Océ Print Exec Workgroup

User manual

océ

Océ-Technologies B.V.

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Chapter 1
Introduction

What is Océ Print Exec Workgroup

What is Océ Print Exec Workgroup

Definition

Océ Print Exec Workgroup is a software application which allows you to create and send, in a highly productive way, a set of drawing files to an Océ printer.

What can you do with Océ Print Exec Workgroup

- Get information on the printer configuration and printer status
- Get information on the available media
- Get information on pending jobs in the printer queue
- Assemble up to 100 documents in a job
- View the documents before printing, including multipage documents
- Prepare the settings to be used for the destination printer
- Add stamps to your drawing
- Add banners to the job
- Apply pen configurations to the job
- Submit the job to the printer or to your inbox
- Save/Load jobs
- Reprint jobs
- Upgrade Océ Print Exec Workgroup
- Share print configurations

You can also:

- Apply print configurations
- Backup and restore configurations
- Select default configurations

Workflow

- Selection and collection of documents
- Configuration of the print jobs
- Submission of the print jobs
- Check job and device status

Compatibility

Hardware minimum requirements

Controller

Océ Power Logic Controller GX260 or higher.

Printer

- Océ TCS400 2.2.2 or higher
- Océ TDS400 2.0 or higher
- Océ TDS600 4.0 or higher
- Océ TDS800 2.0 or higher
- Océ TDS860

Memory

- 256 MB of RAM for Océ TDS400, Océ TDS600 and Océ TCS400
- 512 MB of RAM for Océ TDS800 and Océ TDS860.

Client station

Pentium III, 933 Mhz, 256 MB of RAM.

Software requirements

Operating systems

- Microsoft Windows: 98SE, NT4.0, 2000, ME, XP
- Solaris 8 or higher
- Mac OS 10.2 or higher (with Internet Explorer)

Note: *Viewing is not available under Mac OS.*

Browsers

- Internet Explorer 5.0 or higher
- Netscape Navigator 6.0 or higher
- Firefox 1.0 or higher for Windows

Plug-ins

- Java Runtime Environment 1.4.2_04 or higher (JRE 1.4.2_06 or higher highly recommended)
- Java Advanced Imaging 1.1.1_01 or higher to use the file viewer

Applications

- Océ Doc Exec Pro 3.3 with web server (needed for the 'Add from archive' feature)
- Océ Account Logging enabled on the controller to log Accounting information.
- Océ Scan Logic (needed for the 'Add scan' feature)

Structure

Structure-Introduction

Introduction

Océ Print Exec Workgroup is a web application divided into four sections. Each section is accessible by clicking one of the four following tabs:

- 'Printer'(see '*Printer tab*' on page *12*)
- 'Submission'(see '*Submission tab*' on page *13*)
- 'Configurations'(see '*Configurations tab*' on page *16*)
- 'Administration'(see '*Administration tab*' on page *18*)

Note: *Océ Print Exec Workgroup always opens on the tab that was last displayed in the previous session.*

Reduced functionality mode

On the reduced functionality mode (without Java plug-ins), Océ Print Exec Workgroup allows basic job submission functions (see '*Reduced functionality mode*' on page *20*).

Printer tab

Illustration
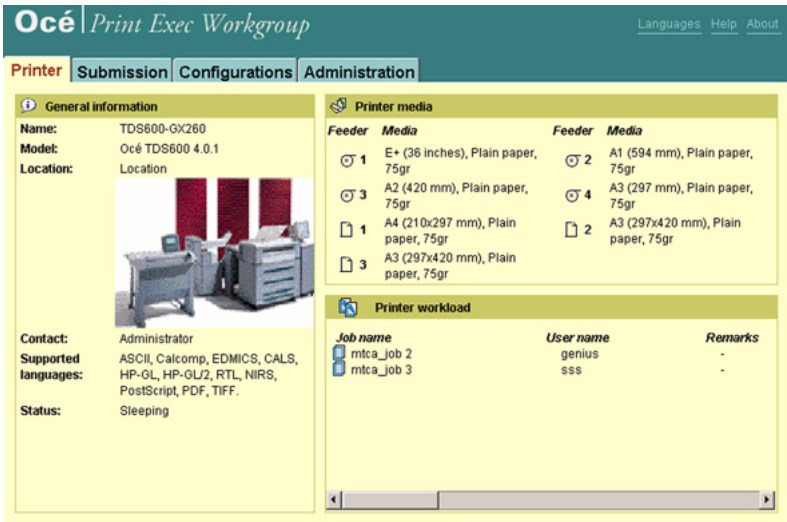
[1] printer tab

'General information'

Displays static information about the printer such as name, description and location. Only the printer status is automatically refreshed (sleeping, printing, busy...).

'Printer media'

Displays information about the availability of media in the printer (feeder, media type). This dynamic information is refreshed on a regular basis.

'Printer workload'

Displays the jobs present either in the printer queue or in the inbox queue. This dynamic information is refreshed on a regular basis.

Submission tab

Introduction

This tab is divided into two sections:

- 'Composition'
- 'Historic'

Illustration
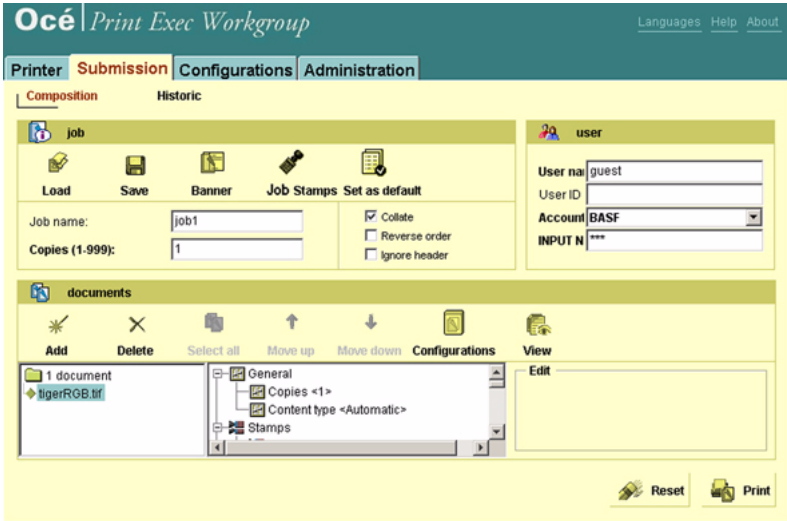
[2] Submission - Composition tab
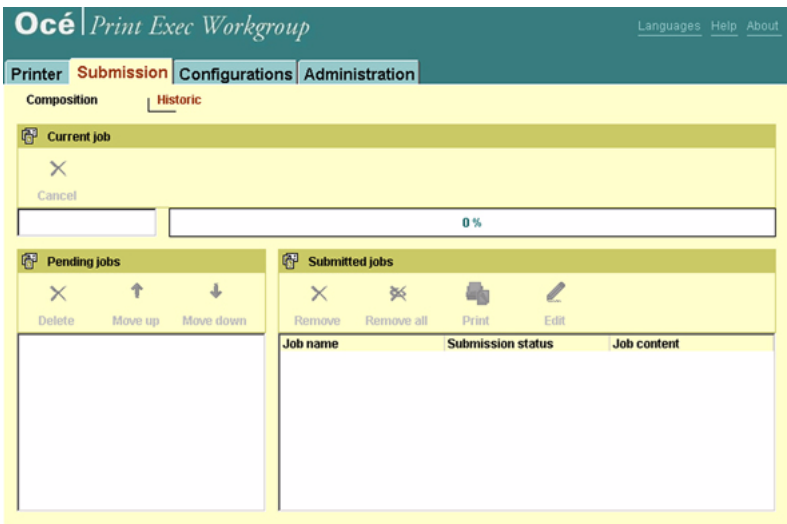
[3] Submission-Historic tab

'Composition'

Where you compose the job, define settings at job and document levels, send the job to printer or to inbox.

- 'Job': from this section, you define the job settings ('Job name', number of copies, 'Stamps', 'Banner') and 'Set as default'.
- 'User': this section contains the accounting information.
- 'Documents': from this section, you select the documents which compose the job, define the documents settings, apply print and pen configurations, add stamp configurations and preview the documents.
- Print or reset the job.

'Historic'

Where you monitor the jobs after you send them to printer. The jobs can be in:

- 'Pending jobs' (list of jobs that are pending to be submitted because a job is already being submitted)
- 'Current job' (job being submitted)
- 'Submitted jobs' (list of jobs that have been submitted to printer or inbox)

Note: *Jobs are listed in 'Submitted jobs' even if there is a submission error. You can then reprint the job.*

Configurations tab

Introduction
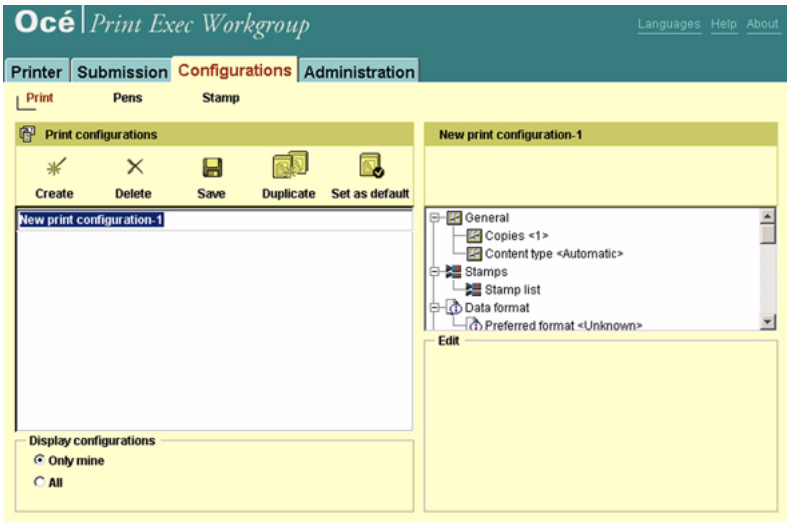
[4] Configurations tab

This tab allows to create, delete, save and duplicate:

- print configurations
- pen configurations
- stamp configurations

You can also set as default print and pen configurations (see '*Configurations - Introduction*' on page *63*).

Note: *This tab is not available on the reduced functionality mode.*

Configuration sharing

Print, pen and stamp configurations are shared among the different users so that they can be reused.

Note: *In order to share configurations, you need to select the 'All' option in the 'Display configurations' view.*
Once created in the 'Configurations' tab, print, pen and stamps configurations are applied or added to jobs and documents in the 'Submission' tab.

'Display configurations': 'Only mine'

Displays only the list of print configurations you created.

'Display configurations': 'All'

Displays all configurations.

Note: *From this view, you can only duplicate or set as default configuration. To be able to create, delete and save configurations, you must be logged on as System Administrator (via the 'Login' button).*

Administration tab

Illustration
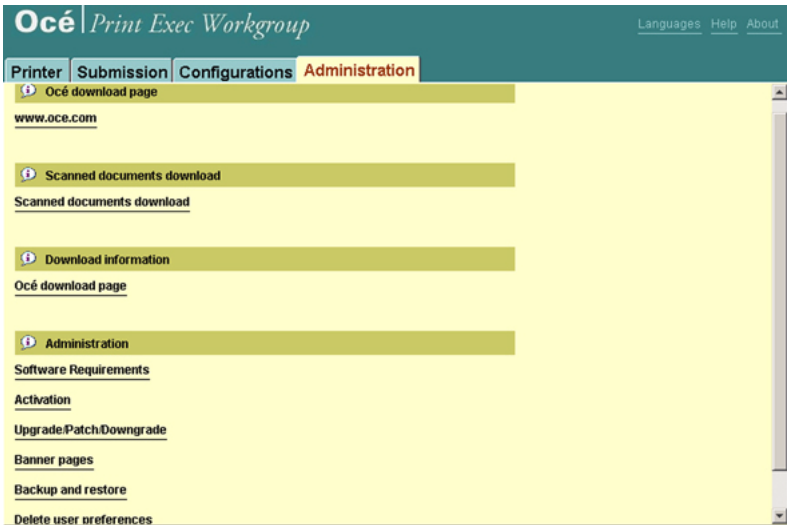
[5] Administration tab

Océ home page

A link to the home page of Océ.

