

Operation guide



Océ PlotWave 340/360



A CANON COMPANY

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Chapter 1

Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ PlotWave 340/360. The manual contains a description of the product and guidelines to use and operate the Océ PlotWave 340/360.

Definition

Attention Getters








Parts of this manual require your special attention. These parts can provide the following:




- Additional general information, for example information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Symbols used in this manual

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

Overview of the attention getters

Word	Icon	Indicates
WARNING		Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION		General hazard Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions. This indication has several icons that warn against various hazards. The icons are shown below.
		Hot surface
		Electric shock
		Moving parts
		Laser beam
IMPORTANT		Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

Word	Icon	Indicates
NOTE		Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.
		Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety information

Before using this Océ product, make sure that you read and understand the safety information which is part of the user documentation. You can download the safety information via "<http://downloads.oce.com>" or, if applicable, find it on the user documentation CD/DVD that is delivered together with the machine or obtain the safety information from your local Océ representative. To avoid potential hazards, maintenance is strictly preserved to properly qualified and trained service technicians.

Available documentation

Introduction

This manual is part of a complete documentation set. The following table shows a complete overview of the available documentation.



NOTE

For up-to-date documentation, visit the Océ downloads page on the internet and find all the information for your printer.

Available documentation

Documentation	Availability
User Manual - Operation guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help - Océ Express WebTools	<ul style="list-style-type: none"> Embedded in the application Available in multiple languages.
User manual - Safety guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file (multilingual).
Quick Reference Guide for the use of Océ Mobile WebTools	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file.
Océ Large Format Systems Connectivity - Administration guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in English only.
Océ Large Format Systems Security - Administration guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in English only.

Available documentation Océ Wide format Printer Driver for Microsoft® Windows®

Documentation	Availability
User guide	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none"> On the download website under the product name ("http://downloads.oce.com"). Available in multiple languages.

Available documentation Océ PostScript® 3 Driver

Documentation	Availability
Installation guide	<ul style="list-style-type: none">On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none">Embedded in the application Available in multiple languages.

Available documentation Océ Publisher Select

Documentation	Availability
User guide - Océ Publisher Select	<ul style="list-style-type: none">On the download website under the product name ("http://downloads.oce.com"). Available as a PDF file in multiple languages.
Online Help	<ul style="list-style-type: none">Embedded in the application Available in multiple languages.

Chapter 2

Get to Know the Printing System

Introduction

The Océ PlotWave 340/360

Introduction

The Océ PlotWave 340/360 is a black and white, all-in-one wide format print, copy, and scan system with a multi-touch user panel and an optional colour scanner.

Illustration



The key concepts

Introduction

The Océ PlotWave 340/360 features several concepts that make the printer unique.

An understanding of these main concepts is key to optimally profit from your PlotWave system.

Printer configuration

The Océ PlotWave 340/360 printer has 1 or 2 media rolls. The [Océ Scanner Express], the front original tray, the Océ 2400 fanfold or Océ 4311 fullfold are optional.

Automatic paper feed

The Océ PlotWave 340/360 offers a fully automated paper feed function. Place the roll on the media drawer's roll loading station, and the paper is fed into the printer, cut, and sized completely automatically.

The original feed of the scanner is also automated. Feed the paper in the scanner between the marker lines. The scanner takes the original and aligns it properly to make sure the scan is correct. The Smart Access displays the detected width, and gives a live scan view of the scanning process.

Océ Radiant Fusing technology

With the Océ Radiant Fusing technology the printer instantly wakes up and uses half the energy of comparable systems. When in idle mode, the system is cold and requires minimal energy. With the wake-up button on the user panel, the user can activate the printer and the system is up and running within several minutes.

Océ ClearConnect

The Océ ClearConnect is the multi-touch user panel of the Océ PlotWave 340/360 that is used like a tablet. It gives easy access to all your copy, scan, or print jobs and offers instant feedback on the system. The breadcrumbs show the navigation of your job, and with the home button you can always return to the home screen.

Features such as the Smart Inbox, the Smart Access, presets, and access to the cloud make the Océ ClearConnect unique.

Print functionality

The Océ PlotWave 340/360 supports printing from various applications and drivers. Create and send jobs from optional drivers or mobile devices. Feel free to start multiple jobs at a time, as the Océ PlotWave 340/360 allows neatly collated and stacked documents of up to 50 A0/E-size plots on the [Top Delivery Tray] due to the special air separation technology.

Copy functionality

With the Océ PlotWave 340/360 and the integrated [Océ Scanner Express] a large number of copy activities can be performed. A wide variety of settings are supported. You can specify the copy job's layout, media, finishing, image, and quality enhancement options from the user panel.

Scan functionality

The [Océ Scanner Express] offers full hybrid performance with its scan-to-file functionality. Documents are scanned and copied and then stored digitally. Users can send their files, via SMB, FTP, LPR, WebDAV, to various locations such as local drives, personal Smart Inboxes, or the cloud application of your choice. Insert a USB device into the USB port on the multi-touch user panel to scan to USB, or use Océ Mobile WebTools and Océ Publisher Mobile to scan to your mobile device.

Live view and preview

The Océ ClearConnect supports a job by offering a live scan view of the scanning process. The user can see if the document is scanned accordingly. In the preview window the user can also view the jobs. Swipe between several jobs and pan to view the image in detail.

Mobility and the cloud

The Océ PlotWave 340/360 makes it possible to print from and scan to the cloud application of your choice. Together with mobile applications such as Océ Mobile WebTools, Océ Publisher Mobile the printer can be easily accessed and used from any location.

Green button principle

The Océ PlotWave 340/360 is a user-friendly system. Default jobs can be performed by simply tapping the green button in the Smart Access of the user panel. When you want to change settings, you can easily switch the presets and tap the green button.

Presets

Predefined settings: presets, listed on the user panel help to edit the job settings for copy, scan, and print jobs. Presets give easy access to change the most common used settings. To start a job with different settings you simply select a job tile, select the preferred presets, and tap the green button. Presets can be predefined in Océ Express WebTools.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralised workflow.

The application has an intuitive layout from which you can perform many tasks based on user role defined access. Separate work spaces give you a complete overview and full control over print and scan job management.

Tasks you can manage are:

- Settings and configuration management
- Network connectivity management
- Queue management
- License management
- System monitoring
- Scan retrieval
- Print job submission

You can access the integrated Océ Express WebTools controller application from any networked workstation.

Adobe® PostScript® 3™/PDF

The Océ PlotWave 340/360 fully supports Adobe® PostScript® 3™. For Japanese, Chinese, and Korean language extra fonts are optional. They can be enabled with a license in the Océ Express WebTools.

Processing sets

The Océ PlotWave 340/360 supports the processing of sets. This means that a job can consist of several files or originals. You can print or scan these files or originals multiple times and sort them by page or by set.

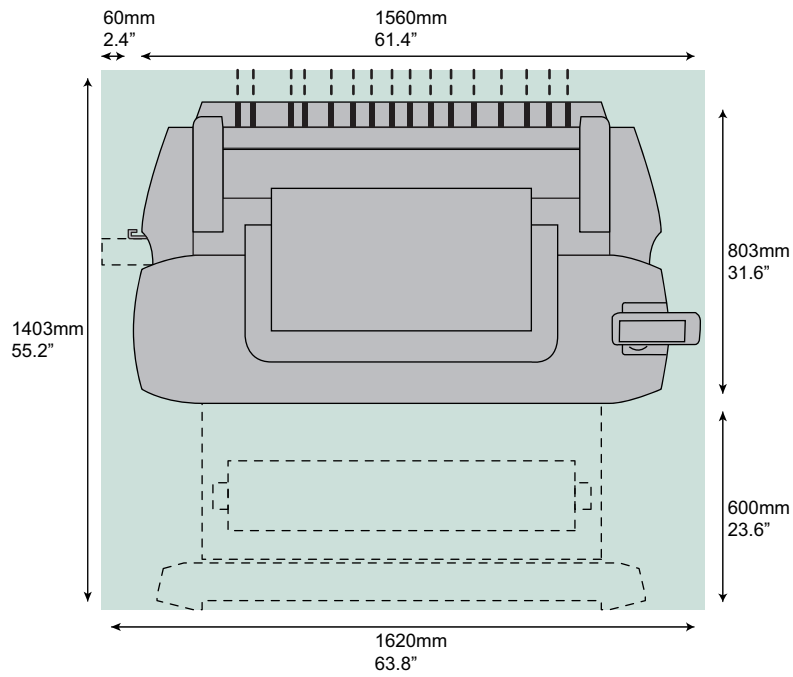
Spool memory

The Océ PlotWave 340/360 contains a spool memory which provides a queuing system for documents you want to print or copy. The spool memory allows multiple users to send print and copy jobs to the Océ PlotWave 340/360 at the same time. The print and copy jobs are then placed in the print queue where they wait to be printed. The job that is put first into the queue is printed first. The system can be set up to give priority to either print or copy jobs.

Connect your Printing System

Working area [Footprint]

The printing system (with or without the optional [Océ Scanner Express]) requires a specific floor space / working area as indicated in the illustration below.



Connect the mains supply cable and the network cable

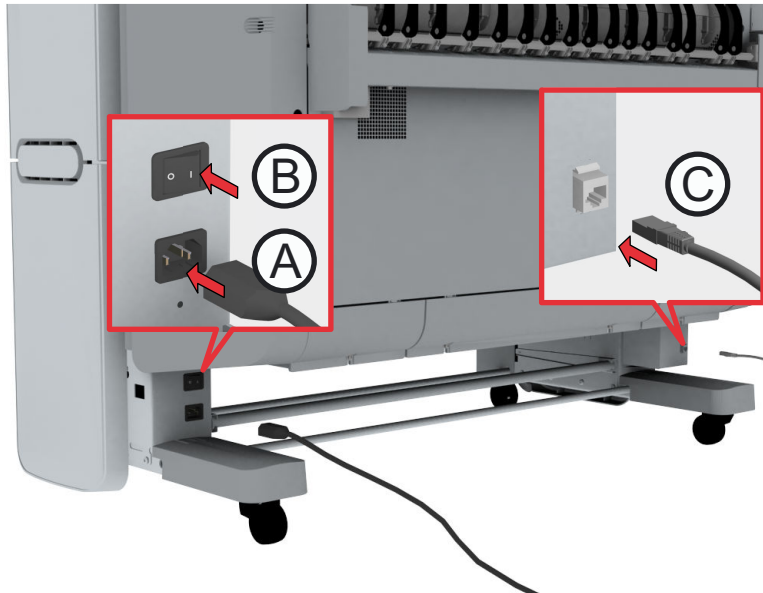
Procedure



IMPORTANT

Make sure the power switch (B) is in 'off' position.

1. Plug the mains supply cable into the power connection at the left back of the printer (A).



2. Plug the other side of the mains supply cable into the wall socket.
3. Plug the network cable into the network connection at the right back of the printer (C), to connect the printer to your company network.

Switch on the printing system

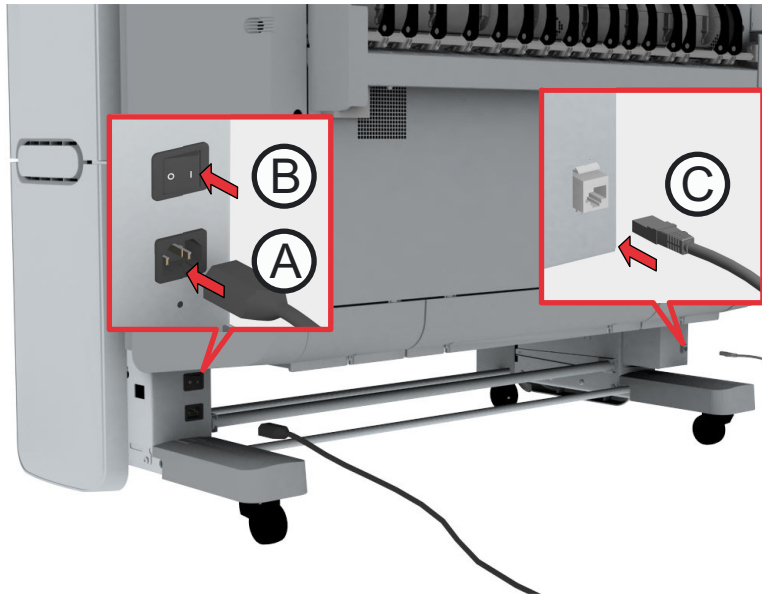


IMPORTANT

- Make sure the mains supply cable (A) is plugged in.
- Make sure the network cable (C) is plugged in.

Procedure

1. Switch on the power switch at the left back of the printer (B).



2. Press the on/off button at the front of the printer to start the system. The button lights up.

The Hardware

The components of the printer (front)



Component - function table

Nr	Component	Description / Function
1	[lower left front cover]	Remove this cover when you want to move the printer.
2	[lower front cover]	Located at the front, used for error recovery.
3	[media bypass]	To manually feed cut-sheets up to 36" width.
4	[toner compartment]	Compartment to refill toner.
5	[printer top cover]	Only available in printer-only version.
6	[top delivery tray]	Delivery tray that collects the printed sheets.
7	USB port	USB connector to use a USB mass storage device to print from or to scan to.
8	Océ ClearConnect: multi-touch [user panel]	The Océ ClearConnect user panel allows the user to start copy, scan, or print jobs, and to monitor the system and the job status.
9	[media drawer]	Media drawer that contains the media roll 1 and/or 2.
10	[on / off button]	Button to start or shut down the printer. This button is equivalent to the [Shut down] button in Océ Express WebTools.
11	[lower right front cover]	Located at the front, used to level the printer.
12	[wheel]	Swivel wheel with brakes.

The components of the printer (left side)

Illustration



Component - function table

Nr	Component	Description / Function
1	[residual toner compartment]	Gives access to the residual toner container.

The components of the printer (back)




Component - function table

Nr	Component	Description / Function
1	[power switch]	Switch the main power supply on or off. You can find the serial number of the printer on the sticker above the power switch.
2	[upper back cover]	Open the [upper back cover] with the [media jam clearance handle], when you want to access the heater section in case of a media jam.
3	[media jam clearance handle]	Use this handle to access the paper in case of a paper jam in the heater section.

The [media drawer]



Component - function table

Nr	Component	Description / Function
1	[roll holder]	Carries the media roll
2	[media roll 1]	Media placed on roll holder in first position.
3	[media roll 2 (optional)]	Media placed on roll holder in second position.  NOTE The scanner calibration sheet is located at the back of roll 2.
4	[roll loading station]	Groove integrated behind the front cover of the media drawer, on which the media can be easily loaded.
5	[clean cut button]	Button used to trim a strip of a new or damaged media roll.

The user panel: Océ ClearConnect



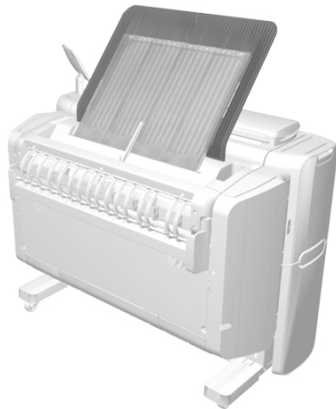
Components of the Océ ClearConnect

Nr	Component	Description / Function
1	[status light]	Light that gives feedback on the status of the printer.
2	[wake-up button]	Button that allows the operator to get the printer out of sleep mode.
3	[USB port]	Port to insert a USB mass storage device into.
4	[stop button]	Button that allows the operator to stop the printer and scanner.
5	[home button]	Button to return to the home screen on the user panel display.
6	[green button] (touch)	Dynamic tile on the user panel display that allows the operator to start a scan, print, or copy job.

The output delivery

Introduction

The printer is equipped with a top delivery tray to collect your printed output.



How to define the output delivery

In Océ Express WebTools and under [All settings] on the user panel you can define the default sheet delivery for your printed output.

- When you select [Top Delivery Tray] and you use plain or transparent paper, your printed output is by default delivered in the standard top delivery tray. Your printed output is delivered face-down. When you use a different media type, the printed output is always delivered at the back of the printer.
- When you select [Back output] your printed output is by default delivered at the back of the printer. Your printed output is delivered face-up.

Media compatibility with the [Top Delivery Tray] and [Back output]

Paper media

Media name	Compatible with the [Top Delivery Tray]
Paper 60 g	Yes
[Paper 64 g]	Yes
[Paper 75 g]	Yes
[Paper 75-80 g]	Yes
[Recycled pap. 80 g]	Yes
[Paper 90-110 g]	Yes
[Transp. 75 g]	Yes
[Transp. 90 g]	Yes
[Transp. 110 g]	Yes

The output delivery

Other media

Media name	Compatible with the [Top Delivery Tray]
[Film 3.5 mil]	No, delivered to the [Back output]
[Film 4.5 mil]	No, delivered to the [Back output]
[Translucent]	No, delivered to the [Back output]
[Vellum]	No, delivered to the [Back output]

The components of the scanner (optional)



NOTE

The scanner calibration sheet for the [Océ Scanner Express] is located in the media drawer, at the back of roll 2.



The components of the scanner

	Component	Description / Function
1	[scanner top cover]	Closes off the scanner.
2	[original feeding table]	Use the [original feeding table] to feed the original into the scanner (face up).
3	[scanner open levers]	Use the [scanner open levers] to open the [scanner top cover].
4	[originals exit]	Exit for the scanned original.
5	[Output refeed protector]	Prevents that your output is not refeed into the scanner.

The front original tray (optional)

Introduction

The printer can be delivered with a front original tray to hold and collect your originals.

When you want to scan multiple originals the tray can hold your originals. It also makes sure that your originals do not fall on the floor or get damaged when the scanner releases your originals.

Illustration



[1] Position 1 - Holds and collects the originals



[2] Position 2 - Access the media drawer

Position of the front original tray

Position	Description / Function
1	In this position the front original tray holds and receives originals.
2	In this position you can access the media drawer. You can lower the front original tray easily when you push it down.

The folder (optional)

Introduction

The printer can be delivered with an external folder. The Océ PlotWave 340 is compatible with the Océ 2400 fanfold. The Océ PlotWave 360 is compatible with the Océ 2400 fanfold and the Océ 4311 fullfold.



NOTE

- A technician is required to install the folder and configure the system.
- For more information on folders, visit <http://downloads.oce.com/> and select your product.

Media compatibility with the folder

Media name	Compatible with the folder
Paper 60 g	Yes
[Paper 64 g]	Yes
[Paper 75 g]	Yes
[Paper 75-80 g]	Yes
[Recycled pap. 80 g]	Yes
[Paper 90-110 g]	Yes



NOTE

For folding speed reasons, outputs longer than 1.2m must be printed one sheet at a time.

The printing system consumables

Consumable	Consumable part	Description
Media	[roll]	The roll consists of a core and the media. The media should be placed loose on its core. There are many different compatible media types and sizes. For more information, see Media types on page 272 . The core of the media roll is the cardboard inner part of the roll. A roll has a 3" core.
Océ PlotWave 340/360 toner	[toner bottle]	Bottle with black toner, specifically used for your PlotWave printer.
	[residual toner container]	Container for residual toner.

Océ ClearConnect: the multi-touch user panel

Introduction to Océ ClearConnect

Introduction

The Océ ClearConnect is a multi-touch user panel, with dynamic tiles for print, copy, and scan jobs.

The Océ ClearConnect



Component	Function
1. [status light]	Light that gives feedback on the status of the printer. <ul style="list-style-type: none"> • A green light indicates that the printer is ready. • A green blinking light indicates that the printer is busy. • A red light indicates that an error occurred.
2. [wake-up button]	The button that allows the operator to do the following: <ul style="list-style-type: none"> • Get the printer out of sleep mode. • Wake the printer up to full functionality.
3. [USB port]	You can insert a USB mass storage device to: <ul style="list-style-type: none"> • Print a file directly from the USB mass storage device. • Scan an original and save it directly on the USB device. The green light that illuminates the port starts to blink during data transfer.
4. [stop button]	The button with a red light that allows the operator to do the following: <ul style="list-style-type: none"> • Immediately interrupt a scan job. • Stop a print job after the page that is being printed.
5. [home button]	The button that allows the operator to do the following: <ul style="list-style-type: none"> • Return to the home screen on the user panel display. • Reset settings to default, by pressing the button twice.

Component	Function
6. [green button] (touch)	Dynamic tile on the user panel display that allows the operator to do the following: <ul style="list-style-type: none"><li data-bbox="576 331 1331 367">• Start a scan job, a print job, or a copy job on the user panel.

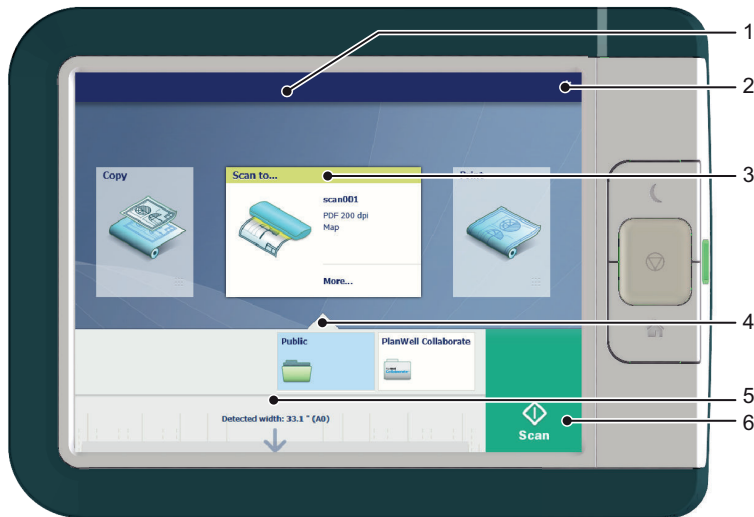
The home screen

Introduction


The default screen of the Océ ClearConnect is the home screen.

From the home screen you can manage jobs and enter the system menu.

The home screen



Nr	Component	Function
1.	[active job]	In the dynamic bar you can see the system states (warming-up, cleaning etc.) and the active job when present. <ul style="list-style-type: none"> • When you tap the active job the job queue appears with the list of waiting jobs. • When you tap the active job the pause tile appears, with which you can pause the printing process.
2.	[system menu]	In the dynamic bar you can access the system menu. <ul style="list-style-type: none"> • When you tap the system menu thumbnail, a new window opens with a dynamic view of the system and printer setup settings.
3.	[Copy tile] [Scan tile] [Print tile]	These dynamic tiles help you to perform copy, scan, and print jobs. Select the correct tile for your job: <ul style="list-style-type: none"> • When you tap one of the tiles and then use the Smart Access, you can start your job immediately. • As default the print tile is selected, but when you insert an original into the scanner the copy tile is selected. When you insert an original and a USB key the scan tile is selected. • When you want to make more settings you can tap the tile twice, and a new window with presets and settings opens.

Nr	Component	Function
4.	Smart Access	<p>The dynamic Smart Access helps you to quickly start a job.</p> <p> NOTE For more information on the Smart Access, see The Smart Access on page 42.</p>
5.	[live scan view]	<p>The live scan view appears in the Smart Access. The view shows the width and alignment of your document, while it slides through the Smart Access.</p>
6.	[green button]	<p>The green button is dynamic and appears on all screens in the bottom right corner of the display.</p> <ul style="list-style-type: none">• When the button is green the printer is ready to process your job.• When the button is grey the printer is not ready to process your job.

The Smart Access

Introduction

The Océ ClearConnect gives easy access to your print, copy, and scan jobs and supports the green button approach via the Smart Access.

The Smart Access is the dynamic lower section of the user panel. The Smart Access enables you to quickly start your job without the need to make additional settings.

To start a job, you only have to:

1. Insert an original for scan and copy jobs, or select a print job from one of the locations in the Smart Access (for example the public Smart Inbox).
2. In the Smart Access select the number of copies when applicable, and tap the green button Smart Access to start the job.

The Smart Access is dynamic and its functionality changes when you select the copy, scan, or print tile.



NOTE

For more information on the workflow of basic copy, scan, and print jobs see, [Do a default copy job on page 54](#), [Do a default scan job on page 56](#), and [Do a default print job on page 58](#).

The Copy Smart Access

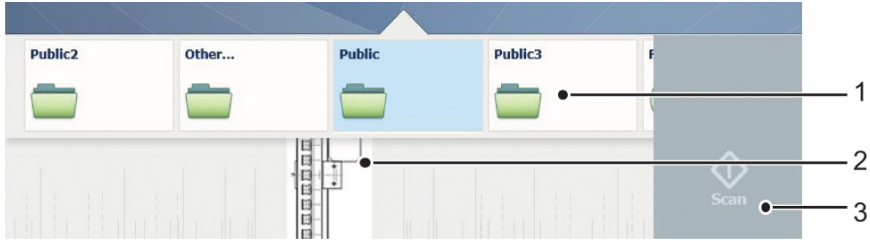
Tap the copy tile on the user panel to view the copy Smart Access. The Smart Access has the following functionalities:

Component	Function
1. numeric panel	Select the number of copies.
2. [live scan view]	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. [green button]	Tap the green button to start the job.

The Scan Smart Access

Tap the scan tile on the user panel to view the scan Smart Access. The Smart Access has the following functionalities:


Component	Function
1. locations	Select the location you want to send your scanned file to. You can swipe through the list of various locations, from Smart Inboxes, USB, to cloud locations. For more information on how to configure the locations, see Create and open a Smart Inbox for scan jobs and print jobs on page 102 and Create an external location on page 136 .
2. [live scan view]	Check how your document is being scanned by the printer. You can check the width and alignment of the original to ensure best performance.
3. [green button]	Tap the green button to start the job.



The Print Smart Access

Tap the print tile on the user panel to view the print Smart Access. The Smart Access has the following functionalities:

Component	Function
1. locations	Select the location you want to retrieve your unprinted job from. You can swipe through the list of various locations, from Smart Inboxes, USB, or cloud locations.
2. [green button]	Tap the green button to start the job.

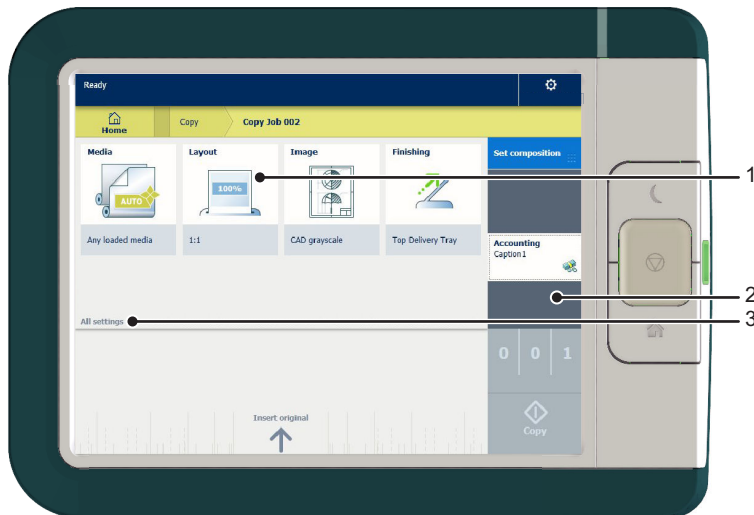


Presets and advanced settings

Introduction

Presets give you easy access to change the most common used settings. Advanced settings help you to fine tune the settings of your job, and give access to all settings.

When you tap the copy tile or scan tile in the home screen, a window with copy or scan presets and advanced settings opens. When you tap the print tile and tap the settings of a listed job, the window with print presets and advanced settings opens.



Nr	Component	Function
1.	[preset tiles]	<p>The preset tiles show the default settings for your job.</p> <ul style="list-style-type: none"> The presets are divided into categories, such as [Media], [Layout] etc. When you tap a preset tile, it gives quick access to a short list of other presets you can choose.
2.	[job pane]	<p>The [job pane] helps to manage jobs.</p> <ul style="list-style-type: none"> Information is given on your job. Make sets. Delete a job. Tap a tile to switch between the presets/settings window and a window with a preview of the document (only for Smart Inbox jobs). Start a job with the green button.
3.	[All settings] (Advanced settings)	<p>When you tap on [All settings] a list with all the advanced settings opens.</p> <ul style="list-style-type: none"> The advanced settings are categorised and presented as tiles. When you tap a tile you can fine tune the settings.

The settings concept

Introduction

The multi-touch user panel offers the possibility to make settings for your job locally. There are two levels when you want to change settings on the user panel:

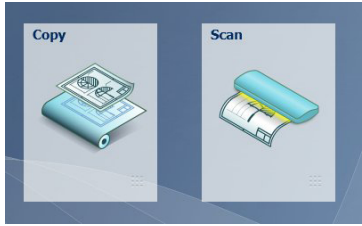

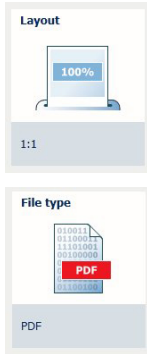
- **Presets:** a combination of settings that are used often. It takes only a few steps to make new settings. Presets give you easy access to change the most common used settings.
- **Advanced settings:** all settings. It takes more steps to make new settings. With the advanced settings you can fine tune each setting individually.

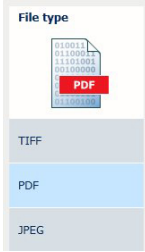
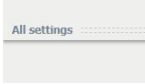

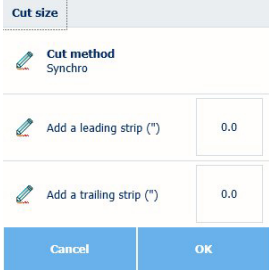


NOTE

You can decide which settings are listed as presets on the user panel. You can make settings in Océ Express WebTools, for more information see [Set the default copy preset on page 128](#), [Set the default scan preset on page 130](#), and [Set the default print preset on page 126](#). You only have to make the settings once, and they will be visible on the user panel as presets.

The Preset concept

Description	Illustration
<ul style="list-style-type: none"> • When you tap the copy or scan tile on the multi-touch user panel, a new window with presets opens. 	
<ul style="list-style-type: none"> • When you tap the print tile and tap the settings of a listed job, a new window with the print presets opens. 	
<p>Presets:</p> <ul style="list-style-type: none"> • The copy, scan, and print menus, each have their own categories of presets. 	
<ul style="list-style-type: none"> • [Media], [Layout], [Image], and [Finishing] are the categories for copy and print. • [File type], [Colour mode], and [Image] are the categories for scan. 	

Description	Illustration
<ul style="list-style-type: none"> Per preset category, the default setting is visible in the preset tile. When you tap the tile, a short list with the other preset is shown. 	
<p>Advanced settings:</p> <ul style="list-style-type: none"> In the same window, under the list of presets, a line with [All settings] is displayed. 	
<ul style="list-style-type: none"> When you tap on [All settings] a list of tiles with all the available job settings opens. 	
<ul style="list-style-type: none"> When you tap a tile you can change and edit your settings. Sometimes a dialogue box appears to help you make the settings. 	

The locations

Introduction

When you tap the print tile on the user panel twice a window with locations opens. When you tap the scan tile, the locations are shown in the Smart Access. Location tiles can be:

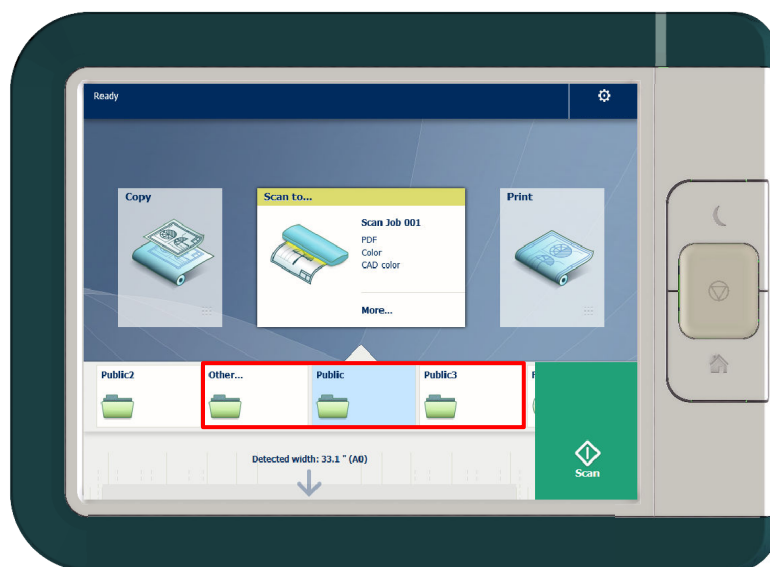
- The **Smart Inboxes** location.
Default and always presented. When you tap the Smart Inboxes tile a window with all Smart Inboxes opens. So when you create a personal Smart Inbox you can find it under the general Smart Inboxes tile.
- A **USB** location.
Presented when you insert a USB device
- **Remote** locations via [FTP] or [SMB].
Presented when you create an external location via [FTP] or [SMB].
- A **cloud** location via [WebDAV].
Presented when you create an external location via [WebDAV].
- **PlanWell Collaborate** Arc document solution application.
Presented when you create an external location via [PlanWell® Collaborate].
When you tap one of these locations, a window with a list of the location's folders and files opens. You can select a file and tap the green button to print your file.



NOTE

For more information on how to configure and create an external location see, [Configure your locations on page 133](#) and [Create an external location on page 136](#).



1. Locations




Function

The external locations are presented as Smart Inboxes, USB, or as the remote locations you created in Océ Express WebTools.

2. Preview thumbnail

Function	
<p>When you open a location folder, a window opens with files listed as jobs. The print jobs have a preview thumbnail.</p> <p>Tap the preview thumbnail to open a large preview window of your job.</p> <p> NOTE This is only possible for jobs in the Smart Inboxes.</p>	

3. Job settings

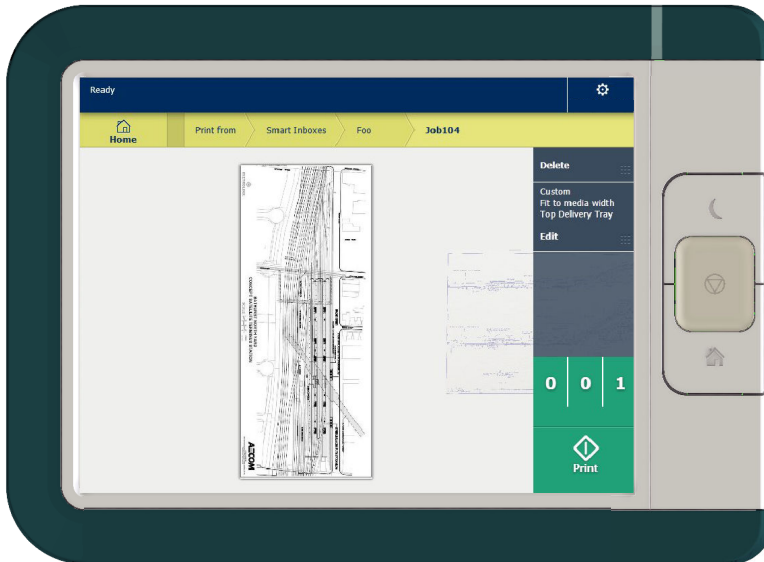
Function	
<p>When you open a location folder, a window opens with files listed as jobs. The jobs are listed with the job settings.</p> <p>Tap the job settings to open the window with presets and advanced settings. You can make changes here, before you print the job.</p>	


Job preview

Introduction

The multi-touch user panel offers a detailed preview of your job. Touch the preview thumbnail to access the preview window.

Job preview



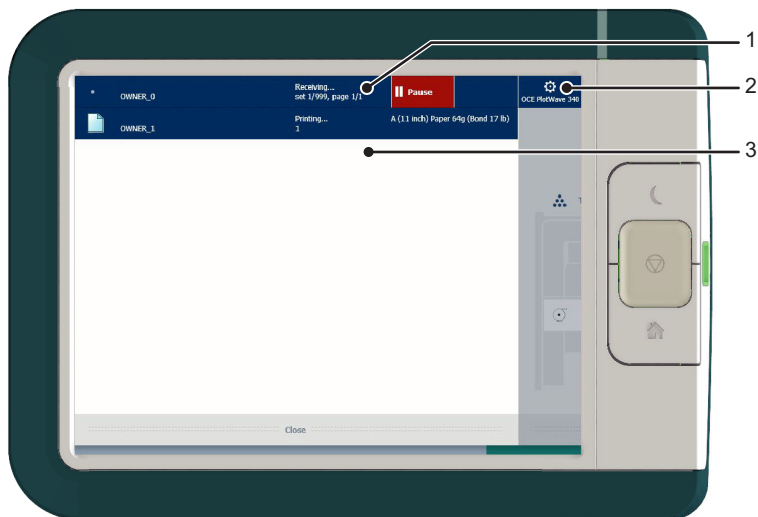
Component	Function
Job [preview]	<p>You can pan the image to see it in more detail.</p> <p>You can shift between the various job files that are part of one location. Swipe left or right to view the other job files.</p> <p>Tap the Edit tile in the job pane to open the preset window.</p> <p>In the preset window, tap the View tile to go back to the preview window.</p> <p> NOTE When you have a multi-page job you can only view the first page.</p>

The job queue and the system menu

Introduction

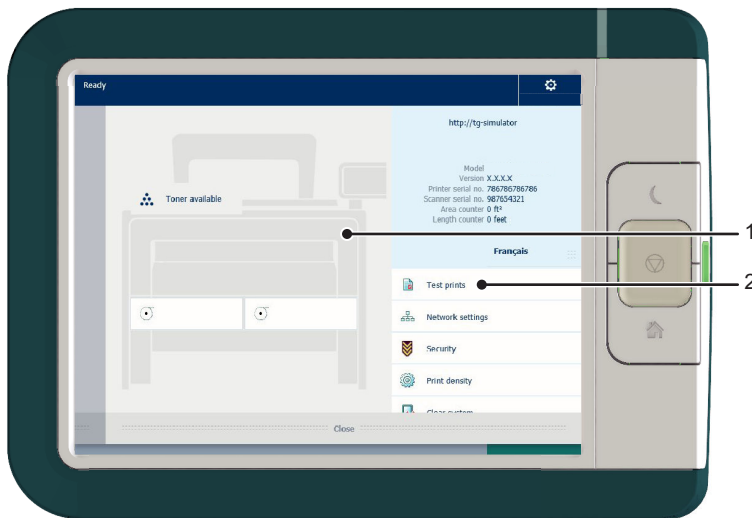
The dynamic bar is located in the upper part of the home screen on the user panel display. The dynamic bar consists of the active job with the job queue, and the system menu.

The active job and the job queue



Nr	Component	Function
1.	[active job]	Job information of the active job and the printer status is displayed.
2.	[system menu]	Tap the system thumbnail to access the system menu.
3.	job queue	Tap on the active job to open the job queue window. <ul style="list-style-type: none"> • See all the listed jobs, and access them when you tap the job settings. • Move the listed jobs up or down the list.

System menu



Nr	Component	Function
1.	Printing system and media	<ul style="list-style-type: none"> The loaded media in the printer is displayed. Tap the drawer to change the media settings. Wizards appear, to help you change media or refill toner.
2.	[setup menu]	<p>The [setup menu] gives general information on the printer. In the list you can get access to:</p> <ul style="list-style-type: none"> [Test prints] [Network settings] [Security] [Print density] [Clear system] [System update] [Install additional hardware] [Scanner calibration]

Quick Start: default jobs

The Smart Inbox process for copy, scan, and print jobs

Introduction

Use the Smart Inbox to manage and store your jobs. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

With the Océ PlotWave 340/360:

- The Smart Inbox cannot only be used in Océ Express WebTools, but also on the Océ ClearConnect multi-touch user panel.
- The Smart Inbox offers a range of possibilities for print, copy, and scan jobs. The functionality of the Smart Inbox differs with the various jobs.

