays] section on the operator panel to do the following, for example: • Check the content of all paper trays. • Load a new media type into a paper tray, or • Change the media type which is available in one of the paper trays.

	Component	Function
8	[System] button	Access the [System] section to do the following, for example: • Check the status of the toner, staples and other supplies. • Read counters. • Start maintenance. • Set up the preferred workflows. • Change a number of default system settings such as the language. • Adjust the brightness and contrast of the LCD panel. • Shut down the printer. • View the content of the media catalogue or add temporary media to the media catalogue.
9	Dashboard	The dashboard displays information about the system status such as: • Information about the current printing process. • Information about operator intervention that is required soon. • Information about errors. • Information about the status of the toner reservoir and staple cartridges.

10	Status LED	The status LED displays the status of the system:
		• Red LED
		  The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
		• Orange LED
		  The machine will stop soon, for example because more paper is required. Operator attention is required soon.
		  The orange light illuminates when the machine reaches the warning time. The warning time is a time you can set to determine when the orange light must illuminate. You can set the warning time in the [System] view of the operator panel.
		• Green LED
		  The machine is busy printing. The machine can print longer than the set warning time. Operator attention is not required.
		• LED off
		  The machine is idle or off. There are no jobs scheduled for printing and no operator attention is required.

The dashboard

Introduction

The dashboard is the upper blue part of the operator panel. The dashboard is always visible, irrespective of the current view. The dashboard shows the following.
- The status of the system
- The current process
- Instructions for the operator
- The status of the supplies
- The status of the external finisher, if applicable
- Whether maintenance is required.
- The [Resume] button ▷ after you stopped the printer.

Illustration

The following illustration shows the dashboard while the machine is busy. The vertical status bar is green. No action is required.

[5] The dashboard - No action is required

The following illustration shows the dashboard while the machine is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.

[6] The dashboard - Action is required soon

The parts of the dashboard

The dashboard

Number	Function
1	Display the status of the machine, for example [Initializing...], [Printing...] or [Printing will stop...]. Each status message can have a sub-message with additional information.

Number	Function
2	Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed. For document printing, the counter can display the following information. • Set X of Y • Sheet X of Y or Sheet X. X represents the current status of the print job. Y represents the total number of sets or sheets of a print job. When the sorting method for a job is set to [By set], and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y) and the sheet count (Sheet X of Y) for the set. If a set contains less than 40 pages, then the dashboard only displays the set count (Set X of Y). If the sorting method for a job is set to [By page], or when you print stream jobs, the dashboard only displays a sheet count.
3	Display the action that you must do now or soon. The colors of the vertical status bar at the left-hand side match the colors of the LED on the operator panel and the operator attention light. When the color is orange or red, a message indicates the required action. Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time (*Change the warning time* on page 44). Red means that action is required now. ✎ **NOTE** The operator panel can only display one message at a time. When there are more messages, the operator panel displays the first required or most important message.
4	• Display the status of the external finisher, if applicable. • Display the status of the staple cartridges (*Check the status of the stapler cartridges* on page 199). • Display a warning that maintenance is required. When maintenance is required soon, the maintenance icon becomes orange 🔧. When maintenance is required now, the maintenance icon becomes red 🔧. • Display the status of the toner reservoirs (*Check the status of the toner reservoirs* on page 197). ✎ **NOTE** Only key operators who received the special maintenance training are allowed to do maintenance tasks.

The paper modules

Introduction

The paper trays contain the media that are required for the print jobs. The default configuration of the machine contains 1 paper module with 4 paper trays.
- Two standard trays with a capacity of 600 sheets each.
- Two bulk trays with a capacity of 1,700 sheets each (or 3,300 A4/Letter sheets each when the optional dual paper trays are installed)

Contact your local authorized dealer for more information about the dual paper trays.

You can add 1 or 2 more paper modules to the machine. Then the total number of paper trays is extended to 8 or 12 respectively. You can find more information about the capacities of the paper trays and the supported media size in the appendix of this manual.

This section describes the control panel on each paper module.

NOTE
You can use the control panel on the paper modules to open the paper trays and load the media. However, the recommended way to open the paper trays and assign the media is via the [Schedule] view. You can also open the paper trays and/or assign the media via the [Trays] view (see *Assign the media to a paper tray* on page 59).

The control panel
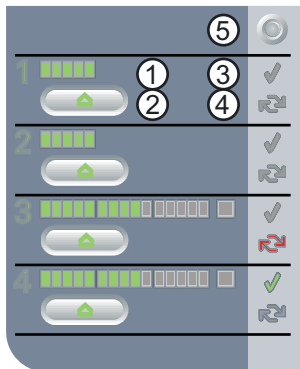
[7] The control panel on the paper modules

Each paper module contains a control panel next to the upper paper tray. The control panel consists of 4 sections that correspond with the 4 paper trays. Each section displays the current filling level of the corresponding paper tray. Furthermore, the control panel indicates whether the media in the paper tray is assigned or not. The following table describes the various parts of the control panel.

The parts of the control panel

Number	Description
1	The LEDs indicate the current amount of sheets in the corresponding paper tray. Each lit-up LED indicates the presence of about 100 sheets (based on media of 80 g/m^2 or 20 lb bond).
2	Press the button to open the corresponding paper tray. You can only open 1 paper tray at a time.

Number	Description
3	When the check mark is green, the media in the paper tray is defined. The system knows which media is in the paper tray.
4	When the arrows are red, the media in the paper tray is not defined. The system does not know which media is in the paper tray. The [Trays] view on the operator panel indicates that no media is assigned to the paper tray.
5	The [Not assigned] button. This button applies to the paper tray where you just put the media. You can press the [Not assigned] button when you load a new media type into a paper tray without defining this media type on the operator panel first. Then the printer cannot accidentally use the media in this paper tray before the media is correctly defined on the operator panel. You can define the media type in the [Trays] view on the operator panel later (see *Assign the media to a paper tray* on page 59). ✐ NOTE Make sure that the paper tray is open when you press the [Not assigned] button.

The operator attention light

Introduction

The operator attention light informs you about the status of the machine. To improve the productivity, the operator attention light can warn you some time before the machine stops. You can set the warning time on the operator panel.

The colors of the lights match the status that is currently indicated on the operator panel (*The dashboard* on page 24).

[8] The operator attention light

Status colors

The colors of the operator attention light

Color	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The machine will stop soon, for example because an output location is almost full. The orange light lights up when the machine reaches the warning time. Operator attention is required soon.
Green	The machine is busy printing. The machine can print longer than the defined warning time. Operator attention is not required.
All lights off	The machine is idle. There are no jobs scheduled for printing.

The output locations

Introduction

The machine supports several output locations for the printed jobs. The default configuration of your machine contains a stacker and the system output. The finisher is an optional output location. Furthermore, you can connect several optional external finishers to the machine.

✎ NOTE
You need the optional finisher or another optional external finisher to staple the jobs.
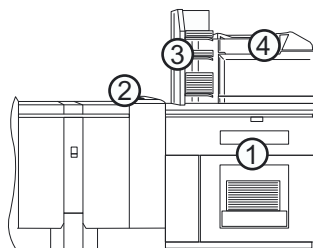
[9] The output locations

Overview of the output locations

	Component	Description
1	[Stacker]	The stacker is the default output location of the machine. The stacker capacity is 6,000 sheets, in 2 stacks of 3,000 sheets each (80 g/m² or 20 lb. bond). The stacker does not contain staple cartridges. Therefore, the stacker cannot be the output location for jobs that require staples.
2	[System output]	The system output is the output location for the following prints. • Error prints • Sample prints • Configuration reports • Job tickets • The test sheets for the media registration. • The test sheets for the media quality. Make sure that you regularly remove the sheets from the system output.
3	[Finisher] (optional)	The optional finisher contains the following output trays. • 3 output trays • 1 upper output (see no. 4 below) The finisher contains 2 staple cartridges to staple the jobs. The 3 output trays can receive A4, Letter and similar media sizes. Stapled jobs (A4, Letter and similar media sizes only) go into the output trays. The total capacity of the output trays is 3,700 sheets (80 g/m² or 20 lb bond). ✎ NOTE The output trays cannot receive tab sheets.

	Component	Description
4	[Finisher upper output]	The finisher upper output is part of the finisher. The upper output can receive all formats. However, the upper output is mainly intended for large media or jobs with mixed size media. The maximum capacity of the upper output is 500 sheets (80 g/m² or 20 lb bond).

> NOTE
> The upper output does not contain staple cartridges. Therefore, the upper output cannot be the output location for jobs that require staples.

Chapter 5
Adapt printer settings to your needs

Access the Settings Editor

Introduction

The Settings Editor is a web-based application and therefore accessible via an Internet browser. The Settings Editor enables you to manage settings or to display information in the following areas.
- [Media]
- [Preferences]
- [Workflow]
- [Configuration]
- [Support]
- [Transaction printing] (optional)

Before you begin

Make sure you have the following information.
- The IP address or host name of the PRISMAsync controller.
- The key operator password to change all settings except for the settings in the [Configuration] tab.
- The system administrator password to change all settings including the settings in the [Configuration] tab.

Procedure

1. Open your web browser.

   ✏ NOTE
   When the Settings Editor does not display the correct language, you can change the preferred language in the Internet options of your Internet browser. The desired language must be first in the list of languages.

2. In the address bar, enter the IP address or host name of the PRISMAsync controller. The Settings Editor application appears.
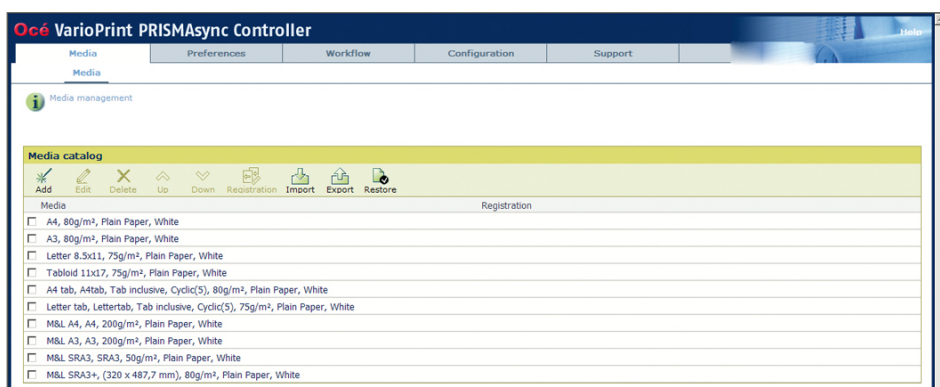
You can now make the required changes.

Change a number of settings in the Settings Editor via the operator panel

Introduction

✐ NOTE
The information contained in this section is primarily intended for key operators and system administrators.

The Settings Editor application on the PRISMAsync controller is a web based application that allows key operators and system administrators to adapt the system to the situation in an organization and production environment. The Settings Editor allows key operators and system administrators to manage settings regarding to network configuration, system preferences, job preferences and media, for example.

For convenience reasons, a subset of frequently used settings is accessible through the operator panel.

Settings available via the operator panel

Group of settings	Available settings	Short description
[About]	• [Serial number] (read-only) • [Version of printer software] (read-only) • [Upgrade software (from USB)] • [Upgrade software (from server)]	The [About] section allows you to look up the serial number and software version of the printer.
[Software licenses]	• [Upload license]	When you have a new license to activate a new feature on the printer, you can upload the license through this section. After uploading the license, the feature becomes active. You can only use this section after you inserted an USB drive in an USB port of the PRISMAsync controller or on the operator panel. Follow the instructions on the operator panel when you upload the license. ▸

Group of settings	Available settings	Short description
[Logging]	• [Save the data-dump file] • [Save the trace file] • [Print the configuration report]	When an error occurs, the help desk of your printer supplier can ask you to create and send a trace file and a datadump file. The datadump file is a .zip file that contains detailed technical information about your system. Furthermore, the system can store trace log files in .zip files. You can save both .zip files to a USB drive. The configuration report contains information about the configuration of your printing system, for example information about the system configuration, controller configuration and network settings. You can print the configuration report for backup purposes, for example. Follow the instructions on the operator panel when you save a file or print a report.
[Connectivity]	• [MAC address] (read-only) • [Host name] • [Link speed and connection type] • IPv4 settings • IPv6 settings • DNS settings • WINS settings • [Test the TCP/IP connection]	The [Connectivity] section contains the main settings to integrate the printer into a network. After you have adapted the network settings, you can test the connection from here. Follow the instructions on the operator panel when you adapt the network settings.
[Remote connection] (optional)	• [Remote connection status] (read-only) • [Remote connection enabled] • [Remote Service country code] • [Test Remote connection]	The [Remote connection] section (optional) contains the settings to enable the remote connection and to configure the Remote Service. See also *Remote Service* on page 164. ✎ NOTE Only Service can adapt the remote connection settings. After Service adapts the remote connection settings, you can test the remote connection with this setting.

Group of settings	Available settings	Short description
[System settings]	• [Date and time] • [System of measurement] • [Time zone]	The [System settings] section contains settings to change the date and time of the system, or the system of measurement used. When you change the system of measurement, all corresponding values on the system will be changed. For example, when you change [Metric] into [Imperial], all length values will be displayed in inches.

Procedure

📝 NOTE

The key operator PIN or the system administrator password is required to make changes in this section.

1. Touch [System] -> [Setup] -> [Local key operator settings] (under [Advanced]).
2. Touch the button of the group that contains the setting you want to change or view.
3. Touch the required setting.
4. Look up the required information or make the required changes.
5. If you make a change, touch [OK] to confirm.
6. Press [Close].

Introduction to the [Setup] section

Introduction

The [System] view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the [Setup] section in the [System] view.

Overview of the [Setup] section
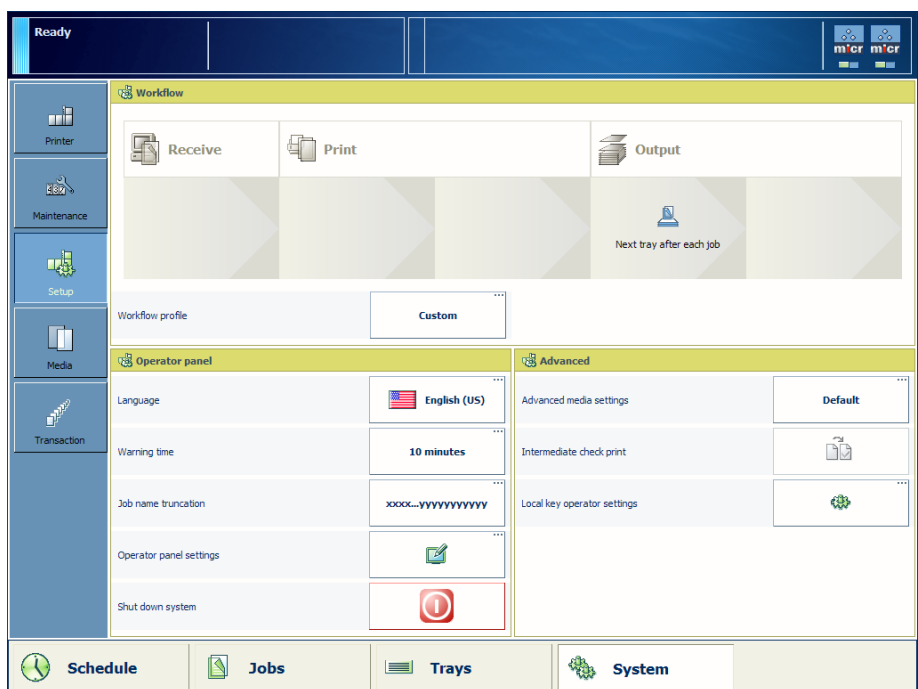
[10] Overview of the [Setup] section

The items of the [Setup] section

Item	Function	More information
[Workflow]	Display the main settings of the current workflow profile. These settings are read-only.	
[Workflow profile] button	Define a workflow profile that matches your needs.	*Work with the workflow profiles* on page 38
[Language] button	Change the language of the operator panel.	*Changing the language* on page 43
[Warning time] button	Define the moment when the system warns you about an action that is required soon, for example 10 minutes in advance.	*Change the warning time* on page 44
[Job name truncation] button	Define how the system truncates a job name.	*Truncate the job name* on page 46

Item	Function	More information
[Operator panel settings] button	Adjust the brightness and contrast of the operator panel.	*Adjust the brightness and contrast of the operator panel* on page 47
[Shut down system] button	Shut down the system in a controlled way.	*Shut down the system* on page 17
[Advanced media settings] button	Define a number of special media-related settings.	*Change the advanced media settings* on page 80
[Intermediate check print] button	Print a test sheet of a running job to check the quality.	*Make an intermediate check print* on page 42
[PrintGuard module] button	Enable or disable the use of the PrintGuard (optional).	
[Local key operator settings] button	Get direct access to a number of important key operator settings in the Settings Editor on the PRISMAsync controller.	*Change a number of settings in the Settings Editor via the operator panel* on page 33

Work with the workflow profiles

Introduction

The machine is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ([Receive], [Print] and [Output]). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).

This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.

> ### NOTE
> The [Workflow profile] button in the [Setup] section of the [System] view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text [Custom].

The workflow profiles
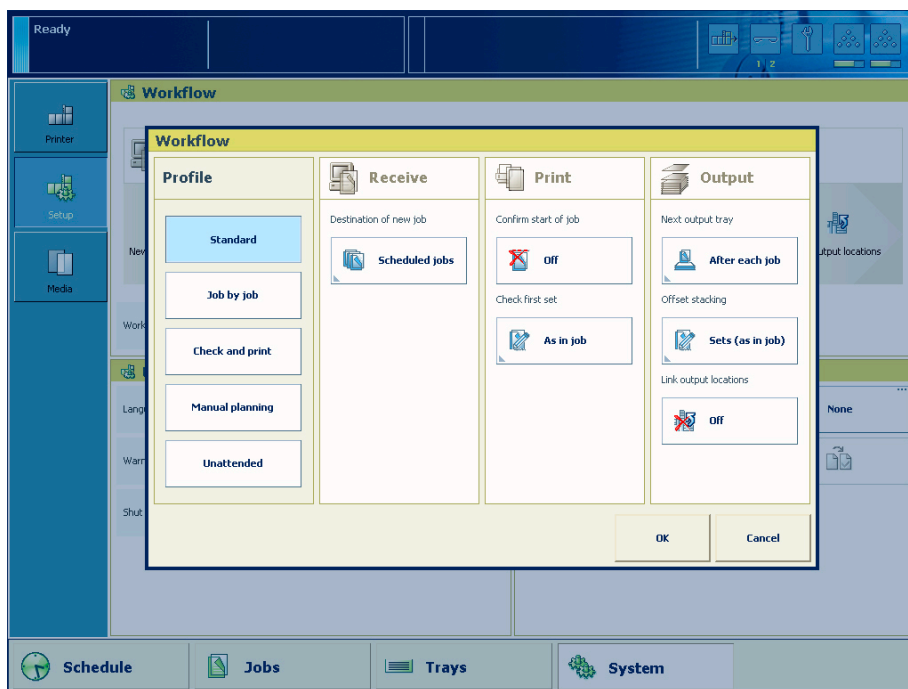
[11] The workflow profiles screen

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

When to use which workflow

Profile	When to use
[Standard]	You need a productive workflow but you still want to have sufficient control over the jobs.

Profile	When to use
[Job by job]	You want to start the jobs one by one. Each time a job has been printed, the machine goes on hold. Always touch [Resume] in the dashboard to start the next job.
[Check and print]	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
[Manual planning]	The jobs are sent to the machine in a random order. You can manually define the most productive order in which the machine will print the jobs.
[Unattended]	You want to continue printing while you are absent, for example after working hours. Then the machine will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings of each workflow profile

The following table gives an overview of the default [Receive] and [Print] settings of each workflow profile.

The [Receive] and [Print] settings

Workflow profile	[Receive] settings	[Print] settings	
	[Destination of print job]	[Confirm start of job]	[Check first set]
[Standard]	[Scheduled jobs]	[Off]	[As in job]
[Job by job]	[As in job]	[On]	[As in job]
[Check and print]	[Scheduled jobs]	[Off]	[On]
[Manual planning]	[Waiting jobs]	[Off]	[As in job]
[Unattended]	[As in job]	[Off]	[Off]

The following table gives an overview of the default [Output] settings of each workflow profile.

The [Output] settings

Workflow profile	[Output] settings		
	[Next output tray]	[Offset stacking]	[Link output locations]
[Standard]	[After each job]	[Sets (as in job)]	[On]
[Job by job]	[After each job]	[Sets (as in job)]	[On]
[Check and print]	[After each job]	[Sets (as in job)]	[On]
[Manual planning]	[After each job]	[Sets (as in job)]	[On]
[Unattended]	[When tray is full]	[Banners]	[Off]

✎ NOTE
The setting [Link output locations] is only visible when 2 or more equally configured stackers are available. For example, you cannot link the stackers when 1 stacker is configured for face-up media, while the other is configured for face-down media. Furthermore, it is not possible to link a stacker to a finisher.

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
[Destination of print job]	[Scheduled jobs]	The jobs are immediately sent to the list of [Scheduled jobs]. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. • Move jobs to the list of [Waiting jobs] or • Use [To top] to move a job to the top of the list of [Scheduled jobs] (*Give priority to a scheduled job* on page 112).
	[Waiting jobs]	You can manually define the order in which the jobs will be printed.
	[As in job]	The submitted jobs go to the destination that is indicated in the job ticket.
[Check first set]	[On]	The machine goes on hold after the first set of a job is printed. You can check the quality and layout of the first set before the machine prints the remaining sets.
	[Off]	The machine will print the whole job without stopping after the first set.
	[As in job]	The machine will print the jobs as indicated in the job ticket.
[Confirm start of job]	[On]	The machine always stops before the next scheduled job. You must press the Release key ▷ to start each job.
	[Off]	The machine prints the scheduled jobs one after the other. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.
	[On conflict]	The machine stops before a job when one or more settings are overruled by the controller.
[Next output tray]	[After each job]	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	[When tray is full]	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.

Setting	Values	Effect
[Offset stacking]	[Jobs]	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	[Sets (always)]	The offset stacking is defined per N sets. By default, this number is 1. If a number is specified, this specified number of printed sets of a job will be delivered to an output location in one straight stack, the next number of printed sets are stacked with an offset. When the number of requested sets in a job is lower than or equal to N, the sets are not stacked with an offset. However, the whole job is stacked with an offset with respect to the previous job.
	[Sets (as in job)]	Each printed set is delivered to the output location as indicated in the job ticket. Therefore, the sets can be stacked in one straight line or with an offset.
	[Banners]	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	[Off]	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

Make an intermediate check print

Introduction

The machine has a function that enables you to make a check print while a job is printed. This function is called the intermediate check print. When you use this function, the machine prints a copy of the sheet that is printed at the moment you press the [Intermediate check print] button. You can use this sheet to check whether the quality and consistency of the prints still meet your requirements.

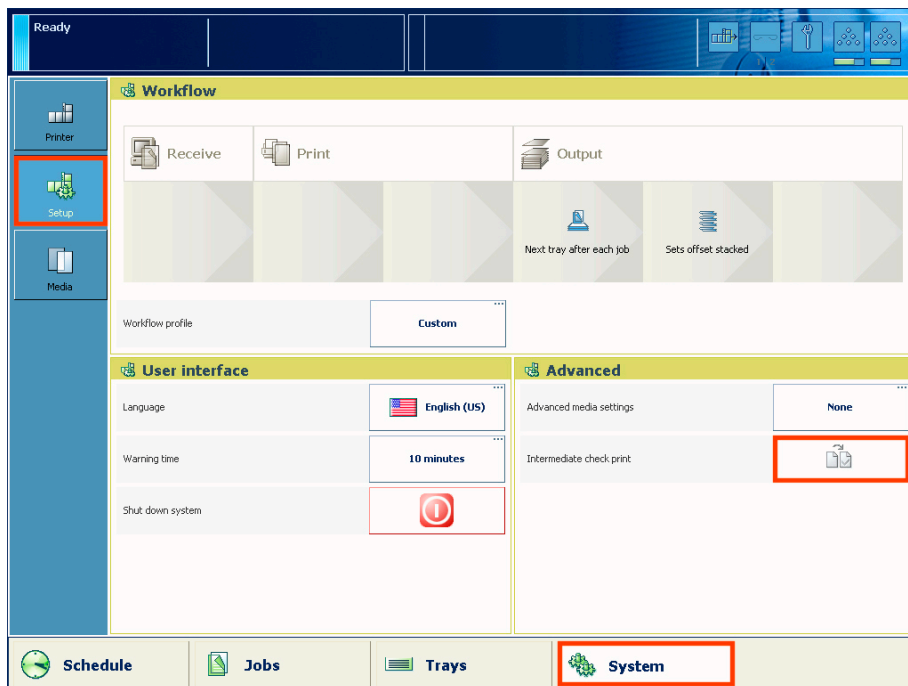This section describes how to make an intermediate check print.

✎ NOTE
You can also press the [Intermediate check print] button when a job has not yet started. As soon as you start printing, a copy of the first sheet of the job will be printed.

✎ NOTE
In the Settings Editor, you can also set the [Interval of intermediate check print].

[12] Make an intermediate check print

Procedure

1. On the operator panel, press the [System] button.
2. Press [Setup].
3. Touch the [Intermediate check print] button in the [Advanced] section.
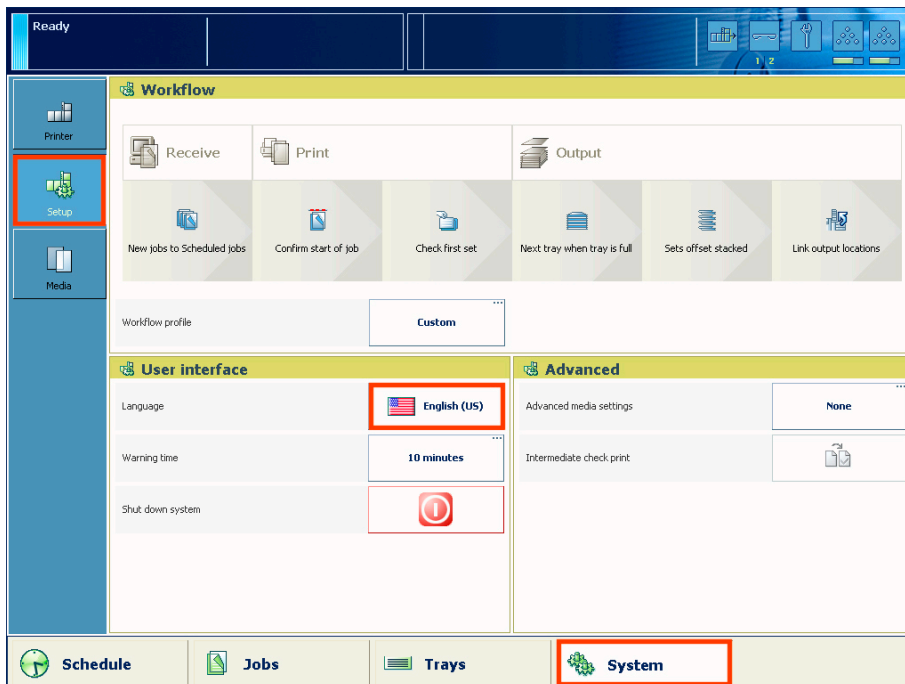   The intermediate check print is sent to the system output (see *The output locations* on page 29).

