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Introduction

This Print software is a stand-alone Windows application used to send documents, or sets of documents, to a printer. This Print is a Windows 32/64-bit application that enables users to print across a network. This Print has many advanced features and powerful functions for print customization.

This Print software allows the user a number of adjustable options like selection of media type, number of copies, Track fields, zoom ratio, pen table adjustments, as well as stamping and fold options.

The Print software package also allows the user to configure the System features, including Scan-To-FTP locations, Track Passwords and Usernames, as well as retrieve scanned images from Mailboxes. Print is also used to configure PrintNET, ’s browser-based submission utility.

Print software is a comprehensive tool which allows access to the advanced functions and features of the print.
Print Installation

System Requirements

Supported Operating Systems:
- Windows XP – 32/64 bit
- Windows 7 – 32/64 bit

500MB Free Disk Space

2 GB RAM

Intel Dual Core CPU or equivalent

Administrator rights required to install software

Installation

Three methods are available to install Print on a Microsoft Windows workstation.

1. Use the Installation CD provided with the Print. (Installation software should also be located on your local provider’s web site if this CD is not available. Please ensure that the Installer Version is correct for your system!)

2. The Windows Driver, when correctly installed and connected to a printer, allows the user to install Print.

3. PrintNET allows the user to download and install Print as you would from a web site.
CD Installation

1. Locate the Software CD and place in CD drive.
2. Browse CD for INSTALLATION and Print.
3. Follow the prompts and select all defaults settings for easy configuration.

Installing from Windows Printer Driver

1. Click on “Start”, then “Devices and Printers”, and locate the Windows Printer Driver in the list of installed printers. (If you do not see a printer, please use the Installation CD.)
2. Right click on the driver and select “Printer Properties”.
3. On the “Printer Status” tab will be an “Install Print” button.
4. Follow installation prompts. Please accept the default settings for easy configuration.

Installing from PrintNET

1. Launch PrintNet
2. Click the question mark (?)
3. Click “Print”. The user will be prompted to save an installation file.
4. Launch the installation file and follow the installation prompts.
First Launch

*Print* automatically searches for installed devices. Therefore, it may take several minutes for the program to open the first time, while it attempts to find configured devices. (see Connection to Printers)

**Windows 7 Note:** In order for the *Print* to work properly on Windows 7 please install the software using Administrative rights. The Compatibility Mode must to be set to “Run this program as an Administrator.” If there are still issues running software, User Account Control (UAC) may have to be adjusted.

**Windows Vista Note:** In order for the *Print* to work properly on Windows Vista, please install the software using Administrative rights. To do so, right click on the installation package and select “Run as Administrator”. After it installs you **must** run the program once as Administrator. (Right-click on the Shortcut created at the desktop and select “Run as Administrator”) This allows the program to correctly establish the proper folder structure.
Connection to Printers

Once the Print application is installed and run for the first time, it is necessary to connect to a device. Please ensure that the printer is properly installed and configured with a valid IP address.

Print will automatically attempt to detect installed printers via a UDP broadcast. If you have a client firewall, it will be necessary to manually input the IP address for your printer.

Find Printers

On the toolbar menu, select “Printers” then “Find Printers”. The program will poll the network for available printers, and provide a list to select from.

1. From the Select Printers window, check the Printer(s) that will be used.
2. Click OK to return to the Print menu.
3. If the Printer is not in the list from the FIND PRINTERS window, click ADD A PRINTER TO THIS LIST.

4. Select SET IP ADDRESS and enter the IP Address of the (recommended setup).

5. In the “Description” field, key in a friendly Printer Name that the User can recognize (model number such as “4200”, “9148” and “8148”).

6. TEST the connection.

7. Click OK to return to the SELECT PRINTERS screen and ensure that the printer is selected with a check mark.

8. Click OK again to return to Print window.

9. If a successful connection has been established, printer status information will be displayed in the lower main window.
Benefits of a Master Password

If a Master Password has been established, several software features will be locked unless the password is known.

These include:

- User Account control. The administrator has the ability to add user data, user passwords, and other Track data.
- Uploading Force size schemes, pen tables, and other settings to the printer.

From the OPTIONS menu, select CREATE PASSWORD to establish the Master Password.

If a password has already been established, CHANGE PASSWORD allows administrators to reset the “Master Password”.

If Track is not going to be used, setting a Master Password is not normally necessary.
Features

Main Menu
<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printer Selection</td>
<td>Click on the “name” or use the pull-down menu to select the printer you wish to connect to, if more than one device installed.</td>
</tr>
<tr>
<td>2</td>
<td>Text Toolbar</td>
<td>Toolbar Menu for program functions and setup</td>
</tr>
<tr>
<td>3</td>
<td>Graphic Toolbar</td>
<td>Toolbar menu for the most common image and job functions</td>
</tr>
<tr>
<td>4</td>
<td>New Job / Add Files</td>
<td>Two of the most common functions: Create a NEW JOB, and ADD FILES to the current job.</td>
</tr>
<tr>
<td>5</td>
<td>Key Job Settings</td>
<td>This area allows the key details to be applied to a job, if needed.</td>
</tr>
<tr>
<td>6</td>
<td>Pre –View Pane</td>
<td>Files can be pre-viewed prior to printing. Click on this area to pre-view a file.</td>
</tr>
<tr>
<td>7</td>
<td>Printer / Job Info</td>
<td>Displays current printer roll information or status as well as basic job / file information</td>
</tr>
<tr>
<td>8</td>
<td>Track Area</td>
<td>Enter optional User Name, Distribution Field, and Description Fields</td>
</tr>
<tr>
<td>9</td>
<td>Media Selection</td>
<td>Select the media</td>
</tr>
<tr>
<td>10</td>
<td># of Copies</td>
<td>Enter the number of copies for the job</td>
</tr>
<tr>
<td>11</td>
<td>SUBMIT Button</td>
<td>The final step in Job creation. This button submits the job to the printer.</td>
</tr>
</tbody>
</table>
Graphic Toolbar - New Job