Context:

- For more information on the Smart Inbox concept in Océ Express WebTools see, [The Smart Inbox and the queue concept on page 93](#)
- For more information on how to create Smart Inboxes see, [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 100](#) and [Create and open a Smart Inbox for scan jobs on page 102](#)

Copy jobs and the Smart Inbox


	Function	Location
1	Store a copy job in the Smart Inbox temporarily Enable the functionality in Océ Express WebTools, to store copy jobs in the Smart Inbox temporarily. This way you can manage and reprint jobs on the system.	Océ Express WebTools / User panel

Scan jobs and the Smart Inbox

	Function	Location
1	Scan a job to a Smart Inbox Scan a document on the printer, the public Smart Inbox is the default location you scan to. Choose another Smart Inbox as your location in the Smart Access of the user panel.	User panel
2	View the scan job Open the Smart Inbox location on the user panel, tap the scan job and view the image of the file.	User panel
3	Collect the scan job When you have sent the file to a Smart Inbox, the scan job can be collected in Océ Express WebTools. Via the [Jobs] tab you can open the preferred Smart Inbox and select the job you want to save locally.	Océ Express WebTools

	Function	Location
	You can also choose to collect your scan job via Océ Mobile WebTools. Open Océ Mobile WebTools on your mobile device, select and open your Smart Inbox. Select the scan job and save it locally.	Mobile device

Print jobs and the Smart Inbox

	Function	Location
1	<p>Send a print job from a Smart Inbox From your preferred Smart Inbox in Océ Express WebTools, send a print job to the queue.</p>	Océ Express WebTools
	From your preferred job submitter, send a print job to the queue. Select via which Smart Inbox you want to submit the job to the queue.	Job submitter
2	<p>Print a print job on the printer When you have sent the job, go to the printer and find your job in the Smart Inbox. Change the settings, and tap the green button to print your job. Via the Smart Access in the home screen you can also view all the other unprinted jobs. Select a job and tap the green button to print.</p> <p> NOTE This procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see Direct print on page 189.</p>	User panel

Do a default copy job

Introduction

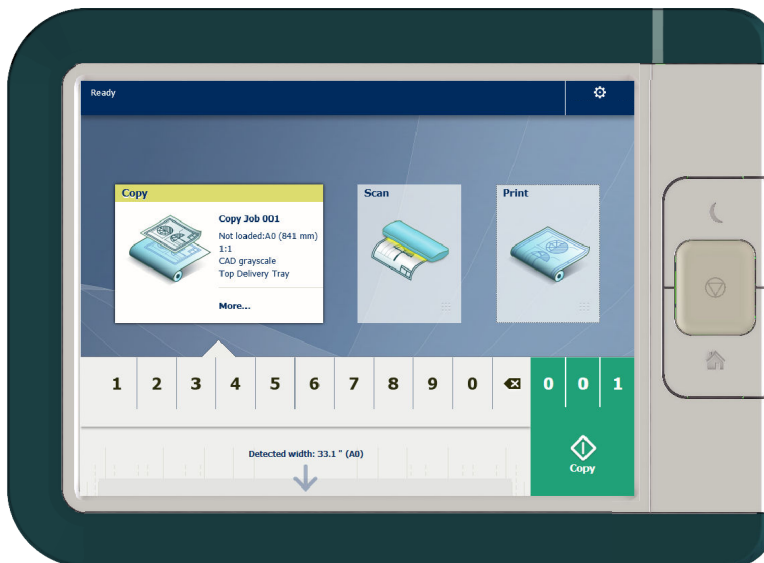
When you want to copy an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.



Procedure

1. Feed the original face up and centred on the original feeding table. The Copy tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



NOTE

Tap on [Release the original] under the Smart Access, to release your original from the scanner.

Do a default scan job

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.



Procedure

1. Feed the original face up and centred on the original feeding table.
2. Select the Scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button. When you do not select a location the file is sent to the public Smart Inbox.



NOTE

Tap on [Release the original] under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Do a default print job

Introduction

When you want to print a job and you do not make any settings the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

- Océ Publisher Express - [Use Océ Publisher Express to send a print job on page 172](#)
- Océ Publisher Select - [Use Océ Publisher Select to send a print job on page 175](#)
- Océ Wide format Printer Driver for Microsoft® Windows® - [Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job on page 177](#)
- Océ Postscript Driver - [Use the Océ PostScript® 3 Driver to send a print job on page 179](#)
- Océ Publisher Mobile - [Use Océ Publisher Mobile to send a print job on page 180](#)
- Océ Mobile WebTools - [Print from your mobile device on page 182](#)

Or submit a job via

- LPR - [Use LPR to send a print job on page 184](#)
- FTP - [Use FTP to send a print job on page 183](#)
- The cloud (WebDAV) - [Use the cloud to send a print job on page 185](#)
- PlanWell Collaborate, or USB.

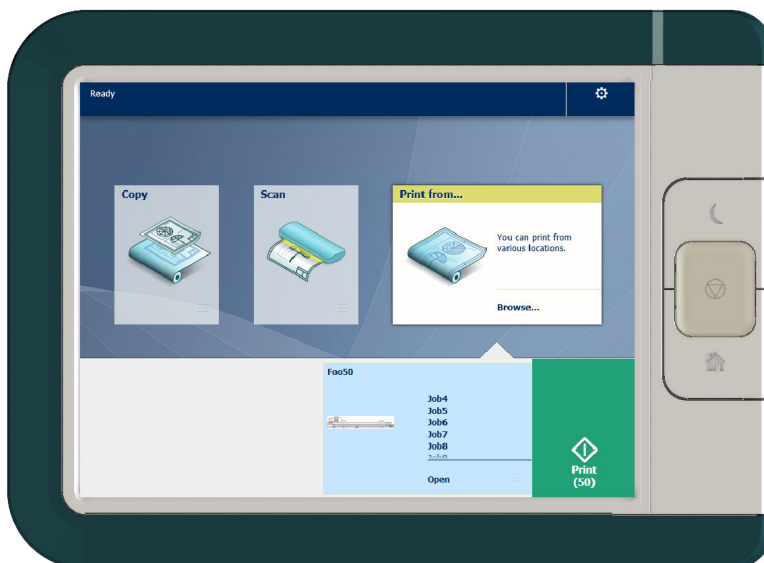


NOTE

This following procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see [Direct print on page 189](#).

Procedure

1. After you have submitted a job to the printer, tap the [Print tile] on the user panel to open the list of locations.
2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the [green button], next to the job settings.

The cloud

Introduction

The multi-touch user panel gives the user the opportunity to print from and scan to various locations. One of these locations is the cloud.

You can enter the cloud via WebDAV and use it as a network drive. This way the cloud application of your choice is accessible.



NOTE

- For more information on how to configure the cloud as an external location, see [Create an external location on page 136](#).
- Note that WebDAV is the type selected when creating a cloud location. For more information on how to use the cloud for print jobs, see [Use the cloud to send a print job on page 185](#).



Concept of the cloud

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Working with the cloud on the Océ PlotWave 340/360 is very easy:

Procedure	Description	Via
Connection	Make a connection between your preferred cloud application and the printer. To do this create an external location in Océ Express WebTools via WebDAV .	Océ Express WebTools

Procedure	Description	Via
For print jobs :	Open the cloud application locally.	PC or mobile device
	Add and save the file you want to print, in the cloud. Or send your file to the printer, in the cloud.	PC or mobile device
	Open your cloud application as location, in the Smart Access of the Print tile.	user panel
	Select the file you want to print.	user panel
	Tap the green button.	user panel
For scan jobs :	Insert the original and select the preferred settings.	user panel
	Select your cloud application as location, in the Smart Access of the Scan tile.	user panel
	Tap the green button.	user panel
	Open the cloud application on your PC or mobile device, and find the scanned file there.	PC or mobile device

Chapter 3

Define your Workflow with Océ Express WebTools

Introduction

Océ Express WebTools

Introduction

Océ Express WebTools is an application that runs embedded on your printer. You can use an Internet browser (Microsoft® Internet Explorer or Mozilla Firefox) to open the homepage of Océ Express WebTools on your computer or mobile device.

Definition

You can use Océ Express WebTools to:

- Send print jobs to the printer with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. When you want to change settings in Océ Express WebTools, you must log in with one of three predefined user roles. For more information, see [User roles and authorisations on page 107](#).
- Monitor the status of the printing system.

How to access Océ Express WebTools

To access Océ Express WebTools:

- Enter the product name of the printer as a Hostname, for example `http://PlotWave3XX`, in the workstation web browser.
or
- Enter the printer's IP address, for example `http://123.123.23.123`, in the workstation web browser.



NOTE

When Océ Express WebTools does not appear, contact the network administrator to check the network parameters. Check if the printer's network settings have been registered in the network infrastructure.

Set the security settings for Microsoft Internet Explorer

Introduction

You can use an internet browser to open the homepage of Océ Express WebTools. Depending on the internet browser you use, set the required minimum browser security settings as indicated below.



NOTE

You must enable cookies.

Step	Action	Value
1	Select Tools / Internet Options / Security / Local intranet / Custom Level	
2	ActiveX controls and plug-ins	
	Binary and script behaviours	Enable
3	Downloads:	
	File download	Enable
4	Miscellaneous	
	Allow META REFRESH	Enable
	Launching applications and unsafe files	Enable
	Use Pop-up blocker	Disable
5	Scripting	
	Active scripting	Enable

Set the security settings for Mozilla Firefox

Introduction

You can use an internet browser to open the homepage of Océ Express WebTools. Depending on the internet browser you use, set the required minimum browser security settings as indicated below.

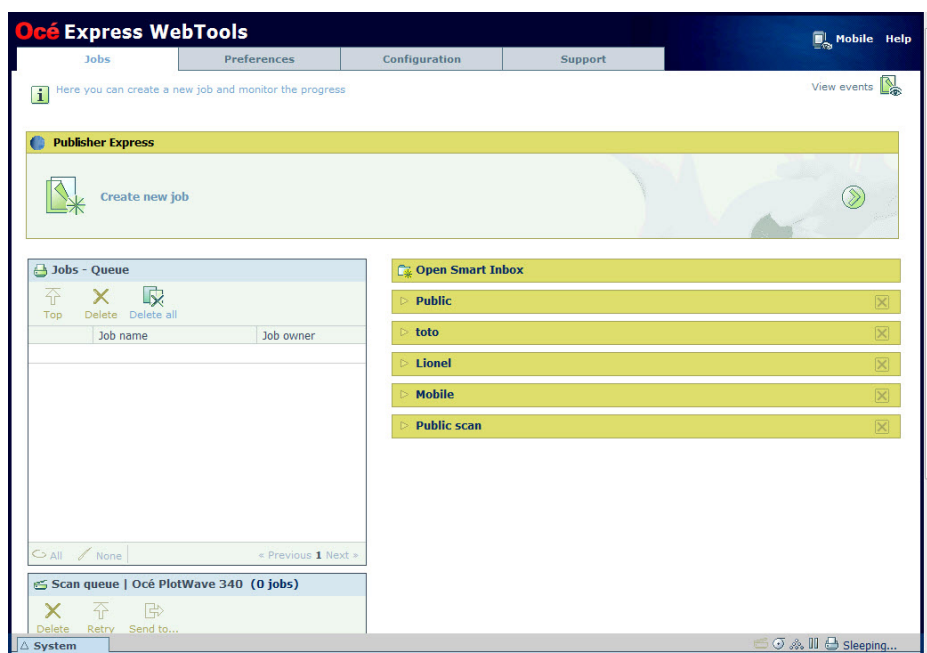


NOTE

You must enable cookies.

Step	Action	Value
1	Select Firefox / Options / Options	
2	Content	
	Block pop-up windows	Disable
	Enable Javascript	Enable

The Jobs tab



The Jobs tab

Create a new job in the Océ Publisher Express section.

- When you want to submit a new job, click [Create new job]. A new window opens, here you can define some basic job settings and browse the file you want to print. For more information, see [Use Océ Publisher Express to send a print job on page 172](#).

Monitor jobs in the Queue section.

- In the job queue and scan queue you get an overview of the jobs waiting to be printed, or scans waiting to be sent. The options listed above the Queue section allow you to move a selected job to the top of the queue or to delete the job. When you click [Delete all] all jobs are deleted from the queue. For more information, see [The Smart Inbox and the queue concept on page 93](#).

Control your jobs in the Smart Inbox section.

- When you click [Open Smart Inbox] and enter a name, the new Smart Inbox immediately appears in the Smart Inbox overview. This Smart Inbox is used for print jobs, and is only visible on your local browser. When you send a print job via the Smart Inbox, the Smart Inbox is also shown on the user panel. For more information, see [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 100](#).
You can also create a Smart Inbox for scan jobs under the [Preferences] tab. For more information, see [Create and open a Smart Inbox for scan jobs on page 102](#).
- You can get an overview of all the Smart Inboxes on your system. When you select a print job in the Smart Inbox you can use the options listed above the Smart Inbox section to print, edit, or delete the jobs.
- You can get an overview of all scan jobs. All scan jobs are placed in the Scans Smart Inbox. When you select a scan job you can use the options listed above the Scans Smart Inbox section to print, save, or delete the scan job.
- Get an overview of all jobs on the system. When you enable the [Preferences] - [System defaults] - [Job management] - [Display a view on all Smart Inbox jobs] setting, all jobs are displayed.

The Smart Inbox

A Smart Inbox helps you to manage customised jobs. You get an overview of the Smart Inboxes when you open the [Jobs] tab in Océ Express WebTools.

The Jobs tab

The screenshot shows the Océ Publisher Express interface. At the top, there's a 'Create new job' button. Below it, the 'Jobs - Queue' section has a table with columns for 'Job name' and 'Job owner'. To the right, the 'Open Smart Inbox' section is expanded to show a 'Public' inbox. This inbox contains a list of jobs with the following columns: Status, Job name, Job owner, and Time created. The jobs listed are:

Status	Job name	Job owner	Time created
<input type="checkbox"/>	scan007.pdf		24 Apr 2013 02:51:37
<input type="checkbox"/>	scan006.pdf		24 Apr 2013 02:34:39
<input type="checkbox"/>	scan005.pdf		24 Apr 2013 02:34:21
<input type="checkbox"/>	scan004.pdf		24 Apr 2013 02:33:57
<input type="checkbox"/>	scan003.pdf		24 Apr 2013 02:33:21
<input type="checkbox"/>	scan002.pdf		24 Apr 2013 02:32:46
<input type="checkbox"/>	scan001.pdf		24 Apr 2013 02:29:42
<input type="checkbox"/>	scan002.pdf		23 Apr 2013 13:12:49
<input type="checkbox"/>	scan002.pdf		10 Apr 2013 12:52:17
<input type="checkbox"/>	scan001.pdf		10 Apr 2013 12:51:28
<input type="checkbox"/>	scan006-tif-multipage.tif		09 Apr 2013 17:56:38

Below the job list, there are expandable sections for 'toto', 'Lionel', 'Mobile', and 'Public scan'. At the bottom, there's a 'System' status bar showing 'Ready to print'.

Jobs in a Smart Inbox

You can use the Smart Inbox to manage your jobs. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

The following jobs are placed in a Smart Inbox:

- **Print jobs**, sent via printer drivers, applications, or Océ Publisher Express.
In the printer driver, application, or job submitter you can select the Smart Inbox you want to print to.
- **Scan jobs**, when you select the Smart Inbox as your location.
When you make a scan on the printer, and you select the Smart Inbox as the external location you send your job to, you can collect the job from the selected Smart Inbox in Océ Express WebTools. Under the Jobs tab, you can select the job in the Smart Inbox and save it locally.
- **Copy jobs**
The [Preferences] - [System defaults] - [Job management] - [Keep a copy of copy jobs in the Smart Inbox] - setting enables you to keep copy jobs that have been printed in the Smart Inbox for reprint.



NOTE







For more information on the Smart Inbox, see [The Smart Inbox and the queue concept on page 93](#).

The job states







Introduction

When a job is placed in a Smart Inbox or in the job queue, the icon in front of the job name gives information about the status of the job.

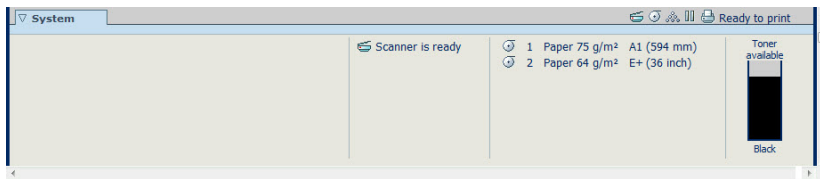
Overview of the job states in the Smart Inbox

State	Icon	Description
Receiving		Indicates that the Smart Inbox is receiving the job data.
New		Indicates that a new job is available in the Smart Inbox.
Queued		Indicates that the job is copied to the queue and waiting to be printed.
Printed		Indicates that the job has been printed.
Attention needed		General error message.
Account data missing		State when the account data for the job is missing.

Overview of the job states in the Job queue

State	Icon	Description
Receiving		Indicates that the Queue is receiving the job data.
Processing		Indicates that the Queue is processing the job data.
Ready to print		Indicates that the job is ready for printing.
Scheduled		Indicates that the job is waiting to be printed.
Printing		Indicates that the job is currently being printed.
Attention needed		General error message.

The System tab



The System tab

Your remote view on the system.

This tab can be accessed by any user.

The System tab is visible on all pages at the bottom of the page. When you click on the System tab in the lower left corner of the screen, the system monitor pops up.

You can monitor:

- The toner status
- The available media on the printer
- The system status (for example [Printer paused], [Ready to print], [Sleeping...])
- The active job













The system monitor

Introduction




You can open the system monitor to get an overview of the current status of the printing system. When you click on the system tab in the lower left corner of the screen, the system monitor opens.

The system state (for example: [Printing:]) is displayed in the upper right corner of the system monitor section of the Océ Express WebTools.



Overview of the system states

State	Icon	Description
[User intervention required]		The user is requested to go to the printer and follow the instructions displayed on the operator panel.
[System memory is full]		Status message when printer does not print because the system memory is full.
[Out of toner]		Status message when printer does not print because the printer is out of toner.
[Sleeping...]		Energy saving state: State when not all functionality is available due to printer sleeping.
[Warming up...]		State when not all functionality is available due to printer warming up.
[Initialising...]		State when the system software is initialising.
[Printer paused]		The system pauses the print queue but keeps access to all other functionality.
[Processing...]		The system is receiving or processing data.
[Ready to print]		State when there is no active job and no waiting job. When a job arrives, no user intervention is needed to start printing.
[Printing:] <job-name>		State when a print job is active.
[Processing:] <job-name>		The system is processing the job data.
[Receiving:] <job-name>		The system is receiving the job data.
[Optimising print quality, please wait...]		The system is making settings to optimise the print quality.
'Media indication'		Roll media and roll width indication for each roll.



The scanner states

State	Icon	Description
[User intervention required]		General error message.
[Scanner is busy]		The scanner is active.
[Scanner is ready]		The scanner is ready to start a scan job.


The toner states

Icon	Description
	Toner OK
	Toner low, or empty.

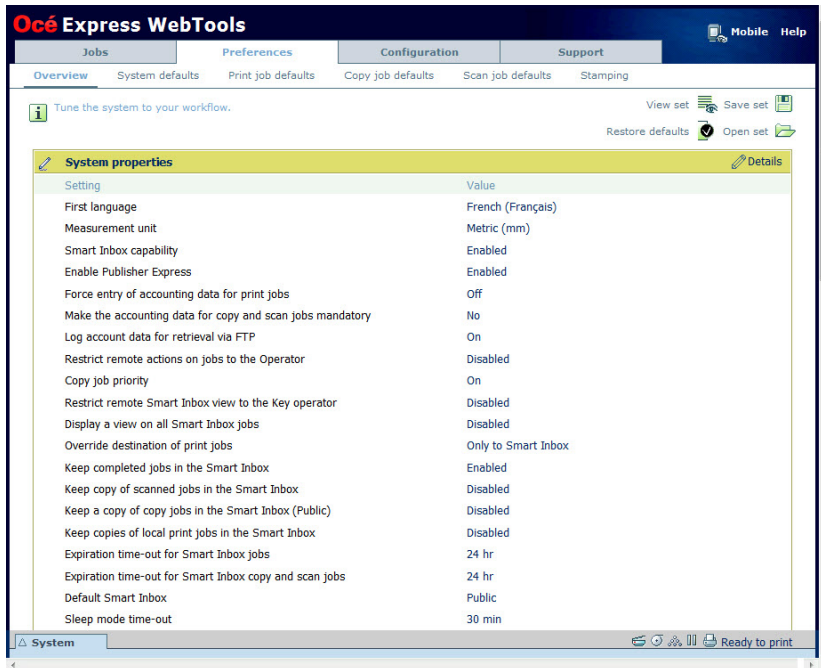
The Remote Service States

Icon	Description
no icon	[Remote Service] is either disabled or enabled and connected to Océ.
	[Remote Service] is enabled, but could not connect to Océ.
	Remote assistance to the system is enabled and currently accepting a connection.

The E-shredding states

Icon	Description
no icon	E-shredding is disabled.
	E-shredding is enabled or busy. A tooltip is available with extra information.

The Preferences tab



The Preferences tab



NOTE

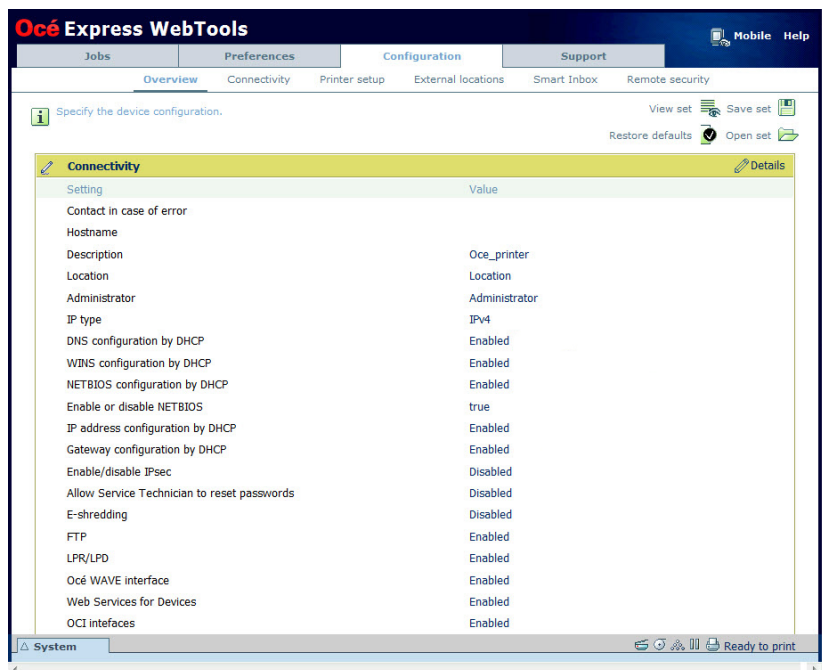
Before you can edit a setting or a settings group, you must log in as a Key operator or a Power user. For more information, see [User roles and authorisations on page 107](#).

With the Preferences tab, you can fine-tune the system to fit your company's workflow and processes.

Tasks:

- [Overview]
Summary of the settings organised in different groups:
- [System defaults]: make settings for the printing system.
- [Print job defaults]: make settings for print jobs.
- [Copy job defaults]: make settings for copy jobs.
- [Scan job defaults]: make settings for scan jobs.
- [Stamping]: make settings to create a stamp.

The Configuration tab



The Configuration tab



NOTE

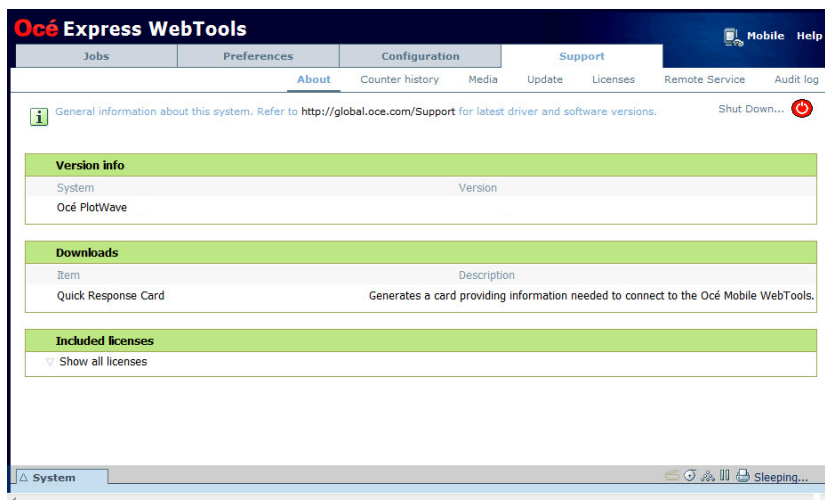
Before you can edit a setting or a settings group, you must log in as a System administrator or a Power user. For more information, see [User roles and authorisations on page 107](#).

The Configuration tab will help you install the system in your infrastructure, according to your standards.

Tasks:

- [Overview]
Summary of the settings organised in different groups:
- [Connectivity]: make settings for your printer's network, security, and connections.
- [Printer setup]: make settings for the printer's languages, media, and finishing configuration.
- [External locations]: make settings to create, delete, and view external locations.
- [Smart Inbox]: make settings for a Smart Inbox for scan jobs. It is a permanent location on the user panel you can send scan jobs to.
- [Remote security]: make settings to create certificates and secure your network configuration.

The Support tab



The Support tab



NOTE

Log in as System administrator or a Power user. For more information, see [User roles and authorisations on page 107](#).

The Support tab consists of the sections:

- [About]: find general information about the system and generate the Quick Response Card.
- [Counter history]: view, save, or print counter information on all jobs.
- [Media]: manage all media on the printing system.
- [Update]: view and install the security and system patches, and new software packages.
- [Licenses]: view, and update the licenses on the printing system.
- [Remote Service]: make a connection with remote service to check and control your system.
- [Audit log]: download a comma-separated values (CSV) file with audit events, or clear the audit events.
- [Maintenance]: download a zip file containing all job data sent to the printer.

Define your Printing System Default Settings

About the default settings in Océ Express WebTools

Definition

Before you send jobs to the printer, remember the following:

The values defined in Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or the Océ job submission tools. The settings defined in the printer drivers or the job submission tools, always overrule the settings defined in Océ Express WebTools.

Set another language for Océ Express WebTools

Introduction

The language setting of the internet browser you use defines the language of Océ Express WebTools.

The following languages are supported: Dutch, UK English, German, French, US English, Spanish, Danish, Italian, Swedish, Norwegian, Finnish, Portuguese, Polish, Hungarian, Czech, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Korean.



NOTE

- This language setting does not influence the language on the user panel. On the user panel you can choose between the [First language] and the [Second language]. You can define the values for the [First language] and the [Second language] in the regional settings of Océ Express WebTools.
- When the selected language cannot be supported, the default language for Océ Express WebTools is US English.

Change the language settings in Internet Explorer

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.



NOTE

It is possible that the internet options are put under a different menu, depending on the Microsoft Internet Explorer version you use.

Procedure

1. Open Microsoft Internet Explorer.
2. Click on the [Tools] icon next to the browser toolbar.
3. Click on [Internet options]. The internet options window open.
4. Click on the [General] tab.
5. Click on the [Languages] button at the bottom of the window. Another window opens.
6. Select the preferred language. Click the [Add] button, when you need to add a new language to the list.
7. Click [Move up] to move the language to the top of the list.
8. Click [OK] to confirm or [Cancel] to reject, in both windows.
9. Click on the [Refresh] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

Change the language settings in Google Chrome

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.

When to do



NOTE

It is possible that the internet options are put under a different menu, depending on the Google Chrome version you use.

Procedure

1. Open Google Chrome.
2. Click on the three-lined [Menu] icon next to the browser toolbar.
3. Click on [Settings].
4. Click on [Show advanced settings].
5. Click on [Language and input settings...]. The languages window opens.
6. Select the preferred language. Click on the [Add] button, when you need to add a new language to the list.
7. Click on the preferred language and drag it to the top of the list.
8. Click on [Done] to confirm your entry.
9. Click on the [Refresh] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

Change the language settings in Mozilla Firefox

Introduction

You can change the language settings for Océ Express WebTools in your preferred browser.



NOTE

It is possible that the options menu is put under a different menu, depending on the Mozilla Firefox version you use.

Procedure

1. Open Mozilla Firefox.
2. Click on [Firefox] in the upper left hand corner of the window.
3. Click on [Options] - [Options]. The Options window opens.
4. Click on the [Content] tab.
5. In the [Languages] section click on the [Choose...] button. The languages window opens.
6. Select the preferred language. Click the [Add] button, when you need to add a new language to the list.
7. Click [Move up] to move the language to the top of the list.
8. Click [OK] to confirm or [Cancel] to reject, in both windows.
9. Click on the [Reload] icon in the toolbar. Océ Express WebTools is displayed in your preferred language.

How to edit a setting

Introduction

In Océ Express WebTools you can make settings to personalise your printing system.

Procedure

1. Browse to the settings group you want to edit, for example [Preferences] - [System defaults] - [Regional settings].
2. Click directly on the value of a setting, when you want to edit a single setting
or
click [Edit] in the settings group bar to access a window with all settings, when you want to edit more settings in the group.



NOTE

Before you can edit a setting or a settings group, you must log in as an authorised user.

3. Modify the settings.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

View and check the settings

Introduction

In Océ Express WebTools you can view and check your settings. You can also check which settings are no longer set to the factory default value.

Procedure

1. Open the [Configuration] tab or the [Preferences] tab.
2. Click [View configuration] in the upper right hand corner of the screen. A window opens.
3. Scroll through the list of settings. The first column displays the setting and the second column displays the values. A "*" indicates that the value of the setting is different from the original factory default value.



NOTE

You can print the information with the standard print function of your browser.

Save the settings in a file

Introduction

Save the settings and the values that you configured in Océ Express WebTools in a file.

Save the settings in a file to duplicate the settings very easily to another printer of the same type.



NOTE

Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings can not be transferred to another printer. The passwords for authorised users and the passwords for external locations are excluded from the file for security reasons. License information is not included in the file either.

Procedure

1. Open the [Configuration] tab or the [Preferences] tab.
2. Click on [Save configuration] in the upper right hand corner of the screen. A window opens.
3. Navigate to a location on the network to store the file.
4. Save the settings<hostname of printer><date>.xml file. The file name is not fixed. You can change the name if required.
5. Click [OK] to confirm, or [Cancel] to close the window without storing the file.

Load the settings from a file

Introduction

Load the settings and the values for Océ Express WebTools from a file. Load the settings from a file to duplicate them to another printer of the same type.



NOTE

- Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings can not be transferred to another printer. The passwords for authorised users and the passwords for external locations are excluded from the file for security reasons. License information is not included in the file either.
- For this procedure, you need to log in as a Key operator, System administrator, or Power user. The loaded settings depend on the login profile. Only the settings corresponding to the user login are loaded.

Procedure

1. Open the [Configuration] tab, or the [Preferences] tab.
2. Click [Restore configuration] in the upper right hand corner of the screen. A window opens.
3. Navigate to a location on the network and select the settings file.
4. Click [Ok] to load the settings file, or [Cancel] to close the window without loading the settings file.

In some cases a reboot dialogue appears.

Result

The values of the settings in the settings file overwrite the current values. The network configuration settings of the system and the passwords are not loaded to prevent connectivity problems and to guarantee the integrity of the passwords.

Restore the factory defaults

Introduction

Sometimes you want to go back to the initial settings. You can restore the factory default settings in Océ Express WebTools.



NOTE

Log in as a Key Operator to only restore the Key Operator settings. Log in as a System Administrator to only restore the System Administrator settings. To restore all the factory default settings you must log in as a Power User.

Procedure

1. Open the [Configuration] tab, or the [Preferences] tab.
2. Click [Restore defaults] in the upper right hand corner of the screen. A window opens.
3. Click [Ok] to restore the factory default settings, or [Cancel] to close the window without restoring the factory defaults.

Set the print job default settings

Definition

In Océ Express WebTools you can configure the default values for the print job settings. When you optimise the print job default settings for your document, you get the best results.

The print job settings are grouped under the [Preferences] - [Print job defaults] tab. You can find a short explanation of the most important print job default settings below. Under the print job default settings you can also define the print presets that are visible on the user panel.



NOTE

- When you define print job settings in the printer drivers or the job submission tools, these values always overrule the default values defined in Océ Express WebTools.
- Under the [Preferences] - [Print job defaults] tab, you can also make settings for the print presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the Print tile. For more information on the print presets, see [Set the default print preset on page 126](#).


Overview of the [Print job defaults] - [Basic] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Basic] and click edit in the upper right hand corner.

Setting	Description
[Number of sets]	Enter the default value for the number of times you want your jobs to be printed.
[Collate]	<ul style="list-style-type: none"> • Select [On (sort by set)] to sort your output by set (123 - 123). • Select [Off (sort by page)] to sort your output by page (11 - 22 - 33).
[Print delivery]	<ul style="list-style-type: none"> • Select [Top Delivery Tray (TDT)] to default deliver your output in the Top delivery tray. • Select [Back output] to default deliver your output at the back of the printer. Also select this option when you use the optional receiving rack or a folder.

Overview of the [Print job defaults] - [Sheet] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Sheet] and click edit in the upper right hand corner.

Setting	Description
[Media source]	<p>Select the default output material and format for the media used on the printer.</p> <ul style="list-style-type: none"> • Select [Automatic], to automatically select the media. • Select [Manual feed] to insert a cut sheet. • Select the specific roll number of the media you want to use by default. <p>The system screen on the printer user panel displays the loaded rolls.</p> <p> NOTE You can only configure the Media selection policy setting, when Media source is set to [Automatic].</p>
[Media selection policy]	<ul style="list-style-type: none"> • Select [Automatic next larger] to allow the printer to use a media roll larger than the size of the print, when the exact size is not available. • Select [Automatic exact fit] to only allow the printer to use a media roll that has the exact media size of the print. When the media roll with the exact media size is not available a media request appears.
[Cut method]	<ul style="list-style-type: none"> • Select [Standard] to cut the print at a standard media size (DIN, ANSI etc.). • Select [Synchro] to cut the print at the end of the image. • Select [Custom] (numeric) to cut the print at a specific length.
[Custom print length]	Enter the cut length of your print job.
[Add leading strip]	When you enter a value, the printer adds a blank strip of the specified length at the top of the output.
[Add trailing strip]	When you enter a value, the printer adds a blank strip of the specified length at the bottom of the output.

Overview of the [Print job defaults] - [Layout] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Layout] and click edit in the upper right hand corner.

Setting	Description
[Scale]	<ul style="list-style-type: none"> • Select [Automatic scale to the media size] to scale the image to the media. • Select [Automatic scale down when image is larger than media] to scale down the image one format smaller than the original. • Select [Custom scale factor] to enter your own scale percentage, with 100 percent as no scaling.
[Mirror]	Select [On] to mirror the image along the vertical axis - the media transport direction. ▶

Setting	Description
[Rotation]	Select any option to rotate the image counter-clockwise. When you want to print faster, select [Auto rotate landscape]. You can print faster due to less media transport. Select [Auto rotate media saving] to use the media in the most efficient way. For more information, see Set the rotation mode on page 159 .
[Alignment]	Select any of the options to define where to align the image on the media. For more information, see Set the alignment mode on page 160 .
[Horizontal shift]	Define how much you want the image to shift horizontally, in the chosen alignment position.
[Vertical shift]	Define how much you want the image to shift vertically, in the chosen alignment position.

Overview of the [Print job defaults] - [Image] settings

Open the [Preferences] - [Print job defaults] tab. Go to [Image] and click edit in the upper right hand corner.

Setting	Description
[Print quality]	<ul style="list-style-type: none"> [Standard] is the default value. Select [Lines/text] for line drawings. The lines are sharpened. Select [Photo] for large photos. The printed output is optimised for large grey areas.

Set the copy job default settings

In Océ Express WebTools you can configure the default values for the copy job settings. When you optimise the copy job default settings for your document, you get the best results.

The copy job settings are grouped under the [Preferences] - [Copy job defaults] tab. You can find a short explanation of the General copy job settings below.



NOTE

Under the [Preferences] - [Copy job defaults] tab, you can also make settings for the copy presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the Copy tile. For more information on the copy presets, see [Set the default copy preset on page 128](#).

Overview of the [Copy job defaults] - [General copy job settings]

Open the [Preferences] - [Copy job defaults] settings tab. Click edit in the upper right hand corner of the [General copy job settings].

Setting	Description
[Productivity mode for copy ('Lines/text' only)]	<ul style="list-style-type: none">• Select [Standard] for default speed.• Select [Productive] for optimised speed: narrow originals are scanned faster.
[Media selection policy]	<ul style="list-style-type: none">• Select [Next larger], to continue printing with a larger size media.• Select [Exact size], to only continue printing when the specified media size is available.
[Start value for ### in the copy job name]	Fill in the number that replaces the # hashes in the name of copy files. The number increases.
[File name for copy to Smart Inbox]	Fill in the copy filename used to save the copy in the Smart Inbox. When the copy file name contains one or more # hashes, the # hashes are replaced by ascending numbers.

Set the scan job default settings

In Océ Express WebTools you can configure the default values for the scan job settings. When you optimise the scan job default settings for your document, you get the best results.

The scan job settings are grouped under the [Preferences] - [Scan job defaults] tab. You can find a short explanation of the General scan job settings below.





NOTE

- Under the [Preferences] - [Scan job defaults] tab, you can also make settings for the scan presets. Only the settings you make for the presets are visible on the multi-touch user panel, under the scan tile. For more information on the scan presets, see [Set the default scan preset on page 130](#).
- The file extensions that are defined in Scan job defaults, cannot be changed via the Smart Inbox.

Overview of the [Scan job defaults] - [General scan job settings]

Open the [Preferences] - [Scan job defaults] tab. Click edit in the upper right hand corner of the [General scan job settings] section.

Setting	Description
[File extension for scan to PDF]	Enter any text string. The string is the file extension for scan-to-PDF (default: pdf).
[File extension for scan to TIFF]	Enter any text string. The string is the file extension for scan-to-TIFF (default: tif).
[File extension for scan to JPEG]	Enter any text string. The string is the file extension for scan-to-JPEG (default: jpg).
[File extension for scan to CALS]	Enter any text string. The string is the file extension for scan-to-CALS (default: cal).
[Default destination for scan jobs]	<ul style="list-style-type: none"> • Select [Default Smart Inbox] to send the jobs to the Smart Inbox that has been set as default. • Select [Default external location] to send the jobs to the external location that has been set as default. <p> NOTE When you select [Default external location] and the enabled functionalities are set to [Print from only] or [None], the scan job cannot be sent to the external location and is sent to the [Default Smart Inbox]. For more information, see Set a default external location on page 138.</p>
[Scan delivery retry interval]	When a scan is delivered to a remote location and scan delivery fails, the printer retries after the time you set here.
[Start value for ### in the scan file name]	Fill in the number that replaces the # hashes in the name of scans to the Smart Inbox. The number increases after each scan. ▶

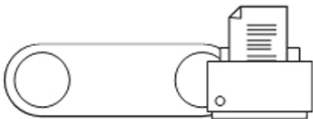
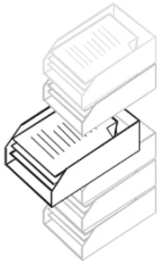
Setting	Description
[File name for scan to Smart Inbox]	<p>Fill in the scan file name used for scans to the Smart Inbox. When the scan file name contains one or more # hashes, the # hashes are replaced by ascending numbers.</p> <p> NOTE Note that you can always change the file name on the user panel. Touch the name on the screen before you start the scan, and fill in the new name.</p>

Manage Jobs on your Printing System

The Smart Inbox and the queue concept

Definition

You can use the Smart Inbox for customised job management. A Smart Inbox works as a personal mailbox in which you can store jobs and where you can scan jobs to. Jobs that are waiting to be processed are visible in the Queue.