Changing the language

Introduction

This section describes how to change the language of the operator panel.

Procedure

1. On the operator panel, press the [System] button.
2. Press the [Setup] button.

[13] Changing the language

3. Press the [Language] button in the [Operator panel] section.
   An overview of the available languages appears.

[14] Overview of the available languages

4. Select your language, for example [English (UK)].
5. Press [OK].
   The language is changed.
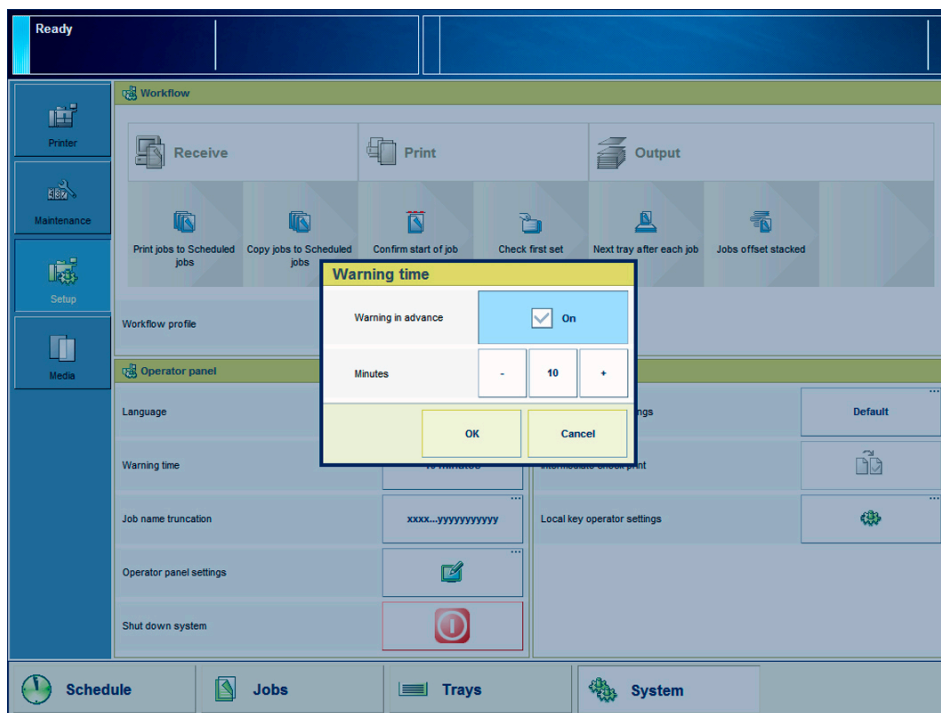
Change the warning time

Introduction

When operator interaction is required now or soon, the LED on the operator panel and the operator attention light can warn you. This is a trigger that action is required now or soon, for example load a required media type or empty an output location. You can define how long in advance the warning message is displayed.

By factory default, the function [Warning in advance] is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop. Depending on the urgency of the warning message, the LED on the operator panel and the operator attention light are orange or red.

✎ NOTE
You can only change the warning time when the [Warning in advance] function is enabled.
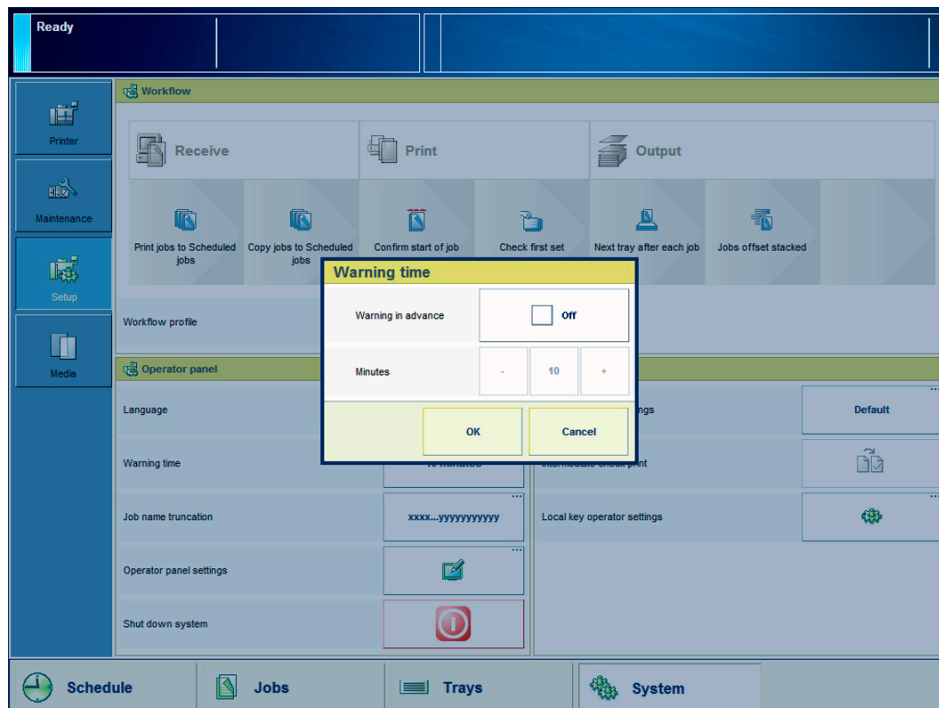

[15] Change the warning time

Procedure

1. Touch [System] -> [Setup] -> [Warning time].
2. Touch the - or + button to decrease or increase the warning time in steps of 1 minute. You can set a time from 1 - 60 minutes.
3. Press [OK].

Disable the warning time

Introduction

When operator interaction is required now or soon, the dashboard and the operator attention light warn you. However, you can disable this warning function.


[16] Disable the warning time

Procedure

1. Touch [System] -> [Setup] -> [Warning time] (under [Operator panel]).
   When the box for [Warning in advance] has a check mark and states [On], the function is enabled.
2. Touch the [Warning in advance] button.
   The check mark disappears. The status [On] changes into [Off].
3. Press [OK].

Truncate the job name

Introduction

In the [Jobs] view, the operator panel displays all jobs with their job names. If a job name is too long, the systems truncates the job name. To enable you to identify your jobs in the lists more easily, you can define how the system truncates the job names. This allows you to keep the identifying part of the job name. You can choose to truncate the job name at the beginning or at the end of the name.

Illustration
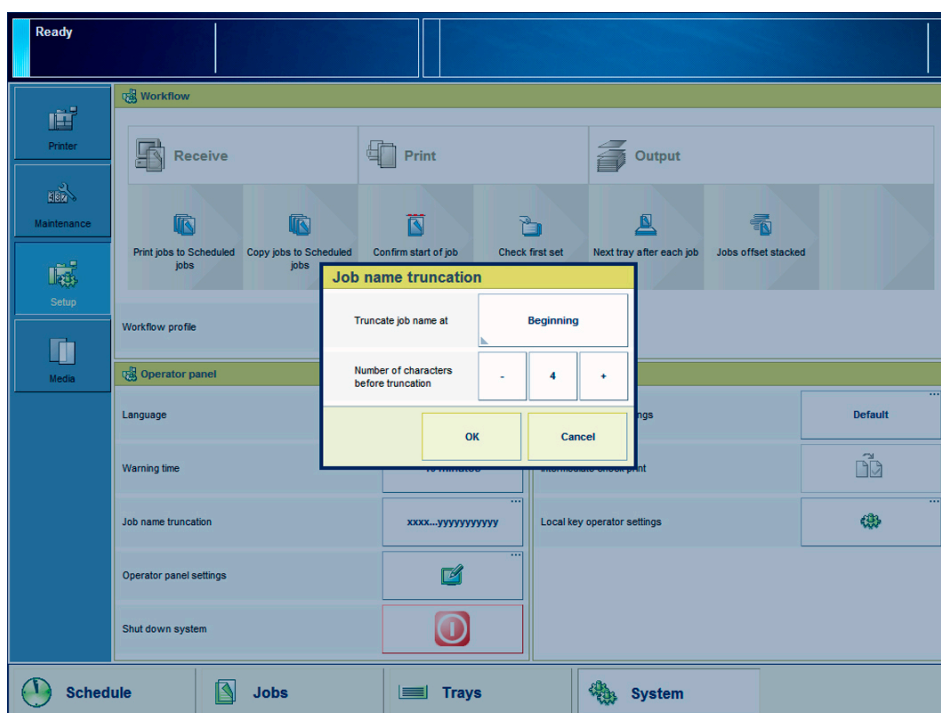
[17] Job name truncation

Procedure

1. Touch [System] -> [Setup] -> [Job name truncation] (under [Operator panel]).
2. For [Truncate job name at], select [Beginning] or [End].
3. Touch the - or + button to indicate the number of characters before truncation.
4. Press [OK].

Adjust the brightness and contrast of the operator panel

Introduction

You can adjust the brightness and contrast of your monitor to improve the readability of the operator panel. The required brightness and contrast settings can depend on the lighting in your room, for example.

Setting	Description
[Auto adjust]	The screen of the operator panel will automatically set the correct ratio of brightness and contrast.
[Brightness]	You can increase or decrease the brightness from level 20 to 100 in steps of 1. The higher the value, the higher the brightness.
[Contrast]	You can increase or decrease the contrast from level 10 to 100 in steps of 1. The higher the value, the higher the contrast.

Illustration
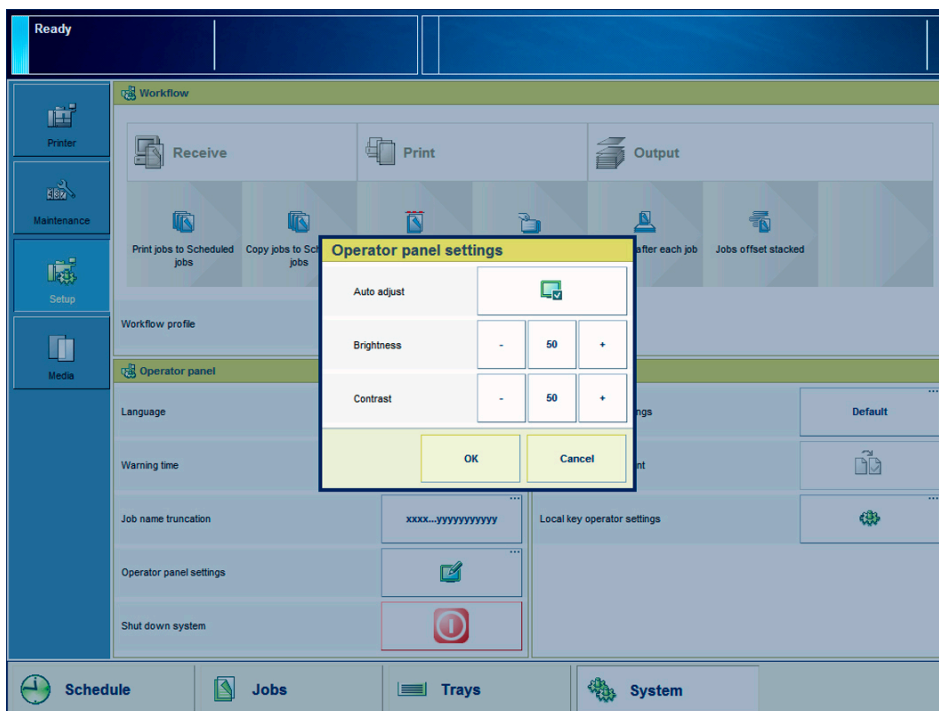
[18] Adjust brightness and contrast

Procedure

1. Touch [System] -> [Setup] -> [Operator panel settings].
2. Touch [Auto adjust] to optimize the brightness and contrast of the screen automatically.
3. Touch [OK] when the brightness and contrast are OK, or continue with the steps below when these settings are not yet OK.
4. Touch '-' to decrease or '+' to increase the [Brightness].

5. Touch '-' to decrease or '+' to increase the [Contrast].
6. Press [OK].

Chapter 6
Media handling

Introduction to the [Schedule] view

Introduction

The [Schedule] is your daily planning board for print jobs. The [Schedule] helps you to keep the machine running.

This section shows and describes the main parts of the [Schedule].

✎ NOTE
The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs 🎨, all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The [Schedule] view
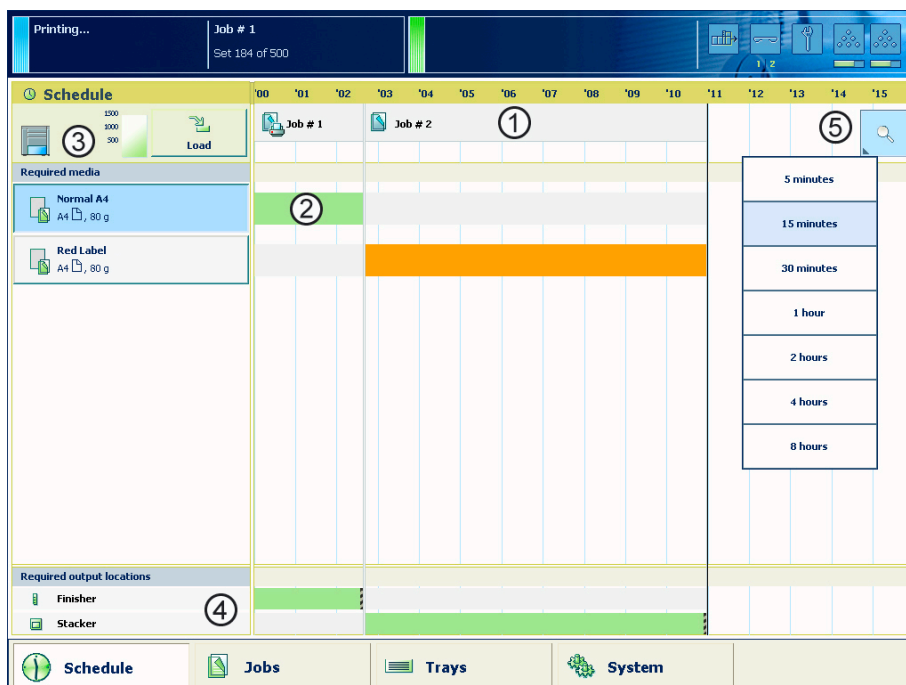
[19] The [Schedule] view

1. The Jobs Pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.

An icon and the job name represent a job. The icon indicates the state of the job, for example printing 🖨.

Furthermore, the ┇ icon indicates the stop moments of the machine. For example, when the setting [Confirm start of job] in the workflow profiles (see list of references below) is set to [On] or when you use the [Stop after job] function.

2. The [Required media] pane

The [Required media] pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see list of references below). The bars show the availability of the media. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.

When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.

The possible display of small jobs

Image	Description
	Green. The required media is available.
	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The Media Toolbar

The media toolbar displays the following information for the media that is selected in the [Required media] pane. Furthermore, the media type toolbar contains the [Load] button to load and assign the required media.

The icons in the media toolbar

Icon	Description
	The list of [Required media] shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.
	The list of [Required media] shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.

Icon	Description
	The list of [Required media] shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of [Required media].

4. The Output Locations Pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example, because the output location will be full soon.
Red	The output location is required now, but not available. For example, because the output location is full.
Gray	The output location is required, but availability is unknown.

5. The zoom control

The zoom control enables you to adjust the time scale visible in the [Schedule]. When you touch the zoom button, a drop-down list appears. Then you can select the desired time scale (five minutes - eight hours).

Load the media

Introduction

This section describes how to load the media into a paper tray.

When you load the media via the [Load] button in the [Schedule], the paper tray is automatically assigned to the correct media.

When you load and assign the media via the [Assign] button in the [Trays] view, you must assign the paper tray to the loaded media manually.

When no external finisher is connected to the machine, you must put all the media types face up and header up into the paper trays. The tabs of tab sheets must be at the right-hand side. When an external finisher is connected to the machine, it is possible that you must put the media into the paper trays in a different way. Refer to the documentation of the external finisher for more information about how to place the media.

When to do

- The [Schedule] displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The [Schedule] displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.
- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

IMPORTANT
Always put the stack of media at the left-hand side of the paper guides inside the paper trays, as indicated on the sticker inside the paper trays.

Procedure

1. Put a small stack of the media into the paper tray.
2. Pinch the green handle of the right-hand guide and push the guide against the edge of the media.
3. Turn the green knob to adjust the front guide and the rear guide.
4. Put the rest of the media on top of the small stack.

NOTE
When you want to assign the media later you must press the [Not assigned] button.

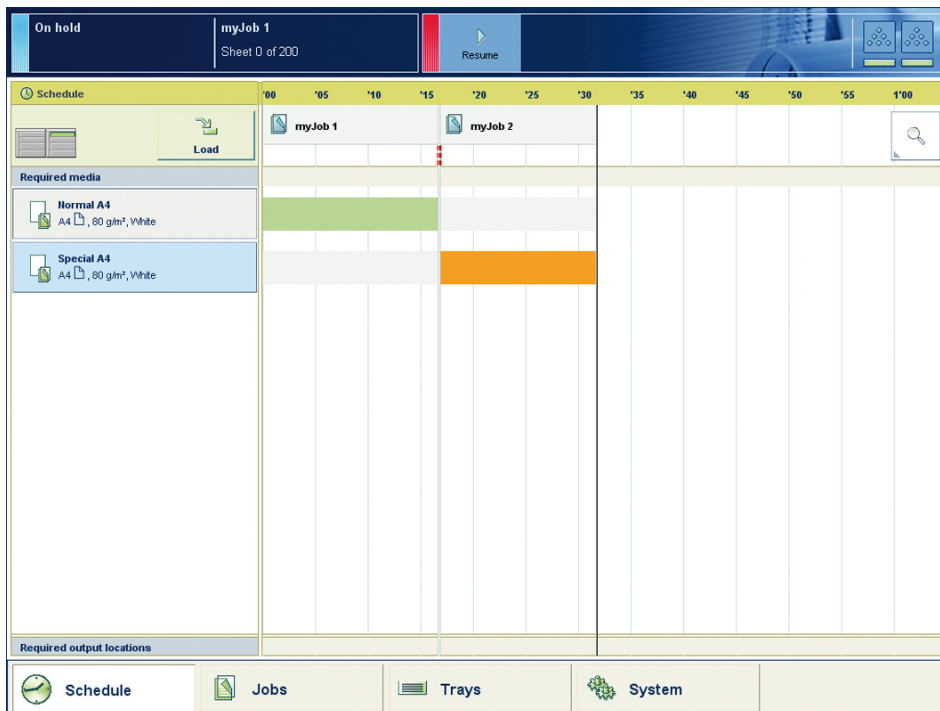# Load media via the [Schedule] view

Introduction

When the [Schedule] view is available on your printer, you can load and assign the required media directly in the [Schedule] section.

✎ NOTE

When you load a different media size, you must also set the paper guides inside the paper tray to the correct dimensions.

Illustration

[20] Load the media

Procedure

1. Touch the button for the media you want to load, for example Special A4.
2. Press [Load].
   The [Trays] view appears.
3. On the screen, touch the paper tray where you want to load the media.
4. Touch [OK] to open the paper tray.
5. Load the media into the paper tray.
   The system assumes you loaded the selected media type, in this example Special A4. The system will automatically assign Special A4 to that paper tray.

✎ NOTE

You can always change the assigned media type later by touching the [Assign] button.

6. Gently close the paper tray.

Related information

Introduction to the Schedule view on page 50

Introduction to the Trays view

## Introduction

The [Trays] view has the following functions.
- Display the current content and filling level of the paper trays.
- Open the paper trays and assign the required media for the print jobs.
- Change the media that is currently assigned to a paper tray.
- Assign media to a paper tray when you already loaded the media and pressed the button for [Not assigned] on the control panel of the paper module (*The paper modules* on page 26).
- Unassign media from a paper tray.
- Perform a media registration.

This section describes the items of the [Trays] view.

✎ NOTE
The machine can have 1, 2 or 3 paper modules, possibly combined with a roll feeder. When the machine has more than 1 paper module, the [Trays] view displays all the available paper modules.
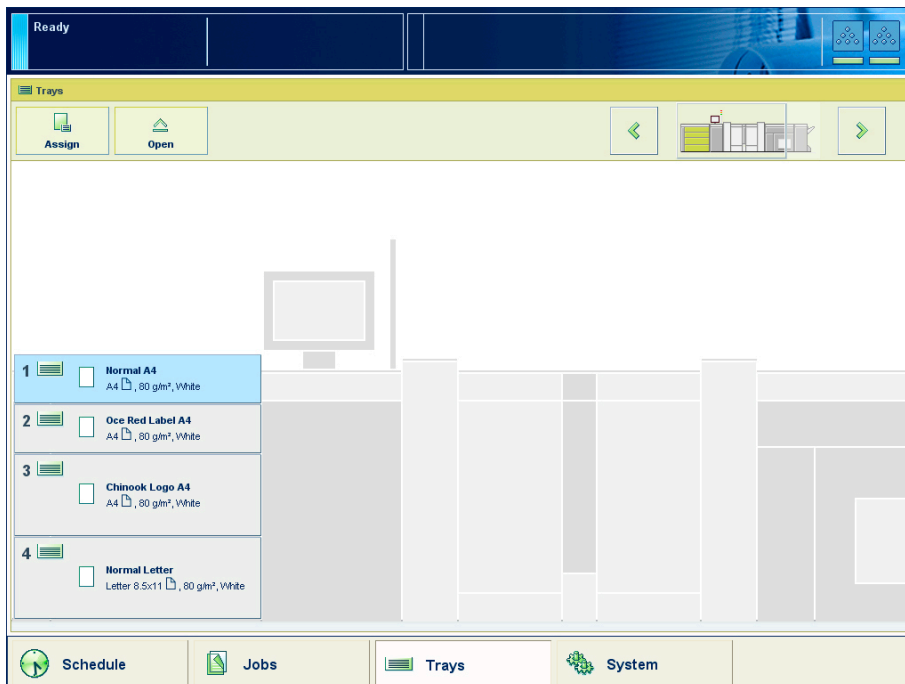
[21] Example of a configuration with 1 paper module

The items of the [Trays] view

Description of the [Trays] view

Item	Function
Content of the paper trays	Indicate the current content and filling level of the paper trays. The [Trays] view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts (*The paper tray information* on page 57). ▶

| Item	Function
[Assign] button	Assign media from the media catalog (*Assign the media to a paper tray* on page 59).
[Unassign]	Unassign media from the selected paper tray.
[Open] button	Open the selected paper tray to load the media (*Load the media* on page 53).
[Registration]	Perform a media registration for the selected media (*Perform a media registration for standard-size media - Print the test sheets and create the ruler* on page 65, *Perform a media registration for large media - Print the test sheets and create the ruler* on page 72)
Arrow buttons	When your configuration contains more paper modules than the [Trays] view can display in 1 screen, you can touch the arrow buttons to change part of machine displayed.

The paper tray information

The [Trays] view displays the following textual information for each paper tray.
- The media name, for example 'Normal paper'
- The media size, for example A3 or A4
- The media weight, for example 80 g
- The media color
- The special characteristics of the media, for example [cyclic] or [punched]. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The [Trays] view displays the following icons for each paper tray.

The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full ✏ NOTE Each line indicates the presence of about 100 sheets
	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down
	The paper tray is open
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media
or	The paper tray contains media that are fed over the long edge (LEF) ▫ or short edge (SEF) ▫. The small icons indicate A4 or A4-like media. The large icons indicate A3 or A3-like media. When you defined a color for a media, the icon can have that color
	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets

Icon	Description
⊠	The paper tray contains tab sheets that must be processed as inserts
⊠	The paper tray contains inserts
◰	The paper tray contains media that are fed over the long edge (LEF)
◳	The paper tray contains media that are fed over the short edge (SEF)

Assign the media to a paper tray - Load and assign the media to a paper tray

Introduction

The [Trays] view has several functions (see *Introduction to the Trays view* on page 56).

This section describes how to open the paper trays and assign the media in the [Trays] view.

NOTE
The preferred way to load the required media is via the [Schedule]. There you can select a media and use the [Load] button, or press the required media button 2 times.

Procedure

1. On the operator panel, select the [Trays] view.
2. Touch the paper tray where you want to put the media, for example tray 2.
3. Press [Open].
4. Load the media (see *Load the media* on page 53).
5. Close the paper tray.

NOTE
There is a risk that a job is printed on a wrong media.

6. Press [Assign].
   A window with media names appears. The previous media in the selected paper tray is highlighted.

NOTE
The list displays all the media in the media catalog that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

7. Touch the name of the loaded media, for example Premium Label.
8. Press [OK].

Assign the media to a paper tray - Change the currently assigned media type

Procedure

1. On the operator panel, select the [Trays] view.
2. Select the paper tray for which you want to change the assigned media type.
3. Press [Assign].
   A window with media names appears.

NOTE
The list displays all the media in the media catalog that match the current position of the paper guides inside the paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

NOTE
There is a risk that a job is printed on a wrong media.

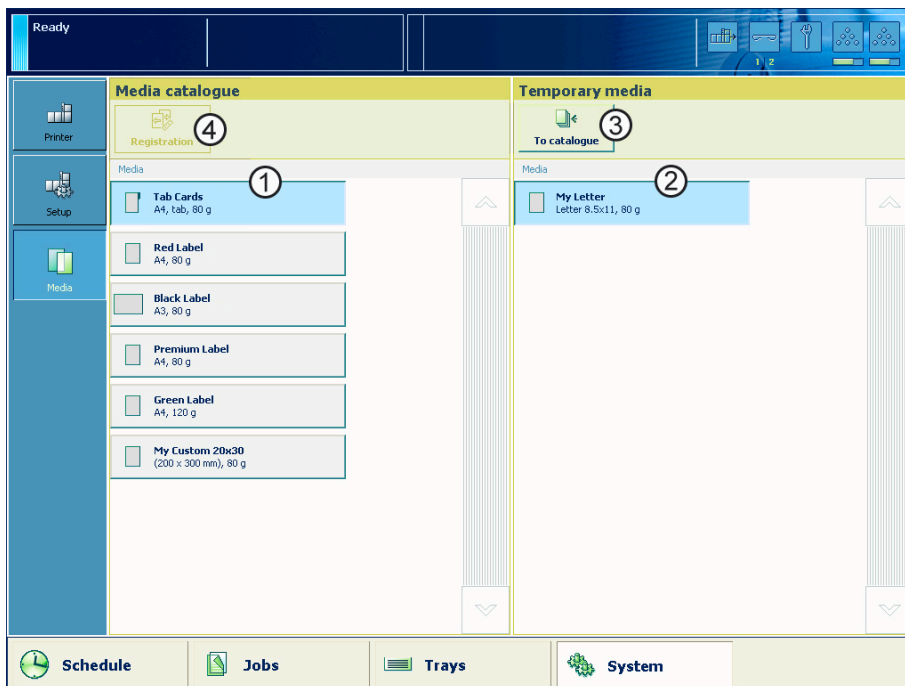4. Touch the name of the new media type.

