

AccXES Client Tools

10.0 User Guide

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Introduction

Objectives

The purpose of this guide is to enable the user of the AccXES Client Tools (ACT) to do the following:

- To connect to an AccXES supported scanner and an AccXES supported printer using the Device Manager Tool.
- To use the Document Retrieve Tool to retrieve and save scanned documents.
- To create, print, and save document sets using the Document Submit Tool.
- To view and cancel a submitted print job, using the Printer Queue Tool.
- To assign user and account identifiers to print jobs and scanned documents so that media usage will be logged in the Controller. For AccXES Firmware version 7.0 and greater, this logged data will get retrieved and processed by the AccXES Account Management Tool (AMT), or some other External Accounting Server.
- To select color options for printing color images.

Content of User Guide

Basic system requirements are included in this user guide, as well as instructions on how to install and uninstall the software.

A Quick Start is presented as an easy way to begin using the main AccXES Client Tools' features and to practice the basic navigational steps of moving in and out of the various tool tab dialogs. Each Tool is then explained in detail and a practical "Using the ...Tool" is present in each tool's separate section of this guide.

The screen shots in this document are for Windows XP, with the Display settings of Windows Classic. The appearance of the software screens will vary, depending on the operating system that you are using.

Summary tables of the various Document Submit and Document Retrieve toolbar and menu choices are provided. Help screens are available as another resource. To further assist the user, an appendix is provided which lists default settings and navigational paths to get to the AccXES Client Tools features.

NOTE: *On the Solaris or Mac OS X platform, users can choose the "Default Web Browser" for viewing the AccXES Client Tools' Help files simultaneously while using the ACT tools. This is instead of using the "Internal Help Viewer". Select "Help" in the AccXES Client Tool's toolbar menu, then choose the Default Web Browser. This choice will be remembered across user sessions.*

Basic Requirements

An AccXES Controller with v 4.0 or higher controller firmware, an AccXES supported printer and an AccXES supported scanner (for scan to net features). A Synergix Scan System and Color Scan-to-Net Feature Key are required for Scanning-to-Net in color. A 9GB or larger controller's hard drive is highly recommended for color scanning because scanning large color documents results in large files that quickly consume hard drive space. This can create a scanner error message requiring you to retrieve the Scan Directory's scanned images to free up enough memory to scan more colored images.

- AccXES Client Tools software.
- A workstation running Windows 2000/XP, NT 4.0 (minimum service pack 3 and 16 bit color), or RedHat Linux with an Intel Pentium 90 Mhz or greater (233 Mhz is recommended), or Mac OS X 10.2.x with Apple G3/G4/G5, or a Sun Sparc workstation running Solaris v2.6, 2.7, or 2.8.

NOTE: *The AccXES Client Tools software does not function over a Novell network.*

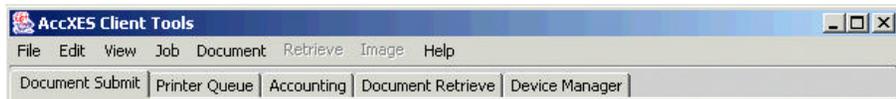
- Other System Requirements:
 - 64 MB of memory
 - 30 MB available disk space
 - CD-ROM drive (not required for installing from the XES web site)
 - Mouse or other pointing device
 - Screen resolution: 800x600 or higher
- Appropriate protocols and ports enabled on both the printer and workstation, with a connection established through the network or directly between the printer and your workstation.

NOTE: *The AccXES printers support the following types of files: CalComp, Cals1, Cals2, NIRS, HPGL, HPGL/2, CGM, TIFF, JPEG, PDF (optional), PostScript (optional). These file types are also listed on the Setup Tab > File Format section of individual document and default document options.*

Overview

The AccXES Client Tools (ACT) application runs on your PC or Solaris workstation. The tools are used to scan and print document sets using an AccXES supported printer and scanner. The tools include Document Submit, the Printer Queue, Document Retrieve, and the Device Manager. The Accounting Tab functionality is available only if the printer with which the AccXES Client Tools are interacting is using an AccXES firmware version less than 7.0. See the NOTES below.

All of the tools are installed at the same time, using the Install Anywhere software. The individual tools can be accessed after installation by selecting one of the individual tabs, which are shown here.



On each tab page, the user can select toolbar buttons, menus, and dialog screen options to customize how documents should be submitted to and retrieved from the printer. The printer queue can be viewed through the Printer Queue Tab.

NOTES:

For AccXES firmware version 7.0 and greater, the AccXES Account Management Tool (AMT) will be keeping track of multiple printers' scanned and printed media usage. The AMT is loaded on only one computer.

Throughout the rest of this user guide, the AccXES Account Management Tool will be listed as the example of an External Accounting Server.

For AccXES firmware versions before 7.0 the media usage can be viewed on the Accounting Tab.

If you want to access only some of the tools, you can go to the View menu and select only which tabs you want to see on your screen. The view chosen will impact the options available in the Device Manager Tab. The View selected, and many other settings that the user selects, will remain from session to session until changed. Examples are the device setup settings on

the Device Manager Tab, Document Retrieve preferences, and Accounting tab preferences.

NOTE: Many of the AccXES Client Tool (ACT) options can also be chosen in the Web PMT. Examples are page composition, plot nesting, and stamps or labels. Whatever ACT option choices that you make will override the Web PMT option selections if the two are different.

The **Device Manager Tab** lists all of the devices that are available to the user for communicating from the local PC to the AccXES compliant scanner and printer. The acceptable devices for the Document Submit Tool are the network, serial ports, parallel ports, and Print to File. The Document Retrieve Tool, the Printer Queue and Accounting use the network. The user can add, modify, or remove devices from the list. The Device Manager is where the user indicates which of the listed devices are to be used as the default printer and scanner.

The **Document Retrieve Tab** provides the user with options for previewing and retrieving scanned images (TIF, CALS, JPEG, or PDF files) from the AccXES controller, adding them to a document set, and saving them on the user's file system. If you wish to only use the Document Retrieve Tool, on the View menu select Document Retrieve.

NOTE: The preview file, while it is still in the scanner's memory, is a JPG file. When it is saved to your file system, it becomes a PJPJG file.

The **Document Submit Tab** is where the user creates a document set by adding document files to the Document Submit window. The user may edit default document options, the job options associated with the entire set, or an individual document's printing options. The document set is sent to the printer from the Document Submit window. Document sets can be saved as a single file. If you wish to only use the Document Submit Tool, on the View menu select Document Submit.

NOTE: The AccXES printers support the following types of files: CalComp, Cals1, Cals2, NIRS, HPGL, HPGL/2, CGM, TIFF, JPEG, PDF (optional), PostScript (optional). These file types are also listed on the Setup Tab > File Format section of individual document and default document options.

The **Printer Queue Tab** provides the means for you to view the submitted job's status in the printer queue, change a job priority, and cancel a print job. Mismatched jobs are indicated in red in the printer queue and are resolved according to what options you select in the AccXES Client Tools' Job Options. If you wish to only use the Printer Queue Tool, on the View menu select Printer Queue.

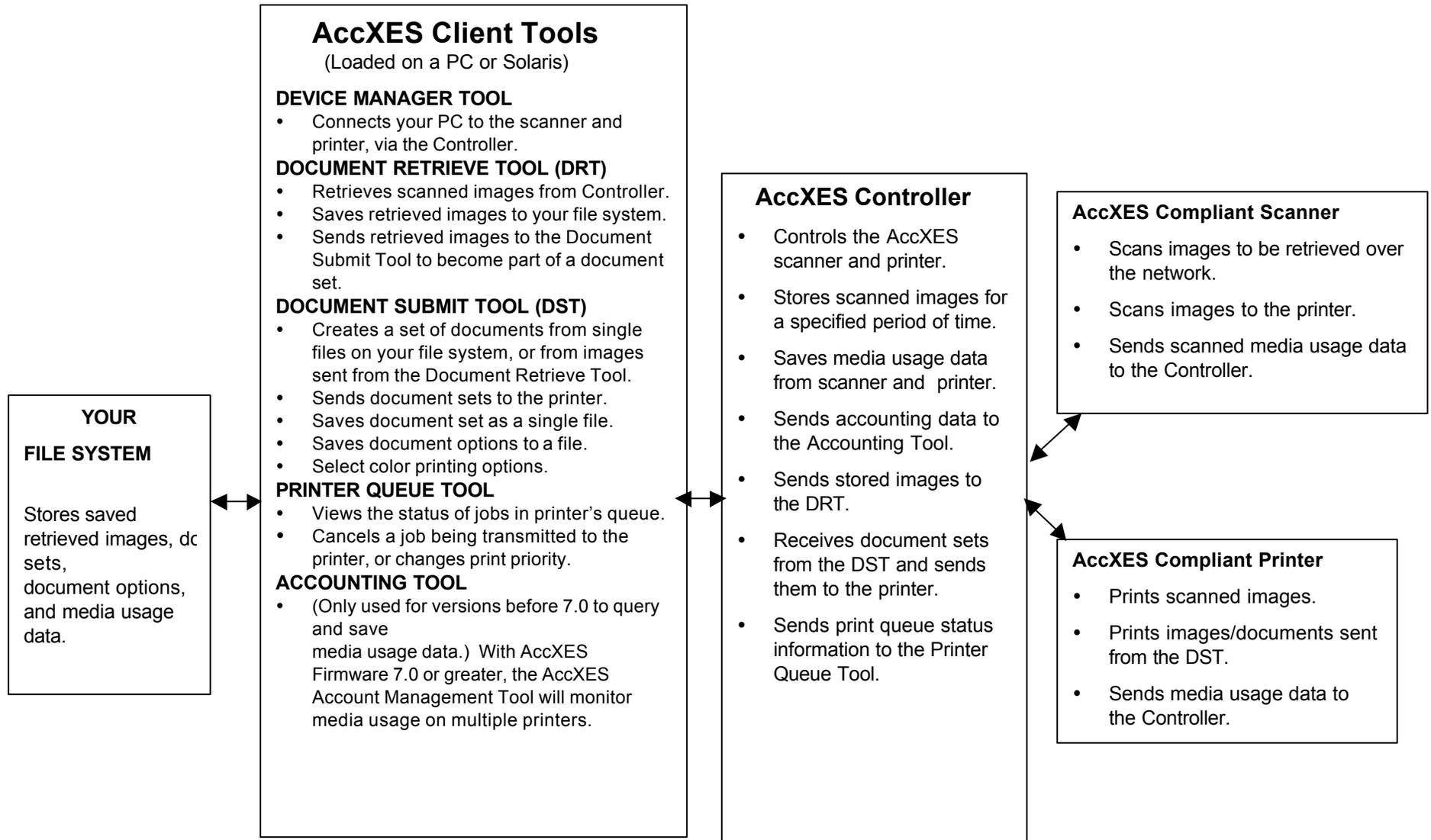
The **Accounting Tab** is available only if the printer with which the AccXES Client Tools is interacting is using an AccXES firmware version less than 7.0.

For AccXES firmware versions 7.0 and greater, the Accounting Tab will be disabled. The AccXES Account Management Tool will be keeping track of multiple printers' media usage, according to the User ID and Account ID that the user specifies at the scanner and on the Document Submit Tool.

If you are accessing a printer with an AccXES firmware version less than 7.0, then the Accounting Tab is used to query the AccXES controller's hard drive for media usage data from all scanned and printed jobs. The results can be displayed in the AccXES Client Tools Accounting window and saved to your file system. To assign the media usage to specific accounts, use the account numbers that were created on the Web PMT, printer user interface, or scanner.

AccXES Client Tools - Functional Overview

The following diagram illustrates the interaction of the AccXES Client Tools with your file system, AccXES controller, compliant scanner, and compliant printer.



Before You Start

Check your protocol

Before installing the AccXES Client Tools (ACT) software, you should make sure that you are using the TCP/IP protocol at BOTH your workstation and the printer. (See NOTE below.) Check the protocols that are currently enabled at your workstation.

Windows 2000/XP: Right mouse click on **My Network Places**. Select **Properties**. Right mouse click on **Local Area Connection**. Select **Properties**.

NT 4.0: Right mouse click on **Network Neighborhood**. Select **Properties**, then left mouse click on the **Protocols** tab.

If you will be changing protocols from an existing working setup, or setting up a new protocol, you should refer to the step-by-step setup instructions provided in the *Network Admin Guide/Controller Setup Tool* available on the Xerox website at <http://www.xerox.com>. (To read this document, you will need Adobe Acrobat 3.0 software, or higher, installed on your workstation.)

NOTE: *External print servers (such as the Xerox External Print Server), that do not have bi-directional communications, are used for the submission of print jobs only. The other AccXES Client Tools features, such as job accounting, the printer queue, and document retrieval will not function. These print servers are recommended for support of non-TCP/IP networking environments only.*

Configure Your Network Connections

At the printer user interface, or Web PMT, check that the Subnet Mask, IP Address, and Gateway settings are correct. These are needed so that your workstation will be able to communicate with your AccXES compliant scanner and printer.

On the Web PMT select **Printer Defaults > Network > TCP/IP**.

On the printer user interface, select **Setup IO Ports > Ethernet TCP/IP > TCP/IP Address, Gateway, and Mask**.

Installing AccXES Client Tools

NOTES:

If you are going to install the Tools on a network, be sure that the specific drive (for example, G:\) to which you are going to install the software is mapped. Otherwise ACT will be installed to the C drive where an AccXES folder will be created in the Program Files.

If more than one computer will be using the same AccXES Client Tools software, each computer must be mapped to the same drive.

Both ACT and AMT can be installed from the same installation software. Both are uninstalled at the same time.

Installation for Windows

From CD-ROM

- Start Windows on your PC.
- Insert the AccXES Client Tools CD-ROM into your CD-ROM drive. Select **setup.exe** to begin the installation. The Install Anywhere software will load.
- On the AccXES Client Tools screen, **select your language**. Click **OK**.
- If you wish to install AccXES Client Tools only, just click **NEXT** on the Enter Password screen. A password is only needed to proceed with the Account Management Tool installation, which is explained in the [AccXES Account Management Tool Administrator's Guide](#).
- Read the Introduction, License Agreement, and information screens, clicking the **Next** button to get to the next screen.
- On the "Choose Install Folder" screen, click on the **Choose** button to select where you want the software installed. The default is C:\Program Files\ AccXES. Click the **Next** button.

- On the "Choose Shortcut Location" screen, select **On the Desktop**, if you want an AccXES Client Tools shortcut to show on your desktop. (Otherwise each time you want to use the software you will need to select Start > Program Files > AccXES > AccXESTools.) Click the **Next** button.
- On the "Choose Install Set" screen, select **AccXES Client Tools**, and the **Next** button.
- On the Install Complete screen, click the **Done** button.

If you selected to have a shortcut created during the installation process, it will now appear on your desktop. You can now access the Client Tools by double clicking on this shortcut.

NOTE: *If you didn't create a shortcut, but now want to, do so by right clicking on your Windows desktop. Select **New > Shortcut**. Use the **Browse** button to select **C:\Program Files\AccXES\AccXESTools.exe**. Select the **Open** button. Select the **Next** button, then click the **Finish** button.*

From the Internet

- First uninstall any present version of the software on your PC.

Download the AccXES Client Tools from the Xerox website as follows.

- Go to <http://www.xerox.com>.
- Choose Support & Drivers.
- Go to the Wide Format section.
- Select the hyperlink that refers to “AccXES 88xx/ X2-Tech/ 510/ 721P”.
- Under your type of driver, select Drivers & Downloads.
- Select your Operating System and Language. Press the Go button.
- In the Utilities & Applications section, choose the “AccXES Client Tools (ACT) & AccXES Account Management Tool (AMT) hyperlink.
- Select the Start button.
- Select the Open or Save button to start the zip file download, which may take an hour.
- Double click on the downloaded zip file. Double click on the install.exe file that is listed. Select OK.
- On the AccXES Client Tools screen, select your language and OK , then follow the screen prompts.

If you didn't choose to **create a desktop icon** during the installation process, you can create a shortcut icon on your desktop now. Do so by **right clicking on your desktop**. Select **New> Shortcut**. Select the **Browse** button to select **Program Files> AccXES> AccXESTools.exe**. Select the **Next** button, then the **Finish** button.

Clean Installation

To perform a clean installation of the AccXES Client Tools, the ACT application must be uninstalled and the Act preferences folder must be manually removed. The ACT preferences directory was created while using the previously installed ACT, The uninstaller does not remove it.

The following table describes where the ACT preferences directory is located on various platforms.

NOTE: Removal of the directory will cause loss of all ACT user device settings.

<u>Type of Platform</u>	<u>Location of Act Preferences Directory</u>
Windows NT	C:\WINNT\Profiles\ <user name="">\XES\Act</user>
Windows 2000/XP	C:\Documents and Settings\ <user name="">\XES\Act</user>
Solaris 2.6-2.8	<home directory>/.XES/Act
Red Hat Linux 8.0	<home directory>/.XES/Act
Mac OS X 10.2.x	<home directory>/.XES/Act

NOTE: Windows 95/98 are no longer officially supported.

Installation for UNIX

The following installation procedure is for the Solaris 2.6, 2.7, or 2.8 UNIX based environment.

AccXES Client Tools: If you are using Solaris, you need to download the patches for JVM 1.3 from the Internet. Go to <http://jsp2.java.sun.com/j2se/1.3/install-solaris-patches.html>. It is especially important to install patch number 105633 to make sure that fonts are displayed correctly.

From CD-ROM

- Start your UNIX workstation and log on to your desktop.
- Insert the AccXES Client Tools CD-ROM into your CD-ROM drive.
- In a command window, type the following:
cd <cd-rom mount point>
./setup.bin

NOTE: *In all cases <cd-rom mount point> is the directory where the CD-ROM is mounted.*

- The Install Anywhere software will load.
- On the AccXES Client Tools screen, **select your language**. Click **OK**.
- If you wish to install AccXES Client Tools only, just click **NEXT** on the Enter Password screen. A password is only needed to proceed with the Account Management Tool installation, which is explained in the [AccXES Account Management Tool Administrator's Guide](#).
- Read the Introduction, License Agreement, and information screens, clicking the **Next** button to get to the next screen.
- On the "Choose Install Folder" screen, click on the **Choose** button to select where you want the software installed. Click the **Next** button.
- On the "Choose Shortcut Location" screen, select where you want the shortcut to be located. **On Unix it cannot be located on the desktop.** Click the **Next** button.

- On the "Choose Install Set" screen, select the **AccXES Client Tools** button and **Next** button. On the Install Complete screen, click the **Done** button.
- Remove the AccXES Client Tools CD-ROM.

NOTES:

AccXES Client Tools does not support a parallel port on Solaris; therefore it will not be listed on the Device Manager tab.

When running the AccXES Client Tools under Solaris version 2.6 and 2.7, the arrow keys will function using the arrow keys on the numeric key pad instead of the keyboard's separate arrow keys.

From the Internet

To install the application on a Solaris system using a web browser:

- Start your UNIX workstation and log on to your desktop.
- Download the AccXES Client Tools from the Xerox website at <http://www.xerox.com>. (See the instructions in the Windows section of this guide, entitled "From the Internet")
- Choose the directory to where you want to download the file.
- Cd to the directory where you downloaded.
- In a command window, type **./install.bin**
- Follow the instructions on the screen to complete the installation. The installer software will display a banner screen and prompt for an installation directory for the AccXES Client Tools and associated files.
- To open the AccXES Client Tools, go to the directory where it is installed and type **AccXESTools**.

Installation for Mac OS X

From CD-ROM

- To install this application on a Mac OS X system, insert the CD-ROM into the CD-ROM drive and enter the following commands:
 - * At the top level of the install CD, right click on "setup.zip".
 - * Select "Copy "setup.zip"".
 - * Right click on the Desktop and select "Paste item".
 - * Double click on "setup.zip" on the Desktop.
 - * After the archive is expanded, double click on "install" on the Desktop.
- To install the application on a MacOSX system using a web browser, insert the CD-ROM into the CD-ROM drive and load <CD-ROM mount point>/AccXES/install.htm into the browser. Follow the instructions on the web page.

(In all cases <CD-ROM mount point> is the directory where the CD-ROM is mounted. Note that these commands may differ from that shown above, depending on the version of MacOSX being used. The commands shown here are for MacOSX 10.3.x.)

From the Internet

- Download the AccXES Client Tools from the Xerox website at <http://www.xerox.com>. (See the instructions in the Windows section of this guide, entitled "From the Internet".)

Installation for RedHat

From CD-ROM

- To install an application on a RedHat 8 system, insert the CD-ROM into the CD-ROM drive and enter the following commands:
 - * `cd <CD-ROM mount point>/AccXES/InstData/Linux/VM/`
 - * `./install.bin`or
 - * `cd <CD-ROM mount point>`
 - * `./setup.bin`
- To install the application on a Linux system using a web browser, insert the CD-ROM into the CD-ROM drive and load <CD-ROM mount point>/AccXES/install.htm into the browser. Follow the instructions on the web page.

(In all cases <CD-ROM mount point> is the directory where the CD-ROM is mounted. Note that these commands may differ from that shown above, depending on the version of Linux used. The commands shown here are for a RedHat 8 system.)

From the Internet

- Download the AccXES Client Tools from the Xerox website at <http://www.xerox.com>. (See the instructions in the Windows section of this guide, entitled "From the Internet".)

Uninstalling AccXES Client Tools

NOTES: Close the AccXES Client Tools software and Account Management Tool before running the uninstall software. Always run the uninstaller from outside the install directories. Uninstalling the AccXES Client Tools software will delete only those files that were installed by the software. Files, images, data, user preferences, etc., that are created by the user or application will remain. The Account Management Tool will also get uninstalled, if it is on your work station, but the database files will remain.