Concept	The Job queue	The Smart Inbox
Metaphor	Production belt 	Personal mailboxes 
User intention	<ul style="list-style-type: none"> • get the job printed as soon as possible 	<ul style="list-style-type: none"> • send jobs to the system • organise jobs
Used to	<ul style="list-style-type: none"> • get feedback of printer progress • cancel requests • change priority (local) 	<ul style="list-style-type: none"> • keep together sets of documents from various origin • organise documents over various Smart Inboxes, to easily retrieve jobs • reprint jobs or change settings of jobs that are already sent to the printer

Jobs in a Smart Inbox

You can use Smart Inboxes to manage your jobs. When you open the Jobs tab in Océ Express WebTools the Smart Inbox section displays an overview of the Smart Inboxes. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

Different kinds of Smart Inboxes can be created in Océ Express WebTools:

- You can create Smart Inboxes for print jobs. You create these Smart Inboxes in Océ Express WebTools under the Jobs tab. When you create a Smart Inbox for print jobs, it is only visible on your local browser. When you send a print job to the printer, the user panel will also display the Smart Inbox.
- An operator can create Smart Inboxes for scan jobs. The operator can create these Smart Inboxes in Océ Express WebTools under the Configuration tab. The Smart Inbox for scan jobs is visible on your local browser, and on the user panel. This way the operator can organise the Smart Inboxes for scan jobs for departmental, project, or personal use.

In the printer driver application or job submitter you can select the specific Smart Inbox you want to print to. Under the [Preferences] - [System defaults] - [Job management] - [Override destination of print jobs] setting you determine whether a job is also sent to the Job queue. When

a print job is kept in the Smart Inbox, you can start the print job manually on the user panel or in Océ Express WebTools.



The Smart Inbox and the queue functionality

Introduction

All print jobs sent via printer drivers, applications or one of the Océ Publisher job submitters are placed in a Smart Inbox. You can select the Smart Inbox as an external location. When jobs are being processed, they are visible in the Job queue or Scan queue.

Smart Inbox functionality

You can view and manage your jobs under the Jobs tab of Océ Express WebTools. The Smart Inbox section and the queue section have various functionalities that help you control your jobs.

Functionality	Description
[View]	To view the image itself and show more job information click on the job name in the Smart Inbox. You can also change the job name here.
[Delete]	To delete a job from the Smart Inbox select the job and click [Delete].
[Edit]	To edit the job settings of a job select the job and click [Edit]. A window opens where you can change a limited number of job settings.
[Print]	To print a job select the job and click [Print]. The job is copied into the Job queue. The job remains in the Smart Inbox.  NOTE The [Preferences] - [System defaults] - [Job management] - [Keep completed jobs in the Smart Inbox] setting determines whether jobs that have been printed will be kept in the Smart Inbox for reprint or not.
[Save]	You can select a scan job and save it on a location on the PC.  NOTE Only one user at a time can save a scan job. When more users save a scan job, the downloads will take place one after the other. If a dialogue to select the save location is still open, the download will not start.
[Send to...]	You can select a scan job and send it to a predefined external location.
[Delete]	When you click [Delete] the selected jobs are deleted the Smart Inbox.



NOTE

The View all Smart Inbox is only available when you enable the [Preferences] - [System defaults] - [Job management] - [Display a view on all Smart Inbox jobs].

Job queue functionality

The print jobs in line waiting to be printed are listed in the Job queue.

Functionality	Description
[Top]	To increase the print priority of a job in the queue, you can select the job and click [Top] to place the job on top of the queue.
[Delete]	To delete a job from the queue, select the job and click [Delete].
[Delete all]	To empty the queue completely, click the [Delete all] button.

Scan queue functionality

The scan jobs in line waiting to be sent to the right location are listed in the Scan queue. When a job is successfully sent, the job is removed from the queue.

Functionality	Description
[Delete]	To delete a job from the queue, select the job and click [Delete].
[Retry]	To retry to send a job, select the job and click [Retry].
[Send to...]	To send a job to a new destination, select the job and click [Send to...]. Then select the destination.

Use Smart Inboxes in a multiple-user environment

Introduction

A multiple-user environment is a working environment in which users directly send jobs to the printer and collect their own prints. In this environment it is important for a user to have easy access to personal jobs.

Illustration



Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Select [Edit] in [Job management].
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Disabled]
[Restrict remote actions on jobs to the Key Operator]	[Disabled]
[Display Smart Inboxes in Express WebTools]	[Disabled]
[Display a view on all Smart Inbox jobs]	[No]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Disabled]
[Default destination of print jobs]	[Only Smart Inbox]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration time-out for Smart Inbox copy and scan jobs]	For example: 48 hours
[Default Smart Inbox]	[Public]

Use Smart Inboxes in a repro environment

Introduction

A repro environment is a working environment in which a repro operator handles all the jobs. In this environment the repro operator can use the Smart Inbox to organise his daily work.

Illustration



Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Select [Edit] in [Job management].
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Yes]
[Restrict remote actions on jobs to the Key Operator]	[Yes]
[Display Smart Inboxes in Express WebTools]	[Yes]
[Display a view on all Smart Inbox jobs]	[Yes]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Yes]
[Default destination of print jobs]	[Both queue and Smart Inbox]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration time-out for Smart Inbox copy and scan jobs]	For example: 8 hours
[Default Smart Inbox]	[Public]

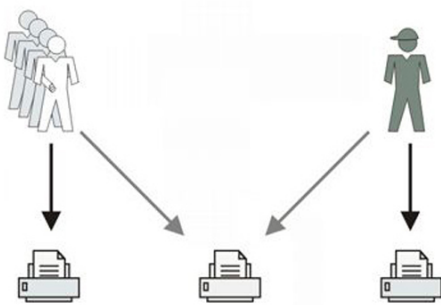
Use Smart Inboxes in a multiple-user and repro environment

Introduction

A multiple-user and repro environment is a working environment in which both users directly send jobs and collect their own prints at the printer. The system is also used by a repro operator.

In this environment it is important for a user to have easy access to his personal jobs, but it is also important for the repro operator to have an overview of all jobs. To make this process more easy, the operator can create personal Smart Inboxes for his users. This way the users can manage their own jobs and the operator can manage control. For more information on how to do this, see [Create and open a Smart Inbox for scan jobs on page 102](#)

Illustration



Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Select [Edit] in [Job management].
3. Enter the following values (example):

Setting	Value
[Publisher Express]	[Yes]
[Restrict remote actions on jobs to the Key Operator]	[Yes]
[Display Smart Inboxes in Express WebTools]	[Yes] Depends on customer requirements
[Display a view on all Smart Inbox jobs]	[Yes]
[Override destination of print jobs]	[No, as specified in the job ticket]
[Keep completed jobs in the Smart Inbox]	[Yes]
[Keep a copy of local print jobs in the Smart Inbox]	[Disabled]
[Default destination of print jobs]	[Only Smart Inbox]
[Remove completed jobs from the Smart Inbox after]	For example: 48 hours
[Expiration time-out for Smart Inbox copy and scan jobs]	For example: 8 hours
[Default Smart Inbox]	[Public]

Create and open a Smart Inbox for print jobs (Smart Inbox section)

Introduction

There are two ways to create and open a Smart Inbox for print jobs in Océ Express WebTools:

- In the Smart Inbox section under the [Jobs] tab.
- In Publisher Express.

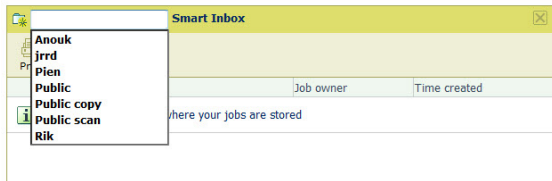


NOTE

- Note that the Smart Inboxes for print jobs created in the Smart Inbox section and Publisher Express are only visible on your personal browser. When you send a print job to the specific Smart Inbox, that Smart Inbox also becomes visible on the user panel.
- Note that the Smart Inboxes or print jobs created in the Smart Inbox section and Publisher Express are not permanent. Once the Smart Inbox is empty, it will disappear.

Procedure

1. Select the [Jobs] tab.
2. Click on [Open Smart Inbox].
3. Click on the blank field to open a drop-down list with the Smart Inboxes available on your system. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.



4. Enter the name of the new Smart Inbox and press **Enter**, or select the desired Smart Inbox from the list.
The Smart Inbox is now displayed in the Smart Inbox section.

Create and open a Smart Inbox for print jobs (Publisher Express)

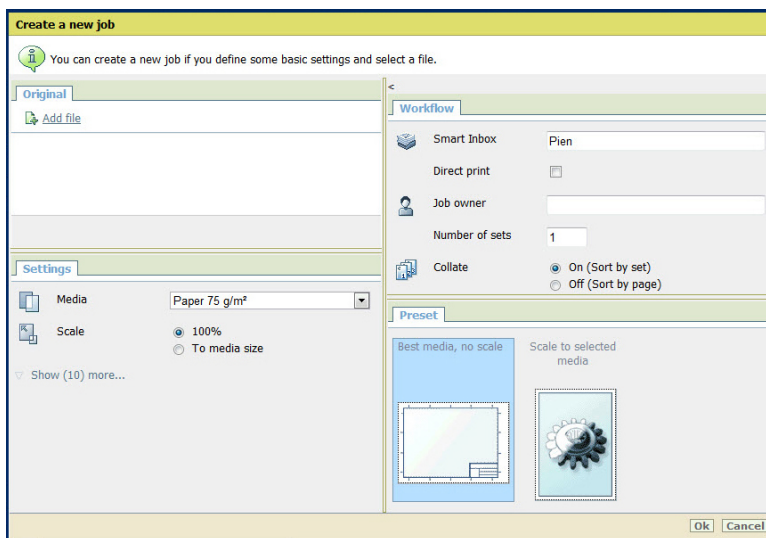


NOTE

Note that with this procedure you not only create a Smart Inbox, but you also send a job to the printer.

Procedure

1. Select the [Jobs] tab.
2. Click on [Create new job] in the Publisher Express section.
3. In the [Workflow] section, click on the Smart Inbox field. A drop-down list with Smart Inboxes that contain one or more jobs opens.



4. Select the desired Smart Inbox from the list, or enter the name of the new Smart Inbox and press **Enter**.
5. Click [Ok] to send the print job to the printer in the new Smart Inbox. The Smart Inbox is now displayed in the Smart Inbox section.

Create and open a Smart Inbox for scan jobs

Introduction

Next to the Smart Inboxes for print jobs you can also create Smart Inboxes for scan jobs. You can create a Smart Inbox for scan jobs under the [Configuration] tab. The Smart Inbox for scan jobs is present as a scan location on the user panel.

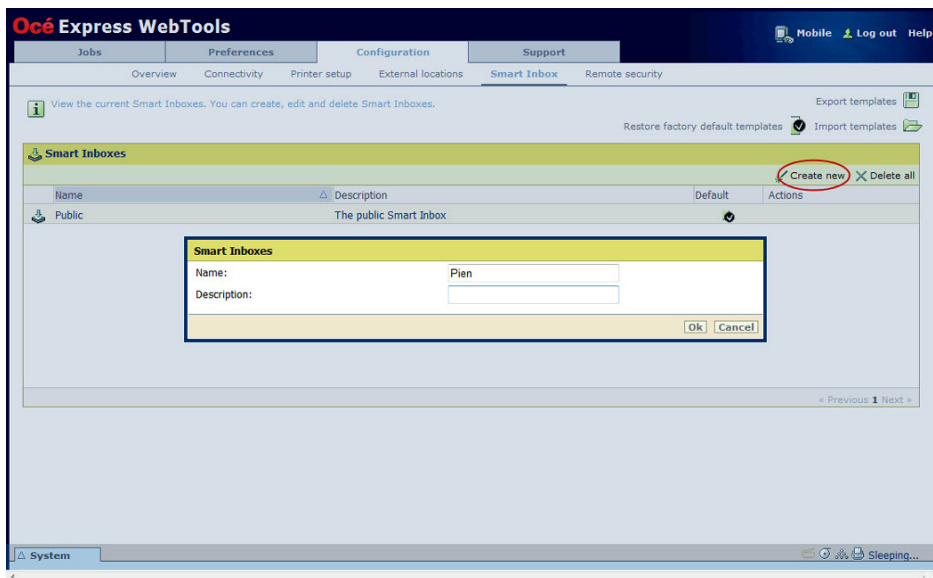


NOTE

After the time defined in Océ Express WebTools or when the Smart Inbox is full, jobs will be deleted from the Smart Inbox.

Procedure

1. Open the [Configuration] - [Smart Inbox] tab.
2. Click on [Create new]. A window opens



3. Enter a [Name] recognisable for the user. This name appears on the user panel.
4. Enter a [Description].
5. Click Ok to confirm.

Result

The Smart Inbox is now displayed in the Smart Inbox section and is visible on the user panel as a location.

Store print, copy, and scan jobs in the Smart Inbox

Introduction

In Océ Express WebTools, you can store your jobs in the Smart Inbox temporarily.

This way you can manage your jobs better, and reprint any job you like.



NOTE

- Storing jobs in the Smart Inbox is temporarily. When the time set in Océ Express WebTools is expired, your jobs are deleted from the Smart Inbox.
- Note that when the Smart Inbox is full, the oldest jobs are deleted.

Store jobs in the Smart Inbox

Enable the preferred setting in Océ Express WebTools to store jobs in the Smart Inbox.

Setting	Result
[Keep completed jobs in the Smart Inbox]	Print jobs send from Océ Express WebTools are now stored in the Smart Inbox.
[Keep copies of local print jobs in the Smart Inbox]	Print jobs send from the user panel are now stored in the Smart Inbox.
[Keep a copy of copy jobs in the Smart Inbox (Public)]	Copy jobs are now stored in the Smart Inbox.
[Keep copy of scanned jobs in the Smart Inbox]	Scan jobs are now stored in the Smart Inbox.

Procedure

1. Open the [Preferences] - [System properties] tab.
2. In the Job management section, select the preferred setting.
3. Check the box to enable the setting.
4. Click Ok.

Set the expiration time-out for Smart Inbox jobs

Introduction

You can define the period of time jobs are stored in the Smart Inbox.

Procedure

1. Open the [Preferences] - [System properties] tab.
2. Click on 'Edit' in the Job management section.
3. Set the preferred time for the [Expiration time-out for Smart Inbox jobs], and/or the [Expiration time-out for Smart Inbox copy and scan jobs] settings, for example 48 hrs.
4. Click Ok.

The jobs are removed from the Smart Inboxes at the defined time.

Result

Jobs are stored in the Smart Inbox for the defined period of time.

Close or delete a Smart Inbox

Introduction

In Océ Express WebTools you can also close or delete Smart Inboxes.

- You can close the Smart Inbox for print jobs on your browser in the [Smart Inbox] section.
- You can delete the Smart Inbox for scan jobs under the [Configuration] tab.



NOTE

- When you delete a Smart Inbox, you only delete the view on the Smart Inbox, but not the content. To permanently delete the jobs from a Smart Inbox you must select the jobs in the Smart Inbox and click [Delete].
- The default 'Public' Smart Inbox cannot be deleted, and will always be present.

Close the Smart Inbox for print jobs in the Smart Inbox section

Step	Action
1.	Open the [Jobs] tab.
2.	Click on the X - button at the right hand side of the [Smart Inbox] bar.

Delete the Smart Inbox for scan jobs

Step	Action
1.	Open the [Configuration] - [Smart Inbox] tab.
2.	Select the Smart Inbox you want to delete.
3.	On the right hand side under [Actions], click on the X. When you want to delete all Smart Inboxes at once, click on [Delete all] in the upper right corner.

Configure your Network and Security Settings

Configure the network settings in Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. When you want to define more network settings, you can do so under the Configuration tab.



NOTE

For more detailed information on network settings, refer to the Océ PlotWave-ColorWave Systems Connectivity manual.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click [Edit] in the upper right hand corner of the [Network adapter] section. Here you can edit all the settings of the group in one window.
or
3. Click on a single setting in the list to edit only one setting.
For example, click on the value of the IP type setting to display a window where you can change the value.



NOTE

In the tooltip you can always find a short explanation of the setting.

4. Click [Ok] to confirm, or [Cancel] to reject your entries.

User roles and authorisations

Introduction

You can view all settings in Océ Express WebTools, but when you want to edit a setting a message appears. This message indicates that the setting is password protected. You must log in with a password to change a setting.



IMPORTANT

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the passwords only when his rights have been enabled. Otherwise the machine has to be reinstalled.



NOTE

You do not need a password for daily use of the system.

Overview of user roles and authorisations

The table below displays the different user roles and the authorisations that belong to the role.

User role	Description
[Key operator]	Besides the normal use of the system, the Key operator takes care of the system's daily maintenance. The Key operator is authorised to change all default settings in the Preference tab of Océ Express WebTools.
[System administrator]	The System administrator takes care of the integration of the system into the IT-infrastructure of the customer. The System administrator is authorised to change all settings in the Configuration tab of Océ Express WebTools.
[Power user]	The Power user is authorised to access all functionalities of Océ Express WebTools. It combines the Key operator and System administrator roles.

Log in as an authorised user

In order to have write access for certain settings, you must log in as an authorised user. There are three user roles: the System administrator, Key operator, and Power user. They have authorisation to edit specific groups of settings. You do not need to log in before you start a session. The system will only display a login screen, when you want to perform a special action.

Upon login



NOTE

- Once you have logged in, the log in lasts for the duration of the browser session. When you have not been active for more than 30 minutes the session expires and you need to log in again.
- For security reasons it may be useful to periodically change the password for the three access modes in Océ Express WebTools.

Procedure

1. Click on the value of the setting you want to edit. A login window opens.
2. Select a user role from the drop-down list.
3. Enter the password.
4. Click [Ok] to confirm your entry.

Log out after your session

Purpose

When you have finished the modification of a setting, it is advised to log out again.

Procedure

1. Click the log out hyperlink in the **top right-hand corner** of the screen.
or
2. Close the screen of your internet browser.

Change the password for authorised users

When to do

For security reasons it is advised to periodically change the password of the three access modes (Key operator, System administrator, Power user) in Océ Express WebTools.



IMPORTANT

Handle and store all passwords securely and with care. In case of forgotten passwords, a service technician can reset the Key operator, System administrator, Power user passwords only when his rights have been enabled. Otherwise the machine has to be reinstalled.



NOTE

The 'Océ Service' and 'Password to change network settings' are not affected by the setting [Reset passwords at next startup] available under [Preferences] - [System defaults] - [Service related information] - [Reset passwords at next startup].

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Under the [Passwords] section, select [Key Operator password], [System Administrator password], or [Power user password] depending on the password you want to change. A new window opens up.
3. Log in as:
 - Key operator to change the key operator password. The default key operator password is KeyOp.
 - System administrator to change the system administrator password. The default system administrator password is SysAdm.
 - Power user to change all the passwords. The default power user password is PowUsr.



NOTE

The passwords are case sensitive. You can only use characters from the following range:

A-Z	a-z
0-9	_ - ~ ! ? @ # \$ % ^ * + = , . : ; / [] () { }

You cannot use Chinese, Cyrillic, or Japanese characters.

4. Enter the new password twice to confirm your input. The password is hidden.
5. Click [Ok] to confirm, or [Cancel] to reject your entries.

Shut down or restart the system



NOTE

For this procedure, you need to log in as a System administrator.

To remotely shut down the printing system, you can click on [Shut down] in the Support tab of Océ Express WebTools.

When the printing system is on, you can also use this button to restart the system.

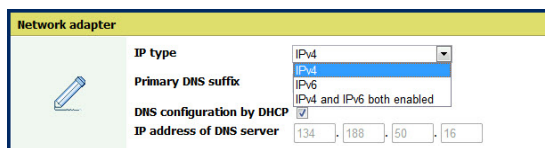
Define the IP type

Introduction

Next to IPv4 the printer also supports IPv6. You can choose to use either IPv4 or IPv6, but Océ Express WebTools also allows you to use both simultaneously. For more information on the differences between IPv4 and IPv6, please consult the Connectivity manual.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click on [IP type] under the [Network adapter] settings.



3. Choose between [IPv4], [IPv6] or [IPv4 and IPv6 both enabled].
4. Click [Ok] to confirm your entry.

Enable Access control

Introduction

When you want to control access to your printer, you need to enable access control in Océ Express WebTools. With access control enabled, you are able to choose up to five hosts who are allowed to communicate with the printer through your network. This amount of hosts allows for a flexible configuration.

For each of the hosts you can decide whether the communication from this host to the system needs to be encrypted by IPsec.



NOTE

Make sure to set a password for changing the security settings. With this password you can modify the network settings and reset the security settings from the user panel in case you get locked out of the system. Set the password under the [Configuration] - [Connectivity] tab and edit the [Password to change network settings]. For more information, please refer to the Océ PlotWave-ColorWave Systems Connectivity manual. For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click on Edit in the upper right hand corner of the [Access control] section.
3. Change the [Access control] setting from [Disabled] to [Enabled].
4. Click Ok to confirm.

Access control and IPsec settings

Introduction

When access control is enabled, you can edit the access control settings.



NOTE

Make sure to set a password for changing the security settings. With this password you can modify the network settings and reset the security settings from the user panel in case you get locked out of the system. Set the password under the [Configuration] - [Connectivity] tab and edit the [Password to change network settings]. For more information, please refer to the connectivity manual.

[Access control] and IPsec settings

Under [Configuration] - [Connectivity] - [Access control], you can set the following settings for each of the 5 stations:

Setting	Description
[Access control station 1]	Enable or disable communication of this host with the printer.
[Access control station 1: IPv4 address]	The IPv4 address of the host allowed to connect to the printer.
[Access control station 1: IPv6 address]	The IPv6 address of the host allowed to connect to the printer.
[IPsec station 1]	Enable or disable IPsec. IPsec is a security protocol that encrypts the communication between the host and the printer.
[IPsec station 1: Pre-shared key]	The key for encryption of this host connected via IPsec. When empty, the default preshared key is used.

For IPsec, you can set the following setting:

Setting	Description
[IPsec default pre-shared key]	This is the default key for encryption of hosts connected via IPsec. This key holds for all stations whose preshared key is unspecified.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Enable or disable the e-shredding function

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorised people from recovering deleted jobs. When the e-shredding function is enabled, you can select an e-shredding algorithm. You can enable the e-shredding function in Océ Express WebTools. By factory default, the e-shredding function is disabled.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open the [Configuration] - [Connectivity] - [E-shredding] tab.
2. Click [Edit].
3. Select [Enabled] or [Disabled].



NOTE

When e-shredding is enabled, the system may require more time to process jobs.

Select the e-shredding algorithm

Introduction

The e-shredding function allows you to securely erase jobs from the system. This prevents unauthorised people from accessing deleted jobs.

You can select one of the following algorithms:

- [Gutmann].
All jobs on the system are erased in 35 overwrite passes.
- [DoD 5220.22-M].
All jobs on the system are erased in three overwrite passes.
- [Custom] allows you to define the number of passes manually.

The factory default is [DoD 5220.22-M].



NOTE

Only set the number of overwrite passes to a number higher than 1, if your security policy requires it. An increase of passes can affect the performance.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Open the [E-shredding] - [E-shredding algorithm] settings.
3. Click [Edit].
4. Select the preferred method and save it.

Specify the number of overwrite passes

Introduction

The e-shredding function allows you to erase jobs from the system. This prevents unauthorised people from accessing deleted jobs. You can manually enter the required number of overwrite passes. You can enter any number from 1 to 35. The factory default is 3.



NOTE

- Only set the number of overwrite passes to a number higher than 1, if your security policy requires it. An increase of passes can affect the performance.
- Note that more passes take more time.

Before you begin

Make sure that [E-shredding] is enabled. For more information see, [Enable or disable the e-shredding function on page 115](#).

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Under [E-shredding] click on [E-shredding algorithm] and select [Custom].
3. Under [E-shredding] click on [E-shredding custom number of passes].
4. Enter the required number of overwrite passes, and save the entry.

Remote security

Introduction

By default the first certificate delivered for the use of HTTPS is an Océ self-signed certificate.

To ensure a fully trusted authentication, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate). In Océ Express WebTools you can generate the certificates.

When you use a certificate, the client station that submits the print can check the identity of the controller.

Remote security: certificates

- By default, Océ delivers an Océ self-signed certificate. This certificate provides encryption of the print data between the client and the controller. It can be easily used.
This self-signed certificate has not been signed by a Certification Authority, consequently the web browser will display a 'Certificate Error' message the first time you use the HTTPS protocol.
- When your security policy recommends it, the administrator can request and import a certificate delivered by a Certification Authority (CA-signed certificate).
For more information on how to do this, see [Generate a new CA-signed certificate request on page 119](#), and [Remote security: import a CA-signed certificate - Check and import the Root certificate into the workstation's browser on page 124](#).

Generate a new CA-signed certificate

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools you can generate a certificate request yourself, or you can import a pre-defined certificate via your computer or network. When you generate a certificate request you need to take the following steps.

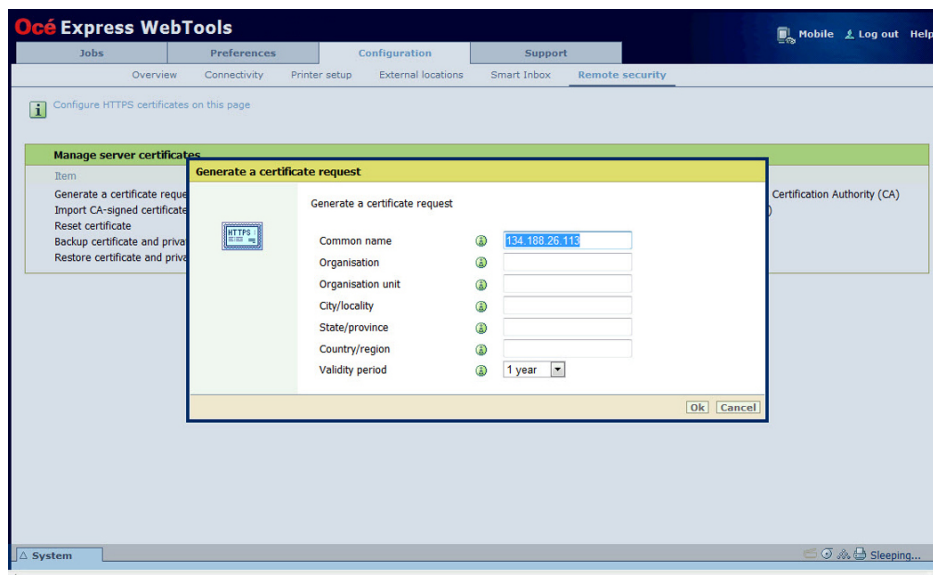


NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Select the [Configuration] - [HTTPS] tab.
2. Click on [Generate a certificate request]. A window opens.



3. Make the required settings: fill in the fully required domain name or the IP address and the additional information.
4. Click [Ok] to save.

The web server generates a certificate request. The content of the request is displayed (plain text).

Example (fake request):

-----BEGIN NEW CERTIFICATE REQUEST-----

```
MIIBvDCCASQAwfDELMakGA1UEBMCRIlxDDAKBgNVBAgTA0IERjEQMA4GA1UEBxMHQ1JFVEV
J
TDEBEGA1UEChMKT2NIIFBMVCBTQTEMMAoGA1UECxMDU05TMSowKAYDVQQDEyF0ZHM3M
DAAtNzQw
LnNucy5vY2VjcmV0WIsLm9jZS5uZWwZ8wDQYJKoZIhvcNAQEBBQADgY0AMIGJAoGBAJ2NKQM
d
HjiDZ1khzTJTORxHqjKI3AtE3PXqRsiHouTH5JTceYtaBjCnxCJ4pGKY5iKN8KJiJuZG8PHxY7o
W/+zpvxN2VtX7TcyTAvyCThUwL+cqo75vODO5HMCUa2sLdl8GO9WMLpgZkxH5KzliO+Lcl4
yQbqhENynywS0C2ObXCq3yksF74+XIOswhoA2yfDp4T+LuF3wxys8IUH3ZhhkOYg==
```

-----END NEW CERTIFICATE REQUEST-----

5. Copy and paste the content of the request in a .csr file (named 'certificate_request.csr' by default).
6. Restart the controller
7. Send the content of this request to the Certification Authority.

Import a CA-signed certificate: import the root certificate

Introduction

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

In Océ Express WebTools you can generate a certificate request yourself, or you can import a pre-defined certificate via your computer or network. When you import the certificate you need to:

- **Import the root certificate**
- Import the intermediate certificate
- Import the CA-signed certificate
- Check and import the root certificate

Complete all procedures to successfully import the certificate.



NOTE

For more details on these settings please consult the Océ PlotWave-ColorWave Systems Security manual.

Procedure

1. Open Océ Express WebTools
2. Select the [Configuration] - [HTTPS] tab.
3. Click on [Import CA-signed certificate]. A window opens.
4. Select [Root certificate] in Certificate type.
5. Browse to the Root certificate file and click [Import].



NOTE

The Root certificate may already exist in the web server certificates list.

6. Validate to confirm the import.
7. When the message [Certificate successfully imported.] pops up, go on to import the [Intermediate certificate].
8. Click [Ok] to save.

Import a CA-signed certificate: Import the intermediate certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- Import the root certificate
- **Import the intermediate certificate**
- Import the CA-signed certificate
- Check and import the root certificate

Complete all procedures to successfully import the certificate.

Procedure

1. Open the [HTTPS] tab
2. Click on [Import CA-signed certificate]
3. Select [Intermediate certificate] in Certificate type.
4. Browse to the Intermediate certificate file and click [Import]
5. When the message [Certificate successfully imported.] opens, go back to the main page to import the [CA-signed certificate]

Import the CA-signed certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- Import the root certificate
- Import the intermediate certificate
- **Import the CA-signed certificate**
- Check and import the root certificate

Complete all procedures to successfully import the certificate.

Procedure

1. Open the [HTTPS] tab
2. Click on [Import CA-signed certificate].
3. Select [CA-signed certificate] in Certificate type.
4. Select 'Yes' to validate the certificate against Java root certificates and click 'Import'.
5. When the message [Certificate successfully imported.] pops up, restart the controller.

The certificate is now installed on the server.

Check and import (if needed) the CA Root certificate also into the workstations web browser. That will secure the complete data workflow between the workstations and the server.

Import a CA-signed certificate: Check and import the root certificate

To ensure a fully trusted authentication via HTTPS, you can request and import a certificate delivered by a Certification Authority (CA-signed certificate).

When you import the certificate you need to:

- Import the root certificate
- Import the intermediate certificate
- Import the CA-signed certificate
- **Check and import the root certificate**

Complete all procedures to successfully import the certificate.

Procedure

1. On each workstation, open the web browser.
2. In the Tools - Internet Options - Content window, open the 'Certificates'.
3. Check if the CA Root certificate is already displayed in the 'Trusted Root Certification Authorities' list.
4. If it is not in the list, import the CA Root certificate.

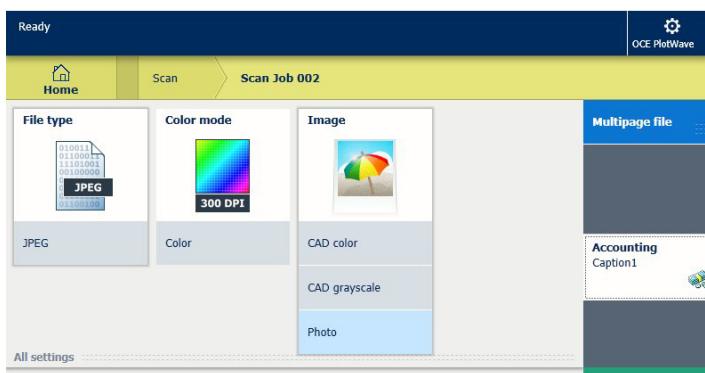
Configure the Presets and Stamping

What you need to know about presets

Introduction

A preset is a predefined setting that is available on the user panel to easily perform print, copy, and scan jobs. The preset concept supports the green button approach. The default presets are automatically selected on the user panel, so you only have to press the green button to start a job with your predefined settings.

Presets on the user panel



When you tap the copy or scan tile on the user panel, a window opens with a list of presets. When you tap the print tile and tap the settings of a listed job, the print presets are shown.

Per preset category, the default preset is visible as a preset tile. When you tap the default tile, the other available presets are shown.

Set the presets in Océ Express WebTools

In Océ Express WebTools you can make the settings for the print, copy, and scan presets. You only have to make the settings once, and they will be visible on the user panel as presets.

Presets	Description
Default presets	The default presets support the green button approach. When you do not make settings, the printer uses the default presets for print, copy, and scan jobs. You can set the default presets in Océ Express WebTools.
Custom presets	When you want to use your own preferred settings, you can configure custom presets in Océ Express WebTools. Make the custom preset available on the user panel or set it as the default preset.

Set the default print preset

Introduction

With a preset you can predefine the settings you need for a print job from USB or an external location.

Print has four preset categories: [Media], [Layout], [Image], and [Finishing]. For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

In the tooltip you can always find a short explanation of the setting.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Under [User panel configuration: Default presets for print] select the preset category you want to change, for example [Default Layout preset].
3. Select the setting you want to use as the default preset, for example [Standard half size]. Select [Custom] to make your custom preset default.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom print preset

Introduction

With a preset you can predefine the settings you need for a print job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [Media], [Layout], or [Image]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom Image preset for print].
3. Check the box next to the [Custom Image preset for print] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Mirror] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default print preset on page 126](#).

Set the default copy preset

Introduction

With a preset you can predefine the settings you need for a copy job.

Copy has four preset categories: [Media], [Layout], [Image], and [Finishing]. For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

In the tooltip you can always find a short explanation of the setting.

Procedure

1. Open the [Preferences] - [Copy job defaults] tab.
2. Under [User panel configuration: Default presets for copy] select the preset category you want to change, for example [Default Layout preset].
3. Select the setting you want to use as the default preset, for example [Standard half size].
When you want to make your custom preset default, select [Custom].
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom copy preset

Introduction

With a preset you can predefine the settings you need for a copy job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [Media], [Layout], or [Image]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Copy job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom Image preset for copy].
3. Check the box next to the [Custom Image preset for copy] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Original type] to [Blueprint] , and [Background compensation] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default copy preset on page 128](#).

Set the default scan preset

Introduction

With a preset you can predefine the settings you need for a scan job.

Scan has three preset categories: [File type], [Colour mode], and [Image]. For each category you can set one default preset in Océ Express WebTools. The default preset is automatically used when you press the green button on the user panel.



NOTE

- Depending on the colour mode and file type you select, the values for the compression mode and organisation change. For more information on the correct settings, see [File type on page 236](#).
- In the tooltip you can always find a short explanation of the setting.

Procedure

1. Open the [Preferences] - [Scan job defaults] tab.
2. Under [User panel configuration: Default presets for scan] select the preset category you want to change, for example [Default File type preset].
3. Select the setting you want to use as the default preset, for example [JPEG].
Select [Custom] to make your custom preset default.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel.

Configure the custom scan preset

Introduction

With a preset you can predefine the settings you need for a scan job.

When you want to use other predefined settings than the default presets, you can configure custom presets in Océ Express WebTools . You can configure one custom preset per preset category: [File type], [Colour mode], or [Image]. The custom preset becomes available on the user panel, and you are able to set it as the default preset.

Procedure

1. Open the [Preferences] - [Scan job defaults] tab.
2. Select the preset category you want to make a custom preset in and click on [Edit], for example [Custom Image preset for scan].
3. Check the box next to the [Custom Image preset for scan] setting to enable the preset, and make it available on the user panel.
4. Fill in a name and description that will be used for the preset on the user panel.
5. Select the settings you want to use for the custom preset, for example choose to set [Original type] to [Photo] and set [Mirror] to [On].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

To make sure your preset is active on the user panel, press the home button on the home screen of the user panel. When you want to make the custom preset the default preset, follow the procedure [Set the default scan preset on page 130](#).

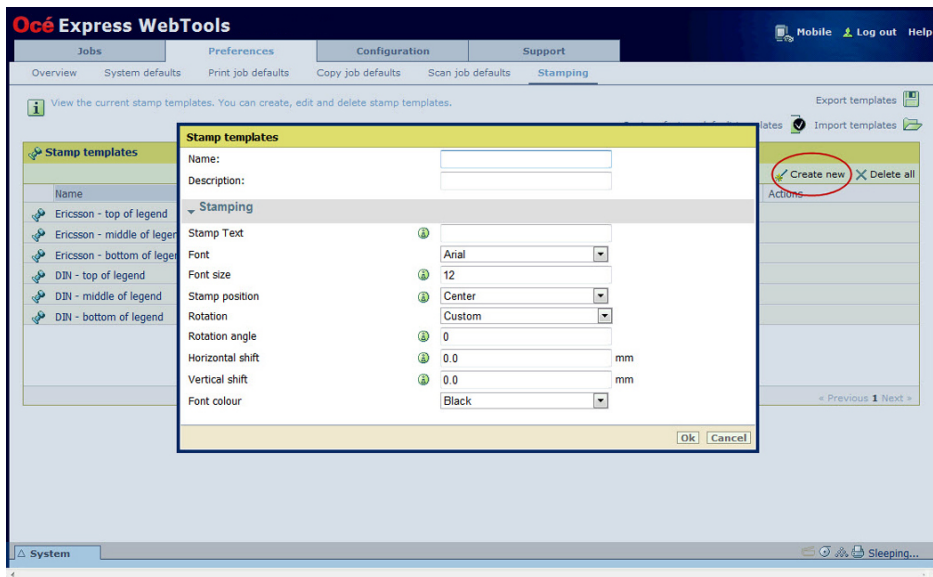
Create a stamp

Introduction

In the custom preset section of the [Copy job defaults] in Océ Express WebTools you can enable the stamp functionality. Under the [Stamping] tab you can create your own predefined stamp.

Procedure

1. Open the [Preferences] - [Stamping] tab.



2. Click on [Create new] in the upper right hand corner .
3. Enter a [Name] recognisable for the user.
4. Enter a [Description] of the stamp.
5. Enter the [Stamp text] that will appear on the stamp. If you insert text, also choose the [Font] and the [Font size].
6. Choose the [Stamp position] on the original.
7. Choose the [Rotation] and the [Rotation angle], when you want to turn the stamp on the original.
8. Enter the [Horizontal shift] and [Vertical shift] in mm, to specify the position you have chosen at step 5.
9. Select the [Font colour].



NOTE

Most settings are optional, so you do not have to enter all settings if it is not necessary.

Result

Your stamp is created. You can now enable your stamp under [Preferences] - [Copy job defaults] - [Custom Image preset for copy] - [Stamping] to use it on the user panel.

For more information, see [Define the custom copy preset on page 129](#).

Configure External Locations

Configure your locations

Introduction

On the user panel you can find a list of locations you can scan to and print from.

To this location you send your scanned files for storage, or you save files on this location and you send them to the printer.

You can define the external locations under the [Configuration] - [External locations] tab in Océ Express WebTools.

Type of locations

You can scan to and print from various location types.

