Océ
PlotWave® 350

Print The Way You Want

océ

Canon
CANON GROUP

User guide
Operating information

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Chapter 1
Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ PlotWave 350. The manual contains a description of the product and guidelines to use and operate the Océ PlotWave 350.

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.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** draw your attention to important information.

Overview of the attention getters

Word	Icon	Indicates
Note		Tips or additional information about the correct use of the product.
Attention		Information to prevent property damage, for example damage to the product, documents or files.
Caution		Information to prevent personal injuries. The **Caution** indication has several icons that warn against various hazards. The icons are shown below.
Caution		General hazard
Caution		Hot surface
Caution		Electric shock

Word	Icon	Indicates
Caution		Moving parts
Caution		Laser beam
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety information

The safety information for this product is included in a separate manual with the title **Safety information**. This manual is part of the documentation set that you received with your product.

Online support for your product

Introduction

Océ offers comprehensive support for your product on the website:
http://global.oce.com/
Here you can find the latest information that can help you to take full benefit of your product. You can also find answers to your questions.

Please visit the website regularly for updates on the following topics:

- Downloads:
- Support
- Supplies

Downloads:

User manuals, 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://global.oce.com/support
Before using your product, you must always download the latest safety information for your product. Before using your product, make sure that you read and understand all safety information in the manual entitled "**Safety Instructions**".

Support

A Knowledge Base (OKB) with answers to your questions or problems is continuously being updated. To find an answer to your question or problem, please visit:
http://global.oce.com/support and select your product.
In the Support section, use the search field to enter your question. You will get a list of possible answers.

Supplies

A media guide with the latest information is available on the website:
http://global.oce.com/supplies/

Here you can find the media that your product supports, for example. You can also find more information about supplies for your product, such as print heads. You can also order new supplies directly through the website.

Addresses of local Océ organizations

For the addresses of local Océ organizations, visit:
http://global.oce.com/contact/countries

Comments

Send your comments by e-mail to:
itc-userdoc@oce.com

Available documentation

Introduction

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

Note:
Visit Océ on the internet and open the Support page for the Océ PlotWave 350 (http://global.oce.com/products/plotwave350/support.aspx) to get the latest information and support information on your Océ PlotWave 350.

Available documentation Océ PlotWave 350

Documentation	Availability
User guide - Operating information	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in multiple languages.
User guide - Installation	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in English and Japanese.
On-line Help - Océ Express WebTools	■ Embedded in the application Available in multiple languages.
User manual - Safety information	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file (multilingual).
Quick Reference Guide for the use of Océ Mobile WebTools	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file.

Documentation	Availability
Océ Large Format Printing Systems Connectivity - Administration guide	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in English only.
Océ Large Format Printing Systems Security - Administration guide	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in English only.

Available documentation Océ Windows® Printer Driver

Documentation	Availability
User guide	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in multiple languages.
On-line Help	■ Embedded in the application Available in multiple languages.

Available documentation Océ PostScript® 3 Driver

Documentation	Availability
Installation Guide	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in multiple languages.
On-line Help	■ Embedded in the application Available in multiple languages.

Available documentation Océ Publisher Select

Documentation	Availability
User guide - Océ Publisher Select	■ On Océ website (http://global.oce.com/products/plotwave350/downloads.aspx#tab2) Available as a PDF file in multiple languages.
On-line Help	■ Embedded in the application Available in multiple languages.

How to use this manual

Introduction

You can access a topic quickly with the following methods.

- Refer to the alphabetical index at the end of the manual.
- Refer to the table of contents at the beginning of this manual.
  Before you turn to the complete table of contents, you can also use the following table to find a topic quickly.

The sections of this manual

The following table gives an overview of how the chapters are arranged logically.

Chapters	Section	Topics
1	Introduction	■ Overview of available documentation. ■ Explanation regarding the manual and how to use it. ■ The Océ PlotWave 350 key concepts. ■ User interaction.
2	Get to know the printing system	■ The main components. ■ Working area [Footprint]. ■ The Océ PlotWave 350 hardware. ■ The printing system consumables.
3	Quick start	■ Connect the mains supply cable. ■ Switch on the printing system. ■ Load the media. ■ Easy copying, scanning and printing.
4	Define your workflow with the Océ Express WebTools	■ Introduction. ■ Security. ■ Configure your printing system. ■ Define your printing system preferences. ■ Manage jobs on your printing system.

Chapters	Section	Topics
5	Use the printing system	■ Connect the mains supply cable. ■ Switch on the printing system. ■ Send print jobs. ■ Use ' Océ Mobile WebTools ' to print and scan ■ Basic and extended copy jobs. ■ Basic and extended scan jobs.
6	Maintain the printing system	■ Replace the media. ■ Refill the toner. ■ Maintain the scanner.
7	Solve problems	■ How to solve problems with jobs. ■ Clear an original jam on the scanner. ■ Clear a media jam in the fuser section. ■ Clear a media jam in the media bypass section. ■ Clear a media jam in the roll feed section. ■ Print test prints.
8	License management	Manage licenses.
9	Account management	Manage accounting information for print jobs, copy jobs and scan jobs.
Appendix A	Specifications of the Océ PlotWave 350	■ System specifications. ■ Specifications drivers and job submission software. ■ Supported media types and sizes.
Appendix B	General information	Reader's comment sheet.
Appendix C	General information	Addresses of local Océ organizations.

The Océ PlotWave 350 key concepts

Printer configuration

The Océ PlotWave 350 is available in a number of configurations. The minimum configuration is a one roll printer only version. In the Océ PlotWave 350 multifunction Express the Océ PlotWave 350 printer is combined with a scanner on top.

Copy functionality

The Océ PlotWave 350 multifunction Express offers a large number of copy activities. A wide variety of original and copy related settings are supported. You can specify particular layout, media, finishing, feeding and quality enhancement options from the user panel.

Scan functionality

The Océ PlotWave 350 multifunction Express offers a large number of scan activities. A wide variety of original and scan related settings are supported. You can specify particular layout and quality enhancement options and you can select a local or remote scan destination from the user panel.

Green button principle

The Océ PlotWave 350 multifunction Express is a very user-friendly system. Basic copy or scan jobs can be performed by simply pressing the green button on the user panel. Only if you want to perform more complex copy or scan jobs, you have to change the default settings with the help of the other settings on the user panel. The templates offer you extended ease of use because you can use them to store preferred combinations of settings.

Print from mobile / Scan to mobile functionality

With the ' Océ Mobile WebTools ', you can:

- Submit a print-ready file to the Océ PlotWave 350 from a mobile device (smartphone or tablet)
- Save a scanned file from the Océ PlotWave 350 onto a mobile device
- Delete a scanned file on the Océ PlotWave 350

Templates

The user panel offers you a number of customizable templates for the job settings of a copy or scan job. The templates allow you to store your preferred job settings. To start a job you simply select a template on the user panel and press the green button. Templates can be managed in the Océ Express WebTools.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralized workflow. Only one application with a transparent and intuitive layout where you can perform many tasks based on user role defined access. The jobs tab gives you a full overview and full control on print and scan job management, but also allows you to manage your templates, stamps, system preferences and network connectivity settings.

Print and copy jobs

A print and copy job is a job sent to the Océ PlotWave 350 printer from a user or a job submitter application such as Océ Publisher Select (print job) or from the scanner (copy job). A print or copy job can consist of several sets, which in turn may consist of several pages. Sorting of a job can take place based on sets or on pages.

Job recovery

The Océ PlotWave 350 is equipped with a job recovery function that safeguards users against data loss in case of a printer failure. After a restart, the data submitted to the printer before the crash will be automatically processed and printed. This means that jobs do not have to be re-submitted after a printer malfunction, thus saving valuable time for the users.

User interaction

Introduction

The user can communicate with the Océ PlotWave 350 from local locations and remote locations.

User panel

The Océ PlotWave 350 offers a user panel that allows you to do the following.

- Manipulate the machine behavior.
- Define the settings for copy and scan jobs.
- Define the settings for print-from-USB jobs.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralized workflow. Only one application with a transparent and intuitive layout where you can perform many tasks based on user role defined access. Separate work spaces give you a full overview and full control on print and scan job management, but also allows you to manage your templates, system preferences and network connectivity settings. You can also monitor the status of your system in this application. You can access the integrated Océ Express WebTools controller application from any networked workstation.

Printer drivers

With the Océ PlotWave 350 the Océ Windows® Printer Driver (WPD 2.0) and the Océ PostScript® 3™ Drivers can be used. With these drivers users in remote locations can print their files directly from their applications to the Océ PlotWave 350. More information about installing, configuring and using drivers can be found in the documentation provided with the drivers. All Océ drivers can be freely downloaded from the internet at www.oce.com (http://global.oce.com/products/wfps-drivers/downloads.aspx).

Océ Publisher Express job submission software

Océ provides Océ Publisher Express job submission software that allows you to send print jobs to your Océ PlotWave 350.

Océ Publisher Express is a built-in job submitter in the Océ Express WebTools. You can open Océ Publisher Express in the jobs tab of the Océ Express WebTools ('Create new job').

Océ Publisher Select productive large format software

The powerful Océ Publisher Select large format software helps you create, print, and manage jobs in an intuitive way. You can use this plotter software for job submission to your Océ PlotWave 350.
With the Océ Publisher Select large format software you can quickly create a job by simply selecting your files, have a quick preview, define the settings, and send it to the printer.
Océ Publisher Select can be freely downloaded from the internet at www.oce.com (http://global.oce.com/products/publisher-select/downloads.aspx)

' Océ Mobile WebTools ' software on your mobile

Print your files remotely from your mobile device (smartphone, tablet) and retrieve scan data from the Océ PlotWave 350 scanner in an easy and secured way.

Chapter 2
Get to know the printing system

The main components

Introduction

The Océ PlotWave 350 consists of two main components.

Illustration

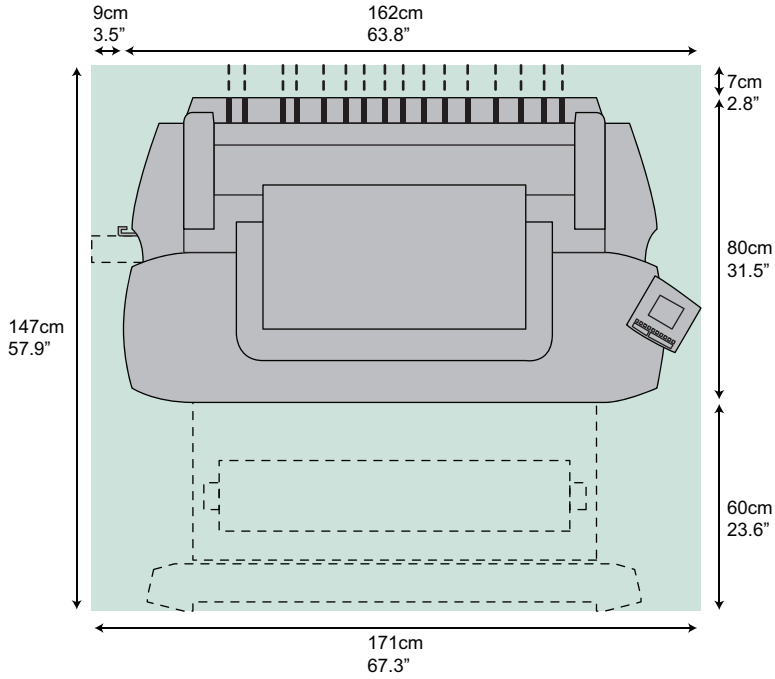
[10] Océ PlotWave 350

Component	Description / Function
The Océ PlotWave 350 hardware	The exact hardware components depend on the commercial version of the Océ PlotWave 350. You can find more information about the hardware components in the *'Specifications Océ PlotWave 350 printer'* on page 360.

Component	Description / Function
The Océ Express WebTools	The Océ Express WebTools is an application that runs on the embedded Océ PlotWave 350 web server. The purposes of the Océ Express WebTools are the following. ■ Settings and configuration management ■ Queue management ■ License management ■ System monitoring ■ Scan retrieval ■ Print job submission

Working area [Footprint]

The printing system (with or without the optional 'Océ Scanner Express') requires a floor space / working area of at least **1710 mm x 1470 mm (67.3 inches x 57.9 inches)**.



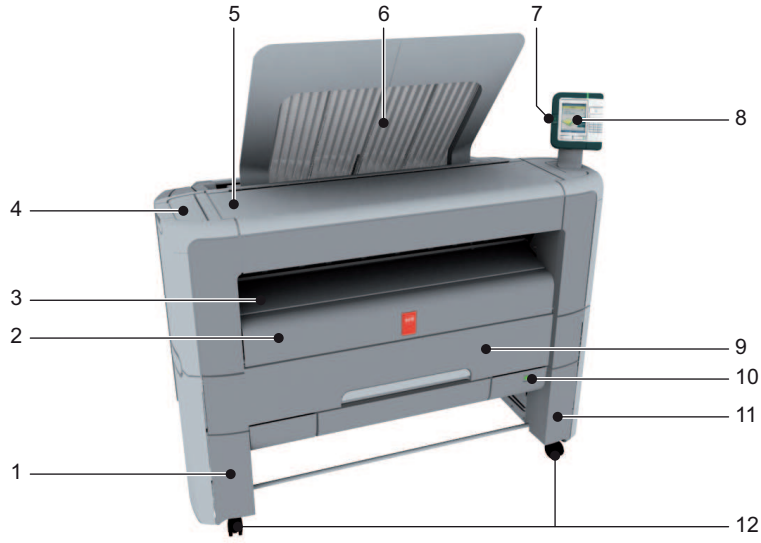
Approved abbreviations

Name	Abbreviation
'Océ Express WebTools'	'Océ EWT'
Océ PlotWave 350 multifunction Express	Océ PlotWave 350 MF Express

The Océ PlotWave 350 hardware

The components of the printer (front)

Illustration



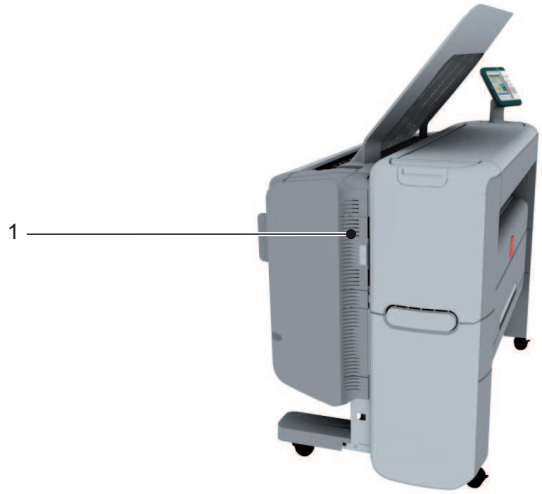
Component - function table

Nr	Component	Description / Function
1	lower left front cover	Remove this cover if you want to move the printer.
2	lower front cover	Door at the front, used for error recovery.
3	media bypass	To manually feed cut-sheets up to 36" width.
4	toner compartment	Compartment for toner refill.
5	printer top cover	Only available in printer-only version.
6	top delivery tray	Delivery tray for the printed sheets.
7	USB flash drive interface	USB connector to use a USB mass storage device to print from or to scan to, if a scanner is available.

Nr	Component	Description / Function
8	user panel	Allows the user to start copy/scan/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 the Océ Express WebTools.
11 / B	lower right front cover	
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)

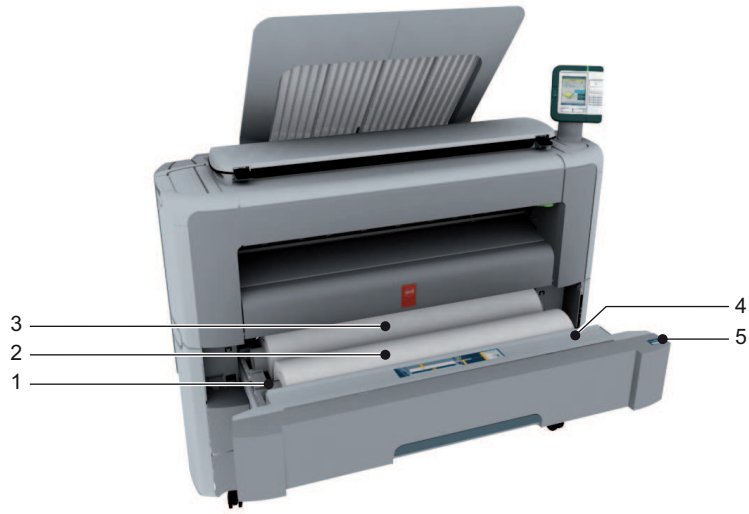
Illustration

Component - function table

Nr	Component	Description / Function
1	power switch	Switch to cycle on or off the mains power. 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 to access the fuser section in case of a media jam in the fuser section.
3	media jam clearance handle	Use this handle to access the paper in case of a paper jam.

The media drawer

Illustration



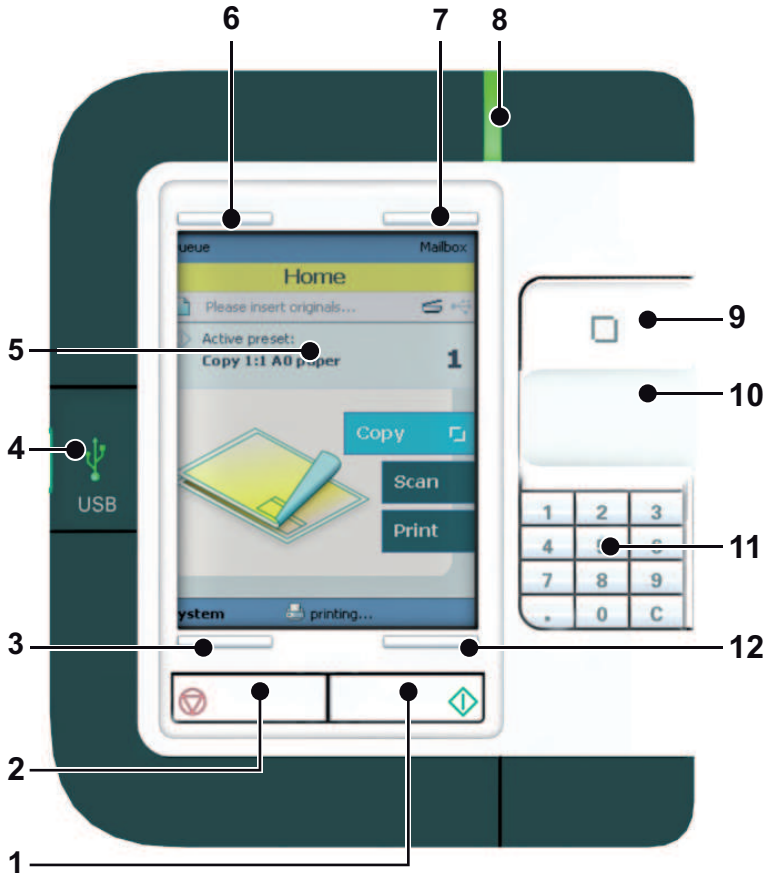
Component - function table

No.	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	
3	media roll 2 (optional)	+ Calibration paper box
4	roll loading station	Groove integrated behind the front cover of the media drawer.
5	clean cut button	This button is used to trim a strip of a new or damaged media roll.

Note:
The scanner calibration sheet for the 'Océ Scanner Express' is located in the media drawer at the rear of roll 2.

The user panel

Illustration



Component - function table

Nr	Component	Description / Function
1	green button	The button with a green light that allows the operator to start a scan job, a print job or a copy job. The button lights up to attract attention when it becomes relevant and it can be pressed.

Nr	Component	Description / Function
2	stop button	The button with a red light that allows the operator to do the following. ■ Immediately interrupt a scan job. ■ Stop a print job after the page that is being printed. The button lights up to attract attention when it becomes relevant.
3	lower left soft key	Button that allows the operator to select the option displayed in the lower left corner of the user panel display.
4	USB flash drive interface	The USB connection is positioned at the left side of the user panel. You can insert a USB mass storage device do the following. ■ Print a file directly from the USB mass storage device. ■ Scan an original directly to the USB mass storage device. Only if a scanner is available. The green light that illuminates the port and the icon starts to blink during data transfer
5	user panel display	The color display that displays information for the operator.
6	upper left soft key	Button that allows the operator to select the option displayed in the upper left corner of the user panel display.
7	upper right soft key	Button that allows the operator to select the option displayed in the upper right corner of the user panel display.
8	status light	Light that gives feedback on the status of the printer. ■ 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.

Nr	Component	Description / Function
9	confirmation button	Button that allows the operator to do the following. ■ Open a template or a setting. ■ Close and confirm the selected value of a setting.
10	scroll wheel	Wheel on the right side of the user panel that allows the operator to do the following. ■ Scroll through the templates. ■ Scroll through the settings. ■ Scroll through the settings values.
11 / B	numeric buttons	Buttons with the numeric values 0-9, that allow the operator to do the following. ■ Enter a numeric value, for example the number of copies. ■ Enter a numeric value of a setting.
	clear button(C)	With the clear button the operator can delete the last added numeric character.
12	lower right soft key	Button that allows the operator to select the option displayed in the lower right corner of the user panel display.

The output delivery

Introduction

The Océ PlotWave 350 is delivered with a top delivery tray to collect your printed output.

The top delivery tray can collect a maximum of 50 plain paper prints with a maximum length of 48" [1200mm].

Illustration

How to define the output delivery

In the Océ Express WebTools you can define the default 'Sheet delivery' for your printed output.

- If 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.
  If you use a different media type, the printed output is always delivered at the back of the printer.
- If 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'

Media name	Compatible with the 'Top Delivery Tray'	
'Bond 17 lb'	Yes	-
'Bond 20 lb'	Yes	-
'Bond 20 lb'	Yes	-
'Recycled bond 20 lb'	Yes	-
'Bond 24-28 lb'	Yes	-
'Transp. 20 lb'	Yes	-
'Transp. 24 lb'	Yes	-
'Transp. 28 lb'	Yes	-
'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)

Attention:
The 'Océ Scanner Express' is only available in the Océ PlotWave 350 and Océ PlotWave 350 multifunction Express.

Note:
The scanner calibration sheet for the 'Océ Scanner Express' is located in the media drawer at the rear of roll 2.

Illustration

Component - function table

	Component	Description / Function
1	scanner top cover	
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.

	Component	Description / Function
4	originals exit	Exit for the scanned original.
5	Output refeed protector	Prevents your output (long plots) from being refed into the scanner

The front original tray (optional)

Introduction

The Océ PlotWave 350 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. The tray also prevents that your originals fall onto the floor or damage when the scanner releases your originals.

Illustration

[19] Position 1 - Holds and collects the originals

[20] Position 2 - Access the media drawer

Component - function table

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

The folder (optional)

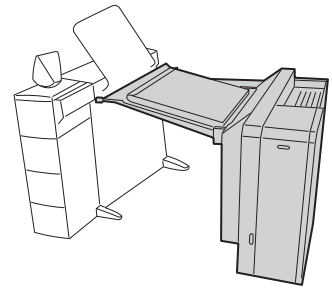
Introduction

The Océ PlotWave 350 can be delivered with an external folder.

Note:
A technician is required to install the folder and configure the system.

Finishing options

Finishing options

Component	Function	Position of the component
Folder	Folds the output.	 [21] Folder

Media compatibility with the folder

Media name	Compatible with the folder	
'Bond 17 lb'	Yes	
'Bond 20 lb'	Yes	
'Bond 20 lb'	Yes	
'Recycled bond 20 lb'	Yes	
'Bond 24-28 lb'	No	The unfolded printout will be delivered to the 'Top Delivery Tray'
'Transp. 20 lb'	No	
'Transp. 24 lb'	No	
'Transp. 28 lb'	No	

Media name	Compatible with the folder	
'Film 3.5 mil'	No	The unfolded printout will be delivered to the 'Back output' Open the folder door to let it pass through the folder
'Film 4.5 mil'	No	
'Translucent'	No	
'Vellum'	No	

Note:
For folding speed reasons, the outputs longer than 1.2 m (47.2 in) must be printed one by one.

The printing system consumables

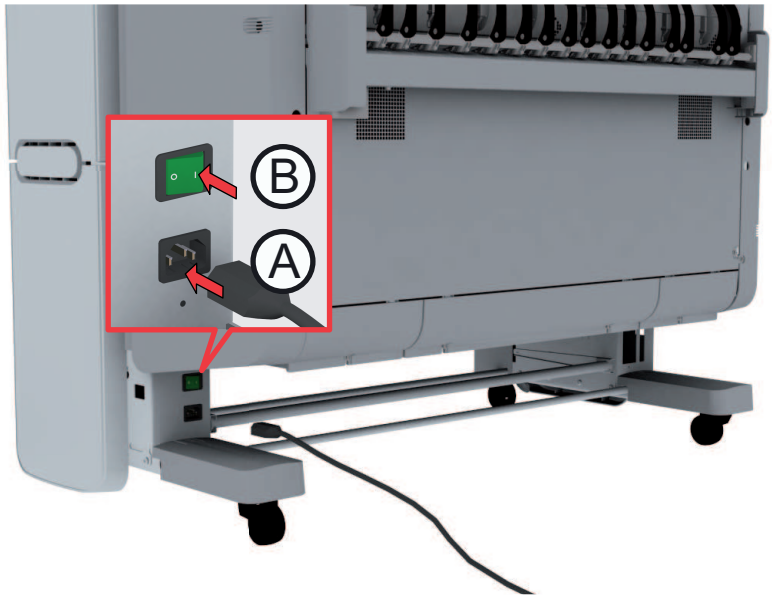
Consumable	Consumable part	Description
media	roll	The roll consists of a core and the media. A roll has a 3" core.
	core	The core of the media roll is the cardboard inner part of the roll.
Océ PlotWave 350 toner	toner bottle	Bottle that contains the black toner.
	residual toner container	Container for residual toner.

Chapter 3
Quick start

Connect the mains supply cable and the network cable

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

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

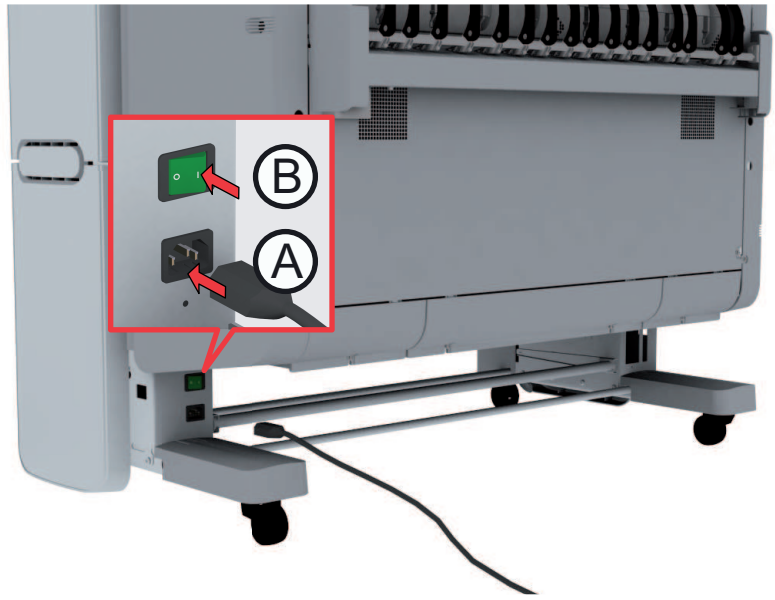


2. Plug the other side of the mains supply cable into the wall socket.
3. Plug in the network cable at the bottom network connection at the back of the printer (at the right) to connect the Océ PlotWave 350 to your company network.

Switch on the printing system

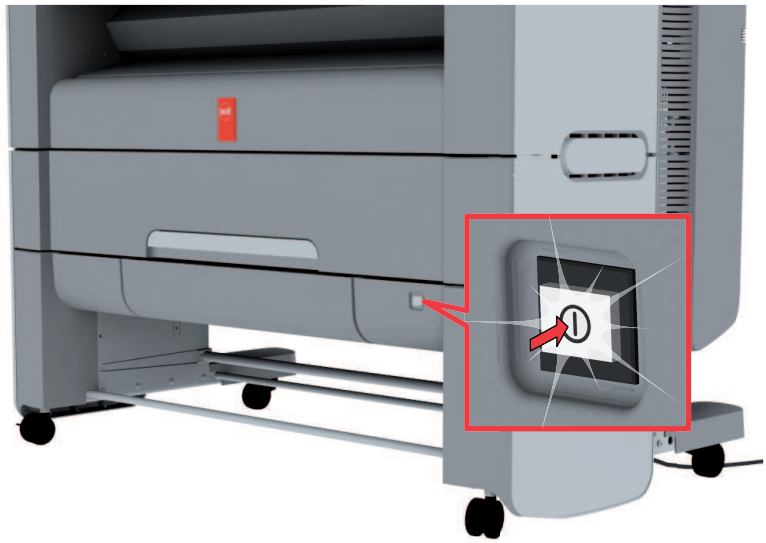
Attention:
Make sure the mains supply cable (A) is plugged in.

1. Switch on the power switch at the rear side of the printing system (B).



2. Use the on / off button at the front side of the printer to switch on the printing system.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.



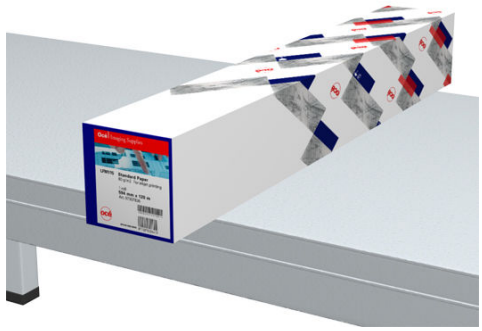
Unpack the media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

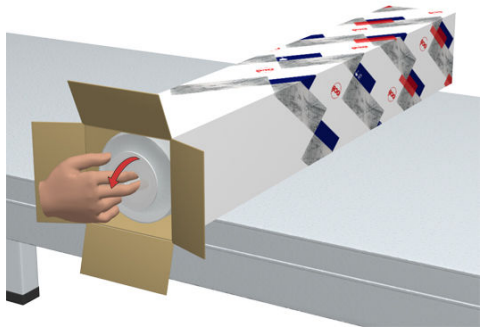
Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 366 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

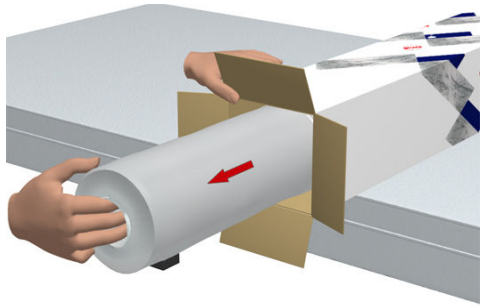
1. Place the media box on a table and open it.



2. Remove the plug from the media roll.



3. Carefully remove the media roll from the box.



4. Remove the other plug and plastic around the media roll.

Load a media roll (position 1)

Note:
When your printing system is equipped with an additional second media roll, it is advised to load an Ao or E-size media roll on position 1 and an A2 or C-size media roll on position 2.

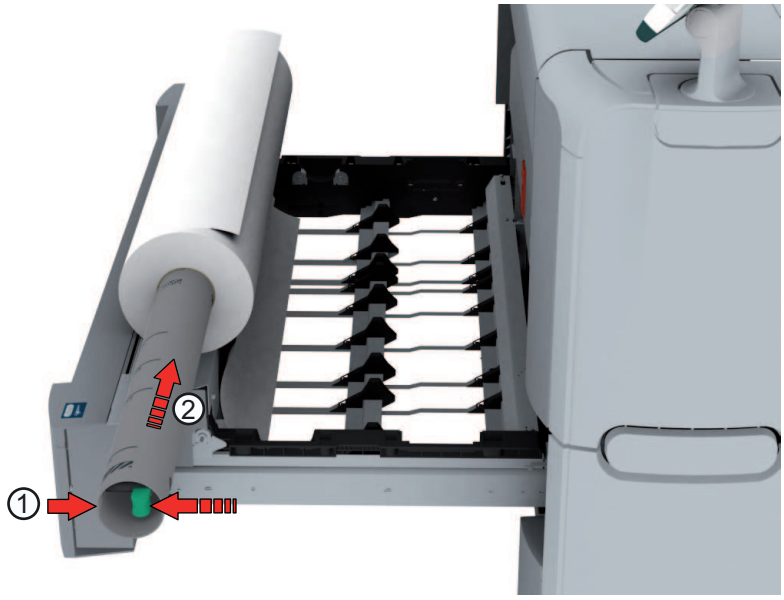
Caution:
Watch your fingers when you handle the media roll.

How to load a media roll on position 1

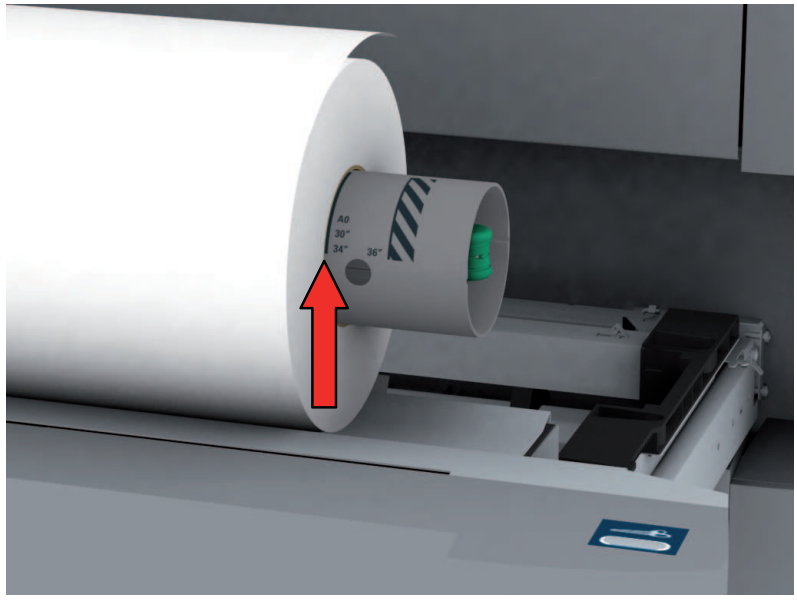
1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.