NEW JOB allows user to remove any files from their Job Build Grid and begin with a fresh workspace. If files are in the Job Build Grid, users will be prompted to save their workspace, and may recall this workspace at a later date.

Graphic Toolbar - Add Files

ADD FILES allows a user to browse their local PC or network resource for available print image data.

After selecting a folder, printable files within the folder will be displayed in this area. The details of the file are also noted, such as size, type, and date modified.

Click on column headers to sort images by FILE NAME, IMAGE SIZE, MODIFIED DATE, and FILE TYPE.

Click to select all files within a given folder.

Click to de-select all previously selected files.
Graphic Toolbar - Recall Job

RECALL JOB quickly recalls the last print job submitted to the printer. All previous settings will be restored. The Job may be edited again prior to submittal.

Graphic Toolbar - Enlarge/Reduce

Selecting the ENLARGE REDUCE button will open the Force Size Window, allowing the user to create a Force Size Scheme. This scheme can be applied to one or more files within the job.

To create a temporary setting, select the desired parameters (ex. Bellow) and select the “OK” button. This will create a Force Size Temp file (ex. FS-Temp-1) that can be applied to files. Once Print is closed, these temporary schemes will be removed.
Print

Image Information
The current selected file size and any scale applied to it will be displayed here. To note any other selected (tagged) files, use the drop down to select the required file.

Scheme
A list of pre-configured schemes that can be applied or modified.

Enlarge / Reduce
Select from a drop down menu of common zoom ratios, or enter a custom value in this field.

Roll Size
Select the roll width to be printed on.

Length
Enter a value to force length, or enter zero (0) to automatically cut the media to the length of the image.

Rotation
All prints are automatically rotated to best fit the installed media. The User may also force rotations 0, 90, 180, or 270.

Ignore If Smaller
When selected, images will only scaled down. Images smaller than the paper size will not be scaled.

Nest Images
To increase print production, two repeating images can be set side by side on a single page, and cut after printing.
Margins

The image can be positioned anywhere on the page using these fields. If Automatic Placement is unchecked, the user may drag the image on the view window.

Refresh Image

After any settings are applied, press this button to refresh the view window.

Show/Hide Schemes

The Show/Hide Schemes button allows the user to determine what schemes are displayed when the Drop down arrow is selected under the Enlarge/Reduce column. When this button is selected a window will open allowing the user to Select/Unselect the schemes they prefer to have available.

![Show/Hide Schemes Window](image_url)
Graphic Toolbar - Stamp

Stamps (or watermarks) can be applied to any printed document.
Stamp Creation

To apply a stamp setting to all selected files choose the stamp setting prior to selecting the files.

Stamp Schemes

Custom stamp settings are saved as schemes which can be applied to one or more images.

Use Text

Allows the user to place text in their stamp.

Use Image

Allows the user to place an image in their stamp.

Current Font / Set Font

Displays the currently selected font. Click SET FONT to change the stamp font.

Stamp Placement and Margin Area

This area allows placement of the stamp in 9 preset locations. Margins may be applied to move the image up to 5" from the selected border.

Text Rotation – Pull down

Allows the user to rotate (counter clockwise) the text portion of their stamp in 45° increments. User may also click on the “” in the Stamp Placement area to cycle through the Text Rotation options.

Text / Graphic Gap – Text Field

Applies a separation of up to 5" between the Text and Graphic stamps.

Graphic Rotation – Pull down

Allows the user to rotate (counter clockwise) the graphic portion of their stamp in 45° increments. User may also click on the “Logo” in the Stamp Placement area to cycle through the Graphic Rotation options.

Graphic Placement – Pull down

Determines the placement of the graphic in relation to the applied text. This is ignored if text is not applied.
Merge Type – Pull down

OPAQUE displays the stamp on top of the image. The background of the stamp is white and will obscure some image.

TRANSPARENT overlays the stamp on top of the image. The background of the stamp is transparent.

INVERT displays the stamp on top of the image. Colors are inverted where the data intersects.

Screening – Pull down

Allows the user to define the screen level (shading) of the stamp using pre-set screening percentages.

Text Settings Area

Enter the text of the stamp. Add a Macro within the text if desired.

Macro – Pull down Menu

Choose a macro from the list to apply information at print time, such as User name, time of day, etc.

Graphic Image Settings Area

This displays the path to your selected graphic image. The path is relative to the user’s workstation.