Windows

To uninstall the AccXES Client Tools software for Windows 2000/XP and NT 4.0:

- Select **Start > Settings > Control Panel > Add/Remove Programs**.
- In the software list, select **AccXES**. Click the **Add/Remove** button.
- The InstallAnywhere Uninstaller screen will come up. Click the **Uninstall** button.
- An “Uninstall Complete” message will appear when the uninstall is complete. Click the **Exit** button.

NOTE: Uninstaller deletes the current working directory, the AccXES Client Tools, and the Account Management Tool software from your PC.

- You may also want to delete the Act folder, where your files were stored, if you do not need to access them anymore. (See the table in the “Clean Installation” section of this document.)

UNIX

Always run the uninstaller from outside the install directories. If you run the Uninstall_AccXES program within the AccXES/UninstallerData directory in Unix, the current AccXES work directory, and the subdirectory that you are in, will get deleted. Normal directory functions also will not work (i.e., ls or cd).

To uninstall the AccXES Client Tools software:

- In a command (shell) window, execute the following commands:
**cd<application install directory>/Uninstaller Data/
./Uninstall_AccXES**
where <application install directory> is the directory in which you originally placed the ACT application.

NOTE: Uninstaller deletes the current working directory, the AccXES Client Tools, and the Account Management Tool software from your work station.

- You may also want to delete the Act folder where your files were stored if you do not need to access them anymore (<Users Home Directory>/XES/Act).

MacOSX

To uninstall the application on a UNIX system, execute the following commands:

```
* cd <application install directory>/UninstallerData/  
* ./Uninstall_AccXES
```

or

* Navigate to the AccXES install directory using Apple's OSX user interface.

* Double click on the "Uninstall_AccXES" icon inside of UninstallerData.

(Where <application install directory> is the directory in which InstallAnywhere originally placed the Java application. Note that these commands may differ from that shown above, depending on the version of MacOSX being used. The commands shown here are for MacOSX 10.2.8 system.)

RedHat

To uninstall the application on a UNIX system, execute the following commands:

```
* cd <application install directory>/UninstallerData/  
* ./Uninstall_AccXES
```

(Where <application install directory> is the directory in which InstallAnywhere originally placed the Java application. Note that these commands may differ from that shown above, depending on the version of Linux is used. The commands shown here are for a RedHat 8.0 system.)

Printing a Configuration Test Print

- To check the communication settings of the printer, print a CONFIGURATION Test Print from your printer user interface, or from the Web PMT by selecting **Printer Defaults> Test Print> Minimal** button. Your test print data will reflect your installed hardware, installed feature keys, and AccXES firmware version.
- Accessing the Accounting feature requires a Job Accounting license. A Scan to Net license is needed to scan documents to the network and to retrieve them using the Document Retrieve Tool. Both Accounting and Scan to Net need to be enabled on the printer. A Color feature key license is needed for scanning colored images.
- See the left top area of the test print to locate the AccXES firmware version that the printer is using. This version will also show in the Printer Identification section of the Device Manager Tab.

Quick Start

Background

Once you have installed the AccXES Client Tools, you will need to connect to an AccXES compliant printer and scanner, using the Device Manager Tool. You can then scan and retrieve documents, using the Document Retrieve Tool. The scanned and retrieved documents can be previewed, saved on your file system, or added to a document set. You can create a document set by adding individual documents to the Document Submit Tool and then send the set to the printer, or save the set as a single file on your file system. The status of the job that you have sent to the printer can be viewed using the Printer Queue Tool.

To use the Accounting feature, job accounting needs to be enabled. For AccXES firmware versions 7.0 and greater, the Accounting Tab will be disabled. The AccXES Account Management Tool will be keeping track of multiple printers' media usage, according to the User ID and Account ID that the user specifies at the scanner and on the Document Submit Tool.

The following Quick Start will introduce you to each Tool's basic features and give you practice in using them.

Quick Start Steps

Install the AccXES Client Tools

- Use the CD-ROM, or download it from the Xerox website.

Configure your network connections at the printer user interface, or Web PMT, so that the Subnet Mask, IP Address, and Gateway settings are correct. (See the "Configure your network connections" section of this guide for details.)

Open the AccXES Client Tools as follows.

- Double click on the desktop icon, or select **Start > Programs > AccXES > AccXESTools**.
- Go through each of the following Quick Starts to learn the basics for each tool. For additional practice go to the "Using the ...Tool" sections in this user guide. Also see Appendix 5 for a list of features and how to locate each feature.

Quick Start - Device Manager Tool

- Select the Device Manager Tab.
- Click on the Device Name of the AccXES compliant printer and scanner with which you want to communicate from your PC.
- In the Default Printer and Default Scanner columns, select which will be the default devices to be used by the AccXES Client Tools.



- If your device with a connection to network printer and scanner is not listed, select the **Create a new device** toolbar button. In the Network section at the bottom of the screen, type in a name that you will recognize for the device and its IP address.



- Select the **Accept the device parameters** toolbar button to save it in your device list, then select it as the default printer. Also select the default scanner. The device name, IP Address, and Printer Identification information will now appear in the bottom sections of the screen.
- For more practice, see the "Using the Device Manager Tool" section of this user guide.

Quick Start - Document Retrieve Tool

Before using this tool, configure your network connections. Select your default scanner on the Device Manager Tab. Have your Controller's Scan Directory identification information available. (For AccXES firmware versions less than 7.0, the Scan Directory will be your account and sub-account numbers.) Enable the Create Preview feature on the scanner.

FILLING IN YOUR RETRIEVAL OPTIONS

- Select the Document Retrieve Tab.
- In the Scan Directory field, type in the directory identifier that you will be using at the scanner when you scan images (for AccXES firmware versions before 7.0 put in the account number). This will retrieve scanned images that were assigned to that specific directory.
- In the File Prefix field, add the prefix that will appear at the beginning of each file name that you create from retrieving a scanned image. "MYSCAN" is the default prefix.
- In the Retrieval Directory field, use the **Browse** button to locate the directory and folder, in your file system, to which you want the retrieved images saved.

SCANNING YOUR IMAGES/DOCUMENTS

- Before scanning images, if you want the media usage to go to a specific account for the AccXES Account Management Tool to track, Accounting needs to be set to "Optional" or "Enabled" on the Web PMT's Accounting screen, or on the scanner, or in the printer user interface.
- To select the file format for **color scanning**, at the scanner control panel press the Mode button to select "**Scan mode**". Go to the **Image Quality section** of the scanner control panel and select **Photo & Normal**. In the Ready to Scan screen select Next button > **Format** > Enter button > **JPEG** or **TIFF** > Enter button.
- At the scanner, put in a **User ID** and **Account ID**. (For AccXES firmware versions before 7.0, put in the account number and sub-account number.)
- Press the **Mode** button to select "**Scan mode**".

- For AccXES firmware 7.0 or greater, put in the **Scan Directory** name.
- Scan in several images. They will be temporarily stored in the specified Scan Directory on the Controller's hard drive until you retrieve them at your computer
- Go to the "DRT Toolbar Button and Menu Choices" table in this user guide for a quick reference to the DRT features.
- See the Appendix for a table of default settings and navigational paths to the various AccXES Client Tools features.

RETRIEVING AND SAVING YOUR SCANNED DOCUMENTS

- Go to your computer.



- If you scanned JPEG images at the scanner, select the Retrieval Options toolbar button. From the drop down menu, select which file extension you want attached to the JPEG images that you will be retrieving from the scanner. Select the **OK** button.



- On the Document Retrieve tab, select the "**List the image...**" toolbar button. The titles of the images that you scanned will be listed in the Scanned window. They are still in the Controller.



- Select the "**Retrieve all scanned images ...**" toolbar button. The images will be retrieved from the Controller, with a preview of each being visible if the scanner's default "Create Preview" option is on and if the AccXES Client Tools retrieval setup "Auto Preview" default is enabled.
- Right click on a retrieved file name and select **Rename** to rename it.
- Right click on another retrieved file name and select **Delete**.



- Select the "**Save all images...**" toolbar button. This will remove all of the images listed in the Retrieved window, which were saved to your file system at the location that you specified in the Directory field. They were saved there when they entered the Retrieved window. The .jpg preview files will be changed to .jpg files when saved to your file system.
- For more practice, see the "Using the Document Retrieve Tool" section of this user guide.

Quick Start - Document Submit Tool

Before using this tool, configure your network connections. Select your default printer on the Device Manager Tab. Have your User ID and Account ID information available. (For AccXES firmware versions before 7.0 you will need your account and sub-account numbers.)

- Select the Document Submit Tab.



- Click on the **Add document** toolbar button to go to the Add Document window. In the “Look in” drop down menu, select the Drive and Folder where the properly formatted files (see Note below) are located. Select each file name that you want to add to the Document Submit screen, clicking on the **Add** button after each. To select multiple documents, hold down your keyboard CTL or Shift key while making your selections in the order they are listed in the window. Click the **Done** button when you are finished with your selections. The files will be listed on the Document Submit window.

NOTE: The AccXES printers support the following types of files: CalComp, Cals1, Cals2, NIRS, HPGL, HPGL/2, CGM, TIFF, JPEG, PDF (optional), PostScript (optional). These file types are also listed on the Setup Tab > File Format section of individual document and default document options.

- Go to the Job section at the bottom of the screen. Put in the User ID and Account ID to which you want your print job logged. The AccXES Account Management Tool will retrieve the logged information from the Controller's hard drive. (For AccXES firmware versions before 7.0, only an Account ID field will show in which you need to put your account and sub-account number). Select 2 copies, Reverse Print Order, and Reverse collation if your documents are each single pages. This will result in getting 2 collated document sets, with the documents stacked in the order that they are listed in the Document Submit window.
- See Appendix 3 for the results of choosing various combinations of Collate and Reverse Print Order for documents that contain multiple pages. See Appendix 4 for the results of printing PostScript Files with settings for collation and finishing options.



- Select the **“Print document set”** toolbar button to send this set of documents to the printer as a single print job.
- Double click on a filename in the Document Submit window. Change some of its options on the various tabs. On the Setup tab, in the Description field, type in a note to remember what changes you made. This note will appear in the Options column of the Document Submit window, next to the file for which you changed the options. There will be an “X” in the modified column. Your changes will only apply to the selected document.
- Try copying the same option changes to another document that is listed. Do so by highlighting the modified document and selecting the toolbar menu **Document > Copy Options**. Highlight the document to which you want to copy the options. Select **Document > Paste Options**.
- Double click on a document in the Document Submit window, which has an **X** next to it in the default column. Notice a few of the option settings.
- Close the dialog screens.



- Select the **Edit default options** toolbar button and make some option changes. Go back to the same document. Observe that the options that you changed in the default document options also changed for this document which is using the default settings. The changes will show in all documents that are listed which are now using the default options. These changes will also apply to all new documents that you add to the set. You can test this out by adding another document and double clicking on it in the Document Submit window. Notice that the same changes are there.



- Select the **Job Options** toolbar button. All of the fields that are on the Setup tab are also on the Document Submit Tab. Making entries in either location will also enter them in the other. Make some other print job changes, such as selecting collate, or changing the number of copies. Select the **OK** button to save your changes.



- Select the **Print document set** toolbar button to send this revised set of documents to the printer as a single print job. Notice the results of your changed default, document, and job options when you pick up the printed document set.
- See the Accounting Tool section of this Quick Start to see how to retrieve the media usage for your sent jobs.
- To save your document set, select **File > Save** to select the directory, folder, and filename.
- Select **File > New** to clear the Document Submit window if you would like to try creating another document set, or opening an already created set.
- For more practice, see the “Using the Document Submit Tool” section of this user guide.
- Go to the “DST Toolbar Button and Menu Choices” table in this user guide for a quick reference of how to use the Document Submit Tool features.
- See the Appendix for a table of default settings and navigational paths to the various AccXES Client Tools features.

Quick Start - Printer Queue Tool

Before using this tool, configure your network connections. Select your default printer on the Device Manager Tab.

- Select the Printer Queue Tab.



- Select the **Get the list of active and completed jobs in the print queue** toolbar button. Completed and active print jobs will be listed. Look at the bottom of the screen to view the information about the media width, type, and status of each roll that is in your printer.
- Submit a print job from the Document Submit window, and then quickly select the Printer Queue Tab.



- Press the **“Get the list of active jobs in the print queue”** toolbar button to see the status of the job that you sent. The status will be updated each time that you press either of the two **“Get...”** buttons.



- Submit another print job, then quickly select the Printer Queue Tab. Press the **“Get the list of active jobs in the print queue”** toolbar button to see the status of the job that you sent. Cancel the job by pressing the **Cancel the selected print job** toolbar button. An active message at the bottom of the screen will also give you information about the transmission of the job to the printer. If the job has already reached the printer, you will need to cancel it at the printer user interface, or on the Web PMT main page by selecting the job title to get to the cancel window.
- For more practice, see the “Using the Printer Queue Tool” section of this user guide.

Quick Start - Accounting Tool

Look at the Printer Identification section of the Device Manager Tab to see which Printer (AccXES Firmware) Version the selected device is using.

For AccXES firmware versions 7.0 and greater, the AccXES Client Tool's Accounting Tool is disabled. Instead, the AccXES Account Management Tool (AMT) will be installed on one computer to track the media usage of many printers. The AMT Administrator will generate the media usage details for all printed media and scanned images. This is done according to the User ID and Account ID that you specify at the scanner or when using the Document Submit Tool. This information is stored temporarily on the Controller's hard drive. The AMT will retrieve the information from the Controller. You can, however, see the individual printer's present total number of stored records by looking on the Web PMT Accounting page, in the Records Count field. If you are the AMT Administrator, go to the AccXES Account Management Tool User Guide to learn how to install and use the tool.

- **For AccXES firmware versions before 7.0**, you can use the Accounting Tab as follows. Go to the printer user interface, or Web PMT, or the scanner user interface. Set the Accounting Mode to "Enabled" or "Optional". Selecting Enabled will require that you to enter an account number every time you print or scan.
- Select the AccXES Client Tool's Accounting Tab.
- In the Password field, type in a password if it is required on the scanner or printer.
- In the Account ID field, put in the account number for which you want to retrieve media usage data, such as 3.1, or the account number you put into the Job Options > Setup tab > Account ID field and in the Document Retrieve > Account ID field. To retrieve media usage data for all accounts, use -1 as the account number and put in a password. Use "0" as the default password.



- Select the **Query the printer for account data** toolbar button. The media usage, for the account number that you specified, will be shown on the Accounting window.

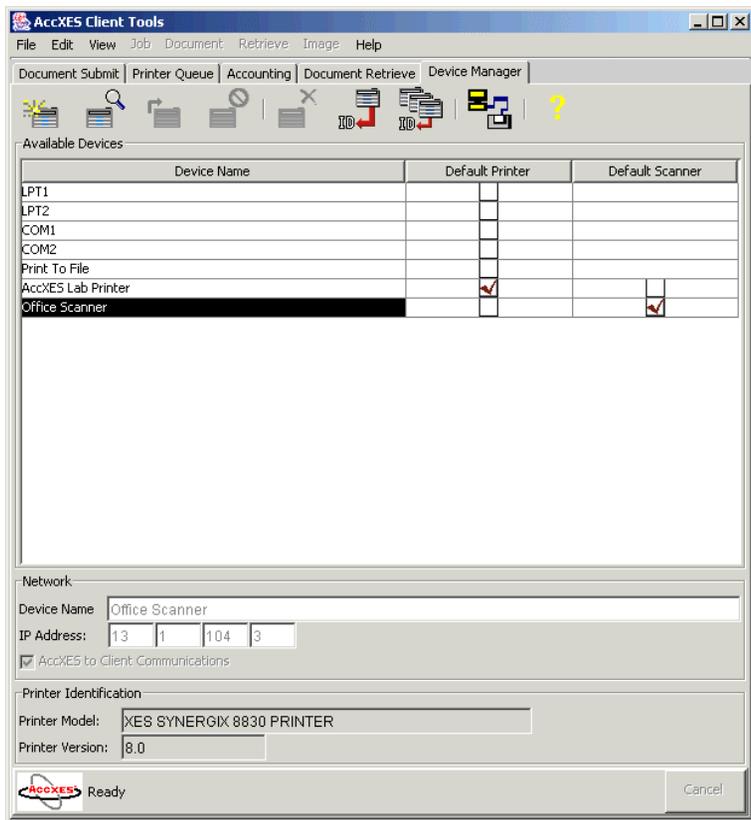


- To save this data to a file, select the **Write the account data to file** toolbar button. On the Account Report screen, Output File field, put in a directory and folder where you want the file to be saved, followed by a file name with an .xls extension (to use in a Microsoft Excel spreadsheet).
- For more practice, and to see how to create a report from the saved media usage data, see the "Using the Accounting Tool" section of this user guide.
- See the Appendix for a table of default settings and navigational paths to the various AccXES Client Tools features.

The next section of this user guide gives more detail on each of the AccXES Client Tools.

Device Manager Tool*

The Device Manager Tool (DMT) lists the names of all devices (printer and scanner) to which you can connect your workstation's AccXES Client Tools. This graphic shows one user's choices, with details for the selected device being shown in the Network section at the bottom of the screen.



DMT Toolbar Buttons

The following is a functional summary of each toolbar button.



Create a new device.



Edit a device that you have selected in the list.



Accept the device parameters you edited or created.



Cancel the current activity.



Delete a device that you have selected in the list.



Get Printer ID and latest media types of Selected Device



Update Printer ID of all Network Devices

and latest media types



Display Connection **Retry Settings** dialog



Help for this screen

See the following pages for more information.

Sections of the Device Manager Tab

The Device Manager Tab contains the following areas (from top to bottom):

- **Toolbar buttons** - Commands include Create a New Device, Edit a Selected Device, Accept the Device Parameters, Cancel the Current Activity, Delete a Selected Device, Get Printer ID, **Update Printer ID of all Network Devices**, Display Retry Settings, and Help.
- **Available Devices Section** - The Available Devices List displays the available printers and scanners. The list automatically includes printers that can be connected to local ports (identified by a local port label such as LPT1) and Print To File. The network printers and scanners are listed after the local printers. They can be added, edited, or deleted.

The Document Submit, Printer Queue, and Accounting Tabs use the default printer when communicating with a printer.

The Accounting Tab and the Printer Queue Tab are not capable of two-way communication with the printer when a parallel port printer, or Print To File have been selected.

The Document Retrieve Tab uses the selected default scanner for its two-way communication with a network scanner.

- **The Network section** - This section displays the properties of the selected device. The parameters displayed depend on the device connection type (**parallel, serial or network**). For a parallel or serial port printer, the parameters can not be changed. For a network device, the Device Name and Address parameters, as well as the “AccXES to Client Communications” checkbox may be edited. When editing or creating a network device, you can uncheck the “AccXES to Client Communications” checkbox if the device does not support bi-directional communication, such as when connecting to an external print server. If this checkbox is unchecked, then the Device Manager Tool will not attempt to obtain the printer identification information from the network device. Instead, it will list the same accounting as the last most recently updated network device. When this checkbox is unchecked, you will not be able to use

the print queue or the accounting tool (the toolbar buttons become disabled).

For Print to File, go to the Print to File section below.

- **The Printer Identification section** (for AccXES Client Tools version 7.0 and greater). This feature is needed to determine which AccXES firmware version the printer is using. If it is 7.0 and greater, then the Accounting Tab will be disabled and the AccXES Account Management Tool will be used to provide the accounting features. If the AccXES firmware version is before 7.0, then the AccXES Client Tools Accounting features can be still used.

When AccXES Client Tools is first installed, the software will try to update the Printer Identification information for all of the network devices listed on the Device Manager Tab.

The serial port (COM1, COM2) devices are not updated when the AccXES Client Tools is installed; therefore the Printer Model and Printer Version values will show as “UNKNOWN”. Before using a serial port device as a default printer, the user will want to update the printer identification information by pressing the **Get Printer ID** toolbar button.

When a device that does not support bi-directional communication (LPT1, LPT2, or Print to File) is selected, the printer identification information of the last updated bi-directional device will show in the printer identification section.

If a new device is added to the Device Name list, the software will connect to the printer, read what the printer identification is, and put it into this Printer Identification section. A failed message will appear if the software fails to connect to the printer.

- **The Device Status** line (at the bottom of the screen) - displays the command's action status as a result of pressing the Toolbar buttons. You can press the **Cancel** button on this line to cancel the action.

Using the Device Manager Tool

Adding a New Device

You can only create new devices with connections to network printers and scanners.



Select the **Create a new device** toolbar button.

The following Network Device dialog will appear.

Network	
Device Name:	New Device
IP Address:	0 0 0 0
<input checked="" type="checkbox"/> AccXES to Client Communications	
Printer Identification	
Printer Model:	UNKNOWN
Printer Version:	UNKNOWN

Type in the Device Name and the IP Address.



Accept the information and the list of supported media types (for printer versions 8.0 or greater) by selecting the **Accept the device parameters** toolbar button. The software will get the Printer Identification information for the added device. That information will then appear in the Printer Identification section at the bottom of the screen. A failed message will appear if the IP Address is incorrect for the software to connect to the printer.

Click on the **Default Printer** and **Default Scanner** columns to indicate to which devices your PC will be connected.

Editing an Existing Network Device

Click on the listed Device Name to highlight (select) it.



Click on the edit toolbar button.

The Network Device dialog will appear with the existing Device Name and IP Address parameters in it, which you can change.