5. Press [OK].

Introduction to the [Media] section

Introduction

The [System] view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the [Media] section in the [System] view.

Overview of the [Media] section

[22] Overview of the [Media] section

The items of the [Media] section

Number	Item	Function	More information
1	List of all the media that are available in the [Media catalog].	Display the current content of the [Media catalog].	
2	List of temporary media	Display the temporary media that are currently available on the system .	*What are temporary media on page 63*
3	[To catalog] button	Add temporary media to the media catalogue .	*Add temporary media to the Media catalog on page 64*

Num-ber	Item	Function	More information
4	[Registration] button	Print test sheets and perform the registration for individual media. You can do a media registration for standard-size media and large media .	*Perform a media registration for standard-size media* on page 65 *Perform a media registration for large media* on page 72

Introduction to the media handling

Introduction

The machine supports a wide range of media, including tabs and inserts. The supported media sizes range from 8 x 8 inch (minimum) to 12.5 x 19.2 inch (maximum). The supported media weights range from 33 - 202 lb bond for media that are recommended by the manufacturer, and 40 - 135 lb bond for other media.

This section describes the following:
- Media handling in general
- The [Media catalog]
- Temporary media.

NOTE
You can place all the supported media in any paper tray.

General introduction to the media handling

All the print jobs require media that you can assign to the paper trays via the operator panel. The print jobs can require media that are included in the [Media catalog]. However, the print jobs can also require media that are not included in the [Media catalog]. These media become temporary media on the system.

What is the [Media catalog]

The [Media catalog] is a list of predefined media and media attributes which you can define in the Settings Editor application on the controller. The use of the [Media catalog] is only recommended, not compulsory.

When you use the [Media catalog], the operator panel, the printer drivers and other applications all display the same list of predefined media. The operator panel and the printer driver automatically retrieve and show the latest version of the [Media catalog].

NOTE
Refer to the Online Help of the Settings Editor for information about the media attributes that you can define. The Online Help also describes how to adapt the [Media catalog] (add, edit or delete media).

What are temporary media

You can also use many other media that are not included in the [Media catalog]. These media become temporary media. You can look up the currently used temporary media in the [Media] section of the [System] view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:
- No more waiting jobs need this media type
- No more scheduled jobs need this media type
- No more printed jobs need this media type
- This media type is no longer available in the paper trays.

When you plan to use these media more often, you can add these temporary media to the [Media catalog] *Add temporary media to the Media catalog* on page 64.

Add temporary media to the [Media catalog]

Introduction

When a job is submitted that requires media that are not included in the [Media catalog], these media become temporary media. The operator panel displays the temporary media in the following places.

• In the list of [Required media] in the [Schedule] view, when the job is scheduled for printing.
• In the list of [Temporary media] in the [Media] tab of the [System] view.

When you plan to use a temporary media more often, you can add the media to the [Media catalog].

This section describes how to add temporary media to the [Media catalog].

Procedure

1. Touch [System] -> [Media].
   The names of the temporary media are displayed in the section.
2. Select the media you want to add to the [Media catalog].
3. Press [To catalog].
   The media is added to the [Media catalog].

   NOTE
   If required, you can edit the attributes of the media in the [Media catalog] that is part of the Settings Editor.

Perform a media registration for standard-size media - Print the test sheets and create the ruler

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the [Media catalog]. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for standard-size media (media with a length of less than 390 mm / 15.35").

✎ **NOTE**
It is recommended to perform the media registration when the list of [Scheduled jobs] is empty.

Before you begin

1. On the operator panel, press the [System] button.
2. Press [Media].
3. Select a media from the [Media catalog] for which you want to perform a media registration.
4. Press [Registration].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

✎ **NOTE**
The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

Procedure

1. Read the introduction on the screen. Then press [Next].
   The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.

[23] Fold the sheet to create a ruler
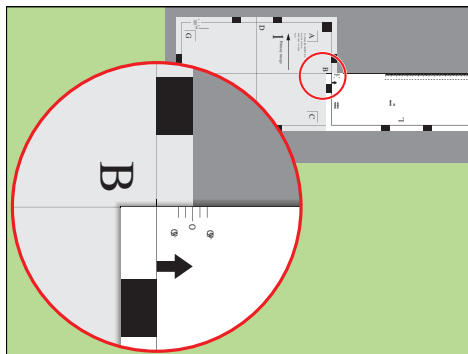
This is your ruler.
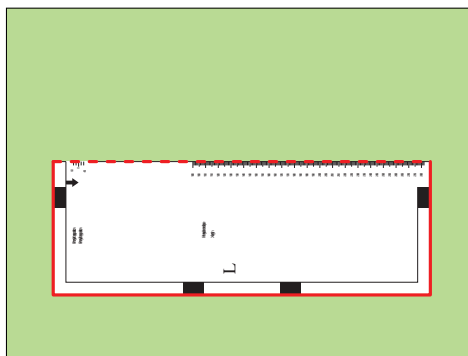
[24] The ruler

Perform a media registration for standard-size media - Adjust the Z-position of side 1

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.
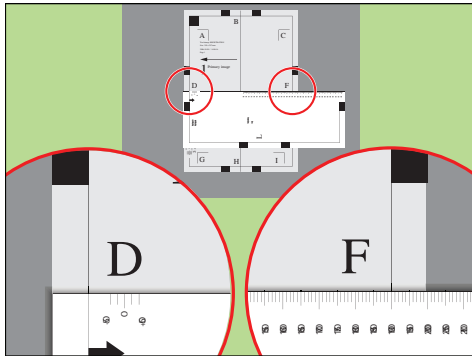

[25] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.

5. Take the second test sheet.
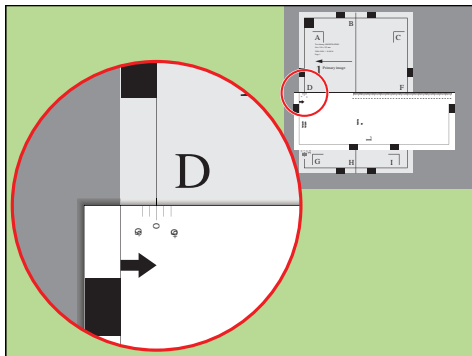6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Perform a media registration for standard-size media - Adjust the X-length of side 1

Procedure

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
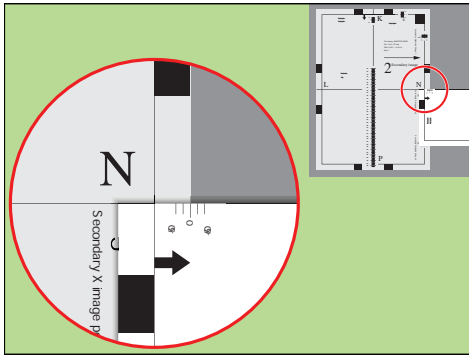3. Align the start of the ruler with point 'D' of the test sheet.

[26] Align the ruler with 'D''

4. Read the value at point 'F'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Perform a media registration for standard-size media - Adjust the Z-position of side 2

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.
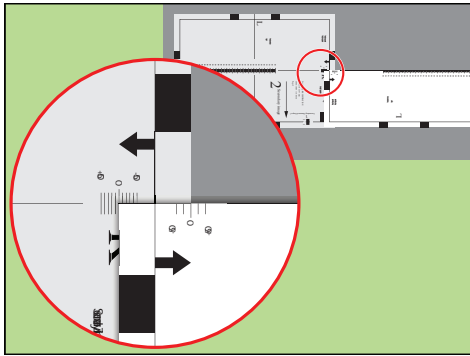
[27] Align the ruler with 'K'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

✎ NOTE
After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Perform a media registration for standard-size media - Adjust the X-position of side 1

Procedure

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
3. Align the start of the ruler with the left edge of the test sheet.

[28] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Perform a media registration for standard-size media - Adjust the X-position of side 2

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.

[29] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

• Press [Yes] if you want to print an extra test sheet to verify the result.
Wait for the sheet and check the result. Another pop-up message appears. Press [Yes] if the registration is correct. Press [No] if the registration is not correct. Then the registration procedure will start again.
• Press [No] if you do not want to print an extra test sheet. The registration procedure will be finished.

Perform a media registration for large media - Print the test sheets and create the ruler

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the [Media catalog]. The following values will be measured.
- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for large media (media with a length of 390 mm / 15.35" or more).

✎ NOTE
It is recommended to perform the media registration when the list of [Scheduled jobs] is empty.

Before you begin

1. On the operator panel, press the [System] button.
2. Press [Media].
3. Select a media from the [Media catalog] for which you want to perform a media registration.
4. Press [Registration].
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

✎ NOTE
The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

Procedure

1. Read the introduction on the screen. Then press [Next].
   The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.

[30] Fold the sheet to create a ruler

This is your ruler.
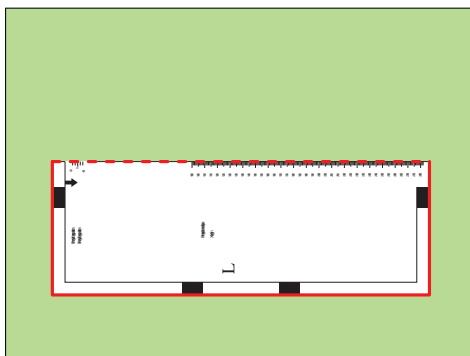
[31] The ruler

Perform a media registration for large media - Adjust the Z-position of side 1

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.
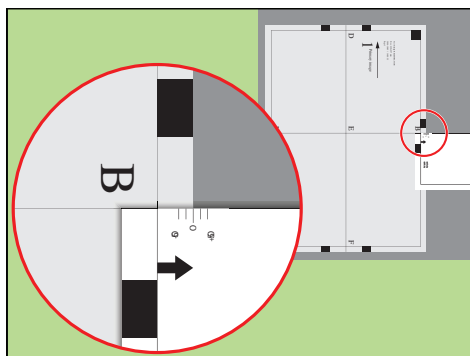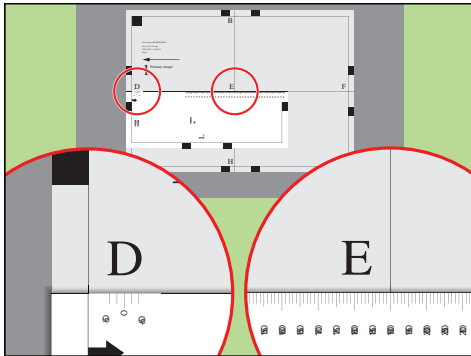

[32] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.

5. Take the second test sheet.
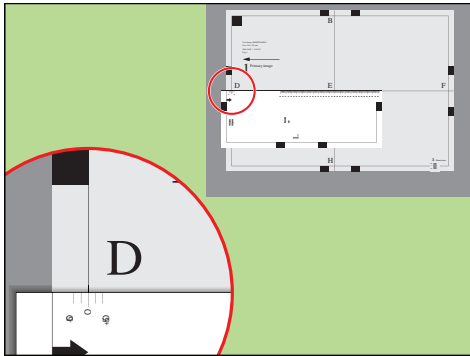6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Perform a media registration for large media - Adjust the X-length of side 1

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'D' and read the value at point 'E'.

[33] Align the ruler with 'D' and read the value at 'E'

3. Open the [Calculator assistant], enter the 'DE' value and press [OK].
4. Align the start of the ruler with point 'E' and read the value at point 'F'.

[34] Align the ruler with 'E' and read the value at 'F'

5. Open the [Calculator assistant], enter the 'EF' value and press [OK].
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Perform a media registration for large media - Adjust the Z-position of side 2

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.
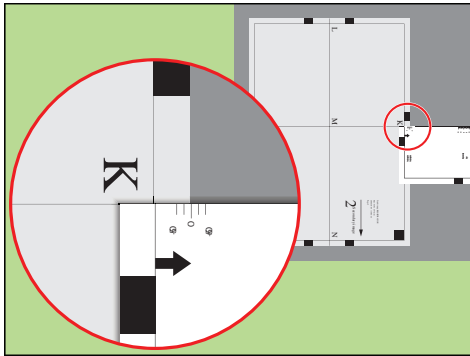
[35] Align the ruler with 'K'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

✐ NOTE
After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Perform a media registration for large media - Adjust the X-position of side 1

Procedure

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
3. Align the start of the ruler with the left edge of the test sheet.

[36] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Perform a media registration for large media - Adjust the X-position of side 2

Procedure

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.

[37] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.
- Press [Yes] if you want to print an extra test sheet to verify the result.
  Wait for the sheet and check the result. Another pop-up message appears. Press [Yes] if the registration is correct. Press [No] if the registration is not correct. Then the registration procedure will start again.
- Press [No] if you do not want to print an extra test sheet. The registration procedure will be finished.

Change the advanced media settings

Introduction

The advanced media settings enables you to print on certain special media.

When all the advanced media settings have their default value, the button for [Advanced media settings] displays the word [Default]. After you changed one or more settings, this button displays the word [Custom].

[Default] means that the [Low temperature mode] is [Off], [Double-sheet detection] is [On], the [Enhanced media mode] is [Off] and the [Paper quality] is set to [Normal].

This section describes when it is recommended to change the advanced media settings. Furthermore, this section describes how to change the settings.

When to do

[Low temperature mode]
- Pre-printed: The system is able to handle pre-printed media without problems if the guidelines regarding pre-printed media and inks are taken into account. Contact your local Océ representative to get a copy of these guidelines. In case media or inks are used that are not listed in the guidelines, the use of pre-printed media can lead to undesired print quality issues. To postpone print quality issues arising, a [Low temperature mode] is available on the printer. It is advised to enable the [Low temperature mode] when there are problems with processing pre-printed media. The interval between undesired print quality issues will then be increased significantly (for some temperature sensitive inks, but no guarantee for all inks).
  It is advised to enable the [Low temperature mode] when you process pre-printed media.
  It takes several minutes until [Low temperature mode] is reached.
  The [Low temperature mode] should not be enabled when you use media heavier than 120 g/m^2. This could lead to print problems.
- A secondary benefit (to pre-printed support) is to save energy. The preheater operates on a lower temperature.

[Double-sheet detection]

Double-sheet detection warns you if 2 or more sheets have been separated from the media stack in a paper tray at the same time. However, it is not always convenient to have the double-sheet detection enabled, for example when you use transparent media with a cover sheet. Then you can set the [Double-sheet detection] to [Off]. By factory default, [Double-sheet detection] is [On].

[Enhanced media mode]

Glossy media can cause a collating or stapling error in the finisher. You can set the [Enhanced media mode] to [On] to prevent the error. This will decrease the productivity of the printer. By factory default, the [Enhanced media mode] is [Off]. When you set the [Enhanced media mode] to [On] and the printer status is [Printing...], the dashboard displays a message that the enhanced media mode is enabled.

The [Enhanced media mode] is only available on printers that are equipped with an optional finisher (see *The output locations* on page 29).

[Paper quality]

Good media is best run with the highest paper quality setting: [Normal].

Lower grade media with respect to paper dust, such as some book papers for example, can leave more paper dust in the printer. This can lead to ghost images on prints directly after the black image cleaning procedure or to ghost images of previous pages on prints. When you use lower

grade media, you can improve the print quality, with respect to these undesired ghost images, by changing the value of the [Paper quality] setting to [Low] or even [Lower]. However, this affects the productivity by almost 5 and 10% respectively.

Please refer to the Troubleshooting chapter for more information (see *Troubleshooting* on page 206).

[Paper quality test]

This test helps you to check if the correct [Paper quality] setting is set. In the Settings Editor, you can select the media for this test. It is advised to choose the same media as used for the job. Or, in other cases, choose media which covers the width of the media used as a minimum. When you start the [Paper quality test], the printer sends 5 empty sheets of the selected media to the system output. This is done after each of the next 5 black image cleaning procedures. Keep in mind that this can last 2500, 1250 and 1000 sheets when the [Paper quality] setting is set to [Normal], [Low] and [Lower] respectively. Then the test stops and the print job continues without interruption.

Check the last set (fifth) of the empty sheets to see if the [Paper quality] setting is cleaning the print process properly. The sheets should show no pollution.

NOTE
When the system goes into standby mode before the [Paper quality test] has finished, the [Paper quality test] starts again.

Before you begin

1. On the operator panel, press the [System] button.
2. Press [Setup].
3. Touch the [Advanced media settings] button in the [Advanced] section.
4. Enter the maintenance PIN when you change a setting.

NOTE
The operator panel will only ask you to enter the maintenance PIN when a maintenance PIN is defined in the Settings Editor.

Change the advanced media settings - Enable the [Low temperature mode]

Procedure

1. Touch the [Low temperature mode] button.
   The text on the button changes from [Off] to [On].

NOTE
Each time you touch the button, the setting changes from [On] to [Off] and the other way round.

2. Press [OK].
   When the [Low temperature mode] is [On], this is visible on the dashboard.

Change the advanced media settings - Disable the double-sheet detection

Procedure

1. Touch the [Double-sheet detection] button.
   The text on the button changes from [On] to [Off].

   📝 NOTE
   Each time you touch the button, the setting changes from [On] to [Off] and the other way round.

2. Press [OK].

Change the advanced media settings - Enable the enhanced media mode

✋ IMPORTANT
This setting is only available on machines that are equipped with an optional finisher.

Procedure

1. Touch the [Enhanced media mode] button.
   The text on the button changes from [Off] to [On].

   ✏ NOTE
   Each time you touch the button, the setting changes from [Off] to [On] and the other way round.

2. Press [OK].

Change the advanced media settings - Change the [Paper quality]

Procedure

1. Touch the [Paper quality] button.
   A drop-down list appears.
2. Touch the desired value.
3. Press [OK].

Change the advanced media settings - Start the [Paper quality test]

Procedure

1. Touch the [Paper quality test] button to start the test.

   NOTE
   When the test is started, the progress of the test is displayed on the button and the text on the button changes from [Start] to [Stop].

   NOTE
   The test stops automatically after the fifth set. You do not have to stop the [Paper quality test] yourself.

   NOTE
   When you touch the button again, the test is stopped.
   The text on the button changes from [Stop] to [Start].

Chapter 7
Carry out print jobs

The print function

Introduction to the print function

Introduction

Print jobs can be sent from the following locations.
• The printer driver.
• PRISMAprepare.
• From a USB drive.
• From a hotfolder.
• Via a printer protocol

Depending on the workflow settings, the print job will appear in one of the following destinations.
• List of [Waiting jobs]
• List of [Scheduled jobs]

The list of [Printed jobs] can store jobs temporarily.

The [Schedule] view enables you to plan your daily print jobs.

The [Jobs] view enables you to manage the print jobs in the different queues.

Introduction to the print function
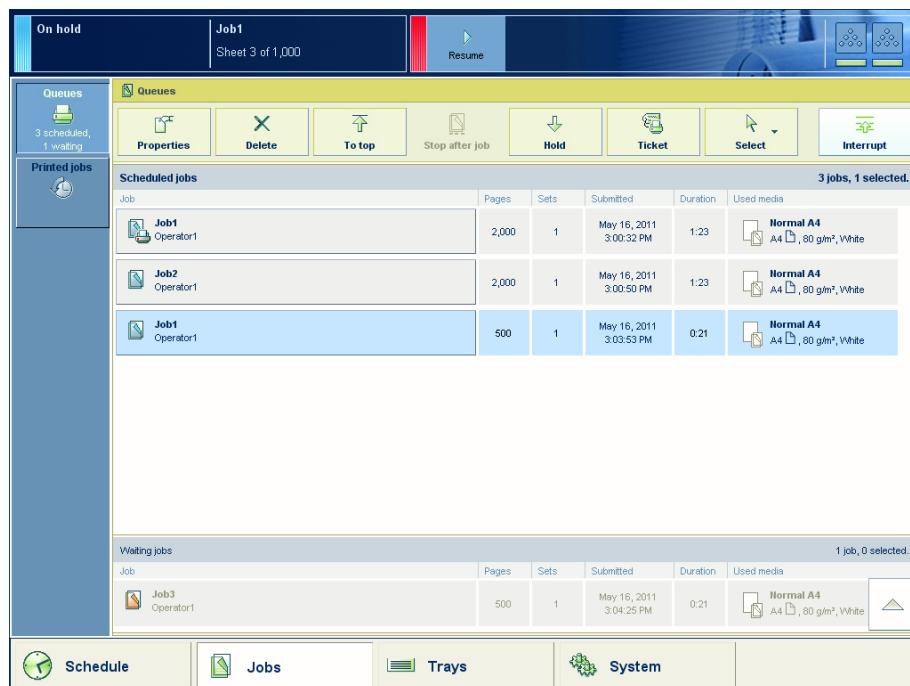
[38] The jobs view

Print a job using the printer driver - How to print a job using a Windows® driver

Main features of the printer drivers

Feature	Description
Settings	You can define a large number of settings for layout, paper, finishing and image.
Templates	When you want to use a number of printer driver settings more than one time, you can create a template. A template is a set of default settings that describe a print job. You do not need to change each individual setting. Simply select a template that matches your desires.
Secure printing	You can add a PIN to your job to prevent unauthorized printing of your job.

Where to download the latest printer driver

- Via the Settings Editor on the PRISMAsync controller (navigate to [Support] -> [Software] -> [Download printer driver]).
- From the web site of the printer manufacturer.

> NOTE
> The online helps of the printer drivers contain detailed information about all functions of the printer drivers.

Procedure

1. From the 'File' menu of the application, click 'Print'.
2. Select the Océ VarioPrint® 6000[+] Line in the 'Printer' area of the 'Print' dialog box.
3. Click 'Properties'.
4. Define the required settings.
5. Click 'OK.'
6. Click 'OK.'

Print a job using the printer driver - How to print a job using an Apple Mac OS X® driver

Procedure

1. From the 'File' menu of the application, click 'Print'.
2. Select the Océ VarioPrint® 6000[+] Line in the 'Printer' area of the 'Print' dialogue box.

Print a job using Océ PRISMAprepare (optional)

Introduction

Océ PRISMAprepare enables you to prepare the print job completely on page level. You can preview the result per page. Océ PRISMAprepare is an optional application.

This procedure describes the most important settings for daily use.

Procedure

1. Prepare the document.
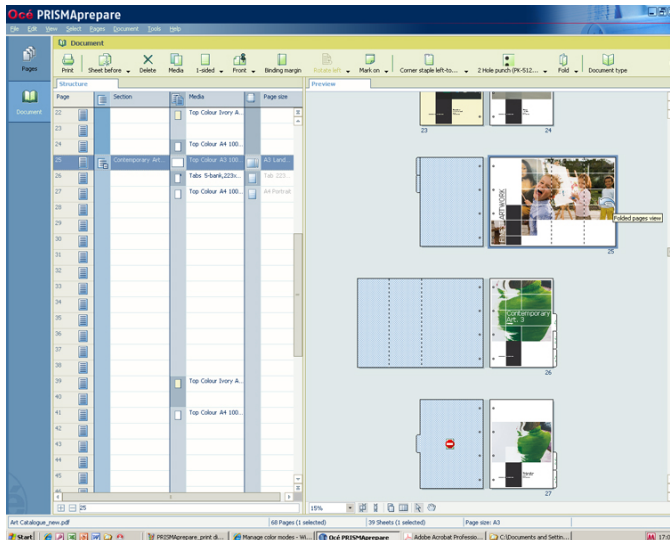
[39] Lay out preparation with Océ PRISMAprepare

2. Use the media catalog to define the media.
   With Océ PRISMAprepare you can export the media catalog to Océ PRISMAsync controllers of Océ black & white and color systems.
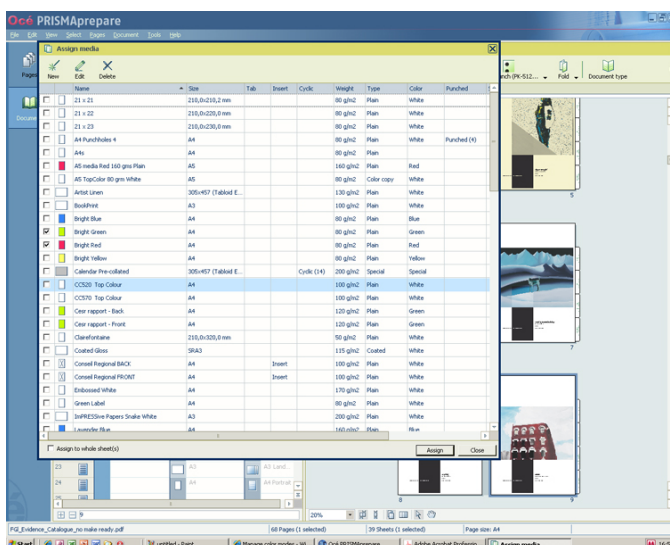
[40] The media catalog in Océ PRISMAprepare

3. Define the required finishing options.

   NOTE
   See the online help of Océ PRISMAprepare for detailed information.

Print a file from a USB drive

Introduction

You can print documents (*.pdf, *.ps) on a USB drive.

Procedure

1. Insert the USB drive into the USB port ⚬⟿ at the left-hand side of the operator panel.
2. Touch [Jobs] -> [USB].
3. Touch ▷ to browse through the directories on the USB drive.
4. Touch the file or files you want to print, or touch [Select] to select multiple files.
5. Touch [Print] to send the file to the list of [Scheduled jobs] immediately, or
6. Touch [Save] to save a copy of the file to another location on your printer such as the list of [Waiting jobs]. Then you can edit the file first and print the file from the other location
   The locations you can select depend on your system configuration.
7. Touch ⏏ to eject the USB drive.
8. Remove the USB drive from the operator panel when the message [USB drive has been successfully ejected.] is displayed.

Description of the print job settings

Introduction

With the [Properties] button you view and partly change the job settings of the jobs in the following queues.