The image file must also reside on the . It may be pushed to the from the workstation. Alternately, the user may apply the stamp to document with a file label called “Savestamp.tif”. It will then automatically be copied from the workstation to the .

Preview Stamp

Click to see the configured Stamp settings in the viewer. Use CRTL+TAB to cycle through multiple images.
Graphic Toolbar - Color Options

Print offers the simplest method to print files using COLOR OPTIONS Presets. These Presets are defined and modified using PrintNet on the C7800 and are of the most common image types. Please see the PrintNet User Guide for more information on modifying these parameters.

- Print Image Monochrome
- CAD - Line
- CAD - GIS
- Graphics - Line
- Graphics - Photo
- Custom
- Brightness
- Color Adjustment
2-UP PRINTING activates the automatic 2-UP printing feature. This will allow the user to very quickly print files 2-UP for production printing of half size. 2-UP sizes are determined by a pre-configured data file that will automatically set the 2-UP size depending on the actual size of the original file noted in the Enlarge/Reduce column.

As an example, the “2-Up” button was selected, then files of various sizes loaded:

Notice that different original image size files but only some files have “2up” schemes and some have different type of schemes. The variables of the “2up” schemes are governed by the “2upprinting.dat” file located in the folder of \Documents and Settings\All Users\Application Data\IPS\IPSPRINT on the workstation. The various settings within this configuration file govern what would occur for the 2up printing when a certain file size is selected.

As a default A, B, A4 & A3 sizes are noted scaled for 2Up. Other standard image sizes (C, D, E, A2, A1, & A0) have default 2up parameters that permit scaling and image placement.
Graphic Toolbar - Fold

Print has simplified the method in which FOLD parameters are defined within a print set. Within Print, it is only necessary to select the fold packet style or leave the settings configured for Controller to allow the printer software determine the best fold packet for the desired original.

1. Within Print, begin by selecting the files to be printed by browsing on the network or local PC and clicking on the file; a red checkmark will signify that the image has been selected.

2. Once all images have been selected, they will appear in the selected files area at the bottom of the Print screen.
   - If you wish to select the same fold pattern (packet) for all images in a desired print set, simply select the first file in the list and the desired fold Packet. Next position the cursor in the bottom right corner of the fold box until it goes from an arrow cursor to a + cursor. Left click and hold while dragging the box down. This will change all selected files at one time.
3. Select the fold icon to browse for the list of available fold packet types.

- The packet list is generated by the software at the printer and is configured through PrintNet. Eject and Fold 500 – Fan Fold is static and cannot be modified. Selecting Eject is the same as setting the fold parameters to None.

- Use folder settings already configured on printer is an automatic setting and will choose fold packet type(s) based on settings that are configured on the printer. This is considered an “automatic” setting and will require the least amount of user intervention when folding.

4. The selected files area will update with any fold parameters that have been selected.

Note: It is possible to utilize different fold packets for different originals.

- Select each file that is to have a different fold by selecting the first file in the list and the desired fold Packet. Next position the cursor in the bottom right corner of the fold box until it goes from an arrow cursor to a + cursor. Left click and hold while dragging the box down. This will change all selected files at one time. Also files can be changed one at a time by selecting the desired folder packet from the drop down list.

1. Click on the FOLD button icon to choose the desired fold packet from the list

2. The change in fold type will be reflected in the Selected Files area.
PEN TABLES are additional instruction sets for HPGL/2 or HP-RTL files, and are only applied to these file types. These tables include data for pen widths, raster density, dither patterns, junctions, etc.

**Use Colors**

This applies a file’s native pen width information, and half toning information. Unless you are making changes to a customer’s file, USE COLORS is the setting most often used. When USE COLORS is applied, the Pen Table is shaded.

**Force Pens**

`Print` allows you to edit pen widths and screening by pen number (with a range of Pen 0 to Pen 255.) This forces the settings in the Pen Table to override the pen information originally embedded in the file. Most users will only need to Force Pens if the customer needs to make changes to an existing file.
Resolution

Allows the selection the dots-per-inch, or resolution, for their documents to be converted.

Border

This allows a border to be used in the file. A maximum border of five inches can be applied to each edge.

Calcomp setup

Only applied when submitting a Calcomp language file, this section contains additional parameter for Calcomp files.

Load / Save

Saves changes in a custom Pen Table or load a table to see or make changes. Save the table once the changes have been made. The current Pen Table name is displayed at the top of the Pen Table Setup Menu.

Line Width Compensation

Allows addition and subtraction of pixels from the overall width of all vector lines. Users have the choice of selecting negative values (to compensate for thick lines) to positive values (to compensate for thin lines)

Choosing -1.0 will remove 1 pixel from vector data lines.

Choosing 3.0 will add 3 pixels to vector data lines.

Choosing 0.0 makes no changes to the lines.

Vector Line Dither Pattern

Users have 2 choices of vector line dither patterns. This will alter the appearance of vector grayscale in different ways. Fine is the default setting. There is no ‘correct’ pattern to choose. Users can choose the setting they prefer.
Clip to Image Size
Crops the file data to the start of image data. Apply when the file designer has saved the entire drawing area as part of the file. If an error “File Too Large To Print,” occurs, clipping to Image Size is often the solution.