Scanned documents download

This link allows you to download scanned documents from the controller.

Download information

- Océ Download page where you can get updates of the Océ Print Exec Workgroup application.

Administration

- 'Software requirements': displays the configuration requirements needed to use Océ Print Exec Workgroup.
- 'Activation': click this link to activate the application (see '*Activation*' on page *32*).
- 'Upgrade/Patch/Downgrade': this option displays an installation wizard that guides you through the installation/upgrade patch application or the restoring of previous version (see '*Upgrade/Patch/Downgrade"* on page *97*).
- 'Banner pages': access the 'Banner administration page'(see '*Banner pages"* on page *99*).
- 'Backup and restore': click this link to backup or restore your Océ Print Exec Workgroup configurations (see '*Backup and restore"* on page *101*).
- 'Delete user preferences': click this link to remove all user preferences. The removal can be effective immediately for some preferences or at the next session for others (see '*Delete user preferences"* on page *103*).
- 'Access full functionality'/'Switch to reduced functionality': click this link to access either full or reduced functionality of Océ Print Exec Workgroup (see '*Reduced functionality mode*' on page *20*).

Reduced functionality mode

You can decide to use Océ Print Exec Workgroup without installing the Java environment on the client station (on Windows or Solaris systems). This HTLM based application allows basic job submission. It does not require any installation and can be used without administrator rights.

Illustration

[6] Reduced functionality mode - Submission tab

Reduced functionality mode

The reduced functionality mode gives access to:

■ the printer information,
■ the submission basic tools (job information, document information),
■ some limited 'Administration' functions.

Why select 'Switch to reduced functionality' mode?

You can decide to use the Javaless (reduced functionality) mode when: .

- you do not have the required Java environment (JRE and JAI) installed on the client and you decide to not install it.
- you do not have the administrator rights to install the Java environment (JRE and JAI).

'Switch to reduced functionality'

- When the Java environment (JRE, JAI) is installed and up-to-date: the Java based application is automatically launched when you open Océ Print Exec Workgroup. You can 'Switch to reduced functionality' (HTML based application) at any time by clicking on the link from the 'Administration' section of the 'Administration' tab. See Administration.
- When the Java environment is not installed or not up-to-date, a warning message is displayed: you can choose to launch the reduced functionality mode (HTML based application) or to install the recommended Java components (to open the Java application).

Note: *When you decide to switch to reduced functionality, this mode is remembered for   the next time you open the application.*

'Access full functionality'

From the 'Administration' tab, you can switch to the complete Java application by clicking on 'Access full functionality'. From this window, you can also download the Java components.
If the recommended Java components are not installed on the client when you switch to the full functionality mode, a warning message is displayed and you are invited to install the Java components.

Chapter 2
Installation/Activation

Introduction

Océ Print Exec Workgroup modes

Introduction

There are four different modes for Océ Print Exec Workgroup:

Full mode (named Océ Print Exec Workgroup)

This mode requires an Océ Print Exec Workgroup license.

Full mode (time-limited)

This mode activates all features during a 2-month period following the license creation.

LT mode (named Océ Print Exec Workgroup LT)

This mode is available with your former Océ Print Exec Light Web password entered in the Océ Settings Editor.

With this mode, the following features are not available:

- 'Banner'
- Stamps
- Pen configurations
- Set configurations as default (print and pen)
- Duplicate configurations
- Configuration administration (Login in Display configuration All)
- View
- History/Reprint/Edit
- Archive
- Save/Load jobs
- Background submission
- Language selection

Note: *Océ Print Exec Workgroup LT is included by default on every new Océ TCS400 printer controller.*

Not activated (named Demo application)

This mode is available when you have neither an Océ Print Exec Workgroup license nor a former Océ Print Exec Light Web password. With this mode, you are only able to browse the application.

Installation

Installation-Introduction

Océ Print Exec Workgroup is a web application. The Océ Print Exec Workgroup web server is pre-installed during the installation of the Océ Power Logic Controller. Users may upgrade the web server.
The following items are necessary to use Océ Print Exec Workgroup in Full mode:

- A Java environment present on every client (see '*Install Java environment*' on page *27*).
- A Print Exec Workgroup license on the controller (see '*Obtain an Océ Print Exec Workgroup license*' on page *30*).

Install Java environment

Introduction

Two plug-ins are compulsory to make Océ Print Exec Workgroup work:

- Java Runtime Environment 1.4.2_04 or higher (JRE 1.4.2_06 or higher highly recommended)
- Java Advanced Imaging 1.1.1_01 or higher

Note: *Java Advanced Imaging is not requested on Mac OS environment.* For Windows and Solaris environments, you need administrator rights to install Java environment.

When to do

On Windows environments, when you first connect to Océ Print Exec Workgroup, an automatic detection of the plug-in is performed:

- If the plug-ins are detected, Océ Print Exec Workgroup is launched.
- If the plug-ins are missing, you are prompted to install them.

Note: *You can choose to use Océ Print Exec Workgroup without installing the Java plug-ins. In that case, you will access reduced functionality (see 'Reduced functionality mode' on page 20). But you will still be able to install the plug-ins later on, clicking on the 'Access full functionality' link from the 'Administration' tab.*

Illustration
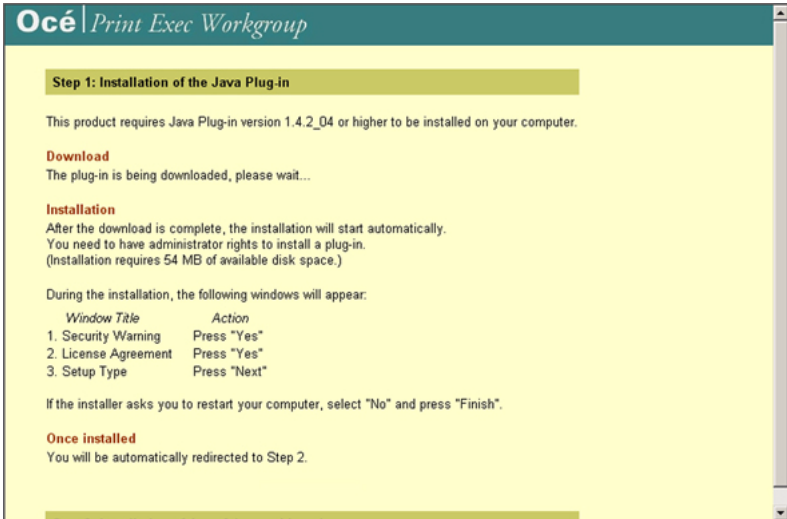
[7] Install Java environment

Install under Windows environment (Internet Explorer)

1. The installer of the missing plug-in is automatically launched.
2. The same operation is repeated for the second missing plug-in.
3. At the end of the installation, Océ Print Exec Workgroup checks the results and displays a message to indicate that all the required components are present on the system.
4. Restart your browser.

    Note: *Make sure all web windows are closed.*

Install under Windows environment (Netscape, Mozilla Firefox 1.0)

1. When the Java plug-in is missing, you are automatically redirected to a page in order to download it.
2. Download the install package from the print controller.
3. Save the package on your disk.
4. Double-click the .exe file to launch the installer.
5. Restart your browser.
6. If the Java Advanced Imaging plug-in is missing, the installation is automatically launched.

Install under Solaris environment

1. Retrieve the two plug-ins directly from the Sun website
   - **http://java.sun.com/products/plugin**
   - **http://java.sun.com/products/java-media/jai**

2. Or get the plug-ins from the CD.
3. Install the plug-ins manually.

Install under Macintosh environment
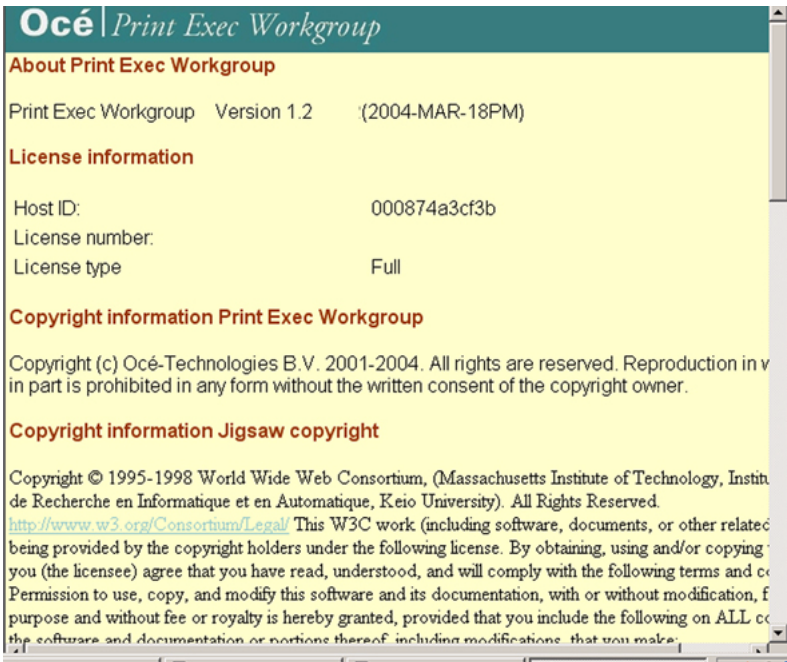
1. Make sure you are running Mac OS 10.2 or higher with Internet Explorer.
   Note: *No install is necessary as long as you run Internet Explorer under Mac OS 10.2 or higher.*

Obtain an Océ Print Exec Workgroup license

Get a license file from Océ

1. Provide Océ with:
   - the Host-ID of your print controller (get it from the 'About' page).
   - the System Serial Number
   - The Printer Type (Océ TDS400 for instance).

2. When Océ sends you the license file, store it in a directory.
3. Activate the application (see '*Activation*' on page *32*).
4. Once activated, you can check in the 'About' page the license number

Océ | *Print Exec Workgroup*

About Print Exec Workgroup

Print Exec Workgroup   Version 1.2   (2004-MAR-18PM)

License information

Host ID: 000874a3cf3b
License number:
License type   Full

Copyright information Print Exec Workgroup

Copyright (c) Océ-Technologies B.V. 2001-2004. All rights are reserved. Reproduction in v
in part is prohibited in any form without the written consent of the copyright owner.

Copyright information Jigsaw copyright

Copyright © 1995-1998 World Wide Web Consortium, (Massachusetts Institute of Technology, Institu
de Recherche en Informatique et en Automatique, Keio University). All Rights Reserved.
http://www.w3.org/Consortium/Legal/ This W3C work (including software, documents, or other related
being provided by the copyright holders under the following license. By obtaining, using and/or copying
you (the licensee) agree that you have read, understood, and will comply with the following terms and c
Permission to use, copy, and modify this software and its documentation, with or without modification, f
purpose and without fee or royalty is hereby granted, provided that you include the following on ALL co
the software and documentation or portions thereof, including modifications, that you make:

[8] About

Océ Print Exec Workgroup licenses

Licenses

There are three types of Océ Print Exec Workgroup licenses:

- Full license which activates all features of Océ Print Exec Workgroup.
- Full license demo which activates all features for a time-limited trial period.
- Upgrade license which activates Océ Print Exec Workgroup in full mode if an Océ Print Exec Light Web password is entered in the Océ Settings Editor.

Activation

Activation

When to do

Once you comply with the prerequisites (Java environment installed on a client and Océ Print Exec Workgroup license retrieved), you are able to activate the application on the controller.

Note: *Consult your Océ TDSx00 User Manual to have detailed information about Océ License Logic.*

Activate Océ Print Exec Workgroup (System administrators only)

1. Go to 'Administration' page.
2. Click 'Activation'.
   Note: *For recent controller versions, activation is performed through Océ License Logic.*
3. Log on as system administrator of your controller.
4. Click 'Activate'.
5. Browse your system to locate the license file.
6. Click 'OK'.
7. When successful, a message indicates that Océ Print Exec Workgroup is now fully activated.
   Note: *All clients are now able to use Océ Print Exec Workgroup.*
8. All users must restart their browser.

Chapter 3
How to

Set the user 'Preferences'

'Preferences' - Introduction

Definition

From this window, you can define the user 'Preferences' to be applied on the application.