3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

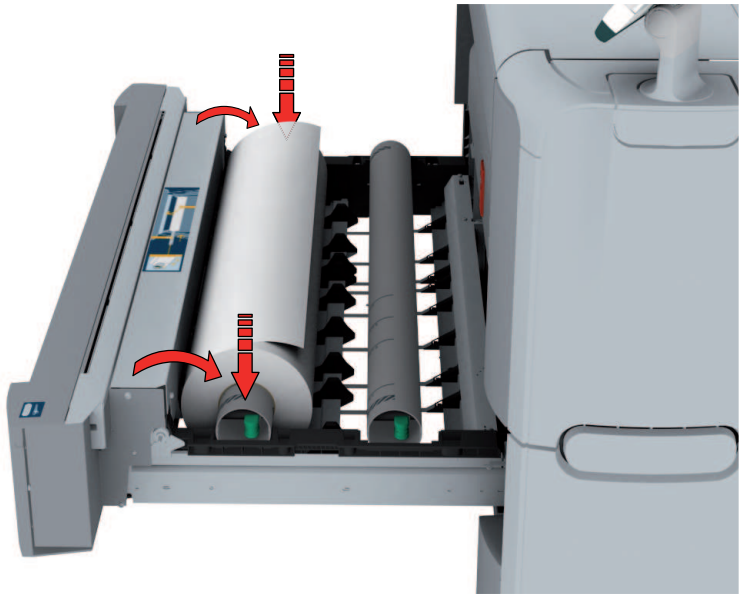


4. Align the roll with the **center of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

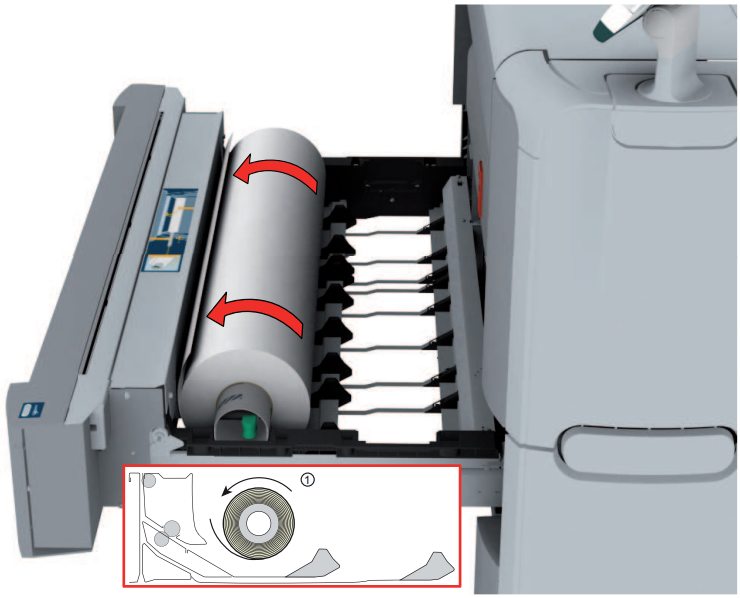


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

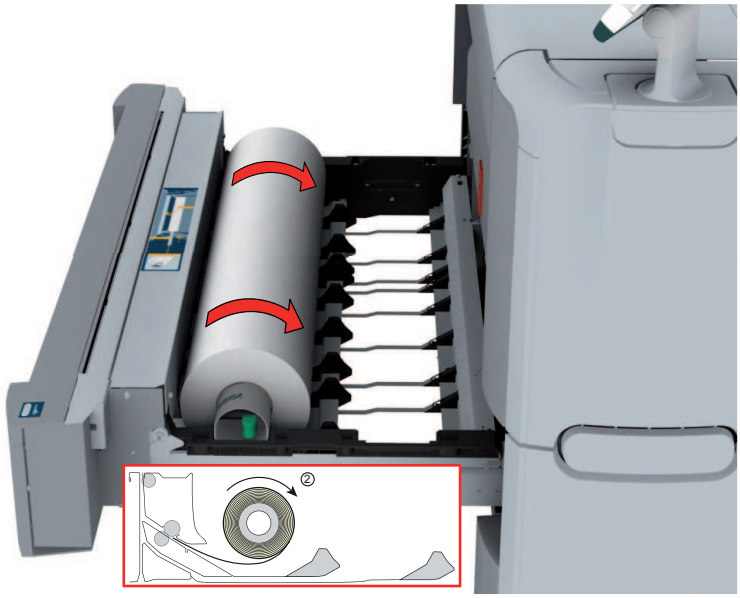
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



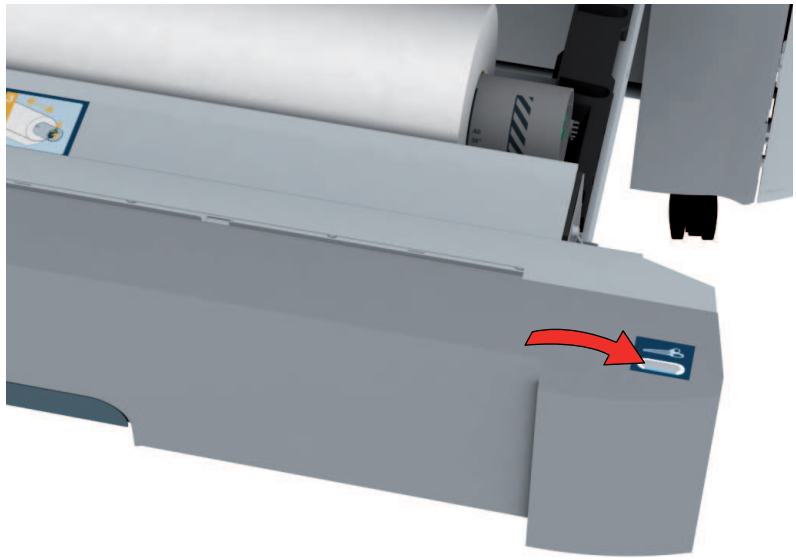
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



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 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is 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:
If you want to load an A0 media roll on position 2, you must make sure to bend your knees, as indicated below, to spare your back.

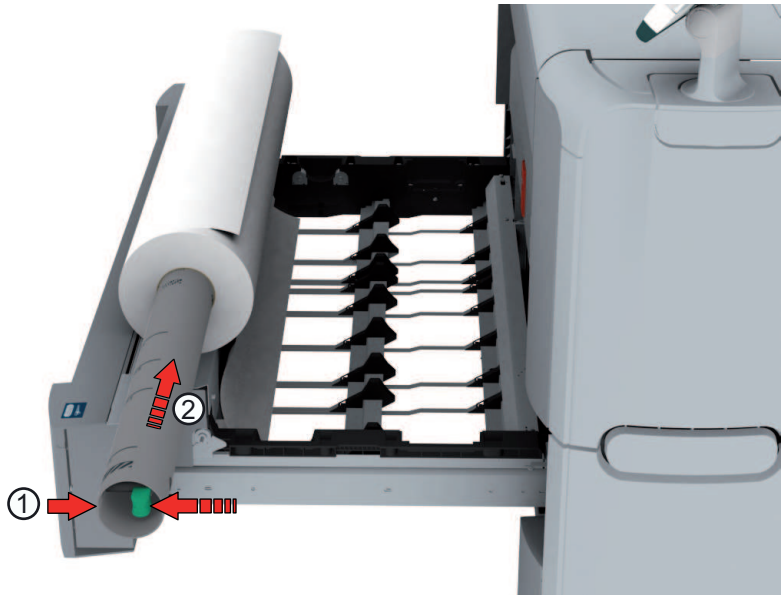
Illustration

How to load a media roll on position 2

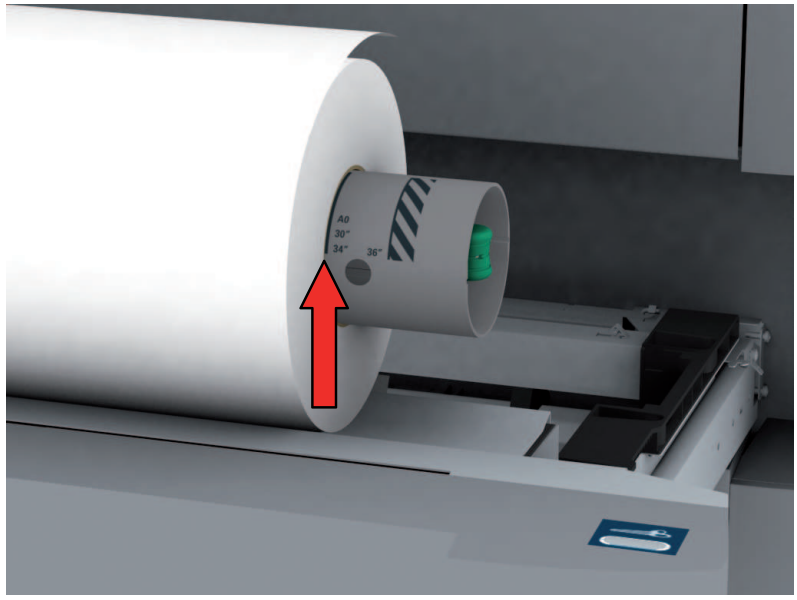
1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.

3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

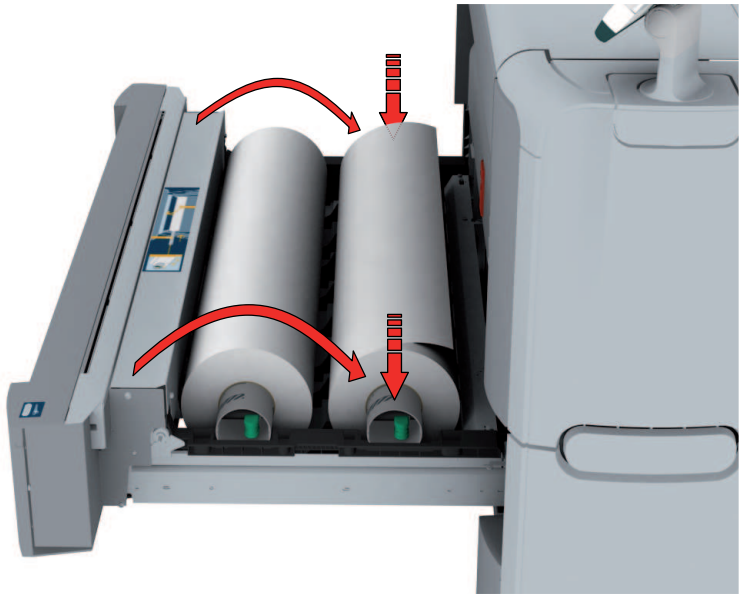


4. Align the roll with the **center of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

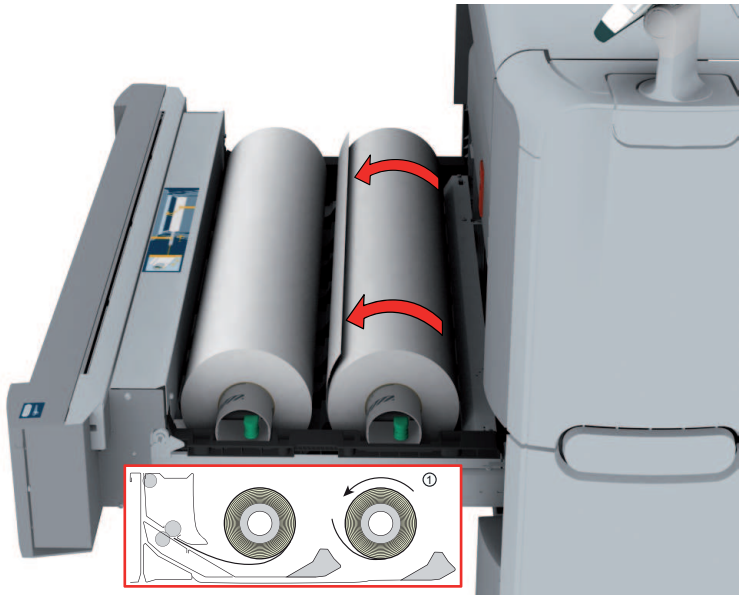


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

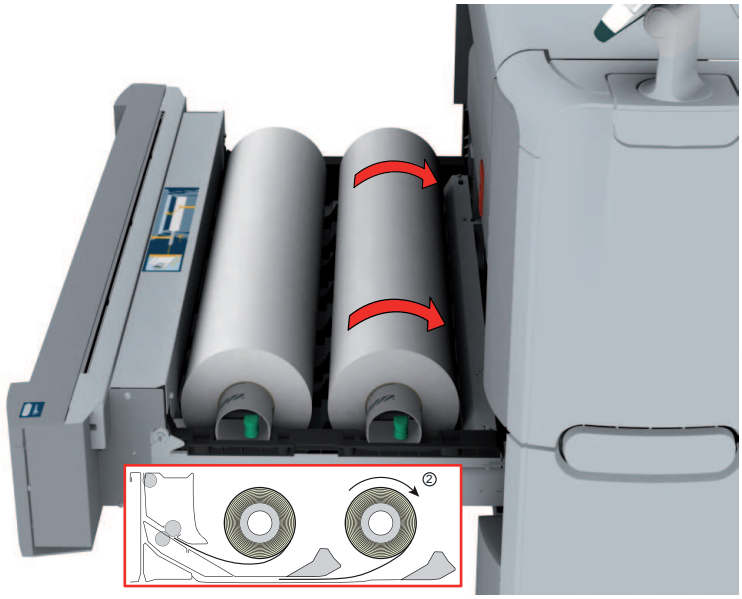
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



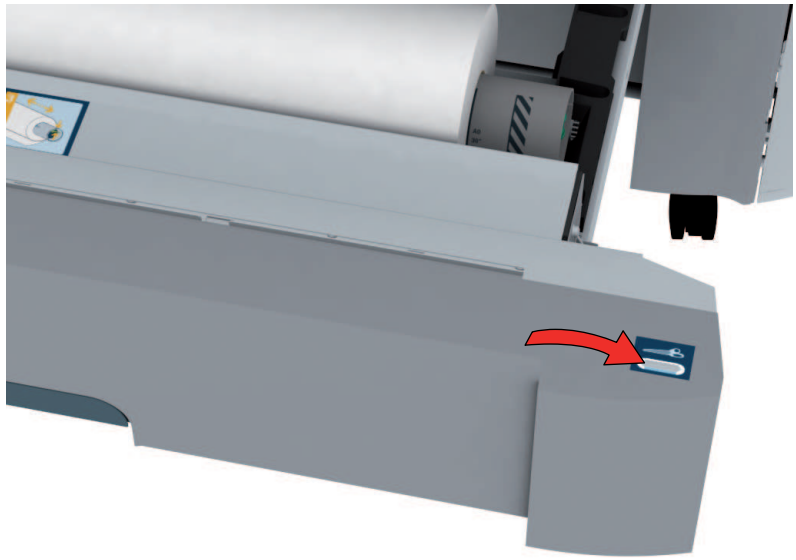
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



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 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is detected automatically.

The Océ Express WebTools

Introduction

The Océ Express WebTools is an application that runs embedded on the Océ PlotWave 350. You can use an Internet browser (Microsoft® Internet Explorer 6.0 (or higher) or Mozilla Firefox™ 2.0 (or higher) to open the home page of the Océ Express WebTools.

Definition

You can use the Océ Express WebTools to do the following.

- Send print jobs to your Océ PlotWave 350 with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. To change settings in the Océ Express WebTools you must log in using one of three predefined user roles because the settings are all password protected. (see *'User roles and authorizations'* on page 125)
- Monitor the status of the printing system.

How to access the Océ Express WebTools

To access the Océ Express WebTools do the following.

- Enter the Océ PlotWave 350 Hostname (for example http://OcePlotWave) in the workstation web browser.
  or
- Enter the Océ PlotWave 350 IP address (for example http://192.168.1.123) in the workstation web browser.

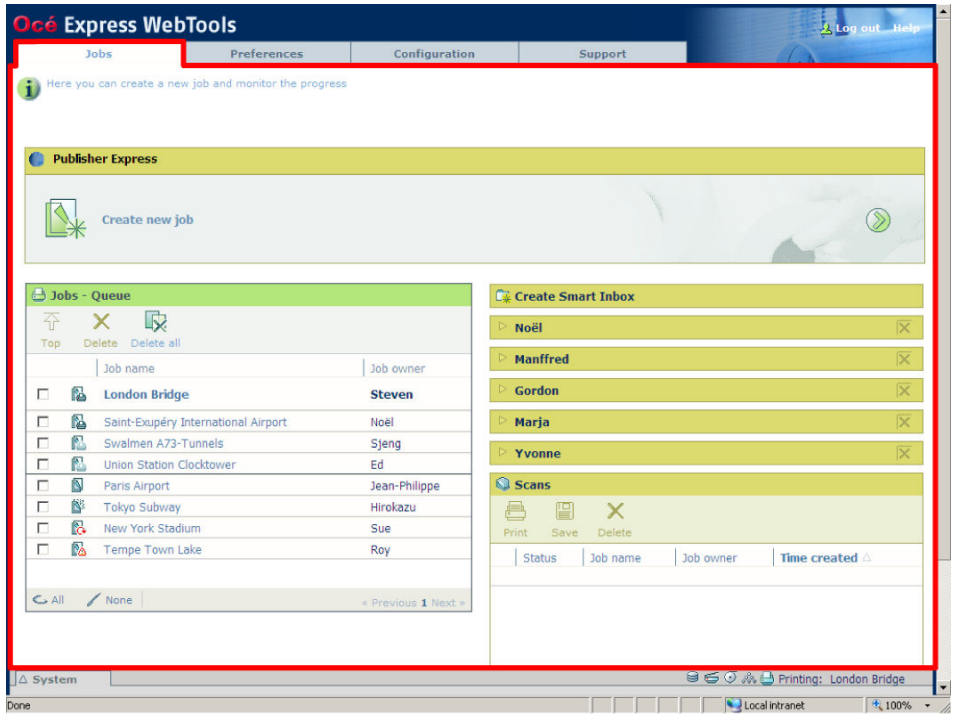
Note:
If the Océ Express WebTools do not appear, contact the network administrator to check the network parameters. Check if the Océ PlotWave 350 network settings have been registered in the network infrastructure.

The Smart Inbox

Definition

Smart Inboxes are used for customized job management. You can get an overview of the Smart Inboxes when you open the 'Jobs' tab in the Océ Express WebTools.

Illustration



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 organize 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. When you use the Océ Windows® Printer Driver you can also enable or disable 'Direct print'. When 'Direct print' is enabled your print job will be sent to the print queue immediately. When 'Direct print' is disabled your print job is kept in the Smart Inbox and you must send the print job to the print queue manually.

- **Scan jobs**, if the selected scan destination is set to 'Local to the Smart Inbox'.
  If you select a remote scan destination ('Configuration' - 'Scan destinations') it is possible that the scanned file cannot be delivered to this destination. In that case the scanned file will also be placed in the 'Scans' Smart Inbox.
- **Copy jobs**
  If you want your copy jobs to appear in a Smart Inbox, you must enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting. Your copy job is then displayed in the 'View all' Smart Inbox. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save printed jobs in a Smart Inbox' - setting determines if copy jobs that have been printed will be kept in the Smart Inbox for reprint or not.

Océ Mobile WebTools

Introduction

Mobile printing or scanning is the ability to perform the following actions:

- Submit a print-ready file to the Océ PlotWave 350 from a mobile device (smartphone or tablet)
- Save a scanned file from the Océ PlotWave 350 onto a mobile device
- Delete a scanned file on the Océ PlotWave 350

Requirements

The Océ Mobile WebTools can be accessed through the browsers of the supported mobile devices.

Functionality relies on the availability of the following components:

- A Wi-Fi infrastructure connected to the network on which the printer controller is found
- A compatible mobile device on which you can access and browse the file system
  A file explorer is needed to print a file stored on a memory card.
- A compatible mobile operating system
- A compatible mobile web browser
- A mobile application to scan QR Code (optional)

Get the latest information related to the infrastructure and mobile device compatibility

Go to the **Océ Knowledge Base** to get a list of compatible mobile systems:
- From the Océ website: http://global.oce.com/products/plotwave350/support.aspx
- In the solution 18162 in the Océ Knowledge Base: http://okb.oceusa.com/service/main.jsp?solutionId=18162
Refer to the **Océ Large Format Systems Connectivity Manual** for information on the connection requirements (download the manual from http://global.oce.com/products/plotwave350/downloads.aspx).

How to use the functionality

- The system administrator configures the network and Wi-Fi infrastructure
- The system administrator enters the configuration information in the printer controller interface (Océ Express WebTools, see *'Configure the Océ Express WebTools for a mobile connection'* on page 148) in order to generate and print the 'Quick Response Card'

(connection sheet - see *'Generate the 'Quick Response Card' '* on page 150). This 'Quick Response Card' contains the information to connect to the Océ Mobile WebTools and the QR Code.

- The user activates Wi-Fi on the mobile device and connects to the network. The user then opens the Océ Mobile WebTools on the mobile device's web browser (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).
- Using the Océ Mobile WebTools, the user can then print a file from the mobile device to the Océ PlotWave 350 (see *'Print from your mobile device'* on page 201) and save a scanned document onto the mobile device (see *'Save a scanned document to your mobile device'* on page 257).

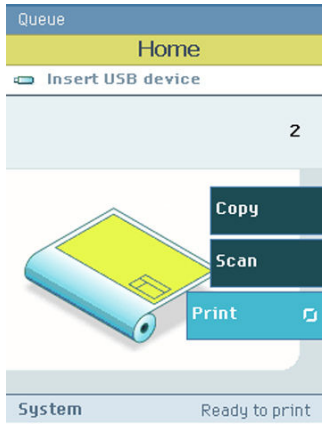
Easy printing, copying and scanning

Print

Print from a USB mass storage device or flash drive

1. Insert USB mass storage device or flash drive into the USB port on the user panel.
2. The system automatically selects the Print tab.

Note:
When the first template in the Scan tab is a Scan to USB template, the system selects the Scan tab.



3. Open the Print tab with the confirmation button above the scroll wheel.
   The contents of your USB device is displayed.
4. Use the scroll wheel to browse to the file you want to print. You can select or deselect the desired file with the confirmation button.
   You can also select multiple files:
   - Press 'Select all' when you want to print all the files from a folder.
   - Press 'Select more...'. Use the scroll wheel to browse to the desired files with scroll wheel. You can select or deselect the files with the confirmation button.

Note:
You can only select multiple files from one folder.

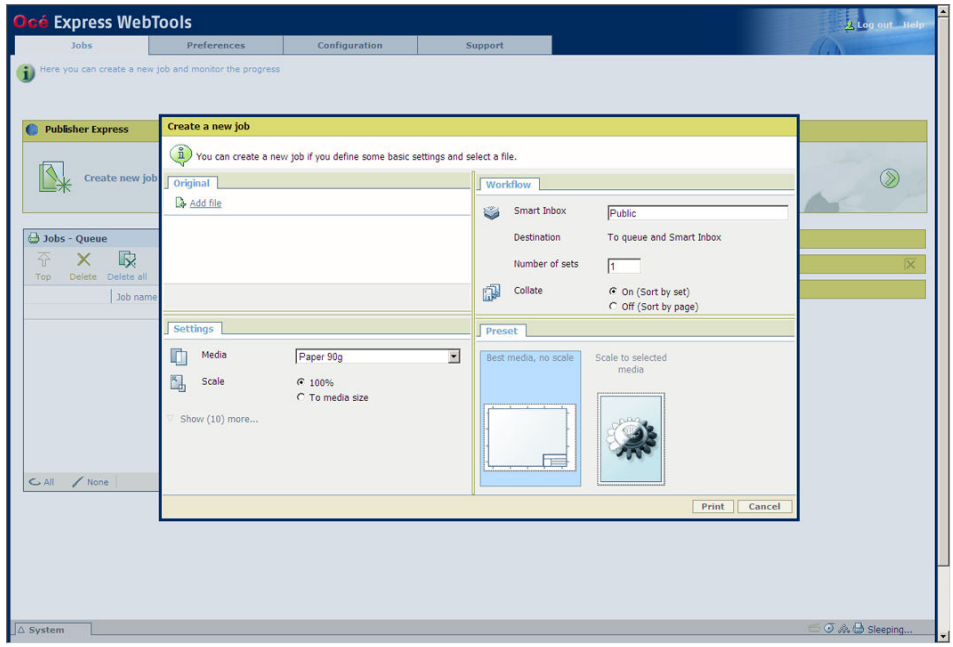
5. If necessary, you can edit the settings of your job with the lower right softkey.
6. Use the green button to start printing.

Use Océ Publisher Express to send a print job

Introduction

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

Illustration



How to use Océ Publisher Express to send a print job

Step	Action	Remarks
1	Open your web browser.	Use one of the following web browsers ■ Microsoft® Internet Explorer 6.0 (or higher) ■ Mozilla Firefox™ 2.0 (or higher)
2	Enter the URL **http://'printer name'** in your workstation browser to connect to the Océ Express WebTools.	'Printer name' is the name of your Océ PlotWave 350 printer.

Step	Action	Remarks
3	Open the 'Jobs' tab,	This tab displays the following. ■ The Océ Publisher Express section. ■ An overview of all jobs that are currently available in the 'Jobs - Queue'. ■ An overview of all the Smart Inboxes that currently contain on or more jobs.
4	Click on 'Create new job' in the Océ Publisher Express section.	A separate window opens.
5	Click on 'Add file' and use the **Browse...** button to select the file you want to print.	You can print documents with the following data formats ■ - 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 (optional) ■ - PDF - .pdf (optional) ■ - JPEG - .jpg, .jpeg ■ - DWF, DWF/X
6	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.
7	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 if you enter a new Smart Inbox name.

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 PlotWave 350 capabilities

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'
- Analyzes each file added to the job
- Automatically applies the default print settings defined in the template
- Automatically selects the media to be used based on 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 PlotWave 350 override the defaults set for 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	

Step	Action	Remarks
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: ■ Select one or more 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: - 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: ■ The way the system will print the image ■ The effects of the selected settings on the output.
6	Send the print job to printer	
7	Track and manage a submitted job	■ View the status of the job ■ Save the job ■ Duplicate the job ■ Cancel the job

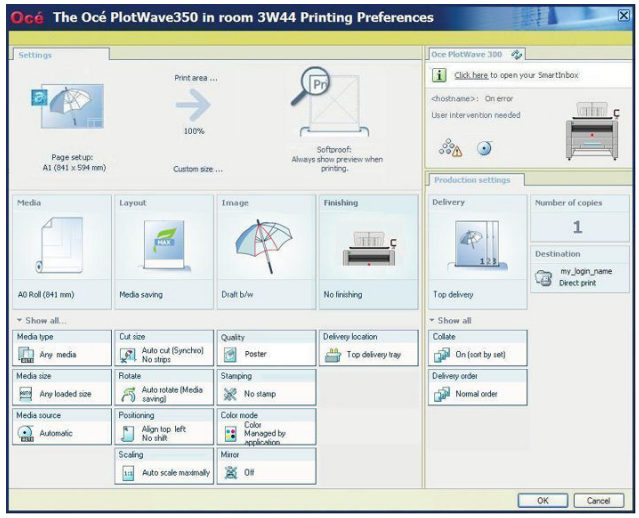
Note:
You can download the latest Océ Publisher Select from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/publisher-select/default.aspx).

Use the Océ Windows® Printer Driver to send a print job

Introduction

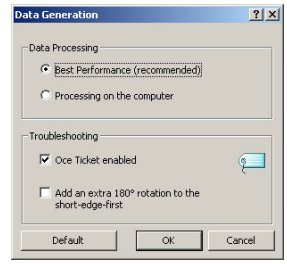
Océ provides the Océ Windows® Printer Driver that allows you to send print jobs to your Océ PlotWave 350.
This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under a Windows ® operating system to your Océ printer.
Refer to *driver specifications* on page 364 to get the list of supported operating systems and environments

Illustration



How to use the Océ Windows® Printer Driver to send a print job

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 Océ PlotWave 350 in the 'Printer' area of the 'Print' dialog box.	

Step	Action	Remarks
4	Click 'Properties'.	You can define the default print job settings in the 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.	
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.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ Windows® Printer Driver.

- the Océ Windows® Printer Driver Online Help
- the Océ Windows® Printer Driver User manual

Note:
You can download the latest Océ drivers from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/wfps-drivers/downloads.aspx).

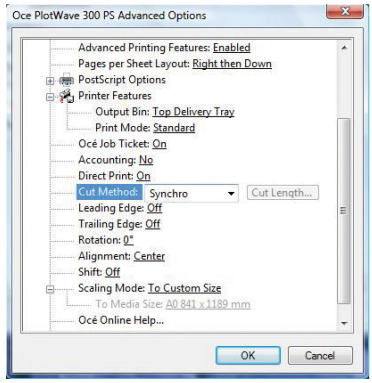
Use the Océ PostScript® 3 Driver to send a print job

Introduction

Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your Océ PlotWave 350.

Note:
You need a license to be able to print PostScript® files on the Océ PlotWave 350. Refer to *driver specifications* on page 364 to get the list of supported operating systems and environments.

Illustration



How to use the Océ PostScript® 3 Driver to send a print job

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 Océ PlotWave 350 in the 'Printer' area of the 'Print' dialog box.	
4	Click 'Properties' and 'Advanced'.	When you select Properties you can make settings for the print job.

Step	Action	Remarks
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.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ PostScript® 3 Driver.

- the Océ PostScript® 3 Driver Online Help
- the Océ PostScript® 3 Driver Installation manual

Note:
You can download the latest Océ drivers from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/wfps-drivers/downloads.aspx).

Print from your mobile device

Purpose

Quickly print a file from your mobile device to the Océ PlotWave 350.

Before you begin

Connect your mobile device to the Océ Mobile WebTools (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).

Note:
Your mobile device must allow you to navigate in a file repository. If needed, install file explorer applications (refer to Océ Knowledge Base for more details: http://global.oce.com/products/plotwave350/support.aspx).

Select a file and print it

1. In the 'Print' section, select 'New job'
   The 'Print job' window opens.
2. Click 'Select a file'
3. Browse to the file to print and click 'Open'
4. Define the settings of your print job:

Setting	Description
'Number of sets'	Specify the number of copies you want to print.
'Media'	Indicate on which loaded media you want to print the job.

Setting	Description
'Layout'	Indicate whether you want to apply a transformation to the document: - 'No scaling: 100%': to print it without scaling - 'Fit long edge to media': the image will be scaled, and in case of a portrait file also rotated, to fit the longest edge of the image to the roll width (standard size) - 'Fit short edge to media': the image will be scaled, and in case of a landscape file also rotated, to fit the shortest edge of the image to the roll width (standard size) *Note:* When you select the scale to media, make sure you previously select the specific roll in the 'Media' field. The system makes the scaling from the standard media size immediately larger than the image size to the selected standard media size, see *'Optimize the 'Scale', 'Rotation' and 'Print optimization' of the image in a print job'* on page 159
'Image'	Indicate the print optimization to apply to your print job according to the content of the file: - 'Line/text' - 'Standard' - 'Poster or photo' *Note:* For more information, see *'Print optimization '*on page 160

5. Once your print job is defined, click the printer icon to send the job to the printer.

Result

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

Note:
If the system requires accounting information, your print job is sent to the Smart Inbox named 'Mobile' in the Océ Express WebTools. It is not printed.
Connect to the Océ Express WebTools from a workstation. Enter the accounting information to print the job.

Print a job from the Smart Inbox

How to print a job from the Smart Inbox using the Océ Express WebTools

1. Select the 'Jobs' tab in the Océ Express WebTools.
2. Select the correct Smart inbox.
3. Select the job and click 'Print'. The job is copied to the Jobs Queue.

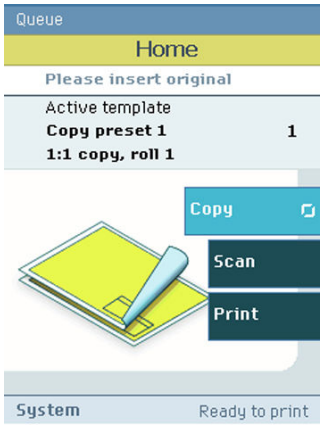
Copy

Make a 01:01 AM copy of a CAD drawing

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



Note:
The description of the first default copy template is displayed ('1:1 copy, CAD drawing'). With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 162).

2. Press the green button.

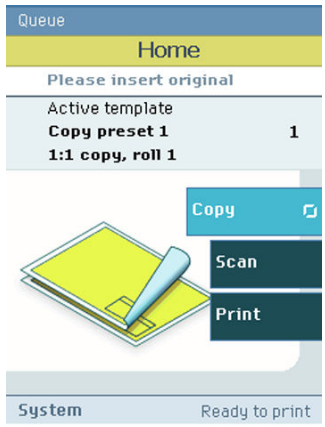
Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Make a 01:01 AM copy of a color drawing

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Use the scroll wheel to select copy template 2 ('1:1 copy, color drawing').

Note:
With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 162).

4. Press the green button.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Make a half size copy (50%) of a CAD drawing

Introduction

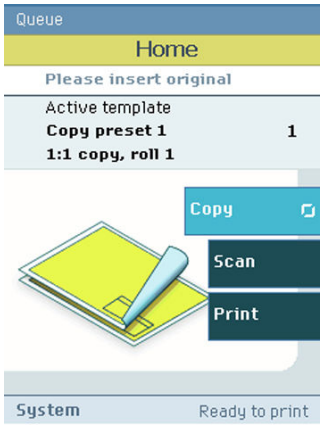
This template allows you to make a copy for which both the length and the width of the original file will be reduced by 50%.
As a result, for example, an original file of A0 format will produce an A2 format copy.

Make a half size copy

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Use the scroll wheel to select copy template 3 ('Reduce copy by 50%').

Note:
With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 162).

4. Press the green button.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

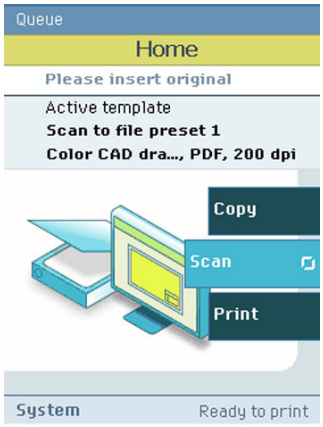
Scan

Scan a CAD drawing to TIFF format

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



Note:
The description of the first default scan template is displayed ('CAD to TIFF'). With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 167).

3. Press the green button.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Result

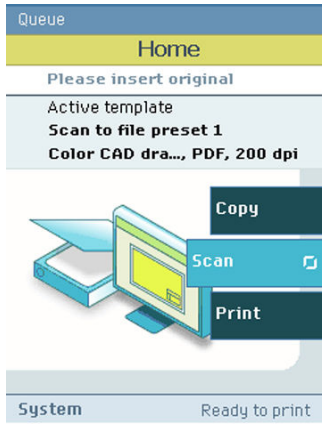
The scanned TIFF file is placed in the Smart Inbox 'Scans'. You can access this Smart Inbox via the'Jobs' tab in the Océ Express WebTools.

Scan a CAD drawing to color PDF

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Open the 'Scan' tab with the confirmation button above the scroll wheel.
4. Use the scroll wheel to select scan template 2 ('CAD to color PDF').

Note:
With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 167).

5. Press the green button.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Result

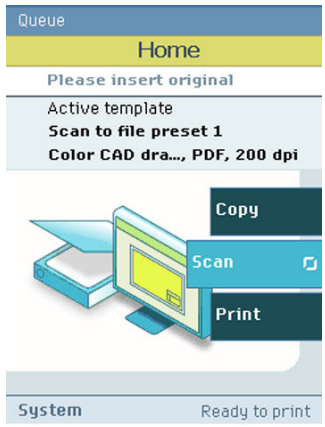
The scanned PDF file is placed in the Smart Inbox 'Scans'. You can access this Smart Inbox via the'Jobs' tab in the Océ Express WebTools.

Scan a CAD drawing to a USB mass storage device

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Open the 'Scan' tab with the confirmation button above the scroll wheel.
4. Use the scroll wheel to select scan template 3 ('CAD to USB').

Note:
With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 167).

5. Press the green button.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

6. 'Insert USB device'. This message is displayed on the user panel.

Result

The system creates a sub-directory "scans_x" on the USB mass storage device and stores the scanned file of the CAD drawing in this sub-directory in TIFF format.

Save a scanned document to your mobile device

Before you begin

Connect your mobile device to the Océ Mobile WebTools (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).

Save a scanned document to your mobile device

1. On the printer user panel, select 'Scan'
2. In the 'Scan destinations' select Smart Inbox
3. Scan the document
   The scanned document goes to the 'Scans' inbox in the Océ Express WebTools
4. In the Océ Mobile WebTools, on the mobile device, the scanned file from the 'Scans' Inbox is displayed in the 'Scans' section

Note:
The 'Scans' section is automatically refreshed within a few seconds.

5. Select the file and click the 'save' icon to save it into a folder on your mobile device

Note:
The location where the file is stored is sometimes determined by the browser of the mobile device.
The browser of some mobile devices sometimes changes the name or the extension of the file when storing it.

Result

The file is downloaded to your mobile device.
Click the 'delete' icon to delete it from the inbox on the printer.

Chapter 4
Define your workflow with the Océ Express WebTools

Introduction

The Océ Express WebTools

Introduction

The Océ Express WebTools is an application that runs embedded on the Océ PlotWave 350. You can use an Internet browser (Microsoft® Internet Explorer 6.0 (or higher) or Mozilla Firefox™ 2.0 (or higher) to open the home page of the Océ Express WebTools.

Definition

You can use the Océ Express WebTools to do the following.

- Send print jobs to your Océ PlotWave 350 with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. To change settings in the Océ Express WebTools you must log in using one of three predefined user roles because the settings are all password protected. (see *'User roles and authorizations'* on page 125)
- Monitor the status of the printing system.

How to access the Océ Express WebTools

To access the Océ Express WebTools do the following.

- Enter the Océ PlotWave 350 Hostname (for example http://Océ PlotWave 350) in the workstation web browser.
  or
- Enter the Océ PlotWave 350 IP address (for example http://134.188.26.173) in the workstation web browser.