Use Round End Capping
Forces end capping on lines in vector files to round ends.

Turn Merge On
This enables the user to merge lines of different shades. When not applied, the layers within the plot file determine how lines merge on each other.

Raster Photo Mode
When a raster image has been embedded within a plot file, Raster Photo Mode should be used. Raster Photo Mode can be applied to all drawings, whether they contain raster images or not.

Raster Density Level
This slide bar will modify the density level of the embedded raster image. The scale range is from 0-100. The higher the number on the scale, the darker the image will be. A density level can also be keyed into the text field.

Photo Dither Pattern (Raster)
Users have 3 choices of raster dither output patterns. There is no ‘correct’ setting. Set according to user preference.

Pen Tables
1. Pen widths and page sizing are usually included as a part of modern HPGL/2 plot files. If using legacy HPGL image data, please ensure that a pen table is created for the installation requirements.

2. Raster and Hybrid files are quite common. Please see the “Advanced” button under “Pen Table” for any customization required. The final result on the print may be your best guide when establishing desired settings.
Graphic Toolbar - Mirror

This function will MIRROR the image in a left-right position.

Original  

Mirror

Graphic Toolbar - Invert

INVERT creates a negative image. Colors are inverted.

Original  

Inverted
Graphic Toolbar - View Image

To view a specific file, first select the file from the list of selected files. Click on VIEW IMAGE to open a viewer with the selected files displayed.

Graphic Toolbar - View Image

This feature allows the freezing of specific panes in the Job build grid area.

There are three settings that can be applied:

1. Freeze Panes – Top row and left column
2. Freeze Panes – Top Row only
3. Freeze Panes – Left column only
Graphic Toolbar - Header Label

A HEADER can be placed on the top or bottom of each print. A header can be used for document identification. Information from the Track settings (User Name and Job Number) is included as well as the file name, date and time of printing.

Example of a header:


Graphic Toolbar - Print Queue

Selecting the PRINT QUEUE button will launch the default browser, and open PrintNet. PrintNet will display the Print Queue and the jobs currently in the queue.
Job Building Grid

The print job build grid is a table view of image data to be printed and their current output settings.

For best results, select one file. Apply grid changes. Subsequently tagged files will have the changes automatically applied.

Job Build Grid Configuration

Add / Remove Job List Columns
Adding or removing job list columns that do not apply to the print production environment is possible by going to “Option” on the top menu and selecting Modify Columns. Uncheck items that are no longer needed.

Reorganizing Job List Columns
Job list columns may be re-organized based on the needs of the print production environment. Users may ‘drag and drop’ column headers to a new position by left-clicking on a column header and moving it to a new location. Releasing the left mouse button will drop the header into the desired position.

Job List Column Width
The job list column width is adjustable by moving the column divider to the right of the column. For instance, if a user wishes to enlarge the ‘Page Number’ column, they would left-click (select) the vertical divider between ‘Page Number’ and ‘Color Option’ and move the mouse cursor to the left or right depending on the width of the column desired. This width will be remembered the next time Print is opened.
### Job Build Grid Header Descriptions

**Selected Files**
Name and location of the selected file to be printed. Data within the cell is justified to the right to ensure the file name is always visible.

**Page Number**
Page number of the file. If a multipage file is selected, the page count of the file will be shown. It is possible to remove pages that are not to be printed or change the print order. Individual files are grouped by alternating colors. For instance 3 single page files will alternate their row colors while 3 multipage files will be grouped together and the group of sheets will alternate colors.

**Color Option**
Select color output options when printing to a Color printer. Color options are determined by the Simple Print Modes configured within PrintNET.

- Monochrome – print image using black (K) toner only
- CAD-Line – Settings best suited for CAD (line) only print images
- CAD-GIS – Settings best suited for CAD images that may have graphics or other GIS type images embedded
- Graphics-Line – Settings best suited for printing presentation or sign graphics; very little gradations or photographic image data present in the image data
- Graphics-Photo – Settings best suited for printing photographic images or images with heavy use of gradations
- Scan-to-File – Settings best suited for printing images that are captured using scanners
- Custom – Select from ‘Custom’ settings configured by your administrator
Enlarge / Reduce

Select output size based on predetermined percentages, standard page size or forced output to a specific roll size width and length.

Percentage – Scales image data to specific percentage (100%, 25%, 150%, etc.)

Standard Page Size – Scales image data to specific calculated percentage based on an output page size. For instance A size original may be scaled to E size without know the specific percentage of scaling.

Force Roll Width and Length – Using the Enlarge / Reduce function screen, select the output roll width and cut length. Select from scale to file or percent enlargement / reduction.

Using Print it is possible to scale images to a paper size that is not locked to a particular roll size.

For instance, if you have an architectural “D-Size” original that is 36 inches wide and 24 inches long and wanted to scale this to an engineering “A-Size” that is 12 inches wide and 9 inches long, you simply have to select the image and then choose A Size from the Enlarge/Reduce column in the selected files area.

Rotation

Control the output orientation of the printed sheet using “rotation”.