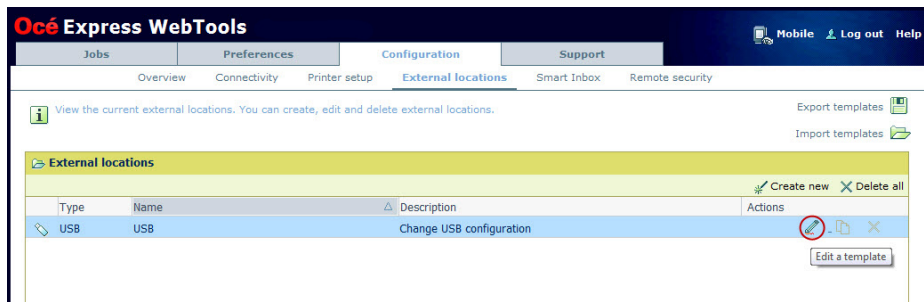
Location type	Location type description
[Smart Inbox]	When you select this location, you can print from your personal Smart Inbox, or your scanned file is sent to the Smart Inbox of your choice.
[USB]	When you select this location you can print from or scan to the USB Mass storage device you inserted in the user panel.
[FTP]	When you select this location you can print from or scan to a shared folder on a remote workstation via FTP.
[SMB]	When you select this location you can print from or scan to a shared folder on a remote workstation via SMB.
[WebDAV]	When you select this location type, you can enter the cloud via Web-DAV and use it as a network drive.
[PlanWell® Collaborate] (Optional)	When you select this location you can print from or scan to the Plan-Well Collaborate cloud services.

Enable or disable USB

Introduction

When you want to use USB as a location you have to make settings for USB first. You can make the settings in Océ Express WebTools.

Illustration



Procedure

1. Open the [Configuration] - [External locations] tab.
2. Select [USB], and click on the [Edit] icon under [Actions]. A window opens.
3. Enter the [Name] recognisable for the user. This name appears on the user panel.
4. Enter the [Description] of USB as location.
5. Under [Enabled functionalities] you can choose the functionalities you want to use for USB.
 - Choose [Print from and scan to], when you want to enable print and scan from and to USB.
 - Choose [Print from only], when you want to enable print from USB only.
 - Choose [Scan to only], when you want to enable scan to USB only.
 - Choose [None], when you want to disable the USB functionality.
6. Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
7. Click [Ok] to save the settings for USB as an external location.

Result

When you enable USB and insert a USB on the user panel, the external USB location can be used via the user panel and in Océ Express WebTools.

When you disable USB, USB cannot be used as an external location.

Enable PlanWell Collaborate (optional)

Introduction

When you have a license installed for PlanWell Collaborate (ARC cloud support), you can enable this external location under the [Configuration] tab.

Procedure

1. Open the [Configuration] - [External locations] tab.
2. Select [PlanWell® Collaborate], and click on the [Edit] icon under [Actions]. A window opens.
3. Enter the [Name] recognisable for the user. This name appears on the user panel.
4. Enter the [Description] of PlanWell Collaborate as location.
5. Under [Enabled functionalities] you can choose the functionalities you want to use for PlanWell Collaborate.
 - Choose [Print from and scan to], when you want to enable print and scan from and to PlanWell Collaborate.
 - Choose [Print from only], when you want to enable print from PlanWell Collaborate only.
 - Choose [Scan to only], when you want to enable scan to PlanWell Collaborate only.
 - Choose [None], when you want to disable PlanWell Collaborate as an external location.
6. Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
7. Click [Ok] to save the settings for PlanWell Collaborate as an external location.

Create an external location

Introduction

You can create your own FTP, SMB, WebDAV, external locations with Océ Express WebTools.

Before you begin



NOTE

- Make sure you enable [SMB] protocol.
- Make sure you enable [FTP] under the [Configuration] - [Connectivity] tab.
- Make sure the URL for [WebDAV] is not blocked.
- For this procedure, you need to log in as a System administrator.

Procedure

1. Select the [Configuration] - [External locations] tab.
2. Click on [Create new] in the upper right hand corner .

3. Enter a [Name] recognisable for the user. This name appears on the user panel.
4. Enter a [Description] of the settings used.
5. Select the [Type] of the external location: [FTP], [SMB], or [WebDAV].
6. Enter the [Path]. The folder path or URL to the external location.
 - For [FTP], use the syntax: hostname[/path] (example: myhost/mydirectory/scantofile).
 - For [SMB], use the syntax: \\hostname\sharename\path] (example: \\myhost \myshareddirectory\scantofile).
 - For [WebDAV] locations, use the full HTTP URL (for example: http://example.webdav.org:8080/repository/).
7. Select under [Credentials] whether or not the user has to log in to access the external location.
 - Select [Prompt the user to log in on the user panel] when you want the user to log in on the user panel.
Login will appear when the user tries to access the external location on the user panel.
 - Select [Use the following credentials for automatic login:] when you want to configure the credentials here.
The user is not requested to log in on the user panel when he tries to access the external location.
8. If you have selected [Use the following credentials for automatic login:] fill in the user name and password.
 - The [User name] gives access to the external location. The user must at least have read and write permissions for the external location. For SMB destinations the format must be as

follows: Local user name: 'IPaddress\username' or 'hostname\username'. Domain user name: 'domain\username'.

- Enter the [Password] that belongs to the user name.
- 9.** Select the [Enabled functionalities]. Enable or disable access to the selected location for print or scan jobs.
- 10.** Enter the [File name]. When you enter a generic name, for example 'scan###', the file gets a unique file name. An ascending number replaces the ###.
- 11.** Click [Ok] to save the external location.

**NOTE**

The system will validate the external location, and give an error message when the validation fails.

In case of an error, you can click 'Save' to save the external location with the error or click 'Change' to change the entries.

Result

When the validation succeeds, the external location can be used via the user panel and in Océ Express WebTools.

Set a default external location

Introduction

You can set an external location as the default location. The default location is used when you do not select a specific external location for a job.

Procedure

1. Select the [Configuration] - [External locations] tab.
2. Under [External locations] select the external location you want to set as default.
3. Click on the checkbox icon under [Default].

Set a default print destination

Introduction

You can configure the default print destination in Océ Express WebTools. When the destination of a print job is not specified in the job ticket, the job is sent to a default destination. You can choose between two default print destinations:

- [Both queue and Smart Inbox]: the job is printed automatically and stored in the Smart Inbox.
- [Only Smart Inbox]: the job is sent to the Smart Inbox and you have to start it locally.



NOTE

You can only set the default print destination, when the [Override destination of print jobs] setting is set to [No, as specified in the job ticket]. You can find this setting under [Preferences] - [System defaults] - [Job management].

Procedure

1. Select the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Job management] section, or click on the setting [Default destination of print jobs].
3. Select [Both queue and Smart Inbox] or [Only Smart Inbox].
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

After you finish

Your preferred print destination is now default. All print jobs are sent to this destination when you do not make other settings.

Set a default scan destination

Introduction

When you scan to a specific destination often, you can set the scan destination as default. You can select one of two types of scan destination as default:

- External location for scan jobs
- Smart Inbox for scan jobs

Before you begin

- Create an external location for scan jobs in Océ Express WebTools. For more information, see [Create an external location on page 136](#)
- Create a Smart Inbox for scan jobs in Océ Express WebTools. For more information, see [Create and open a Smart Inbox for scan jobs on page 102](#)

Set a default external location

Step	Action
1	Select the [Configuration] - [External locations] tab.
2	Under [External locations] select the external location for scan jobs you want to set as default.
3	Click on the checkbox icon under [Default]. Your external location is now default.
4	Select the [Preferences] - [Scan job defaults] tab.
5	Click on [Edit] in the [General scan job settings] section, or click on the [Default destination for scan jobs].
6	Select [Default external location].

Set a default Smart Inbox

Step	Action
1	Select the [Configuration] - [Smart Inbox] tab.
2	Under [Smart Inbox] select the Smart Inbox for scan jobs you want to set as default.
3	Click on the checkbox icon under [Default]. Your Smart Inbox is now default.
4	Select the [Preferences] - [Scan job defaults] tab.
5	Click on [Edit] in the [General scan job settings] section, or click on the [Default destination for scan jobs].
6	Select [Default Smart Inbox].

After you finish




Your preferred scan destination is now default. All scan jobs are sent to this destination when you do not make other settings.

Troubleshoot the creation of an FTP external location (after an error message)

An error message displays to indicate that the creation of the FTP external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.

Error message	Action to perform
The user name or password is incorrect.	<p>Check the remote user name and the password. If the user name and password are correct, check the syntax of the external location name:</p> <ul style="list-style-type: none"> • For a remote host user: <hostname>\<username> or <IP_address>\<username> • For a domain user: <domainname>\<username>
The remote hostname cannot be resolved.	<ul style="list-style-type: none"> • Make sure the hostname is correct and valid. • Make sure the printer is connected to customer's network. • Check the network settings of the printer in Océ Express WebTools: Primary DNS suffix, Preferred DNS server, Subnet mask, Default Gateway • Check with the System Administrator if the DNS server can resolve the hostname to an IPv4 address • If any of the previously mentioned checks does not solve the problem, enter the remote host IPv4 address instead of the hostname.
Missing or incorrect path.	<p>Make sure the path syntax conforms to:</p> <ul style="list-style-type: none"> • hostname/share[/folder/...] or, • <IP_address>/share[/folder/...]
The remote host could not be found.	<ul style="list-style-type: none"> • Make sure the hostname or IP address is correctly typed. • Make sure the remote host is up and running, and that it is connected to the network.
The remote host is not accessible.	<ul style="list-style-type: none"> • Check that the FTP protocol is enabled on the remote host. • Check that the customer network security policy (firewall/switch) allows the FTP ports. • For FTP destination: check that the FTP server uses the port 21.
The external location cannot be tested: the remote server has reached the maximum number of connections.	<p>The external locations server has reached the maximum number of connections. Check with the System administrator or try again later.</p>

Error message	Action to perform
<p>The remote destination test is aborted, because the time-out period has expired.</p>	<p>Check that the Firewall on the FTP server workstation does not prevent the 'FTP passive mode' connection.</p> <p> NOTE To know more about the FTP passive mode connection, refer to the Océ ColorWave-PlotWave Systems Security manual.</p> <p>Example with FileZilla Server The error message may appear after the installation of FileZilla Server. In order to allow the FileZilla Server application through the Windows Firewall, follow the next steps:</p> <ol style="list-style-type: none"> 1. Open the Windows Firewall window. 2. Click 'Allow a program or feature through Windows Firewall'. 3. Click the 'Allow another app...' (or 'Allow another program...') button. A window named 'Add an app' (or 'Add a program') appears. <p> NOTE Do NOT select 'FileZilla Server Interface' from the list.</p> <ol style="list-style-type: none"> 4. Click the 'Browse...' button. 5. Locate the directory in which you installed FileZilla Server (normally C:\Program Files (x86)\FileZilla Server\). 6. Double click or select 'FileZilla server.exe'. <p> IMPORTANT Make sure you do NOT select 'FileZilla Server Interface.exe'.</p> <ol style="list-style-type: none"> 7. Click 'Open'. The 'Add an app' or 'Add a program' window displays again. 8. Scroll down the displayed list and select 'FileZilla server.exe'. 9. Click 'Add'. The Windows Firewall Allowed apps window displays again. Make sure that 'FileZilla server.exe' is added to the 'Allowed apps (or programs) and features' list. Make sure that it has a check mark in either the 'Private', or the 'Public', or the 'Domain' checkbox (depending on the type of network you want to access). 10. Click 'OK' to close the Windows Firewall window.
<p>The specified path or URL does not exist on the remote host, or the folder name is misspelled.</p>	<ul style="list-style-type: none"> • Check that the path to the destination folder is correctly typed. • Check that the destination folder exists on the remote host.
<p>The specified user account has no 'write' permission on this location.</p>	<p>For Scan-to-file check that the remote user has 'Write' permissions on the remote share.</p>

Error message	Action to perform
The external location is full.	Make some space available on the external location for the 'Scan to' operations.
The test of the external location cannot be performed: an internal error has occurred.	Restart the system and try again.

Troubleshoot the creation of an SMB external location (after an error message)

An error message displays to indicate that the creation of the SMB external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.


Error message	Action to perform
The user name or password is incorrect.	<ul style="list-style-type: none"> • Check the remote user name and the password. If the user name and password are correct, check the syntax of the external location name: <ul style="list-style-type: none"> • For a remote host user: <hostname>\<username> or <IP_address>\<username> • For a domain user: <domainname>\<username> • Make sure that the destination workstation accepts the NTLMv1 authentication. (Windows environment: Local Security Policy - Security Settings - Local Policies - Security Options - Network Security - LAN Manager authentication level: the setting should be set to any value except 'refuse LM' or 'refuse LM & NTLM')
The remote hostname cannot be resolved.	<ul style="list-style-type: none"> • Make sure the hostname is correct and valid. • Make sure the printer is connected to customer's network. • Check the network settings of the printer in Océ Express WebTools: Primary DNS suffix, Preferred DNS server, Subnet mask, Default Gateway • Check with the System Administrator if the DNS server can resolve the hostname to an IPv4 address • If any of the previously mentioned checks does not solve the problem, enter the remote host IPv4 address instead of the hostname.
Missing or incorrect path.	<p>Make sure the path syntax conforms to:</p> <ul style="list-style-type: none"> • \\hostname\share[\folder\...] or, • \\<IP_address>\share[\folder\...]
The remote host could not be found.	<ul style="list-style-type: none"> • Make sure the hostname or IP address is correctly typed. • Make sure the remote host is up and running, and that it is connected to the network.
The remote host is not accessible.	<ul style="list-style-type: none"> • Make sure the SMB protocol is enabled on the remote host. • Make sure the SMB ports are allowed by the firewall. (TCP 445) • Make sure that NetBIOS over TCP/IP is enabled on the destination workstation. (Windows environment: Network and Sharing Center - Change adapter settings; Right-click on Network connection - Properties - IP V4- Properties - General - Advanced - WINS)

Error message	Action to perform
The remote destination cannot be tested: the remote server has reached the maximum number of connections.	The external location server has reached the maximum number of connections. Check with the System administrator or try again later.
The specified path or URL does not exist on the remote host, or the folder name is misspelled.	<ul style="list-style-type: none"> • Check that the share is correctly typed and that the share exists on the remote host. • Check that the path to the destination folder is correctly typed. • Check that the destination folder exists on the remote host.
The specified user account has no 'write' permission on this location.	For Scan-to-file check that the remote user has 'Write' permissions on the remote share.
The external location is full.	Make some space available on the external location for the 'Scan to' operations.
The test of the external location cannot be performed: an internal error has occurred.	<ul style="list-style-type: none"> • Restart the system and try again. • Make sure that SMB1 is enabled on the destination workstation. (Windows environment: HKLM\System\CurrentControlSet\Services\LanmanServer\Parameters key).

Troubleshoot the creation of a WebDAV external location (after an error message)

An error message displays to indicate that the creation of the WebDAV external location failed.

According to the error message, perform the verifications proposed in the next table in order to fix the issue.

Error message	Action to perform
Proxy authentication required. Please check the proxy configuration.	<ul style="list-style-type: none"> • Check whether a proxy is required. • Check the proxy settings.
The remote hostname cannot be resolved.	Check whether a proxy is required.
The specified path or URL does not exist on the remote host, or the folder name is misspelled.	<ul style="list-style-type: none"> • Make sure the path exists. • Make sure that 'Proxy settings' feature is not checked if the WebDAV server does not require an internet access (local network). • Check the syntax of the WebDAV external location. Make sure it complies with the WebDAV syntax of your Cloud. <p> IMPORTANT For the 'Box.com' Cloud, the WebDAV syntax changed. The new syntax is: <code>https://dav.box.com</code>. You must use the new syntax. It replaces <code>https://apps.box.com/dav</code>.</p>
Missing or incorrect path.	Check the path and the URL syntax. There may be some strange characters in the path, or an incorrect URL.
The user name or password is incorrect.	<ul style="list-style-type: none"> • Check the remote user name and the password. • If the user name and password are correct, check also the "path" syntax.
The external location cannot be tested: the remote server has reached the maximum number of connections.	The external locations server has reached the maximum number of connections. Check with the System administrator or try again later.
The specified user account has no 'write' permission on this location.	<ul style="list-style-type: none"> • For Scan to file check that the remote user has 'Write' permission on the remote host. • Check the syntax of the WebDAV external location. <p> NOTE Replace <code>http://</code> by <code>https://</code>.</p>
The external location is full.	Make some space available on the external location.
The test of the external location cannot be performed: an internal error has occurred.	<ul style="list-style-type: none"> • Check the URL syntax entered in the Path setting. • Check proxy settings is not checked if the WebDAV server does not require an internet access (local network). • Restart the system and try again.

Configure the Printer Settings

Configure the regional settings

Purpose

The regional settings are configured during the installation of your printer. When you want to change the initial configuration, you can do this under the [Regional settings].

Define the regional settings for the printer in the following order:

- [First language] and [Second language] of the user panel
- [Measurement unit]
- [Time zone]

When you change the [Time zone] you must reboot the system first, before you set the [Current date and time].

- [Current date and time]
- [Time format]



NOTE

Every time you change the [Measurement unit], the controller recalculates the values from millimetre to inches and vice versa. If you reverse to the original value of this setting a slight calculation difference can occur due to rounding differences.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Regional settings] section, or click on the setting you want to edit, for example [First language].
3. Modify the settings. You can choose between:
 - settings that are commonly used in the USA
 - or settings that are commonly used in the rest of the world.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Configure the user session time-out

Introduction

The user panel can automatically return to the home screen and its default configuration. In order to do this you must enable the [User session time-out] setting and set a time limit for the user session. When you disable this setting, the user panel display does not return to the home screen automatically.

When to do

Enable the setting and define a suitable time-out period that does not interfere with the print productivity.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click [Edit] in the [Printer properties] section, or click on the [User session time-out] setting.
3. When you enable the setting, you must enter a time period as well. If you choose to disable the setting, the time-out period will not be adjustable.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Configure the working hours

Introduction

You can define the working hours of the printer in Océ Express WebTools.

Enable [Automatic on] first, to let the printer wake up automatically. Define the working days with the [First working day] setting, for example 'Monday', and [Last working day] setting, for example 'Friday'. And set the wake up time and shut down time with the [Start-up time] and [End of working day time] settings, for example '06:30' and '19:00'.

That way the printer turns on and off automatically, at the set day and time.



NOTE

It is not possible to disable the automatic shut down of the printer with this setting. The printer will always shut down once in twenty-four hours, due to power saving regulations.

Setting	Value
Media request timeout	300 s
Action after media request timeout	Put the job on attention state
User session time-out	5 min
Go into sleep mode after	30 min
Manual feed timeout	120 s
Manual feed timeout action	Put job on hold
Automatic on	Enabled
Start-up time	06:30
End of workday time	19:00
First workday	Monday
Last workday	Friday

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section, or click on the [Automatic on] setting.
3. Select [Enabled] and click [Ok].
4. When you enable the setting, click on [See all] in the [Printer properties] section.
5. Set the [Start-up time], [End of working day time], [First working day] and [Last working day] settings according to your preferences.
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

Result

The printer now wakes up automatically, and is active during the preferred time frame on the set days.

Configure the sleep mode

Introduction

The printer offers an energy save mode that you can use when the printer is idle for a defined period. The configuration of the timer prevents unnecessary power consumption. The printer uses minimal energy, because the power supply of the printer is turned off. The power supply of the controller remains on. The printer needs little time to warm up when it wakes up from the sleep mode.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click [Edit] in the [Printer properties] section, or click on the [Go into sleep mode after] setting.
3. Enter a new value. Thirty minutes is default.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.



NOTE

- The window displays the minimal and maximal value you can select.
- When the printer is in sleep mode, there are several ways to activate the system:
 - send a print job
 - press the wake-up button on the user panel
 - open a media drawer
 - insert an original in the scanner
 - insert a USB device

Configure the media request time-out

Introduction

The user panel displays a message with a media request when the requested media is not available on the printer.

- When the [Media request time-out] setting is disabled, the media request will be displayed on the user panel until it is resolved.
- When the [Media request time-out] setting is enabled (default), you can enter a media request time-out value in seconds. When the media request is not resolved within the media request time-out period, the [Action after media request time-out] setting determines whether the printer either deletes the job from the Job queue or puts the job in attention state.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click on [Edit] in the [Printer properties] section, or click on the [Media request time-out] setting.
3. When you enable the setting, you must enter a time period as well. When you choose to disable the setting, the time period will not be adjustable.
4. Click on the [Action after media request time-out] setting.
5. Select [Put the job on attention state] or [Delete the job].
6. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure the media sizes

Introduction

You can load various media sizes on the printer. In Océ Express WebTools you can indicate the media sizes to make them recognisable for the printer.

Procedure

1. Open the [Support] - [Media] tab.
2. Click on the [Supported media sizes] setting. A new window opens.
3. Select a media series from the list. For each of the standard media series a set of media sizes is enabled.
4. You can enable or disable media sizes to tune the system to your environment. The media series will then automatically change into a [Custom] media series.



NOTE

- You cannot disable media sizes that are currently loaded on the printer.

5. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure the pen settings

Introduction

You can define the pen settings in the application that you use to create a drawing with. When the pen settings are not defined in the application, you can configure the default pen settings in Océ Express WebTools.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Go down to the list of pen numbers.
3. Click on the value of the pen number that you want to change.
The pen settings window opens. You can configure the colour, width, and pattern for this pen.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Optimise your Print Quality and Print Productivity

Set transparency flattening for PDF

Introduction

In Océ Express WebTools you can select a setting to flatten transparency information in a PDF document before printing. The setting is used for PDF documents containing transparency information only.

You can choose between the following values:

- [Quality]
Select this value if print quality is an important factor. The processing speed slows down and more memory is required.
- [Speed]
Select this value if PDF processing performance is more important than print quality. Large and complex PDF files are processed faster and use less memory.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click [Edit] in the [PDF rasterisation settings] section, or click on the [Transparency flattening] setting.
3. Select [Quality] or [Speed].
4. Click [Ok] to confirm, or [Cancel] to reject your entry.

Set the wipeout correction for PDF

Introduction

The [Wipeout correction] for PDF setting allows you to print PDF documents, that contain solid black areas that block parts of the image. When you enable this setting, PDF documents are printed correctly but the processing of the PDF files is slower.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click [Edit] in the [PDF rasterisation settings] section, or click on the [Wipeout correction] setting.
3. Enable or disable. The setting is enabled when you check the box.
4. Click [Ok] to confirm, or [Cancel] to reject your entry.

Set the long plot mode

Introduction

When the [Long plot mode] setting is enabled, it allows you to print plots up to eight times longer than when the setting is disabled.

For the printer to be able to print long prints, the print quality can be reduced.



NOTE

The setting does not apply for PDF or PostScript files.

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click [Edit] in the [General (non-postscript) rasterisation settings] section, or click on the [Long plot mode] setting.
3. Enable or disable. The setting is enabled when you check the box.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the automatic roll switch

Introduction

In Océ Express WebTools you can choose to enable or disable the [Automatic roll switch]. When you enable the functionality and a specific roll has been selected, the printer automatically continues printing on an (in size and type) identical roll. When you disable the functionality, the printer stops and request to load new media.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click [Edit] in the [Printer properties] section, or click on the [Automatic roll switch] setting.
3. Select [Enabled] or [Disabled]. Select enabled when print productivity is an important factor.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the spool threshold

Introduction

When the job memory is full the printer cannot receive new jobs, therefore it is necessary to spool the memory. Set the [Spool threshold] setting to define the spool capacity for your jobs.

You can choose one of following values:

- [Low]
Select this value when you have more small print jobs, and you want to allow a higher capacity.
- [Normal]
This is the default setting. Select this value when you have both small and large print jobs.
- [High]
Select this value when you have more large print jobs, and you want to reduce the risk of having to abort the file transfer due to a full job memory.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Click [Edit] in the [Printer properties] section, or click on the [Spool threshold] setting.
3. Select [Low], [Normal], or [High].
Select [Low] when print productivity is an important factor.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the rotation mode

Introduction

When you want to turn an image you can use the rotation settings. The setting allows you to turn the image according to predefined rotation values, or you can let the printer perform the rotation automatically.

Choose one of the following values:

- [No rotation]
- [90°]
- [180°]
- [270°]
- [Auto rotate portrait]
- [Auto rotate landscape]
- [Auto rotate portrait with additional 180° rotation]
- [Auto rotate landscape with additional 180° rotation]
- [Auto rotate media saving]
- [Auto rotate media saving with additional 180° rotation]

Procedure

1. Open the [Preferences]- [Print job defaults] tab.
2. Click [Edit] in the [Layout] section, or click on the [Rotation] setting.
3. Choose one of the values.
Select [Auto rotate media saving] or [Auto rotate media saving with additional 180° rotation] when the print productivity is an important factor.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Set the alignment mode

Introduction

When you want to shift the image on the sheet, you can change the alignment mode. With the alignment mode you can also optimise the print productivity, as you reduce the distance the print carriage has to travel. You can, for instance, align the image to the top right hand corner of the sheet.

You can choose the following alignment settings:

Alignment mode		
[Top left]	[Top]	[Top right]
[Left]	[Centre]	[Right]
[Bottom left]	[Bottom]	[Bottom right]

Procedure

1. Open the [Preferences] - [Print job defaults] tab.
2. Click [Edit] in the [Print job defaults] section, or click on the [Alignment] setting.
3. Select the correct value.
Select [Top right] when the print productivity is the most important factor.
4. Click [OK] to confirm, or [Cancel] to reject your entries.

Set the link speed and duplex mode

Introduction

Use Océ Express WebTools to set the transmission speed and duplex mode for your network adapter.

Before you begin



NOTE

The list of values you can select depends on the network card type.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click [Edit] in the [Network adapter] section, or click on the [Link speed and duplex mode] setting.
3. Select the value. [Automatic detection] is default.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.

Configure Mobile Printing and Scanning

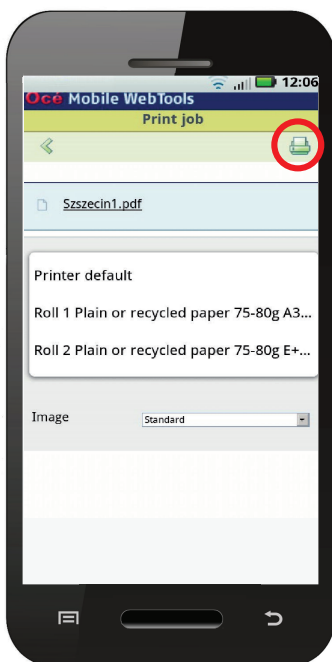
Océ Mobile WebTools

Introduction

Océ Mobile WebTools provides you with the following functionalities:

- Submit a print-ready file to the printer from a mobile device.
- Save a scanned file from the printer on a mobile device.
- Delete a scanned file on the printer.

Illustration



Requirements

Océ Mobile WebTools can be accessed via the browser on your mobile device.

In order for it to work, you need to meet the following requirements:

- You need a Wi-Fi infrastructure connected to the printer's network.
- You need a mobile device, on which you can access and browse the system.
- You need a compatible mobile operating system.
- You need a mobile web browser.

Optionally:

- You need a mobile file explorer application to print a stored file.
- You need a mobile application to scan the QR Code.

How to use the functionality

When you want to use Océ Mobile WebTools:

- The System administrator configures the network and Wi-Fi infrastructure.
- The System administrator enters the configuration information on the printer controller interface.

With this information you can generate and print the QR card.

The QR card contains the QR code, and it contains information on how to connect to the Océ Mobile WebTools.

- The user activates Wi-Fi on the mobile device, and connects to the network. The user opens Océ Mobile WebTools on the device's web browser.
- With Océ Mobile WebTools the user can print a file from the mobile device, and the user is able to save a scanned document.

Get the latest information on infrastructure and mobile device compatibility

Refer to the Océ PlotWave-ColorWave Systems Connectivity manual on the <http://downloads.oce.com> product page to get information on the connection requirements, or visit <http://www.canon.com/support/> to find more information on mobile connection.

Configure Océ Express WebTools settings for a mobile connection

Introduction

When you want users to easily access Océ Mobile WebTools, it is necessary to configure the settings first. With the information you can develop a QR card to create easy access.



NOTE

- For this procedure, you need to log in as Key operator or Power user.
- Make sure you configure your Wi-Fi network, and connect the printer to the network.

Procedure

1. Open the [Configuration] - [Connectivity] tab.
2. Click [Edit] in the right hand corner of the [Mobile] section.
3. Enter the settings. This information will also be printed on the QR card:



NOTE

Enter information according to your IT policy. Contact your System administrator for more information.

Mobile section in Océ Express WebTools

Setting	Action
[Wi-Fi name on QRC sheet]	Enter the name of your Wi-Fi network. The name will be displayed on the QR card.
[Wi-Fi key on QRC sheet]	Enter the password for your Wi-Fi network, if needed. The key will be displayed on the QR card.

4. Click [Ok] to confirm your settings.



NOTE

When the printer is in a Windows domain network, enter the domain name in Océ Express WebTools:

- Open the [Configuration] - [Connectivity] tab
- Go to the [Network adapter] section. Enter the domain name in the field [Primary DNS suffix].

Generate the Quick Response Card

Introduction

When you want users to easily access the printer from their mobile devices, you can generate the QR (Quick Response) card. The QR card contains all the information to establish a connection between the mobile device and the printer. The card contains all your settings and a uniquely generated QR code. The URL of your printer is displayed, so you can also access Océ Mobile WebTools on your mobile device via the web browser .

Print the QR card on individual cards or on a poster to provide easy access to the printer.

Before you begin

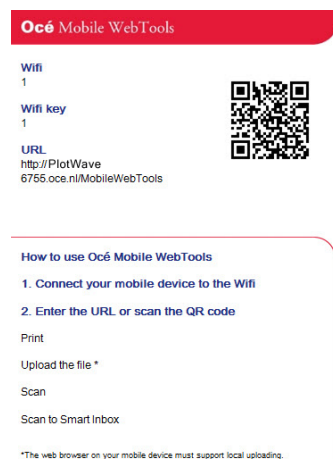
You need to edit the settings for the connectivity information in Océ Express WebTools first. Only a System administrator or Power user can edit the information.



NOTE

The illustration below is an example, you cannot print and use this QR card for your personal printer. The printer generates a unique QR card with your own personal QR code, based on your settings.

Illustration



[3] Example of a QR card

Procedure

1. Open the [Support] - [About] tab.
2. Click on [Quick Response Card] in the [Downloads] section.
A new window opens. The QR card is automatically generated and displayed in the window.
3. Print the QR card.

Connect your mobile device to Océ Mobile WebTools

Before you connect:

- Make sure the system is configured.
- Make sure you generate the Quick Response Card.
- Make sure you activate the Wi-Fi connection on your mobile device.



NOTE

- For iOS mobile devices, you can also type the IP address of the printer in the iCab Mobile browser to get access to the more extended Océ Express WebTools.
- Find the latest compatibility information on the Océ website under the Support tab.
- When the connection fails and cannot be established on your mobile device, please contact the System administrator.

Connect to Océ Mobile WebTools

You can connect to Océ Mobile WebTools in three ways. Follow the steps to get connected.

Connect with:	Steps
The QR code	<ul style="list-style-type: none"> • Open the QR code scan application, on your mobile device. • Scan the QR Code displayed on the Quick Response Card. Océ Mobile WebTools opens in the web browser of your mobile device. • When requested, enter the password on the Quick Response Card in order to connect.
The URL	<ul style="list-style-type: none"> • Open the web browser on your mobile device. • Enter the printer's URL, displayed on the Quick Response Card. For example: 'http://hostname(.com)/MobileWebTools.' • When requested, enter the password on the Quick Response Card in order to connect.
The IP address	<ul style="list-style-type: none"> • Open the web browser on your mobile device. • Enter the printer's IP address. Get the IP address from your System administrator. • When requested, enter the password on the Quick Response Card in order to connect.
	<p>Océ Mobile WebTools opens in the web browser of your mobile device.</p> <p>You can now use it to print from your mobile device, or save scanned files on your mobile device.</p>

Chapter 4

Use the Printing System

What you need to know before you start a job

Definition

You can make a copy, scan, or print job you as intricate as you like. There are three general levels on which you can make changes to the job settings, before you start a job:

- Default level: simple
- Presets level: medium
- Advanced settings level: extensive - tune specific

Three levels of job submission

Nr	Job settings level	Steps
1.	Basic Job - Default	<ul style="list-style-type: none"> • Select your print job from the location or insert an original for copy and scan jobs. • Tap the green button, the default settings are used.
2.	Extended Job - Presets	<ul style="list-style-type: none"> • Select your print job from the location or insert an original for copy and scan jobs. • Tap the copy, scan, or print tile twice to open the window with the presets and the advanced settings. • Change one or more presets. • Tap the green button.
3.	Extended Job - Advanced settings	<ul style="list-style-type: none"> • Select your print job from the location or insert an original for copy and scan jobs. • Tap the copy, scan, or print tile twice to open the window with the presets and the advanced settings. • Tap [All settings]. • Change one or more of all the listed settings. • Tap the green button.

Take note of the following:

- The values defined in Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the default settings in Océ Express WebTools.
- Make sure that you define and load the correct media for your job.
- Make sure that you define the correct job settings: for example, orientation, rotation, and media type.

How to feed an original

Introduction

When you want to copy or scan, it is important to correctly feed the original in the printer.



IMPORTANT

- The scanner can not scan an original that is thicker than 0.8 mm or rigid originals. When you use the carrier sheet that is available as an option, ensure that the combined thickness of both the document and carrier sheet does not exceed 0.8 mm. For more information, see [How to use the carrier sheet on page 171](#).
- Do not retrieve the original from the printer when it is already fed into the scanner. To release the original press the [stop button] on the user panel and tap [Release the original] under the Smart Access.

Procedure

1. Feed the original face up and centred on the original feeding table.



2. The scanner takes the original.
The width of the original is automatically detected and displayed in the Smart Access. The [live scan view] displays the scanning process.

Result

Depending on the selected [Original release mode] in Océ Express WebTools, the scanner holds or releases the original after the scan procedure. Tap [Release the original] under the Smart Access to let the scanner release the document.

When the original is released, you can feed the next original.

How to auto-feed an original

Introduction

When you activate the auto-feed functionality, you do not need to use the green button every time you scan a document. This way you improve your productivity. The scanner is activated automatically, and after the scan procedure the scanner releases the original.



NOTE

- The auto-feed functionality is disabled when you select the print tile or when the user panel reverts to the home screen after the specified time-out period.
- You can change the settings of your copy or scan job before you feed the originals.

Procedure

1. Feed the first original face up and centred on the original feeding table.
2. The scanner takes the original.
3. Tap the green button twice. The green button displays the message [Automatic].
4. Tap the green button to start the scan job.
5. When the user panel displays the message [Insert original], you can insert the next original.
6. When you want to de-activate the auto-feed functionality, tap the green button. [Automatic] disappears from the green button.

How to use the carrier sheet

Introduction

The carrier sheet can help you to scan an original. The use of the carrier sheet depends on the condition of your original.

When to do

You can use the carrier sheet, when you want to copy or scan:

- an original that is smaller than A4 size
- an original that is fragile or damaged
- an original that is badly creased
- an original that has other pieces of paper attached to it.



IMPORTANT

When handling the carrier sheet, be very careful not to scratch or otherwise damage it.



NOTE

- When you use the carrier sheet with colour documents, the colours can shift slightly.
- The carrier sheet is optional and not delivered with the machine. You can order it on the company website or via your local representative.

Procedure

1. Open the carrier sheet and place the original. The printed side of the original must be visible through the transparent protection sheet.
2. Place the carrier sheet with the original face up and centred on the original feeding table.



IMPORTANT

Make sure that you first feed the sealed side of the carrier sheet into the scanner.

3. Feed the carrier sheet with the original into the scanner.
The scanner will detect the width of the carrier sheet as the original width.
The scanner takes the carrier sheet with the original.
4. A copy or scan is made of your original.

Print Jobs - Job submission tools

Use Océ Publisher Express to send a print job

Introduction

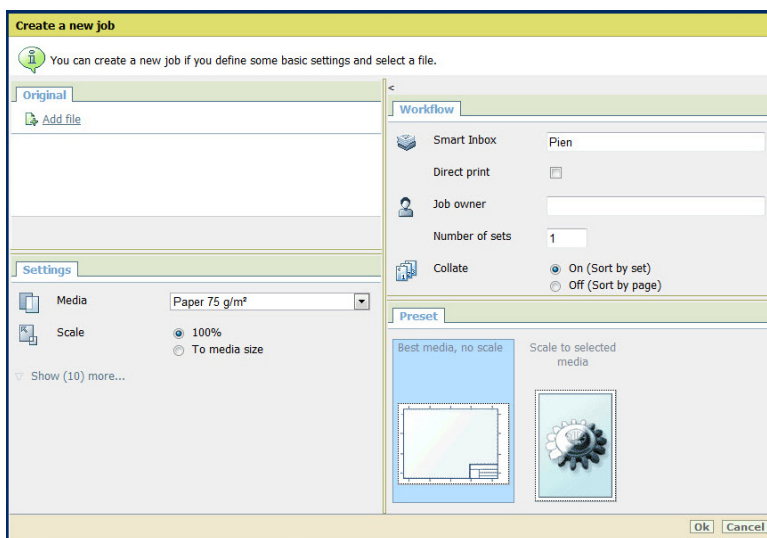
Océ Publisher Express is a job submitter that is integrated in Océ Express WebTools.



NOTE

When you use Océ Publisher Express to submit a print job, the maximum job size is 2 GigaByte.

Illustration



Step	Action	Remarks
1	Open the [Jobs] - tab.	This tab displays the following. <ul style="list-style-type: none"> • The Océ Publisher Express section. • An overview of all jobs that are currently available in the Jobs and Scan queue. • An overview of all the Smart Inboxes that currently contain one or more jobs.
2	Click on [Create new job] in the Océ Publisher Express section.	A separate window opens.

Step	Action	Remarks
3	Click on [Add file] and use the Browse... button to select the file you want to print. Repeat this action to add more files to the job.	You can only print documents with the following data formats. When you use other formats, the file cannot be sent to the printer. <ul style="list-style-type: none"> • - HP-GL - .hp, .hpg, .hpgl • - HP-GL/2 - .hp2 • - HP RTL - .rtl • - CALS - .cls, .cal • - NIRS - .nir, .nif • - CalComp - .cc, .906, .907, .951, .crf, .pci • - Edmics (C4) - .c4 • - TIFF - .tif • - PostScript 3 - .ps (licensed) • - PDF - .pdf (licensed) • - JPEG - .jpg, .jpeg • - DWF - .dwf
4	Select the [Preset] and change the [Settings] if necessary.	Job settings that you change in Océ Publisher Express always overrule the default settings defined in the Océ Express WebTools.
5	In the [Workflow] section enter the name of the Smart Inbox you want to print to and click [Ok] to send the print job to the Smart Inbox.	You can easily create a new Smart Inbox when you enter a new Smart Inbox name.

Use the Smart Inbox to send a print job

Introduction

When you have already added a job to the Smart Inbox in Océ Express WebTools you can print this job via the Smart Inbox.



NOTE

For more information on how to create a Smart Inbox, see [Create and open a Smart Inbox for print jobs \(Smart Inbox section\) on page 100](#) and [Create and open a Smart Inbox for scan jobs on page 102](#).

Procedure

1. Select the [Jobs] tab in Océ Express WebTools.
2. Click on 'Open Smart Inbox'.
3. Click on the white field and select the correct Smart Inbox.
4. Select the job and click [Print]. The job is copied into the queue.

Use Océ Publisher Select to send a print job

Definition

Océ Publisher Select is a client application that allows you to create, preview, print, and manage jobs in an intuitive way.