Note:
If the Océ Express WebTools do not appear, contact the network administrator to check the network parameters. Check if the Océ PlotWave 350 network settings have been registered in the network infrastructure.

The system requirements

Introduction

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

Note:
The minimum system requirements are a 3 GHz Pentium 4 with 1 Gbyte RAM and Windows XP.

Set the minimum browser security settings for Internet Explorer 7 / 8 / 9

Attention:
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 behaviors	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 minimum browser security settings for Firefox 2 / 3

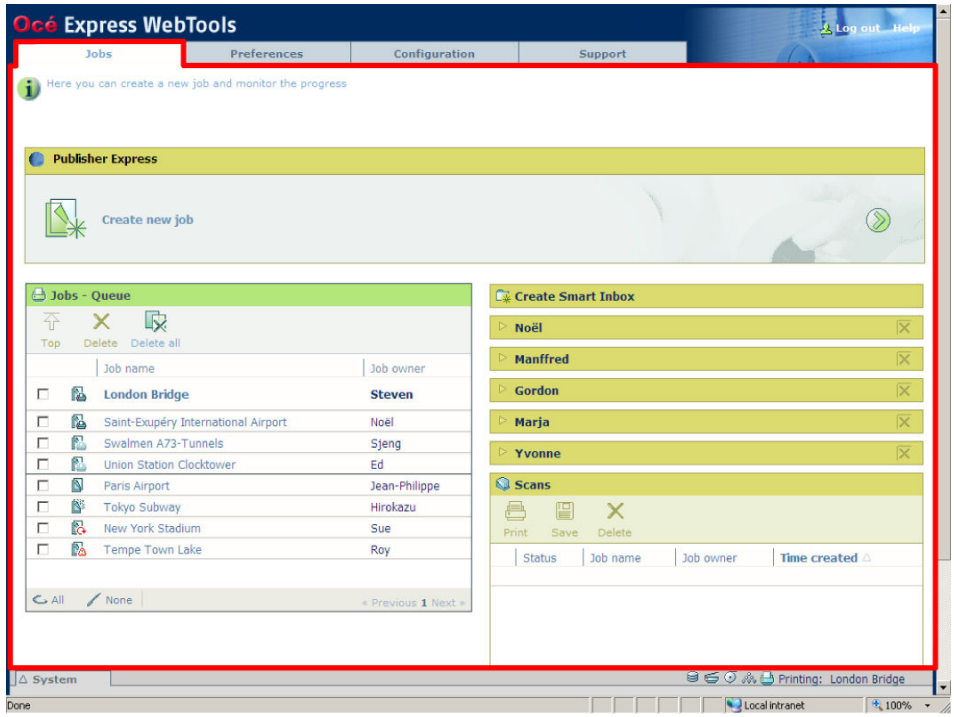
Step	Action	Value
1	Select Tools / Options	
2	**Main**	
	Show the downloads window when downloading a file	Recommended
3	**Content**:	
	Load images automatically	Enable
	Enable Javascript	Enable
4	**Privacy**	
	Accept cookies from sites	Enable

Set the minimum browser security settings for Firefox 4

Step	Action	Value
1	Select Options / Options	
2	**General**	
	Show the downloads window when downloading a file	Recommended
3	**Content**:	
	Load images automatically	Enable
	Enable Javascript	Enable

The 'Jobs' tab

Illustration



The 'Jobs' tab

Note:
Editable for any user. For some specific actions you must log on as a Key operator. (see *'User roles and authorizations'* on page 125)

Your remote control of the system's workflow.

Tasks:

Create a new job from a printable file in the Océ Publisher Express section.

- To submit a new job click 'Create new job'. A new window opens, where you can define some basic job settings and where you can browse to the file you want to print. (see *'Use Océ Publisher Express to send a print job'* on page 191)

Monitor jobs in the 'Jobs - Queue' section.

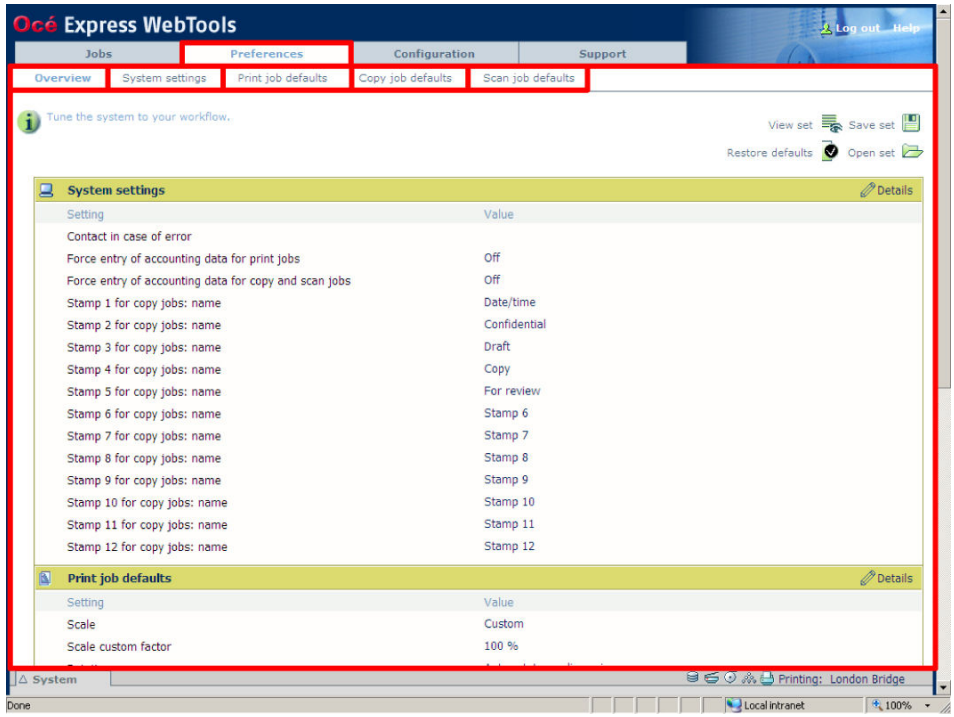
- This section gives an overview of the jobs in the queue, waiting to be printed. The buttons on top of the 'Jobs - Queue' section allow you to move a selected job to the top of the queue or to delete the job. If you click 'Delete all' all jobs are deleted from the queue. (see *'The Smart Inbox and Jobs Queue concept'* on page 173)

Control your jobs in the 'Smart Inbox' section (group jobs, make settings, start jobs/sets). This section enables you to do the following.

- When you click 'Open Smart Inbox' and enter a name, the new Smart Inbox immediately appears in the Smart Inbox overview (see *'Open or create a Smart Inbox'* on page 180).
- Get an overview of all the Smart Inboxes that you created on your system. When you select a print job in the Smart Inbox you can use the buttons on top of the Smart Inbox section to print, edit or delete the job. You can also *'Delete a Smart Inbox'* on page 181.
- Get an overview of all scan jobs. All scan jobs are placed in the Smart Inbox 'Scans'. When you select a scan job you can use the buttons on top of the Smart Inbox 'Scans' section to print, save or delete the scan job.
- Get an overview of all jobs on the system. Only when you enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting, the Smart Inbox 'View all' displays all the jobs. When you select a job you can use the buttons on top of the Smart Inbox 'View all' section to print, edit or delete the job. If you click 'Delete all', all jobs are deleted from the system.

The 'Preferences' tab

Illustration



The 'Preferences' tab

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator or a Power user. (see *'User roles and authorizations'* on page 125)

Fine tune the system to fit your company's workflow and processes.

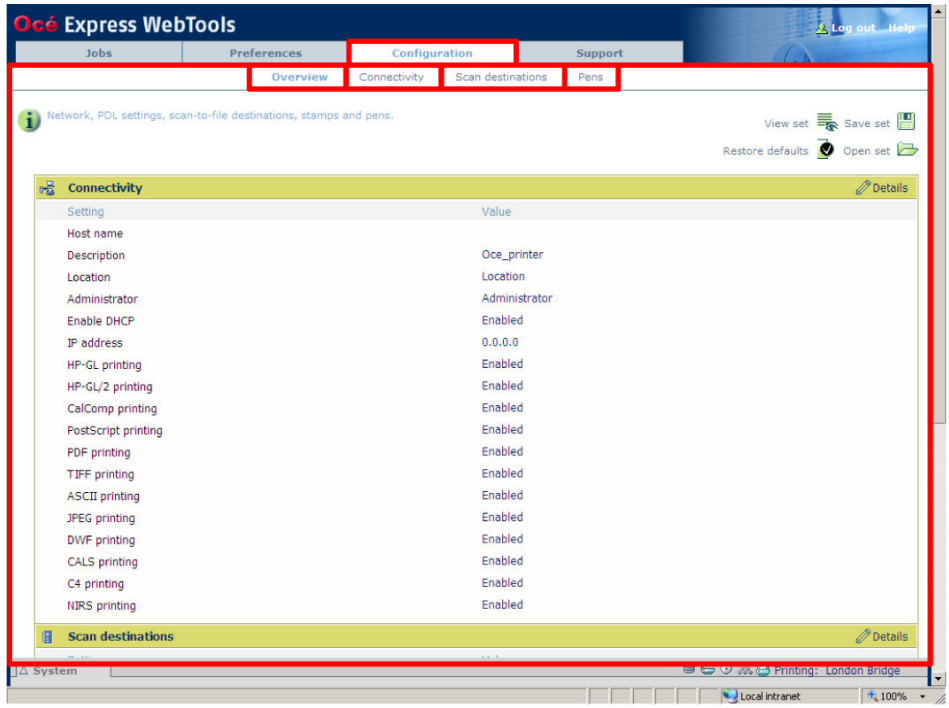
Tasks:

- 'Overview'
  Summary of the settings organised in different groups.
- 'System settings'
- 'Print job defaults'
- 'Copy job defaults'
- 'Scan job defaults'

(see also *'What you need to know about default settings (Océ Express WebTools)'* on page 154)

The 'Configuration' tab

Illustration



The 'Configuration' tab

Note:
Before you can edit a setting or a settings group, you must log on as a System administrator or a Power user. (see *'User roles and authorizations'* on page 125)

Install the system in your infrastructure, according your standards.

Tasks:

- 'Overview'
  Summary of the settings organised in different groups.
- 'Connectivity'
  (see *'Configure the network settings in the Océ Express WebTools'* on page 138)
- 'Scan destinations'
  (see *'Configure a local scan destination'* on page 141)

- 'Pens'
  (see *'Configure the pen settings'* on page 122)

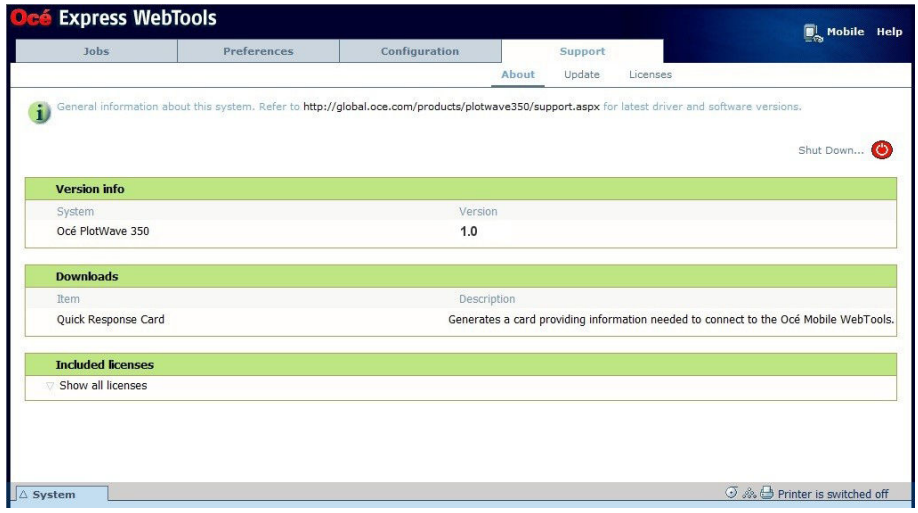
The 'Support' tab

Introduction

The 'Support' tab is made of three sections

- 'About'
- 'Update'
- 'Licenses'

Illustration



'About'

In the 'About' window:

- you find the Océ PlotWave 350 system software version
- you generate the 'Quick Response Card' to provide information to connect Océ Mobile WebTools to your system (see *'Océ Mobile WebTools'* on page 146)
- you find the complete list of licenses for third-party software application installed on your system

'Update'

Note:
Log on as system administrator or a power user (see *'User roles and authorizations'* on page 125).

In the 'Update' window, you install the security and system patches. See *'Update the system software'* on page 276

Licenses

Note:
Log on as a system administrator or a power user (see *'User roles and authorizations'* on page 125).

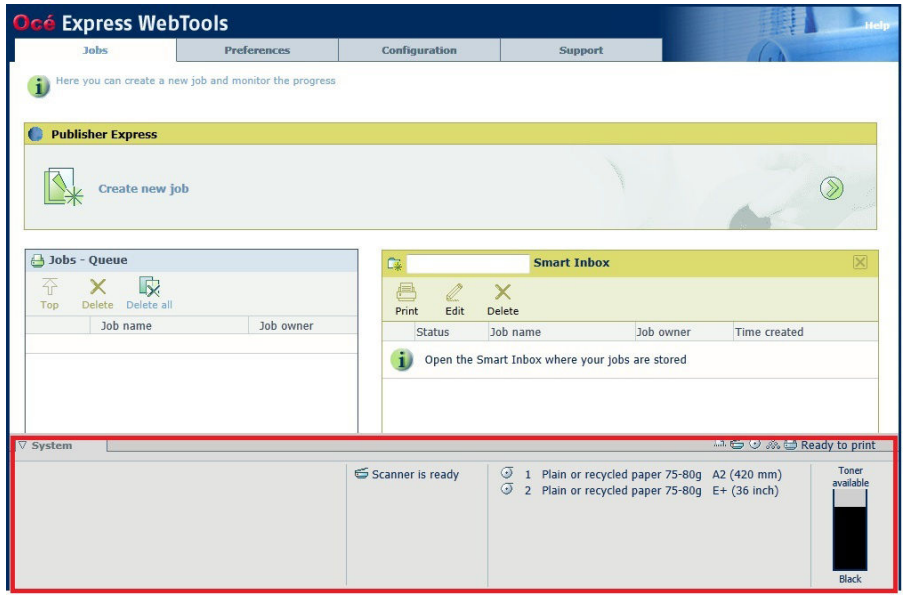
Contact your Océ representative to define the licenses you need.

See the *license management* on page 322 section to get details on how to:

- *'Check your licenses'* on page 328
- *'Save the currently active licenses'* on page 330
- *'Install a new license'* on page 331

The 'System' tab

Illustration



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.

Monitoring:

- 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 pops-up.

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 user 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.
'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.

Overview of the scanner states

State	Icon	Description
'User intervention required'		General error message.
'Scanner is busy'		
'Scanner is ready'		

The toner states

Icon	Description
	Toner OK
	Toner empty

How to

Set another language for the Océ Express WebTools

Introduction

The language setting of the internet browser you use defines the language in which the user interface of the Océ Express WebTools is displayed.
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 only toggle 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 the Océ Express WebTools (see *'Change the regional settings'* on page 136).

Note:
If the selected language cannot be supported, the standard user interface language for the Océ Express WebTools will be US English.

Purpose

Change the language setting of the user interface of the Océ Express WebTools.

How to change the language setting in Microsoft® Internet Explorer

1. Open Microsoft® Internet Explorer.
2. Select Tools menu - Internet options. The internet options window appears.
3. Make sure the General tab is selected.
4. Click the Languages button in the lower part of the window. Another window opens.
5. Select the language of your choice. A new language can be added to the list with the Add button.
6. Move the newly added language up in the list to the top position.
7. Click OK to confirm or Cancel to close both windows again.
8. Click Refresh in the toolbar or open another page. The language of the application will be changed.

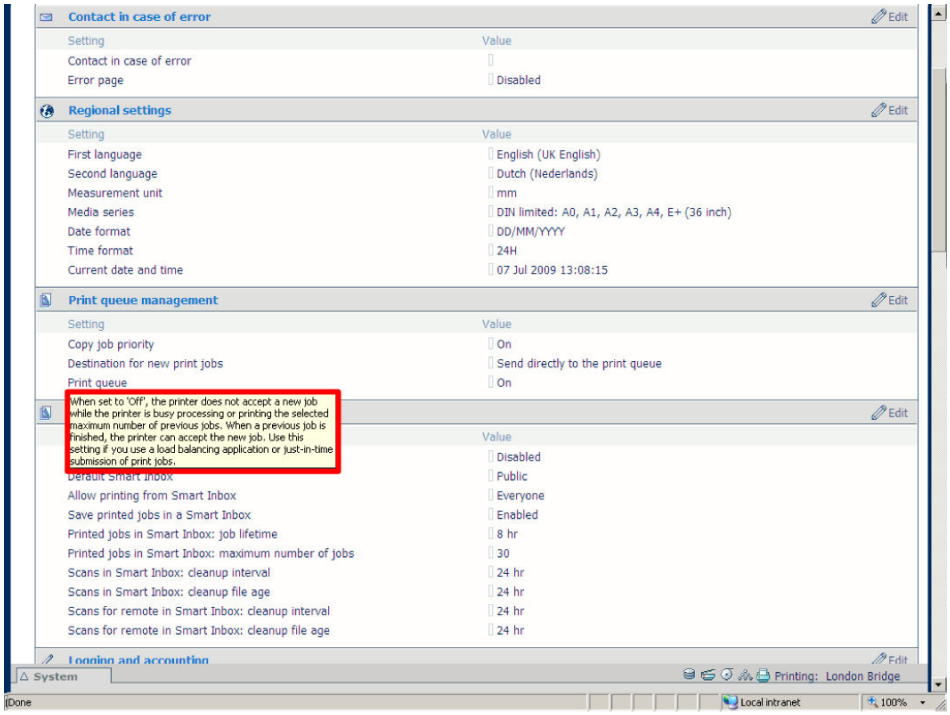
Note:
It is possible that the internet options are put under a different menu, depending on the Microsoft® Internet Explorer version you use.

How to change the language setting in Mozilla Firefox™

1. Open Mozilla Firefox™.
2. Select the Extra menu - Options. The Options window appears.
3. Click the Advanced button and make sure you have selected the General tab.
4. In the Languages section click the Choose... button. Another window opens.
5. Select the language of your choice. A new language can be added to the list with the Add button.
6. Move the newly added language up in the list to the top position.
7. Click OK to confirm or Cancel to close both windows again.
8. Click Reload in the toolbar or open another page. The language of the application will be changed.

How to edit a setting

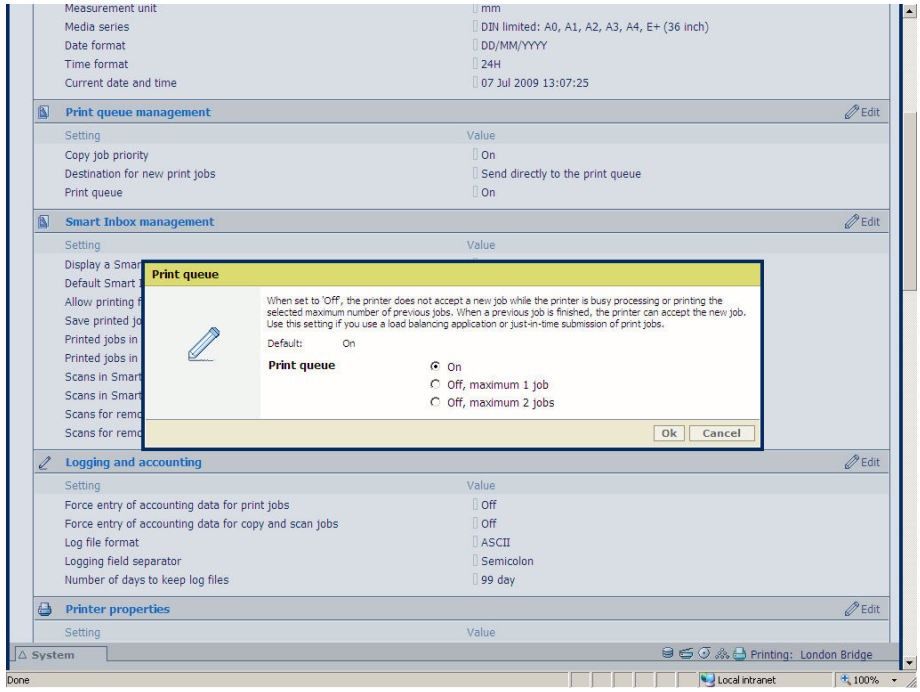
1. Browse to the settings group you want to edit, for example 'Preferences' - 'System settings' - 'Print queue management'.
   You can find detailed information about the settings in the tooltip. The illustration below shows, for example, the tooltip information of the 'Print queue' setting.



2. You can click directly on the value of a setting if you want to edit a single setting.

Note:
Before you can edit a setting or a settings group, you must log on as an authorized user.

For example, if you click on the value of the 'Print queue' setting a seperate window opens, where the same information is displayed as in the tooltip and where you can edit the setting.



or

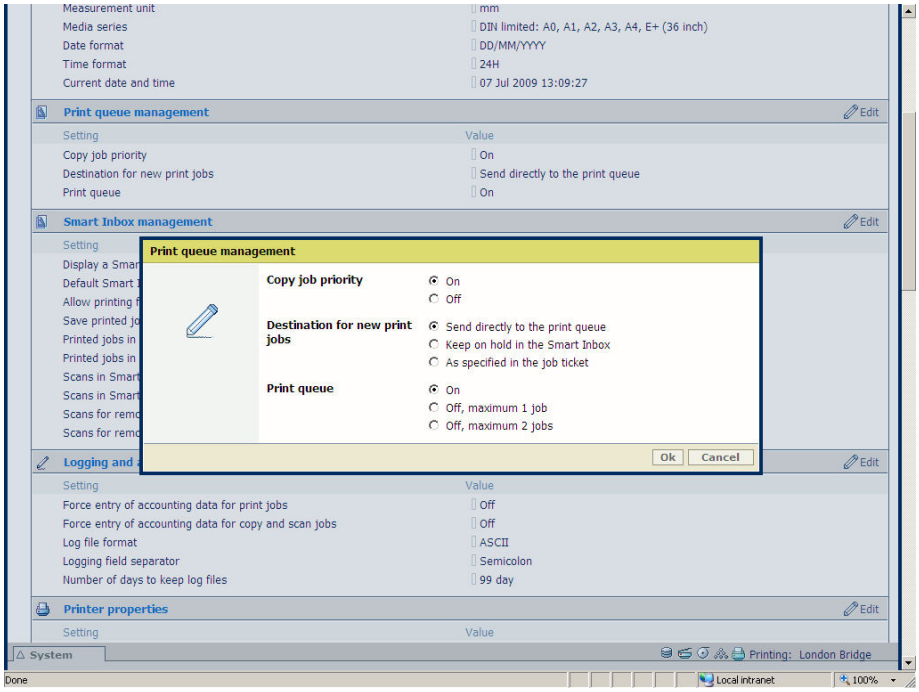
You can click 'Edit' in the settings group bar to access a window for all settings in the group if you want to edit more settings in the settings group.

Note:

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

For example if you click 'Edit' in the 'Print queue management' settings group bar, a seperate window opens, where all the settings of the settings group are listed, and where

you can edit all these settings. This overview window does not show detailed information per setting.



3. Modify the setting or settings.
4. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

View and check the settings

Purpose

View and check the settings and the values that are stored when you save the settings file.

When to do

- Before you save the setting and the values in the Océ Express WebTools.
- To check which settings are no longer set to the factory default value.

Note:
Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings cannot be duplicated to another printer. The passwords for authorized users and the passwords for remote scan destinations are excluded from the file for security reasons. License information is not included in the file either.

How to view and check the settings

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'View set' in the **top-right hand corner** of the screen. A new 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 than 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

Purpose

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

When to do

- 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 cannot be duplicated to another printer. The passwords for authorized users and the passwords for remote scan destinations are excluded from the file for security reasons. License information is not included in the file either.

How to save the settings in a file

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Save set' in the **top-right hand corner** of the screen. A new window opens.
3. Navigate to a location where you want 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 settings file.

- *Save the currently active licenses, on page 330*

Load the settings from a file

Purpose

Load the settings and the values for the Océ Express WebTools from a file.

When to do

- Duplicate the settings to another printer of the same type.

Attention:
When you are logged in as a Key operator you can only load the Key operator settings. When you are logged in as a System administrator you can only load the System administrator settings. To load all the settings that are stored in the file you must log in as a Power user.

Note:
Not all settings are stored in the settings file. The network settings are excluded from the file because the network settings cannot be duplicated to another printer. The passwords for authorized users and the passwords for remote scan destinations are excluded from the file for security reasons. License information is not included in the file either.

How to load the settings from a file

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Open set' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Navigate to the location of the settings file and select the file.
4. Click 'Ok' to load the settings file or 'Cancel' to close the window without loading the settings file.

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 restored to prevent connectivity problems and to guarantee the integrity of the passwords.

Restore the factory defaults

When to do

- When you want to restore the factory default settings and values of your Océ Express WebTools.

Attention:
When you are logged in as a Key operator you can only restore the Key operator settings. When you are logged in as a System administrator you can only restore the System administrator settings. To restore all the factory default settings you must log in as a Power user.

How to restore the factory defaults

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Restore defaults' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Click 'Ok' to restore the factory default settings or 'Cancel' to close the window without restoring the factory defaults.

Shut down or restart the system

To remotely shut down the printing system you can click 'Shut down' in the 'Support' tab.
When the printing system is on, you can also use this button to restart the system.

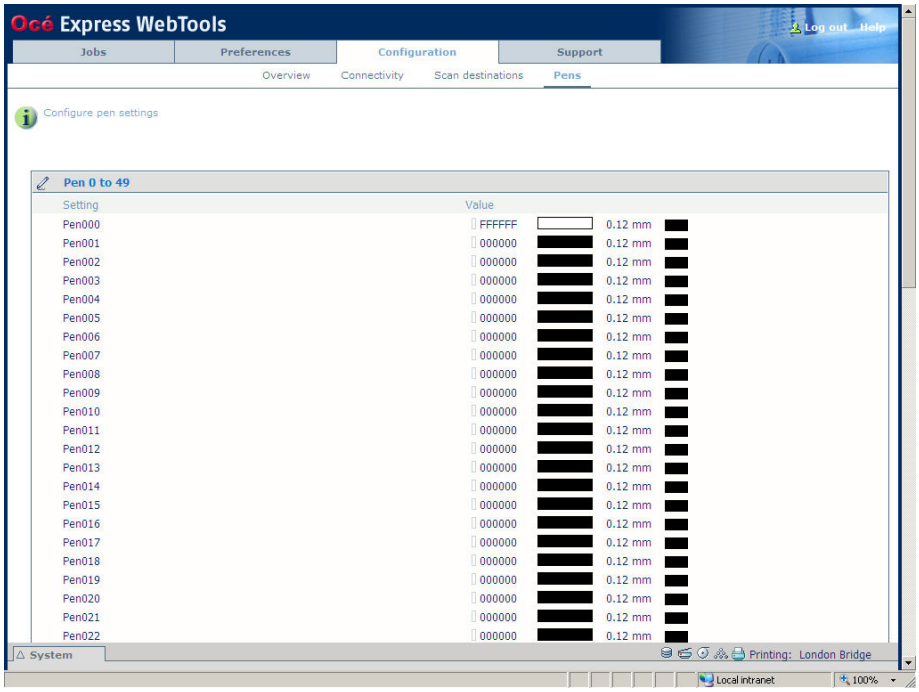
Configure the pen settings

Introduction

Normally the pen settings are defined in the application that is used to create a drawing. If the pen settings are not defined in the application, the default pen settings configured in the Océ Express WebTools are used.

Note:
Before you can edit a setting or a settings group, you must log on as Key operator.

Illustration



How to configure the pen settings

1. Click 'Configuration' - 'Pens'.
2. Click on the value of the pen number that you want to change.
   The pen settings window appears where you can configure the color, width and pattern for this pen.
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Configure the network settings

Configure the network settings in the Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. If you want to change the initial configuration or if you want to define more network settings, you can do so in the 'Configuration' - tab.

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

How to configure the network settings in the Océ Express WebTools

1. Click 'Configuration' - 'Connectivity'.
2. Click 'Edit' in the settings group bar to access the 'TCP/IP: IPv4' window. You can edit all the settings of the settings group in one window.
   or
3. To edit only one setting, click a single setting value in the expanded list.
   For example, click on the value of the 'Enable DHCP' setting to display a window where you can change the value.

Note:
This window also contains a short explanation of the setting.

4. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.
5. Restart the system to use the new network settings.

How to configure the network settings in the Océ Express WebTools (IPv6)

1. Click 'Configuration' - 'Connectivity'.
2. Click 'Edit' in the settings group bar to access the 'TCP/IP: IPv6' window. You can edit all the settings of the settings group in one window.
   or
3. To edit only one setting, click a single setting value in the expanded list.
   For example, click on the value of the 'IPv6 manual address' setting to display a window where you can change the value.

4. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Security

Access and passwords

User roles and authorizations

Introduction

The settings in the Océ Express WebTools can be configured and managed to enable the optimal performance of the Océ PlotWave 350.
You can view all the settings in the 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, before you have the rights and authorizations to change a setting. Logging in requires a password.

Attention:
Handle all passwords securely and with care. The machine has to be reinstalled in case of forgotten passwords.

Overview of user roles and authorizations

The table below displays the different user roles and the authorizations 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 and is authorized to change all default settings in the 'Preferences' tab of the 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 authorized to change all settings in the 'Configuration' tab of the Océ Express WebTools.
'Power user'	The Power user is authorized to access all functionalities of the Océ Express WebTools. It combines the 'Key operator' and 'System administrator' roles.

Note:
You do not need a password for the normal use of the system.

Log in as an authorized user

Purpose

In order to have write access for certain groups of settings, you must log in as an authorized user. There are 3 user roles, System administrator, Key operator and Power user who have authorization to edit specific groups of settings. You do not need to log in before you start a session. The system will only display a message when you need to log in to perform an action.

Before you begin

Navigate through the tabs and select the value of a setting you wish to change.

How to log in as an authorized user

1. After you click the value of the setting you want to edit, a log in window appears.
2. You can select a user role from the drop down list.

Note:
The user role with the required authorization is already selected.

3. Enter the password.

Note:
If the password is entered incorrectly, a message appears. You can enter the password again.

4. Click 'Ok' to confirm your entry.

Note:
Once you have logged in, the log in lasts for the duration of the browser session. If you have not been active for more than 30 minutes, the session expires and you need to login again.

Note:
For security reasons it may be useful to periodically change the password for the 3 access modes (Key operator, System administrator, Power user) to the Océ Express WebTools.

Change the password for authorized users

When to do

For security reasons it is advised to periodically change the password for the 3 access modes (Key operator, System administrator, Power user) to the Océ Express WebTools.

Attention:
Handle and store all passwords securely and with care. The machine has to be reinstalled in case of forgotten passwords.

How to change the password for authorized users

1. Click 'Configuration' - 'Connectivity' - 'Passwords'.
2. Expand the 'Passwords' section.
3. Depending on the password you want to change, select 'Key operator password', 'System administrator password' or 'Power user password'. A secondary window appears.
4. Log in as Key operator to change the key operator password. The default key operator password is KeyOp.
   Log in as System administrator to change the system administrator password. The default system administrator password is SysAdm.
   Log in as 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.

5. Enter the new password twice to confirm your input. The password is hidden.
6. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Log out after your session

Purpose

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

How to log out after you have finished your session

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

Secure protocols

Enable IPSec

Introduction

IPsec is a security protocol that you can use:

- to limit the access to your network to a maximum of 5 hosts.
- to encrypt the data between these hosts and the system.

You can enable IPSec in the Océ Express WebTools. For more information on IPSec, consult the Security manual.

Note:
Make sure your configuration is correct. You may not be able to connect to the printer as a result of an invalid configuration. In this case, you can disable 'IPsec' on the user panel ('System' - 'Setup' - 'Security').

Enable IPSec

1. Go to 'Configuration' - 'Connectivity' - 'IPsec'.
2. Click .
3. Click 'Enabled'.

Enable Failsafe option

When enabled, HTTP remains accessible even when blocked by IPsec. Once IPsec is set up correctly and working satisfactorily, this option can be disabled.

1. Click 'Enabled'.

Enable IPv6

Introduction

IPv6 is an internet protocol that you can use.
You can enable IPv6 in the Océ Express WebTools. For more information on IPv6, consult the Connectivity manual.

Note:
Make sure your configuration of all IPv6 related settings is correct.

Enable IPv6

1. Go to 'Configuration' - 'Connectivity' 'TCP/IP: IPv6'.
2. Click .
3. Click 'Enabled'.

IPv6 settings

Introduction

In case IPv6 is enabled, the user can change some of the IPv6 settings.

IPv6 settings

The following settings are available for IPv6:

- 'IPv6 manual address'. The IPv6 address when set manually. Enter the value “::” or “0:0:0:0:0:0:0:0” to disable a manual IPv6 address.
- 'IPv6 manual gateway address'. The IPv6 manual gateway address when set manually. Enter the value “::” or “0:0:0:0:0:0:0:0” to disable a manual gateway

E-shredding

Enable or disable the e-shredding function

Introduction

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

Note:
Refer to the Océ Large format Systems - Security guide to get detailed information on the e-shredding function. Download it from http://global.oce.com/products/plotwave350/downloads.aspx.

How to enable the e-shredding function

1. Go to 'Configuration' - 'Connectivity' - 'E-shredding'.
2. Click .
3. Click the radio button for '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 unauthorized people from accessing the 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 3 overwrite passes.
- 'Custom' allows you to define the number of passes manually.

The factory default is 'DoD 5220.22-M'.

How to select the E-shredding method

1. Go to 'Configuration' - 'Connectivity' - 'E-shredding' - 'E-shredding algorithm'.
2. Click .
3. From the list, select the required method.

Specify the number of overwrite passes

Introduction

The E-shredding function allows you to erase jobs from the system. This prevents unauthorized people from accessing the jobs. You can manually enter the required number of overwrite passes. Therefore, the setting 'E-shredding algorithm' must be set to 'Custom'. The more passes you define, the more reliable the erasing of jobs is. However, more passes take more time. You can enter any number from 1 to 35. The factory default is 3.

Before you begin

Make sure that 'Custom' is selected as the e-shredding algorithm.

How to specify the number of overwrite passes

1. Go to 'Configuration' - 'Connectivity' - 'E-shredding' - 'E-shredding custom number of passes'.
2. Click .
3. Enter the required number of overwrite passes.

Configure your printing system

Change the regional settings

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

The regional settings are configured during the installation of your system. If you want to change the initial configuration, you can do so in the 'Preferences' - 'System settings' - 'Regional settings'.

Define the following settings.

- 'First language' and 'Second language' of the user panel.
  You can toggle between these two languages on the user panel.
- 'Measurement unit'
  Every time you change the 'Measurement unit', the controller recalculates the values from millimeter to inches and vice versa.
- 'Media series'
- 'Date format'
- 'Time format'

Current date and time

Make sure that you select the right time zone and the current date and time.

- 'Time zone' - This information is used to correct for daylight saving time.
- 'Current date and time' - This information is used for date and time settings.

Configure the sleep mode timer

Introduction

If the printer is idle for a defined period it goes into sleep mode. In sleep mode the printer uses minimal energy, because the power supply of the printer is turned off. The power supply of the embedded controller remains on.
The printer enters the sleep mode when the sleep mode timer expires.
You cannot disable the sleep mode, but you can adjust the value of the sleep mode timer (default value is 60 minutes).

How to configure the time-out value of the sleep mode timer

1. Click 'Preferences' - 'System settings'.
2. Click 'Edit' in the 'Printer properties' bar or click the value of the 'Sleep mode timeout' setting.
3. Enter a new value in the Edit window and click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If you access the Edit window by clicking the value of the setting you want to change, the Edit window displays the minimal and maximal value you can select.

Note:
When the printer is in sleep mode, there are several ways to activate the system.

- send a print job.
- insert a USB mass storage device
- feed a cut sheet media.
- press a button on the user panel.
- open a media drawer

Configure the network settings in the Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. If you want to change the initial configuration or if you want to define more network settings, you can do so in the 'Configuration' - tab.