- [Waiting jobs]
- [Scheduled jobs]

  You **cannot** change the settings of an active job.
- [Printed jobs] (view settings only)

You can partly define the following settings for the jobs in the list of [Waiting jobs] and the list of [Scheduled jobs].

- The characteristics of the output
- Generic settings that apply to the whole job.
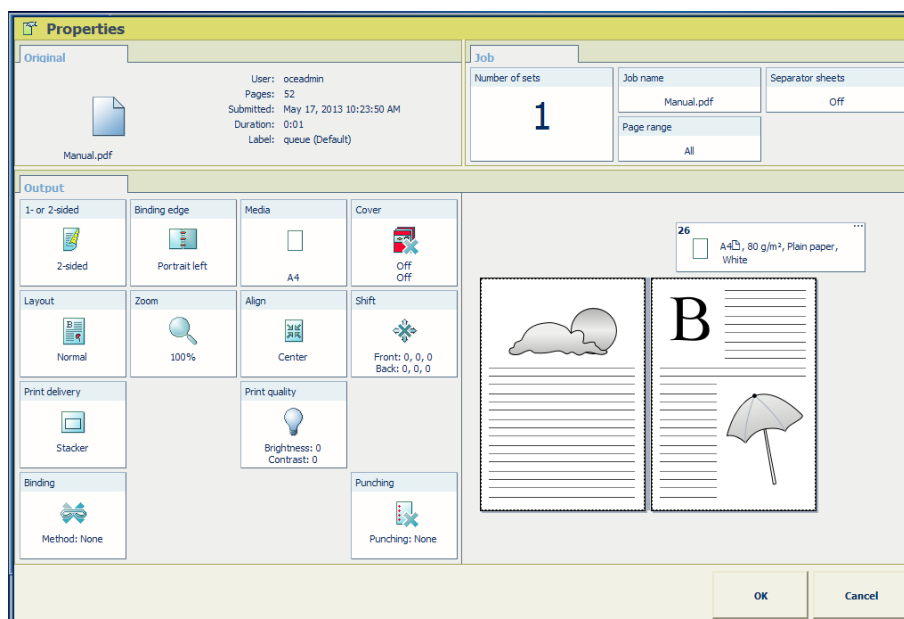
[41] The job properties

Number	Pane	Description
1	[Original]	The [Original] pane shows information of the job.
2	[Output]	The [Output] pane shows the generic settings you can define for the whole job
3	[Job]	The [Job] pane shows the settings you can define for the job
4	Preview	The preview displays the settings you defined for the output. Furthermore, this pane gives access to the templates
5	Action buttons	The action buttons indicate the actions you can carry out.

Settings for the output

Setting	Values	Description
[1- or 2-sided]	[1-sided]	The output contains an image on 1 side.
	[2-sided]	The output contains an image on both sides.
[Binding edge]	[Portrait left]	The output has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	[Portrait top]	The output has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.
	[Landscape left]	The output has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	[Landscape top]	The output has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.
[Media]	Names of the media in the media catalog	Here you can view the media for the job. The list displays all the media that are available in the media catalog including the temporary media. The media catalog is a list of media that you can define in the Settings Editor.

Setting	Values	Description
[Cover]	[Front]	Here you can indicate that the print job requires a front cover. When the setting is enabled the corresponding setting [Media] becomes enabled.
	[Media]	When the setting [Front] is enabled, you can select a media from the media catalog.
	[Print sides]	Here you can select the sides of the front cover you want to print on. • [Both sides] • [Front side] • [Back side] • [None]
	[Back]	Here you can indicate that the print job requires a back cover. When the setting is enabled the corresponding setting [Media] becomes enabled.
	[Media]	When the setting [Back] is enabled, you can select a media from the media catalog.
	[Print sides]	Here you can select the sides of the back cover you want to print on. • [Both sides] • [Front side] • [Back side] • [None]
[Layout]	[Normal]	The printer prints the pages with no special layout settings.
	[Booklet]	The printer prints the pages in booklet order. The pages 1 and 4 are printed on the front side of a sheet. The pages 2 and 3 are printed on the back side of a sheet.
	[Same up]	The printer prints the same image multiple times next to each other. By default, the system keeps the size of the originals. When you print A4 originals with the setting [Same up] and [Images per sheet] is 2, the machine will automatically print the job on A3, for example. When you cut the A3 sheets in two, you get 2 identical A4 copies of your document. To decrease your A4 originals to A5 prints, you can use the zoom function or select another media type.
	[Multiple up]	The printer prints multiple consecutive images on 1 side of a sheet, with the images next to each other.
	[Images per sheet]	Here you can select the number of images you want to print when you select [Same up] and [Same-up flipped].

Setting	Values	Description
[Zoom]	[Fit to page]	You can select a media size for the output that differs from the media size of the original. When the [Fit to page] setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the output.
	[Percent]	Use this setting to change the zoom manually within the range 25% to 400%.
[Align]	[Top left]	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The [Align] setting allows you to indicate the position of the image on the sheet. [Top left] moves the image to the upper left corner of the sheet.
	[Top center]	[Top center] moves the image to the center at the top of the sheet.
	[Top right]	[Top right] moves the image to the upper right corner of the sheet.
	[Center left]	[Center left] moves the image to center of the left side of the sheet.
	[Center]	[Center] moves the image to the center of the sheet.
	[Center right]	[Center right] moves the image to the center of the right side of the sheet.
	[Bottom left]	[Bottom left] moves the image to the lower left corner of the sheet.
	[Bottom center]	[Bottom center] moves the image to the center of the bottom side of the sheet.
	[Bottom right]	[Bottom right] moves the image to the lower right corner of the sheet.

Setting	Values	Description
[Shift]	[Margin shift]	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press ⬍. The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
	[Image shift]	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press ⬍. The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.

Setting	Values	Description
  [Print delivery]	[Output location]	Select the output location for the print job. Depending on the settings for your print job, the printer automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.
	[Sort]	 [By page] The output is sorted by page. [By set] The output is sorted by set.
	[Offset stacking]	 [Each set] Each set that gets to an output location will be shifted on top of the previous set. This setting is only available when in the workflow profile offset stacking is set to [Sets (as in job)]. [Off] All the sets or jobs that get to an output location will be stacked in one straight pile.
	[Advanced settings] -> [Sheet order]	 [Face up] Deliver the prints face up, first sheet on top. [Face up reverse] Deliver the prints face up, last sheet on top. [Face down] Deliver the prints face down, first sheet on top. [Face down reverse] Deliver the prints face down, last sheet on top.

Setting	Values	Description
  [Print delivery]	[Advanced settings] -> [Sheet orientation]	 [Header up LEF] Deliver the prints with the header on top side and in portrait position (vertical). [Header up SEF] Deliver the prints with the header on top side and in landscape position (horizontal). [Header down LEF] Deliver the prints with the header at the bottom side and in portrait position (vertical). [Header down SEF] Deliver the prints with the header at the bottom side and in landscape position (horizontal).

	[Advanced settings] -> [Print order]	• [Front/back]
		  Default value. The front page on the front, the back page on the back.
		• [Back/front]
		  Puts the front page on the back and the back page on the front.

	[Advanced settings] -> [Rotation]	• [0 degrees] • [180 degrees] Rotates the prints 180 degrees.

Setting	Values	Description
[Punching]	[None] [2 holes] [3 holes] [4 holes] [Die set dependent] Location • [Left] • [Top] • [Right] • [Bottom]	Here you can define the amount and location of the punch holes.
[Binding]	[None] [1 staple] [2 staples]	Here you can define the required number of staples. Furthermore you can define where you want the staples with the [Location] option. The available locations for the 1 staple option: • [Top left] • [Top right] • [Bottom left] • [Bottom right] The available locations for the 2 staples option: • [Left edge] • [Top edge] • [Bottom edge] • [Right edge] Check the preview for the result of the selection.

Settings for the whole job

Setting	Values	Description
[Job name]		Displays the job name of the print job. You can change the job name of a print job.
[Number of sets]		Use this setting to define the number of copies. You can enter a value from 1 - 65,000. The default value is 1.

Setting	Values	Description
[Page range]		Displays the pages to print. When [All] is selected, all pages of the job will be printed. When you touch the [Page range] button a keyboard appears. You can define the page range you want to print.
[Separator sheets]	[On]	When the Separator sheets setting is enabled, a separate sheet will be inserted automatically before each set of a job to create a clear distinction between two sets. Separator sheets are always empty. In the Settings Editor, you can select a media from the Media catalog to be used as separator sheets. There you can also indicate the feed direction of the separator sheets (long-edge feed or short-edge feed).
	[Off]	No separator sheet will be inserted before each set.

Contradiction handling

Be aware that if you change settings you might make contradicting settings. If you make contradicting settings, the preview pane informs you how to solve the contradictions.

The contradicting settings are marked. The system indicates, with a green check mark, which setting you need to change to resolve the contradiction. However, if required, you can change the other marked settings to resolve the contradiction.

Stop the printer

Introduction

The printer can be stopped in 2 ways.
- Manually
  Use the Stop button ⊘ or the [Stop after job] button to stop the printer.
- Automatically
  Define a corresponding setting in the workflow profiles.

Stop the printer manually

Manual stop

When to stop	Action	Description
After a set	Press the Stop button ⊘ 1x	• The printer stops when the currently printed set of the active print job 📖 is completed. • The dashboard displays the [Resume] button ▷ with a vertical green bar, and the message [Stopping after set...]. • When the set is completed, the vertical green bar changes into red and the message [On hold] appears. • Touch the [Resume] button ▷ to continue printing. ✎ NOTE It depends on the set size and the moment you press the Stop button ⊘ when the printer will stop. For example, when you have a large set of 1,000 pages and you press the Stop button ⊘ after the first page, the printing will continue for a couple of minutes.
As soon as possible	Press the Stop button ⊘ 2x	• The printer stops when the printer buffer is empty (as soon as possible). • The dashboard displays the [Resume] button with a vertical red bar, and the message [Stopping as soon as possible...]. • When the printer buffer is empty, the message [On hold] appears. • Touch the [Resume] button ▷ to continue printing. ✎ NOTE The buffer can contain up to 50 pages. Because the printer stops when the buffer is empty, it is possible that the last printed set is not complete.

When to stop	Action	Description
After a job	Touch the [Stop after job] button	• In [Jobs] -> [Queues] -> [Scheduled jobs] you must select the job after which the printer must stop. Then touch the [Stop after job] button. • A horizontal, red and white stop bar indicates that the stop-after-job function is active. • The printer stops when the last job before the stop bar is completed. • Touch the [Resume] button ▷ to continue printing. ✎ NOTE The [Stop after job] button is not available when the [Confirm start of job] setting in the active [Workflow profile] is set to [On]. Then the printer stops automatically after each job.

✎ NOTE
When you print streaming jobs 🏠 or jobs that consist of 1 large set, you must press the Stop button 🚫 2x to stop the printer as soon as possible.

Automatic stop

When	Then
• The [Check first set] setting in a [Workflow profile] is [On], and • The [Check first set] setting is also enabled in the job.	The printer stops each time the first set of a print job is completed. You can check the first set before you continue the print job.
The [Confirm start of job] setting in a [Workflow profile] is [On].	The printer stops each time at the start of a new job. You must start each job manually.

Delete print jobs

Locations from which jobs can be deleted

You can delete jobs from the following locations.
- List of [Printed jobs] (if this function is enabled in the Settings Editor).
- List of [Scheduled jobs].
- List of [Waiting jobs].

✎ NOTE

You can only delete the active print job 🖫 in the list of [Scheduled jobs] when the printer is on hold. If necessary, press the Stop button ⊘ 2x to put the printer on hold.

Select the jobs you want to delete

The table below describes your options to select one or more jobs.

Select one or more jobs that you want to delete

What to delete?	How to do?
One or more separate jobs	Go to the correct location described above, then touch the jobs one by one.
All jobs	Go to the correct location, then touch [Select] -> [All].
[Jobs with available media]	Go to the correct location, then touch [Select] -> [Jobs with available media].
[Jobs with label]	Go to the correct location, then touch [Select] -> [Jobs with label].

✎ NOTE

For the list of [Printed jobs], you can indicate in the Settings Editor that the list must be cleaned automatically at specified times. The factory default is 1 day. Furthermore, in the Settings Editor you can manually clean up the jobs in the lists of [Printed jobs], [Scheduled jobs] and [Waiting jobs].

Procedure

1. Go to one of the following locations.
   - Touch [Jobs] -> [Queues]
     If collapsed, first touch ▾ to expand the list of [Scheduled jobs] or [Waiting jobs].
   - Touch [Jobs] -> [Printed jobs]
2. Select the jobs you want to delete.
3. Press [Delete].
   A message appears.
4. When you are sure that you want to delete the selected job(s), touch [Yes].

Print your jobs using the operator panel

Introduction to the [Jobs] view

Introduction

The [Jobs] view enables you to manage the print jobs on the machine locally. The [Jobs] view is divided in the [Queues] and [Printed jobs] views. This section describes the items of both views.

✎ NOTE
Whether a button is enabled depends on the number of selected jobs and the state of the jobs. Not all buttons are available for streaming jobs 🏠.
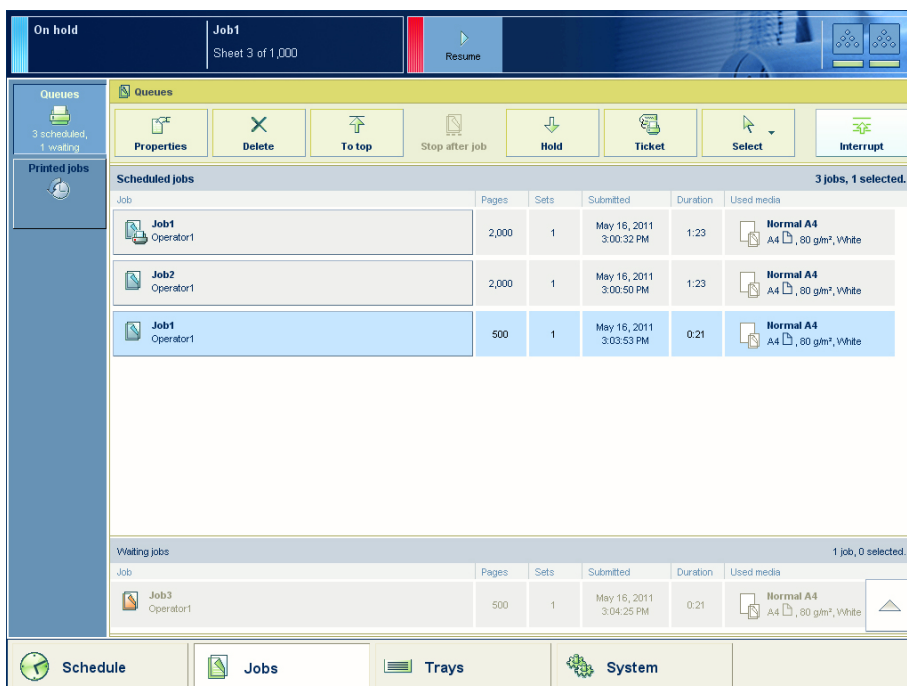
[42] The [Scheduled jobs] view

The items of the [Scheduled jobs] view of the [Jobs] view

Description of the [Scheduled jobs] view

Item	Function	More information
[Scheduled jobs]	Display the active print job 📑 and the jobs that are scheduled for printing.	
[Properties] button	Check or change the properties of a job. The button is only enabled when you select 1 job. ✎ NOTE You can also press a job 2 times to check or change the properties of that job.	

Item	Function	More information
[To top] button	Give priority to a scheduled job. The job is printed when the active print job 🖫 is ready. The button is only enabled when you select 1 job.	*Give priority to a scheduled job* on page 112
[Stop after job] button	Stop the machine after a selected job. The button is only enabled when you select 1 job.	*Stop the printer* on page 101
[Delete] button	Delete the selected job of jobs. The button is enabled when you select 1 or more jobs.	*Delete a job* on page 103
[Move] button	Move a job from the list of [Scheduled jobs] to the list of [Waiting jobs]. The button is enabled when you select 1 or more jobs.	*Schedule a waiting job for printing* on page 110
[Ticket] button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*Print the job parameters* on page 118
[Select] button	Select a number of jobs at the same time. You can use one of the following: • [All]: select all the jobs in the list. • [None]: deselect all the jobs in the list. • [Invert selection]: turn the selected jobs into deselected jobs, and the other way round. • [Jobs with available media]: select all the jobs for which the media are currently available in the paper trays. • [Jobs with label]: select all the jobs with a certain label.	*Select more than one job for printing* on page 115
[Print now] button	Print an urgent job immediately. The job is printed when the current set of the active print job 🖫 is ready. The button is only enabled when you select 1 or more jobs.	*Print an urgent job immediately* on page 111
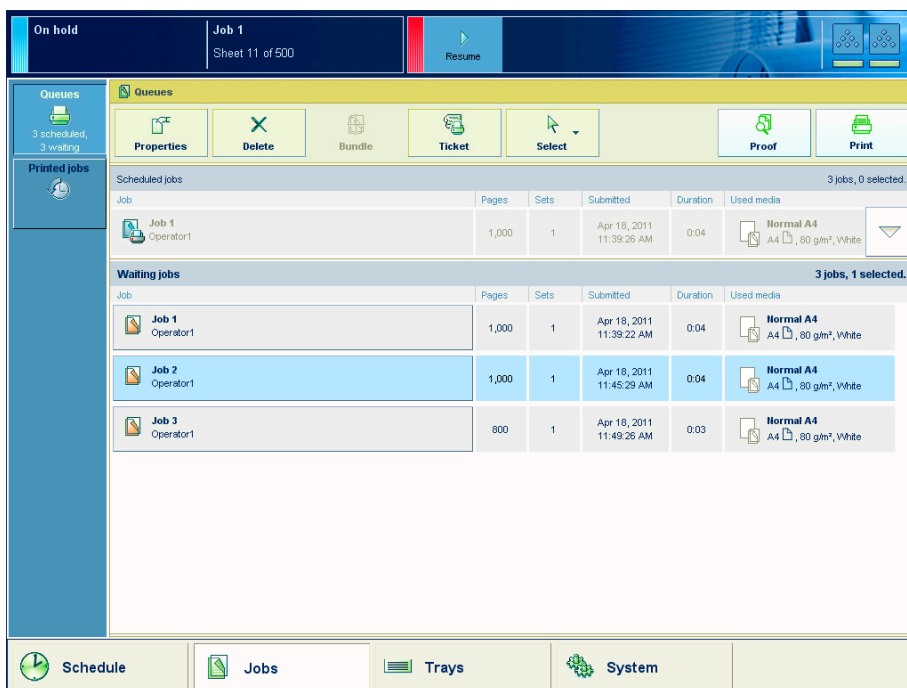
[43] The [Waiting jobs] view

The items of the [Waiting jobs] view of the [Jobs] view

Description of the [Waiting jobs] view

Item	Function	More information
[Waiting jobs]	Display the jobs that are not yet scheduled for printing.	
[Properties] button	Check or change the properties of a job. The button is only enabled when you select 1 job. NOTE You can also press a job 2 times to check or change the properties of that job.	
[Delete] button	Delete the selected job or jobs . The button is enabled when you select 1 or more jobs.	*Delete a job* on page 103
[Bundle] or [Split] button	Bundle: Combine a number of jobs into 1 job, for example to create a set of documents that are required for a meeting. Split: Split a bundle job into the original jobs.	*Bundle jobs in the list of Waiting jobs* on page 116
[Ticket] button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*Print the job parameters* on page 118

Item	Function	More information
[Select] button	Select a number of jobs at the same time. You can use one of the following: • [All]: select all the jobs in the list. • [None]: deselect all the jobs in the list. • [Invert selection]: turn the selected jobs into deselected jobs, and the other way round. • [Jobs with available media]: select all the jobs for which the media are currently available in the paper trays. • [Jobs with label]: select all the jobs with a certain label.	*Select more than one job for printing* on page 115
[Proof] button	Print 1 copy of a job to check whether the result of the print job meets your expectation. The button is only enabled when you select 1 job. ✎ NOTE The proof print is not subtracted from the number of sets you defined for this job.	*Print a proof* on page 119
[Print] button	Move a job from the list of [Waiting jobs] to the list of [Scheduled jobs]. The button is enabled when you select 1 or more jobs.	*Schedule a job for printing* on page 110
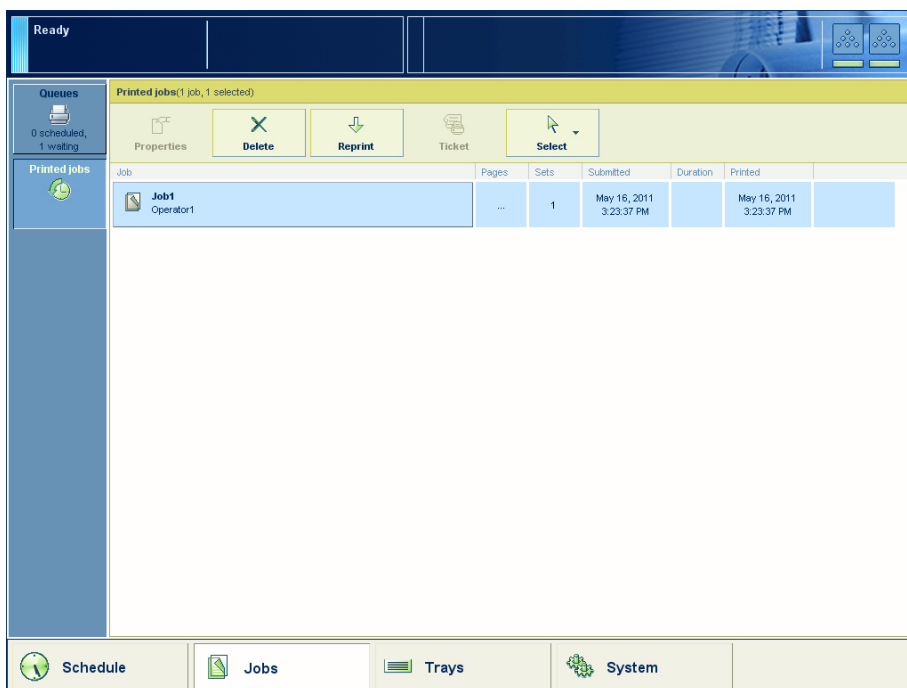
[44] The [Printed jobs] view

The items of the [Printed jobs] view of the [Jobs] view

Description of the [Printed jobs] view

Item	Function	More information
[Printed jobs]	Display the jobs that were printed successfully. The system only moves the printed jobs to the [Printed jobs] list when you enable the [Printed jobs section on operator panel enabled] setting in the [Printed jobs] section in the Settings Editor.	
[Properties] button	Check or change the properties of a job. The button is only enabled when you select 1 job. ✎ NOTE You can also press a job 2 times to check or change the properties of that job.	
[Delete] button	Delete the selected job or jobs . The button is enabled when you select 1 or more jobs.	*Delete a job* on page 103
[Copy] button	Send a copy of a job that has been printed before to the list of [Waiting jobs] to reprint the job. The button is enabled when you select 1 or more jobs.	*Reprint a job* on page 114

Item	Function	More information
[Ticket] button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*Print the job parameters* on page 118
[Select] button	Select a number of jobs at the same time. You can use one of the following: • [All]: select all the jobs in the list. • [None]: deselect all the jobs in the list. • [Invert selection]: turn the selected jobs into deselected jobs, and the other way round. • [Jobs with available media]: select all the jobs for which the media are currently available in the paper trays. • Use [Jobs with label] to select all the jobs with a certain label.	*Select more than one job for printing* on page 115

Schedule a waiting job for printing

Introduction

The destination of jobs is determined by the selected workflow profile. When jobs go to the list of [Waiting jobs], you must manually send the jobs to the print queue (list of [Scheduled jobs]). This enables you to keep full control of all jobs that must be printed.

Procedure

1. Touch [Jobs] -> [Queues].
2. If collapsed, first touch ▽ to expand the desired list of [Waiting jobs].
3. Touch the job(s) you want to print or use the [Select] button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
4. Press [Print].
   The job is moved to the bottom of the list of [Scheduled jobs].

Related information

Print an urgent job immediately

Introduction

When a job must be printed urgently, you can give that print job priority over all other print jobs. The [Print now] button allows you to print a job immediately. When you use the [Print now] button, the active print job 📇 will be paused as soon as the current set is ready.

To print a job as soon as possible but not immediately, you can use the [To top] function.

Location of the [Print now] button

The [Print now] button is available in the [Scheduled jobs] view.

✎ NOTE
To give priority to a job in the list of [Waiting jobs], you must first touch [Print] to send the job to the list of [Scheduled jobs]. There you can select the job and touch [Print now].
To give priority to a job in the list of [Printed jobs], you must first reprint the job (see *Reprint a job* on page 114). The job is sent to the list of [Waiting jobs]. From there, you must send the job to the list of [Scheduled jobs]. There you can select the job and touch [Print now].

✎ NOTE
If the output location of the priority print job is the same as the active print job, the priority print job comes on top of the last printed set of the active job.

Procedure

1. Touch [Jobs] -> [Queues].
2. If collapsed, first touch ▽ to expand the list of [Scheduled jobs].
3. Touch the job which you want to print immediately.
4. Press [Print now].
   The urgent job appears at the top of the list of [Scheduled jobs].
   The active print job 📇 is paused as soon as the current set is ready and becomes second in the list.

Related information

Give priority to a print job on page 112

Give priority to a print job

Introduction

When you want to print a job as soon as possible, but not necessarily immediately, you must use the [To top] function. The [To top] function moves the selected job to the second position in the list of [Scheduled jobs], below the active print job . The job will be printed when the active print job is ready.

Procedure

1. Touch [Jobs] -> [Queues].
2. If collapsed, first touch to expand the list of [Scheduled jobs].
3. Touch the job to which you want to give priority.
4. Press [To top].

Related information

Print a scheduled job later

Introduction

The machine prints the jobs that are present in the list of [Scheduled jobs] jobs.

However, you can decide to print a job later, for example because:
- The required media are out of stock, or
- You first want to make a proof.

Then you must move the job back to the list of [Waiting jobs].

✎ NOTE
To select the active print job 🖨 you must first press the Stop button 🛑 2x to stop the job.

Procedure

1. Touch [Jobs] -> [Queues].
2. If collapsed, first touch ▾ to expand the list of [Scheduled jobs].
3. Touch the job or jobs you want to print later or use the [Select] button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
4. Press [Move].
   The job is moved to the list of [Waiting jobs].

Reprint a job

Introduction

✎ NOTE
The following description is only applicable when you enable the [Printed jobs section on operator panel enabled] setting in the [Printed jobs] section in the Settings Editor.