Select from the following settings:

- Automatic – Printer determines best output orientation based on roll size and image size
- 0 – do not rotate image on the sheet
- 90 – rotate one turn clock-wise
- 180 – rotate two turns clock-wise
- 270 – rotate three turns clock-wise

Note: If the rotation is set improperly, the image may be printed incorrectly on the output sheet.
PDF Dither Mode

Output of monochrome, PDF image data can be altered based on the original image type.
Select from the following settings:

- Standard – use default dither pattern that is shipped with the Printer
- Printer – use PDF dither patterns that have been configured within PrintNET
- Line – dither pattern that is designed for image data consisting of lines
- Mix (Line) – dither pattern that is designed for image data consisting of grayscale / photos / lines with an emphasis on lines
- Mix (Photo) – dither pattern that is designed for image data consisting of grayscales / photos / lines with an emphasis on grayscale / photos
- Tempered –
- Stochastic –
- Double-Dot – dither pattern that is designed for weak image entities such as lines
- All Black – removes all dither patterns and converts all “color” to black

Note: Settings are only applicable on monochrome systems.

PDF Min Feature Size

Controls the size of printed entities or features. All aspects of small features will be adjusted with this setting. Settings range from “off” to 3 with 3 enlarging all small entities.

PDF Transparency

Transparency in PDF files refers to objects on a page, such as images or text, which are transparent or ‘show through’. Transparency is typically used for shadow effects, to lighten (parts of) images so that the text on top remains readable, to make objects fade into another object or to create a tint of a certain color. Settings enable this or disable this function.

Note: Transparencies can cause significant print performance issues.
Print

**DWF Pen Color**
Set all pens within a DWF file to print as black.

**Color Brightness**
Adjust brightness of the printed output on color printers.

**Blue to Yellow**
Adjust color tone from blue to yellow

**Green to Red**
Adjust color tone Green to Red

**Alignment**
Sets the alignment of the image on the page

**Original Image Size**
Notes the page size in the file

**Output Image Size**
Notes the anticipated print size

**Remove White Borders**
Allows for the ability to crop image data to image bounds.

- **Remove white Borders - Off**
- **Remove white Borders - On**
Job Grid – Right Click Menu

File Print Order

File print order, and removal can be performed in the JOB list Area. After files have been selected “right click” in the Job List area.

A menu will appear.

To perform some of the functions in the menu, a file[s] will need to be selected.

- **Cut Selected Files**
  This is a tool to remove the selected files.

- **Paste Files**
  This function is used to 'Add' new files between files in the selected files area.

- **Move File Up One**
  Select a file to move up one in the selected files area.

- **Move File Down One**
  Select a file to move down one in the selected files area.

- **Move File to Top**
  Select a file to move up to the top in the selected files area.

- **Move File to Bottom**
  Select a file to move up to the top in the selected files area.
Select a file to move down to the bottom in the selected files area.

g. **Reverse File Order**
   This tool reverses the entire job list in the selected files area.

h. **Remove File from List**
   This tool is used to 'Delete' files from the selected files area list.

**Sort**

Sorting of the selected files can be performed in the JOB Grid. After files have been selected “right click” on the Job Grid area. A menu will appear with the following options:

- Sort Ascending
- Sort Descending

Select the column to be sorted and “right click”, choose Ascending or Descending.

Before:

```
<table>
<thead>
<tr>
<th>File Name</th>
<th>Page Number</th>
<th>Original Image Size</th>
<th>Output Image Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>image1.pdf</td>
<td>1</td>
<td>32.81 x 23.80</td>
<td>32.81 x 23.80</td>
</tr>
<tr>
<td>image2.pdf</td>
<td>2</td>
<td>33.80 x 23.80</td>
<td>33.80 x 23.80</td>
</tr>
<tr>
<td>image3.pdf</td>
<td>3</td>
<td>34.80 x 23.80</td>
<td>34.80 x 23.80</td>
</tr>
<tr>
<td>image4.pdf</td>
<td>4</td>
<td>35.80 x 23.80</td>
<td>35.80 x 23.80</td>
</tr>
<tr>
<td>image5.pdf</td>
<td>5</td>
<td>36.80 x 23.80</td>
<td>36.80 x 23.80</td>
</tr>
<tr>
<td>image6.pdf</td>
<td>6</td>
<td>37.80 x 23.80</td>
<td>37.80 x 23.80</td>
</tr>
<tr>
<td>image7.pdf</td>
<td>7</td>
<td>38.80 x 23.80</td>
<td>38.80 x 23.80</td>
</tr>
<tr>
<td>image8.pdf</td>
<td>8</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image9.pdf</td>
<td>9</td>
<td>40.80 x 23.80</td>
<td>40.80 x 23.80</td>
</tr>
</tbody>
</table>
```

After:

```
<table>
<thead>
<tr>
<th>File Name</th>
<th>Page Number</th>
<th>Original Image Size</th>
<th>Output Image Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>image9.pdf</td>
<td>1</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image8.pdf</td>
<td>2</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image7.pdf</td>
<td>3</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image6.pdf</td>
<td>4</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image5.pdf</td>
<td>5</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image4.pdf</td>
<td>6</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image3.pdf</td>
<td>7</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image2.pdf</td>
<td>8</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
<tr>
<td>image1.pdf</td>
<td>9</td>
<td>39.80 x 23.80</td>
<td>39.80 x 23.80</td>
</tr>
</tbody>
</table>
```

Note the arrow in the right hand corner of the column indicating ascending or descending.
Sync allows the operator to apply settings of one file to any/all of the other files. Syncing the columns can be performed in the JOB Grid. After files have been selected make changes to one of the selected files such as an Enlarge/Reduce setting.