Accept the information and the list of supported media types (for printer versions 8.0 or greater) by selecting the **Accept the device parameters** toolbar button. The software will get the Printer Identification information for the edited device. The selected printer's (AccXES Firmware) Version number will then appear on the bottom of the screen.



The Printer Identification information and the list of supported media types (for printer versions 8.0 or greater) will also be obtained after a network or serial device name is selected and the **Get printer ID of selected device** button is pressed.



Select the **Update Printer ID of all Network Devices** toolbar button. This will update the AccXES printer identification information and the list of supported media types (for printer versions 8.0 or greater) of each of the Network devices in the "Available Devices" list that supports bi-directional communication.

Deleting an Existing Network Device

Click on the listed Device Name to highlight (select) it.



Select the **Delete** toolbar button.

NOTE: Any downloaded media types associated with only the deleted device, will continue to be associated with non bi-directional devices until the ACT application exits.

Print to File

When "Print To File" has been selected on the Device Manager Tab, a text box will appear at the bottom of the screen. Enter the default print to file path, or the path to a print server, using the Universal Naming Convention (UNC: \\server\printer). UNC is valid only on the Windows operating systems.

Setting the Network Connection Retry Options



Select the **Display Connection Retry Settings dialog** button.

The following dialog will appear.



Select the number of times (Retry Limit) that the Device Manager tool should try making connection to your printer and scanner, if the connection is not made on the first try. The maximum number is 10.

Select how many seconds you want to lapse before the retries should occur. The maximum number is 60 seconds. Select OK.

The following is an example of a retry message that will appear in the status bar at the bottom of the Device Manager screen.



Selecting the Default Printer and Scanner

In the printer and scanner columns, click next to the Device Name that you are choosing as your default.

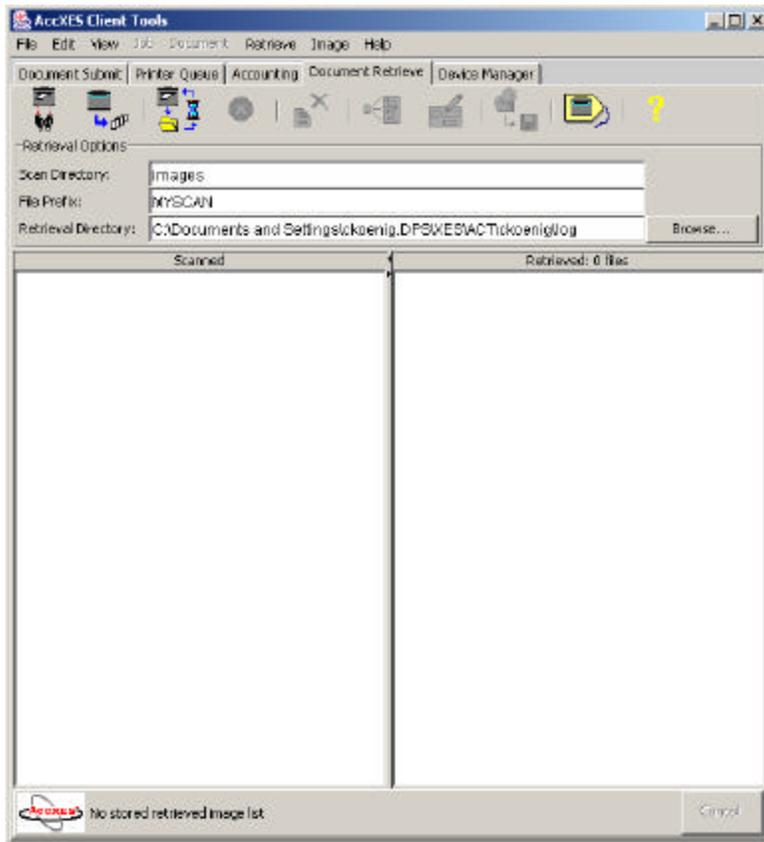
Canceling Device Manager activity



To cancel your current activity on the Device Manager page, select the **Cancel** toolbar button.

Document Retrieve Tool*

The Document Retrieve Tool (DRT) page is used for retrieving scanned images from the AccXES controller. The images can then be saved to your file system or moved to the Document Submit window, to be included in a document set.



DRT Toolbar Buttons

The following is a summary of the Document Retrieve Tab's toolbar buttons.



List all scanned images stored on the scanner.



Retrieve all scanned images from the scanner.



Start Automatic Image Retrieval.



Stop Automatic Image Retrieval.



Delete Selected Images and their files.



Preview the selected images.



Launch raster editor for selected image.



Save all images and remove them from Retrieved list.



Show the retrieval setup dialog.



Help for this page.

In addition to these toolbar buttons, you can access document retrieval options through toolbar menus and by right clicking on a file name in the Scanned or Retrieved windows. A summary of these choices is in the following tables.

DRT Toolbar Buttons and Menu Choices

Scanned Window

Select a file name in the Scanned window before doing any of the following.

File Options	Toolbar Button	Toolbar Menu	Scanned Window - Right Click Menu
Delete a scanned file		Edit > Delete	Delete
Deselect all images		Edit > Deselect All	Deselect All
Preview scanned image		Image > Preview	Preview
Retrieval Directory field – Indicate where you want the scanned files to be stored on your file system.			
Retrieve all scanned images stored on the controller. (You do not need to select the file names first.)		Retrieve > Retrieve All	Retrieve All
Scan Directory field – Indicate the directory name where the scanned files will be temporarily stored on the Controller. This is the same directory name that you put into the scanner after selecting the Mode button, before scanning images.			
Retrieve selected scanned image(s).		Retrieve > Image	Retrieve Image
Select all images		Edit > Select All	Select All

Retrieved Window

Select a file name in the Retrieved window before doing any of the following.

File Options	Toolbar Button	Toolbar Menu	Retrieved Window - Right Click Menu
Add files to document set job in Document Submit window		<u>Adding one file:</u> Image > Merge Image <u>Adding multiple files:</u> Image > Merge All	
Automatic image retrieval		Retrieve > Auto Poll	
Delete a retrieved file		Edit > Delete	Delete
Deselect all images		Edit > Deselect All	Deselect All
List all scanned images stored on the controller		Retrieve > List	
Preview retrieved image		Image > Preview	Preview
Raster edit file before saving it		Image > Raster Edit	Raster Edit
Rename file		Edit > Rename	Rename
Retrieval Setup dialog		Retrieve > Retrieval Setup	
Save all images		Image > Keep All	Keep All
Save the selected image		Image > Keep Image	Keep Image
Select all images		Edit > Select All	Select All
Stop automatic image retrieval		Retrieve > Stop	

Using the Document Retrieve Tool

Directory, until they are retrieved to your file system using the Document Retrieve Tool.

Basic Steps to Scan and Retrieve Images

1. Set your retrieval options, as explained in the section entitled "Setting Retrieval Options". This is found in the next section of this user guide.
2. Check that the "Auto Preview" box is checked on the Retrieval Setup Dialog.

NOTE: To enable the preview feature on the scanner, press the Mode button to select "**Scan mode**". Go to the **Image Quality** section of the scanner control panel and select **Photo, Line, Normal, or Photo & Normal**. In the scanner control panel screen select the Preview checkbox > Enter. The preview images will then be created.

3. Scan your images as follows.
 - At your AccXES compliant scanner, if Accounting is enabled, put in your User ID and Account ID. (For AccXES firmware versions before 7.0 this will be an account and sub-account number.)
 - To select the file format for **color scanning**, at the scanner control panel press the Mode button to select "**Scan mode**". Go to the **Image Quality** section of the scanner control panel and select **Photo & Normal**. At the scanner control panel screen select the Next button > **Format** > Enter button > **JPEG** or **TIFF** > Enter button.
 - When you scan an image, a **TIFF** file will be the default image file format. To choose **CALS**, **JPEG**, or **PDF** as the desired file format, go to the **Image Quality** section of the scanner control panel and select **Line**. In the scanner control panel screen select CALS, JPEG, or PDF > Enter button.
 - Use the Mode button to select scan mode. Put in the Scan Directory name.
 - Scan your documents into the scanner. They will be temporarily stored in the AccXES controller's hard drive, in the specified Scan

4. Retrieve your images manually or automatically as follows.

Manually retrieving images:



If you scanned JPEG images at the scanner, select the Retrieval Options toolbar button. From the drop down menu, select which file extension you want attached to the JPEG images that you will be retrieving from the scanner. Select the **OK** button.



After scanning your images, go back to your workstation.

Select the **List All** toolbar button to see a list of your scanned documents. You can select these images and preview them to determine if you want to retrieve them.



Select the **Retrieve All** toolbar button, or select Retrieve > Retrieve All. You can also highlight some of the file names in the Scanned window and then select Retrieve > Retrieve Image. The image titles will now leave the Scanned window and move to the Retrieved window. A preview of the image will appear as each image is retrieved, if the preview feature is enabled on the scanner and if you enabled the “Auto preview” feature on the Retrieval Setup screen.

Automatically retrieving images:



If you want your scanned documents to be automatically retrieved to your workstation, select the **Automatic Image Retrieve** toolbar button. You can also select Retrieve > AutoPoll. The scanned images will go to the Scanned window first, then be automatically transferred to the Retrieved window.



Select the **Stop** button to stop the automatic retrieval.

- Once an image has been retrieved, it can be renamed, deleted, added to a job on your Document Submit Tool page, raster edited, or saved to your file system. To accomplish this, select the desired file in the Retrieved window, then use the toolbar buttons, toolbar menu, or right click menus to make the changes to that file. See the preceding table, or Appendix 5 for details.

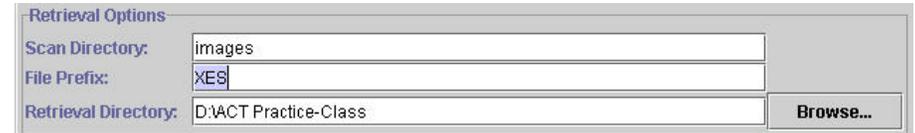
Please note that the scanner will automatically remove scanned documents after a period not exceeding 24 hours (the actual setting is user-defined at the scanner user interface). You must retrieve the scanned documents before they are removed.

Setting Retrieval Options

There are some retrieval features that you need to customize in the “Retrieval Options” section of the Document Retrieve Page before you start retrieving scanned images. Your choices will be saved for future AccXES Client Tools sessions.

RETRIEVAL OPTIONS

In the “Retrieval Options” section of the Document Retrieve Page, adjust the Scan Directory, File Prefix, and Retrieval fields.



Scan Directory – In this text field, enter the Scan Directory from which you will be retrieving scanned documents. This should be the same directory identifier that you entered into the scanner before you scanned documents.

For AccXES firmware versions 7.0 or greater, the Scan Directory name can have 16 digit alphanumeric characters, including an underscore (_), period (.), and dash (-). The period cannot be used for the first character.

For AccXES firmware versions before 7.0, the Scan Directory is an account number and sub-account number.

NOTES:

- The **Scan Directory field's default value is 0.1** in the Document Retrieve Tool. However, the default value at the **scanner user interface is images** when using AccXES Revision 7.0 or higher. When scanning and retrieving images to the default scan directory, be sure that these two values match. Either change the directory name at the scanner to **0.1** or change it in the Document Retrieve tool to **images**. For AccXES Revisions 6.1 or lower, the default value at both the scanner user interface and in the Document Retrieve Tool are 0.1.
- If you are accessing a printer that is using an AccXES Firmware version of 7.0 or greater, and then change your connection on the Device Manager Tab to a printer that has a AccXES firmware version less than 7.0, then the software will attempt to convert the Scan Directory value to an account and sub-account number. If the attempt fails, a warning message will appear. You would then need to type in the account number into the Scan Directory field. The software will also attempt to convert the account and sub-account numbers to a Scan Directory value if you change from a printer using a less than 7.0 AccXES firmware version to a printer using a 7.0 or greater AccXES firmware version.

File Prefix – Type in the file prefix that you want in your retrieved file names (default is MYSCAN).

Retrieval Directory – Select where on your file system that you want the files to be stored when they are retrieved. Use the **Browse** button to locate the directory's path.

RETRIEVAL SETUP DIALOG



Click on this toolbar button to access the Retrieval Setup dialog screen. It can also be accessed by selecting **Retrieve > Retrieval Setup** on the toolbar menu. Each feature is described below.

Polling Interval – Choose the number of seconds that you want to lapse in between each AutoPoll, where the scanned images are automatically retrieved from the scanner to the Document Retrieve window. The range is from 15 to 3600 seconds.

Auto Preview - Select this check box to enable the automatic previewing of the scanned images as they are being retrieved.

NOTE: “Create Preview” also needs to be enabled on the scanner for Auto Preview to work.

Clear list and keep on exit - Select this check box to clear the Retrieve window of listed files when you exit from the AccXES Client Tools software. At the same time those retrieved files will be saved on your file system to the Directory and folder which you previously specified in the Retrieval Directory field of the Document Retrieve page. If this feature is not selected, the list of retrieved files will still be in the Retrieved window when you reopen the AccXES Client Tools application.

JPEG retrieved file extension - Select the file extension that will be used when naming JPEG files that are retrieved from the scanner. Valid extensions are .JFI, .JFIF, .JPE, .JPEG, .JPG. The default is JPG.

NOTE: When the preview file is retrieved to the user’s file system, the file extension will be changed from “.JPG” to “.PJPG”, for example:

XXX_2000704_0001.PJPG. This will differentiate the new JPEG image file from the JPEG preview file and also allow the user the ability to use the common “.JPG” extension for the main image file.

Include date in filename - Click on this check box to have the current date and an index number appended to the File Prefix name. Otherwise, only an index number will be appended to the File Prefix. The following is an example of a retrieved file name (image_001) that contains MYSCAN as the file prefix and has the April 25, 2000 date in it. It will be saved to the C directory in the “ACT Images” folder. You can change a file name by right clicking on it in the Retrieved window, then selecting Rename.

C:\ACT Images\MYSCAN_20000425_0001.TIF

The **Raster Editor section** is where you specify which raster editor (such as Photo Shop or Paint Shop Pro) you will be using for editing retrieved documents before you save them.

Editor Path - In this text field enter the full path of where your raster editor’s executable file is located. Use the **Browse** button to help select the location.

Options - Enter the Command line options to be used when running your raster editor. This will let the image file name to be appended to the command line options. For some editors, no entry is required.



When you select a retrieved image file name in the Retrieved window, and then press the **Raster Edit** Toolbar button, the raster editor which you have specified in this section will be launched.

NOTES:

If the raster editor opens, but the retrieved file won't open within the editor, select File > Open in the editor. Then select your file, which was written to your file system as the file was being transferred to the Retrieved window.

An "Invalid File Format" message will occur when raster editors do not support certain file formats.

The bottom of the Retrieval Setup dialog contains the following buttons:

OK - Press this button to accept (and save) any changes made to the Retrieval Setup parameters and exit this dialog.

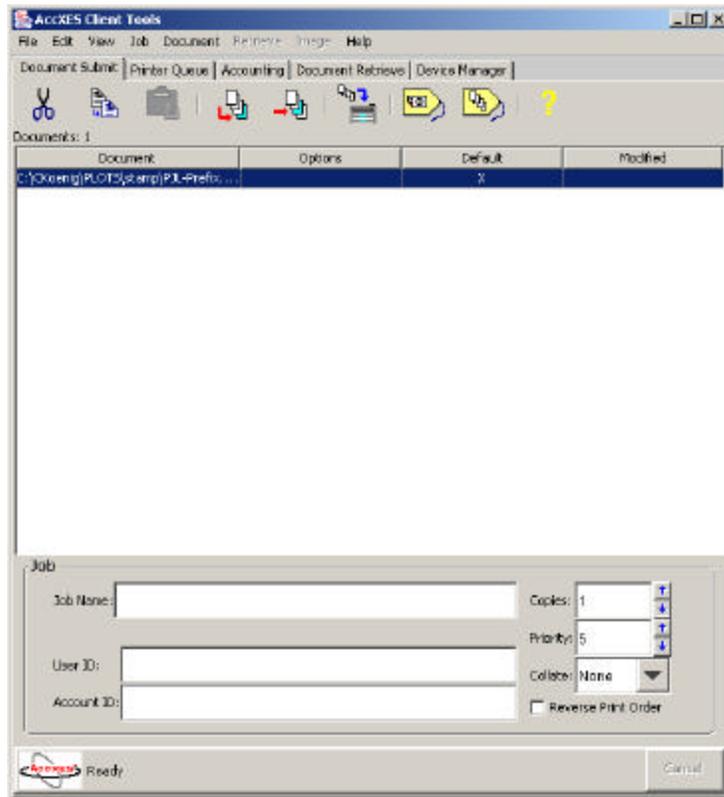
Cancel - Press this button to ignore any changes made on the Retrieval Setup dialog and exit the dialog.

Reset - Press this button to reset the parameters on the current window to the factory defaults.

Help - Press this button to get help on the Retrieval Setup dialog and go to hyperlinks to other topics.

Document Submit Tool*

The Document Submit Tab is where you create a set of documents to send to the printer as a single print job. The set can be saved as a single file on your file system. As you add documents to this Document Submit window, default document settings will be applied to them. An X will appear in the Default column next to the file name. The Options column will contain any information that you put in the Description field of the documents' Setup tab.



- In the Job section at the bottom of the screen, you can specify your print job name, the number of copies to print, the priority of the print job, and which account number to assign to the print job. Collation and Reverse Print Order options can also be chosen. Select the Job Options toolbar button to select other print job options.
- You can change the documents default settings by selecting the **Edit Default Options** toolbar button.
- You can double click on a file name in this Document Submit window to change the document options for the selected document. An X will appear in the Modified column next to the file name. The document will no longer be using the defaults.

DST Toolbar Buttons



Cut document(s)



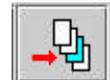
Copy document(s)



Paste document(s)



Add document(s)



Insert document(s)



Print document set



*Edit Default Options



*Job Options

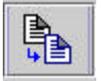


Help for this screen

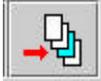
*In addition to these toolbar buttons, you can access Document Submit options through toolbar menus and by right clicking on a file name in the Document Submit window. A summary of these choices is in the following table.

Document Submit Toolbar Button and Menu Choices

Each of the DST main features is listed in the first column of the following table. Next to each feature is listed which toolbar button, toolbar menu, and/or right mouse click menu you should use to access the feature.

DST Tab Feature	Toolbar Button	Toolbar Menu	Right Click Menu
Account ID – add the assigned Account ID to which the print job’s media usage should be logged. For AccXES firmware version less than 7.0, this would be your account and sub-account numbers.			
Add Document from file system to end of document set		Document > Add Document	
Cancel document submission to the printer – click Cancel button			
Clear the Document Submit window		File > New or Edit > Clear All	
Clear All – remove all documents from document set, but keep option selections		Edit > Clear All	
Clear the Document Submit window of listed files and their options.		File > New	
Collate – Select the order for the pages within documents to print (see Appendix 3 for how to combine this feature with Reverse Print Order)			
Copies – Select number of copies to get printed.			
Copy options of a selected document to the document set clipboard to paste to another document		Document > Copy Options	Copy Options
Copy selected document to the document set clipboard		Edit > Copy	Copy
Cut – remove document from document set to the document set clipboard		Edit > Cut	Cut

DST Tab Feature	Toolbar Button	Toolbar Menu	Right Click Menu
Default – open – to replace the Document Options of the selected (highlighted) documents with the Document Options of a named file.		Document > Open Default. Locate the file and open it.	
Default – save default document options as a file		Document > Save Default As	
Defaults – Save defaults from all of the Edit Job Option tabs.	 > Setup Tab > Update Defaults button		
Defaults – Save defaults from all Edit Default Document Print Options	 > Setup Tab > Update Defaults button		
Defaults – Save defaults from all Edit Document Print Options - Double click on document title. Setup tab > Update Defaults button.			
Default – use default options for selected document		Document > Use Default	Use Default
Default Document Options – to edit the Document Options dialog for the current default Document Options		Document > Edit Default	
Delete selected document(s).		Edit > Delete	Delete
Deselect All documents in document set		Edit > Deselect All	Deselect All
Document Options – double click on the document file name		Document > Edit	
Document Options – Edit the Document Options dialog for the selected document		Document > Edit	
Document Options – Open – to replace the Document Options of the selected (highlighted) documents with the Document Options of a named file.		Document > Open	

DST Tab Feature	Toolbar Button	Toolbar Menu	Right Click Menu
<p>Document Options – Save As – Save the Document Options of the selected (highlighted) document to a named file.</p>		Document > Save As	
<p>Insert Document from file system into document set</p>		Document > Insert Document	
<p>Job Name - Add name of print job.</p>		Document Submit Tab	
<p>Job Options</p>		Job > Job Options	
<p>Open a saved document set</p>		File > Open	
<p>Orientation Plot - Print an orientation plot for the selected document (that is listed on the DST).</p>		Select Document. Document > Orientation Plot	
<p>Options column information in Document Submit window: Double click a document title, or select the Edit Default Options button. Select the Setup tab > Description field.</p>		Document > Edit. Select the Setup tab > Description field.	
<p>Paste - insert document from the document set clipboard into a document set.</p>		Edit > Paste	Paste
<p>Paste Options - Replace the Document Options of the selected (highlighted) documents with the Document Options on the internal clipboard.</p>		Document > Paste Options	Paste Options
<p>Print document set</p>		File > Print, or Job > Print	
<p>Reverse Print Order – to print documents listed on the Document Submit Screen starting with the document at the bottom of the list.</p>			
<p>Priority – Select priority of the print job.</p>			
<p>Save selected document print options as an .xpt file</p>		Document > Save As	

DST Tab Feature	Toolbar Button	Toolbar Menu	Right Click Menu
Select All documents in a document set		Edit > Select All	Select All
User ID – For AccXES Firmware version 7.0 or greater, put in the User ID assigned to you by the System Administrator.			
Viewer		Edit > Configure Viewer Edit > Launch Viewer	

Using the Document Submit Tool

Creating a Set of Documents to Print as One Print Job

- 
Check the default settings that will get applied to each document that you add to the Documents window by selecting this toolbar button. Change any settings on the Media, Setup, Transform, Composition, Rendering, Labels, and Stamps tabs. (The Label and Stamp feature must first be enabled on the Job Options Labels and Stamps tabs.) These default settings will be applied to each document that you add to the Documents window. An **X** will appear in the Default column, next to the file name, which indicates that the default settings have been applied to that document. All of these tabs are explained in detail in the “Default Document Print Options” section of this user guide.