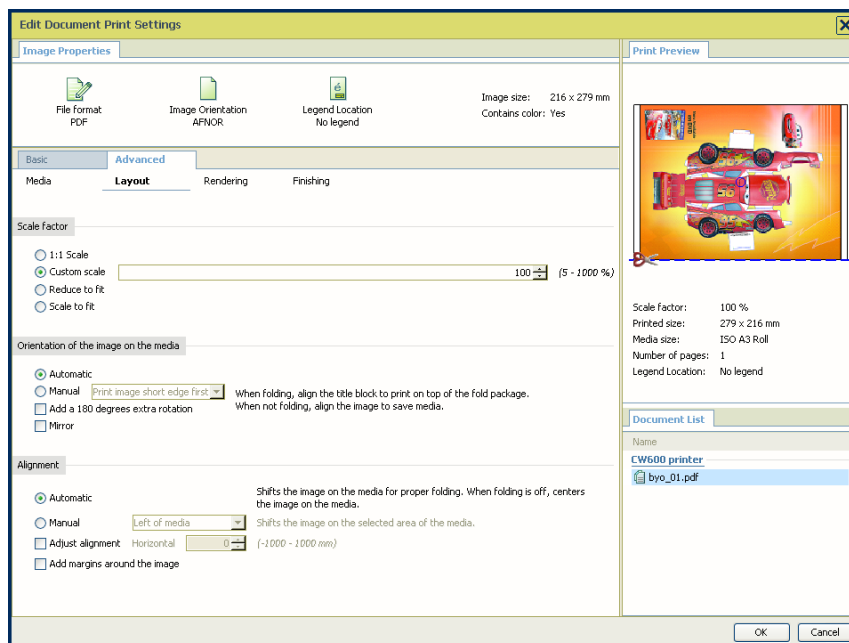
Océ Publisher Select

The software is based on user's intent.

When a job is created, the system:

- Allows you to load files to print from the workstation or from the network.
- Automatically prints documents from a 'Hot Folder'.
- Analyses each file added to the job.
- Automatically applies the default print settings defined in the template.
- Automatically selects the media to be used according to the template you selected.
- Automatically selects the optimal configuration of settings according to the [Image Properties] and printer's capabilities (for folding for instance).
- Can automatically detect the location of the legend on a document.
- Displays an instantaneous and interactive [Print Preview] of the expected output (including the location of the top of the folded packet when folding is activated).
- Allows you to tune each [Basic] and [Advanced] setting of a document before printing it.
- Allows you to add a banner page to each set of documents.
- Allows you to create and print stamps on documents.
- Allows you to save jobs (including their configuration) in order to archive or reprint them.
- Provides accounting capabilities.
- Submits the jobs to an inbox.
- Allows you to monitor the status of your jobs.

The values set in Océ Publisher Select override the default values set on the printer.



Use Océ Publisher Select to send a print job

Step	Action	Remarks
1	Start Océ Publisher Select and connect it to the Océ system	
2	Create a new job	
3	Add the print files to the job	The system immediately starts to interpret the file. It automatically selects the most appropriate media and orients the image on the media.
4	Edit and adjust the document print settings when needed	In the [Edit Document Print Settings] window, you can: <ul style="list-style-type: none"> • Select one or several documents in the [Document List] to display the properties, print settings, and [Print Preview]. • Check and adjust the [Image Properties]. • Tune the [Basic] settings. • Tune the [Advanced] settings: <ul style="list-style-type: none"> - the [Media] settings - the [Layout] settings - the [Rendering] settings - the [Finishing] settings - the [Stamping] settings
5	Check the [Print Preview]	The system displays an interactive preview to represent: <ul style="list-style-type: none"> • The way the system will print the image. • The effects of the selected settings on the output.
6	Send the print job to the printer	
7	Track and manage a submitted job	<ul style="list-style-type: none"> • View the status of the job • Save the job • Duplicate the job • Cancel the job



NOTE

You can download the latest version of Océ Publisher Select from <http://downloads.oce.com>.

Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job

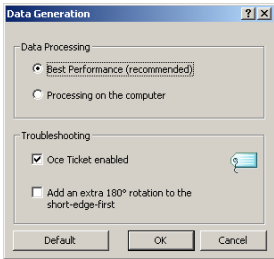
Introduction

Océ provides the Océ Wide format Printer Driver for Microsoft® Windows® that allows you to send print jobs to your printer.

This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under a Windows operating system to your Océ printer.

Illustration



Step	Action	Remarks
1	Open the file that you want to print in the source application.	AutoCAD® or any other Windows application
2	From the [File] menu of the application, click [Print].	
3	Select the product name of your printer in the [Printer] area of the [Print] dialogue box.	
4	Click [Properties].	You can define the default print job settings in Océ Express WebTools.
5	In the [Image] tab click the [More] button. Make sure a checkmark is placed in the [Océ Ticket enabled] box to overrule the default values for the job settings.	

Step	Action	Remarks
6	Check all tabs in the driver and change the settings, if necessary.	
7	Click [OK] to send the print job to the [Smart Inbox] or the print queue.	

Use the Océ PostScript® 3 Driver to send a print job

Introduction

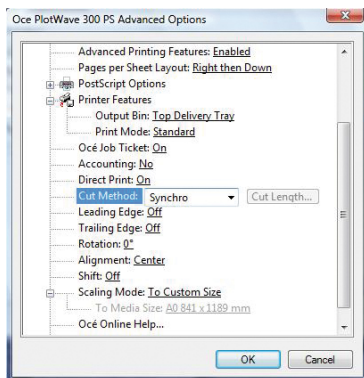
Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your printer.



NOTE

You need a license to be able to print PostScript files on the printer.

Illustration



Step	Action	Remarks
1	Open the file that you want to print in the source application.	
2	From the [File] menu of the application, click [Print].	
3	Select the product name of your printer in the [Printer] area of the [Print] dialogue box.	
4	Click [Properties] and [Advanced].	When you select Properties you can make settings for the print job.
5	Activate the Océ Job Ticket to overrule the default values for the job settings.	
6	Check and change the Printer Features settings if necessary.	
7	Click [OK] to send the print job to the Smart Inbox or the print queue.	

Use Océ Publisher Mobile to send a print job

Introduction

Océ Publisher Mobile is an application that enables you to easily plot from an Océ system via your iPhone, iPad, or Android device.

All Océ TCS, TDS, ColorWave and PlotWave systems are supported. A user can plot all PDF*, PLT (HPGL1/2), TIFF, JPEG and DWF* files.

Before you begin


Download Océ Publisher Mobile from the Play Store for Android devices or the App Store for iOS devices.

Illustration



Add a printer to Océ Publisher Mobile

Step	Action	Remarks
1	Open Océ Publisher Mobile on your mobile device.	
2	Tap the printer button.	Océ Publisher Mobile detects the compatible printers that are available in your network.
3	The detected printer, indicated with a 'Connection' icon, is added to your printer list.	When your printer is not detected, you can add it manually. Tap the 'Add' printer button.
4	From the printer list, select your printer.	
5	Tap the 'Configure' icon, next to the printer name.	The printer configuration window opens.
6	Enter the IP address or hostname of the printer	

Step	Action	Remarks
7	Add the settings for the printer.	<ul style="list-style-type: none"> • Enter a name • Check or define the printer model • Define the number of rolls • Indicate if there is a folder
8	Save the settings. Your printer is added.	 NOTE You can also open Océ Express WebTools. Tap the hyperlink in the configuration window. This is useful to: <ul style="list-style-type: none"> -know the printer status -enter accounting information -see your Smart Inbox -see if there is an error.

Send a print job from Océ Publisher Mobile

Step	Action	Remarks
1	Open the file you want to print in Océ Publisher Mobile.	
2	Select your printer.	
3	Define the print settings you need.	Main settings you can select: <ul style="list-style-type: none"> • Media source • Scale • Folding
4	Indicate the number of copies.	
5	Tap the green button	Your job is sent to the printer.

Print from your mobile device

Introduction

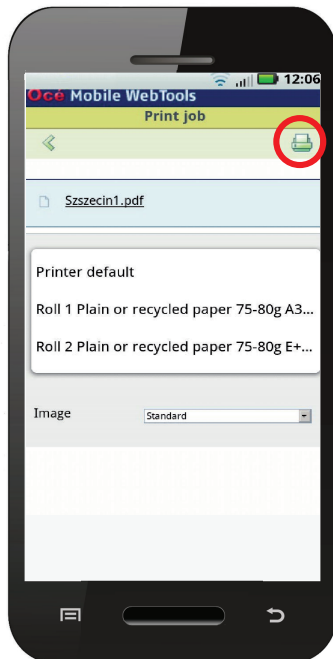
When you have access to Océ Mobile WebTools you can print a file from your mobile device on the printer .



NOTE

- You can navigate in a file repository on your mobile device. If needed, install a file explorer application. For more details refer to the Océ website.
- Make sure you have a working connection.
- When the system requires accounting information, your print job is sent to the Smart Inbox named [Mobile] in Océ Express WebTools. It is not printed. Connect to Océ Express WebTools from a workstation. Enter the accounting information in order to print the job.

Illustration



Procedure

1. Go to the [Print] section, and select [New job].
The [Print job] window opens.
2. Click on [Select a file].
3. Browse to the file you want to print and click Open.
4. Define the settings for your print job and click Ok.
5. After you have defined your settings, click on the printer icon in the upper right hand corner. The job is sent to the printer.

Result

Your document is printed. Your print job appears on the user panel and in the job queue of Océ Express WebTools, while it is being printed.

Use FTP to send a print job

Introduction

The printer supports printing through FTP.

When you send your print job through FTP the default Océ Express WebTools settings are leading.



NOTE

- You must enable printing through FTP in Océ Express WebTools.
- For more information on how to create an external location via FTP on the user panel, see [Create an external location on page 136](#).

Before you begin

Find the network settings and IP address of your printer on the user panel.

Tap the system thumbnail and select [Network settings] in the list. A wizard opens with the required information.

How to send a print job via FTP

You can print the files through FTP in the following ways.

- Via a command line prompt
- Enter the address **ftp://<hostname or IP address> /jobs** in your workstation browser.
- Via a FTP application
- From a web browser

The printer has a dedicated FTP Jobs folder. You cannot delete or change this folder. It is created at installation and protected. The most convenient way to print files through FTP is to drag and drop the files, or to copy and paste the files into this [Jobs] folder on the FTP site of the printer controller. The documents in the folder are printed on your printer.

Web browsers that support job submission through FTP

Level of functionality	Web browser	Operation
Supports drag and drop of files	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Drag the jobs into the [Jobs] folder on the FTP site of your printer.
Supports copy and paste of files.	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Paste the jobs into the [Jobs] folder on the FTP site of your printer.

Use LPR to send a print job

Introduction

The printer supports printing through LPR.

When you send your print job through LPR the default Océ Express WebTools settings are leading.



NOTE

You must enable printing through LPR in Océ Express WebTools.

How to send a print job via LPR

Type the following line command after the Command prompt: **lpr -S** <hostname or IP address> **-P** <print queue name> <file name>.



NOTE

You can use any name for <print queue name>, for example **jobs**.

Use the cloud to send a print job

Introduction

The cloud can be seen as a virtual network drive you use to send files to, but also to save and share files on.

There are general cloud applications, such as SharePoint or applications via a HTTP URL, but companies can also use their own private and internal clouds.

Before you begin

Create an external location via [WebDAV] in Océ Express WebTools to enable your cloud connection with the printer. For more information, see [Create an external location on page 136](#)

Illustration



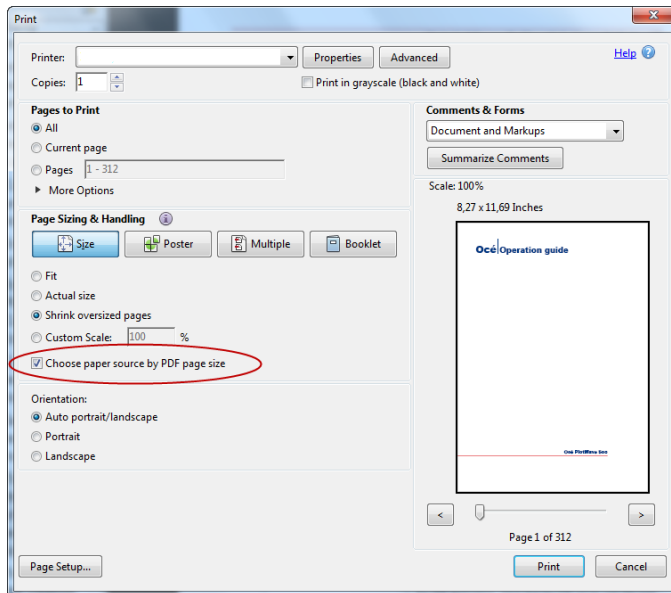
Procedure

1. Open your cloud application, on your mobile device.
2. Depending on the application you use:
 - add and save the file you want to print, or...
 - send the file to the printer.

Troubleshoot print job submission

Introduction

Check the issues and solutions to troubleshoot print job submission.



Issue	Solution
Unable to print a PDF file using Adobe Acrobat reader.	When you submit the print job (File - Print), make sure you check the box 'Choose paper source by PDF page size' in the print dialogue.

Basic Print Jobs - Default

Do a default print job

Introduction

When you want to print a job and you do not make any settings the default presets are used. You only use the Smart Access to start your job.

You can see the presets that are used in the job settings section of your job.

Before you begin

Make sure you submit a job via one of the job submitter applications:

- Océ Publisher Express - [Use Océ Publisher Express to send a print job on page 172](#)
- Océ Publisher Select - [Use Océ Publisher Select to send a print job on page 175](#)
- Océ Wide format Printer Driver for Microsoft® Windows® - [Use the Océ Wide format Printer Driver for Microsoft® Windows® to send a print job on page 177](#)
- Océ Postscript Driver - [Use the Océ PostScript® 3 Driver to send a print job on page 179](#)
- Océ Publisher Mobile - [Use Océ Publisher Mobile to send a print job on page 180](#)
- Océ Mobile WebTools - [Print from your mobile device on page 182](#)

Or submit a job via

- LPR - [Use LPR to send a print job on page 184](#)
- FTP - [Use FTP to send a print job on page 183](#)
- The cloud (WebDAV) - [Use the cloud to send a print job on page 185](#)
- PlanWell Collaborate, or USB.

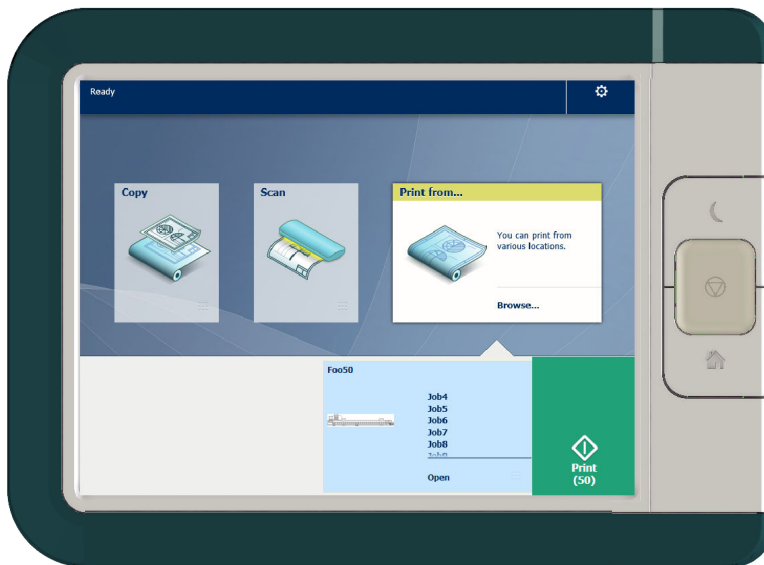


NOTE

This following procedure applies, when you have not made settings to enable direct print. With direct print, the job will be printed immediately. For more information, see [Direct print on page 189](#).

Procedure

1. After you have submitted a job to the printer, tap the [Print tile] on the user panel to open the list of locations.
2. Select the location of your job. Default, the public Smart Inbox.



The jobs are listed in a new window.

3. Select your job from the list.
4. Tap the [green button], next to the job settings.

Direct print

Introduction

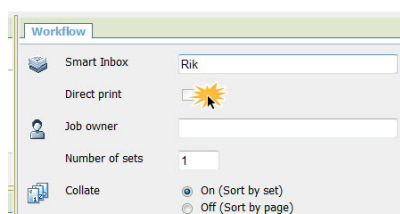
When you want to do a default print job:

- You can print with direct print.
When you print with direct print, the print job is sent to the queue immediately.
- You can print without direct print.
When you print without direct print you have to start the job locally at the printer.



NOTE

- When the [Preferences] - [System defaults] - [Job management] - [Override destination of print jobs] is set to [Only Smart Inbox], you cannot print directly and you have to start the print job at the printer. When you want to print with direct print, you must change this setting in Océ Express WebTools.
- For more information on how to submit a print job via Océ Publisher Express see [Use Océ Publisher Express to send a print job on page 172](#).



Do a default print job with direct print

Step	Action
1	Send a job to the printer via one of the job submitters, and select 'direct print' in the job ticket. Usually via Océ Publisher Express in Océ Express WebTools.
2	Go to the printer to collect your print.

Do a default print job without direct print

Step	Action
1	Send a job to the printer and select the preferred Smart Inbox as a location, via one of the job submitters.
2	Go to the printer and open your Smart Inbox, via the Smart Access on the user panel.
3	Select your job in the Smart Inbox.
4	Tap the green button to print your job.

Result

Collect your output at the printer.

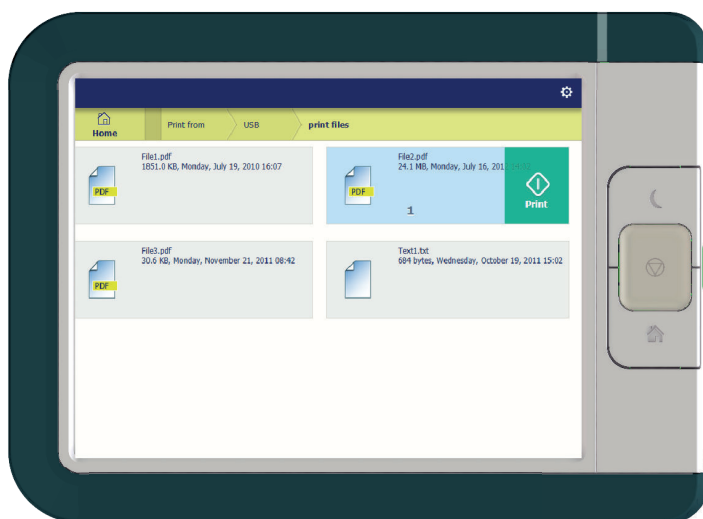
Print from a USB key

Introduction

With a USB key, you can perform print and scan jobs on the printer.

Procedure

1. Insert a USB key into the USB port on the multi-touch user panel.
The print tile is automatically selected on the user panel, and the USB location is active.
2. Tap on the USB location in the print Smart Access.
A window with a list of the folders and files present on your USB key opens. Swipe through the list and find the correct file.



3. Tap the green button to start the job.
When you want to make more settings, you can tap on the job name and job settings. The preset window opens, and you can make additional settings.

Extended Print Jobs - Presets

Print presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The print presets are divided into four categories:

- [Media]
- [Layout]
- [Image]
- [Finishing]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	What you need to know about presets on page 125
How to change the preset settings	Set the default print preset on page 126

Extended Print Jobs - Advanced Settings


Advanced settings for print jobs

Introduction




When you tap the [Print] tile on the multi-touch user panel, you can make your own settings.


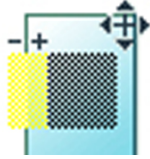
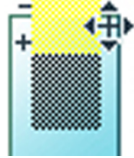


Apart from the preset tiles, you can select the advanced settings under [All settings]. These settings are used for extended print jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.

Preset category: [Media]



Setting	Settings values	Function
[Media type]	Any type List of media types	The type of media you use.
[Media size]	Any size List of media sizes	The size of media you use.
[Media source]	[Automatic] 'Roll 1' (description of media type and media size loaded on roll 1) 'Roll 2' (description of media type and media size loaded on roll 2) [Manual]	Define the media feed to copy or print on. When you select [Auto] the printer automatically selects the media roll. 

Preset category: [Layout]


Setting	Settings values	Function
[Cut size]	[Cut method]: <ul style="list-style-type: none"> • [Synchro] • [Standard] • [Custom] 	<p>When set to [Synchro], the print is cut depended of the image.</p> <p>When set to [Standard], the print is cut to a standard media size.</p> <p>When set to [Custom], you must enter the sizes manually.</p> 
	[Add a leading strip]	<p>Adds a blank strip at the beginning of the output.</p> <p>From 0 to 400 mm, or 0 to 16 inches.</p> 
	[Add a trailing strip]	<p>Adds a blank strip at the end of the output.</p> <p>From 0 to 400 mm, or 0 to 16 inches.</p> 
[Rotation]	[Automatic media saving] [0°] [90°] [180°] [270°]	<p>Rotates the image counter-clockwise.</p> <p>Select [Automatic media saving] to use the media in the most efficient way.</p>

Setting	Settings values	Function
[Positioning]	[Alignment]: <ul style="list-style-type: none"> • [Top left] • [Top] • [Top right] • [Left] • [Centre] • [Right] • [Bottom left] • [Bottom] • [Bottom right] 	[Aligns the image on the media.] 
	[Horizontal shift]	[Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').] From - 914 mm to 914 mm, or - 36" to 36". 
	[Vertical shift]	[Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').] From - 1219 mm to 1219 mm, or - 48" to 48". 
[Scale]	[1:1]	Scales the image to the original size.
	[To media size]	Scales to the selected media width.
	[To standard size]	Scales the image to fit the media size you select from a list. 
	[Custom]	Scales the image to a custom percentage. 10 - 1000[%] 

Preset category: [Image]

Setting	Settings values	Function
[Print quality]	[Standard] [Lines/text standard] [Photo]	Define the type of original you use 
[Mirror]	[On] [Off]	[When 'on', the image is mirrored along the vertical axis (the media transport direction).] 

Preset category: [Finishing]

Setting	Settings values	Function
[Delivery]	[Top Delivery Tray]	Location on top of the printer, that deposits the sheet face-down.  NOTE Not all media types can be delivered to the [Top Delivery Tray].
	[Back output]	Location at the back of the printer, that deposits the sheet face-up.
[Fold]	[On] [Off]	When enabled and a finisher is installed, you can fold your output.

Basic Copy Jobs - Default

Advised settings for copy jobs

Introduction

A default copy job takes two steps: feed the original face up and tap the green button.

When you change the presets or the advanced settings, it is an extended copy job.

Advised settings for copy jobs

It is best to predefine the advised settings for copy jobs you do most often.

In the table below you find the advised settings for specific copy jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	[Lines/text standard] or [Folded lines/text]	
Folded coloured CAD drawing	[Coloured original]	For folded monochrome originals apply [Folded lines/text].
Coloured original, like CAD-colour, maps, business graphics, etc.	[Coloured original]	The [Coloured original] mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	[Coloured original]	
Photos and high definition colour prints	[Photo]	
Medium quality colour prints	[Coloured original];	
Dark originals and dark transparent originals	[Dark original]	The renewed [Dark original] setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blue-prints"	[Dark original]	
Blueprints with white lines on a blue background	[Blueprint]	The image is inverted, that is white is converted to black.



NOTE

For highlighting colour on an otherwise monochrome original, select the listed original type and enable [Colour highlighting]. Enable [Colour highlighting] on the user panel under [All settings] - [Image] - [Colour highlighting].

Do a default copy job

Introduction

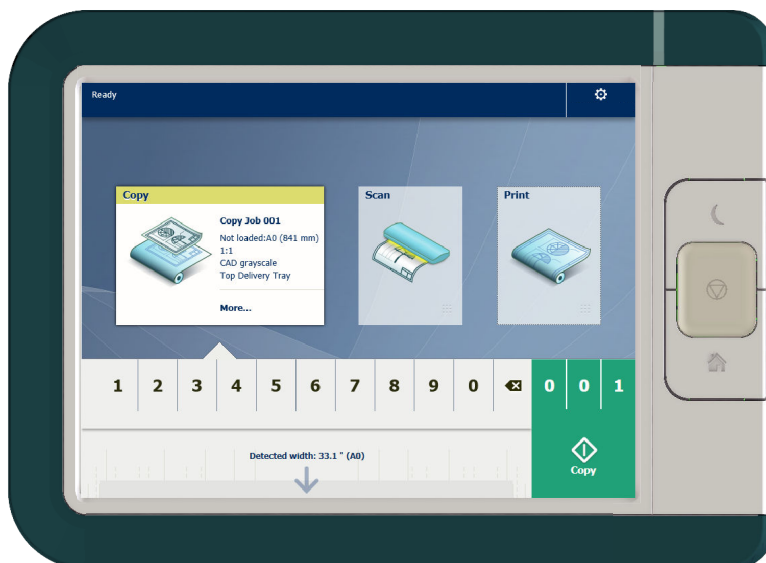
When you want to copy an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.



Procedure

1. Feed the original face up and centred on the original feeding table.
The Copy tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



NOTE

Tap on [Release the original] under the Smart Access, to release your original from the scanner.

Extended Copy Jobs - Presets

Copy presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The copy presets are divided into four categories:

- [Media]
- [Layout]
- [Image]
- [Finishing]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	What you need to know about presets on page 125
How to change the preset settings	Set the default copy preset on page 128

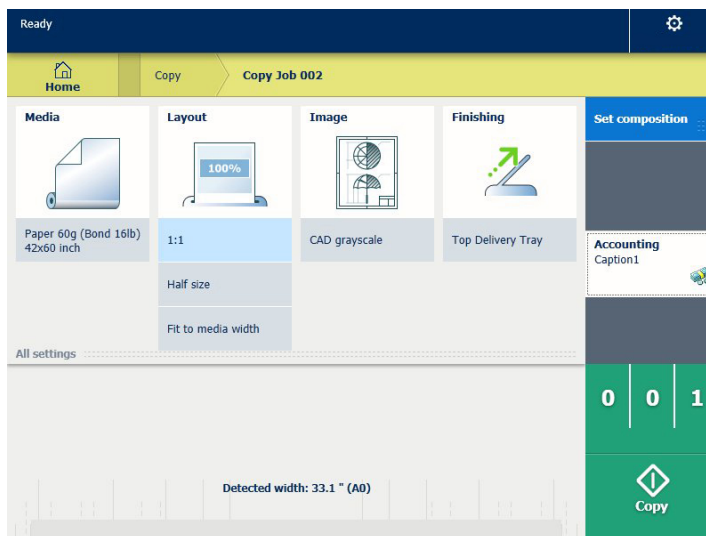
Make a half size copy

Introduction

When you want to scale your original to a 50% copy, you can select a preset on the user panel.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap the [Layout] preset.



4. Tap [Half size].
5. Define the number of copies and tap the green button.

Result

The printer copies to 50%.

Copy by set

Introduction

You can use the [Create set] option to make multiple sets of copies.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. In the job pane on the right, tap [Create set].
The green button changes colour and displays [Add].
4. Tap the green button to start scanning.
5. When the printer releases the original, insert the next original.
6. Tap the green button. The scan is added to the set.
Repeat this step until your set is complete.
7. Tap the [Finish set] tile, to finish the set.

Result

The printer copies the set of originals.

Extended Copy Jobs - Advanced Settings


Advanced settings for copy jobs

Introduction




When you tap the [Copy] tile on the multi-touch user panel, you can make your own settings.

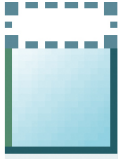



Apart from the preset tiles, you can select the advanced settings under [All settings]. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.


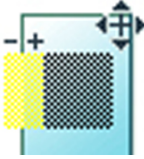
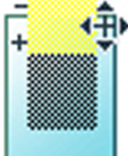


Preset category: [Media]

Preset	Settings values	Function
[Media type]	Any type List of media types	The type of media you use.
[Media size]	Any size List of media sizes	The size of media you use.
[Media source]	[Automatic] 'Roll 1' (description of media type and media size loaded on roll 1) 'Roll 2' (description of media type and media size loaded on roll 2) [Manual]	Define the media feed to copy or print on. When you select [Auto] the printer automatically selects the media roll. 







Preset category:[Layout]





Preset	Settings values	Function
[Cut size]	[Cut method]: <ul style="list-style-type: none"> • [Synchro] • [Standard] • [Custom] 	When set to [Synchro], the print is cut depended of the image. When set to [Standard], the print is cut to a standard media size. When set to [Custom], you must enter the sizes manually. 
	[Add a leading strip]	Adds a blank strip at the beginning of the output. From 0 to 400 mm, or 0 to 16". 
	[Add a trailing strip]	Adds a blank strip at the end of the output. From 0 to 400 mm, or 0 to 16". 

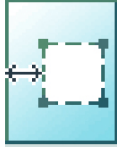



Preset	Settings values	Function
[Remove strip]	[Top]	[Erase a strip from the beginning of the original.] From 0 to 400 mm, or 0 to 16". 
[Remove strip]	[Bottom]	[Erase a strip from the bottom of the original.] From 0 to 400 mm, or 0 to 16". 
[Remove strip]	[Left]	[Erase a strip from the left side of the original.] From 0 to 400 mm, or 0 to 16". 
[Remove strip]	[Right]	[Erase a strip from the right side of the original.] From 0 to 400 mm, or 0 to 16". 

Preset	Settings values	Function
[Positioning]	[Alignment]: <ul style="list-style-type: none"> • [Top left] • [Top] • [Top right] • [Left] • [Centre] • [Right] • [Bottom left] • [Bottom] • [Bottom right] 	[Aligns the image on the media.] 
	[Horizontal shift]	[Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').] From - 914 mm to 914 mm, or - 36" to 36". 
	[Vertical shift]	[Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').] From - 1219 mm to 1219 mm, or - 48" to 48". 
[Scale]	[1:1]	Scales the image to the original size.
	[To media size]	Scales to the selected media width.
	[To standard size]	Scales the image to fit the media size you select from a list. 
	[Custom]	Scales the image to a custom percentage. 10 - 1000[%] 


Preset category: [Image]

Preset	Settings values	Settings values	Function
[Original]	[Original type]	[Lines/text standard] [Lines/text draft] [Coloured original] [Folded lines/text] [Blueprint] [Dark original] [Photo]	Define the type of original you use. For more information on choosing the correct original type, see Advised settings for copy jobs on page 196 . 
	[Background compensation]	[Auto] [On] [Off]	Reduce the background noise of the image. 
	[Original width]	[Auto]	The width of the original is automatically detected by the scanner. 
		[Standard] Selection of available standard sizes: • [A0] • [A1] • [A2] • [A3] • [E+ (36")] • [B1 (707 mm)] • [B2 (500 mm)]	The width of the original is a standard size.   NOTE Depends on the media series you define in Océ Express WebTools
	[Custom] You can enter a size within the range of 210 to 914 mm, or 8.5 to 36".	The width of the original is a custom size. 	

Preset	Settings values	Settings values	Function
[Image]	[Colour highlighting]	[On] [Off]	<p>When enabled all coloured information is printed darker on the original than black/grey information. For instance, marked or highlighted text becomes more visible.</p> <p> NOTE It is only relevant for the copy modes: [Coloured original], [Lines/text standard], [Lines/text draft], [Folded lines/text], [Dark original].</p>
	[Lighter/Darker]	Value from -5 to 5	[Increase the value for darker prints; decrease for lighter prints.]
	[Mirror]	[On] [Off]	<p>[When 'on', the image is mirrored along the vertical axis (the media transport direction).]</p> <p></p>
[Stamp]	Select a stamp from the list.	<p> NOTE For more information on how to create a stamp, see Create a stamp on page 132</p>	<p>Copy with a stamp</p> <p></p>

Preset	Settings values	Settings values	Function
[Area to erase]	[Area to erase: X origin]	From 0 to 914 mm, or 0 to 36"	[The horizontal offset where the erase area starts.] 
	[Area to erase: Y origin]	From 0 to 6000 mm, or 0 to 250".	[The vertical offset where the erase area starts.] 
	[Area to erase: width]	From 0 to 914 mm, or 0 to 36".	[The width of the area to erase.] 
	[Area to erase: length]	From 0 to 6000 mm, or 0 to 250".	[The length of the area to erase.] 

Preset category: [Finishing]

Preset	Settings values	Function
[Delivery]	[Top Delivery Tray]	Location on top of the printer, that deposits the sheet face-down.  NOTE Not all media types can be delivered to the [Top Delivery Tray].
	[Back output]	Location at the back of the printer, that deposits the sheet face-up.
[Fold]	[On] [Off]	When enabled and a finisher is installed, you can fold your output.

Make a copy and add a strip

Introduction

When you make a copy, you can add a strip to a document.

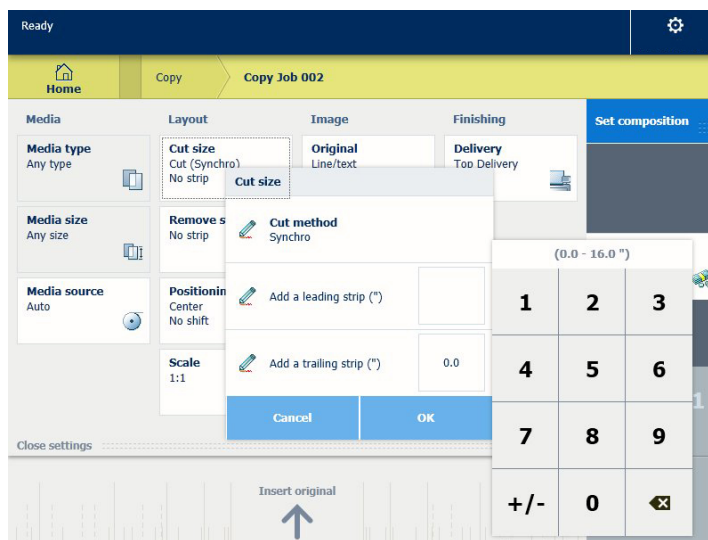
Use [Cut size] to copy an original without a strip, and add a strip to the copy. You can add a strip at the top or bottom of a copy.



NOTE

For more information on the cut size settings, see [Preset category:Layout on page 203](#).

Illustration



Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Cut size] under the [Layout] preset.



5. Tap [Add a leading strip] or [Add a trailing strip], and define the values.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Result

The document is printed with a strip attached to the top or bottom.

Make a copy and remove a strip

Introduction

When you have an original with a strip, you can remove the strip from your copy.

Use the option on the user panel to copy an original with a strip, and remove the strip from the copy. You can remove a strip from the top, the bottom, the left, or the right side of the original.

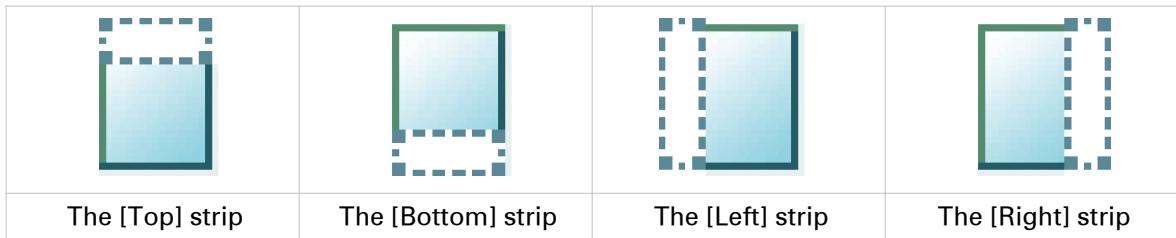


NOTE

- For more information on the cut size settings, see [Preset category:Layout on page 203](#).
- You can also use this setting to copy a specific area of the original. For more information, see [Make a copy of a specific area of an original on page 211](#).

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.



4. Tap [Remove strip] under the [Layout] preset.
5. Select [Top], [Bottom], [Left], or [Right] and define the values.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Make a copy of a specific area of an original

Introduction

You can make a copy of a specific area of an original. Use the option [Remove strip] to copy a specific area.

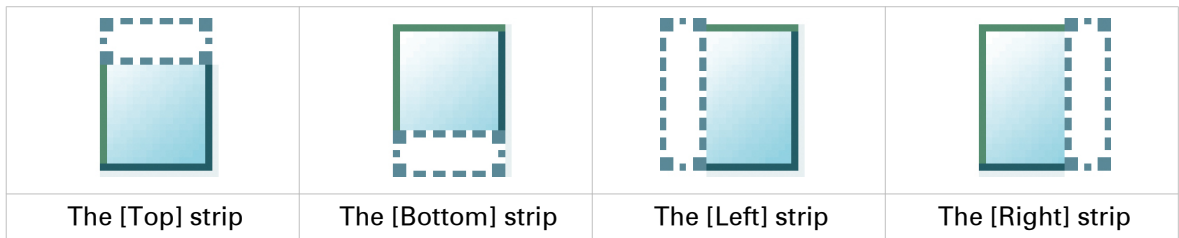


NOTE

For more information on the cut size settings, see [Preset category:Layout on page 203](#).

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Remove strip] under the [Layout] preset.



5. Select [Top], [Bottom], [Left], or [Right], and define the values for your specific area.
6. Make your settings and tap [OK].
7. Tap [Positioning] and then [Alignment].
8. Select [Centre] from the list and tap [OK].
9. Define the number of copies and tap the green button.



Make a copy and remove a specific area of an original

Introduction

You can make a copy and delete a specific area of an original. You can use two settings: [Area to erase: width] and [Area to erase: length], to define the dimensions of the delete area. And you can use two settings: [Area to erase: X origin] and [Area to erase: Y origin], to define the relative position of the delete area on the sheet.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Area to erase] under the [Image] preset.

			
[Area to erase: X origin]	[Area to erase: Y origin]	[Area to erase: width]	[Area to erase: length]

5. Select [Area to erase: X origin], [Area to erase: Y origin], [Area to erase: width], or [Area to erase: length] and define the values for your specific area.
6. Make your settings and tap [OK].
7. Define the number of copies and tap the green button.

Make a copy and scale to another size

Introduction

When you want to scale your copy to another size, you can make changes under the advanced settings. With the custom setting you can choose any scale percentage you want, between the range of 10 - 1000%.



NOTE

For more information on the other scale modes, see [Preset category:Layout on page 203](#).

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Scale] under the [Layout] preset.
5. Tap [Scale] in the new window and select [Custom].
6. Under [Custom] select any percentage between 10 - 1000%.
7. After you made your settings tap [OK].
8. Enter the number of copies and tap the green button.

Make a copy of a dark original (Diazo)

Introduction

It can be difficult to make a good copy of a Diazo original. Diazo originals have a changing lightness with a 'cloudy' background, which can give an unclear output. The Océ PlotWave 340/360 has a special setting [Dark original], that follows the lightness and changing background of the original and copies to an even and high quality output.

Before you begin

Use the [Dark original] mode for originals that have a changing 'cloudy' background.

Dark and light Diazo originals, or other light or dark originals with a changing background can be copied in [Dark original] mode.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Original] under the [Image] preset.
5. Tap [Original type].
6. Select [Dark original].
7. Define the number of copies and tap the green button.

Make a copy of an original with highlighted colours

Introduction

When you have an original on which colours are accentuated or highlighted, it can be difficult to make a good black and white copy. The Océ PlotWave 340/360 has a special setting [Colour highlighting], that highlights the colour accents of the original in black and white. The black and white copy has the same accents and quality as the coloured original.



NOTE

The [Colour highlighting] setting is only relevant for the copy modes: [Coloured original], [Lines/text standard], [Lines/text draft], [Folded lines/text], [Dark original].

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Image] under the [Image] preset.
5. Tap [Colour highlighting].
6. Select [On] and tap [OK].
7. Define the number of copies and tap the green button.

Make a copy on a cut sheet

Introduction

You can copy on cut sheet media when the required media type or size is not available on the media rolls of the printer.

Procedure

1. Feed the original face up and centred on the original feeding table.

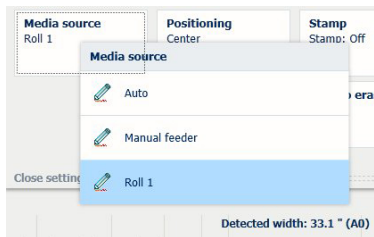


NOTE

- The page orientation must be portrait.
- You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The Copy tile is automatically selected on the user panel.

2. Tap the [Copy] tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Media source] under the [Media] preset.
5. Tap [Media source] in the new window.
6. Select [Manual] from the list of settings.



7. Define the number of copies and tap the green button.
8. Wait for the media request.
9. Place the cut sheet media on the media bypass of the printer.