In order to use the sync function a setting in one of the selected files needs to be changed for example, changing the Enlarge/Reduce size to a specific size such as 36x24 Fit.

1. Left click on the Number of the file in the left column (shown below); this will turn the number green.

2a. Select the file or files that will be changed by either holding the “Ctrl” button on the keyboard and picking specific files.

2b. Or selecting a file and then holding the “Shift” button and then picking another file. This will highlight all files in between the two selected files.

2a. Specific Files

2b. Block of Files
3. “right click” on the top column in the Job Grid area. A menu will appear with the following options:

a. Sync This Column – This will sync all selected files with the settings in this column.

b. Sync All Columns – This will sync all selected files with the same data in all columns.

c. Sync Selected Columns – This will allow the selection of what columns to sync. A menu will appear allowing the selecting or unselecting of specific columns.

Note: There is also a Button located on the main Ribbon bar for Sync Selected Columns and functions in the same manner as above.

Features – File Viewer

Rotation gives the user the ability to quickly view a selection of files and then rotate the desired files to match the rest of the set.

Right Click on the desired image to rotate it clockwise.

Before Right Click: Normal

After Right Click: Rotated 90 degrees
Features - Key Job Settings

User Name
This field can be used for Track. Information entered is applied to the Job and Print Logs. This information will also be printed in the Header if applied. The label of the field, “User Name” can be customized (i.e. “Operator” or “User”) by using the Track Mod tool.

Job Number
This field can be used for Track. Information entered is applied to the Job and Print Logs. This information will also be printed in the Header if applied. The label of the field, “Job Number” can also be customized (i.e. “Department Number” or “Job Name”) by using the Track Mod tool.

Description
This field can be used for Track. Information entered is applied to the Job and Print Logs. The label of the field, “Description” can also be customized (i.e. “Sales” or “New Construction”) by using the Track Mod tool.
Requested Time/Date

Users can select a job be printed at a certain time for scheduling of printing. This feature needs to be turned on in the Print.ini file. Set the entry IgnoreTime= to False, this will tell the software not to ignore the time associated with the job ticket and schedule the job to print at the specified time.

Media Type

This field allows the selection of the type of media the job is to be printed on. Types include bond, vellum, and film (Mylar). Applying the "On Hold" media type will place the job in the queue but will not print until a valid media type is applied by the queue Manager.

# of Copies

This field chooses the total number copies from 1 to 999.

Collate

This field allows collated or un-collated prints.

111, 222, 333... or 123, 123, 123...

Cut Sheet

When activated in the IPSPrint.ini file this feature allows the user to print directly to the cut sheet bypass. Only one sheet at a time may be printed and a force size setting MUST be selected in order to print.
Text Toolbar

Text Toolbar - File

Submit Job
This feature submits the current Job to the printer. Pressing the SUBMIT JOB button has the same result.

Exit
This feature exits Print.

Text Toolbar - View

Refresh
This feature updates the directory and file information in the main screen.

Quick-view Highlighted Image
This feature opens a fast, 1-bit view of the selected image.

View Highlighted Image
This feature opens B&W images in a viewer with more advanced features, including a renaming feature.

View All Image
This feature opens B&W images in a viewer with more advanced features, including a renaming feature.

Convert Tagged To
This feature allows the user to select files from various file locations and then select the Convert Tagged To option and convert their existing format to another format. Available formats:

Note: Multipage files will be converted into single page files of the chosen format.
Text Toolbar - Sort

See “Features – Job Build Grid – Right Click Menu”

Text Toolbar - Option

Save Current Job
This feature allows the user to save the job file list and the applied settings. File paths are stored, but files are not stored or copied.

Recall Saved Job
This feature allows the user to recall a Saved Job

Recall Recent Job
This feature allows the user to recall up to the last 15 jobs that have been submitted.

Recall History Jobs
If Job History has been enabled at the , this feature allows the user to restore a previously-printed job. The job can be changed and resubmitted again.

Create a Compressed Job
This feature saves all the job files and settings into a single, zipped job. Typically, this is used to easily move a job to another Print installation.

Load a Compressed Job
This feature loads and restores a previously Compressed Job.

Modify Pens
Please see “Features – Graphic Toolbar – Pen Table”
Create Password

Please see “Installation – Benefits of a Master Password”

Prompt Setup

When a field is required, the user must enter data before the job will be submitted. Otherwise, they will be prompted.

When pull-down prompts are checked, the user must choose from an established list of field entries. Normally, users cannot add a pull down entry without knowing the Print Master Password. Each pull down entry can also be password protected, so only the specific users can select specific entries.

There are additional prompts to default Folding and Stamping features when the program opens.

Allow Copies per File

This feature allows the user to select more than one instance of a single file during the ADD FILES procedure.

Sort Added Files Numerically

This feature sorts files numerically, versus alpha-numerically.