Description

To open the 'Preferences' window click on the 'Preferences' link, on the top right of your screen.
From this window, you can set the 'Configurations' preferences (see '*'Configurations"* on page *36*), select the 'Language'(see '*Change the language*' on page *42*) and customise the documents 'Filters'(see '*Set 'Filters"* on page *43*).

Illustration
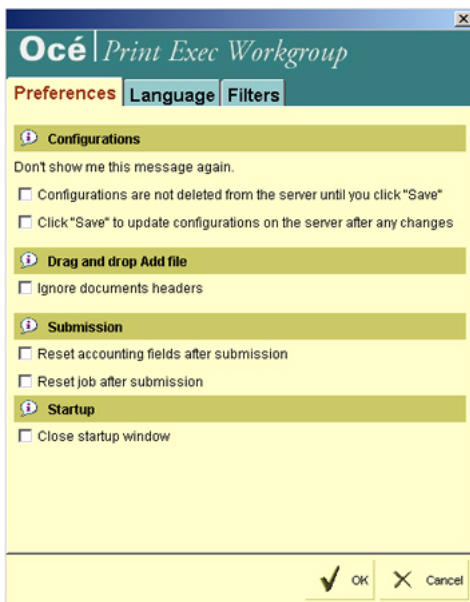
[9] Preferences window

'Configurations'

Introduction

You can decide to hide some warning messages by selecting them on this section. Check a message to mean 'Don't show me this message again'.

'Configurations are not deleted from server until you click 'Save''

This warning is displayed when the user deletes a configuration ('Print' or 'Pens' configuration for instance). If the check box is selected, the warning will be no more displayed.

'Click 'Save' to update configurations on the server after any changes'

This warning is displayed when a user creates a new configuration. If the check box is selected, the warning will be no more displayed.

'Ignore documents headers'

Introduction

Use this option to disable/enable the file ticket.

To ignore the documents headers, check the option in the 'Preferences' window. It will be applied to all the submitted documents (added by drag and drop or through the 'Add documents' window).
When you add a document through the 'Add documents' window, you can also enable the option by checking the 'Ignore documents headers' box at the bottom of the window.

'On'

When this option is checked, Océ Print Exec Workgroup does not decode the ticket (rcf, OJT...) when the document is added.
The default settings are applied.

'Off'

When this option is unchecked, Océ Print Exec Workgroup decodes the ticket when the document is added and the ticket settings are applied.

'Reset accounting fields after submission'

Check this box to reset the accounting fields (displayed in the 'User' section of the 'Submission' tab) after each job submission.

'Reset job after submission'

Check this box to reset each job after submission: the option resets automatically the document tree and the job settings ('Job name', 'Copies', 'Collate'...).

Note: *You can always retrieve a submitted job through the 'Historic' section of the 'Submission' tab. Once sent, the job appears in the 'Submitted jobs' window. You can then check its status and reprint it.*

Send to inbox

Introduction

Available only if:

- the printer has 'Advanced Queue Management',
- the option is available on the controller and has been enabled by the Print Administrator,
- Océ Account Logic is not activated.

Note: *The 'Send to inbox' setting is grayed if the inbox printing is forced in the Océ Settings Editor.*

'On'

Sends the job to the inbox queue.
The documents will not be printed until you go to the printer. (This can be useful if you want to print on special paper size, for example.)

'Off'

Documents are printed normally.

'Startup' window

Introduction

The 'Startup' application window is the first window opened when you launch the Océ Print Exec Workgroup application. You can decide to not display it, in order to directly open the application.

Note: *This option is available only when using Internet Explorer.*

Disable the 'Startup' window

You can disable the window by:

- Checking the 'Don't show me this message again' box in this 'Startup' window. The setting will be applied next time you open the application.
- Checking the 'Close startup window' box in the 'Preferences' window, 'Startup' section.

Change the language

1. On the top right of your screen, click on 'Preferences' to open the window.
2. Select the 'Language' tab.

3. Choose the language you want to apply to the application.
4. Click 'OK'.
5. Close and restart your browser.

Note: *The 'Language' setting is applied per client. For instance, if you have 10 clients, Océ Print Exec Workgroup can be in 10 different languages.*
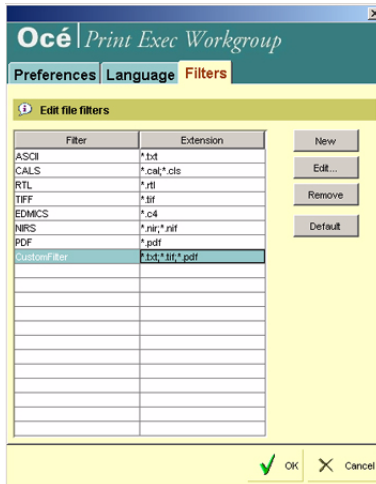
Set 'Filters'

Introduction

You can create and define new 'Filters' for the 'Type' list of the 'Add documents' window. You can also modify the default filters.

Note: *The filters are not case sensitive.*

Illustration

[10] Filters window

'New'

Click the 'New' button to create a new filter. Enter the name and define the extension selected for the filter.

Note: *The 'New' button is always available.*

'Edit'

Select a filter and click the 'Edit' button to make it editable. Change the name or the extension.
You can add several extensions to an existing filter for instance (separated by a semicolon: '*.hp;*.hpg;*.hpgl').

Note: *The 'Edit' button is available only if a filter is selected.*

'Remove'

Select a filter and click the 'Remove' button to delete it.

Note: *The 'Remove' button is available only if a filter is selected.*

'Default'

Click the 'Default' button to delete all the user defined filters and restore the default Océ Print Exec Workgroup filters.

Note: *The 'Default' button is always available.*

Compose a job

Job settings

Job section - Buttons

Illustration

[11] Job buttons

'Load'

Click this button to load a job.

Note: *You can use the Drag and Drop method to load a job.*

'Save'

Click this button to save the job.

'Set as default'

Click this button to set the values as 'Default' job settings.

'Banner'

Click this button to access the 'Banner selection page'.

'Job stamps'

Click this button to apply a stamp to all the documents in the job.

'Job name'

Definition

Enter a name for this job.

■ This job setting is optional.

'Copies'

Specify how many copies of the job you want, in the range 1-999.
You must enter a number in this field.
Default is one copy.

Note: *The maximum number of copies at job level may vary when banner is selected and collate is off. The reason why is that the number of copies at job level multiplied by the number of copies at document level cannot exceed 999.*

Collate, job

Introduction

Use this option if you want the copies of the job to be collated.

'On'

Will sort the multiple document copies in the order D1D2D3D4, D1D2D3D4
etc. (where D# is the document number in the job).
Sometimes referred to as sorting by set.

'Off'

Will sort the multiple document copies in the order D1D1D1, D2D2D2,
D3D3D3, etc. (where D# is the document number in the job).
Sometimes referred to as sorting by document.

'Reverse order'

'On'

The order of documents is reversed (last document is sent to the printer first). This is useful when using a face up media deposit. Jobs can be picked up in the order they were specified in the job.

'Off'

This is the preferred setting for a printer with a face down media deposit.

Create a job

Illustration

[12] Job settings

1. From the 'Submission'/'Composition' tab, enter the job name.
2. Specify the number of copies you want to print. You must enter a number in this field. Default is one copy.
   Note: *The maximum number of copies at job level may vary when 'Banner' is selected and 'Collate' is off. The reason why is that the number of copies at job level multiplied by the number of copies at document level cannot exceed 999.*
3. Define the job settings (see Job settings section).

   Note: *To set the options 'Ignore documents headers' or 'Send to inbox', open the 'Preferences' window (see ''Preferences' - Introduction' on page 34).*

File selection

File selection - Introduction

Selection of files is achieved through the 'Add' button. You can add files:

- from the file system (see '*Add documents from file system*' on page *52*)
- from an Océ Doc Exec Pro archive (see '*Add from archive*' on page *54*)
- from the scanned documents directory on the controller (see '*Add scan*' on page *56*)

Note: *'Add scan' is available only if your machine has the Océ Scan Logic option.*
Note: *If you want to add scanned documents from other scan to file destinations than from the controller, use the 'Add from file system' option.*

Add buttons

Whatever add file method you chose, three buttons are available:

- 'OK': click this button to add the selected files to the job and close the window.
- 'Add to job': click this button to add the selected files to the job.
- 'Close': click this button to close the window.

Multiple file selection

You can select and add several files at the same time, using the Shift and Control keys on your keyboard.

Note: *Drag and drop method from your Windows Explorer is also possible to select several documents.*

Type 'Filters'

You can create a list of predefined 'Filters' in order to display only the required type of files Set the Filters.

Add documents from file system

Introduction

This tab allows you to add documents from your file system.

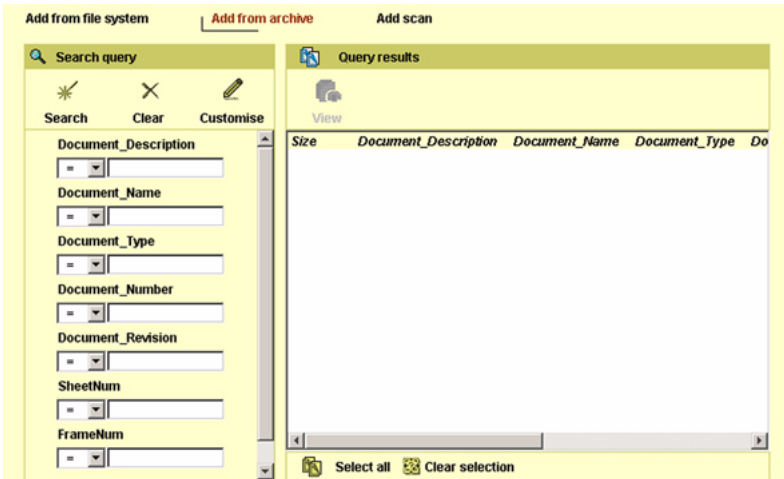**1.** Click the 'Add' button. A window opens.
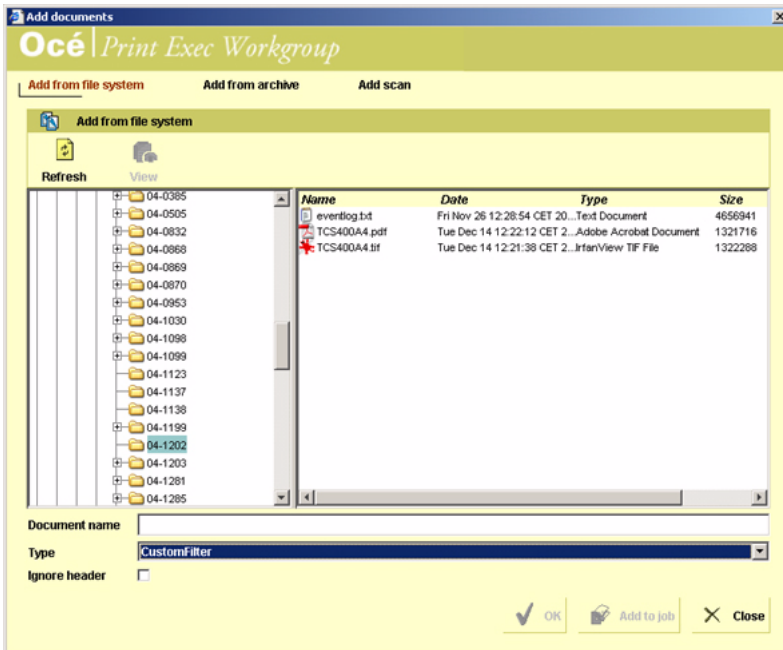
[13] add from file system

2. Select 'Add from file system'.
3. Browse your system to locate the file(s) to add.
   Note: *You can select a filter in the 'Type' field in order to display only the required type of files.*
4. Select the file(s).
   Note: *If you are in your Windows Explorer, you can also add documents using the Drag and Drop method.*

5. Click 'View' if you want to preview the documents.
6. Click:
   - 'Add to job' to add the documents in the list. Then, click 'Close' to go back to the 'Composition' tab where you can   define the settings and print.
   - 'OK' to add the documents to the job and automatically close the window to go back to the 'Composition' tab where you can   define the settings and print.

Add from archive

Introduction

This tab allows you to add documents from an archive.