Print jobs that have been completed are moved from the list of [Scheduled jobs] list to the list of [Printed jobs]. The [Printed jobs] list helps you to reprint jobs quicker and easier.

What you need to know about the list of Printed jobs

- When you want to reprint a job, the selected job is always copied to the list of [Waiting jobs] first.
- You cannot change the job settings in the list of [Printed jobs]. This is only possible in the list of [Waiting jobs].
- You cannot reprint streaming jobs and transaction print jobs.
- The list of [Printed jobs] does not store proof prints, system jobs and jobs that were stopped or deleted.
- When you shut down the printer all jobs remain present in the list of [Printed jobs].
- The list of [Printed jobs] can only store jobs. To prevent the disk of your system from becoming full, jobs must be deleted manually or automatically on a regular basis. In the Settings Editor, you can indicate the cleaning period, then the clean-up is carried out at midnight or at the next start-up (in general the next morning).
- If E-shredding is enabled, the jobs will be shredded after removal from the list of [Printed jobs].

Procedure

1. Touch [Jobs] -> [Printed jobs].
2. Touch the job(s) you want to reprint or use the [Select] button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
3. Press [Copy].
4. Touch [Queues] -> [Waiting jobs].
5. Touch the job you want to reprint.
6. Touch [Properties] if you want to change the settings, for example the number of sets.
7. Press [Print].

Select more than one job for printing

Introduction

The table below describes the possibilities to select more than one job for printing.

Select more jobs

Options	Description
Select two or more jobs manually	Touch the jobs you want to print one by one.
[Select] button - [All]	All jobs in the list of [Waiting jobs] are printed. The order in the list of [Waiting jobs] determines the print order. However, in the list of [Scheduled jobs] you can give priority to a job.
[Select] button - [Jobs with available media]	All jobs for which the required media are currently available in the paper trays, will be printed. This improves the productivity, because you must not change the required media during printing. You may only need to add more of the currently available media types.
[Select] button - [Jobs with label]	A label is a name or tag that helps you to identify certain jobs on the operator panel. When a job is sent to the printer, the person who submits the job can add a label to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer XYZ' can be added to jobs. Then you can select and print all the jobs for 'Customer XYZ' at once.

NOTE
Automated workflows can be defined through the Settings Editor. You can find more information in the online help of the Settings Editor.

Procedure

1. Touch [Jobs] -> [Queues].
2. If collapsed, first touch ▾ to expand the list of [Waiting jobs].
3. Touch the jobs you want to print one by one, or make a selection using the [Select] button. The selected jobs are highlighted.
4. Press [Print].

Related information

Bundle jobs in the list of [Waiting jobs]

Introduction

The bundle function allows you to combine two or more jobs into one new job. For example, this can be convenient when the participants of a meeting need several documents in a specific order. Often, the required documents are sent from several workplaces to the printer in advance. Normally, this means that you must print the documents first and sort or staple them later. By using the bundle function you can determine the order of the documents before printing and print all documents in the correct order in only 1 print job.

Important information about the bundle function

- You can only bundle print jobs that are currently in the list of [Waiting jobs].
- You can change a number of settings for the bundled job via the [Properties] window.
- By default, the number of sets for a bundled job is 1. So before printing, you must first indicate the required number of sets.
- When you stop a job after a set, the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- All the jobs in the bundle must have the same output location. Otherwise, the operator panel displays a warning message. To change the output location, you must first split the bundled job, then change the individual job settings and finally bundle the jobs again.

Main actions on the bundle function

The table below describes the main actions you can carry out with regard to the bundle function.

Main bundle functions

Main actions	Description
[Bundle]	When you touch [Bundle] after selecting 2 or more jobs, a new job is created that contains the original jobs. The new job is added to the bottom of the list of [Waiting jobs]. The original jobs are removed from the list. The new job gets a new name that is based on the name of the first job in the bundle.
[Split]	When you touch [Split] after selecting a bundled job, the job is split into the original, separate jobs. The bundled job is removed. The separate jobs are added to the bottom of the list of [Waiting jobs]. You can use the [Split] function to correct mismatched settings, for example.
Change job settings	The [Properties] window gives access to a pane where you can do the following. • Change a number of job settings. • Change the order of the jobs in the bundle.
[Delete]	Delete the job.
[Ticket]	Print the job ticket of the job.
[Proof]	Print 1 copy of the job first to check if the result meets your expectations.

Procedure

1. Touch [Jobs] -> [Queues] -> [Waiting jobs].

2. Touch the jobs you want to combine, or use an option from the [Select] menu to select multiple jobs at once.
3. Press [Bundle].
   A [Create bundle] window appears that allows you to make some changes.
4. If necessary, use the [Up] and [Down] buttons to change the job order.
5. If necessary, change the generic job settings, such as [Number of bundles].
6. Press [OK].

Related information

Print a job ticket

Introduction

Job tickets are used to transfer settings from an application to the printer. It can be convenient to print a job ticket before printing a job, to get an overview of the main job characteristics.

Job tickets can contain the following information, for example.
- Job name.
- Job owner.
- Job destination.
- Job settings such as the number of sets.
- Required media.

Where to find the [Ticket] button

The [Ticket] button is available at the following locations.
- List of [Printed jobs] (if this function is enabled in the Settings Editor).
- List of [Scheduled jobs].
- List of [Waiting jobs].

Procedure

1. Press [Jobs].
2. Go to one of the locations mentioned above.
3. Touch one or more jobs of which you want to print the job ticket.
4. Press [Ticket].
   The job is sent to the bottom of the list of [Scheduled jobs]. The job may not be immediately visible in the list of [Scheduled jobs]. You can recognize the job by the prefix @_ in front of the job name.

Make a proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the [Proof] function, the machine prints 1 copy of the job. You can only make a proof for a job in the list of [Waiting jobs].

This section describes how to make a proof.

> **NOTE**
> When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, if you need 10 sets the printer will still print 10 sets after you made the proof. This is different from the checking of the first set (see *Check the first set* on page 131).

Procedure

1. On the operator panel, press the [Jobs] button.
2. In the list of [Waiting jobs], touch the job of which you want to make a proof.

> **NOTE**
> You can select more than 1 job at a time.

3. Press [Proof].
   A copy of the job goes to the bottom of the list of [Scheduled jobs].
   The original job remains in the list of [Waiting jobs].
   You can recognize a proof by the magnifying glass on the job icon .

Change the [Output] settings

Change [2-sided] into [1-sided] and vice versa

Introduction

Jobs for which [1-sided] or [2-sided] printing was defined, will be printed on either 1 side or both sides of a sheet. If required, you can change this setting.

When a job contains mixed settings ([1-sided] and [2-sided]), you can change this setting to [1-sided] or [2-sided] for the complete job.

> 📝 NOTE
> You cannot change this setting for the active print job 🖨️.

Procedure

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Touch [Properties] - or touch the job 2x to open the [Properties] window.
4. Touch the [1- or 2-sided] button.
5. Touch the desired value.
6. Press [OK].

Select a different media for a job

Introduction

If you want to print a job on other media than originally defined for that job, you can select a different media via the operator panel. Requirements regarding the new media:
- The media must be available in the media catalog.
- The media must have the same size as the original media.

✎ NOTE
You cannot change this setting for the active print job 🖨.

Procedure

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Touch [Properties] - or touch the job 2x to open the [Properties] window.
4. In the preview pane at the right-hand side, touch the media you want to change.
   When more than 1 media was defined for a job, the preview pane displays a separate button for each media.
5. From the list, select the new media.
6. Press [OK].

Shift the image roughly to create binding space

Introduction

If you want to create space for staples or punch holes, for example, you can use the [Align] function. The preview in the right-hand pane of the operator panel displays the consequences of your changes.

You can also shift the image or margin more precisely.

Procedure

1. Touch [Jobs] -> [Waiting jobs].
2. Touch the job you want to change.

   🖉 NOTE
   You cannot change this setting for the active print job 🖺.

3. Touch [Properties], or touch the job twice to open the [Properties] window.
4. Touch the [Align] button.
5. Make the required changes.
6. Press [OK].
7. Press [OK].

Shift the image precisely to create binding space or correct the layout

Introduction

If you want to create space for staples or punch holes, for example, you can use the [Align] function. However, when the [Align] function is not precise enough, you can use the [Margin shift] and [Image shift] functions. These functions allow you to shift the image more precisely. The preview in the right-hand pane of the operator panel displays the consequences of your changes. If you shift the margin too much, you may loose part of the image.

The [Shift] function has 2 options.
- [Margin shift] allows you to increase or decrease the margin to create more binding space, for example. With [Margin shift], you can shift an image relative to the binding edge.
- [Image shift] has basically the same function. However, [Image shift] also allows you to move the image vertically. This gives you more freedom in moving the image exactly to the desired position.

NOTE
By default, the values of the front side and the back side are linked. To define different values for each side, touch ▯. The changes you make are valid for the whole document, not only for the current page.

Procedure

1. Touch [Jobs] -> [Waiting jobs].
2. Touch the job you want to change.

NOTE
You can only change the settings of the active print job 🖨 after you stopped the printer (press the [Stop] button 🛑 two times).

3. Touch [Properties], or touch the job twice to open the [Properties] window.
4. Touch the [Shift] button.
5. Make the required changes.
6. Press [OK].
7. Press [OK].

Change the print delivery settings

Introduction

Usually the print delivery settings have been defined in the printer driver.

Overview of the print delivery settings

Setting	Description
[Output location]	Change the output location for the job. The list shows all the output locations that are available for your system. Make sure there is a match between the selected output location and the job requirements. For example, when a job requires staples, you must select an output location that allows stapling.
[Sort]	Change the sorting method of the prints. You can select sort [By page] or [By set]. [45] Sort by page [46] Sort by set
[Offset stacking]	Stack the prints with an offset. This setting is only available when the [Offset stacking] setting of the active [Workflow profile] is set to [Sets (as in job)].
[Advanced settings]	Finishing equipment often requires that the printed sheets are delivered in a certain order. For finishers that are integrated in your printing system, the required settings are adapted automatically. However, sometimes it can be necessary to change a number of settings manually, for example when you want to finish the prints using offline finishers. If required, you can change the [Sheet order], [Sheet orientation], [Print order] and [Rotation].

[Advanced settings]

Setting	Description
[Sheet order]	[Face up] Deliver the prints face up, first sheet on top. [Face up reverse] Deliver the prints face up, last sheet on top. [Face down] Deliver the prints face down, first sheet on top. [Face down reverse] Deliver the prints face down, last sheet on top.

Setting	Description
[Sheet orientation]	[Header up LEF] Deliver the prints with the header on top side and in portrait position (vertical). [Header up SEF] Deliver the prints with the header on top side and in landscape position (horizontal). [Header down LEF] Deliver the prints with the header at the bottom side and in portrait position (vertical). [Header down SEF] Deliver the prints with the header at the bottom side and in landscape position (horizontal).
[Print order]	• [Front/back] Default value. The front page on the front, the back page on the back. • [Back/front] Puts the front page on the back and the back page on the front.
[Rotation]	• [0 degrees] • [180 degrees] Rotates the prints 180 degrees.

✎ NOTE
You cannot change this setting for the active print job 🔖.

Procedure

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Press [Properties].
4. Touch the [Print delivery] button.
5. Make the required changes.
6. Press [OK].

Related information

Change the stacking method per job

Introduction

The [Offset stacking] function creates a visible distinction between sets or jobs in an output location. The active workflow profile or the active automated workflow determines the default type of offset stacking.

You can only change the type of [Offset stacking] per job when the [Offset stacking] setting of the active [Workflow profile] is set to [Sets (as in job)].

🖉 NOTE
You cannot change this setting for the active print job 🖳.

🖉 NOTE
Automated workflows can be defined through the Settings Editor. You can find more information in the online help of the Settings Editor.

Procedure

🖉 NOTE
Remember that you can only change the stacking method per job when the active [Workflow profile] is set to [Sets (as in job)].

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Touch [Properties] - or touch the job 2x to open the [Properties] window.
4. Touch the [Print delivery] button.
5. Touch the [Offset stacking] button to toggle between [On] and [Off].
   The offset stacking is defined per N sets. By default, this number is 1. If a number is specified, this specified number of printed sets of a job will be delivered to an output location in one straight stack, the next number of printed sets are stacked with an offset.
6. Press [OK].

Related information

Work with the workflow profiles on page 38

Change the number of staples

Introduction

When a job is sent to the machine, a desired number of staples for that job can be indicated. However, you can change the number of staples on the operator panel.

This section describes how to change the number of staples for a specific job.

🖉 NOTE
There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. When a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example [Finisher] because the [Stacker] cannot staple the jobs. If you make a combination that is not possible, the operator panel displays an error message.

Procedure

1. On the operator panel, press the [Jobs] button.
2. In the list of [Waiting jobs] or [Scheduled jobs], touch the job you want to edit.
3. Press [Properties].

🖉 NOTE
You can also press the job 2 times to access the [Properties] window. This function is comparable to double-clicking with a mouse.

4. Touch the [Binding] button.
5. Touch the desired number of staples.
6. Touch the desired location of the staples.
7. Press [OK].
   The [Binding] button shows the currently selected number of staples.

Punch the output

Introduction

If your machine is equipped with a puncher, you can punch holes in your documents. On the operator panel you can indicate:

- The number of holes punched

Puncher

The number of holes you can punch depends on the die set of the puncher.
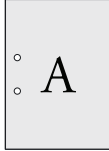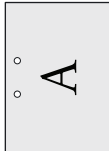
✎ NOTE
You can punch A4/Letter media.
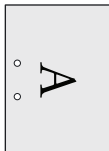
Punch orientation

The punch orientation depends on how you place the media in the paper trays. The table below gives an overview of the possible combinations and the resulting punch orientation.

Deposit header-up or left

Deposit header-up / left (Paper Logic)		
Orientation	Feed edge	Punch example
Portrait	Long-edge feed	
Landscape	Long-edge feed	

Deposit header-down or right

Deposit header-down / right (not Paper Logic)		
Orientation	Feed edge	Punch example
Portrait	Long-edge feed	
Landscape	Long-edge feed	

Procedure

1. On the operator panel, press the [Jobs] button.
2. In the list of [Waiting jobs] or [Scheduled jobs], touch the job you want to edit.

3. Press [Properties].

✎ NOTE
You can also press the job 2 times to access the [Properties] window. This function is comparable to double-clicking with a mouse.

4. Press [Punching].
5. Select the desired number of holes punched
6. If required, define the other settings for the output.
7. Enter the generic parameters in the [Job] section.
8. Press [OK].

Change the [Job] settings

Change the number of sets

Introduction

When a job is sent to the machine, the desired number of sets will be indicated. However, you can change the number of sets on the operator panel.

This section describes how to change the number of sets for a specific job.

✎ NOTE
You can enter any value between 1 and 65,000 for all jobs except the active print job 🖳. To change the number of sets for the active print job 🖳, you must first press the Stop button 🚫 1 time. Then you can change the number of sets. You cannot define a lower value than the number of sets that has already been printed.

Procedure

1. On the operator panel, press the [Jobs] button.
2. In the list of [Waiting jobs] or [Scheduled jobs], touch the job you want to edit.
3. Press [Properties].

✎ NOTE
You can also press the job 2 times to access the [Properties] window. This function is comparable to double-clicking with a mouse.

4. Touch the [Number of sets] button.
   A numerical keyboard appears.
5. Use the numerical buttons to enter the desired number of sets.

✎ NOTE
Touch the arrow button <- to correct the previous entry or press [Cancel] to close the numerical keyboard without saving the changes.

6. Press [OK].
   The numerical keyboard disappears.
7. Press [OK].

Check the first set

Introduction

If you have a large print job and you want to check whether the job is printed correctly, it is advised to check the first set before printing all other sets. When a job is sent to the printer, the submitter can indicate in the job submission application that the first set must be checked. However, the workflow profile that is selected on the operator panel determines how the printer handles these requests.

Depending on the selected workflow profile, the [Check first set] setting can have the following values:
- [On]
- [Off]
- [As in job]

When you use the [Check first set] function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the printer will print the first set and then stop. When you continue the job, the 9 remaining sets are printed. This is different from printing a proof.

Methods to check the first set

You can use 1 of the following methods to indicate that you want to check the first set.
- Use a workflow profile where [Check first set] is enabled. Then the printer stops after the first set.
- Enable the function [Check first set] in the [Properties] window for a specific job only. However, you can only change the [Check first set] setting there when a workflow profile is selected where the [Check first set] setting is [As in job].

🖉 NOTE
You cannot change this setting for the active print job 🖺.

Procedure

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Touch [Properties] - or touch the job 2x to open the [Properties] window.
4. Touch the [Number of sets] button.
5. Touch [Check first set] when the button states [Off].
   The text changes from [Off] to [On]. A check mark indicates that the checking of the first set is enabled.
6. Press [OK].
   The [Number of sets] button will now show a check mark.
7. Press [OK].

Related information

Work with the workflow profiles on page 38
Make a proof on page 119

Change the page range you want to print

Introduction

Usually, in the printer driver is defined whether all pages or only a range of pages must be printed. However, you can also change this setting through the operator panel.

📝 NOTE
You cannot change this setting for the active print job 🖨.

Procedure

1. Touch [Jobs] -> [Queues] -> [Scheduled jobs] or [Waiting jobs].
2. Touch the job you want to change.
3. Touch [Properties] - or touch the job 2x to open the [Properties] window.
4. Touch the [Page range] button.
5. Touch [Pages to print] -> [Pages].
6. Touch the [From] button and enter the number of the first page you want to print.
7. Touch the [To] button and enter the number of the last page you want to print.
8. Press [OK].

Change the use of separator sheets

Introduction

Separator sheets are empty sheets that are automatically inserted before each new set or job to separate two sets or jobs. In the Settings Editor you can define the media that must be used as separator sheets. The use of separator sheets can be enabled via the automated workflows in the Settings Editor. However, you can change this setting trough the operator panel.

Procedure

1. Touch [Jobs] -> [Waiting jobs] or [Scheduled jobs].
2. Touch the job of which you want to change the settings.

   📝 NOTE
   You can only change the settings of the active print job 🖨 after you stopped the printer (press the [Stop] button 🛑 two times).

3. Press [Properties].
4. Touch the [Separator sheets] button to toggle between [On] and [Off].
5. Press [OK].

Enable or disable the use of trailer pages

Introduction

A trailer page contains an overview of the job settings (for example used media and finishing). A trailer page is printed at the end of a job. You can only enable this setting in the Settings Editor. Media for trailer pages are the same as for banner pages. You can specify this media in the media catalogue in the Settings Editor.

✎ NOTE
This setting applies to all jobs from the moment it is enabled.

Procedure

1. In the Settings Editor, go to the [Preferences] / [Print job defaults] section.
2. Change the setting for trailer pages: [Trailer page enabled].

Rename a job

Introduction

When you print a job, the job name is created in the application. The job name is displayed in the [Job name] field. However, you can rename the job.

Procedure

1. In the job window, touch [Job name].
   A keyboard appears.
2. Touch 'Backspace' until the current name is deleted.
3. Touch the characters to enter a new name.
4. Press [OK].

Automated workflows (access through the Settings Editor)

Introduction to automated workflows

Definition

The Settings Editor enables you to set up separate automated workflows. Automated workflows are print queues that you can program to perform a range of operations. Automated workflows are mostly used for legacy applications where jobs are printed automatically and certain settings must be set automatically. Every automated workflow represents a different virtual printer with its own specific attributes.

The selection of automated workflows is handled when the job is sent over LPR via the name of the automated workflow of the job ticket. Once the job is sent to a specified automated workflow on the printer, you cannot move the job to another workflow. The operator panel does not display the various automated workflows. However, jobs can get a label that you can use as a selection criterion for further processing and production.

The use of automated workflows has for example the following advantages.
- The print workflow is automated even more, which improves the productivity.
- The programming of individual jobs is eliminated, which optimizes the job throughput.
- You can more easily distinguish, prioritize and produce jobs in different automated workflows with different properties using less operator involvement.
- You can easily assign legacy applications without job tickets to specific job profiles.

> **NOTE**
> You can define whether or not the settings of a job ticket overrule the settings of an automated workflow in the Settings Editor.

> **NOTE**
> When the Settings Editor does not display the correct language, you can change the preferred language in the Internet options of your Internet browser. The desired language must be first in the list of languages.

Attributes

> **NOTE**
> It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Refer to the Settings Editor to get an overview of the settings.

Add an automated workflow

Introduction

The Settings Editor contains 1 factory default automated workflow. However, it can be beneficial for your productivity to add more automated workflows.

NOTE
It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Procedure

1. Go to [Workflow] -> [Automated workflows].
2. Click the [Add] button.
   A pop-up window displays the attributes you can specify for the new workflow.
3. Put a check mark in front of the attributes you want to define.
4. Specify or select the values of the attributes.
5. Click [OK].

Edit an automated workflow

Introduction

You can change the attributes of an existing automated workflow.

✎ NOTE
It is not compulsory to define all the settings. When you put a check mark in front of a setting, that setting and its values become enabled.

Procedure

1. Go to [Workflow] -> [Automated workflows].
2. Put a check mark in front of the workflow you want to edit.
3. Click the[Edit] button.
   A pop-up window displays the attributes you can specify for your workflow.
4. Change the attributes.
5. Click [OK].

Delete an automated workflow

Introduction

When you no longer need a certain automated workflow, you can delete that workflow.

✐ NOTE
You cannot delete the factory default automated workflow.

Procedure

1. Go to [Workflow] -> [Automated workflows].
2. Put a check mark in front of the workflow you want to delete.
3. Click the [Delete] button.
4. Click [OK].

Restore the factory default workflow

Introduction

You can restore the factory default automated workflow. This has the following consequences.
- All the automated workflows you added will be removed
- All the changes in the default workflow will be lost.

Procedure

1. Go to [Workflow] -> [Automated workflows].
2. Click the [Restore] button.
   The factory default automated workflow is restored.

Use hotfolders

Introduction to hotfolders

Introduction

Technically, a hotfolder is a mapped network drive on a workstation that is linked to a shared folder on the PRISMAsync controller.

For an operator, a hotfolder is a folder on a workstation where printable files can be dropped for printing.

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. Hotfolders should not be used in combination with print job tickets.

The job settings for hotfolders

The settings of a hotfolder can be defined by:
- a hotfolder default ticket in the hotfolder itself, or
- the automated workflow to which the hotfolder is linked.

It is advisable to use the hotfolder functionality in combination with the hotfolder default ticket.

However, if you want to use the settings of the automated workflow where the hotfolder is linked to, it is advised not to place a hotfolder default ticket in the hotfolder, to prevent mixing up settings. Furthermore, you must make sure that the [Overrule the job ticket] setting in that automated workflow is enabled (tick the checkbox).

Before you can use a hotfolder

To be able to use the hotfolder function, the following steps must be carried out first:
- In the Settings Editor, the system administrator must activate the hotfolder function.
- In the Settings Editor, the system administrator must create a hotfolder and link the hotfolder to an automated workflow.
- On a workstation, the key operator must create a shared network drive that is linked to the hotfolder.
- On the desktop of that workstation, the key operator can create a shortcut to the hotfolder, if desired.

Activate the hotfolder function

Introduction

The information in this section is intended for system administrators.

✎ NOTE
  - By factory default, the hotfolder function is disabled. To use the hotfolder function, the system administrator must activate this function once.
  - For this procedure, the System administrator password is required.

Procedure

1. Open the web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to the [Workflow] -> [Hotfolders] section.
3. Click [Configure].
4. At [Enabled], select [Yes] to activate the hotfolder function.
5. Enter a unique [User name] and [Password].
   Make sure that you filled in the user name and password before you continue with the next step.
6. Click [OK] to confirm the activation of the hotfolder function.
   A confirmation window opens.
7. Click [OK] to restart the controller now.

Create a hotfolder

Introduction

The information in this section is intended for system administrator.

Before you begin

The hotfolder function must be activated. Otherwise, the system administrator must activate the hotfolder function first.

Procedure

📝 NOTE
For this procedure, the System administrator password is required.

1. Open your web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to [Workflow] -> [Hotfolders].
3. Click [Add].
4. Give the hotfolder a logical name.
   A logical name helps you to recognize the type of jobs you want to process using this hotfolder.
5. Select the automated workflow to which you want to link the hotfolder.
6. Click [OK].

Create a shared network folder on a workstation

Introduction

The information in this section is intended for key operators.

Before creating a shared network folder on a workstation, the following actions must be carried out first:
- Enable the hotfolder function.
- Create an automated workflow (optional).
- Create a hotfolder.

✎ NOTE
This procedure describes the creation of a shared network folder on a workstation with a Microsoft® Windows® XP operating system. Depending on the operating system of your workstation, the procedure can be different.
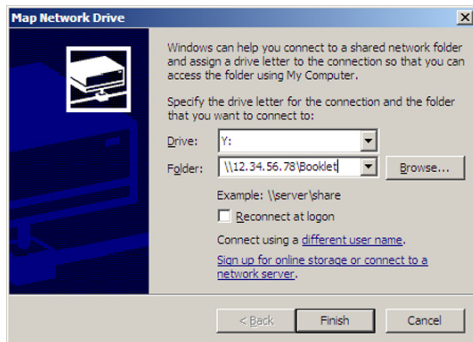
[47] Create a shared network drive

Procedure

1. Open Microsoft® Explorer.
2. Click Tools -> Map Network Drive...
3. Select a drive letter for the shared network folder.
4. Enter the name of the shared network folder, for example \\12.34.56.78\Booklet, or click the 'Browse' button to navigate to the required location.

✎ NOTE
Instead of 12.34.56.78 you must enter the host name or IP address of the PRISMAsync controller. Booklet is the name you gave to the hotfolder when you created the automated workflow.

5. Click 'Finish'.
   A log in screen will appear.
6. Enter the user name and the password that were defined when the hotfolder function was enabled in the Settings Editor.
7. Click 'OK.'
   The hotfolder is now ready for use.
8. If desired, you can create a shortcut to the shared network folder on the desktop of the workstation.

Create a hotfolder default ticket ('default_ticket.jdf')

Introduction

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. A hotfolder default ticket ('default_ticket.jdf') in the hotfolder determines the settings for the print jobs. The name of the hotfolder default ticket must not be changed, otherwise it will not be used in the hotfolder.

✎ NOTE
If you want to use the hotfolder default ticket, make sure that the [Overrule the job ticket] setting of the automated workflow in which the hotfolder was created, is disabled (no check mark in the checkbox). Otherwise, the settings of the automated workflow overrule the settings of the hotfolder default ticket.

Procedure

✎ NOTE
This procedure is an example of the procedure on a Microsoft® Windows® XP operating system. For other operating systems, the procedure can vary.