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

How to configure the network settings in the Océ Express WebTools

1. Click 'Configuration' - 'Connectivity'.
2. Click 'Edit' in the settings group bar to access the 'TCP/IP: IPv4' window. You can edit all the settings of the settings group in one window.
   or
3. To edit only one setting, click a single setting value in the expanded list.
   For example, click on the value of the 'Enable DHCP' setting to display a window where you can change the value.

Note:
This window also contains a short explanation of the setting.

4. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.
5. Restart the system to use the new network settings.

How to configure the network settings in the Océ Express WebTools (IPv6)

1. Click 'Configuration' - 'Connectivity'.
2. Click 'Edit' in the settings group bar to access the 'TCP/IP: IPv6' window. You can edit all the settings of the settings group in one window.
   or
3. To edit only one setting, click a single setting value in the expanded list.
   For example, click on the value of the 'IPv6 manual address' setting to display a window where you can change the value.
4. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

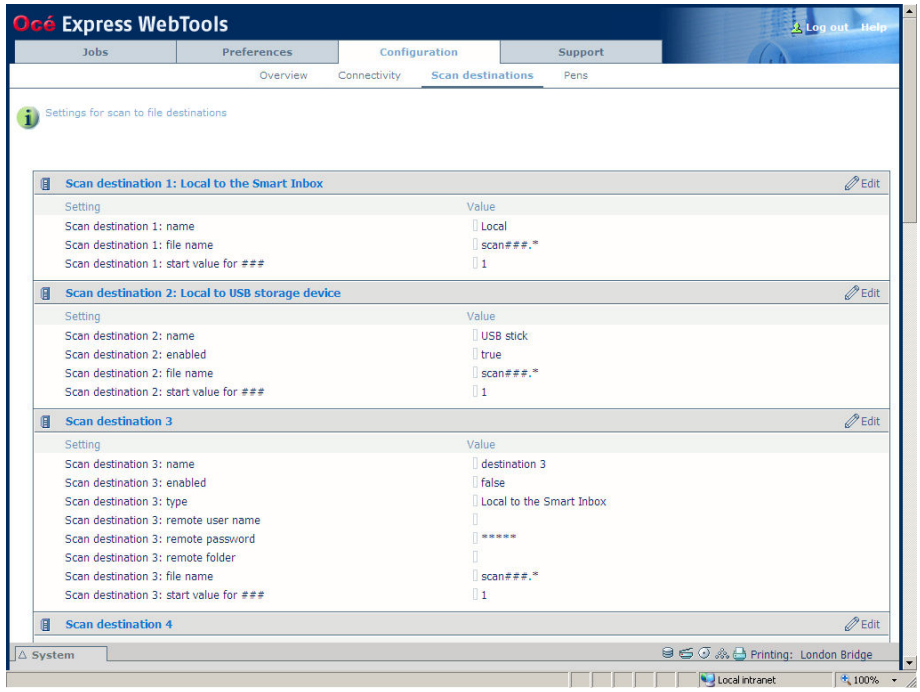
Configure and manage scan destinations

Configure scan destinations

Introduction

When you select the 'Scan' tab on the user panel a list of scan destinations is displayed.
A scan destination is a place where you send your scanned file to for storage.
You can define a maximum number of 10 scan destinations in the 'Configuration' - 'Scan destinations' tab.

Illustration



Types of scan destinations

You can scan to file to 4 different scan destination types.

Location	Scan destination type description
Local	■ **'Local to the Smart Inbox'** When you select this scan destination your scanned file is sent to the 'Scans' Inbox. This is the fixed scan destination for scan destination 1. ■ **'Local to USB storage device'** When you select this scan destination your scanned file is sent to the USB Mass storage device connected to the USB flash drive interface on the user panel. This is the fixed scan destination for scan destination 2. (see *'Configure a local scan destination'* on page 141)
Remote	A scan destination can also be a file server or a PC of an end user. ■ **'Remote via FTP'** When you select this scan destination your scanned file is sent via FTP to a shared folder on a remote workstation. ■ **'Remote via SMB'** When you select this scan destination your scanned file is sent via SMB to a shared folder on a remote workstation. (see *'Configure a remote scan destination'* on page 142)

Configure a local scan destination

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

1. Click 'Configuration' - 'Scan destinations'.
2. Click 'Edit' in a 'Scan destinations' bar.
3. Enter a name for the destination.
   This name will appear on the user panel.
4. Place a check mark in the enabled box.
5. You can select one of the 2 different local scan destination types:
   - **'Local to the Smart Inbox'**
     When you select this scan destination your scanned files are sent to the 'Scans' Inbox. This is the fixed scan destination for scan destination 1.
   - **'Local to USB storage device'**
     When you select this scan destination your scanned files are sent to the USB Mass storage device that is connected to the USB flash drive interface on the user panel. This is the fixed scan destination for scan destination 2.
6. Enter a file name for your scanned files.
   The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
   If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
7. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
8. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Configure a remote scan destination

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

Create a web destination with FTP

1. Create a home directory and a subdirectory on a workstation. For example c:\Ftp\Scan
2. Enable FTP on the workstation
3. Click 'Configuration' - 'Scan destinations'.
4. Click 'Edit' in a 'Scan destinations' bar.
5. Enter a name for the scan destination.
   This name will appear on the user panel.
6. Place a check mark in the enabled box.
7. Select 'Remote via FTP'.
8. For access to the directory on the workstation through FTP, a username and password is set on the FTP server that runs on the workstation. Enter this 'Scan destination 3: remote user name' and this 'Scan destination 3: remote password' in the required fields.

Note:
Make sure the user has write-access privileges on the destination.

9. Enter a path name of the 'Scan destination 3: remote folder'.
   The path name is the "**hostname-of-remote-workstation[/path]** ". This is case sensitive.

Note:
Find the system name of the remote workstation on the control panel of the workstation (Control panel - Network - Identification - System name)

10. Enter a file name for your scanned files.
    The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
    If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
11. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
12. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If for any reason a scanned file cannot be delivered to the remote destination, the file is sent to the local 'Scans' Inbox.

Create a network destination with SMB

1. Create a shared folder on a workstation. For example c:\Scan
2. Click 'Configuration' - 'Scan destinations'.
3. Click 'Edit' in a 'Scan destinations' bar.
4. Enter a name for the scan destination.
   This name will appear on the user panel.
5. Place a check mark in the enabled box.
6. Select 'Remote via SMB'.
7. If you defined a user name and a password for the shared folder on the remote PC enter this 'Scan destination 3: remote user name' and this 'Scan destination 3: remote password' in the required fields.

Note:
Make sure the user has write-access privileges on the destination.

Note:
If the remote workstation uses domains you must enter "**domain_name\username**" as the 'Scan destination 3: remote user name' and the password for this user in this domain.

8. Enter a path name of the 'Scan destination 3: remote folder'.
   The path name is the "**hostname-of-remote-workstation\sharename[\path]**". This is case sensitive.

Note:
Find the system name of the remote workstation on the control panel of the workstation (Control panel - Network - Identification - System name)

9. Enter a file name for your scanned files.
   The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
   If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
10. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
11. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If for any reason a scanned file cannot be delivered to the remote destination, the file is sent to the local 'Scans' Inbox.

Test button

1. To test the validity of the remote scan destination (FTP or SMB), use the “Test” button. The test automatically executes the following 5 steps:
   - Check the remote folder syntax.
   - Check the validity of the hostname.
   - Check the possibility of connecting to the remote host.
   - Check if the remote destination exists.
   - Check the possibility of writing to the remote destination.

   When all of these 5 steps are completed successfully, the following message is displayed: “The remote destination is valid.”

   If one of these steps fails, an error message and error code are generated.

Error code	Possible Causes
2	■ For SMB destination: check that remote folder <remotefolder> syntax conforms to \\hostname\share\[\folder\...] or \\<IP_address>\share[\folder\...] ■ For FTP destination: check that remote folder <remotefolder> syntax conforms to hostname/folder[/subfolder/…] or <IP_address>/folder/[/folder/…]
3	■ Check whether the hostname is OK. ■ Make sure the printer is connected to your network. ■ Check the network settings of the printer in Express Web Tools : - Primary DNS suffix - Preferred DNS server - NetBios over TCP/IP is set to "Enabled" - Subnet mask - Default gateway. ■ Check with the System administrator whether the DNS server can resolve the hostname to an IPv4 address. ■ Check that the printer's security level is set to normal. ■ For SMB destination: if IPV6 protocol is enabled on the printer: - replace hostname with its IPv4 address (if IPV6 must be enabled) - or Disable IPv6 on the printer (if IPV6 can be disabled) ■ If none of previous checks solve the problem: enter the remote host IPv4 address instead of the hostname

Error code	Possible Causes
4	■ Check whether the hostname or IP address is correctly typed. ■ Check that the remote host is up and running and connected to the network.
5, 6, 7	■ Check that SMB or FTP protocol is enabled on the remote host ■ Check that the customer network security policy (firewall/switch) does not block FTP ports ■ For SMB destination: - check that the security level is set to "Normal" - check that the remote host supports SMB1 protocol (error code: 7) ■ For FTP destination: check that the FTP server is using port 21
8	■ Check whether the remote username and password are correct. ■ For SMB destination: Check the remote username syntax: - For a remote host user: <hostname>\<username> or <ip_address>\<username> - For a domain user: <domainname>\<username>
9	■ The remote destination server has reached the maximum number of connections. Check with the System administrator or try again later.
10	■ Check that the remote folder is correctly typed ■ Check that the remote folder exists on the remote host ■ For SMB destination: check that the share is correctly typed or the share exists on the remote host ■ For FTP destination: check that the remote folder has "list" permissions for remote user
11, 12	■ Check that the remote user has "write" permission on the remote share (for SMB) and on the remote folder (for SMB and FTP) ■ Check that the remote folder is not full (error code: 12) ■ SMB destination: check that the remote username is correctly typed (may happen if "guest" account is enabled on the remote host).

Configure for mobile printing and scanning

Océ Mobile WebTools

Introduction

Mobile printing or scanning is the ability to perform the following actions:

- Submit a print-ready file to the Océ PlotWave 350 from a mobile device (smartphone or tablet)
- Save a scanned file from the Océ PlotWave 350 onto a mobile device
- Delete a scanned file on the Océ PlotWave 350

Requirements

The Océ Mobile WebTools can be accessed through the browsers of the supported mobile devices.

Functionality relies on the availability of the following components:

- A Wi-Fi infrastructure connected to the network on which the printer controller is found
- A compatible mobile device on which you can access and browse the file system
  A file explorer is needed to print a file stored on a memory card.
- A compatible mobile operating system
- A compatible mobile web browser
- A mobile application to scan QR Code (optional)

Get the latest information related to the infrastructure and mobile device compatibility

Go to the **Océ Knowledge Base** to get a list of compatible mobile systems:
- From the Océ website: http://global.oce.com/products/plotwave350/support.aspx
- In the solution 18162 in the Océ Knowledge Base: http://okb.oceusa.com/service/main.jsp?solutionId=18162
Refer to the **Océ Large Format Systems Connectivity Manual** for information on the connection requirements (download the manual from http://global.oce.com/products/plotwave350/downloads.aspx).

How to use the functionality

- The system administrator configures the network and Wi-Fi infrastructure

- The system administrator enters the configuration information in the printer controller interface (Océ Express WebTools, see *'Configure the Océ Express WebTools for a mobile connection'* on page 148) in order to generate and print the 'Quick Response Card' (connection sheet - see *'Generate the 'Quick Response Card' '* on page 150). This 'Quick Response Card' contains the information to connect to the Océ Mobile WebTools and the QR Code.
- The user activates Wi-Fi on the mobile device and connects to the network. The user then opens the Océ Mobile WebTools on the mobile device's web browser (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).
- Using the Océ Mobile WebTools, the user can then print a file from the mobile device to the Océ PlotWave 350 (see *'Print from your mobile device'* on page 201) and save a scanned document onto the mobile device (see *'Save a scanned document to your mobile device'* on page 257).

Configure the Océ Express WebTools for a mobile connection

Purpose

Define the connectivity information that users will need in order to connect to the Océ Mobile WebTools. This information is also used to create the content of the 'Quick Response Card' (connection sheet).

When to do

Before you generate the 'Quick Response Card'.

Before you begin

- Configure your Wi-Fi network
- Connect the printer to the network

Note:
Only a user with system administrator or power user rights can configure the information for a mobile connection.

Illustration

Define the settings for a connection to the Océ Mobile WebTools

1. In the Océ Express WebTools, open the 'Configuration' - 'Connectivity' tab
2. Go to the 'Mobile' section
3. Click 'Edit'
4. Log on as system administrator or power user

Note:
Enter information according to your IT policy. Contact your system administrator.

Setting	Action
'Mobile printing password'	Optional. Set the password that is needed to connect to the Océ Mobile WebTools. Confirm it.
'Show mobile password on Quick Response Card'	Mark the checkbox to display the password on the 'Quick Response Card' (connection sheet).
'Wifi name on connection sheet' (also known as SSID)	Enter the name of your Wi-Fi network. *Note:* The value defined for this setting will be displayed on the 'Quick Response Card' (connection sheet).
'Wifi key on connection sheet' (also known as security key)	If required, enter the password for your Wi-Fi network. *Note:* The value defined for this setting will be displayed on the 'Quick Response Card' (connection sheet).

5. Click 'Ok' to confirm.

Note:
If the printer is in a Windows domain network, enter the domain name in Océ Express Webtools:
- Open the 'Configuration' - 'Connectivity' tab
- In 'TCP/IP: IPv4' section, enter the domain name in the field 'Primary DNS suffix'

Result

The information you entered in the 'Mobile' section will be printed on the 'Quick Response Card'.

Generate the 'Quick Response Card'

Purpose

The 'Quick Response Card' (connection sheet) contains all the information your users need to connect to the printer from a mobile device. You can print it on individual cards or on a poster that you can display next to the printer.

Before you begin

The system administrator or power user enters the connectivity information for a mobile connection (see *'Configure the Océ Express WebTools for a mobile connection'* on page 148).

Illustration

Create the 'Quick Response Card' (connection sheet)

1. Log on as system administrator
2. Open the 'Support' - 'About' tab
3. From the 'Downloads' section, click 'Quick Response Card'
   The 'Quick Response Card' is automatically generated and opened in a web browser window. It contains a Quick Response (QR) code, the URL of the Océ Mobile WebTools

on printer, the basic connection instructions and the optional Wi-Fi settings and passwords.

Result

You can print it on any printer.

Connect your mobile device to the Océ Mobile WebTools

Purpose

From the Océ Mobile WebTools, you can:

- Print a document that is available on your mobile device
- Save a scanned document to your mobile device

You can connect to the Océ Mobile WebTools by scanning the QR Code (you must then have the application to scan QR Code installed on your mobile device) or by entering the printer's URL for mobile in the mobile web browser. For iOS mobile devices, enter the IP address of the printer in the iCab Mobile browser.

Before you begin

Refer to the **Océ Large Format Systems Connectivity Manual** for information on the connection requirements (download the manual from http://global.oce.com/products/plotwave350/downloads.aspx).
Make sure the system is configured (see *'Configure the Océ Express WebTools for a mobile connection'* on page 148)
Make sure the 'Quick Response Card' of the printer is available to you (see *'Generate the 'Quick Response Card' '* on page 150).
Activate the Wi-Fi connection from your mobile device. Enter the Wi-Fi settings/credentials when needed.

Required tool

- A compatible mobile device
- A compatible mobile web browser

Note:
Find the latest compatibility information in the Océ Knowledge Base:
http://okb.oceusa.com/service/main.jsp?solutionId=18162

Connect to the Océ Mobile WebTools using the QR Code

1. From your mobile device, open the application for scanning QR Code.
2. Scan the QR Code displayed on the 'Quick Response Card'.
   It opens the Océ Mobile WebTools in the web browser.
3. When requested, enter the password to connect to the Océ Mobile WebTools.

This password is displayed on the 'Quick Response Card'. If it is not available, contact the system administrator.

Note:
Contact your system administrator if the connection fails.

Connect to the Océ Mobile WebTools using the printer's URL

1. From your mobile device, open a web browser.
2. Type in the URL of the Océ Mobile WebTools that is displayed on the 'Quick Response Card'
   Example: 'http://[hostname(.domain)]/MobileWebTools
3. When requested, enter the password to connect to the Océ Mobile WebTools.
   This password is displayed on the 'Quick Response Card'. If it is not available, contact the system administrator.

Note:
Contact your system administrator if the connection fails.
Refer to the Océ Knowledge Base for the latest troubleshooting information:
http://okb.oceusa.com/service/main.jsp?solutionId=18161 .

Result

The Océ Mobile WebTools opens in the web browser of the mobile device.
You can now print a file from your mobile device or save a scanned file to it.

Define your printing system preferences

What you need to know about default settings (Océ Express WebTools)

Definition

Before you send print jobs to the Océ PlotWave 350, remember the following.

The values defined in the Océ Express WebTools are default values for the general system behavior. 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 the Océ Express WebTools.

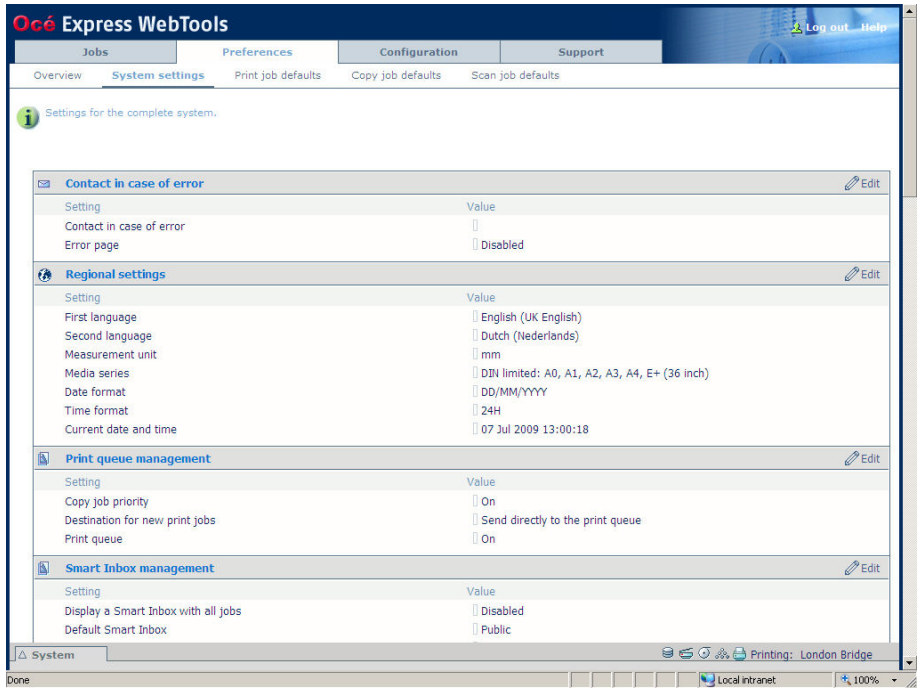
Define the system preferences

Introduction

Before you start to use your printing system you can define the general system preferences to fine tune it to optimally fit your company's workflow and processes.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the system preferences

1. Click 'Preferences' - 'System settings'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'Contact in case of error'	Person to contact in case of error.
'Regional settings'	The regional settings are configured during the installation of your system. Here you can change the initial configuration. *Note:* You can toggle between the 'First language' and the 'Second language' on the user panel. *Note:* Every time you change the 'Measurement unit', the controller recalculates the values from millimeter 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.
'Print queue management'	Define how jobs are managed in the print queue.
'Smart Inbox management'	Define how jobs are managed in the Smart Inboxes.
'Printer properties'	Define the general printer behavior.
'Scanner properties'	Define the general scanner behavior. Only available if a scanner is installed.
'Logging and accounting'	Define logging and accounting data.
'Stamps 1 to 4'	Configure and enable stamps for copy jobs.
'Stamps 5 to 8'	Configure and enable stamps for copy jobs.
'Stamps 9 to 12'	Configure and enable stamps for copy jobs.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 114)
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

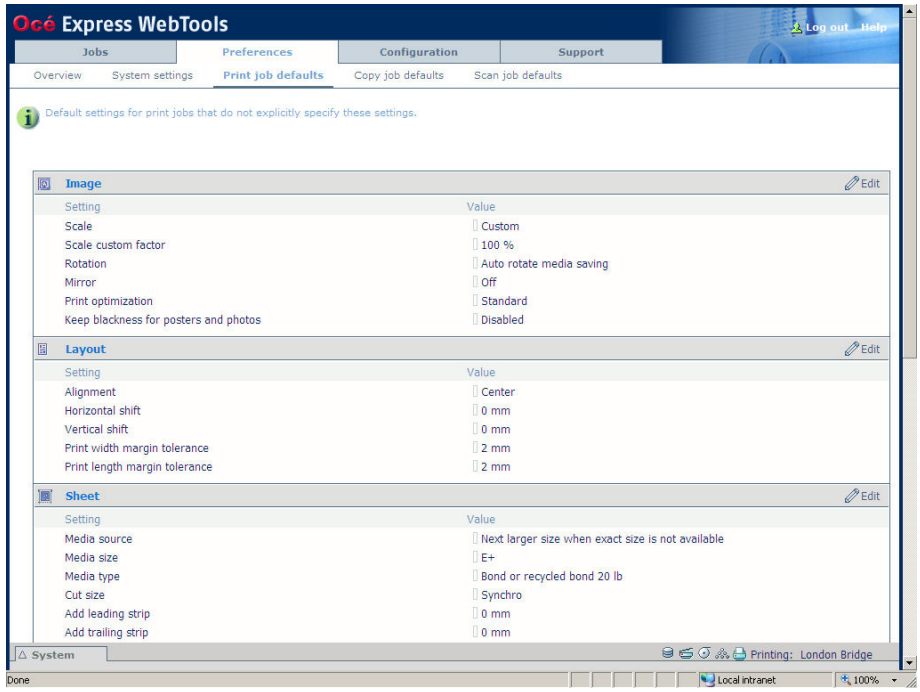
Define the print job preferences

Introduction

Here you can define the **default** values for print jobs.
If you send a print job using an Océ printer driver or an Océ job submission tool, the job settings defined in the printer driver or the job submission tool always overrule the default settings defined in the Océ Express WebTools.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the print job preferences

1. Click 'Preferences' - 'Print job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Contains settings that define
'Image'	the transformation ('Rotation', 'Scale') and the dithering matrix presets ('Print optimization') to apply to the image. See *'Optimize the 'Scale', 'Rotation' and 'Print optimization' of the image in a print job'* on page 159
'Layout'	the default positioning of the image on the printed output.
'Sheet'	the default media usage.
'General rasterization settings'	how the printer processes complex files.
'HP-GL'	how the printer interprets 'HP-GL' files.
'HP-GL/2'	how the printer interprets 'HP-GL/2' files.
'CalComp'	how the printer interprets 'CalComp' files.
'PostScript/PDF' (optional)	how the printer interprets 'PostScript/PDF' files.
'TIFF'	how the printer interprets 'TIFF' files.
'ASCII'	how the printer interprets 'ASCII' files.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 114)
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Optimize the 'Scale', 'Rotation' and 'Print optimization' of the image in a print job

Introduction

In the 'Preferences' - 'Print job defaults' you define the values of job settings to apply by default.

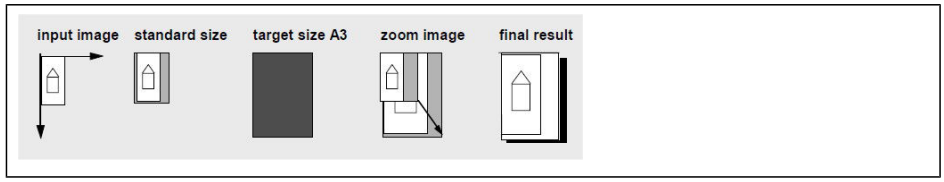
Note:
When a user sets or change these values in a job submitter application (Océ Publisher Express, Océ Publisher Select, Océ printer drivers, Océ Mobile WebTools...), the new values overrule the default values set in Océ Express WebTools.

Scale an image

Scale an image to a media size

When you scale the image ('Scale to full media size': up and down), the scaling is performed from the nearest standard format larger than the image format to the media size of the 'Roll 1' or 'Roll 2' selected in the 'Media source'.
This standard size is based on the same orientation as the input image.
The scale factor is isomorphic (same scale factor for width and length).

Example: scaling of an image from A4 to A3 media size



'Reduce to media when image too large': scale down only from the standard media size immediately larger than the image size to the selected media size ('Roll 1' or 'Roll 2' selected in the 'Media source').

Make a custom scale

Select 'Custom' to scale the image to the defined percentage.
Then select the scale value in 'Scale custom factor' (100% means no scaling).

Note:
When you set 'Scale' to:
- 'Reduce to media when image too large': make sure a specific roll is selected in 'Media source'.
- 'Scale to full media size': make sure a specific roll or a 'Media size' is selected.
Otherwise the scale 100% will be applied.

Rotate an image

Selecting a numeric value: 'Rotates the image counter-clockwise. 'Auto rotate productive': the image is rotated to landscape (if possible). This makes the printing faster due to less media movement. 'Auto rotate media saving': the image is rotated to use the media in the most efficient way to avoid the waste of paper.'

'Print optimization'

Set the 'Print optimization' to 'Optimize the print quality of color and grayscale files according to the content of the file. 'Line/text': halftoning (dithering) method is optimized for detailed information, for example sharp lines and text. 'Poster or photo': halftoning method is optimized for the prints with a domination of gray areas. 'Standard': balances the halftoning method for text and gray areas. Select 'Standard' for all situations other than those described under 'Line/text' and 'Poster or photo'.'

Define the default output quality for print jobs

Introduction

The Océ Express WebTools offers 2 settings to optimize the default output quality for print jobs.
You can find these settings in the 'Preferences' - 'Print job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

'Print optimization'

The quality of the printed output is optimized based on the content of the print file.

Values	Description
'Standard'	'Standard' is the default value.
'Line/text'	'Line/text' is the advised value for line drawings, because lines are sharpened.
'Poster or photo'	'Poster or photo' is the advised value for posters and large photos, because the printed output is optimized for large gray areas.

'Keep blackness for posters and photos'

Values	Description
'Enabled'	You can enable this setting if the 'Preferences' - 'System settings' - 'Printer properties' - 'Print-darkness (toner reduction)' setting is set to a negative value. In that case the toner reduction will not be used if you print posters or photos.
'Disabled'	

Define the copy job preferences and copy templates

Introduction

Here you can define the general copy job settings and four copy templates.

What you need to know about copy templates

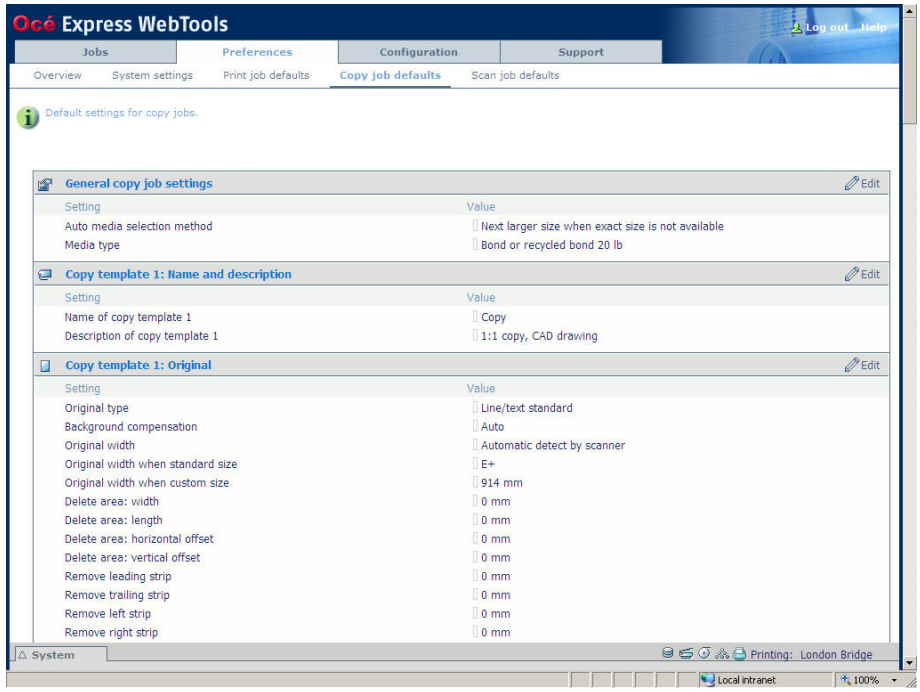
Copy templates enable you to easily perform copy jobs that you do very often. The job templates appear on the user panel when you select 'COPY'.

With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. The user panel offers 4 job templates for copy jobs.
The job template function supports the green button approach: the user only needs to select a template and start a job with the required settings instead of having to define all the settings manually for every job.

Note:
When you select a copy template on the user panel, you can still change the individual values of all settings.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the copy job preferences

1. Click 'Preferences' - 'Copy job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'General copy job settings'	Default copy job settings that refer to all copy jobs.
'Copy template 1: Name and description'	The name and description you enter here are visible on the user panel when you select 'COPY'.
'Copy template 1: Original'	Settings that refer to the original.

Settings group	Description
'Copy template 1: Image and layout'	Settings that determine the default processing of image data and the default positioning of the image on the printed output.
'Copy template 1: Sheet'	Settings that determine the default media usage.

Note:
You can define the same settings for copy template 2, 3 and 4.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 114)
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Define the default output quality for copy jobs

Introduction

The Océ Express WebTools offers 3 settings to optimize the default output quality for copy jobs. You can define a default output quality for each copy job template.
You can find these settings in the 'Preferences' - 'Copy job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

'Original type'

The quality of the printed output is optimized based on the type of the original that is copied.

Values	Description
'Line/text standard'	'Line/text standard' is default value for copy jobs. This value is advised for line drawings and design drawings. Lines and text are optimized, a light background is compensated.
'Line/text draft'	'Line/text draft' is the advised value if you must copy many originals and the copy speed has higher priority than the copy quality.
'Colored original'	'Colored original' is the advised value for colored originals like maps, 3D-CAD drawings, consumer graphics or rasterized photos. The output is optimized for the reproduction of the color information. The system compensates for a gray background and for light wrinkles.
'Photo'	'Photo' is the advised value for photos. The output quality is high.
'Dark original'	'Dark original' is the advised value for originals with a dark background. The output is optimized especially for dark transparent originals. The system compensates for the dark background and the actual information on the original is optimized.
'Blueprint'	'Blueprint' is the advised value for blueprints. The information on the original is inverted. White lines will be black, the blue background will be white.

Values	Description
'Folded line/text'	'Folded line/text' is the advised value for originals that have been folded. Lines and text are optimized, while the folds are suppressed.

'Background compensation'

Values	Description
'On'	If you select 'Auto' the system decides depending on the original type whether background compensation will be on or off.
'Off'	
'Auto'	

'Lighter/darker'

Values	Description
Numeric value between -5 and +5	Increase this value if you want your printed output to be lighter. Decrease this value if you want your printed output to be darker.

Define the scan job preferences and scan templates

Introduction

Here you can define the general scan job settings and four scan templates.

What you need to know about scan templates

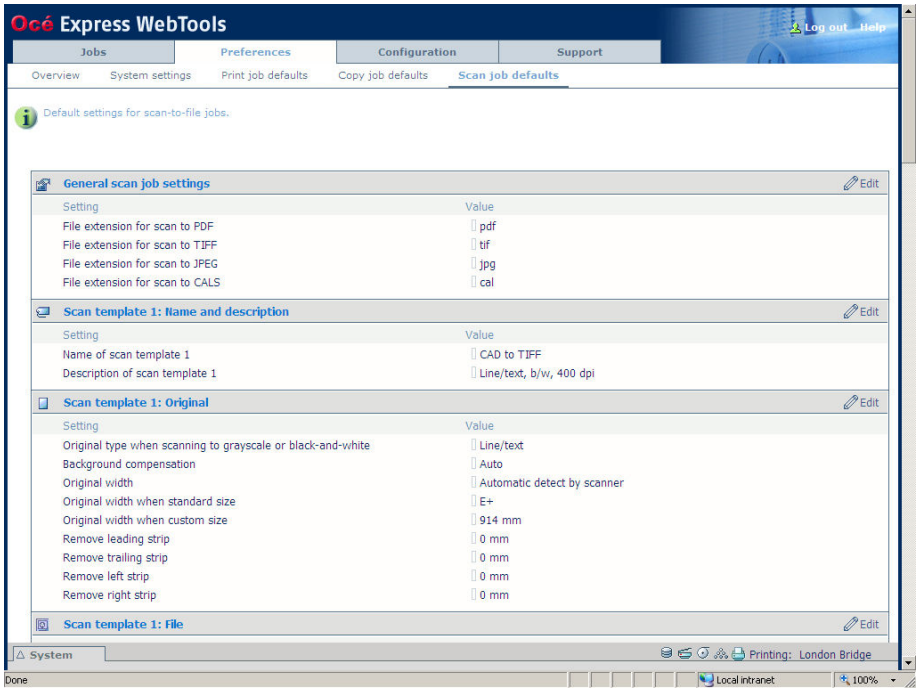
Scan templates enable you to easily perform scan jobs that you do very often. The job templates appear on the user panel when you select 'SCAN'.

With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. The user panel offers 4 job templates for scan jobs.
The job template function supports the green button approach: the user only needs to select a template and start a job with the required settings instead of having to define all the settings manually for every job.

Note:
When you select a scan template on the user panel, you can still change the individual values of al settings.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the scan job preferences

1. Click 'Preferences' - 'Scan job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'General scan job settings'	Default scan job settings that refer to all scan jobs.
'Scan template 1: Name and description'	The name and description you enter here are visible on the user panel when you select 'SCAN'.
'Scan template 1: Original'	Settings that refer to the original.

Settings group	Description
'Scan template 1: File'	Settings that refer to the destination and the file type of the scanned file. You can select on of the scan destination that you enabled in the 'Configuration' - 'Scan destinations' tab. (see *'Configure a local scan destination'* on page 141)

2. Click 'Edit' in the settings group bar or click the value of a single setting.
   (see *'How to edit a setting'* on page 114)
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Define the default output quality for scan jobs

Introduction

The Océ Express WebTools offers settings to optimize the default output quality for scan jobs. You can define a default output quality for each scan job template.
You can find these settings in the 'Preferences' - 'Scan job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Original type when scanning to grayscale, black-and-white or color

The quality of the scanned file is optimized based on the type of the original that is scanned.

Values	Description
'Line/text'	'Line/text' is advised for line drawings and design drawings. Lines and text are optimized, a light background is compensated.
'Colored original'	'Colored original' is the advised value for colored originals like maps, 3D-CAD drawings, consumer graphics or rasterized photos. The output is optimized for the reproduction of the color information. The system compensates for a gray background and for light wrinkles.
'Photo'	'Photo' is the advised value for photos. The output quality is high.
'Blueprint'	'Blueprint' is the advised value for blueprints. The information on the original is inverted. White lines will be black, the blue background will be white.
'Dark original'	'Dark original' is the advised value for originals with a dark background. The output is optimized especially for dark transparent originals. The system compensates for the dark background and the actual information on the original is optimized.
'Folded line/text'	'Folded line/text' is the advised value for originals that have been folded. Lines and text are optimized, while the folds are suppressed.

'Background compensation'

Values	Description
'On'	If you select 'Auto' the system decides depending on the original type whether background compensation will be on or off.
'Off'	
'Auto'	

'Color mode'

Values	Description
'Color'	Define if your scanned file must be in color, grayscale or black-and-white.
'Grayscale'	
'Black-and-white'	

'Resolution (dpi)'

Values	Description
'100'	Use this setting to define the resolution of the scanned images. The higher the resolution, the better the image quality. *Note:* A higher resolution increases the file size.
'200'	
'300'	
'400'	
'600'	

'File type'

Values	Description
'TIFF'	Use this setting to define the file type of your scanned file. You can also define the default compression method, file organization or quality per file type. Depending on the color mode and file type you select, the values for the compression mode and organization will change. For some file types, the compression and organization settings cannot be set in all situations. (see *"File type' '* on page 269)
'PDF'	
'JPEG'	
'CALS'	

'Lighter/darker'

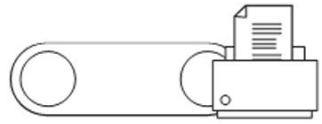
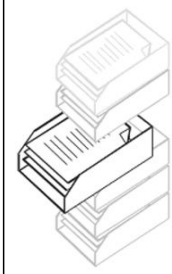
Values	Description
Numeric value between -5 and +5	Increase this value if you want your scanned image to be lighter. Decrease this value if you want your scanned image to be darker.