Display Preview Window

This feature toggles the graphic preview window.
Text Toolbar - Manage

**View the Print Queue**
This feature allows the user to view the selected printer’s print queue.

**Manage the Print Queue (Password Required)**
This feature allows the user to view and manipulate the selected printer’s print queue, if the password has been satisfied.

**Push File to (Password Required)**
This feature allows an administrator to transfer any file to the device, if the password has been satisfied. It is most likely used to update programs on the device.

**Print Reports**
This feature allows the user to print reports generated from information from the device.
Text Toolbar - Transfer

Transfer Mailbox
This feature allows the user to transfer the contents of a mailbox to another location.

1. Select the Mailbox
2. Select a destination folder.
3. Click OK.
4. After files have been transferred, the user has the option to delete the contents of the Mailbox.

Empty Mailbox
This feature deletes the files within a Mailbox.

1. To delete the contents of a Mailbox, select it.
2. Confirm file deletion. The mailbox will remain, but ALL FILES WILL BE PERMANENTLY REMOVED.

Upload Settings to Printer
This feature transfers local Pen tables, Stamps, Track information, and Force Size settings. Once uploaded, an GUI administrator can “pull” these settings into the GUI, if desired.

Get Problem Files
The Print Queue stores a copy of jobs that it was not able to print. This feature transfers the job to a local temporary directory. To access them:

1. Go to START, RUN
2. Type %Temp% at the prompt, and click OK.
3. When the Temp folder opens, browse to TR\PROBLEM.
4. Any Problem Jobs will be zipped within this folder.
Text Toolbar - Printers

A list of pre-configured printers will normally display in the Printers menu.

Find Printers

Please See "Print Installation – Connection to Printers"
Printer Status

Roll information, meter status, and printer status is displayed at the bottom of the Print menu. The appearance will differ based on the printer model.

<table>
<thead>
<tr>
<th>Roll 1: 36.0&quot; Gloss - 20% Gloss</th>
<th>Roll 2: 34.0&quot; Bond - 24% Premium - 50%</th>
<th>Roll 3: Not Installed</th>
<th>Roll 4: 36.0&quot; Film - 50% CLEAR - 50%</th>
<th>Roll 5: Not Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter A: 145,044 Linear Feet</td>
<td>Meter B: 425,979 Sq. Feet</td>
<td>Total: 217,110 Linear Feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating Productivity Reports

The Productivity Reporting Package (PRP) is designed to use information gathered from Track fields in Print along with various applications that have been linked to Print such as:

- Print
- AutoCAD
- Software
- PrintNet

By sharing Track data generated from Print, users have the ability to link multiple applications using the same Track rules. This system allows managers to generate reports that have valuable Track information and can be manipulated by the user to get the desired output including the following:

- Productivity reporting package generates reports of meter readings and Track data on a daily, weekly or monthly time cycle.
- Reports include detailed authorization, Track and meter information.
- PRP reports can be opened with Notepad or exported as an ASCII file format.

There are three main Track fields in the Print software:

1. **User** - This is a field which can be used for Track. Information entered is applied to the Job and Print Logs.

2. **Job Number** - This is a field which can be used for Track. Information entered is applied to the Job and Print Logs. This field is tied to **ALL** Reports!

3. **Description** - This is a field which can be used for Track. Information entered is applied to the Job and Print Logs.

When these fields are set up correctly and have been configured as “required” in the Print software, the “rules” will carry over to the other applications.
AutoCAD

User Log on Screen

PrintNET

Track fields entered into the Print software installed on the Web server host pc being utilized by PrintNet will also be transferred to users accessing PrintNet via the intranet or internet.

Generating Reports in Print

Productivity reports can be generated from Print and can be very helpful in keeping track of the Track data. These can be generated on a daily, weekly, monthly or custom time frame.

The Productivity reports can be accessed by doing the following:

1. On the Print main screen select “Manage” from the menu bar and then select “Print Reports”

2. The following window will appear. This is where the currently selected printer information will be displayed. There are three different types of reports that can be generated from this screen:
   a. Printing
   b. Scanning
   c. Meter Reading
Reports - Printing

This report will include both prints and copies that have been sent to the print engine. The report will include Date, Time, User, Media, # of originals, # of Copies and Sq. Feet. The information for User name and Job Number shown below are gathered from all printing applications. The user can select the Start Date and the End Date of the report along with where to print the report. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

![Report - Notepad](image_url)