1. Click [Start] - [Settings] - [Printers and Faxes].
2. Right-click the printer driver of your Océ VarioPrint® 6000**+** Line and select [Printing preferences...].
3. Define the required settings.
4. Click the [Save] icon in the templates bar.
5. Enter a name for the template.
6. Click [OK].
7. Right-click the template you just created and select 'Save as ticket'.
8. Browse to the shared network folder and click [Save].
   The template is saved as a hotfolder default ticket.
   Do not change the name of the hotfolder default ticket ('default_ticket.jdf').

The Transaction section (optional)

Introduction to the [Transaction] section

Introduction

✏ NOTE
Transaction printing requires a license. The [System] view on the operator panel displays the [Transaction] section only when transaction printing is licensed.

Transaction printing enables you to print typical transactional documents like invoices, salary slips or other variable data streams. Before you can start transaction jobs, you must first activate the transaction mode via the operator panel. The [Transaction] section contains the settings that you need to use transaction printing. There you can also shift the image in case of a misalignment.

The following information is described below.
•   An overview of the items in the [Transaction] section on the operator panel.
•   The sequence of steps you must perform to print your transaction jobs.

Overview of the [Transaction] section
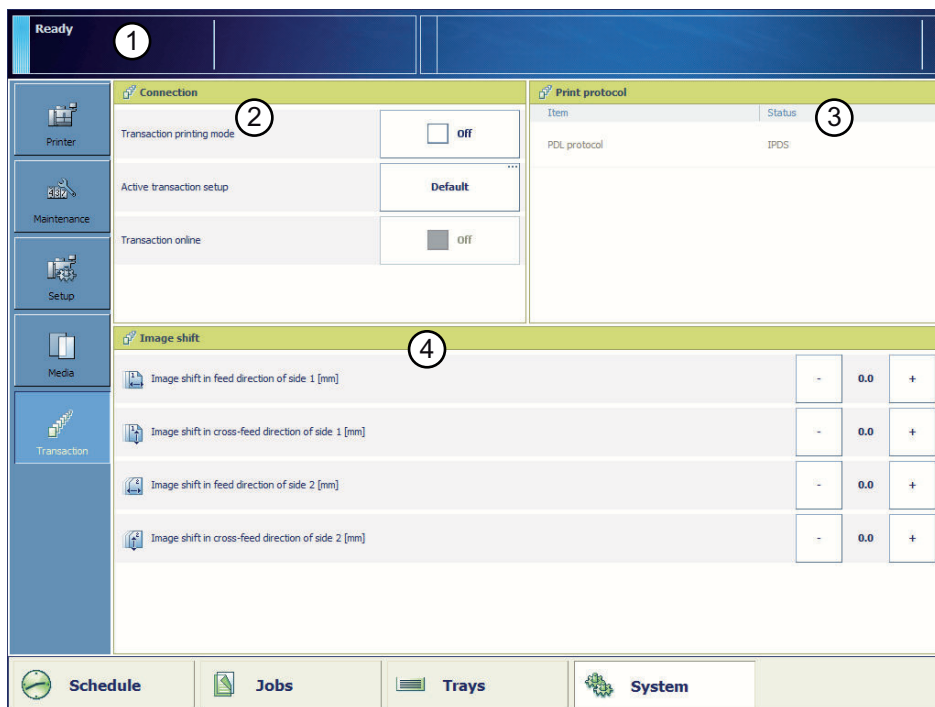
[48] Overview of the [Transaction] section

The items of the [Transaction] section

Description of the [Transaction] section

Num- ber	Item	Function
1	Dashboard	The dashboard displays the following information for transaction printing. • The connection status • The IP address of the host that sends the jobs • The name of the active transaction job • The progress of the active transaction job
2	[Connection]	The [Connection] section gives access to the following functions. • Turn the transaction printing mode on or off • Select the setup for the transaction jobs You can define setups in the Settings Editor ([Transaction printing] -> [Setups]). • Put the printer online or offline. The printer must be online for the host to be able to connect to the printer.
3	[Print protocol]	Display the active printer description language (read-only). You can change the active PDL in the Settings Editor ([Transaction printing] -> [Settings] -> [Requested active PDL]). When the requested active PDL is changed, the new PDL becomes effective when you put the printer online.
4	[Image shift]	Display and change the active image shift settings, for example when the images on the front and back of a sheet are not aligned correctly.

Sequence of steps to print transaction jobs

✏ NOTE
Before you begin, the list of [Scheduled jobs] must be empty.

The following table describes the sequence of steps for transaction printing.

Step	Actions on the print- er	Actions on the host	Remarks
1	Switch the printer in- to the transaction printing mode.		Via the operator panel: [System] -> [Transaction] -> [Transaction print- ing mode] -> [On].
2	Select the active set- up that you need.		• Via the operator panel: [System] -> [Transaction] -> [Active trans- action setup], or • Via the Settings Editor: [Trans- action printing] -> [Setups], or • By the host via the data stream (when the printer is online and connected).

Step	Actions on the printer	Actions on the host	Remarks
3	Change the active PDL when currently the wrong PDL is active. This is only possible when you have licenses for more than 1 PDL.		Via the Settings Editor: [Transaction printing] -> [Setups] -> [Requested active PDL].
4	Load the required media into the paper trays.		Only required when the active setup has set the tray mode to tray to tray.
5	Put the printer online.		• Via the operator panel: [System] -> [Transaction] -> [Transaction online] -> [On], or • Via the Settings Editor: [Transaction printing] -> [Settings] -> [Switch the printer online or offline].
6		Connect to the printer.	
7		Submit the transaction print jobs.	
8	Print the transaction print jobs.		You must perform all the regular activities, for example load the media, empty the output locations, add the supplies and solve errors.
9	Put the printer off line when the transaction print jobs are ready.		• Via the operator panel: [System] -> [Transaction] -> [Transaction online] -> [Off], or • Via the Settings Editor: [Transaction printing] -> [Settings] -> [Switch the printer online or offline].
10	Switch the printer back to the document printing mode.		• Via the operator panel: [System] -> [Transaction] -> [Transaction printing mode] -> [Off].

Output recovery in case of an error

Introduction
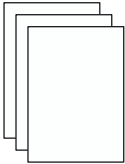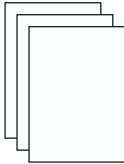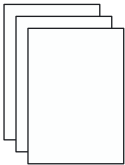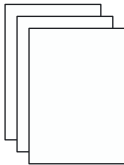
The Océ VarioPrint® 6000+ Line is equipped with an efficient, reliable output recovery in case of an error. By factory default, the output recovery is set to [Normal]. After the error is solved, the job continues at the page where the error occurred automatically.
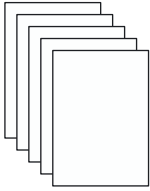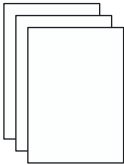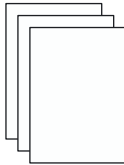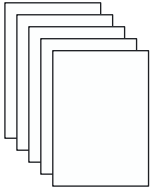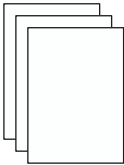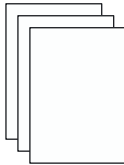
However, some printing environments require that multiple copies must be avoided. For example, in transactions involving the printing of valuable documents such as cheques. In such an environment, the [Output recovery] setting of your IPDS setup must be set to [Suppressed].

When the output recovery is suppressed, the printer will not automatically recover output. All pending pages in the printer will be deleted and the stack will be ejected. The host system and the operator are responsible for the recovery. The operator must restart the job manually on the correct page.

The tables below describe what happens when either the normal output recovery or the suppressed output recovery is selected.
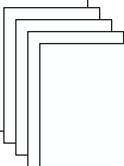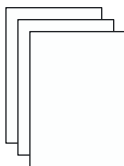
Normal output recovery in IPDS
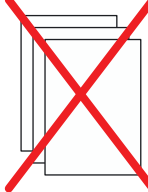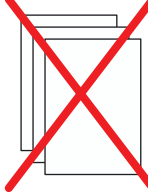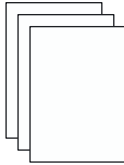
Job	Job progress states	Normal output recovery	End up in the output location after error recovery
	Sheets printed successfully.	Are stacked at one of the output locations.	Sheets are in output location
	Sheets copied to controller memory (including error pages).	Remain in controller memory.	Once the error is resolved, the printer restarts by printing the first page in the controller memory.

Job	Job progress states	Normal output recovery	End up in the output location after error recovery
	Sheets jammed in the machine.	The operator panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	These sheets stay in the memory of the controller. Once the printer resumes printing, these pages will be printed again.
	Sheets in host memory.	Remain in host memory.	These sheets stay in the host memory. When the printer starts printing, these pages will be copied and sent to the controller.

Suppressed output recovery in IPDS

Pages that are copied to the memory of the controller are deleted from the system. The operator must send these missing pages as a new transaction print job to the printer.

Job	Job progress states	Suppressed output recovery	End up in the output location after error recovery
	Sheets printed successfully	Are stacked at one of the output locations.	Sheets are in output location

Job	Job progress states	Suppressed output recovery	End up in the output location after error recovery
	Sheets copied to controller memory (including error pages).	Are deleted completely.	These sheets are not delivered to the output location.
	Sheets jammed in the machine.	The operator panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	These sheets are not delivered to the output location.
	Sheets in host memory.	Remain in host memory.	Once the error is resolved, the printer restarts by printing the first page in the host memory.

Activate transaction printing

Before you begin

Make sure that the list of [Scheduled jobs] is empty.

Procedure

1. On the operator panel, touch [System] -> [Transaction] -> [Transaction printing mode].
   The text on the button changes from [Off] to [On].
2. If required, touch [Active transaction setup] and select the desired setup.
   The attributes of the transaction setup are defined in the Settings Editor on the PRISMAsync controller.
3. Load the required media into the paper trays if the setup selects the tray-to-tray mode.
4. Touch [Transaction online] to put the printer online.
   The text on the button changes from [Off] to [On].
5. On the host or mainframe, connect to the printer and start the job.

   NOTE
   You can also select a setup and put the printer online via the [Transaction printing] section in the Settings Editor.

Deactivate transaction printing

Before you begin

Make sure that the list of [Scheduled jobs] is empty.

Procedure

1. On the operator panel, touch [System] -> [Transaction] -> [Transaction online] to put the printer offline.
   The text on the button changes from [On] to [Off].
   Note that you can only switch the [Transaction online] function to offline when
   • The transaction print jobs are ready.
   • The printer contains no more print data.
   • The printer has stopped because all the jobs are ready, not because an error has occurred.

   When you switch [Transaction online] to offline, the connection to the host is disconnected automatically.
2. Press [Transaction printing mode].
   The text on the button changes from [On] to [Off].

   NOTE
   You can also put the printer offline via the [Transaction printing] section in the Settings Editor.

Shift the image in the transaction printing mode

Introduction

When a misalignment occurs you can shift the image to correct the problem. You can shift the image on the front side and back side horizontally and vertically. Examples of possible misalignments:

- A name or address is not placed correctly in the right area.
- Lines on the front side and back side of a sheet are not aligned correctly.

To keep the shift settings for future use, you must specify the shift settings in the setup via the Settings Editor. Each time that the setup is loaded, the shift settings included in the setup will become the active shift settings.

📝 NOTE
Only use the image shift function if you want to shift the image of the whole job. The image shift applies to all the media in all the paper trays.

Procedure

1. On the operator panel, touch [System] -> [Transaction].
2. Touch the - or + buttons to shift the image on the front side or back side of the sheet.

Handle the media messages - How to handle the [Media message] in the tray-to-tray mode

Introduction

The media catalog
- contains a list of predefined media and their attributes
- is an essential part of the system behavior of the Océ VarioPrint® 6000**+** Line
- helps you to print your jobs more easily while using the correct media

For transaction printing, the content of the paper trays (in terms of media from the media catalog) is translated into a format that the controller understands. However, the controller receives only a limited amount of information (name or size of the media). This can lead to miscommunication where the controller misses a media requirement. The controller will then ask for the required media via a message on the operator panel. This [Media message] indicates the name or size of the missing media.

Your response to the [Media message] depends on the mode in which the printer works, either:
- The tray-to-tray mode, or
- The tray-to-media mode.

This section describes how to respond to the [Media message] for both modes.

✎ NOTE
A [Media message] will only occur when the printer description language is PCL.
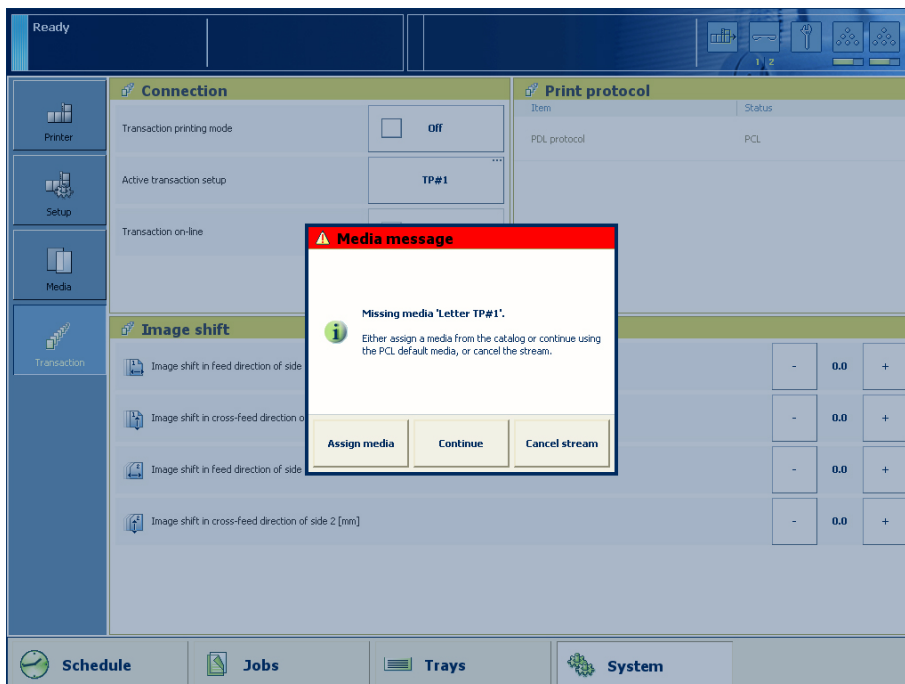
[49] Example of a [Media message]

Procedure

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press [Assign media].

Continue with step 2 when you select this option.
- Press [Continue].
  The controller will use the PCL default media and continue the print job.
  Note that this might be an incorrect media.
- Press [Cancel stream].
  The print job is stopped. You can now solve the problem. It is most likely that you can solve the problem on the host.

✎ **NOTE**
Steps 2 and 3 apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press [OK].
   Note that this might be an incorrect media.
   The media will now be displayed with the name that is defined in the media catalog.
3. Select the paper tray where you want to load the required media and press [OK].
4. Load the media.
5. Close the paper tray.
6. Press [OK].
   Now you can assign other media or continue the print job.

Handle the media messages - How to handle the [Media message] in the tray-to-media mode

Procedure

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press [Assign media].
     Continue with step 2 when you select this option.
   - Press [Continue].
     The controller will use the PCL default media and continue the print job.
     Note that this might be an incorrect media.
   - Press [Cancel stream].
     The print job is stopped. You can now solve the problem. It is most likely that you can solve the problem on the host.

✎ **NOTE**
The following steps apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press [OK].
   Note that this might be an incorrect media.
3. Select one of the memory locations of the logical-tray table to be used for the required media.
   Note that the media that was previously allocated to that memory position in the setup will be overwritten. Then that media will no longer be available to the transaction stream.
   Now you can assign other media or continue the print job.

Create a transaction setup - How to create a new transaction setup

Introduction

When you want to use transaction printing, you have to create the necessary transaction setups. You can create these setups in the Settings Editor.

NOTE
When the Settings Editor does not display the correct language, you can change the preferred language in the Internet options of your Internet browser. The desired language must be first in the list of languages.

Procedure

1. Go to [Transaction Printing] - [Setups] .
2. Click the [Add] button.
   A pop-up window appears.
3. Type in the name and the description of the transaction setup.
4. Click [Ok].
5. Place a checkmark in front of the transaction setup to select the setup.
6. Change the settings (see *Create a transaction setup - How to change the IPDS parameters* on page 157 or *Create a transaction setup - How to change the PCL parameters* on page 159).
   You can change the settings:
   • by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   • by item (click the pencil behind the individual settings).

NOTE
The status of the setup is changed to modified. You have to load the setup to make these modifications available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to [Transaction Printing] - [Settings], and click [Toggle the transaction printing mode] to switch the printer off-line.
8. Go to [Transaction Printing] - [Setups], and click [Load].
   The setup is now available on your operator panel.

Create a transaction setup - How to change the IPDS parameters

Procedure

1. Go to [Transaction Printing] - [IPDS setup].
2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the [IPDS setup] tab.
   You can change the settings:
   • by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   • by item (click the pencil behind the individual settings).
4. For [IPDS Tray to media for media 1] assign the [Media catalog item] from the list. The list displays all the media in the media catalog. The system copies the media attributes from the selected media to the transaction setup.

When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to [Short-edge feed (SEF)].

✎ NOTE

The settings editor displays only the media for which the media name is consistent with the IPDS media name definitions. Valid characters for an IPDS media name are: A-Z, a-z, 0-9, blank.

5. Repeat step 4 for all the logical trays in your setup.

Create a transaction setup - How to change the PCL parameters

Procedure

1. Go to [Transaction Printing] - [PCL setup].
2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the [PCL setup] tab.
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
4. For [PCL Tray to media for media 1] assign the [Media catalog item] from the list. The list displays all the media in the media catalog.
   When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to [Short-edge feed (SEF)].
5. Repeat Step 4 for all the logical trays in your setup.

Create a transaction setup - How to modify a transaction setup

✎ NOTE
When you have more than one printer, you can exchange transaction setups. Go to [Transaction Printing] - [Setups] and use the [Import] and [Export] functions.

Procedure

1. Go to [Transaction Printing] - [Setups].
2. Put a checkmark in front of the transaction setup to select the setup you want to modify.
3. Click the [Edit] button, if you want to change the name of the setup.
4. Change the settings under the [IPDS setup] tab (see *Create a transaction setup - How to change the IPDS parameters* on page 157).
   You can change the settings:
   • by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   • by item (click the pencil behind the individual settings).
5. Change the settings under the [PCL setup] tab (see *Create a transaction setup - How to change the PCL parameters* on page 159).
6. Change the values under the [Settings] tab.

✎ NOTE
The status of the setup is changed to modified. You have to load the setup to make these modification available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to [Transaction Printing] - [Settings], and click [Toggle the transaction printing mode] to switch the printer off-line.
8. Go to back[Transaction Printing] - [Setups].
9. Click [Load].
   The setup is now available on your operator panel.

Exchange all setups between printers

Introduction

If you have more than one printer, you can exchange the transaction setups between the printers, provided that the printer type and software version are identical. You can then use identical transaction setups on two or more printers.

Procedure

1. In the Settings Editor, click [Transaction printing] -> [Setups].
2. Click [Export].
3. Save the file.
4. To import the setups, click [Import].
5. Browse to the location where the setup file is stored.
6. Choose either [Replace] or [Merge].

   NOTE
   After you imported the setup file you must open and load the transaction setup you want to use.

Chapter 8
Remote Service (ORS) (optional)

Remote Service

Introduction

✏ NOTE
Remote Service requires a license. Remote Service also requires a permission to an printer dealer site outside the customer domain, either via a proxy server or via IP white list. Contact your local IT specialist to give you the permission.

Remote Service is an application that runs on a printer. Remote Service requires a working Internet connection to establish a secure connection between the customer's site and printer dealer. In case a proxy server is present, Remote Service must be configured correctly.

Remote Service has the following functionality:

Functionality	Description
Remote Assistance	With this function, the printer dealer can take over the operator panel of the printer remotely to assist in case of a problem for example.
Remote Diagnostics	When a customer contacts the printer dealer in the event of a problem, the printer dealer can automatically retrieve service-related data from the printer for analysis and troubleshooting. With these data, the printer dealer can quickly identify the source of the problem and possibly solve the problem by telephone.
Remote Meter Reading	This function counter information needed for billing can be automatically sent to the printer dealer on a regular basis. Then the customer does not need to collect the meter readings manually and send these to the printer dealer. The customer can always check the sent data and approve the meter readings.
Remote Software Upgrade	With this function, the customer can update the printer with the latest software. The software is only retrieved from the printer dealer when the customer wants this.

Using Remote Service

- In the Settings Editor, all settings for the customer's proxy server must be set correctly ([Configuration] -> [Connectivity] -> [Proxy server]).
- Via the operator panel, the remote connection must be enabled ([System] -> [Setup] ->[Local key operator settings] -> [Remote connection] -> [Remote connection enabled] -> [Yes]).
- Via the operator panel, you can test the remote connection ([System] -> [Setup] ->[Local key operator settings] -> [Remote connection] -> [Test Remote connection]).
  The test can take up to 30 seconds. When the connection is not OK, a message indicates the reason for the failure.
- The dashboard of the operator panel displays a red icon (see figure) when the printer becomes disconnected from the Internet. Make sure the connection is online; otherwise, the printer dealer cannot retrieve data from your printer.
- If required, you can change a number of connectivity settings via the operator panel ([System] -> [Setup] ->[Local key operator settings] -> [Connectivity]).
- You can verify the communication with the printer dealer by downloading the audit log files via the Settings Editor ([Support] -> [Logging] > [Save the audit log files]).

The Settings Editor keeps up to 4 audit log files. Each log file can contain maximum 10 Mb of data. When all 4 files are full, the first file is overwritten. You can open the audit log files with any text editing application.

Chapter 9
Remote Monitor (optional)

Remote Monitor

Description

✎ NOTE
Remote Monitor requires a license.

Remote Monitor is a web application that you can access via a URL from a remote PC. The application shows part of the operator panel with up-to-date status information, for example about how long the printer can continue printing without operator intervention.

Remote Monitor also has an alert function. The Remote Monitor window will automatically pop up on your PC monitor when the printer status changes from 'running' (attention light is green) to 'stopped' (attention light is red) or 'going to stop' (attention light is orange).

For confidentiality reasons, Remote Monitor does not display job information.

Specifications

Remote Monitor specifications

URL to access Remote Monitor	http://<printername or IP address>/remoteinfo
Recommended resolution of your computer screen	Minimum 640 x 480 pixels
Supported web browsers	• Microsoft® Internet Explorer® 7 and higher • Mozilla Firefox® 3 and higher • Google Chrome™ • Apple Safari®
Language	As defined in your browser, as long as the printer supports this language
Update frequency	Every 5 seconds
Time line	Fixed (30 minutes)
Printer information displayed	• Host name • System mode • Status panel • Attention light • Operator instruction • Time line

Chapter 10
Optional finishers and other devices

iXDP (integrated eXchangeable Die Punch) - VarioPrint® 6160 only

Introduction

Illustration
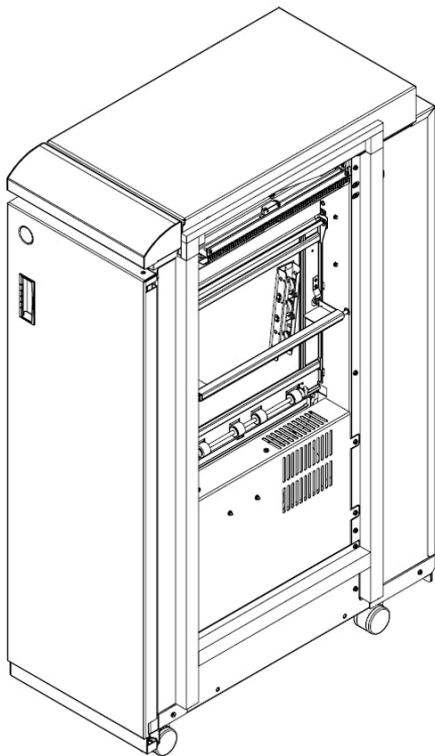
[50] The puncher (iXDP)

'The puncher enables you to finish documents for various types of binding. Simply replace the die set inside the puncher to get another type of binding.

Information about the die sets.
- The die sets are self-latching. You do not need tools or levers to replace a die set.
- Each die set has an identification label that shows the hole pattern and name.
- You can store 3 additional die sets in a storage area inside the puncher (see *Main parts* on page 171).

Operating information

Main parts

Illustration
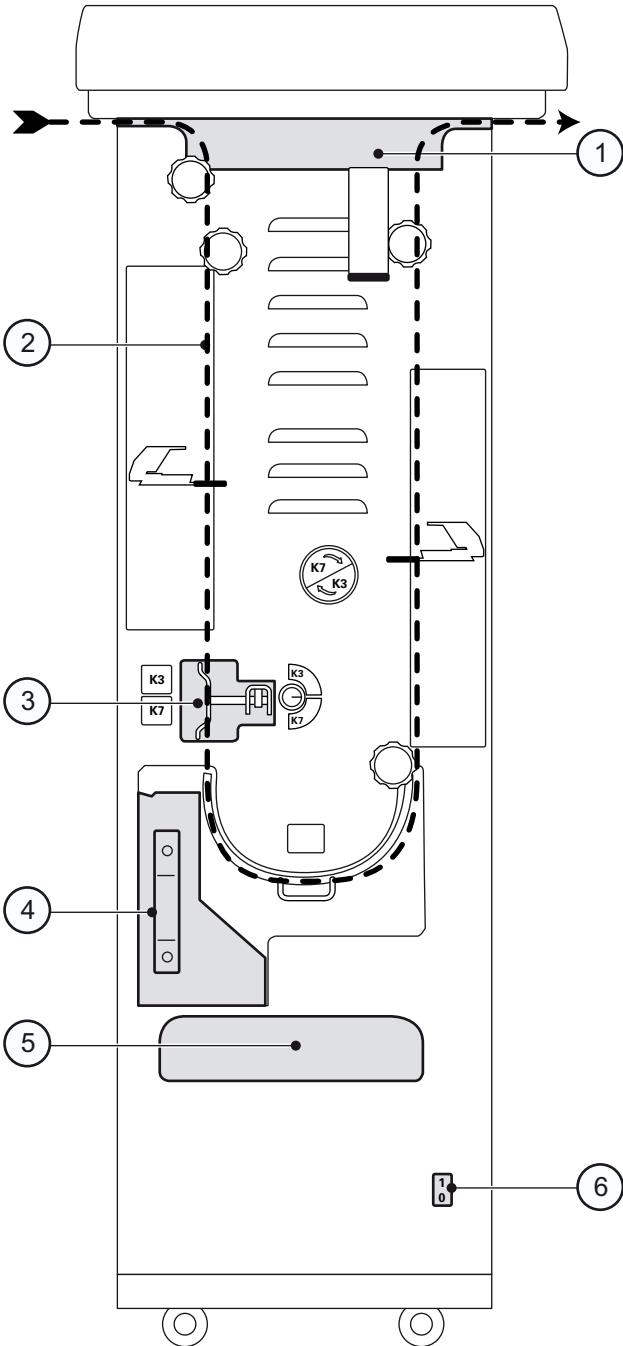
[51] Main parts of the puncher

Description of the main parts

Description of the main parts

	Part	Description
1	Bypass	The bypass is a short straight-through paper path for documents that must not be punched.
2	Punch path	Documents that must be punched follow the U-shaped punch path. The puncher can handle media up to 216 g/m² (80 lb. cover).
3	Die set	The puncher can use many different die sets (see *Die set summary* on page 173). The various die sets make different types of holes in your documents for different types of binding. You do not need tools or levers to replace a die set (see *Replace a die set* on page 175).
4	Chip tray	The chip tray collects the paper chips that arise from the punching process. You can easily access and empty the chip tray (see *Empty the chip tray* on page 174).
5	Storage area for die sets	The storage area K6 inside the puncher can keep 3 die sets.
6	Power switch ⬚	The power switch ⬚ turns the puncher on and off. The puncher can only operate when the power switch ⬚ is in the 'I' position.