NOTE: If you want to change the options of individual documents, double click on the file name to go to the *Edit Document Print Options* tabs. Any changes that you make will be applied only to the document that you selected.

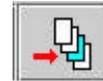
- Create a set of documents** by doing any of the following:
 - Drag & drop a file from your file system**, such as from Windows Explorer, to the Documents window on the Document Submit Tab.



- Use this **Add Document** toolbar button to create a list of documents that you want to print as a single print job. In the “Add Document” window, select the directory and then a file name that you want to add to the set of documents. To select multiple documents, hold down your keyboard CTL or Shift key while making your selections in the order they appear in the window. Click the **Add** button. The document will be added to the Document Submit window. Repeat until all documents have been added. Click the **Done** button.

NOTE: Configure Viewer dialog: Select *Edit > Configure Viewer*. Enter the path, and any optional parameters required for your viewer executable (external to ACT). The viewer lets you view files that are listed on the DST.

Launch Viewer: Select a document listed on the Document Submit Tab. To view it, select *Edit > Launch Viewer*.



To insert a document into a list of documents, select where in the list you want to insert the document. Select the **Insert Document** toolbar button. Select the directory and a file name. To select multiple documents, hold down your keyboard CTL or Shift key while making your selections in the order they appear in the window. Click the **Insert** button. The document(s) will be added to the Document Submit window. Click the **Done** button.

- Open a saved set of documents file.** You can add or delete documents to modify a saved set. To open a saved set of documents, select **File > Open**. In the “Open Document Set” window, select the file name and click the **Open** button. The document file names that were saved as the set will appear in the Document Submit window.

NOTE: If you deleted a file on your file system that was also saved in a document set, then that file name will still appear in the Document Submit window the next time you open the set. The title of the deleted document will be highlighted and a message will appear letting you know that the file could not be found. Highlight the file name, right click, and select *Delete* to take it out of the list of files for this Document Set.

- Transfer a scanned image from the Document Retrieve tab’s Retrieved window to the Document Submit window.** This is done by selecting (highlighting) the file names in the Retrieved window. Select **Image > Merge Image**. If you are transferring all of the retrieved files select **Image > Merge All**.
- Go to the Job section at the bottom of the Document Submit screen. Type in the name of your job. Indicate the number of copies that you want printed and the job priority. The defaults are priority 5 and one copy. These same selections are on the Job Options Setup tab.

- The AccXES compliant printers print documents face up; each document that is sent to the printer will go on top of the previous one. If you want the printed documents to result in the same order as they are listed on the Document Submit screen, then select the Reverse Print Order button.
- If you are going to print multiple copies, then make a Collate selection from the pull down menu. When “None” is selected, the first document will be printed with the desired number of copies, followed by the copies for the second document, etc. When “Forward” or “Reverse” are selected, the documents in the print job will be printed in collated sets for the desired number of copies. For collation of single page documents it is recommended you enable Reverse Print Order and use “Reverse” collation. This will provide the fastest results. Otherwise, for multiple page documents, use the standard print order (unchecked Reverse Print Order) and select “Reverse” collation. This collate option can also be chosen on the Job Options Finishing tab. See Appendix 3 for a list of the various Collate and Reverse Print Option selection combinations that can be made and the printed results of doing so.

User ID and Account ID Values

If the device that you are connected to has AccXES firmware 7.0 or greater, then both a User ID and Account ID need to be indicated. Put in the values assigned to you by the System Administrator on the AccXES Account Management Tool.

If the device that you are connected to has AccXES firmware less than 7.0, then the Document Submit screen will show just the Account ID field, where you should enter your account and sub-account number. The account number is converted to the Account ID and the sub-account number is converted to the User ID for versions 7.0 and greater.

NOTE:

When changing default printers from a printer that uses AccXES firmware less than 7.0 to a printer that uses AccXES firmware 7.0 or greater, the ACT software will attempt to convert the account and sub-account values into the User ID and Account ID fields. The reverse is true if you go from a printer that uses AccXES firmware version 7.0 and greater, to one that uses an AccXES

firmware less than the 7.0 version.

The conversion process will also be attempted by the Document Submit Tool when a user opens a document set that was previously saved in an AccXES firmware version that is different than the currently selected printer's version. A message will appear to let you know that this conversion is being attempted. If the Document Submit Tool is not able to convert the values, an error message will appear and you will need to type in the values.

- **Customize Print Job Options**



Select the Job Options toolbar button to change any print job settings, that are not listed at the bottom of the Document screen, before sending the set of documents to the printer. (Please note that the same options that are on the Job Options, Setup tab, are also at the bottom of the Document Submit tab.) Go to the “Job Print Options” section of this user guide for more details about the Job Option features.

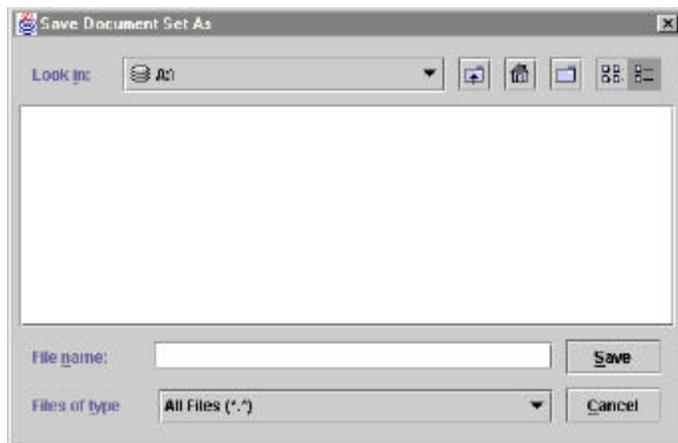
- **Print a Set of Documents**



To print your set of documents that are listed in the Document Submit window, select the **Print Document Set** toolbar button, or **Job > Print**.

- **Save a Set of Documents as a Single File**

- To save your list of documents in the Document Submit window as one file, select **File > Save**. This will also save the job and document settings with the set.



- Use the “Look In” arrow  at the top of the Save screen to locate the directory and folder where you want the file stored.
 - Type in a file name and select the **Save** button.
 - An .xds file will be created on your file system and the documents will still show on the Document Submit screen.
- **Clear the Document Submit window and reset the settings.**
 - To do so, select **File > New**.
 - **Print a Saved Document Set**
 - Select **File > Open**.
 - On the “Open Document Set” screen, use the “Look In” arrow  to locate the .xds file that you saved in your file system.
 - Select the **Open** button.

- The file will open with the individual documents being listed in your Document Submit window.

- Select the **Print Document Set** toolbar button, or **Job > Print**.

To observe the progress of the jobs being printed, click on the Printer Queue Tab and press the “**Get the list of active jobs in the print queue**” toolbar button.

Document Submit Tool Options

The Document Submit Tool has three sets of Tab pages that you can access to change either default document print options, individual document print options, or job options.

The job or document options, in the group of tabs that are open, will be reset to user defined defaults whenever the **Reset** button is pressed.

To reset all of the tabs, in the group of tabs that are open, to factory defaults, press the **Factory** button.

Default Document Options



Select this toolbar button to go to the **default document** print options. These default options, and any changes that you make to them, are applied to the documents that are listed in the Document Submit window that have an X in the default column. The options are also applied to any other documents that you add to the Document Submit window.



Go to the “Default Document Print Options” section of this guide for more details.

Document Options

Double click on the file name in the Document Submit window to go to the **individual document** print option tabs. This allows you to modify the default options of individual documents.



Go to the “Document Print Options” section of this guide for more details.

Job Options



Select this toolbar button to access the job option tabs. These options will apply to all of the documents within the document set.



Go to the “Job Print Options” section of this guide for more details.

Default Document Print Options

Each file that you add to the Document Submit screen will have the default print options applied to it. There will be an **X** in the Default column that indicates this.



If you want to change the default print options, select the **Edit Default Options** toolbar button. The “Edit Default Document Print Options” set of tabs will appear, which are explained in this section of the user guide.



NOTE: *If you want to change print options for an individual document, double click on the document title in the Document Submit window, or single click on the title and then select Document > Edit. To change the same options for multiple documents, without changing the default options for all documents, highlight the file names in the Document Submit window, then select Document > Edit. The tabs that appear will show the first document's options. These options are explained in this “Default Document Print Options” section, but your choices will affect only the selected document(s).*

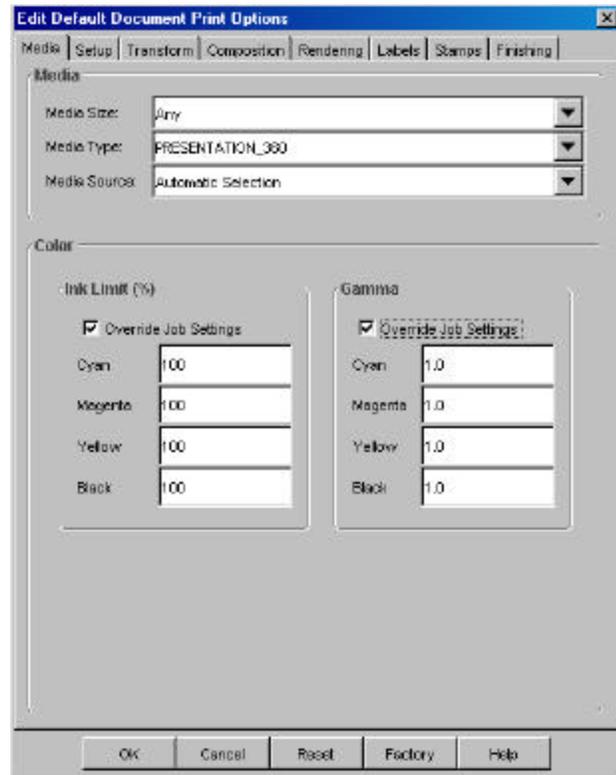
Media/Color Options – for Default Document Settings

Navigational Paths:

Default Options: Go to Document Submit Tab> Edit Default Options Button> Media Tab

Single Document Options: Go to Document Submit Tab> double click a document title> Media Tab

The Media Tab is where you choose what media size, media type, color, and media source should be used for your documents that will print out as separate documents, or on one media using plot nesting.



Media Size – Choose the media size appropriate for your print job. The ANY media selection enables the printer to select the best media size based on the size of the image and the media installed in the printer. When a specific paper size is selected, then “Scaled to fit” is added as an option in the Scaling drop down menu, on the Transformation Tab.

NOTE: Also be sure that your selected media size is loaded in the printer.

Media Type – Click on this list box to select the media type. The choices depend upon the device selected on the Device Manager Tab. Selecting **Any** allows the printer to use any media type when printing this document. The default setting is **Bond** for monochrome printers and **Any** for color printers.

NOTE: AccXES firmware does not fold vellum or film media. If they are specified as your media type on the Document Setup Tab, and if a folder is going to be used for the print job, then a warning message will appear when you try to send the print job to the printer.

Media Source – Select the printer’s drawer location of the media that you want used for your print job. If you select “Automatic Selection”, the printer will select the widest roll installed in the printer to print the desired media size, rotating the image if needed. If you select a specific size roll, the Media Type and Media Size fields on this screen will be disabled.

Color Section (only for color inkjet printers)

To specify ink limit and/or gamma settings for document or default options, a specific media type that supports color must first be selected. Additionally, these settings for document or default options cannot be specified unless they have been enabled on the job options, Color Tab.

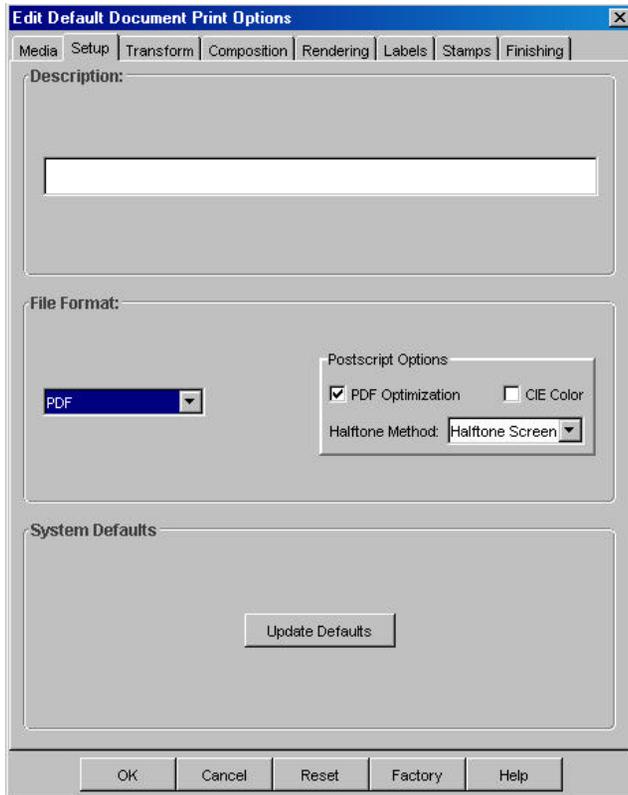
- Select the **Override Job Settings** box if you want to override the job color settings for your default, or individual document options.
- Make Cyan, Magenta, Yellow, and Black color ink selections to set up the ink limit and output gamma that will be applied to the image.

Ink Limit is used to change the maximum amount of ink used in printing. Valid values for Ink Limit are 1% to 100%.

Gamma is used to adjust the entire color curve without moving the end points of the curve. This adjusts the mid tones (higher gamma produces darker mid tones), with minimal effect on shadows and highlights. Valid values for Output Gamma are 0.5 to 2.2

Setup Options – for Default Document Settings

Beginning with ACT version 8.0, the Media section from this page has been moved to the new Media Tab.



Description – Any information that you type into the description field will show in the Options column of the Document Submit screen.

File Format - Use the down arrow  to display and select your file type. The choices are Automatic Detection, CalComp, Cals1, Cals2, NIRS, HPGL, HPGL/2, CGM, TIFF, JPEG, PDF (optional), PostScript (optional). Choosing Automatic Detection allows the printer to determine the file format. If you have another file type, then you will need to convert it to one of the allowed formats before it will print. When CalComp, HPGL, or HPGL/2 are chosen, an additional tab page of option choices is available to you.

PostScript Options

PDF Optimization - In the file format drop down list, first select the PDF file type. This feature is selected by default to control some "behind the scenes" processing inside the PostScript rendering path. If you have problems printing a PDF file, unselect this feature to see if it fixes the issue.

CIE Color - In the file format drop down list, first select the PostScript file type. If a color printer is attached, selecting this feature will produce vibrant colors for Auto or Graphic document types. For Lines and Text document types, the colors will look more saturated (bold). For Photo document types, the colors will look truer to the original photograph. This feature works by converting incoming color information to CIE color, then back to CMYK or Gray through a Color Rendering dictionary.

Halftone Method (for Color Printers only) - In the file format drop down list, first select the PostScript file type.

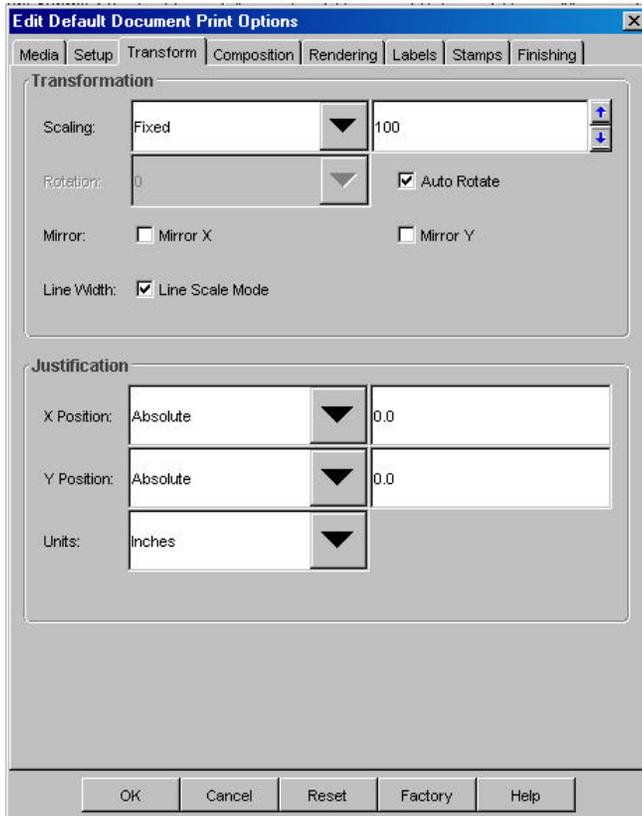
Halftone Screen renders images with a standard printing press appearance. This is the factory default setting.

Error Diffusion renders images with more of a continuous tone (photographic appearance). Note that error diffused images, which are computationally intensive, take considerably longer to process.

Update Defaults - Select this button to save the current document settings (from all of the Edit Default Document Print Option tabs or from all of the Edit Document Print Options tabs) to be the system defaults. System default values can be created for three different types of default printers: color, monochrome, or unknown. These values will be used whenever the Reset button is pressed on any of the Document tabs or whenever a new document set is created.

Transform Options – for Default Document Settings

The Transform Tab allows you to specify scaling, rotation, mirroring, and justification of a document.



Transformation Options:

Scaling – Specify the method of scaling as “Disabled”, “Fixed”, or “Scale to Fit”. The Scale to Fit option shows only when a specific media size or source (not the “ANY” choices) is selected on the Setup Tab. Scale to Fit scales the image so that it will fit exactly on the media. When Disabled is selected, the image is printed using the media size selected on the Setup Tab. When Fixed is selected, a percentage needs to be entered to

specify the scaling ratio. 100% represents a 1:1 ratio, or printing the image as its actual size. The image will print on the media size that is selected on the Setup Tab with the image being clipped or justified as needed.

Rotation – The rotation menu allows you to specify the image rotation in 90 degree increments. The image is rotated counter-clockwise.

Auto Rotate – If you select the Auto Rotate box, the printer will choose the best rotation for the image for the allocated media space. The rotation menu will be disabled and fixed rotation is ignored if you select Auto Rotate.

Mirror: X, Y – The mirror X option allows the image to be mirrored around the long edge axis of a standard sheet, or around the axis parallel to the feed direction of a roll. The mirror Y option allows the image to be mirrored around the short edge axis of a standard sheet, or around the axis perpendicular to the feed direction of a roll.

Line Width: - Select the Line Scale Mode box to scale the line (pen) widths along with the rest of the drawing.

Justification Options:

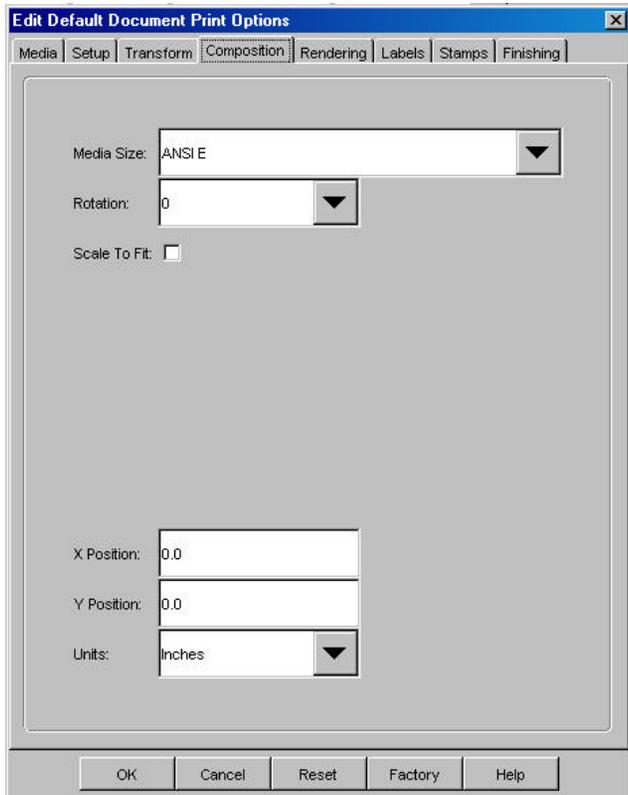
X, Y Position – Select the X,Y positions that will place the image where you want it located within its allocated space on the media. The default is that X and Y are centered, which will put the image in the center of the allocated space.

NOTE: For documents that will print out separately, the allocated space is the whole media on which the documents get printed. If the plot nesting or page composition feature is used, then the allocated space is the amount of space on the media that is being allocated for the printing of the selected document.

Units – If you select absolute, put in the number of inches or millimeters that the printer should use in placing the image within the allocated space.

Composition Options – for Default Document Settings

The document Composition Tab lets you specify how the document (called a “constituent page”) will be placed on the media (called the “Canvas”) during page composition.