Manage jobs on your printing system

The Smart Inbox and Jobs Queue concept

Definition

Smart Inboxes are used for customized job management.

Concept	The Jobs Queue	The Smart Inbox
Metaphor	Production belt	Personal mailboxes
		
User intention	■ get the job printed as soon as possible	■ send jobs to the system ■ organize jobs
Used to	■ get feedback of printer progress ■ cancel requests ■ change priority (local)	■ keep together sets of documents from various origins ■ organize 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 the 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 organize and access your jobs.

The following jobs are placed in a Smart Inbox.

Scan jobs, if the selected scan destination is set to 'Local to the Smart Inbox'.
If you select a remote scan destination ('Configuration' - 'Scan destinations') it is possible that the scanned file cannot be delivered to this destination. In that case the scanned file will also be placed in the 'Scans' Smart Inbox.

Copy jobs
If you want your copy jobs to appear in a Smart Inbox, you must enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting. Your copy job is then displayed in the 'View all' Smart Inbox. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save printed jobs in a Smart Inbox' - setting determines if copy jobs that have been printed will be kept in the Smart Inbox for reprint or not.

Print jobs, sent via printer drivers, applications or Océ Publisher Express.
In the printer driver, application or job submitter you can enter the name of the Smart Inbox you want tot print to.
When you use the Océ Windows® Printer Driver and the 'Preferences' - 'System settings' - 'Print queue management' - 'Destination for new print jobs' is set to 'As specified in the job ticket', you can also enable or disable 'Direct print' . When 'Direct print' is enabled your print job will be sent to the print queue immediately. When 'Direct print' is disabled your print job is kept in the Smart Inbox and you must send the print job to the print queue manually.

Note:
You can limit the display of the Smart Inboxes and other operations such as 'Delete scans from the Smart Inbox' and 'Printing from Smart Inbox and queue operations' to 'Key operator' and 'Power user' profiles only.

Smart Inbox functionality

'View job information'
To view the job information click on the job name in the Smart Inbox.

'Delete'
To delete a job from the Smart Inbox select the job and click 'Delete'.

'Edit' (not for 'Scans' Smart Inbox)
To edit the job settings of a job select the job and click 'Edit'. A window opens where you can change the 'Number of sets' setting and the 'Collate' setting.

'Print'
To print a job select the job and click 'Print'. The job is copied into the Job Queue when the 'Preferences' - 'System settings' - 'Print queue management' - 'Print queue' setting is set to 'On'. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save

printed jobs in a Smart Inbox' - setting determines if jobs that have been printed will be kept in the Smart Inbox for reprint or not.

'Save' (only for 'Scans' Smart Inbox)
This button allows you to save a scanned file.

'Delete all' (only for 'View all' Smart Inbox)
To delete all the jobs from all Smart Inboxes click the 'Delete all' button.

Note:
The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.

Note:
When a Smart Inbox contains many jobs you can sort the jobs by clicking on a column name (for example:'Job name' or 'Time created'). You can also change the display method of the jobs in the Smart Inbox. Select 'List view' if you want to display all jobs. Select 'Group view' if you want to display only the groups of your sort criterion in the Smart Inbox.

Note:
The 'View all' Smart Inbox is only available if you enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting.

Note:
To allow the remote view of the Smart Inboxes to everybody and allow the capability of saving scans onto a mobile device, make sure the 'Remote Smart Inbox view' remains set to 'Everyone'.

Job Queue functionality

'View job information'
To view the job information click on the job name in the queue.

'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 Job Queue select the job and click 'Delete'.

'Delete all'
To empty the Job Queue completely click the 'Delete all' button.

Note:
The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.

Note:
When a job is printed, the job is removed from the Job Queue.

Use Smart Inboxes in a multiple-user environment

Introduction

A multiple-user environment is a working environment where users directly send jobs to the printer, collect their own prints and make their own copies and scans. In this environment it is important for a user to have easy access to his personal jobs.

Illustration

How to set up the Smart Inboxes in a multiple-user environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

Setting	Value
'Display a Smart Inbox with all jobs'	'Disabled'
'Printing from Smart Inbox and queue operations'	'Everyone'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 30

Use Smart Inboxes in a repro environment

Introduction

A repro environment is a working environment where a repro operator handles all the jobs. In this environment the repro operator can use the 'Smart Inbox' to organize his daily work.

Illustration

How to set up the Smart Inboxes in a repro environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

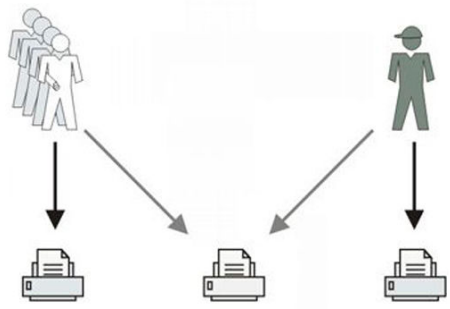
Setting	Value
'Display a Smart Inbox with all jobs'	'Disabled'
'Printing from Smart Inbox and queue operations'	'Everyone'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 100

Use Smart Inboxes in a multiple-user and repro environment

Introduction

A multiple-user and repro environment is a working environment where both users directly send jobs to the printer, collect their own prints, make their own copies and scans and 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.

Illustration



How to set up the Smart Inboxes in a multiple-user and repro environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

Setting	Value
'Display a Smart Inbox with all jobs'	'Enabled'
'Printing from Smart Inbox and queue operations'	'Login needed'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 100

Open or create a Smart Inbox

Open or create a Smart Inbox in the 'Smart Inbox' section

1. Select the 'Jobs' tab.
2. In the 'Smart Inbox' section click 'Open Smart Inbox'.
3. Click on the blank field to open a drop-down list with all Smart Inboxes available on your system that contain one or more jobs. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.
4. Press **Enter** or click on 'Smart Inbox'.
   The Smart Inbox is now displayed in the 'Smart Inbox' section.

Open or create a Smart Inbox in Océ Publisher Express

1. Select the 'Jobs' tab.
2. Click on 'Create new job' in the Océ Publisher Express section.
3. In the 'Workflow' section click on the Smart Inbox field to open a drop-down list with all Smart Inboxes available on your system that contain one or more jobs. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.
4. Click 'Ok' to send the print job to the Smart Inbox.
   The Smart Inbox is now displayed in the 'Smart Inbox' section.

Delete a Smart Inbox

Attention:
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'.

How to delete a Smart Inbox

1. Select the 'Jobs' tab.
2. To delete a Smart Inbox click on the X - button at the right side of the 'Smart Inbox' bar.

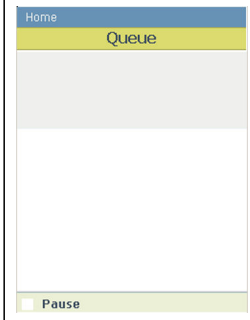
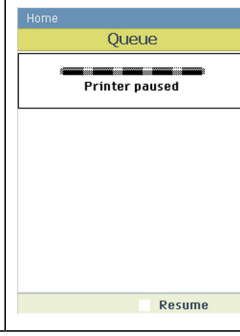
Chapter 5
Use the printing system

Pause, resume or stop an active job

Introduction

This section describes how to pause, resume or stop an active job.

How to 'Pause' or 'Resume' an active print job

Action	Remarks
To pause the printer: In the 'QUEUE' screen use the lower left soft key on the user panel to 'Pause' the printer. The machine will finish printing the current page and will then pause.	
In the 'QUEUE' screen use the lower right soft key to 'Resume' the printer.	

How to stop an active print job in Océ Express WebTools

If you use the	Then	Result
Océ Express WebTools	Open the 'Jobs' tab. In the 'Jobs - Queue' section tick the box in front of the job you want to delete and click 'Delete'.	The system aborts and deletes the job.

How to stop an active print job (printer active - scanner inactive)

Step	Action	Result
1	Press the stop button. A dialog box appears.	The machine stops printing after the current page has been printed, unless you confirm that you want to delete the active job.
2	Press 'Yes' to confirm that you really want to delete the active job from the list and from the system.	The system deletes the job.

How to stop an active print job (printer active - scanner active)

Step	Action	Result
1	Press the stop button two times. A dialog box appears.	The machine stops scanning and printing after the current page has been printed, unless you confirm that you wants to delete the active job.
2	Press 'Yes' to confirm that you really want to abort and delete the active print job from the list and from the system.	The system deletes the job immediately. A dialog box appears.
3	Press 'Yes' to confirm that you really want to release the original from the scanner automatically.	The scanner releases the original.

How to stop an active scan job (printer inactive - scanner active)

Step	Action	Result
1	Press the stop button. A dialog box appears.	The machine stops scanning.
2	Press 'Yes' to confirm that you really want to release the original from the scanner automatically.	The scanner releases the original.

How to stop an active print job withOcé Express WebTools

Step	Action	Result
1	**Open the 'Jobs' tab.**	
2	In the 'Jobs - Queue' section tick the box in front of the job you want to delete and click 'Delete'.	The system aborts and deletes the job.

The job states

Introduction

When a job is placed in a Smart Inbox or in the 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 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.

State	Icon	Description
Attention needed		General error message.

Clear the system

When to do

If you want to remove all the jobs from the system.

How to clear the system

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Select the 'Setup' tab.
3. Use the scroll wheel to select 'Clear system' and confirm with the confirmation button (above the scroll wheel).
4. Follow the steps in the wizard.
5. Select 'Home' to return to the 'HOME' screen.

Send print jobs

What you need to know before you send your print jobs

Definition

Before you send print jobs to the Océ PlotWave 350, remember the following.

- The values defined in the Océ Express WebTools are default values for the general system behavior. 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 the 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.

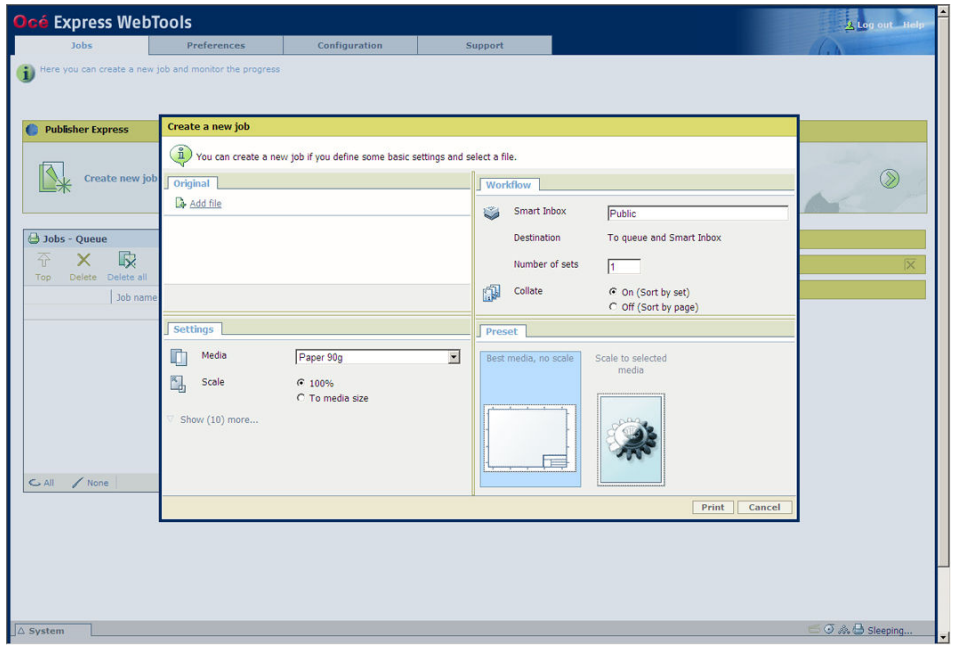
Send print files

Use Océ Publisher Express to send a print job

Introduction

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

Illustration



How to use Océ Publisher Express to send a print job

Step	Action	Remarks
1	Open your web browser.	Use one of the following web browsers ■ Microsoft® Internet Explorer 6.0 (or higher) ■ Mozilla Firefox™ 2.0 (or higher)

Step	Action	Remarks
2	Enter the URL **http://'printer name'** in your workstation browser to connect to the Océ Express WebTools.	'Printer name' is the name of your Océ PlotWave 350 printer.
3	Open the 'Jobs' tab,	This tab displays the following. ■ The Océ Publisher Express section. ■ An overview of all jobs that are currently available in the 'Jobs - Queue'. ■ An overview of all the Smart Inboxes that currently contain on or more jobs.
4	Click on 'Create new job' in the Océ Publisher Express section.	A separate window opens.
5	Click on 'Add file' and use the **Browse...** button to select the file you want to print.	You can print documents with the following data formats ■ - 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 (optional) ■ - PDF - .pdf (optional) ■ - JPEG - .jpg, .jpeg ■ - DWF, DWF/X
6	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.
7	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 if you enter a new Smart Inbox name.

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 PlotWave 350 capabilities

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'
- Analyzes each file added to the job
- Automatically applies the default print settings defined in the template
- Automatically selects the media to be used based on 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 PlotWave 350 override the defaults set for 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	

Step	Action	Remarks
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: ■ Select one or more 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: - 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: ■ The way the system will print the image ■ The effects of the selected settings on the output.
6	Send the print job to printer	
7	Track and manage a submitted job	■ View the status of the job ■ Save the job ■ Duplicate the job ■ Cancel the job

Note:
You can download the latest Océ Publisher Select from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/publisher-select/default.aspx).

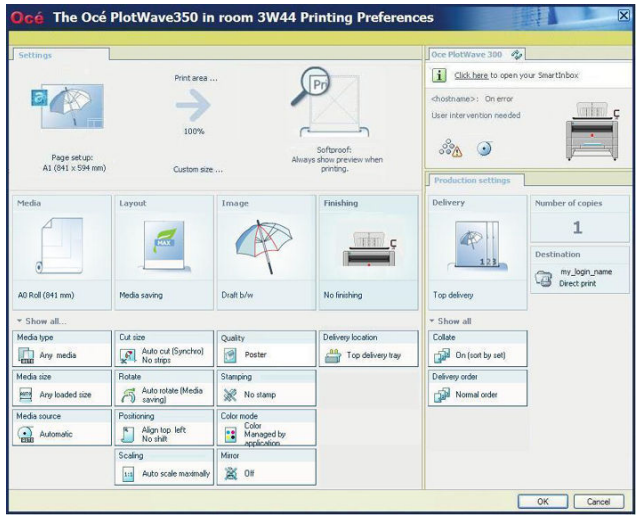
Use the Océ driver from an application

Use the Océ Windows® Printer Driver to send a print job

Introduction

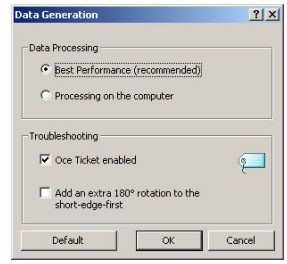
Océ provides the Océ Windows® Printer Driver that allows you to send print jobs to your Océ PlotWave 350.
This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under a Windows ® operating system to your Océ printer.
Refer to *driver specifications* on page 364 to get the list of supported operating systems and environments

Illustration



How to use the Océ Windows® Printer Driver to send a print job

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'.	

Step	Action	Remarks
3	Select the Océ PlotWave 350 in the 'Printer' area of the 'Print' dialog box.	
4	Click 'Properties'.	You can define the default print job settings in the 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.	
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.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ Windows® Printer Driver.

- the Océ Windows® Printer Driver Online Help
- the Océ Windows® Printer Driver User manual

Note:
You can download the latest Océ drivers from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/wfps-drivers/downloads.aspx).

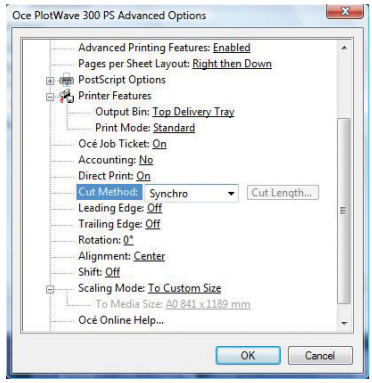
Use the Océ PostScript® 3 Driver to send a print job

Introduction

Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your Océ PlotWave 350.

Note:
You need a license to be able to print PostScript® files on the Océ PlotWave 350. Refer to *driver specifications* on page 364 to get the list of supported operating systems and environments.

Illustration



How to use the Océ PostScript® 3 Driver to send a print job

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 Océ PlotWave 350 in the 'Printer' area of the 'Print' dialog box.	
4	Click 'Properties' and 'Advanced'.	When you select Properties you can make settings for the print job.

Step	Action	Remarks
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.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ PostScript® 3 Driver.

- the Océ PostScript® 3 Driver Online Help
- the Océ PostScript® 3 Driver Installation manual

Note:
You can download the latest Océ drivers from the Océ Web site http://global.oce.com (go to http://global.oce.com/products/wfps-drivers/downloads.aspx).

Print from a mobile device

Connect your mobile device to the Océ Mobile WebTools

Purpose

From the Océ Mobile WebTools, you can:

- Print a document that is available on your mobile device
- Save a scanned document to your mobile device

You can connect to the Océ Mobile WebTools by scanning the QR Code (you must then have the application to scan QR Code installed on your mobile device) or by entering the printer's URL for mobile in the mobile web browser. For iOS mobile devices, enter the IP address of the printer in the iCab Mobile browser.

Before you begin

Refer to the **Océ Large Format Systems Connectivity Manual** for information on the connection requirements (download the manual from http://global.oce.com/products/plotwave350/downloads.aspx).
Make sure the system is configured (see *'Configure the Océ Express WebTools for a mobile connection'* on page 148)
Make sure the 'Quick Response Card' of the printer is available to you (see *'Generate the 'Quick Response Card' '* on page 150).
Activate the Wi-Fi connection from your mobile device. Enter the Wi-Fi settings/credentials when needed.

Required tool

- A compatible mobile device
- A compatible mobile web browser

Note:
Find the latest compatibility information in the Océ Knowledge Base:
http://okb.oceusa.com/service/main.jsp?solutionId=18162

Connect to the Océ Mobile WebTools using the QR Code

1. From your mobile device, open the application for scanning QR Code.

2. Scan the QR Code displayed on the 'Quick Response Card'.
   It opens the Océ Mobile WebTools in the web browser.
3. When requested, enter the password to connect to the Océ Mobile WebTools.
   This password is displayed on the 'Quick Response Card'. If it is not available, contact the system administrator.

Note:
Contact your system administrator if the connection fails.

Connect to the Océ Mobile WebTools using the printer's URL

1. From your mobile device, open a web browser.
2. Type in the URL of the Océ Mobile WebTools that is displayed on the 'Quick Response Card'
   Example: 'http://[hostname(.domain)]/MobileWebTools
3. When requested, enter the password to connect to the Océ Mobile WebTools.
   This password is displayed on the 'Quick Response Card'. If it is not available, contact the system administrator.

Note:
Contact your system administrator if the connection fails.
Refer to the Océ Knowledge Base for the latest troubleshooting information:
http://okb.oceusa.com/service/main.jsp?solutionId=18161 .

Result

The Océ Mobile WebTools opens in the web browser of the mobile device.
You can now print a file from your mobile device or save a scanned file to it.

Print from your mobile device

Purpose

Quickly print a file from your mobile device to the Océ PlotWave 350.

Before you begin

Connect your mobile device to the Océ Mobile WebTools (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).

Note:
Your mobile device must allow you to navigate in a file repository. If needed, install file explorer applications (refer to Océ Knowledge Base for more details: http://global.oce.com/products/plotwave350/support.aspx).

Select a file and print it

1. In the 'Print' section, select 'New job'
   The 'Print job' window opens.
2. Click 'Select a file'
3. Browse to the file to print and click 'Open'
4. Define the settings of your print job:

Setting	Description
'Number of sets'	Specify the number of copies you want to print.
'Media'	Indicate on which loaded media you want to print the job.

Setting	Description
'Layout'	Indicate whether you want to apply a transformation to the document: - 'No scaling: 100%': to print it without scaling - 'Fit long edge to media': the image will be scaled, and in case of a portrait file also rotated, to fit the longest edge of the image to the roll width (standard size) - 'Fit short edge to media': the image will be scaled, and in case of a landscape file also rotated, to fit the shortest edge of the image to the roll width (standard size) *Note:* When you select the scale to media, make sure you previously select the specific roll in the 'Media' field. The system makes the scaling from the standard media size immediately larger than the image size to the selected standard media size, see *'Optimize the 'Scale', 'Rotation' and 'Print optimization' of the image in a print job'* on page 159
'Image'	Indicate the print optimization to apply to your print job according to the content of the file: - 'Line/text' - 'Standard' - 'Poster or photo' *Note:* For more information, see *'Print optimization '*on page 160

5. Once your print job is defined, click the printer icon to send the job to the printer.

Result

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

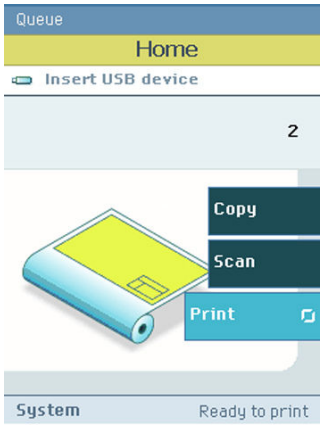
Note:
If the system requires accounting information, your print job is sent to the Smart Inbox named 'Mobile' in the Océ Express WebTools. It is not printed.
Connect to the Océ Express WebTools from a workstation. Enter the accounting information to print the job.

Print from a USB device

Print from a USB mass storage device or flash drive

1. Insert USB mass storage device or flash drive into the USB port on the user panel.
2. The system automatically selects the Print tab.

Note:
When the first template in the Scan tab is a Scan to USB template, the system selects the Scan tab.



3. Open the Print tab with the confirmation button above the scroll wheel.
   The contents of your USB device is displayed.
4. Use the scroll wheel to browse to the file you want to print. You can select or deselect the desired file with the confirmation button.
   You can also select multiple files:
   - Press 'Select all' when you want to print all the files from a folder.
   - Press 'Select more...'. Use the scroll wheel to browse to the desired files with scroll wheel. You can select or deselect the files with the confirmation button.

Note:
You can only select multiple files from one folder.

5. If necessary, you can edit the settings of your job with the lower right softkey.
6. Use the green button to start printing.

Print through FTP or LPR

Use FTP to send a print job

Introduction

The Océ PlotWave 350 supports printing through FTP.
If you send your print job through FTP the default Océ Express WebTools settings are leading.

Note:
You must enable printing through FTP in the Océ Express WebTools.

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 an FTP application
- From a Web browser

The Océ PlotWave 350 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 your Océ PlotWave 350 controller. The documents in the folder are printed on the Océ PlotWave 350.

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 Océ PlotWave 350.
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 Océ PlotWave 350.

Use LPR to send a print job

Introduction

The Océ PlotWave 350 supports printing through LPR.
If you send your print job through LPR the default Océ Express WebTools settings are leading.

Note:
You must enable printing through LPR in the 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**.

Print from the Smart Inbox

Print a job from the Smart Inbox

How to print a job from the Smart Inbox using the Océ Express WebTools

1. Select the 'Jobs' tab in the Océ Express WebTools.
2. Select the correct Smart inbox.
3. Select the job and click 'Print'. The job is copied to the Jobs Queue.

Basic copy jobs

Introduction to copy jobs

A basic copy job only takes two steps. Feed the original face up and press the green button. Every other type of copy job is called an extended copy job.

An extended copy job takes some additional steps, where you select a specific copy template and, if necessary, change the predefined copy job settings on the user panel. The copy templates are defined in the Océ Express WebTools (see *'Define the copy job preferences and copy templates'* on page 162). When you select 'Copy', the user panel shows four copy templates. The copy templates provide access to the different settings per copy template. You can use the scroll wheel to see all the predefined settings.

Advised settings

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

Advised settings for copy/scan-to-file monochrome jobs

Original document	Copy/Scan-to-file setting'Original'	Remarks
Monochrome CAD Drawings	'Line/text standard'/'Folded line/text'	
Folded colored CAD drawing	'Colored original'	
Colored original, like CAD-color, maps, business graphics, etcetera.	'Colored original'	The improved 'Colored original'mode converts all colors, even weak ones, to gray scale.
CAD Drawings with marks from marker pens	'Colored original'	
Photos and high definition prints	'Photo'	For scan-to-file the color mode 'Grayscale' is recommended above 'Black&white' for photos.

Original document	Copy/Scan-to-file setting'Original'	Remarks
Medium quality prints	With copy: 'Colored original'; With Scan-to-file: 'Colored original' or 'Photo'.	With scan-to-file for 'Photo' the color mode 'Grayscale'" is recommended.
Dark originals and dark transparents	'Dark original'	Only for very dark originals (mostly coming from old archives).
Blueprint	'Blueprint'	The image is inversed.

Feed the original

Note:
You cannot feed the original when the machine is in sleep mode. Press a button to activate the machine.

Attention:
The scanner cannot scan an original that is thicker than 0.65 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 0.65 mm. (see *'Use the carrier sheet'* on page 253)

Attention:
Do not pull back the original when it is already fed into the scanner. To release the original press the red stop button on the user panel.

How to feed the original

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

Note:
You do not need to center the original precisely when 'Width detect' is set to 'Auto'. The exact position of the original is automatically detected by the scanner.
When 'Width detect' is set to 'Standard' or 'Custom', feed the original between the markers or exactly centered.

2. The scanner takes the original.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Auto-feed the original

Introduction

The auto-feed functionality enables you to improve your productivity. When you activate the auto-feed functionality, you don't need to press the green button every time you scan a document. The scanner is activated automatically and after the scan procedure, the scanner releases the original automatically.

You can also increase your productivity by defining the speed at which orginals of the type 'Line/text standard' and 'Line/text draft' are scanned.
In the Modelname, go to 'Preferences' - 'Copy job defaults' - 'General copy job settings' - 'Line/text scan productivity mode for copy'. Select 'Standard' for default speed or select 'Productive' for optimized speed for auto-feed (narrow originals are scanned faster in order to minimize waiting time at the end of the scan).

When auto-feed is enabled, the green button blinks.

Note:
The auto-feed functionality will be disabled when you navigate to the 'Queue', 'System' or 'Print' tab and when the operator panel reverts to the home screen after the specified time-out period.

Note:
You can change the settings of your copy or scan job before you feed the originals.

How to auto-feed the original

1. Feed the first original face up and centered on the original feeding table.

Note:
You do not need to center the original precisely when 'Width detect' is set to 'Auto'. The exact position of the original is automatically detected by the scanner.
When 'Width detect' is set to 'Standard' or 'Custom', feed the original between the markers or exactly centered.

2. The scanner takes the original.
3. Press the green button twice.
   You can double-click the green button or wait for the green button to light up for the second time. As long as the operator panel displays the dialog 'Press green button again to activate auto-feed' you can activate this functionality.

Note:
You can de-activate the auto-feed functionality by pressing the green button once more.

4. Wait for the operator panel to display 'Auto-feed next original' before feeding the next original.

Use the carrier sheet

Introduction

The carrier sheet is available as an option. The use of the carrier sheet depends on the condition of your original.

When to do

You must use the carrier sheet if you want to copy or scan the following types of originals.

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

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

Note:
If you use the carrier sheet when scanning color documents, the colors may shift slightly in some cases.

How to use the carrier sheet

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 centered on the original feeding table.

Attention:
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.

Note:
The scanner will detect the width of the carrier sheet as the original width.

4. The scanner takes the carrier sheet with the original.

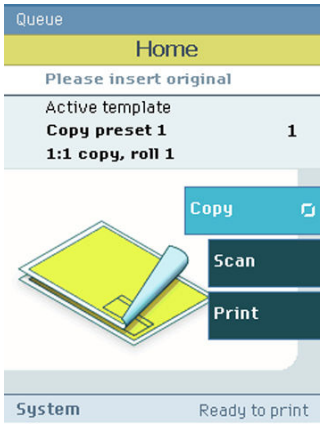
Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Do a basic copy job

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



Note:
The description of the first copy template is displayed. A basic copy job uses the settings defined in the first copy template.

2. Press the green button.

Result

You do a basic copy job in 2 steps. The basic copy job uses the settings of the first copy template.

Extended copy jobs

Introduction to copy jobs

A basic copy job only takes two steps. Feed the original face up and press the green button. Every other type of copy job is called an extended copy job.

An extended copy job takes some additional steps, where you select a specific copy template and, if necessary, change the predefined copy job settings on the user panel. The copy templates are defined in the Océ Express WebTools (see *'Define the copy job preferences and copy templates'* on page 162). When you select 'Copy', the user panel shows four copy templates. The copy templates provide access to the different settings per copy template. You can use the scroll wheel to see all the predefined settings.

Advised settings

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

Advised settings for copy/scan-to-file monochrome jobs

Original document	Copy/Scan-to-file setting'Original'	Remarks
Monochrome CAD Drawings	'Line/text standard'/'Folded line/text'	
Folded colored CAD drawing	'Colored original'	
Colored original, like CAD-color, maps, business graphics, etcetera.	'Colored original'	The improved 'Colored original'mode converts all colors, even weak ones, to gray scale.
CAD Drawings with marks from marker pens	'Colored original'	
Photos and high definition prints	'Photo'	For scan-to-file the color mode 'Grayscale' is recommended above 'Black&white' for photos.

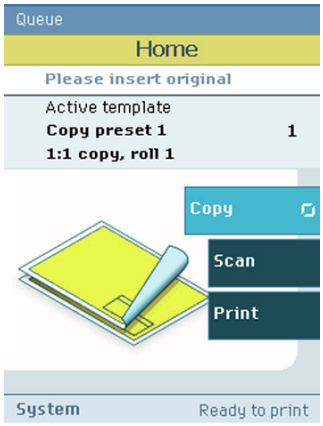
Original document	Copy/Scan-to-file setting'Original'	Remarks
Medium quality prints	With copy: 'Colored original'; With Scan-to-file: 'Colored original' or 'Photo'.	With scan-to-file for 'Photo' the color mode 'Grayscale'" is recommended.
Dark originals and dark transparents	'Dark original'	Only for very dark originals (mostly coming from old archives).
Blueprint	'Blueprint'	The image is inversed.

Do an extended copy job

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

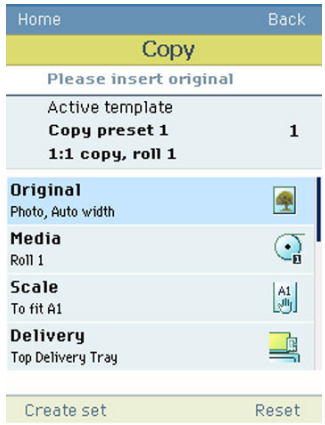
The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Select your copy template.

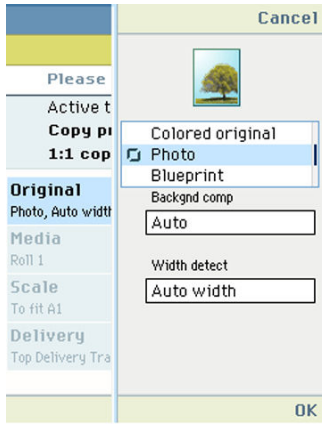
If you want to change the pre-defined settings of the selected copy template, use the confirmation button to open the copy template and display an overview of the pre-defined settings groups.

4. Scroll to the settings group you want to change.



5.
   - Open the settings group you want to change with the confirmation button and scroll to the setting you want to change.
   - Open this setting, scroll through the settings values and select the correct value with the confirmation button.
   - Change the other settings in the settings group if necessary.

- Select 'OK' to return to the overview of the predefined settings groups.



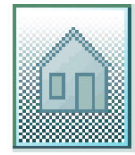
6. Repeat step 4 and 5 until you have set all the correct values for your copy job.
7. Press the green button.

Available settings for copy jobs

Introduction

The Océ PlotWave 350 provides a lot of settings to manage all your different copy jobs. These settings are used for extended copy jobs. The following table gives an overview and a very short description of the available settings. You can find a detailed description of each setting in the Océ Express WebTools.

Settings group: 'Original'

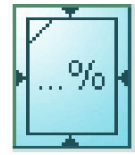
Setting	Settings values	Function
'Original'	'Line/text standard' 'Line/text draft' 'Colored original' 'Photo' 'Blueprint' 'Dark original' 'Folded line/text'	Define the type of original you use.
'Backgnd comp'	'On' 'Off' 'Auto'	Reduce the background noise of the image. 

Setting	Settings values	Function
'Width detect'	'Auto'	The width of the original is automatically detected by the scanner.
	'Standard' Available standard sizes: ■ 'Ao' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (19.69 in)'	The width of the original is a standard size. *Note:* Depend on the media series you defined in the Océ Express WebTools
	'Custom' You can enter a size within the range of 210 to 914 mm.	The width of the original is a custom size.

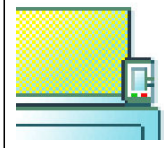
Settings group: 'Media'

Setting	Settings values	Function
	'Auto' '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.

Settings group: 'Scale'

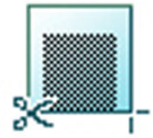
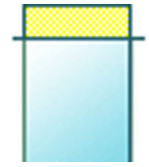
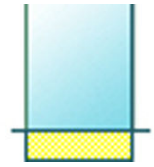
Setting	Settings values	Function
'1:1'	'1:1'	Scales the image to the original size.
'To fit'	'A0' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (19.69 in)'	Scales the image to fit the selected media size. *Note:* Depends on the media series you defined in the Océ Express WebTools
'Custom'	10 - 1000'%'	Scales the image to a custom percentage. 

Settings group: 'Finishing'

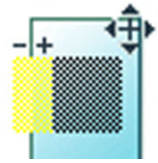
Setting	Settings values	Function
'Top Delivery Tray'		The location to deposit the sheet face-down.  *Note:* Not all media types can be delivered to the Top delivery tray.

Setting	Settings values	Function
'Back output'		The location to deposit the sheet face-up.

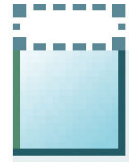
Settings group: 'Sheet size'

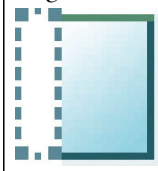
Setting	Settings values	Function
'Cut method'	'Synchro' 'Standard'	'Determines the cut size of the print. 'Standard': the print is cut to a standard media size (DIN, ANSI, ...). 'Synchro': the print length depends on the image.' 
'Add leading strip'	0 to 400 mm	'Adds a blank strip at the beginning of the output.' 
'Add trailing strip'	0 to 400 mm	'Adds a blank strip at the bottom of the output.' 

Settings group: 'Positioning'

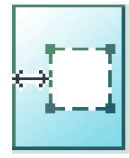
Setting	Settings values	Function
'Alignment'	'Top left' 'Top' 'Top right' 'Left' 'Center' 'Right' 'Bottom left' 'Bottom' 'Bottom right'	'Aligns the image on the media.'
'Shift horizontal'	- 914 mm to + 914 mm	'Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').' 
'Shift vertical'	- 1219 mm to + 1219 mm	'Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').'

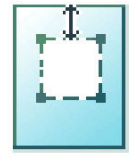
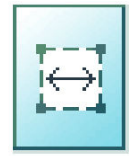
Settings group: 'Remove strip'

Setting	Settings values	Function
'Top'	0 to 400 mm	'Erase a strip from the beginning of the original.' 

Setting	Settings values	Function
'Bottom'	0 to 400 mm	'Erase a strip from the bottom of the original.'
'Left'	0 to 914 mm	'Erase a strip from the left side of the original.' 
'Right'	0 to 914 mm	'Erase a strip from the right side of the original.'

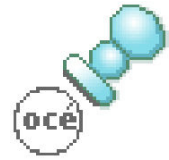
Settings group: 'Erase area'

Setting	Settings values	Function
'Hor offset'	0 to 914 mm	'The horizontal offset where the erase area starts.' 