Die sets available

Introduction

The puncher can use many different die sets to punch your documents. The punching pattern of a die set determines the binding style of your document. This section describes the die sets available for the puncher.

✎ NOTE

The puncher is available in 2 versions: one version for A4 media and one version for Letter media. A4 punchers require an A4 die set. Letter punchers require a Letter die set. You cannot use A4 die sets in Letter punchers, or the other way round.

Die set summary

Each punching style listed in the tables below requires a separate die set. All the die sets can handle media up to 216 g/m² (80 lb. cover).

Die sets available for A4 punchers

Number of holes, shape	Type of binding	Type of die set
2, round	Loose-leaf binding	2-Hole
4, round	Loose-leaf binding	4-Hole
12, round	VeloBind® binding	VeloBind®
20, rectangular	Plastic Comb binding	Plastic Bind
21, rectangular	Plastic Comb binding	Plastic Bind
23, round	Wire binding	Wire 02:01 AM (2 holes/inch)
34, round	Wire binding	Wire 03:01 AM (3 holes/inch)
47, round	Plastic Coil binding	Color Coil

Die sets available for Letter punchers

Number of holes, shape	Type of binding	Type of die set
3, round	Loose-leaf binding	3-Hole
11, round	VeloBind® binding	VeloBind®
19, rectangular	Plastic Comb binding	Plastic Bind
32, square	Wire binding	Wire 03:01 AM (3 holes/inch)
44, round	Plastic Coil binding	Color Coil

Empty the chip tray

Introduction

The chip tray contains the paper chips that result from the punching process. The chip tray is located at the lower left-hand side of the puncher (see *Main parts* on page 171).

When to do

The printer stops when the chip tray is full. The operator panel displays a message. The message asks you to empty the chip tray of the puncher.

Illustration
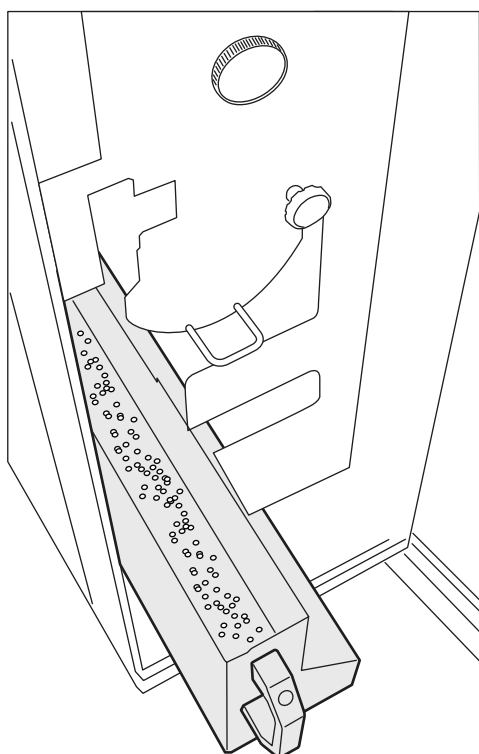
[52] Empty the chip tray

Procedure

1. Open the front door of the puncher.

   ✎ NOTE
   Make sure that you empty the chip tray while the power switch ⊡ of the puncher is in the 'I' position. This enables the sensors to detect the action and automatically reset the punch counter.

2. Grasp handle K8 and pull out the chip tray.
3. Empty the chip tray.
4. Slide the chip tray back into place.
5. Close the front door of the puncher.

Replace a die set

Introduction

The puncher can use many different die sets to punch your documents (see *Die sets available* on page 173). The die set determines the punching pattern.

Please contact your puncher supplier for additional or replacement die sets.

This section describes how to remove and install a die set.

📝 NOTE
Only replace a die set when the printer is on hold.

Illustration
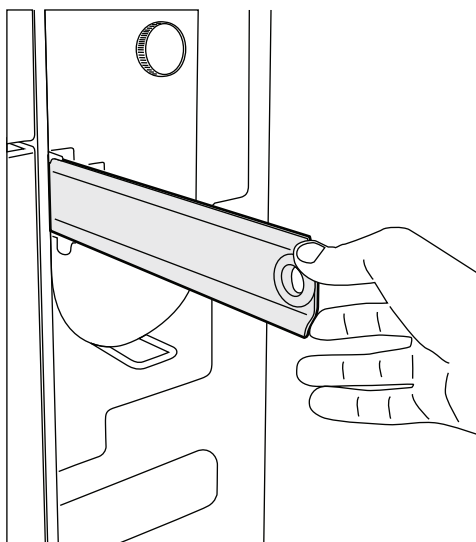
[53] Replace a die set

Procedure

1. Open the front door of the puncher.
2. Grasp the finger hole of the die set and pull firmly. Slide the die set out of the slot. Make sure that you support the die set with both hands.
3. If possible, place the removed die set into the storage area inside the puncher cabinet.

⚠️ CAUTION
The next 2 steps include a possible pinching hazard! Keep your fingers and other body parts away from the die set slot and the die set pins.

4. Support the die set with both hands and slightly slide the die set into the slot.
5. Grasp the finger hole of the die set and push until the die set locks. A firm push can be required.
6. Close the front door of the puncher.

Service information

Inspect the die sets

Introduction

Die sets have a life expectancy of approximately 500,000 punched sheets. The life expectancy depends partially on the used media types. The life expectancy of the die sets can increase, for example:
- When you observe the lubrication schedule (see *Lubricate the die sets - Lubricate the punch pins* on page 177).
- When you punch the same media type most of the time.
- When you punch less cover stocks.

You must periodically inspect the die sets for wear. The result of the inspection can be one of the following.
- The die set is not worn. You can continue to use the die set.
- The die set shows signs of wear. You must replace the die set.

✎ NOTE
When a die set reaches the end of life, the die set can cause paper jams.

When to do

Inspect the die sets after 500,000 punched sheets and consequently each time you lubricate the die sets.

✎ NOTE
See *Replace a die set* on page 175 for information about how to remove and insert a die set into the die set slot.

Illustration
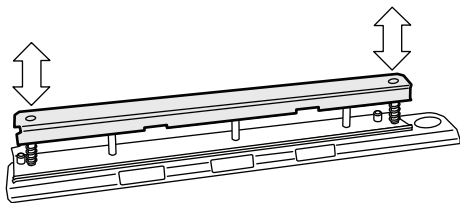
[54] Inspect the die sets

Procedure

1. Put the die set on a table.
2. Put your hands on both ends of the die set and push the top plate straight down.
   Check if the die set functions smoothly. If not, the die set is worn.
3. When the die set seems OK, insert the die set into the die set slot.
4. Run a number of sheets through the machine and inspect the holes.
   - The holes must be clean and even. Torn or frayed edges indicate wear.
   - The holes must be punched completely. Chips that are still attached to the holes indicate wear.
   - The holes must be straight, evenly spaced from the paper edge and correctly aligned. Skewed holes indicate wear.

Lubricate the die sets - Lubricate the punch pins

Introduction

The die sets have a life expectancy of approximately 500,000 punched sheets. However, when you lubricate the die sets on a regular basis, the life expectancy can increase. You must regularly lubricate the following parts.
- The punch pins.
- The shoulder bolts and springs.
- The felt oil pad, if applicable.

Some die sets have a felt oil pad that must be lubricated. The following table indicates which types of die set do or do not have a felt oil pad.

Types of die sets with and without a felt pad

Type	Description	Die sets
1	No felt oil pad	2-, 3-, 4-Hole and VeloBind®
2	A felt oil pad on 1 side, including a magnet and retaining plate	02:01 AM and 03:01 AM Wire (round and square holes)
3	A felt oil pad surrounds the punch pins	19-, 20-, 21-Hole comb 44-, 47-Hole coil

When to do

- Lubricate the punch pins every 50,000 punched sheets.
- Lubricate the shoulder bolts and springs every 200,000 punched sheets.

Required tools

Use a high quality machine oil to lubricate the die sets.

IMPORTANT
Do not use an aerosol (spray) type of oil. This type of oil leaves a sticky residue on the pins and attracts paper dust.

NOTE
See *Replace a die set* on page 175 for information about how to remove and insert a die set into the die set slot.

Illustration
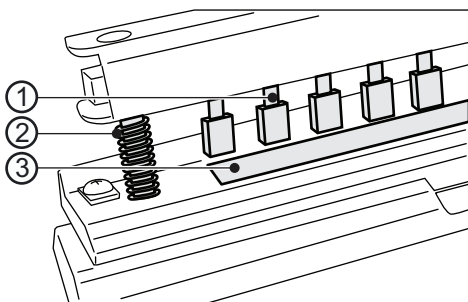
[55] Lubrication points

Time

1. Punch pins

2. Shoulder bolts and springs

3. Felt oil pad

Procedure

1. Push the die set down until the punch pins protrude from the bottom plate.
2. Apply a drop of oil to the end of each punch pin.
3. Wipe down the punch pins.
Make sure that a thin layer of oil remains on the punch pins.

Lubricate the die sets - Lubricate the shoulder bolts and springs

Procedure

1. Apply a thin layer of oil on the shoulder bolts and springs.
2. Wipe down the shoulder bolts and springs.
Make sure that a thin layer of oil remains on the shoulder bolts and springs.

Lubricate the die sets - Lubricate the felt oil pad

Procedure

1. Apply a thin layer of oil along the whole felt oil pad.
Make sure that felt oil pad does not become oversaturated.

Troubleshooting

Introduction

When a paper jam occurs in the puncher, the printer will stop printing and go on hold. The printer operator panel displays a message that asks you to remove the sheets from the puncher. The printer operator panel does not display the required actions step by step. Therefore, you must check the following places for jammed media.

- The bypass
- The downward paper path
- The die set
- The bottom of the paper path
- The upward paper path.

Besides a paper jam, there are other possible problems the puncher can face. This section describes the actions you must take to solve the problems.

Solve a problem

Solve a problem

Problem	Solution
The puncher does not punch	- Check if the power switch ▣ of the puncher is in the 'I' position. - Check if the power cord is correctly attached to the back of the puncher. - Check if the power cord is correctly plugged into the wall socket.
You cannot easily pull out the die set	The die set is in a partial cycle. Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. The die set should now slide out easily.
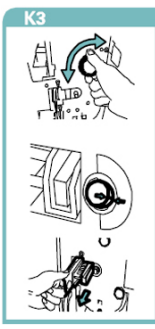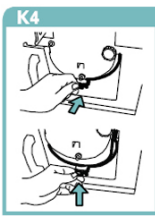
Illustration
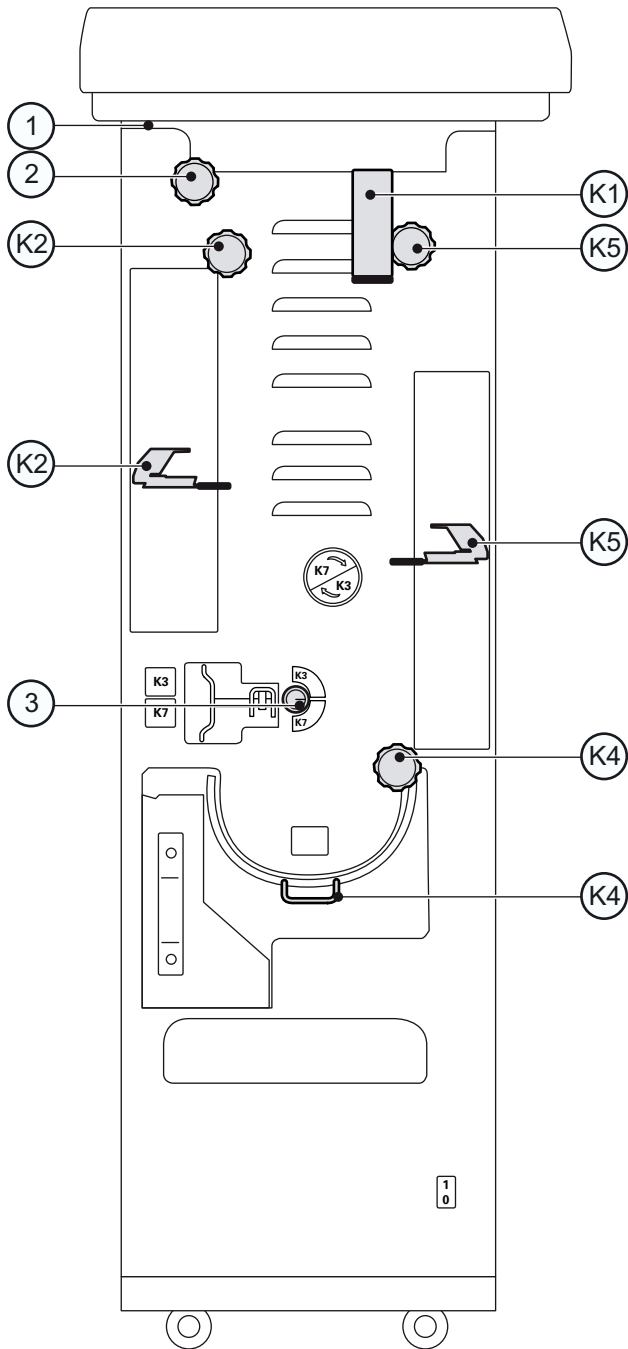
[56] Clear a paper jam

Procedure

1. Open the front door of the puncher.
2. Check if the chip tray is not too full.
3. Follow the steps in the table.

Area	Description
K1	Check the bypass: • Lift lever K1. • Check for jammed media in the bypass, the entrance guide (1) and the diverter (2).
K2	Check the downward paper path: • Open latch K2. • Check for jammed media. • If necessary, turn knob K2 anti-clockwise until the paper falls down.
K3	Check the die set: • Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. • Slide the die set out. • Check for jammed media. • Put the die set back.
K4	Check the bottom of the paper path: • Press lever K4 inward and lower the U-channel. • Check for jammed media. • If necessary, turn knob K4 until the paper falls down.
K5	Check the upward paper path: • Open latch K5. • Check for jammed media. • If necessary, turn knob K5 clockwise until the paper falls down.

4. Close K1, K2, K4 and K5.
5. Close the front door of the puncher.

Specifications

Summary of the main specifications

Item	Specifications for 115 V machines	Specifications for 230 V machines
Supported media sizes	Letter (8.5" x 11")	A4 (210 mm x 297 mm)
Supported media weights	20 lb. bond to 80 lb. cover	75 g/m² to 216 g/m²
Media through the bypass	All media that the printer supports	All media that the printer supports
Punch edge	11"	297.4 mm
Punch capacity	1 sheet	1 sheet
Power supply	115 V, 60 Hz, single phase	230 V, 50 Hz, single phase
Electrical	• BTUs/hour: 1160 BTU/HR • Watts: 300 W	• BTUs/hour: 1160 BTU/HR • Watts: 300 W
Safety certification	TÜV according to UL 60950-1 First Edition/CAN/CSA-C22.2 No. 60950-1 IEC60950-1	TÜV/GS, CE according to EN60950-1:A11 IEC60950-1
Dimensions H x D x W	44.6" x 28.2" x 13.0"	1,134 mm x 716 mm x 330 mm
Weight	165 lbs.	75 kg
Shipped weight	254 lbs.	115.5 kg

Form Assist Module

Form Assist Module

Introduction

The printer allows you to print on special media with irregular thickness. Examples of such media are media with glued-on (membership or bank) passes, folded media, or media with a slip attached. When you load a stack of special media with irregular thickness into the paper tray, the stack will tilt. When the stack tilts too much, it may cause paper jams. Therefore, you can only load a limited amount of special media with irregular thickness into the paper tray.

The Form Assist Module is a device you can insert in your paper tray without modifying your paper tray. It allows you to increase the media input capacity. When you use the Form Assist Module, your stack of special media will stay straight. This allows you to load more media into the paper tray and to increase your productivity. The Form Assist Module is delivered with 'Installation instructions'.
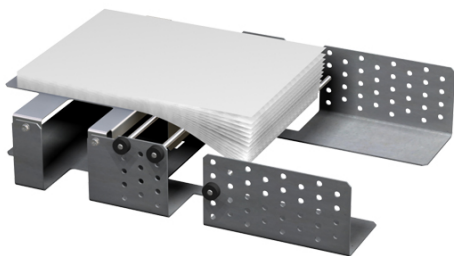
IMPORTANT
The variety of special media makes it difficult to predict whether the printer can process the special media you want to use. Before you begin, test the special media and print a limited number of sheets.

Paper input capacity

	Paper tray with Form Assist Module	Paper tray without Form Assist Module
Paper with irregular thickness (number of sheets)	100 - 200	20 - 50

EasyLift

EasyLift

Introduction

The EasyLift is a device that helps you to lift stacks of paper out of the stacker more easily. The EasyLift is delivered with an 'Information sheet'.
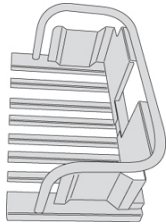
⚠️ **CAUTION**
The maximum lifting weight is 15 kg / 33 lb.
Caution: this is only a guideline, the amount may be lower/higher depending on your physical strength.

⚠️ **CAUTION**
Avoid physical injury. Bend you knees and keep your back straight when you use the EasyLift.

Maximum weight

The following table gives you an indication of the weight of the most common media you can lift with the EasyLift.

Media	Number of sheets / weight in kg/lbs			
	100 sheets	**500 sheets**	**1000 sheets**	**2000 sheets**
A4 (80 gr)	0.5 kg / 1.1 lbs	2.5 kg / 5.5 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22.0 lbs
A3 (80 gr)	1.0 kg / 2.2 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22 lbs	Too heavy!
Letter (20 lbs)	0.5 kg / 1.0 lbs	2.3 kg / 5.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs
Legal (20 lbs)	0.6 kg / 1.3 lbs	2.9 kg / 6.4 lbs	5.8 kg / 12.7 lbs	11.6 kg / 25.5 lbs
Ledger (20 lbs)	0.9 kg / 2.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs	Too heavy!

7" x 10" Statement Size Support

7" x 10" Statement Size Support

Introduction

The smallest media size that this machine supports is 203 x 203 mm / 7.9 x 7.9 inch. The 7" x 10" Statement Size Support device enables you to print on media with a size of 7 x 10 inches / 178 x 254 mm and on JIS B5.

You can insert this device in your paper tray without modifying your paper tray. This device is delivered with 'Installation instructions'.

> **NOTE**
> If you want to print on 7 x 10 inch media or on JIS B5, this media has to be available in the media catalog. If the media catalog does not contain 7 x 10 inch media or JIS B5, you will have to register this media first.

> **NOTE**
> If you are printing on 7 x 10 inch media or on JIS B5, it is important that the paper tray contain enough media. The dashboard informs you when to load media.
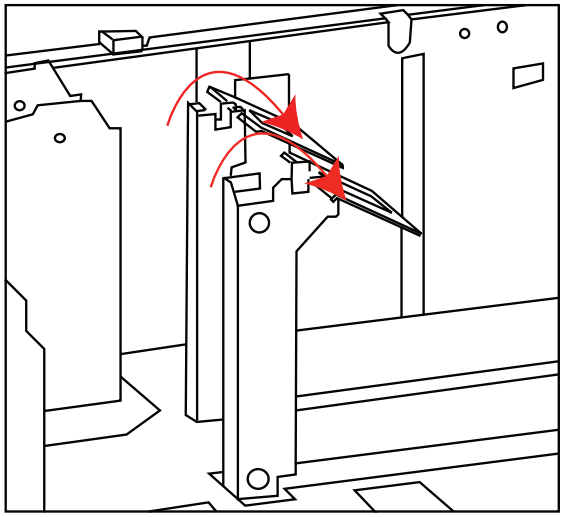
> **NOTE**
> Remove the device from the paper tray when you want to load other media than the 7 x 10 inch media or JIS B5.
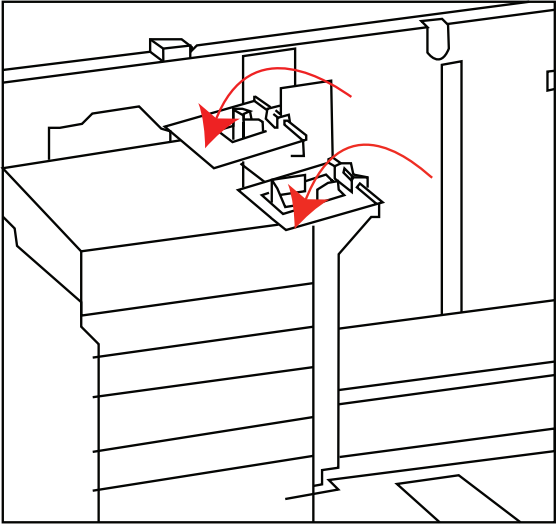
> **NOTE**
> When you use the 7" x 10" Statement Size Support the dashboard informs you to load media even though there is still a small amount of media present in the paper tray.

How to load the media with the 7" x 10" Statement Size Support

	Action	Illustration
1	Open the paper tray	
2	Flip the metal plates over to the right-hand side.	
3	Load the media.	

	Action	Illustration
4	Flip the metal plates over to the left-hand side over the media.	
5	Close the paper tray	

Dual paper tray

Introduction

The dual paper tray enables you to load 2 stacks of the same media in one paper tray. When the first stack of media becomes empty, the printing stops. The second stack is moved to the left-hand side and printing continues. A dual paper tray replaces a bulk tray.

Contact your local authorized dealer for more information about the dual paper tray.

The dual paper tray in the paper module

You can only load A4/Letter in the dual paper tray. The capacity of the dual paper tray is 3,300 A4/Letter sheets instead of 1,700 sheets (bulk tray).

The control panel of the paper module is described in *The paper modules* on page 26.
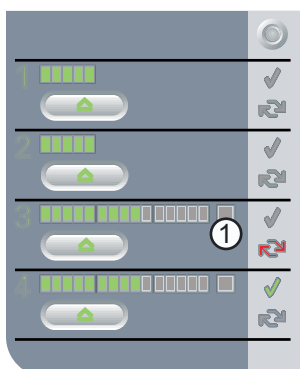
Number	Description
1	If the LED is lit-up the dual paper tray is installed.

Load the media

See the media handling section for information on how to handle the media.

The [Trays] view displays the following icon for the dual paper tray.

Icon	Description
	The left-hand stack of the dual paper tray is partly filled.
	NOTE Each line of the left-hand stack indicates the presence of about 100 sheets.
	The right-hand stack of the dual paper tray is partially or completely filled.
	NOTE The right-hand part of the dual paper tray is assumed to be either full (independent of the actual filling level) or empty. Therefore the right-hand part of the icon for the dual paper tray displays full or empty.

NOTE
The schedule assumes that the right-hand part of the dual paper tray is either full (although the stack may be partially filled) or empty. When the first stack becomes empty and the second stack is used, the schedule is updated with the actual filling level. You are advised to fill the right-hand stack completely.

Chapter 11
Counters

Introduction to the [Maintenance] section

Introduction

The [System] view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the [Maintenance] section in the [System] view.

Overview of the [Maintenance] section
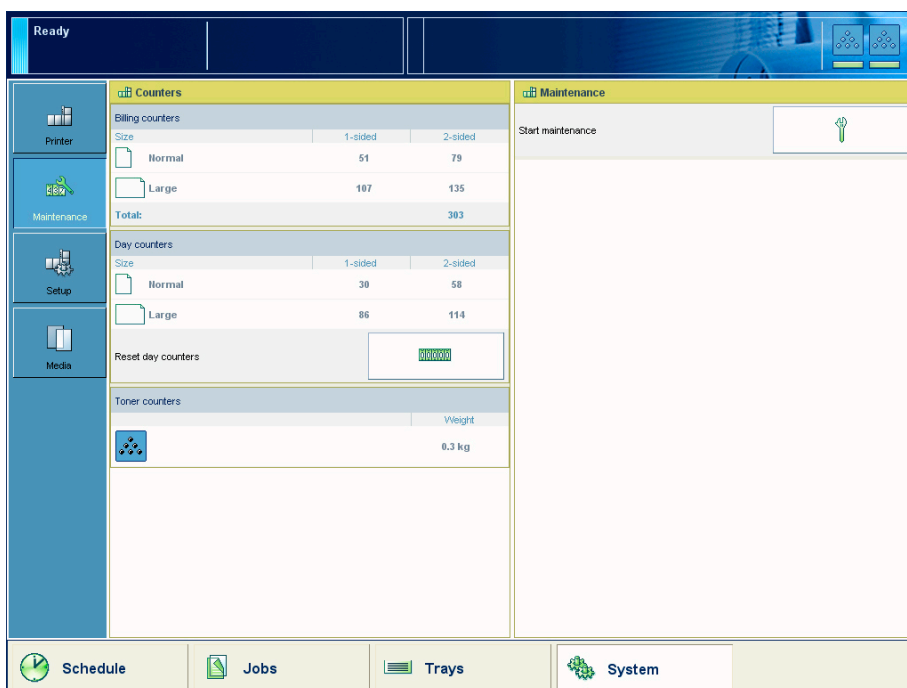
[57] Overview of the [Maintenance] section

The items of the [Maintenance] section

Description of the [Maintenance] section

Item	Function	More information
[Billing counters]	Indicate the total number of prints that have been made since the printer was installed . You cannot reset the billing counters.	*General counter information* on page 192
[Day counters]	Indicates the number of prints that have been made since the latest reset. You can always reset the day counters.	*Reset the day counters* on page 192
[Toner counters]	Indicates the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.	