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Reports - Scanning

This report will include all files that have been scanned to file using the Scan Mode of the UI. The report will include Date, Time, User, Location, Type, Format and Sq. Feet. The information for User shown below is gathered from all printing applications. The user can select the Start Date and the End Date of the report along with what to do with this data. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Requester</th>
<th>Location</th>
<th>Type</th>
<th>Format</th>
<th>Sq. Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/05/2005</td>
<td>14:36:27</td>
<td>Smith</td>
<td>Project1</td>
<td>FTP</td>
<td>PDF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:38:08</td>
<td>Project1</td>
<td>FTP</td>
<td>RESCANFTP</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:38:45</td>
<td>Project1</td>
<td>FTP</td>
<td>CAL</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:40:29</td>
<td>Bob</td>
<td>Project1</td>
<td>RESCANFTP</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:43:30</td>
<td>!Default</td>
<td>SCAN</td>
<td>POF</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:43:30</td>
<td>!Default</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:45:54</td>
<td>!Default</td>
<td>SCAN</td>
<td>CAL</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:46:59</td>
<td>Bill</td>
<td>Bill</td>
<td>SCAN</td>
<td>CAL</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:47:35</td>
<td>!Default</td>
<td>SCAN</td>
<td>CAL</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:48:12</td>
<td>Bill</td>
<td>Scan</td>
<td>CAL</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:49:20</td>
<td>!Default</td>
<td>SCAN</td>
<td>CAL</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:52:40</td>
<td>!Default</td>
<td>SCAN</td>
<td>TLC</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:54:02</td>
<td>!Default</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:54:32</td>
<td>Job 2005-001</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:55:10</td>
<td>User</td>
<td>Job 314</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:55:45</td>
<td>User</td>
<td>Job 314</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:56:08</td>
<td>User</td>
<td>Job 314</td>
<td>SCAN</td>
<td>TLC</td>
<td>8.8</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:56:31</td>
<td>User</td>
<td>Job 314</td>
<td>RESCAN</td>
<td>TLC</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:57:23</td>
<td>Job 2005-001</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:57:41</td>
<td>Job 2005-001</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.2</td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:58:34</td>
<td>Job 2005-001</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
<td></td>
</tr>
<tr>
<td>10/07/2003</td>
<td>09:54:22</td>
<td>Frank</td>
<td>Project001</td>
<td>FTP</td>
<td>TIF</td>
<td>6.3</td>
</tr>
</tbody>
</table>

Grand Total: 0026 - Jobs  All 161.6
Reports - Meter Reading

This report will include daily Meter readings from the desired dates set in the Start Date and End Date. The report will include Date, Meter A, Meter B and Total run. This meter reading should closely match the actual meter reading on the printer. The user can select the Start Date and the End Date of the report along with what to do with this data. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

![Report Notepad]

<table>
<thead>
<tr>
<th>Date</th>
<th>Meter A</th>
<th>Meter B</th>
<th>Total Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2/2005</td>
<td>14,330 Square Feet</td>
<td>14,330 Square Feet</td>
<td>1,605</td>
</tr>
<tr>
<td>10/3/2005</td>
<td>15,342 Square Feet</td>
<td>15,342 Square Feet</td>
<td>1,660</td>
</tr>
<tr>
<td>10/4/2005</td>
<td>15,790 Square Feet</td>
<td>15,790 Square Feet</td>
<td>1,714</td>
</tr>
<tr>
<td>10/5/2005</td>
<td>15,981 Square Feet</td>
<td>15,981 Square Feet</td>
<td>1,734</td>
</tr>
<tr>
<td>10/6/2005</td>
<td>17,136 Square Feet</td>
<td>17,136 Square Feet</td>
<td>1,865</td>
</tr>
<tr>
<td>10/7/2005</td>
<td>17,206 Square Feet</td>
<td>17,206 Square Feet</td>
<td>1,878</td>
</tr>
</tbody>
</table>

Total Meters: 2,731 Square Feet

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A Sample Job

Creating a simple print job is quick and efficient using Print. Users only need to ensure Print is configured, then simply select images for printing.

1. Launch Print from your Desktop or the Start Menu folder
2. Click the ADD FILES button to open the file browser.
3. Browse to the files you wish to print. Files may be located on your local PC or on a network location.
4. Available files will appear in the right pane. Click on the file(s) to be added to the job. Selected images will be shown with a red “check mark” in the box beside the file.
5. Click OK when finished.
6. The files selected will now also be shown in the Job Build Grid noting any zoom, pen, stamp, color options and fold settings to be applied.

7. Complete any Key Job Settings that may be required such as User Account Control, media type, collation and number of copies / sets.

8. Press the Submit Print Job button.

9. The files selected will be printed.
Supported Monochrome File Formats

- HPGL / HPGL2 / HP-RTL Formats PLT, HPG, GL2, 000, RTL, 906, 907, etc
- Autodesk DWF, DWX
- Adobe PDF*
- Postscript PS, EPS*
- TIFF Group 4 TIF
- CALS Group 4 CAL
- PCX Monochrome PCX
- Intergraph CIT
- Jpeg JPG
- Government Group 4 C4
- ASCII Formats
- Format TLC
- Computer Graphics Metafile CGM*

* Requires an Option Key Code / Software for Printing – Subject to change without notice

Print relies on the header information within the digital file. Print will read the header data of the image and automatically determine if the file is valid for printing. Non-print-ready file types such as drawing files from AutoCAD (.dwg) and Microstation (.dgn) as well as Microsoft Office (.doc, .docx, .xls, .xlsx, etc.) cannot be printed without the native application. These files must be printed using the Windows printer driver.
Supported Color File Formats

- PDF*
- TIFF
- Postscript (PS/EPS)*
- HPGL/2
- HP-RTL
- JPEG
- JPEG2000
- PNG
- BMP
- GIF
- PCX
- TGA
- Autodesk DWF

* Requires an Option Key Code / Software for Printing – Subject to change without notice.

NOTE:

Print automatically recognizes printable monochrome image files and does not permit ‘color mode’ printing of these black and white images. If a color image is desired to be printed in monochrome this is set as selected by the user noted in the “Color Options’ for that image.