This tab is only enabled when page composition is enabled on the Job Options > Composition page, as follows.

- Select the **Job Options** toolbar button.
- Select the Composition tab.
- Set Plot Nesting to Off.
- In the Page Composition section, select the Overlay Images box.
- Click OK.

On the Job Options > Composition page, if you select Auto Compose, no changes will be made on this “Edit default ...Composition” page, but the media size, rotation, and X,Y position settings will be automatically adjusted on all of the documents listed in the Document Submit window. If you select Scale to Fit on the Job Options > Composition page, your individual documents will automatically have Scale to Fit also selected on the document Composition page. You can check on these changes by double clicking on a document title, then select the Composition tab to view the changes.

NOTE: If you add documents to your set after you have selected Page Composition features for the existing documents, you will need to apply the page composition features to the added documents.

If you did not select Auto Compose or Scale to Fit on the Job Options > Composition page, then you can make the following selections for the documents within your document set. If you make the changes on the “Edit default...” set of tabs, then your changes will apply to all documents in the Document Submit window that are using the default settings, and to all documents that you add that will use the default settings.

NOTE: If the selections that you make require more space than the overall media size, and Scale to Fit is not selected, then some of the images will be cropped to fit them on the media.

Media Size – Select the media size needed to be allocated on the Canvas for the individual document to get printed. If you chose Auto Compose on the Job Options > Composition page, then this size will be automatically selected for you.

Rotation – If you want the constituent page to be rotated within its allocated space on the media, indicate for it to be rotated 90, 180, or 270 degrees. If you chose Auto Compose on the Job Options > Composition page, then the rotation will be automatically selected for you.

Scale to Fit – Make this selection for the printer to scale the constituent page to fit on the allocated space. For roll media, the image is scaled so that the width fits the media and the length is then cut to fit. For paper sheets, the image is scaled to use as much of the media as possible without clipping or changing the image. If you chose Auto Compose on the Job Options > Composition page, then scale to fit will be automatically selected for you.

X, Y Positions – Make your X, Y selections to specify where on the Canvas you want the selected Constituent Page to be located.

Units - Select if inches or mm are the units to be used when positioning the documents on the media.

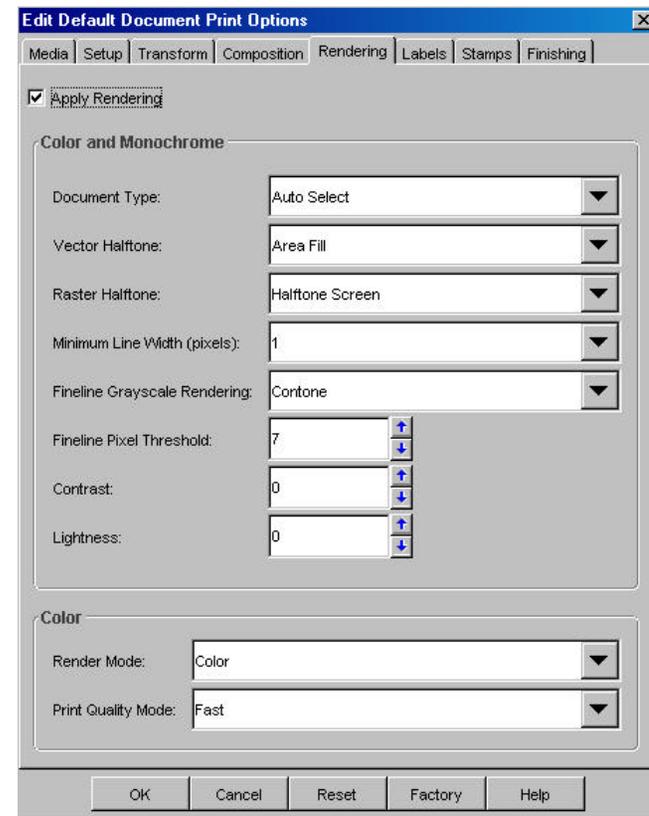
Rendering for Jobs, Default Options, and Single Document Options (starting with AccXES 8.0)

Navigational Paths:

Job Options: Go to Document Submit Tab > Job Options Button > Rendering Tab

Default Document Options: Go to Document Submit Tab > Job Options Button > Rendering Tab > check "Apply Rendering" > OK > Edit Default Options Button > Rendering Tab

Single Document Options: Go to Document Submit Tab > Job Options Button > Rendering Tab > check "Apply Rendering" > OK > double click a document title > Rendering Tab



Apply Rendering checkbox - Select this checkbox to enable the rendering features on this tab. The choices made on the Job Options Rendering tab will apply to your entire print job and enable you to make rendering choices on the default options or single document option's Rendering page.

Color and Monochrome

Document Type - Click on this list box to set the Document Type to **autoselect, graphics, photo, or lines & text**.

Vector Halftone - This parameter sets the method to use when processing halftone images. Select **Area Fill** for best reproduction of large polygon fills. Select **Line Optimized** to accentuate fine lines,

especially those drawn in filled areas. The factory default setting is Area Fill.

Raster Halftone - This parameter allows the selection of the binarization method used on multibit raster images. The Halftone Screen option offers faster printing than Error Diffusion, but may produce prints with a grainy appearance. The Error Diffusion setting generally produces a smoother print image.

Minimum Line Width (pixels) – Use this setting to improve visibility of fine lines. Depending on your printers resolution, lines that are only a few pixels wide may appear light and/or be difficult to see. This setting allows you to improve visibility by setting the minimum width of drawn lines anywhere from **1** (the default) to **10** pixels. Lines made wider may no longer be considered fine for the **Fineline Pixel Threshold** feature. This setting will have no impact if the data being rendered is in raster format.

Fineline Grayscale Rendering - Select either **Contone** or **Black** as the parameter to specify how fine lines should be rendered when the Render Mode is set to Grayscale. In Grayscale Render Mode, fine lines that are drawn in a light luminance color, such as yellow, will appear very light if this parameter is set to Contone. Setting this parameter to Black will cause these lines to appear as black.

Fineline Pixel Threshold - This parameter specifies the maximum line width that will be processed as a fine line. The range is **1 - 25**.

Contrast - Use this list box to adjust the contrast by specifying an integer from **-10 to +10**. A value of "0" means that no contrast adjustment is applied. Increasingly negative values reduce the contrast of the rendered image, while increasingly positive values increase the contrast of the rendered image.

Lightness - Specify the lightness adjustment in this list box. A value of zero means that no lightness adjustment is applied. Increasingly negative values reduce the lightness of the rendered image, which darkens the image. Increasingly positive values increases the lightness of the rendered image, which further lightens the image.

Color

This section is disabled if the default printer is monochrome.

Render Mode - Click on this list box to set the Render Mode for color printers to **color** or **grayscale**. For monochrome printers, grayscale is the only valid option.

Print Quality Mode - In general, the more bi-directional passes that the printer makes to create the image, the higher quality the output will be, but the longer it will take to produce it. The **FAST** selection is a single pass bi-directional printing using RACER Technology, **NORMAL** is 2-pass bi-directional printing, and **BEST** is 4-pass bi-directional printing.

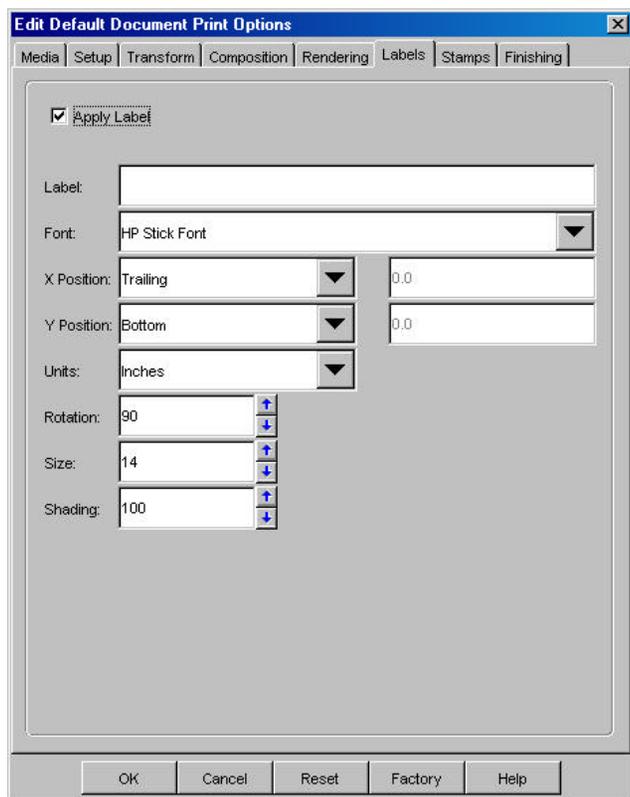
Labels Options – for Default Document Settings

The Default Document Labels Tab lets you create a label that will become part of the default options that are applied to documents that you add to the Document Submit window. **To enable this feature you must first go to the Job Options Labels page to select the Apply Label box and click the OK button.** Then come back to this Default Document Labels page and select the Apply Label box. The various option selections to create the labels are described after the following graphic. The default is no label.

Label - You can specify the text that you want used in the label by typing it into the Label field. You can also right click your mouse button in the label field to access the following items in the pop up menu. As you select each one, the code for it will appear in the Labels field.

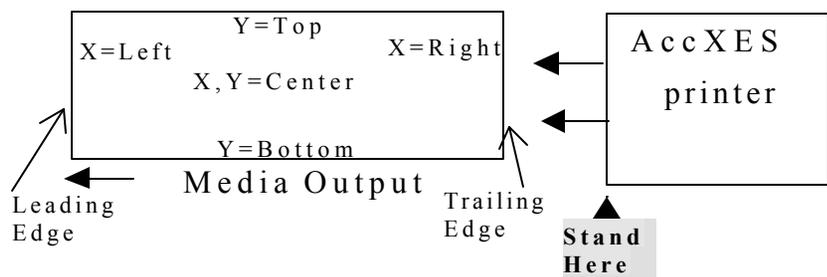
- Date
- Job name
- File name
- Page number
- Time of day
- Percent sign

Font - Select the desired label font from the drop down menu.

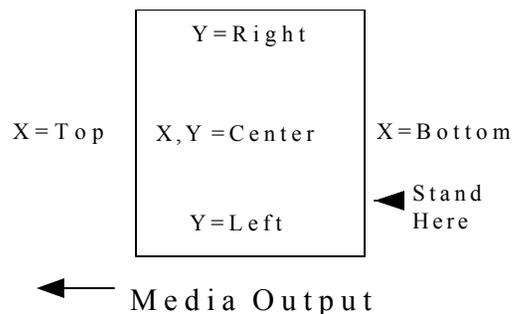


X Position, Y Position refers to the **position of the label based on the media output**. When you stand to the left of the printer, with the printed document sets coming out of the printer and going to your left, the X and Y positions are as follows.

Label Location for Any Media Size , Any Roll, & Leading Edge of Sheet =Short Edge



Label Location for Leading Edge of Sheet =Long Edge



If you select Absolute for the X or Y location, then you also need to enter a number in the text box on the right to represent the absolute distance (inches or millimeters) from the X or Y edge of the media.

Units – Select “inches” or “mm” as the units to be used when the label is being positioned.

Rotation - Select the angle of rotation for the label relative to the image.

Size - Select the font point size for the label.

Shading - Enter the percentage of shading for the label. The range is from 0 to 100 percent. A value of 0 is no shading (white) and a value of 100 is all black.

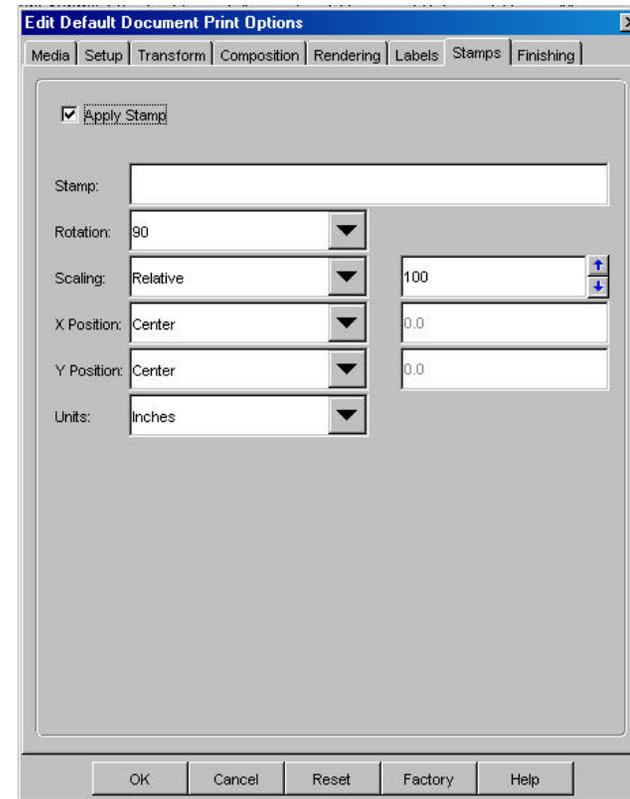
Stamps Options – for Default Document Settings

The Stamps Tab is where you specify what stamp file you want applied to your documents. Any stamp file that is loaded on the printer can be used. Stamps can be any file format that the AccXES Client Tools supports, which are listed in the File Format section of the Setup Tab, such as TIF, HPGL, and Cals1. Examples of stamps are logos or a warning message across a document.

This section of the user guide explains how to select a stamp that will get assigned only to your default document settings. **To enable this default document feature you must first select the “Apply Stamp” box and “OK” on the Job Options Stamps tab.** The various option selections for creating your default document stamps are described after the following graphic. The default setting is no stamp.

NOTE: To change the stamp options for individual documents, first select the Apply Stamp box on the Job Options Stamps tab. Then double click on the document title in the Document Submit window to go to the Stamps feature for the selected document.

To change stamp options for a whole document set (job) select the Job Options toolbar button, then make your selections on the Stamps tab.



Sample Edit Default Document Stamps Tab

(with the name of a stamp that will appear on the center of all documents that use the default settings)

Apply Stamp – Go to the Job Options Stamps tab and select the Apply Stamp box to enable this feature. Then come back to this default document Stamps tab and select this Apply Stamp box.

Stamp – Type in the name of a stamp that exists on the printer, as follows:

- On the Web PMT, select **Printer Defaults > Printer Setup > Stamps**.
- **To use a stamp that is already on the printer**, write down the filename of one of the stamps listed in the Printer Resident Stamp list, as shown in the following example.



Go back to the AccXES Client Tools Stamp field and type in the same stamp file name into the Stamp field.

- **To load a stamp onto the Web PMT** so that it will be available to use in the Resident Stamps list, go to the Web PMT's Accounting screen. Select Account Modes. Check that Accounting Mode **is not** set to "Enabled." If it is, change it to "Optional" during the process of loading the stamp. Click the Load Stamp button on the Web PMT Stamp page to locate the stamp file. The following screen will appear.



Use the Browse button to locate the file name.

Click on the **Update Printer** button.

A "File Uploaded Successfully" message will appear.

Go back to the Web PMT stamps page. The file will now be listed in the Printer Resident Stamps list for you to use through your AccXES Client Tools Stamps feature.

Return the Web PMT's Accounting Mode back to its original state if you had to change it to load a stamp.

Rotation - The rotation pull down menu allows you to specify the angle of rotation of the stamp relative to the plot image.

Scaling - Select the scaling mode to be used for the stamp. **Relative** scaling will scale the stamp relative to the paper size. **Absolute** scaling will scale the stamp an absolute percentage of the stamp's normal size.

Scaling Percentage - Enter the scaling percentage. If the scaling mode is Relative, the stamp will be scaled to this percentage of the printable area of the page. A value of 100% is equivalent to auto scaling to the paper. If the scaling mode is Absolute, this percentage is an absolute scaling percentage that will be applied to the stamp.

X Position, Y Position – Select the location of the stamp. For Absolute values, select the number in the text box on the right to represent the absolute distance (inches or millimeters) from the X or Y edge of the media.

Units – Select if inches or mm are the units to be used where the stamp is being positioned.

Finishing Tab for Default and Document Options

(Folding selections are only for monochrome printers with an attached folder.)

If the finishing settings which show on this tab need to be changed for your default or document settings, do the following.

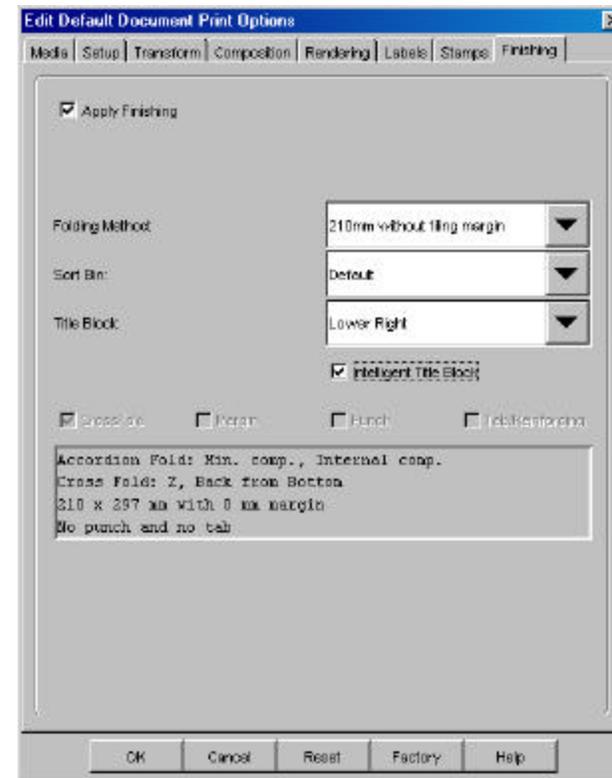
Navigational Path:

Default Options: Go to Document Submit Tab> Job Options Button> Finishing Tab> select folder type> (If the printer selected on the Device Manager Tab has AccXES firmware prior to version 9.0, and it supports bi-directional communication, you also need to select a Folding Method.)> OK> Edit Default Options Button> Finishing Tab> select Apply Finishing box

Single Document Options: Go to Document Submit Tab> Job Options Button> Finishing Tab> select folder type> (If the printer selected on the Device Manager Tab has AccXES firmware prior to version 9.0, and it supports bi-directional communication, you also need to select a Folding Method.)> OK> double click a document title> Finishing Tab> select Apply Finishing box

Apply Finishing box - First select the folder options on the Job Options Finishing Tab, as indicated above. Select this box to make selections on this tab for individual or default document settings, which will override the Finishing Job Options.

If the printer selected on the Device Manager Tab has AccXES firmware prior to version 9.0, only the Title Block option can be selected (after the Apply Finishing checkbox has been selected).



Folding Method- Click on this list box to select folding method to use when folding is requested. The folding method choices depend on the Folder Type selection.

Sort Bin - Click on this list box to select the bin to use.

Title Block - Click on this list box to select the location for the title block.

Intelligent Title Block - (If you are accessing a printer that is using an AccXES Firmware version of 9.0 or greater.)

For folding documents with title blocks in standard corners: Check the Intelligent Title Block box to adjust the location of the title block so that it is visible once the document is folded.

For folding documents with title blocks that are not in an expected standard corner: Leave the Intelligent Title Block box unchecked.

NOTE: *To determine the document orientation and title block location, select a document in the DST list. Select **Document > Orientation Plot**, or right click and select from the popup menu. The print job will contain factory default settings for job and document options except Auto Rotation will be turned off and Rotation will be set to 0. Media Size will be set to 36 inches.*

A brief description of the finisher program is given in a window at the bottom of the Finishing Tab. The following check boxes report the operations included in the finisher program for a selected **Folding Method**. Each check box will only be enabled if the selected finisher program supports the associated option.

Cross Fold - When this box contains a mark, the finisher program includes the first fold only option.

Margin - When this box contains a mark, a margin is included in the finisher program.

Punch - When this box contains a mark, punching is included in the finisher program.

Tab/Reinforcing - When this box contains a mark, a tab or reinforcing strip is included in the finisher program.

Individual Document Print Options*

If you want to change print options for an individual document, double click on the document title in the Document Submit window, or single click on the title and then select **Document > Edit**. To change the same options for multiple documents, highlight the file names in the Document Submit window, then select Document > Edit. However, any changes you make on this set of tabs will **only change the document print options of the selected document**. They will not change the default settings.



- After you have modified the document's options, an X will show next to the file name in the Modified column of the Document Submit window.
- If you want to apply these same document options to another document, select (highlight) the document, in the Document Submit window, that has the options you like. **Right click on the title**. Select **Copy Options**. **Select the document** to which you want to copy the options. **Right click on the title**. Select **Paste Options**.
- If you want to use default options on a modified document, right click on the file name. Select **Use Default**.

For further details of each option, go to the "Default Document Print Option" section of this guide. There you will find details of the same available options, except that those default settings get applied to all documents that have, or will have, default document settings applied to them.

Job Print Options*



Job print options affect the entire print job, such as collation, labels, page composition, plot nesting, and folding. The Job Options editor allows you to modify these options to control how a document set is printed. If you want to change the job options, select this **Job Options** toolbar button. The job option

tabs are Setup, Finishing, Composition, Labels, Stamps, Rendering, and Color. Each tab is explained here.

Setup Options - for Print Jobs

All of the information that you can enter on this Job Setup Tab, can also be added on the bottom of the Document Submit Tab.