[14] Archive window

Illustration
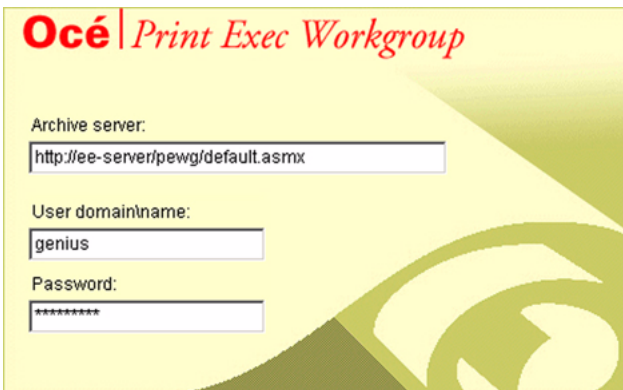
[15] Archive authentication

Access the archive

1. Click the 'Add' button.
2. Select 'Add from archive'.
3. Fill in the Archive server, User Domain\Name and password.
   Note: *Please contact your Doc Exec administrator to get this information.*
4. Click 'Login'. The 'Add documents' window opens.

Illustration
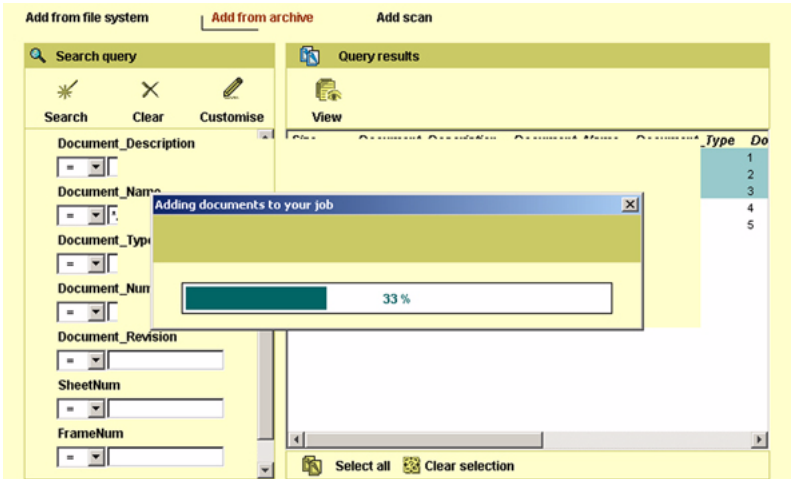
[16] Add from archive

Add documents from archive

1. Fill in some query attributes fields in order to refine the number of documents displayed and ease your choice.
2. Click 'Search'.
3. Select the document(s) from the 'Query results' list.
   Note: *You can select several documents at the same time.*
4. Click 'View' if you want to preview the documents.
5. Click:
   - 'Add to job' to add the documents in the list. Then, click 'Close' to go back to the 'Composition' tab where you can   define the settings and print.
   - 'OK' to add the documents to the job and automatically close the window to go back to the 'Composition' tab where you can   define the settings and print.

Add scan

Introduction

This tab allows you to add documents from the Scanned documents directory on the controller.
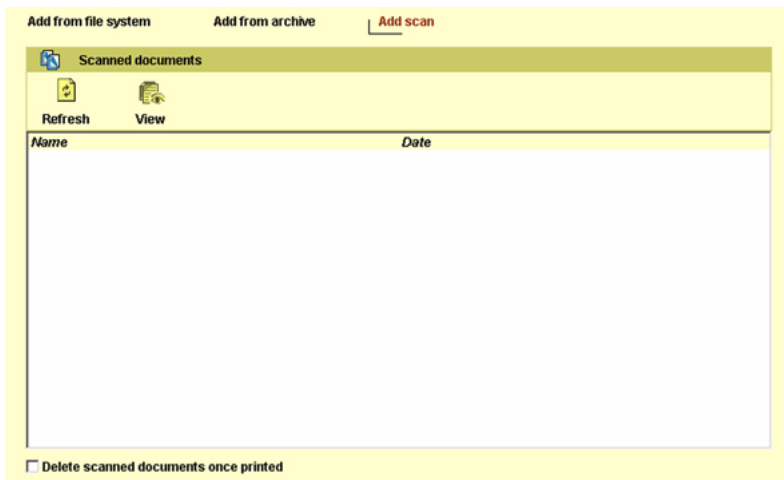
[17] Add scan

Required tool

This is available only if your machine has the Scan Logic option.

Add a document from scan

1. Click the 'Add' button.
2. Select 'Add scan'.
3. Select the scanned document(s) to add.
4. Click 'View' if you want to preview the documents.
5. Click:
   - 'Add to job' to add the documents in the list. Then, click 'Close' to go back to the 'Composition' tab where you can   define the settings and print.
   - 'OK' to add the documents to the job and automatically close the window to go back to the 'Composition' tab where you can   define the settings and print.

Note: *'Delete scanned documents when printed': Check this option if you want the documents to be deleted from the list as soon as they are printed.*

File preview

Preview the document

Introduction

The viewer allows you to:

- View the selected documents
- View multipage documents
- Zoom the image
- Rotate the image

Note: *Viewing is not available on Mac OS environment.*

View the documents

1. Select the documents.
2. Click 'View'. The 'Document viewer' window is displayed.
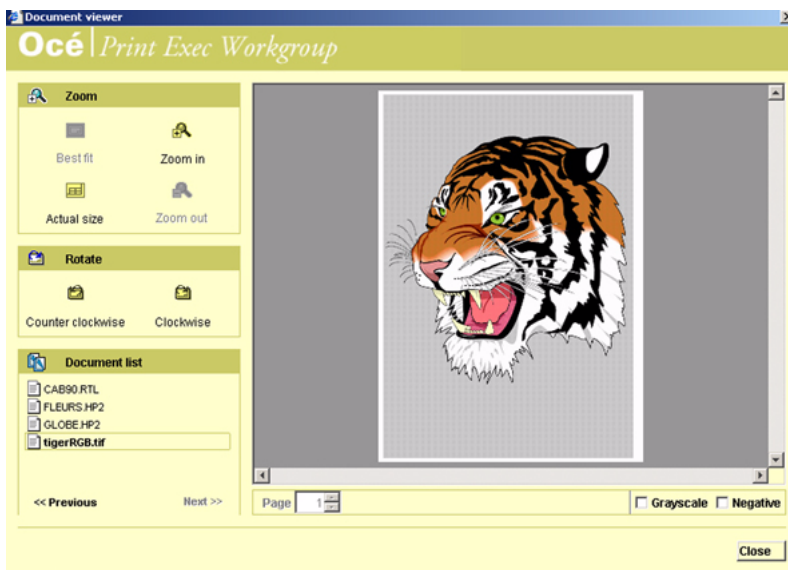
3. You can rotate the image either clockwise or counter clockwise.

4. You are able to:
  - zoom in the image (click 'Zoom in').
  - zoom out the image (click 'Zoom out')
  - zoom in a selected area
  - view the exact size of the image (click 'Actual size')
  - view the size that best fits in the viewer (click 'Best fit')

View multiple documents

1. Select the documents.

2. Click 'View'. A first document is displayed.

3. Use the Next/Previous arrows to view the other documents.
   Note: *You can also click directly on the documents in the Document list to view them.*
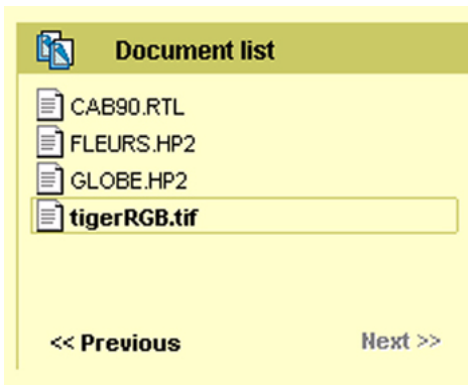
Zoom in a selected area

1. From the viewer, click and drag on the image to select a specific area. The selected area is displayed in blue.
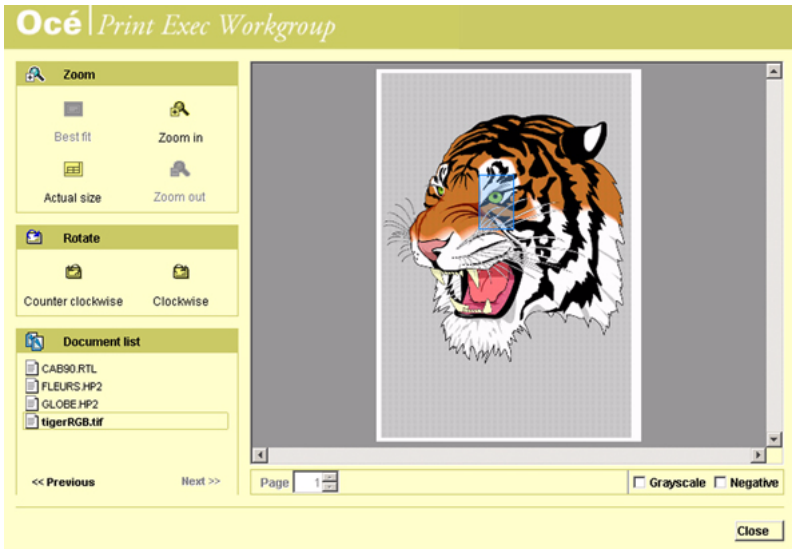
2. Release the mouse. The zoomed area is fully displayed.
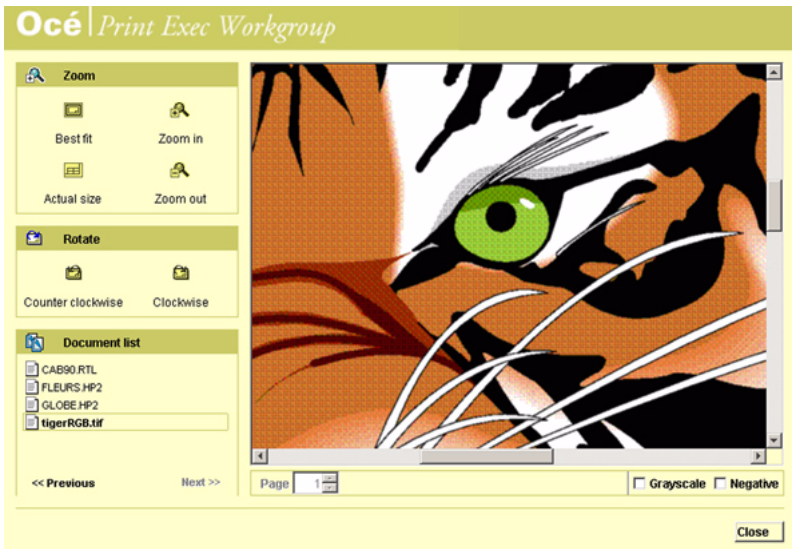
Note: *Maximum zoom factor is 100%.*

Maximise the viewer

1. Click the Maximise button on the bottom right corner to expand the viewer window.
2. Click the button again if you want to come back to the minimised window.

View multipage documents

Introduction

The Viewer is able to handle the documents with multiple pages.

View multipage documents

1. From the 'Submission' window, select the document.
2. Click 'View'.
3. The viewer detects the multipages. Use the arrows to browse from one page to another.
4. You can also enter the number of the page you want to view.

   Note: *If you first enter a number greater than the number of pages in the document, the application views the latest page. Next time you enter a number, you will not be allowed to enter a greater number.*

'Grayscale'/'Negative'

Check these boxes to view the document as:

- a negative image (photographic negative that replaces each pixel colour with its opposite on the colour wheel)
- a grayscale image (8-bit image whose palette contains 256 shades of grey).

Job saving

Save/Load jobs

Save a job

1. Click 'Save'.
2. Select one of the following save methods:
   - 'Save job with documents': the saved job contains the documents and settings.
   - 'Save with links only': the saved job does not contain the documents but only the links to the documents. If the documents are not moved, you are ensured with this method to get the latest version of the documents.

   Note: *'Save with links only' is also recommended in case the job contains large sized documents. The job will not take too much space on your disk. Nevertheless, this solution may cause some problems if the documents are moved to another location. The links would no more be valid and the job could not be retrieved any more.*
3. Select the location where you want to save the job.
4. Click 'Save'.