Setting	Settings values	Function
'Vert offset'	0 to 6000 mm	'The vertical offset where the erase area starts.' 
'Width'	0 to 914 mm	'The width of the area to erase.' 
'Length'	0 to 6000 mm	'The length of the area to erase.'

Settings group: 'Stamp'

Setting	Settings values	Function
'Stamp'	None ------	Copy with a stamp
'Position'	'Top' 'Middle' 'Bottom'	'The position of the stamp inside the legend.'

Setting	Settings values	Function
'Size'	'Small' 'Large'	'The size of the stamp.'
'Color'	'Light gray' 'Gray' 'Dark gray' 'Black'	'The color of the stamp.' 

Settings group: 'Drawing method'

Setting	Settings values	Function
'Method'	'DIN' 'Afnor' 'Ericsson'	Defines which drawing method is used for the legend position.
'Legend'	'Top' 'Bottom'	'Defines whether the legend is located at the top (leading) or the bottom (trailing).'

Settings group: 'Light and mirror'

Setting	Settings values	Function
'Lighter/darker'	-5 to +5	Increase the value for lighter prints; decrease for darker prints.
'Mirror'	'On' 'Off'	'When "on", the image is mirrored along the vertical axis (the media transport direction).'

Settings group: 'Sort'

Setting	Settings values	Function
'Sort'	'By page' 'By set'	If you want to copy multiple sheets, you can indicate how the copied sheets must be sorted.

Make multiple sets of copies

Introduction

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

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to make multiple sets of copies sorted by set

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button.
  The 'Create set' option appears at the lower left corner of the screen.
- Select 'Create set' with the lower left soft key.
  The 'Close set' option appears at the lower left corner of the screen.
- Scroll to 'Sort', define 'By set' and confirm with the with confirmation button. This setting is disabled after you press the green button for the first time.
- Press'OK'.
- Change the settings for your first original if necessary.
- Define the number of copies and press the green button.
  You can not change the number of copies after you press the green button for the first time.

- Feed the next original, define the settings for this original if necessary and press the green button.
  You can use the lower right soft key to return to the default settings of your copy template.
  Repeat this step until all originals are fed.

4. Select 'Close set' with the lower left soft key.

How to make multiple sets of copies sorted by page

1. Feed the first original face up.
   The scanner takes the original.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button.
  The 'Create set' option appears at the lower left corner of the screen.
- Select 'Create set' with the lower left soft key.
  The 'Close set' option appears at the lower left corner of the screen.
- Scroll to 'Sort', define 'By page' and confirm with the with confirmation button. This setting is disabled after you press the green button for the first time.
- Press'OK'.
- Change the settings for your first original if necessary.
- Define the number of copies and press the green button.
  You can not change the number of copies after you press the green button for the first time.
- Feed the next original, define the settings for this original if necessary and press the green button.
  You can use the lower right soft key to return to the default settings of your copy template.
  Repeat this step until all originals are fed.

4. Select 'Close set' with the lower left soft key.

Result

The Océ PlotWave 350 copies a set of originals sorted by set or by page.

Make a copy with a stamp

Introduction

A stamp is a pre-defined text you can set on every copy.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

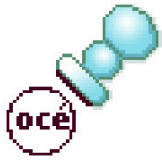
How to make a copy with a stamp

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.



- Open a template with the confirmation button.
- Scroll to 'Stamp' and open this setting with the confirmation button.
- Scroll to 'Stamp', select a stamp with the scroll wheel and confirm.
- Scroll to 'Position', select the correct position with the scroll wheel and confirm.
- Scroll to 'Size', select the correct size with the scroll wheel and confirm.
- Scroll to 'Color', select the correct color with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

Result

The copy contains the selected stamp.

Scale to another media size

Introduction

You can use the 'Scale' setting to copy to a larger or smaller media format. Use one of the following methods to scale a copy.

- Select another media format with the 'To fit' setting.
- Adjust a value in terms of percentage with the 'Custom' setting.
  You can adjust a value between 10 and 1000%. A value lower than 100% reduces the copy, a value greater than 100% enlarges the copy.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to copy to another media size

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

   - Open a template with the confirmation button.
   - Scroll to 'Scale' and open this setting with the confirmation button.
   - Scroll to 'To fit', select a standard media format from the media series you use and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 350 copies to another media size.

Make a copy on a cut sheet

Introduction

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

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to copy on a cut sheet

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

Note:
The page orientation must be portrait.

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button.
- Scroll to 'Media' and open this setting with the confirmation button.
- Scroll to 'Feed', select 'Manual' with the scroll wheel and confirm.
  The settings 'Size' and 'Type' appear.
- Scroll to 'Size', select the correct media size with the scroll wheel and confirm.
- Scroll to 'Type', select the correct media type with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

5. Wait for the media request.
6. 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. If you use a B1 media size (707 mm) you must align the cut sheet media with the A1 indent.

Result

The Océ PlotWave 350 copies on a cut sheet.

Make a copy and add a strip

Introduction

You can use a strip to file a drawing.
Use 'Sheet 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 side of a copy.
Use 'Remove strip' to copy an original with a strip and remove the strip from the copy. You can erase a margin from the top, the bottom, the left or the right side of the original.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

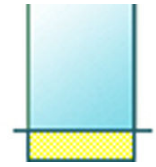
How to make a copy and add a strip

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

	
'Add leading strip'	'Add trailing strip'

- Open a template with the confirmation button.
- Scroll to 'Sheet size' and open this setting with the confirmation button.
- Scroll to 'Add leading strip' or 'Add trailing strip', define the value with the scroll wheel or numeric keys and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 350 adds a top or bottom strip to the copy.

Make a copy and erase a margin

Introduction

You can use a strip to file a drawing.
Use 'Sheet 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 side of a copy.
Use 'Remove strip' to copy an original with a strip and remove the strip from the copy. You can erase a margin from the top, the bottom, the left or the right side of the original.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

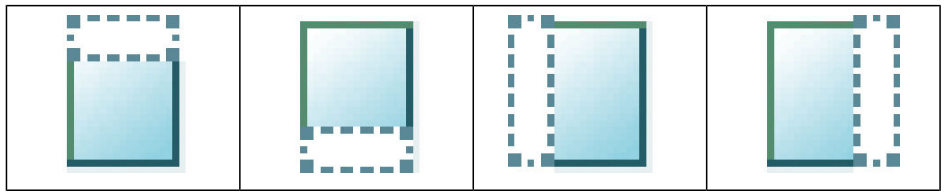
Attention:
When you erase a margin, make sure that you copied all the required information.

How to make a copy and remove a margin

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.



The 'Top' margin	The 'Bottom' margin	The 'Left' margin	The 'Right' margin

- Open a template with the confirmation button.
- Scroll to 'Remove strip' and open this setting with the confirmation button.
- Scroll to 'Top', 'Bottom', 'Left' or 'Right', define the value with the scroll wheel or numeric keys and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 350 copies the original without a strip. You can also use this setting to copy a specific area of the original. (see *'Make a copy of a specific area of an original'* on page 243).

Make a copy of a specific area of an original

Introduction

You can make a copy of a specific area of an original with the 'Remove strip' setting. Define the following strips to specify the area.

- 'Top'
- 'Bottom'
- 'Left'
- 'Right'

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

Attention:
When you erase a margin, make sure that you copied all the required information.

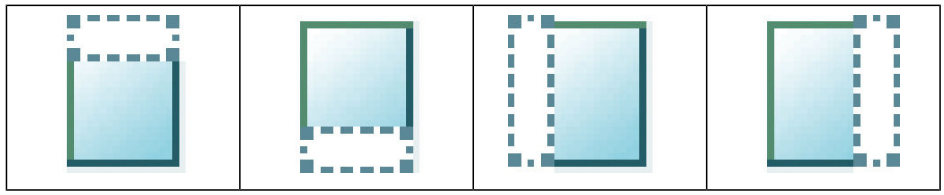
How to copy a specific area of an original

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.



The 'Top' strip	The 'Bottom' strip	The 'Left' strip	The 'Right' strip

- Open a template with the confirmation button.
- Scroll to 'Remove strip' and open this setting with the confirmation button.
- Scroll to 'Top', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Bottom', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Left', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Right', define the value with the scroll wheel or numeric keys and confirm.
- Press 'OK'
- Scroll to 'Alignment' and open this setting with the confirmation button.
- Scroll to 'Alignment', select 'Center' with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

Note:
You can use the 'Alignment' 'Shift horizontal' and 'Shift vertical' to adjust the defined position of the specified area.

Result

The Océ PlotWave 350 copies a specific area of the original to the specified position on the copy.

Make a copy and delete a specific area of an original

Introduction

You can make a copy without a specific area of an original with the 'Erase area' setting. You can use 2 settings to define the dimensions of the delete area and you can use 2 settings to define the relative position of the delete area on the sheet.

Define the relative position of the delete area with the following settings.

- 'Hor offset'
- 'Vert offset'

Define the dimensions of the delete area

- 'Width'
- 'Length'

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

Attention:
When you copy without a specific area, make sure that you copied all the required information.

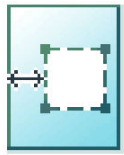
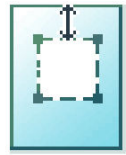
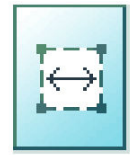
How to copy without a specific area of an original

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

			
The 'Hor offset'	The 'Vert offset'	The 'Width'	The 'Length'

- Open a template with the confirmation button.
- Scroll to 'Erase area' and open this setting with the confirmation button.
- Scroll to 'Hor offset', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Vert offset', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Width', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Length', define the value with the scroll wheel or numeric keys and confirm.
- Press 'OK'

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 350 copies an original without the specified area.

Basic scan jobs

Introduction to scan jobs

A basic scan job only takes three steps. Feed the original face up, select 'Scan' on the user panel and press the green button. Every other type of scan job is called an extended scan job.

An extended scan job takes some additional steps, where you select a specific scan template and, if necessary, change the predefined scan job settings on the user panel. The scan templates are defined in the Océ Express WebTools (see *'Define the scan job preferences and scan templates'* on page 167). When you select 'Scan', the user panel shows four scan templates. The scan templates provide access to the different settings per scan template. You can use the scroll wheel to see all the predefined settings. When the scan job is finished, the scanned file is placed in the Smart Inbox 'Scans'.

Advised settings

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

Advised settings for copy/scan-to-file monochrome jobs

Original document	Copy/Scan-to-file setting'Original'	Remarks
Monochrome CAD Drawings	'Line/text standard'/'Folded line/text'	
Folded colored CAD drawing	'Colored original'	
Colored original, like CAD-color, maps, business graphics, etcetera.	'Colored original'	The improved 'Colored original'mode converts all colors, even weak ones, to gray scale.
CAD Drawings with marks from marker pens	'Colored original'	
Photos and high definition prints	'Photo'	For scan-to-file the color mode 'Grayscale' is recommended above 'Black&white' for photos.

Original document	Copy/Scan-to-file setting'Original'	Remarks
Medium quality prints	With copy: 'Colored original'; With Scan-to-file: 'Colored original' or 'Photo'.	With scan-to-file for 'Photo' the color mode 'Grayscale'" is recommended.
Dark originals and dark transparents	'Dark original'	Only for very dark originals (mostly coming from old archives).
Blueprint	'Blueprint'	The image is inversed.

Feed the original

Note:
You cannot feed the original when the machine is in sleep mode. Press a button to activate the machine.

Attention:
The scanner cannot scan an original that is thicker than 0.65 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 0.65 mm. (see *'Use the carrier sheet'* on page 253)

Attention:
Do not pull back the original when it is already fed into the scanner. To release the original press the red stop button on the user panel.

How to feed the original

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

Note:
You do not need to center the original precisely when 'Width detect' is set to 'Auto'. The exact position of the original is automatically detected by the scanner.
When 'Width detect' is set to 'Standard' or 'Custom', feed the original between the markers or exactly centered.

2. The scanner takes the original.

Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Auto-feed the original

Introduction

The auto-feed functionality enables you to improve your productivity. When you activate the auto-feed functionality, you don't need to press the green button every time you scan a document. The scanner is activated automatically and after the scan procedure, the scanner releases the original automatically.

You can also increase your productivity by defining the speed at which orginals of the type 'Line/text standard' and 'Line/text draft' are scanned.
In the Modelname, go to 'Preferences' - 'Copy job defaults' - 'General copy job settings' - 'Line/text scan productivity mode for copy'. Select 'Standard' for default speed or select 'Productive' for optimized speed for auto-feed (narrow originals are scanned faster in order to minimize waiting time at the end of the scan).

When auto-feed is enabled, the green button blinks.

Note:
The auto-feed functionality will be disabled when you navigate to the 'Queue', 'System' or 'Print' tab and when the operator panel reverts to the home screen after the specified time-out period.

Note:
You can change the settings of your copy or scan job before you feed the originals.

How to auto-feed the original

1. Feed the first original face up and centered on the original feeding table.

Note:
You do not need to center the original precisely when 'Width detect' is set to 'Auto'. The exact position of the original is automatically detected by the scanner.
When 'Width detect' is set to 'Standard' or 'Custom', feed the original between the markers or exactly centered.

2. The scanner takes the original.
3. Press the green button twice.
   You can double-click the green button or wait for the green button to light up for the second time. As long as the operator panel displays the dialog 'Press green button again to activate auto-feed' you can activate this functionality.

Note:
You can de-activate the auto-feed functionality by pressing the green button once more.

4. Wait for the operator panel to display 'Auto-feed next original' before feeding the next original.

Use the carrier sheet

Introduction

The carrier sheet is available as an option. The use of the carrier sheet depends on the condition of your original.

When to do

You must use the carrier sheet if you want to copy or scan the following types of originals.

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

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

Note:
If you use the carrier sheet when scanning color documents, the colors may shift slightly in some cases.

How to use the carrier sheet

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 centered on the original feeding table.

Attention:
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.

Note:
The scanner will detect the width of the carrier sheet as the original width.

4. The scanner takes the carrier sheet with the original.

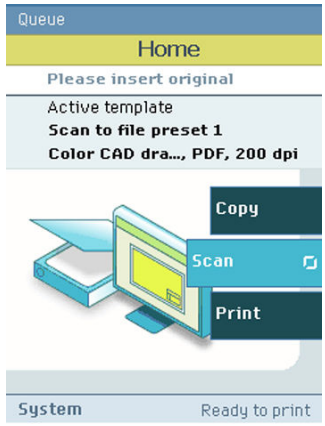
Note:
Depending on the selected 'Original release mode' in the Océ Express WebTools, the scanner holds or releases the original after the scan procedure.

Do a basic scan job

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Press the green button.

Result

You do a basic scan job in 3 steps. The basic scan job uses the settings of the first scan template.

Save a scanned document to your mobile device

Before you begin

Connect your mobile device to the Océ Mobile WebTools (see *'Connect your mobile device to the Océ Mobile WebTools'* on page 199).

Save a scanned document to your mobile device

1. On the printer user panel, select 'Scan'
2. In the 'Scan destinations' select Smart Inbox
3. Scan the document
   The scanned document goes to the 'Scans' inbox in the Océ Express WebTools
4. In the Océ Mobile WebTools, on the mobile device, the scanned file from the 'Scans' Inbox is displayed in the 'Scans' section

Note:
The 'Scans' section is automatically refreshed within a few seconds.

5. Select the file and click the 'save' icon to save it into a folder on your mobile device

Note:
The location where the file is stored is sometimes determined by the browser of the mobile device.
The browser of some mobile devices sometimes changes the name or the extension of the file when storing it.

Result

The file is downloaded to your mobile device.
Click the 'delete' icon to delete it from the inbox on the printer.

Extended scan jobs

Introduction to scan jobs

A basic scan job only takes three steps. Feed the original face up, select 'Scan' on the user panel and press the green button. Every other type of scan job is called an extended scan job.

An extended scan job takes some additional steps, where you select a specific scan template and, if necessary, change the predefined scan job settings on the user panel. The scan templates are defined in the Océ Express WebTools (see *'Define the scan job preferences and scan templates'* on page 167). When you select 'Scan', the user panel shows four scan templates. The scan templates provide access to the different settings per scan template. You can use the scroll wheel to see all the predefined settings. When the scan job is finished, the scanned file is placed in the Smart Inbox 'Scans'.

Advised settings

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

Advised settings for copy/scan-to-file monochrome jobs

Original document	Copy/Scan-to-file setting'Original'	Remarks
Monochrome CAD Drawings	'Line/text standard'/'Folded line/text'	
Folded colored CAD drawing	'Colored original'	
Colored original, like CAD-color, maps, business graphics, etcetera.	'Colored original'	The improved 'Colored original'mode converts all colors, even weak ones, to gray scale.
CAD Drawings with marks from marker pens	'Colored original'	
Photos and high definition prints	'Photo'	For scan-to-file the color mode 'Grayscale' is recommended above 'Black&white' for photos.

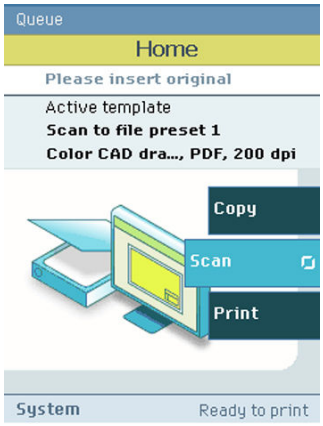
Original document	Copy/Scan-to-file setting'Original'	Remarks
Medium quality prints	With copy: 'Colored original'; With Scan-to-file: 'Colored original' or 'Photo'.	With scan-to-file for 'Photo' the color mode 'Grayscale'" is recommended.
Dark originals and dark transparents	'Dark original'	Only for very dark originals (mostly coming from old archives).
Blueprint	'Blueprint'	The image is inversed.

Do an extended scan job

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

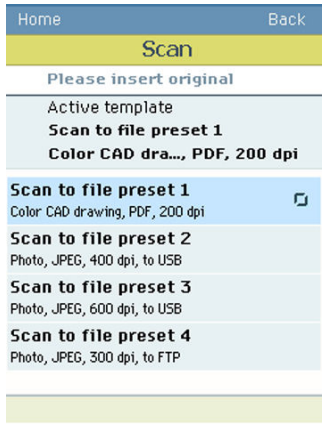
Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.

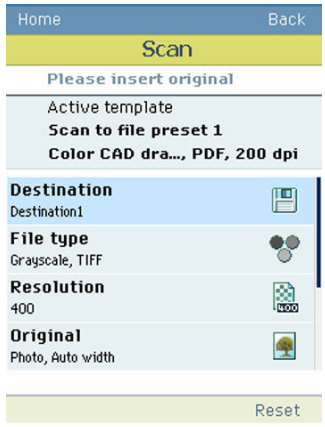


3. Open the 'Scan' tab with the confirmation button above the scroll wheel.
4. Select your scan template.

If you want to change the pre-defined settings of the selected scan template, use the confirmation button to open the scan template and display an overview of the pre-defined settings groups.

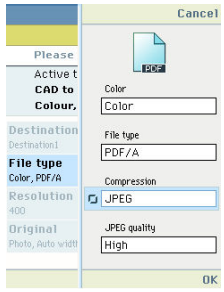


5. Scroll to the settings group you want to change.



6.
   - Open the settings group you want to change with the confirmation button and scroll to the setting you want to change.
   - Open this setting, scroll through the settings values and select the correct value with the confirmation button.
   - Change the other settings in the settings group if necessary.

- Select 'OK' to return to the overview of the predefined settings groups.



7. Repeat steps 5 and 6 until you have set all the correct values for your scan job.
8. Press the green button.

Available settings for scan jobs

Introduction

The Océ PlotWave 350 provides a lot of settings to manage all your different scan jobs. These settings are used for extended scan jobs. The following table gives an overview and a very short description of the available settings. You can find a detailed description of each setting in the Océ Express WebTools.

Settings group: 'Destination'

Setting	Settings values	Function
'Destination'	You can select one of the names of the scan destinations that you configured in the Océ Express WebTools.	'The destination to put the scans into.' (see *'Configure a local scan destination'* on page 141)

Settings group: 'File type'

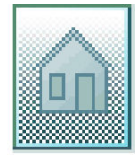
Setting	Settings values	Function
Note: Depending on the color mode and file type you select the values for the compression mode and organization will change. For some file types, the compression and organization settings cannot be set in all situations. (see also *"File type" '* on page 269)		

Setting	Settings values	Function
'Color'	'Color' 'Grayscale' 'Black&white'	'Defines whether a color, grayscale or black-and-white scan must be made. Not all combinations of 'Color mode' and 'File type' are valid. Changing 'Color mode' resets 'File type', 'Compression for TIFF' and 'Compression for PDF' to a default value.'
'File 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 color, grayscale, or black-and-white: CALS is only available when scanning to black-and-white; JPEG is not available when scanning to black-and-white.'
'Organization'	'Raw' 'Striped' 'Tiled'	'The file organization when scanning to TIFF.'
'Compression'	'LZW' 'Packbits' 'None' 'Flate' 'JPEG' 'Group 4' 'Group 3'	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.'

Settings group: 'Resolution'

Setting	Settings values	Function
'Resolution'	'100' '200' '300' '400' '600'	'The resolution of the scanned image in dpi.'

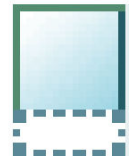
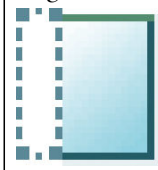
Settings group: 'Original'

Setting	Settings values	Function
'Original'	'Line/text standard' 'Line/text draft' 'Colored original' 'Photo' 'Blueprint' 'Dark original' 'Folded line/text' 'Artwork' 'Map' 'Poster/photo'	Define the type of original you use
'Backgnd comp'	'On' 'Off' 'Auto'	Reduce the background noise of the image. 

Setting	Settings values	Function
'Width detect'	'Auto'	The width of the original is automatically detected by the scanner.
	'Standard' Available standard sizes: ■ 'Ao' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (19.69 in)'	The width of the original is a standard size. *Note:* Depend on the media series you defined in the Océ Express WebTools
	'Custom' You can enter a size within the range of 210 to 914 mm.	The width of the original is a custom size.

Settings group: 'Remove strip'

Setting	Settings values	Function
'Top'	0 to 400 mm	'Erase a strip from the beginning of the original.'

Setting	Settings values	Function
'Bottom'	0 to 400 mm	'Erase a strip from the bottom of the original.' 
'Left'	0 to 914 mm	'Erase a strip from the left side of the original.' 
'Right'	0 to 914 mm	'Erase a strip from the right side of the original.'

Settings group: 'Light and mirror'

Setting	Settings values	Function
'Lighter/darker'	-5 to +5	Increase the value for lighter prints; decrease for darker prints.

Setting	Settings values	Function
'Mirror'	'On' 'Off'	'When “on”, the image is mirrored along the vertical axis (the media transport direction).'

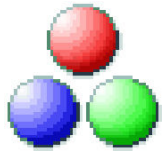
Settings group: 'Checkprint'

Setting	Settings values	Function
'Checkprint'	'On' 'Off'	'When 'on', a print is made of the scanned image. When scan-to-color is selected, a check-print cannot be made.'

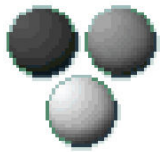
'File type'

Depending on the color mode and file type you select the values for the compression mode and organization will change. For some File types, the Compression and Organization settings cannot be set in all situations.

Color mode: Color

'Color' mode	'File type'	'Organization'	'Compression'	'JPEG quality'
'Color' 	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	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'

Color mode: Grayscale

'Color' mode	'File type'	'Organization'	'Compression'	'JPEG quality'
'Grayscale' 	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	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'

Color mode: Black and White

'Color' mode	'File type'	'Organization'	'Compression'	'JPEG quality'
'Black&white'	'TIFF' 'TIFF multi-page'	'Raw' 'Striped' 'Tiled'	'Group 4' 'Group 3' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF multi-page'	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 erase a margin

Introduction

Use 'Remove strip' to scan an original with a strip and remove the strip from the scanned file. You can erase a margin from the top, the bottom, the left or the right side of the original.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

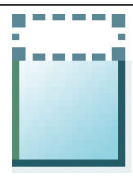
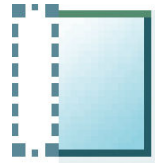
Attention:
When you erase a margin, make sure that you scan all the required information.

How to make a scan and remove a strip

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

Note:
You do not need to center the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.
3. Open the 'Scan' tab with the confirmation button above the scroll wheel.
4. Define the job settings.

			
The 'Top' strip	The 'Bottom' strip	The 'Left' strip	The 'Right' strip

- Open a template with the confirmation button.
- Scroll to 'Remove strip' and open this setting with the confirmation button.

- Scroll to 'Top', 'Bottom', 'Left' or 'Right', define the value with the scroll wheel or numeric keys and confirm.

5. Press the green button.

Result

The Océ PlotWave 350 scans the original without a strip.

Chapter 6
Maintain the printing system

Install patches on the system

Update the system software

Introduction

The Océ Express WebTools offers an option to update the system software.
You can find these settings in the 'Support' - 'Update' tab.
The update option has the following functionality:

- load and remotely apply security and system software patches onto the controller
- check the last patch successfully applied
- check the execution status of the latest patch applied ('Success' or 'Failure').

When to do

Each time a security patch or a controller software patch needs to be remotely installed on the controller.

Before you begin

- Download the security or system update patch from the Océ website (Downloads/Security page of your product on http://global.oce.com) or
- Get the controller software patch provided by your Océ representative.

Note:
Log on as a system administrator.

Update the system software and check the status

1. Navigate to'Support' - 'Update' tab.
2. Select the 'Update' button.
3. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.
4. Browse to the location of the patch file(*.oce).
   Select the file and click 'Open'.
5. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.
6. You are now ready to update the software. A warning message is indicated.
   Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.
7. The update starts. At the end of the process, the controller reboots.
   Click 'Ok' to open the Océ Express WebTools.

8. Navigate to 'Support' - 'Update' tab.
9. Log on as a system administrator.
10. Check that the 'Last execution status' of the patch is 'Success': the installation was successful.

Note:
When the status is 'Failure': Click on 'Open the log of the last patch applied on the controller' and read the information to determine the cause of the problem. If the log file provides no solution, contact your Océ representative.

Move the printing system

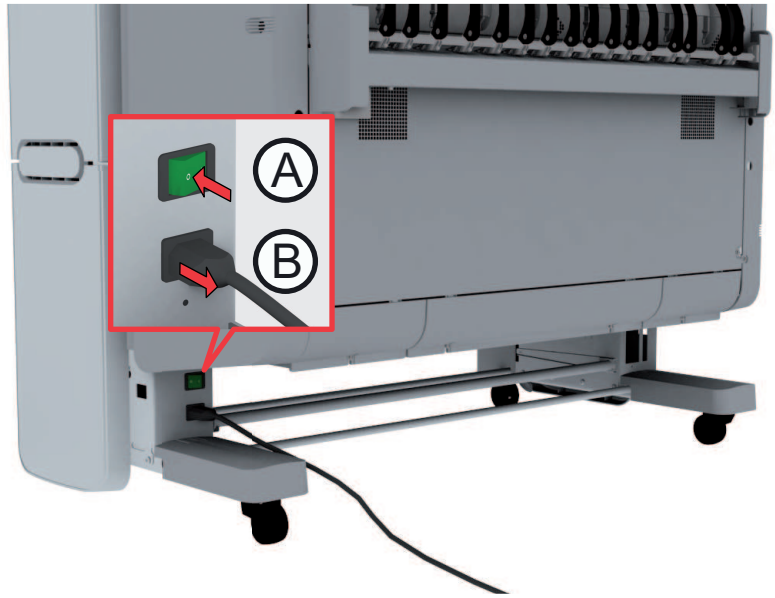
Switch off the printing system

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

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.

Attention:
Wait until the on / off button stops blinking.

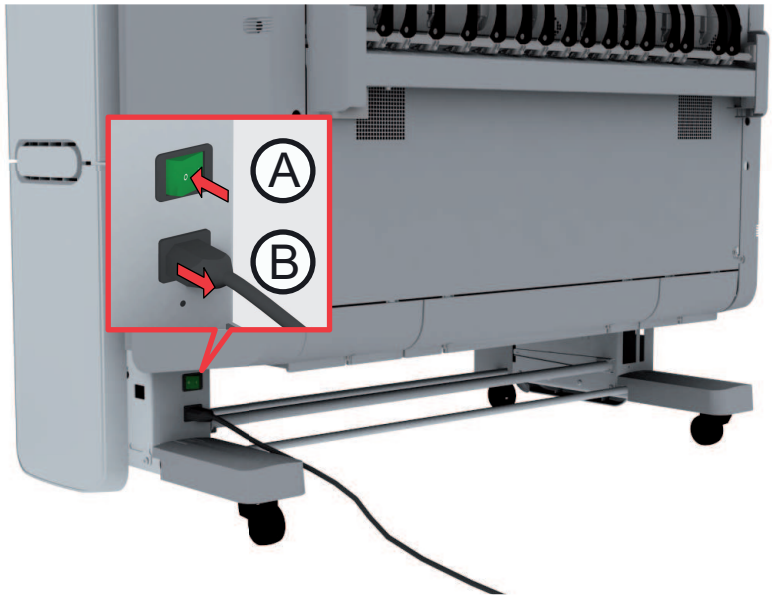
2. Switch off the power switch at the rear side of the printing system (A).



Disconnect the network cable and the mains supply cable

Attention:
Make sure the main power switch (A) is in 'off' position.

1. Disconnect the network cable from the network connection at the back of the printer (at the right).
2. Disconnect the 'Power' cable form the wall socket.
3. Disconnect the other side of the 'Power' cable from the power connection at the back of the printer (B) (on the left).

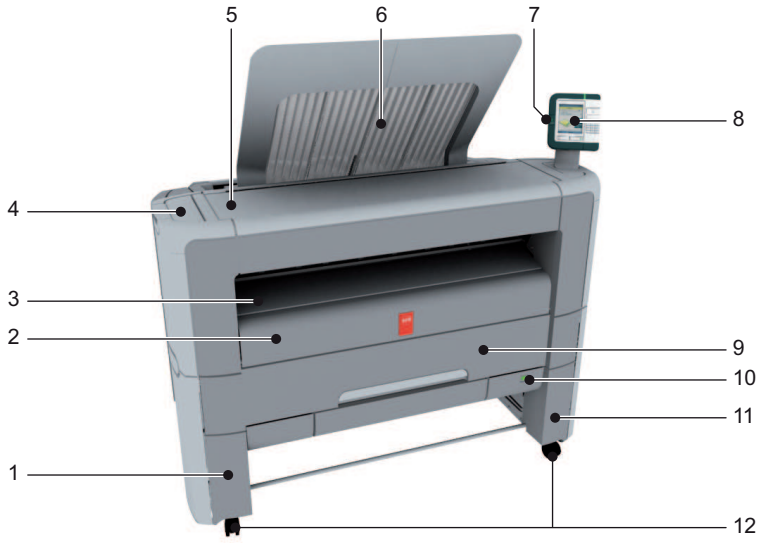


Move and re-adjust the printing system

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 (11).



Required tool

- Allen wrench
- Key wrench

Attention:
If connected you must first switch off and disconnect the Océ PlotWave 350. (see *'Switch off the printing system'* on page 278 and *'Disconnect the network cable and the mains supply cable'* on page 280).

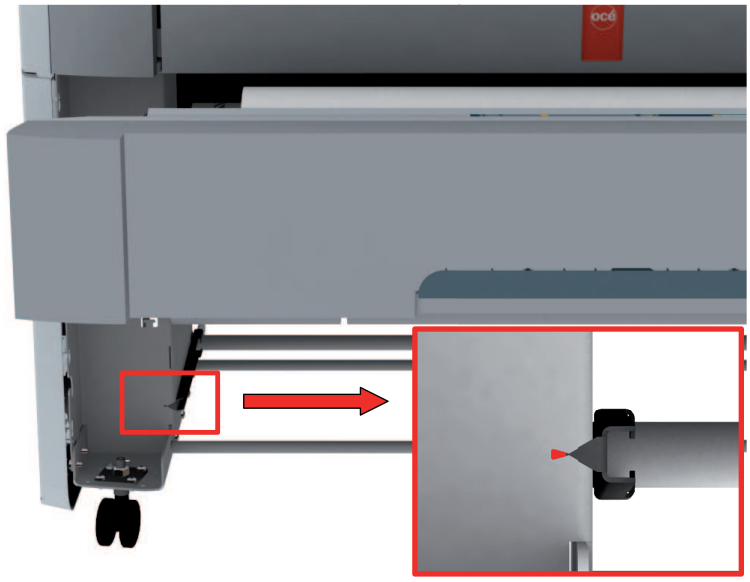
Attention:
Close the media drawers.

Note:
Be aware of the printer working area. (see *'Working area [Footprint]'* on page 28).

1. Move the printing system to its new location.
2. Pull firmly to open the media drawer.

3. Slide the lower left 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 up 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 wrench 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. Replace the lower left front cover.

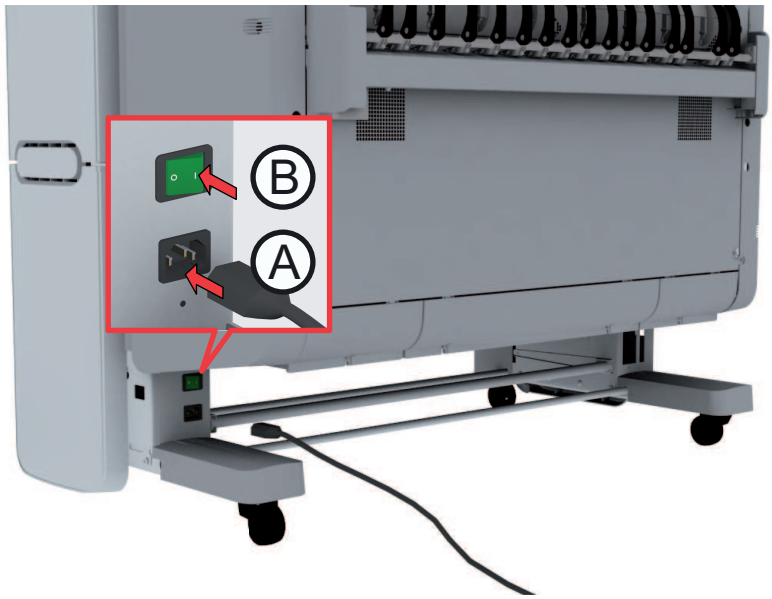
10. Replace the tools and replace the lower right front cover.

11. Close the media drawer.

Connect the mains supply cable and the network cable

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

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

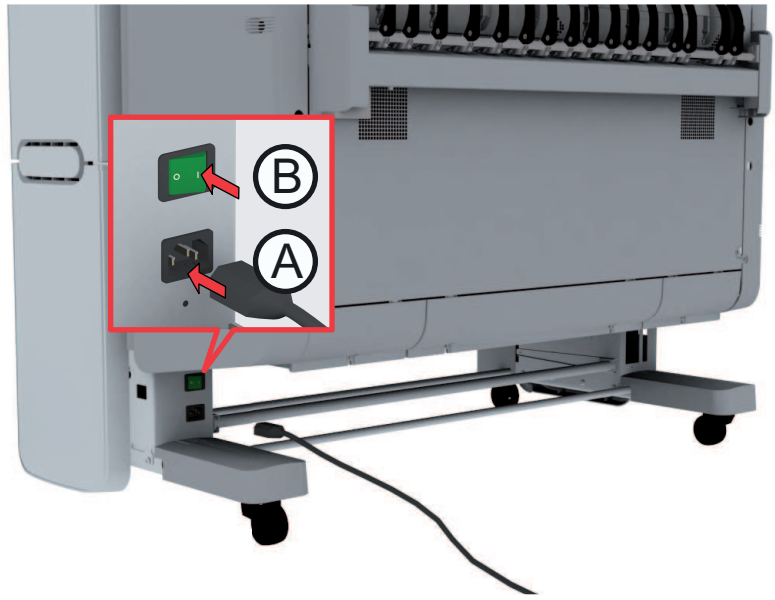


2. Plug the other side of the mains supply cable into the wall socket.
3. Plug in the network cable at the bottom network connection at the back of the printer (at the right) to connect the Océ PlotWave 350 to your company network.