The screenshot shows the 'Edit Job Options' dialog box with the 'Setup' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs for 'Setup', 'Finishing', 'Composition', 'Labels', 'Stamps', 'Rendering', and 'Color'. The 'Job Information' section contains a 'Job Name' text field, a 'Copies' spinner set to 1, and a 'Priority' spinner set to 5. The 'Account' section contains 'User ID' and 'Account ID' text fields. The 'System Defaults' section contains an 'Update Defaults' button. At the bottom are buttons for 'OK', 'Cancel', 'Reset', 'Factory', and 'Help'.

Job Information Section

Job Name – Enter your print job name. The default is the name of the first document listed in the Document Submit window.

Copies – Enter the number of copies (1-999) that you want printed. If it is more than one copy, then the multiple copies of each page will print separately. If you select collate on the Finishing Tab, then each copy will be a collated set.

Priority – Enter the printing priority (1-10). The higher the number, the higher the priority.

Account Section

User ID and Account ID Values

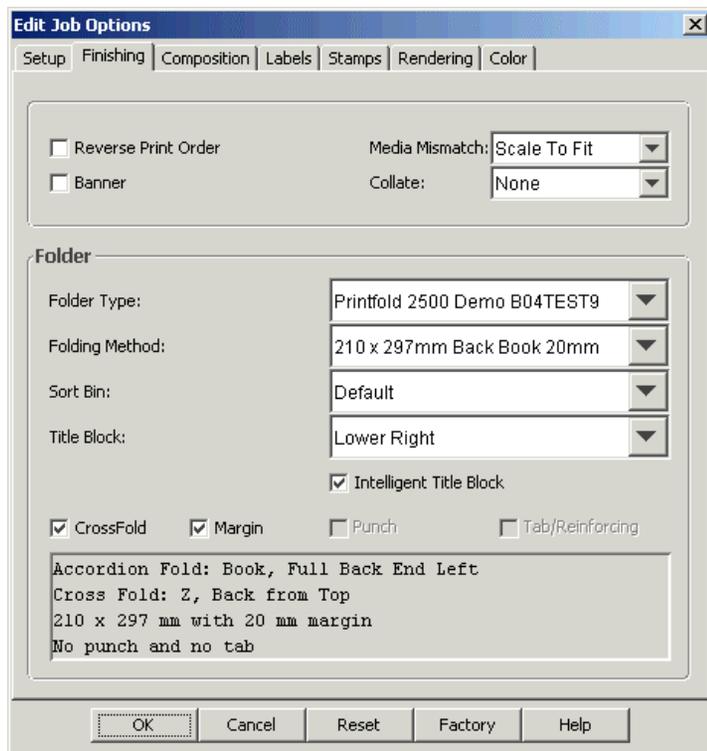
If Accounting is enabled and the device that you are connected to has AccXES firmware 7.0 or greater, then both a User ID and Account ID need to be indicated. Put in the values assigned to you by the System Administrator on the AccXES Account Management Tool.

If the device that you are connected to has AccXES firmware less than 7.0, then the Document Submit screen will show just the Account ID field, where you should enter your account and sub-account number. The account number is converted to the Account ID and the sub-account number is converted to the User ID for versions 7.0 and greater.

System Default Section

Update Defaults - Select this button to save the current job option settings (from all of the Edit Job Option tabs) to be the system defaults. System default values can be created for three different types of default printers: color, monochrome, or unknown. These values will be used whenever the **Reset** button is pressed on any of the Job Options tabs or whenever a new document set is created.

Finishing Options - for Print Jobs



Sample Finishing Tab with Selected Options

Reverse Print Order - This check box allows documents in the Document Submit window to be sent to the printer in the reverse order that they are listed. This “Print Reverse Order” option is also available at the bottom of the Document Submit tab.

Banner – Selecting this box enables banner pages for the job. A banner page is an informational page that prints as the first page of a print job. The banner page will contain the internally generated job ID, as well as all other relevant, available information such as the job’s print time and date, the job’s size in bytes, the job’s data format, and the job’s input port.

Media Mismatch – A media mismatch occurs when the documents that you send to the printer cannot print because the proper media size and type are not installed in the printer. This media mismatch pull down menu allows you to specify how media mismatches should be handled. The default is “Scale to Fit”. The choices are:

Scale to Fit -scale the image to the closest matching media size of the same type

Block Printing - stop printing until the correct media is installed

Substitute Media - substitute the media type with another (not available for color media)

You can resolve the mismatch by selecting the file name of the mismatched file in the Printer Queue, then select the Cancel button. You can also go to the Web PMT print queue, on the main page, to select the mismatched file. This will allow you to view a window that states how to resolve the mismatch before the job can print.

NOTE: *If media mismatch is enabled on the printer, the AccXES Client Tools mismatch choices will override the printer’s mismatch options. However, **the printer mismatch feature needs to be enabled if you want any of your mismatched print jobs to go to the mismatch queue, which will allow the other print jobs to continue printing.** To enable the printer mismatch queue on the Web PMT, select **Printer Defaults > Processing Defaults > Media > Mismatch Queuing** (select the “Enabled” box).*

Collate - This pull down menu enables electronic collation on the printer. When “Forward” or “Reverse” are selected, the documents in the print job will be printed in collated sets for the desired number of copies. When set to “None”, the first document will be printed with the desired number of copies, followed by the copies for the second document, etc. For collation of single page documents it is recommended you enable Reverse Print Order and use “Reverse” collation. This collate option can also be chosen on the Document Submit Tab.

NOTE: *See Appendix 4 for the results of printing PostScript Files with settings for collation and finishing options.*

Folder Options let you specify whether you want your prints folded, and which folding method to use when folding is requested. **(Folding selections are only for monochrome printers with an attached folder.)**

NOTE: To avoid paper jams, use only bond media with the AccXES folder. AccXES firmware does not fold vellum or film media. If they are specified as your media type on the Document Setup Tab, and if a folder is going to be used for the print job, then a warning message will appear when you try to send the print job to the printer.

Folder Type – Select the type of folder that is connected to the printer which you have selected on the Device Manager Tool. If it is not listed, do the following to add that type of folder to the Folder Type list.

- Select **Add Folder**.
- On the “Select a Finisher” screen, locate the .FIN file for your folder type. The .FIN file is located where your ACT software is installed (e.g. Program Files/AccXES/ACT 10.0/etc/finisher/Name of finisher you want to install.) Click **OK**. The folder will be added to the Folder Type list.

NOTE: Go to Appendix 1 if you need to know how to create a FIN file for your folder.

The appropriate folder methods for that type will be listed in the Folder Method drop down menu. The last folder that has been added by the user will remain in this Folder Type menu between sessions of using the AccXES Client Tools.

Folder Method - Click on the down arrow  to display the list of folding options available to you with the type of folder that is connected to your printer. The default is whatever is set on the Web PMT. The selection is limited to Folder Bypass when the folder equipment is not installed. A brief description of the finisher program is given at the bottom of the Finishing tab.

Sort Bin - Select which bin the folder should use.

Title Block - Select where the title blocks are located on your documents so that they will be on the top after the job is folded.

Intelligent Title Block - (If you are accessing a printer that is using an AccXES Firmware version of 9.0 or greater.)

For folding documents with title blocks in standard corners: Check the Intelligent Title Block box to adjust the location of the title block so that it is visible once the document is folded.

For folding documents with title blocks that are not in an expected standard corner: Leave the Intelligent Title Block box unchecked.

The following check boxes indicate additional folder features that may be available with your folder.

Cross Fold – The printed media will be folded in half at the end of the folding process.

Margin – A margin will be left on one edge of the folded document (such as, to punch holes in it to fit the printout into a notebook without punching holes through the entire document).

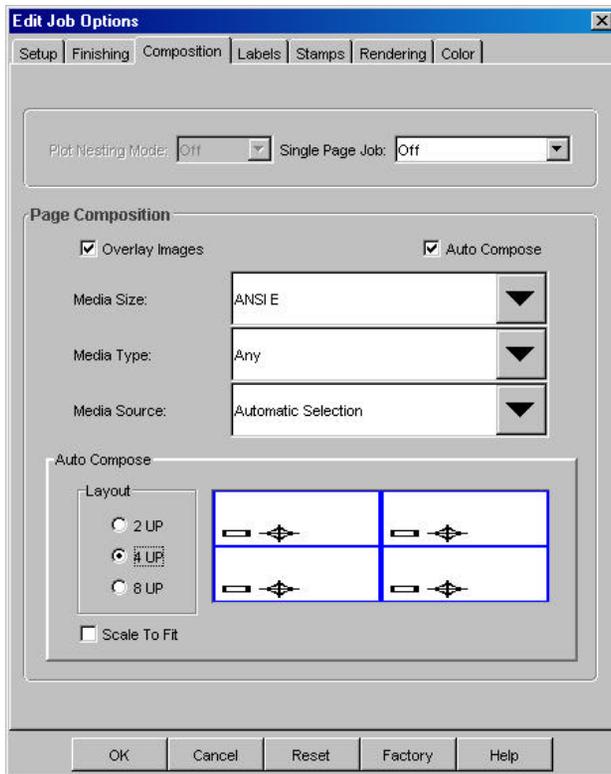
Punch – Holes will be punched in the folded printout.

Tab/Reinforcing – A reinforcing strip will be added to an edge of the folded document.

Composition Options - for Print Jobs

You can combine multiple documents onto one piece of media, using either plot nesting or page composition options. The Page Composition options made on this tab are for the overall media (called the “Canvas”) on which the individual images or documents (called “Constituent Pages”) will be printed.

NOTE: *Choosing Auto Compose will automatically change the options of the individual documents that will print out together on the single media. To manually change the individual document options, double click on each document title in the Document Submit window, then go to the Composition tab.*



Plot nesting – The “Off” setting will cause the printer to print out your documents on individual pages. If you chose “Single Job”, the Controller will automatically nest (group) your submitted documents, in a row, onto a single media. Selecting “Default” will use the printer’s plot nesting default. You must select “Off” in order to enable the page composition options on this page, and the page composition options on the individual document’s Composition page.

Single Page Job - With this feature, the printer will attempt to sequentially print adjacent pages in a job that are the same width to produce a single long copy for the job. Setting the feature to one of the roll sizes will override each page’s media selection, ensuring that the job will successfully print on a single page. If a page’s media width or type differs from the previous page, or if the maximum printer length has been reached, the printer will cut the job between pages. Setting the feature to “On” means that normal AccXES processing will be used to select media. The default for this feature is “Off”. This feature can be used with Plot Nesting to produce a matrix of images on a single sheet of media.

Page Composition – You can specify the placement of images on the media using the page composition option.

Overlay Images - Select the Overlay Images box to overlay your images on top of each other. The media size, media type, and media source need to be specified.

NOTE: *The Overlay Images box needs to be selected on this Job Options Composition Tab to enable individual document, or default document options, on their Composition Tab.*

Auto Compose - Select the Auto Compose box to access the predefined Layout options. As you select a layout (2 UP, 4 UP, 8 UP), a sample layout will be shown next to the selection to illustrate how your submitted documents will be arranged on the media. The page composition options will also be automatically adjusted for the documents that you have listed in the Document Submit window. To check the changes, double click on each title and go to the Composition tab to view what has changed.

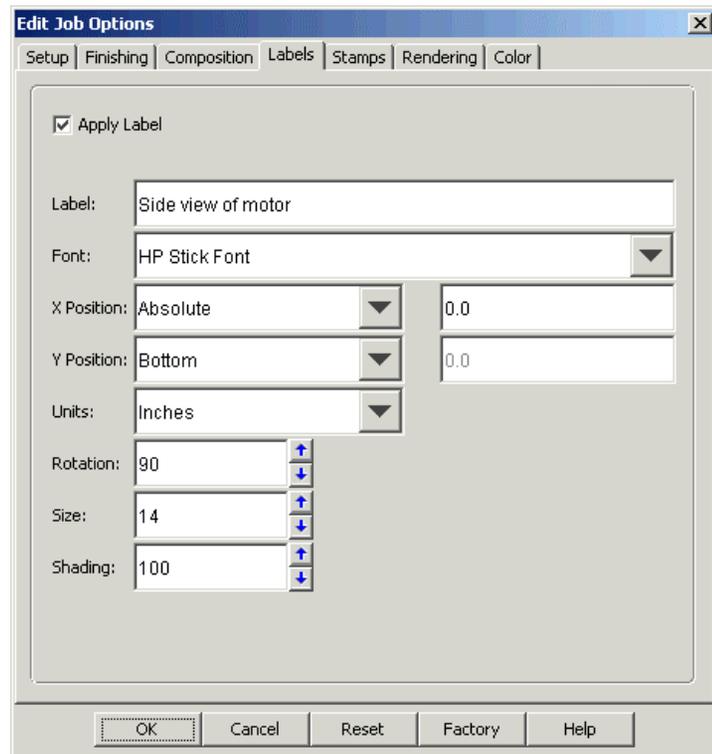
Scale to Fit - Select the Scale to Fit box to have the size of each constituent page adjusted to fit its entire allocated space on the Canvas. This also causes the Scale to Fit box to be selected on the individual documents' Composition tab.

NOTE: *Auto Compose and Scale to Fit need to be selected when you add more documents to an open set to which you have already applied these options.* The Auto Compose checkbox will be unselected upon any entry to the Job Print Options Dialog.

Labels Options - for Print Jobs

The Job Label options will add a label to every document in your set of documents. The exception is those documents that are using a different label. To enable this job feature you must select the **Apply Label** box. Go to the “Labels Tab – for Default Document Settings” section of this guide for an explanation of the same Labels options.

NOTE: The *Apply Label* box needs to be first selected here on the Job Options Label tab in order to enable the label options on the default document labels and individual document labels tabs.

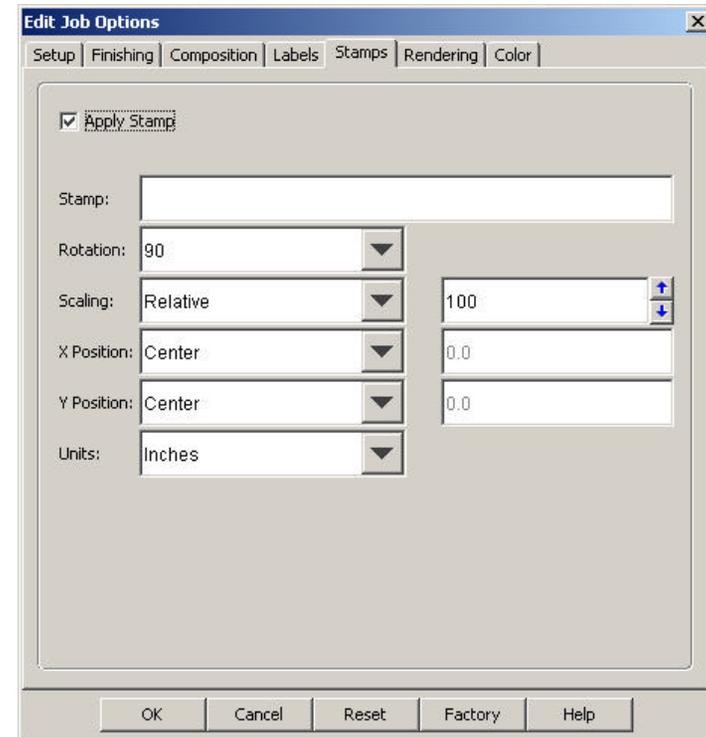


Stamps Options - for Print Jobs

The Job Options Stamps Tab lets you choose to add a stamp for your entire set of documents. The job options stamp will be applied to every document in the current print job, except those documents that are using a document specific stamp. The job stamp will override the printer’s default stamp.

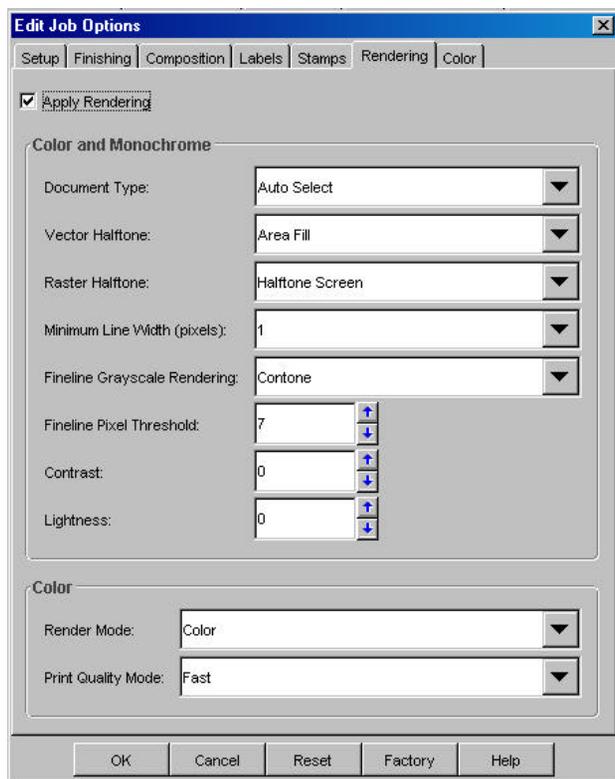
To enable this job feature you must select the **Apply Stamp** box. Go to the “Stamps Tab – for Default Document Settings” section of this guide for an explanation of the same Stamp options.

NOTE: The *Job Options Apply Stamp* box needs to be selected in order to access the stamp options for default document stamps and individual document stamps.



Rendering Options – for Print Jobs

Apply Rendering checkbox - Select this checkbox to enable the rendering features on this tab. The choices made on this Job Options Rendering tab will apply to your entire print job and enable you to make rendering choices on the default options or single document option's Rendering page.



The screenshot shows the 'Edit Job Options' dialog box with the 'Rendering' tab selected. The 'Apply Rendering' checkbox is checked. The 'Color and Monochrome' section includes: Document Type (Auto Select), Vector Halftone (Area Fill), Raster Halftone (Halftone Screen), Minimum Line Width (pixels) (1), Finline Grayscale Rendering (Contone), Finline Pixel Threshold (7), Contrast (0), and Lightness (0). The 'Color' section includes: Render Mode (Color) and Print Quality Mode (Fast). Buttons for OK, Cancel, Reset, Factory, and Help are at the bottom.

For an explanation of the rendering options, see the page entitled, "Rendering for Jobs, Default Options, and Single Document Options".

Color Options – for Print Jobs

and highlights. Valid values for Output Gamma are 0.5 to 2.2.

Printer default color settings are made on the Web PMT. Color settings for individual print jobs, or individual documents, are made on the Document Submit Tab as follows.

Navigational Paths:

Job Options: Go to Document Submit Tab >

Job Options Button > Color Tab

Color Default Document Options: Go to Document Submit Tab > Job Options Button > Color Tab > OK > Edit Default Options Button > Media Tab

Color Single Document Options: Go to Document Submit Tab > Job Options Button > Color Tab > OK > double click a document title > Media Tab

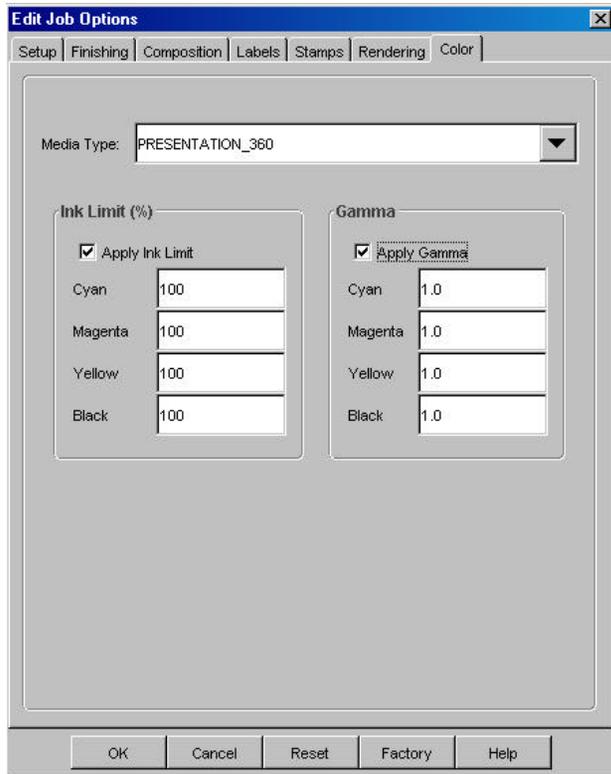
Media Type - Click on this list box to select the media type for which you want to make color settings.

- Select the **Apply Ink Limit** and **Apply Gamma** boxes to make color settings for print jobs that use the selected media type. The user may specify ink limit and/or gamma job option settings for more than one media type.
- Make Cyan, Magenta, Yellow, and Black color ink selections.

Ink Limit is used to change the maximum amount of ink used in printing. Valid values for Ink Limit are 1% to 100%.

Gamma is used to adjust the entire color curve without moving the end points of the curve. This adjusts the mid tones (higher gamma produces darker mid tones), with minimal effect on shadows

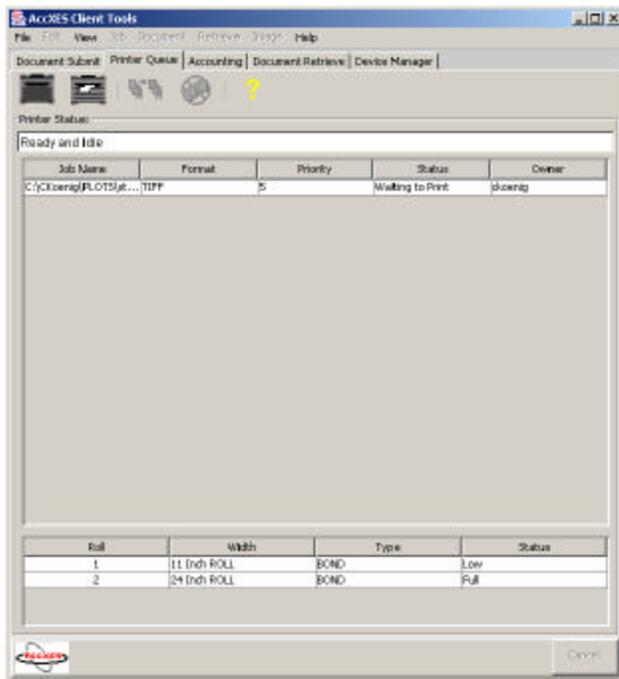
- You can repeat this process for each listed color media type
- Select **OK**.