NOTE

Use the media size indication on the media bypass to align the cut sheet media correctly. When you use a B1 media size (707 mm) you must align the cut sheet media with the A1 indent.

Result

The printer copies on a cut sheet.

Make a copy with a stamp

Introduction

A stamp is a mark you can put on every copy.

Before you begin

To enable the stamp functionality, you must first create a stamp in Océ Express WebTools. For more information on how to do this, see [Create a stamp on page 132](#).

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the copy tile. A window with a list of presets opens.
3. Tap [All settings]. A list with settings opens.
4. Tap [Stamp] under the [Image] preset.
5. Select your stamp and tap [OK].
6. Define the number of copies and tap the green button.

Basic Scan Jobs - Default

Advised settings for scan jobs

Introduction

A default scan job takes three steps: feed the original face up, select the location in the scan Smart Access, and tap the green button.

When you change the presets or the advanced settings it is called an extended scan job.

Advised settings for scan to greyscale or black and white file

It is best to predefine the advised settings for scan jobs you do most often.

In the table below you find the advised settings for specific scan-to-file jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	[Lines/text standard] or [Folded lines/text]	
Folded coloured CAD drawing	[Coloured original]	For folded monochrome originals apply [Folded lines/text].
Coloured original, like CAD-colour, maps, business graphics, etc.	[Coloured original]	The [Coloured original] mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	[Coloured original]	
Photos and high definition colour prints	[Photo]	
Medium quality colour prints	[Coloured original] or [Photo]	[Photo] gives a softer contrast than [Coloured original]. For photos and colour prints scan to greyscale is preferred over scan to black and white.
Dark originals and dark transparent originals	[Dark original]	The renewed [Dark original] setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blueprints"	[Dark original]	
Blueprints with white lines on a blue background	[Blueprint]	The image is inverted, that is white is converted to black.



NOTE

For highlighting colour on an otherwise monochrome original, select the listed original type and enable [Colour highlighting]. Enable [Colour highlighting] on the user panel under [All settings] - [Image] - [Colour highlighting].

Advised settings for scan to colour file

Original document	Original type	Remarks
Coloured CAD drawings	[Lines/text standard] or [Folded lines/text]	
Maps, business graphics, 3D drawings etc.	[Map]	This is the default setting. For most originals it gives the best balance between colour accuracy, sharpness, and background removal.
Artist impressions, painted work etc.	[Artwork]	
Photos	[Photo]	This mode has the highest colour accuracy.

Do a default scan job

Introduction

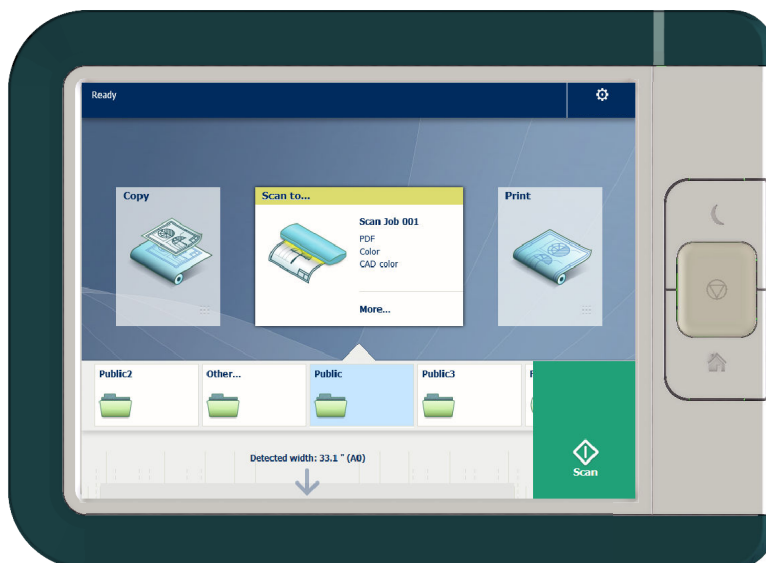
When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.



Procedure

1. Feed the original face up and centred on the original feeding table.
2. Select the Scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button. When you do not select a location the file is sent to the public Smart Inbox.



NOTE

Tap on [Release the original] under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.

Extended Scan Jobs - Locations and Presets

Scan presets on the user panel

Introduction

The printer uses the default presets for print, copy, and scan jobs, when you do not make different settings. The scan presets are divided into three categories:

- [File type]
- [Colour mode]
- [Image]

You can change the presets for all of these categories in Océ Express WebTools. For more information on:

The preset concept	What you need to know about presets on page 125
How to change the preset settings	Set the default scan preset on page 130

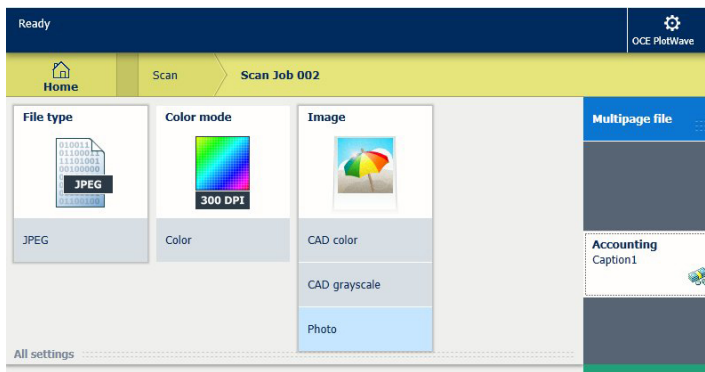
Scan a photo to JPEG format

Introduction

When you want to scan a photo to JPEG format, you can select the presets on the user panel.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the scan tile on the user panel and select your preferred location in the scan Smart Access. When you do not select a location the file is sent to the public Smart Inbox.
3. Tap the scan tile again. A window with a list of presets opens.
4. Tap the [File type] preset.
5. Select [JPEG].
6. Tap the [Image] preset.



7. Select [Photo].
8. Tap the green button.

Result

A scan to JPEG file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

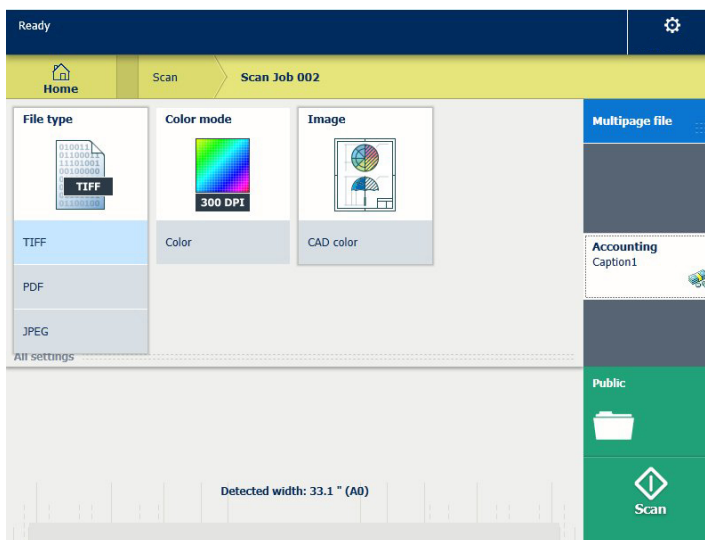
Scan CAD colour to TIFF format

Introduction

When you want to scan a CAD colour to TIFF format, you can select the presets on the user panel.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the scan tile on the user panel and select your preferred location in the scan Smart Access. When you do not select a location the file is sent to the public Smart Inbox.
3. Tap the scan tile again. A window with a list of presets opens.
4. Tap the [File type] preset.



5. Select [TIFF].
6. Tap the [Image] preset.
7. Select [CAD colour].
8. Tap the green button.

Result

A scan to TIFF file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan to a USB key

Introduction

When you insert a USB key in the user panel, you can scan to USB.

Before you begin

Before you scan to USB, make sure the correct settings are enabled. For more information see, [Enable or disable USB on page 134](#).

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Insert a USB key into the USB port on the user panel.
The scan tile is automatically selected on the user panel, and the USB location is active. Tap the scan tile once more, when you want to change the settings.
3. Tap the green button to start the scan job.



NOTE

Wait until the light in the USB port stops blinking, before you retract the USB key.

Result

A scan to file is made, and saved on your USB key. You can retrieve the file from your USB key.

Scan to an external location

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

In the Smart Access you can select the location you want to sent your scan to.

With the Océ PlotWave 340/360 printer you can use the following external location types:

- [FTP]
- [SMB]
- [WebDAV] also called the cloud
- [PlanWell® Collaborate]

Before you begin

Before you can select the preferred location, you must create the location in Océ Express WebTools first. For more information, see [Create an external location on page 136](#). When you have created the locations in Océ Express WebTools, they become visible in the Smart Access on the user panel.

When you do not create external locations in Océ Express WebTools, there is no other location visible on the user panel than the public Smart Inbox.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access. Upon request, log in with your credentials. Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.

Result

A scan to file is made, and sent to your selected location. Access your location to retrieve the file.

Scan to a Smart Inbox and collect your file in Océ Express WebTools

Introduction

When you scan a document on the printer, the public Smart Inbox is the default location you scan to. You can also choose another Smart Inbox as your location in the Smart Access of the user panel.

Before you begin

You can create your own Smart Inboxes in Océ Express WebTools. Once you have created the Smart Inboxes in Océ Express WebTools, they become visible in the Smart Access on the printer user panel. For more information on how to do this, see [Create and open a Smart Inbox for scan jobs on page 102](#).

When you do not create Smart Inboxes in Océ Express WebTools, only the public Smart Inbox is visible as a location.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.
3. Select the preferred Smart Inbox in the Smart Access.
Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.
5. Select your scan job in the Smart Access to check the preview of your job.
6. Open Océ Express WebTools.
7. Select the Jobs tab.
8. Open your Smart Inbox on the right side.
When your Smart Inbox is not visible, click on the white space of [Open Smart Inbox] and select the name of your Smart Inbox.
9. In the Smart Inbox, select your job.
10. In the bar above select [Send to...], to send your job to the destination you want to save it in.
Or select [Save] to save your job locally.

Save a scanned document on your mobile device

Introduction

When you have access to Océ Mobile WebTools you can scan a document on the printer and save it on your mobile device.

Before you begin

Make sure you have a working connection.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Select the scan tile on the user panel. The scan Smart Access is visible.
3. Select the preferred Smart Inbox in the Smart Access.
Tap the scan tile once more, when you want to change the settings.
4. Tap the green button.
The scanned file is sent to the preferred Smart Inbox section, in Océ Express WebTools and in Océ Mobile WebTools.
5. Open Océ Mobile WebTools on your mobile device.
6. Open the preferred Smart Inbox section. The scanned file is displayed here.
The Smart Inbox section is automatically refreshed within a few seconds.
7. Select the file and click on the Save icon.
8. Browse to a folder on your mobile device, and click Ok.



NOTE

The stored location or folder is sometimes determined by the browser on your mobile device. Some mobile device browsers change the name, or the extension of the file while storing it.

Result

The file is stored on your mobile device.

Click the 'delete' icon, when you want to delete the file from the inbox on the printer.

Change the name of a scan job on the user panel

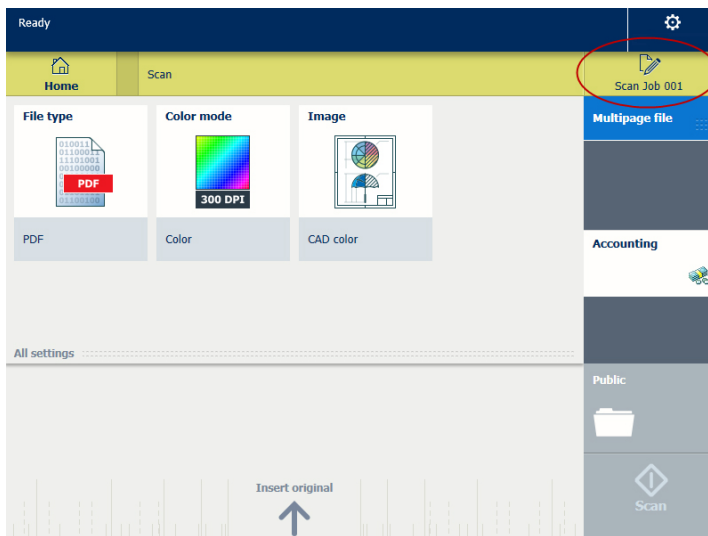
Introduction

You can make settings for a scan-to-file name in Océ Express WebTools under the [Preferences] - [Scan job defaults] tab, but you can also change the name of the job on the user panel.



NOTE

- The name you enter is used for the next scan. It is not possible to change the name when the scan starts or after the scan has been made.
- You can only change the name under the scan menu, not under any of the other menus. When you cannot change the name, the name is greyed out.



Procedure

1. Tap the scan tile on the user panel. A window with a list of presets opens.
2. Tap the file name of the job on the right hand corner, under the system menu thumbnail. A keyboard appears, with the current file name filled in.
3. Use the erase key and fill in your preferred name.



NOTE

Note that the file extension is automatically generated, so do not put the file extension in the name.

4. Tap Ok to confirm. Your preferred name is now used for the next scan.

Extended Scan Jobs - Advanced Settings

Available settings for scan jobs

Introduction

When you tap the Scan tile on the multi-touch user panel, you can make your own settings.


Apart from the preset tiles, you can select the advanced settings under [All settings]. These settings are used for extended copy jobs. The following table gives an overview and a short description of the available settings on the printer. You can find a detailed description of each setting in Océ Express WebTools.





NOTE

The values for the compression mode and organisation change, depending on the colour mode and file type you select. In some situation and for some file types you cannot set the compression and organisation settings. For more information on this, see [File type on page 236](#).




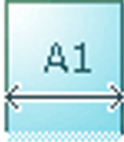


Preset: [File type]





Setting	Settings values	Settings values	Function
[File type]	Type	[TIFF] [TIFF multipage] [PDF] [PDF multipage] [PDF/A] [PDF multipage] [JPEG] [CALS]	[The file type of the scanned image. The list of file types depends on scan to colour, greyscale, or black-and-white: CALS is only available when scanning to black-and-white; JPEG is not available when scanning to black-and-white.] 
	[Compression]	[Group 4] [Group 3] [Flate] [Packbits] [JPEG] [LZW] [None]	The compression type when scanning to TIFF or to PDF. Depends on the [File type].
	[JPEG quality]	[Maximum] [High] [Medium] [Low]	[The image quality when scanning to PDF with JPEG compression. With a lower quality, the compression increases giving a smaller file size.]
	[Organisation]	[Raw] [Striped] [Tiled]	[The file organisation when scanning to TIFF.]



Preset: [Colour mode]

Setting	Settings values	Function
[Resolution]	[100] [200] [300] [400] [600]	[The resolution of the scanned image in dpi.] 
[Colour mode]	[Colour] [Greyscale] [Black and white]	[Defines whether a colour, greyscale or black-and-white scan must be made. Not all combinations of 'Colour mode' and 'File type' are valid. Changing 'Colour mode' resets 'File type', 'Compression for TIFF' and 'Compression for PDF' to a default value.] 

Preset: [Image]

Setting	Settings values	Settings values	Function
[Original]	[Original type]	[Lines/text standard] [Folded lines/text] [Coloured original] [Artwork] [Map] [Blueprint] [Dark original] [Photo]	Define the type of original you use. For more information on choosing the correct original type, see Advised settings for scan jobs on page 219 . 
	[Background compensation]	[On] [Off] [Auto]	Reduce the background noise of the image. 
	[Original width]	[Auto]	The width of the original is automatically detected by the scanner. 
		[Standard] Selection of available standard sizes: • [A0] • [A1] • [A2] • [A3] • [E+ (36")] • [B1 (707 mm)] • [B2 (500 mm)]	The width of the original is a standard size.   NOTE Depends on the media series you define in Océ Express WebTools
		[Custom] You can enter a size within the range of 210 to 914 mm, or 8.5 to 36".	The width of the original is a custom size. 

[Remove strip]	[Top]	<p>[Erase a strip from the beginning of the original.] From 0 to 400 mm, or 0 to 16".</p> 
	[Bottom]	<p>[Erase a strip from the bottom of the original.] From 0 to 400 mm, or 0 to 16".</p> 
	[Left]	<p>[Erase a strip from the left side of the original.] From 0 to 400 mm, or 0 to 16".</p> 
	[Right]	<p>[Erase a strip from the right side of the original.] From 0 to 400 mm, or 0 to 16".</p> 

[Image]	[Colour highlighting]	[On] [Off]	<p>When enabled all coloured information is printed darker on the original than black/grey information. For instance, marked or highlighted text becomes more visible.</p> <p> NOTE It is only relevant for the modes: [Coloured original], [Lines/text standard], [Lines/text draft], [Folded lines/text], [Dark original].</p>
	[Lighter/Darker]	Value from -5 to 5	[Increase the value for darker prints; decrease for lighter prints.]
	[Mirror]	[On] [Off]	<p>[When 'on', the image is mirrored along the vertical axis (the media transport direction).]</p> <p></p>

File type

Depending on the colour mode and file type you select, the values for the compression mode and organisation change. For some file types and some situations, the compression and organisation settings cannot be set. The list below helps you to define the correct file type and colour mode, and shows you which compression and organisation settings are possible.



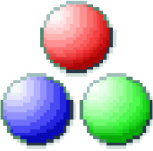
NOTE

On the user panel you can set an automatic compression value. The controller determines the most common compression method for the file type that is selected.

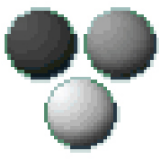
The automatic compression value can be found on the user panel under the scan tile. Tap [All settings] and select [File type]. Set the compression to automatic under:

- [PDF compression] (when PDF is selected)
- [PDF/A compression] (when PDF/A is selected)
- [TIFF compression] (when TIFF is selected)


Colour mode: Colour

[Colour] mode	[File type]	[Organisation]	[Compression]	[JPEG quality]
[Colour] 	[TIFF] [TIFF multipage]	[Raw] [Striped] [Tiled]	[LZW] [Packbits] [None]	Not applicable
	[PDF] [PDF multipage]	Not applicable	[File type] [LZW] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[PDF/A] [PDF/A multi-page]	Not applicable	[Flate] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
[JPEG]	Not applicable	Not applicable	[Maximum] [High] [Medium] [Low]	

Colour mode: Greyscale

[Colour] mode	[File type]	[Organisation]	[Compression]	[JPEG quality]
[Greyscale] 	[TIFF] [TIFF multipage]	[Raw] [Striped] [Tiled]	[LZW] [Packbits] [None]	Not applicable
	[PDF] [PDF multipage]	Not applicable	[Flate] [LZW] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
	[PDF/A] [PDF/A multi- page]	Not applicable	[Flate] [None]	Not applicable
			[JPEG]	[Maximum] [High] [Medium] [Low]
[JPEG]	Not applicable	Not applicable	[Maximum] [High] [Medium] [Low]	

Colour mode: Black and White

[Colour] mode	[File type]	[Organisation]	[Compression]	[JPEG quality]
[Black&white] 	[TIFF] [TIFF multipage]	[Raw] [Striped] [Tiled]	[Group 4] [Group 3] [Packbits] [None]	Not applicable
	[PDF] [PDF multipage]	Not applicable	[Group 4] [Flate] [LZW] [None]	Not applicable
	[PDF/A] [PDF/A multi- page]	Not applicable	[Group 4] [Flate] [None]	Not applicable
	[CALS]	Not applicable	Not applicable	Not applicable

Make a scan and remove a strip

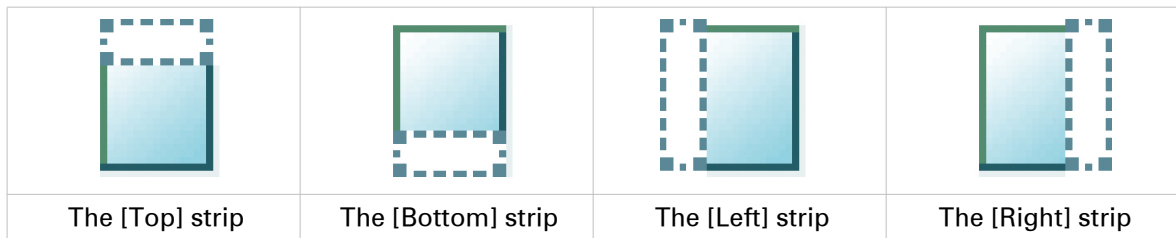
Introduction

When you have an original with a strip, you can remove the strip from your scanned file.

Use the option [Remove strip] on the user panel to scan an original with a strip and remove the strip from the file. You can remove a strip from the top, the bottom, the left, or the right side of the original.

Procedure

1. Feed the original face up and centred on the original feeding table.
2. Tap the scan tile on the user panel and select your preferred location in the scan Smart Access. When you do not select a location the file is sent to the public Smart Inbox.
3. Tap the scan tile again. A window with a list of presets opens.
4. Tap [All settings]. A list with settings opens.
5. Tap [Remove strip] under the [Image] preset.



6. Select [Top], [Bottom], [Left], or [Right] and define the values.
7. Make your settings and tap [OK].
8. Tap the green button.

Result


The printer scans the original to file without the defined strip. The file is sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Pause, resume, or stop an active job

Introduction

When you want to pause, resume, or stop an active job there are several things you can do.

Pause or resume an active print job

Step	Action
1.[Pause]	<p>Tap on the active job in the dynamic bar of the user panel. The queue opens and [Pause] is visible in the dynamic bar. Tap [Pause] to pause the printer. The [Pause] tile turns into a [Resume] tile.</p> <p> NOTE Note that running prints are finished by the printer, so it might take a moment for the printer to pause.</p>
2.[Resume]	Tap [Resume] in the dynamic bar to resume the printer.

Stop and delete an active job on the user panel

Step	Action	Result
1	Press the stop button.	For scan jobs: the machine stops scanning immediately.
2	For print jobs: a dialogue box appears asking if you want to delete the job.	Your print job is saved or deleted.
3	For print jobs: a dialogue box appears asking if you want to delete the job from the Smart Inbox.	Your print job is saved or deleted.
4	For copy and scan jobs: tap on [Release the original] under the Smart Access, to release your original from the scanner.	The scanner releases the original.

Stop and delete an active job in Océ Express WebTools

Step	Action	Result
1	Open the [Jobs] tab.	
2	In the Job queue section tick the box in front of the job you want to delete and click [Delete].	The system aborts and deletes the job.

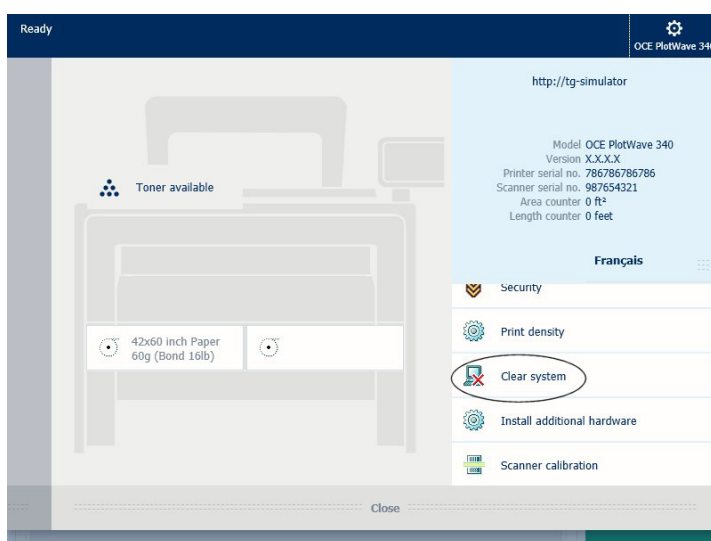
Clear the system

When to do

On the user panel, you can remove all print and copy jobs from the system.

Procedure

1. Tap the System thumbnail in the dynamic bar. A new window opens.
2. In the list in the bottom right corner of the screen, select [Clear system]. A wizard opens.



NOTE

Make sure you have saved all the information. All print and copy jobs are removed.

3. Follow the steps in the wizard, and complete the procedure.

Result

After you have followed the steps, the system will reboot and all print and copy jobs are removed.

Chapter 5

Maintain the Printing System

Update your System

Update the software

You can update the system software when requested by service or your local representative. Install system patches for security when they are available for your product on "<http://downloads.oce.com>". You can update via the user panel or via Océ Express WebTools.

Update	Location
System software	User panel or Océ Express WebTools
System patches (security)	Océ Express WebTools

Update the system software on the user panel

Introduction

You can update the system software on the user panel with a USB device that includes a new version of the software.

Before you begin

Make sure the two update files [*_os.sup] and [*_sw.sup] are present under the [USB:\Packages] directory of the USB device.



NOTE

- The update process deletes all jobs on the system.
- During the update process the system is unavailable for approximately 20 minutes.
- The update contains a complete update of the operating system. As a result, all installed third-party applications will be erased. You can reinstall the third-party applications after the update.

Procedure

1. Tap the system menu thumbnail on the user panel. The system menu opens.
2. Tap on [System update] in the setup menu.
3. Log in as a System administrator or Power user. The update wizard appears.
4. Insert the USB device into the USB port on the user panel.
5. Follow the instructions of the wizard.
During the update the system is not available. When the update is finished, the printer will restart.
6. Remove the USB device before the printer restarts.

After you finish

You can check the current software version under System menu - [System update] on the user panel, or under the [Support] - [Update] tab in Océ Express WebTools.

Update the system software in Océ Express WebTools

Introduction

You can update the system via Océ Express WebTools. You can find the settings under the [Support] - [Update] tab.

The [Update] tab has the following functionalities:

- **update** the system software
- **install** system patches (security)
- check the current software version
- check the execution status of the latest patch applied ('Success' or 'Failure').

Before you begin

For an update of the system software, get the two packages for the system software update from your local representative.



NOTE

- When the system update package is larger than 2 GB and you use Internet Explorer, you must use Internet Explorer version 9 or higher.
- Do not restart the printer during the upload and update process.

Procedure

1. Select the [Support] - [Update] tab.
2. Click on the [Update] button for an update of the current system software.
3. Browse to the [Open source package (*.os.sup)] and [Software package (*.sw.sup)]. Select the files and click 'Open'.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.
5. You are now ready to update the software. A warning message appears. Click [Ok] to confirm, or [Cancel] to reject your entries.
6. The update starts. At the end of the process, the controller restarts. Click [Ok] to open Océ Express WebTools.
7. You are informed whether the update was successful.

Install the system patches in Océ Express WebTools

Introduction

You can install system patches (security) in Océ Express WebTools.

Before you begin

Download the system patches from "<http://downloads.oce.com>".



NOTE

- When the system update package is larger than 2 GB and you use Internet Explorer, you must use Internet Explorer version 9 or higher.
- Do not restart the printer during the upload and update process.

Procedure

1. Select the [Support] - [Update] tab.
2. Click on the [Install] button for an installation of the operating system patches.
3. Browse to the location of the [Software package (*.oce)] patch file.
Select the file and click 'Open'.
4. Click [Ok] to confirm, or [Cancel] to reject your entries.
5. You are now ready to install the patches. A warning message appears.
Click [Ok] to confirm, or [Cancel] to reject your entries.
6. The installation starts. At the end of the process, the controller restarts.
Click [Ok] to open Océ Express WebTools.
7. You are informed whether the installation was successful.

Move the Printing System

Switch the printing system off

Introduction

When you want to switch off the printing system completely, you have to take a few steps.

Procedure

1. Use the [on / off button] at the front of the printer to switch the printing system off. The lighted button starts to blink.



NOTE

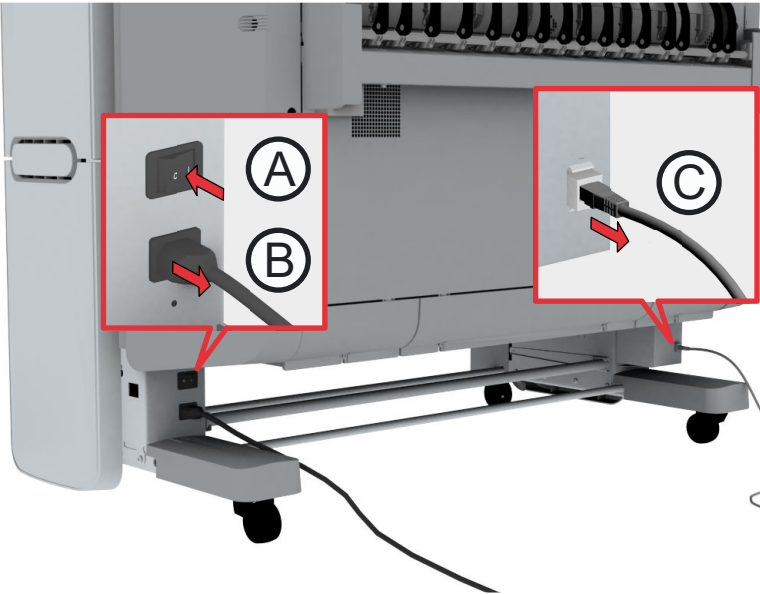
You can also use the [Shut down] button in Océ Express WebTools.



IMPORTANT

Wait until the [on / off button] stops blinking.

2. Switch off the [power switch] at the back of the printing system (A).



Disconnect the network cable and the mains supply cable

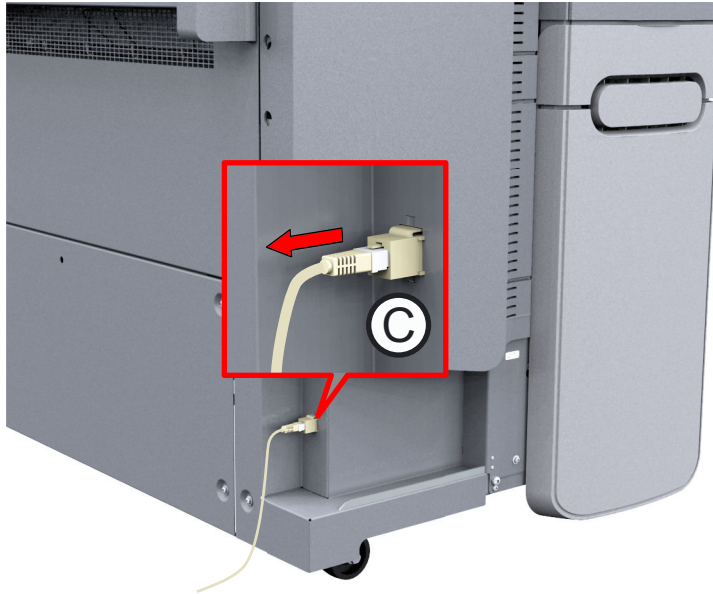
Procedure



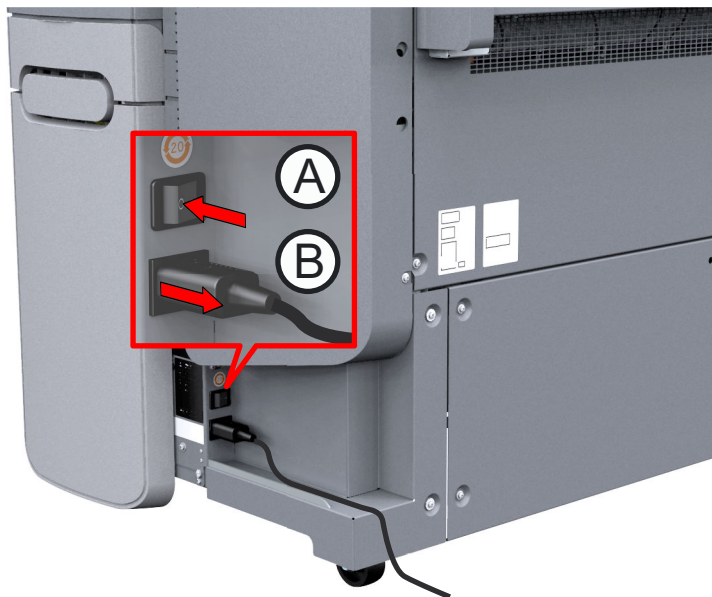
IMPORTANT

Make sure the main power switch (A) is in 'off' position.

1. Disconnect the network cable from the network connection at the right back of the printer (C).



2. Disconnect the mains supply cable from the wall socket.
3. Disconnect the other side of the mains supply cable from the power connection at the left back of the printer (B).



Move and re-adjust the printing system

Introduction

When you move the printing system to a new location, you must check if it needs re-adjustment to ensure the best output quality.

You need two tools for the adjustment procedure. You can find these tools behind the lower right front cover.

Required tools

Allen key and Key wrench



IMPORTANT

- When the printer is connected, you must first switch off and disconnect the printer (see [Switch the printing system off on page 246](#) and [Disconnect the network cable and the mains supply cable on page 248](#)).
- Close the media drawers.



NOTE

Be aware of the size of the printer working area (see [Working area \(Footprint\) on page 22](#)).

Procedure

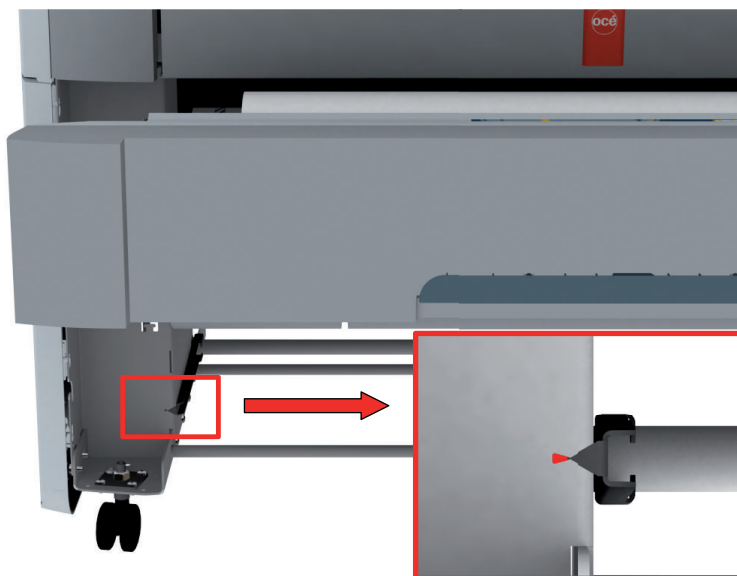
1. Move the printing system to its new location.
2. Pull firmly to open the media drawer.



3. Slide the lower right front cover (1) to remove it.



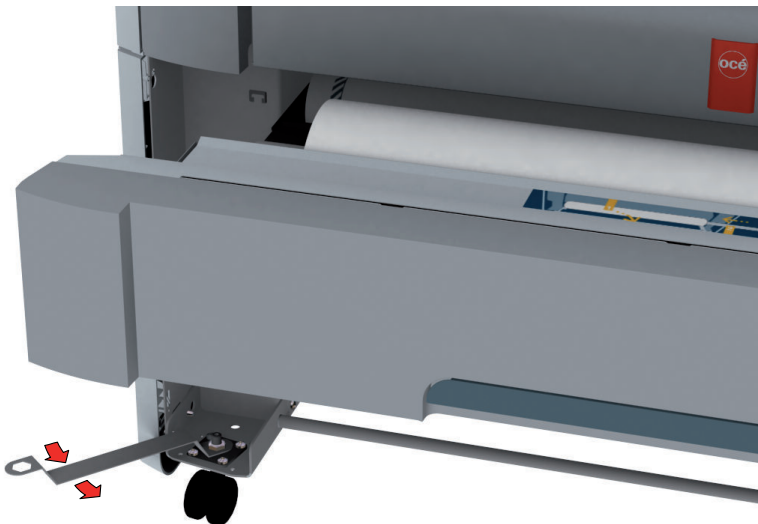
4. Check if the level indicator arrow is exactly on the middle of the marker.
If no, continue with step 5.
If yes, continue with step 9.



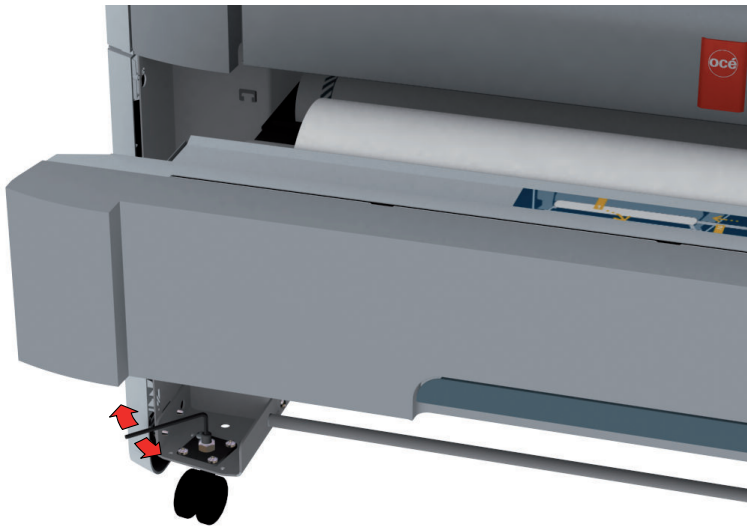
5. Slide the lower right front cover (11) to remove it, and get access to the tools you need for the adjustment procedure.



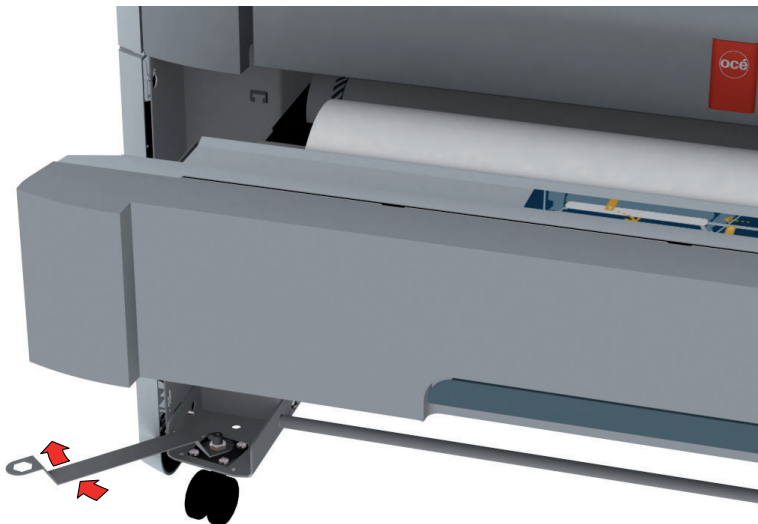
6. Loosen the nut with the key wrench.



7. Use the Allen key to adjust the level, until the level indicator arrow is exactly on the middle of the marker.



8. Lock the nut with the key wrench.



9. Place the lower right front cover back.



10. Place the tools and the lower right front cover back.



11. Close the media drawer.



Connect the mains supply cable and the network cable

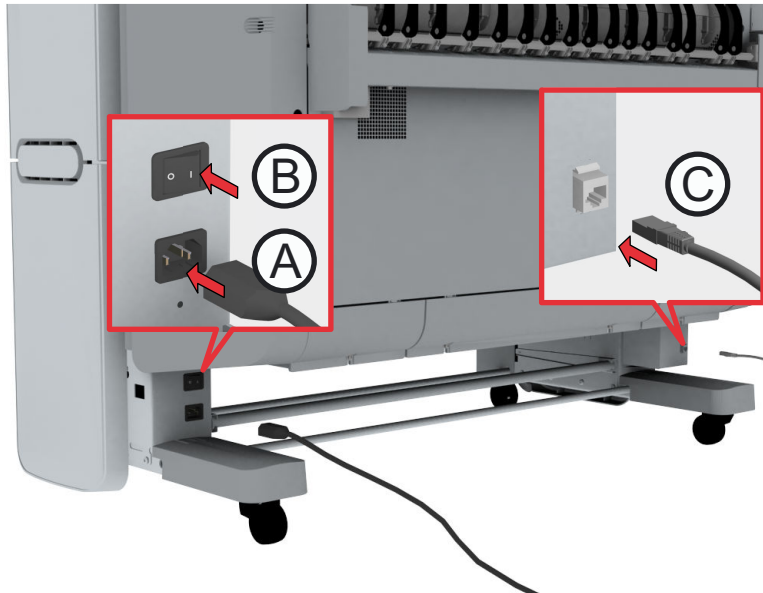
Procedure



IMPORTANT

Make sure the power switch (B) is in 'off' position.