Switch on the printing system

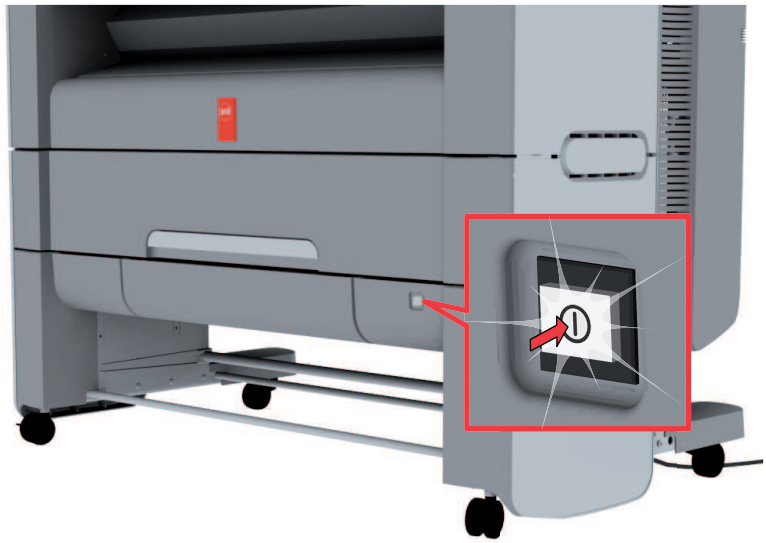
Attention:
Make sure the mains supply cable (A) is plugged in.

1. Switch on the power switch at the rear side of the printing system (B).



2. Use the on / off button at the front side of the printer to switch on the printing system.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.



Replace the media

The media drawer

Illustration

Component - function table

No.	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	
3	media roll 2 (optional)	+ Calibration paper box
4	roll loading station	Groove integrated behind the front cover of the media drawer.
5	clean cut button	This button is used to trim a strip of a new or damaged media roll.

Note:
The scanner calibration sheet for the 'Océ Scanner Express' is located in the media drawer at the rear of roll 2.

Remove a media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Do not open the media drawer during the print process.

Caution:
Watch your fingers when you handle the media roll.

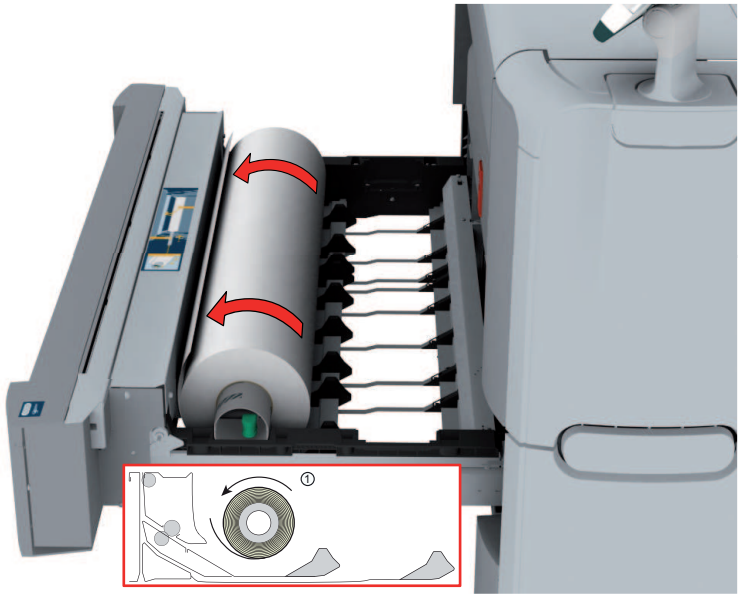
Caution:
If you want to remove an A0 media roll from position 2, you must make sure to bend your knees, as indicated below, to spare your back.

Illustration

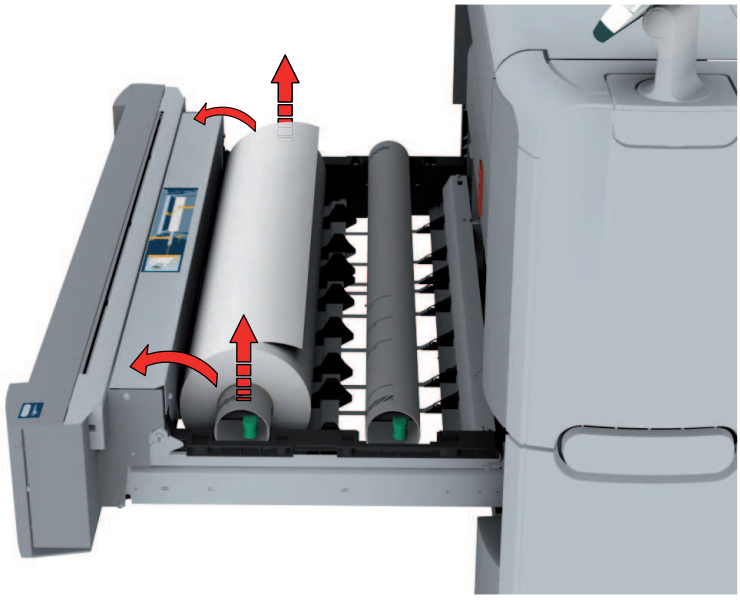
How to remove a media roll

1. Pull firmly to open the media drawer.

2. Roll back the media manually to remove the media from the metal paper guide.

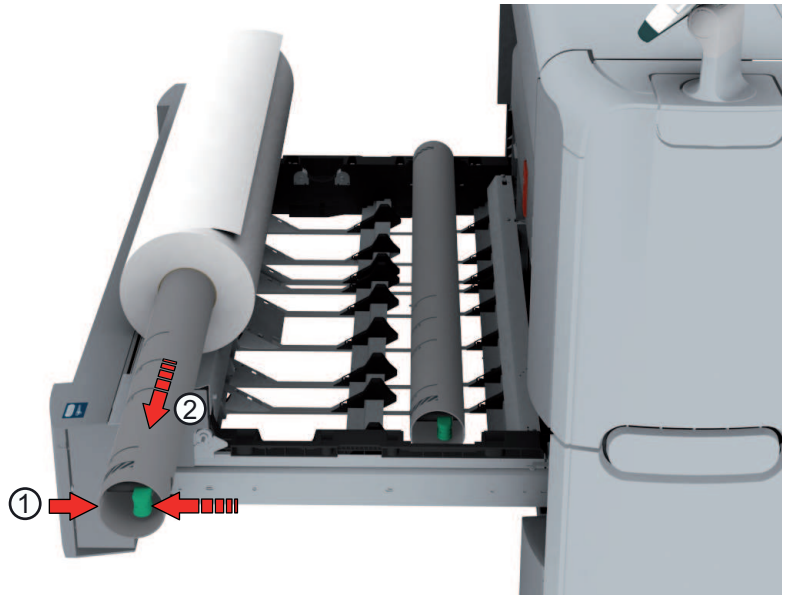


3. Use both hands (as indicated) to lift the roll holder with the media roll and put it on the roll loading station.



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 (for your own safety and convenience) back into the drawer (as shown in the illustrations)



5. Remove the media roll from the roll loading station.
Store it on a safe place so that it cannot fall over or roll away.

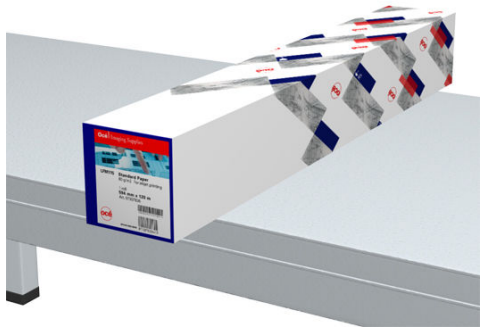
Unpack the media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

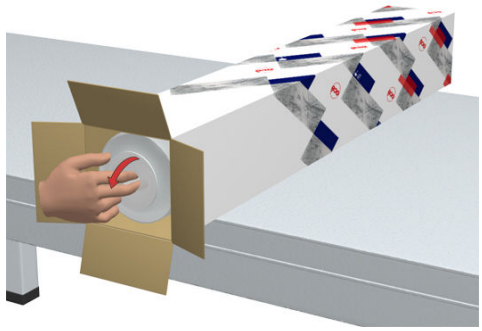
Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 366 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

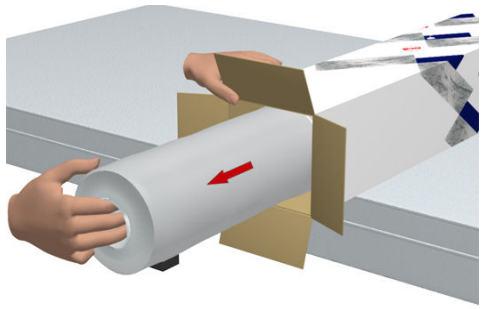
1. Place the media box on a table and open it.



2. Remove the plug from the media roll.



3. Carefully remove the media roll from the box.



4. Remove the other plug and plastic around the media roll.

Load a media roll (position 1)

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.

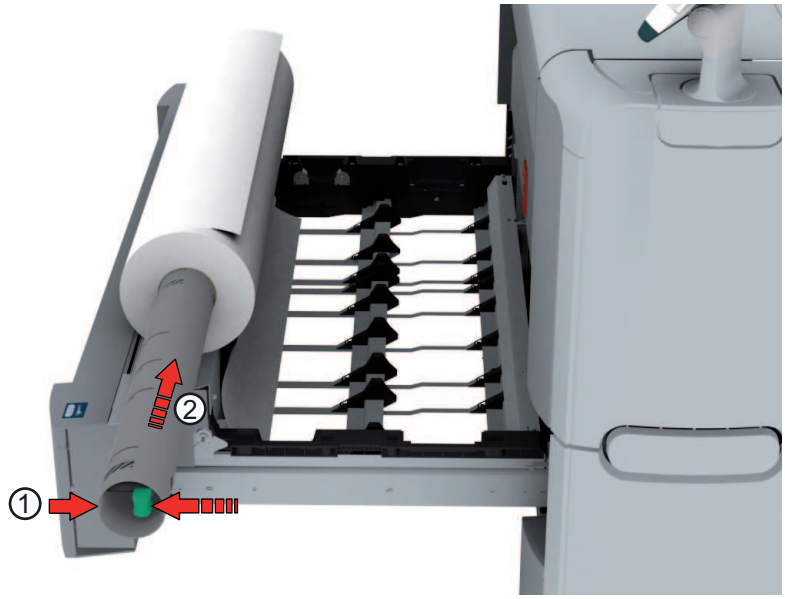
Caution:
Watch your fingers when you handle the media roll.

How to load a media roll on position 1

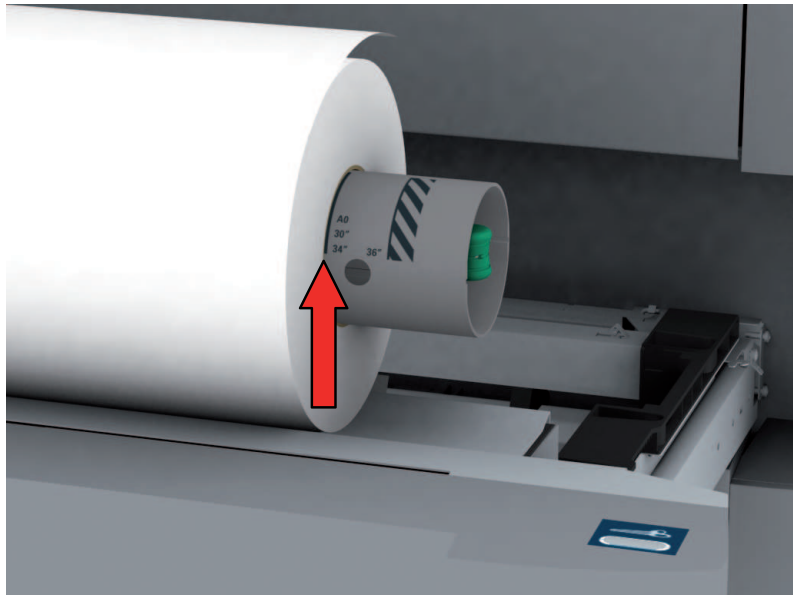
1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.

3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

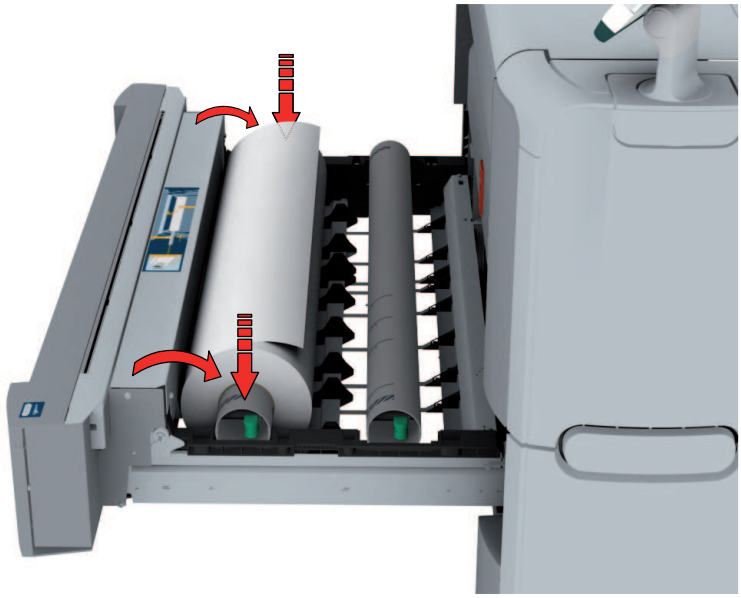


4. Align the roll with the **center of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

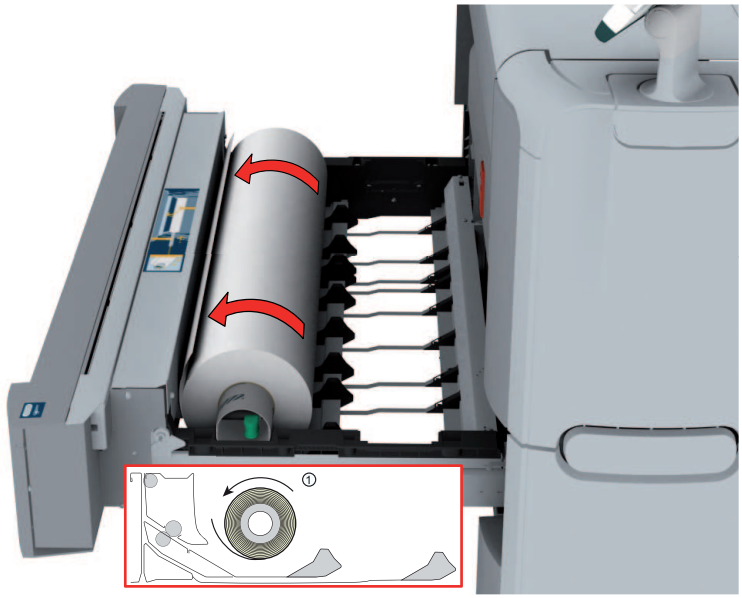


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

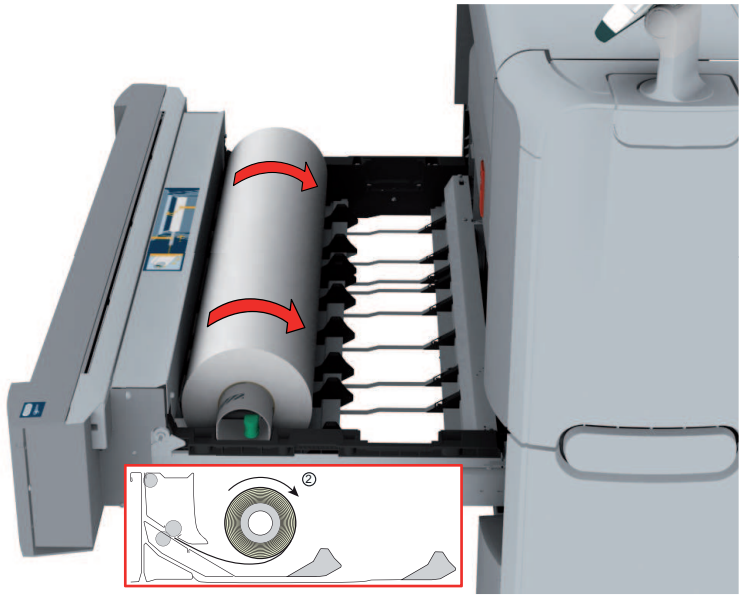
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



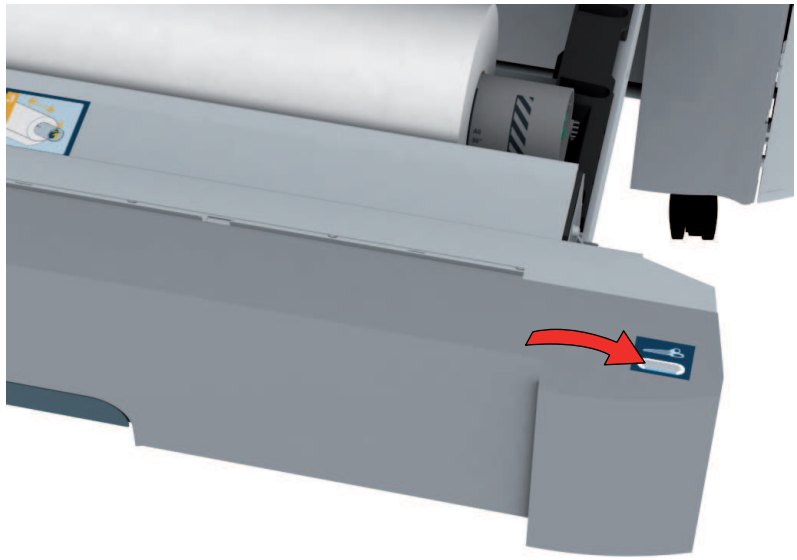
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



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 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is 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 Ao 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:
If you want to load an Ao media roll on position 2, you must make sure to bend your knees, as indicated below, to spare your back.

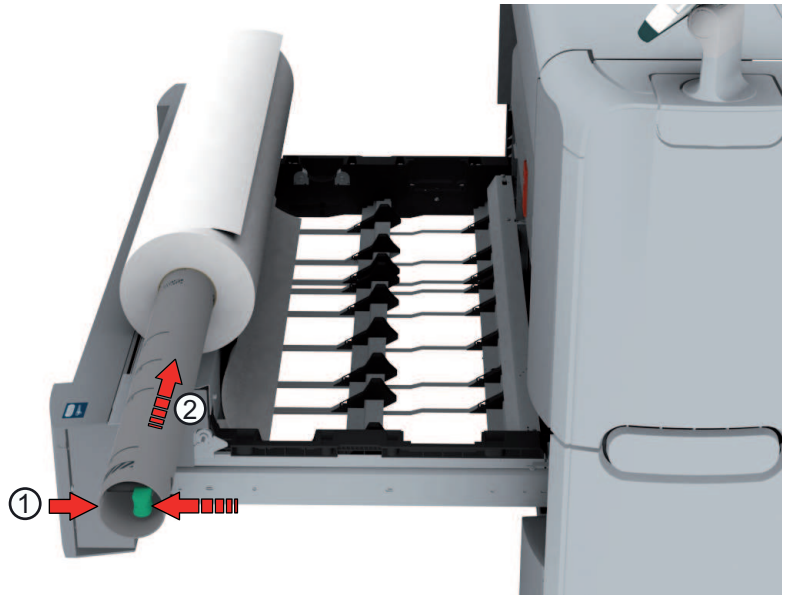
Illustration

How to load a media roll on position 2

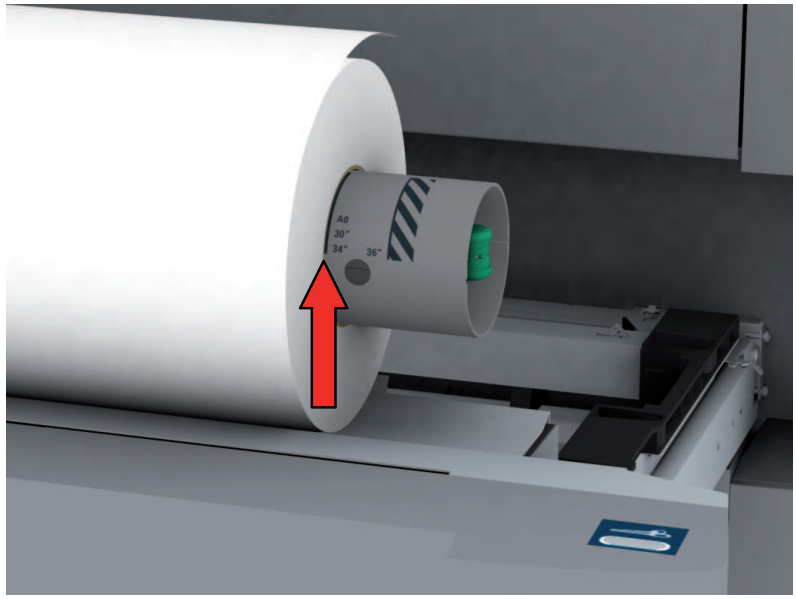
1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.

3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

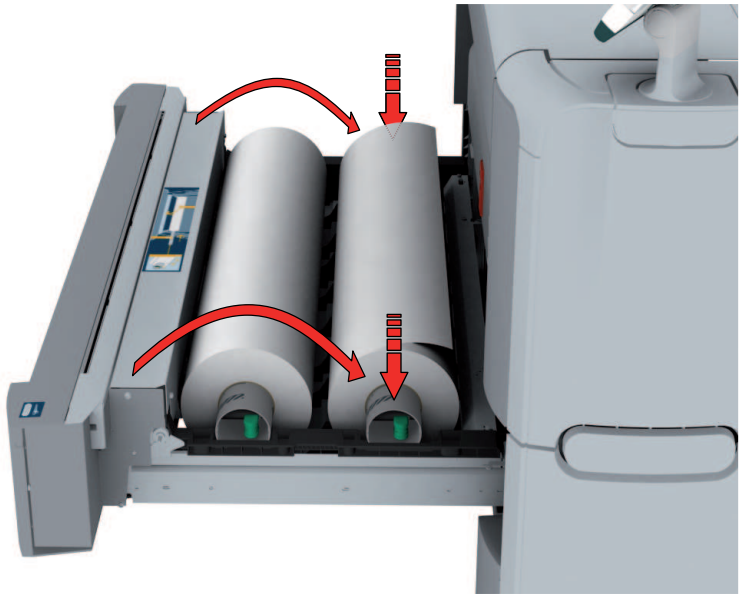


4. Align the roll with the **center of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

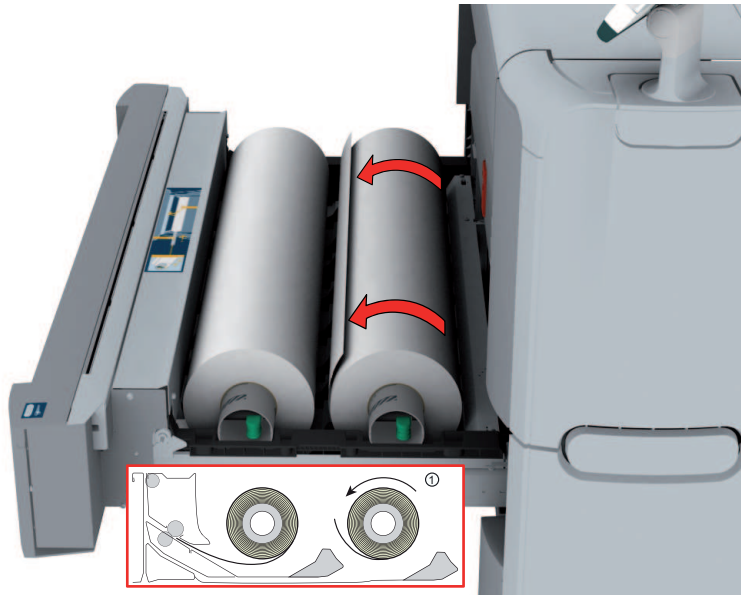


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

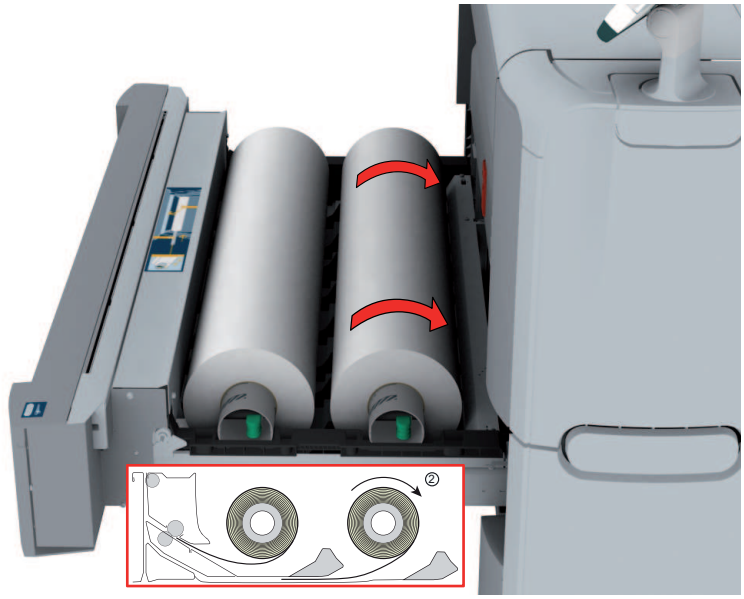
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



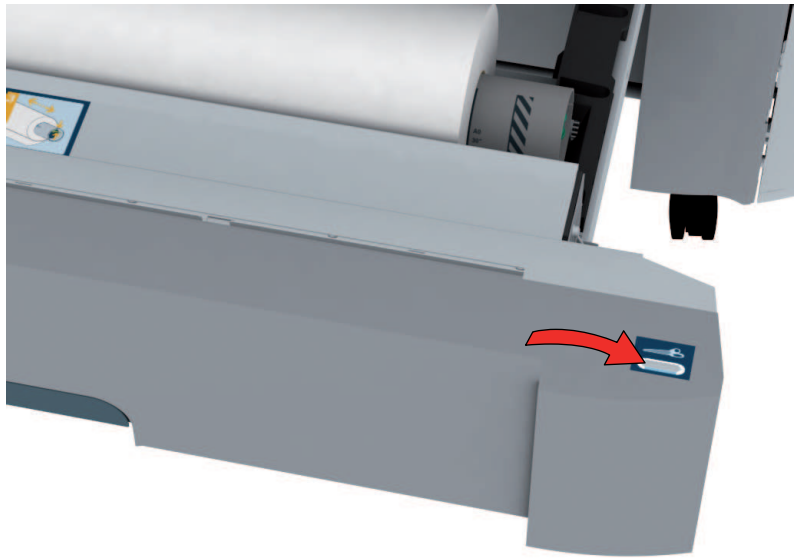
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



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 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is 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 asks you to enter the correct media type and the media size. When the media type or the media size defined on the system is not correct you can change these settings.

Change the media type and size

1. From the'HOME' screen select the 'System' tab.
2. Open the 'Media' section with the confirmation button.
3. Use the scroll wheel to select 'Roll 1' or 'Roll 2' and press 'Next >'.
4. Use the scroll wheel to select the correct media type and press 'Next >'.
5. Use the scroll wheel to select the correct media size and press 'Finish'.

Refill the toner

Refill the toner

Introduction

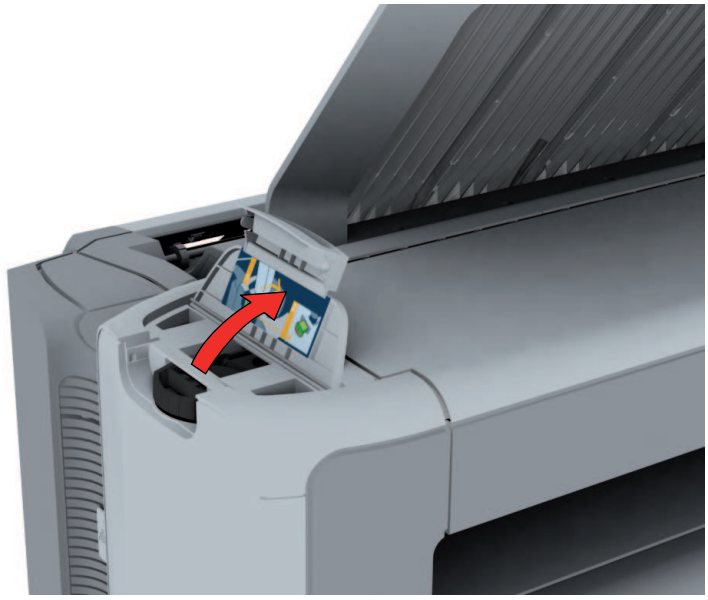
If the 'Refill toner' message appears on the user panel, you must refill the toner immediately. Use only 1 bottle of Océ PlotWave 350 toner each time the Océ PlotWave 350 indicates the toner must be refilled.

Note:
Every second time you have refilled the toner, you must also replace the residual toner container. (see *'Replace the residual toner container'* on page 312).

Note:
You can leave the printer turned on when you refill the toner. You can even refill the toner during the printing process without interrupting it.

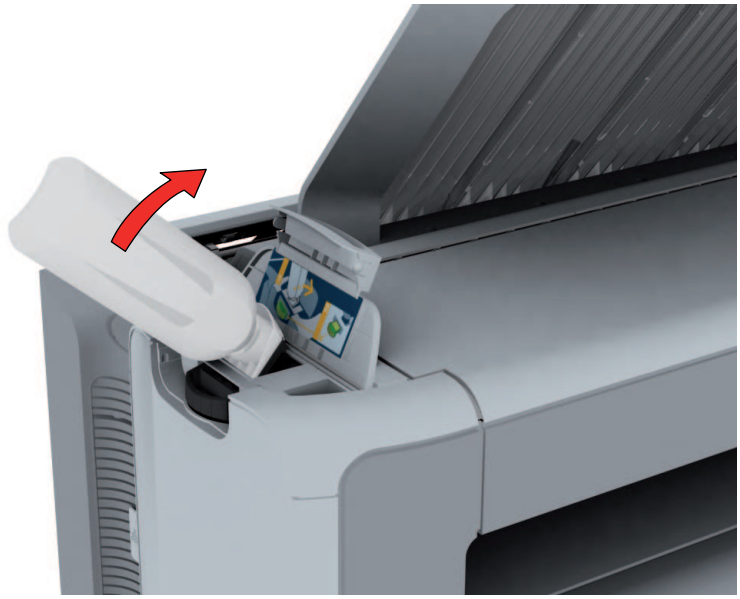
How to refill the toner

1. Open the toner compartment.

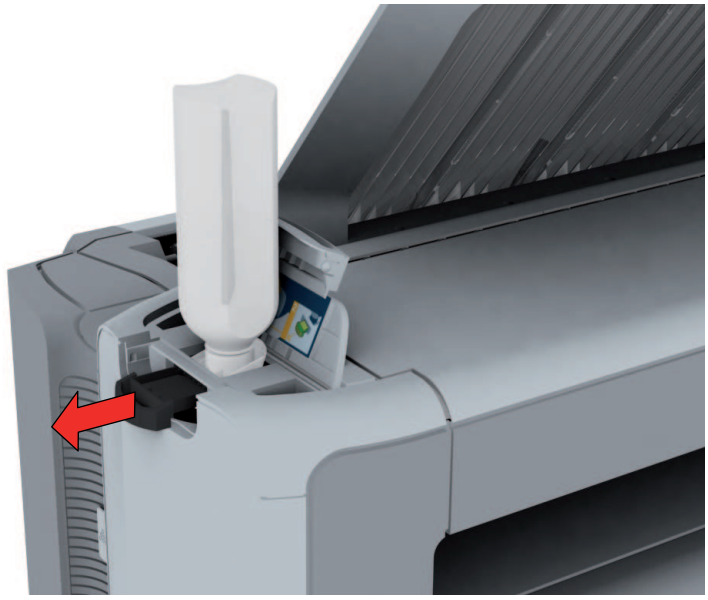


2. Shake the toner bottle thoroughly. Leave the bottle closed.

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

Every second time you have refilled the toner, you must also replace the residual toner container

Note:
You can leave the printer turned on when you replace the residual toner container. However, do not replace the container during the printing process.

How to replace the residual toner container

1. Open the residual toner compartment.

2. Remove the full residual toner container.

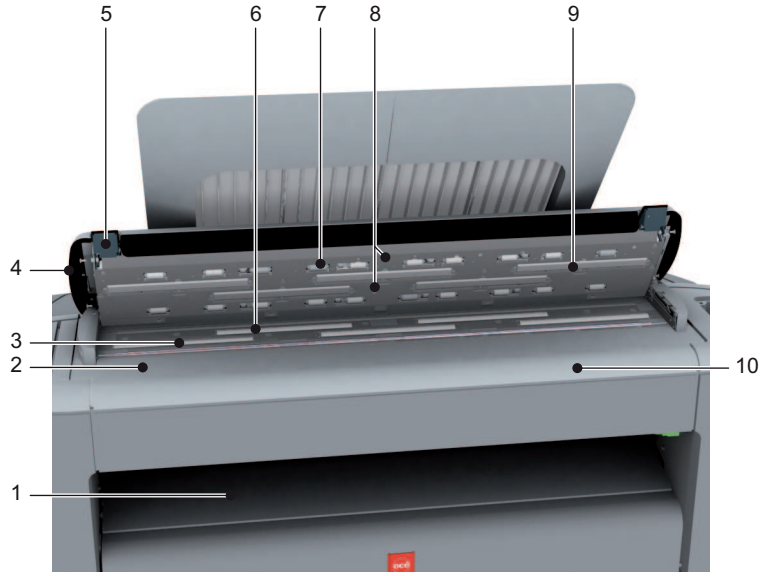
Note:
The residual toner container can be disposed normally.

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	Lever 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.

	Component	Description / Function
10	original feeding table	Use this table is you feed the original into the scanner.

When to do

The copy and scan quality can decrease if

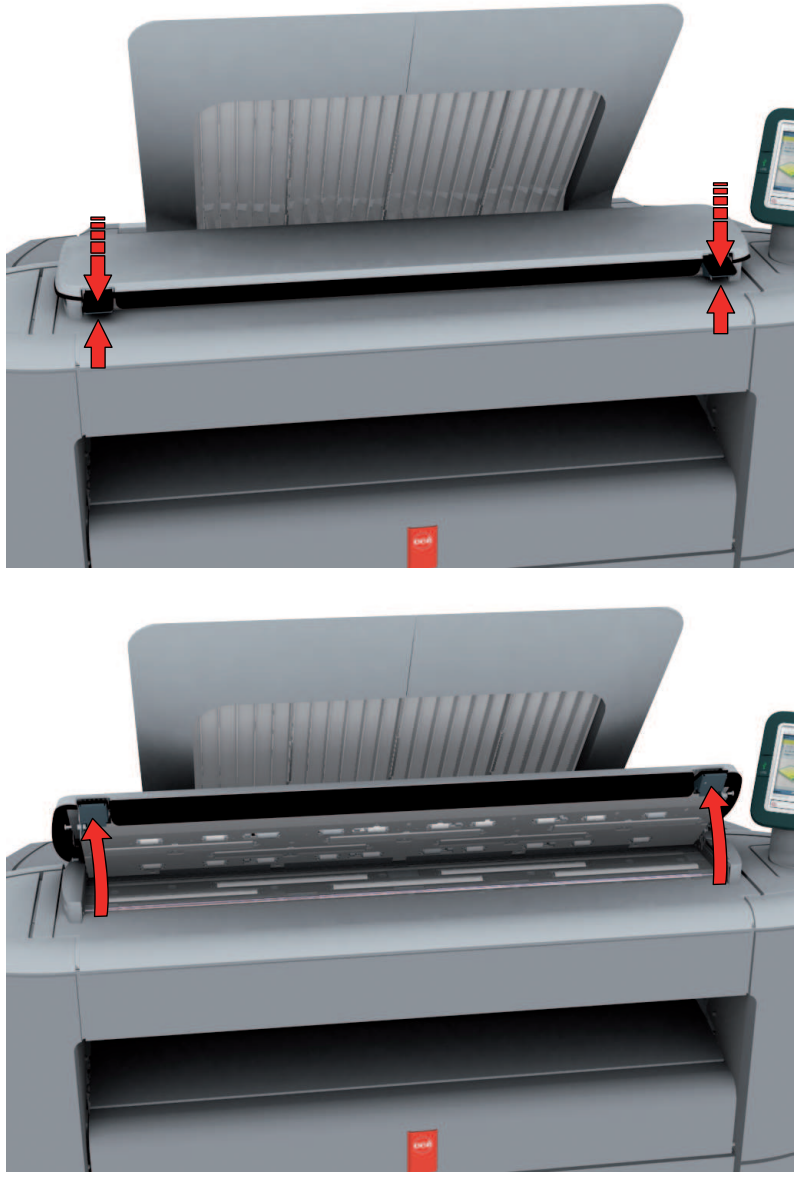
- the transparent contact plates (9) are dirty or static.
- The original support rollers are dirty and you use transparent originals.