Printer Queue Tool*

Select the Printer Queue tab to view the status of documents that you have sent to the printer from the Document Submit window. Through this tool you can also cancel a print job. At the bottom of the Printer Queue Tool page are listed the paper rolls that are in your AccXES printer.

The below graphic is a sample print queue with one job waiting to be printed. There are 4 rolls of paper listed for the WIDE FORMAT PRINT SYSTEM 8855 to which the AccXES Client Tools is connected. Next to each roll are columns of information about each roll: the width of the roll, the type of media (bond, vellum, film) and the status of the roll (full, empty, low).



Sample Printer Queue Tool

Printer Queue Toolbar Buttons



Get the list of active and completed jobs in the print queue.



Get the list of active jobs in the print queue.



Change the priority of the selected print job.



Cancel the selected print job.



Help for this screen.

NOTE: The Printer Queue Tab is disabled when the selected default printer on the Device Manager Tab is print to file or a parallel port. The Printer Queue Tab is also disabled when the default printer is a network device that has the “AccXES to Client Communications” checkbox deselected. This is because there is no bi-directional communication present for the queue information to be retrieved from the printer.

Using the Printer Queue Tool



Select this toolbar button to view all jobs in the print queue (**completed and active jobs**). As the progress of the job submission changes you need to select this button again to see the new progress status. This is the same function as the Web PMT's **Get Status** button.



Select this toolbar button to view **only the active jobs**. Continue to select it to check the progress of the job submission.



To change the **priority of a print job**, highlight the job name in the Printer Queue window and select this toolbar button.



To **cancel a submitted job**, highlight the job name in the Printer Queue window. Select the **Cancel** toolbar button.

Accounting Tool *

(The Accounting Tool is only enabled for AccXES Firmware Versions Less Than 7.0)

Look in the Printer Identification section of the Device Manager Tab to locate the Printer (AccXES Firmware) Version number of your selected device. For AccXES firmware version 7.0 and greater, the Accounting Tab cannot be accessed. Instead, the AccXES Account Management Tool will be tracking the media usage details for multiple printers. See [the Account Management Tool Administrator's Guide](#) for Details.

The information in this “Accounting Tool” section is only for use with AccXES firmware less than 7.0.

The Accounting Tool page is where you can query the AccXES controller for printer and scanner media usage data. **The Accounting Mode needs to be set to “Enabled” or “Optional”, on both the scanner and printer**, for you to keep track of media usage by specific account numbers. Otherwise all media usage will be assigned to the default 0.1 system account. The controller’s accounting information is accessed and displayed in the accounting report window after you select the “Query...” toolbar button. Each row in the accounting window will be the media usage for one account and sub-account number. It is listed in square feet or square decimeters by the amount of actual printed media type (bond, vellum or film) or scanned area used. The queried data can be printed in a report.

Accounting Toolbar Buttons



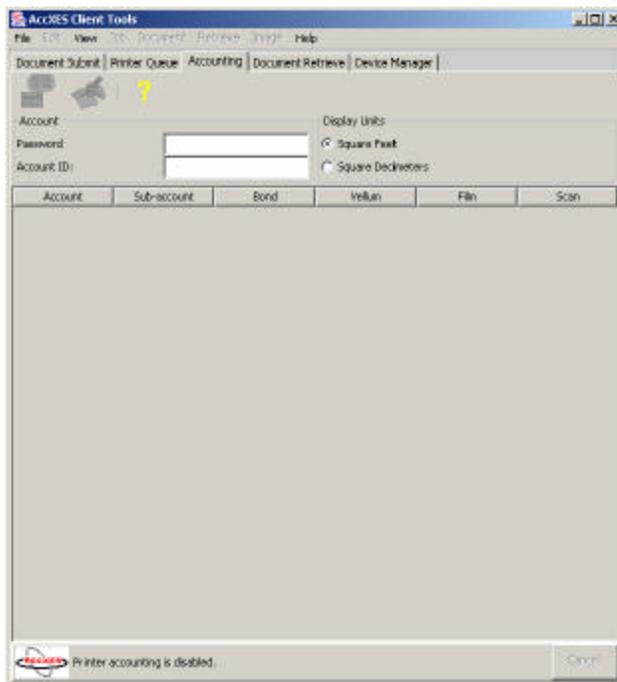
Query the printer for account data



Write the account data to a file (to create a report)



Help for this page.



Accounting Options

PASSWORD – If a password is used at the printer or the scanner, type in the same password into the password field. A password is needed when accessing accounting information for multiple sub-accounts, or if the sub-account number is 0.

ACCOUNT ID – Type in the account.sub-account number for which you want to retrieve usage data from the printer and the scanner. These account numbers should be the same as were assigned to you by the system administrator and are written as a decimal. The account number can be from 0 to 999999 and is written before the decimal point. The sub-account number can be from 0 to 9999 and is after the decimal point. For example, 2.3 means account number 2 and sub-account 3. Zero is saved for the system account.

NOTE: *The account numbers that you query from the Account tab's Account ID field, will only access data that has accumulated from specific account numbers that you created on the scanner or printer. You need to assign these same account numbers on the scanner, Web PMT or printer user interface, and on your Document Submit Job Options screen for your media usage to go those accounts. If you do not enter in an account number on the scanner, then the media usage data will get assigned to the default system account of 0.1. To assign an account number for when you print a job, go to the **Document Submit tab > Job Options toolbar button > Setup tab > Account ID field.***

DISPLAY UNITS – Select whether you want the accounting report data displayed in square feet or square decimeters.

Using the Accounting Tool

Querying for Account Data

- **Type in the password**, if one is required on the scanner or printer (in the printer user interface or Web PMT), or if you are accessing data from multiple accounts.
- Check that the **Account Mode is set to “Enabled” or “Optional”** on both the scanner and printer user interface, or Web PMT.
- Ask your system administrator which account and sub-account numbers you should use when submitting, scanning, and retrieving documents. Be sure to **add these account numbers** to the Account ID fields on the Document Submit tab > Job Options toolbar button > Setup tab, and on the Document Retrieve tab.
- **On the Accounting tab, type in the account and sub-account number** for which you want to retrieve media usage data, such as 3.0.

If the account or sub-account is invalid then you will be presented with a warning and no information will be retrieved.

To retrieve data for all accounts use the account number of **-1**.

If a non-zero value is entered for the sub-account then accounting information will be retrieved for that specific account and sub-account only. If a zero is entered for the sub-account then accounting information will be retrieved for all the existing sub-accounts in the specified account number.

- **Select if you want the data in square feet or square decimeters.**



- **Press the “Query” button** to access the accounting data for the account and sub-account(s) that you specified.

The following shows an example of querying for account 3 data, which shows all of the data for the main 3.0 account and each sub-account. In this case 3.3 was the only sub-account to which media (bond) usage was assigned.

NOTE: All documents that you scan in “scan to print” mode at the scanner (the scanned documents get printed) will be tallied in the media usage columns for Bond, Vellum, and Film. The Scan column displays data on documents that were scanned in “scan to net” mode (the scanned document is stored in the controller and is retrieved using the Document Retrieve Tool).

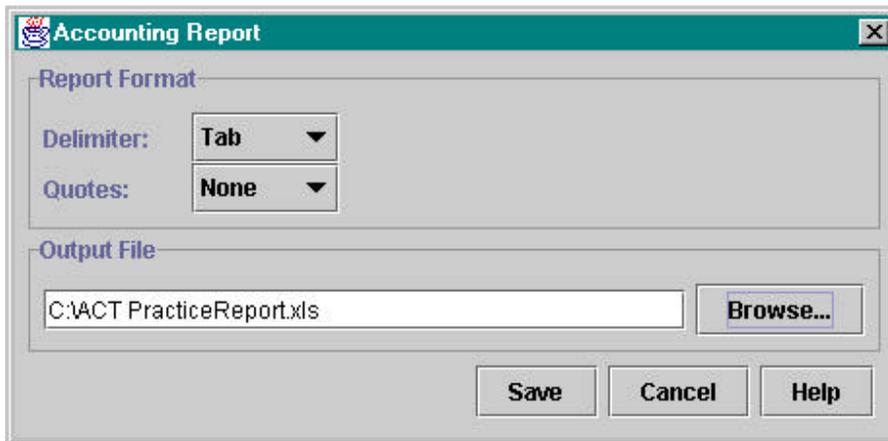
The screenshot shows the Accounting tab of the software interface. It includes fields for Account, Password, and Account ID. The Account ID is set to 3. The Display Units are set to Square Feet. Below the form is a table with the following data:

Account	Sub Account	Bond	Vellum	Film	Scan
3	0	2	0	0	0
3	3	2	0	0	0

Saving the Accounting Data



- After the queried scanning and printing usage data shows in the Accounting page window, press the **Write Account Data to File** toolbar button to invoke the Accounting Report dialog. This dialog is used to specify the file format of the accounting data to be saved for generating a report. This dialog is where you also specify the data filename, and where you want the data file to be saved.



REPORT FORMAT

Delimiter – Choose if you want a tab or comma between each data column.

Quotes – Choose if you want quote marks around each set of data.

The following is an example of a report format that uses a comma as the delimiter between data and double quotes around each piece of data. The numbers indicate that account number 125 (column 1), sub-accounts 11, 12, and 101 (column 2) were queried. The other columns give data for those accounts in respect to media usage for bond, vellum, film, and scanned to net documents respectively.

```
"125","11","364","44","0","0"  
"125","12","274","48","0","0"  
"125","101","0","0","0","275"
```

Output File – Type in a report file name to use when saving the accounting data. You can use the **Browse** button to select a directory and folder to where you want the report to be saved. To save the data as an Excel file, add an .xls file extension to your filename. To save it as a Microsoft Word file, add a .doc file extension.

If no file extension is added to the filename it will be saved as a text document, with the delimiters that you specified. It can be opened in WordPad or in Excel. Otherwise, when you try to open the file without a file extension you will be prompted to choose a file type.

Creating and Printing an Accounting Report

- If you saved your accounting data with a file extension added to the filename, then open the document in the software to which you saved it.
- Add any details you wish, such as a descriptive title or column headers, to explain what these numbers represent.
- Save the file.
- Print the file as you normally would.

Deleting Data in an Account

Once you have saved the accounting data to a file, you may want to clear out the account so that only new data will show in future queries.

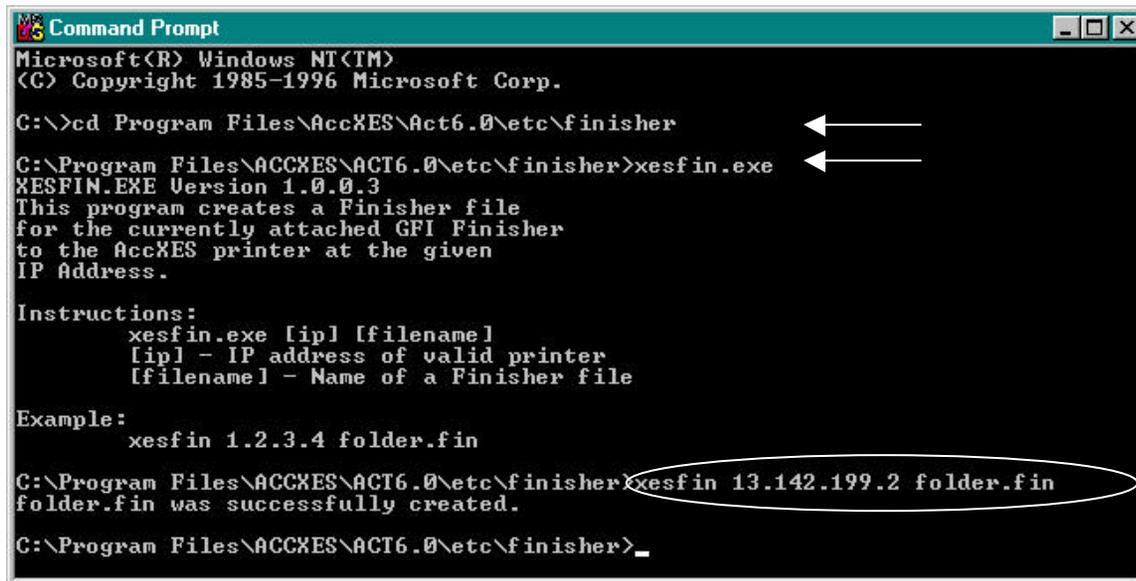
- To reset an account back to 0, go to the Web PMT **Accounting > Reset Account** option. Put in the account number and sub-account number for which you want to reset the data back to 0. Select the **Reset** button.
- On the Accounting Tab of the AccXES Client Tools, do a query on the same account and sub-account number that you reset. Verify that there is no data left in the reset account. This query can also be done on the **Web PMT > Accounting > Reports** screen.

Appendix 1: Creating a .FIN File to Connect to a Folder

IMPORTANT NOTE: The folder must be connected to the printer and on so that the executable file can access the folder to create the correct .FIN file.

FIN File - Creating a file for your AccXES Client Tools to connect to the folder:

- Go to <http://www.xerox.com>.
- Choose Support & Drivers.
- Go to the Wide Format section.
- Select the hyperlink that refers to “AccXES 88xx/ X2-Tech/ 510/ 721P”.
- Under your type of driver, select Drivers & Downloads.
- Select your Operating System and Language. Press the Go button.
- In the Utilities & Applications section, choose the “Finisher File Creator”. Save the zip file to your PC,
- Open the downloaded .zip file and extract the xesfin.exe file. Save it in the [Install Folder – such as the Program Files]\AccXES\ACT10.0\etc\finisher (or in the same location where you downloaded your ACT files). The executable file will create the .FIN file as follows.
- On your PC, go to the downloaded executable file by selecting Start > Run> >cmd.
- In the Command Prompt window, type in the location of the xesfin.exe file that you downloaded. The following screen illustrates the path of the **xesfin.exe** file which was downloaded to the **C:\Program Files\AccXES\ACT6.0\etc\finisher** folder (see the arrows).



```
Microsoft(R) Windows NT(TM)
(C) Copyright 1985-1996 Microsoft Corp.

C:\>cd Program Files\AccXES\Act6.0\etc\finisher
C:\Program Files\AccXES\Act6.0\etc\finisher>xesfin.exe
XESFIN.EXE Version 1.0.0.3
This program creates a Finisher file
for the currently attached GFI Finisher
to the AccXES printer at the given
IP Address.

Instructions:
  xesfin.exe [ip] [filename]
  [ip] - IP address of valid printer
  [filename] - Name of a Finisher file

Example:
  xesfin 1.2.3.4 folder.fin

C:\Program Files\AccXES\Act6.0\etc\finisher>xesfin 13.142.199.2 folder.fin
folder.fin was successfully created.

C:\Program Files\AccXES\Act6.0\etc\finisher>_
```

- Selecting the executable xesfin.exe will generate the above instructions to create the FIN file, using the format of **xesfin IP address folder.fin** (see the example in the circle above, where the IP address is 13.142,199.2). A “successfully created” message will show when the FIN file is created and you will be able to select it in the AccXES Client Tools as follows.
- Go to Document Submit Tab > Job Options button > Finishing Tab.
- Select “Add Folder” in the Folder Type list.
- On the “Select a Finisher” dialog, locate the .FIN file that you just created in the Program Files/AccXES/ACT v#/etc/finisher folder (v# is the current ACT version number). Click “OK”.
- The folder will be added to the Folder Type list and can now be selected. The appropriate folder methods for that folder type will be listed in the Folder Method drop down menu.

NOTE: Only the last folder that has been added will remain in the Folder Type list between sessions of using the AccXES Client Tools. It will also remain after you uninstall and install ACT.

Appendix 2: Paper Sizes

Paper and Roll Sizes for AccXES Compliant Printers

To view the current list of sizes for your printer, in the Web PMT select **PRINTER DEFAULTS > PROCESSING DEFAULTS > Media > Media Size** and **Media Type** drop down menus (or go to Appendix 2 in the *XEROX WIDE FORMAT COPY SYSTEM User Guide*).

Appendix 3: Collate and Reverse Print Order

Collate and Reverse Print Order Combinations

Three documents (A, B, C) were sent from the Document Submit screen to a printer which prints the documents face up. Each page that comes out of the printer, therefore, stacks face up on top of the last printed page. Two copies were requested and there were three pages in each of the three documents, as indicated below.

A document: Pages A1, A2, A3

B document: Pages B1, B2, B3

C document: Pages C1, C2, C3

The table below shows the various combinations of Collate and Reverse Print Order which can be chosen in the bottom section of the Document Submit tab, or on the Job Options > Finishing tab. **The highlighted row indicates the most commonly used choice for getting multiple copies of several documents.** This choice will give you a stack of printed documents that will be in the same document order and same page order as you have listed in the Document Submit window. One sorted copy will print first, then the second sorted copy will print.

Collate	Reverse Print Order	Printer Output Order
None	Unchecked	A1,A1,A2,A2,A3,A3, B1,B1,B2,B2,B3,B3, C1,C1,C2,C2,C3,C3
Reverse	Unchecked	A1,A2,A3, B1,B2,B3, C1,C2,C3, A1,A2,A3, B1,B2,B3, C1,C2,C3
Forward	Unchecked	C3,C2,C1, B3,B2,B1, A3,A2,A1 C3,C2,C1, B3,B2,B1, A3,A2,A1
None	Checked	C1,C1,C2,C2,C3,C3, B1,B1,B2,B2,B3,B3, A1,A1,A2,A2,A3,A3
Reverse	Checked	C1,C2,C3, B1,B2,B3, A1,A2,A3, C1,C2,C3, B1,B2,B3, A1,A2,A3
Forward	Checked	A3,A2,A1, B3,B2,B1, C3,C2,C1, A3,A2,A1, B3,B2,B1, C3,C2,C1

NOTE: For single page plots, choose Reverse Collate and Reverse Print Order.

NOTE: Certain PostScript files may affect printer output results. See Appendix 4 for more detail.

Appendix 4: Printing PostScript Files

The PostScript language supports the ability to modify copies, collation, and finishing options (Gera finishers only). These commands may apply to entire jobs, not just the PostScript portions. This appendix describes the rules used to merge AccXES Client Tools and PostScript requests.

This appendix applies only if a PostScript file contains one or more of the following:

- Setting of the **Collate** page device parameter (via *setpagedevice*)
- Setting of the **Fold** page device parameter (via *setpagedevice*)
- Setting of the **NumCopies** page device parameter (via *setpagedevice* or by **#copies**)

NOTE: *If your PostScript does not contain these operators, then this appendix may be disregarded.*

Interaction between PostScript Copies, Collation, and Finishing Options

PostScript commands for Collate, Fold, and Copies may apply to 1) just the PostScript file or 2) the entire job:

- For a single data format job* which contains a PDL header and a PostScript file, the copies, collation, and finishing parameters specified in the PostScript file take precedence for the job and behave according to [PostScript Language Reference Manual](#). [If PostScript collation parameter is true, PostScript copies is a job parameter – if PostScript collation is false, PostScript copies is a page parameter.]
- For a multiple data format job* which contains a PDL header, file 1 is any data format EXCEPT PostScript and files 2 (or later) are any data format including PostScript. The PDL header parameters for copies, collation, and finishing will take precedence for all files in the job. If file 2 (or later) is a PostScript file which specifies collation or finishing, then those PostScript values for collation and finishing are ignored. If the PostScript file specifies copies, that value is applied to the PostScript file only.
- For a multiple data format job* which contains a PDL header, if file 1 is a PostScript job that specifies copies, collation or finishing, the PostScript values for collation and finishing take precedence for ALL the files in the job and behave according to [PostScript Language Reference Manual \[see item 1\]](#).
- A PostScript setting of Collation = True maps to an AccXES setting of Collation = Auto.

***NOTE:** *If banner pages are enabled BEFORE the job, the job is treated as a multiple data format job with the banner page being file 1.*

Printing PostScript Files Using the DST in the AccXES Client Tools

If the PostScript file does not contain the settings for Collation, Folding, or Copies:

- The settings within the Document Submit Tool will always take precedence over the default printer settings, and will apply to the PostScript file(s).

If the PostScript file is the first file within the Document Submit Tool's Document List and contains the settings for Collation and Folding:

- The settings within the PostScript file will always take precedence over what are set within Document Submit Tool and the settings within the printer. These settings will also be used as JOB parameters and pertain to EVERY file within the Document Submit Tool print job.

If the PostScript file is the first file within the Document Submit Tool's Document List and contains the settings for Copies and Collation:

- The Collate=False setting within the PostScript file will always take precedence over printer defaults, or what is set within Document Submit Tool.
- When Collate=False is used in combination with the Copies setting in a PostScript file, the Copies setting affects ONLY that PostScript file within the Document List.
- If the setting for collation is true (e.g. Collate=True) the copies setting within the PostScript file is applied to EVERY file within the Document Submit Tool Job.