Item	Function	More information
[Start maintenance]	Open the list of the suggested or required maintenance tasks. ✏ NOTE Only a trained and certified operator is allowed to perform the maintenance tasks.	

Reset the day counters

Introduction

The [Maintenance] section of the [System] view displays 3 types of counters. 2 of these counters provide information about the number of sheets that have been printed. The other counter provides information about the amount of toner that has been used.

This section first describes the 3 counters in the [Maintenance] section. Then it is described how to reset the day counters.

General counter information

The following table describes the counters in the [Maintenance] section of the [System] view.

Type of counter	Description
[Billing counters]	The [Billing counters] section displays the total number of prints that have been made since the machine was installed. You cannot reset the billing counters.
[Day counters]	The [Day counters] section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.
[Toner counters]	The [Toner counters] section displays the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

The [Billing counters] and the [Day counters] provide information about the number of 1-sided and 2-sided prints that have been made on standard-size and large media. The length of the media determines whether a media is standard size or large. Media with a length of less than 390 mm (15.35") are referred to and counted as standard-size media. Media with a length of 390 mm (15.35") or more are referred to and counted as large media.

The operator panel displays the media icon (☐ or ☐) as a small icon for standard-size media. For large media, the media icon is big. The media icon is used in various places on the operator panel, for example in the [Counters] section, in the [Trays] view and in the job information.

Procedure

1. On the operator panel, press the [System] button.
2. Press [Maintenance].
3. Touch the [Reset day counters] button in the [Day counters] section.
   A dialog box will ask you to confirm that you really want to reset the day counters.
4. Touch [Yes] to reset the day counters to 0.

Find the meter readings

Introduction

The [Maintenance] section of the [System] view displays 3 types of counters.
- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
- The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.
- The toner counter provides information about the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

This section describes how to find the billing counters and the toner counter.

Procedure

1. On the operator panel, press the [System] button.
2. Press [Maintenance].
   You can find the required meter readings at the left-hand side of the screen.

Chapter 12
Keeping the printer running

Introduction to the [Printer] section

Introduction

The [System] view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the [Printer] section in the [System] view.

The items of the [Printer] section

Description of the [Printer] section

Item	Function	More information
[Toner]	Indicate the filling level of the left-hand and right-hand toner unit.	*Check the status of the toner reservoirs* on page 197
[Puncher]	Indicate the status of the waste box of the puncher.	*Check the status of the puncher waste box* on page 205
[Finisher]	Indicate the number of staples that the stapler of the finisher has used since the last refill.	*Check the status of the stapler cartridges* on page 199
[Stacker/stapler]	Indicates the number of staples that the stapler of the stacker/stapler has used since the last replacement.	*Check the status of the stapler cartridges* on page 199
[External finisher]	Indicate whether the optional external finisher is on-line or off-line.	

Check the status of the toner reservoirs

Introduction

The machine has 2 toner reservoirs. The toner reservoirs are located at the left-hand side and the right-hand side of the engine module *Introduction to the main system components* on page 20. You can check the status of the toner reservoirs in the dashboard *The dashboard* on page 24 and in the [System] view. The [System] view also displays the current filling level of each toner reservoir as a percentage. The icons in the following table indicate the status of the toner reservoirs.

This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status.

The meaning of the toner icons

The toner icons

Toner icon	Description
	The toner icon is blue. All 3 blocks of the status bar are green. The toner reservoir is filled over 75%. Do not add toner.
	The toner icon is blue. 2 Blocks of the status bar are green. The toner reservoir is filled over 50%. You can add 1 bottle of toner.
	The toner icon is blue. 1 Block of the status bar is green. The toner reservoir is filled over 25%. You can add 2 bottles of toner.
	The toner icon is orange. The status bar contains no more green blocks. The toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must add up to 3 toner bottles as soon as possible.
	The toner icon is red. The status bar has a red frame. The toner reservoir is empty. The printing stops. You must add maximum 3 toner bottles to continue the printing.
	The toner icon is grayed out. The status of the toner reservoir is unknown. This status is only displayed when the system is initializing.
	The toner icon is grayed out and has a blue dotted frame. The status bar is grayed out and has a red dotted frame. The status of the toner reservoir is unknown. This status is only displayed when the toner access cover is open.

Procedure

1. Check the toner icons in the dashboard.

✎ NOTE
Follow the steps 2 and 3 to view the status of the toner reservoirs as a percentage.

2. Touch the [System] button.
3. Press [Printer].
   The [System] view displays the current filling level of the toner reservoirs as a percentage. The percentage matches the blocks that are indicated in the dashboard.

Add toner

Introduction

This section describes how to add toner to the 2 toner reservoirs of the machine.

When to do

When a toner reservoir is empty or almost empty *Check the status of the toner reservoirs* on page 197.

🖐 IMPORTANT
Only use the Océ VarioPrint 6000 toner.

🖐 IMPORTANT
Never add more than 3 bottles at a time. The status bars of the toner indicators indicate the amount of bottles you are allowed to fill.

🖐 IMPORTANT
The printer must be switched on to add the toner. You can add toner while the printer is busy.

Procedure

1. Shake the toner bottle well (see the instructions on the bottle).
2. Remove the screw cap from the bottle.

🖐 IMPORTANT
Do not remove the seal from the bottle.

3. Open the front door of the toner reservoir you want to fill.
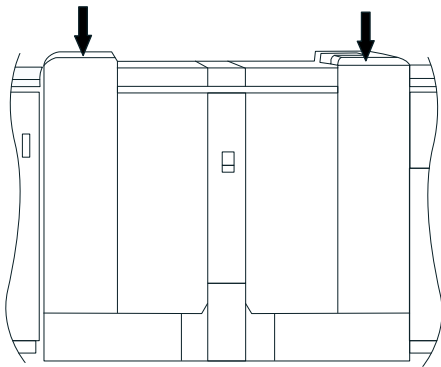
[58] Open the front doors

4. Open the lid of the toner reservoir.
5. Put the toner bottle into the opening of the toner reservoir.

✏ NOTE
The toner bottle only fits one way.

6. When the toner bottle is empty, carefully tilt the toner bottle into the horizontal position.
   Make sure that the opening of the toner bottle remains over the opening of the toner reservoir.
7. Rotate the toner bottle a half turn to the right to remove the residual toner.
8. Remove the toner bottle.
9. Close the lid of the toner reservoir.
10. Close the front door of the toner reservoir.

Check the status of the staple cartridges

Introduction

The optional finishers *The output locations* on page 29 can contain staple cartridges to staple your jobs. You can check the status of the staple cartridges in the dashboard *The dashboard* on page 24 and in the [System] view. The [System] view also displays the number of staples that have been used since the last refill. The icons in the following table indicate the status of the staple cartridges.

🖉 NOTE
The numbers 1 and 2 below the stapler icons indicate which of the staple cartridges of the finisher is empty. When your configuration also contains the stacker/stapler or when your configuration only contains the stacker/stapler, the numbers are not visible in the dashboard.

🖉 NOTE
Only when the staple level is low or when one of the staple cartridges is empty, the status is visible in the dashboard.

The meaning of the stapler icons

The stapler icons

Stapler icon	Description
	The stapler icon is blue. The staple cartridges are filled.
	The stapler icon is orange. The staple level in one of the staple cartridges is low *Replace the stapler cartridges* on page 200.
	The stapler icon is red. One of the staple cartridges is empty. The printer stops.

Procedure

1. Check the stapler icon in the dashboard.

🖉 NOTE
Follow the steps 2 and 3 to view the number of staples that have been used since the last refill.

2. Touch the [System] button.
3. Press [Printer].
   The [System] view displays the status of the staple cartridges. The [System] view also displays the number of staples that have been used since the last refill.

Finisher: Add staples

Introduction

The optional finisher *The output locations* on page 29 on top of the stacker can staple your jobs. The finisher contains 2 staplers. Both staplers are located inside the finisher. Stapler 1 is located at the back side. Stapler 2 is located at the front side.

This section describes how to add staples.

✎ NOTE
You can add short and long staples. It is important to add the correct staples. Use short staples if your documents contain fewer than 50 sheets. Use long staples when your documents contain more than 50 sheets. Only use staples of type S25 (long staples) or S37 (short staples).

When to do

When a staple cartridge is empty or almost empty *Check the status of the stapler cartridges* on page 199.

Get access to the staplers

Procedure

1. Open the front door of the finisher.
2. Open top cover E1.
3. Open cover E5.
4. Lock cover E5 with the locking mechanism E6.
5. If required, slide stapler 1 to the centre. This makes the access to the cartridge holder in stapler 1 easier.

Add staples

Procedure

1. Remove the cartridge holder from the stapler.
2. Press the striped release buttons at both sides of the cartridge holder to unlock the lower cover.
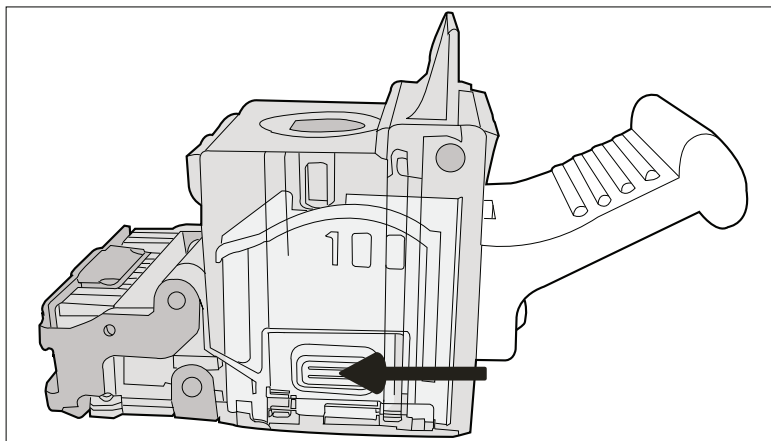
[59] Press the 2 release buttons simultaneously

The lower cover opens.
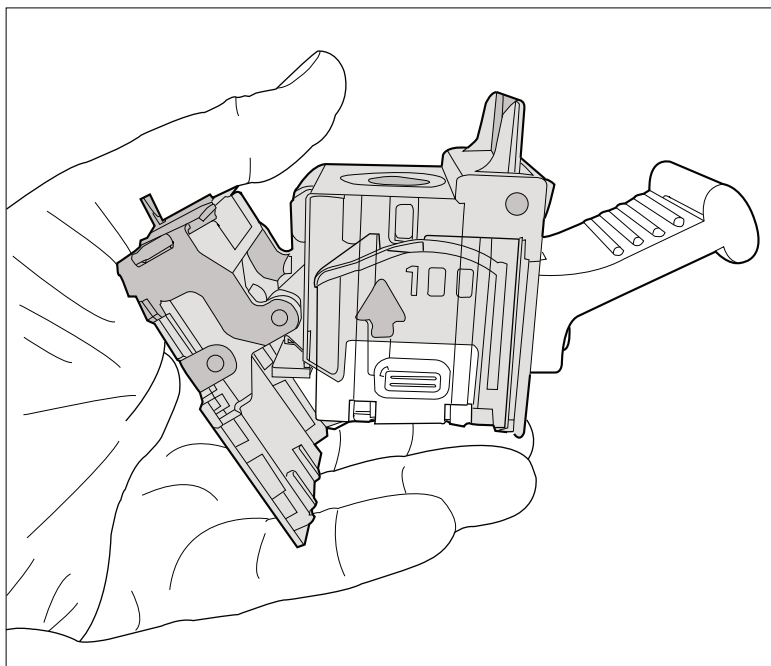
[60] The lower cover opens

3. Remove the empty staple cartridge in the opposite direction of the arrow.
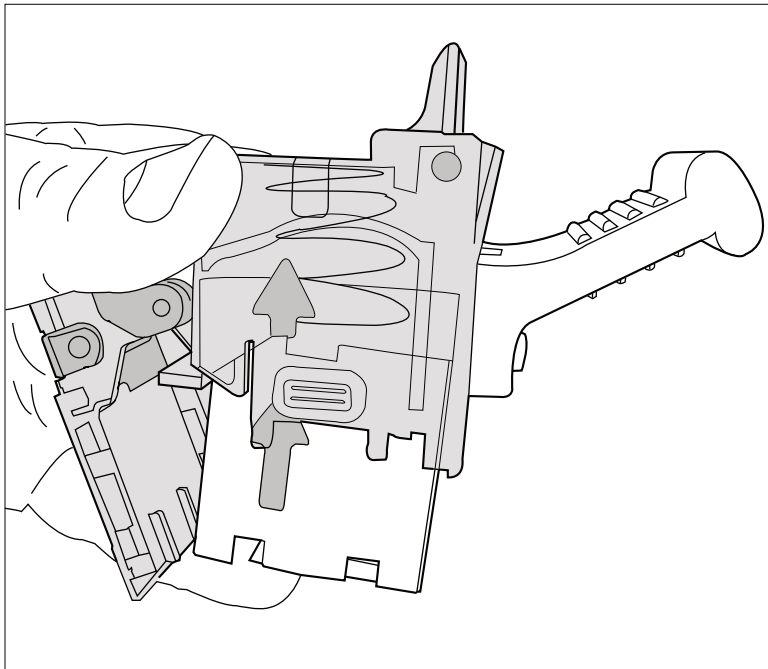
[61] Remove the staple cartridge

4. Slide a new staple cartridge into the cartridge holder, in the direction of the arrow.
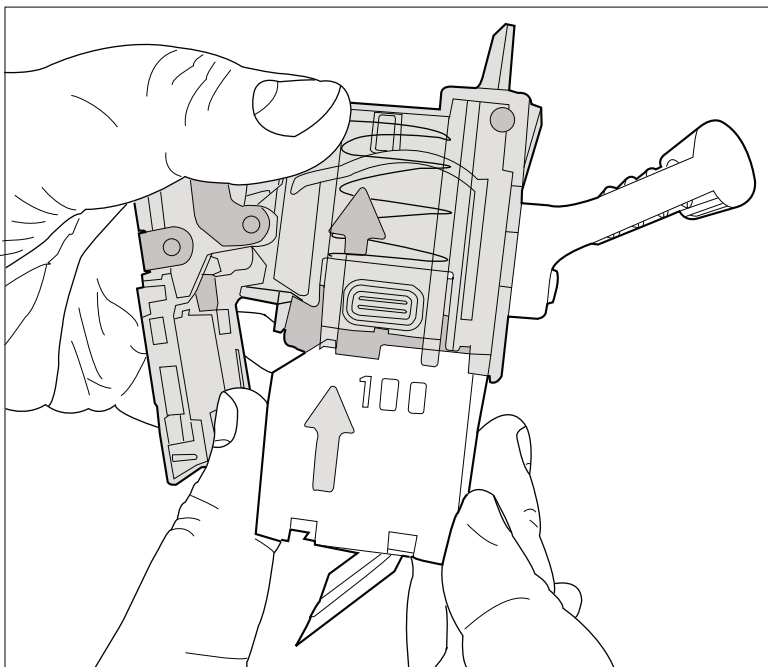
[62] Place a new staple cartridge

5. Push the staple cartridge into the cartridge holder until the cartridge clicks into place.
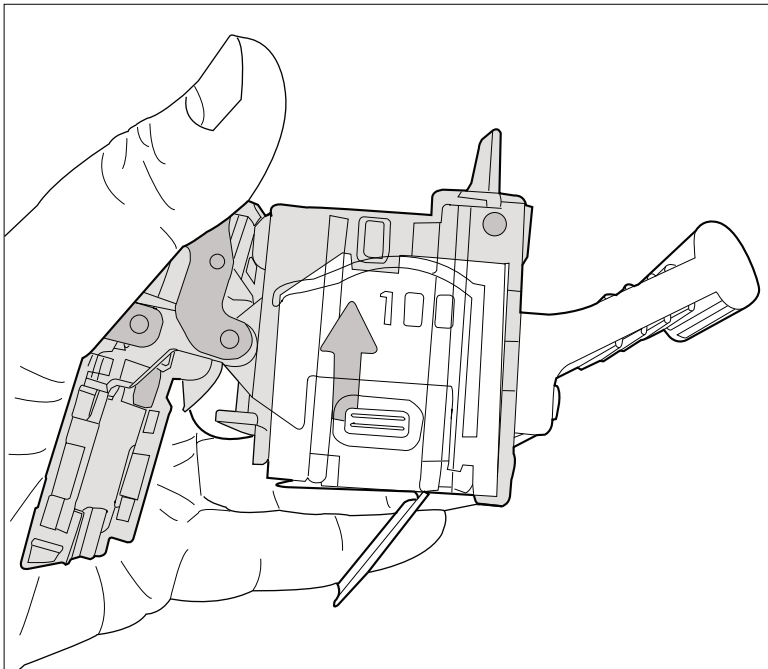
[63] Firmly push the staple cartridge into the holder

6. Remove the paper ribbon that secures the staples in the staple cartridge.
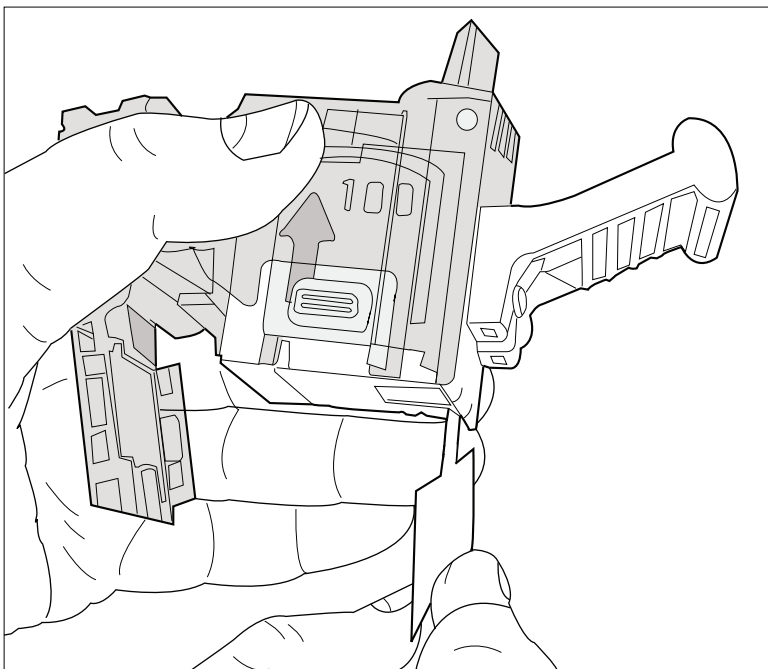
[64] Remove the paper ribbon

7. Close the lower cover.
8. Place the cartridge holder in the stapler.

Close the doors and covers

Procedure

1. Hold cover E5 while you unlock E6.
2. Close cover E5.
3. Close top cover E1.
4. Close the front door of the finisher.

Check the status of the puncher waste box

Introduction

The optional puncher (see *Introduction* on page 170) contains a puncher waste box. The puncher waste box contains the paper chips that result from the punching process. You can check the status of the puncher waste box in the dashboard (see *The dashboard* on page 24) and in the [System] view. The icons in the following table indicate the status of the puncher waste box.

✏ NOTE
Only when the waste box is full, the status is visible in the dashboard.

The meaning of the waste box icons

The waste box icons

Waste box icon	Description
🗑	The waste box icon is blue. The waste box inside the icon is grayed out. The waste box status is: [Absent].
🗑	The waste box icon is blue. The waste box is not full. The waste box status is: [OK].
🗑	The waste box icon is red. The waste box status is: [Full]. The printer stops. To continue printing, empty the waste box (see *Empty the chip tray* on page 174 for the puncher).

Procedure

1. Check the waste box icon in the dashboard.

✏ NOTE
Only when the waste box is full, the status is visible in the dashboard.

2. Touch the [System] button.
3. Press [Printer].
   The [System] view displays the status of the puncher waste box.

Troubleshooting

Introduction

The main types of possible errors are the following.
- Errors that relate to the machine
- Errors that relate to the jobs
- Toner problems that relate to the use of fiber-rich media.

This section gives an overview of the possible errors and the solutions to these errors.

✏ NOTE
Only operators who received the special maintenance training are allowed to replace or clean parts and solve paper jams in the process units.

Overview of the possible machine errors

Handle the machine errors

Error	Solution	Additional information
Paper jam	Follow the instructions on the operator panel.	After you solved the error, the machine starts from the point where the printing stopped due to the error. Please check for double prints.
Software error	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must restart the machine.
Service required	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must call Service.
Maintenance re-quired	Follow the instructions on the operator panel.	The maintenance wizard appears. You need the maintenance PIN to access the maintenance mode. The machine is automatically switched off. ✏ NOTE Only trained operators are allowed to perform maintenance tasks.
Unit reconditioning	Follow the instructions on the operator panel.	After an error was solved, the machine checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the operator panel and check the output.	The system can sometimes not determine if the output is complete. Then you must check the output. Touch the [OK] button when the output is complete.

Overview of Possible Job Errors

Handle job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the machine stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	• The controller corrects the settings. • You must define a correct combination of job settings in the [Properties] section of the [Jobs] view on the control panel.	The solution depends on the place where the job settings are defined. • When the job settings are defined in an application or printer driver, the controller automatically corrects the settings. • When you define the job settings on the control panel, the control panel displays a message that the defined combination is not possible. The [OK] button is disabled.

Overview of the possible toner pollution problems using media with high amounts of paper dust

When you use media with a high amount of paper dust, you can have problems with toner pollution of the prints right after the automatic black image cleaning procedure. Therefore it is advised to enable the [Paper quality test] (see *Change the advanced media settings - Start the Paper quality test* on page 84) each time when a new batch of media is used. This is to be sure that the correct [Paper quality] setting is still at the right level for this new batch.

Toner pollution problem	Solution
Toner pollution on the first sheets after the automatic black image cleaning procedure.	• Change the [Paper quality] setting from [Normal] to [Low] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to determine if this new setting is the right cleaning mode for this media. • The sheets of the 5th set must be totally toner free, also at the edges of the media size width. • When these sheets still show toner pollution, you can set the [Paper quality] setting to [Lower] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to verify that this new setting is the right cleaning mode for this media.

Toner pollution problem	Solution
Toner pollution on the first sheets along the edge of the sheet (2-3 mm) after the automatic black image cleaning procedure.	• Change the [Paper quality] setting from [Normal] to [Low] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to determine if this new setting is the right cleaning mode for this media. • The sheets of the 5th set must be totally toner free, also at the edges of the media size width. • When these sheets still show toner pollution, you can set the [Paper quality] setting to [Lower] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to verify that this new setting is the right cleaning mode for this media. ✎ NOTE When the peripheral pollution mainly occurs at 1 side of the sheet, it is advised to rotate the media in the paper tray by 180 degrees.
A combination of the above pollutions.	• Change the [Paper quality] setting from [Normal] to [Low] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to determine if this new setting is the right cleaning mode for this media. • The sheets of the 5th set must be totally toner free, also at the edges of the media size width. • When these sheets still show toner pollution, you can set the [Paper quality] setting to [Lower] (see *Change the advanced media settings - Change the Paper quality* on page 83). • Use the [Paper quality test] to verify that this new setting is the right cleaning mode for this media.
Ghost images in mid and high toner coverage areas.	• Change the [Paper quality] setting from [Normal] to [Low] (see *Change the advanced media settings - Change the Paper quality* on page 83). • If the print quality is still not optimal with respect to mentioned ghost images, you can set the [Paper quality] setting to [Lower] (see *Change the advanced media settings - Change the Paper quality* on page 83).

Appendix A
Miscellaneous

Product specifications

> **NOTE**
> The media specifications in the following table are based on plain paper of 80 g/m² or 20 lb bond.

Overview of the main product specifications

Product specifications

Item	Specification
Technology	Océ Gemini Instant Duplex technology
Print speed (2-sided)	Océ VarioPrint® 6160: • 170 images/minute (A4/Letter) • 88 images/minute (A3/Ledger) Océ VarioPrint® 6200: • 200 images/minute (A4/Letter) • 106 images/minute (A3/Ledger) Océ VarioPrint® 6250: • 250 images/minute (A4/Letter) • 132 images/minute (A3/Ledger) Océ VarioPrint® 6320: • 314 images/minute (A4/Letter) • 168 images/minute (A3/Ledger) > **NOTE** > For 1-sided printing, the print speed of A4 or Letter like media is 125 images/minute for all machine types except for the Océ VarioPrint® 6320. This machine has a print speed of 157 images/per minute for 1-sided printing.
Supported media sizes	• Minimum 8 x 8 inch • Maximum 12.5 x 19.2 inch
Supported media weights	• 50 - 300 g/m² for Océ recommended media • 40 - 135 lb. bond for other media
Printable area	Long edge: maximum 19.1 inches Short edge: maximum 12.5 inches
Active registration	< .02 inches
Input capacity per paper module	• Normal trays 1 and 2: 600 sheets each • Bulk trays 3 and 4: 1,700 sheets each (or 3,300 A4/Letter sheets each when the optional dual paper trays are installed)

Item	Specification
Output capacity per output location	• Stacker: 6,000 sheets in 2 stacks of 3,000 sheets each • Finisher: Finisher tray. The finisher tray consist of 3 physical trays. You cannot address these physical trays separately as an output location. • Top tray: 900 sheets (A4/Letter) • Middle tray: 1,000 sheets (A4/Letter) • Lower tray: 1,800 sheets (A4/Letter) Upper output: 500 sheets (all sizes)
Supported media sizes per output location	• Stacker: All media sizes between 8 x 8 inch and 12.5 x 19.2 inches • Finisher: Long edge: 10.8 - 12.04 inches Short edge: 8.18 - 8.66 inches
Stapling capacity	• Finisher: 100 sheets
Toner	Océ VarioPrint 6000 toner
Resolution	• 1200 dpi • 180 lpi
Warm-up time	< 12 minutes
Network connectivity	10/100 Mbit and 1 Gbit Ethernet
Network protocols	• TCP/IP • IPX • SMB
Higher level protocols	• LPR/LPD for job submission • Socket printing • SNMP • IPP
Supported PDLs	• Adobe® PostScript® 3™ / streaming PostScript® • PCL 6 (combines PCL5e and PCL XL) • PDF 1.6 • Xerox® PPP support
Supported applications	• Océ VarioPrint® 6000+ Line printer driver • Océ PRISMAprepare (5.3.2 and higher) • Océ PRISMAaccess (5.2 and higher) • Océ PRISMAproduction (4.06 and higher) • Océ PRISMAspool 4.04 • Océ PRISMAdrive 2.4 • Océ VPconvert 7 • Xerox® FreeFlow™ MakeReady (7 and higher) • EFI® Fiery Central 1.8.2 • Kodak® Smartboard 5 (limited)
Online finishing (external finisher)	Via DFD2 interface

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