1. Plug the mains supply cable into the power connection at the left back of the printer (A).



2. Plug the other side of the mains supply cable into the wall socket.
3. Plug the network cable into the network connection at the right back of the printer (C), to connect the printer to your company network.

Switch on the printing system

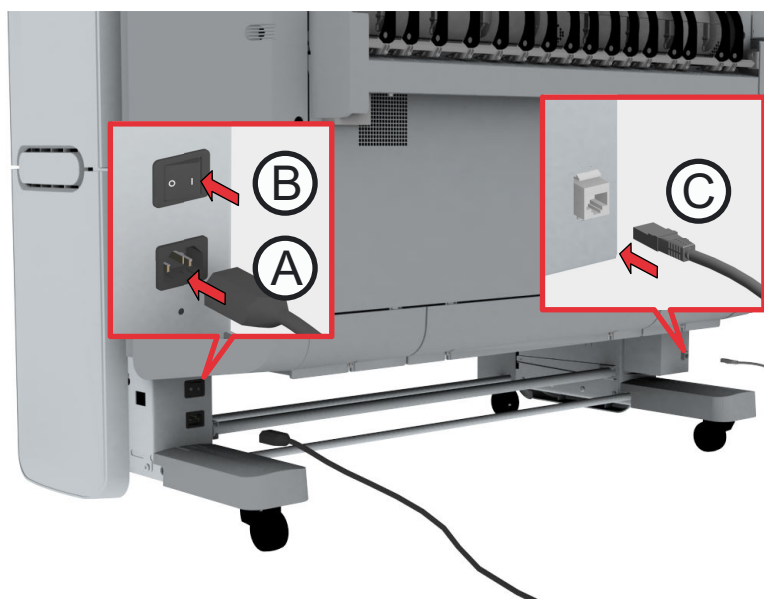


IMPORTANT

- Make sure the mains supply cable (A) is plugged in.
- Make sure the network cable (C) is plugged in.

Procedure

1. Switch on the power switch at the left back of the printer (B).




2. Press the on/off button at the front of the printer to start the system. The button lights up.

Replace the Media

The [media drawer]



Component - function table

Nr	Component	Description / Function
1	[roll holder]	Carries the media roll
2	[media roll 1]	Media placed on roll holder in first position.
3	[media roll 2 (optional)]	Media placed on roll holder in second position.  NOTE The scanner calibration sheet is located at the back of roll 2.
4	[roll loading station]	Groove integrated behind the front cover of the media drawer, on which the media can be easily loaded.
5	[clean cut button]	Button used to trim a strip of a new or damaged media roll.

Remove a media roll



IMPORTANT

- Handle the media roll with care. A dented media roll can damage the printer.
- Do not open the media drawer during the printing process.



CAUTION

- Watch your fingers when you handle the media roll.
- When you want to remove an A0 media roll from position 2 make sure to bend your knees, as indicated below, to spare your back.

Illustration

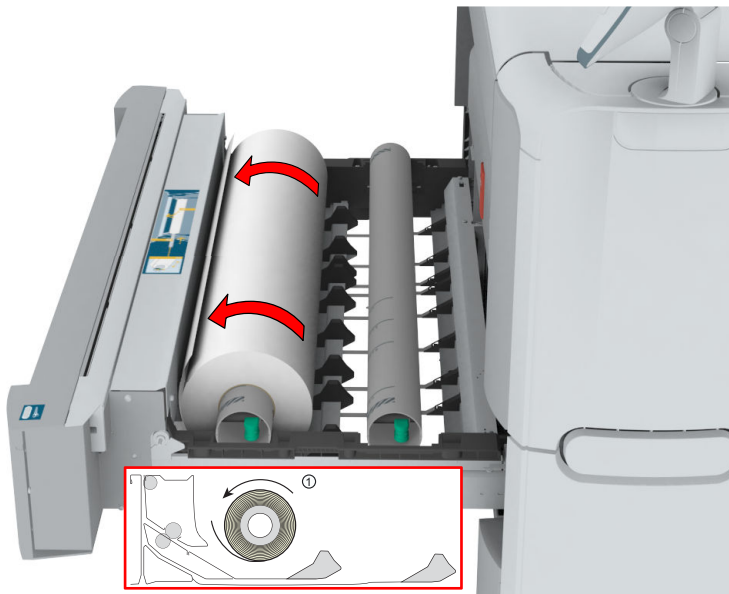


Procedure

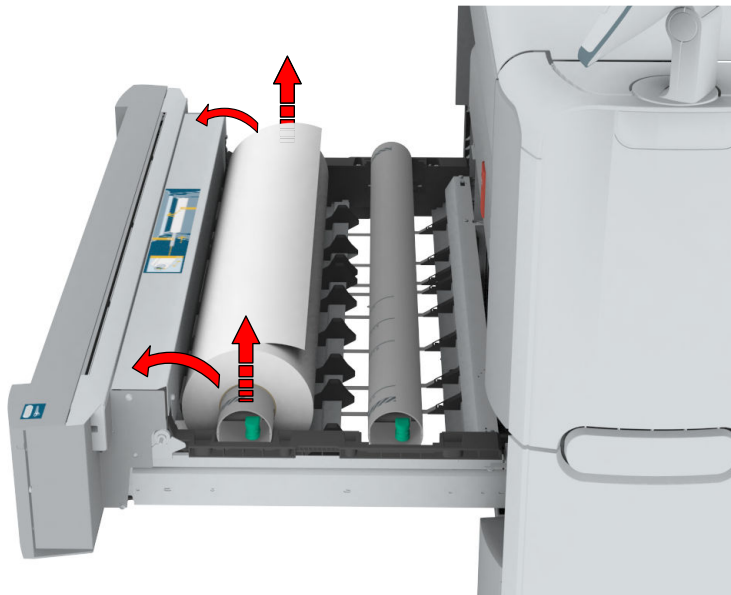
1. Pull firmly on the media drawer to open it.



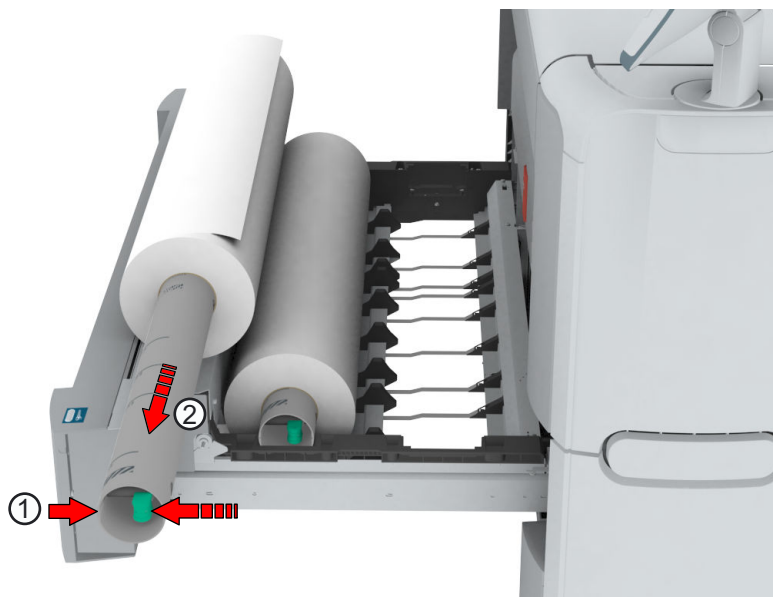
2. Roll the media back manually, to remove the media from the metal paper guide.



3. Use both hands (as indicated) to lift the roll holder with the media roll, and put it on the roll loading station.



4. Pull the handle of the roll holder locking mechanism towards you, and remove the roll holder from the core of the media roll.
Put the empty roll holder back into the drawer (as shown in the illustrations)



5. Remove the media roll from the roll loading station.
Store it in a safe place, so that it cannot fall over or roll away.

Unpack the media roll



IMPORTANT

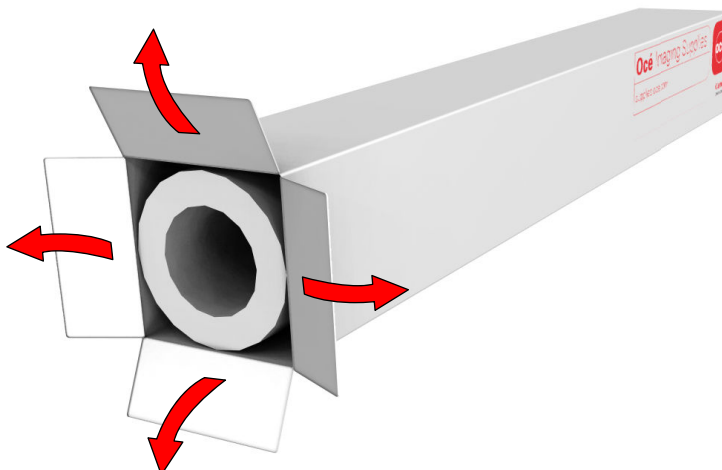
- Handle the media roll with care. A dented media roll can damage the printer.
- Always write the correct media name inside the core, after you unpack the media roll. In that case you will have the correct media information available, when you replace the roll before it is empty and you want to re-use it later,.

Procedure

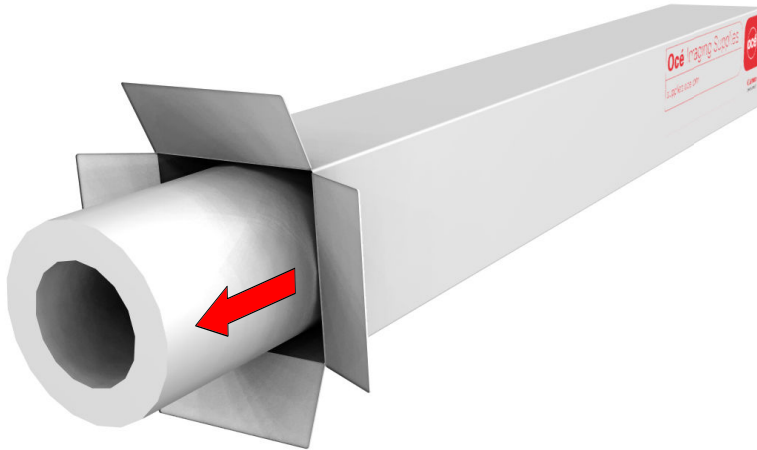
1. Place the media box on a table.



2. Open the box, and if present remove the plug.



3. Carefully remove the media roll from the box.



4. If present, remove the other plug and any plastic on the media roll.

Load a media roll (position 1)



NOTE

When your printing system is equipped with an additional media roll, it is advised to load an A0 or E-size media roll on position 1 and an A2 or C-size media roll on position 2.



CAUTION

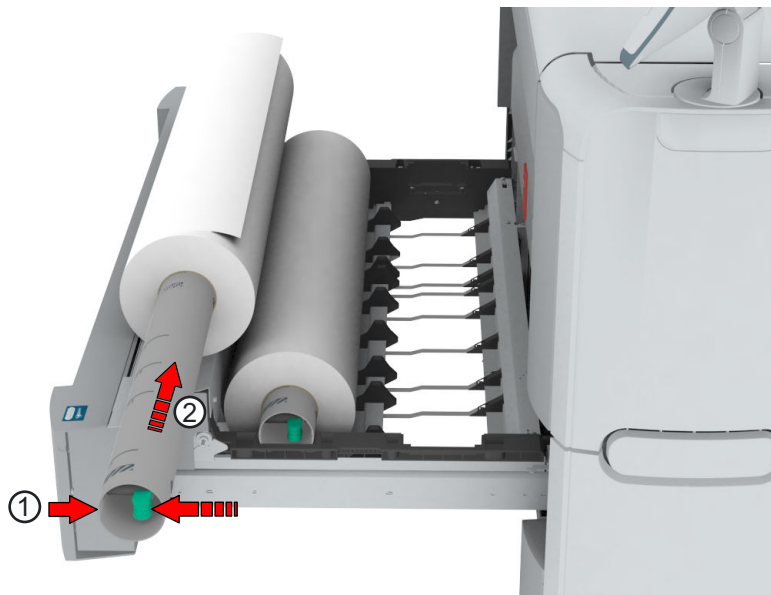
Watch your fingers when you handle the media roll.

Procedure

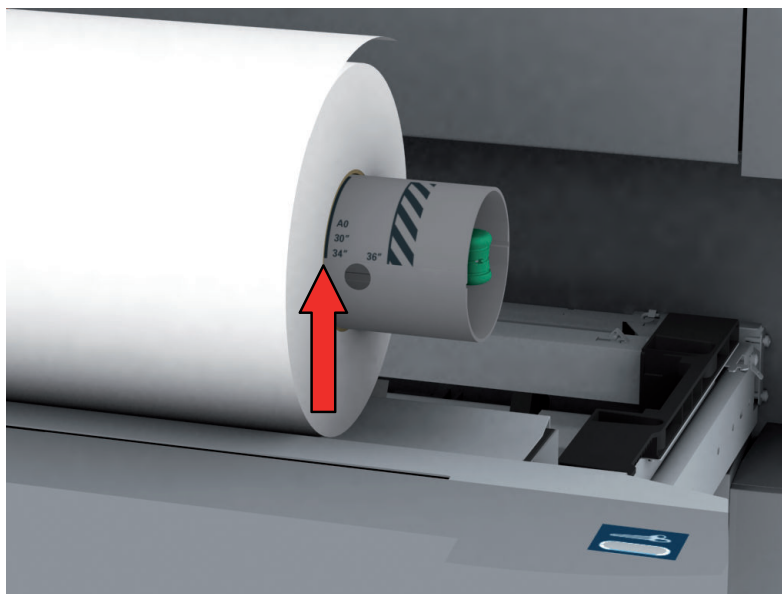
1. Pull firmly to open the media drawer.



2. Place the new media roll on the roll loading station.
3. Pull (1) the handle of the roll holder locking mechanism towards you. Slide (2) the roll holder into the right side of the core of the new media roll.



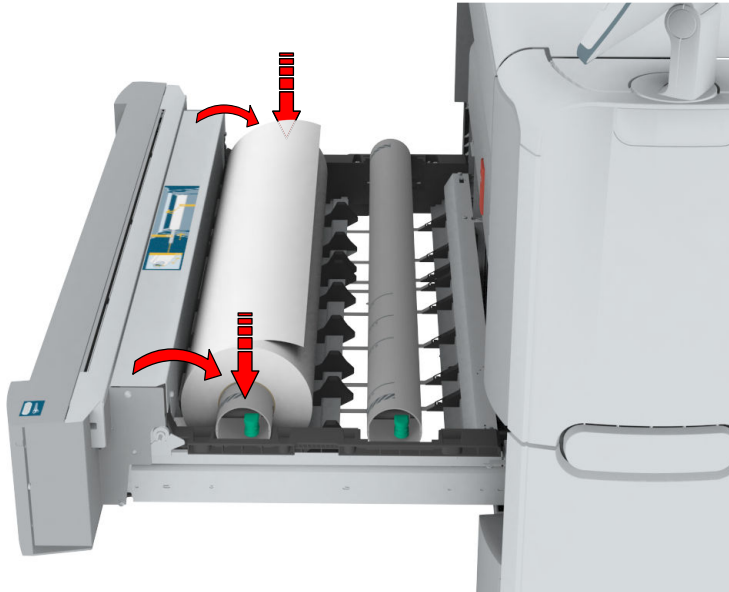
4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.



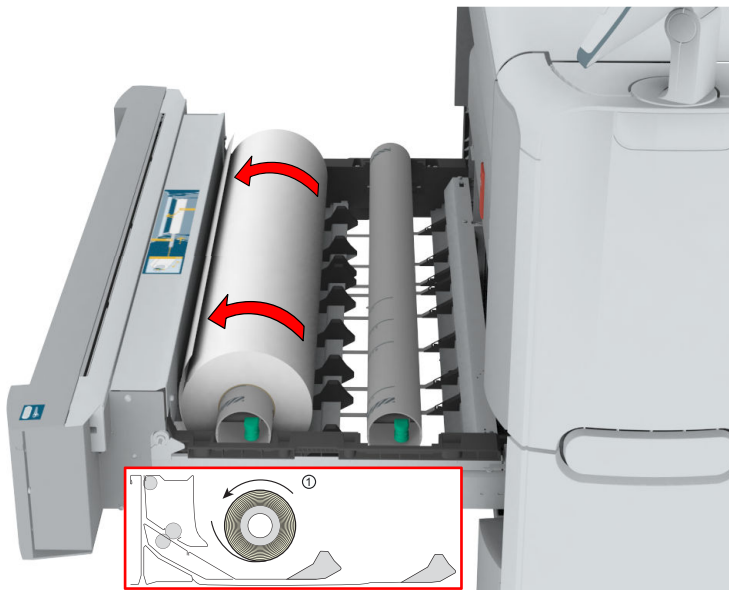
NOTE

When you use a B1 media size (707 mm), you must align the media roll with the A1 indent.

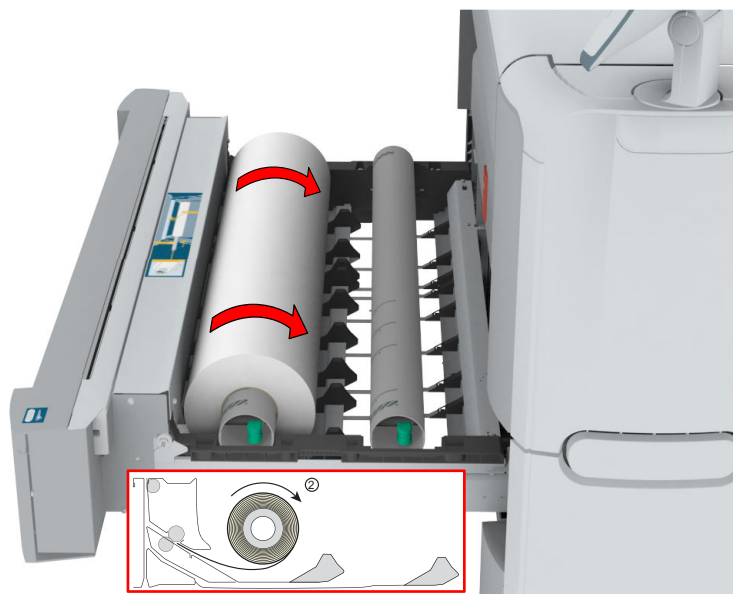
5. Remove the tapes from the new media roll.
Use both hands (as indicated) to place the media roll in the media drawer.



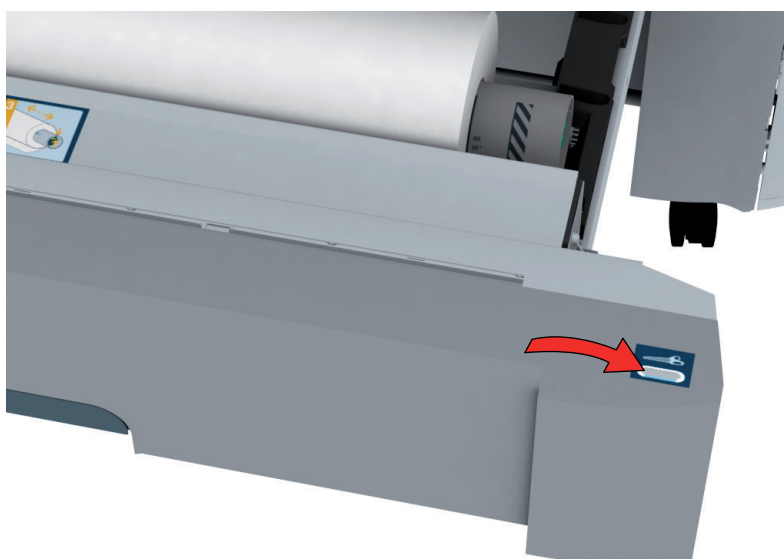
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. If necessary, press the [clean cut button] to trim a strip of the new media roll. Press once for a strip of approximately 20 cm, or hold the button and release it when the strip has the desired length.



9. Close the media drawer.



NOTE

Do not open the media drawer during loading.

10. The user panel displays the message that new media is detected. Follow the steps in the wizard to define the correct media type and size, when not detected automatically.

Load a media roll (position 2)



NOTE

When your printing system is equipped with an additional second media roll, it is advised to load an A0 or E-size media roll on position 1 and an A2 or C-size media roll on position 2.



CAUTION

Watch your fingers when you handle the media roll.



CAUTION

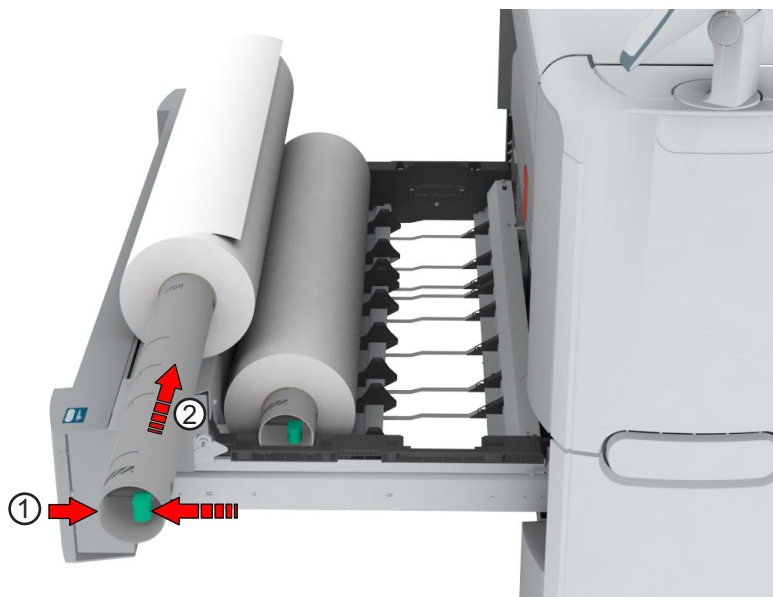
When you want to load an A0 media roll on position 2 make sure to bend your knees, as indicated below, to spare your back.

Procedure

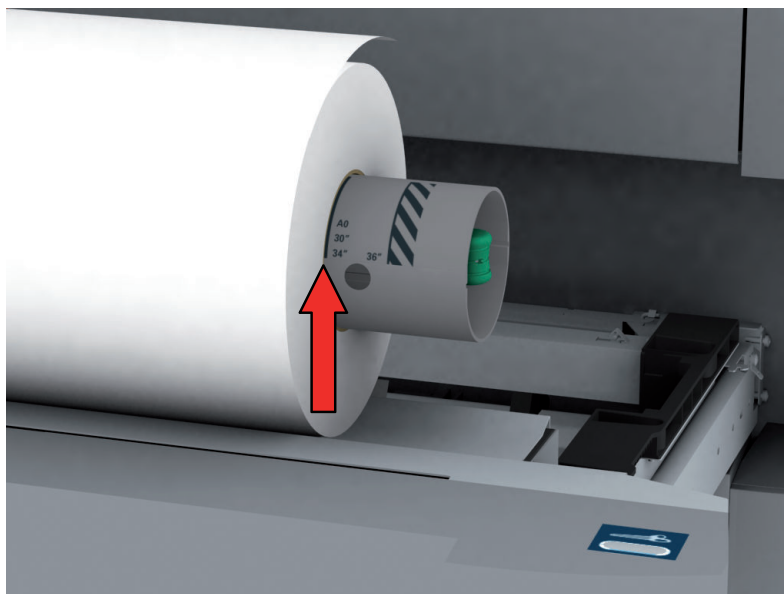
1. Pull firmly to open the media drawer.



2. Place the new media roll on the roll loading station.
3. Pull (1) the handle of the roll holder locking mechanism towards you. Slide (2) the roll holder into the right side of the core of the new media roll.



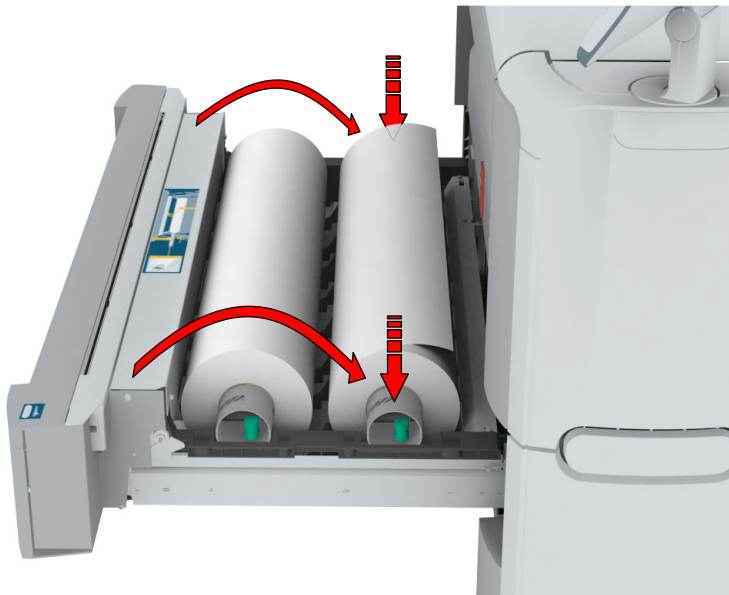
4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.



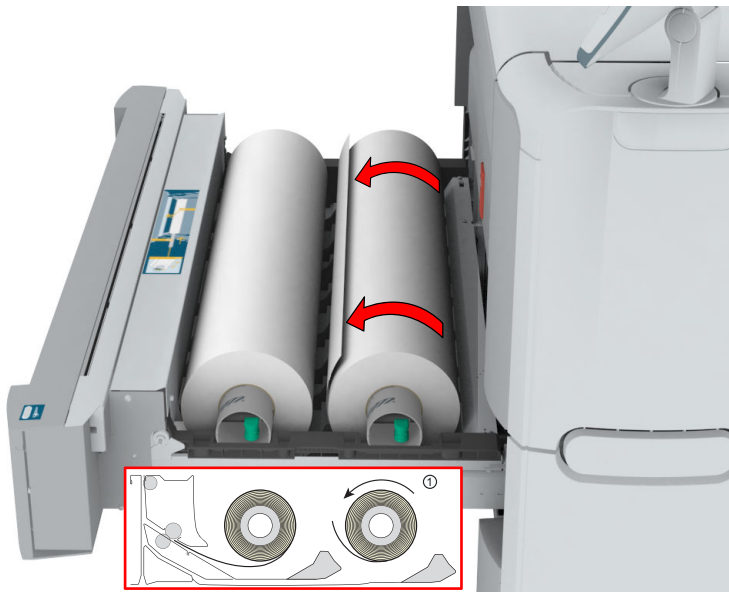
NOTE

When you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

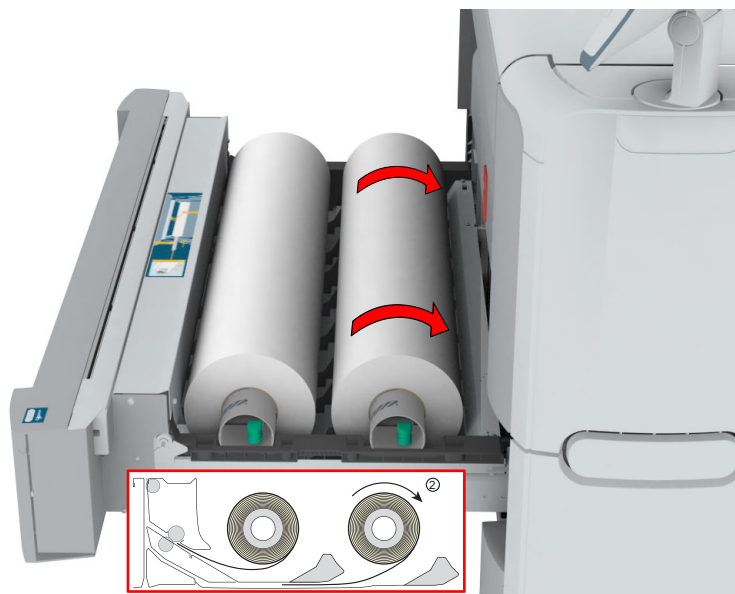
5. Remove the tapes from the new media roll.
Use both hands (as indicated) to place the media roll in the media drawer.



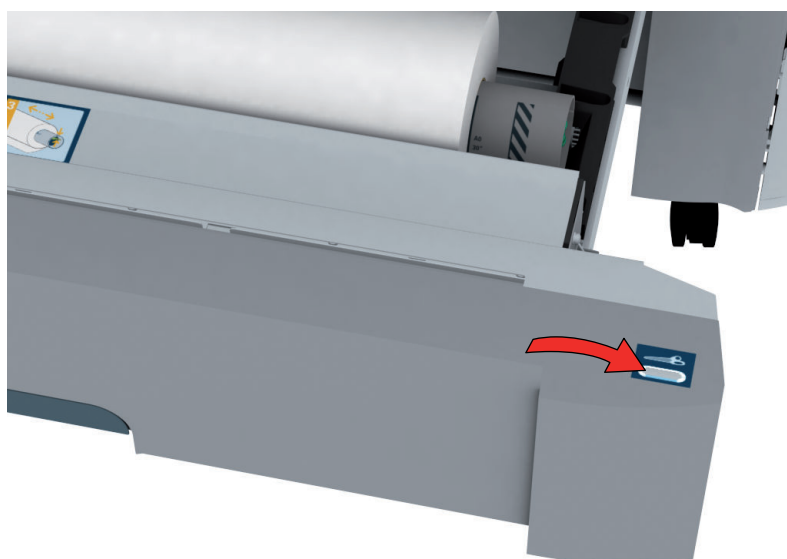
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. If necessary, press the [clean cut button] to trim a strip of the new media roll. Press once for a strip of approximately 20 cm, or hold the button and release it when the strip has the desired length.



9. Close the media drawer.



NOTE

Do not open the media drawer during loading.

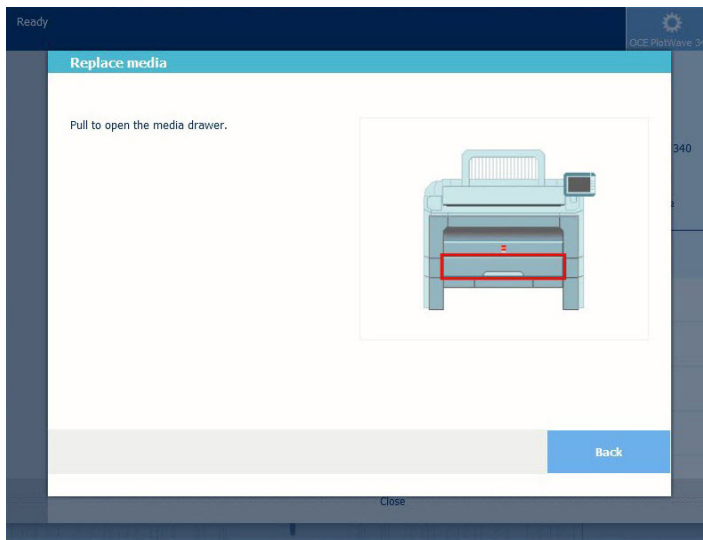
10. The user panel displays the message that new media is detected. Follow the steps in the wizard to define the correct media type and size, when not detected automatically.

Change the media type and media size

Introduction

When you load a new type of media, the system automatically detects the new media and can ask you to enter the correct media type and size. When the media type or size defined on the system, are not correct you can change these settings.

Illustration



Procedure

1. A window opens when you load new media.
2. Choose the correct media type from the list and click Ok.
3. Choose the correct media size from the list and click Ok.
The printer places the string, with the right media name in the printer image, under the System menu.

Media types

Introduction

Océ machines and media are matched for the best quality and performance. You can receive a list of media (that includes plain or recycled paper, transparent paper, coloured papers, and different polyester films) from your Océ representative.

You can select the media names on:

- the user panel
- Océ Express WebTools
- Océ Wide format Printer Driver 2 for Microsoft® Windows®
- Océ PostScript® Driver
- Publisher Express

Media types and weights

Name Europe	Weight	Name US	Weight
Paper	75gr	Bond	20lb
Recycled Paper	80gr	Recycled Bond	20lb
Paper	64gr	Bond	17lb
Paper	60gr	Bond	16lb
Paper	90gr	Bond	24lb
Paper	100gr	Bond	27lb
Paper	110gr	Bond	29lb
Transparent	75gr	Transparent	20lb
Transparent	90gr	Transparent	24lb
Transparent	110gr	Transparent	29lb
Film	88 µm / 3.5 mil	Film	88 µm / 3.5 mil
Film	100 µm / 4 mil	Film	100 µm / 4 mil
Translucent	68 gr	Translucent	18lb
Vellum	75 gr	Vellum	20lb



NOTE

Visit the company website for the latest information.

	Maximum	Minimum
Roll width	914 millimetres 36 inch	279 millimetres 11 inch
Roll length	200 metres 650 feet	279 millimetres 11 inch

Media sizes

Introduction

Océ machines and media are matched for the best quality and performance. Océ recommends the use of approved Océ media. You can receive a list of media (that includes plain or recycled paper, transparent paper, coloured papers, and different polyester films) from your local representative.



IMPORTANT

Do not store paper in rooms where temperature and humidity are high. In a recommended environment, with best print quality, temperature is not higher than 27 degrees Celsius or 80 degrees Fahrenheit and relative humidity is between 30 to 60 percent. Avoid dust and direct sunlight. Wrap non-used paper in plastic to prevent it from absorbing moisture.

Media sizes

ISO A (DIN) range

Media	Width [mm]	Length [mm]
A3	297	420
A2	420	594
A1	594	841
A0	841	1189

ISO B (DIN) range

Media	Width [mm]	Length [mm]
B2	500	707
B1	707	1000

Carto B range

Media	Width [mm]	Length [mm]
CartoB2	500	700
CartoB1	700	1000

ANSI range

Media	Width [inch]	Length [inch]
B	11	17
C	17	22
D	22	34
E	34	44

ARCH range

Media	Width [inch]	Length [inch]
B+	12	18

Media	Width [inch]	Length [inch]
C+	18	24
D+	24	36
E+	36	44

ARCH1 range

Media	Width [inch]	Length [inch]
15inch	15	21
21inch	21	30
E1 (30 inch)	30	42

Japanese range

Media	Width [mm]	Length [mm]
440x594	440	594
660x841	660	841
800x1189	800	1189
880x1230	880	1230

Refill the Toner

Refill the toner

Introduction

With the completely closed toner system, you can easily refill toner.

When to do

When a 'Toner Low' message appears on the user panel, you need to refill the toner. The message will be displayed until you refill the toner. Under normal conditions the printer can finish the current job, before it stops printing.



Before you begin

- You cannot add toner while printing. Wait till the printer stops printing or abort the job.
- You can leave the printer turned on when you refill the toner.
- Make sure you use toner suitable for the Océ PlotWave 340/360.
- You must use only one bottle of toner at a time. When you use more than one bottle, the compartment will flood and toner will spill.
- When you have refilled the toner two consecutive times, you must also replace the residual toner container. For more information, see [Replace the residual toner container on page 278](#).

Procedure

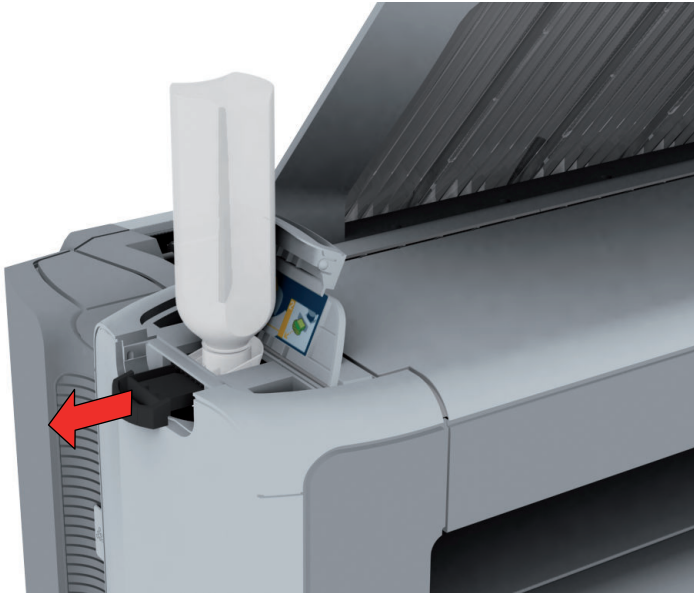
1. Open the toner compartment.



2. Shake the toner bottle well. Leave the bottle closed.
3. Place the bottle on the refill opening of the toner unit.



4. Pull the slider towards you to open both the bottle and the refill opening of the toner unit.



5. Tap the toner bottle gently (sideways), to let the toner flow from the bottle.
6. When the toner bottle is empty, return the slider of the toner unit to the original position to close the refill opening and the toner bottle. You can now remove the toner bottle from the opening.

Replace the residual toner container

Introduction

A sensor detects when the residual toner container is full. When the container is full, the printer stops printing and a message appears on the user panel: [The residual toner container is full or not installed.] [Place the empty container.] Replace the container to continue printing.



NOTE

It is advised to replace the residual toner container every time you refill a complete toner bottle.



IMPORTANT

Do not replace the container during the printing process. You can replace the container when the printer is on.

Procedure

1. Open the residual toner compartment.



2. Remove the full residual toner container.



NOTE

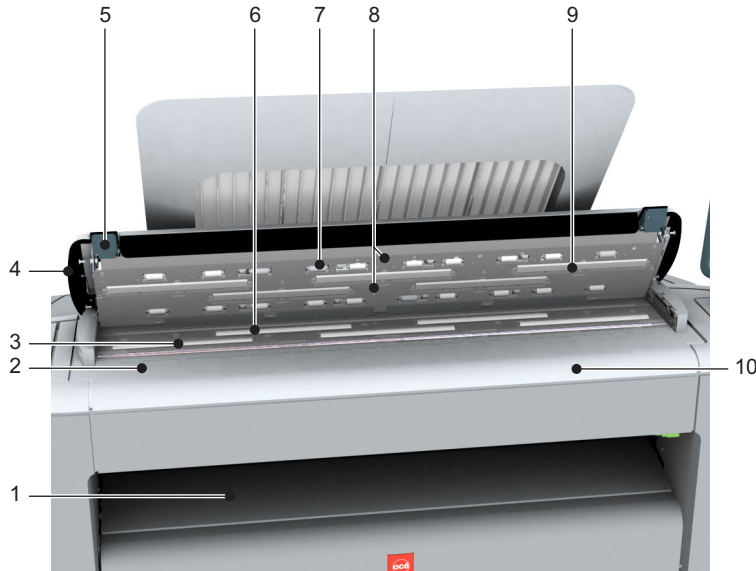
The residual toner container can be disposed normally.

- 3.** Place the empty residual toner container.
- 4.** Close the residual toner compartment.

Maintain the Scanner

Clean the scanner

Introduction



	Component	Description / Function
1	[originals exit]	Exits originals for reception into the front original tray.
2	[original size ruler]	Use this ruler to measure the original.
3	[original feed rollers]	A set of rollers used to transport the original.
4	[scanner top cover]	Top cover of the scanner.
5	[scanner open levers]	Two levers (left and right) to open the top cover of the scanner.
6	[original support rollers]	A set of rollers to guide the original.
7	[scanner top cover rollers]	A set of rollers in the top cover to guide the original.
8	[original sensors]	Sensors to detect the original.
9	[transparent contact plates]	Cover of the image sensors.
10	[original feeding table]	Use this table to feed the original into the scanner.