If the PostScript file is NOT the first file within the Document Submit Tool's Document List and contains settings for Collation, Folding, and Copies:

- The settings within the Document Submit Tool will always take precedence over what is set within the PostScript file. The Document Submit settings will be considered JOB parameters and be applied to EVERY file within the Document List.
- The setting for copies within the PostScript file is applied to ONLY the PostScript file regardless of the copies setting within Document Submit Tool.

Examples

EXAMPLES with Copies and Collation set in DST and PostScript file first in the Document List.

EXAMPLE 1:

Your settings are:

- In the Document Submit Tool, Copies = 2
In the PostScript file, Collate is FALSE
- In the PostScript file, Copies = 3.
- Documents within the Document List are:
<PostScript file>
<Non-PostScript file #1>
<Non-PostScript file #2>

Your output is:

6 copies of - <PostScript file>
2 copies of - <Non-PostScript file #1>
2 copies of - <Non-PostScript file #2>

This is caused by the PostScript file containing the settings: Collation = False and Copies = 3

EXAMPLE 2:

Your settings are:

- In the Document Submit Tool, Copies=2
- In the PostScript file, Collate is TRUE
- In the PostScript file, copies = 3
- Documents within the Document List are:
 - <PostScript file>
 - <Non-PostScript file #1>
 - <Non-PostScript file #2>

Your output is:

1 copy of - <PostScript file>
1 copy of - <Non-PostScript file #1>
1 copy of - <Non-PostScript file #2>
1 copy of - <PostScript file>
1 copy of - <Non-PostScript file #1>
1 copy of - <Non-PostScript file #2>
1 copy of - <PostScript file>
1 copy of - <Non-PostScript file #1>
1 copy of - <Non-PostScript file #2>

This is caused by the PostScript file containing the settings: Collation = True and Copies = 3

EXAMPLES With Folding set in DST and a PostScript file is first within the Document List.**EXAMPLE 3:**

Your settings:

- In the Document Submit Tool include "Fold ISO - 210mm"
- PostScript file sets folding to OFF.
- Documents within the Document List are:
 - <PostScript file>
 - <Non-PostScript file #1>
 - <Non-PostScript file #2>

Your output is:

- 1 copy - <PostScript file>
- 1 copy - <Non-PostScript file #1>
- 1 copy - <Non-PostScript file #2>

ALL files are NOT folded. This is caused by the PostScript file containing a setting to NOT fold the documents and send the documents to the bridge.

EXAMPLE 4:

Your settings:

- In the Document Submit Tool "Fold - FOLDER BYPASS"
- PostScript file sets folding to ON.
- Documents within the Document List are:
 - <PostScript file>
 - <Non-PostScript file #1>
 - <Non-PostScript file #2>

Your output is:

- 1 copy - <PostScript file>
- 1 copy - <Non-PostScript file #1>
- 1 copy - <Non-PostScript file #2>

ALL files are FOLDED. This is caused by the PostScript file containing a setting to fold the documents and NOT to send the documents to the bridge.

EXAMPLES With Collation set in DST and a PostScript file is first within the Document List.

EXAMPLE 5:

Your settings:

- In the Document Submit Tool include: Collation = FORWARD/REVERSE, Copies = 3
- In the PostScript file, Collation = OFF.
- Documents within the Document List are:
 - <PostScript file>
 - <Non-PostScript file #1>
 - <Non-PostScript file #2>

Your output is:

- 3 copies - <PostScript file>
- 3 copies - <Non-PostScript file #1>
- 3 copies - <Non-PostScript file #2>

This is caused by the PostScript file containing a setting to NOT collate the documents.

EXAMPLE 6:

Your settings:

- In the Document Submit Tool, Collation = NONE, Copies=3
- In the PostScript file, Collation = ON.
- Documents within the Document List are:
 - <PostScript file>
 - <Non-PostScript file #1>
 - <Non-PostScript file #2>

Your output is:

- 1 copy - <PostScript file>
- 1 copy - <Non-PostScript file #1>
- 1 copy - <Non-PostScript file #2>
- 1 copy - <PostScript file>
- 1 copy - <Non-PostScript file #1>
- 1 copy - <Non-PostScript file #2>
- 1 copy - <PostScript file>
- 1 copy - <Non-PostScript file #1>
- 1 copy - <Non-PostScript file #2>

This is caused by the PostScript file containing a setting to collate the documents.

Appendix 5: Navigational Paths and Default Values

for AccXES Client Tools Options

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
AccXES firmware version in use by the printer		Device Manager Tab > "Printer Version" field
Account ID	GenericAccountID	Document Submit Tab >  , (or Job > Job Options) > Setup tab. If Accounting is enabled and your printer uses AccXES firmware version 7.0 or higher, you must also enter an assigned User ID.
Add documents to a set		Click and drag the file name from your file system to the Document Submit window, or select the Document Submit Tab >  , (or select Document > Add Document). Use the keyboard "Ctrl" or "Shift" keys to select multiple documents in the order they are listed. Click on the "Add" button. Click on the "Done" button.
Auto Compose	Off	Document Submit Tab >  , (or Job > Job Options) > Composition tab
Auto Preview	On	(see Preview, Automatic)
Auto Rotate	On	Document Submit Tab >  , or double click on file name > Transform Tab
Automatic image retrieval (Auto Poll)	15 seconds	Document Retrieve Tab >  . To stop Auto Poll, select  .
Banner	Off	Document Submit Tab >  , (or Job > Job Options) > Finishing tab

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
CalComp	Checksum=On EOM Text=13 EOP count=2 ForcePlot =On Manual = Off New Plot = Off Pause = On SearchAddress=both StartPlot=On StepSizeText=2032 SYNC count=2 SYNC Text=22 Top of Form=On	Document Submit Tab >  , or double click on file name > Setup Tab (You can also select a filename on the Document Submit window and then select Document > Edit.) > File Format: select CalComp > CalComp Tab.
Cals1, Cals2		Document Submit Tab >  , or double click on file name > Setup Tab (You can also select a filename on the Document Submit window and then select Document > Edit.) > File Format: select Cals1 or Cals2
Cancel print job		Printer Queue Tab > select job title >  , or Cancel button at bottom of print queue screen. If too late, cancel at Web PMT main page (select file in print queue to go to cancel screen).
CGM		Document Submit Tab >  , or double click on file name > Setup Tab > (You can also select a filename on the Document Submit window and then select Document > Edit.) > File Format: select CGM
Clear scanned list & keep on exit	On	Document Retrieve Tab >  > check box
Collate	None	Document Submit Tab or  , (or Job > Job Options) > Finishing tab
Color options – for a job		<u>Job Options:</u> Go to Document Submit Tab >  > Color Tab
Color options – for default document		<u>Color Default Options:</u> Go to Document Submit Tab> Job Options Button> Color Tab > Select media type > Select Apply Ink Limit and/or Apply Gamma boxes > OK > Go to Document Submit Tab >  > select Media tab

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Color options – for single document(s)		Color Default Options: Go to Document Submit Tab> Job Options Button> Color Tab > Select media type > Select Apply Ink Limit and/or Apply Gamma boxes > OK > Go to Document Submit Tab > double click on file name > Media tab
Copies, number of	1	Document Submit Tab or  , (or Job > Job Options) > Setup tab
Copy doc options to clipboard		Document Submit Tab > select a document title > Document (or right click on file name) > Copy Options
Copy document that's in a set		Document Submit Tab > select a document title (or right click on file name) >  , or Edit > Copy
Cut document from set		Document Submit Tab > select a document title (or right click on file name) >  , or Edit > Cut
Date, include in scanned file name	On	Document Retrieve Tab >  > check box
Default options for all documents added to document set		Document Submit Tab > 
Default options for single document, to change		Document Submit Tab > double click document title, or select a filename > Document > Edit to get to edit screens
Default options, save as a file		Document Submit Tab > select a document title > Document > Save Default As
Default options, to open saved defaults		Document Submit Tab > Document > Open Default > select the default settings file
Defaults – Save as defaults all current selections from all of the Edit Job Option tabs.		Document Submit Tab >  > Setup Tab > Update Defaults button

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Defaults – Save as defaults all current selections from all Edit Default Document Print Options		Document Submit Tab >  > Setup Tab > Update Defaults button
Defaults – Save as defaults all current selections from all Edit Document Print Options		Document Submit Tab > Double click on document title. > Setup tab > Update Defaults button.
Delete all files in document set		Document Submit Tab > When files are listed on Document Submit window, select Edit > Clear All.
Delete document in a set		Document Submit Tab > Highlight a document title > Edit > Delete, or right click on document title > Delete
Delete scanned or retrieved images		Document Retrieve Tab > select a document title >  , or Edit > Delete
Deselect all document set files		Document Submit Tab > Edit > Deselect All (This will deselect any highlighted file names.)
Devices available		Device Manager Tab
Document <u>default</u> options		Document Submit Tab >  , or select Document > Edit Default
Document options		Document Submit Tab > double click on the filename, or select file name and select Document > Edit
Document Set, create a set		Document Submit Tab > File > New > Use the Add  and Insert  buttons. You can also click and drag a file name from your file system or send a file from your Document Retrieve window to the DST window.
Document Set, job options		Document Submit Tab >  , or select Job > Job Options
Document Set, open existing set		Document Submit Tab > File > Open

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Document, add to a set		Document Submit Tab >  , (or select Document > Add Document)
Document, edit options		Document Submit Tab > double click document title, or select a filename > Document > Edit to get to edit screens
Document, insert into a set		Document Submit Tab >  , or Document > Insert Document
Document, open saved document set		File > Open
File Format	Automatic Detection	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Setup Tab > File Format drop down menu
File prefix for retrieved images' filenames	MYSCAN	Document Retrieve Tab
FIN file		The .FIN file is located in the etc folder, where your ACT software is installed (e.g. Program Files/AccXES/ACT 5.1/etc/finisher/Name of finisher you want to install.) Click OK to add the folder.
Finishing Options - for print jobs		Document Submit Tab >  , or select Job > Job Options > Finishing tab
Finishing Options - for default documents		Document Submit Tab>  > Finishing Tab> select folder type> (If the printer selected on the Device Manager Tab has AccXES firmware <u>prior to version 9.0</u> , and it supports bi-directional communication, you also need to select a Folding Method.)> OK> Edit Default Options Button> Finishing Tab> select Apply Finishing box
Finishing Options – for individual documents		Document Submit Tab> Job Options Button> Finishing Tab> select folder type> (If the printer selected on the Device Manager Tab has AccXES firmware prior to version 9.0, and it supports bi-directional communication, you also need to select a Folding Method.)> OK> double click a document title> Finishing Tab> select Apply Finishing box

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Folder	Type = None Method=Folder bypass Crossfold, Margin, Punch, Tab/Reinforcing = finisher dependent	Document Submit Tab >  , or select Job > Job Options > Finishing Tab
HPGL	AF = On AH = On FR = On NR = Off PG = On RP = On S/SPO = Off PlotterOffCondition=On Detect Media from Drawn Area = Off	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Setup Tab > File Format: select HPGL > HPGL Tab
Images, overlay	Off	Document Submit Tab >  , (or select Job > Job Options) > Composition tab
Insert document into set		Document Submit Tab >  , or Document > Insert Document
IP address	IP Address=0.0.0.0	Device Manager Tab
Job name		Document Submit Tab or  , or select Job > Job Options > Setup tab
Job options		Document Submit Tab >  , or select Job > Job Options
JPEG		Document Submit Tab >  , or double click on file name > Setup Tab > File Format: JPEG
Justification	Units = Inches X, Y = Center Text = 0.0	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Transform Tab

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Label defaults	Apply Label = Off Font = HP Stick Font Rotation = 90 degrees Shading = 100 Font Size = 14 Units = Inches X position = Trailing Y position = Bottom X,Y text = 0.0	Document Submit Tab >  , (or select Job > Job Options) > select Apply Label, OK >  , or  , or double click on file name, (or select a filename > Document > Edit) > Labels tab
Labels - for a job		Document Submit Tab >  , (or select Job > Job Options) > Labels tab
Labels – for default document		Document Submit Tab >  , (or select Job > Job Options) > select Apply Label, OK >  > Labels tab
Labels – for single document(s)		Document Submit Tab >  , (or select Job > Job Options. Select Apply Label, OK . Then double click on file name, (or select a filename > Document > Edit) > Labels tab for individual document labels.
Media mismatch	Scale to fit	Document Submit Tab >  , (or select Job > Job Options > Finishing tab
Media size, type, source - job	Size= ANSI E Color Type=Any Monochrome Type = Bond Source=Automatic Selection	Document Submit Tab >  , (or select Job > Job Options) > Composition tab AccXES compliant printers: Set same media types in the printer user interface for each roll. WIDE FORMAT PRINT SYSTEM 8855: Press the media type buttons in the printer drawers next to each roll: architectural or engineering, and paper, vellum, or film.
Media size, type, source (defaults or single document)	Size=Any Color Type=Any Monochrome Type = Bond Source=Automatic Selection	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Media Tab
Media printing status		Printer Queue Tab >  , or  > see bottom of the screen

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Mirror X, Y	Off	Document Submit Tab >  , or double click on file name > Transform Tab
Mismatch media	Scale to fit	Document Submit Tab >  , (or select Job > Job Options) > Finishing tab
Network connections	IP Address=0.0.0.0 Device Name = New Device	Device Manager Tab
Network, retry connection options	3 retry attempts Interval = 10 seconds	Device Manager Tab >  toolbar button > Adjust Retry Limit and Retry Interval
NIRS		Document Submit Tab >  , or double click on file name > Setup Tab > File Format: NIRS
Open saved document set		Document Submit Tab > File Menu > Open
Orientation Plot		Document Submit Tab > double click on file name > Document Menu > Orientation Plot
Overlay Images	Off	Document Submit Tab >  , (or select Job > Job Options) > Composition tab
Page Composition		For Job: Document Submit Tab >  , (or select Job > Job Options) > Composition tab For Documents: double click on filename, (or select a filename > Document > Edit) > Composition tab
Paste copied document options		Document Submit Tab > select a document title to which the copied options will get pasted > Document > Paste Options (or right click on file name > Paste Options)
Paste document		Document Submit Tab >  , (or right click on file name), or Edit > Paste
PDF		Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Setup Tab > File Format: PDF and PDF Optimization.
Plot Nesting	Printer default	Document Submit Tab >  , (or select Job > Job Options) > Composition tab

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Ports		Device Manager Tab
PostScript	This is an optional, licensed feature	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Setup Tab > File Format: select PostScript and CIE Color 7/or Halftone Method.
Preview, scanned image		Document Retrieve Tab > double click a document title in the Scanned or Retrieved windows, (or select a title, then select Image > Preview), or right click on file name > Preview. If preview does not show, check that "Create Preview" is enabled on the scanner.
Preview, stop automatic		Document Retrieve Tab >  , or Retrieve > Stop
Print job name, to create		Document Submit Tab >  , (or select Job > Job Options) > Setup tab
Print job priority	5	Document Submit Tab or Printer Queue Tab >  , (or Document Submit Tab >  > Setup Tab
Print jobs, active		Printer Queue Tab > 
Print jobs, cancel		Printer Queue Tab >  , or Web PMT main page print queue > select file to go to cancel screen
Print jobs, list all		Printer Queue Tab > 
Print jobs, print in reverse print order		Document Submit Tab or  , (or Job > Job Options) Finishing tab
Print new document set		Document Submit Tab > Use  to add documents to the window. Select  or File > Print, (or Job > Print)
Print options - default document		Document Submit Tab >  , or select a document and then Document > Edit Defaults
Print options – for print job or set of documents		Document Submit Tab and  , or select Job > Job Options

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Print options – single document(s)		Document Submit Tab > double click on file name, or select a document, and then Document > Edit
Print queue		Printer Queue Tab > use toolbar buttons to update the status of active and/or completed jobs (while job is in the queue, after changing paper rolls, or after submitting more jobs)
Print saved document set		Document Submit Tab > File > Open > Select .xds file name. > Open button > Documents within the set will be listed on the Document Submit window. >  , or File > Print, (or Job > Print)
Print to File		Device Manager Tab
Printer, default		Device Manager Tab
Priority of print job		Document Submit Tab or Printer Queue Tab >  , or Document Submit Tab >  , (or select Job > Job Options> Setup Tab
Raster editor path		Document Retrieve Tab >  , or (Retrieve > Retrieval Setup) > Browse button to locate path of the raster editor (like Photo Shop)
Rename scanned or retrieved image		Document Retrieve Tab > right click on a document title > Rename, or highlight the document title and select Edit > Rename
Rendering – for a job		Document Submit Tab >  > Rendering Tab
Rendering – for default document		<u>Default Options:</u> Go to Document Submit Tab >  > Rendering Tab > check "Apply Rendering" > OK > Edit Default Options Button > Rendering Tab
Rendering – for single document(s)		<u>Single Document Options:</u> Go to Document Submit Tab >  > Rendering Tab > check "Apply Rendering" > OK > double click a document title > Rendering Tab
Retrieval Directory		Document Retrieve Tab
Retrieval setup (user preferences)		Document Retrieve Tab > 

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Retrieve all scanned images in specified account		Document Retrieve Tab >  , or Retrieve > Retrieve All
Retrieve scanned images automatically		Document Retrieve Tab >  , or Retrieve > Auto Poll.
Retrieve selected scanned images		Document Retrieve Tab > select images in Scanned window > Retrieve > Retrieve Image
Retrieved image, add to document set		Document Retrieve Tab > select retrieved filename > Image > Merge Image
Retrieved images, add all images to document set		Document Retrieve Tab > Image > Merge All
Reverse Print Order		Document Submit Tab or  , (or Job > Job Options) > Finishing tab
Rotation, Document	Transformation Auto Rotate = on Labels = 90 degrees Stamps = 90 degrees Composition = 0 Transformation = 0	Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > select tab: Transform Tab, Composition Tab, Stamps Tab, Labels Tab
Rotation, Job Options	Labels =90 degrees Stamps=90 degrees	Document Submit Tab >  , (or select Job > Job Options) > Stamps Tab, Labels Tab
Save document set		Document Submit Tab > File > Save
Save document set with new name		Document Submit Tab > File > Save As
Save retrieved images		Document Retrieve Tab >  , or Image > Keep All, (or select images > Image > Keep Image)
Scale to Fit	Off	Document Submit Tab >  or double click job title, (or select a filename > Document > Edit) > Composition Tab. If you select a specific Media Size on the Media tab, Scale to Fit will also be added to the Scaling drop down menu on the Transform tab.

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Scale to Fit, mismatch queue	Scale to Fit	Document Submit Tab >  , (or select Job > Job Options) > Finishing Tab
Scaling	Stamp = Relative Transform = Disabled	Document Submit Tab >  , (or select Job > Job Options) > Stamps Tab Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Transform Tab and Stamps Tab
Scaling factor	100	Document Submit Tab >  , or double click job title > Transform Tab
Scaling list box	Disabled	Document Submit Tab >  , or double click job title > Transform Tab
Scan Directory	0.1 in the DRT, and images at the scanner	Document Retrieve Tab
Scanned images, add to document set		Document Retrieve Tab > highlight a retrieved filename > Image > Merge Image (or right click > Select All > Image > Merge All). The document(s) will be copied to your Document Submit window, removed from the Document Retrieval window, and get saved to your file system.
Scanned images, delete		Document Retrieve Tab > highlight a filename in the Scanned or Retrieved window >  , or Edit > Delete
Scanned images, list		Document Retrieve Tab >  , or Retrieve > List
Scanned images, preview		Document Retrieve Tab >  , or Image > Preview, (or right click > Preview)
Scanned images, retrieve		Document Retrieve Tab >  , or Retrieve > Retrieve All, (or Retrieve > Retrieve Image)
Scanned images, save retrieved images		Document Retrieve Tab >  , or Image > Keep All, (or Image > Keep Image), or right click > Keep All
Scanner, default		Device Manager Tab

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Select All		Document Submit Tab > Edit > Select All, or right click > Select All Document Retrieve Tool > Edit > Select All, or right click > Select All
Single Page Job		Go to Document Submit Tab> Job Options Button> Composition Tab
Stamp, for a default document		Document Submit Tab >  , (or select Job > Job Options) > select "Apply Stamp" box, OK> Edit Default Options button > Stamps Tab
Stamp, for a job		Document Submit Tab >  , (or select Job > Job Options) > Stamps Tab
Stamp, for single document(s)		Document Submit Tab >  , (or select Job > Job Options) > select "Apply Stamp" box, OK> double click on file name, (or select a filename > Document > Edit) > Stamps tab
Stamps defaults	Apply Stamp=Off Rotation=90 degrees Scaling = Relative Text = 32 Units = Inches X,YPosition=Center X,Y Text = 0.0	Document Submit Tab >  , or  , or double click on file name (or select a file name > Document > Edit) > Stamps Tab
TIFF		Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Setup Tab > File Format: select TIFF
Title block, job options		Document Submit Tab >  > Finishing Tab
Title block , default options		Document Submit Tab >  > Transform Tab
Title blocks on individual documents		Document Submit Tab > double click on file name > Transform Tab
Trabalho de uma página		

FEATURE	DEFAULT	NAVIGATIONAL PATH TO LOCATE THE FEATURE
Transformation features		Document Submit Tab >  , or double click on file name, (or select a filename > Document > Edit) > Transform Tab
User ID	GenericUserID	Document Submit Tab or  , (or Job > Job Options) > Setup tab. If Accounting is enabled and your printer uses AccXES firmware version 7.0 or higher, you must also enter an assigned Account ID.
Viewer		Edit > Configure Viewer Edit > Launch Viewer

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