Load a job

1. Click 'Load'.
2. Specify the location where the job is stored.
3. Click 'Open'. The job is downloaded with the saved settings and can be reused, printed or modified.

Configurations

Configurations - Introduction

From the 'Configurations' tab, you have access to three types of configurations:

- Print configurations
- Pen configurations
- Stamp configurations

Maximum number of configurations

The maximum number of configurations you can create from the 'Configurations' tab varies according to the configuration type, as shown in the table below:

Configuration type	Maximum number
Print	50
Pen	50
Stamp	10 **Note:** *In the 'Composition' tab, the maximum number of stamps you can load or create is 3.*

'Only mine'

From this view, users can:

- create,
- delete,
- save,
- duplicate,
- set as default,
- rename,

their configurations.

'All'

From this view, only System Administrators can:

- create,
- delete,
- save,
- duplicate,
- set as default,
- rename,

all the configurations.

Users can only duplicate and set as default all the configurations.

Storage

Configurations are all stored on the print controller.

Configure print jobs

Create print configurations

Illustration
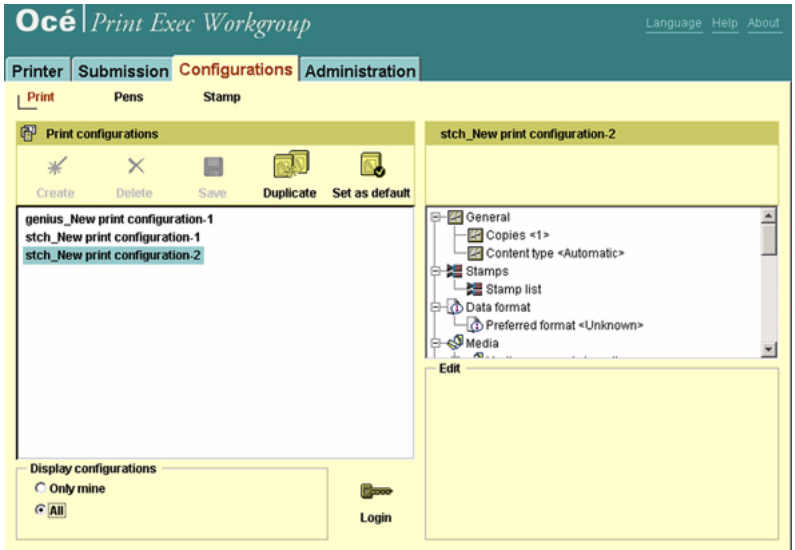
1. Click 'Create'.
2. A print configuration is created (New Print configuration-1) with factory settings.
   Note: *You can rename the print configuration.*
3. Click on a setting to display it in the 'Edit' section.
4. Modify the value.
5. Repeat steps 3 and 4 for all settings to modify.

Note: *If you want your creation to be effective on the server, you need to click 'Save' at the end of the 'Create' procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*
Note: *If you need to rename the configuration later, double-click on the configuration name.*

Delete a print configuration

1. Select a print configuration from the list.
   Note: *You can select several configurations to delete, pressing the Shift button on your keyboard.*
2. Click 'Delete'.

   Note: *If you want your removal to be effective on the server, you need to click 'Save' after the 'Delete' procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*

Save print configurations

1. Create print configurations.
2. Click 'Save'.

   Note: *'Save' is necessary to be able to retrieve your configurations after you closed your browser.*

Duplicate a print configuration

1. Select a configuration.
2. Click the 'Duplicate' button. You can rename the configuration.
3. Modify the settings you need.
   This functionality is useful when you need a new configuration with values very similar to an existing configuration. It saves you time because you do not need to reset all the settings one by one but only the needed settings.

Set as default print configuration

Purpose

This functionality allows you to select a configuration and set it as your default configuration which is applied to all documents that are added to the job.

Set as default configuration

1. Select a configuration in the list.
2. Click the 'Set as default' button. A Default mention appears next to the selected configuration.
   Note: *When no default configuration is selected or if the default configuration is deleted, the Factory configuration is the default configuration applied.*

Result
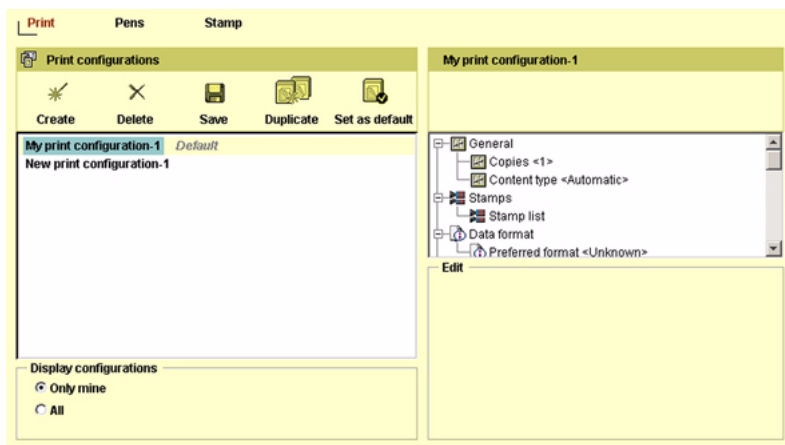
Apply a print configuration

Introduction

You can follow this procedure from the 'Composition' tab, in the Documents section.

Apply a print configuration

1. Select the added document(s) to apply the configuration to, using the Shift/Control keys.
   Note: *If you want to select all the documents of a job at once, click the document tree root.*
2. Click the 'Configurations' button.
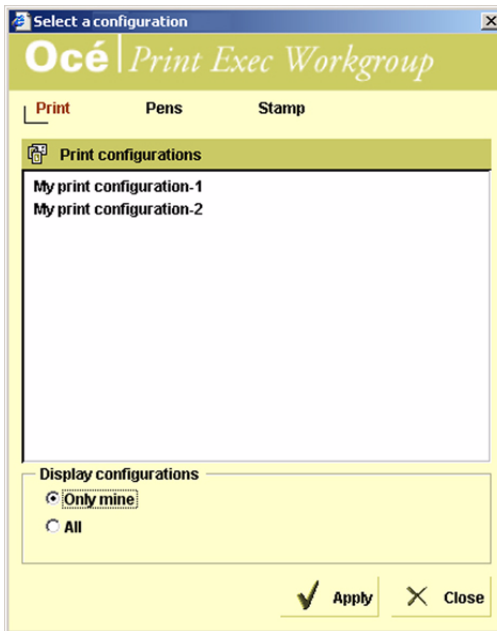
3. Select 'Print'.
4. From the displayed window, select the print configuration.
   Note: *Once the configuration is applied, the document settings can still be modified without changing the stored configuration.*
5. Click 'Apply' .

Configure pens

Create pen configurations

Illustration
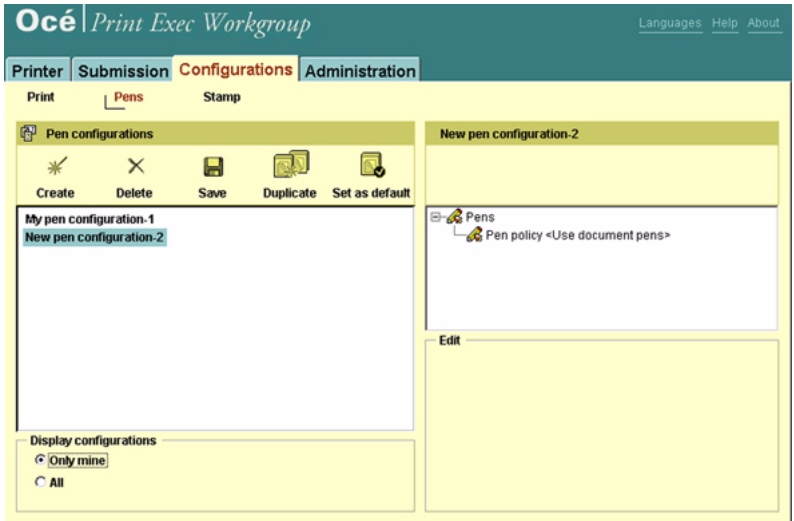
1. Click 'Create'.
2. A pen configuration is created (New pen configuration-1) with default settings.
   Note: *You can rename the pen configuration.*
3. Click on the pen setting.
4. In the 'Edit' section, fill in the values for the pen.
5. Click 'Add pen'.
6. Repeat steps 4 and 5 for all pens to add.
   Note: *If you want your creation to be effective on the server, you need to click 'Save' at the end of the 'Create' procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*
   Note: *If you need to rename the configuration later, double-click on the configuration name.*

Delete a pen configuration

1. Select a pen configuration from the list.
   Note: *You can select several configurations to delete, pressing the Shift button on your keyboard.*
2. Click 'Delete'.
   Note: *If you want your removal to be effective on the server, you need to click 'Save' after the Delete procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*

Save pen configurations

1. Create pen configurations.
2. Click 'Save'.
   Note: *'Save' is necessary to be able to retrieve your configurations after you closed your browser.*

Duplicate a pen configuration

1. Select a configuration.
2. Click the 'Duplicate' button. You can rename the configuration.
3. Modify the settings you need.
   This functionality is useful when you need a new configuration with values very similar to an existing configuration. It saves you time because you do not need to reset all the settings one by one but only the needed settings.

Set as default pen configuration

Purpose

This functionality allows you to select a configuration and set it as your default configuration which is applied to all documents that are added to the job.

Set as default configuration

1. Select a configuration in the list.
2. Click the 'Set as default' button. A Default mention appears next to the selected configuration.
   Note: *When no default configuration is selected or if the default configuration is deleted, the Factory configuration is the default configuration applied.*

Result
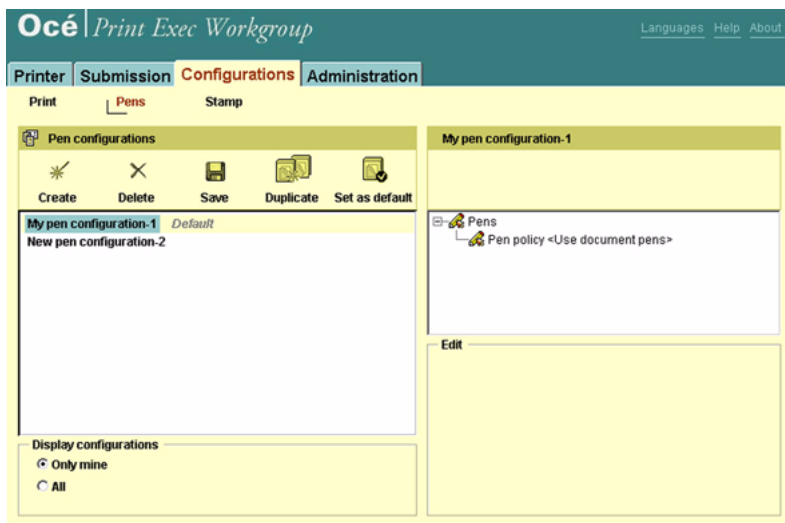
Apply a pen configuration

Introduction

You can follow this procedure from the 'Composition' tab, in the 'Documents' section.

Apply a pen configuration

1. Select the added document(s) to apply the configuration to, using the Shift/Control keys.
   Note: *If you want to select all the documents of a job at once, click the document tree root.*
2. Click the 'Configurations' button.
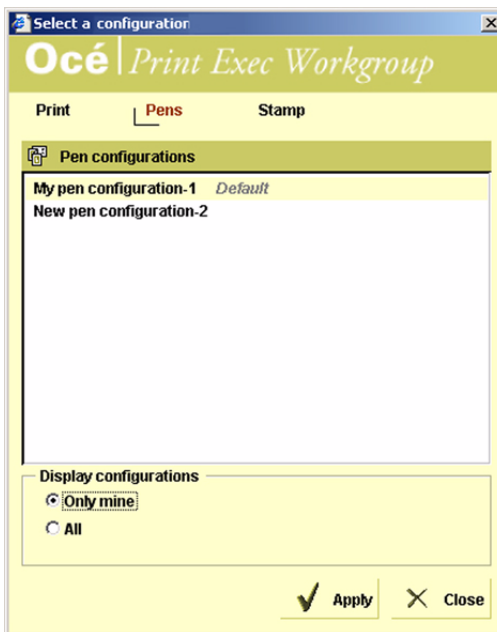
3. From the displayed window, select 'Pens'.
   Note: *Once the configuration is applied, the pen settings can still be modified without changing the stored configuration.*
4. Click 'Apply'.