In that case you must clean the scanner to ensure top quality output.

How to clean the scanner

1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).

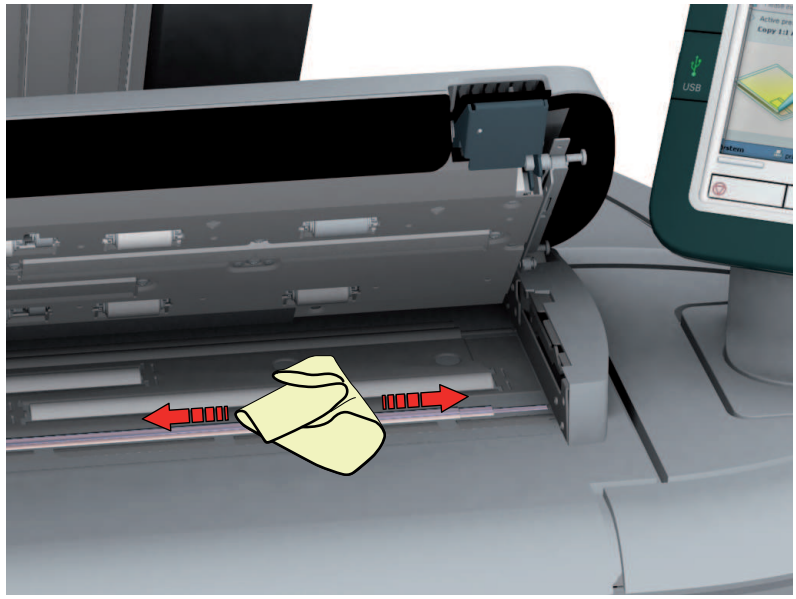
A locking mechanism prevents the scanner top cover from closing.



Attention:
To clean the scanner use the soft lint-free Masslin towels from the scanner cleaning kit.

2. Use a Masslin 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 Masslin towel.

Caution:
Take care 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 causes a decreased copy and scan quality. (see *'Clean the scanner'* on page 314).
Open the media drawer to find the scanner calibration sheet at the rear of roll 2 (see *'The media drawer'* on page 291).

Attention:
Handle the calibration sheet with care.

Attention:
Do not touch the black area of the calibration sheet with your fingers.

Attention:
Before you use the calibration sheet wipe off any dust from the calibration sheet.

How to calibrate the scanner

1. From the 'HOME' screen select the 'System' tab.
2. Select the 'Setup' tab.
3. Use the scroll wheel to go to the 'Scanner calibration' section and open this section with the confirmation button.
4. Insert the scanner calibration sheet as instructed in the wizard.
5. Press the green button to start the scanner calibration.
   The message 'Calibrating, please wait... do not open the scanner.' appears.

Note:
'Calibrating the scanner takes between 5 to 10 minutes.'

Chapter 7
License management

Introduction to managing licenses

Introduction

The Océ applications and options are protected against unauthorized use. You need to activate the license to enable an application or option for use. The 'Support' - 'Licenses' tab in the Océ Express WebTools enables you to manage the licenses very easily.

This section describes the following.

- The basic concept of the licenses.
- How to manage the licenses.

The 'Licenses' tab in the Océ Express WebTools

Introduction

The 'Support' - 'Licenses' tab has the following possibilities.

Possibilities

- View the current active licenses
- Get the host id of the Océ system
- Save the active licenses
- You can activate new licenses or saved licenses.

The basic workflow of 'Support' - 'Licenses' activation

Introduction

Before you can work with licenses, you must access to the Océ Express WebTools. The following workflow describes per step when to use which possibility.

The workflow

1. View the current active licenses.
   You can make a list of new options you need and make a list of license numbers. Océ needs the list of new options and the license numbers to create a new license file.
2. Get the host id of the Océ system.
   Océ needs the host id of your Océ system to create a new license file.
3. Send the list of new options you need, the list of license numbers and the host id to Océ.
   Océ creates and delivers one or more new license files.
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 the Océ system.

Océ License Logic

Introduction

When you navigate to the 'Support' - 'Licenses' tab in the Océ Express WebTools, you get access to the Océ License Logic application.

Overview Océ License Logic functionality

Function	Description
View the current active licenses.	You can make a list of new options you need and make a list of license numbers. Océ needs the list of new options and the license numbers to create a new license file.
Get the host id of the Océ system.	Océ needs the host id of your Océ system to create a new license file.
Create a back-up of the current active licenses if necessary.	Save the current active licenses to do so.
Activate the licenses.	Perform a license activation job to do so. 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 the Océ system. *Note:* Perform the license activation job for each license file.

The structure of license files and licenses

Introduction

A license file contains a license per option of your Océ system. You can view the current active licenses with Océ 'Support' - 'Licenses' tab in the Océ Express WebTools. You can preview the new active licenses during the license activation job.

A license file contains licenses of the same license-type

A license file you receive from Océ contains only licenses of the same license-type. The following license types are possible.

- Demo
- Resale.

If you order demo and resale licenses, you receive 2 license files.

What you see per situation

What you see per situation depends on the license file you use.

What you see depends on the situation

Situation	What do you see
View the current active licenses.	You see the following. ■ All current active demo licenses ■ All current active resale licenses ■ All current other not active options.
Océ delivered one or more license files.	You see one of the following options. ■ A demo license file ■ A resale license file ■ A demo license file and a resale license file.
Preview the demo licenses during the license activation job if you use the license file with demo licenses.	You see the following. ■ All current active demo licenses ■ All new active demo licenses. *Note:* You cannot see the current active resale licenses at this point.

Situation	What do you see
Preview the resale licenses during the license activation job if you use the license file that contains the resale licenses.	You see the following. ■ All current active resale licenses ■ All new active resale licenses. *Note:* You cannot see the current active demo licenses at this point.
Preview the demo and resale licenses during the license activation job if you use the saved licenses of your back-up file.	You see the following. ■ All demo licenses that were active at the time you created the back-up file ■ All resale licenses that were active at the time you created the back-up file
The license activation job is finished.	You see the following. ■ All current active demo licenses ■ All new active demo licenses ■ All current active resale licenses ■ All new resale licenses ■ All current other not active options.

Check your licenses

About the licenses

The 'Support' - 'Licenses' tab in the 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 Océ PlotWave 350.

You can use the 'Support' - 'Licenses' tab to perform the following tasks.

- View the current active licenses.
- Get the host id of the Océ system.
- Save the active licenses.
- Perform a license activation job.
  You can activate new licenses or saved licenses.

License information overview

Click 'Support' - 'Licenses' 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 how long a demo license is valid.
- View all options available for your Océ system.
  The list of options depends on the type and version of the Océ system.
- Make a list of new options you need.
- Make a list of license numbers.

Information	Description
'Option'	This field displays the name of the option. For Océ PlotWave 350 the following licenses are available. ■ Océ PlotWave 350 Base license (including Océ Account Logic) ■ Adobe® PostScript®® 3 / PDF ■ Adobe® Simplified Chinese PostScript® ■ Adobe® Traditional Chinese PostScript® ■ Adobe® Japanese PostScript® ■ Adobe® Korean PostScript®

Information	Description
'State'	This field displays one of the following license states. ■ 'Authorized'. You are authorized to use the function. ■ 'Not authorized'. You are not authorized to use the function, you need to get a license for the function. ■ 'Expired'. Your license was a temporary license. You need to get a new license to use the function.
'License type'	This field displays one of the following license types. ■ 'Resale'. ■ 'Demo'.
'Duration in days'	This field displays the time your license is valid.
'License number'	This field displays a license number.

Save the currently active licenses

Introduction

You can save all current active licenses of different licenses types into one single file.

Purpose

Save the current active licenses for the following purposes.

- Collect and save all active licenses of different types into one single file
- Create a back-up file before you start a license activation job.

When to do

Save the current active licenses before you start a license activation job or to save the current license situation.

How to save the license information

1. Click 'Support' - 'Licenses' to display the license information page.
2. You need to log on as System administrator or Power user if you are not logged on already.
3. Click the 'Save' button.
   The 'Save licenses' window opens.
4. Select a directory, enter the file name and click the 'Save' button to back up the currently active licenses.

Result

All currently active resale and demo licenses are stored into one single file.

Install a new license

Introduction

The Océ applications and optional functions are protected against unauthorized use. You need to activate the license to enable an application or optional function for use. The 'Licenses' tab enables you to upload new license files to activate a license.

Purpose

- Upload a new license file.
- Extend the existing license on your Océ PlotWave 350.

Note:
After the license is uploaded you must restart your system to activate the license file.

How to get a new license file

1. Click 'Support' - 'Licenses' to display the license information page.
2. The login window appears. Log on as System administrator or Power user.
3. Click the host id hyperlink to display the host id information.
4. Copy the id and send the host id information to your Océ representative together with a list of options that you require.
5. After receiving the license file(s), store the file(s) on the network.

Attention:
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.

Upload a new license

1. Click 'Activate' to open a browser window to search for the license file on the network.
2. Log on as System administrator or Power user.
3. Browse the network and select the license file.
4. Click 'Ok' to start the activation of the license file. A message is displayed when the process is completed.
5. 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 authorized' to 'Authorized'.

- *Save the currently active licenses, on page 330*

Chapter 8
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.

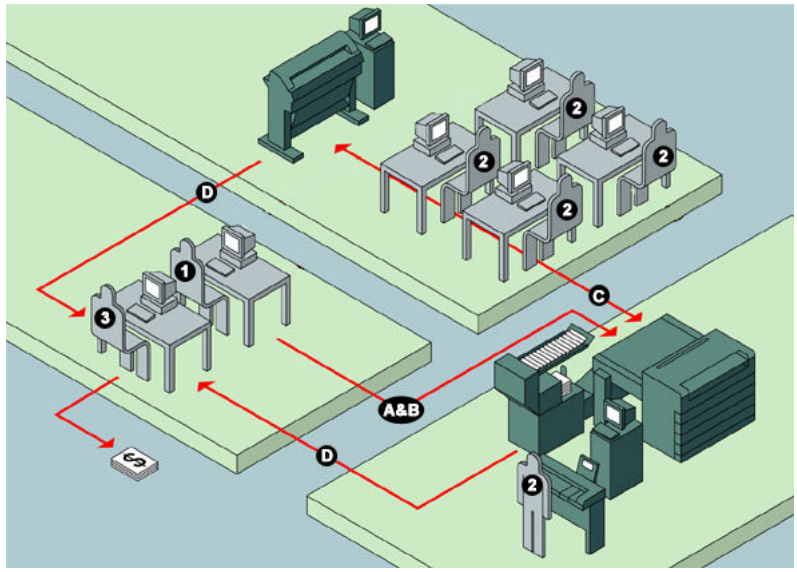
Note:
For this application a separate user manual is available.

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 authorized personnel.
  The administrator uses Océ Account Console to create the account information dialog.
  The administrator publishes the account information dialog for the 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 the Océ Express WebTools.
  The software enables the user to enter account information for print jobs, copy jobs and scan jobs.

Illustration



User roles and tasks in Océ Account Center

Users	Tasks
1) Administrator	■ Create, manage and delete the account dialog. ■ Publish the account dialog to the Océ Express WebTools and the user panel.
2) Users	■ Use the dialog of the Océ Express WebTools to enter the account information for print jobs, copy jobs and scan jobs.
3) Bookkeeper	■ 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.

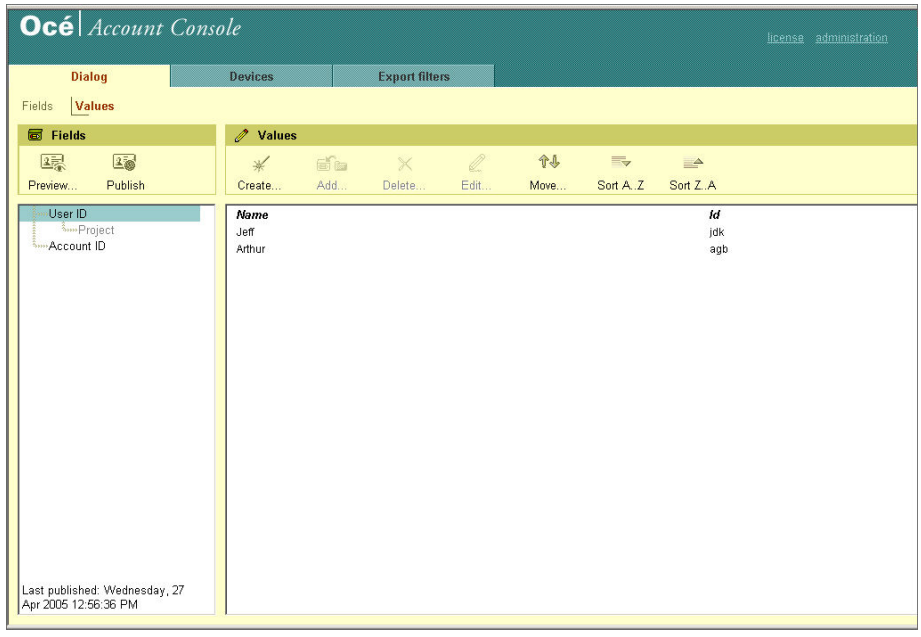
Purpose

Use Océ Account Console is intended for the following actions.

- Manage, preview, and publish the account information dialog for Océ Account Logic.
- Retrieve and export the log files.
- Manage the devices.

Note:
For this application a separate user manual is available.

Illustration



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 'Dialog' tab	'Fields' section. ■ Create an accounting dialog. The accounting dialog consists of a number of accounting fields. ■ Delete an accounting dialog. Please note that this action cannot be reversed. ■ Edit an accounting dialog. You can change the type of accounting field. ■ Change the order of the accounting field in the list. ■ Make a preview of the accounting dialog to test the validity. ■ Publish the accounting dialog. Make the accounting dialog available to external applications. 'Values' section. ■ Create values for each accounting field. ■ 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 organize the list in ascending order. ■ 'Sort Z..A'. Use this option to organize the list in descending order.

Part	Description
The 'Devices' tab	'Devices' section. ■ '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. ■ 'Upgrade'. Use this option to upgrade Océ Account Logic. 'Tasks' section. ■ 'Compress database'. Use this option to clean up the database. ■ 'Start'. Use this option to run an update dialog or to retrieve log data. ■ 'Edit...'. Use this option to change the conditions for the update dialog and the log data retrieval.
The 'Export filters' tab	'Overview' section. ■ 'Create...'. Use this option to define the conditions to export data ■ 'Delete'. Remove the export filter. ■ 'Edit...'. Change the conditions to export log data. ■ '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. 'Statistics' section. ■ 'Create...' ■ 'Delete' ■ 'Edit...' ■ 'Run...'
The 'Licenses' screen	The license screen enables you to perform the following actions. ■ Determine the host ID necessary to receive a valid license file. ■ Activate the license file. ■ Create a back-up of the license file.

Part	Description
The 'Administration' screen.	The administrator screen enables you to perform the following actions. ■ Change the password. ■ Publish the data that are retrieved from other applications. ■ Define the remaining settings for Océ Account Console. ■ Set the regional settings -Application language -Units of measure (metric or imperial values) -Units of measure of the print area (metric or imperial values).

Enable account management in the Océ Express WebTools

Introduction

To enable account management you must define the values for the 'Logging and accounting' settings group.

Definition

Use the 'Logging and accounting' settings in the Océ Express WebTools to link account information to your job. The account information requirements are defined and managed by the administrator.

How to define the 'Logging and accounting' settings

Open the 'Preferences' - 'System settings' tab and click 'Edit' in the 'Logging and accounting' settings group bar.

Setting	Value	Description
'Force entry of accounting data for print jobs'	'On'	When 'On', it will only be possible to print jobs that have valid accounting data. All print jobs will be forced to the Smart inbox. If you use Océ Publisher Express to send your print job, you must enter the required accounting data in the 'Create new job' window. If you want to 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 when you insert the USB mass storage device.
	'Off'	No accounting data is required for print jobs.
'Force entry of accounting data for copy and scan jobs'	'On'	When 'On', it will only be possible to create a copy or a scan job when valid accounting data is entered. You must enter the required accounting data on the user panel. The accounting data fields are displayed when you open a copy template or a scan template.
	'Off'	No accounting data is required for copy and scan jobs.

Setting	Value	Description
'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'.

Chapter 9
Solve problems

How to solve problems with jobs

1. If there is a problem with a job, the color of the green 'Jobs - Queue' bar in the Océ Express WebTools turns red.
   The System Monitor section of the 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 help you to solve the problem.

Note:
If a media jam occurs often you can perform the following checks.

- Is the media loaded correctly?
- Did you use the correct media? (see *'Preferred Océ media types and sizes'* on page 366
- 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 Océ Helpdesk for assistance.

Clear an original jam on the scanner

Introduction

When an original jam occurs on the scanner, the message 'Scanner original jam' appears on the user panel. You must remove the original from the scanner.

If an original jam occurs often:

- Check if you use the correct type of original.
- Check if you must use a carrier sheet.
- Check if the original is damaged before you insert it.

How to remove a jammed original

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.

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.

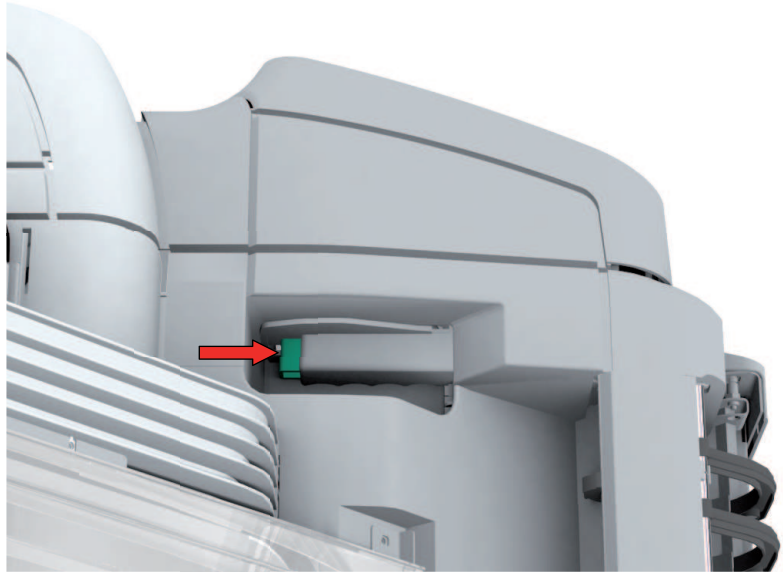
4. Make the original smooth and feed the original.

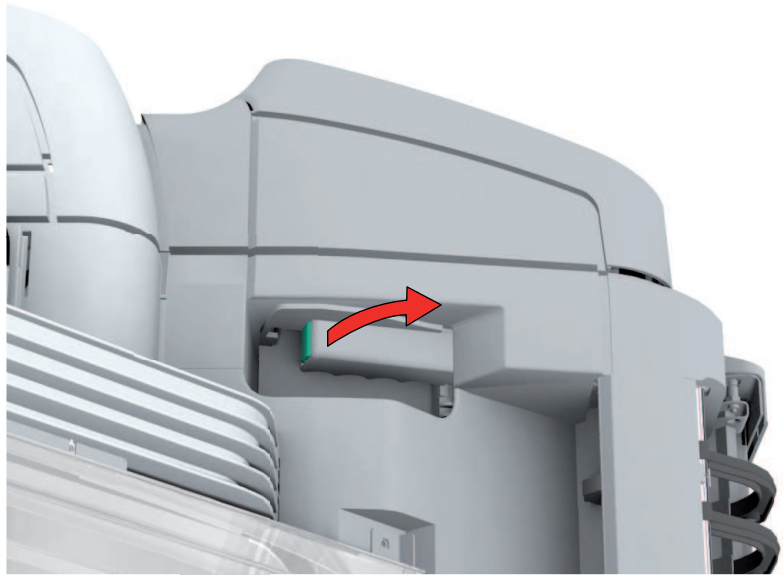
Clear a media jam in the fuser section

Attention:
During normal use the fuser must be closed. Only open it to remove the media after a media jam.

1. Wait a few moments to let the fuser cool down.

2. Press the green knob on the media jam clearance handle to open the upper back cover.

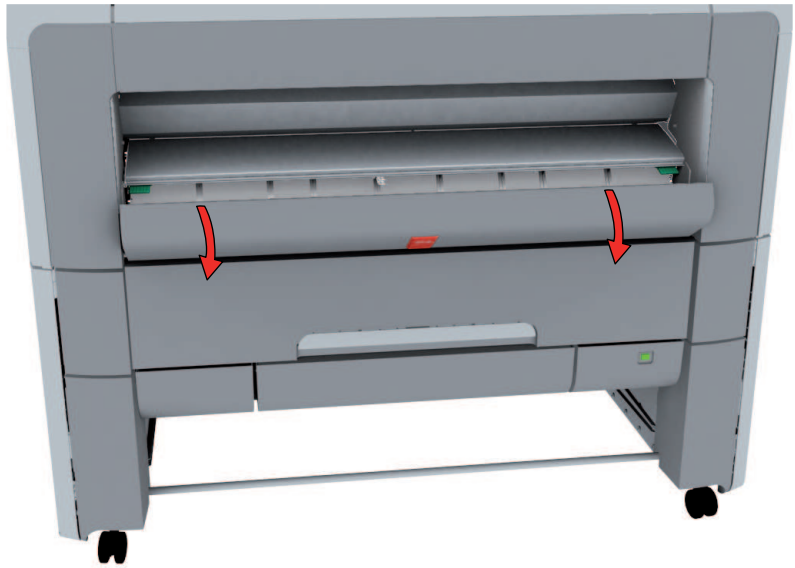




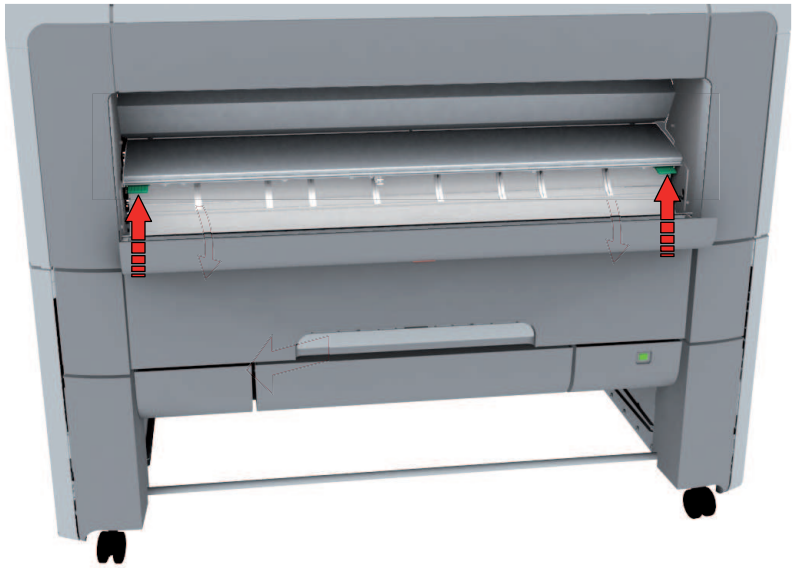
3. Remove any jammed printing material from the fuser section.
4. Press the green knob on the media jam clearance handle and close the upper back cover.

Clear a media jam in the media bypass section

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:
If the material cannot be removed easily, you must open the upper back cover with the media jam clearance handle to access to the jammed material. (see *'Clear a media jam in the fuser section'* on page 346).

4. Pull up the media bypass.

5. Close the lower front cover.

Clear a media jam in the roll feed section

1. Pull firmly to open the media drawer.

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. (see *'Load a media roll (position 1)'* on page 298)
4. Close the media drawer.

Print a demo print

When to do

You can print a demo print to check if the Océ PlotWave 350 works correctly.

How to print a demo print

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Select the 'Setup' tab.
3. Use the scroll wheel to select 'Test prints' and confirm with the confirmation button (above the scroll wheel).
4. Use the scroll wheel to select 'Demo print'.
5. Use the lower right soft key or press the green button to start printing.
6. Select 'Home' to return to the 'HOME' screen.

Print a test print

When to do

Print a test print from roll 1 or from roll 2 at the request of the Océ Helpdesk. The test print can provide information to solve quality problems.

How to print a test print

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Select the 'Setup' tab.
3. Use the scroll wheel to select 'Test prints' and confirm with the confirmation button (above the scroll wheel).
4. Use the scroll wheel to select 'Test print from roll 1' or 'Test print from roll 2'.
5. Use the lower right soft key or press the green button to start printing.
6. Select 'Home' to return to the 'HOME' screen.

Adjust the print density

When to do

To influence the toner usage of your Océ PlotWave 350 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.

How to adjust the print density

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Select the 'Setup' tab.
3. Use the scroll wheel to select 'Print density' and confirm with the confirmation button (above the scroll wheel).
4. Press the green button to print the print density chart.
5. Refer to the print density chart, use the scroll wheel to select the preferred print density offset and confirm with the confirmation button.
6. Press 'Next >'.
7. Select 'Home' to return to the 'HOME' screen.

Appendix A
Specifications of the Océ PlotWave 350

Specifications Océ PowerM controller

Océ PowerM controller hardware

Platform	Océ controller with Windows® XP Embedded
Memory	1 GB
Hard disk capacity	160 GB. One single high speed hard disk.
Graphical user interface	None
Standard interface	10/100/1000 BaseT with RJ45
Optional interfaces	None
Network protocols	TCP/IP, NetBios over TCP/IP, FTP, LPD, SMB (Scan To File only), IPV4&IPV6, SNMP
Network environment	Novell® NDPS (Novell Distributed Print Services)
Applicable software	Océ PowerM controller software

Océ PowerM controller software

The Océ PowerM controller software consists of a basic module and a print module.

Basic module

Basic functions	File spooling on the controller. Concurrent receiving, processing, copying (or scanning) and printing of digital jobs.
Applications	■ Océ Express WebTools ■ Océ Publisher Express ■ Queue Management ■ License Management ■ Smart Inbox ■ System Control Panel ■ Settings Management ■ Account Management

Print module

Scan and copy processing technology	Océ Image Logic
Number of prints	1 - 999 Set memory: send once, process once, print many

Roll selection and switching	Manual Automatic
Print manipulation	Rotation Auto-scaling Positioning Pen management Trailing strip adjustment; add up to 400 mm
Color modes scanner	■ Black & White ■ Grayscale ■ Color
Quality modes printer	■ Standard ■ Lines & Text ■ Poster
Language sensing	Automatic Language Sensing (ALS)
Standard file formats	■ Vector: HPGL, HPGL/2, Calcomp, DWF, DWF/X ■ Raster: HP-RTL, TIFF 6.0, NIFF, CALS-I, NIRS, C4, ASCII
Cut length	■ Standard cut ■ Synchro cut ■ Custom cut
Optional	Adobe® PostScript 3™ / PDF printing Adobe® Asian Fonts for PS/PDF printing

Specifications Océ PlotWave 350 printer

Technology	Electrophotography (LED) with organic photoconductor (OPC) drum and closed toner system.
Resolution	600 x 1200 dots per inch
Print speed	3 Ao per minute 6 D per minute
Media sources	1 roll version with manual feed 2 roll version with manual feed (option)
Minimum pen thickness	0.08 millimeter 0.0031 inch
Media core diameter	76.2 millimeter 3 inch
Minimum media width	279 millimeter 11 inch
Maximum media width	914 millimeter 36 inch
Maximum roll length	200 meter 650 foot
Output delivery	'Top delivery tray' (standard) Folder (optional)
Drawing margins	■ Leading and trailing strip: 3 millimeter / 0.12 inch ■ Left and right sides: 3 millimeter / 0.12 inch
Width detection	Automatic
Media types	■ *'Preferred Océ media types and sizes'* on page 366
Dimensions	Width x Depth x Height, including 'Top delivery tray': ■ 1527 millimeters x 800 millimeters x 1495 millimeters ■ 60.1 inch x 31.5 inch x 58.9 inch
Voltage	100-240 V
Frequency	50/60 Hz

Power consumption	■ Off: 0 W ■ Ready: 64 W ■ Active: 1.2 kW ■ EPA ENERGY STAR®: Sleep mode 14 W
Weight (excluding media roll)	180 kilogram 397 pound
Safety approvals	TüV GS, CETECOM, CE, UL, (c)UL, CB, FCC Class A
Other	EPA ENERGY STAR® compliant, FEMP

Specifications Océ Scanner Express

Technology	■ Océ Image Logic® real-time image processing ■ 5 x A4 CIS sensors
Copy scan speed	Black&white ■ Standard: 3.8 meter per minute / 12.5 feet per minute ■ Maximum: 7.4 meter per minute / 24.3 feet per minute Color ■ 2.5 meter per minute / 8.2 feet per minute
Scan-to-file scan speed	Black&white ■ Standard: 2.9 meter per minute / 9.5 feet per minute ■ Maximum: 11.7 meter per minute / 38.4 feet per minute Color ■ 2.5 meter per minute / 8.2 feet per minute
Scan resolution	600 x 600 dots per inch optical resolution
Camera	5 x A4 CIS sensors 22000 Pixels 24 bits color Illumination: LED (R/G/B)
Scan width	914 mm / 36 inch
Original feed	Center aligned
Original size	Minimum (Length x Width) ■ 208 millimeter x 208 millimeter 8.2 inch x 8.2 inch Maximum (Length x Width) ■ 16000 millimeter x 914 millimeter 630 inch x 36 inch
Power consumption MFD	1200 Watt
Media thickness	Maximum 0.8 millimeter / 0.03 inch Weak media (not rigid)

Scale method	■ Scale to format Scale range 25% - 400% (0.1% fixed step interval) ■ Custom scale Scale range 10% - 1000% (0.1% fixed step interval) ■ Exact (1 to 1) No scaling.
Input mode	■ Single sheet ■ Set
Number of copies	1 - 999 (scan once print many)
Color space	sRGB
Image quality	■ Original type selection ■ Color selection (Black&White / Grayscale / Color) ■ Brightness lighter/darker
Image editing	■ Remove strips (leading/trailing/left/right) ■ Mirroring horizontal ■ Delete area
Other functions	■ Pre-programming of next job ■ Programmable default settings ■ Synchro cut mode or standard size cut ■ Leading and trailing strip adjustment (0 millimeter - 400 millimeter / 0 inch - 15.7 inch) ■ Concurrent scanning and printing ■ Scan to file Black&White / Grayscale / Color ■ Scan to JPEG / PDF / TIFF / CALS / PDF/A ■ Support of multipage documents: Scan to Multipage TIFF / PDF / PDF/A

Specifications drivers and job submission software

Océ Windows® Printer Driver

Software environment	Remarks
All Windows applications (including AutoCAD®)	This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print to your Océ printer from any application under one of the following supported operating systems and environments (Océ WPD v1.19.1): ■ Windows ® Server 2008 (32/64 bits) ■ Windows ® Server 2008 R2 (64 bits) ■ Windows XP®(32/64 bits) ■ Windows Server® 2003 (32/64 bits) ■ Windows Vista® (32/64 bits) ■ Windows 7® (32/64 bits) ■ Windows Terminal Server 2003 ■ Windows Small Business Server 2003 R2 ■ Windows Small Business Server 2008 (32/64 bits) ■ Citrix, Presentation Server 4.x, XenApp 5 ■ Novell NetWare 6.5

Note:
Visit Océ on the internet at http://global.oce.com for the latest information (http://global.oce.com/products/wfps-drivers/support.aspx).

Océ PostScript® 3™ Driver

Software environment	Remarks
Graphical application software	This driver allows you to print to your Océ printer from any application under one of the following supported operating systems (Océ PS3 1.17): ■ Macintosh Mac OS 10.x ■ Windows ® Server 2008 (32/64 bits) ■ Windows ® Server 2008 R2 (64 bits) ■ Windows XP®(32/64 bits) ■ Windows Server® 2003 (32/64 bits) ■ Windows Vista® (32/64 bits) ■ Windows 7® (32/64 bits) ■ Windows Terminal Server 2003 ■ Citrix, Presentation Server 4.x, XenApp 5 ■ Novell NetWare 6.5

Note:
Visit Océ on the internet at http://global.oce.com for the latest information (http://global.oce.com/products/wfps-drivers/support.aspx).

Optional application software

Function	Application software
Job submission	■ Océ Repro Desk ■ Océ Publisher Select ■ Océ Client Tools

Note:
Visit Océ on the internet at http://global.oce.com for the latest information (http://global.oce.com/products/wideformat/WFPSSoftware/job-submission-and-printer-mgt/default.aspx).

Preferred Océ media types and 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 full list of the Océ media that you can use in your printer (that includes plain or recycled paper, transparent paper, colored papers and different polyester films) from your Océ representative.

You can select one of the media names listed in the tables below on:

- the user Local user interface
- the Océ Express WebTools
- the Océ Windows® Printer Driver
- the Océ PostScript® 3 Driver
- the Océ Publisher Express

Attention:
Do not store the paper in rooms where temperature and humidity are high. Avoid dust and direct sunlight. Wrap unused paper in the plastic to prevent it from absorbing moisture.

Media category: papers

Select the following media name on your user interface	If you use the following Océ media type	Supplier
'Bond 17 lb'	Océ Top Label Paper 60 g/m²	Océ Imaging Supplies The Netherlands (Venlo)

Select the following media name on your user interface	If you use the following Océ media type	Supplier
'Bond 20 lb' 'Bond 20 lb'	Océ Black Label Paper 75 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Red Label Paper 75 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Top Label Paper 75 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Coloured Paper 80 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Bond 45111	Océ North America
'Recycled bond 20 lb'	Océ Green Label Paper FSC 80 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Recycled Paper 80 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Recycled Bond 45111R	Océ North America

Select the following media name on your user interface	If you use the following Océ media type	Supplier
'Bond 24-28 lb'	Océ Top Color Paper 90 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Top Label Paper 90 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Fluorescent Paper 90 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Premium Bond 45800	Océ North America
'Vellum'	Océ Vellum 459000 or 459020	Océ North America

Note:
Visit Océ on the Internet at www.oce.com for the latest information.

Media category: transparencies and films

Media name	Media type	Supplier
'Transp. 20 lb'	Océ Transparent Paper 80 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
'Transp. 24 lb'	Océ Transparent Paper 90 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)
'Transp. 28 lb'	Océ Transparent Paper 110 g/m²	Océ Imaging Supplies The Nether-lands (Venlo)

Media name	Media type	Supplier
'Film 3.5 mil'	Océ Polyester Film 88 µm	Océ Imaging Supplies The Nether-lands (Venlo)
	Océ Antistatic Film 88 µm	Océ Imaging Supplies The Nether-lands (Venlo)
	Double matte film 44632 3.5 mil	Océ North America
'Film 4.5 mil'	Océ Contrast Film 90 µm	Océ Imaging Supplies The Nether-lands (Venlo)
	Double matte film 44542 4.0 mil	Océ North America
'Translucent'	Océ Translucent 450018 18 lb	Océ North America

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Media sizes

	Maximum	Minimum
Media width	914 millimeters 36 inch	279 millimeters 11 inch
Roll length	200 meters 650 feet	Not applicable

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