When to do

The copy and scan quality can decrease if:

- the [transparent contact plates] are dirty or static,
- the [original support rollers] are dirty, and you use transparent originals.

Thus clean the scanner to ensure top quality output.

Procedure

1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).
A locking mechanism prevents the scanner top cover from closing.

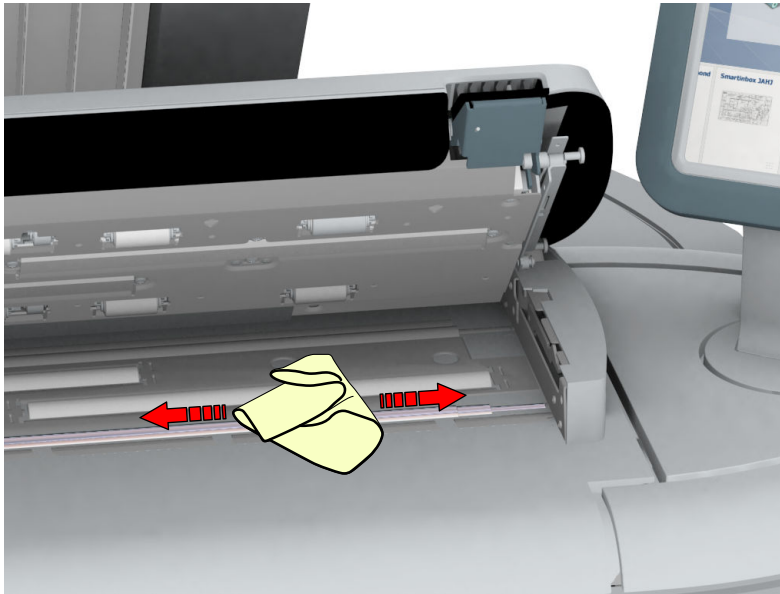


IMPORTANT

To clean the scanner use the soft lint-free muslin towels from the scanner cleaning kit.

2. Use a muslin towel that has been moistened with water and firmly wrung out to clean the following parts of the scanner:
 - The [original support rollers] (6)
Rotate the rollers to clean them.
 - The [transparent contact plates] (9)


Wipe off any soiled areas.



3. Wipe all the cleaned parts once again using a dry Muslin towel.

CAUTION
 Watch out, not to get your fingers caught in the scanner top cover.

4. Press the scanner top cover down gently with both hands, to close it.

NOTE
 Check that the left and right scanner open levers are locked into position.

Calibrate the scanner

Introduction

You can calibrate the scanner when you are not satisfied with the copy or scan quality. Use the calibration wizard to calibrate the scanner.

Before you begin

Clean the scanner before you start the calibration procedure. Dirty parts of the scanner cause a decreased copy and scan quality. For more information, see [Clean the scanner on page 280](#).

Open the media drawer to find the scanner calibration sheet, at the back of roll 2. For more information, see [The media drawer on page 29](#).

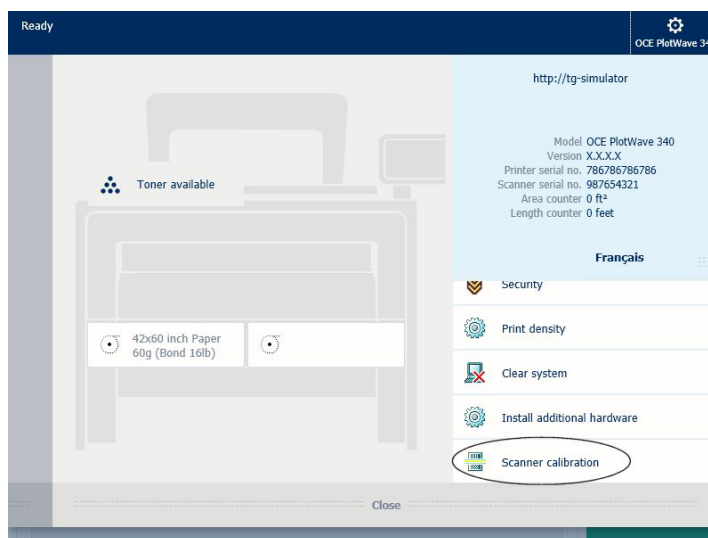


IMPORTANT

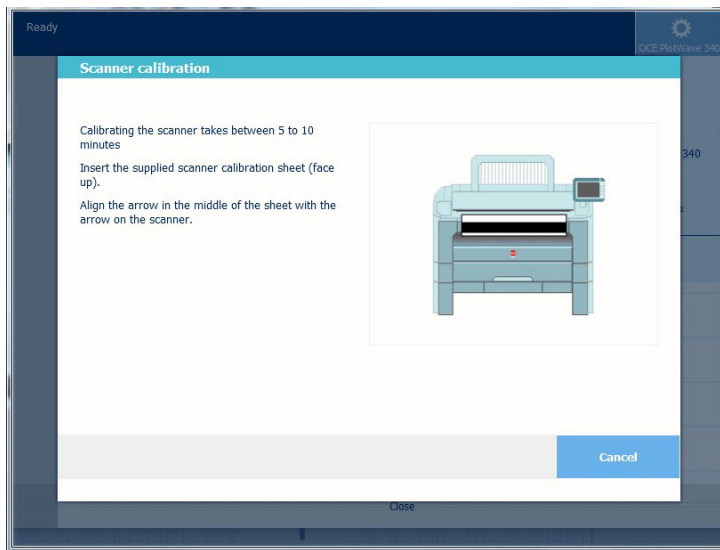
- Handle the calibration sheet with care.
- Do not touch the black area of the calibration sheet with your fingers.
- Before you use the calibration sheet, wipe off any dust from the calibration sheet.

Procedure

1. Select the [system menu] thumbnail.
2. In the menu list, in the bottom right part of the display you can see the tile [Scanner calibration].
3. Tap the [Scanner calibration] tile. A wizard opens up.



4. Follow the instructions in the wizard.



5. Insert the scanner calibration sheet when instructed in the wizard.
6. Tap the green button to start the scanner calibration.



NOTE

[Calibrating the scanner takes between 5 to 10 minutes.]

Chapter 6

License Management

Introduction to license management

Introduction

For certain applications your printer uses, you need to activate a license. A product license for the Océ PlotWave 340/360 is always required. You can activate licenses in Océ Express WebTools.

The following workflow describes how you can do this.

Procedure

- 1.** View the currently active licenses.
You can make a list of new options you need, and make a list of license numbers. Your local representative needs the list of new options and the license numbers to create a new license file.
- 2.** Get the serial number of the machine.
The serial number of your system is needed to create a new license file.
- 3.** Send the list of new options, the list of license numbers, and the serial number to your local representative.
Your local representative creates and delivers a new license file.
- 4.** Create a back-up of the current active licenses, if necessary.
Save the current active licenses to do so.
- 5.** Activate the licenses.
The license activation job guides you through the following steps.
 - 1. Locate the license file.
 - 2. Preview the new active licenses.
 - 3. Accept the end user license agreement.
 - 4. Finish the license activation job.
 - 5. Restart your system.

Check your licenses

About the licenses

The license section in Océ Express WebTools allows you to manage the licenses that are active on your system. A license is needed to activate certain functions on your printer.

License information overview

Open the [Support] - [Licenses] tab in Océ Express WebTools to view the available licenses.

You can view the license information for the following purposes:

- Check the active licenses on license state, license type, and license duration.
- Check for how long a license is valid.
- View all options available for your system.
- Make a list of the new options you need.
- Make a list of license numbers.

Information	Description
[Option]	This field displays the name of the option. The following licenses are available for your printer: <ul style="list-style-type: none"> • The Océ PlotWave 340 or the Océ PlotWave 360 Product license • [License for Adobe PostScript 3 / PDF] • Adobe® Simplified Chinese PostScript® • Adobe® Traditional Chinese PostScript® • Adobe® Japanese PostScript® • Adobe® Korean PostScript® • third party app integration • ARC cloud support
[State]	This field displays one of the following license states. <ul style="list-style-type: none"> • [Authorised]. You are authorised to use the function. • [Not authorised]. You are not authorised to use the function, you need to get a license for the function.
[License type]	This field displays one of the following license types. <ul style="list-style-type: none"> • [Resale]. • Not for resale.
[Duration in days]	This field displays the time your license is valid.
[License number]	This field displays the license number.

Save the currently active licenses

Introduction

You can save all current active licenses of different licenses types into one single file.

When to do

Save the current active licenses before you start a license activation job or to save the current license situation.

Procedure



NOTE

For this procedure, you need to log in as a System administrator or Power user.

1. Open the [Support] - [Licenses] tab.
2. Click on the [Save] button.
The [Save licenses] window opens.
3. Select a directory, and enter the new file name you want to store the licenses under.
4. Click the [Save] button to back up the currently active licenses.

Result

All currently active licenses are stored into one single file.

Get a new license file

Introduction

The Océ applications and optional functions are protected against unauthorised use. You need to activate licenses to enable various applications. Under the [Licenses] tab in Océ Express WebTools you can upload new license files.



NOTE

After the license is uploaded you must restart your system to activate the license file.

Procedure

1. Open the [Support] - [Licenses] tab to display the license information page.
2. Note the license information down.
3. Get the serial number of the machine, and note it down.
4. Send the serial number and license information to your Océ representative together with a list of options that you require.
5. After receiving the license file store the file on the network.

Upload a new license



IMPORTANT

It is advised to store the license information of the currently active license files in a back-up file before you activate a new license file. Use the [Save] button to store the current license files information.

Procedure

1. Open the [Support] - [Licenses] tab to display the license information page.
2. Click [Activate] to open a browser window to search for the license file on the network.
3. Browse the network and select the license file.
4. Click Next, read the step and click Next.
5. When the user agreement appears, scroll down to the bottom and check the box in front of 'I agree'.



NOTE

When you do not check the box for agreement, your license will not be installed.

6. Click Next.
7. Click Ok to start the activation of the license file. A message appears when the process is completed.
8. Restart the system to activate the changes.

Result

- If you have updated an expired license, the new license file overwrites the previous license file.
- If you have uploaded a new license, the license state in the overview is changed from [Not authorised] to [Authorised].

Chapter 7

Account Management

An overview of Océ Account Center

Introduction

Use Océ Account Center to manage the account information of print jobs, copy jobs, and scan jobs for your Océ devices.



NOTE

For this application a separate user manual is available. Visit "<http://downloads.oce.com>", select your printer and find your manual in the list.

Definition

Océ Account Center consists of the following two software modules:

- **Océ Account Console.**
Océ Account Console runs on a PC that functions as a server. Access to the Océ Account Console application is password protected and limited to authorised personnel.
The administrator uses Océ Account Console to create the account information dialogue. The administrator publishes the account information dialogue for Océ Express WebTools, the user panel and other applications.
The bookkeeper uses Océ Account Console to retrieve and export the log data.
The bookkeeper uses the log data for accounting purposes.
- **Océ Account Logic.**
Océ Account Logic software is part of Océ Express WebTools.
The software enables the user to enter account information for print jobs, copy jobs, and scan jobs.

User roles and tasks in Océ Account Center

Users	Tasks
1) Administrator	<ul style="list-style-type: none">• Create, manage, and delete the account dialogue.• Publish the account dialogue to Océ Express WebTools and the user panel.
2) Users	<ul style="list-style-type: none">• Use the dialogue of Océ Express WebTools to enter the account information for print jobs, copy jobs, and scan jobs.
3) Bookkeeper	<ul style="list-style-type: none">• Retrieve and use the account information of print jobs, copy jobs, and scan jobs that is stored on the embedded controller of your Océ device. The log data serves as input for the accounting reports and invoices.

Océ Account Console ®

Introduction to Océ Account Console

Definition

Océ Account Console is installed on the administrator's workstation. Access to Océ Account Console is password protected and limited to the administrator.

Purpose

Océ Account Console has the following functionalities:

- Manage, preview, and publish the account information dialogue for Océ Account Logic.
- Retrieve and export the log files.
- Manage the devices.



NOTE

For this application a separate user manual is available.

Illustration

The screenshot displays the Océ Account Console interface. The title bar reads "Océ Account Console" with a "license administration" link on the right. Below the title bar are three tabs: "Dialog", "Devices", and "Export filters". The "Dialog" tab is active. Underneath, there are two sub-tabs: "Fields" and "Values". The "Fields" sub-tab is active, showing a tree view with "User ID", "Project", and "Account ID". The "Values" sub-tab is also visible, showing a table of data. The table has three columns: "Name", "Id", and "Id". The data rows are: "Jeff" with "jdc" and "Arthur" with "agb". At the bottom left, there is a timestamp: "Last published: Wednesday, 27 Apr 2005 12:56:36 PM".

Name	Id	Id
Jeff	jdc	
Arthur	agb	

Summary of Océ Account Console

Main parts of Océ Account Console

An administrator uses Océ Account Console to perform a number of maintenance and configuration tasks.

The main functional areas of Océ Account Console are described in the table below.

Main parts of Océ Account Console

Part	Description
The [Dialogue] tab	<p>[Fields] section.</p> <ul style="list-style-type: none"> • Create an accounting dialogue. The accounting dialogue consists of a number of accounting fields. • Save an accounting dialogue. The accounting dialogue is saved in .xml for reference, back-up or uploading. • Load an accounting dialogue. An accounting dialogue can be uploaded for use. • Delete an accounting dialogue. Please note that this action cannot be reversed. • Edit an accounting dialogue. You can change the type of accounting field. • Change the order of the accounting field in the list. • Make a preview of the accounting dialogue to test the validity. • Publish the accounting dialogue. Make the accounting dialogue available to external applications and devices. <p>[Values] section.</p> <ul style="list-style-type: none"> • Create values for each accounting field. • Import values with a CSV file. • Add values for each accounting field. You add existing values to an accounting field. • Delete values for each accounting field. Please note that this action cannot be reversed. • Edit values for the selected accounting field • Move the selected value up or down in the list. • [Sort A..Z]. Use this option to organise the list in ascending order. • [Sort Z..A]. Use this option to organise the list in descending order.
The [Devices] tab	<p>[Devices] section.</p> <ul style="list-style-type: none"> • [Create...]. Use this option to create a new device. • [Delete]. Use this option to remove the device. The log data for the device is removed as well. Please note that this action cannot be reversed. • [Edit...]. Use this option to change the values for a device. • [Delete log data]. Use this option to remove log data of a device. <p>[Tasks] section.</p> <ul style="list-style-type: none"> • 'Compress database'. Use this option to clean up the database. • [Start]. Use this option to run an update dialogue or to retrieve log data. • [Edit...]. Use this option to change the conditions for the update dialogue and the log data retrieval.

Part	Description
The [Export filters] tab	<p>[Overview] section.</p> <ul style="list-style-type: none"> • [Create...]. Use this option to define a new filter. • [Delete]. Remove the export filter. • [Edit...]. Change the filter definition. • [Copy...]. Make a duplicate of the filter settings to create another export filter. • [Run...]. Select the required filter and start the export of the log data. <p>'Statistics' section.</p> <ul style="list-style-type: none"> • [Create...]. Create a statistic's summary (statistics export) of all the data in Océ Account Console. • [Delete]. Delete the statistics export. • [Edit...]. Select the field you want to create a statistics export of. • [Run...]. Start creating the statistics export.
The [Licences] screen	<p>The license screen enables you to perform the following actions.</p> <ul style="list-style-type: none"> • Determine the host ID necessary to receive a valid licence file. • Activate the licence file. • Create a back-up of the licence file.
The [Administration] screen.	<p>The administrator screen enables you to perform the following actions.</p> <ul style="list-style-type: none"> • Change the password. • Publish the data that are retrieved from other applications. • Define the remaining settings for Océ Account Console. • Set the regional settings <ul style="list-style-type: none"> -Application language -Units of measure (metric or imperial values) -Units of measure of the print area (metric or imperial values).

Enable account management in Océ Express WebTools

Introduction

To enable account management you can define the values in Océ Express WebTools

Definition


The account information requirements are defined and managed by the administrator.

How to define the 'Logging and accounting' settings

Open the [Preferences] - [System defaults] tab, and under [Job management] enable the [Force entry of accounting data for print jobs]. Then define the settings for accounting under [Accounting log].

Setting	Value	Description
[Force entry of accounting data for print jobs]	[On]	When [On], it will only be possible to print jobs, or create copy and scan jobs that have valid accounting data. All print jobs will be forced to go to the Smart Inbox. When you use Océ Publisher Express to send your print job, you must enter the required accounting data in the 'Create new job' window. When you want to copy or scan from the user panel, or print a job from a USB mass storage device, you must enter the required accounting data on the user panel. The accounting data fields are displayed on the user panel.
	[Off]	No accounting data is required.
[Log file format]	[ASCII] [Unicode]	Define the file format for the export file of the account logging data. This file is retrieved by the Account Console application for account management.
[Logging field separator]	[Comma] [Semicolon] [Tab]	Define the field separator that must be used in the log file.
[Number of days to keep log files]	numeric value	Enter a value between 1 and 99 days.

Accounting data missing

In case the required accounting data is missing, the  icon is displayed in front of the job in the Smart Inbox. To enter the missing accounting data, select the job and click [Edit].

Accounting workflow

Introduction

After the administrator configures the settings, accounting can be integrated in the workflow.

Procedure

1. Define an accounting dialogue and publish it.
2. Add the Océ PlotWave 340/360 to the devices in Océ Account Console and configure the tasks.



NOTE

Try to retrieve log data every day, when the printer is On.

3. Run the task update dialogue for the Océ PlotWave 340/360, so the printer recognises the dialogue.
4. Enable accounting in Océ Express WebTools.

Workflow on the printer

Procedure

1. Create a copy, scan, or print job.
2. Press the green button, to start the job.
A dialogue appears, asking the user to enter the required accounting information.
When the user does not enter the information, he cannot finish the job.

Chapter 8

Support

Counter history

Introduction

Navigate to the [Support] - [Counter history] tab to get an overview of the consumables used per printed job.

The table below gives an overview of the various functionalities you can access in the counter history to sort, group, save, or print the information you need.

Functionality	Description
[Counter history]	In the header of the counter history list you can select a value from the drop-down list, next to [Counter history] you can select a value between [today] and [6 days], or between [1 week] and [12 weeks]. The counter history list will display the used consumables that are printed during the selected period of time.
Sort on [Job name], [Job owner], [Smart Inbox], or [Time Printed]	When you want to sort the counter history list, you can click on the column headers of the counter history list: [Job name]; [Job owner]; [Smart Inbox]; [Time Printed]. This way you can sort the list according to your needs.
[List view] or [Group view]	Select [List view] at the bottom of the counter history list when you want to display all printed jobs. Select [Group view] at the bottom of the counter history list when you want to display only the groups based on your sort criterion. For example, when you sort your counter history list on the column [Job owner] and you click on [Group view], the counter history list displays a list with all Job owners that have sent print jobs to the printer in the selected period. When you expand the [Job owner] group, the list displays all jobs that were sent by the [Job owner] in the selected period.
[View total info]	Select [View total info] in the upper right hand corner of the counter history list, when you want to have a complete overview with job counter information. Click on a group name to display counter information for all the jobs in the group. Click on a job name to display counter information for the selected job.
[Save all]	Select [Save all] in the upper right hand corner of the counter history list, when you want to save the counter history for all jobs in the list. You can save the counter data as an [XML-file] or as a [CSV-file].
[Print all]	Select [Print all] in the upper right hand corner of the counter history list, when you want to print the counter history for all jobs in the list.



View events and maintenance

Introduction

Feedback on errors related to print jobs is displayed in the event list. You can open the event list when you click on [View events] in the Jobs tab in Océ Express WebTools. Next to this, you can make additional settings to receive more feedback.

Procedure

1. Open the [Preferences] - [System defaults] tab.
2. Under [In case of errors] you can make the following settings:

Setting	Value	Description
[Clear system at next start-up]	[Yes]	Activate this setting when the printer has a problem with processing jobs in the queue. Restart the system to automatically remove all jobs from the system. Then deactivate this setting and restart the system again.
[Save received job data for Service]	[Yes]	When enabled, the system stores the job data of all received jobs. You can download the data under [Support] - [Maintenance], click on [Download the job data]. Service can access the job data when you encounter problems or for maintenance.  NOTE <ul style="list-style-type: none"> • Only enable this settings when you have problems with certain jobs. • Disable the setting after service to prevent performance reduction.
[Display a job event notification in Express WebTools]	[Yes]	When enabled, the system displays print job related attention messages in the queue view of Océ Express WebTools.  NOTE <p>When you click on an attention message, the message is removed from the queue view of the web browser you use. In other web browsers the attention message remains visible until a user clicks on it.</p>

3. When you have made your settings, click Ok.

Event messages

Introduction

You can open the event list when you click [View events] in the Jobs tab.

Event message	Troubleshoot
[Partially printed job aborted due to reception problem (protocol error, connection failure, spool-full)]	<ul style="list-style-type: none"> • Check the structure and keywords of the Océ Job Ticket. • When the user panel displays the message [Job memory full], delete some jobs from the system. • Check if the printer can be reached in the network.
[Job aborted due to reception problem (protocol error, connection failure, spool-full), nothing was printed]	<ul style="list-style-type: none"> • Check the structure and keywords of the Océ Job Ticket. • When the user panel displays the message [Job memory full], delete some jobs from the system. • Check if the printer can be reached in the network.
[Document could not be printed, specific TIFF/CALS mode is not supported]	<p>The document type is not supported by the printer (for instance, CALS file of type 2).</p> <ul style="list-style-type: none"> • Check the list of supported document types.
[Document could not be processed, processing was aborted]	<p>The file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact Océ Service.
[PS/PDF missing or invalid data in the document, one or more pages not correctly printed]	<p>The Postscript or PDF file is corrupt.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact Océ Service.
[PS/PDF limitation, one or more pages not correctly printed]	<p>The Postscript or PDF file causes an internal printer error.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact Océ Service.
[PS/PDF resource issue (memory, disk), one or more pages not correctly printed]	<p>The Postscript or PDF file is complex and the printer does not have enough memory to process it.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact Océ Service.
[PS/PDF resource or language problem, one or more pages not correctly printed]	<p>The Postscript or PDF file is complex or corrupt.</p> <ul style="list-style-type: none"> • Try to print it from an application using the Océ Wide format Printer Driver for Microsoft® Windows® . • If the error persists, contact Océ Service.
[No pages were generated when processing the document]	<p>The file contains some non printable pages.</p> <ul style="list-style-type: none"> • The file could be corrupt. • The graphic commands in the file could be missing . • The shift setting could be set to a value that causes the image to move completely off the paper.

Event message	Troubleshoot
[Job deleted because it is not recoverable (data is corrupt or incomplete)]	<p>This message can appear when the printer is rebooted after a power failure and some documents in the printer spool are corrupt.</p> <ul style="list-style-type: none"> • Reprint the job from the submission application or from the Smart Inbox.
[Job deleted because it causes a software crash in the printer]	<p>This message can appear when the printer is rebooted after a power failure and some documents in the printer spool cause software problems.</p> <ul style="list-style-type: none"> • Reprint the job from the submission application or from the Smart Inbox.
[Job was deleted from the queue after a media request timeout]	<p>The job has been deleted from the print queue because the time-out of the media request expired and the [Action after media request time-out] is set to [Delete the job]</p> <ul style="list-style-type: none"> • Reprint the job from the submission application or from the Smart Inbox.
[Job cannot be printed because the required PS/PDF license is not available]	<ul style="list-style-type: none"> • For Postscript and PDF files, check if the Adobe® PostScript® 3 / PDF option is authorised.
[Job cannot be printed because the required PDL is disabled]	<ul style="list-style-type: none"> • Click [Configuration] - [Printer setup] and check if printing of this printer description language is [Enabled].
[Folding disabled because legend not detected or rotated document doesn't fit on available media]	<p>The [Océ Finishing Assistant] disabled folding. This can happen if the image cannot be rotated so that the legend is visible after folding and fit on the available media. This may also happen if the [Océ Finishing Assistant] cannot detect the location of the legend.</p> <ul style="list-style-type: none"> • Disable [Océ Finishing Assistant] if you do not care where your legend is after folding or if you want to fold a drawing without a legend. • Load a larger media size if the rotated drawing fits into the maximum foldable media width (check the finisher specifications).
[Document is not a PDL, or the PDL is not supported]	<p>Check if the printer recognises the format of the sent job.</p>
[The scan job cannot be delivered to the external location. The job has been deleted.]	<ul style="list-style-type: none"> • Check the credentials, the user name and password, of the external location. • Check all other external location settings.
[Impossible to generate the file from the scanned original(s). Try to scan again with a lower output file resolution. If the error persists, make sure the original is not too long.]	<ul style="list-style-type: none"> • Lower the output file resolution. • Change the file type. • Reduce the original size when it is too long.
[The accounting data for the job are invalid. The job has been deleted.]	<p>Check whether the accounting parameters are correctly synchronised, on the job submission tool or driver.</p>

Event message	Troubleshoot
<p>[Print settings conflict: the document is identified and printed with the settings embedded in the file]</p>	<p>The print job contains a non-supported structure of embedded Océ Job Tickets. The settings you have selected in the submission application are not used. Instead, the Océ Job Ticket settings embedded in the file are used for printing and identification of the job. The job will appear in the print queue and the Smart Inbox with its original name.</p> <ul style="list-style-type: none"> • If the settings embedded in the file contain a Smart Inbox name, the job will be kept in that Smart Inbox. • If the settings embedded in the file do not contain a Smart Inbox name, the job will be kept in the default Smart Inbox defined in the [System defaults] - [Job management]. • If you do not want to use the original settings embedded in the file, use Océ Publisher Select to print the job.

Audit log

Definition

As a System administrator, you can download a comma-separated values (CSV) file containing the audit of all security-related events in the system.

[Download audit events] and [Clear audit events]

Log in as a System administrator and select the [Audit log] in the [Support] tab.

Click on the [Download audit events] button to download a comma-separated values (CSV) file containing the audit events.

Click the [Clear audit events] to clear the list of events stored in the system

Remote Service: configure the proxy

Introduction

Océ Express WebTools offers remote services from the printer to the service organisation, or from the service organisation to the printer.

You can edit these settings under the [Support] - [Remote Service] tab.

Remote Service has the following options:

- [Configure proxy]: Configure a secure internet connection via a proxy server between the printer and the service organisation.
- [Check connection]: Check the connection between the printer and the service organisation.
- [Allow remote assistance]: Allow a remote assistance from the service organisation to the printer.
- [Download log files]: Download the remote service log files from the printer.

Configure the proxy

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Configure proxy]
2. Set up the 'Proxy server':
 - Automatic proxy detection: select this setting when you do not know all the proxy settings. You can select this setting to let the system detect the proxy automatically.
 - [Proxy enabled]: select this setting when you know the proxy settings and want to enable the proxy yourself. You have to fill in [Proxy hostname] and [Proxy port].
 - [Proxy hostname]: enter the fully qualified hostname of the proxy server.
 - [Proxy port]: enter the port of the proxy.
3. Set up the authentication:
 - [Proxy requires authentication]: select this setting when authentication is required.
 - [Proxy authentication: user]: enter the user name for authentication.
 - [Proxy authentication: password]: enter the password for authentication.
 - [Proxy authentication: domain]: enter the domain for authentication.
4. Click Ok to finalise the proxy configuration.

Result

You can find a list of these settings also under [Configuration] - [Connectivity] - [Proxy settings].

Remote Service: check the connection

After you configured the proxy, it is possible to test the connection between the printer and the service organisation.

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Check connection].
2. A message displays the answer, within 30 seconds. When configured correctly, the message: [The system is connected to Remote Service.] appears.
3. Now the system is able to send data to the service organisation. For example, Océ Meter Manager, or [Remote Service] information.



NOTE

- For the online viewing, approval of meter reads, or service call entry via the web please refer to the company website. On the website you can create an account ("My account") to request access to both services.
- You can find feedback on the status of the connection and tooltip information in the System monitor.

Remote Service: allow remote assistance

When you have made all settings required and you want to allow the service organisation to remotely access the printer, you can enable remote assistance.

Procedure

1. Open the [Support] - [Remote Service] tab, and click on [Allow remote assistance].
2. A message informs the user whether a connection is made. When configured correctly, the message [Remote assistance to the system is enabled and currently accepting a connection] and two arrows appear.

When the connection with the service organisation is established, a remote service operator (service technician) is able to operate the system and provide assistance remotely.



NOTE

- Since a remote assistance session is established via a point to point connection, only this specific system and none of the other systems at the customer's site, can be reached.
- Click on [Stop remote assistance] when you want to terminate the connection with the service organisation. This way the customer always stays in control.

Remote Service: download log files

When you want to have access to all Remote Service log files, you can download them.

Procedure

1. Open the [Support] - [Remote Service] tab.
2. Click on [Download log files] in the upper right hand corner.
The system creates a zip file that contains the technical and audit log files in a textual format.
You can save the zip file locally.

Solve Problems

How to solve problems with jobs

Procedure

1. When there is a problem with a job, the colour of the green job queue bar in Océ Express WebTools turns red.
The system monitor section of Océ Express WebTools displays the message: [User intervention required].
The job that has the problem remains in the queue as an active job, displayed in bold fonts.
2. On the user panel detailed information about the problem is displayed. You can use this information to solve the problem.



NOTE

When a media jam occurs often, you can perform the following checks:

- Is the media loaded correctly?
- Did you use the correct media? For more information, see [Media types on page 272](#)
- Did you remove all the pieces of media from the paper path?



NOTE

If an error occurs that you cannot solve, please remember the error code displayed on the user panel and contact the helpdesk for assistance.

Clear an original jam in the scanner

Introduction

When an original jam occurs in the scanner, the message [Scanner original jam] appears on the user panel. You must remove the original from the scanner. Follow the steps in the wizard on the user panel to clear the jam.

When an original jam often occurs:

- Check if you used the correct type of original.
- Check if you have to use a carrier sheet.
- Check if the original is damaged before you insert it.

Procedure

1. Use both hands to push up the left and right scanner open levers to fully open the scanner top cover.

A locking mechanism prevents the scanner top cover from closing.



2. Remove the original.
Pull the original from the scanner, or from the originals exit at the front.
3. Press the scanner top cover down gently with both hands to close it.



NOTE

Check that the left and right scanner open levers are locked into position.

4. Smoothen the original, and feed the original.

Clear a media jam in the heater section

Introduction

When a media jam in the heater section occurs, you have to handle with care.

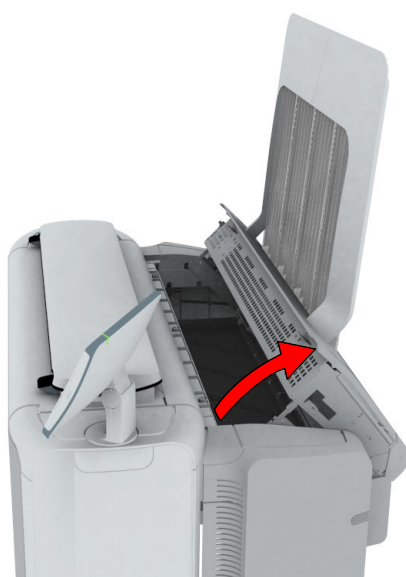
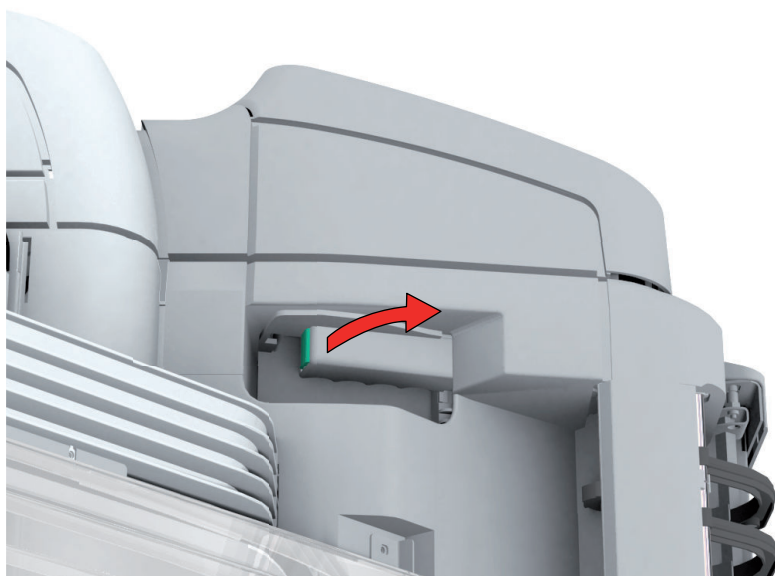


IMPORTANT

During normal use the fuser has to remain closed. Only open it to remove the media after a media jam.

Procedure

1. Wait a few moments to let the heater cool down.
2. Use the media jam clearance handle to open the upper back cover.



3. Remove any jammed printing material from the fuser section.
4. Press the green knob on the media jam clearance handle and close the upper back cover.



NOTE

Make sure you close the upper back cover properly: make sure you hear a click.

Clear a media jam in the media bypass section

Introduction

When a media jam in the media bypass section occurs, follow the help wizard on the user panel and take the following steps:

Procedure

1. Open the [lower front cover].



2. Lower the [media bypass], by pressing the handles on the left and the right.





3. Remove any jammed media.



NOTE

When the material cannot be removed easily, open the upper back cover with the media jam clearance handle to access to the jammed material. For more information, see [Clear a media jam in the heater section on page 312](#)).

4. Pull up the media bypass.



5. Close the lower front cover.

Clear a media jam in the roll feed section

Introduction

When a media jam in the roll feed section occurs, follow the help wizard on the user panel and take the following steps:

Procedure

1. Firmly pull the media drawer to open it.



2. Remove any jammed printing material from the paper path and, if necessary, pull back the media and rewind it.
3. Reload the media roll if necessary, and press the [clean cut button] to trim a strip of the media roll.
4. Close the media drawer.

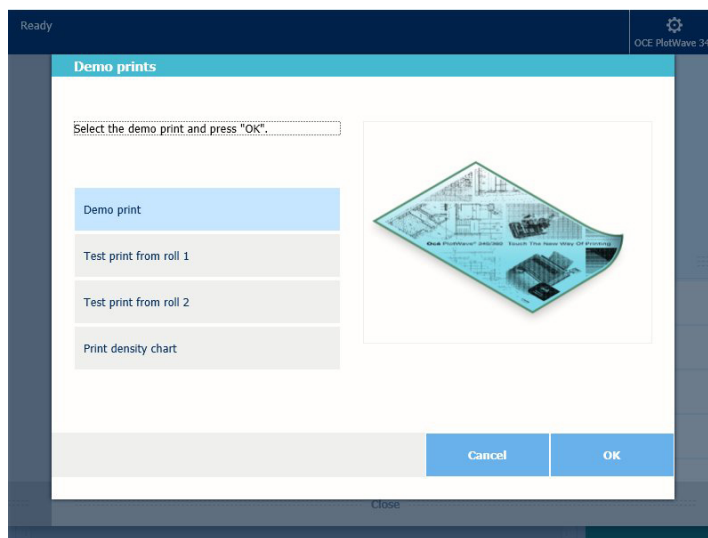
Print a demo print

When to do

You can print a demo print to check if the printer works correctly.

Procedure

1. Tap the system menu thumbnail on the user panel. A window opens.
2. In the list in the bottom right corner of the display, select [Test prints]. A wizard opens.
3. Select [Demo print].



4. Tap Ok.

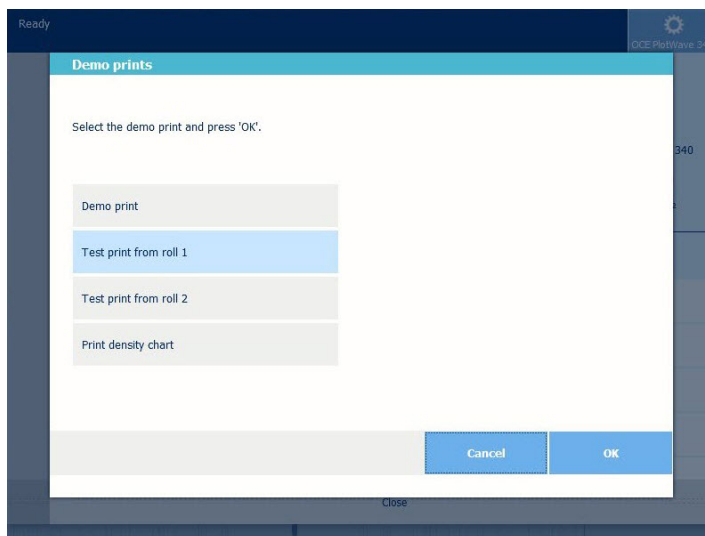
Print a test print

When to do

Print a test print from a specific roll at the request of the Océ Helpdesk. The test print provides information that can help to solve quality problems.

Procedure

1. Tap the system menu thumbnail on the user panel. A window opens.
2. In the list in the bottom right corner of the display, select [Test prints]. A wizard opens.



3. Select the roll you want to print from.
4. Tap Ok.

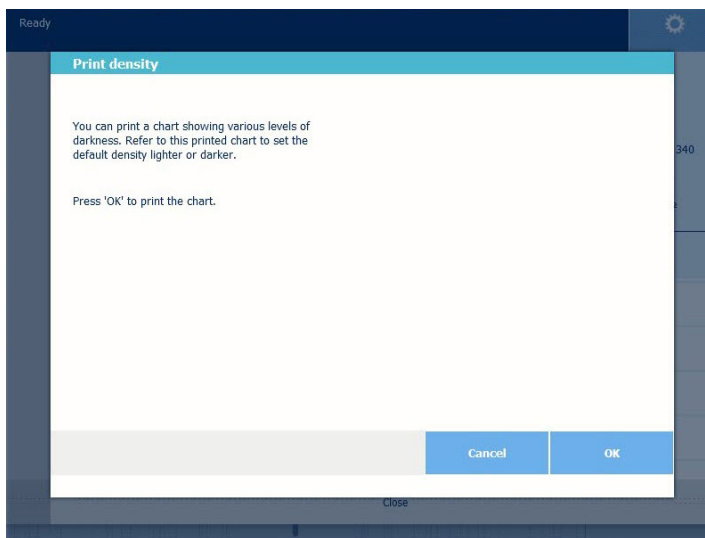
Print the print density chart

When to do

To influence the toner usage of your printer, you can print the print density chart and adjust the print density offset. A negative value reduces the toner usage, a positive value increases the toner usage.

Procedure

1. Tap the system menu thumbnail. A window opens.
2. In the list in the bottom right corner of the display, select [Test prints]. A wizard opens.
3. Select [Print density chart].



4. Tap Ok.

Result

A chart is printed.

Use the chart to change the print density in Océ Express WebTools, or via [Print density] on the user panel. In order to change the print density settings, you must log in a Key operator or Power user.

Chapter 9

Contact

Downloads and support for your product

Downloads

User guides, printer drivers and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:

["http://downloads.oce.com"](http://downloads.oce.com)

Before you use your product, you must always download the latest safety information for your product: make sure that you read and understand all safety information in the manual entitled '**Safety Guide**' .

Support

For support information please contact your Canon local representative.

Find your local contact for support from:

["http://www.canon.com/support/"](http://www.canon.com/support/)

Reader's comment sheet

Questions

Have you found this manual to be accurate?

Yes

No

Were you able to operate the product, after reading this manual?

Yes

No

Does this manual provide sufficient background information?

Yes

No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

Yes

No

Could you find the information you were looking for?

Always

Most of the times

Sometimes

Not at all

What did you use to find the required information?

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Are you satisfied with this manual?

Yes

No

Thank you for evaluating this manual.

If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

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Océ-Technologies B.V.

For the attention of ITC User Documentation.

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5900 MA Venlo

The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

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