Define stamps

Create stamp configurations

Introduction

You can define a stamp configuration, save it and apply it to future jobs. To create and save a stamp configuration, open the Stamp section of the 'Configurations' tab.

Once created, you can load it for a job (see '*Load a stamp configuration for a job (applied to all the documents of the job)*' on page *84*), or for a document (see '*Load a predefined stamp for a document*' on page *82*).

Illustration
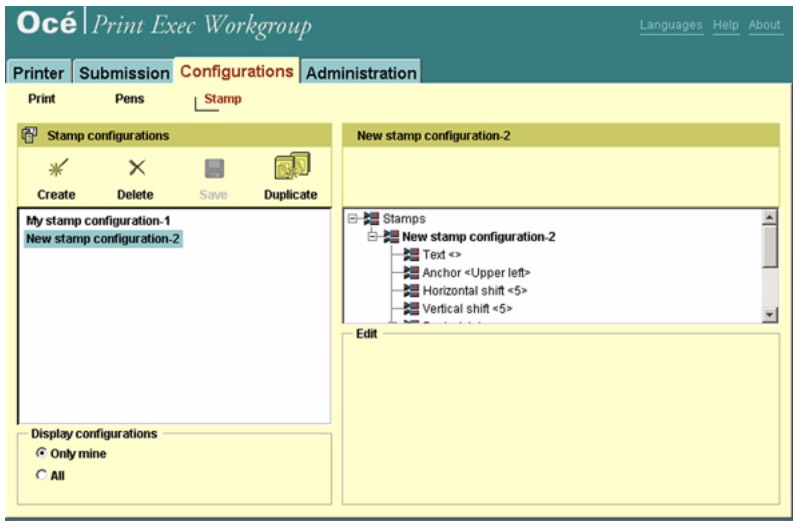
1. Click 'Create'.
2. A stamp configuration is created (New stamp configuration-1) with default settings.
   Note: *You can rename the stamp configuration.*
3. Click on a setting to display it in the Edit section.
4. Modify the value.
5. Repeat steps 3 and 4 for all settings to modify.

Note: *If you want your creation to be effective on the server, you need to click 'Save' at the end of the 'Create' procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*
Note: *If you need to rename the configuration later, double-click on the configuration name.*

Save stamp configurations

1. Create stamp configurations.
2. Click 'Save'.

   Note: *'Save' is necessary to be able to retrieve your configurations after you closed your browser.*

Delete a stamp configuration

1. Select a stamp configuration from the list.
   Note: *You can select several configurations to delete, pressing the Shift button on your keyboard.*
2. Click'Delete' .

   Note: *If you want your removal to be effective on the server, you need to click 'Save' after the Delete procedure. Otherwise, these procedures are just handled locally and will not be visible during the next session.*

Duplicate a stamp configuration

1. Select a configuration.
2. Click the 'Duplicate' button. You can rename the configuration.
3. Modify the settings you need.
   This functionality is useful when you need a new configuration with values very similar to an existing configuration. It saves you time because you do not need to reset all the settings one by one but only the needed settings.

Add stamps to documents and jobs

Note: *You can apply up to 6 different stamps to a printout: 3 stamps at job level and 3 stamps at document level.*

Define a new stamp for a document

1. From the 'Submission' tab, select 'Composition'.
2. In the 'Documents' section, select the document(s).
3. From the list of document settings, select 'Stamp list'.
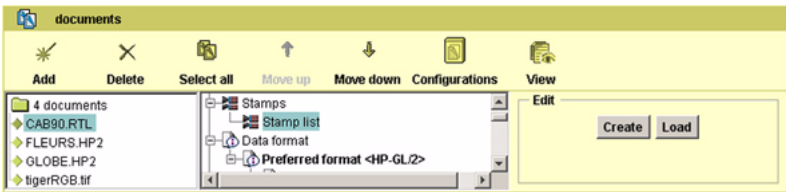
4. Click 'Create'.
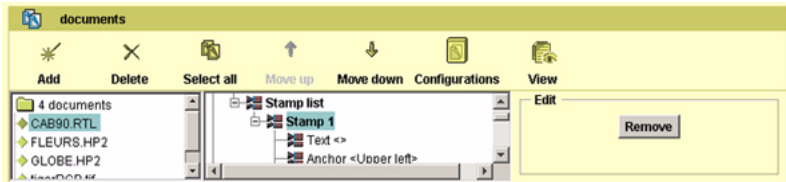
5. Click on a setting to display it in the 'Edit' section.
6. Modify the value.
7. Repeat steps 5 and 6 for all settings to modify.

Note: *You can only create 3 stamps at job level.*

Load a predefined stamp for a document

1. From the 'Submission' tab, select 'Composition'.
2. In the 'Documents' section, select the document(s).
3. From the list of document settings, select 'Stamp list'.
4. Click 'Load'.
5. Select the stamp from the available 'Stamp list' and click 'OK'.
   Note: *You can only load 3 stamps at job level.*

Define a new stamp for a job (applied to all the documents of the job)

1. From the 'Submission' tab, select 'Composition'.
2. In the 'Job' section, click the 'Job stamps' button. The 'Job stamps' feature is created in the documents settings.
3. Select 'Stamp list'.
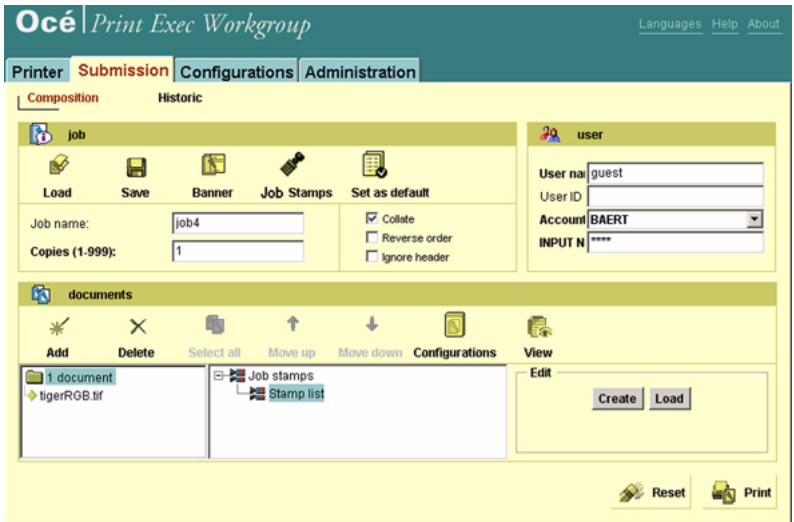
4. Click 'Create'.
5. Click on a setting to display it in the 'Edit' section.
6. Modify the value.
7. Repeat steps 5 and 6 for all settings to modify.

Note: *You can only create 3 stamps at document level.*

Load a stamp configuration for a job (applied to all the documents of the job)

1. From the 'Submission' tab, select 'Composition'.
2. In the 'Job' section, click the 'Job stamps' button. The 'Job stamps' feature is created in the documents settings.
3. From the list of document settings, select 'Stamp list'.
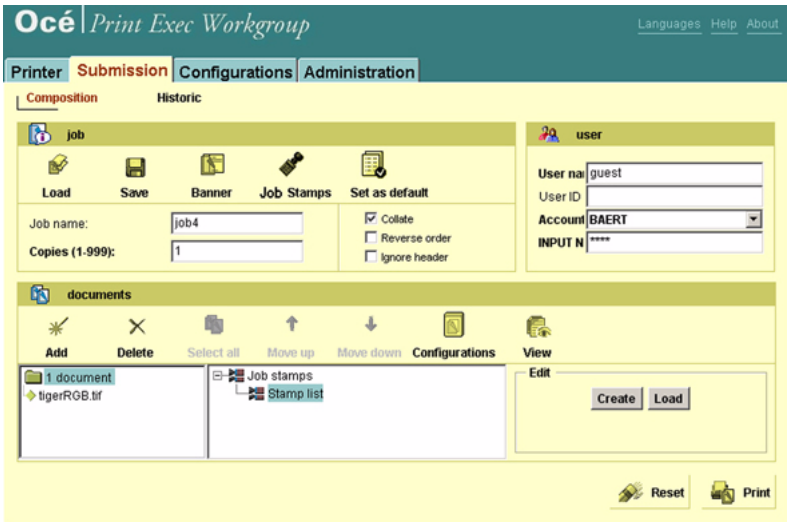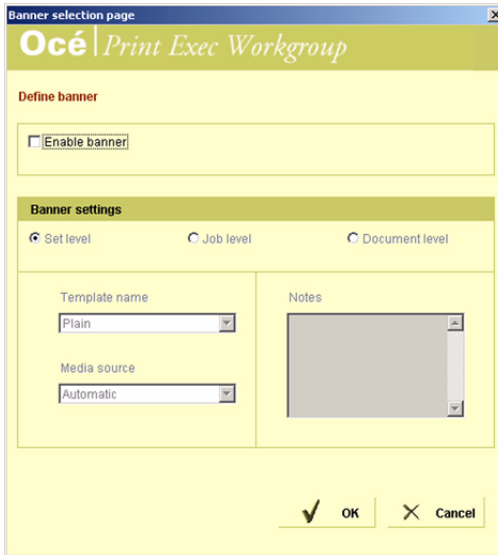
4. Click 'Load'.
5. Select the stamp from the available 'Stamp list' and click 'OK'.
   Note: *You can only load 3 stamps at document level.*

Add banners

Add a 'Banner'

1. From the 'Submission' tab, select 'Composition'.

2. Click 'Banner' to open the 'Banner selection page'.

Note: *You cannot select 'Banner' if a system banner is enabled or if banners are disabled in the 'Banner administration page'.*

3. Check 'Enable banner' to define the 'Banner settings'.

4. Select to which level you want to add the banner (set of documents, job or document level).

5. Select a 'Banner' template.

6. Select the media source.

7. You can also enter free information in the 'Notes' section
Note: *'Notes' are persistent from one job to another*

8. Click 'OK' to add the banner.

Note: *You can load a coloured paper on the 'Roll'/'Tray' and use it for the banners.*

Select a banner template

Introduction

You can select one of the 6 available templates.

Note: *You cannot define your own template.*

'Archive'

- Company name and company logo
- Printer name
- Job information (Name/Copies/Date printed/Notes)
- User information (Name/Account/User ID)
- Documents information
  (Name/Number/Copies/Type/Description/Revision/Sheets)

'Detailed'

- Printer name
- Job information (Name/Copies/Date printed/Notes)
- User information (Name/Account/User ID)
- Documents information (Name/Copies)

'Detailed with company logo'

- Company logo
- Printer name
- Job information (Name/Copies/Date printed/Notes)
- User information (Name/Account/User ID)
- Documents information (Name/Copies)

'Detailed with company name'

- Company name
- Printer name
- Job information (Name/Copies/Date printed/Notes
- User information (Name/Account/User ID)
- Documents information (Name/Copies)

'Detailed with company logo and name'

- Company logo and company name
- Printer name
- Job information (Name/Copies/Date printed/Notes)
- User information (Name/Account/User ID)
- Documents information (Name/Copies)

'Plain'

- User name
- Date

'Banner settings'

Introduction

You can apply your 'Banner settings' either to :

- a set of documents ('Set level')
- a job ('Job level')
- a document ('Document level')

'Banner settings' are persistent from one job to another.

Note: *If system 'Banner settings' are activated in the 'Banner administration page', you cannot enable banners from the 'Composition' tab.*

'Template name'

(see '*Select a banner template*' on page *86*)

'Media source'

- 'Automatic'
- 'Roll': if you select 'Roll', an extra field is displayed to select the roll number.
- 'Tray': if you select 'Tray', an extra field is displayed to select the tray number.

'Notes'

You can insert notes to your banner in this window.
Notes are persistent from one job to another.

Submit print jobs

Submission

Submit the job

1. From the 'Composition' tab, compose the job (define the settings, add documents, apply configurations, add stamps, banners).
2. Click 'Print'.

Reset the job

1. From the 'Composition' tab, click 'Reset'.
2. The list of documents is removed, the default job settings are restored and you can start a new job.

Check the job submission

1. Go to 'Historic' page to check that the job is being processed:
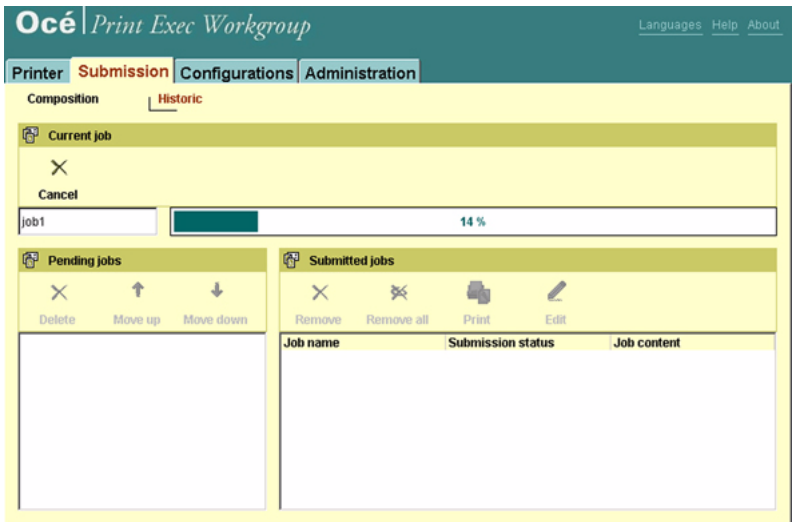
2. Once the job is processed, you can view it in the 'Submitted jobs' list with the 'Submission' status.

Note: *Jobs are listed in 'Submitted jobs' even if there is a submission error. You can then reprint the job (see 'Reprint a job' on page 92).*
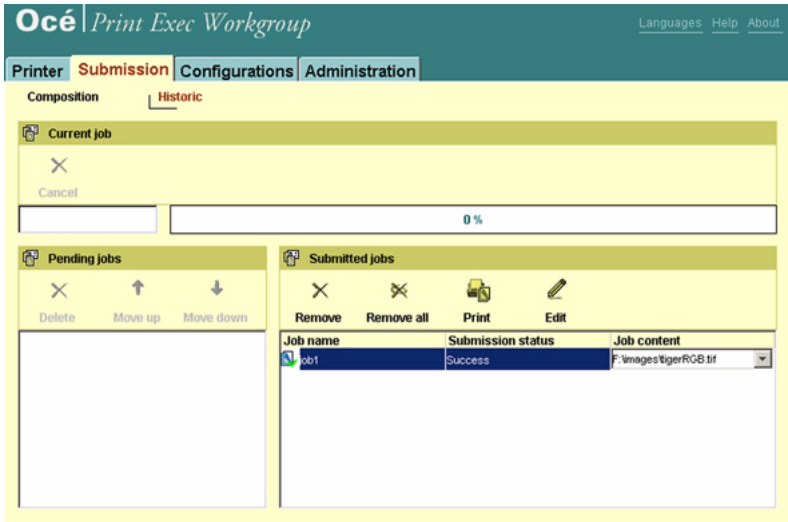
Cancel the job submission

1. Go to 'Historic' page.

2. Click 'Cancel' to cancel the current job or select the job from the 'Pending jobs' list and click 'Delete'.

Background submissions

Illustration
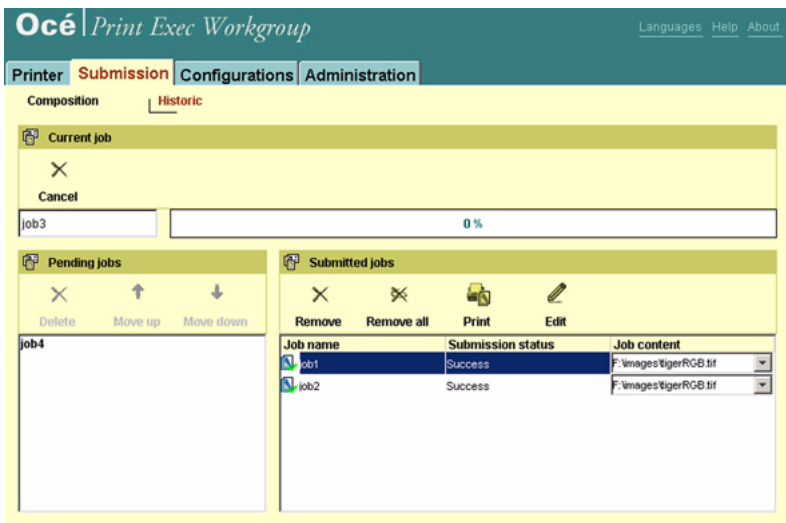
When you submit several jobs at the same time, they are stored in the 'Pending jobs' list waiting for being submitted.

Reprint a job

Introduction

Once the job is submitted, you can reprint it.

Reprint a job

1. In the 'Submission'/'Historic'/'Submitted jobs' list, select the job to reprint.
   Note: *If you need to check or modify the job settings, click 'Edit'. The job and the settings are displayed in the 'Composition'/'Documents' window.*
2. Click 'Print'. The job is resent to printer or inbox.

Print status

Definition

You can check the print status from the 'Printer' tab.

Two queues are displayed:

- 'Printer queue'
- 'Inbox queue'

Illustration

'Printer queue'

Displays the status of the printer queue. Jobs are displayed in the order of printing.

- 'Job status'
- 'Job name'
- 'User name'
- 'Remarks'

Status in printer queue

The status of the job is indicated by an icon:

	The job is being printed
	The job is waiting to be printed
	The job cannot be printed because of errors. Note: If there is a job error, the reason why the job cannot be printed is displayed. For example: the job is on hold because there is not enough paper.

'Inbox queue'

Displays all the jobs in the inbox queue.
Jobs are sent to the inbox queue if you check the option 'Send to inbox' in the 'Composition' tab (see '*Send to inbox*' on page *40*).

Note: *The inbox queue is not available with advanced accounting.*

Perform administrative tasks

Administration - Introduction

Illustration
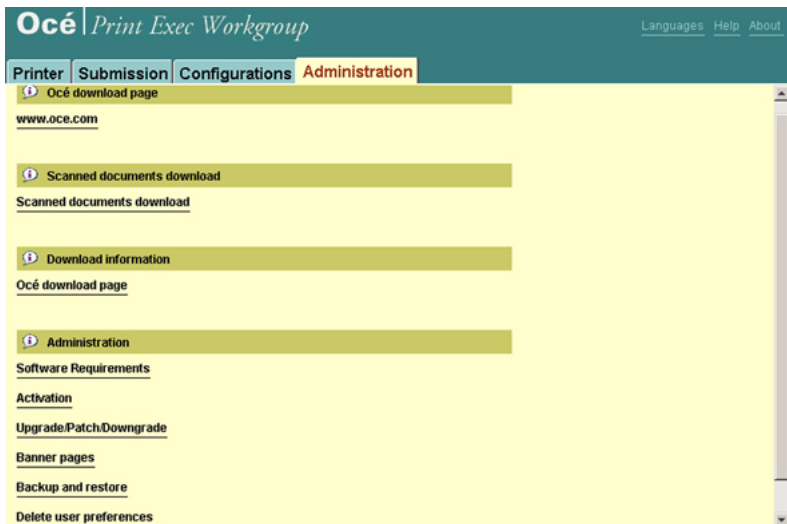
Some tasks can only be performed by System Administrators. These features are mostly located in the 'Administration' page:

- 'Activation'(see '*Activation*' on page *32*)
- 'Upgrade/Patch/Downgrade'(see '*Upgrade/Patch/Downgrade"* on page *97*)
- 'Banner pages'(see '*Banner pages"* on page *99*)
- 'Backup and restore'(see '*Backup and restore"* on page *101*)
- 'Delete user preferences'(see '*Delete user preferences"* on page *103*)

Note: *For 'Backup and restore', you need the Key Operator rights.*

Activation

When to do

Once you comply with the prerequisites (Java environment installed on a client and Océ Print Exec Workgroup license retrieved), you are able to activate the application on the controller.

Note: *Consult your Océ TDSx00 User Manual to have detailed information about Océ License Logic.*

Activate Océ Print Exec Workgroup (System administrators only)

1. Go to 'Administration' page.
2. Click 'Activation'.
   Note: *For recent controller versions, activation is performed through Océ License Logic.*
3. Log on as system administrator of your controller.
4. Click 'Activate'.
5. Browse your system to locate the license file.
6. Click 'OK'.
7. When successful, a message indicates that Océ Print Exec Workgroup is now fully activated.
   Note: *All clients are now able to use Océ Print Exec Workgroup.*
8. All users must restart their browser.

'Upgrade/Patch/Downgrade'

Purpose

Use this page to:

- Install a new version of Océ Print Exec Workgroup
- Downgrade to the previous version of Océ Print Exec Workgroup

Note: *When you select 'Upgrade/Patch/Downgrade', you must log on as System Administrator.*

Illustration
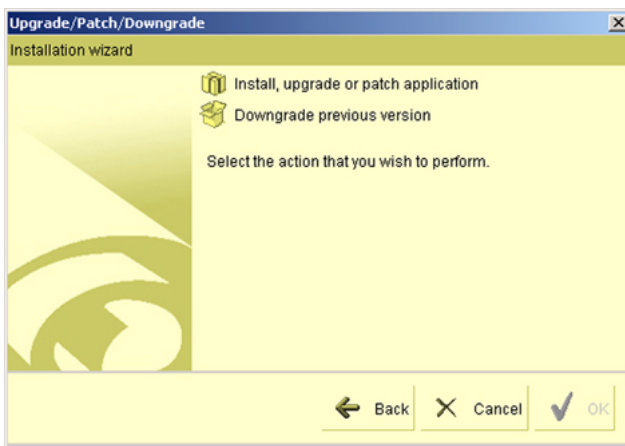
Install, upgrade or patch application

1. When you select this option, browse to locate the update package you get either from Océ web site or from CD
2. Click 'OK'. The installation is launched which may last for a few minutes.
   Note: *you can not cancel during installation.*
3. At the end of installation, refresh your browser.
4. Check in the 'About' page that the correct version is installed.

'Restore previous version'

1. Select 'Restore previous version'.
   Note: *This option can only be selected if an upgrade or patch was previously performed.*
2. Click 'OK'. The operation may last for a few minutes.
3. Refresh your browser.
4. Check in the 'About' page that the correct version is restored.
   Note: *You can only downgrade to the previous version.*

'Banner pages'

Introduction

This feature is for System Administrators only.

Illustration
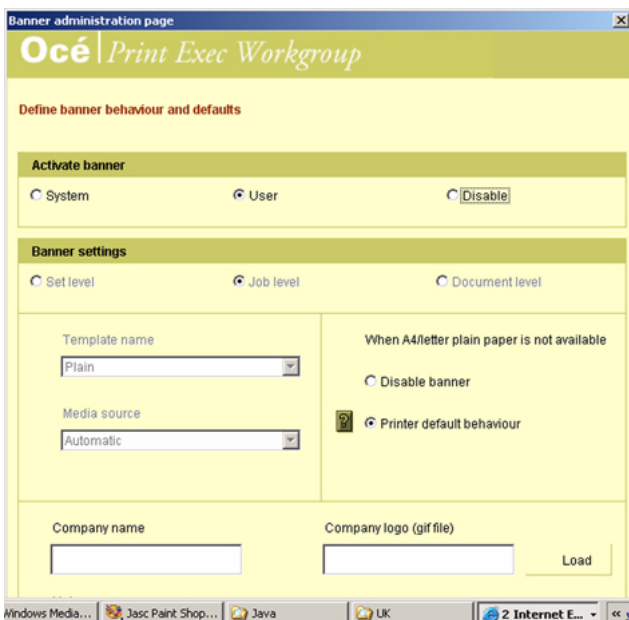
'Activate banner'

- 'System': If you check this option, the banner defined will be applied to all jobs and users will not be allowed to enable banners from the 'Composition' tab.
- 'User': If you check this option, users will be able to enable banners for a selected job from the 'Composition' tab.
- 'Disable': You cannot activate banners.

'Banner settings'

You can apply your 'Banner settings' either to :

- a set of documents ('Set level')
- a job ('Job level')
- a document ('Document level')

'Template name'

Select the template to apply.

'Media source'

- 'Automatic'
- 'Roll': if you select roll, an extra field is displayed to select the roll number.
- 'Tray': if you select tray, an extra field is displayed to select the tray number.

'When A4/letter plain paper is not available'

Note: *Note: This setting is available only if 'Media source' is set to 'Automatic'.* A4 letter/Plain paper is the required format for the 'Banner'.

- 'Disable banner': no banner can be selected by the user if A4 Letter/Plain paper is not available.
- 'Printer default behaviour': the printer decides how to behave if A4 Letter/Plain paper is not available.

'Company name'

Enter the name of the company to be added on the banner.

'Company logo'

Browse to locate the file for the logo to be added on the banner. The logo must be a gif file with a maximum of 300x300 pixels.

'Notes'

You can insert notes to your banner in this window.
Notes are persistent from one job to another.

'Backup and restore'

Introduction

This page is available from the 'Administration' page. You need to log on as Key Operator.

Purpose

This page allows you to backup and restore your Océ Print Exec Workgroup data (configurations for instance).

Illustration
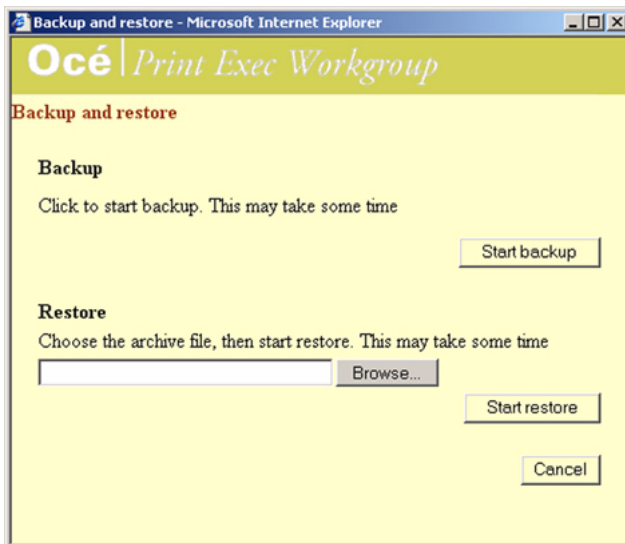
Backup the data (configurations)

1. Click the 'Start backup' button.
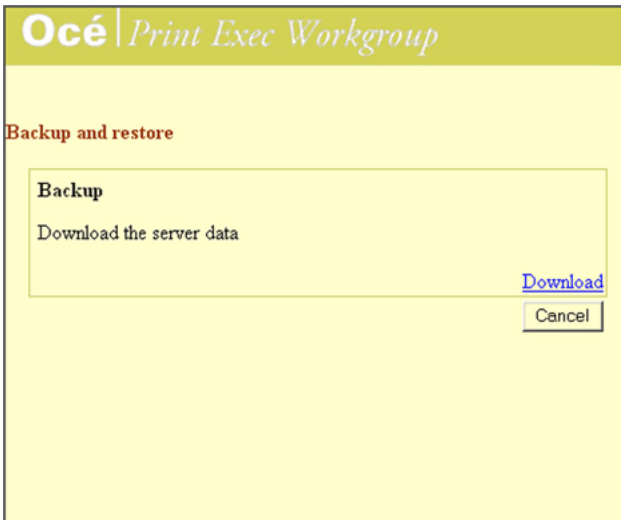
2. Select the location where to save the file on your disk.
3. Click 'OK' to validate the operation.

Restore the data (configurations)

1. Click 'Browse' to locate the backup file.
2. Click 'Open'.
3. Click 'Start restore'. A successful message is displayed at the end of the operation.

   Note: *'Backup and restore' is not necessary when you upgrade Océ Print Exec Workgroup.*

'Delete user preferences'

Introduction

This option is available from the 'Administration' tab.

Definition

When you click this option, all user preferences are removed. Some preferences are removed immediately, others only at the next session.

User preferences

Here is a list of user preferences to be deleted immediately:

- Default job settings (copies, name, etc)
- 'Don't show me this message again' in warning messages
- 'Enable banner'
- 'Ignore documents headers'
- 'Reset accounting fields after submission'
- 'Reset job after submission'
- Customised 'Filters'.

Here is a list of user preferences to be deleted at the next session:

- Last tab opened in the application
- Last directory opened in the application ('Add from file system' for instance)
- Last 'Add' method selected
- All login, archive server, user domain name
- 'Delete scanned documents when printed' ('Add from archive')
- Customise query settings ('Add from archive')
- 'Last revision only' ('Add from archive')
- Default pen configurations
- Default print configurations (if deleted, factory default configurations are applied instead)
- Language used in the application.

Chapter 4
Troubleshooting

Installation

Introduction

Two plug-ins are compulsory to enable all the functions of Océ Print Exec
Workgroup:

- Java Runtime Environment 1.4.2_04 or higher (JRE 1.4.2_06 or higher
  highly recommended)
- Java Advanced Imaging 1.1.1_01 or higher to use the file viewer

Note: *Java Advanced Imaging is not requested on Mac OS environment.*

When to do

When the plug-ins are missing, you are prompted to install them. Deployment
of the plug-ins is usually automatic.
Errors may occur during this operation. Solution is to install the plug-ins
manually.

Illustration
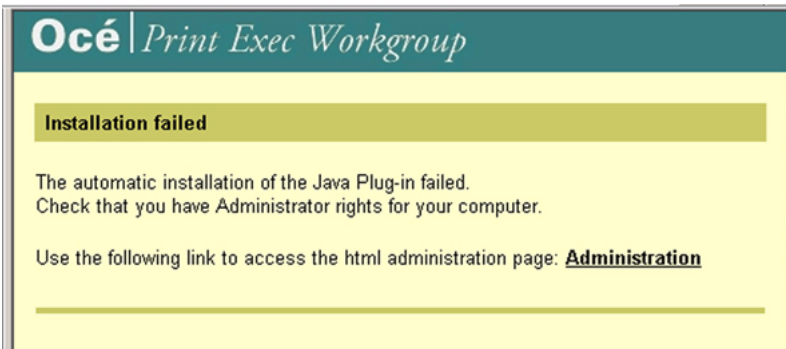
Install Java Runtime Environment (Windows environment)

1. Go to 'Administration' page.
2. Click 'Download Sun Java 2 Plug-in for Windows'.
3. Follow the instructions.

Illustration
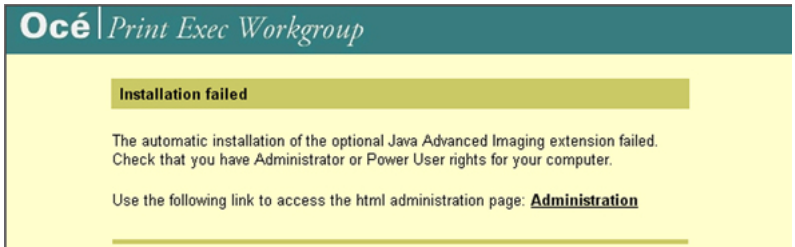
Install Java Advanced Imaging manually (Windows environment)

1. Go to 'Administration' page.
2. Click 'Download Java Advanced Imaging for Windows'.
3. Follow the instructions.

Run the application

Question

When you launch Océ Print Exec Workgroup, an error may be displayed (see screenshot at the end of this section). What can you do?

Answer

1. Check your controller is switched on.
2. Restart the controller.
3. Check that the security on the controller is not set to high security level.

Illustration
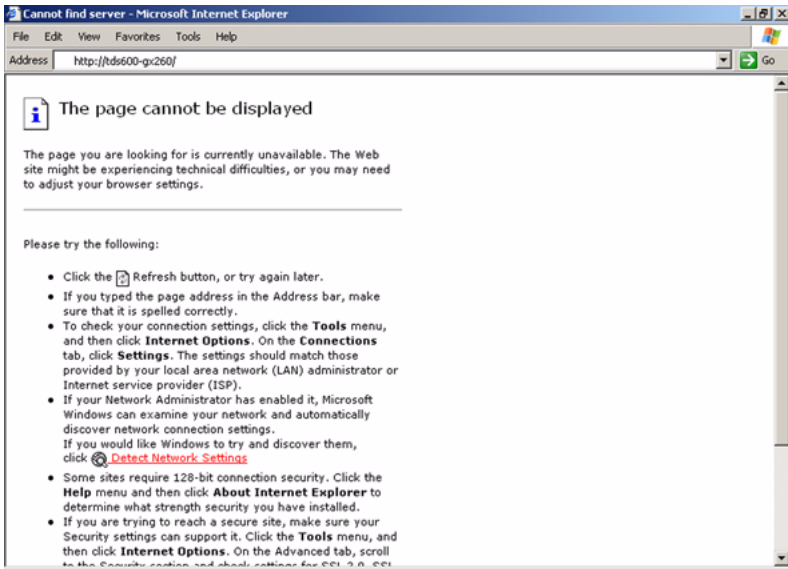
Performance

Question

Why does my Océ Print Exec Workgroup perform badly in terms of speed?

Answer

This may be due to a badly configured anti-virus.

1. Check with your system administrator to configure the anti-virus correctly.
   Note: *In the Anti-virus configuration, you need to exclude the read access for JAVA directory and sub-directories.*

Viewer

Question

Three concurrent users can use the viewer at the same time. Otherwise, an error may appear (see below):

Answer

1. Wait a few minutes and try again.

Illustration
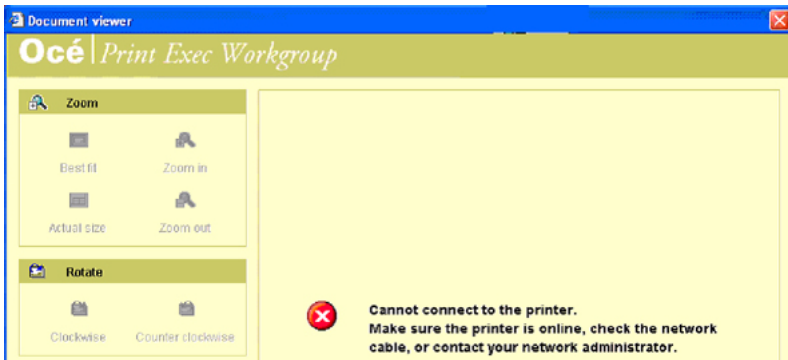
Language

Question

Why is Océ Print Exec Workgroup user interface badly displayed (incorrect or unknown characters for instance)?

Answer

1. Use the appropriate Operating System for the selected language.

Illustration
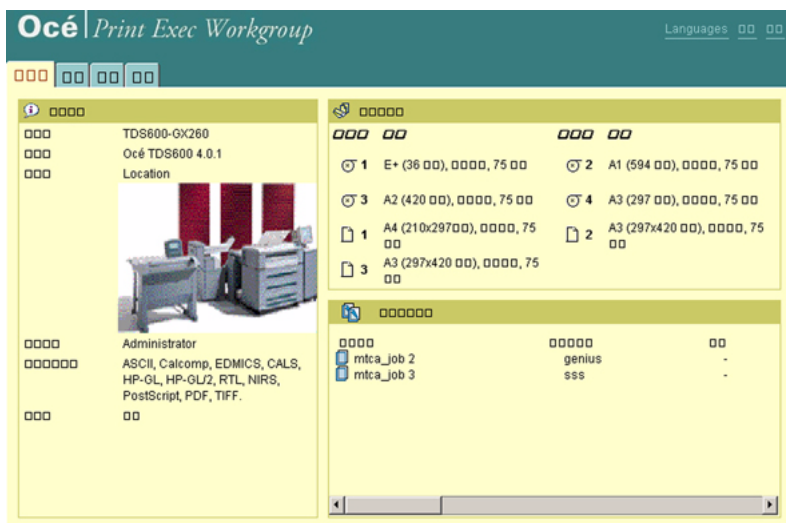
Configurations

Error messages

Definition

When you create, update or retrieve configurations, you can get the following error messages.

- Unable to create a new configuration
- Unable to update some configurations
- Unable to update the configurations
- Unable to retrieve the configurations

Reasons

Configurations are saved and stored on the print controller. Errors may be due to:

- Problem of network connection.
- Problem of disk space on the controller.
- File corruption (in case you get the Unable to retrieve the configurations message).

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